



Virginia Register of Regulations

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THE VIRGINIA REGISTER INFORMATION PAGE

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

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 General Assembly session by issuing a directive signed by a majority of the members of the appropriate legislative body and the Governor. The Governor's objection or suspension of the regulation, or both, will be published in the *Virginia Register*. If the Governor finds that changes made to the proposed regulation have substantial impact, he may require the agency to provide an additional 30-day public comment period on the changes. Notice of the additional public comment period required by the Governor will be published in the *Virginia Register*.

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

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by the promulgating agency, unless (i) a legislative objection has been filed, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the 21-day objection period; (ii) the Governor exercises his authority to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

unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the period for which the Governor has provided for additional public comment;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

A 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 ends when the prescribed time limit expires.

STATEMENT

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

CITATION TO THE VIRGINIA REGISTER

The *Virginia Register* is cited by volume, issue, page number, and date. **26:20 V.A.R. 2510-2515 June 7, 2010**, refers to Volume 26, Issue 20, pages 2510 through 2515 of the *Virginia Register* issued on June 7, 2010.

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: **John S. Edwards**, Chairman; **Bill Janis**, Vice Chairman; **James M. LeMunyon**; **Ryan T. McDougle**; **Robert L. Calhoun**; **Frank S. Ferguson**; **E.M. Miller, Jr.**; **Thomas M. Moncure, Jr.**; **Patricia L. West**; **Charles S. Sharp**.

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.dls.virginia.gov>).

March 2011 through March 2012

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
27:14	February 23, 2011	March 14, 2011
27:15	March 9, 2011	March 28, 2011
27:16	March 23, 2011	April 11, 2011
27:17	April 6, 2011	April 25, 2011
27:18	April 20, 2011	May 9, 2011
27:19	May 4, 2011	May 23, 2011
27:20	May 18, 2011	June 6, 2011
27:21	June 1, 2011	June 20, 2011
27:22	June 15, 2011	July 4, 2011
27:23	June 29, 2011	July 18, 2011
27:24	July 13, 2011	August 1, 2011
27:25	July 27, 2011	August 15, 2011
27:26	August 10, 2011	August 29, 2011
28:1	August 24, 2011	September 12, 2011
28:2	September 7, 2011	September 26, 2011
28:3	September 21, 2011	October 10, 2011
28:4	October 5, 2011	October 24, 2011
28:5	October 19, 2011	November 7, 2011
28:6	November 2, 2011	November 21, 2011
28:7	November 15, 2011 (Tuesday)	December 5, 2011
28:8	November 30, 2011	December 19, 2011
28:9	December 13, 2011 (Tuesday)	January 2, 2012
28:10	December 27, 2011 (Tuesday)	January 16, 2012
28:11	January 11, 2012	January 30, 2012
28:12	January 25, 2012	February 13, 2012
28:13	February 8, 2012	February 27, 2012
28:14	February 22, 2012	March 12, 2012

*Filing deadlines are Wednesdays unless otherwise specified.

NOTICES OF INTENDED REGULATORY ACTION

TITLE 9. ENVIRONMENT

STATE WATER CONTROL BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the State Water Control Board intends to consider amending the following regulations: **9VAC25-196, General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Noncontact Cooling Water Discharges.** The purpose of the proposed action is to amend and reissue the existing general permit, which expires on March 1, 2013. The general permit regulation governs point source discharges of 50,000 gallons per day or less of noncontact cooling water and cooling equipment blowdown to surface waters.

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

Statutory Authority: § 62.1-44.15 of the Code of Virginia; § 402 of the Clean Water Act; 40 CFR Parts 122, 123, and 124.

Public Comment Deadline: April 13, 2011.

Agency Contact: George E. Cosby, Department of Environmental Quality, 629 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4067, FAX (804) 698-4032, or email george.cosby@deq.virginia.gov.

VA.R. Doc. No. R11-2742; Filed February 15, 2011, 9:40 a.m.

REGULATIONS

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

Symbol Key

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

TITLE 1. ADMINISTRATION

STATE BOARD OF ELECTIONS

Final Regulation

REGISTRAR'S NOTICE: The State Board of Elections is claiming an exemption from the Administrative Process Act pursuant to § 2.2-4002 B 8 of the Code of Virginia, which exempts agency action relating to the conduct of elections or eligibility to vote.

Title of Regulation: **1VAC20-80. Recounts and Contested Elections (adding 1VAC20-80-10, 1VAC20-80-20).**

Statutory Authority: § 24.2-103 of the Code of Virginia.

Effective Date: Effective upon the filing of the notice of the U.S. Attorney General's preclearance with Registrar of Regulations.

Agency Contact: Peter J. Goldin, Policy Analyst, State Board of Elections, 1100 Bank Street, 1st Floor, Richmond, VA 23219, telephone (804) 864-8930, or email peter.goldin@sbe.virginia.gov.

Summary:

This final regulation details standards to assist local election officials and courts in conducting recounts for contested elections.

CHAPTER 80

RECOUNTS AND CONTESTED ELECTIONS

1VAC20-80-10. (Reserved.)

1VAC20-80-20. Recounts and [~~Contested~~ Elections contested elections]

A. Standards for any recounts or contests requested in the Commonwealth of Virginia shall be governed by Chapter 8 (§ 24.2-800 et seq.) of Title 24.2 of the Code of Virginia.

B. Upon notification by the court that a recount [~~requested request~~] has been filed pursuant to § 24.2-801 of the Code of Virginia, the State Board of Elections shall promptly transmit to the appropriate court and electoral board or boards copies of the instructions corresponding to the types of ballots and equipment used in each county or city involved in the recount.

C. In preparation for the recount and pursuant to § 24.2-802 A of the Code of Virginia, the clerks of the circuit courts shall:

1. Secure all paper ballots and other election materials in sealed boxes;

2. Place all of the sealed boxes in a vault or room not open to the public or to anyone other than the clerk and his staff;

3. Cause such vault or room to be securely locked except when access is necessary for the clerk and his staff; and

4. Certify that these security measures have been taken in whatever form is deemed appropriate by the chief judge.

D. After a recount has been requested pursuant to § 24.2-801 of the Code of Virginia, and prior to the preliminary hearing specified in § 24.2-802 B of the Code of Virginia, the electoral board of each county or city in which the recount is to be held shall provide the court and all parties to the recount with:

1. The recommended location and number of recount teams needed to recount paper ballots and to redetermine the votes cast on direct recording electronic devices of the type that prints returns for the election district at large in which the recount is being held.

2. The recommended location and number of recount teams needed to insert the ballots read by an electronic counting device into one or more counting devices that have been programmed to count only votes cast for parties to the recount or for or against the question in a referendum recount. Such machines shall also be programmed to reject all undervoted and overvoted ballots as required by § 24.2-802 D of the Code of Virginia. The examination of undervoted and overvoted ballots may take place at the same location before the votes are totaled for that precinct, if so directed by the court. If a different team of officers would be used to examine the undervoted and overvoted ballots, such teams shall be included in the total number recommended for this item.

3. A complete list of all officers of election who served at the election to be recounted, with the political party they represented at that election listed beside their names, the precinct where each officer served, each officer's address and phone number or numbers, and an indication of which officers served as chief or assistant chief officers. Such list shall note recommended recount officials who the court may appoint if the officials and alternates recommended by the parties to the recount are not of sufficient number to conduct the recount within a reasonable period. Such list shall be provided by the local electoral boards for both parties to the recount, or by the Secretary of the State Board of Elections in the case of a recount for federal or

statewide office or a statewide ballot issue, prior to the preliminary hearing, or as soon thereafter as possible, to assist them in preparing their selections of officers to be recount officials or alternates.

4. A list of the members of the electoral board and the political parties they represent. Such list shall be provided by the local electoral boards to both parties to the recount or by the Secretary of the State Board of Elections in the case of a recount for federal or statewide office or a statewide ballot issue.

E. To facilitate the conduct of any pending or expected recount for a federal or statewide office or statewide ballot issue, the Secretary of the State Board of Elections may coordinate the gathering of the recommendations and information from the electoral boards and provide such recommendations and information to the court prior to the preliminary hearing specified in § 24.2-802 B of the Code of Virginia on behalf of the electoral boards. The electoral board of each county or city in which the recount is to be held shall provide the requested information to the Secretary of the State Board of Elections.

F. Pursuant to § 24.2-802 A of the Code of Virginia, the procedures issued by the State Board of Elections, and any other procedures directed by the court, shall be as uniform as possible throughout the entire district in which the recount is being conducted, given the differences in types of equipment and ballots used in the election.

G. For any paper ballot that is to be counted manually and can be counted manually, the guidelines adopted by the State Board of Elections for hand-counting shall be used in determining the voter's intent ("Ballot Examples for Handcounting Paper or Paper-Based Ballots for Virginia Elections or Recounts").

H. The State Board of Elections and the appropriate electoral boards shall provide any other assistance requested by the court.

DOCUMENTS INCORPORATED BY REFERENCE (1VAC20-80)

[Ballot Examples for Handcounting Paper or Paper-Based Ballots for Virginia Elections or Recounts, adopted August 2001, revised May 2002, November 2005, and June 2007, State Board of Elections.](#)

VA.R. Doc. No. R11-2444; Filed February 23, 2011, 11:17 a.m.



TITLE 2. AGRICULTURE

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Final Regulation

REGISTRAR'S NOTICE: The following regulatory action is exempt from the Administrative Process Act in accordance with § 2.2-4002 A 13 of the Code of Virginia, which excludes the Commissioner of Agriculture and Consumer Services and the Board of Agriculture and Consumer Services in promulgating regulations pursuant to § 3.2-5121 A, which includes adopting regulations (i) for the efficient enforcement of Article 3 (§ 3.2-5120 et seq.) of Chapter 51 of Title 3.2 of the Code of Virginia and (ii) to conform, insofar as practicable with those adopted under the federal Food, Drug, and Cosmetic Act (21 USC § 301 et seq.).

Title of Regulation: **2VAC5-600. Regulations Pertaining to Food for Human Consumption (amending 2VAC5-600-10).**

Statutory Authority: § 3.2-5101 of the Code of Virginia.

Effective Date: February 22, 2011.

Agency Contact: Ryan Davis, Program Manager, Office of Dairy and Foods, Department of Agriculture and Consumer Services, P. O. Box 1163, Richmond, VA 23218, telephone (804) 786-8910, FAX (804) 371-7792, TTY (800) 828-1120, or email ryan.davis@vdacs.virginia.gov.

Summary:

The final regulation adopts by reference revised and new sections of Title 21, Chapter 1 of the Code of Federal Regulations to reflect updated food safety standards and address concerns relating to juice and seafood production and distribution.

2VAC5-600-10. Adoption by reference.

A. Regulations from Title 21, Chapter 1, Subchapter A, Code of Federal Regulations. The Board of Agriculture and Consumer Services hereby adopts the following provisions of Chapter 1 of Title 21, Subchapter A of the Code of Federal Regulations (Rev. April 1, ~~1999~~ 2010) as regulations applicable in the enforcement of the Virginia Food Act by reference:

Part 73, Listing of color additives exempt from certification, Subpart A - Foods.

Part 74, Listing of color additives subject to certification, Subpart A - Foods.

Part 81, General specifications and general restrictions for provisional color additives for use in foods, drugs and cosmetics.

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Part 82, Listing of certified provisionally listed colors and specifications, Subpart B—Foods, Drugs and Cosmetics.

B. Regulations from Title 21, Chapter 1, Subchapter B, Code of Federal Regulations. The Board of Agriculture and Consumer Services hereby adopts the following provisions of Chapter 1 of Title 21, Subchapter B of the Code of Federal Regulations (Rev. April 1, ~~1999~~ 2010) as regulations applicable in the enforcement of the Virginia Food Act by reference:

Part 100, General.

Part 101, Food labeling.

Part 102, Common or usual name for nonstandardized foods.

Part 104, Nutritional quality guidelines for foods.

Part 105, Foods for special dietary use.

Part 109, Unavoidable contaminants in food for human consumption and food-packaging material.

Part 110, Current good manufacturing practice in manufacturing, packing, or holding human food.

Part 111, Current good manufacturing practice in manufacturing, packaging, labeling, or holding operations for dietary supplements.

Part 113, Thermally processed low-acid foods packaged in hermetically sealed containers.

Part 114, Acidified foods.

Part 120, Hazard analysis and critical control point (HACCP) systems.

Part 123, Fish and fishery products.

Part 129, Processing and bottling of bottled drinking water.

Part 133, Cheeses and related cheese products.

Part 136, Bakery products.

Part 137, Cereal flours and related products.

Part 139, Macaroni and noodle products.

Part 145, Canned fruits.

Part 146, Canned fruit juices.

Part 150, Fruit butters, jellies, preserves, and related products.

Part 152, Fruit pies.

Part 155, Canned vegetables.

Part 156, Vegetable juices.

Part 158, Frozen vegetables.

Part 160, Eggs and egg products.

Part 161, Fish and shellfish.

Part 163, Cacao products.

Part 164, Tree nut and peanut products.

Part 165, Beverages.

Part 166, Margarine.

Part 168, Sweeteners and table sirups.

Part 169, Food dressings and flavorings.

§ 170.19, Pesticide chemicals in processed foods.

Part 172, Food additives permitted for direct addition to food for human consumption.

Part 173, Secondary direct food additives permitted in food for human consumption.

Part 174, Indirect food additives: General.

Part 175, Indirect food additives: Adhesives and components of coatings.

Part 176, Indirect food additives: Paper and paperboard components.

Part 177, Indirect food additives: Polymers.

Part 178, Indirect food additives: Adjuvants, production aids, and sanitizers.

Part 179, Irradiation in the production, processing and handling of food.

Part 180, Food additives permitted in food or in contact with food on an interim basis pending additional study, Subpart B—Specific requirements for certain food additives.

Part 181, Prior-sanctioned food ingredients.

Part 182, Substances generally recognized as safe.

Part 184, Direct food substances affirmed as generally recognized as safe.

Part 186, Indirect food substances affirmed as generally recognized as safe.

Part 189, Substances prohibited from use in human food.

C. Regulations from Title 21, Chapter 1, Subchapter L, Code of Federal Regulations. The Board of Agriculture and Consumer Services hereby adopts the following provisions of Chapter 1 of Title 21, Subchapter L of the Code of Federal Regulations (Rev. April 1, ~~1999~~ 2010) as regulations applicable in the enforcement of the Virginia Food Act by reference:

§ 1240.61, Mandatory pasteurization for all milk and milk products in final package form intended for direct human consumption.

D. Regulations from Title 40, Chapter 1, Subchapter E, Code of Federal Regulations. The Board of Agriculture and Consumer Services hereby adopts the following provisions of Chapter 1 of Title 40, Subchapter E of the Code of Federal Regulations (Rev. July 1, ~~1999~~ 2010) as regulations applicable to the enforcement of the Virginia Food Act by reference:

Part 180, Tolerances and exemptions ~~from tolerances~~ for pesticide ~~chemicals~~ chemical residues in ~~foods~~ food.

~~Part 185, Tolerances for pesticides in food.~~

NOTICE: The following forms used in administering the regulation were filed by the agency. The forms are not being published; however, online users of this issue of the Virginia Register of Regulations may click on the name to access a form. The forms are also available through the agency contact or at the Office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia 23219.

FORMS (2VAC5-600)

~~Inspection Report, Form VDACS 06017.~~

[Inspection Report, Form VDACS \(undated\).](#)

[Sample Collection Report \(undated\).](#)

~~Form FDA 481(A) — CG (rev. 10/96).~~

[FDA/State Contract Inspection Form 481 and Instructions \(rev. 7/04\).](#)

~~Form FDA 481(C) — CG (rev. 9/84).~~

~~Form FDA 481(E) — CG (rev. 11/95).~~

VA.R. Doc. No. R11-2662; Filed February 22, 2011, 3:26 p.m.



TITLE 4. CONSERVATION AND NATURAL RESOURCES

MARINE RESOURCES COMMISSION

Final Regulation

REGISTRAR'S NOTICE: The following regulation filed by the Marine Resources Commission is exempt from the Administrative Process Act in accordance with § 2.2-4006 A 11 of the Code of Virginia; however, the commission is required to publish the full text of final regulations.

Title of Regulation: **4VAC20-530. Pertaining to American Shad (amending 4VAC20-530-30, 4VAC20-530-31).**

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

Effective Date: March 1, 2011.

Agency Contact: Jane Warren, Agency Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002, or email betty.warren@mrc.virginia.gov.

Summary:

The amendments extend the 2010 provisions for an American shad commercial bycatch fishery to provide for a limited bycatch fishery in 2011 and remove references to an obsolete administrative code section.

4VAC20-530-30. Moratorium.

A. It shall be unlawful for any person to catch and retain possession of American shad from the Chesapeake Bay, except as described in 4VAC20-530-31 ~~and 4VAC20-530-32.~~

B. It shall be unlawful for any person to possess aboard a vessel or land in Virginia any American shad harvested from the coastal area.

C. It shall be unlawful for any person to possess any American shad taken from the coastal area or the Chesapeake Bay, except as described in 4VAC20-530-31 ~~and 4VAC20-530-32, or the coastal area.~~

4VAC20-530-31. Bycatch fishery.

A. Any registered commercial fisherman meeting the conditions described in this subsection shall be eligible to participate in the American shad bycatch fishery in ~~2010~~ 2011:

1. The registered commercial fisherman shall apply for a VMRC American Shad Bycatch Permit and possess that permit while fishing, landing, or selling his catch of American shad.

2. The registered commercial fisherman shall complete the VMRC American Shad Bycatch Survey form to describe his pending fishing activity.

B. It shall be unlawful for any person to possess aboard a vessel more than 10 American shad. When more than one registered and permitted fisherman is fishing on the same vessel, it shall be unlawful to possess more than 10 American shad aboard that vessel.

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

D. Possession of American shad by any person permitted in accordance with this section shall be lawful only when those American shad were harvested from the bycatch area. Possession of any American shad harvested in Virginia waters that are outside of the bycatch area shall constitute a

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violation of this regulation, ~~except as described in 4VAC20-530-32.~~

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

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

VA.R. Doc. No. R11-2746; Filed February 24, 2011, 4:13 p.m.

Final Regulation

REGISTRAR'S NOTICE: The following regulation filed by the Marine Resources Commission is exempt from the Administrative Process Act in accordance with § 2.2-4006 A 11 of the Code of Virginia; however, the commission is required to publish the full text of final regulations.

Title of Regulation: 4VAC20-620. Pertaining to Summer Flounder (amending 4VAC20-620-50, 4VAC20-620-70, 4VAC20-620-75).

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

Effective Date: March 1, 2011.

Agency Contact: Jane Warren, Agency Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002, or email betty.warren@mrc.virginia.gov.

Summary:

The amendments establish the recreational fishery minimum size limit as 17-1/2 inches for Summer Flounder harvested by recreational fishing gear.

4VAC20-620-50. Minimum size limits.

A. The minimum size for Summer Flounder harvested by commercial fishing gear shall be 14 inches, total length.

B. The minimum size of Summer Flounder harvested by recreational fishing gear, including but not limited to hook and line, rod and reel, spear and gig, shall be ~~18-1/2~~ 17-1/2 inches, total length, except that the minimum size of Summer Flounder harvested in the Potomac River tributaries shall be the same as established by the Potomac River Fisheries Commission for the mainstem Potomac River.

C. Length shall be measured in a straight line from tip of nose to tip of tail.

D. It shall be unlawful for any person to possess any Summer Flounder smaller than the designated minimum size limit.

E. Nothing in this chapter shall prohibit the landing of Summer Flounder in Virginia that were legally harvested in the Potomac River.

4VAC20-620-70. Recreational fishing season.

A. The recreational fishing season for ~~the Chesapeake Bay and its tributaries, and the coastal area~~ any tidal waters of Virginia, except the Potomac River tributaries, shall be open year-round.

B. The recreational fishing season for the Potomac River tributaries shall be the same as established by the Potomac River Fisheries Commission for the mainstem Potomac River.

C. It shall be unlawful for any person fishing recreationally to take, catch, or possess any Summer Flounder during any closed recreational fishing season.

D. Nothing in this chapter shall prohibit the landing of Summer Flounder in Virginia that were legally harvested in the Potomac River.

4VAC20-620-75. Research exemptions to possession and size limits.

Nothing in this chapter shall preclude any person who is legally eligible to fish from possessing any Summer Flounder tagged by the Virginia Institute of Marine Science (VIMS) with two different types of tags in each of 260 Summer Flounder. One tag is a white data recording tag of 1/2-inch diameter and 1-1/2 inches in length that VIMS affixed to the Summer Flounder. That tag is inscribed with "VIMS \$200 reward" and the VIMS telephone contact number. The second tag is a yellow "T-bar" or "spaghetti" type tag that VIMS affixed to the dorsal area of these double-tagged Summer Flounder. The yellow T-bar tag is inscribed with "reward" and the VIMS contact telephone number. Possession of these VIMS-tagged Summer Flounder shall not count towards the personal recreational possession limit of four Summer Flounder, ~~18-1/2~~ 17-1/2 inches or greater in total length. Possession of any undersized flounder that has any affixed VIMS tag, as described above, shall not constitute a violation of the minimum size limit of ~~18-1/2~~ 17-1/2 inches in total length. It shall be unlawful for any person to remove either type of tag from any caught or harvested Summer Flounder without having contacted VIMS. It shall be unlawful for any person to retain any of these VIMS-tagged Summer Flounder for a period of time that is longer than necessary to provide the VIMS-tagged Summer Flounder to a VIMS representative. Under no circumstances shall any VIMS-tagged flounder be stored for future use or sale or delivered to any person who is not a VIMS representative.

VA.R. Doc. No. R11-2747; Filed February 24, 2011, 2:55 p.m.

Final Regulation

REGISTRAR'S NOTICE: The following regulation filed by the Marine Resources Commission is exempt from the Administrative Process Act in accordance with § 2.2-4006 A 11 of the Code of Virginia; however, the commission is required to publish the full text of final regulations.

Title of Regulation: 4VAC20-950. Pertaining to Black Sea Bass (amending 4VAC20-950-20, 4VAC20-950-47, 4VAC20-950-48, 4VAC20-950-48.2).

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

Effective Date: February 24, 2011.

Agency Contact: Jane Warren, Agency Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002, or email betty.warren@mrc.virginia.gov.

Summary:

This amendment (i) establishes the 2011 commercial black sea bass directed fishery quota as 302,216 pounds, and the 2011 commercial black sea bass bycatch fishery quota as 40,000 pounds; (ii) establishes the criteria for individual fishery quota for 2011; and (iii) defines "land" or "landing" as entering the port, beginning to offload, or offloading finfish, shellfish, crustaceans, or other marine seafood.

4VAC20-950-20. Definitions.

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

"Black sea bass" means any fish of the species *Centropristis striata*.

"Land" or "landing" means to (i) enter port with finfish, shellfish, crustaceans, or other marine seafood on board any boat or vessel; (ii) begin offloading finfish, shellfish, crustaceans, or other marine seafood; or (iii) offload finfish, shellfish, crustaceans, or other marine seafood.

4VAC20-950-47. Commercial harvest quotas.

A. The ~~2010~~ 2011 commercial black sea bass directed fishery quota is ~~311,722~~ 302,216 pounds. When it has been announced that the directed fishery quota has been projected as reached and the directed fishery has been closed, it shall be unlawful for any directed commercial black sea bass fishery permittee to possess aboard any vessel or land in Virginia any black sea bass.

B. The ~~2010~~ 2011 commercial black sea bass bycatch fishery quota is 40,000 pounds from January 1 through April 30. From May 1 through December 31, 2010, the commercial black sea bass bycatch fishery quota is the lesser of 10,000

pounds or the remaining amount of black sea bass bycatch fishery quota as of May 1, 2010. When it has been announced that the bycatch fishery quota has been projected as reached and the bycatch fishery has been closed, it shall be unlawful for any bycatch commercial black sea bass fishery permittee to possess aboard any vessel or land in Virginia any black sea bass. In the event the bycatch fishery quota is exceeded, the amount the quota overage shall be deducted from the following year's bycatch fishing quota.

4VAC20-950-48. Individual fishery quotas; bycatch limit; at sea harvesters; exceptions.

A. Each person possessing a directed fishery permit shall be assigned an individual fishery quota, in pounds, for each calendar year. Except as provided in subsection F of this section, a person's individual fishery quota shall be equal to that person's percentage of the total landings of black sea bass in Virginia from July 1, 1997, through December 31, 2001, multiplied by the directed commercial fishery black sea bass quota for the calendar year. Any directed fishery permittee shall be limited to landings in the amount of his individual fishery quota, in pounds, in any calendar year and it shall be unlawful for any permittee to exceed his individual fishery quota. In addition to the penalties prescribed by law, any overages of an individual's fishery quota shall be deducted from that permittee's individual fishery quota for the following year.

B. In the determination of a person's percentage of total landings, the commission shall use the greater amount of landings from either the National Marine Fisheries Service Dealer Weigh-out Reports or National Marine Fisheries Service Vessel Trip Reports that have been reported and filed as of November 26, 2002. If a person's percentage of the total landings of black sea bass is determined by using the Vessel Trip Reports as the greater amount, then the person shall provide documentation to the Marine Resources Commission to verify the Vessel Trip Reports as accurate. This documentation may include dealer receipts of sales or other pertinent documentation, and such documentation shall be submitted to the commission by December 1, 2004. In the event the commission is not able to verify the full amount of the person's Vessel Trip Reports for the qualifying period, the commission shall use the greater amount of landings, from either the Dealer Weigh-Out Reports or the verified portion of the Vessel Trip Reports to establish that person's share of the quota.

C. It shall be unlawful for any person permitted for the bycatch fishery to ~~possess aboard a vessel, or to land in Virginia, in any one day, more than 200 pounds of black sea bass, except that any person permitted in the bycatch fishery may possess aboard a vessel, or land in Virginia, more than 200 pounds of black sea bass, in any one day, provided the total weight of black sea bass on board the vessel does not exceed 10%, by weight, of the total weight of summer~~

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~~flounder, scup, Loligo squid and Atlantic mackerel on board the vessel. When it is projected and announced that 75% of the bycatch fishery quota has been taken, it shall be unlawful for any person permitted for the bycatch fishery to possess aboard a vessel, or to land in Virginia, more than 100 pounds of black sea bass do any of the following:~~

1. Possess aboard a vessel or land in Virginia more than 200 pounds of black sea bass, in any one day, except as provided in subdivision 2 of this subsection;

2. Possess aboard a vessel or land in Virginia more than 1,000 pounds of black sea bass, in any one day, provided that the total weight of black sea bass on board the vessel does not exceed 10%, by weight, of the total weight of summer flounder, scup, Loligo squid, and Atlantic mackerel on board the vessel; or

3. Possess aboard a vessel or land in Virginia more than 100 pounds of black sea bass, when it is projected and announced that 75% of the bycatch fishery quota has been taken.

D. It shall be unlawful for any person to transfer black sea bass from one vessel to another while at sea.

E. Any hardship exception quota granted by the commission prior to October 27, 2009, shall be converted to a percentage of the directed fishery quota based on the year in which that hardship exception quota was originally granted. The hardship exception quota shall not be transferred for a period of five years from the date the commission granted that hardship exception quota.

F. An individual fishery quota, as described in subsection A of this section, shall be equal to an individual's current percentage share of the directed fishery quota, as described in 4VAC20-950-47 A. ~~As of May 1, 2010, should the remaining amount of black sea bass bycatch fishery quota exceed 10,000 pounds, that excess quota shall be allocated to commercial black sea bass directed fishery permit holders who have landed at least 500 pounds of black sea bass in at least two of three years, starting in 2006 and ending in 2008. The basis for that allocation shall be the same as used to determine an individual directed fishery quota as described in subsection A of this section.~~

4VAC20-950-48.2. Alternate vessel authorization requirements.

A. Any person possessing a directed fishery permit may authorize an alternate vessel to harvest, possess and land any portion of his individual fishery quota, provided the following conditions are met:

1. The directed fishery permit holder has submitted a completed and notarized alternate vessel authorization form to the commission.

2. The alternate vessel named on the authorization form holds a federal Black Sea Bass Moratorium Permit and that alternate vessel either holds a Virginia Seafood Landing License or ~~the~~ that alternate vessel's owner and operator holds a Commercial Fisherman Registration License.

3. The alternate vessel authorization has been accepted and approved by the commissioner.

4. The alternate vessel maintains copies of the alternate vessel authorization form and the permit of the directed fishery quota owner at all times while serving as the alternate vessel.

B. No authorization for an alternate vessel to land black sea bass shall extend for more than 60 days from the date the commissioner approves the authorization. After 60 days, any unused portion of quota authorized for the alternate vessel shall revert to its directed fishery permit holder.

VA.R. Doc. No. R11-2744; Filed February 24, 2011, 12:15 p.m.

TITLE 13. HOUSING

BOARD OF HOUSING AND COMMUNITY DEVELOPMENT

Final Regulation

REGISTRAR'S NOTICE: The Board of Housing and Community Development is claiming an exemption from the Administrative Process Act in accordance with § 2.2-4006 A 3 of the Code of Virginia, which excludes regulations that consist only of changes in style or form or corrections of technical errors. The Board of Housing and Community Development will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

Title of Regulation: **13VAC5-51. Virginia Statewide Fire Prevention Code (amending 13VAC5-51-31).**

Statutory Authority: § 27-97 of the Code of Virginia.

Effective Date: April 13, 2011.

Agency Contact: Stephen W. Calhoun, Regulatory Coordinator, Department of Housing and Community Development, Main Street Center, 600 East Main Street, Suite 300, Richmond, VA 23219, telephone (804) 371-7000, FAX (804) 371-7090, TTY (804) 371-7089, or email steve.calhoun@dhcd.virginia.gov.

Summary:

The Board of Housing and Community Development approved final regulations on July 26, 2010, to incorporate by reference the 2009 edition of the International Fire Code (IFC) as the basis for the

technical requirements of 13VAC5-51, *Statewide Fire Prevention Code*, after completing a full regulatory process. Formerly, the regulation used the 2006 edition of the IFC. After publication of the final regulations, it was discovered that a provision had been inadvertently omitted from the proposed and final regulations and therefore still listed the 2006 edition of the IFC, rather than the 2009 edition. This action corrects that technical error by amending 13VAC5-51-31 A to stipulate that the 2009 edition of the IFC, rather than the 2006 edition, was approved by the Board of Housing and Community Development.

13VAC5-51-31. Section 103.0. Incorporation by reference.

A. 103.1. General: The following document is adopted and incorporated by reference to be an enforceable part of the SFPC:

The International Fire Code -- ~~2006~~ 2009 Edition, hereinafter referred to as "IFC," published by the International Code Council, Inc., 500 New Jersey Avenue, NW, 6th Floor, Washington, DC 20001-2070, 1-888 422-7233.

B. 103.1.1. Deletion: Delete IFC Chapter 1.

C. 103.1.2. Appendices: The appendices in the IFC are not considered part of the IFC for the purposes of Section 103.1.

Note: Section 101.5 references authority contained in the Code of Virginia for local fire prevention regulations that may be evaluated by localities to determine whether provisions in the IFC appendices may be considered for local fire prevention regulations.

D. 103.2. Amendments: All requirements of the referenced codes and standards that relate to fees, permits, unsafe notices, disputes, condemnation, inspections, scope of enforcement and all other procedural, and administrative matters are deleted and replaced by the provisions of Chapter 1 of the SFPC.

E. 103.2.1. Other amendments: The SFPC contains provisions adopted by the Virginia Board of Housing and Community Development (BHCD), some of which delete, change or amend provisions of the IFC and referenced standards. Where conflicts occur between such changed provisions and the unchanged provisions of the IFC and referenced standards, the provisions changed by the BHCD shall govern.

Note: The IFC and its referenced standards contain some areas of regulation outside of the scope of the SFPC, as established by the BHCD and under state law. Where conflicts have been readily noted, changes have been made to the IFC and its referenced standards to bring it within the scope of authority; however, in some areas, judgment will have to be made as to whether the provisions of the IFC and its referenced standards are fully applicable.

F. 103.3. International Fire Code. Retroactive fire protection system requirements contained in the IFC shall not be enforced unless specified by the USBC.

VA.R. Doc. No. R11-2743; Filed February 18, 2011, 3:17 p.m.



TITLE 14. INSURANCE

STATE CORPORATION COMMISSION

Final Regulation

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

Titles of Regulations: **14VAC5-40. Rules Governing Life Insurance and Annuity Marketing Practices (repealing 14VAC5-40-10 through 14VAC5-40-80).**

14VAC5-41. Rules Governing Advertisement of Life Insurance and Annuities (adding 14VAC5-41-10 through 14VAC5-41-160).

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

Effective Date: July 1, 2011.

Agency Contact: Weldon Hazlewood, Principal Market Examiner, Bureau of Insurance, State Corporation Commission, P.O. Box 1157, Richmond, VA 23218, telephone (804) 371-9047, FAX (804) 371-9944, or email weldon.hazlewood@scc.virginia.gov.

Summary:

The repeal of 14VAC5-40 is necessary because the rules are outdated and many provisions are no longer applicable to current advertisement practices. The final new rules in 14VAC5-41 address and clarify many of the advertisement requirements found in the Code of Virginia, retain some of the provisions from 14VAC5-40, and more closely follow the National Association of Insurance Commissioners' (NAIC) Model Regulation on this subject.

The final rules (i) establish the form and content of advertisements; (ii) establish general disclosure requirements; (iii) set standards for advertisements that include information on premiums, nonguaranteed policy elements and benefits, policy costs and cost comparison, insurer identity, testimonials, and introductory or special offers; and (iv) set requirements for policies sold to students, licensing, approval, and records maintenance.

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In response to public comment, the proposed rules are amended to (i) clarify use of misleading terms by adding language to 14VAC5-41-30 E from Section 4B of the NAIC Model Regulations; (ii) address policies pertaining to graded or modified benefits in 14VAC5-41-40 D by substituting the language in Section 5 G of the NAIC Model Regulations; (iii) require a disclosure in advertisements pertaining to universal life insurance premiums, but no longer require specific disclosure language to be used (14VAC5-41-40 E); (iv) clarify 14VAC5-41-60 D by adding language addressing what an insurer may say with regard to dividends; (v) delete outdated language (14VAC5-41-60 G) and unnecessary language (14VAC5-41-80-D); and (vi) increase the limit on a gift of substantial value from \$5.00 to \$25 in 14VAC5-41-90 M for consistency with other states' regulations on this subject.

AT RICHMOND, FEBRUARY 15, 2011

COMMONWEALTH OF VIRGINIA

At the relation of the

STATE CORPORATION COMMISSION

CASE NO. INS-2010-00214

Ex Parte: In the matter of Repealing and
Adopting New Rules Governing
Advertisement of Life Insurance and Annuities

ORDER REPEALING AND ADOPTING RULES

By Order entered herein October 20, 2010, all interested persons were ordered to take notice that subsequent to December 17, 2010, the State Corporation Commission ("Commission") would consider the entry of an order repealing the Commission's Rules Governing Life Insurance and Annuity Marketing Practices ("Rules"), set forth in Chapter 40 of Title 14 of the Virginia Administrative Code at 14VAC5-40-10 through 14VAC5-40-80, and adopting new rules proposed by the Bureau of Insurance ("Bureau") entitled Rules Governing Advertisement of Life Insurance and Annuities ("New Rules"), set forth in Chapter 41 of Title 14 of the Virginia Administrative Code at 14VAC5-41-10 through 14VAC5-41-160, unless on or before December 17, 2010, any person objecting to the repeal of the Rules and adoption of the New Rules filed a request for hearing with the Clerk of the Commission ("Clerk").

The Order to Take Notice also required all interested persons to file their comments in support of or in opposition to the repeal of Rules and adoption of New Rules on or before December 17, 2010.

Comments were timely filed by the American Council of Life Insurers ("ACLI") by letter dated December 15, 2010. No request for a hearing was filed with the Clerk.

The Bureau considered the comments filed by the ACLI, and responded to these comments in a Statement of Position, a copy of which was filed in the case file on February 2, 2011. The Bureau recommends that the proposed New Rules be amended as follows in response to these comments:

14VAC5-41-30 E: The remainder of the sentence contained in Section 4 B of the National Association of Insurance Commissioners ("NAIC") Model regulations be added to this subsection to clarify use of misleading terms;

14VAC5-41-40 D: The provision as proposed be deleted, and the subsection amended using the language in the NAIC Model, Section 5 G to address policies containing graded or modified benefits;

14VAC5-41-40 E: The requirement that certain mandatory language pertaining to universal life policies be changed to an advertisement disclosure;

14VAC5-41-60 D: A sentence added to this subsection clarifying what an insurer may say with regard to dividends;

14VAC5-41-60 G: This subsection be deleted as the language is outdated;

14VAC5-41-80 D: This subsection be deleted as the section is unnecessary; and

14VAC5-41-90 M: Change the limit on a gift of substantial value from \$5.00 to \$25.00, keeping in line with other states' regulations on this subject. The Bureau recommends that all other sections of the New Rules remain as proposed.

The repeal of Chapter 40 is necessary because the Rules are old and outdated, and many provisions are no longer applicable to current advertisement practices.

The New Rules in Chapter 41 address and clarify many of the advertisement requirements found in the Code of Virginia, retain some of the provisions from Chapter 40, and more closely follow the NAIC Model Regulation on this subject. The New Rules establish the form and content of advertisements and general disclosure requirements, set standards for advertisements that include information on premiums, nonguaranteed policy elements, and benefits, address policy costs and cost comparison requirements, insurer identity, advertisements using testimonials or offering introductory or special offers, requirements for policies sold to students, licensing, as well as approval and records maintenance requirements.

THE COMMISSION, having considered the repeal of the Rules, the proposed New Rules, the filed comments, the Bureau's Statement of Position response, and the Bureau's recommendation for additional amendments to the New Rules, is of the opinion that the attached New Rules in Chapter 41 be adopted, and the Rules in Chapter 40 be repealed.

Accordingly, IT IS ORDERED THAT:

(1) The Rules in Chapter 40 of Title 14 of the Virginia Administrative Code entitled "Rules Governing Life Insurance and Annuity Marketing Practices" at 14VAC5-40-10 through 14VAC5-40-80, which are attached hereto and made a part hereof, should be, and they are hereby, REPEALED effective on July 1, 2011;

(2) The New Rules in Chapter 41 of Title 14 of the Virginia Administrative Code entitled "Rules Governing Advertisement of Life Insurance and Annuities" at 14VAC5-41-10 through 14VAC5-41-160, which are attached hereto and made a part hereof, should be, and they are hereby, ADOPTED, to be effective July 1, 2011;

(3) AN ATTESTED COPY hereof, together with a copy of the repealed Rules and adopted New Rules, shall be sent by the Clerk of the Commission to Althelia Battle, Deputy Commissioner, Bureau of Insurance, State Corporation Commission, who forthwith shall give further notice of the repeal of Rules and adoption of New Rules by mailing a copy of this Order, including a clean copy of the final New Rules, to all insurers licensed by the Commission to write life insurance and annuity contracts in the Commonwealth of Virginia, as well as all interested parties;

(4) The Commission's Division of Information Resources shall cause a copy of this Order, together with repealed Rules and adopted New Rules, to be forwarded to the Virginia Registrar of the Regulations for appropriate publication in the Virginia Register of Regulations;

(5) The Commission's Division of Information Resources shall make available this Order and the attached Rules on the Commission's website: <http://www.scc.virginia.gov/case>; and

(6) The Bureau of Insurance shall file with the Clerk of the Commission an affidavit of compliance with the notice requirements of paragraph (3) above.

CHAPTER 41
RULES GOVERNING ADVERTISEMENT OF LIFE
INSURANCE AND ANNUITIES

14VAC5-41-10. Purpose and applicability.

A. The purpose of this chapter is to set forth minimum standards and guidelines to assure a full and truthful disclosure to the public of all material and relevant information in the advertising of life insurance policies and annuity contracts.

B. All advertisements, regardless of by whom written, created, designed, or presented, shall be the responsibility of the insurer or the agent who created or presented the advertisement.

C. This chapter shall apply to any life insurance or annuity advertisement intended for dissemination in this Commonwealth. In variable contracts where disclosure requirements are established pursuant to federal regulation,

this chapter shall be interpreted to eliminate any conflict with federal regulation.

14VAC5-41-20. Definitions.

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

"Advertisement" means any marketing communication that is oral, printed, written, or other material of any type from any source that is used by an agent or insurer and that is designed to create or has the effect of creating public interest in life insurance or annuities, or induces or tends to induce the public to purchase, increase, modify, reinstate, borrow on, surrender, replace, or retain a policy including, but not limited to:

1. Printed or published material, audiovisual material, mailing envelopes, or descriptive literature of an insurer or agent used in direct mail, newspapers, magazines, radio, telephone and television scripts, billboards or similar displays, websites and other Internet displays or communications, social media, or other forms of electronic communications;

2. Descriptive literature and sales aids of all kinds, authored by the insurer, its agents, or third parties, issued, distributed, or used by an insurer or agent including but not limited to circulars, booklets, illustrations, form letters, pamphlets, brochures, and books or portions thereof;

3. Materials, statements, or communications of any type used for the recruitment, training, and education of an insurer's sales personnel and agents that are designed to be used or are used to induce the public to purchase, increase, modify, reinstate, borrow on, surrender, replace, or retain a policy; or

4. Prepared or extemporaneous sales talks, presentations, and material for use or used by agents.

"Advertisement" does not include:

1. Communications or materials used within an insurer's own organization, not used as a sales aid, and not intended to be disseminated to the public;

2. Communications with policyholders other than material urging them to purchase, increase, modify, reinstate, borrow on, surrender, replace, or retain a policy; or

3. A general announcement from a group or blanket policyholder to eligible individuals on an employment or membership list that a policy or program has been written or arranged; provided the announcement clearly indicates that it is preliminary to the issuance of a booklet explaining the proposed coverage.

"Agent" means a person defined in § 38.2-1800 of the Code of Virginia.

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"Commission" means the State Corporation Commission.

"Contribution principle" means the dividend determination principle wherein aggregate divisible surplus is distributed or illustrated to be distributed among participating policies in the same proportion as the policies are considered to have contributed to divisible surplus.

"Determinable policy elements" means elements that are derived from processes or methods that are guaranteed at issue and not subject to company discretion, but where the values or amounts cannot be determined until some point after issue. These elements include the premiums, credited interest rates (including any bonus), benefits, values, noninterest based credits, charges or elements of formulas used to determine any of these. These elements may be described as guaranteed but not determined at issue. An element is considered determinable if it was calculated from underlying determinable policy elements only, or from both determinable and guaranteed policy elements.

"Guaranteed policy elements" means the premiums, benefits, values, credits or charges under a policy, or elements of formulas used to determine any of these that are guaranteed and determined at issue.

"Home office" means either the insurer's home office or the principal executive or administrative office of the insurer from which policyholder services available to the citizens of this Commonwealth are directed or administered.

"Insurer" means any person, corporation, association, partnership, reciprocal exchange, interinsurer, Lloyd's, fraternal benefit society, or any other legal entity that is defined as an "insurer" in the Code of Virginia.

"Nonguaranteed policy elements" means the premiums, credited interest rates (including any bonus), benefits, values, noninterest based credits, charges or elements of formulas used to determine any of these, that are subject to company discretion and are not guaranteed at issue. An element is considered nonguaranteed if any of the underlying nonguaranteed elements are used in its calculation.

"Policy" means any policy, plan, certificate including a fraternal benefit certificate, contract, agreement, statement of coverage, rider, or endorsement that provides for life insurance or annuity benefits unless otherwise specifically defined in this chapter.

"Preneed funeral contract" means any agreement where payment is made by the consumer prior to the receipt of services or supplies contracted for, that evidences arrangements prior to death for (i) the providing of funeral services or (ii) the sale of funeral supplies.

14VAC5-41-30. Form and content of advertisements.

A. An advertisement shall not be combined or included with an advertisement of a product or service that is not life

insurance or an annuity that disguises, misleads, misinforms or otherwise minimizes the nature of the advertisement.

B. An advertisement shall be truthful and not misleading in fact or by implication. The form and content of an advertisement shall be sufficiently accurate, complete, and clear so as to avoid deception. It shall not have the capacity or tendency to mislead or deceive. Whether an advertisement has the capacity or tendency to mislead or deceive shall be determined by the commission from the overall impression that the advertisement may be reasonably expected to create within the segment of the public to which it is directed.

C. An advertisement shall not omit material information or use words, phrases, statements, references, or illustrations if the omission or use has the capacity, tendency, or effect of misleading or deceiving purchasers, prospective purchasers or policyowners as to the nature of their relationship with the insurer, or the nature or extent of any policy benefit, loss covered, premium payable, or state or federal tax consequences. The fact that the policy offered is made available to a prospective insured for inspection prior to consummation of the sale, or an offer is made to refund the premium if the purchaser is not satisfied, does not remedy misleading statements.

D. An advertisement shall not make unfair, inaccurate, or incomplete comparisons of policies, benefits, dividends, or rates of other insurers. An advertisement shall not disparage or falsely or unfairly describe other insurers, agents, policies, services, or methods of marketing.

E. An advertisement shall not use the terms "investment," "investment plan," "founder's plan," "charter plan," "expansion plan," "profit," "profits," "profit sharing," "deposit," "interest plan," "savings," "savings plan," "retirement plan," "private pension plan," or other similar terms in connection with a policy in a context or under circumstances or conditions as to have the capacity or tendency to mislead [a purchaser or prospective purchaser of such policy to believe that he will receive, or that it is possible that he will receive, something other than a policy or some benefit not available to other persons of the same class and equal expectation of life].

F. An advertisement of a particular policy shall not state or imply that prospective insureds shall be or become members of a special class, group or quasi-group and as such enjoy special rates, dividends, or underwriting privileges, unless that is fact.

14VAC5-41-40. General disclosure requirements.

A. The information required to be disclosed by this chapter shall not be minimized, rendered obscure, or presented in an ambiguous fashion or intermingled with the text of an advertisement so as to confuse or mislead.

B. If an advertisement uses the terms "nonmedical," "no medical examination required," or similar terms where issue is not guaranteed, these terms shall be accompanied by a further disclosure of equal prominence and juxtaposition to the effect that issuance of the policy may depend upon the answers to the health questions contained in the application.

C. An advertisement shall not contain figures, dollar amounts, or statistical information unless it accurately reflects recent and relevant facts. The source of any figures, dollar amounts, or statistics used in advertisements shall be identified therein.

D. An advertisement [~~that relates to a policy under which the death benefit varies with the length of time the policy has been in force shall clearly call attention to the amount of minimum death benefit under the policy. If the death benefit during a specified period following the policy date of issue is limited to an amount equal to the sum of the premiums paid on the policy (with or without interest at a stated rate and regardless of whether the premiums are assumed to have always been paid annually), then any advertisement of the policy by an insurer shall prominently and clearly disclose the nature of the limited benefit. For the purposes of this subdivision only, the term "death benefit" does not include amounts payable because of accidental death, and exclusions applicable to death caused by suicide, occupational hazard, or aviation hazard are not to be considered in deriving the "death benefit."~~ for a life insurance policy containing graded or modified benefits shall prominently display any limitation of benefits. If the premium is level and coverage decreases or increases with age or duration, that fact shall be commonly disclosed. An advertisement of or for a life insurance policy under which the death benefit varies with the length of time the policy has been in force shall accurately describe and clearly call attention to the amount of minimum death benefit under the policy.]

E. Any advertisement that mentions or refers to universal life insurance premiums shall [~~include the following disclosure: "It indicate that it~~] is possible that coverage will expire when either no premiums are paid following the initial premium, or subsequent premiums are insufficient to continue coverage [~~," if true.~~]

F. An insurer or agent shall advise a prospective applicant who is considering replacing a policy that under the existing policy the period of time during which the existing insurer could contest the policy or deny coverage for death caused by suicide may have expired or may expire earlier than it will under the proposed policy.

G. An advertisement for life insurance or an annuity that is to be used to fund a preneed funeral contract shall disclose that fact.

H. An advertisement for life insurance or an annuity in which the face amount or any part of the face amount is based

on the actual or estimated cost of funeral goods or services shall contain the following disclosure:

"This is (life insurance or an annuity). This (life insurance or annuity) does not specifically cover funeral goods or services. The beneficiary of this (life insurance or annuity) may use the proceeds of this (life insurance or annuity) for any purpose, unless otherwise directed. The face amount of this (life insurance or annuity) is not guaranteed to increase at the same rate as the costs of a funeral increase."

14VAC5-41-50. Premiums.

A. An amount that is a premium for a policy shall be referred to in any advertisement only as a premium. The use of words such as "deposit," "deposit premium," "investment," or other misleading or confusing terminology to refer to a premium is prohibited.

B. An advertisement shall not contain a statement or representation that premiums paid for a policy can be withdrawn under the terms of the policy. Reference may be made to amounts paid into an advance premium fund, which are intended to pay premiums at a future time, to the effect that they may be withdrawn under the conditions of the prepayment agreement. Reference also may be made to withdrawal rights under any unconditional premium refund offer.

C. An advertisement for a policy with nonlevel premiums shall prominently describe the premium changes.

D. An advertisement in which the insurer describes a policy that reserves the right to change the amount of the premium during the policy term shall prominently describe this feature.

E. An advertisement for a policy with pure endowment benefits payable within the premium paying period shall contain information regarding the premium charged in a clearly identified separate amount. The specific amount of each separate endowment shall be shown in dollar amounts only. An advertisement shall not represent a pure endowment benefit as a "profit" or "return" on the premium paid, rather than a policy benefit for which a specified premium is paid.

F. An advertisement shall not imply the existence of an actuarial relationship between a specific premium or portion thereof, and a specific benefit or portion thereof, provided under a policy where, in fact, none exists. No premium or a portion of a premium shall be represented as an "additional," "separate," or "special" premium unless there is an actuarial relationship between the premium or portion thereof, and some specifically identifiable benefit or portion thereof.

G. No artificial relationships among premiums, interest rates, and benefits or portions thereof shall be implied or created.

H. An advertisement shall not represent that premium payments will not be required for each year of the policy in

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order to maintain the illustrated death benefits, unless that is the fact.

I. An advertisement shall not use the term "vanish," "vanishing premium," or a similar term that implies the policy becomes paid up, to describe a plan using nonguaranteed elements to pay a portion of future premiums.

14VAC5-41-60. Nonguaranteed policy elements.

A. An advertisement shall not utilize or describe nonguaranteed policy elements in a manner that is misleading or has the capacity or tendency to mislead. In this connection, analogies and comparisons between dividends payable on shares of stock and dividends payable under a policy are prohibited unless the advertisement fully, clearly, and accurately describes the differences.

B. An advertisement shall not state or imply that the payment or amount of nonguaranteed policy elements is guaranteed. If nonguaranteed policy elements are illustrated, they shall be based on the insurer's current scale, and the illustration shall contain a prominent statement to the effect that the nonguaranteed policy elements are not to be construed as guarantees of amounts to be paid in the future.

C. An advertisement shall not state or imply that illustrated dividends or other nonguaranteed policy elements under either or both a participating policy or pure endowment will be or can be sufficient at any future time to assure without the future payment of premiums, the receipt of benefits, such as a paid-up policy, unless the advertisement clearly and precisely explains the benefits or coverage provided at that time and the conditions required for that to occur.

D. An advertisement shall not state or imply that dividends are other than mainly a refund or return of part of the premium paid or that dividends are guaranteed. [An advertisement may if true state or imply that dividends are dependent on the investment earnings, lapse experience, mortality experience, and expense experience of the insurer.]

E. An advertisement shall not state or imply that a prospective policyholder will receive dividends or other nonguaranteed benefits, or special or favored treatment in the allowance or payment of amounts or other monetary benefits not expressly provided in the policy.

F. An advertisement shall not refer to dividends as "tax free" or use words of similar import, unless the tax treatment of dividends is fully explained and the nature of the dividend as a return of premium is indicated clearly.

[~~G. An advertisement shall show dividends in dollar amount form only.~~

H. G.] If a dividend illustration is determined in a manner involving substantial deviation from the contribution principle, an advertisement showing illustrated dividends shall prominently display the following caution: "The

illustrated dividends for this policy were determined in a manner inconsistent with generally accepted practices."

14VAC5-41-70. Policies and benefits.

A. An advertisement shall not use as the name or title of a policy any phrase which omits the words "life insurance" or "annuity," as appropriate, unless accompanied by other language clearly indicating it is life insurance or an annuity.

B. An advertisement shall clearly and prominently describe the true nature or type of policy advertised.

C. An advertisement shall not state, represent or imply that a prospective or current policyholder will receive the right to benefits that are not a part of the policy itself, or made an effective part of the policy by rider or other instrument approved by and on file with the commission.

D. An advertisement shall not represent, directly or indirectly, that a policy may be sold only to certain persons because of their occupation, association, age, sex, or other condition unless it can be shown that the policy advertised is, in fact, sold only to those persons.

E. An advertisement shall not contain statements indicating that because a prospect has agreed to furnish names of potential purchasers, he is entitled to any specific benefits not available to all policyholders generally.

F. An advertisement shall not represent an increasing or other term insurance provision as a return of premium, a cash surrender value, or anything other than a guaranteed insurance benefit for which a premium is charged.

G. An advertisement shall not state or imply that a policy contains features or benefits that are not found in other policies, unless that is true.

H. In any advertisement, the basic death benefit shall be shown as a single amount, not arbitrarily or deceptively split into two or more parts, implying that there is a relationship between some part of a premium or other policy amount and some part of the death benefit, unless that is the fact, and provided the relationship is not for the purpose of, or may likely have the effect of, misleading or deceiving.

I. If nonforfeiture values are shown in any advertisement, the values must be shown either for the entire amount of the basic death benefit or for each \$1,000 of initial death benefit.

J. An advertisement shall not state or imply that on the death of an insured, the beneficiary will receive, or should have received, the cash value of a policy in addition to the face amount, unless the policy so provides.

K. An advertisement shall not state or imply in any way that interest charged on a policy loan or the reduction of death benefits by the amount of outstanding policy loans is unfair, inequitable, or in any manner an incorrect or improper practice.

L. The use of savings "passbooks" and similar misleading techniques to show a policy's cash value is prohibited.

M. Analogies between a policy's cash values and savings accounts or other investments, and between premium payments and contributions to savings accounts or other investments shall be complete and accurate. The analogy shall make clear that the representation is an analogy only and that cash values and premium payments are not identical to a savings account or other investments and contributions.

N. An advertisement shall not represent a pure endowment benefit as earnings on premiums paid or represent that a pure endowment benefit in a policy is other than a guaranteed benefit for which a specific part or all of the premium is being paid by the policyholder. For the purpose of this section, coupons or other devices for periodic payment of endowment benefits are included within the phrase "a pure endowment benefit."

14VAC5-41-80. Policy costs and cost comparisons.

A. The words "free," "no cost," "without cost," "no additional cost," "at no extra cost," or words of similar import shall not be used with respect to any benefit or service being made available with a policy unless true. If there is no charge to the insured, then the identity of the payor and the amount of the payment shall be prominently disclosed. An advertisement may specify the charge for a benefit or a service or may state that a charge is included in the premium or use other appropriate language.

B. An advertisement of a particular policy shall not use the phrase "inexpensive," "low cost" or any similar term unless that fact is capable of being demonstrated to the satisfaction of the commission.

C. An advertisement shall not imply or state that all older policies are more or less costly than newer policies.

~~[D. A system or presentation that does not recognize the time value of money through the use of appropriate interest adjustments shall not be used for comparing the costs of two or more policies. The system may be used for the purpose of providing accounting information on a single policy owned by a business or for the purpose of showing the income tax implications of ownership of a single policy provided (i) it is accompanied by a statement disclosing that the presentation does not recognize that, because of interest, a dollar in the future has less value than a dollar today, and (ii) it is not used, directly or by implication, for purposes of illustrating the cost of the policy.~~

E. D.] An advertisement of two or more policies sold as a "package" or other combination shall not direct attention improperly at the cost competitiveness of one part of the "package" when the cost competitiveness of that part is not indicative of the cost competitiveness of the "package" as a whole.

~~[F. E.] An advertisement of a single policy shall not direct attention improperly at the cost competitiveness of a part of the policy when the cost competitiveness of that part is not indicative of the cost competitiveness of the entire policy.~~

~~[G. F.] An advertisement of a policy at a particular issue age, sex, or amount shall not lead prospective policyholders to believe that the cost competitiveness of the policy is similar at other issue ages, sex, or amounts unless that is a fact.~~

~~[H. G.] An advertisement containing a cost comparison of two or more policies with nonguaranteed policy elements in which the method of investment income allocation differs between or among the policies shall state that fact and shall contain a brief explanation of the implications of the cost comparison.~~

14VAC5-41-90. Insurer identity and representations.

A. An advertisement shall not contain statements, pictures, comparative financial ratios, or illustrations that are false, misleading, or irrelevant in fact or by implication, with respect to the assets, liabilities, insurance in force, corporate structure, financial condition, age, or relative position of the insurer in the insurance business or with regard to affiliates or subsidiaries of the insurer. An advertisement shall not contain a recommendation by any commercial rating service unless it clearly defines the scope and extent of the recommendation.

B. An advertisement shall not state or imply that a purchaser of a policy will share in or receive a stated percentage or portion of the earnings on the general account assets of the insurer unless that is a fact.

C. The name of the insurer shall be clearly identified in all advertisements about the insurer or its products, and if any specific policy is advertised it shall be identified either by its form number or other appropriate description. If an application is a part of the advertisement, the name of the insurer shall be shown on the application.

D. An advertisement shall not use a trade name, an insurance group designation, name of the parent company of the insurer, name of a particular division of the insurer, a reinsurer of the insurer, service mark, slogan, symbol, or other device or reference without disclosing the name of the insurer if the advertisement would have the capacity or tendency to mislead or deceive as to the true identity of the insurer, or create the impression that a company other than the insurer would have any responsibility for the financial obligations under a policy.

E. An advertisement shall not use any combination of words, symbols, or physical materials that by their content, phraseology, shape, color, or other characteristics are so similar to a combination of words, symbols, or physical materials used by a governmental program or agency or otherwise appear to be of a nature that they tend to mislead

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prospective insureds into believing that the solicitation is in some manner connected with a governmental program or agency.

F. An advertisement shall not use any combination of words, symbols, or physical materials that by their content, phraseology, shape, color, or other characteristics are so similar to a combination of words, symbols, or physical materials used by a noninsurance company with whom the prospective insured has a financial relationship or otherwise appear to be of a nature that it tends to mislead or deceive the prospective insured into believing that the purchase of insurance is required by the company.

G. An advertisement shall not represent that the mere size of an insurer or its total insurance in force necessarily affects either the solvency of the insurer or the reliability of the policies issued by the insurer.

H. An advertisement shall not contain any statement that would lead a prospective buyer or policyholder of life insurance or annuity to believe that he is acquiring stock in an insurer by purchasing the life insurance or annuity.

I. An advertisement shall not contain any statement that creates an inference that policyholders are entitled to benefits or profits on the same basis as stockholders.

J. An insurer or agent shall not use the terms "financial planner," "investment advisor," "financial consultant," "financial counseling" or other similar terms in a way that implies that the person who is engaged in the business of insurance, is generally engaged in an advisory business in which compensation is unrelated to sales unless that is actually a fact. No person engaged in the business of insurance shall hold himself out, directly or indirectly, to the public as a "financial planner," "investment advisor," "financial consultant," "financial counselor" or any other specialist engaged in the business of giving complete financial planning advice relating to investments, insurance, real estate, tax matters, and trust and estate matters unless that person in fact is engaged in that business and renders those services. Not included in "services" is the presentation of computer printouts that fall into the category of advanced programming for the purpose of selling a policy.

K. An advertisement of a policy marketed by direct response techniques shall not state or imply that because there is no insurance agent or commission involved there will be a cost savings to prospective purchasers unless that is the fact.

L. An insurer or agent shall not use materials, statements, or communications of any kind that when used alone are not misleading, but become deceptive or misleading when combined.

M. An insurer or agent shall not offer or provide to a proposed insured or other person a gift of substantial value if an application, inquiry card, or reinstatement application is

returned within a specified period of time. For purposes of this subsection, a [nonmonetary] gift valued at [~~\$5.00~~ \$25] or less shall not be considered [a gift] of substantial value.

14VAC5-41-100. Testimonials, appraisals, analyses and endorsements.

A. A testimonial, appraisal, analysis, or endorsement used in an advertisement shall be genuine; represent the current opinion of the author; be applicable to the policy advertised, if any; and be accurately reproduced with sufficient completeness to avoid misleading or deceiving prospective insureds as to the nature or scope of the testimonial, appraisal, analysis, or endorsement. In using testimonials, appraisals, analyses, or endorsements the insurer or agent makes as its own all the statements contained therein, and these statements are subject to all provisions of this chapter.

B. If the individual making a testimonial, appraisal, analysis, or endorsement has a financial interest in the insurer or a related entity as a stockholder, director, officer, employee, or otherwise, that fact shall be clearly and prominently disclosed in the advertisement. If an individual receives any financial benefit directly or indirectly, greater than required union scale wages, that fact shall be clearly and prominently disclosed in the advertisement by language identical or substantially similar to the following: "THIS IS A PAID ENDORSEMENT."

C. An advertisement shall not state or imply that an insurer or a policy has been approved or endorsed by a group of individuals, society, association, or other organization unless that is the fact and unless any proprietary relationship between an organization and the insurer is disclosed. If the entity making the endorsement or testimonial is owned, controlled, or managed by the insurer or receives any payment or other consideration from the insurer for making the endorsement or testimonial, that fact shall be disclosed in the advertisement.

14VAC5-41-110. Introductory, initial or special offers.

A. An advertisement of one policy or combination of policies shall not state or imply that the policy or combination of policies is an introductory, initial, or special offer, or that applicants will receive substantial advantages not available at a later date, or that the offer is available only to a specified group of individuals, unless that is the fact. An advertisement shall not describe an enrollment period as "special" or "limited" or use similar words or phrases in describing it when the insurer uses successive enrollment periods as its usual method of marketing its policies.

B. An advertisement shall not state or imply that only a specific number of policies will be sold, or that a time is fixed for the discontinuance of the sale of a particular policy because of special advantages available in the policy.

C. An advertisement shall not offer a policy that utilizes a reduced initial premium rate in a manner that overemphasizes the availability and the amount of the reduced initial premium. When an insurer charges an initial premium that differs in amount from the amount of the renewal premium payable on the same mode, all references to the reduced initial premium shall be followed by an asterisk or other appropriate symbol that refers the reader to that specific portion of the advertisement that contains the full rate schedule for the policy.

D. An enrollment period during which a particular policy may be purchased on an individual basis shall not be offered within this Commonwealth unless there has been a lapse of not less than six months between the close of the immediately preceding enrollment period for the same or substantially similar policy and the opening of a new enrollment period. The advertisement shall specify the date by which the applicant must mail the application, that shall be not less than 10 days and not more than 40 days from the date on which the enrollment period is presented for the first time in the advertisement. This section applies to all the affiliated companies of a group of insurance companies under common management or control. This section does not apply to the use of a termination or cutoff date beyond which an individual application for a guaranteed issue policy will not be accepted by an insurer in those instances where the application has been sent to the applicant in response to his request. It is also inapplicable to solicitations of employees or members of a particular group or association that otherwise would be eligible under specific provisions of the Code of Virginia for group, blanket, or franchise insurance. In cases where a policy is marketed on a direct response basis to prospective insureds by reason of some common relationship with a sponsoring organization, this section shall be applied separately to each sponsoring organization.

14VAC5-41-120. Policies sold to students.

A. The envelope in which advertisement material is contained may be addressed to the parents of students. The address shall not include any combination of words that imply that the correspondence is from a school, college, university, or other education or training institution nor shall it imply that the institution has endorsed the material or supplied the insurer with information about the student unless that is a fact.

B. All advertisements including, but not limited to, informational flyers shall be clearly identified as coming from an insurer or agent, if that is the case, and these entities shall be clearly marked as such.

C. The return address on the envelope shall not imply that the soliciting insurer or agent is affiliated with a university, college, school, or other educational or training institution unless that is a fact.

14VAC5-41-130. Individual deferred annuity contracts or deposit funds.

A. Any illustrations or statements containing or based upon nonguaranteed interest rates shall likewise set forth with equal prominence comparable illustrations or statements containing or based upon the guaranteed accumulation rates. The nonguaranteed interest rate shall not be greater than those currently being credited by the company unless the nonguaranteed rates have been publicly declared by the company with an effective date for new issues not more than three months subsequent to the date of declaration.

B. If an advertisement for a particular annuity or advance premium fund states the accumulation interest rate based on net contributions, it shall also disclose in close proximity and with equal prominence, the accumulation interest rate based on gross contribution and the relationship between gross and net contributions.

C. An advertisement shall not state or imply that annuities or advance premium funds are accorded preferential tax treatment unless the advertisement describes the tax consequences of purchasing an annuity or making payments into an advance premium fund, including tax consequences on surrender and on death.

D. If the contract does not provide a cash surrender benefit prior to commencement of payment of annuity benefits, an illustration or statement concerning the contract shall prominently state that cash surrender benefits are not provided.

E. Any illustrations, depictions, or statements containing or based on determinable policy elements shall set forth with equal prominence comparable illustrations, depictions, or statements containing or based on guaranteed policy elements.

14VAC5-41-140. Jurisdictional licensing.

A. An advertisement that is intended to be seen or heard beyond the limits of the jurisdiction in which the insurer or agent is licensed shall not imply licensing beyond those limits.

B. An advertisement may state that an insurer or agent is licensed in the state where the advertisement appears, provided it does not exaggerate that fact or suggest or imply that competing insurers or agents may not be so licensed.

C. An advertisement shall not create the impression that the insurer, its financial condition or status, the payment of its claims, or the merits, desirability, or advisability of its policy forms or kinds of plans of insurance are recommended or endorsed by any governmental entity. However, where a governmental entity has recommended or endorsed a policy form or plan, that fact may be stated if the entity authorizes its recommendation or endorsement to be used in an advertisement.

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D. An advertisement shall not represent or imply that any financial ratio, illustrative material or advertisement, including pictures, diagrams, charts, projections, or other material, has been approved or sanctioned by the commission, unless that is a fact.

14VAC5-41-150. Approval and records maintenance requirements.

A. All advertisements written, created, designed, or presented by an agent or other party responsible for advertisement shall be approved by the insurer.

B. Each insurer shall establish and at all times maintain a system of control over the method of dissemination, content, and form of all advertisements of its policies. A system of control shall include regular and routine notification to agents, brokers, and others authorized by the insurer to disseminate advertisements of the requirement and procedures for company approval prior to the use of any advertisement that is not furnished by the insurer.

C. Each insurer shall maintain at its home or principal office a complete file containing a specimen copy of every printed, published, or prepared advertisement of its individual policies and specimen copies of typical printed, published, or prepared advertisements of its blanket, franchise, and group policies, disseminated in this Commonwealth, with a notation indicating the manner and extent of distribution and the form number of any policy referred to in any advertisement. The file shall be subject to inspection by the commission. All advertisements shall be maintained in the file for a period of five years after discontinuance of their use or publication.

D. Each insurer shall inform its agents of the requirements of this regulation.

E. If the commission finds that it may be in the best interests of the public, at the commission's specific request, it may require particular insurers or agents to submit all or any part of their advertisements to the commission for review or approval prior to use.

14VAC5-41-160. Severability.

If any provision of this chapter or its application to any person or circumstance is for any reason held to be invalid by a court, the remainder of this chapter and the application of the provisions to other persons or circumstances shall not be affected.

VA.R. Doc. No. R11-2414; Filed February 15, 2011, 2:45 p.m.



TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

DEPARTMENT OF HEALTH PROFESSIONS

Final Regulation

REGISTRAR'S NOTICE: The following regulatory action is exempt from the Administrative Process Act in accordance with § 2.2-4006 A 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 Department of Health Professions will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

Title of Regulation: **18VAC76-20. Regulations Governing the Prescription Monitoring Program (amending 18VAC76-20-40).**

Statutory Authority: §§ 54.1-2505 and 54.1-2520 of the Code of Virginia.

Effective Date: October 1, 2011.

Agency Contact: Ralph Orr, Program Manager, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233-1463, telephone (804) 367-4523, FAX (804) 527-4470, or email ralph.orr@dhp.virginia.gov.

Summary:

The amendments to the standards for the manner and format of reports to the Prescription Monitoring Program are adopted pursuant to §§ 54.1-2520 and 54.1-2521 of the Code of Virginia, which grant authority to the Director of the Department of Health Professions to promulgate regulations necessary to implement the Prescription Monitoring Program and require information necessary for the Prescription Monitoring Program to be eligible to receive federal funds.

The National All Schedules Prescription Electronic Reporting Act of 2005 (NASPER) created a formula grant program under the authority of the U.S. Secretary for Health and Human Services (Secretary). To qualify for federal funding available since 2010, Virginia's Prescription Monitoring Program is required to include certain information. States receiving NASPER grants must adopt the 4.1 or higher version of the American Society of Automation in Pharmacy (ASAP) reporting standard to ensure that gross formatting errors are minimized. In 42 USC 280g-3, the Secretary is required to "specify a uniform electronic format for the reporting, sharing and disclosure of information under this section." To that end, the Secretary has identified the ASAP 4.1 reporting standard; therefore, subsection A of 18VAC76-20-40 is

amended to identify that standard as the format pharmacies must use for reporting data.

Data elements of the required report, set out in 42 USC 280g-3, are already listed in § 54.1-2521 of the Code of Virginia or are added in new subsection E of 18VAC76-20-40, several of which are already included on the current reporting format.

The standards for federal funding in 42 USC 280g-3 further require that the dispenser report to the state after each dispensing of a covered controlled substance not later than one week after the date of dispensing. The timetable for reporting simply will require a pharmacy to program reporting weekly instead of semi-monthly.

18VAC76-20-40. Standards for the manner and format of reports and a schedule for reporting.

A. Data shall be transmitted to the department or its agent ~~on a semi-monthly basis~~ within seven days of dispensing as provided in the ~~Telecommunication Format for Controlled Substances~~ (~~, May 1995,~~) Electronic Reporting Standard for Prescription Monitoring Programs, Version 4.1 (November 2009) of the American Society of Automation in Pharmacy (ASAP), which are hereby incorporated by reference into this chapter.

B. Data shall be transmitted in a file layout provided by the department and shall be transmitted by a media acceptable to the vendor contracted by the director for the program. Such transmission shall begin on a date specified by the director, no less than 30 days from notification by the director to dispensers required to report.

C. Under extraordinary circumstances, an alternative means of reporting may be approved by the director.

D. Data not accepted by the vendor due to a substantial number of errors or omissions shall be corrected and resubmitted to the vendor within five business days of receiving notification that the submitted data had an unacceptable number of errors or problems.

E. Required data elements shall include those listed in subsection B of § 54.1-2521 of the Code of Virginia and the following:

1. The Drug Enforcement Administration (DEA) registration number of the dispenser;
2. The total number of refills ordered;
3. Whether the prescription is a new prescription or a refill;
and
4. The date the prescription was written by the prescriber.

DOCUMENTS INCORPORATED BY REFERENCE
(18VAC76-20)

~~Telecommunication Format for Controlled Substances, May 1995, American Society for Automation in Pharmacy (ASAP);~~

Implementation Guide ASAP Standard (Electronic Reporting Standard) for Prescription Monitoring Programs, Version 4, Release 1, November 2009, American Society for Automation in Pharmacy, 492 Norristown Road, Suite 160, Blue Bell, PA 19422 (<http://www.asapnet.org>).

VA.R. Doc. No. R11-2738; Filed February 14, 2011, 5:04 p.m.

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 on regular work days from 8 a.m. until 5 p.m. at the Board of Accountancy, 9960 Mayland Drive, Suite 402, Richmond, Virginia 23233, telephone (804) 367-8505, or 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

[Application Review Guidelines for Criminal History, rev. 5/6/2003](#)

[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 at 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.

This document provides risk management and internal control standards for state agencies and institutions.

[Commonwealth Accounting Policies and Procedures \(CAPP\) Manual](#), continuously updated.

This document is a compendium of information that provides accounting guidance for state agencies and institutions.

[Financial Statement Preparation for Agencies and Institutions](#), updated annually.

There are two documents--one for agencies and one for institutions--that provide financial statement preparation guidance.

[Year End Closing Procedures](#), prepared annually.

This document provides guidance to agencies and institutions regarding proper procedures for closing the state accounting year.

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:

[VDA-1] Aging Services - State Plan for Aging Services 2007 thru 2011 (10/30/08)

[VDA-2] Care Coordination for Elderly Virginians (1/28/04)

[VDA-3] Caregiver Support Program - National Family Caregiver Support Program Guidelines (12/14/07)

[VDA-4] Client Appeals - Guidelines for a Client Appeals Process for Services (2/24/04)

[VDA-5] Cost Sharing and Fee for Service Policy, Older Americans Act (2007) (5/29/07)

[VDA-6] Procurement Guidelines - Minimum Procurement Guidelines (2003) (6/1/03)

[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)

[VDA-9] Service Standard - Congregate and Home Delivered Meals (2009) (10/1/09)

[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)

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

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

For guidance documents relating to dairy and foods, contact Mr. 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 the 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 Ms. Erin Williams at (804) 786-1308.

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 (<http://townhall.virginia.gov>) or by clicking on the hyperlinks below.

Guidance Documents:

Charitable Gaming Board

[Progressive Games](#) (6/2/10)

[Use of Proceeds](#) (10/1/10)

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)

[Commercial Breeder Guidelines](#) (1/20/09)

[Dairy Services Procedure Manual](#) (12/14/09)

[Fair Guidelines](#) (5/3/10)

[Food Safety & Security Field Operations Manual](#) (12/6/10)

[Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws](#) (6/1/10)

[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](#) (12/1/10)

[Labeling of Certain Motor Fuel Dispensers](#) (6/17/10)

[Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements](#) (7/20/09)

[Multi-tier Pricing of Motor Fuels](#) (10/28/09)

[Posting of Prices and Taxes for Petroleum Products](#) (9/23/10)

[Virginia Cotton Boll Weevil Trapping Program, 2009 Guidelines](#) (12/1/10)

[Virginia Shipping Requirements for Package Bees and Queens](#) (12/1/10)

[\[1743\] Agricultural Stewardship Act Guidelines](#) (4/1/10)

[\[751\] Virginia Cooperative Gypsy Moth Suppression Program, 2010 Guidelines](#) (9/1/09)

[\[756\] Virginia Entry Requirements for Honey Bee Hives and Appliances](#) (12/1/10)

Pesticide Control Board

[Interpreting PPE Standards on Pesticide Labels](#) (9/1/99)

[Agents of the VA 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)

Guidance Documents

[Guidelines for Enforcement of the Virginia Pesticide Control Act](#) (2/1/09)

[Label Review](#) (12/6/10)

[Product Registration: Submission of Labels](#) (12/7/10)

[Product Registration: When Two Pesticide Products May Be Registered for Single Fee](#) (9/29/10)

[Product Registration: Submission of 24\(c\) Special Local Need Registration](#) (2/7/10)

[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

[\[2727\] VA State Milk Commission Monthly Report Audit Manual](#) (5/1/70)

[\[2728\] 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 be viewed during regular workdays from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, VA 23220. Copies may be obtained free of charge from and questions regarding interpretation or implementation of these documents may be directed to W. Curtis Coleburn, Chief Operating Officer, at the same address, telephone (804) 213-4409, FAX (804) 213-4411, or email at curtis.coleburn@abc.virginia.gov. Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall (<http://townhall.virginia.gov>) or by clicking on the hyperlinks below.

Guidance Documents:

[Circular Letter 06-01](#) (2/14/06)

[Circular Letter 06-02](#) (6/29/06)

[Circular Letter 06-03](#) (9/15/06)

[Circular Letter 06-04](#) (9/1/06)

[Circular Letter 07-01](#) (4/23/07)

[Circular Letter 07-02](#) (6/1/07)

[Circular Letter 07-03](#) (6/29/07)

[Circular Letter 07-04](#) (7/1/07)

[Circular Letter 07-05](#) (7/1/07)

[Circular Letter 07-08](#) (12/15/07)

[Circular Letter 92-1](#) (5/22/92)

[Foam Board Advertising Approval](#) (2/12/06)

[Licensee Bulletin Vol. 56, No.2](#) (1/1/00)

[\[Issued Quarterly\] Licensee Newsletter - Spring 2003](#) (3/1/03)

[Application for ABC License](#) (1/1/98)

[Circular Letter 01-2](#) (2/1/01)

[Circular Letter 08-01](#) (12/5/08)

[Circular Letter 1-01](#) (1/1/01)

[Circular Letter 1-04](#) (1/1/05)

[Circular Letter 2-04](#) (1/1/05)

[Circular Letter 84-3](#) (1/1/84)

[Circular Letter 84-4](#) (12/26/84)

[Circular Letter 84-7](#) (12/26/84)

[Circular Letter 84-8](#) (12/26/84)

[Circular Letter 85-3](#) (2/6/85)

[Circular Letter 85-5](#) (3/26/85)

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[Circular Letter 85-9](#) (1/1/85)

[Circular Letter 87-1](#) (1/28/87)

[Circular Letter 87-2](#) (3/19/87)

[Circular Letter 88-2](#) (7/22/88)

[Circular Letter 88-3](#) (9/7/88)

[Circular Letter 89-1](#) (4/14/89)

[Circular Letter 89-4](#) (10/13/89)

[Circular Letter 90-1](#) (3/1/90)

[Circular Letter 90-2](#) (3/1/90)

[Circular Letter 90-4](#) (6/27/90)

[Circular Letter 92-1](#) (5/22/92)

[Circular Letter 92-2](#) (11/23/92)

[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)

VIRGINIA COMMISSION FOR THE ARTS

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Commission for the Arts, Lewis House, 2nd Floor, 223 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lorraine Lacy at the same address, telephone (804) 225-3132, FAX (804) 225-4327 or email arts@arts.virginia.gov. The document may be found on the Virginia Commission for the Arts' homepage (<http://www.arts.virginia.gov>).

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

Guidance Document:

[Guidelines for Funding](#), revised July 1, 2011 - June 30, 2012

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, Virginia 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 e-mail 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 Governance Manual, issued July 2007.

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 www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at audbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to 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:

30-1, Sanctioning Reference Points; Instruction manual, adopted June 3, 2010

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, revised September 2010

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

30-7, Board guidance on practice of Fiberoptic Endoscopic Evaluation of Swallowing (FEES) by speech-language pathologists, revised August 11, 2010

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.

All the documents listed below are available electronically on the Internet at

<http://www.apa.virginia.gov/LocalGovernment/manuals.cfm>.

Guidance Documents

Guidance Documents:

Specification for Audits of Counties, Cities, and Towns, periodically updated. \$20 for manual. This document sets standards for audits of Virginia local governments as required by § 15.2-167 of the Code of Virginia.

Specification for Audits of Authorities, Boards, and Commissions. \$20 for manual. This document sets standards for audits of Virginia governmental authorities, boards, and commissions as required by § 30-140 of the Code of Virginia.

Uniform Financial Reporting Manual, periodically updated. \$20 for manual. This document provides reporting requirements for Virginia local governments to follow in the preparation and submission of their Comparative Report of Local Government Revenues and Expenditures transmittal forms. Section 15.2-2510 of the Code of Virginia requires this submission of data.

Virginia Sheriffs Accounting Manual. \$10 for manual. This document prescribes accounting procedures for funds collected by Virginia's sheriffs.

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

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) 371-2478 or email susan.elmore@dbhds.virginia.gov.

Buprenorphine Products for the Pharmacologic Management of Opioid Addiction, Office of Substance Abuse Services Bulletin No. 2004-01, issued July 14, 2004, 21 CFR Part 291, 42 CFR Part 8, § 54.1-3400 et seq. of the Code of Virginia, 12VAC35-105-790, 18VAC110-20, no charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@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.

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 December 1, 2010, §§ 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 2011 Community Services Performance Contract; Central Office, State Facility, and Community Services Board Partnership Agreement; and Community Services Performance Contract General Requirements Document, issued May 3, 2010, § 37.2-508, no charge, also available on the department's website at www.dbhds.virginia.gov/OCC-default.htm#pc11 or contact Paul R. Gilding at (804) 786-4982 or by email at paul.gilding@dbhds.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

Rebecca Stredny at (804) 786-2615 or email rebecca.stredny@dbhds.virginia.gov.

Human Rights Regulations-Restrictions on the Use of Telephones and Visitation Privileges, Office of Substance Abuse Services Guidance Bulletin No. 2003-02, issued April 2, 2003, 12VAC35-115, no charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@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 June 2010, 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 Rebecca Stredny at (804) 786-2615 or email rebecca.stredny@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 December 1, 2010, §§ 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 of Determination of Child Outcomes Frequently Asked Questions, Infant & Toddler Connection of Virginia, issued July 7, 2008, contact Beth Tolley (804) 371-6595 or email beth.tolley@dbhds.virginia.gov.

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

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. at the administrative headquarters building of the Virginia Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227. Please note that Policy and Procedures Directives are issued occasionally for the purpose of updating program service manuals. Copies of these documents, as well as those listed below, may be obtained at a cost of \$.10 per page by contacting Henry A. Street at the same address, telephone (804) 371-3145, FAX (804) 371-3157, or email henry.street@dbvi.virginia.gov.

Questions regarding the interpretation or implementation of these documents may be directed to Eva F. Ampey, Special

Guidance Documents

Assistant to the Commissioner, Virginia Department for the Blind and Vision Impaired, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3351 or email eva.ampey@dbvi.virginia.gov.

Guidance Documents:

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

Rehabilitation Teaching and Independent Living Services Policy and Procedure Manual, revised September 2010, 22VAC45-70 and 22VAC45-80

Virginia Department for the Blind and Vision Impaired Library and Resource Application for Service, revised January 2010

Library and Resource Center Policy and Procedures Manual for Educators of the Visually Impaired, revised October 2010

Education Services Policy and Procedure Manual, revised October 2010, § 22.1-217, § 22.1-217

Virginia Rehabilitation Center for the Blind and Vision Impaired Operations Manual, revised May 2009 2004, § 51.5-73

VRCBVI Student Handbook, revised May 2009

Vocational Rehabilitation Policies and Procedures Manual, revised December 2010, 22VAC45-50

Low Vision Policies and Procedures Manual, revised August 2007

Orientation and Mobility Policy and Procedure Manual, revised January 2011

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

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 Ms. Catherine Hart at the same address, telephone (804) 371-8120, FAX (804) 371-8137 or email catherine.hart@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 Ms. Catherine Hart, Acting 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 Ms. Catherine Hart at the same address, telephone (804) 371-8120, FAX (804) 371-8137 or email catherine.hart@vdba.virginia.gov.

Guidance Document:

Virginia Department of Business Assistance Workforce Services Jobs Investment Program Guidelines, June 30, 2006, § 2.2-902 A 1 of the Code of Virginia.

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, Virginia, 23606. Copies may be obtained free of charge by contacting Carol Safko, Director of Reports at the same address, fax 757-594-7508, telephone 757-594-8764 or email irar@cnu.edu. 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 2010-2011 and academic policies - <http://undergradcatalog.cnu.edu/>

Graduate Course Catalog 2010-2011 and academic policies - <http://gradstudies.cnu.edu/gradcat.pdf>

Student Handbook 2010-2011 - <http://studentlife.cnu.edu/pdf/shandbook10.pdf>

Residence Life Handbook, Volume 1, Number 12, August 2010 - <http://studentlife.cnu.edu/pdf/reslifehndbk.pdf>

University Handbook 2010-2011 - <http://www.cnu.edu/public/pdf/uhandbook11.pdf>

Adjunct Faculty Handbook 2010-2011 - http://provost.cnu.edu/documents/adjunct_handbook.pdf

Security Policies and Regulations - <http://police.cnu.edu/annualreport.html>

VIRGINIA CODE COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Code Commission, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 786-3591, FAX (804) 692-0625 or email tedwards@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:

[Form, Style and Procedure Manual for Publication of Virginia Regulations](#), Seventh Edition, revised November 2008, § 2.2-4104.

[Preparing and Filing Guidance Document Lists for Publication in the Virginia Register of Regulations](#), revised November 2010, §§ 2.2-4008 and 2.2-4103.

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>

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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>

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Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the Monroe Park Campus Customer Service Office, 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) 828-8726 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 COMMUNITY COLLEGE SYSTEM**Plans and Policies****Virginia WIA Implementation Plans**

[PY09 State Plan Modifications](#)

[2007-2009 WIA and Wagner Peyser Plan as submitted to USDOL](#)

Virginia WIA Annual Reports

[PY2009 Annual Report, as submitted to US DOL](#)

Virginia WIA Policy Statements

[99-2 Establishment of Local Workforce Investment Board](#), revised, January 2011

[00-1 Local Workforce Investment Board Focus, Staffing and Service Restrictions](#)

[00-2 Youth Councils under Title I of the Workforce Investment Act](#)

[00-3 Public Participation and Collaboration in the Development and Implementation of the Commonwealth's Workforce Investment System](#) - Technical Amendments, April 2010

[00-5 Youth Programs under Title I of the Workforce Investment Act](#)

[00-7 Certification Process for WIA Training Providers](#) - revised, June 29, 2010

[00-8 Virginia's Training Voucher System under WIA](#) - Technical Amendments, April 2010

[00-10, Equal Opportunity Policy](#)

[00-11, Continuous Improvement, Incentives and Sanctions for the WIA](#) - (rescinded)

[00-12, Assessment Services for Adult, Dislocated Workers and Youth Programs](#)

[00-14, WIA Policy on Corrective Action or Sanctions for Discrimination](#)

[01-01 WIA Methods Of Administration, 29CFR Part 37](#) - [Click here for the MOA Elements](#)

[01-02 Discrimination Policy](#)

[01-04, Process for Additional Funding of Dislocated Worker Activities](#) - Technical Amendments, April 2010

[02-01 Processing Grievances and Complaints](#)

Guidance Documents

[02-02 Recaptured Workforce Investment Act Title I Local Formula Funds - Technical Amendments, April 2010](#)

[02-04 Existing Worker Strategy VWC Policy - Updated 12/20/10](#)

[03-01 Tiered Services - Technical Amendments, April 2010](#)

[03-02 Core Services Revised Jan. 3, 2005](#)

[03-03 Priority of Service](#)

[05-01 Continuous Improvement](#)

[05-02 WIA Incentives - Technical Amendments, May 2010](#)

[05-03 Sanctions - Technical Amendments, May 2010](#)

[05-04 Use of WIA Local Formula Funds for Economic Development](#)

[07-01 WIA and Trade Co-Enrollment](#)

[10-01 One Stop Service Delivery System](#)

Virginia WIA Eligibility Guidelines

The Guidelines for Determining Workforce Investment Act (WIA) Eligibility for adults, dislocated workers, and youth.

[Preface](#)

[Introduction](#)

[WIA Adult Eligibility](#)

[WIA Dislocated Worker Eligibility](#)

[WIA Youth Eligibility](#)

[Verification and Documentation for WIA Eligibility](#)

[Selective Service Requirements](#)

[Family Size/Family Income](#)

[WIA ARRA Youth](#)

[Self Certification Requirements](#)

[Eligibility Definitions](#)

Virginia Guidance to Local Areas

[Virginia Local Oversight/Monitoring Guide](#)

[State Checklist for One Stop Review and Certification](#)

Virginia Workforce Letters

As State WIA Administrative Entity, the VCCS will issue Virginia Workforce Letters to provide administrative guidance that is deemed necessary to implement the WIA in Virginia.

[VWL #01-01 Follow-up Services](#)

[VWL #01-02 Employed Worker Response](#)

[VWL #01-04 Local WIA Program Policy Implementation](#)

[VWL #02-02 Clarification of the Term "School Dropout"](#)

[VWL #02-03 Carrying Over WIA Funds](#)

[VWL #02-04 Local Area WIA Funds Transfer Procedures](#)

[VWL #02-07 Definition of Family](#)

[VWL #02-08 Definition of Family Income](#)

[VWL #03-04 Supplemental Data](#)

[VWL #05-01, Oversight and Compliance Activities for Local Workforce Investment Act Areas - Added 2/9/11](#)

[VWL #05-05, Expenses Prohibited Under WIA](#)

[VWL #05-06, Program Income](#)

[VWL #05-08, Individual Training Accounts For Out-of-School and/or Older Youth](#)

[VWL #05-12, WIA Program Participation and Performance Measures](#)

[VWL #05-13, Program Exit](#)

[VWL #07-01, Mandatory Co-enrollment for WIA and Trade](#)

[VWL #08-05, Needs-related Payments and Supportive Services Guidance](#)

[VWL #08-07, Timely Data Entry](#)

[VWL #08-08, Out of school Youth Definition and 30% Expenditure Level](#)

[VWL #08-09, Priority of Service for Veterans](#)

[VWL #08-10, Work Readiness Skills Goal under ARRA Summer Youth Employment Program](#)

[VWL #08-11, Adult and Dislocated Worker Work Experience Guidance](#)

[VWL #10-01, Youth Work Experience](#)

[VWL #10-02, Common Measures - Attachment C revised 10/25/10](#)

[VWL #10-03, 2010 Poverty and 70% Lower Living Standard Income Levels -revised 8/24/10](#)

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, and the Virginia Land Conservation Foundation. Individual copies of listed publications may be obtained free of charge, unless a price is listed, by contacting the Regulatory Coordinator at the above address, telephone (804) 786-6124 or FAX (804) 786-6141. Most manuals and reports listed without a price attached were produced in very limited quantities and are available for copying charges. For documents with a cost associated, please refer to the document listings. Individual copies of certain documents may also be viewed at the department's divisional headquarters and in some cases at regional or district offices or at Virginia State Parks.

Questions regarding interpretation or implementation of these documents may be directed to David C. Dowling, Policy, Planning, and Budget Director, Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219, telephone (804) 786-2291 or FAX (804) 786-6141. Other staff may be assigned by the Director or Mr. Dowling to answer specific questions regarding these documents.

Guidance Documents:

Division of Dam Safety and Floodplain Management

DCR - DS - 006, The Floodplain Management Plan for the Commonwealth of Virginia, 2005 Revised Plan, 12/01/2005, §§ 10.1-600 through 10.1-603

DCR - DS - 009, Virginia Citizen's Guide to Floodplain Management, 12/01/2005. §§ 10.1-600 through 10.1-603

DCR - DS - 010, Virginia Local Officials Guide to Floodplain Management, 12/01/2005, §§ 10.1-600 through 10.1-603

Division of Natural Heritage

DCR - NH - 061, Natural Heritage Technical Document No. 95-9, North Landing River Natural Area Preserve Resource Management Plan, First Edition, 02/15/1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 062, Natural Heritage Technical Document No. 95-10, Bethel Beach Natural Area Preserve Resource Management Plan, First Edition, 02/15/1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 064, Natural Heritage Resources of Virginia - Rare Animal Species, Natural Heritage Technical Report 10-12, 06/01/2010, §§ 10.1-209 through 10.1-217

DCR - NH - 065, The Natural Communities of Virginia: Ecological Groups and Community Types, Natural Heritage Technical Report 10-11, 04/01/2010, §§ 10.1-209 through 10.1-217

DCR - NH - 066, Natural Heritage Resource Fact Sheet - Conserving Endangered Species (brochure), 07/01/1997, §§ 10.1-209 through 10.1-217

DCR - NH - 067, Native Plants for Conservation, Restoration and Landscaping - Master List (comb-bound booklet), 07/01/1997, §§ 10.1-209 through 10.1-217

DCR - NH - 068, Virginia Natural Heritage Program Twelve Year Report, 06/01/1998, §§ 10.1-209 through 10.1-217

DCR - NH - 071, Bull Run Mountains Natural Area Preserve Resource Management Plan, First Edition, 12/01/2004, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 072, Chub Sandhill Natural Area Preserve Resource Management Plan, First Edition, 12/01/2004, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 073, Chotank Creek Natural Area Preserve Resource Management Plan, First Edition, 12/01/2004, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 074, Virginia's Precious Heritage: A Report on the Status of Virginia's Natural Communities, Plants, and Animals, and a Plan for Preserving Virginia's Natural Heritage Resources, 2003, §§ 10.1-209 through 10.1-217, cost: \$5 (dvd, shipping and handling included)

DCR - NH - 075, Natural Heritage Resources of Virginia - Rare Plants, Natural Heritage Technical Report 09-07, 04/01/2009, §§ 10.1-209 through 10.1-217

DCR - NH - 076, Virginia's Natural Area Preserve System - a public access guide, 06/01/2010, §§ 10.1-209 through 10.1-217

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, 10/201/2010 (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 - 010, Bear Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on

Guidance Documents

09/06/2002, and adopted by Joseph H. Maroon, 12/06/2002. 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 - 011, Belle Isle State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 012, Caledon Natural Area Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 013, Chippokes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/02/1999, adopted by David G. Brickley, 05/16/2000. The master plan was revised and reviewed by the Board of Conservation and Recreation on 04/26/2006 and adopted by Joseph H. Maroon on 11/14/2006, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 014, Claytor Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David Brickley, 03/06/2001. The master plan was revised and reviewed by the Board of Conservation and Recreation on 08/04/2006 and adopted by Joseph H. Maroon on 08/12/2004. The plan was revised and reviewed by the Board of Conservation and Recreation on 06/15/2010 and adopted by David A. Johnson on 06/16/2010, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 015, Douthat State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 016, False Cape State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004. The plan was revised and reviewed by the Board of Conservation and Recreation on 06/15/2010 and adopted by David A. Johnson on 06/16/2010, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 017, First Landing State Park Master Plan, Reviewed by the Board of Conservation and Recreation on

09/27/1999, and adopted by David G. Brickley, 11/15/1999. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and renewed by Joseph H. Maroon on 12/17/2004. The plan was revised and reviewed by the Board of Conservation and Recreation on 06/15/2010 and adopted by David A. Johnson on 06/16/2010, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 018, Hungry Mother State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/06/2001. 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 - 019, James River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 020, Kiptopeke State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/11/2001. 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 - 021, Lake Anna State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2001, and adopted by David G. Brickley, 01/08/2002. The master plan was revised and reviewed by the Board of Conservation and Recreation on 11/04/2004 and adopted by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 022, Mason Neck State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/17/2003, and adopted by Joseph H. Maroon on 02/19/2004. The plan was revised and reviewed by the Board of Conservation and Recreation on 06/15/2010 and adopted by David A. Johnson on 06/16/2010, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 023, New River Trail State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 04/26/1999, and adopted by David G. Brickley, 11/15/1999. The master plan was revised and reviewed by the Board of Conservation and Recreation on 01/08/2004 and approved by Joseph H. Maroon on 09/09/2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 024, Natural Tunnel State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/02/1999, and adopted by David G. Brickley, 05/16/2000.

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 - 025, Oconeechee State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/07/2002, and adopted by Joseph H. Maroon, 06/09/2003. The master plan was revised and reviewed by the Board of Conservation and Recreation on 01/04/2005 and adopted by Joseph H. Maroon on 03/14/2005. The plan was revised and reviewed by the Board of Conservation and Recreation on 08/20/2009 and adopted by Joseph H. Maroon on 09/15/2010, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 026, Pocahontas State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 027, Raymond R. "Andy" Guest Jr./Shenandoah River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/11/2001. The master plan was revised and reviewed by the Board of Conservation and Recreation on 04/29/2006 and adopted by Joseph H. Maroon on 11/14/2006, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 028, Sailor's Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 09/06/2002, and adopted by Joseph H. Maroon, 12/04/2002. 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 - 029, Sky Meadows State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/17/2003, and adopted by Joseph H. Maroon, 02/19/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 030, Smith Mountain Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/07/2002, and adopted by Joseph H. Maroon, 06/06/2003, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 031, Staunton River Battlefield State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The plan was revised and reviewed by the Board of Conservation and Recreation on 06/15/2010 and adopted by David A. Johnson on 06/16/2010, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 032, Wilderness Road State Park Master Plan (formerly Karlan State Park), Reviewed by the Board of

Conservation and Recreation on 06/30/1998 and 12/07/1998, and adopted by David G. Brickley on 07/02/1998 and 12/14/1998, updated 03/21/2002. 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 - 033, Grayson Highlands State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/08/2004, and adopted by Joseph H. Maroon, 09/09/2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 034, Leesylvania State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/08/2004, and adopted by Joseph H. Maroon, 09/09/2005. The plan was revised and reviewed by the Board of Conservation and Recreation on 06/15/2010 and adopted by David A. Johnson on 06/16/2010, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 035, Holiday Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/06/2005, and adopted by Joseph H. Maroon, 12/20/2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 036, Twin Lakes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on January 6, 2005, and adopted by Joseph H. Maroon, 12/20/2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 037, York River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/02/2005 and adopted by Joseph H. Maroon, 01/10/2006, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 038, Westmoreland State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/02/2005 and adopted by Joseph H. Maroon, 01/10/2006, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR- PRR- 039, Fairy Stone State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/08/2004 and adopted by Joseph H. Maroon, 12/20/2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR- PRR- 040, Powhatan State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2006 and adopted by Joseph H. Maroon, 02/22/2007, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR- PRR- 041, High Bridge State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2006 and adopted by Joseph H. Maroon, 02/22/2007, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR- PRR- 042, Seven Bends State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 08/01/2008 and adopted by Joseph H. Maroon, 11/26/2008, §§ 10.1-107, 10.1-200 and 10.1-200.1

Guidance Documents

DCR - PRR - 043, Widewater State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 08/01/2008 and adopted by Joseph H. Maroon, 11/26/2008, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 044, Southwest Virginia Museum Master Plan, Reviewed by the Board of Conservation and Recreation on 04/28/2009 and adopted by Joseph H. Maroon, 06/10/2009, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 045, Middle Peninsula State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 08/15/2010 and adopted by David A. Johnson, 10/15/2010, §§ 10.1-107, 10.1-200 and 10.1-200.1

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 - 001, Virginia State Parks, Bear Creek Lake State Park Guide, revised 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 002, Virginia State Parks, Belle Isle State Park Guide, 05/01/1995, §§ 10.1-200 and 10.1-201

DCR - SP - 003, Virginia State Parks, Caledon Natural Area Guide, 06/01/1995, §§ 10.1-200 and 10.1-201

DCR - SP - 004, Virginia State Parks, Chippokes Plantation State Park, 06/01/2003, §§ 10.1-200 and 10.1-201

DCR - SP - 005, Virginia State Parks, Claytor Lake State Park Guide, 12/01/2009, §§ 10.1-200 and 10.1-201

DCR - SP - 006, Virginia State Parks, Douthat State Park Facilities Guide, 10/01/2003, §§ 10.1-200 and 10.1-201

DCR - SP - 007, Virginia State Parks, Douthat State Park Trails Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 008, Virginia State Parks, Fairy Stone State Park Facilities Guide, 12/01/2007, §§ 10.1-200 and 10.1-201

DCR - SP - 009, Virginia State Parks, False Cape State Park Guide, 04/01/1993, §§ 10.1-200, 10.1-201, and 10.1-205

DCR - SP - 010, Virginia State Parks, First Landing State Park and Natural Area Trail Guide, 12/01/2010, §§ 10.1-200 and 10.1-201

DCR - SP - 011, Virginia State Parks, Grayson Highlands State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 012, Virginia State Parks, Holliday Lake State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 013, Virginia State Parks, Hungry Mother State Park Guide, 12/01/2010, §§ 10.1-200 and 10.1-201

DCR - SP - 014, Virginia State Parks, James River State Park Guide, 12/01/2009, §§ 10.1-200 and 10.1-201

DCR - SP - 015, Virginia State Parks, Kiptopeke State Park Guide, 12/01/2006, § 10.1-200 and 10.1-201

DCR - SP - 016, Virginia State Parks, Lake Anna State Park Guide, 12/01/2006, §§ 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 - 018, Virginia State Parks, Mason Neck State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 019, Virginia State Parks, Natural Tunnel State Park Guide, 07/01/1996, §§ 10.1-200 and 10.1-201

DCR - SP - 020, Virginia State Parks, New River Trail State Park Guide, 12/01/2010, §§ 10.1-200 and 10.1-201

DCR - SP - 021, Virginia State Parks, Occoneechee State Park Guide, 12/01/2009, §§ 10.1-200 and 10.1-201

DCR - SP - 022, Virginia State Parks, Pocahontas State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 024, Virginia State Parks, Raymond R. "Andy" Guest, Jr./Shenandoah River 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 - 026, Virginia State Parks, Sky Meadows State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 027, Virginia State Parks, Smith Mountain Lake State Park Guide, 12/01/2010, §§ 10.1-200 and 10.1-201

DCR - SP - 028, Virginia State Parks, Staunton River State Park Guide, 04/01/1994, §§ 10.1-200 and 10.1-201

DCR - SP - 030, Virginia State Parks, Twin Lakes State Park Guide, 07/01/2003, §§ 10.1-200 and 10.1-201

DCR - SP - 032, Virginia State Parks, Westmoreland State Park Guide, 12/01/2010, §§ 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 - 034, Virginia State Parks, York River State Park Guide, 06/01/2000, §§ 10.1-200 and 10.1-201

DCR - SP - 036, The 2010 Virginia State Parks' Guide to Virginia State Parks, §§ 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

DCR - SP - 046, Virginia State Parks, Fairy Stone State Park Trail Guide, 10/01/2003, §§ 10.1-200 and 10.1-201

DCR - SP - 047, Virginia State Parks, First Landing State Park Facilities Guide, 12/01/2010, §§ 10.1-200 and 10.1-201

DCR - SP - 048, Virginia State Parks, Staunton River Battlefield State Park Facilities Guide, 12/01/2010, §§ 10.1-200 and 10.1-201

DCR - SP - 049, Virginia State Parks, Hungry Mother State Park Trails Guide, 12/01/2010, §§ 10.1-200 and 10.1-201

DCR - SP - 050, Virginia State Parks, Smith Mountain Lake State Park Trails Guide, 12/01/2010, §§ 10.1-200 and 10.1-201

Chesapeake Bay Local Assistance Board

DCR - CBLAB - 001, 1989 Atty. Gen. Ann. Rep, at 32 (to Delegate John G. Dicks, III, regarding vested rights), 10/19/1989, § 10.1-2115

DCR - CBLAB - 002, 1990 Atty. Gen. Ann. Rep, at 33 (to Prince William County Attorney Sharon E. Pandak, regarding septic system requirements), 09/10/1990, 9VAC10-20-120, subdivision 7

DCR - CBLAB - 003, 1991 Atty. Gen. Ann. Rep, at 31 (to Delegate John C. Watkins, regarding grandfathering), 06/28/1991, § 10.1-2115

DCR - CBLAB - 004, 1991 Atty. Gen. Ann. Rep, at 36 (to Delegate George F. Allen, regarding unconstitutional taking of agricultural land), 07/02/1991, 9VAC10-20-130 B 4

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 - 006, 2002 Attorney General Opinion (letter to Leslie Kiduff, Jr., County Attorney for Northumberland County) regarding Equal Protection Clause of the Constitution of the United States, 10/30/2002, 9VAC10-20-120 and 9VAC10-20-130, subdivision 5

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, § 10.1-2109 B

DCR - CBLAB - 013, Board Guidance Document: Resource Protection Area - Onsite Buffer Area Delineation, 06/15/2009, 9VAC10-20-105

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

DCR - CBLAB - 015, Board Guidance Document: Stormwater Management Requirements, 09/16/2002, 9VAC10-20-120, subdivision 8

DCR - CBLAB - 016, Board Guidance Document: Silvicultural Operations, 09/16/2002, 9VAC10-20-120, subdivision 10

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 - 019, Board Guidance Document: Determinations of Water Bodies with Perennial Flow, 06/21/2010, 9VAC10-20-105

DCR - CBLAB - 020, Board Guidance Document: Resource Protection Areas: Permitted Development Activities, 06/21/2010, 9VAC10-20-130

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 - 022, Guidance Manual: Riparian Buffers Modification & Mitigation Manual, 09/15/2003, 9VAC10-20-130

Guidance Documents

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

DCR - CBLAB - 087, Approved Compliance Evaluation Review Elements, 06/21/2010, 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 - 006, Volunteering at the Chippokes Farm & Forestry Museum, 12/01/2002, §§ 3.1-22.6 through 3.1-22.12

DCR - CPFF - 007, Self-Guided Museum Tour Brochure, §§ 3.1-22.6 through 3.1-22.12

Virginia Land Conservation Foundation

DCR - VLCF - 002, Virginia Land Conservation Foundation's 2008 Grant Program Manual, 09/01/2008, §§ 10.1-1017 through 10.1-1026

DCR - VLCF - 003, Virginia Land Conservation Foundation's Land Preservation Tax Credits, Conservation Value Review Criteria, adopted 11/21/2006, amended 08/07/2008, and updated on 03/27/2009, § 58.1-512

DCR - VLCF - 004, Procedural Guidelines for Land Conservation Tax Credits Conservation Value Review, 12/22/2006, § 58.1-512

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

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

Virginia Scenic River Board

DCR - VSRB- 002, Scenic River Designation Factsheet, 08/26/2005, §§ 10.1-400 and 10.1-402

DCR - VSRB - 003, A Guide to Citizen Involvement in the Scenic River Designation Process, 09/01/2005, §§ 10.1-400 and 10.1-402

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

DCR - VSRB - 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 - 002, Virginia Soil & Water Conservation Board Policy on Financial Assistance for Soil & Water Conservation Districts, 05/14/2010, §§ 10.1-502 through 10.1-505

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

DCR - VSWCB - 011, Virginia Stormwater Management Handbook, 12/01/1999, § 10.1-603.1, cost: \$78 (shipping and handling included)

DCR - VSWCB - 012, Stormwater Management Enforcement Manual, 11/01/2005, 4VAC50-60

DCR - VSWCB - 013, Virginia Erosion and Sediment Control Handbook, Third Edition, 12/01/1992, 4VAC5-30, §§ 10.1-560 through 10.1-571, cost: \$53 (shipping and handling included)

DCR - VSWCB - 014, Virginia Erosion and Sediment Control Field Manual, Second Edition, 12/01/1995, 4VAC5-30, §§ 10.1-560 through 10.1-571, cost: \$25 (shipping and handling included)

DCR - VSWCB - 015, Virginia Erosion and Sediment Control Handbook AutoCad Drawings, 4VAC5-30, §§ 10.1-560 through 10.1-571, cost: \$30 (shipping and handling included)

DCR - VSWCB - 018, Virginia Dam Safety, Flood Prevention & Protection Assistance Fund Loan and Grant Manual, 06/30/2009, § 10.1-603.16 et seq.

DCR - VSWCB - 019, Guidance Document on Impounding Structure Ownership, 09/25/2008, § 10.1-604 et seq.

DCR - VSWCB - 020, Guidance Document on Stormwater Nonpoint Nutrient Offsets, 07/23/2009, § 10.1-603.8:1

DCR - VSWCB - 021, Guidance Document on Credits and Refunds of Dam Safety Certificate Application Fees; 11/30/201-, § 10.1-604 et seq.

DCR - VSWCB - 022, Guidance Document on Agricultural Exemption Requirements; 11/30/2010, § 10.1-604 et seq.

DCR - VSWCB - 023, Guidance Document on Roadways On or Below Impounding Structures, 11/30/2010, § 10.1-604 et seq.

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Copies of the following forms and documents may be viewed during regular work days from 8:15 a.m. until 5 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) 371-9521. 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 21.2, Expedited Service Request - Business Entity Filing, April 2009, § 12.1-21.2

SCC 544, Articles of Incorporation of a Virginia Professional Stock Corporation, revised July 2005, § 13.1-544

SCC 607/807, Guide for Articles of Correction for a Virginia Corporation, revised July 2008, §§ 13.1-607 and 13.1-807

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

SCC 619, Articles of Incorporation of a Virginia Stock Corporation, revised July 2005, § 13.1-619

SCC 631/830, Application for Reservation or for Renewal of Reservation of a Corporate Name, revised 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 635/834, Statement of Change of Registered Office and/or Registered Agent of a Corporation, revised July 2010, §§ 13.1-635, 13.1-764, 13.1-834 and 13.1-926

SCC 636/835, Statement of Resignation of Registered Agent of a Corporation, revised July 2010, §§ 13.1-636, 13.1-765, 13.1-835 and 13.1-927

SCC 710, Guide for Articles of Amendment - Virginia Stock Corporation, revised April 2008, § 13.1-710

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

SCC 711, Guide for Articles of Restatement of a Virginia Stock Corporation, revised April 2008, § 13.1-711

SCC 720, Guide for Articles of Merger of a Virginia Stock Corporation, revised July 2009, § 13.1-720

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 722.12 - CORP, Guide for Articles of Entity Conversion (Virginia limited liability company converting to a Virginia stock corporation), revised April 2008, § 13.1-722.12

SCC 722.12 - LLC, Guide for Articles of Entity Conversion (Virginia stock corporation converting to a Virginia limited liability company), revised April 2008, § 13.1-722.12

SCC 743, Articles of Dissolution (Virginia stock corporation), revised July 2007, § 13.1-743

SCC 744, Articles of Revocation of Dissolution (Virginia stock corporation), revised July 2007, § 13.1-744

SCC 750, Articles of Termination of Corporate Existence (Virginia stock corporation), revised July 2007, § 13.1-750

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

SCC 759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised July 2005, §§ 13.1-759 and 13.1-921

SCC 760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised July 2007, §§ 13.1-760 and 13.1-922

SCC 767/929, Application for a Certificate of Withdrawal of a Foreign Corporation Authorized to Transact Business in Virginia, revised July 2007, §§ 13.1-767 and 13.1-929

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

SCC 888, Guide for Articles of Amendment - Nonstock Corporation, revised April 2008, § 13.1-888

SCC 888N, Articles of Amendment - Changing the Name of a Virginia Nonstock Corporation by Unanimous Consent of the Members or by the Directors Without Member Action, revised July 2007, § 13.1-888

SCC 889, Guide for Articles of Restatement of a Virginia Nonstock Corporation, revised April 2008, § 13.1-889

SCC 896, Guide for Articles of Merger of a Virginia Nonstock Corporation, revised July 2009, § 13.1-896

Guidance Documents

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 2010, § 50-73.5

LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised July 2010, § 50-73.6

LPA-73.11, Certificate of Limited Partnership, revised July 2010, § 50-73.11

LPA-73.11:3, Certificate of Limited Partnership of a Domestic or Foreign Partnership Converting to a Virginia Limited Partnership, revised July 2010, § 50-73.11:3

LPA-73.12, Certificate of Amendment of a Certificate of Limited Partnership, revised July 2010, § 50-73.12

LPA-73.52:4, Certificate of Cancellation of a Virginia Limited Partnership, revised July 2010, § 50-73.52:4

LPA-73.54, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Partnership, revised July 2010, § 50-73.54

LPA-73.57, Amended Application for Registration as a Foreign Limited Partnership, revised July 2010, § 50-73.57

LPA-73.58, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Partnership, revised July 2010, § 50-73.58

LPA-73.67, Limited Partnership - Annual Registration Fee Assessment Notice, revised annually, § 50-73.67

LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised July 2010, § 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, Articles of Organization of a Domestic Limited Liability Company, revised July 2006, § 13.1-1011

LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Domestic Limited Liability Company, 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-1014, Guide for Articles of Amendment - Virginia Limited Liability Company, revised April 2010, § 13.1-1014

LLC-1014N, Articles of Amendment - Changing the Name of a Virginia Limited Liability Company - By the Members, April 2010, § 13.1-1014

LLC-1014.1, Guide for Articles of Restatement of the Articles of Organization of a Virginia Limited Liability Company, revised April 2010, § 13.1-1014.1

LLC-1016, Statement of Change of Registered Office and/or Registered Agent of a Limited Liability Company, revised July 2010, § 13.1-1016

LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised July 2010, § 13.1-1017

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 2010, § 13.1-1055

LLC-1056, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Liability Company, revised April 2009, § 13.1-1056

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

- LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2006, § 13.1-1103
- UPA-93, Statement of Partnership Authority, revised July 2010, § 50-73.93
- UPA-94, Statement of Denial for a Partnership, revised July 2010, § 50-73.94
- UPA-115, Statement of Dissociation from a Partnership, revised July 2010, § 50-73.115
- UPA-121, Statement of Dissolution of a Partnership, revised July 2010, § 50-73.121
- UPA-83D-CANC, Cancellation of Partnership Statement (of any statement filed), revised July 2010, § 50-73.83 D
- UPA-83D-AMEND, Amendment to Partnership Statement (of any statement filed), revised July 2010, § 50-73.83 D
- UPA-83D-RENEW, Renewal of a Statement of Partnership Authority, revised July 2010, § 50-73.83 D
- UPA-132, Statement of Registration as a Virginia Registered Limited Liability Partnership, revised July 2010, § 50-73.132
- UPA-134, Annual Continuation Report of a Virginia or Foreign Registered Limited Liability Partnership, revised May 2010, § 50-73.134
- UPA-135, Certificate of Change of Registered Office and/or Registered Agent of a Registered Limited Liability Partnership, revised July 2010, § 50-73.135
- UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised July 2010, § 50-73.135
- UPA-136, Statement of Amendment of a Statement of Registration of a Virginia or Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.136
- UPA-137, Statement of Cancellation of a Statement of Registration of a Virginia Registered Limited Liability Partnership, revised July 2010, § 50-73.137
- UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.138
- UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.139
- BTA 1212, Articles of Trust of a Domestic Business Trust, revised July 2005, § 13.1-1212
- BTA 1213, Guide for Articles of Correction to the Articles of Trust of a Domestic Business Trust, revised 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 1217, Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1217
- BTA 1221, Statement of Change of Registered Office and/or Registered Agent of a Business Trust, revised July 2010, § 13.1-1221
- BTA 1222, Statement of Resignation of Registered Agent of a Business Trust, revised July 2010, § 13.1-1222
- 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
- BTA 1251, Business Trust Annual Registration Fee Assessment Notice, revised annually, § 13.1-1251
- 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
- UCC1AP, UCC Financing Statement Additional Party, revised May 22, 2002, § 8.9A-509
- UCC3, UCC Financing Statement Amendment, revised May 22, 2002, § 8.9A-512
- UCC3Ad, UCC Financing Statement Amendment Addendum, revised July 29, 1998, § 8.9A-512
- UCC3AP, UCC Financing Statement Amendment Additional Party, revised May 22, 2002, § 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

Guidance Documents

Annual Corporation Requirements, revised March 2008, §§ 13.1-775, 13.1-775.1, 13.1-936 and 13.1-936.1 Charter Fee/Entrance Fee Scheduled for Domestic and Foreign Corporations, revised March 2008, §§ 13.1-615.1, 13.1-616, 13.1-815.1 and 13.1-816

Business Registration Guide, A Cooperative Effort by the State Corporation Commission, the Virginia Employment Commission and the Department of Taxation, 8th Edition, revised 2005

Notice to Virginia Corporations, revised August 2010, § 13.1-601 et seq., § 13.1-801 et seq.

Notice to Foreign Corporations, revised August 2010, § 13.1-757 et seq., § 13.1-919 et seq.

Notice to Virginia Limited Liability Companies, revised August 2010, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, revised August 2010, § 13.1-1051 et seq.

EINFRM, Request for Refund, revised August 2010, §§ 13.1-615, 13.1-815, 13.1-1065, 13.1-1255, 50-73.70 and 50-73.83

Frequently Asked Questions Regarding:

Annual Registration Fees,
http://www.scc.virginia.gov/clk/befaq/an_regfees.aspx

Annual Reports,
http://www.scc.virginia.gov/clk/befaq/an_repts.aspx

Business Entity Names,
<http://www.scc.virginia.gov/clk/befaq/name.aspx>

Fictitious Names,
<http://www.scc.virginia.gov/clk/befaq/fict.aspx>

Foreign Business Entities,
<http://www.scc.virginia.gov/clk/befaq/forinva.aspx>

Registered Agents,
<http://www.scc.virginia.gov/clk/befaq/ra.aspx>

SCCeFile,
<http://www.scc.virginia.gov/clk/befaq/sccefile.aspx>

Virginia Nonstock Corporations,
<http://www.scc.virginia.gov/clk/befaq/vanon.aspx>

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:

Virginia Local Telephone Companies Telecommunications "Bill of Rights" adopted by Final Order in Case No. PUC-2003-00110 dated September 30, 2005.

Letter, Director of Communications, dated 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, 2010, Concerning Annual Payphone Service Provider Registration for 2011 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407.

Letter, Director of Communications, dated December 16, 2010, Concerning Annual Operator Service Provider Registration for 2011 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. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

Interest Rate to be Paid on Customer Deposits, revised December 8, 2010, 20VAC5-10-20, updated annually

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-598 and 56-599

Gas Utility Five-Year Forecast Information Requirements, revised September 17, 1998, § 56-248.1

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, § 56-60

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56

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

Instructions 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.

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly

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.

Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§ 56-46.1 and 56-265.1 et seq.

Letter to all electric and gas utilities re: collection of monthly bills (cold weather - termination of service) and filing of complaint procedures, November annually, § 56-247.1

Letter to electric cooperatives re: tree trimming items required to be compiled on an annual basis, February 26, 1990, House Joint Resolution No. 155 - 1989 Acts of Assembly

Letter to electric companies re: data required annually for tree trimming for utility line clearance, December 8, 1993, House Joint Resolution No. 155 - 1989 Acts of Assembly

Form NMN, 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 Browning at the same address, telephone (804) 371-9659, FAX (804) 371-9416 or email marylou.browning@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416 or email bfquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640.

Guidance Documents

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-0201, Application for a Branch Office, revised and reissued July 1, 1999, §§ 6.2-831 and 6.2-1133 of the Code of Virginia

BFI-AL-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.2-874 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued January 22, 1996, §§ 6.2-874, 6.2-1186 and 6.2-1187 of the Code of Virginia

BFI-AL-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.2-874 of the Code of Virginia

BFI-AL-0205, Securities Rating Services, issued June 21, 1978, § 6.2-875 of the Code of Virginia

BFI-AL-0206, Loans in Violation of § 6.2-875, issued December 16, 1977, § 6.2-875 of the Code of Virginia

BFI-AL-0207, Obligations Subject to the Limits Specified, issued November 1, 1978, § 6.2-875 of the Code of Virginia

BFI-AL-0208, Exceptions to Lending Limits for State-Chartered Banks, issued December 16, 1977, §§ 6.2-875 A 2 and 6.2-875 D 7 of the Code of Virginia

BFI-AL-0209, Right of Offset by Holders of Subordinated Bank Debt, issued November 9, 1981, §§ 6.2-875 and 6.2-890 of the Code of Virginia

BFI-AL-0210, Loans Secured by Real Estate, revised and reissued August 8, 2005, §§ 6.2-878 and 6.2-879 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued September 30, 2002, §§ 6.2-904 and 6.2-1195 of the Code of Virginia

BFI-AL-0214, Responsibility of Directors for Legal Lending Limit Violations, issued May 7, 1991, § 6.2-875 H and G of the Code of Virginia

BFI-AL-0215, Bank-Owned Life Insurance, revised and reissued April 1, 2004, §§ 6.2-808, 6.2-814 A, 13.1-627 A 14, 13.1-627 A 15, and 38.2-302 A 3 of the Code of Virginia

Savings Institutions Act

BFI-AL-0201, Application for a Branch Office, revised and reissued July 1, 1999, §§ 6.2-831 and 6.2-1133 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued January 22, 1996, §§ 6.2-874, 6.2-1186 and 6.2-0187 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued September 30, 2002, §§ 6.2-904 and 6.2-1195 of the Code of Virginia

BFI-AL-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., issued February 12, 1987, §§ 6.2-1110 and 6.2-1186 A 22 of the Code of Virginia

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-End Management Investment Companies, issued August 12, 1987, § 6.2-1186 A 19-23 of the Code of Virginia

Credit Union Act

BFI-AL-0401, Investments of Funds by Credit Unions, reissued May 17, 1999, § 6.2-1376 of the Code of Virginia

Consumer Finance Act

BFI-AL-0601, Sales of Automobile Club Memberships, revised and reissued September 30, 2002, § 6.2-1518 of the Code of Virginia

Money and Interest

BFI-AL-0701, Judgment Rate of Interest, revised and reissued September 30, 2002, § 6.2-302 of the Code of Virginia

BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, revised and reissued January 20, 2004, § 6.2-300 and 6.2-327 of the Code of Virginia

BFI-AL-0703, Rebate of Unearned Installment Loan Interest by Banks - Rule of 78, reissued July 1, 1990, §§ 6.2-401, 6.2-403, 6.2-423 and 6.2-1409 of the Code of Virginia

Mortgage Lender and Broker Act

BFI-AL-1601, Mortgage Brokers as Named Payee on Mortgage Loan Notes, revised and reissued July 21, 2004, § 6.2-1600 of the Code of Virginia

BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, issued July 3, 1990, § 6.2-1600 of the Code of Virginia

BFI-AL-1604, Funds Available to Licensed Mortgage Lenders for Business Operation, issued March 21, 1991, §§ 6.2-1606 and 6.2-1619 of the Code of Virginia

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and issued September 30, 2002, § 6.2-1625 of the Code of Virginia

BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued September 30, 2002, § 6.2-326 of the Code of Virginia

BFI-AL-1607, Fees Charged by Mortgage Brokers, issued December 1, 1995, § 6.2-1616 B 4 of the Code of Virginia

BFI-AL-1609, Minimum Mortgage Lender and Broker Surety Bond, issued May 22, 2001, § 6.2-1604 of the Code of Virginia

BFI-AL-1610, Prepayment Penalties in Alternative Mortgage Transactions, issued February 18, 2004, §§ 6.2-422 and 6.2-423 of the Code of Virginia

BFI-AL-1611, Nontraditional Mortgage Products, issued March 29, 2007

Payday Loan Act

BFI-AL-1801, Prohibition on Additional Security for Payday Loans, revised and reissued August 8, 2005, § 6.2-1816 of the Code of Virginia

BFI-AL-1802, Threatening Criminal Proceedings, issued October 26, 2007, § 6.2-1816 of the Code of Virginia

Forms and Instructions:

Banks

Bank Directors Responsibilities, revised October 2010

CCB-1117, Bank Directors Responsibilities Certification, revised October 2010

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 October 2010

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

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

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010

CCB-1124, Application to Acquire a Virginia Bank Pursuant to Title 6.2 of the Code of Virginia, revised October 2010

CCB-1125, Application of a Virginia Bank to Establish a Branch, revised October 2010

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.2 of the Code of Virginia, revised October 2010

CCB-1127, Application by a Bank to Engage in the Trust Business Pursuant to Title 6.2, Chapter 8, Article 3 of the Code of Virginia, revised October 2010

CCB-1128, Application for Approval of Merger Pursuant to Title 6.2 of the Code of Virginia, revised October 2010

CCB-1129, Application of a Subsidiary Trust Company for a Certificate of Authority to Begin Business Pursuant to Title

6.2, Chapter 10, Article 3 of the Code of Virginia, revised October 2010

CCB-1131, Application of an Interim Institution to Begin Business in Virginia, revised October 2010

CCB-1133, Notice to Establish an EFT Terminal, revised October 2010

CCB-1137, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution Pursuant to § 6.2-704 A of the Code of Virginia, revised October 2010

CCB-1137A, Consent to Service of Process, revised October 2010

CCB-1138, Notice of Intent to Acquire a Bank Outside Virginia Pursuant to § 6.2-715 of the Code of Virginia, revised October 2010

CCB-1139, Application to Acquire a Virginia Bank Holding Company or Virginia Bank Pursuant to Title 6.2, Chapter 7 of the Code of Virginia, revised October 2010

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised October 2010

CCB-1144, Application of a Bank Holding Company to Acquire a Federal Savings Institution Pursuant to § 6.2-1146 of the Code of Virginia, revised October 2010

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

CCB-9905, Application to Establish a Trust Office, revised October 2010

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 October 2010

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

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

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010

Guidance Documents

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.2 of the Code of Virginia, revised October 2010

CCB-1137A, Consent to Service of Process, revised October 2010

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised October 2010

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

CCB-2201, Application of a Virginia Savings Institution to Establish a Branch, revised October 2010

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 § 6.2-1147 of the Code of Virginia and 10VAC5-30, revised October 2010

CCB-2209, Application by an Out-of-State Savings Institution to Transact a Savings Institution Business in Virginia Pursuant to Title 6.2, Chapter 11, Article 5 of the Code of Virginia, revised October 2010

CCB-2210, Application to Acquire a Virginia Savings Institution Holding Company or Virginia Savings Institution Pursuant to Title 6.2, Chapter 11, Article 5 of the Code of Virginia, revised October 2010

CCB-2211, Notice of Intent to Acquire a Savings Institution Outside Virginia Pursuant to § 6.2-1160 of the Code of Virginia, revised October 2010

CCB-2212, Notice of Proposed Change of Location (Within One Mile) of a Main Office or Branch of a Savings Institution, revised October 2010

CCB-2213, Notice of Intent to Establish a Non-Depository Office by a Savings Institution Pursuant to § 6.2-1133 of the Code of Virginia, revised October 2010

CCB-2215, Application for a Certificate of Authority to Begin Business as a Savings Bank Pursuant to Title 6.2, Chapter 11, Article 2 of the Code of Virginia, revised October 2010

Credit Unions

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1137A, Consent to Service of Process, revised October 2010

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

CCB-3302, Application for Permission to Establish and Operate a Credit Union Pursuant to § 6.2-1321 of the Code of Virginia, revised October 2010

CCB-3304, Consent to Service of Process (Insurer of Shares), revised October 2010

CCB-3305, Application by an Out-of-State Credit Union to Conduct Business as a Credit Union in Virginia Pursuant to § 6.2-1379 of the Code of Virginia, revised March 2008

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to § 6.2-1344 of the Code of Virginia, revised October 2010

CCB-3307, Application of a Credit Union to Establish a Service Facility Pursuant to § 6.2-1326 of the Code of Virginia, revised October 2010

CCB-3308, Credit Union Request for Field of Membership Expansion, revised October 2010

Consumer Finance Companies

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised October 2010

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

CCB-4401, Annual Report of a Consumer Finance Company, revised November 2010

CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 15 of Title 6.2 of the Code of Virginia, revised October 2010

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised October 2010

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised October 2010

CCB-4407, Application for an Additional Office Pursuant to § 6.2-1507 B of the Consumer Finance Act, revised October 2010

CCB-4408, Application for Permission to Acquire Control of a Consumer Finance Licensee Pursuant to § 6.2-1510 of the Code of Virginia, revised October 2010

Money Order Sellers and Money Transmitters

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised October 2010

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

CCB-5500, Application for a License to Engage in the Money Transmission and/or Money Order Sales Business Pursuant to Chapter 19 of Title 6.2 of the Code of Virginia, revised October 2010

CCB-5507, Annual Report of Money Transmitters, revised November 2010

CCB-5509, Surety Bond for Money Order Sales and Money Transmission, revised October 2010

CCB-5511, Transaction Report of Money Order Sellers and Money Transmitters for the Semi-Annual Period, revised October 2010

CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised 2010

CCB-5513, Deposit Agreement Under Virginia Code Title 6.2, Chapter 19 (Money Order Sales), revised October 2010

CCB-5514, Application for Permission to Acquire Control of a Money Transmitter Licensee Pursuant to § 6.2-1914 of the Code of Virginia, revised October 2010

Check Cashers

CCB-5510, Check Casher Registration Form, revised October 2010

Payday Lenders

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised October 2010

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.2 of the Code of Virginia, revised October 2010

CCB-5516, Surety Bond Pursuant to § 6.2-1804 of the Code of Virginia, revised October 2010

CCB-5517, Application for an Additional Office or Relocation of an Existing Office Pursuant to § 6.2-1807 of the Code of Virginia, revised October 2010

CCB-5518, Application for Permission to Acquire Control of a Payday Lender Licensee Pursuant to § 6.2-1808 of the Code of Virginia, revised October 2010

CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at Same Location, revised October 2010

CCB-5521, Annual Report of Payday Lenders, revised November 2010

Industrial Loan Associations

CCB-6602, Annual Report of Industrial Loan Associations, revised November 2010

Credit Counseling Agencies

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010

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 October 2010

CCB-7700, Application to Engage in the Business of a Credit Counseling Agency Pursuant to Chapter 20, Title 6.2 of the Code of Virginia, revised October 2010

CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to § 6.2-2006 of the Code of Virginia, revised October 2010

CCB-7703, Surety Bond Pursuant to § 6.2-2003 of the Code of Virginia, revised October 2010

CCB-7704, Application for Permission to Acquire Control of a Credit Counseling Licensee Pursuant to § 6.2-2007 of the Code of Virginia, revised October 2010

CCB-7705, Semi-Annual Report of Agencies Providing Debt Management Plans, revised November 2010

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised November 2010

Mortgage Lenders and Mortgage Brokers

Effective January 3, 2011, mortgage lenders/brokers licensed pursuant to Chapter 16, Title 6.2 of the Code of Virginia will begin transitioning to the National Mortgage Licensing System (NMLS). Also, applicants for mortgage lender/broker licenses and for additional offices will be required to apply on-line through NMLS.

Guidance Documents

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-1123, Personal Financial Report and Disclosure Statement, revised October 2010

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

CCB-9900, Application of a Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.2, Chapter 10, Article 2 of the Code of Virginia, revised October 2010

CCB-9901, Certificate of a Control Person of a Trust Company Pursuant to § 6.2-1024 of the Code of Virginia, revised October 2010

CCB-9902, Bond for a Trust Company, revised October 2010

CCB-9904, Dual Service Certificate - Affiliated Trust Companies, revised January 2005

CCB-9905, Application to Establish a Trust Office, revised October 2010

CCB-9906, Application for Permission to Acquire Voting Shares of a Trust Company Pursuant to § 6.2-1023 of the Code of Virginia, revised October 2010

CCB-9907, Application of a Trust Company to Change the Location of a Main Office or Branch Pursuant to § 6.2-1028 of the Code of Virginia, revised October 2010

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised October 2010

Settlement Agents

CCB-10001, Settlement Agent Registration Form for a Financial Institution or its Affiliate or Subsidiary Pursuant to Chapter 27.3 of Title 55 of the Code of Virginia, revised October 2010

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

Virginia Mortgage Law and Regulation Overview, revised April 6, 2010

Bureau of Insurance

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 4:30 p.m. in the office of the State Corporation Commission, Bureau of Insurance, Tyler Building, 6th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1157, Richmond, VA 23218. For general information call the Bureau of Insurance (Bureau) at (804) 371-9741 or for in-state calls use the toll free number (800) 552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Special Assistant to the Commissioner of Insurance. Single copies of each document listed may be obtained free of charge by contacting Ms. Tompkins at the Bureau's mailing address, by telephone (804) 371-9694 or by FAX (804) 371-9873. Many of these documents are available online at the Bureau's website <http://www.scc.virginia.gov/boi>.

Administrative Letters:

Administrative Letter 1977-3, Insurance Problems Encountered by Handicapped or Disabled Persons, issued March 7, 1977

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977

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

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

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

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§ 38.2-2118 (formerly § 38.1-279.49:1), 38.2-2204 (formerly § 38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly § 38.1-781)

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

Administrative Letter 1977-10, Lawyers Professional Liability Insurance, issued May 26, 1977

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

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

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-1928 (formerly § 38.1-279.56), 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-3802) and 46.2-465 (formerly § 46.1-497.1)

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1928 (formerly § 38.1-279.56)

Administrative Letter 1977-15, Amendment of Section 38.1-348.7 of the Code of Virginia Relating to Coverages for Mental Emotional or Nervous Disorders, Alcoholism and Drug Addiction, issued October 11, 1977, § 38.2-3412 (formerly § 38.1-348.7)

Administrative Letter 1977-16, 10% Set-Aside Clause - Local Public Works Act of 1977, issued November 14, 1977

Administrative Letter 1977-17, Medical Malpractice Liability Insurance Claims Report, issued December 21, 1977

Administrative Letter 1978-1, Use of Standard Automobile Insurance Forms Adopted by the State Corporation Commission, issued February 16, 1978, § 38.2-2220 (formerly § 38.1-384)

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978

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

Administrative Letter 1978-4, Implementation of Section 38.1-52.11 of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued May 31, 1978, § 38.2-500 et seq. (formerly § 38.1-49 et seq.) and § 38.2-512 (formerly § 38.1-52.11)

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

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

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

Administrative Letter 1978-8, The Use and Filing of Policy Forms (for Title Insurance Policies and Interim Binders), issued July 31, 1978, § 38.2-1003 (formerly § 38.1-76)

Administrative Letter 1978-9, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued August 14, 1978, § 38.2-512 (formerly § 38.1-52 (11))

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

Administrative Letter 1978-11, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued October 5, 1978, § 38.2-512 (formerly § 38.1-52 (11))

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

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

Guidance Documents

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

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

Administrative Letter 1978-16, Motor Vehicle Safety Responsibility Act Financial Responsibility Requirements, issued November 29, 1978

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

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

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

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

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

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

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

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

Administrative Letter 1979-11, Amendments to Administrative Letters 1979-7 and 1979-10, issued March 30, 1979

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979

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

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident/Sickness Insurance, issued May 10, 1979, §§ 38.2-508.3 (formerly § 38.1-52 (7) (c)), 38.2-3407 (formerly § 38.1-347.2), 38.2-3408 (formerly § 38.1-347.1), 38.2-3412 (formerly § 38.1-348-7) and 38.2-3541 (formerly § 38.1-348-11)

Administrative Letter 1979-15, 1979 Legislation Pertaining to Fire Insurance, Homeowners Insurance and Motor Vehicle

Insurance, issued May 18, 1979, §§ 38.2-2105 (formerly § 38.1-366), 38.2-2206 (formerly § 38.1-381), 38.2-2214 (formerly § 38.1-381.7), 8.01-66, 8.01-66.1 and 46.2-372 (formerly § 46.1-400)

Administrative Letter 1979-16, Revisions in the NAIC Program to Implement the President's Anti-Inflation Program, issued May 18, 1979

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979

Administrative Letter 1979-18, Commercial Multiple Peril Licensing and Filing Requirements, issued August 13, 1979

Administrative Letter 1979-19, Commercial Multiple Peril Licensing and Filing Requirements, issued August 14, 1979

Administrative Letter 1979-20, Adoption of Actuarial Guidelines by the Bureau of Insurance (for All Foreign Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6))

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6))

Administrative Letter 1979-22, The Arson Reporting-Immunity Act, issued August 30, 1979

Administrative Letter 1979-23, Readability of All Insurance (property and casualty) Policies in Virginia, issued September 27, 1979

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

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

Administrative Letter 1980-1, Adoption of 14VAC5-320 (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980, 14VAC5-320 (formerly Insurance Regulation No. 15)

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

Administrative Letter 1980-3, Regulation Numbering System, issued June 26, 1980

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980

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

Administrative Letter 1980-8, Insurance Regulation No. 13, issued June 16, 1980 (replaced Administrative Letter 1980-4)

Administrative Letter 1980-9, Certification of Insurance, issued July 7, 1980, §§ 38.2-513.2 (formerly § 38.1-52 (10a)) and 38.2-2105 (formerly § 38.1-366)

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

Administrative Letter 1980-11, Modification of Agents' Examination Schedule, issued August 29, 1980

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

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

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

Administrative Letter 1981-2, Deductible and Coinsurance Options, issued March 23, 1981, Repeals § 38.1-348.12 and Enacts § 38.2-3417 (formerly § 38.1-348.12:1)

Administrative Letter 1981-3, 1981 Legislation by the General Assembly of Virginia (Pertaining to All Insurance Companies, Fraternal Benefit Societies and Prepaid Health Care Plans Licensed in Virginia), issued May 1, 1981

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

Administrative Letter 1981-5, 1981 Legislation - Effective July 1, 1981 (House Bill 1024/Pertaining to the Regulation of Insurance Premium Finance Companies) issued June 5, 1981, §§ 38.2-4700 et seq. (formerly §§ 38.1-735 through 38.1-745)

Administrative Letter 1981-6, 1981 Legislation - Effective July 1, 1981 (Reimbursement to Members for Expense Incurred for Emergency Road Service or Towing Service), issued June 5, 1981, § 13.1-400.1

Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981

Administrative Letter 1981-10, Risk Sharing Arrangements (replacement for Administrative Letter 1980-7), issued August 13, 1981, § 38.2-1314 (formerly § 38.1-173)

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

Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages (clarification of Administrative Letter 1981-9), issued September 11, 1981

Administrative Letter 1981-13, Cancellation of Motor Vehicle Liability Policy for Non-Payment at the Request of Premium Finance Company, issued October 30, 1981, § 38.2-2212 (formerly § 38.1-381.5)

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

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

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

Administrative Letter 1981-17, 1981 Legislation by the General Assembly of Virginia, issued November 19, 1981

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

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

Administrative Letter 1982-1, Notice to be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued January 7, 1982, § 38.2-1826 (formerly § 38.1-327.52)

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8)

Administrative Letter 1982-3, 14VAC5-340 (formerly Insurance Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner

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Insurance Policies, issued February 19, 1982, 14VAC5-340 (formerly Insurance Regulation No. 17)

Administrative Letter 1982-4, Cancellation of Motor Vehicle Liability Insurance Policies by Insurers for Nonpayment of Premium Installments; or at the Request of Premium Finance Companies Because of Nonpayment of Premium Loan Installments, issued April 28, 1982, § 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982

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

Administrative Letter 1982-9, Uninsured Motorists Rule and Rate Revisions - Revision to Forms VA CP-19 and VA CP-20, issued May 28, 1982

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§ 38.2-124 and 38.2-125 (formerly § 38.1-21)

Administrative Letter 1982-13, Competitive Pricing Rating Law Chapter 226 (H213), 1982 Acts of Assembly Rate Standards - Motor Vehicle Insurance, issued May 28, 1982, § 38.2-1904 (formerly § 38.1-279.33)

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

Administrative Letter 1982-15, Administrative Order 7582, entered August 6, 1982 - Uninsured Motorists Premium Modification Rule, issued November 15, 1982

Administrative Letter 1982-16, Vehicle Service Contract Reimbursement Policies - Contractual Liability Insurance, issued December 21, 1982

Administrative Letter 1982-17, Compilation of Experience Sections 38.1-261 and 38.1-279.46, issued December 21, 1982, §§ 38.2-2012 (formerly § 38.1-261) and 38.2-1919 (formerly § 38.1-279.46)

Administrative Letter 1983-1, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), (formerly Insurance Regulation No. 20, repealed), 14VAC5-120 (formerly Insurance Regulation No. 21), and 14VAC5-130 (formerly Insurance Regulation No. 22), issued March 31, 1983, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), 14VAC5-120 (formerly Insurance Regulation No. 21) and 14VAC5-130 (formerly Insurance Regulation No. 22)

Administrative Letter 1983-2, Bracketed by Duration Credit Accident and Sickness Rates, issued March 31, 1983, § 38.2-3725 (formerly § 38.1-482.7:1 D)

Administrative Letter 1983-3, 1983 Legislation by the General Assembly of Virginia, issued April 8, 1983

Administrative Letter 1983-6, Adoption of New Mortality Tables Under 1982 Amendments to the Standard Nonforfeiture Law: Sections 38.1-456, 38.1-461, 38.1-462 and 38.1-464 through 38.1-467 of the Code of Virginia, as amended, issued July 28, 1983, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456), 38.2-3200 et seq. (formerly §§ 38.1-461, 38.1-462, and 38.1-464 through 38.1-467)

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)

Administrative Letter 1986-3, Application for License as Surplus Lines Broker, issued January 22, 1986, § 38.2-1800 (formerly § 38.1-327.1)

Administrative Letter 1986-4, Virginia Market Assistance Plan, issued January 31, 1986

Administrative Letter 1986-5, Prohibition Against Insuring Lives or Persons of Residents of States in Which Insurer Is Not Licensed, issued April 30, 1986, § 38.2-3102 (formerly § 38.1-433)

Administrative Letter 1986-6, Legislation Enacted by the 1986 Session of the General Assembly of Virginia, issued May 11, 1986

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

Administrative Letter 1986-9, Surplus Lines Insurance Law Effective July 1, 1986, issued May 27, 1986

Administrative Letter 1986-11, Health Agent Study Course and Examination, issued June 4, 1986, §§ 38.2-1815 and 38.2-1816

Administrative Letter 1986-12, Guidelines for Approval of Copayment Requirements, issued June 20, 1986, §§ 38.2-4300 and 38.2-4302

Administrative Letter 1986-13, Requirements for Coverage for Mental Illness and Substance Abuse, issued June 26, 1986, §§ 38.2-3412, 38.2-3413 and 38.2-4300

Administrative Letter 1986-14, Senate Bill 250, Recodification of the Insurance Code - Title 38.2, issued July 1, 1986

Administrative Letter 1986-15, Health Agent Study Course - Administrative Letter 1986-11, issued June 30, 1986

Administrative Letter 1986-16, Administrative Order No. 9177 - Mobile Home Owners Policy - MH(C), Virginia Amendatory Endorsement - MH(C)-1, issued July 1, 1986

Administrative Letter 1986-19 Prohibition Against the Payment or Receipt of Title Insurance Kickbacks, Rebates, Commissions and Other Payments, issued October 10, 1986, § 38.2-4614

Administrative Letter 1986-20, New Regulatory Requirements, revised November 10, 1986, § 38.2-4904.1

Administrative Letter 1986-21, Variable Contracts Examination, issued October 23, 1986, § 38.2-1817

Administrative Letter 1986-22, 1980 Smoker/Non smoker Mortality Tables for Use in Determining Minimum Reserve Liabilities and Nonforfeiture Benefits, issued December 18, 1986, §§ 38.2-3130.1 and 38.2-316

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

Administrative Letter 1987-1, Gross Premiums Tax Report - Calendar Year 1986 Application for License, issued January 15, 1987

Administrative Letter 1987-2, § 55-210.4:01 of the Code of Virginia - Unclaimed Property - Change of Beneficiary Forms, issued March 3, 1987, § 55-210.4:01

Administrative Letter 1987-3, Chapter 12 of Title 37.1 of the Code of Virginia - Disclosure of Patient Information to Third

Guidance Documents

Party Payors by Professionals, issued March 9, 1987, §§ 37.1-225 et seq. and 38.2-600 et seq.

Administrative Letter 1987-4, Appointment of the Clerk of the Commission as Agent for Service of Process, issued March 13, 1987, § 38.2-1216

Administrative Letter 1987-5, 14VAC5-350 (formerly Insurance Regulation No. 25) - Rules Governing Surplus Lines Insurance, issued March 26, 1987, 14VAC5-350 (formerly Insurance Regulation No. 25)

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

Administrative Letter 1987-7, Legislation Enacted by the 1987 Session of the General Assembly of Virginia, issued April 30, 1987

Administrative Letter 1987-9, Report of Acts Deemed Larceny, issued May 22, 1987, §§ 38.2-1810 and 18.2-111

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

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

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

Administrative Letter 1987-15, 14VAC5-210 (formerly Insurance Regulation No. 28), issued October 7, 1987, § 38.2-4311 and 14VAC5-210 (formerly Insurance Regulation No. 28)

Administrative Letter 1987-16, Revised Form for the Appointment of Insurance Agents, issued November 24, 1987, § 38.2-1826

Administrative Letter 1988-1, Gross Premiums Tax Report - Calendar Year 1987 Application for License, issued January 15, 1988, §§ 38.2-400 and 38.2-403

Administrative Letter 1988-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1, issued January 26, 1988, §§ 38.2-117, 38.2-118 and 38.2-2228.1

Administrative Letter 1988-3, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued January 26, 1988, §§ 38.2-117, 38.2-118, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1988-4, Withdrawal of Administrative Letter 1983-5 dated June 1, 1983, and Amendments to

Administrative Letter 1983-5 dated August 22, 1983, issued March 15, 1988

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

Administrative Letter 1988-6, Legislation Enacted by the 1988 Session of the General Assembly of Virginia, issued May 25, 1988

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

Administrative Letter 1988-8, Report of Certain Liability Claims Required by Virginia Code Section 38.2-2228.1, issued May 25, 1988, §§ 38.2228.1 and 38.2-2500

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

Administrative Letter 1988-11, Administrative Letter 1988-10 (rescinds the application of Administrative Letter 1988-10), issued June 30, 1988, § 38.2-305

Administrative Letter 1988-12, Withdrawal of Administrative Letter 1987-8, issued August 9, 1988, §§ 38.2-136 and 38.2-513

Administrative Letter 1988-13, Copayments for Inpatient Mental and Nervous Disorders, issued August 4, 1988

Administrative Letter 1988-14, Adoption of New Mortality Tables Pursuant to the 1982 Amendments to the Standard Nonforfeiture Law - Section 38.2-3209 K of the Code of Virginia, as amended, issued August 5, 1988, § 38.2-3209 K

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

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

Administrative Letter 1989-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued February 1, 1989, §§ 38.2-117, 38.2-118, 38.2-218, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1989-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1, issued February 1, 1989, §§ 38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

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

Administrative Letter 1989-5, Insurance Company Expenses, issued March 31, 1989, § 38.2-1904

Administrative Letter 1989-6, Market Conduct Examinations, issued April 21, 1989, §§ 38.2-200, 38.2-515, 38.2-614, 38.2-1317, 38.2-1809, and 38.2-4315

Administrative Letter 1989-7, Legislation Enacted by the 1989 Session of the General Assembly of Virginia, issued June 23, 1989

Administrative Letter 1989-9, Approval of Living Benefit Provisions Attached to or Included in Life Insurance Policies, issued May 25, 1989, §§ 38.2-102 and 38.2-3503

Administrative Letter 1989-12, Long-Term Care Insurance Consumer's Guide, issued October 27, 1989, § 38.2-5207

Administrative Letter 1989-13, Delayed Effect of Rate Filings, issued December 18, 1989, § 38.2-1912

Administrative Letter 1989-14, Accelerated Approval Procedure for Medicare Supplement Forms and Rates Filings, issued December 21, 1989

Administrative Letter 1990-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1990, issued January 29, 1990, §§ 38.2-117, 38.2-118 and 38.2-1905.1

Administrative Letter 1990-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1990, issued January 29, 1990, §§ 38.2-117, 38.2-118 and 38.2-2228.1

Administrative Letter 1990-4, Workers' Compensation Insurance Rates, issued March 12, 1990

Administrative Letter 1990-6, Workers' Compensation and Employers' Liability Insurance Rate Deviations (withdrew Administrative Letter 1982-12), issued May 4, 1990, § 38.2-2009

Administrative Letter 1990-7, Legislation Enacted by the 1990 Session of the General Assembly of Virginia, issued June 15, 1990

Administrative Letter 1990-9, Point Assignment Under a Safe Driver Insurance Plan, issued July 13, 1990, § 38.2-1905

Administrative Letter 1990-10, Rate Filings Subject to the Provisions of Virginia Code Section 38.2-1912 F, issued July 10, 1990, §§ 38.2-1322, 38.2-1905.1, and 38.2-1912

Administrative Letter 1990-12, Senate Bill 131 - Coverage for Child Health Supervision Services, issued September 11, 1990, § 38.2-3411.1

Administrative Letter 1990-13, Annual Statement Filing by Certain Insurers in Machine-Readable Format: Diskettes Required, issued October 12, 1990, § 38.2-1300

Administrative Letter 1990-14, Clarification of Virginia Insurance Code Section 38.2-4904 - Annual Disclosure Statements, issued August 17, 1990, § 38.2-4904

Administrative Letter 1990-15, Allocation of Group Premiums for Multijurisdictional Health Maintenance Organizations, issued October 1, 1990, § 38.2-400

Administrative Letter 1990-17, Foreign and Alien Life Insurer's Reserve Valuation Certificate Requirements, issued October 12, 1990, §§ 38.2-3127 and 38.2-3143

Administrative Letter 1990-18, Underwriting Military Personnel, issued October 10, 1990

Administrative Letter 1990-20, Delayed Effect of Rate Filings, issued November 1, 1990, § 38.2-1912

Administrative Letter 1990-22, Proposed Rules Governing Private Review Agents, issued November 13, 1990, § 38.2-5300

Administrative Letter 1990-23, Long-Term Care Insurance Consumer's Guide, issued December 7, 1990, § 38.2-5207

Administrative Letter 1991-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued January 29, 1991, §§ 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1991-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1991, issued January 29, 1991, §§ 38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1991-3, Premiums Charged for Credit Accident and Sickness Insurance, issued January 15, 1991, § 38.2-3710

Administrative Letter 1991-4, Administrative Letter 1990-6 - Workers' Compensation and Employers' Liability Insurance Rate Deviations, issued February 13, 1991

Administrative Letter 1991-5, Effective Date of New Section 38.2-508.1 of the Code of Virginia, issued April 19, 1991, § 38.2-508.1

Administrative Letter 1991-6, Workers' Compensation Insurance Rate Filings, issued April 16, 1991

Administrative Letter 1991-7, Contingency Reserve Funding Level Required by the Rules Governing Group Self-Insurers of Liability Under the Virginia Workers' Compensation Act, 14VAC5-370, (formerly Insurance Regulation No. 16), issued April 23, 1991, 14VAC5-370 (formerly Insurance Regulation No.16)

Administrative Letter 1991-8, "Rules Governing Minimum Standards for Medicare Supplement Policies" - 14VAC5-170 (formerly Insurance Regulation No. 35), Effective December

Guidance Documents

1, 1990, issued June 10, 1991, 14VAC5-170 (formerly Insurance Regulation No. 35)

Administrative Letter 1991-9, Private Passenger Automobile Medical Expense Coverage Effective July 1, 1991, issued May 29, 1991, §§ 38.2-124 and 38.2-2201

Administrative Letter 1991-10, Virginia Workers' Compensation Profitability, issued June 3, 1991

Administrative Letter 1991-11, Legislation Enacted by the 1991 Session of the General Assembly of Virginia, issued June 17, 1991

Administrative Letter 1991-12, Unfair Trade Practices Concerning Automobile Glass Claims, issued October 31, 1991, § 38.2-510

Administrative Letter 1991-13, Preneed Funeral Contracts Funded by Life Insurance or Annuities, issued November 21, 1991, § 54.1-2820

Administrative Letter 1992-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1992, issued January 17, 1992, §§ 38.2-117, 38.2-118, 38.2-218, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1992-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1992, issued January 17, 1992, §§ 38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1992-3, Requirements for Reinsurers Desiring to Qualify as Acceptable Reinsurers under Virginia Code Section 38.2-1316.2 or 38.2-1316.3, issued January 21, 1992, §§ 38.2-1316, 38.2-1316.2 through 38.2-1316.5

Administrative Letter 1992-5, 14VAC5-190 (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued February 12, 1992, §§ 38.2-218, 38.2-3419.1 and 14VAC5-190 (formerly Insurance Regulation No. 38)

Administrative Letter 1992-6, Prohibition Against the Payment or Receipt of Title Insurance Kickbacks Rebates, Commissions and other Payments, issued February 19, 1992, §§ 38.2-509 and 38.2-4614

Administrative Letter 1992-8, Required Filings of Insurers That Are Members of an Insurance Holding Company System, issued March 6, 1992, § 38.2-1329

Administrative Letter 1992-9, Credit Accident and Sickness Insurance Rates, issued April 21, 1992, §§ 38.2-1301 and 38.2-3727

Administrative Letter 1992-10, Transactions Within a Holding Company System Involving Any Person Who Is Not an Affiliate, issued April 16, 1992, §§ 38.2-1331 and 38.2-4233

Administrative Letter 1992-11, Withdrawal of Administrative Letter 1992-7, issued May 15, 1992

Administrative Letter 1992-12, Legislation Enacted by the 1992 Session of the General Assembly of Virginia, issued July 16, 1992

Administrative Letter 1992-13, Mammogram Benefits in Medicare Supplement Policies, issued August 5, 1992, § 38.2-3418.1

Administrative Letter 1992-16, Analysis of Excess Capital and Surplus Investments, issued August 14, 1992

Administrative Letter 1992-17, Asset Protection Act, Virginia Code §§ 38.2-1446 and 38.2-1447, issued August 14, 1992, §§ 38.2-1446 and 38.2-1447

Administrative Letter 1992-18, New Chapter 37.1 of Title 38.2, Code of Virginia, issued August 31, 1992, §§ 38.2-3725, 38.2-3726, 38.2-3727 and 38.2-3730

Administrative Letter 1992-20, House Bill 660 - Effective July 1, 1992 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued October 15, 1992, §§ 38.2-316 and 38.2-3113.1

Administrative Letter 1992-21, Hurricane Andrew, issued October 30, 1992

Administrative Letter 1992-22, Compliance with Virginia Code Section 38.2-4311, issued October 30, 1992, § 38.2-4311

Administrative Letter 1992-23, New Chapter 37.1 of Title 38.2, Code of Virginia issued November 25, 1992, § 38.2-3725

Administrative Letter 1992-24, Actuarial Opinion Submissions in Company Annual Statements, issued November 10, 1992 (withdrew Administrative Letter 1990-16)

Administrative Letter 1992-25, Assignment of Points Under Safe Drive Insurance Plans, issued December 15, 1992, §§ 38.2-602, 38.2-608, 38.2-609, 38.2-610 and 38.2-1905

Administrative Letter 1992-26, Administrative Letter 1992-20 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued December 11, 1992, §§ 38.2-1443.1 and 38.2-3113.1

Administrative Letter 1993-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Not Due Until May 1, 1994; Special Limited Data Call Due July 1, 1993, issued April 9, 1993, § 38.2-1905.2

Administrative Letter 1993-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1

Due September 1, 1993, issued April 9, 1993, §§ 38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1993-3, 14VAC5-190 (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued February 10, 1993, 14VAC5-190 (formerly Insurance Regulation No. 38)

Administrative Letter 1993-4, Delayed Effects of Rate Filings for Certain Lines and Subclassifications of Commercial Liability Insurance, issued January 28, 1993, § 38.2-1912

Administrative Letter 1993-6, Installment Payment Plans, issued May 3, 1993

Administrative Letter 1993-7, Changes of Address and Telephone Numbers for the State Corporation Commission's Bureau of Insurance, issued March 25, 1993

Administrative Letter 1993-8, Special Data Call Due July 1, 1993 in Support of a Report to the General Assembly Pursuant to Section 38.2-1905.1 A of the Code of Virginia for Commercial Contractors Liability, Products and Completed Operations Liability, and Municipal Liability Insurance, issued April 27, 1993, §§ 38.2-218, 38.2-1905.1 A and 38.2-1905.2

Administrative Letter 1993-9, Building Ordinance or Law Coverage, issued April 19, 1993, § 38.2-2124

Administrative Letter 1993-10, Use of Final Rates Filed by Rate Service Organizations for Property and Casualty Lines of Insurance Other Than Workers' Compensation, issued April 29, 1993, § 38.2-1908

Administrative Letter 1993-12, Long-Term Care Insurance Reporting Requirements, issued May 3, 1993

Administrative Letter 1993-13, Legislation Enacted by the 1993 Session of the Virginia General Assembly, issued June 3, 1993

Administrative Letter 1993-15, Distribution of Information on Insureds in the Workers' Compensation Insurance Plan, issued October 4, 1993, § 65.2-823

Administrative Letter 1993-19, 14VAC5-320 (formerly Insurance Regulation No. 15) (Revised) - Rules Establishing Minimum Reserve Standards for Individual and Group Accident and Sickness Insurance Contracts, issued November 5, 1993, 14VAC5-320 (formerly Insurance Regulation No. 15)

Administrative Letter 1994-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1994, issued January 1994, §§ 38.2-117, 38.2-118, 38.2-119, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1994-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1994, issued February 17, 1994, §§ 38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1994-3, Medicare Supplement Insurance Premiums Comparison Lists, issued January 11, 1994

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Administrative Letter 2006-13, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2007, issued September 25, 2006, §§ 38.2-3725 D, 38.2-3728 A and C1 and 38.2-3729 C

Administrative Letter 2006-14, Rules Governing Independent External Review of Final Adverse Utilization Review Decisions, 14VAC5-215. Final Adverse Decision Letters, issued September 29, 2006, § 38.2-5900

Administrative Letter 2006-15, Schedule Rating Plans, Expense Modification Plans, Experience Rating Plans, and Facultative Reinsurance; Withdrawal of Administrative Letters 2001-12, 1998-14, 1985-12 and 1983-9, issued November 8, 2006, §§ 38.2-1901, 38.2-1904 C, D and E, 38.2-1905 and 38.2-1906

Administrative Letter 2006-16, Prospective Loss Cost Filing Requirements for Lines of Insurance Other than Workers' Compensation; Withdrawal of Administrative Letter 1990-5, issued November 8, 2006

Administrative Letter 2007-1, Flood Insurance Training Requirements for Insurance Agents with a Property and Casualty License or Personal Lines License Selling through the National Flood Insurance Program (NFIP), issued January 24, 2007

Administrative Letter 2007-2, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2006 Reporting Period, issued March 7, 2007, 14VAC5-190

Administrative Letter 2007-3, Chapter 200 of Title 14 of the Virginia Administrative Code Rules Governing Long-Term Care Insurance, Long-Term Care Partnership Program, issued May 1, 2007, 14VAC5-200

Administrative Letter 2007-4, Change in Vendor Providing Insurance License Examinations, issued May 7, 2007

Administrative Letter 2007-5, Administrative Changes and Changes in Laws Governing Agent Licensing, issued May 7, 2007

Administrative Letter 2007-6, Legislation Enacted by the 2007 Virginia General Assembly, issued May 29, 2007

Administrative Letter 2007-7, Rules Governing Independent External Review of Final Adverse Utilization Review Decisions (14VAC5-215), issued June 29, 2007, § 38.2-5900 et seq.

Administrative Letter 2007-8, Withdrawal of Administrative Letters 1985-5, 1985-17, 1990-11 and 1993-11, issued July 16, 2007

Administrative Letter 2007-9, Withdrawal of Administrative Letter 1985-7, issued August 6, 2007

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Administrative Letter 2008-01, Filing Procedures for Compliance with the Provisions of the Terrorism Risk Insurance Program Reauthorization Act of 2007, issued January 7, 2008

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Administrative Letter 2008-11, Implementation of the New Bureau of Insurance Sicon for States System, issued August 18, 2008

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Administrative Letter 2009-08, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2010 and 2009 House Bill 1972, issued September 8, 2009

Administrative Letter 2009-09, Risk-Focused Examination Approach, issued, October 2, 2009

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Administrative Letter 2010-05, Revised Form WCLC VA for Insurer Expense Multiplier Filings, Related Rules and Tiered Rating; Withdrawal of Administrative Letter 2005-03, issued May 26, 2010

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Administrative Letter 2010-08, Premium Tax and Assessment Practices and Procedures, issued July 28, 2010

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Administrative Letter 2010-10, Premium tax and Assessment Practices and Procedures, Replacement of Administrative Letter 2009-10, issued October 4, 2010

Administrative Letter 2010-11, Virginia Small Employer Group Health Insurance Medical History Form; Replacement of Administrative Letter 2009-04, issued October 8, 2010

Administrative Letter 2010-12, Virginia Life, Accident and Sickness Insurance Guaranty Association Chapter 510 of the 2010 Acts of Assembly (House Bill 448), issued October 20, 2010

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Dental Plan Organizations Requirements for Organizing and Licensing in Virginia, revised May 2009, § 38.2-6102

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Requirements for Surplus Lines Approval in Virginia for an Alien Carrier, revised May 2005, § 38.2-4800

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Licensing Requirements for a Home Service Contract Provider, revised August 2010, Article 2 of Chapter 26 of Title 38.2

Uniform Certificate of Authority Application, revised September 2007, §§ 38.2-1024 and 38.2-1206

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Requirements for Organizing and Licensing of an Optometric Services Plan, revised April 2010, § 38.2-4517

Requirements for Admission to Transact Business as an Insurance Premium Finance Company in Virginia, revised April 2010, § 38.2-4701

Continuing Care Providers Registration and Disclosure Filing Guidelines, revised May 2009, § 38.2-4901

Viatical Settlement Providers Requirements for Operating in Virginia, revised November 2010, § 38.2-6002

Requirements for Organization and Licensing of an Automobile Club, revised April 2010, § 13.1-400.2

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

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Information Concerning Purchasing Group Registration, October 2008, § 38.2-5108

Information Concerning Risk Retention Group Registration, October 2008, §§ 38.2-5102 and 38.2-5103

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Form A, Instructions for Application for Approval of Acquisition of Control of or Merger with a Domestic Insurer Pursuant to § 38.2-1323, revised September 2009, 14VAC5-260

Form B, Instructions for Insurance Holding Company System Annual Registration Statement Pursuant to § 38.2-1329, revised September 2009, 14VAC5-260

Form C, Instructions for Summary of Registration Statement Pursuant to § 38.2-1329, revised July 2006, 14VAC5-260

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

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Guidance Documents

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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 2010

Common Problems Found During Agents Investigations, revised October 2005

Common Problems Found During Life and Health Market Conduct Examinations, revised September 2010

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, September 2010

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 November 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 April 2009

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 2010

Virginia Premium License Tax/Assessments Reports for Year Ended December 31, 2010, revised December 2010

Administrative Letter 2010-08, Premium Tax and Assessment Practices and Procedures, issued July 28, 2010

Administrative Letter 2010-10, Premium tax and Assessment Practices and Procedures, Replacement of Administrative Letter 2009-10, issued October 4, 2010

Life and Health Consumer Guides

2010 Tax Qualified Long-Term Figures, revised November 2009

2011 Tax Qualified Long-Term Figures, revised December 2010

2009 Guide to Health Insurance for People with Medicare, September 2008

Virginia Medigap Policies Premium Guide, revised July 2010

Virginia Medigap Premium Charts, updated quarterly

A Shopper's Guide to Cancer Insurance, revised July 2007

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 2010

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 November 2010

List of Insurance Companies Licensed to Sell Individual Health Insurance, revised August 2008

List of Long-Term Care Policies, 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 October 2010

List of Medicare Supplement and Medicare Select Insurance Companies for Individuals Under 65 and Eligible for Medicare due to Disability, revised October 2010

Life Insurance Information for Military Personnel, revised 2008

Medicare & You, revised September 2010

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 Managed Care Health Insurance Plan, revised October 2005

Virginia Health Insurance Guide for Consumers, revised January 2011

Federal Health Care Reform Patient Protection and Affordable Care Act (PPACA; Public Law 111-148), December 2010

Virginia Life Insurance Consumer's Guide, revised May 2006

Virginia Insurance Counseling and Assistance Program, revised 2008

Health Care Reform Frequently Asked Questions (FAQ) Consumer/Employers/Seniors, October 2010

Property and Casualty Consumer Guides:

Auto Insurance Consumer's Guide, revised 2006

Seguro de Automoviles, Guia para el consumidor, revised 2006

Auto Insurance Sample Premium Tables 20010/11, revised 2010

Consumer Complaint & Outreach Services, revised 2009

Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, revised 2006

Homeowners Insurance Consumer's Guide, revised 2006

Seguro para Propietarios de Viviendas - Guia para el consumidor, revised 2006

Homeowners Insurance Sample Premium Tables 2/10/11, revised 2010

Renters Insurance Consumer's Guide, revised 2005

Seguro para Inquilinos, Guia del Cosumidor, 2006

State Corporation Commission Bureau of Insurance Consumer Complaint Form

Teenager's Guide to Auto Insurance, revised 2006

Title Insurance Consumer Guide, 2009

Virginia Commercial Insurance Consumer's Guide, revised 2003

When a Disaster Strikes: What To Do After an Insured Commercial Property Loss, revised 2005

When a Disaster Strikes: What To Do After an Insured Homeowners Loss, revised 2005

Forms and Instructions Respecting Licensing of Individuals and Agencies:

Form 3001, Application for Individual Insurance License, July, 2010

Form 4052, Application for Business Entity Insurance License, July 2010

Form 4151, Appointment Form, April 2009

Form 4921, Appointment Cancellation Form, April 2009

Licensing Procedures and Information for Insurance Consultants, April 2010

Licensing Procedures and Information for Maintaining a Nonresident Insurance Agents License in Virginia, April 2010

Licensing and Renewal Procedures for Resident and Nonresident Surplus Lines Brokers, April 2010

Guidance Documents

Licensing and Renewal Procedures for Viatical Settlement Brokers, April 2010

Forms for Surplus Lines Insurance:

Form 3001, Application for Individual Insurance License, July 2010

Form 4052, Application for Business Entity Insurance License, July 2010

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 Consumer's Guide, March 2001 (Virginia Securities Act)

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), January 2008

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), May 2009

Uniform Termination Notice for Securities Industry Registration (Form # U-5), May 2009

Affidavit Regarding SCOR Offering (Form # Aff), July 1999

Investment Advisor Forms

Uniform Application for Registration of Investment Advisors (Form # ADV), July 2010

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), May 2009

Uniform Termination Notice for Securities Industry Registration (Form # U-5), May 2009

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), November 2009

Application for Renewal of a Trademark or Service Mark (Form # TM2), November 2009

Certificate of Name Change of an Applicant or Registrant (Form # TM3), November 2009

Division of Utility and Railroad Safety

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the Commission's Division of Utility and Railroad Safety, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$.50 a page. To obtain copies, contact Renee Salmon at the same address, telephone number (804) 371-9947, FAX (804) 371-9734 or email renee.salmon@scc.virginia.gov. Some of the documents may be downloaded from the Division website at <http://www.scc.virginia.gov/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 Underground Utility Marking Standards, March 2004, 20 pages

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

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

Exposing Underground Utility Lines: Requirements and Best Practices, English and Spanish versions, June 2005, 12 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

Plumbers Beware: A Safety Precautions Brochure, July 2007

Guidance Documents

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 Susan Larsen or Kent Peterson, Deputy Directors, 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, 2009 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2010, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2010, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2010, § 56-249

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

Guidelines:

Guidelines on the recording and recovery of regulatory assets, issued March 29, 1995, 2 pages, § 56-249

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4 (Public Affiliates Interests Act) and Chapter 5 (Utility Transfers Act)) as follows:

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92

Supplemental Guidelines for Filing Applications Under Streamlined Review (Under Title 56, Chapter 5, Utility Transfers Act), 1 page, §§ 56-88 through 56-92

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87

Chapter 5 - Transaction Summary, 11 pages, §§ 56-88 through 56-92

Division of Public Service Taxation

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Public Service Taxation Division of the State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained free of charge by contacting Dee Deskins at the same address, telephone (804) 371-9855, FAX (804) 371-9797, or email dee.deskins@scc.virginia.gov. Many of these forms are available on our website: www.scc.virginia.gov/pst.

Questions regarding interpretation or implementation of these documents may be directed to R. H. Adams, Principal Utility Appraiser, Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9182, FAX 804 371-9797, or email roy.adams@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

CCTD-1, State Tax Bills, all updated annually, Chapter 26 of Title 58.1

CCTD-3, Tax Report, Electric Companies, revised December 2010, § 58.1-2628

CCTD-6, Tax Report, Telecommunications Companies, revised December 2010, § 58.1-2628

CCTD-7, Tax Report, Gas Companies, revised December 2010, § 58.1-2628

CCTD-8, Tax Report, Water Companies, revised December 2010, § 58.1-2628

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2010, § 58.1-2654

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2010, § 58.1-2663

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2010, § 58.1-2663

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2010, § 58.1-2663

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, December 2010, §§ 58.1-2640 and 58.1-2647

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised December 2004, §§ 58.1-2901 and 58.1-2902

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised December 2004, §§ 58.1-2905 and 58.1-2906

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

Motor Vehicle Carriers, Urban-Suburban Statement for Special Tax Exemption, 1963, § 58.1-2660

Application for Registration as a Payphone Service Provider, revised 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.

DEPARTMENT OF CORRECTIONS

Copies of guidance documents may be viewed at Virginia Department of Corrections Headquarters during normal business hours from 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 Jim Bruce, DOC Regulatory Coordinator, at the above address, telephone (804) 674-3303 ext. 1130 or james.bruce@vadoc.virginia.gov. Interpretive or implementation questions may be obtained from the same contact.

Guidance documents may also be viewed and printed, at no cost, at the Virginia Regulatory Town Hall.

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)

[\[BOC Policy 10-8\] Volunteer Program](#) (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)

Guidance Documents

[\[BOC Policy 20-2\] 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 \(7/16/03\)](#)

[\[BOC Policy 10-2\] Board of Corrections Regulations \(7/16/03\)](#)

[\[BOC Policy 30-2\] Furlough, Work, Educational & Rehabilitative Releases from Local Correctional Facilities \(7/16/03\)](#)

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 www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at coun@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the board at the address above or by telephone at (804) 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, Meeting Degree Program Requirements for Licensure, revised April 1, 2010

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

115-1.6, Internship requirements, adopted February 19, 2010

115-2.1, Excerpt from 1987 Newsletter, guidance that hypnosis is an appropriate counseling tool, re-adopted August 8, 2008

115-2.2, Guidance on participation by substance abuse counselors in interventions, published in Newsletter June 1990, revised June 5, 2009

115-4.1, Evidence of clinical practice for licensure by endorsement, adopted August 7, 2009

115-4.2, Guidance on criminal history in consideration of an application for licensure or certification, revised August 9, 2008

115-4.3, Direct client contact hours in an internship that can be applied towards the residency, adopted February 19, 2010

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

115-5, Board guidance on the process of conducting informal fact-finding proceedings by an agency subordinate, revised September 2010

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 Lisa McGee 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 Lisa McGee, Department of Criminal Justice Services, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-8003 or email lisa.mcgee@dcjs.virginia.gov.

Guidance Documents:

Combined Training School Policy, revised September 1994, § 9.1-102

Training Exemption Guidelines, revised September 1998, § 9.1-116

Instructor Certification/Recertification Process, September 1999, 6VAC20-80

Partial In-service Credit Policy Guidelines, revised February 1993, 6VAC20-30

- Q-Target Policy, revised November 1991, 6VAC20-30
- Waiver of Minimum Qualifications Guidelines, revised May 1, 1994, § 15.2-1705
- Physical Examination Policy, revised September 1994, 6VAC20-20 and 6VAC20-50
- Guidelines for Auxiliary and Part-time Officers, issued January 1993, §§ 9.1-114 and 15.2-1731
- Academy Certification Standards, revised November 1997
- Academy Recertification Standards, revised November 1997
- Regional Academy Funding Policy, revised July 1998
- Guidelines for Approval of College Courses and Programs, issued December 3, 1996, 6VAC20-30
- Guidelines for Allowing Individuals to Attend Criminal Justice Mandated Training Prior to Employment, revised November 1994
- Radar Operator Training Guidelines, revised March 15, 1995, § 9.1-102
- Private Security Training Exemption Guidelines, revised November 13, 2003, 6VAC20-170
- Private Security Criminal History Waiver Guidelines, issued December 10, 2003, 6VAC20-170
- Private Security Sanctions Publication Guidelines, revised September 4, 2003, 6VAC20-170
- Private Security Compliance Agent Experience Guidelines, issued February 10, 1997, 6VAC20-170
- Topical Outlines and Learning objectives for Private Security, revised August 22, 2003, 6VAC20-170
- Criminal Justice Services Board Regional Criminal Justice Training Academy Policy, revised May 3, 1995, 6VAC20-90
- Byrne Justice Assistance Grant Program for New Projects Starting July 1, 2010, Request for Proposals and Application Guidelines issued October 2009
- Child Witness Testimony in Court: Using Closed Circuit Equipment, revised September 2004, reprinted December 2005
- Use of Closed-Circuit Television in Virginia Courtrooms: 1994-2003, issued December 2005
- An Informational Guide for Domestic Violence Victims in Virginia, issued 1997, updated 2004 (currently under revision)
- A Summary of Virginia's Crime Victim and Witness Rights Act, revised August 2005 (reprinted December, 2008)
- Violence Against Women Grant Guidelines and Application Fiscal Years 2010-2011.
- Victim/Witness Grant Program Fiscal Years 2011 and 2012 Program Guidelines, issued March 2010
- An Informational Guide for Sexual Assault Victims in Virginia, issued 1989, revised April 2004, reprinted June 2006 (currently under revisions)
- Sexual Assault Grant Guidelines and application, fiscal years 2010 - 2011
- Sexual Assault Program Codebook developed 1999, revised 2006
- Victim/Witness Grant Program Codebook, revised March 2007 (currently under revision)
- Stalking: A Guide for Victims issued May 2001
- Virginia Domestic Violence Victim Fund Program Codebook for Prosecution Grantees, developed February 2005, updated September 2006 (currently under revision)
- Virginia Domestic Violence Victim Fund Program Codebook for Victim Service Grantees, developed July 2005, updated February, 2006
- Virginia Domestic Violence Victim Fund 2011-2012 Prosecution Grant Guidelines
- Virginia Domestic Violence Victim Fund 2011-2012 Competitive Grant Guidelines
- Domestic Violence Protective Orders: A Guide for Victims of Domestic Violence in Virginia, updated July 2004 (currently under revision)
- Protective Orders: A Guide for Victims of Stalking or Serious Bodily Injury in Virginia, updated September 2004 (currently under revision)
- Virginia School Resource Officer Program Guide, 2004 Edition
- 2009 School Resource Officer Incentive Grants Fund Program for New SRO Projects Guidelines and Application Procedures for Projects Starting July, 2009, issued February, 2009
- Information Sharing and the Multidisciplinary Child Abuse Team, issued April 2005
- Juvenile Justice and Delinquency Prevention Grant information about current offerings is available on the DCJS website at www.dcjs.virginia.gov
- Evidence Handling and Laboratory Capabilities Guide, revised November 2003
- Serious or Habitual Offender Comprehensive Action Program (SHOCAP) Guidelines, issued April 1999, revised 2001
- Forfeited Asset Sharing Program, issued 1990, § 18.2-249
- Money Laundering, § 18.2-246, issued July 1999

Guidance Documents

Sample Directives Manual for Law Enforcement Agencies, revised 1999, updated October 2008, available only on the DCJS website, www.dcjs.virginia.gov

Juvenile Law Handbook for School Administrators, issued 2001

Certified Crime Prevention Community Program Manual, updated 2007

School Resource Reporting Requirements Manual, issued June 2001

Three-year Plan Update, 2009 - 2011 (pdf), Under the Juvenile Justice and Delinquency Prevention Act

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 p.m. at the Superintendent's 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 Vivian Jones-Smith at P.O. Box 2069, Staunton, VA 24402, by telephone (540) 332-9000, FAX (540) 332-9042, or email vivian.jones-smith@vsdbs.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Dr. Nancy Armstrong, Superintendent, P.O. Box 2069, Staunton, VA 24402, by telephone (540) 332-9000, FAX (540) 332-9042, or email nancy.armstrong@vsdbs.virginia.gov.

Guidance Documents:

Program of Studies, 2010-2011, revised August 2010
<http://www.vsdbs.k12.va.us/docs/Program-of-Studies-2010-2011.pdf> (case sensitive)

Student Handbook and Code of Conduct, revised August 2010
<http://www.vsdbs.k12.va.us/docs/Student-Handbook-and-Code-of-Conduct-2010-2011.pdf> (case sensitive)

Student Handbook Supplement 2010-2011

Employee Handbook, revised July 2010

VSDB Board of Visitors Bylaws, revised March 2010
<http://www.vsdbs.k12.va.us/BOV/VSDB-Bylaws-revised-March-29-2010.pdf> (case sensitive)

DEPARTMENT FOR THE DEAF AND HARD OF HEARING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the offices of the Virginia Department for the Deaf and Hard of Hearing (VDDHH), 1602 Rolling Hills Drive, Suite 203, Richmond, VA 23229-5012. Copies may be obtained free of charge by contacting Leslie Hutcheson Prince at the same address, telephone (804) 662-9703 (V/TTY), FAX (804) 662-

9718, or email leslie.prince@vddhh.virginia.gov. Some of the documents may be available to be downloaded from the VDDHH homepage (<http://www.vddhh.org>).

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

Guidance Documents:

VDDHH Policies and Procedures implementing 22VAC20-20 (Regulations Governing Eligibility Standards and Application Procedures of the Distribution of Technological Assistive Devices), revised 2008

VDDHH Policies and Procedures implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised July 2008

Directory of Qualified Interpreters, implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised monthly

Virginia Quality Assurance Screening Applicant Packet, implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised 2008

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 www.dhp.virginia.gov 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

[60-7, Chart on delegable duties to dental assistants](#), December 3, 2010

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 17, 2010

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

60-15, Standards for professional conduct in the practice of dentistry, December 4, 2009

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:

[Governor's Opportunity Fund Guidelines](#), revised July 2010, § 2.2-115

[Guidelines for Virginia Investment Partnership Grant](#), revised July 2010, §§ 2.2-5100 through 2.2-5104

[Guidelines for Major Eligible Employer Grant](#), revised July 2010, §§ 2.2-5100 through 2.2-5104

[Guidelines for Virginia Economic Development Investment Grant](#), revised July 2010, §§ 2.2-5100 through 2.2-5104

[Major Employment and Investment \(MEI\) Project Site Planning Grant Program Guidelines](#), revised August 2010, §§ 2.2-2240.2

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/boe/guidance/index.shtml>

Guidance Documents:

Administration and Governance

Use of Literary Fund Loan Proceeds, Supts. Memo. No. 130, Informational

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2007/inf130.html>), June 29, 2007, 8VAC20-100

Pupil Transportation Specifications for School Buses

(<http://www.doe.virginia.gov/boe/regulations/state/approvedb/usspecs09.pdf>), October 2009 (updated annually), Article VIII, § 4, Constitution of Virginia; §§ 22.1-176, 22.1-177, 22.1-178, 22.1-181, and 22.1-186

Model Guidelines for the Wearing of Uniforms in Public Schools

(<http://www.doe.virginia.gov/administrators/superintendents/memos/1996/inf112.html>), 1996, § 22.1-79.2

Guidelines on the Recitation of the Pledge of Allegiance

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2001/inf107.html>), 2001, § 22.1-202

Guidelines Concerning Religious Activity in Public Schools

(<http://www.doe.virginia.gov/boe/guidance/support/religious/activity.pdf>), 1995, § 22.1-280.3

Acceptable Use Policy: A Handbook

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2007/inf069.html>), revised 2007, § 22.1-70.2

Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2000/inf197.html>), 2000, § 22.1-199.1 B 4

Guidelines: Minute of Silence

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2000/inf122.html>), 2000, § 22.1-203

Guidance Documents

Guidelines for Honorary High School Diplomas for Veterans of World War II, the Korean War, and the Vietnam War (http://www.doe.virginia.gov/boe/veteran_diploma/index.shtml), Revised 2009, §§ 22.1-17.4 and 2.2-3309.1

Criteria and Process for the Board of Education to Review Charter School Applications, Consistent with Existing State Law (http://www.doe.virginia.gov/instruction/charter_schools/index.shtml), § 22.1-212.9; HB 1390 and SB 737, 2010 Virginia General Assembly (to be adopted by the Board of Education in January 2011)

Application for College Partnership Laboratory Schools and the Procedures for Receiving, Reviewing, and Ruling on College Partnership Laboratory School Applications (http://www.doe.virginia.gov/instruction/laboratory_schools/index.shtml), HB 1389 & SB 736, 2010 Virginia General Assembly (to be adopted by the Board of Education in January 2011)

Guidelines for Establishing Joint or Regional Continuation High Schools or Programs (<http://www.doe.virginia.gov/boe/resolutions/2004/2004-27.shtml>), April 2004, § 22.1-26

Criteria for Review of Private Educational Management Companies (http://www.doe.virginia.gov/administrators/superintendents_memos/2005/inf093.html), April 2005, Section 1116(b)(7)(C)(iv) of the No Child Left Behind Act of 2001

Process for Initiating a Governor's Career and Technical Academy (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/nov-itemE.pdf), November 2007

Criteria for Making Distributions from the Public Charter School Fund (http://www.doe.virginia.gov/federal_programs/esea/title5/part_b_sub_1/criteria_distributions_fund.pdf), January 10, 2008, § 22.1-212.5:1

Eligibility Criteria for Cost-Saving and Service-Sharing Agreements between School Divisions in the Commonwealth of Virginia (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2005/ItemJ-jul.pdf), revised July 2005, § 22.1-98.2

New Requirements for Pre-Labor Day Opening (http://www.doe.virginia.gov/administrators/superintendents_memos/2010/263-10.shtml), October 2010, § 22.1-79.1

Guidelines for Recycling Materials in Public Schools (http://www.doe.virginia.gov/administrators/superintendents_memos/2010/012-10.shtml), January 2010, § 10.1-1425.9

Graduation and School Accreditation

Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia

(<http://www.doe.virginia.gov/boe/accreditation/soa.pdf>), effective September 2010, 8VAC20-131

Delegating the Approval of Other States' Comprehensive Subject Area Assessments as Substitute Tests, Pursuant to the Board of Education's Guidance Document Governing Certain Provisions of the Regulations Establishing Standards of Accrediting Public Schools in Virginia (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/may-itemH.pdf), May 2007, 8VAC20-131

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students (<http://www.doe.virginia.gov/boe/resolutions/2002/2002-22.shtml>), July 2002, 8VAC20-131-50 B

Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations (<http://www.doe.virginia.gov/boe/resolutions/2002/2002-16.shtml>), 2002, 8VAC20-131

Interpretation of Regulations for Certain Transfer Students (http://www.doe.virginia.gov/administrators/superintendents_memos/2002/int002.html), 2002, 8VAC20-131-50

Criteria for Identifying Schools for School-Level Academic Reviews (http://www.doe.virginia.gov/administrators/superintendents_memos/2005/inf202a.pdf), September 2005, 8VAC20-131

Health, Safety, and Student Discipline

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV) (http://www.doe.virginia.gov/administrators/superintendents_memos/2004/inf032.html), updated 2004, § 22.1-271.3

Virginia School Health Guidelines (http://www.doe.virginia.gov/support/health_medical/index.shtml), Revised May 1999

Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon (http://www.doe.virginia.gov/support/health_medical/medication/manual_training_insulin-glucagon.pdf), September 1999, §§ 8.01-225, 22.1-274, 22.1-275.1, 54.1-2901, 54.1-3001, 54.1-3005, and 54.1-3408

Guidelines for Suicide Prevention (http://www.doe.virginia.gov/boe/guidance/health/suicide_prevention.pdf), Revised 2003, § 22.1-272.1

Guidelines for Student Drug-Testing in the Public Schools (http://www.doe.virginia.gov/boe/guidance/health/drug_testing_guidelines.pdf), June 2004, §§ 22.1-279.6 and 22.1-279.7

Student Conduct Policy Guidelines (<http://www.doe.virginia.gov/administrators/superintendents/memos/2009/211-09.shtml>), Revised 2009, § 22.1-279.6

Virginia School Search Resource Guide (includes student search guidelines) (http://www.doe.virginia.gov/boe/guidance/safety/school_searches.pdf), October 2000, § 22.1-277.01:2

School Safety Audits: Protocol, Procedures, and Checklists (<http://www.doe.virginia.gov/administrators/superintendents/memos/2004/inf109.html>), May 2004, § 22.1-278.1

Policy Regarding Medication Recommendation by School Personnel (<http://www.doe.virginia.gov/administrators/superintendents/memos/2002/adm054.html>), August 2002, § 22.1-274.3

Model School Crisis Management Plan (http://www.doe.virginia.gov/support/safety_crisis_management/emergency_crisis_management/model_plan.pdf), September 2009, § 22.1-278.1

Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines (http://www.doe.virginia.gov/boe/guidance/health/child_abuse_intervention_training.pdf), 2003, § 22.1-298

Guidelines for Managing Asthma in Virginia Schools: A Team Approach (http://www.doe.virginia.gov/support/health_medical/asthma/guidelines_managing_asthma.pdf), 2003, § 2.1-274.2

Guidance Regarding Bullying & Civil Rights Violations (<http://www.doe.virginia.gov/administrators/superintendents/memos/2010/283-10.shtml>), November 2010, USED

Application of Pesticides on School Property (<http://www.doe.virginia.gov/administrators/superintendents/memos/2010/163-10.shtml>), July 2010, § 22.1-132.2.

Instruction

Guidelines for the K-3 Record for Reading and Mathematics (<http://www.doe.virginia.gov/administrators/superintendents/memos/1999/inf128.html>), 1999, 8VAC20-131-80

Objectives for Personal Living and Finance (http://www.doe.virginia.gov/instruction/economics_personal_finance/background/objectives.pdf), Revised 2006, § 22.1-253.13:1 B

Criteria for Character Education Programs (<http://www.doe.virginia.gov/administrators/superintendents/memos/2000/inf045.html>), 2000, § 22.1-208.01

Guidelines and Standards of Learning for Family Life Education (http://www.doe.virginia.gov/testing/sol/standards_docs/family_life/familylife_guidelines_standards.pdf), Revised July 2009, § 22.1-207.1

Curriculum and Administrative Guide for Driver Education in Virginia (http://www.doe.virginia.gov/instruction/driver_education/curriculum_admin_guide/index.shtml), 2001, § 22.1-205

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Local Eligibility License Guidelines (<http://www.doe.virginia.gov/boe/resolutions/2000/2000-14.shtml>), September 2000, §§ 22.1-298, 22.1-299, 22.1-299.3 and 22.1-303

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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)

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(http://www.doe.virginia.gov/instruction/gifted_ed/ed_service_s_plans/va_plan_gifted.pdf), 1996, 22.1-253.13:1 - Standard 1, 8VAC20-40.

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(http://www.doe.virginia.gov/instruction/governors_school_programs/academic_year/initiating_process.pdf), 1998, 8VAC20-40

Homebound Instructional Services Guidelines

(http://www.doe.virginia.gov/instruction/homebound/homebound_instructional_services.pdf), June 2007, 8VAC20-131-180

Criteria for Establishing Governor's Career and Technical Academies

(http://www.doe.virginia.gov/instruction/career_technical/gov_academies/process_manual.pdf), February 2008

Guidance Documents

Standards for the Governor's Career and Technical Education Exemplary Standards Awards Program (<http://www.doe.virginia.gov/boe/resolutions/2008/2008-14.shtml>), March 2008

Guidelines Establishing an Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence, (<http://www.doe.virginia.gov/administrators/superintendents/memos/2007/inf145.html>), July 2007, 8VAC20-131-325

Guidance Document-Supporting the Identification & Achievement of the Twice-Exceptional Student: Frequently Asked Questions

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2010/280-10.shtml>), November 2010, 8VAC20-40-10 et. seq., 8VAC20-81, and Individuals with Disabilities Education Act (IDEA)

Standards of Learning Testing Program

Guidelines for Participation of Limited English Proficient Students in the SOL Assessments (http://www.doe.virginia.gov/testing/participation/lep_guidelines.pdf), updated April 2010, No Child Left Behind Act of 2001 (NCLB), Section 1111 (b) (3) (C) (v) (II)

Procedures for Participation of Students with Disabilities in the Assessment Component of Virginia's Accountability System

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Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2003/adm002.html>) January 2003, Title I, Part A of the No Child Left Behind Act of 2001

Handbook for Homebound Services

(http://www.doe.virginia.gov/instruction/homebound/homebound_instructional_services.pdf), revised June 2007, 8VAC20-131-100, 8VAC20-131-180

Protocol for State-Directed Investigations of Testing Irregularities

(<http://www.doe.virginia.gov/boe/resolutions/2008/2008-20.shtml>), April 2008, §§ 22.1-253.13:3, 22.1-19.1, 22.1-292.1, 2.2-3705.3

Student Records

Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools

(http://www.doe.virginia.gov/boe/regulations/secondary_sch_transcripts/management_scholastic_records.pdf), revised May 2004, §§ 2.1-377-386, 20-124.6, 34 CFR Part 99, 8VAC20-150

Resolutions of the Board of Education

Subsequent to promulgating a regulation, additional questions may arise regarding the intent of the board regarding a regulation or section of a regulation. The Board of Education may then adopt a resolution to explain to the public its intent regarding the regulation or section of a regulation. All actions and resolutions of the Board of Education as they relate to implementation of policy may be viewed at <http://www.doe.virginia.gov/boe/resolutions/index.shtml>.

Guidance to Local School Officials

The Virginia Department of Education provides ongoing regulatory and nonregulatory guidance to local school boards and superintendents. The official communications are made in weekly Superintendent's Memoranda, which may be viewed at

<http://www.doe.virginia.gov/administrators/index.shtml>

STATE BOARD OF ELECTIONS

To obtain copies or to arrange viewing of the following documents, contact the Freedom of Information Act (FOIA) Coordinator at the offices of the State Board of Elections, Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. Copies authorized to be provided are subject to costs stated in the board's FOIA policy published on its website and may be viewed on regular work days from 8:30 a.m. until 4:30 p.m.

Questions regarding interpretation or implementation of these documents may be directed to the above office address in person, telephone number, email or fax and will be directed to the appropriate staff member for response.

To obtain the most up-to-date information on many of the State Board of Elections guidance documents visit the board's Internet homepage: <http://www.sbe.virginia.gov>.

Guidance Documents:

1. Handbook for General Registrar and Electoral Board Members-prepared by State Board of Elections staff summarizing relevant laws and policies:

Chapter 1 The State Board of Elections

Chapter 2 Electoral Boards

Chapter 3 General Registrars

Chapter 4 Officers of Election

Chapter 5 Registrar Office Operations

Chapter 6 Files and Record

Chapter 7 Voter Registration-List Maintenance

Chapter 8 Accessibility

Chapter 9 Voter Registration

Chapter 10 Candidate and Referenda Processing
 Chapter 11 Absentee Voting
 Chapter 12 Permanent vs. Temporary Reference Chart
 Chapter 12 Temporary Registration
 Chapter 13 Establishing A Polling Place
 Chapter 14 Managing Split Precincts
 Chapter 15 Managing Ballots
 Chapter 16 Central Absentee Precinct
 Chapter 17 Election Day Preparation
 Chapter 18 Election Day
 Chapter 19 Canvassing Results
 Chapter 20 Voting Equipment
 Chapter 21 Campaign Finance
 Chapter 22 Recounts and Contested Elections
 Chapter 23 Election Offenses
 Chapter 24 DOJ Preclearance
 Chapter 25 Redistricting
 Chapter 26 The Virginia Freedom of Information Act (FOIA)
 Chapter 27 Emergency Procedures
 Chapter 28 Electronic Records
 Chapter 29 Provisional Ballots
 Chapter 30 Fiscal Operations

2. Forms and instructions.

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 Instruction Letter for AFTER Election Requirements, Rev. 5/10
 Instruction Letter for CANVASS of VOTES CAST, Rev. 5/10
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Absentee Early Voting

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 Absentee Ballot Applicants-Temporary Voters List (SBE-710(T)), Rev. 6.06
 Absentee Ballot Application (SBE-701), Rev. 11/10
 Absentee Request for Assistance (SBE-649 (AB)), Rev. 7.08
 Absentee Voting Readiness (SBE-612) (generic), Rev. 11/10
 Annual Absentee Ballot Application (SBE-703.1), Rev. 11/10
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 Annual Absentee Ballot Application (SBE-703.1), Rev. 1/10
 Annual Application Update Letter, Rev. 12/10
 Business-Personal-Medical Emergency Absentee Ballot Applicants List (SBE-710-2), Rev. 7/01
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 CAP Counter Record, 11/04
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 CAP REJECT Unused Log AB, 11/04
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 Certification of AB Readiness, Rev. 2/1/2011
 Certification of AB Readiness, Rev. 2/22/2011
 Certification of AB Readiness, Rev. 3/8/2011
 EB Federal Write In Labels
 Emergency Absentee Ballot Applicants List Designated Representatives (SBE-710-1), Rev. 7/01
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 Emergency Absentee Ballot Application Hospitalized or Incapacity (Green) (SBE-705(1)), Rev. 9/08
 Emergency Absentee Ballot Application Travel (Cream) (SBE-705.1), Rev. 9/08
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 Envelope BALLOT(S) B (SBE 706-2), Rev. 7/03
 Envelope BALLOT(S) B UOCAVA (42 USC 1973ff-1(b)), Rev. 5/04
 Federal Write In Absentee Ballot (FWAB), 10/05
 How to process a FWAB, Rev. 10/10 Exposure Draft
 Important Notice to Absentee Voters (HAVA-1), Rev. 6/10

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Instructions Voting a Replacement Absentee Ballot (SBE-703.2(3)-MS), Rev. 7/08

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Instructions Voting a Replacement Absentee Ballot (SBE-703.2(3)-Patriot), Rev. 7/08

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Instructions Voting an Absentee Ballot MS (SBE-706_4MS), Rev. 7/08

Instructions Voting an Emergency Absentee Ballot (SBE-705(2) Patriot), Rev. 7/08

Instructions Voting an Emergency Absentee Ballot all others without a CAP (SBE-705(2)), Rev. 7/08

Instructions Voting an Emergency Absentee Ballot, AccuVote and Optech without CAP (SBE-705(2)MS), Rev. 7/08

Rejected Absentee Ballots Log (SBE-711.1), Rev. 8/02

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Statement of Designated Representative of Hospitalized or Incapacitated Voter (Green) (SBE-705(2)), Rev. 9/08

Statement of Disabled, Ill or Pregnant Voter (replacement) (SBE-703 2(1)), Rev. 7/08

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Greensville County Election of School Board Abstract

James City County Stormwater Management Projects Abstract

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Middlesex County Food and Beverage Tax Abstract

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- Rescind Inaugural Electronic Exemption (SBE-952.6R), Rev. 8.06
- Rescind PAC Electronic Exemption (SBE-949.8R), Rev. 8/06
- Rescind Political Party Electronic Exemption (SBE-950.8R), Rev. 8/06
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- Box Label 6, For Paper and Optical Scan Systems, Rev. 1/08
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- OATH, Certificate of Number of Ballots Delivered to Electoral Board Town Elections Only (SBE618(1)-T), Rev. 5/08
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- OATH, Certificate of Number of Ballots Received from Printer Town Elections Only SBE 618(2)-T, Rev. 5/08
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- OATH, Receipt for Ballots, Town Elections Only (SBE-621(T)), Rev. 1/01
- OATH, Statement of Electoral Board Representative (SBE-617), Rev. 1/01
- OATH, Statement of Electoral Board Representative Who Witnessed the Affixing of Seal on Ballots (SBE-619(1)), Rev. 1/01
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- Certificates of Election - Local Offices Letter 11/3/09, 10/09
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- Label2_Apr06.doc, Rev. 11/10
- Landscape Certificate of Election
- Media Rep 2010 Virginia Laws Summary, Rev. 10/10
- Nov 2 Form SBE-612, Rev. 7/10
- OATH, Officer of Election (SBE-611.1), 7/02
- OATH, Statement of Voter, Lost Absentee Ballot (SBE-708), Rev. 7/08
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- Officer certification to reuse empty provisional votes envelope 1A, Rev. 3/10
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- Purchase Request (SBE-103), Rev. 2/09
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- Cost Comparison Rental Care and Mileage Reimbursement
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- Statement of Results/Other Results**
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- Address Confirmation Request (VA-NVRA), 2009
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- Noncitizen Notice of Intent to Cancel and Affirmation of Citizenship (SBE-410.1), Rev. 6/08
- Notification of Death of Registered Voter (SBE-427), Rev. 6/04
- NVRA List Maintenance (NVRA-1), Rev. 2/09
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- Voter Registration Agency Certification (SBE-1973gg-5), Rev.7/09
- Voter Registration Application (VA NVRA-1), Rev. 7/09
- Voter Registration Application Large Print (VA-NVRA-1-LP), Rev. 11/09
- Voter Citizen Issue Resolution, Rev. 10/10

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Voting Equipment Testing and Preparation (SBE-633), Rev. 3/10

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3. Board Policies

[2010-004 Voting Equipment Certification Procedures Update](#)

[SBE Policy 2010-003 Current Candidate Filings](#)

[SBE Policy 2010-002 - Training Standards](#)

[SBE Policy-2009-001 - Voting Equipment Security](#)

[SBE Policy-2009-002 - Display Campaign Material](#)

[SBE Policy-2009-003 - Voter History Include Absentee](#)

[SBE Policy-2009-004 - Assessment of Fee for Non-cancellation of Attendance](#)

[SBE Policy-2009-005 - Voter Residency](#)

[SBE Policy-2009-006 - Provisional Ballots](#)

[SBE Policy-2008-001 - Absentee Applications Under New Laws](#)

[SBE Policy-2008-002 - Definition of "Continental United States"](#)

[SBE Policy-2008-003 - Certification of Unknown Vice-Presidential Nominees](#)

[SBE Policy-2008-004 - Definition of "Inoperable Equipment"](#)

[SBE Policy-2008-005 - Reproduction of Optical Scan Ballots](#)

[SBE Policy-2008-006 - Substantial Compliance](#)

[SBE Policy-2008-007 - Definition of "Exhibit Other Campaign Materials"](#)

[SBE Policy-2008-008 - Alternative Procedures for Counting Absentee Ballots](#)

[SBE Policy-2008-009 - Use of Cell Phones in Polling Place](#)

[SBE Policy-2008-010 - When May a Ballot Box be Emptied](#)

[SBE Policy-2008-011 - Definition of Unavailable Voting Equipment](#)

[SBE Policy-2008-012 - Use of FWAB](#)

[SBE Policy-2008-013 - Calculation of Voters Voting in Precinct](#)

DEPARTMENT OF EMERGENCY MANAGEMENT

Copies of the subject document may be viewed at <http://www.vaemergency.com/library/plans/index.cfm>. 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) 897-9715, 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. Unless otherwise indicated, there is a \$1.00 per document copying charge.

Questions regarding interpretation or implementation of Unemployment Insurance Program 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.

Unemployment Insurance Guidance Documents:

Precedent Decision Manual, revised January 1997, § 60.2-100 et seq. and 16VAC5-10, \$90

Guide for Effective Unemployment Insurance Adjudication, revised September 1994, § 60.2-100 et seq., \$90

A Digest of Virginia Unemployment Insurance Tax Law, revised June 1990, 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)

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- Commission Decision 47602-C, Sikka v. Cater Air International Corp., issued March 22, 1995, § 60.2-604
- Commission Decision 45419-C, In re Purvis, issued June 13, 1994, § 60.2-608
- Commission Decision 12665-C, Picard v. Hayes, Seay, Mattern and Mattern, issued October 4, 1979, § 60.2-612
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- Commission Decision 46472-C, Duncan v. Department of Corrections, issued November 15, 1994, § 60.2-612
- Commission Decision 50908-C, In re Parnell, issued April 17, 1996, § 60.2-612(1)
- Commission Decision 36809-C, Coy v. Philip Morris, Inc., issued November 20, 1991, § 60.2-612(5)
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- Commission Decision 38556-C, Copeland v. U. S. Navy, issued July 1, 1992, § 60.2-612(7)
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- Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, § 60.2-612(7)
- Decision SUA-3, Fulk v. Rocco Farm Foods, issued August 11, 1975, § 60.2-612(7)
- Decision UI-76-393, Corbett v. C and P Telephone Company, issued January 24, 1977, § 60.2-612(7)
- Commission Decision 3153-C, Weaver v. Ideal Laundry and Dry Cleaners, issued October 16, 1957, § 60.2-618(1)
- Commission Decision 5909-C, Mahew v. Capitol Concrete Rental Corporation, issued March 12, 1973, § 60.2-618(1)
- Commission Decision 6514-C, Thompson v. Dow Badische Company, issued November 26, 1974, § 60.2-618(1)
- Commission Decision 8298-C, Gross v. Command Deliveries, Inc., issued August 16, 1976, § 60.2-618(1)
- Commission Decision 16998-C, Johnson v. Hall and Taylor Body Shop, issued November 6, 1981, § 60.2-618(1)
- Commission Decision 24302-C, Young v. Mick or Mack, issued December 13, 1984, § 60.2-618(1)
- Commission Decision 26561-C, Bartley v. Atlantic Research Corp., issued February 28, 1986, § 60.2-618(1)
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- Commission Decision 40827-C, Meador v. Bunker Hill Packing Corp., issued April 1, 1993, § 60.2-618(1)
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Commission Decision 40195-C, Slacum v. R. H. Walker and Associates, issued January 11, 1993, § 60.2-618(2)

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Commission Decision 42083-C, Girma v. News Emporium, Inc., issued June 7, 1993, § 60.2-618(2)

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

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

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

Commission Decision 42977-C, Bland v. Bristol Newspapers, Inc., issued August 28, 1993, § 60.2-618(2)

Commission Decision 43306-C, Stover v. Pulaski Furniture Corporation, issued October 2, 1993, § 60.2-618(2)

Commission Decision 43933-C, Yousef v. Avis Rent-A-Car System, Inc., issued January 7, 1994, § 60.2-618(2)

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

Commission Decision 44375-C, Turner v. Christiansburg Garment Co., Inc., issued March 29, 1994, § 60.2-618(2)

Commission Decision 45948-C, Robins v. Security Transcontinental, Inc., issued August 26, 1994, § 60.2-618(2)

Commission Decision 45991-C, Sydenstricker v. Boddie-Noell Enterprises, issued July 28, 1994, § 60.2-618(2)

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

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

Commission Decision 49590-C, Vanwinkle v. Ammars, Incorporated, issued July 25, 1996, § 60.2-618(2)

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

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

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

Commission Decision 34269-C, Coleman v. Clinchfield Coal Company, issued February 6, 1991, § 60.2-618(3)

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

Commission Decision 47442-C, Jones v. Northside Electric Company, issued March 27, 1995, § 60.2-618(3)

Commission Decision 30679-C, Russell v. Richard T. Traylor, issued August 24, 1988, § 60.2-618(4)

Commission Decision 39904-C, Warren v. Orion Associates, Inc., issued November 19, 1992, § 60.2-618(5)

Commission Decision 45555-C, Fuller v. Banner Masonry, issued June 3, 1994, § 60.2-618(5)

Commission Decision 10619-C, In re Ardizonne, issued August 2, 1978, § 60.2-619(A) and (C)

Commission Decision 18398-C, Crone v. Kitchens Equipment Company, issued July 1, 1982, § 60.2-619(A) and (C)

Commission Decision 25734-C, Randolph v. Huff-Cook, MBA, issued July 11, 1986, § 60.2-619(A) and (C)

Commission Order 38616-C, Melton v. Monroe Systems for Business, Inc., issued June 26, 1992, § 60.2-619(A) and (C)

Commission Decision 43213-C, Forehand v. J. B. Denny Company, et al, issued September 10, 1993, § 60.2-619(C)

Commission Decision 51475-C, Crisman v. Select Staffing Services, Inc., issued June 14, 1996, § 60.2-619(C)

Commission Decision 53842-C, Wilson v. Four J's, Inc., issued December 12, 1997, § 60.2-619(C)

Commission Decision 40782-C, Luther v. Dynamic Engineering, Inc., et al, issued March 2, 1993, § 60.2-620(A)

Commission Decision 43043-C, Olabosipo v. Electronics Boutique, issued October 4, 1993, § 60.2-620(A)

Commission Order 42777-C, Royster v. Halifax-South Boston Community Hospital, § 60.2-620(A)

Commission Decision 33733-C, Gonzalez v. Thornhill, issued June 22, 1990, § 60.2-620(B)

Commission Decision 42124-C, Lasalle v. Great Falls Shell, issued June 29, 1993, § 60.2-620(B)

Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, 16VAC5-60-20 F

Commission Decision 39240-C, Edwards v. Newport News Shipbuilding, Inc., issued August 31, 1992, 16VAC5-80-20 I

Commission Decision 42406-C, Singleton v. Wilds, issued July 8, 1993, 16VAC5-80-20 I

Commission Decision 33733-C, Gonzalez v. Thornhill, issued June 22, 1990, 16VAC5-80-30 A 1

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,

Guidance Documents

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 citizen 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.

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 guidance should be directed to: Division of Land Protection and Revitalization, DEQ Central Office, 629 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 629-4079. Please note, the Division of Land Protection and Revitalization was formerly known as the Waste Division.

Requests for copies or questions regarding interpretation of the FOIA Policy should be directed to: Central Office FOIA Officer, 629 East 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 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4029.

Requests for copies or questions regarding interpretation of any of the other guidance documents should be directed to the appropriate regional office (see www.deq.virginia.gov for the appropriate region):

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, Roanoke Office, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6700.

Blue Ridge Regional Office, Lynchburg Office, 7705 Timberlake Road, Lynchburg, VA 24502 telephone (434) 582-5120.

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.

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)

[\[4-2009\] Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 4-2009](#) (12/8/08)

[\[CEM-01\] 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

[Memorandum of Agreement Between the Department of Mines, Minerals and Energy and the Department of Environmental Quality \(2/19/10\)](#)

[\[01-2007\] 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 \(Localities Particularly Affected\) \(Memo No. 99-1004\) \(1/25/10\)](#)

[\[APG-103\] Guidance on Permit Applicability - PM and PM-10 Sources \(Memo No. 01-1002\) \(9/14/09\)](#)

[\[APG-105\] Procedures for Shutting Down Sources \(Memo No. 03-1006\) \(8/19/10\)](#)

[\[APG-106\] 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 \(Memo No. 05-1001\) \(1/25/10\)](#)

[\[APG-200A\] Title V Air Permits Guidance Manual \(12/19/05\)](#)

[\[APG-202\] 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 \(Memo No. 98-1002\) \(1/25/10\)](#)

[\[APG-206\] 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 \(Memo No. 03-1002\) \(3/26/03\)](#)

[\[APG-301\] Memorandum of Understanding between Shenandoah National Park and Commonwealth of Virginia regarding PSD permitting issues \(3/31/93\)](#)

[\[APG-302\] Memorandum of Understanding between Jefferson National Forest and Commonwealth of Virginia Regarding PSD Permitting Issues \(3/30/93\)](#)

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

[\[APG-304\] Interpretation of the Term "Designed to Accommodate" \(9/14/09\)](#)

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

[\[APG-307\] Interim Implementation of New Source Review for PM_{2.5} \(9/14/09\)](#)

[\[APG-350\] New Source Review Permits Program Manual \(4/1/02\)](#)

[\[APG-350A\] Article 6 - Minor New Source Review Permit Program Manual, Draft \(10/6/05\)](#)

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

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

[\[APG-354\] Article 6 – Uncontrolled Emissions Calculation \(3/17/09\)](#)

[\[APG-354A\] Article 6 - Determining Minor NSR Permitting & BACT Applicability \(3/17/09\)](#)

[\[APG-400\] Promulgation of State Operating Permits Manual \(Memo No. 99-1006\) \(1/20/10\)](#)

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

[\[APG-450\] Primary Authority for Implementation and Enforcement of 40 CFR Part 63 Standards in Virginia \(Memo No. 98-1003\) \(12/3/98\)](#)

[\[APG-452\] Section 112\(g\) Implementation Guidance \(Policy No. 99-1007\) \(1/25/10\)](#)

[\[APG-453\] Implementation Guidance for Incorporating State Toxics Requirements in Air Permits \(Memo No. 02-1001\) \(1/20/10\)](#)

Guidance Documents

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

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

[\[APG-552\] Evaluation and Air Permitting Requirements for Landfills in Virginia \(ADP Statement No. 1-96\)](#) (1/20/10)

[\[APG-553A\] 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 \(Memo No. 02-1005\)](#) (7/1/02)

[\[APG-556\] 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)

[\[APG-563\] Wood Coating Procedure for Writing New and Modified Permits](#) (11/5/98)

[\[APG-564\] Wood Working Procedure for Writing New and Modified Permits](#) (11/5/98)

[\[APG-565\] Concrete Plant Procedure for Writing New and Modified Permits](#) (7/7/09)

[\[APG-566\] Asphalt Plant Procedure for Writing New and Modified Permits](#) (6/2/99)

[\[APG-567\] Miscellaneous Coatings Procedure for Writing New and Modified Permits](#) (6/30/10)

[\[APG-568\] Printing Procedure for Writing New and Modified Permits](#) (8/10/00)

[\[APG-569\] Guidance to Implement and Enforce Non-delegated Federal Regulations](#) (12/2/08)

[\[APG-570\] Interim Guidance for Permit Applicability for Emergency Generators Participating in an Emergency Load Response Program](#) (5/15/09)

[\[APG-571\] Permit Boilerplate Procedures For Human Remain Crematory Units and Pathological Waste Crematory Units](#) (9/9/09)

[\[APG-572\] Interim Guidance for Exemption for Swine Incinerators](#) (6/23/10)

[\[APG-573\] Lumber Kiln Emissions Calculations](#) (9/30/10)

[\[AQM-001\] Quality Assurance Project Plan for the Ozone Ambient Air Monitoring Program](#) (7/1/08)

[\[AQM-001A\] Ozone QAPP Appendices A - H](#) (7/1/08)

[\[AQM-002\] PM 10 Sampler Standard Operating Procedure \(SOP\)](#) (4/14/09)

[\[AQM-003\] Quality Assurance Project Plan for the PM2.5 Ambient Air Monitoring Program](#) (11/1/98)

[\[AQP-01\] Procedures for Testing Facilities Subject to Emission Standards for Volatile Organic Compounds](#) (7/1/91)

[\[AQP-02\] Procedures for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations](#) (7/1/91)

[\[AQP-03\] Procedures for the Measurement of Capture Efficiency for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations and Graphic Arts Printing Processes](#) (4/1/96)

[\[AQP-04\] Procedures for Maintaining Records for Surface Coating Operations and Graphic Arts Printing Processes](#) (7/1/91)

[\[AQP-08\] Procedures for Preparing and Submitting Emission Statements for Stationary Sources](#) (1/1/93)

[\[AQP-09\] Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities](#) (1/1/93)

[\[AQP-11\] Implementation of the Prevention of Significant Deterioration \(PSD\) of Air Quality Program](#) (1/1/93)

[\[AQP-14\] Control Technology Requirements for Emissions of NOx from Electric Generating Combined Cycle Turbines](#) (12/1/02)

[\[AQP-15\] Public Comments at State Air Pollution Control Board Meetings](#) (2/25/04)

[\[ASOP-01\] Complaints](#) (8/9/01)

[\[ASOP-02\] Inspections](#) (9/14/01)

[\[ASOP-03\] Visible Emissions Evaluations](#) (3/20/03)

[\[ASOP-04\] CEM Audit Evaluation](#) (3/19/03)

[\[ASOP-05\] Gasoline Delivery Tank Operation, Testing and Certification](#) (10/23/97)

[\[ASOP-06\] Title V Report/Certification Evaluations](#) (3/1/02)

[\[ASOP-07\] VOC Testing \(10/23/97\)](#)
[\[ASOP-08\] Particulate Testing: Role of Agency Observer \(5/26/98\)](#)
[\[ASOP-09\] VOC Sampling and Analysis \(3/28/02\)](#)
[\[ASOP-10\] Review of CEM Reports \(11/14/02\)](#)
[\[ASOP-11\] The NOx Trading Program \(6/6/03\)](#)
[\[ASOP-13\] Tax Certifications \(11/22/04\)](#)
[\[ASOP-13 Amendment\] Tax Certification \(1/23/09\)](#)
[\[ASOP-17\] Compliance Assistance \(9/23/03\)](#)
[\[GM00-2016\] Chain of Custody Policy and Procedures - Amendment 1 \(3/14/06\)](#)
[\[MSOP-01\] Professional Responsibilities and Conduct of Mobile Source Operations Staff \(8/22/00\)](#)
[\[MSOP-02\] Field Activity Procedures \(1/13/09\)](#)
[\[MSOP-03\] Station/Facility Permitting/Certification and Renewal Procedures \(7/16/09\)](#)
[\[MSOP-04\] Complaint Procedures and Investigations \(12/11/06\)](#)
[\[MSOP-05\] Procedures for Operating State Vehicles \(7/10/08\)](#)
[\[MSOP-06\] Data Disk Procedures and Vehicle Inspection Report Voiding Process \(4/16/08\)](#)
[\[MSOP-07\] Vehicle Emissions Inspection Station Recognition Program \(8/16/00\)](#)
[\[MSOP-08\] Exemption of Non-Conforming Vehicles \(3/1/00\)](#)
[\[MSOP-09\] Special "Covert" Inspection Procedures \(12/20/00\)](#)
[\[MSOP-10\] Kit-Car Vehicles \(4/30/08\)](#)
[\[MSOP-11\] Emissions Inspection Deferral Request \(6/18/09\)](#)
[\[MSOP-12\] Remote Visual Observation Inspection Procedures \(7/24/00\)](#)
[\[MSOP-13\] Enforcement Procedures and Schedule of Penalties - Mobile Source Operations Section \(12/5/00\)](#)
[\[MSOP-14\] On-Road Emissions \(ORE\) Program Procedures \(6/19/09\)](#)
[\[SBAP-01\] Small Business Assistance Program Modification Procedures for Modification of Work Practices, Technical Methods or Time Frame \(10/28/94\)](#)
[\[SBAP-02\] Guide to Compliance Requirements for Dry Cleaners \(3/17/94\)](#)
[\[SBAP-03\] Fact Sheet - Wood Furniture Operations \(12/13/96\)](#)

[\[SBAP-04\] Fact Sheet - Lithographic Printing Processes \(7/1/96\)](#)

[\[SBAP-05\] Fact Sheet - Flexographic, Rotogravure, and Publication Rotogravure Printing Lines \(7/1/96\)](#)

[\[SBAP-06\] Fact Sheet - Small Business Assistance Program \(12/17/97\)](#)

Department of Environmental Quality

[2011 Citizen Nomination of State Surface Waters for Inclusion in Virginia Department of Environmental Quality's Annual Water Quality Monitoring Plan \(12/21/10\)](#)

[Citizen Nomination of State Surface Waters for Inclusion in Annual Water Quality Monitoring Plan in Accordance with § 62.1-44.19:5.F of the Code of Virginia \(12/22/08\)](#)

[Guidance for Citizen Nomination of State Surface Waters for Inclusion in Annual Water Quality Monitoring Plan \(12/14/09\)](#)

[Litter Prevention and Recycling Grant Programs \(11/21/06\)](#)

[Memorandum of Agreement Between the Department of Mines, Minerals and Energy and the Department of Environmental Quality \(2/19/10\)](#)

[Planning District Commission Technical Assistance Grant Minimum Standards \(12/17/07\)](#)

[Procedure for Environmental Impact Review \(11/14/08\)](#)

[Virginia Litter and Recycling Educational Projects \(12/1/03\)](#)

[\[2596\] 2010 Virginia Coastal Resources Management Program Grant Proposal Guidance \(2/24/10\)](#)

[\[GM00-2016\] Chain of Custody Policy and Procedures - Amendment 1 \(3/14/06\)](#)

State Water Control Board

[2011 Citizen Nomination of State Surface Waters for Inclusion in Virginia Department of Environmental Quality's Annual Water Quality Monitoring Plan \(12/21/10\)](#)

[Guidance for Citizen Nomination of State Surface Waters for Inclusion in Annual Water Quality Monitoring Plan \(12/14/09\)](#)

[Procedural Guidelines for Virginia's Wastewater Revolving Loan Fund \(2/1/04\)](#)

[Procedure for Uncontested Termination of Ground Water Withdrawal Permits and Special Exceptions \(3/8/05\)](#)

[Public Comment at State Water Control Board Meetings \(2/25/04\)](#)

[Quality Assurance Project Plan for the Alternate Water Supply Program \(7/13/09\)](#)

[Virginia Agricultural BMP Loan Program Guidelines \(5/1/05\)](#)

Guidance Documents

[Virginia Brownfield Remediation Loan Program Guidelines \(5/1/03\)](#)

[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 \(2/1/00\)](#)

[\[00-2004\] The Virginia Petroleum Storage Tank Fund Reimbursement Manual, Volume I: Application Process, 3rd Edition: \(For Work Authorized before March 1, 2007\) \(2/8/00\)](#)

[\[00-2006\] 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 \(8/24/00\)](#)

[\[00-2011\] OL 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 \(9/27/00\)](#)

[\[00-2018\] Implementation of the VPA General Permit Regulation for Poultry Waste Management \(11/30/00\)](#)

[\[01-2001\] Use of USGS 1980 Hydrologic Unit Map of the US to Determine Appropriate Hydrologic Unit Code for Compensatory Mitigation using Mitigation Bank Credits \(1/8/01\)](#)

[\[01-2002\] Implementation Guidance for Financial Assurance Regulation \(1/10/01\)](#)

[\[01-2003\] Standard Operating Procedures for Clean Metals Sampling - Amendment 1 \(4/10/03\)](#)

[\[01-2005\] Interim Guidance for Spray Irrigation and Reuse of Wastewater \(1/18/01\)](#)

[\[01-2007\] Implementation Guidance for December 2000 Revisions to the VPDES Permit Regulation \(3/15/01\)](#)

[\[01-2008\] Numbering of Outfalls for VPDES Permits \(3/21/01\)](#)

[\[01-2011\] Monitoring Toxic Trace Metals in Surface Waters \(4/16/01\)](#)

[\[01-2012\] Siting of Storm Water BMPs in Surface Waters and the Application of Temperature Standard to Impoundments \(4/18/01\)](#)

[\[01-2013\] Checklists for Wastewater Laboratory Inspections \(5/3/01\)](#)

[\[01-2013\] Checklists for Wastewater Laboratory Inspections - Amendment #3 \(5/24/04\)](#)

[\[01-2013\] Checklists for Wastewater Laboratory Inspections - Amendment 2 \(5/10/02\)](#)

[\[01-2017\] DEQ Staff Biosecurity Procedures and Response to Suspected and/or Confirmed Outbreak of Foot & Mouth Disease \(5/21/01\)](#)

[\[01-2020\] Implementation of Amendments to the VPDES Permit Regulation and General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD - Local Government Ordinance Form \(7/17/01\)](#)

[\[01-2021\] Virginia Department of Transportation Interagency Transfer Process for Permit Application Fees \(7/26/01\)](#)

[\[01-2024\] Storage Tank Program Technical Manual, Third Edition \(10/4/01\)](#)

[\[01-2025\] Petroleum Storage Tank Compliance Manual \(10/12/01\)](#)

[\[02-2001\] Confined Animal Feeding Operation \(CAFO\) Inspection Checklist \(1/23/02\)](#)

[\[02-2002\] Fish Kill Guidance Manual Second Edition \(3/4/02\)](#)

[\[02-2006\] VPDES-VPA Inspection Strategy \(5/6/02\)](#)

[\[02-2008\] Authorization of Remediation Equipment for Reimbursement Using Lease Versus Purchase Analysis \(5/23/02\)](#)

[\[02-2010\] Water Compliance Auditing Manual \(7/3/02\)](#)

[\[02-2012\] Determination of Service Areas for Compensatory Mitigation Banks \(7/12/02\)](#)

[\[02-2013\] Evaluation of Vapor Monitoring Data for Petroleum Storage Tank Release Detection \(7/17/02\)](#)

[\[02-2015\] Repeal of the Sewerage Regulations and VDH's Adoption of Sewage Collection and Treatment Regulations \(8/7/02\)](#)

[\[02-2016\] Issuance of Virginia Water Protection Permits for Surface Water Impacts in the Potomac River \(8/7/02\)](#)

[\[02-2018\] Revision to Petroleum Clean-up AAF Verification Procedures \(10/24/02\)](#)

- [\[02-2019\] The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume II: UCR Schedules, 5th Edition \(For Work Authorized before March 1, 2007\) \(11/4/02\)](#)
- [\[02-2020\] MTBE Corrective Action Requirements \(11/20/02\)](#)
- [\[03-2001\] Reporting Operator Misconduct or Convictions \(1/7/03\)](#)
- [\[03-2006\] Permitting ISTEA Exempted Municipally Owned Industrial Activity Storm Water Discharges \(3/19/03\)](#)
- [\[03-2007\] Implementation of bacteria standards in VPDES Permits \(3/27/03\)](#)
- [\[90-011\] Interpretation of Nutrient Policy \(4/20/90\)](#)
- [\[90-016\] 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 \(2/20/91\)](#)
- [\[91-020\] Modifications to September 8, 1989 Guidance Memo VPDES Permitting Strategy for Discharges Resulting from UST Remediation Projects and Similar Projects \(10/1/91\)](#)
- [\[91-026\] Oil and Grease Analysis Manual \(11/18/91\)](#)
- [\[91-028\] Procedure for Assigning Numbers to Permits \(12/10/91\)](#)
- [\[92-005\] Pretreatment Program Priorities \(2/27/92\)](#)
- [\[92-006\] Authorization to Issue Certifications for Tax Exemptions \(3/9/92\)](#)
- [\[92-006\] Authorization to Issue Certifications for Tax Exemptions for Underground Storage Tanks - Addendum #5 \(11/4/96\)](#)
- [\[92-006\] Authorization to Issue Certifications for Tax Exemptions of Water Reclamation and Reuse Equipment and Facilities - Addendum No. 6 \(4/22/09\)](#)
- [\[92-013\] 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 \(8/28/92\)](#)
- [\[93-007\] Virginia Pollution Abatement \(VPA\) Manual Update-New PAN Uptake Tables \(4/7/93\)](#)
- [\[93-008\] DEQ Water Division Water Purification Systems Contaminants \(4/20/93\)](#)
- [\[93-026\] Permitting Strategy for Wood Preserving Operations \(10/11/94\)](#)
- [\[93-026 Amd 1\] Permitting Strategy for Wood Preserving Operations Amendment 1 \(10/11/94\)](#)
- [\[94-003\] 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 \(11/3/95\)](#)
- [\[95-010\] VPA Permit Application Forms Revision \(11/6/95\)](#)
- [\[96-001\] Storm Water Permitting \(3/15/96\)](#)
- [\[96-002\] OandG/TPH Limites 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 \(3/14/97\)](#)
- [\[98-2005\] Reduced Monitoring \(5/4/98\)](#)
- [\[98-2007\] Evaluation of Calibration Curve Linearity \(9/16/98\)](#)
- [\[98-2010\] VPDES Permit and VPA Permit Ground Water Monitoring Plans \(9/30/98\)](#)
- [\[98-2011\] Inspection Checklists for Analyses of Mercury by Cold Vapor and Metals \(11/4/98\)](#)
- [\[99-2003\] Use of Method 1664 for Total Petroleum Hydrocarbons \(TPH\) Determination in VPDES Permits \(2/26/99\)](#)
- [\[GM00-2016\] Chain of Custody Policy and Procedures - Amendment 1 \(3/14/06\)](#)
- [\[GM01-2013\] Checklist for Wastewater Laboratory - Amendment #7 \(1/14/08\)](#)

Guidance Documents

[\[GM01-2013\] Checklists for Wastewater Laboratory Inspections](#) (11/1/01)

[\[GM01-2013\] Checklists for Wastewater Laboratory Inspections - Amendment #5](#) (5/4/06)

[\[GM01-2013\] Checklists for Wastewater Laboratory Inspections - Amendment #6](#) (8/30/06)

[\[GM01-2013\] Checklists for Wastewater Laboratory Inspections - Amendment 4A](#) (10/5/05)

[\[GM01-2024\] Clarification of Statistical Inventory Reconciliation Release Detection Guidance for Underground Storage Tanks - Amendment 1](#) (7/26/05)

[\[GM02-2010\] Water Compliance Auditing Manual Amendment 2- Revisions to Section I "Spills," Section J "Inspection" and Appendix I "Point Assessment Criteria"](#) (7/29/09)

[\[GM02-2010 Amd 3\] Compliance Auditing Manual Revisions – Section I A "VPDES - DMRs Processing Procedures"](#) (11/18/10)

[\[GM03-2003\] Interpretation for Water Monitoring of GM00-2016 - Chain of Custody Policy and Procedures - Amendment 1](#) (3/14/06)

[\[GM03-2012\] HSPF Model Calibration and Verification for Bacteria TMDLs](#) (9/3/03)

[\[GM03-2013\] Method for Calculating E. Coli TMDLs based on Fecal Coliform Monitoring](#) (3/3/03)

[\[GM03-2014\] Reporting of Data Generated During Approved Training Programs](#) (9/10/03)

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

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

[\[GM04-2005\] Water Quality Monitoring Consolidated Guidance Memorandum - Amendment #2](#) (3/26/07)

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

[\[GM04-2009\] Guidance on Wetlands Created During Mining Operations](#) (2/24/04)

[\[GM04-2010\] Public Participation Procedures for Water Quality Management Planning](#) (5/12/04)

[\[GM04-2012\] Coordination of Water Permit Programs with the Dept. of Health](#) (5/25/04)

[\[GM04-2014\] Procedures-Project Evaluation & Processing of Plans & Specs for Sewage Collection Systems and Treatment Works](#) (6/23/04)

[\[GM04-2015\] Local Review Program](#) (6/24/04)

[\[GM04-2018\] Requirements for VWPP to Impact Wetlands within Storm Water Best Management Practices](#) (9/27/04)

[\[GM04-2019\] Revised Commercial Laboratory Inspection Procedures](#) (10/27/04)

[\[GM04-2021\] Guidance for Exceptional State Waters Designations in Antidegradation Policy Section of WQS Regulation](#) (11/15/04)

[\[GM04-2023\] 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)

[\[GM05-2003\] Revisions to the Virginia Water Protection Permit General Permits](#) (1/26/05)

[\[GM05-2004\] EPA Review of VPDES Permits for 2005](#) (4/7/05)

[\[GM05--2005\] Procedures-Closure or abandonment of Lagoon or Sewage Treatment Works](#) (4/14/05)

[\[GM05-2006\] Virginia Petroleum Storage Tank Fund Third Party Disbursement Guidelines](#) (4/15/05)

[\[GM05-2007\] 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)

[\[GM05-2011\] TMDL Modifications in Response to New or Expanding Discharges](#) (7/26/05)

[\[GM05-2012\] Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills](#) (8/22/05)

[\[GM05-2013\] Duty to Apply for VPDES CAFO Permit in Lieu of 2005 U.S. 2nd Circuit Court of Appeals Decision](#) (10/6/05)

[\[GM05-2014\] Modifications to the VPA General Permit Regulation for Poultry Waste Management](#) (11/7/05)

[\[GM05-2015\] EPA Brownfields Grant Eligibility Review for Petroleum Contaminated Sites](#) (11/29/05)

[\[GM05-2016\] Lender Liability Exemption Guidelines](#) (11/29/05)

[\[GM06-2001\] Implementation of the 2006 Reissuance of the VPDES General Permit Regulation for Seafood Processing Facilities - VAG52](#) (3/8/06)

[\[GM06-2002\] Implementation of the VPDES General Permit for Coin Operated Laundries VAG72](#) (3/15/06)

[\[GM06-2003\] 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)

- [\[GM06-2004\] Geographical Information System \(GIS\) Data Plotting Procedure \(5/12/06\)](#)
- [\[GM06-2005\] Biosecurity Procedures for Poultry Farm Visits \(5/24/06\)](#)
- [\[GM06-2006\] Guidelines for Underground Storage Tank Cathodic Protection Evaluation \(5/26/06\)](#)
- [\[GM06-2007\] Definition of Aboveground Storage Tanks for the Purpose of Eligibility for Va. Petroleum Storage Tank Reimbursement \(6/13/06\)](#)
- [\[GM06-2008\] Local Government Certification for New VPDES Permitted Landfills \(6/29/06\)](#)
- [\[GM06-2009\] Review and Approval of Operation and Maintenance Manuals for Municipal Sewage Treatment Works \(7/5/06\)](#)
- [\[GM06-2010\] 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 WOIF Grant Applications and Agreement Negotiations \(12/10/07\)](#)
- [\[GM06-2013\] Implementation of the Reissued VPDES General Permit for Car Wash Facilities \(VAG75\) \(10/25/06\)](#)
- [\[GM06-2014\] Revisions to the Virginia Water Protection General Permits 9 VAC25-660, 9VAC25- 670, 9VAC25-680, 9 VAC 25-690 \(Effective August 1, 2006\) \(10/25/06\)](#)
- [\[GM06-2015\] VWP Permit Program Staff Manual \(10/31/06\)](#)
- [\[GM06-2016\] Significant Figures for Discharge Monitoring Reports \(11/2/06\)](#)
- [\[GM06-2016\] Significant Figures for Discharge Monitoring Reports - Amendment #1 \(11/16/06\)](#)
- [\[GM07-2001\] Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume III, Application Process: For Work Authorized On Or After March 1, 2007 \(2/23/07\)](#)
- [\[GM07-2002\] The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume IV, 007 UCR Schedules: For Work Authorized On Or After March 1, 2007; \(2/23/07\)](#)
- [\[GM07-2003\] The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume V, Reconsideration Procedures Applicable to initial Reimbursement Decisions issued after March 1, 2007 \(2/23/07\)](#)
- [\[GM07-2004\] Investigation and Characterization of Discharges from Heating Oil Tanks \(2/28/07\)](#)
- [\[Gm07-2006\] Tank Registration Database Operations \(4/18/07\)](#)
- [\[GM07-2007\] Threatened and Endangered Species Screening for VPDES Permits \(5/2/07\)](#)
- [\[GM07-2008\] Permitting Considerations for Facilities in the Chesapeake Bay Watershed - Amendment 2 \(10/23/07\)](#)
- [\[GM07-2008\] Permitting Considerations for Facilities in the Chesapeake Bay Watershed, Addendum No. 1 to Amendment No. 2 \(4/9/09\)](#)
- [\[GM07-2009\] VPDES Permit Applications for Discharges in Shellfish Growing Areas \(6/15/07\)](#)
- [\[GM07-2010\] 2008 Water Quality Assessment Guidance Manual \(7/6/07\)](#)
- [\[GM07-2011\] 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 \(5/13/08\)](#)
- [\[GM08-2005\] Implementation Guidance for Reissuance of VPDES General Permit VAG25 - VPDES General Permit for Cooling Water Discharges \(5/1/08\)](#)
- [\[GM08-2006\] Implementation Guidance for Reissuance of VPDES General Permit VAG83 - VPDES General Permit Regulation for Discharges From Petroleum Contaminated Sites, Groundwater Remediation and Hydrostatic Tests \(5/13/08\)](#)
- [\[GM08-2007\] Issuance of Biosolids Use Permits under the Virginia Pollution Abatement Permit System \(5/13/08\)](#)
- [\[GM08-2008\] Investigating and Coordinating Complaints Related to Discharges of Sediment from Construction Sites \(6/9/08\)](#)
- [\[GM08-2009\] Use of Preservation for Compensatory Mitigation in VWP Permits \(6/9/08\)](#)
- [\[GM08-2010\] 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 \(7/30/08\)](#)

Guidance Documents

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

[\[GM09-2001\] TMDL Guidance for Monitoring of Point Sources for TMDL Development using Low-level PCB Method 1668](#) (3/6/09)

[\[GM09-2002\] DEQ Field Measurements, Sampling and Evaluation of Data](#) (2/27/09)

[\[GM09-2003\] 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)

[\[GM09-2005\] Monitoring and Assessment of Lakes and Reservoirs](#) (4/23/09)

[\[GM09-2006\] 2010 Water Quality Assessment Guidance Manual](#) (4/7/10)

[\[GM09-2007\] Implementation Guidance for Reissuance of the General VPDES Permit for Nonmetallic Mineral Mining Facilities VAG84](#) (7/29/09)

[\[GM09-2008\] Implementation Guidance for Reissuance of the General VPDES Permit for Storm Water Discharges Associated With Industrial Activity, VAR05](#) (7/29/09)

[\[GM09-2009\] Resolving Unpermitted Impacts to Surface Waters with Enforcement Actions](#) (7/28/09)

[\[GM09-2011\] Conducting an Alternatives Analysis per the Requirements of 9VAC25-260-275 Protection of Eastern Shore Waters for Clams and Oysters](#) (8/18/09)

[\[GM09-2012\] Applying the Freedom of Information Act Exemption of Location Information to DEQ Water Division Permit Files - Amendment No. 1](#) (11/23/09)

[\[GM10-2001\] Implementation Guidance for the Water Reclamation and Reuse Regulation, 9VAC25-740-10 et seq.](#) (1/13/10)

[\[GM10-2002\] Virginia Water Protection Permit Program Noncompliance Determination and Enforcement Referral Guidance](#) (1/22/10)

[\[GM10-2003\] January 2010 VPDES Manual Revisions](#) (1/27/10)

[\[GM10-2004\] Implementation of Extended Buffers, Coordination of Health Complaints and Waiving of Buffers at Biosolids Land Application Sites](#) (7/26/10)

[\[GM10-2005\] Guidance Memorandum No. 10-2005 - DEQ Policy for Areas and Activities Given the "Manipulated Wetland" Label by the Natural Resource Conservation Service](#) (9/30/10)

[\[GM99-2006\] Storage Tank Program Quality Management Plan - Amendment 1](#) (3/3/06)

[\[GMWRD06-100\] Ground Water Withdrawal Permit Procedures Manual](#) (5/25/06)

[\[TMDL GM90-2001\] Guidance for Monitoring of Point Sources for TMDL Development Using Low-level PCB Method 1668](#) (3/6/09)

[\[Waste GM No. 01-2010\] Delivery Prohibition and the Compliance Process in the UST Program](#) (9/1/10)

[\[WQS-1\] Water Quality Standards Interpretation - New Standards \(1992\)](#) (2/24/92)

[\[WQS-2\] Water Quality Standards Interpretation of Biologically Based Flows, Low Flow Application and Mixing Zones](#) (11/2/92)

[\[WQS-3\] Water Quality Standards Interpretation of Fecal Coliform Bacteria and Mixing Zones](#) (4/20/93)

[\[WQS-4\] Water Quality Standards Interpretation of Cyanide Standard](#) (11/2/94)

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[Public Comments at Virginia Waste Management Board Meetings](#) (2/25/04)

[\[01-1994\] Gas Condensate Recirculation](#) (11/1/02)

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

[\[01-1997\] Discarded Sandblast Grit Policy](#) (2/14/97)

[\[01-1999\] Guidance for Determining Eligibility of Sites for the Voluntary Remediation Program](#) (5/5/99)

[\[01-2001\] 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)

[\[01-2002\(04\)\] Submission Instruction 04 - Design Plans and Report for Other Storage and Treatment Units](#) (5/21/02)

[\[01-2002\(05\)\] Submission Instruction 05 - Groundwater Monitoring and Sampling and Analysis Plans for New Solid Waste Disposal Facilities](#) (5/21/02)

[\[01-2002\(06\)\] Submission Instruction 06 - Closure and Post Closure Requirements](#) (5/21/02)

[\[01-2002\(07\)\] Submission Instruction 07 - Emergency \(Contingency\) Plans](#) (5/21/02)

[\[01-2002\(08\)\] Submission Instruction 08 - Operation Manual](#) (5/21/02)

- [\[01-2002\(09\)\] Submission Instruction 09 - Requirements for Financial Assurance Mechanisms \(5/21/02\)](#)
- [\[01-2002\(11\)\] Submission Instruction 11 - Groundwater Monitoring Sampling and Analysis Plan for Existing Regulated CDD and Industrial Landfills \(5/21/02\)](#)
- [\[01-2002\(12\)\] Submission Instruction 12 - Groundwater Monitoring Sampling and Analysis Plan for Sanitary Landfills \(5/21/02\)](#)
- [\[01-2002\(13\)\] Submission Instruction 13 - Gas Management and Control System Facilities \(5/21/02\)](#)
- [\[01-2002\(14\)\] Submission Instruction 14 - Groundwater Annual Report \(9/24/03\)](#)
- [\[01-2005\] Guidance for Soil Analysis Required for Facilities Treating Petroleum Contaminated Soil Under the Provisions of 9 VAC 20-80-360 \(3/11/05\)](#)
- [\[01-2007\] Vegetative Waste Burning at Closed Landfills \(1/8/07\)](#)
- [\[02-1993\] Seismic Impact Zone - Part A Requirements \(11/1/02\)](#)
- [\[02-1997\] Activities on Closed Landfills \(9/1/03\)](#)
- [\[02-2002\] Guidance Document Development \(6/3/02\)](#)
- [\[02-2002\(03\)\] Submission Instruction 03 - Design Plans and Report for Incinerators and Energy Recovery Facilities \(5/21/02\)](#)
- [\[02-2003\] Guidance on Procedures for Reporting NPL-Caliber Landfills Progress to EPA \(4/7/03\)](#)
- [\[02-2004\] Submission Instruction 19 - Alternate Source Demonstrations \(9/22/04\)](#)
- [\[02-2004\] Submission Instruction 21 - Monitored Natural Attenuation \(9/22/04\)](#)
- [\[03-1993\] Clarification of Final Cover Designs and Alternate Designs \(5/18/93\)](#)
- [\[03-1994\] Risk Based Closure - \(REAMS\) Risk Exposure and Analysis Modeling System \(11/1/94\)](#)
- [\[03-1997\] Notice of Expansion for Category 2 and Category 3 Facilities \(8/17/97\)](#)
- [\[03-2001\] Local Landfill Certification for Non-Captive Industrial Landfills \(4/19/01\)](#)
- [\[03-2002\] Guidance for Assessing Groundwater at Voluntary Remediation Sites \(4/16/02\)](#)
- [\[03-2004\] Waste Division Review of Environmental Review Reports as Required by NEPA \(5/25/04\)](#)
- [\[03-2005\] Siting and Groundwater Monitoring for Landfills and the Vicinity of Wetlands \(8/17/05\)](#)
- [\[04-1993\] HELP Model - Leachate generation for tank design \(6/1/03\)](#)
- [\[04-1994\] Guidelines for Special Waste Disposal \(9/1/03\)](#)
- [\[04-1994\(SPSW-1\)\] Guidelines for Special Waste Disposal \(Form SPSW-1\) \(9/1/03\)](#)
- [\[04-1994\(SPSW-2\)\] Guidelines for Special Waste Disposal \(Form SPSW-2\) \(9/1/03\)](#)
- [\[04-1994\(SPSW-3\)\] Guidelines for Special Waste Disposal \(Form SPSW-3\) \(9/1/03\)](#)
- [\[04-1996\] Addendum to Policy for Handling Investigation Derived Waste \(7/24/96\)](#)
- [\[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 \(8/6/96\)](#)
- [\[06-2001\] Guidance on the Director's Determination in 10.1-1408.1.D.1 of the Code of Virginia - Permit by Rule Submissions \(8/9/01\)](#)
- [\[06-2003\] Brownfields Manual \(3/12/04\)](#)
- [\[07-1996\] Closure Documents - Survey Plat Guidance \(8/6/96\)](#)
- [\[07-2003\] 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 \(12/18/01\)](#)
- [\[09-1993\] Thermal Treatment Facility Inspection Guidance \(11/9/93\)](#)
- [\[09-2001\] Management of Dredged Material \(12/31/01\)](#)
- [\[09-2003\] Submission Instruction 18 - Proposal for Presumptive Remedies \(10/10/03\)](#)
- [\[16-2002\] Guidance for Certification of Waste Oil Burning Equipment for the State Income Tax Credit \(8/1/02\)](#)

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[\[17-2002\] Solid Waste Financial Assurance Procedures \(8/22/02\)](#)

[\[18-2002\] Hazardous Waste Financial Assurance Procedures \(8/22/02\)](#)

[\[EE-151\] 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 \(8/1/02\)](#)

[\[GM00-2016\] Chain of Custody Policy and Procedures - Amendment 1 \(3/14/06\)](#)

[\[GM01-2009\] Scenarios Under Which A Part A Amendment Is Or Is Not Required \(4/15/09\)](#)

[\[GM04-2009\] Solid Waste Management Plan 5-Year Update Guidance \(5/13/09\)](#)

[\[GM06-2005\] Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills \(8/22/05\)](#)

[\[Waste GM01-2007\] Post-Closure Care Termination & Submission Instruction No. 20 \(4/30/07\)](#)

[\[Waste GM01-2008\] 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 telephone (804) 371-0220 or toll free at 1-(866) 4VAFIRE.

Please contact the Agency's Grant and Local Aid Manager, at telephone (804) 371-0220 or toll free at 1-(866) 4VAFIRE, for interpretive or implementation questions regarding the Virginia Fire Services Board Guidance Documents.

Please contract the Agency's State Fire Marshal's Office - Headquarters Office, at telephone (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, <http://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 head quarters office, 1005 Technology Park Drive, Glen Allen, VA 20359. Please contact the Agency's Director of Administration, at telephone (804) 371-0220 or toll free at 1-(866) 4VAFIRE, to schedule an appointment to view the guidance documents.

Guidance Documents:

[\[SFMO - 1\] Use Of Pyrotechnics Inside Or Outdoors On State-Owned Property Before A Proximate Audience \(7/29/09\)](#)

[\[SFMO - 10\] 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 \(7/28/09\)](#)

[\[SFMO - 7\] Application for a Background Clearance Card \(BCC\) Application for Certification of a Blaster \(7/28/09\)](#)

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

[\[SFMO - 9\] Application for the Display of Awerial Fireworks on State-owned Property \(7/29/09\)](#)

Virginia Fire Services Board

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

[\[3220\] Burn Building Policy \(7/1/10\)](#)

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

[\[3327\] Burn Building Project Manual \(3/30/10\)](#)

[\[3328\] Training Min-Grant Policy \(8/19/09\)](#)

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 Alternate Management Plans or Reforestation of Timberland Policy may be directed to Dean Cumbia, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9042 or FAX (434) 296-2369 or email dean.cumbia@dof.virginia.gov.

Copies of the Water Quality Enforcement 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 may be obtained free of charge by contacting Matt Poirot at the same address, telephone (434) 434-9028 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:

[2874, Procedure, Alternate Management Plans, \(AMP\) Form 74A, 09/30/2004](#)

[2875, Procedure, Reforestation of Timberlands, Policy, 05/01/2003](#)

2876, Procedure, Water Quality Enforcement, 04/04/2004

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at fanbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to 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

65-11, Inspection Guidance Document, adopted December 7, 2004, revised July 20, 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

65-14, Sanction Reference Points Manual, revised April 13, 2010

DEPARTMENT OF GAME AND INLAND FISHERIES

Copies of the following guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the office of the Department of Game and Inland Fisheries, 4010 West Broad Street, Richmond, VA 23230. Copies of most documents listed below may be obtained at no charge; copies of larger documents may be obtained at cost as provided for under the Virginia Freedom of Information Act. Requests for copies, and questions regarding interpretation or implementation of these documents, may be directed to the agency policy analyst and regulatory coordinator, Phil Smith, 4016 West Broad Street, Richmond, VA 23230, telephone (804) 367-1000, or FAX (804) 367-0488.

Guidance Documents:

Administrative - General

Department of Game and Inland Fisheries Mission Statement (<http://www.dgif.virginia.gov/about/>), revised 2009, § 29.1-103

Department of Game and Inland Fisheries Annual Budget: Fiscal Year 2011 Planned Management Strategic Document (<http://www.dgif.virginia.gov/about/PlannedManagementStrategicDocumentFY2011.pdf>), June 2010, § 29.1-103

Rights of Requesters and Responsibilities of the Department of Game and Inland Fisheries under the Virginia Freedom of Information Act (<http://www.dgif.virginia.gov/about/policies.asp#foia>), July 1, 2004, § 2.2-3704.1

Guidance Documents

DGIF Media Services Policy, Media Services Project Request Form, Copyright Notice, Video/Still Photo Use License Agreement, and Media Fees, revised April 1, 2007, § 29.1-103

Administrative - Board General Policies and Guidelines

Board of Game and Inland Fisheries Governance Manual, revised July 15, 2008, § 29.1-103

Board Policy on Open Government, December 14, 2005, §§ 2.2-3100 through 2.2-3131, 2.2-3700 through 2.2-3714, 2.2-3800 through 2.2-3809, 29.1-103 and 29.1-109

Board Policy on Constituency and Communications, December 14, 2005, §§ 29.1-103 and 29.1-109

Board Policy on Ethical Behavior and Practices, December 14, 2005, §§ 29.1-103 and 29.1-109

Board Policy on Mission Focus to Staff Activities, December 14, 2005, § 29.1-103

Board Policy on Use of Scientific Principles and Procedures in Natural Resources Management, December 14, 2005, §§ 29.1-103 and 29.1-109(A)

Administrative - Capital Programs

Board Policy on Acquisition of Lands, Waters, and Structures, December 14, 2005, §§ 29.1-103, 2.2-3705.1(2), (5), (8), and (12), and 2.2-3711(A)(3) and (6).

Board Policy on Real Property Conveyances, March 27, 2007, § 29.1-103, 29.1-109.

Capital Programs Administrative Procedures Manual (on capital budgeting, capital outlay, boating access site selection process (revised August 2007), boating access maintenance, DGIF dam safety program, outdoor signage of department facilities, building permit policy for construction of state owned buildings and structures, environmental and historical investigation process, acquisition of real property (revised February 2006), leasing real property, (real property) licenses and other temporary agreements, easements, trespass and boundary (revised June 2006), surplus and disposal of real property, transfers to other state agencies, land record research, and real property management appendices; appendices include but are not limited to purchase contract, acquisition project statement, real property scoring worksheet, antennae policy, special use permit (revised Oct 2007), shoreline management plan, trespass notice letter, boundary marking guide sheets (revised February 2005), facilities work request (December 2005), and facilities fire alarm contact process (January 2007)), October 2000, §§ 29.1-103 and 29.1-105

Administrative - Lifetime Hunting and Fishing Licenses

Application for Lifetime Hunting and Fishing Licenses (<http://www.dgif.virginia.gov/licenses/lifetime/lifetime->

[license-application.pdf](#)), revised July 1, 2002, §§ 28.2-302.10:1 and 29.1-302.1

Application for Virginia Resident Disabled Veteran's Lifetime State License to Hunt and Freshwater Fish in Inland Waters and Virginia Resident Disabled Veteran's Lifetime State License to Trap (<http://www.dgif.virginia.gov/forms/PERM/PERM-035.pdf>), revised December 1, 2007, §§ 29.1-302 and 29.1-309.1

Application for Resident Disabled Special Lifetime Hunting, Trapping, Freshwater, Saltwater Fishing License (<http://www.dgif.virginia.gov/forms/PERM/PERM-032.pdf>), revised December 1, 2007, §§ 28.2-302.10, 29.1-302.1, 29.1-302.2, and 29.1-309.1

Resident Disabled Lifetime Licenses Physician's Affidavits (<http://www.dgif.virginia.gov/forms/PERM/PERM-034.pdf>), revised December 1, 2007, §§ 29.1-302.1 and 29.1-302.2

Application for Replacement of Resident Disabled Lifetime License or Resident Disabled Saltwater Lifetime License (<http://www.dgif.virginia.gov/forms/PERM/PERM-036.pdf>), revised December 1, 2007, § 29.1-334

Game Wildlife

Hunting and Trapping in Virginia, 2010-2011 Regulations (<http://www.statehuntandfishregs.com/VAHUNT/pageflip.html>), June 2010, §§ 29.1-103, 29.1-501 and 29.1-502

2010-2011 Virginia Migratory Waterfowl Seasons and Bag Limits (<http://www.dgif.virginia.gov/hunting/regulations/waterfowl/2010-2011-waterfowl-booklet.pdf>), August 2010, § 29.1-103

2010-2011 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits) (<http://www.dgif.virginia.gov/hunting/regulations/2010-2011-virginia-webless-migratory-gamebird-regulations.pdf>), July 2010, § 29.1-103

Board Procedures for Non-Regulatory Matters and Migratory Bird Seasons and Bag Limits, January 1994, § 29.1-103

Wildlife Information Publication No. 07-1, Virginia Deer Management Plan 2006-2015 (<http://www.dgif.virginia.gov/wildlife/deer/management-plan/virginia-deer-management-plan.pdf>), June 2007, § 29.1-103

Virginia Black Bear Management Plan, 2001-2010 (<http://www.dgif.virginia.gov/wildlife/bear/blackbearmanagementplan.pdf>), revised March 2002, §§ 29.1-103, 29.1-109, and 29.1-501

Deer Management Assistance Program (DMAP) Rules for Participants (<http://www.dgif.virginia.gov/wildlife/deer/dmap-rules.pdf>), 2008, § 29.1-103

DMAP Application
(<http://www.dgif.virginia.gov/wildlife/deer/dmap-application.pdf>),
2008 § 29.1-103

DMAP Biologist Contact Information
(<http://www.dgif.virginia.gov/wildlife/deer/dmap-map.pdf>),
2008, § 29.1-103

Wildlife Damage Control Assistance Program (DCAP) Rules,
§ 29.1-103

A Guide to Virginia's Wildlife Management Areas, revised
July 1996, available on-line only, § 29.1-103

Rules for Wildlife Management Areas
(<http://www.dgif.virginia.gov/hunting/regulations/wmarules.pdf>),
§ 29.1-103

Fish

Freshwater Fishing in Virginia - January 1 - December 31,
2011 (<http://www.dgif.virginia.gov/fishing/regulations/2011-fishing-regulations.pdf>), §§ 29.1-103, 29.1-501 and 29.1-502

Fish Division Procedure and Criteria for Issuing Fish
Stocking Authorizations and the Virginia Fish Stocking
Authorization Application
(www.dgif.virginia.gov/forms/PERM/PERM-003.pdf),
revised August 2004, § 29.1-103

Fish Division "Kid's Fishing Day" trout-stocking policy, July
31, 1998, § 29.1-103

Fish Division Delayed Harvest Trout Waters Management
Guidelines, May 27, 1998, § 29.1-103

Striped Bass Fishing Tournament Application and Permit
(www.dgif.virginia.gov/forms/PERM/PERM-004.pdf), April
1981, §§ 29.1-501 and 29.1-502

Threatened and Endangered Species, Wildlife Diversity, and
Environmental Review

Board Policy "Comprehensive Management of Ecosystems,
Habitats, and Fish and Wildlife Populations," March 21,
2006, § 29.1-103

Board Policy "Evaluation of and Response to the Changing
Landscape of Virginia," March 21, 2006, § 29.1-103

Board Policy "Conservation of Endangered and Threatened
Species," March 21, 2006, §§ 29.1-103, 29.1-563 through
29.1-568 and 29.1-570

Virginia Wildlife Action Plan
(<http://www.bewildvirginia.org/wildlifeplan/virginia-wildlife-action-plan.pdf>), September 16, 2005, § 29.1-103

Special Status Faunal Species in Virginia
(<http://www.dgif.virginia.gov/wildlife/virginiatescspecies.pdf>),
revised February 2009, §§ 29.1-563 through 29.1-568 and
§ 29.1-570

List of Native and Naturalized Fauna in Virginia
(<http://www.dgif.virginia.gov/wildlife/virginianativenaturalizedspecies.pdf>), revised March 2010, § 29.1-100

Bald Eagle Protection Guidelines for Virginia
(<http://www.dgif.virginia.gov/wildlife/birds/bald-eagle-protection-guidelines.pdf>), updated May 15, 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Replacement Criteria and Values for Raptors in Virginia,
August 25, 2005, §§ 29.1-103 and 29.1-551

Plan to Provide Safe Harbor Assurances to Landowners in
Virginia Who Voluntarily Agree to Enhance Habitat for the
Endangered Red-Cockaded Woodpecker, April 2000,
§§ 29.1-563 through 29.1-568 and § 29.1-570

Red-Cockaded Woodpecker Safe Harbor Evaluation Form for
Virginia Landowners, April 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Red-Cockaded Woodpecker Safe Harbor Cooperative
Agreement for Landowners Near the Nature Conservancy's
Piney Grove Preserve in Sussex County, Virginia, October
2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Appalachian Water Shrew Recovery Plan, approved March 2,
1994, §§ 29.1-563 through 29.1-568 and § 29.1-570

Canebrake Rattlesnake Recovery Plan, approved February 1,
1991, §§ 29.1-563 through 29.1-568 and § 29.1-570

Eastern Big-Eared Bat Recovery Plan, approved July 16,
1990, §§ 29.1-563 through 29.1-568 and § 29.1-570

Wilson's Plover Recovery Plan, approved May 28, 1991,
§§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Bog Turtle, No. 030061.1
(http://www.dgif.virginia.gov/wildlife/species-profiles/030061_1_BogTurt.pdf), November 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Canebrake Rattlesnake, No.
030013.1 (http://www.dgif.virginia.gov/wildlife/species-profiles/030013_1_Canebrake.pdf), October 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Eastern Hellbender, No.
020020.1 (http://www.dgif.virginia.gov/wildlife/species-profiles/020020_1_Hellbender.pdf), November 1999,
§§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Eastern Tiger Salamander,
No. 020052.1 (http://www.dgif.virginia.gov/wildlife/species-profiles/020052_1_TigSal.pdf), October 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Spotted Salamander, No.
020049.1 (http://www.dgif.virginia.gov/wildlife/species-profiles/020049_1_SpotSal.pdf),

Guidance Documents

November 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Standard Environmental Review Procedures, November 20, 1992, § 29.1-103

Permitting for Threatened and Endangered Species, and Scientific and Wildlife Salvage Collection

Board Policy "Conservation of Endangered and Threatened Species," on permits to take threatened and endangered species, March 21, 2006, §§ 29.1-563 through 29.1-568 and 29.1-570

Threatened and Endangered Species Permit Application and Permit Information, revised November 27, 2002 (<http://www.dgif.virginia.gov/forms/TE-permit-2003.doc>), §§ 29.1-412, 29.1-417, and 29.1-568

Threatened/Endangered Species Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, and 29.1-568

Scientific Collection or Salvage Permit Application and Permit Information, revised November 27, 2002 (<http://www.dgif.virginia.gov/forms/scp-permit-2003.doc>), §§ 29.1-412, 29.1-417, 29.1-418

Scientific Collection Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Wildlife Salvage Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Supplemental Amendment Form for Scientific Collection or Salvage Permit, March 24, 1992, §§ 29.1-412, 29.1-417, 29.1-418

Scientific Collection, Salvage, and T&E Annual Permit Report and Report Instructions (http://www.dgif.virginia.gov/permits/vert_permit_report_06.zip; http://www.dgif.virginia.gov/permits/invert_permit_report_04.zip) July 2006, §§ 29.1-412, 29.1-417, 29.1-418

Permitting - Generally

Animal Population Control Permit for Furbearing Animals, Application and Permit Information, September 1, 2007, § 29.1-501

Commercial Nuisance Animal Permit Application to Capture, Transport, and Release or Euthanize Wildlife, and Permit Conditions, revised September 11, 2008, § 29.1-103 and 29.1-501

Permit Application to Collect Snapping Turtles, Crayfish, and Hellgrammites for Sale, and Permit Conditions, revised September 22, 2008, § 29.1-412

Dog Field Trial Permit Application and Conditions, revised February 1, 2006, §§ 29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised September 11, 2008, § 29.1-412 and 29.1-417

Import and Possess Certain Non-Native (Exotic) Wildlife in Virginia Permit Application and Permit Conditions, revised April 11, 2008, §§ 29.1-412, 29.1-417 and 29.1-542

Exotic Species - Import Certain Non-Native Wildlife (Tilapia, Clawed Frog) Permit Application and Permit Information, revised January 10, 2008, § 29.1-542

Exotic Species - Permit to Import Certified Triploid Grass Carp for Aquatic Vegetation Control in Private Ponds Application and Permit Information, revised May 1, 2008, § 29.1-542

Falconry Permit Application, revised May 11, 2005, §§ 29.1-412 and 29.1-419

Falconry Regulations, Facilities and Equipment Examination Guidance Document, March 1, 2003, §§ 29.1-412 and 29.1-419

Permit Application to Operate a Foxhound Training Preserve and Annual Reporting Form, revised June 17, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Permit Conditions for the Operation of Foxhound Training Preserves in Virginia, revised June 17, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Deal in Furs Application and Permit Conditions, revised May 1, 2008, Title 29.1, Chapter 4

Gill Net Permit Application and Permit Conditions, revised April 9, 2008, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 20, 2008, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 20, 2008, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 20, 2008, §§ 29.1-412 and 29.1-416

Permit to Hold and Sell Certain Fish, Snakes, Snapping Turtles, Crayfish, and Hellgrammites For Sale Application and Permit Conditions, revised August 18, 2008, §§ 29.1-412 and 29.1-471

Nonresident Harvester's Permit Application to Take or Catch Fish in Back Bay and its Tributaries, revised August 1, 2005, §§ 29.1-412 and 29.1-416

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Fisheries, Wildlife) Application and Permit Conditions, revised November 14, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Raptors) Application and Permit Conditions, revised, December 9, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Raccoon Hound Field Trial Permit Application and Permit Conditions, July 1, 2003, §§ 29.1-417 and 29.1-422

Wildlife Rehabilitator Permit Application, revised December 1, 2004, §§ 29.1-412 and 29.1-417

Wildlife Rehabilitator Permit Conditions, revised October 1, 2005, §§ 29.1-412 and 29.1-417

Licensed Shooting Preserve Permit Application and Permit Conditions, revised May 1, 2008, §§ 29.1-514, 29.1-544

Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation Application and Taxidermy Permit General Conditions, revised June 5, 2008, Title 29.1, Chapter 4

Boating

Virginia Boating Safety Education Compliance Requirement (<http://www.dgif.virginia.gov/boating/education/boating-safety-education-requirement.asp>), 2008, § 29.1-735.2

Board Resolution conferring on the Director the Board's authority to allow exceptions to the requirement to display motorboat registration decals, November 29, 2005, §§ 29.1-103 and 29.1-703

Virginia Watercraft Owner's Guide (<http://www.dgif.virginia.gov/boating/wog/2010-watercraft-owners-guide.pdf>), revised April 2010, § 29.1-701

Personal Watercraft (PWC) - Safety Brochure (<http://www.dgif.virginia.gov/boating/pwc>), revised 2005, § 29.1-701

Life Jackets, 2003, § 29.1-701

Boat Safe without Drugs or Alcohol, 2003, § 29.1-701

Reporting a Boating Accident (<http://www.dgif.virginia.gov/boating/accident.asp>), 2006, § 29.1-701

Watercraft Dealer Licensing Fact Sheet, revised 2006, § 29.1-701

Law Enforcement

Law Enforcement Division Policy Number 1, Division Role and Authority, March 15, 2006

Law Enforcement Division Policy Number 26, Problem Wildlife Response, March 15, 2006

Law Enforcement Division Policy Number 27, Illegal Captive Wildlife, September 25, 2006

Permit for Persons Permanently Unable to Walk to Shoot from a Stationary Vehicle, February 2002, § 29.1-521.3

Physician's Affirmation as to One's Permanent Inability to Walk to Shoot from a Stationary Vehicle, revised August 2003, § 29.1-521.3

Revised Replacement Values for Illegally Taken Wildlife and Fish, October 1, 2008 § 29.1-551

Sportsman's Pledge, Release of Landowner from Liability, and Landowner's Permission to Hunt Card (http://www.dgif.virginia.gov/forms/PUBR/permission_to_hunt.pdf), 1992, §§ 29.1-103, 29.1-509 and 29.1-521

DEPARTMENT OF GENERAL SERVICES

Copies of the following document may be viewed during regular business hours from 8:15 a.m. until 5 p.m. in the office of the Department of General Services, Office of Surplus Property, 1910 Darbytown Road, Richmond, VA 23231.

Questions regarding interpretation of this document may be directed to Bradley W. Crawford, Director, Surplus Property at telephone (804) 236-3675, or email brad.crawford@dgs.virginia.gov.

Guidance Document:

Commonwealth of Virginia, Department of General Services, Virginia Federal Property Agency, State Plan of Operation, March 24, 2009, § 2.2-1123.

Division of Engineering and Buildings

Bureau of Capital Outlay Management

Copies of the following document may be viewed during regular business hours from 8:15 a.m. until 5 p.m. in the office of the Bureau of Capital Outlay Management, 6th Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be viewed or downloaded at no cost from the bureau's website, <http://bcom.dgs.virginia.gov>.

Questions regarding interpretation of this document may be directed to W. Michael Coppa, Director, Bureau of Capital Outlay Management, 6th Floor, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-4398, FAX (804) 225-4709, or email mike.coppa@dgs.virginia.gov.

Guidance Document:

2004 Construction and Professional Services Manual, Oct 2004 (Rev 1), § 2.2-1132.

Bureau of Facilities Management

Copies of the following documents may be viewed during regular business hours from 8 a.m. until 4:30 p.m. in the office of the Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting the Bureau of Facilities Management, 203 Governor Street, Richmond, VA 23219, telephone (804) 786-3529 or FAX

Guidance Documents

(804) 371-7974. Questions regarding interpretation or implementation of these documents may be directed to Bruce E. Brooks, Director, Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807, FAX (804) 371-7974, or email bruce.brooks@dgs.virginia.gov.

Guidance Documents:

Department of General Services Directive 3-90, Cable Installation, March 1990, § 2.2-1129 et seq.

Department of General Services Directive 12A, Agency Space Plans, § 2.1-481

Division of Real Estate Services

Copies of the following documents may be viewed during regular business hours from 8:15 a.m. until 5 p.m. in the office of the Division of Real Estate Services, 1111 East Broad Street, 7th Floor, Richmond, VA 23219. Copies may be obtained by contacting Rhonda Johnson, Division of Real Estate Services, 1111 East Broad Street, 2nd Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673, or email rhonda.johnson@dgs.virginia.gov. These documents may also be downloaded, at no charge, from our website at: www.dgs.virginia.gov/DRES.

Questions regarding interpretation or implementation of these documents may be directed to John E. Forrest, Director, Division of Real Estate Services, 1111 East Broad Street, 2nd Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673 or email ernie.forrest@dgs.virginia.gov.

Guidance Documents:

Department of General Services, Division of Engineering and Buildings, Directive No.1 (revised) dated June 15, 1984, Attachments K and L, revised August 12, 1986.

Real Property Management Manual, Chapter One: Acquisition by Lease, issued July 1, 2008, revised August 18, 2009

Real Property Management Manual, Chapter Two: Fee Acquisition, issued December 10, 2002

Real Property Management Manual, Chapter Five: Antenna Policy: Leasing Land and Space for Communication Antennas, Revised May 1, 2009

Division of Purchases and Supply

The following documents are available at no cost at www.eva.virginia.gov. This publication is only available electronically. Questions regarding interpretation or implementation of this document may be directed to Sherie Sensabaugh, Division of Purchases and Supply, 1111 East Broad Street, 6th Floor, P.O. Box 1199, Richmond, VA 23218-1199, telephone (804) 786-3846, FAX (804) 371-7877 or email bob.sievert@dgs.virginia.gov.

Guidance Document:

Virginia Business Opportunities (VBO) Ads

Commonwealth of Virginia Vendors Manual

Agency Procurement and Surplus Property Manual

DEPARTMENT OF HEALTH

Copies of the following documents are available for electronic viewing (i) by clicking the hyperlinks below or (ii) at 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.

State Board of Health

Guidance Documents:

[\[ADJ-003\] ADJ-003 2002 Guidelines and Policies for COPN IFFCs](#) (11/1/02)

[\[ADJ-005\] Instructions and Model Petition for Good Cause](#) (6/3/05)

[\[CHS-002\] 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)

[\[EMS -6028\] EMS Agency Application Instructional Manual](#) (8/6/08)

[\[EMS-1015\] EMS Surge Planning Template](#) (10/30/08)

[\[EMS-1016\] EMS Communications Manual](#) (12/14/09)

[\[EMS-1050\] Virginia Office of EMS Accreditation of PSAP, Guidelines](#) (12/15/09)

[\[EMS-2001\] Regional Council Designation Manual](#) (12/14/07)

- [\[EMS-3010\] Medication Kit Storage Clarification Letter \(11/5/99\)](#)
- [\[EMS-3011\] EVOC Requirements Clarification \(12/8/04\)](#)
- [\[EMS-3012\] EVOC Equivalents \(3/7/03\)](#)
- [\[EMS-3013\] Alternative Site Application for EMS Programs in Virginia \(9/15/05\)](#)
- [\[EMS-3014\] EMT Accreditation Self Study \(12/7/10\)](#)
- [\[EMS-3015\] Institutional Self Study for Intermediate Programs in Virginia \(4/30/04\)](#)
- [\[EMS-3016\] Institutional Self Study for Paramedic Programs in Virginia \(4/30/06\)](#)
- [\[EMS-3017\] Advanced EMT Accreditation Self-Study \(12/8/10\)](#)
- [\[EMS-3019\] CoAEMSP Standards and Guidelines \(3/1/05\)](#)
- [\[EMS-3020\] Guidelines for the ALS Training Funds in Virginia - 2011 \(7/1/06\)](#)
- [\[EMS-3021\] Training Program Administration Manual \(7/1/05\)](#)
- [\[EMS-3040A\] ALS Coordinator Application \(2/1/05\)](#)
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- [\[PRM-003\] Loan Repayment Program in VA for Physicians/Phy. Assistants/Nurse Practitioners \(12/13/10\)](#)
- [\[PRM-007\] The Mary Marshall Nursing Scholarship Program for LPNs \(12/13/10\)](#)
- [\[PRM-008\] The Mary Marshall Nursing Scholarship Program for RNs \(12/13/10\)](#)
- [\[PRM-009\] Virginia's Nurse Practitioner/Nurse Midwife Scholarship Program \(12/13/10\)](#)
- [\[PRM-010\] IRB Standard Operating Procedures \(12/3/10\)](#)
- [\[QHC-009\] Criminal Records - Barrier Crimes \(8/17/06\)](#)
- [\[QHC-011\] Extended Power Outages \(10/7/02\)](#)
- [\[QHC-012\] CNA Training Waiver \(8/1/01\)](#)
- [\[QHC-013\] Hospice Service in Nursing Facilities \(5/1/02\)](#)
- [\[QHC-016\] Notification of Ombudsmen \(11/1/02\)](#)

- [\[QHC-017\] Nursing Facility Investigations of Abuse \(10/10/06\)](#)
- [\[QHC-018\] Reporting Abuse Neglect, and Exploitation in Nursing Facilities \(10/10/06\)](#)
- [\[QHC-020\] Feeding/hydration Assistants in Nursing Facilities \(10/27/03\)](#)
- [\[QHC-021\] Consumer Guide To Restraint Usage In Nursing Facilities \(8/19/04\)](#)
- [\[QHC-022\] Electronic Monitoring of Resident Rooms \(8/1/04\)](#)
- [\[QHC-023\] Receiving out of System Medications \(9/9/04\)](#)
- [\[QHC-024\] About Nursing Home Inspections \(11/15/03\)](#)
- [\[QHC-026\] Nursing Facility Informal Dispute Resolution Process \(8/29/06\)](#)
- [\[QHC-027\] Frequently Asked Questions For Nursing Facilities \(7/1/04\)](#)
- [\[QHC-028\] Compliance with COPN Conditions \(2/13/04\)](#)
- [\[QHC-029\] Impact of Criminal Convictions on Nurse Licensure or Certification and Employment in Virginia \(9/30/05\)](#)
- [\[QHC-030\] ADLs for HCOs \(10/1/05\)](#)
- [\[QHC-031\] AIA Guideline \(6/28/06\)](#)
- [\[QHC-033\] Nursing Facility Emergency Planning \(9/15/06\)](#)
- [\[QHC-035\] Home Care/Hospice Emergency Planning \(9/6/06\)](#)
- [\[QHC-037\] COPN IFFC Guideline \(6/6/06\)](#)
- [\[QHC-038\] COPN Electronic Submission \(11/20/06\)](#)
- [\[QHC-040\] Sex Offender Advisory \(12/20/07\)](#)
- [\[QHC-041\] Restraint Usage in Nursing Facilities \(12/20/07\)](#)
- [\[QHC-042\] Surety Bonds for Home Care Organizations \(12/20/07\)](#)
- [\[QHC-043\] Extended Care Facility Response Guideline \(1/24/08\)](#)
- [\[QHC-044\] Generator Site Survey for Nursing Facilities \(12/1/07\)](#)
- [\[QHC-045\] Scope and Severity Matrix and Definition for Nursing Facilities \(12/1/07\)](#)
- [\[QHC-046\] Accreditation Option for Medicare Payments for Home Care Organizations \(12/30/07\)](#)
- [\[QHC-047\] Exemptions from Home Care Licensing \(12/3/10\)](#)
- [\[QHC-048\] COPN - Psych RFA Frequently Asked Questions \(11/9/09\)](#)
- [\[QHC-049\] Licensed Nurse Practitioners Authorized to Sign DDNRs \(11/9/09\)](#)
- [\[QHC-050\] Using the Hospice Designation \(11/9/09\)](#)
- [\[QHC-051\] Hospice Advisory regarding Medical Direction \(8/1/10\)](#)
- [\[QHC-052\] Senate Bill 265 Frequently Asked Questions \(9/1/10\)](#)
- [\[QHC-053\] Peer Utilization Reviews on Reconsideration of Adverse Action \(9/1/10\)](#)
- [\[QHC-054\] Home Care Initial Licensure Checklist \(8/1/10\)](#)
- [\[QHC-055\] Nursing Facility Emergency Planning Resources \(11/1/07\)](#)
- [\[QHC-056\] Hospice Initial Licensure Checklist \(8/1/10\)](#)
- [\[WTR-066 \(SF\)\] WTR-066 \(SF\) Uncertified Product in the Marketplace \(8/25/86\)](#)
- [\[WTR-100 \(SF\)\] WTR-100 \(SF\) Seams of Food Contact Surfaces \(1/20/88\)](#)
- [\[WTR-128 \(SF\)\] WTR-128 \(SF\) Detention/Destruction of Product/Samples \(8/11/88\)](#)
- [\[WTR-131 \(SF\)\] WTR-131 \(SF\) Shellfish/Crustacea Plant Equipment \(8/18/88\)](#)
- [\[WTR-132 \(SF\)\] WTR-132 \(SF\) Interplant Transportation of Cooked Crab Claws \(10/13/88\)](#)
- [\[WTR-136 \(SF\)\] WTR-136 \(SF\) Application for Shellfish /Crustacea Plant Process Schematic \(12/22/88\)](#)
- [\[WTR-137 \(SF\)\] WTR-137 \(SF\) Compliance with Uniform Statewide Building Code \(1/17/89\)](#)
- [\[WTR-171 \(SF\)\] WTR-171 \(SF\) Random Seawater Collection \(6/5/90\)](#)
- [\[WTR-177 \(SF\)\] WTR-177 \(SF\) Soft Shell Clams from Maryland \(8/24/90\)](#)
- [\[WTR-180 \(SF\)\] WTR-180 \(SF\) Utensil Washing Requirements and Procedures \(8/28/90\)](#)
- [\[WTR-182 \(SF\)\] WTR-182 \(SF\) Notice of Certification Expiration \(9/7/90\)](#)
- [\[WTR-186 \(SF\)\] WTR-186 \(SF\) Documentation on Inspection Forms \(12/11/90\)](#)
- [\[WTR-193 \(SF\)\] WTR-193 \(SF\) Enforcement \(3/27/91\)](#)
- [\[WTR-199 \(SF\)\] WTR-199 \(SF\) Tags \(10/30/91\)](#)
- [\[WTR-202 \(SF\)\] WTR-202 \(SF\) Water Supply - How to Sample \(12/20/92\)](#)
- [\[WTR-204 \(SF\)\] WTR-204 \(SF\) Permitting of Wells \(7/2/92\)](#)

Guidance Documents

[\[WTR-212 \(SF\)\] WTR-212 Improper Out-of-State Shellstock Tags \(11/25/92\)](#)

[\[WTR-214 \(SF\)\] WTR-214 \(SF\) Licensing of Well Drillers \(12/18/92\)](#)

[\[WTR-216 \(SF\)\] WTR-216 \(SF\) Chilling of Surf Clam and Ocean Quahog Interstate Shipments \(1/4/93\)](#)

[\[WTR-217 \(SF\)\] WTR-217 \(SF\) Approval Process for an Existing Well \(1/27/93\)](#)

[\[WTR-218 \(SF\)\] WTR-218 \(SF\) Sewage Discharge Buffer Calculations for Single Family Facilities and Graywater Discharges \(1/27/93\)](#)

[\[WTR-220 \(SF\)\] WTR-220 \(SF\) FDA Inspections and Warning Letters \(2/19/93\)](#)

[\[WTR-221 \(SF\)\] WTR-221 \(SF\) Certification and Enforcement \(2/19/93\)](#)

[\[WTR-226 \(SF\)\] WTR-226 \(SF\) Notice of Emergency Closure and Reopenings \(4/2/93\)](#)

[\[WTR-227 \(SF\)\] WTR-227 \(SF\) Aquaculture Operations \(4/2/93\)](#)

[\[WTR-228 \(SF\)\] WTR-228 \(SF\) Shellfish Wet Storage Application and Permit Issuance \(4/2/93\)](#)

[\[WTR-230 \(SF\)\] WTR-230 \(SF\) Areas Scheduled to be Sewered \(5/11/93\)](#)

[\[WTR-232 \(SF\)\] WTR-232 \(SF\) Relay Areas \(5/11/93\)](#)

[\[WTR-238 \(SF\)\] WTR-238 \(SF\) Use of Rodac Plates \(5/27/93\)](#)

[\[WTR-244 \(SF\)\] WTR-244 \(SF\) Marine Biotoxins \(11/12/93\)](#)

[\[WTR-259\(W\)\] Replacement of Filter Sand with Granular Activated Carbon \(GAC\) \(4/30/80\)](#)

[\[WTR-261 \(SF\)\] WTR-261 \(SF\) Sample Collection and Hydrographic Data Measurement and Collection \(1/11/96\)](#)

[\[WTR-265 \(SF\)\] WTR-265 \(SF\) Shoreline Survey Preparation and Procedure \(11/7/96\)](#)

[\[WTR-267 \(SF\)\] WTR-267 \(SF\) Marina Inspection Form \(11/7/96\)](#)

[\[WTR-269 \(SF\)\] WTR-269 \(SF\) Harvester's Tag \(7/24/97\)](#)

[\[WTR-270 \(SF\)\] WTR270 \(SF\) Handling of Fish for Testing by VIMS \(9/9/97\)](#)

[\[WTR-273 \(SF\)\] WTR-273 \(SF\) Shellstock Commingling Plan \(10/16/97\)](#)

[\[WTR-274 \(SF\)\] WTR-274 \(SF\) Thermomtet Calibration Guidelines \(12/2/97\)](#)

[\[WTR-275 \(SF\)\] WTR-275 \(SF\) Wet Storage Permits \(12/3/97\)](#)

[\[WTR-276 \(SF\)\] WTR-276 \(SF\) Intermediate Processing Plan \(12/22/97\)](#)

[\[WTR-278 \(SF\)\] WTR-278 \(SF\) Hard Clams as Bait \(7/7/98\)](#)

[\[WTR-280 \(SF\)\] WTR-280 \(SF\) Zip Lock Type Bags for Packing Crab Meat \(7/29/98\)](#)

[\[WTR-282 \(SF\)\] WTR-282 \(SF\) Classification Guidelines \(8/20/98\)](#)

[\[WTR-283 \(SF\)\] WTR-283 \(SF\) Safety Protocol for Seawater Sampling Program \(10/20/98\)](#)

[\[WTR-285 \(SF\)\] WTR-285 \(SF\) Interstate Shipments \(5/31/00\)](#)

[\[WTR-287 \(SF\)\] WTR-287 \(SF\) Inspections at Campgrounds and Trailer Parks \(6/16/00\)](#)

[\[WTR-288 \(SF\)\] WTR-288 \(SF\) Phytoplankton Sampling Program \(12/8/00\)](#)

[\[WTR-290 \(SF\)\] WTR-290 \(SF\) Seawater Sampling Data Entry \(12/8/00\)](#)

[\[WTR-291 \(SF\)\] WTR-291 \(SF\) Blower Tank Air Filters \(12/8/00\)](#)

[\[WTR-292 \(SF\)\] WTR-292 \(SF\) Conch/Whelk Operations, Certifications and Bacteriological Standards \(12/21/00\)](#)

[\[WTR-296 \(SF\)\] WTR-296 \(SF\) HACCP Certification Requirements for Shellfish Plants \(3/21/01\)](#)

[\[WTR-297 \(SF\)\] WTR-297 \(SF\) Inspection Frequency and Corrective Action Plans \(3/15/01\)](#)

[\[WTR-298 \(SF\)\] WTR-298 \(SF\) Prioritization of Work Effort \(3/15/01\)](#)

[\[WTR-300 \(SF\)\] WTR-300 \(SF\) Adoption of the HACCP Rule as Policy \(4/18/01\)](#)

[\[WTR-302 \(SF\)\] WTR-302 \(SF\) Product Sampling Procedure \(1/9/02\)](#)

[\[WTR-304 \(SF\)\] WTR-304 \(SF\) Contingency Plan for the Control of *Vibrio parahaemolyticus* in Oysters \(8/2/02\)](#)

[\[WTR-307 \(SF\)\] WTR-307 \(SF\) Pesticide and Heavy Metal Sampling in Shellstock \(9/10/02\)](#)

[\[WTR-308 \(SF\)\] WTR-308 \(SF\) Monitoring Program/Laboratory - Bacterial Source Tracking \(BST\) \(9/16/02\)](#)

[\[WTR-310 \(SF\)\] WTR-310 \(SF\) Use of Truck Bodies/Trailers for Storage and Refrigeration \(9/18/02\)](#)

[\[WTR-312 \(SF\)\] WTR-312 \(SF\) Statement of Certification \(2/3/03\)](#)

[\[WTR-315 \(SF\)\] WTR-315 \(SF\) Sampling Processing Facility Water \(12/6/04\)](#)

[\[WTR-316 \(SF\)\] WTR-316 \(SF\) Relay Purging Standard \(7/7/05\)](#)

[\[WTR-318 \(SF\)\] WTR-318 \(SF\) Facility Certification Timetables \(8/2/05\)](#)

[\[WTR-321\(SF\)\] WTR-321\(SF\) Shipments to Non-European Union Countries \(3/6/06\)](#)

[\[WTR-325\(SF\)\] WTR-325\(SF\) Repeat Violation Procedures \(8/27/07\)](#)

[\[WTR-328 \(SF\)\] WTR-328 \(SF\) Parameters for Developing Shellfish Buffer Zones \(12/5/07\)](#)

[\[WTR-330 \(SF\)\] Plant Policy, Issuance Of Certification Numbers \(12/11/08\)](#)

[\[WTR-331 \(SF\)\] WTR-331 \(SF\) Certification Periods and Cancellation/Deactivation/Reactivation Form \(2/20/09\)](#)

[\[WTR-332 \(SF\)\] WTR-332 \(SF\) Shellstock Shipper Boat Operations \(3/13/09\)](#)

[\[WTR-333 \(SF\)\] WTR-333 \(SF\) Shellfish Harvest Regulations and Implementation \(3/13/09\)](#)

[\[WTR-335 \(SF\)\] Policy for Virginia's Public Health Shellfish Program \(7/7/10\)](#)

[\[WTR-336\] Contingency Plan for Petroleum Hydrocarbon Contamination of Shellfish \(11/29/10\)](#)

[\[WTR-449\(W\)\] McLean Fe and Mn Filters \(9/20/84\)](#)

[\[WTR-453\(W\)\] Enforcement \(12/21/84\)](#)

[\[WTR-514\(W\)\] Individual Home Booster Pumps \(3/13/87\)](#)

[\[WTR-529\(W\)\] Enforcement \(Replacement pages for WTR-453\) \(5/15/87\)](#)

[\[WTR-596\(W\)\] Equipment-Streaming Current Monitors \(5/18/89\)](#)

[\[WTR-657\(W\)\] Distribution System-Fire Pump For Small Systems \(6/7/91\)](#)

[\[WTR-680\(W\)\] Treatment-Fluoride \(5/29/92\)](#)

[\[WTR-704\(W\)\] Abandonment of Waterworks \(3/11/93\)](#)

[\[WTR-740\(W\)\] Technical Assistance Lead and Copper Rule Desktop Evaluations \(1/26/95\)](#)

[\[WTR-769\(W\)\] Monitoring of Additives to Drinking Water \(10/8/96\)](#)

[\[WTR-777\(W\)\] Recreational Use of Domestic Water Supply Reservoirs \(1/3/97\)](#)

[\[WTR-782\(W\)\] Distribution System - Air Release Valves \(1/27/97\)](#)

[\[WTR-784\(W\)\] Permit Application/Comprehensive Business Plan \(9/4/07\)](#)

[\[WTR-795\(W\)\] PE Seal \(8/15/97\)](#)

[\[WTR-801\(W\)\] Cross Connection Control \(3/31/98\)](#)

[\[WTR-802\(W\)\] Pitless Adapters and Watertight Well Caps \(9/17/98\)](#)

[\[WTR-808\(W\)\] Lead and Copper Rule Operational Control Monitoring \(1/22/99\)](#)

[\[WTR-810\(W\)\] Package Water Treatment Plants \(4/28/99\)](#)

[\[WTR-813\(W\)\] Well Development \(4/30/08\)](#)

[\[WTR-817\(W\)\] Cartridge Filtration \(3/9/00\)](#)

[\[WTR-819\(W\)\] IESWTR - Disinfection Profiling and Benchmarking \(3/16/00\)](#)

[\[WTR-835\(W\)\] Cross Connection Control \(3/7/01\)](#)

[\[WTR-839\(W\)\] UV Disinfection Systems for Public Water Supplies \(5/1/01\)](#)

[\[WTR-840\(W\)\] Standby Generators/Fuel Tanks \(6/12/01\)](#)

[\[WTR-841\(W\)\] Interim Guidance on Waterworks Classification \(6/13/01\)](#)

[\[WTR-842\(W\)\] Board for Water and Wastewater Operators vs. Dept of Health Responsibilities \(4/22/08\)](#)

[\[WTR-844\(W\)\] Procedure – Enforcement – Special Notices \(Boil Water, Do Not Drink, Do Not Use, Rescission Notices\) \(8/3/09\)](#)

[\[WTR-845\(W\)\] IESWTR - Filtration \(7/30/01\)](#)

[\[WTR-851\(W\)\] Surveillance Sanitary Surveys \(2/7/02\)](#)

[\[WTR-852\(W\)\] Surveillance - Source Water Assessment Program Implementation Manual \(12/15/04\)](#)

[\[WTR-862\(W\)\] Permits & Project Review – General Permit & Local Review Programs \(4/24/06\)](#)

[\[WTR-865\(W\)\] Permits & Project Review – Design Capacity Evaluation of Waterworks \(12/12/06\)](#)

[\[WTR-869\(W\)\] Turbidity Treatment Technique for Other Filtration Technologies \(10/21/03\)](#)

[\[WTR-872\(W\)\] Surveillance and Regulations - Radionuclides Rule Procedures for Beta Particle and Photon Emitters \(9/11/09\)](#)

[\[WTR-879\(W\)\] Permits & Project Review - Construction Permits and Processing of Reports, Plans, and Specifications \(6/4/07\)](#)

[\[WTR-880\(W\)\] Treatment Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology \(9/14/06\)](#)

[\[WTR-884\(W\)\] Use of Emergency Wells \(6/27/05\)](#)

Guidance Documents

[\[WTR-885\(W\)\] Permits and Project Review - Operation Permits](#) (12/19/07)

[\[WTR-886\(W\)\] Secondary Maximum Contaminant Levels](#) (7/8/05)

[\[WTR-891\(W\)\] Surveillance & Regulations - Stage 2 DBP Rule 40/30 Certifications and Very Small System Waivers](#) (2/23/06)

[\[WTR-895\(W\)\] Surveillance & Regulations - Stage 2DBP - Initial Distribution System Evaluation - System Specific Study and Standard Monitoring Plan](#) (7/30/07)

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

[\[WTR-897\(W\)\] System Evaluation, Design & Construction - MIOX Mixed Oxidant Treatment Systems](#) (6/24/09)

[\[WTR-898\(W\)\] Compliance Sampling and Reporting](#) (9/21/09)

[\[WTR-899\(W\)\] Ozone Treatment & Disinfection Credit](#) (11/18/10)

[\[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](#) (4/22/10)

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

[\[WTR-908\(W\)\] State Only - Non Federal - Violations](#) (8/12/10)

[\[WTR-909\(W\)\] Stage 2 D/DBP IDSE Final](#) (4/22/10)

[\[WTR-910\(W\)\] Surveillance & Regulations – Ground Water Rule Implementation Procedures](#) (8/9/10)

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 www.dhp.virginia.gov 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 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 Policies:

76-1.1, Mission statement of the Department, April 20, 2010

76-1.6, Disclosure of Information, April 13, 2010

76-1.7, Disclosure of Information to Health Practitioner Monitoring Program, April 13, 2010

76-1.8, Conduct of surveys, April 20, 2010

76-1.9, Internet privacy policy, April 22, 2010

76-1.12, Extension of time for active duty servicemen, April 13, 2010

76-1.16, Retention of applications and applicant documentation, April 20, 2010

76-1.17, Publication of notices and orders on the Department website, June 17, 2008

76-1.18, Website policies, April 22, 2010

76-1.22, Reproduction of a public meeting, August 13, 2010

76-2.1, Promulgation of regulations, November 20, 2009

76-3.1, Execution of disciplinary orders, December 28, 2009

76-3.3, Subpoenas, April 13, 2010

76-3.4, Complainant notification of case proceedings, April 13, 2010

- 76-4.1, Receipt and investigation of allegations of misconduct, October 20, 2010
- 76-4.3, Reports to national data banks, April 28, 2010
- 76-4.4, Requesting information from the national data banks, April 28, 2010
- 76-4.6, Agency standards for case resolution, April 30, 2010
- 76-5.1, Procurement of nonprofessional services, December 28, 2009
- 76-5.2, Procurement of goods, December 28, 2009
- 76-5.3, Sole source approval for examination services, December 28, 2009
- 76-5.4, Compensation for members of appointed bodies, April 21, 2010
- 76-5.5, Principles/Establishment of fees, April 21, 2010
- 76-5.8, Equal opportunity in agency procurement, December 28, 2009
- 76-6.1, Recruitment and filling vacant positions, April 23, 2010
- 76-7.3, Custodians of records, October 1, 2009
- 76-26, Compliance with Licensure Laws (Directive 4.7), October 21, 2003
- 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 September 15, 2010
- 76-35, Rights & Responsibilities: The Virginia Freedom of Information Act, revised September 4, 2007
- 76-39, Guidelines for Pro Hac Vice Admission of out-of-state counsel and practice by non-lawyers, adopted August 26, 2010
- 76-21.1:10, Controlled substance registration inspection report A, January 2008
- 76-21.1:11, Controlled substance registration inspection report B, September 2009
- 76-21.1:12, Medical equipment supplier inspection report, December 2010
- 76-21.1:13, Controlled substance registration inspection report - alternative delivery sites, December 2010
- 76-21.1:14, Wholesale distributor inspection report, September 2007
- 76-21.1:15, Warehouse inspection report, December 2007
- 76-21.1:16, Physicians selling drugs inspection report, December 2008
- 76-21.1:17, Permitted physicians inspection report, December 2009
- 76-21.2:1, Animal facility inspection report, September 2007
- 76-21.3:1, Funeral establishment inspection report, November 2010
- 76-21.3:2, Crematory inspection report, revised August 2009
- 76-21.4, Inspection summary, May 2006
- 76-22, Case intake manual, 1998
- 76-24.2, Dental office inspection report, May 2005
- (NOTE: 76-21 through 76-24 are maintained in the Enforcement Division of the Department. For copies or questions, contact Sammy Johnson at the address above or at (804) 367-4666.)

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:

[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 \(12/19/06\)](#)

Enforcement Document:

76-20, Adjudication Manual - Disciplinary process, October 1, 2009.

Inspection Plans and Inspection Reports:

76-21.1, Pharmacy inspection report, February 12, 2010

76-21.1:1, New pharmacy inspection report, September 2009

76-21.1:4, Humane society and animal shelter inspection report, March 2010

Guidance Documents

[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 located 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.

Western Regional Preservation Office, Department of Historic Resources, 962 Kime Lane, Salem, VA 24153, telephone (540) 387-5396.

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

Virginia's Historic Registers: A Guide for Property Owners (http://www.dhr.virginia.gov/pdf_files/Virginias_Historical_Registers.pdf), prepared 1995, revised 2008, 17VAC5-30 and 17VAC10-20

Preliminary Information Forms for Archaeological Sites (http://www.dhr.virginia.gov/register/IND_PIF_form_archaeological_site.pdf), (revised 2009), Architectural Properties (http://www.dhr.virginia.gov/register/IND_PIF_form.pdf), (revised 2009), and Historic Districts (http://www.dhr.virginia.gov/register/HD_PIF_form_July2004.doc), (revised 2004)

National Register Check List (<http://www.dhr.virginia.gov/register/NRCheckList2009.pdf>), updated July 2010, 36 CFR, Chapter 1, Part 60, 17VAC5-30, and 17VAC10-20

National Register of Historic Places Form, Federal form (http://www.dhr.virginia.gov/register/2009_NRHP_Form.doc), revised February 2009, 36 CFR, Chapter 1, Part 60, 17VAC5-30, and 17VAC10-20

Legal Notification Form - State/Federal Register Process, prepared July 2009, (<http://www.dhr.virginia.gov/register/LegalNotificationForm.pdf>) § 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 (http://www.dhr.virginia.gov/pdf_files/HowtoResearch.pdf), revised 2006

Virginia Designation Style Sheet (http://www.dhr.virginia.gov/register/Virginia_Style_Sheet_2007.pdf), 2007

Photographic Documentation Guidelines:

(http://www.dhr.virginia.gov/register/DHR_Survey_Manual_PhotoGuidelines.pdf), prepared 2006, revised June 2009

Virginia Historical Highway Marker System

Marker Program Application Form

(http://www.dhr.virginia.gov/hiway_markers/Marker%20Application%202010.pdf), revised 2008, § 10.1-2202 and § 10.1-2204

Virginia and National Historic Rehabilitation Tax Credits

State and Federal Tax Credits: Comparison of the Programs, prepared December 2007, § 58.1-339.2

Rehabilitation Tax Credits: Frequently Asked Questions (http://www.dhr.virginia.gov/tax_credits/tax_credit_faq.htm), issued 2000, revised 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

(http://www.dhr.virginia.gov/pdf_files/SampleTaxCreditProposal.PDF), 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

Vision and Choice: Protecting Your Historic Landmark (http://www.dhr.virginia.gov/homepage_general/Easement%20Guide.pdf), published 1990, revised 2001, § 10.1-2202.9

Virginia Historic Preservation Easement Policies (#1 through #10)

(http://www.dhr.virginia.gov/easement/easement_policies1.htm), issued 2007, revised December 2008, and September 2010, § 10.1-2202.9

Archaeological Collections

Virginia Department of Historic Resources State Collections Management Standards

(http://www.dhr.virginia.gov/pdf_files/DHR_Collections_Management_Standards_06_26_09.pdf), June 2009 § 10.1-2202 (15)

Survey and Inventory

Guidelines for Conducting Cultural Resource Survey in Virginia: Additional Guidance for the Implementation of the Federal Standards Entitled "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines"

(http://www.dhr.virginia.gov/review/Survey_Manual_Web.pdf); 48 FR 44742; § 10.1-2202; issued 1999, revised 2003,

Archaeological Sections (of the survey guidelines were revised in 2009):

(http://www.dhr.virginia.gov/pdf_files/Guidelines_For_Conducting_Archaeological_Survey_in_VA_June2009.pdf).

Guidelines for Conducting Survey in Virginia for Cost Share Projects: Additional Guidance for the Implementation of the Federal Standards Entitled "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines" (48 FR 44742, § 10.1-2202), issued 2005

Guidelines for Conducting Archaeological Investigations

(http://www.dhr.virginia.gov/pdf_files/Guidelines_For_Conducting_Archaeological_Survey_in_VA_June2009.pdf), (48 FR 44742, § 10.1-2202) June 2009

Data Sharing System (DSS) General User Guide

(http://www.dhr.virginia.gov/pdf_files/DSS_User_Guide_General.pdf), issued July 2009

Archives Search Request and User Agreement (form)

([http://www.dhr.virginia.gov/pdf_files/Archives_Search_document_2006%20\(2\).pdf](http://www.dhr.virginia.gov/pdf_files/Archives_Search_document_2006%20(2).pdf)), issued 2000, revised 2006

Data Sharing System (DSS) Data Entry Manual for Archaeological Resources

(http://www.dhr.virginia.gov/pdf_files/DSS_Data_Entry_Archaeology_active.pdf), issued July 2009.

Data Sharing System (DSS) Data Entry Manual for Architectural Resources

(http://www.dhr.virginia.gov/pdf_files/DSS_Data_Entry_Architecture_FINAL_2010.pdf), issued July 2009, revised September 2010

Guidelines for Visitors Using the DHR Archives

(http://www.dhr.virginia.gov/archives/archiv_visitors_guide.htm), revised October 2010.

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

Citizen Cemetery Recordation Form; issued 2010,

(http://www.dhr.virginia.gov/homepage_general/Citizen_Cemetery_Form.doc)

Review and Compliance

Summary of Virginia State Historic Preservation Laws and Regulations, prepared 2007; revised 2010

(<http://www.dhr.virginia.gov/review/orcLawsRegs.html>)

Permit Application for Archaeological Removal of Human Burials (Application Form)

(http://www.dhr.virginia.gov/pdf_files/Permit-RemovalOfHumanBurials.PDF), issued 1998, § 10.1-2305

Permit Application for Archaeological Investigations on State Lands (Application Form)

(http://www.dhr.virginia.gov/pdf_files/StateLandsApp.PDF), issued 1998, § 10.1-2304

Guidance Documents

Requesting a Project Review from the Department of Historic Resources

(<http://www.dhr.virginia.gov/review/ProjectReviewForm.pdf>), issued 2004, 36 CFR Part 800; revised 2010

Guidelines for the Submission and Review of FCC Projects (http://www.dhr.virginia.gov/pdf_files/Cell%20Tower%20Review_Submission_Guidelines.pdf), issued June 2010, 36 CFR Part 800

Guidelines for Assessing Impacts of Proposed Electric Transmission Lines and Associated Facilities on Historic Resources in the Commonwealth of Virginia, issued January, 2008, 36 CFR Part 800; Code of Virginia § 10.1-1186.2:1 B & C and 56-46.1 G

Assessing Visual Effects on Historic Properties, (http://www.dhr.virginia.gov/pdf_files/Assessing_Visual_Effects_JUN10.pdf), issued June 2010, 36 CFR Part 800; Code of Virginia §§ 10.1-1186.2:1 B & C and 56-46.1 G.

Introduction to ePIX—DHR's Electronic Project Information Exchange (<http://www.dhr.virginia.gov/review/orcEpix.html>), 36 CFR Part 800, issued December 2010

Certified Local Government Program

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

Grants

Application for Historic Preservation Funds (http://www.dhr.virginia.gov/state_grants/statepreservationgrants.pdf), § 10.1-2213

Guidelines for Disbursement of State Grant for Restoration of a Presidential Home (http://www.dhr.virginia.gov/pdf_files/Montpelier%20grant%20regs%20revised%20per%20%20DPB.pdf), issued 2006, § 10.1-2213.1

Instructions for Release of State Grants to Nonstate Entities, §§ 2.2-1505 and 2.2-4343 A 14 of the Code of Virginia and § 4-5.05 of the 2010 Appropriation Act (Chapter 874, 2010 Acts of the Assembly)

Other

Putting Virginia's History to Work, 2010-2015: Virginia's Comprehensive Historic Preservation Plan (2010) (http://www.dhr.virginia.gov/pdf_files/VASStatePlan2010-FOR%20PUBLICATION.pdf)

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:

HOMEownership Down Payment Assistance Program Guidelines and Application, August 2009

Affordable Housing and Special Needs Housing Programs Guidelines 2009

Affordable Housing and Special Needs Housing Application, 2009:

Homeless Intervention Program Operations Manual, 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

Community Housing Development Organization Certification Program Guide and Application Manual, 2009

Emergency Home Repair Program Manual, 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

Communities of Opportunity Program Guidelines, 2010

Virginia Community Development Block Grant Program Design, 2010

Community Improvement Grant Management Manual, revised August 2008, 24 CFR Part 570

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, 2010

Real Property Investment Grant Instruction Manual, 2010

Job Creation Grant Instruction Manual, 2010

CPA Agreed Upon Procedures Manual, 2010

2010 Enterprise Zone Designation Application Manual, 2010

Virginia Main Street Program Guidelines, 2006

Neighborhood Stabilization Program Action Plan

Virginia Enterprise Initiative Program Design, 2010

Virginia Individual Development Account Program Design, 2010

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:

3.1-3.23, Single-Family Origination Guide, May 2010, 13VAC10-40

Single-Family Policy and Procedures Manual, September 21, 2010, 13VAC10-40

Single-Family Loan Reservation Systems Users Guide, December 22, 2009, 13VAC10-40

Homeownership Education Guide, November 2010, 13VAC10-40

Multi-Family Development Policy and Procedures Manual, November 4, 2010, 13VAC10-20

Asset Management Operations Manual, July 1, 2006, 13VAC10-20

Program Compliance Internal Operating Procedures, June 5, 2009, 13VAC10-20

Program Compliance Rules Guide, May 9, 2005, 13VAC10-20

Housing Choice Voucher Operations Manual, October 2003, 13VAC10-70 and 13VAC10-80

8-528-1, Subsidy Standards, July 2010, 13VAC10-70 and 13VAC10-80

8-910-1, Interim Reporting Requirements Notice, 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

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

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

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

Low-Income Housing Tax Credit Manual, January 2010, 13VAC10-180

Compliance Monitoring Manual for the Federal Low-Income Housing Tax Credit Program, January 2002, 13VAC10-180

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the Office of Health Benefits, James Monroe Building, 101 North 14th Street, 13th Floor, Richmond, VA 23219. Copies may be obtained by contacting Linda Morton at the same address, or by telephone at (804) 786-6432, FAX (804) 371-0231, or by email at linda.morton@dhrm.virginia.gov. Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Linda Morton.

Guidance Documents:

Employee Handbook (contents available on-line and updated on a regular basis) (<http://www.dhrm.virginia.gov/resources/manuals.html>), revised January 2008

Employee Recognition Program Handbook (<http://www.dhrm.virginia.gov/resources/manuals.html>), September 2000

Handbook for Agency Heads (contents available on-line and updated on a regular basis), (<http://www.dhrm.virginia.gov/resources/manuals.html>), revised October 2009

Human Resource Management Manual (<http://www.dhrm.virginia.gov/resources/manuals.html>), revised July 2003

Guidance Documents

Job Structure

(<http://www.dhrm.virginia.gov/compensation/jobstructure.html>), revised September 2000

Personnel Management Information System User's Manual (<http://web1.dhrm.virginia.gov/itech/>), revised September 2000

Policies and Procedures Manual (individual policies are updated on a regular basis) (<http://www.dhrm.virginia.gov/hrpolicy/policy.html>), revised July 2008

Salary Structure

(<http://www.dhrm.virginia.gov/compensation/salarystructure.html>), revised November 25, 2007

Talent Management and Workforce Planning

<http://web1.dhrm.virginia.gov/itech/talentmanagement/index.html>, April 2010

Telecommuting Assistance and Guidance for Agencies

(<http://www.dhrm.virginia.gov/resources/telecommute/information.html>), revised July 2008

The Local Choice Administrative Manual

(<http://www.thelocalchoice.state.va.us/policiesandproceduresandprocedureslist.htm>), revised July 2006, cost \$20

Vendor Delivered Training (<http://www.dhrm.virginia.gov/training/vendor/vendortraining.html>), 2002

Workers' Compensation Claims Procedure Manual (<http://www.dhrm.virginia.gov/workerscomp.html>), December 2010

State Health Benefits Program

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

COVA HDHP Member Handbook (<http://www.dhrm.virginia.gov/hbenefits/cova/hdhptoc.html>), July 2008

COVA Connect Member Handbook (<http://www.dhrm.virginia.gov/hbenefits/cova/covaconnect.html>), July 2010

Flexible Benefits Program Sourcebook

(<http://www.dhrm.virginia.gov/genlbenefits/flex/publications.html>), July 2010

State Retiree Health Benefits Program

Medicare Coordinating Handbook (<http://www.dhrm.virginia.gov/hbenefits/retirees/medicareretiree.html>), revised January 2006 to be revised January 2011

Dental/Vision Handbook Insert (<http://www.dhrm.virginia.gov/hbenefits/retirees/medicareretiree.html>), revised January 2006 to be revised January 2011

Prescription Drug Handbook Insert

(<http://www.dhrm.virginia.gov/hbenefits/retirees/medicareretiree.html>), revised January 2009 with January 2010 amendment to be revised January 2011

Medco Medicare Prescription Plan Evidence of Coverage for 2011

<http://www.medcomedicare.com/medco/consumer/medicare/home.jsp?partner=pdpccova&accessLink=pdpccova20051101>
(Documents and Forms)

Medco Medicare Prescription Plan 2011 Formulary

<http://www.medcomedicare.com/medco/consumer/medicare/home.jsp?partner=pdpccova&accessLink=pdpccova20051101>
(Documents and Forms)

The Local Choice Health Benefits Program

Key Advantage Member Handbook

<http://www.thelocalchoice.virginia.gov/planinfo/handbooks/kevadvmemberhandbook2009.pdf>, Effective July 1, 2009

Key Advantage Member Handbook 2010 Amendment

<http://www.thelocalchoice.virginia.gov/planinfo/handbooks/KeyAdvantageAmendment2010.pdf>, Effective 7/1/2010

Key Advantage Member Handbook 2009 Amendment

<http://www.thelocalchoice.virginia.gov/planinfo/handbooks/KeyAdvantageAmendment2009.pdf>, Effective 7/1/2009

TLC HDHP Member Handbook

<http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPmemberhandbook2008.pdf>, July 1, 2009

TLC HDHP Member Handbook 2010 Amendment

<http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPAmendment2010.pdf>, Effective July 1, 2010

Key Advantage Expanded Benefits Summary Insert

http://www.thelocalchoice.virginia.gov/planinfo/plans2010_1/TLCKeyAdvantageExpandedBenefitSummary.pdf, Effective July 1, 2010

Key Advantage 250 Benefits Summary Insert

http://www.thelocalchoice.virginia.gov/planinfo/plans2010_1/TLCKeyAdvantage250BenefitSummary.pdf, Effective July 1, 2010

Key Advantage 500 Benefits Summary Insert

http://www.thelocalchoice.virginia.gov/planinfo/plans2010_1/TLCKeyAdvantage500BenefitSummary.pdf, Effective July 1, 2010

Key Advantage 1000 Benefits Summary Insert

http://www.thelocalchoice.virginia.gov/planinfo/plans2010_1/TLCKeyAdvantage1000BenefitSummary.pdf, Effective July 1, 2010

Kaiser Permanente Benefits Summary

http://www.thelocalchoice.virginia.gov/planinfo/plans2010_1/1/TLCKaiserPermanenteBenefitSummary.pdf, Effective July 1, 2010

Member Handbook Medicare Coordinating Plans

http://www.thelocalchoice.virginia.gov/planinfo/plans2006_0/7/TLCMedicareBook2006.pdf, Effective July 1, 2006

Member Handbook Medicare Coordinating Plans 2010 Amendment

<http://www.thelocalchoice.virginia.gov/planinfo/handbooks/MedicareCoordinatingPlans2010Amendment.pdf>, Effective 10/1/2010

Dental/Vision Summary Handbook Insert

http://www.thelocalchoice.virginia.gov/planinfo/plans2006_0/7/TLCDentalVisionInsert2006.pdf, Effective July 1, 2006

Medicare Complementary (Option I) Insert

http://www.thelocalchoice.virginia.gov/planinfo/plans2010_1/1/TLCMedicareComplementaryBenefitSummary.pdf, Effective July 1, 2010

Advantage 65 Medical Only Insert

http://www.thelocalchoice.virginia.gov/planinfo/plans2010_1/1/TLCAdvantage65BenefitSummary.pdf, Effective July 1, 2010

Dental Vision Plan offered with Advantage 65 Insert

http://www.thelocalchoice.virginia.gov/planinfo/plans2010_1/1/TLCDentalVisionBenefitSummary.pdf, Effective July 1, 2010

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, Suite 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 Carlos Hopkins, Director, Training & Attorney Certification, 1604 Santa Rosa Road, Ste. 109, Richmond, VA 23229, telephone (804) 662-7249, ext. 137; FAX (804) 662-7359 or email chopkins@idc.virginia.gov.

Guidance Documents:

Court Appointed Certification Application (Felony, Misdemeanor, Juvenile), revised August 2009, §§ 19.2-163.01, 19.2-163.03.

Court Appointed Certification Application (Capital), revised September 2010, § 19.2-163.8.

Court Appointed Certification Renewal Application (Felony, Misdemeanor, Juvenile and Capital), revised August 2009, §§ 19.2-163.01, 19.2-163.03

Standards of Practice for Indigent Defense Counsel, issued April 2007, § 19.2-163.01.

Standards of Practice Enforcement Policies and Procedures, issued April 2007, § 19.2-163.01.

Standards of Practice Enforcement Complaint Form, issued April 2007, § 19.2-163.01.

JAMES MADISON UNIVERSITY

Copies of the following documents are available by contacting the Office of Public Affairs office at James Madison University. The address is MSC 8505, 61-B Court Square, Harrisonburg, VA 22807. The telephone number is (540) 568-5322 and the FAX number is (540) 568-4737. All of the documents are available online.

Faculty Handbook-

<http://www.jmu.edu/facultysenate/facultyhandbook/>

Financial Procedures Manual-

<http://www.jmu.edu/finprocedures/>

Graduate Catalog-

<http://www.jmu.edu/gradcatalog/10/index.html>

Manual of Policies and Procedures-

<http://www.jmu.edu/JMUpolicy/hr.shtml>

Parking Regulations - <http://web.jmu.edu/parking/>

Student Handbook - <http://www.jmu.edu/judicial/handbook/>

Undergraduate Catalog - <http://www.jmu.edu/catalog/10/>

DEPARTMENT OF JUVENILE JUSTICE

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Certification Unit, Department of Juvenile Justice, State House, 1736 Chatsworth Avenue, 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 Avenue, 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 Avenue, Bon Air, VA 23235, telephone (804) 516-9491 or FAX (804) 323-2797 or email kenneth.e.bailey@djj.virginia.gov.

Guidance Documents

Guidance Documents - Certification of Residential Facilities and Nonresidential Services:

[Standards for Juvenile Residential Facilities Compliance Manual with Interpretive Guidelines](#), revised January 2007, 6VAC35-140.

[Compliance Manual for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts](#), revised 2002, 6VAC35-150.

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

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 and 6VAC35-30.

(NOTE: This document is Appendix 5 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.)

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Research and Evaluation Section at the Central Office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lynette Greenfield at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 371-0773 or email lynette.greenfield@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to Lynette Greenfield, Research and Evaluation Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 371-0773 or email lynette.greenfield@djj.virginia.gov.

Guidance Documents - Grants:

[Grants Manual](#), revised January 2003, 6VAC35-60.

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 Scott Reiner, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0720 or email scott.reiner@djj.virginia.gov.

Questions regarding interpretation or implementation of the documents may be directed to Scott Reiner, VJCCCA Administrator, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219, telephone (804) 371-0720 or email scott.reiner@djj.virginia.gov.

Guidance Documents - Virginia Community Crime Control Act (VJCCCA) (§ 16.1-309.2):

[VJCCCA Manual](#), revised July 2010, § 16.1-309.2 and 6VAC35-150.

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 Angela Valentine at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 225-3911 or email angela.valentine@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone 804-786-5402 or email marilyn.miller@djj.virginia.gov.

Guidance Documents - Detention Homes and Other Services

[Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation](#), revised January 10, 2001, § 16.1-309.5 and 6VAC35-30.

Copies of the following document 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 Scott Reiner at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or email scott.reiner@djj.virginia.gov.

Questions regarding interpretation or implementation of the document may be directed to Scott Reiner at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0720 or email scott.reiner@djj.virginia.gov.

Guidance Documents - Community Programs Reporting System

[Reference Manual for Reporting Community-Based Service Data to the Department of Juvenile Justice](#), July 2009, § 16.1-322.3.

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Interstate Compact Unit, Division of Community Programs, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Letta Porter Jones, Interstate Compact Specialist at P. O. Box 1110, Richmond, VA 23218-1110, telephone (804) 692-0167 or FAX (804) 371-0773 or email letta.jones@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Letta Porter Jones, Interstate Compact Specialist, P.O. Box 1110, Richmond, VA 23219-1110, telephone (804) 692-0167 or FAX (804) 371-0773 or email letta.jones@djj.virginia.gov.

Guidance Documents - Interstate Compact Relating to Juveniles:

[Interstate Compact for Juveniles - Form I](#): Requisition for Runaway Juvenile), revised March 2010, § 16.1-323.

[Interstate Compact for Juveniles - Form II](#): Requisition for Escape or Absconder, Requisition for Juvenile Charged with Being Delinquent (Rendition Amendment), revised March 2010, § 16.1-323.

[Interstate Compact Relating to Juveniles, Form III](#): Consent for Voluntary Return by Runaway, Escapee, Absconder, or Juvenile Charges as Delinquent, revised March 2010, § 16.1-323.

[Interstate Compact for Juveniles - Form IV](#): Parole or Probation Investigation Request, revised March 2010, § 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 March 2010, § 16.1-323

[Interstate Compact for Juveniles - Form IA/VI](#): Application for Services and Waiver, revised March 2010, § 16.1-323

[Interstate Compact for Juveniles - Form A](#): Petition for Requisition to Return a Runaway Juvenile, revised March 2010, § 16.1-323

[Interstate Compact for Juveniles - Out of State Travel Permit and Agreement to Return](#), revised March 2010, § 16.1-323

[Interstate Compact for Juveniles - Home Evaluation Report](#), revised March 2010, § 16.1-323

[Interstate Compact for Juveniles - Quarterly Progress Report](#), revised March 2010, § 16.1-323

[Interstate Compact Relating to Juveniles, Rights of Juvenile](#), revised March 2010, § 16.1-323

Board of Juvenile Justice

Guidance Documents:

[Guidelines for Determining the Length of Stay of Juveniles Indeterminately Committed to the Department of Juvenile Justice \(7/27/10\)](#)

[Guidelines for Transporting Juveniles in Detention \(9/8/04\)](#)

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, telephone (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, Virginia 23219, telephone (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, Virginia 23219:

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

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

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

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

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

Guidance Documents

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

Guidance Documents:

[\[APP - 01\] Bylaws of the Virginia Apprenticeship Council](#) (11/18/10)

[\[APP - 02\] 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)

[\[APP - 08\] Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U. S. Department of Labor](#) (7/23/02)

[\[APP - 09\] 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)

[\[APP - 11\] Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations](#) (4/27/90)

[\[APP - 12\] Apprenticeship Directive 01-1, Signature on Standards \(VAC & Industry Specific\)](#) (8/15/01)

[\[APP - 13\] Apprenticeship Directive 03-3, Exemption from Full-Time Employment](#) (6/1/03)

[\[APP - 14\] Apprenticeship Directive 03-04, Temporary Staffing Agencies](#) (3/21/02)

[\[APP - 15\] Apprenticeship Directive 03-05, Guidelines Governing Out-of-State Businesses](#) (3/21/02)

[\[APP - 16\] Apprenticeship Directive 03-07, Registration for Barber, Cosmetology, Nail Technician](#) (9/7/98)

[\[APP - 17\] Apprenticeship Directive 03-09, Progressive Wage Policy](#) (3/20/03)

Department of Labor and Industry

[\[APP - 11\] Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations](#) (4/27/90)

[\[LEL - 01\] 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)

[\[01-004SR\] 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)

[\[01-009A\] Citation Policy for Paperwork and Written Program Requirement Violations, CPL 02-00-111 \[CPL 2.111\]](#) (10/15/07)

[\[01-015A\] State Plan Policies and Procedures Manual \(Through CH-5\)](#) (3/1/96)

[\[01-017\] Expedited Informal Settlement Agreement \(EISA\) Program \(Reference: CPL 2.117 Draft\)](#) (3/1/05)

[\[01-020\] OSHA Support of NIOSH](#) (3/1/05)

[\[02-001E\] VOSH Field Operations Manual \(FOM\) - CHANGE 9 \(5/19/10\)](#)

[\[02-002\] Exposure Control Plan for VOSH Personnel with Occupational Exposure to Bloodborne Pathogens \(9/15/06\)](#)

[\[02-003I\] VOSH Procedures to comply with OSHA Enforcement Exemptions and Limitations under the Federal Appropriations Act, OSHA Instruction CPL 2-0.51J, \[when inspecting employers with ten or fewer employees\]; Revision \(7/15/09\)](#)

[\[02-004A\] Collection of OSHA-300 Log Data \(2/15/04\)](#)

[\[02-006B\] Abatement Verification Regulation, § 307 of the VOSH Administrative Regulations Manual \(ARM\) - Enforcement Policies and Procedures \(1/21/10\)](#)

[\[02-008A\] Access to Employee Exposure and Medical Records, § 1910.20 \(8/1/94\)](#)

[\[02-009A\] Prison Inmate Form Letter \(4/1/03\)](#)

[\[02-010\] Information to be Included in Closing Conferences \(1/24/08\)](#)

[\[02-011\] Temporary Help Supply Services Used by Employers \(10/1/93\)](#)

[\[02-012\] Complaint Policies and Procedures \(4/1/03\)](#)

[\[02-013\] Compliance Policy for Emergency Action Plans and Fire Prevention Plans \(4/1/03\)](#)

[\[02-016\] Safety and Health Information Bulletins \(2/15/04\)](#)

[\[02-020\] VOSH Response to Significant Events of Potentially Catastrophic Consequence \(1/15/94\)](#)

[\[02-021\] Interpretative Rule Addressing OSHA's Policy on Employee Rescue Efforts, 29 CFR 1903.14 \(8/15/95\)](#)

[\[02-022A\] 29 CFR 1913.10, Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records \(11/1/09\)](#)

[\[02-023\] Citation and IMIS Guidance for the Administrative Regulations Manual \(ARM\) \(5/15/09\)](#)

[\[02-032\] Guidelines for Implementing the Field Sanitation Standard, §1928.110 \(4/15/93\)](#)

[\[02-033\] Quick-Fix Program \(12/15/96\)](#)

[\[02-052A\] OSHA TECHNICAL MANUAL \(3/15/99\)](#)

[\[02-053B\] Procedures for Photographic Negatives, Audiotapes and Videotapes Taken During Inspection or Investigation \(9/1/94\)](#)

[\[02-054A\] Process Safety Management of Highly Hazardous Chemicals, 1910.119 – Inspection Procedures and Interpretive Guidance \(8/1/99\)](#)

[\[02-058\] Procedures for Combining, Grouping and Assessing Penalties for Willful Violations \(1/15/88\)](#)

[\[02-060A\] Inspection Procedures for the Hazard Communication Standard, 1910.1200, 1915.99, 1917.28, 1918.90, 1926.59 and 1928.21 \(9/15/98\)](#)

[\[02-061\] Citation Policy Regarding 29 CFR 1926.20, 29 CFR 1926.21 and Related General Safety and Health Provisions. \(11/15/00\)](#)

[\[02-062A\] Application of the Permit-Required Confined Spaces \(PRCS\) Standards, § 1910.146 \(11/15/00\)](#)

[\[02-064A\] Procedure for Handling Issuance of Citations to VDOT \(12/15/07\)](#)

[\[02-065B\] Virginia Construction and Telecommunications Industries Confined Space Standard Procedures and Interpretations \(10/1/93\)](#)

[\[02-067C\] Overhead High Voltage Line Safety Inspection Procedures and Interpretations \(10/15/05\)](#)

[\[02-071\] Inspection Guidelines for Post-Emergency Response Operations Under 29 CFR 1910.120 \(9/15/91\)](#)

[\[02-072B\] Index of General Industry Standards Applicable to the Construction Industry \(5/15/94\)](#)

[\[02-073B\] Inspection Procedures for the Hazardous Waste Operations and Emergency Response Standard, §§ 1910.120 and 1926.65, Paragraph \(q\): Emergency Response to Hazardous Substance Releases \(12/15/98\)](#)

[\[02-076\] Revision of the Gravity Based Penalty \(GBP\) Scale. \(10/1/09\)](#)

[\[02-101\] OSHA/U.S. Coast Guard Authority Over Vessels \(11/15/98\)](#)

[\[02-104A\] Recordkeeping Policies and Procedures Manual \(RKM\) \(12/15/05\)](#)

[\[02-105\] Inspection Scheduling for Construction \(7/1/07\)](#)

[\[02-206A\] Inspection of Grain Handling Facilities, § 1910.272 \(11/15/98\)](#)

[\[02-208A\] Acceptance of U.S. Department of Transportation \(DOT\) Exemption DOT-E 8845 of the Select Fire Oil-Well Perforating System Detonator Interruption Device \(DID\) \(9/1/94\)](#)

[\[02-209\] Fixed Ladders Used on Outdoor Advertising Structures/Billboards in the Outdoor Advertising Industry \(4/15/93\)](#)

[\[02-210\] Excavation and Trench Procedure and Interpretations Manual \(3/5/90\)](#)

[\[02-211B\] The Control of Hazardous Energy – Enforcement Policy and Inspection Procedures \(5/28/08\)](#)

[\[02-213\] Inspection Procedures and Guidelines for Lift-Slab Construction Operations \(9/1/91\)](#)

[\[02-214\] Home-Based Worksites \(10/1/00\)](#)

Guidance Documents

[\[02-215\] Enforcement Authority at the Department of Energy's Government Owned, Contractor Operated \(GOCO\) Sites](#) (5/1/92)

[\[02-216\] Electrical Safety-Related Work Practices--Inspection Procedures and Interpretive Guidelines](#) (7/15/92)

[\[02-217\] Guarding of Three-Roller Printing Ink Mills](#) (9/1/94)

[\[02-218\] Awareness Barriers Installed on Metal Cutting Shears](#) (9/1/94)

[\[02-223\] Abrasive Operations Using Cutoff Wheels and Masonry Saws, §§ 1910.215, 1926.303 and 1926.702\(i\)](#) (8/15/95)

[\[02-224A\] Inspection Policy and Procedures for OSHA's Steel Erection Standards for Construction; and Extension of Enforcement Policy on Column Joists](#) (3/1/10)

[\[02-226A\] Enforcement of Electric Power Generation, Transmission, and Distribution Standard, § 1910.269](#) (2/15/04)

[\[02-228\] Guidelines for Point of Operation Guarding of Power Press Brakes](#) (9/15/98)

[\[02-229\] Subpart I, Personal Protective Equipment \(PPE\) for Shipyard Employment \(Public Sector\)--Inspection Procedures and Interpretive Guidelines](#) (9/15/98)

[\[02-230\] Inspection Procedures for Enforcing Subpart L, Scaffolds Used in Construction - 29 CFR 1926.450-454](#) (3/15/99)

[\[02-231A\] Interim Inspection Procedures During Communication Tower Construction Activities](#) (9/15/02)

[\[02-232A\] Compliance Assistance for the Powered Industrial Truck Operator Training Standards](#) (2/1/02)

[\[02-234\] 29 CFR Part 1910, Subpart T – Commercial Diving Operations](#) (4/15/07)

[\[02-235\] Slide-locks – Enforcement Policy, Inspection Procedures and Performance Guidance Criteria](#) (12/15/07)

[\[02-240\] Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97, Inspection Procedures and Interpretations](#) (9/15/09)

[\[02-390\] Plain Language Revision of OSHA Instruction STD 3.1, Interim Fall Protection Compliance Guidelines for Residential Construction](#) (4/1/00)

[\[02-395\] Logging Operations, Inspection Procedures and Interpretive Guidance Including Twelve Previously Stayed Provisions](#) (11/15/98)

[\[02-399\] Chocking of Tractor Trailer under the Powered Industrial Truck Standard](#) (8/15/00)

[\[02-400B\] Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens](#) (2/1/02)

[\[02-402B\] VOSH Asbestos Licensing Manual](#) (3/15/92)

[\[02-403A\] Compliance Dates for the Lead Standard with Clarification of the Implementation Schedule, 1910.1025](#) (1/15/92)

[\[02-406\] Air Contaminants Standard, 1910.1000 - Inspection Procedures and Enforcement Guidance Resulting from Court Decision Vacating 1989 PELs](#) (9/15/93)

[\[02-407\] Lead Exposure in Construction: Interim Final Rule: -- Inspection and Compliance Procedures](#) (5/1/94)

[\[02-410\] Brass and Bronze Ingot Manufacturing Industry Compliance Requirements and Dates Under the Lead Standard, § 1910.1025](#) (5/15/98)

[\[02-411\] Inspection Procedures for the Respiratory Protection Standard, § 1910.134](#) (12/15/98)

[\[02-413\] Guidelines for Noise Enforcement; Appendix A](#) (1/21/10)

[\[02-415\] Inspection Procedures for Occupational Exposure to Methylene Chloride Final Rule, §§ 1910.1052, 1915.1052 and 1926.1152](#) (2/1/02)

[\[02-419\] Audiometric Testing Using Insert Phones](#) (5/12/89)

[\[02-421\] Technical Assistance and Guidelines for Superfund and Other Hazardous Waste Site Activities](#) (8/20/86)

[\[02-422A\] Inspection Procedures for Occupational Exposure to Asbestos Final Rule, §§ 1910.1001, 1926.1101 and 1915.1001](#) (8/15/96)

[\[02-423\] Occupational Exposure to Hazardous Chemicals in Laboratories](#) (6/15/91)

[\[02-424\] Indoor Air Quality](#) (9/15/91)

[\[02-425\] Chemical Information Manual](#) (9/1/91)

[\[02-426A\] Enforcement Procedures for Occupational Exposure to Formaldehyde](#) (5/1/92)

[\[02-432\] Inspection Procedures for Occupational Exposure to 1,3-Butadiene \(BD\), § 1910.1051](#) (11/15/98)

[\[02-433\] Enforcement Procedures and Scheduling for Occupational Exposure to Tuberculosis](#) (3/15/99)

[\[02-435\] Respiratory Protection Manual](#) (2/15/00)

[\[02-436\] Enforcement of the Occupational Noise Exposure Standards, §§ 1910.95, 1926.52, and 1926.101](#) (2/1/02)

[\[02-437\] Technical Enforcement and Assistance Guidelines for Hazardous Waste Site and RCRA Corrective Action Clean-up Operations](#) (9/15/06)

[\[02-439\] Section 1910.1018, Inspection and Compliance Procedures for the Permanent Occupational Exposure Standard for Inorganic Arsenic Compounds](#) (9/15/06)

[\[02-440\] Inspection Procedures for the Chromium \(VI\) Standards](#) (5/1/08)

[\[02-441\] Enforcement Procedures for High to Very High Occupational Exposure Risk to 2009 H1N1 Influenza](#) (1/21/10)

[\[02-800A\] Longshoring and Marine Terminals "Tool Shed" Directive](#) (8/1/06)

[\[02-801A\] Shipyard "Tool Bag" Directive](#) (4/1/07)

[\[02-802\] Enforcement of Cargo Gear Regulations and the Requirements for Gear Certification in the Maritime Program](#) (3/1/05)

[\[02-803\] 29 CFR Part 1915, Subpart B, Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment](#) (1/15/06)

[\[03-007\] Consultation Policies and Procedures, Chapter 7: Relationship to Enforcement, Hazard Correction and Verification](#) (5/15/07)

[\[03-100\] Consultation for Wood Treatment Operations Utilizing Inorganic Arsenic Comp](#) (12/12/86)

[\[03-101\] Guidelines on the Stability of Well Servicing Derricks](#) (9/15/91)

[\[03-102\] Changes in Reporting Hazard Correction Verification](#) (2/15/04)

[\[04-001A\] VOSH Discrimination Investigation](#) (12/1/94)

[\[04-002\] Referral of §11\(c\) Discrimination Complaints to State Plan States](#) (4/28/86)

[\[05-001\] A Professional Development Training Program for VOSH Compliance and Consultation Personnel](#) (7/1/00)

[\[06-002\] Designated First Aid Providers - Applicability of Bloodborne Pathogens Standard in General Industry](#) (8/15/00)

[\[06-003\] Definition of "Employee" for Purposes of VOSH Enforcement Program](#) (5/13/86)

[\[06-005\] Radford Arsenal and Radford Army Ammunition Plant: VOSH Cession of Enforcement Jurisdiction to Federal OSHA](#) (7/21/86)

[\[06-008\] Procedures for Requesting Interpretation of the Conflict of Interests Act](#) (4/4/88)

[\[06-009\] Applicability of the Logging Standard, § 1910.266, to Arborists](#) (5/15/00)

[\[06-011A\] Letter of Interpretation Concerning Volunteer Firefighters and 16 VAC 25-60-10 of the ARM](#) (5/15/08)

[\[06-013\] Standard Interpretation of 1926.5\(c\); First Aid Training on Construction Sites](#) (5/18/88)

[\[06-016A\] Standard Interpretation: Applicability of Permit-Required Confined Space Standard for General Industry, §1910.146, to Insurance Companies Employing Boiler and Pressure Vessel Safety Inspectors](#) (9/1/94)

[\[06-104\] Standard Interpretation of 1926.451\(d\)\(7\), Securing Scaffolding to a Building or Structure](#) (8/15/05)

[\[06-150\] Standard Interpretation of 1910.151\(b\), Medical and First Aid](#) (8/15/05)

[\[06-201\] Use of 1910.132\(a\) and 1926.95\(a\) to Require Use of Seat Belts in General Industry and Construction Vehicles Potentially Subject to Tip over Due to Operational or Workplace Hazards](#) (3/1/05)

[\[06-222\] Interpretations of Electrical Standard for Construction Industry \(§§1926.432\(a\) and 1926.417\(b\)\)](#) (8/15/05)

[\[07-006B\] Public Participation Guidelines for the Safety and Health Codes Board](#) (4/1/10)

[\[07-007\] Amendment to Bylaws of the Safety and Health Codes Board](#) (7/1/07)

[\[09-002\] State Program Requirements for Statistical Information on the Incidence of Occupational Injuries and Illnesses by Industry; on the Injured or Ill Worker; and on the Circumstances of the Injuries or Illnesses](#) (10/15/92)

[\[09-003E\] Administrative Regulations Manual \(ARM\) for the Virginia Occupational Safety and Health Program](#) (6/30/09)

[\[09-010\] Partnership Programs](#) (7/15/97)

[\[10-001\] Information Dissemination System for Ergonomic Inspections and Consultative Visits Resulting in Significant Benefits](#) (10/19/90)

[\[11-201\] Permanent Variance From § 1910.178\(n\)\(7\)\(iii\); Virginia Precast Corporation](#) (4/20/90)

[\[12-008\] Access to Employee Exposure and Medical Records, § 1910.1020](#) (11/1/09)

[\[12-013\] Exit Routes, Emergency Action Plans, and Fire Prevention Plans, §§ 1910.33 through 1910.39, Subpart E; Final Rule and Changes to Related Standards](#) (4/1/03)

[\[12-015I\] Consolidation of Non-substantive, Housekeeping, Technical, Repetitive or Error Correction Provisions of Consensus and Industry Standards for Parts 1910, 1915, 1926 and 1928](#) (2/15/10)

[\[12-101\] Amendments to the Applicability of Standards in 29 CFR Part 1910, § 1928.21](#) (4/1/95)

[\[12-102D\] Resp. Protection Standard, § 1910.134, and Other Related Standards in Parts 1910 and 1926](#) (3/1/07)

Guidance Documents

[\[12-105C\] Lead Standard, General Industry, § 1910.1025: Amendments](#) (2/15/96)

[\[12-108B\] Commercial Diving Operations, Subpart T of Part 1910](#) (3/1/05)

[\[12-114\] Mechanical Power-Transmission Apparatus, General Industry and Construction Industry, §§ 1910.219 and 1926.307, respectively; Mechanical Power Presses, § 1910.217; Telecommunications, § 1910.268; and Hydrogen, § 1910.103; Technical Corrections](#) (3/1/05)

[\[12-115\] Amendment to Virginia Commercial Diving Standard](#) (5/30/89)

[\[12-118H\] Occupational Exposure to Asbestos, General Industry, § 1910.1001, Shipyard Employment, § 1915.1001, and Construction, § 1926.1101; Revised Final Rule](#) (12/15/98)

[\[12-119A\] Amendment to the Virginia Confined Space Standard for the Construction Industry, CNSP.146](#) (8/1/93)

[\[12-120\] Virginia Confined Space Standard for the Telecommunications Industry, 1910.268\(t\)](#) (10/7/87)

[\[12-122\] Lead Exposure in Construction, § 1926.62](#) (8/1/93)

[\[12-123A\] Hazard Communication Standards Final Rules: General Industry Standard § 1910.1200; Shipyard Employment Standard § 1915.1200; Marine Terminal Standard § 1917.28; Longshoring Standard § 1918.90; Construction Industry Standard § 1926.59; Correcting Amendments](#) (6/15/95)

[\[12-124B\] Amendment to Permit-Required Confined Spaces Standard for General Industry, § 1910.146](#) (8/1/99)

[\[12-125\] Retention of Department of Transportation \(DOT\) Markings, Placards, and Labels: §§ 1910.1201, 1915.100, 1917.29, 1918.100, and 1926.61](#) (4/1/95)

[\[12-126\] Employer Payment for Personal Protective Equipment \(PPE\); Final Rule](#) (4/1/08)

[\[12-127\] Employer Duty to Provide Personal Protective Equipment \(PPE\) and Train Each Employee; Clarification of Final Rule; Parts 1910, 1915, 1917, 1918 and 1926; and Correction](#) (5/15/09)

[\[12-151A\] Incorporation into Part 1926 those Part 1910 General Industry Safety and Health Standards Determined to be Applicable to Construction Work](#) (5/15/97)

[\[12-152C\] Occupational Injury and Illness Recording and Reporting Requirements, §§ 1904.0 through 1904.46; and Amendments](#) (9/15/06)

[\[12-201\] Fall Protection in General Industry: 1910.23\(c\)\(1\), \(c\)\(3\), 1910.132\(a\)](#) (12/24/85)

[\[12-202\] Explosive Actuated Fastening Tools](#) (1/21/86)

[\[12-205\] Safety Standards for Signs, Signals, and Barricades, Subpart G, §§ 1926.200 through 1926.203](#) (4/1/03)

[\[12-220A\] Exemption for Religious Reasons for Wearing Hard Hats](#) (9/1/94)

[\[12-223A\] General Requirements for Clearances, Construction of Electric Transmission and Distribution Lines and Equipment, Construction Industry, Subpart V, § 1926.950 \(c\)\(1\)\(i\), 16VAC25-155; and Repeal of 16 VAC 25-175-1926.950 \(c\)\(1\)](#) (12/15/05)

[\[12-226D\] Grain Handling Facilities Standard, § 1910.272: Technical Amendment](#) (8/15/96)

[\[12-228\] Amendment Concerning Presence Sensing Device Initiation of Mechanical Power Presses, 1910.211 and 1910.217](#) (8/18/88)

[\[12-230\] Standard Concerning Safety Testing or Certification of Certain Workplace Equipment and Materials](#) (8/18/88)

[\[12-231\] Amendment Concerning Servicing of Single Piece and Multi-Piece Rim Wheels](#) (1/30/89)

[\[12-232A\] Amendment Concerning Crane or Derrick Suspended Personnel Platforms; and Redesignation](#) (3/1/94)

[\[12-234A\] Underground Construction Standard, §1926.800; and Technical Corrections](#) (2/15/94)

[\[12-239B\] Virginia Unique Construction Industry Standard for Sanitation: 16VAC25-160 \(1926.51\)](#) (1/1/06)

[\[12-240\] Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97](#) (8/15/09)

[\[12-242\] Gases, Vapors, Fumes, Dusts, and Mists, § 1926.55; Amendments](#) (6/6/97)

[\[12-243A\] Welding, Cutting and Brazing Standard, §§ 1910.252 - 1910.257](#) (4/1/95)

[\[12-244\] Amendment Concerning Revision of Construction Industry Test and Inspection Records](#) (5/15/91)

[\[12-245A\] Safety Standards for Scaffolds Used in the Construction Industry, Final Rule, §§ 1926.450 through 1926.454; Repeal of § 1926.556, Aerial Lifts; Corrections to §§ 1926.451 and 1926.453; and Administrative Stay of § 1926.451\(b\)](#) (5/15/97)

[\[12-246A\] Overhead High Voltage Line Safety Act \(Va. Code §§ 59.1-406 through 59.1-414\)](#) (2/15/04)

[\[12-247\] Safety Standards for General Industry and Construction; Final Rule; and Technical Amendments](#) (3/1/94)

[\[12-248A\] Electric Power Generation, Transmission and Distribution and Amendments, § 1910.269; and Amendment to Electrical Protective Equipment, §1910.137](#) (4/1/95)

- [\[12-250B\] Logging Operations, General Industry, § 1910.266; and Corrections and Technical Amendments \(2/15/96\)](#)
- [\[12-251B\] Safety Standards for Steel Erection, Subpart R \(6/1/06\)](#)
- [\[12-252\] 16 VAC 25-75, Virginia Unique General Industry Standard for Telecommunications, \(6/30/09\)](#)
- [\[12-333C\] Powered Industrial Trucks \(PITs\), Parts 1910, 1915, 1917.1, 1918.1 and 1926; Correction \(6/1/06\)](#)
- [\[12-334A\] Electrical Standard, Subpart S of Part 1910, §§ 1910.302 through 1910.308 \(5/21/09\)](#)
- [\[12-335\] Revising Standards Referenced in 16 VAC 25-90-1910.102, Acetylene Standard for General Industry, § 1910.102 \(3/15/10\)](#)
- [\[12-401\] Hazardous Waste Operations and Emergency Response §§ 1910.120 and 1926.65 \(4/1/95\)](#)
- [\[12-402B\] Occupational Exposure to Methylene Chloride \("MC"\), General Industry, § 1910.1052; Shipyard Employment, § 1915.1052; and Construction, § 1926.1152; Revised Final Rule \(12/15/98\)](#)
- [\[12-403\] Occupational Exposure to 1,3--Butadiene, General Industry, § 1910.1051; Final Rule \(6/6/97\)](#)
- [\[12-407\] Ethylene Oxide Standard \(Construction Industry\), § 1926.1147; and Correction \(2/15/94\)](#)
- [\[12-410\] Occupational Exposure to Cotton Dust, § 1910.1043\(n\)\(4\) \(11/1/01\)](#)
- [\[12-411\] Occupational Exposure to Bloodborne Pathogens; Needlesticks and Other Sharps Injuries; § 1910.1030; Revised Final Rule \(11/1/01\)](#)
- [\[12-415A\] Occupational Exposure to Hexavalent Chromium, § 1910.1026 for General Industry, § 1915.1026 for Shipyards and § 1926.1126 for Construction; Corrections \(3/1/07\)](#)
- [\[12-419F\] Amendments to the Air Contaminants Standard, § 1910.1000 \(3/15/98\)](#)
- [\[12-420\] Special Provisions for Air Contaminants, § 1910.19; Amendment \(6/15/97\)](#)
- [\[12-421\] Dipping and Coating Operations, General Industry, Revised Final Rule, §§ 1910.122 through 1910.126 \(8/1/99\)](#)
- [\[12-422\] Methylendianiline in Construction, § 1926.60; Correction \(8/15/05\)](#)
- [\[12-801A\] Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment, 1915.11 through 1915.16; and Corrections \(6/15/95\)](#)
- [\[12-802\] Competent Person, Shipyard Employment, § 1915.7 \(4/1/95\)](#)
- [\[12-803\] Personal Protective Equipment \(PPE\) for Shipyard Employment, Part 1915; Amendment \(8/15/96\)](#)
- [\[12-804B\] Longshoring and Marine Terminals, Parts 1910, 1917 and 1918 \(5/15/09\)](#)
- [\[12-805\] Occupational Safety and Health Standards for Shipyard Employment; Technical Amendments \(4/1/03\)](#)
- [\[12-806A\] Fire Protection in Shipyard Employment, §§ 1915.501-1915.509, Public Sector Only \(3/1/07\)](#)
- [\[13-001\] DOLI Interagency Agreements for VOSH \(5/15/08\)](#)
- [\[13-002\] Areas of Direct Federal Enforcement by OSHA in Virginia \(8/15/08\)](#)
- [\[13-006\] Memorandum of Understanding Between the Department of Transportation \(VDOT\) and the Department of Labor and Industry \(DOLI\) \(1/15/09\)](#)
- [\[13-010\] Memorandum of Understanding between the Department of Labor and Industry \(DOLI\) and the Department of Professional and Occupational Regulation \(DPOR\) \(9/15/08\)](#)
- [\[13-011\] Memorandum of Understanding between the Department of Environmental Quality and the Department of Labor and Industry \(9/15/08\)](#)
- [\[13-016\] Memorandum of Understanding between the Department of Labor and Industry \(DOLI\) and the Federal Occupational Safety and Health Administration \(OSHA\) \(9/15/08\)](#)
- [\[13-018\] Agreement Establishing An Alliance Between Virginia Department of Labor and Industry and The Virginia State Association of Occupational Health Nurses \(7/12/10\)](#)
- [\[13-057A\] Mem. of Under. Between Department of Health and Department of Labor \(4/26/86\) \(4/1/03\)](#)
- [\[14-005B\] First Report of Injuries and Illnesses \(FRI\) Local Emphasis Program \(LEP\) \(2/1/05\)](#)
- [\[14-201\] Local Emphasis Program: "Fall Hazards" \(4/1/03\)](#)
- [\[14-203\] Special \(National\) Emphasis Program: Trenching and Excavation \(4/1/03\)](#)
- [\[14-204\] Local Emphasis Program: Scaffolding \(4/1/03\)](#)
- [\[14-205\] Public Sector Local Emphasis Program: Public Work Shops \(4/1/03\)](#)
- [\[14-219C\] Local Emphasis Program: Reverse Signal Operation of Vehicles, Machinery and Equipment and Heavy Equipment \(Generally\) \(8/15/09\)](#)
- [\[14-221D\] Local Emphasis Program: Overhead High Voltage Line Safety for both General Industry and Construction \(4/1/03\)](#)

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[\[14-222B\] LEProgram: Lumber and Wood Products, SIC Group 24 Lynchburg, Roanoke, Abingdon and Verona Offices Only \(3/1/05\)](#)

[\[14-233A\] National Emphasis Program on Amputations \(4/1/07\)](#)

[\[14-236A\] National Emphasis Program – Combustible Dust \(Reissued\) \(4/1/08\)](#)

[\[14-398B\] Local Emphasis Program - Tree Felling and Tree Delimiting Activities \(5/1/09\)](#)

[\[14-409\] Special Emphasis Program \(SEP\) for Silicosis \(4/1/03\)](#)

[\[14-410\] National Emphasis Program – Crystalline Silica \(5/15/08\)](#)

[\[14-412\] LEP for Spray-On Bedlining Operations Involving Exposure to Methylene Diphenyl Isocyanate \(MDI\), a.k.a. Methylene Bisphenyl Isocyanate \(11/1/05\)](#)

[\[14-430A\] Public Sector LEP; Waste Water and Water Treatment \(WWWT\) Facilities \(4/1/03\)](#)

[\[14-437A\] National Emphasis Program: Lead \(2/15/09\)](#)

[\[14-440\] National Emphasis Program – Facilities that Manufacture Food Flavorings Containing Diacetyl \(3/15/10\)](#)

[\[14-441\] National Emphasis Program – Hexavalent Chromium \(5/15/10\)](#)

[\[BPV - 1\] Boiler and Pressure Vessel Safety Compliance Operations Manual \(10/1/99\)](#)

[\[BPV - 2\] Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit A \(3/27/74\)](#)

[\[BPV - 3\] Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit B \(12/5/00\)](#)

[\[BPV - 4\] Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit C \(4/1/03\)](#)

[\[VOSH Consult. - 1\] VOSH Consultation Policy and Procedures Manual \(OSHA Instruction TED 3.6\) \(7/1/03\)](#)

[\[VOSH 1981-82 SFY\] 1981-82 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1981 - June 30, 1982 \(12/10/09\)](#)

[\[VOSH CCG\] VOSH Closing Conference Guide \(6/10/03\)](#)

[\[VOSH Consult. - 2\] Job Safety and Health Protection Poster \(4/4/03\)](#)

[\[VOSH Consult. - 3\] Training Requirements/OSHA Standards and Training Guidelines \(7/1/98\)](#)

[\[VOSH ERG\] Employer Responsibilities and Courses of Action Following a VOSH Inspection \(11/10/08\)](#)

[\[VOSH FO 1979-80 SFY\] 1979-80 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1979 - June 30, 1980 \(12/10/09\)](#)

[\[VOSH FO 1980-81 SFY\] 1980-81 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1980 - June 30, 1981 \(12/10/09\)](#)

[\[VOSH FO 1982-83 SFY\] 1982-83 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1982 - June 30, 1983 \(12/10/09\)](#)

[\[VOSH FO 1983-84 SFY\] 1983-84 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1983 - June 30, 1984 \(12/10/09\)](#)

[\[VOSH FO 1984-85 SFY\] 1984-85 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1984 - June 30, 1985 \(12/10/09\)](#)

[\[VOSH FO 1985-86 SFY\] 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986 \(12/10/09\)](#)

[\[VOSH FO 1985-86 SFY\] 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986 \(12/10/09\)](#)

[\[VOSH FO 1986-87 SFY\] 1986-87 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1986 - June 30, 1987 \(12/10/09\)](#)

[\[VOSH FO 1987-88 SFY\] 1987-88 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1987 - June 30, 1988 \(12/10/09\)](#)

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[\[VOSH FO 1989-90 SFY\] 1989-90 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1989 - June 30, 1990](#) (12/10/09)

[\[VOSH FO 1990-91 SFY\] 1990-91 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1990 - June 30, 1991](#) (12/10/09)

[\[VOSH FO 1991-92 SFY\] 1991-92 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1991 - June 30, 1992](#) (12/10/09)

[\[VOSH FO 1992-93 SFY\] 1992-93 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1992 - June 30, 1993](#) (12/10/09)

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[\[VOSH FO 1994-95 SFY\] 1994-95 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1994 - June 30, 1995](#) (12/10/09)

[\[VOSH FO 1995-96SFY\] 1995-96 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1995 - June 30, 1996](#) (12/10/09)

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[\[VOSH FO 2000-01\] 2000-01 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 2000 - June 30, 2001](#) (12/10/09)

[\[VOSH FO 2001-02SFY\] 2001-02 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 2001 - June 30, 2002](#) (12/10/09)

[\[VOSH FO 2002-03 SFY\] 2002-03 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 2002 - June 30, 2003](#) (12/11/09)

[\[VOSH FO 2005\] 2005 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act](#) (12/10/09)

[\[VOSH FO 2006\] 2006 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act](#) (12/11/09)

[\[VOSH FO 2007\] 2007 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act](#) (12/4/09)

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[\[VOSH HEALTH 1\] Virginia Occupational Safety and Health Program Interpretations of Health Standards](#) (10/17/03)
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[\[VOSH Safety 2\] 2007 Safety Interpretations](#) (12/20/07)
[\[VOSH VPP - 1\] Voluntary Protection Programs \(VPP\) Policies and Procedures Manual](#) (1/12/04)

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Library Development and Networking Services Division

Copies of documents related to public libraries and trustees 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 Carol Adams at the above address, telephone (804) 692-3774, FAX (804) 692-3771, email carol.adams@lva.virginia.gov.

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:

Virginia Public Library Trustees Handbook, 2005 edition, available online at <http://www.lva.virginia.gov/lib-edu/ldnd/trustee/2005Handbook/2005Handbook.pdf>

Information Regarding Public Libraries:

Planning for Library Excellence, 2009, available online at <http://www.lva.virginia.gov/lib-edu/ldnd/standards/PFLE.pdf>

Archival and Records Management Services Division

Copies of the documents related to public records 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 Management Manual](#), revised September 2010

Timely Destruction of Records, available online at <http://www.lva.virginia.gov/agencies/records/timely.asp>

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 www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at lrc@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4595. Copies are free of charge.

Guidance Documents:

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, adopted by board on April 28, 1989

95-2, Board Procedures for Auditing Continuing Education, July 10, 2002

95-3, Sanction Reference Manual, March 8, 2010

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

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

LONGWOOD UNIVERSITY

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of the Vice President for Administration and Finance, 201 High Street, Lancaster 207, Farmville, VA 23909. Copies may be obtained free of charge by contacting the Office of the Vice President for Administration and Finance at the same address, FAX (434) 395-2635, telephone (434) 395-2016 or email worsterks@longwood.edu.

Questions concerning the interpretation or implementation of these documents may also be directed to the Vice President for Administration and Finance, at the same address.

Guidance Documents:

Longwood 2010-2011 Undergraduate catalog, revised July 2010

http://www.longwood.edu/assets/academicaffairs/2010_2011UndergradCatalog.pdf

Longwood University 2010-2011 Graduate Catalog, revised July 1, 2010

http://www.longwood.edu/assets/graduatestudies/2010-2011_GraduateCatalog.pdf

Longwood University Student Handbook 2010-2011

<http://www.longwood.edu/assets/judicial/Handbook.pdf>

Faculty Policies and Procedures Manual

http://www.longwood.edu/assets/academicaffairs/FPPM2010_2011.pdf

Longwood University Administrative Policies and Procedures Manual

http://www.longwood.edu/assets/academicaffairs/FPPM2010_2011.pdf

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, VA 23219. Questions regarding interpretation or implementation of these

documents and requests for copies may be directed to Frank S. Ferguson, General Counsel and Director of Legislative and Regulatory Affairs, at the same address, telephone (804) 692-7901, FAX (804) 692-7102 or email fferguson@valottery.com.

Director's Orders:

All Director's Orders are issued by the department's director as administrative orders. These orders interpret and implement the Virginia Lottery's regulations relating to the licensing of lottery sales agents (11VAC5-31-10 through 11VAC5-31-190) and the games conducted by the Virginia Lottery (11VAC5-41-10 through 11VAC5-41-340). The following Director's Orders are active as of the date of this filing:

31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, issued 08/15/94

48(97), Virginia Lottery Retailer Cashing Bonus Program and Rules, issued 12/01/97

02(99), Establishment of a Sliding Scale for Surety Bonding Requirements, issued 02/22/99

37(99), Virginia's Third On-Line Game Lottery; "Pick 4," Final Rules for Game Operation; Second Revision, issued 09/17/99

61(01), Virginia's First On-Line Lottery Game; "Pick 3," Final Rules for Game Operation; Sixth Revision, issued 09/09/01

62(01), Virginia's Fourth On-Line Lottery; "Cash 5," Final Rules for Game Operation; Sixth Revision, issued 09/09/01

39(05), Virginia's Ninth Online Game Lottery; "Mega Millions" Final Rules for Game Operations, issued 05/09/05

59(05), Final Rules for Operation; "Subscription Program," for Virginia Lottery On-line Games, issued 08/08/05

10(07), Virginia's 11th On-Line Lottery Game; "Fast Play Bingo," Final Rules for Game Operation, issued 02/01/07 *nunc pro tunc* 02/01/07

20(07), Virginia's Tenth Online Game Lottery; "Win For Life," Final Rules for Game Operation, issued 05/02/07

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

44(08), Virginia's Instant Game Lottery 1062; "\$120 Million Cash Blowout," Final Rules for Game Operation, issued 08/12/08

61(08), Virginia's Instant Game Lottery 1088; "Blazin' Red Hot Cash," Final Rules for Game Operation, issued 11/06/08

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- 64(08), Virginia's Instant Game Lottery 1076; "Win For Life" Final Rules for Game Operation, issued 10/13/08
- 70(08), Virginia's Instant Game Lottery 1095; "Money Mania" Final Rules for Game Operation, issued 11/06/08
- 71(08), Virginia's Instant Game Lottery 1096; "Tax Free \$100,000" 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
- 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
- 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
- 09(09), Virginia's Instant Game Lottery 1054; "Take The Money and Run" Final Rules for Game Operation, issued 02/03/09 *nunc pro tunc* 01/09/09
- 31(09), Virginia's Instant Game Lottery 1110; "Lucky Casino" Final Rules for Game Operation, issued 04/08/09
- 36(09), Virginia's On-line Lottery Game "Pick 3 With Boost" Final Rules for Game Operation, issued 05/01/09
- 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
- 51(09), Virginia's Instant Game Lottery 1111; "Corvette® Cash" Final Rules for Game Operation, issued 06/17/09
- 63(09), Virginia's Instant Game Lottery 1139; "Fuzzy Dice" Final Rules for Game Operation, issued 09/11/09
- 70(09), Virginia Lottery's Retailer Cashing Bonus Program Final Rules for Operation, issued 10/13/09
- 75(09), Virginia's Instant Game Lottery 1165; "The Perfect Gift!" Final Rules for Game Operation, issued 10/06/09
- 79(09), Virginia's Instant Game Lottery 1142, "\$200,000 Gold Rush" Final Rules for Game Operation, issued 11/11/09
- 03(10), Virginia's Instant Game Lottery 1162, "Casino Doubler" Final Rules for Game Operation, issued 01/14/10
- 04(10), Virginia's Instant Game Lottery 1101; "Bingo Tripler" Final Rules for Game Operation, issued 01/14/10
- 05(10), Virginia's Instant Game Lottery 1164; "Hit \$1,000" Final Rules for Game Operation, issued 01/14/10
- 06(10), Virginia's Instant Game Lottery 1167; "IGT Slots" Final Rules for Game Operation, issued 01/14/10
- 09(10), Virginia's Instant Game Lottery 1172; "\$100,000 Payout" Final Rules for Game Operation, issued 01/14/10
- 14(10), Virginia's Ninth On-Line Lottery Game; "Mega Millions" Final Rules for Game Operation, issued 02/02/10
- 15(10), Virginia's Twenty-Third Online Lottery Game; "Powerball" Final Rules for Game Operation, issued 02/02/10 *nunc pro tunc* 01/31/10
- 16(10), Virginia's Instant Game Lottery 1166; "\$250,000 Jackpot" Final Rules for Game Operation, issued 02/20/10
- 17(10), Virginia's Instant Game Lottery 1168; "Smokin' Hot Cash" Final Rules for Game Operation, issued 02/20/10
- 19(10), Virginia's Instant Game Lottery 1176; "Lucky 7's" Final Rules for Game Operation, issued 02/20/10
- 20(10), Virginia's Instant Game Lottery 1181; "Crossword Puzzle" Final Rules for Game Operation, issued 02/20/10
- 24(10), Virginia's Instant Game Lottery 1189; "Virginia's \$5 Million Club" Final Rules for Game Operation, issued 02/20/10
- 25(10), Virginia's Instant Game Lottery 1177; "Quick Silver" Final Rules for Game Operation, issued 05/04/10
- 26(10), Virginia's Instant Game Lottery 1188; "\$70 Million Payout Spectacular" Final Rules for Game Operation, issued 05/04/10
- 33(10), Virginia Instant Game Lottery 1166; "Virginia's \$250,000 Jackpot" Final Rules for Game Operation, issued 03/16/10
- 34(10), Virginia's Instant Game Lottery 1173; "Muscle Car Money" Final Rules for Game Operation, issued 05/04/10
- 38(10), Virginia's Instant Game Lottery 1179; "Winner's Circle" Final Rules for Game Operation, issued 05/07/10
- 40(10), Virginia's Instant Game Lottery 1183; "Deluxe Winner Take All" Final Rules for Game Operation, issued 05/07/10
- 41(10), Virginia's Instant Game Lottery 1187; "\$250 Grand" Final Rules for Game Operation, issued 05/07/10
- 42(10), Virginia's Instant Game Lottery 1191; "Gimme 5!" Final Rules for Game Operation, issued 05/07/10

- 43(10), Virginia's Instant Game Lottery 1190; "7 11 21" Final Rules for Game Operation, issued 05/07/10
- 44(10), Virginia's Instant Game Lottery 1195; "Cash To Go" Final Rules for Game Operation, issued 05/07/10
- 46(10), "Angelvision Video Retailer Recruitment" Virginia Lottery Retailer Incentive Program Rules, issued 05/07/10
- 49(10), "Redskins Legacy" Virginia Lottery Retailer Incentive Program Rules, issued 06/07/10
- 51(10), Virginia's Instant Game Lottery 1178; "Super Blackjack" Final Rules for Game Operation, issued 06/04/10
- 52(10), Virginia's Instant Game Lottery 1182; "Diamond Bingo" Final Rules for Game Operation, issued 06/04/10
- 53(10), Virginia's Instant Game Lottery 1184; "Winning Fever" Final Rules for Game Operation, issued 06/04/10
- 54(10), Virginia's Instant Game Lottery 1193; "Lucky 8's" Final Rules for Game Operation, issued 06/04/10
- 56(10), Virginia's Instant Game Lottery 1200; "Winfall" Final Rules for Game Operation, issued 06/04/10
- 57(10), "Rite Aid" Virginia Lottery Retailer Incentive Program Rules, issued 06/07/10
- 58(10), "On The Spot" Virginia Lottery Retailer Incentive Program Rules, issued 06/17/10
- 59(10), "Redskins Legacy Sweepstakes" Final Rules for Game Operation, issued 06/18/10
- 60(10), Virginia's Instant Game Lottery 1138; "Dreamin' of Dollar\$" Final Rules for Game Operation, issued 06/18/10
- 61(10), "Redskins Legacy Stay In The Game Sweepstakes" Final Rules for Game Operation, issued 06/28/10
- 62(10), Virginia's Instant Game Lottery 1194; "Redskins Legacy" Final Rules for Game Operation, issued 07/15/10
- 63(10), Virginia's Instant Game Lottery 1196; "Monopoly" Final Rules for Game Operation, issued 07/15/10
- 64(10), Virginia's Instant Game Lottery 1199; "Jewel 7's" Final Rules for Game Operation, issued 07/15/10
- 69(10), Virginia's Instant Game Lottery 1186; "10X The Money" Final Rules for Game Operation, issued 10/01/10
- 70(10), Virginia's Instant Game Lottery 1198; "The Price Is Right" Final Rules for Game Operation, issued 09/10/10
- 71(10), Virginia's Instant Game Lottery 1204; "Blackjack Showdown" Final Rules for Game Operation, issued 08/12/10
- 72(10), "Redskins Legacy Stay In The Game" Sweepstakes Final Rules for Game Operation, issued 08/23/10
- 74(10), Virginia's Instant Game Lottery 1203; "\$1,000 Club" Final Rules for Game Operation, issued 09/10/10
- 75(10), Virginia's Instant Game Lottery 1197; "Cash Crop" Final Rules for Game Operation, issued 09/10/10
- 76(10), "Virginia's Wildlife Photo Contest" Final Rules for Game Operation, issued 10/01/10
- 78(10), "Redskins Big Jackpot Games" Sweepstakes Final Rule for Game Operation, issued 09/10/10
- 79(10), "The Price Is Right" Sweepstakes Final Rules for Game Operation, issued 09/20/10
- 80(10), Virginia's Instant Game Lottery 1192, "Triple Wild" Final Rules for Game Operation, issued 10/01/10
- 81(10), Virginia's Instant Game Lottery 1206, "Cash Flurry" Final Rules for Game Operation, issued 10/01/10
- 82(10), Virginia's Instant Game Lottery 1207, "Season's Delight" Final Rules for Game Operation, issued 10/01/10
- 83(10), Virginia's Instant Game Lottery 1208, "Red Hot Bucks" Final Rules for Game Operation, issued 10/01/10
- 84(10), Virginia's Instant Game Lottery 1209, "Holiday Cash" Final Rules for Game Operation, issued 10/01/10
- 85(10), Virginia's Instant Game Lottery 1211, "Farm Fresh Fast \$500!" Final Rules for Game Operation, issued 10/01/10
- 88(10), Virginia's Instant Game Lottery 1232, "Super Blackjack" Final Rules for Game Operation, issued 10/01/10
- 89(10), Virginia's Instant Game Lottery 1180, "Movie Night" Final Rules for Game Operation, issued 10/01/10
- 90(10), Virginia's Instant Game Lottery 1201, "Virginia's Wildlife" Final Rules for Game Operation, issued 10/01/10
- 92(10), Virginia's Instant Game Lottery 1205, "Tis The Season" Final Rules for Game Operation, issued 11/03/10 *nunc pro tunc* 11/02/10
- 93(10), Virginia's Instant Game Lottery 1210; "Lucky Pair" Final Rules for Game Operation, issued 11/10/10
- 94(10), Virginia's Instant Game Lottery 1214; "Cold Hard Ca\$h" Final Rules for Game Operation, issued 11/10/10
- 95(10), Virginia's Instant Game Lottery 1233; "Green Stuff" Final Rules for Game Operation, issued December 15, 2010
- 96(10), Virginia's Twenty-Fourth On-Line Game Lottery "Virginia's New Years Millionaire Raffle" Final Rules for Game Operation, issued 11/03/10 *nunc pro tunc* 11/02/10
- 98(10), Virginia's Instant Game Lottery 1234; "Smokin' Hot Cash II" Final Rules for Game Operation, issued 11/16/10
- 99(10), Virginia's Instant Game Lottery 1215; "Lucky 8's" Final Rules for Game Operation, issued 12/20/10
- 100(10), Virginia's Instant Game Lottery 1217; "Super Bonus Crossword" Final Rules for Game Operation, issued 11/29/10

Guidance Documents

101(10), Virginia Lottery's Instant Game Lottery 1219; "\$20,000 Payday Doubler" Final Rules for Game Operation, issued 11/16/10

102(10), Virginia's Instant Game Lottery 1235; "Monopoly" Final Rules for Game Operation, issued 11/10/10

105(10), Virginia's Instant Game Lottery 1218; "Cruise for Cash" Final Rules for Game Operation, issued 12/20/10

106(10), Virginia's Instant Game Lottery 1236; "Hot \$1,000" Final Rules for Game Operation, issued 12/20/10

107(10), "You Activate/We Pay" Virginia Lottery Retailer Incentive Program Rules, issued 12/20/10

110(10), "University of Virginia Playbook JPJ Concert Sweepstakes" Final Rules for Game Operation, issued 12/06/10

111(10), Virginia Lottery "2011 Super Teacher Awards Contest" Official Final Rules for Contest Operation, issued 12/20/10

112(10), Virginia's Instant Game Lottery 1222; "Fat Cat Returns!" Final Rules for Game Operation, issued 12/20/10

113(10), Virginia's Instant Game Lottery 1223; "Lucky Bucks Doubler" Final Rules for Game Operation, issued 12/20/10

114(10), Virginia's Instant Game Lottery 1230; "Casino Riches" Final Rules for Game Operation, issued 12/20/10

115(10), Virginia's Instant Game Lottery 1244; "Aces & 8's" Final Rules for Game Operation, issued 12/20/10

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 2010

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 Tony Watkinson, 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

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.

Booklet 5/1/97, Virginia Medicaid Handbook, issued May 1, 1997, 12VAC30-10, revised annually, no charge for copy.

Special 5/21/97 Medicaid Memo, Certification of Coverage Required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), issued May 21, 1997, Public Law 104-191, no charge for copy.

Special 7/14/97 Medicaid Memo, Reimbursement to Audiologists for Services Provided to Adults, issued July 14, 1997, 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.

Letter 5/26/99, HCFA Report for the Elderly and Disabled Waiver, issued May 26, 1999, 12VAC30-120-10 through 12VAC30-120-70, no charge for copy.

Special 5/29/98 Medicaid Memo, Use of the Uniform Assessment Instrument for Preadmission Screening for the AIDS Waiver and Technology Assisted Waiver, issued May 29, 1998, 12VAC30-120-140 through 12VAC30-120-200 and 12VAC30-120-70 through 12VAC30-120-130, no charge for copy.

Special 7/13/98 Medicaid Memo, Billing for the Completion of the Assessment of Active Treatment Needs for Individuals With MI or MR Who Request Services Under the Elderly and Disabled Waiver and New Order Number for the Revised Assessment Document, issued July 13, 1998, 12VAC30-120, no charge for copy.

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 5/4/01 Medicaid Memo, Systems Specifications for Point of Services Claims Submission Information Alert, issued May 4, 2001, 12VAC30-80-40, no charge for copy.

Special 4/26/2002 Medicaid Memo Clarification of Medicaid Reimbursable Transportation Services, issued April 26, 2002, 12VAC30-50-510, no charge for copy.

Special 8/8/2002 Medicaid Memo, New Virginia Medicaid Management Information System (MMIS) and HIPAA

Guidance Documents

Update, issued August 8, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 10/18/2002 Medicaid Memo, Implementation of the New Virginia Medicaid Management Information System (MMIS), issued October 18, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 11/8/2002 Medicaid Memo, Changes in the Distribution of Virginia Medicaid Provider Manuals, issued November 8, 2002, 42 CFR 431.18, no charge for copy of memo.

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 11/25/2003 Introduction of Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services; 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 10/28/2003 Changes in Billing for Medicare "Crossover" Claims; 12VAC30-80; 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 1/23/2004 Medicaid Memo, Prospective Drug Review Program Changes for Pharmacy Claims and Other Pharmacy Program Changes, issued January 23, 2004, 12VAC30-10-130, no charge for memo copy.

Special 2/6/2004 Medicaid Memo, Request Required by Providers Receiving ASC X12 835 Transactions for the Continued Receipt of Paper Remittances Advices Past 30 Days, issued February 6, 2004, 12VAC30-10, no charge for memo copy.

Special 3/1/2004 Medicaid Memo, Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 1, 2004, 12VAC30-50, no charge for memo copy.

Special 3/5/2004 Medicaid Memo Correction, Correction to March 1, 2004, Medicaid Memo Titled: Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 5, 2004, 12VAC30-50, no charge for correction copy.

Special 3/18/2004 Medicaid Memo, Billing Information Correction for Submitting Paper UB-92 Medicare Part A and

B Claims, issued March 18, 2004, 12VAC30-20, no charge for memo copy.

Special 3/22/2004 Medicaid Memo, Update of Medicaid, FAMIS, and FAMIS Plus ID Cards and Eligibility Verification Systems Information, issued March 22, 2004, 12VAC30-141, no charge for memo copy.

Special 4/1/2004 Medicaid Memo, Processing and Payment of Emergency Room Claims, issued April 1, 2004, 12VAC30-50, no charge for memo copy.

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

Special 4/15/2004 Medicaid Memo, Durable Medical Equipment (DME) Appendix B Information, issued April 15, 2004, 12VAC30-50, no charge for memo copy.

Special 5/17/2004 Medicaid Memo, Prospective Drug Review Program (ProDUR) Changes to Early Refill (ER) Edits and Updates on Home Infusion Billing, issued May 17, 2004, 12VAC30-10 & 130, no charge for memo copy.

Special 5/25/2004 Medicaid Memo, Billing Alert - Processing of Certain Community Mental Health Services Covered Under FAMIS, issued May 25, 2004, 12VAC30-141, no charge for memo copy.

Special 6/1/2004 Medicaid Memo, COX-2 Clinical Edits, Phase III of the Virginia Medicaid Preferred Drug List (PDL) Program and PDA Download for PDL Quick List - July 2004, issued June 1, 2004, 12VAC30-50, no charge for memo copy.

Special 7/1/2004 Medicaid Memo, Claims Edits and Extensions for Prior Authorization of Home and Community Based Waiver Services and Offline Billing for MR Waiver Claims, issued July 1, 2004, 12VAC30-120, no charge for memo copy.

Special 7/19/2004 Medicaid Memo, Sending Attachments to 837 Electronic Claims Transactions, issued July 19, 2004, 12VAC30-10, no charge for memo copy.

Special 7/26/2004 Medicaid Memo, Re-Implementation of the 180-Day Outstanding Check and Claim Void Process, issued July 26, 2004, 12VAC30-10, no charge for memo copy.

Special 8/1/2004 Medicaid Memo, Mandatory Generic Edits, ePocrates, Weight Loss Drugs - New Prior Approval Procedure and Over-the-Counter Drugs, issued August 1, 2004, 12VAC30-50, no charge for memo copy.

Special 8/15/2004 Medicaid Memo, Billing Information Update for Submitting Paper UB-92 Medicare Crossover Part A and B Claims, issued August 15, 2004, 12VAC30-20, 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 8/20/2004 Medicaid Memo, Use of Electronic Signatures, issued August 20, 2004, 12VAC30-10, no charge for memo copy.

Special 8/30/2004 Letter, Change in Medicaid AP DRG Grouper Software - Effective October 1, 2004, issued August 30, 2004, 12VAC30-70, no charge for letter copy.

Special 8/31/2004 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued August 31, 2004, 12VAC30-50, 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 9/3/2004 Medicaid Memo, Changes to the Review Process for Residential Treatment Services, issued September 3, 2004, 12VAC30-50, no charge for memo copy.

Special 10/1/2004 Medicaid Memo, Implementation of the New Provider Remittances for Professionals and Facilities, issued October 1, 2004, 12VAC30-70 & 12VAC30-90, no charge for memo copy.

Special 10/15/2004 Medicaid Memo, Maximum Allowable Cost (MAC) Program for Virginia Medicaid and Notification of COX-II Drug Class Changes to Preferred Drug List (PDL), issued October 15, 2004, 12VAC30-80, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Changes to the Review Process for Treatment Foster Care-Case Management Services - Effective December 15, 2004, issued November 5, 2004, 12VAC30-50, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Waiver Billing and Maintenance Issues, issued November 5, 2004, 12VAC30-120, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Clarification of Family Planning Waiver - Covered Services and Billing Procedures, issued November 5, 2004, 12VAC30-135, no charge for memo copy.

Special 12/1/2004 Medicaid Memo, Annual Review of Phase I of the Virginia Medicaid Preferred Drug List Program and PDL Quicklist, issued December 1, 2004, 12VAC30-50, no charge for memo copy.

Special 12/1/2004 Medicaid Memo, Medicaid Eligibility for Infants Born to Non-Medicaid-Eligible Alien Women Whose Deliveries Were Covered by Medicaid as an Emergency

Guidance Documents

Medical Service, issued December 1, 2004, 12VAC30-50, no charge for memo copy.

Special 12/3/2004 Medicaid Memo, Long-Acting Narcotics Step Therapy & the Preferred Drug List, issued December 3, 2004, 12VAC30-50, no charge for memo copy.

Special 12/13/2004 Medicaid Memo, Enrollment of Licensed Marriage and Family Therapists, issued December 13, 2004, 12VAC30-50, no charge for memo copy.

Special 1/5/2005 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued January 5, 2005, 12VAC30-50, no charge for memo copy.

Special 1/10/2005 Medicaid Memo, Services Requiring Claims Submission Through the VaMMIS – Effective February 1, 2005, issued January 10, 2005, 12VAC30-50, no charge for memo copy.

Special 3/28/2005 Medicaid Memo, New Billing Requirements for Non-emergency, Outpatient MRI/CAT/PET Scans – Effective May 1, 2005, issued March 28, 2005, 12VAC30-50, no charge for memo copy.

Special 3/28/2005 Medicaid Memo, Patient Pay Recorded on Paper Claim Submissions for Waiver Services – Effective May 1, 2005, issued March 28, 2005, 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 6/3/2005 Medicaid Memo, Termination of Erectile Dysfunction (ED) Drug Coverage for Individuals Convicted of a Sex Offense – Effective As Of May 27, 2005, issued June 3, 2005, 12VAC30-50, no charge for memo copy.

Special 6/10/2005 Medicaid Memo, Annual Review of Phases II and III of the Virginia Medicaid Preferred Drug List (PDL) Program, Review of New Drugs, Dispensing Fee for Generic Drugs, and PDL Quicklist – Effective July 1, 2005, issued June 10, 2005, 12VAC30-50, no charge for memo copy.

Special 6/10/2005 Medicaid Memo, Smiles For Children, Virginia's Dental Program for Medicaid, FAMIS, and FAMIS Plus Children – Effective July 1, 2005, issued June 10, 2005, 12VAC30-50, no charge for memo copy.

Special 6/14/2005 Medicaid Memo, Dental Program Coverage of Medical/Surgical Procedures for Medicaid, FAMIS, and FAMIS Plus Children – Effective July 1, 2005, issued June 14, 2005, 12VAC30-50, no charge for memo copy.

Special 6/14/2005 Medicaid Memo, Coverage of Orthodontics Billing Procedures for Medicaid, FAMIS, and

FAMIS Plus Children – Effective July 1, 2005, issued June 14, 2005, 12VAC30-50, no charge for memo copy.

Special 6/28/2005 Medicaid Memo, Preferred Drug List (PDL) Changes Affecting Nursing Home Providers – Effective August 1, 2005, issued June 28, 2005, 12VAC30-50, no charge for memo copy.

Special 6/28/2005 Medicaid Memo, Billing Changes to Date of Discharge for Hospice Services – Effective July 1, 2005, issued June 28, 2005, 12VAC30-50, no charge for memo copy.

Special 7/8/2005 Medicaid Memo, Coverage Changes to the FAMIS Program (FAMIS MOMS & FAMIS Select) – Effective August 1, 2005, issued July 8, 2005, 12VAC30-50, no charge for memo copy.

Special 7/14/2005 Medicaid Memo, Reimbursement for Dental Services under Smiles For Children – Effective July 1, 2005, issued July 14, 2005, 12VAC30-50, no charge for memo copy.

Special 8/1/2005 Medicaid Memo, Rate Increases & New Patient Pay Payroll Procedure for Consumer-Directed Services – Effective July 1, 2005, issued August 1, 2005, 12VAC30-50, no charge for memo copy.

Special 8/1/2005 Medicaid Memo, Correction to the Billing Instructions for the UB-92 Claim Form, issued August 1, 2005, 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.

Special 8/19/2005 Medicaid Memo, FAMIS MOMS Enrollees – How to Apply for Newborn Coverage, issued August 19, 2005, 12VAC30-50, no charge for memo copy.

Special 9/6/2005 Medicaid Memo, Changes to Orthotic Services Pre-authorization (PA) Process – Effective October 1, 2005, issued September 6, 2005, 12VAC30-50, no charge for memo copy.

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all providers and managed care organizations, issued September 8, 2005, 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 11/7/2005 Medicaid Memo, Medicaid Reimbursement Rate Changes for Culpeper and King George Counties – Effective January 1, 2006, issued November 7, 2005, 12VAC30-50, no charge for memo copy.

Special 11/30/2005 Medicaid Memo, Managed Care Organization (MCO) Program Expands Into the Winchester Region – Effective December 1, 2005, issued November 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/2/2005 Medicaid Memo, Implementation of ClaimCheck for all Physician and Laboratory Services – Effective January 9, 2006, issued December 2, 2005, 12VAC30-50, no charge for memo copy.

Special 12/5/2005 Medicaid Memo, Pending Cancellation of DMAS Disaster Relief Health Care Coverage for Victims of Hurricane Katrina, issued December 5, 2005, 12VAC30-50, no charge for memo copy.

Special 12/5/2005 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and PDL Quicklist & Medicare Part D Implementation – Effective January 1, 2005, issued December 5, 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 12/20/2005 Medicaid Memo, Managed Care Organization (MCO) Merger Between Anthem HealthKeepers Plus & UniCare Health Plan of Virginia – Effective January 1, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Termination of Erectile Dysfunction Drug Coverage for Medicaid Enrollees – Effective January 1, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Virginia Medicaid Healthy ReturnsSM Disease Management Program Expands – Effective January 13, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/27/2005 Medicaid Memo, New Federal Requirements Regarding the Compliance with Seclusion and Restraint Regulations – Effective Immediately, issued December 27, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Upcoming Changes to the Processing of Medicare "Crossover" Claims, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Discontinuation of Default Medicaid Prescriber ID Numbers – Effective February 1, 2006, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Proper Procedure for Sending Checks for Claims Processing Errors, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

Special 1/12/2006 Medicaid Memo, Changes to Processing of Medicare "Crossover" Claims -Addendum, issued January 12, 2006, 12VAC30-50, no charge for memo copy.

Special 1/30/2006 Medicaid Memo, New Virginia Medicaid Interim Reimbursement for Medicare Part D Drugs for Dual Eligibles – Effective January 31, 2006, issued January 30, 2006, 12VAC30-50, no charge for memo copy.

Special 2/1/2006 Medicaid Memo, Changes to Virginia Medicaid Billing Instructions for HIPAA Compliance – Utilization of Interim Bill Types, issued February 1, 2006, 12VAC30-50, no charge for memo copy.

Special 2/27/2006 Medicaid Memo, Implementation of the National Provider Identification Number: Atypical Anticipated Initial Implementation Date: January 1, 2007, issued February 27, 2006, 12VAC30-50, no charge for memo copy.

Special 2/27/2006 Medicaid Memo, Implementation of the National Provider Identification Number: Typical Anticipated Initial Implementation Date: January 1, 2007, issued February 27, 2006, 12VAC30-50, no charge for memo copy.

Special 3/1/2006 Medicaid Memo, Discontinuation of Virginia Medicaid Interim Reimbursement for Medicare Part D Drugs for Dual Eligibles – March 8, 2006, issued March 1, 2006, 12VAC30-50, no charge for memo copy.

Special 3/20/2006 Medicaid Memo, Notification of Contract Award and New Prior Authorization and Utilization Review Process – Spring 2006, issued March 20, 2006, 12VAC30-50, no charge for memo copy.

Special 3/24/2006 Medicaid Memo, EPSDT Blood Lead Testing Requirements, Lead-Safe Virginia, & the Discontinued Usage of the Division of Consolidated Laboratories, issued March 24, 2006, 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 Care – May 1, 2006, issued March 31, 2006, 12VAC30-50, no charge for memo copy.

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 4/3/2006 Medicaid Memo, Contracting of Services to a Qualified Fiscal Agent for Consumer-Directed Fiscal Agent Services – Summer 2006, issued April 3, 2006, 12VAC30-50, no charge for memo copy.

Guidance Documents

Special 4/13/2006 Medicaid Memo, Updates and Changes in the Processing of Medicare "Crossover" Claims, issued April 13, 2006, 12VAC30-50, no charge for memo copy.

Special 4/26/2006 Medicaid Memo, Changes to the Preauthorization of Outpatient Psychiatric Services and Changes to the Mental Health Clinic Provider Manual, issued April 26, 2006, 12VAC30-50, no charge for memo copy.

Special 4/26/2006 Medicaid Memo, Changes to the Preauthorization of Outpatient Psychiatric Services and Changes to the Psychiatric Services Manual, issued April 26, 2006, 12VAC30-50, no charge for memo copy.

Special 5/3/2006 Medicaid Memo, Correction to March 31, 2006 Medicaid Memo Regarding Rate Increase for Personal Care and Related Services and Adult Day Health Care – May 1, 2006, issued May 3, 2006, 12VAC30-50, no charge for memo copy.

Special 5/5/2006 Medicaid Memo, Update to the Durable Medical Equipment and Supplies Provider Manual and New Prior Authorization Contractor Effective June 5, 2006, issued May 5, 2006, 12VAC30-50, no charge for memo copy.

Special 5/5/2006 Medicaid Memo, Update to the Home Health Provider Manual and New Prior Authorization Contractor Effective June 5, 2006, issued May 5, 2006, 12VAC30-50, no charge for memo copy.

Special 5/11/2006 Medicaid Memo, Update to the Rehabilitation Provider Manual and New Prior Authorization Contractor Effective June 5, 2006, issued May 11, 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.

Special 5/26/2006 Medicaid Memo, Changes to the Preauthorization of Inpatient Psychiatric Services and Changes to the Psychiatric Services Manual: Effective June 12, 2006, issued May 26, 2006, 12VAC30-50, no charge for memo copy.

Special 5/26/2006 Medicaid Memo, Update to the Hospital Provider Manuals and New Prior Authorization Contractor: Effective June 12, 2006, issued May 26, 2006, 12VAC30-50, no charge for memo copy.

Special 6/1/2006 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and PDL Quicklist & Termination of Automatic PDL Prior Authorizations for Long-Acting Narcotics: Effective July 1, 2006, issued June 1, 2006, 12VAC30-50, no charge for memo copy.

Special 6/1/2006 Medicaid Memo, Update to the Technology Assisted Waiver Services (TAWS) Provider Manual, issued June 1, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Changes to the Preauthorization of Inpatient Psychiatric Residential and Changes to the Psychiatric Services Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Changes to the Preauthorization of Treatment Foster Care Case Management and Changes to the Psychiatric Services Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the AIDS Waiver Case Management Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the EDCD Waiver Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the Elderly Case Management Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the IFDDS Waiver Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/6/2006 Medicaid Memo, Update to the Community Mental Health Rehabilitative Services Provider Manual and Changes to the Prior Authorization Process for Extensions to Intensive In-Home Services (H2012), issued June 6, 2006, 12VAC30-50, no charge for memo copy.

Special 6/7/2006 Medicaid Memo, Program Updates for Virginia's Medicaid, FAMIS and FAMIS Plus Children Dental Program (Smiles For Children) – Spring 2006, issued June 7, 2006, 12VAC30-50, no charge for memo copy.

Special 6/9/2006 Medicaid Memo, Expansion of Medallion II & FAMIS Programs in Culpeper – Summer 2006, issued June 9, 2006, 12VAC30-50, no charge for memo copy.

Special 6/13/2006 Medicaid Memo, Update to the Physician Provider Manual, issued June 13, 2006, 12VAC30-50, no charge for memo copy.

Special 6/16/2006 Medicaid Memo, National Provider Identifier (NPI) Implementation Plans for the Virginia Medicaid Program: Health Care Providers, issued June 16, 2006, 12VAC30-50, no charge for memo copy.

Special 6/26/2006 Medicaid Memo, Update Regarding Behavioral Therapeutic Consultation Provider Qualifications, issued June 26, 2006, 12VAC30-50, no charge for memo copy.

Special 7/7/2006 Medicaid Memo, Expansion of Medallion II & FAMIS Programs in Danville – September 2006, issued July 7, 2006, 12VAC30-50, no charge for memo copy.

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 8/4/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

Special 8/4/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

Special 8/4/2006 Medicaid Memo, Updates and Clarification of the Outpatient Prior Authorization Process for Outpatient Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

Special 8/15/2006 Medicaid Memo, Intensity of Treatment Criteria for Acute Inpatient Hospital Psychiatric Services, issued August 15, 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 8/21/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management and Residential Treatment Services, issued August 21, 2006, 12VAC30-50, no charge for memo copy.

Special 8/30/2006 Medicaid Memo, Revision of the DMAS-30R 5/06 and DMAS-31R 5/06 (Title XVIII) Medicare Part B Deductible and Coinsurance Original and Adjustment/Void Invoice Forms, issued August 30, 2006, 12VAC30-50, no charge for memo copy.

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

Special 9/20/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued September 20, 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 10/4/2006 Medicaid Memo, National Provider Identifier (NPI) Update, issued October 4, 2006, 12VAC30-50, no charge for memo copy.

Special 10/4/2006 Medicaid Memo, National Provider Identifier (NPI) Implementation Plans for the Virginia Medicaid Program: Atypical Providers, issued October 4, 2006, 12VAC30-50, no charge for memo copy.

Special 10/12/2006 Medicaid Memo, Clarification of Review of Psychiatric Records, issued October 12, 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.

Special 10/17/2006 Medicaid Memo, General Billing Instructions for the New CMS-1500 (08-05) Form – Effective October 1, 2006, issued October 17, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management, Residential Treatment Services, and Intensive In-Home Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 12/7/2006 Medicaid Memo, Modifications to Virginia Medicaid Preferred Drug List (PDL), issued December 7, 2006, 12VAC30-50, no charge for memo copy.

Special 12/11/2006 Medicaid Memo, Family Planning Services Program: Clarification of Eligibility, Covered Services and Billing Requirements, issued December 11, 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.

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Special 12/14/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care 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 12/14/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management, Residential Treatment Services, and Intensive In-Home Services, issued December 14, 2006, 12VAC30-50, no charge for memo copy.

Special 12/22/2006 Medicaid Memo, False Claims Act Educational Requirements Mandated by DRA, issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 12/22/2006 Medicaid Memo, Rate Increase for Procedure Code S5102 (Adult Day Health Care) – Effective January 1, 2007, issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 12/22/2006 Medicaid Memo, Testing Electronic Transactions for the National Provider Identifier (NPI), issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management, Residential Treatment Services, and Intensive In-Home Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

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

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued January 10, 2007, 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.

Special 1/19/2007 Medicaid Memo, New Web Site for the Automated Response System (ARS) and National Provider Identifier (NPI) Compliance for the ARS – Effective February 19, 2007, issued January 19, 2007, 12VAC30-50, no charge for memo copy.

Special 1/31/2007 Medicaid Memo, Changes to Treatment Foster Care Case Management Reimbursement – Effective March 1, 2007, issued January 31, 2007, 12VAC30-50, no charge for memo copy.

Special 1/31/2007 Medicaid Memo, Baby Care Mileage Rate Increase – Effective February 1, 2007, issued January 31, 2007, 12VAC30-50, no charge for memo copy.

Special 2/9/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Dual Use Period – March 26 - May 22, 2007, issued February 9, 2007, 12VAC30-50, no charge for memo copy.

Special 2/9/2007 Medicaid Memo, Atypical Provider Identifier (API) Update: DMAS Dual Use Period – March 26 - May 22, 2007 – March 26 - May 22, 2007, issued February 9, 2007, 12VAC30-50, no charge for memo copy.

Special 2/12/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Requirements for National Taxonomy Codes, issued February 12, 2007, 12VAC30-50, no charge for memo copy.

Special 2/14/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued February 14, 2007, 12VAC30-50, no charge for memo copy.

Special 2/14/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Inpatient Services, issued February 14, 2007, 12VAC30-50, no charge for memo copy.

Special 2/21/2007 Medicaid Memo, General Billing Instructions for the New CMS-1450 (UB-04) - Effective April 1, 2007, issued February 21, 2007, 12VAC30-50, no charge for memo copy.

Special 3/12/2007 Medicaid Memo, Changes to the Prior Authorization Process for Treatment Foster Care Case Management – Effective March 1, 2007, issued March 12, 2007, 12VAC30-50, no charge for memo copy.

Special 3/19/2007 Medicaid Memo, NPI Update: DMAS Requirements for National Taxonomy Codes for Home Health, Private Duty, and Atypical Service Providers, issued March 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/19/2007 Medicaid Memo, Northern Virginia Rate Differential for MR, DD, and DS Waivers – Effective July 1, 2007, issued April 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/19/2007 Medicaid Memo, New Questionnaires Available to Facilitate Waiver Services Requests for Prior Authorization, issued April 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/23/2007 Medicaid Memo, Changes to the Prior Authorization Process for Psychiatric Residential Treatment, issued April 23, 2007, 12VAC30-50, no charge for memo copy.

Special 4/23/2007 Medicaid Memo, Changes to the Prior Authorization Request Form for Intensive In-Home Services,

issued April 23, 2007, 12VAC30-50, no charge for memo copy.

Special 5/8/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Dual Use Period Extended Beyond May 23, 2007 & Paper Claim Form Deadline (June 1, 2007), issued May 8, 2007, 12VAC30-50, no charge for memo copy.

Special 5/31/2007 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Enhanced Prospective Drug Utilization Review Programs, National Provider Identifier (NPI) Dual Use Extension, and Pharmacy Web-Based Prior Authorization Process, issued May 31, 2007, 12VAC30-50, no charge for memo copy.

Special 5/31/2007 Medicaid Memo, New National Drug Code (NDC) Billing Requirement for Drug-Related HCPCS J-Codes – Effective July 1, 2007, issued May 31, 2007, 12VAC30-50, no charge for memo copy.

Special 6/5/2007 Medicaid Memo, Northern Virginia Rate Differential for MR, DD, and Day Support Waiver Services – Effective July 1, 2007, issued June 5, 2007, 12VAC30-50, no charge for memo copy.

Special 6/5/2007 Medicaid Memo, Rate Increase for Personal Care and Related Services – Effective July 1, 2007, issued June 5, 2007, 12VAC30-50, no charge for memo copy.

Special 6/5/2007 Medicaid Memo, Physician Rate Increases – Effective July 1, 2007, issued June 5, 2007, 12VAC30-50, no charge for memo copy.

Special 6/7/2007 Medicaid Memo, Physician BabyCare Rate Changes – Effective July 1, 2007, issued June 7, 2007, 12VAC30-50, no charge for memo copy.

Special 6/12/2007 Medicaid Memo, Medicaid Coverage of Substance Abuse Services – Effective July 1, 2007, issued June 12, 2007, 12VAC30-50, no charge for memo copy.

Special 6/26/2007 Medicaid Memo, Increase in the Personal Needs Allowance for Institutionalized Individuals Residing in Nursing Facilities and in Intermediate Care Facilities for the Mentally Retarded (ICF-MR) – Effective July 1, 2007, issued June 26, 2007, 12VAC30-50, no charge for memo copy.

Special 7/5/2007 Medicaid Memo, Expansion of Managed Care Services in Lynchburg – Effective October 1, 2007, issued July 5, 2007, 12VAC30-50, no charge for memo copy.

Special 7/13/2007 Medicaid Memo, New Rates and Processing of Emergency Room Physician Claims – Effective July 1, 2007, issued July 13, 2007, 12VAC30-50, no charge for memo copy.

Special 7/31/2007 Medicaid Memo, Provider Satisfaction Survey for Prior Authorization Services, issued July 31, 2007, 12VAC30-50, no charge for memo copy.

Special 8/1/2007 Medicaid Memo, Enrollment of Additional Specialties of Licensed Nurse Practitioners – Effective August 1, 2007, issued August 1, 2007, 12VAC30-50, no charge for memo copy.

Special 8/8/2007 Medicaid Memo, Integration of Acute and Long Term Care Services - Phase I, issued August 8, 2007, 12VAC30-50, no charge for memo copy.

Special 8/23/2007 Medicaid Memo, Early Periodic Screening Diagnosis and Treatment (EPSDT) Screening and Developmental Assessments, issued August 23, 2007, 12VAC30-50, no charge for memo copy.

Special 8/27/2007 Medicaid Memo, Provider Education for the Hospital Utilization Review Audit Process, issued August 27, 2007, 12VAC30-50, no charge for memo copy.

Special 8/30/2007 Medicaid Memo, Update to Second Edition of the Durable Medical Equipment and Supplies Provider Manual, issued August 30, 2007, 12VAC30-50, no charge for memo copy.

Special 9/5/2007 Medicaid Memo, Implementation of Tamper-Resistant Prescription Pad Requirements – Effective October 1, 2007, issued September 5, 2007, 12VAC30-50, no charge for memo copy.

Special 9/12/2007 Medicaid Memo, Virginia Medicaid Healthy ReturnsSM Disease Management Program Expanded to Include Chronic Obstructive Pulmonary Disease (COPD) Effective May 1, 2007, issued September 12, 2007, 12VAC30-50, no charge for memo copy.

Special 10/2/2007 Medicaid Memo, Discontinuation of Legacy Automated Response System (ARS) Access, issued October 2, 2007, 12VAC30-50, no charge for memo copy.

Special 10/3/2007 Medicaid Memo, Delayed Implementation of Tamper Resistant Prescription Pad Requirements Now Effective April 1, 2008, issued October 3, 2007, 12VAC30-50, no charge for memo copy.

Special 10/9/2007 Medicaid Memo, Prior Authorization Updates - Waivers – Effective Immediately, issued October 9, 2007, 12VAC30-50, no charge for memo copy.

Special 10/9/2007 Medicaid Memo, Changes to the Prior Authorization and Billing Process for Psychiatric Residential Treatment and Treatment Foster Care - Effective October 1, 2007, issued October 9, 2007, 12VAC30-50, no charge for memo copy.

Special 10/11/2007 Medicaid Memo, Medicaid Enrollment and Coverage of Certified Professional Midwives, issued October 11, 2007, 12VAC30-50, no charge for memo copy.

Special 10/19/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued October 19, 2007, 12VAC30-50, no charge for memo copy.

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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 12/4/2007 Medicaid Memo, Changes to Enhanced Prospective Drug Utilization Review Programs and Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program Effective January 1, 2008, issued December 4, 2007, 12VAC30-50, no charge for memo copy.

Special 12/11/2007 Medicaid Memo, Children's Mental Health Program – Effective December 1, 2007, issued December 11, 2007, 12VAC30-50, no charge for memo copy.

Special 12/20/2007 Medicaid Memo, Prior Authorization – Outpatient Substance Abuse Services that will Transition to KePRO for Fee-for-Service Enrollees – Effective January 1, 2008, issued December 20, 2007, 12VAC30-50, no charge for memo copy.

Special 12/26/2007 Medicaid Memo, Plan First – The Medicaid Fee-for-Service Family Planning Waiver Program – Eligible Population, Enrollment, Covered Services, Service Limits and Billing Requirements as well as Upcoming Training Dates – Effective January 1, 2008, issued December 26, 2007, 12VAC30-50, no charge for memo copy.

Special 2/4/2008 Medicaid Memo, Introduction of New Fax Form to Request Prior Authorization for Acute Inpatient Psychiatric Care Services and Freestanding Inpatient Psychiatric Care Services – Concurrent Review Only, issued February 4, 2008, 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 2/29/2008 Medicaid Memo, Update on Tamper-Resistant Prescription Pad Requirements Effective April 1, 2008 and National Provider Identifier (NPI) Compliance for Pharmacy Claims Processing Effective May 23, 2008, issued February 29, 2008, 12VAC30-50, no charge for memo copy.

Special 3/1/2008 Medicaid Memo, Billing for Emergency and Non-Emergency Transportation Services – Effective 04/01/2008, issued March 1, 2008, 12VAC30-50, no charge for memo copy.

Special 3/5/2008 Medicaid Memo, National Provider Identifier (NPI) Compliance Begins May 23, 2008, issued March 5, 2008, 12VAC30-50, no charge for memo copy.

Special 4/1/2008 Medicaid Memo, Using Your National Provider Identification/Atypical Provider Identification (NPI/API) through iEXCHANGE for Requests Submitted to KePRO – Effective 5/23/2008, issued April 1, 2008, 12VAC30-50, no charge for memo copy.

Special 4/2/2008 Medicaid Memo, New National Drug Code (NDC) Billing Requirement for Pharmacy Claims

Submissions (UB04/837I) – Effective July 1, 2008, issued April 2, 2008, 12VAC30-50, no charge for memo copy.

Special 4/2/2008 Medicaid Memo, Prior Authorization – Children's Mental Health Program will Transition to KePRO for Fee-for-Service Enrollees – Effective May 1, 2008, issued April 2, 2008, 12VAC30-50, no charge for memo copy.

Special 4/9/2008 Medicaid Memo, Summary of New Federal Targeted Case Management Final Regulations – Effective March 3, 2008, issued April 9, 2008, 12VAC30-50, no charge for memo copy.

Special 5/1/2008 Medicaid Memo, Changes to Prior Authorization Process Performed by KePRO for Outpatient Substance Abuse Services, issued May 1, 2008, 12VAC30-50, no charge for memo copy.

Special 5/23/2008 Medicaid Memo, Medicaid Coverage of Substance Abuse Services Screening Codes, issued May 23, 2008, 12VAC30-50, no charge for memo copy.

Special 5/28/2008 Medicaid Memo, Physician Rate Changes – Effective July 1, 2008, issued May 28, 2008, 12VAC30-50, no charge for memo copy.

Special 5/28/2008 Medicaid Memo, New Remittance Advice (RA) Format – June 21, 2008 & NPI Reminder – May 23, 2008, issued May 28, 2008, 12VAC30-50, no charge for memo copy.

Special 5/29/2008 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Effective July 1, 2008; Changes to the Enhanced Prospective Drug Utilization Review Program (Dose Optimization); and, Implementation of the Specialty Maximum Allowable Cost Program, issued May 29, 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 (Therapeutic Group Home) Psychiatric Residential Treatment Facility Providers – Effective July 1, 2008, issued May 30, 2008, 12VAC30-50, no charge for memo copy.

Special 5/30/2008 Medicaid Memo, Changes to the Prior Authorization Process for Intensive In-Home Services – Effective July 1, 2008, issued May 30, 2008, 12VAC30-50, no charge for memo copy.

Special 6/11/2008 Medicaid Memo, Introduction of Money Follows the Person (MFP) – Effective Date July 1, 2008; New Services Added to Existing Waivers – Effective Date July 1, 2008, issued June 11, 2008, 12VAC30-50, no charge for memo copy.

Special 6/18/2008 Medicaid Memo, Rate Increases for Congregate Residential and Agency-Directed Individual Supported Employment Services – Effective July 1, 2008, issued June 18, 2008, 12VAC30-50, no charge for memo copy.

Special 6/20/2008 Medicaid Memo, Rate Corrections for Outpatient Substance Abuse Services – Effective July 1, 2008, issued June 20, 2008, 12VAC30-50, no charge for memo copy.

Special 7/1/2008 Medicaid Memo, Expansion of Medallion II & FAMIS Programs in the Charlottesville Area: Albemarle, Augusta, Buckingham, Charlottesville, Fluvanna, Greene, Louisa, Nelson, Orange, Staunton, and Waynesboro – November 1, 2008, issued July 1, 2008, 12VAC30-50, no charge for memo copy.

Special 7/3/2008 Medicaid Memo, Reimbursement for New Ambulatory Surgery Center Procedure Codes, issued July 3, 2008, 12VAC30-50, no charge for memo copy.

Special 8/13/2008 Medicaid Memo, Physician Rate Changes Update – Effective July 1, 2008, issued August 13, 2008, 12VAC30-50, no charge for memo copy.

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 9/3/2008 Medicaid Memo, Phase II of Tamper-Resistant Prescription Pad (TRPP) Requirements – Effective October 1, 2008, issued September 3, 2008, 12VAC30-50, no charge for memo copy.

Special 9/17/2008 Medicaid Memo, Moratorium on Federal Case Management Regulations, issued September 17, 2008, 12VAC30-50, no charge for memo copy.

Special 10/6/2008 Medicaid Memo, Maternal and Infant Care Coordination (MICC) Prior Authorization Changes – Effective November 1, 2008, issued October 6, 2008, 12VAC30-50, no charge for memo copy.

Special 10/6/2008 Medicaid Memo, Requirement for Present on Admission (POA) Indicator for Inpatient Hospital Claims Submitted by Paper – November 1, 2008, issued October 6, 2008, 12VAC30-50, no charge for memo copy.

Special 10/15/2008 Medicaid Memo, Changes to the Prior Authorization Process for Psychiatric Residential Treatment – Level C, Children's Group Home–Level A, Therapeutic Group Home–Level B, and Treatment Foster Care Case Management Services, issued October 15, 2008, 12VAC30-50, no charge for memo copy.

Special 10/20/2008 Medicaid Memo, Changes to the Billing Process for Multiple Outpatient CAT, MRI, PET Scans Performed on the Same Day and the Associated Prior Authorization – Effective October 27, 2008, issued October 20, 2008, 12VAC30-50, no charge for memo copy.

Special 11/12/2008 Medicaid Memo, Update to the Changes to the Prior Authorization Process for Psychiatric Residential Treatment–Level C, Children's Group Home–Level A, Therapeutic Group Home–Level B and Treatment Foster Care

Case Management Services, issued November 12, 2008, 12VAC30-50, no charge for memo copy.

Special 11/25/2008 Medicaid Memo, Removal of Requirement for Secondary Screenings for Waiver Recipients – Effective January 1, 2009, issued November 25, 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 12/5/2008 Medicaid Memo, Implementation of Correct Coding Initiative (CCI) and Revision of ClaimCheck Edits – Effective January 1, 2009, issued December 5, 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 2/10/2009 Medicaid Memo, [Notice of Changes to the Process for Obtaining Patient Pay Information for Medicaid Enrollees – Effective March 1, 2009](#), issued February 10, 2009, 12VAC30-40, no charge for memo copy.

Special 2/13/2009 Medicaid Memo, [Changes to Certified Registered Nurse Anesthetist \(CRNA\) Supervision Requirements](#), issued February 13, 2009, 12VAC30-50, no charge for memo copy.

Special 2/17/2009 Medicaid Memo, [Direct Enrollment of Licensed School Psychologists](#), issued February 17, 2009, 12VAC30-50, no charge for memo copy.

Special 3/4/2009 Medicaid Memo, [Patient Pay Information for Medicaid Enrollees – Effective March 1, 2009](#), issued March 4, 2009, 12VAC30-40, 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 4/23/2009 Medicaid Memo, [Suspension of the SLH Program – Effective May 1, 2009](#), issued April 23, 2009, 12VAC30-100, no charge for memo copy.

Special 4/30/2009 Medicaid Memo, [Delayed Remittance Scheduled for June 26, 2009](#), issued April 30, 2009, 12VAC30-70, 30-80 and 30-90, no charge for memo copy.

Guidance Documents

Special 5/20/2009 Medicaid Memo, Revision of the Present on Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued May 20, 2009, 12VAC30-70, no charge for memo copy.

Special 5/27/2009 Medicaid Memo, Update on Outpatient Reimbursement Rates and Billing for Rehabilitation Agencies and CORFs – Effective July 1, 2009, issued May 27, 2009, 12VAC30-80, 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.

Special 6/1/2009 Medicaid Memo, Discontinuation of Environmental Modification Service and Assistive Technology Service in the Elderly or Disabled with Consumer-Direction Waiver and the HIV/AIDS Waiver - Effective July 1, 2009, issued June 1, 2009, 12VAC30-120, no charge for memo copy.

Special 6/2/2009 Medicaid Memo, [Modifications to the Virginia Medicaid PDL Program – Effective July 1, 2009](#), issued June 2, 2009, 12VAC30-80, no charge for memo copy.

Special 6/2/2009 Medicaid Memo, Reduction of the Dispensing Fee for Brand and Generic Name Drug Products and Modifications to the Virginia Medicaid PDL Program – Effective July 1, 2009, issued June 2, 2009, 12VAC30-80, no charge for memo copy.

Special 6/8/2009 Medicaid Memo, Rate Changes for Congregate Residential and Personal Care Services – Effective July 1, 2009, issued June 8, 2009, 12VAC30-80, no charge for memo copy.

Special 6/9/2009 Medicaid Memo, Rate Changes for Home Health Providers – Effective July 1, 2009, issued June 9, 2009, 12VAC30-80, no charge for memo copy.

Special 6/23/2009 Medicaid Memo, [Notice of Assessments and Prior Authorization Requirements for Therapeutic Day Treatment for Children and Adolescents, Intensive Community Treatment, Psychosocial Rehabilitation, Mental Health Supports, Mental Health Case Management, Day Treatment/Partial Hospitalization – Effective August 1, 2009](#) [Notice of Service Limit Edits for Claims Processing – Effective August 1, 2009](#) [Notice of New Mental Health Auditing Contractor – Effective July 1, 2009](#), issued June 23, 2009, 12VAC30-50, no charge for memo copy.

Special 6/30/2009 Medicaid Memo, Revision of the Present on Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued June 30, 2009, 12VAC30-70, no charge for memo copy.

Special 7/14/2009 Medicaid Memo, [Prior Authorization Request Process Through KePRO--Electronic Submission of](#)

[PA Requests through iEXCHANGE](#), issued July 14, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, [Prior Authorization Request Process Through KePRO--Electronic Submission of PA Requests through iEXCHANGE](#), issued September 4, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, [Specific Guidance for Hospital Outpatient Clinics Billing on UB-04-CMS-1450 Claim Form for the Plan First Family Planning Services Program – Effective October 1, 2009](#), issued September 4, 2009, 12VAC30-141, no charge for memo copy.

Special 9/10/2009 Medicaid Memo, [Early Intervention Services](#), issued September 9, 2009, 12VAC30-141, no charge for memo copy.

Special 9/23/2009 Medicaid Memo, Virginia Premier Health Plan Exits From Six (6) Localities – Effective October 1, 2009, issued September 24, 2009, 12VAC30-120, no charge for memo copy.

Special 9/30/2009 Medicaid Memo, [Expansion of DMAS Telemedicine Coverage – Effective November 1, 2009](#), issued September 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/2/2009 Medicaid Memo, [Medicaid Transportation Billing: Changing to a 2 Code System – Effective November 1, 2009](#), issued October 2, 2009, 12VAC30-50, no charge for memo copy.

Special 10/7/2009 Medicaid Memo, [Termination of Virginia Medicaid Healthy ReturnsSM Disease Management Program – Effective October 8, 2009](#), issued October 6, 2009, 12VAC30-50, no charge for memo copy.

Special 10/7/2009 Medicaid Memo, Notice of Changes to the Prior Authorization Process for Intensive In-Home Program – Effective December 1, 2009; Notice of Service Limit Edits for Claims Processing – Effective December 1, 2009; Notice of Additional Program Eligibility Data Required for Assessment – Effective December 1, 2009; Notice of New Mental Health Auditing Contractor, issued October 8, 2009, 12VAC30-50 and 12VAC30-40, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, [Reimbursement Procedure for Medical Screening and Assessment During Emergency Custody in Absence of Emergency Custody Order \(ECO\)](#), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, [Reimbursement Procedure for Medical Screening and Assessment During Emergency Custody in Absence of Emergency Custody Order \(ECO\)](#), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 11/20/2009 Medicaid Memo, [AMERIGROUP Community Care's Expansion into Three Localities \(Madison,](#)

[Orange and Rappahannock Counties\) – Effective December 1, 2009](#), issued November 20, 2009, 12VAC30-120, no charge for memo copy.

Special 12/1/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Hospital Acquired Conditions – Effective January 1, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/1/2009 Medicaid Memo, [Implementation of Medicaid Reimbursement Process for Never Events – Effective January 1, 2010](#), issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/2/2009 Medicaid Memo, [Modifications to the Virginia Medicaid Preferred Drug List \(PDL\) Program, Addition to the Enhanced Prospective Drug Utilization Review Program \(Maximum Quantity limits\) - Effective January 1, 2010](#), issued December 3, 2009, 12VAC30-60, no charge for memo copy.

Special 12/17/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO -- Electronic Submission of PA Requests through iEXCHANGE™, issued December 17, 2009, 12VAC30-80, no charge for memo copy.

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.

Special 1/5/2010 Medicaid Memo, [Transition of Virginia Medicaid Fiscal Agent and Provider Enrollment Services to ACS State Healthcare \(ACS\)](#), issued January 5, 2010, no charge for memo copy.

Special 1/13/2010 Medicaid Memo, Rate Change for Intensive In-Home Assessment – Effective February 1, 2010, issued January 13, 2010, 12VAC30-80, no charge for memo copy.

Special 2/24/2010 Medicaid Memo, Clarification on 17 Alpha Hydroxyprogesterone Caproate (17P) Coverage – Effective Immediately, issued February 26, 2010, 12VAC30-50, no charge for memo copy.

Special 3/4/2010 Medicaid Memo, Enhanced Ambulatory Patient Group (EAPG) for Ambulatory Surgery Centers, issued March 4, 2010, 12VAC30-80, no charge for memo copy.

Special 3/5/2010 Medicaid Memo, Update to the Community Mental Health Rehabilitative Services (CMHRS) Manual, issued March 5, 2010, 12VAC30-50, no charge for memo copy.

Special 3/5/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program & Changes to the Enhanced Prospective Drug Utilization Review Program (Maximum Quantity Limits and Dose Optimization), issued March 5, 2010, 12VAC30-50, no charge for memo copy.

Special 4/6/2010 Medicaid Memo, Elimination of Medicare Part B Point of Sale Drug Claims Submissions for Coinsurance and Deductibles for Dually Eligible Medicare and Medicaid Recipients — Effective June 1, 2010, issued April 6, 2010, 12VAC30-50, no charge for memo copy.

Special 4/14/2010 Medicaid Memo, Clarification of Cost Sharing for Dually Eligible Medicaid/Medicare Recipients, issued April 14, 2010, 12VAC30-40, no charge for memo copy.

Special 5/10/2010 Medicaid Memo, New Codes Approved, Billing Guidance for Plan First Family Planning Services Program as well as the Essure Sterilization Procedure. Effective April 1, 2010, issued May 10, 2010, 12VAC30-80, no charge for memo copy.

Special 5/14/2010 Medicaid Memo, Delayed Remittance Scheduled for June 25, 2010, issued May 14, 2010, 12VAC30-70, -80 and -90, no charge for memo copy.

Special 5/26/2010 Medicaid Memo, No Inflation Adjustment for Outpatient Rehabilitation Agencies — Effective July 1, 2010, issued May 26, 2010, 12VAC30-80, no charge for memo copy.

Special 5/26/2010 Medicaid Memo, Transition of Virginia Medicaid Fiscal Agent and Provider Enrollment Services to ACS State Healthcare (ACS) - UPDATED, issued May 26, 2010, no charge for memo copy.

Special 5/27/2010 Medicaid Memo, No Inflation Adjustment for Home Health Providers — Effective July 1, 2010, issued May 27, 2010, 12VAC30-80, no charge for memo copy.

Special 5/27/2010 Medicaid Memo, Rate Changes for Home and Community Based Care Waiver Services and Mental Health Therapeutic Day Treatment, issued May 27, 2010, 12VAC30-80, no charge for memo copy.

Special 6/9/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program— Effective July 1, 2010, issued June 9, 2010, 12VAC30-50, no charge for memo copy.

Special 6/9/2010 Medicaid Memo, Changes to Community Mental Health Rehabilitative Services — July 1, 2010 and September 1, 2010, issued June 9, 2010, 12VAC30-50, no charge for memo copy.

Special 6/29/2010 Medicaid Memo, Notice of Service Authorization Requirements for Outpatient Rehabilitation Services Provided by Physicians and Professionals –

Guidance Documents

Effective August 1, 2010, issued June 29, 2010, 12VAC30-50, no charge for memo copy.

Special 7/9/2010 Medicaid Memo, Rate Changes for EPSDT Personal Care and Nursing Services, issued July 9, 2010, 12VAC30-80, no charge for memo copy.

Special 7/14/2010 Medicaid Memo, MEDALLION Option for Warren County, issued July 14, 2010, 12VAC30-120, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Day Support Services Billing Changes – September 1, issued July 23, 2010, 12VAC30-80, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Billing Guidance for DMAS Fee-For-Service Coverage of Physician/Practitioner Administered Contraception and Rate Changes for Mirena IUD – Effective March 1, 2010, issued July 23, 2010, 12VAC30-80, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Changes to Children Community Mental Health Rehabilitative Services — Children's Services, July 1, 2010, September 1, 2010, issued July 23, 2010, 12VAC30-50, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Changes to Community Mental Health Rehabilitative Services - Adult Oriented Services, July 1, 2010, September 1, 2010, issued July 23, 2010, 12VAC30-50, no charge for memo copy.

Special 8/17/2010 Medicaid Memo, CareNet/Southern Health Services, Inc. MCO Plan Exits From Eleven (11) Localities — Effective September 1, 2010, issued August 17, 2010, 12VAC30-120, no charge for memo copy.

Special 8/18/2010 Medicaid Memo, Revisions to Newborn Eligibility Notification Form (DMAS-213 and DMAS-213 MCO) for Hospitals and Managed Care Organizations, issued August 18, 2010, 12VAC30-40, no charge for memo copy.

Special 9/2/2010 Medicaid Memo, Rate Changes Effective October 1, 2010 as a Result of Additional Medicaid Funding and Other Program Changes, issued September 2, 2010, 12VAC30-70, -80, -90, no charge for memo copy.

Special 9/9/2010 Medicaid Memo, Licensing Requirements for Personal Care and Respite Care Agencies Not Otherwise Licensed by DBHDS or VDSS — This memo replaces the Changes to the Licensing Requirements for Hospice, Personal Care, and Respite Care Providers Memo, dated August 4, 2010., issued September 10, 2010, 12VAC30-60, no charge for memo copy.

Special 9/15/2010 Medicaid Memo, Service Authorization Request Process Through KePRO -- Electronic Submission of SA Requests through iEXCHANGE™, issued September 15, 2010, 12VAC30-50, no charge for memo copy.

Special 10/1/2010 Medicaid Memo, Changes to Required Documentation Submitted to KePRO for IFDDS Waiver

Services – Effective November 1, 2010, issued October 5, 2010, 12VAC30-120, no charge for memo copy.

Special 10/13/2010 Medicaid Memo, Changes to the Process for Obtaining Service Authorization for Services Available Under the Children's Mental Health Program – Effective November 1, 2010, issued October 25, 2010, 12VAC30-50, no charge for memo copy.

Special 11/10/2010 Medicaid Memo, Coverage of Tobacco Cessation Counseling for Pregnant Women—Effective October 1, 2010, issued November 24, 2010, 12VAC30-50, no charge for memo copy.

Special 12/8/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program— Effective January 1, 2011, issued December 8, 2010, 12VAC30-50, no charge for memo copy.

Guidance Documents:

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

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

Fact Sheet, Estate Recovery Fact Sheet, issued July, 2008, no charge for copy.

Provider Manuals:

AIDS Waiver Case Management Services Provider Manual, issued 1988/substantially revised November 1991/continuously revised, 12VAC30-120 Part III, \$24.

Assisted Living Services Provider Manual, second edition issued November 1, 2000/continuously revised, 12VAC30-120-450 through 12VAC30-120-480, \$24.

BabyCare Provider Manual, second edition issued June 24, 1999/continuously revised, 12VAC30-50; \$24.

Children's Mental Health Program Provider Manual, issued December 11, 2007/continuously revised, 12VAC30-135-1000 through 12VAC30-135-1940; \$24.

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

Dental Provider Manual, second edition issued July 15, 2000; **Discontinued**, 12VAC30-50-95 et seq., \$24.

Durable Medical Supplies and Equipment Provider Manual, second edition issued February 1, 2000/continuously revised, 12VAC30-50-95 et seq., \$28.

Early Intervention Services Manual, first edition issued on 9/9/2009/continuously revised, 12VAC30-50-131, et. Seq., \$20.00

Elderly Case Management Services Provider Manual, second edition issued September 8, 2000/continuously revised, 12VAC30-50-460, \$20.

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

Freestanding Renal Dialysis Clinic Provider Manual, second edition issued May 21, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

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

Hospice Provider Manual, second edition issued April 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

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

Independent Laboratory Provider Manual, second edition issued June 15, 1999/continuously revised, 12VAC30-50-95 et seq., \$20.

Local Education Agency Provider Manual, first edition issued on August 11, 2010/continuously revised, 12VAC30-50-130, \$24.

Mental Health Clinic Provider Manual, second edition issued April 14, 2000/continuously revised, 12VAC30-50; \$24.

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.

Personal/Respite Care Provider Manual, first edition issued February 1, 1994, 12VAC30-120 -- **Discontinued**; \$24.

Pharmacy Provider Manual, second edition issued April 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Physician Provider Manual, second edition issued February 15, 2000/continuously revised, 12VAC30-50-95 et seq., \$36.

Plan First Manual, first edition issued on April 21, 2009/continuously revised, 12VAC30-141, \$20.

Podiatry Provider Manual, second edition issued May 21, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Pre-Admission Screening Provider Manual, first edition issued June 20, 2003/continuously revised, 12VAC30-130 Part III, \$24.

Prosthetic Device Provider Manual, second edition issued January 4, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Psychiatric Services Provider Manual, second edition issued April 28, 2000/continuously revised, 12VAC30-50; \$28.

Rehabilitation Provider Manual, second edition issued February 1, 2000/continuously revised, 12VAC30-50-95 et seq., \$28.

School Division Provider Manual, second edition issued June 21, 1999; **Discontinued** August 11, 2010, 12VAC30-50-130 et seq., \$24.

State and Local Hospitalization Program Provider Manual, second edition issued December 1, 1998/continuously revised, 12VAC30-50-100 et seq., \$24.

Technology Assisted Waiver and Private Duty Nursing Services Provider Manual, first edition issued November 1, 2000/continuously revised, 12VAC30-120 Part II, \$24.

Transportation Provider Manual, second edition issued February 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$20.

Vision Provider Manual, second edition issued July 15, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

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 webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at medbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to William L. Harp, M.D., Executive Director of the Board, at the address above or by telephone at (804) 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 on process for an applicant requesting an informal conference, adopted June 22, 2006

85-4, Listing of approved schools for physician assistant licensure and prescriptive authority, revised November 23, 2010

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

85-7, Guidance on light-based hair removal in physician practices, adopted February 21, 2008

Guidance Documents

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

85-18, Practitioners' Help Section, - Definitions and explanations for terminology used in Practitioner Profile System and Frequently Asked Questions, revised November 22, 2010

85-19, Practitioner Information System - Glossary of Terms, revised November 22, 2010

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, laws pertaining to the practice of 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 Michael Skiffington, Regulatory Coordinator, Department of Mines, Minerals and Energy, 1100 Bank Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3212, FAX (804) 692-3237, or michael.skiffington@dmme.virginia.gov.

All DMME guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall, <http://www.townhall.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.

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 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 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, PO Box 159, 135 Highlands Drive, Lebanon, VA 24266 Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 415-9700 or FAX (276) 475-9671.

Guidance Documents

Questions regarding interpretation or implementation of these documents may be directed to David Asbury, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

[DMME-IR-1, Request for Information Under FOIA \(12/28/99\)](#)

[Responding to Requests for Information \(10/23/02\)](#)

[DA Procedure No. 14.0.0 - Bond Administration to Include Coal Surface Mining Reclamation Fund Procedures/Tax Collection \(5/15/02\)](#)

[State Minerals Management and Subaqueous Plans \(5/1/91\)](#)

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- [DMLR Memoranda to Operators No. 2-91, Cost Bond--Long Term Facilities \(4/21/08\)](#)
- [DMLR Memoranda to Operators No. 3-92, Updating Ownership and Control Info \(4/21/08\)](#)
- [DMLR Memoranda to Operators No. 7-92, Public Notices \(4/21/08\)](#)
- [DMLR Memoranda to Operators No. 9-92, DMLR Blasters Endorsement Certification \(4/21/08\)](#)
- [DMLR Memoranda to Operators No. 12-94, Application \(Corrections\) Submittal; Anniversary Fees \(4/21/08\)](#)
- [DMLR Memoranda to Operators No. 2-95, Coal Combustion By-Products Guidelines \(4/21/08\)](#)
- [DMLR Memoranda to Operators No. 6-95, Biosolids Use Guidelines \(4/21/08\)](#)
- [DMLR Memoranda to Operators No. 3-98, Permit Streamline Procedures \(4/21/08\)](#)

Guidance Documents

[DMLR Guidance Memorandum 19-07, Acreage Amendments, Anniversary Reports, and Temporary Cessations](#) (4/21/08)

[DMLR Memoranda to Operators No. 9-98, Permit Streamline Procedures - Forms](#) (4/21/08)

[DMLR Procedure No. 1.2.02, Hazardous/Toxic Waste Reporting](#) (9/25/06)

[DMLR Procedure No. 2.3.01, Permanent Program--Revision Applications](#) (2/21/07)

[DMLR Procedure No. 2.3.09, Bond Release](#) (8/2/05)

[DMLR Guidance Memorandum No. 21-07, Submittal of Electronic Engineers Signatures and Seals for Maps, Drawings and Plans](#) (8/27/08)

[DMLR Procedure No. 2.3.12, Inspections of DM Designated "RZ" sites](#) (8/2/05)

[DMLR Procedure No. 2.3.13, Performance Bond Review and Approval](#) (8/16/07)

[DMLR Procedure No. 2.4.01, Checks Returned for Non-Payment](#) (3/6/97)

[DMLR Procedure No. 3.1.01, Daily Reports](#) (2/21/07)

[DMLR Procedure No. 3.1.03, Monthly/Quarterly Reports](#) (4/17/06)

[DMLR Procedure No. 3.1.04, Radio Contact](#) (4/17/06)

[DMLR Procedure No. 3.3.02, Numbering & Encoding Reports- Enforcement Action](#) (8/18/00)

[DMLR Procedure No. 3.7.01, CSMCRA/Clean Water Act Violations- Settlement Agreements](#) (8/2/05)

[DMLR Procedure No. 4.1.03, AMLIS Data Entry](#) (8/2/05)

[DMLR Procedure No. 3.3.07, Certification of Ponds, Roads, Fills and Stream Channel Diversions](#) (2/26/03)

[DMLR Procedure No. 4.1.02, Realty Procedures](#) (6/1/05)

[DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, Administrative Hearings Procedures](#) (3/17/08)

[DMLR A Citizen's Guide to Coal Mine Complaint Resolution](#) (5/1/07)

[DMLR Abandoned Mined Land Water Project Review Manual](#) (7/1/07)

[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 Mineral Mine Operator's Manual](#) (4/6/07)

[DMM Abandoned Mineral Mining Inventory Protocol](#) (6/1/03)

[DMM Acknowledgement of Certificate of Deposit as Bond](#) (12/31/88)

[DMM By-Laws of Orphaned Land Advisory Committee](#) (6/14/00)

[DMM Certification Requirements for Blaster](#) (3/1/01)

[DMM Certification Requirements for Foreman](#) (9/1/01)

[DMM Communication Memoranda Nos. 01-08, 02-08, and 03-08 DMM e-Forms Center Enhancements](#) (8/11/08)

[DMM Communication Memorandum 02-93](#) (5/12/93)

[DMM Communication Memorandum No. 01-05, Electronic Blast Detonator Systems](#) (3/28/05)

[DMM Communication Memorandum No. 01-98](#) (11/11/98)

[DMM Communication Memorandum No. 01-99](#) (6/14/99)

[DMM Communication Memorandum No. 02-99](#) (7/16/99)

[DMM Communication Memorandum No. 03-99](#) (7/16/99)

[DMM Communication Memorandum No. 04-08 Standardized Formatting of Paper Documents](#) (8/11/08)

[DMM Communication Memorandum No. 10-00](#) (9/13/00)

[DMM Contractor Memorandum Regarding Annual Reports](#) (1/2/03)

[DMM Education and Training Plan for Mineral Mining](#) (1/1/96)

[DMM Excavation Activity Evaluation Chart](#) (2/20/91)

[DMM Informational Brochure for Public Hearings](#) (1/1/98)

[DMM Internal Communication and Directive Regarding Broken or Damaged Windows on Mobile Equipment and Haulroad Dust Control Measures](#) (8/20/90)

[DMM Mineral Mine Electrician Certification](#) (5/1/03)

[DMM Mineral Mine Operators and Mineral Mine Contractors Memorandum](#) (4/25/03)

[DMM Operator Memorandum, Waste Materials Brought Onto Mine Sites](#) (1/25/93)

[DMM Operators Memorandum - Mine Safety Maps](#) (12/9/94)

[DMM Operator's Memorandum 03-01-90](#) (3/1/90)

[DMM Operators Memorandum: Transferability of Mineral Mining Permits](#) (6/28/96)

[DMM Procedure 5.1, Training and Certification of Mineral Mining Industry Personnel](#) (9/12/02)

[DMM Procedure No. 2.1, Operator Assistance](#) (5/21/97)

[DMM Procedure No. 2.10, Closure Orders](#) (5/21/97)

[DMM Procedure No. 2.11, Recommending Bond Forfeitures](#) (5/21/97)

[DMM Procedure No. 2.12, Safety/Health/Reclamation Complaints](#) (5/21/97)

[DMM Procedure No. 2.13, Blasting Complaint Investigations](#) (5/21/97)

[DMM Procedure No. 2.14, Accident/Fire Investigations](#) (5/21/97)

[DMM Procedure No. 2.15, Unlicensed Mine Sites](#) (5/21/97)

[DMM Procedure No. 2.4, Inspections](#) (5/21/97)

[DMM Procedure No. 2.5, Inspection Frequency; Safety](#) (5/21/97)

[DMM Procedure No. 2.6, Inspection Frequency; Reclamation](#) (5/21/97)

[DMM Procedure No. 2.7, Inspection Reports](#) (5/21/97)

[DMM Procedure No. 2.8, Special Orders/Notices of Violation](#) (5/21/97)

[DMM Procedure No. 2.9, Notice of Non-Compliance](#) (5/21/97)

[DMM Procedure No. 3.1, General Procedures for Reclaiming Orphaned Land Sites](#) (2/24/98)

[DMM Procedure No. 4.1, Relinquishments and Repermitting](#) (9/10/91)

[DMM Procedure No. 4.10, Field Approval](#) (1/8/96)

[DMM Procedure No. 4.11, Initial Site Inspection](#) (9/10/91)

[DMM Procedure No. 4.12, Mineral Mining Quarrying Schedule \(Tonnage Report\)](#) (9/10/91)

[DMM Procedure No. 4.13, Permit Application Review](#) (9/10/91)

[DMM Procedure No. 4.14, Hearing Procedure](#) (9/10/91)

[DMM Procedure No. 4.15, Termination of License Requirement](#) (10/24/95)

[DMM Procedure No. 4.18, Contractor Information](#) (1/8/96)

[DMM Procedure No. 4.19, Confidential Files](#) (3/24/97)

[DMM Procedure No. 4.2, Permit Renewal and Progress Reports](#) (9/10/91)

[DMM Procedure No. 4.20, Permit Transfers](#) (1/8/96)

[DMM Procedure No. 4.3, Additional Bond Required at Anniversary Time](#) (9/10/91)

[DMM Procedure No. 4.4, Bond Reduction and Release](#) (9/10/91)

[DMM Procedure No. 4.5, Completion Material/Permit Close-Out](#) (9/10/91)

[DMM Procedure No. 4.6, Amendments](#) (1/8/96)

[DMM Procedure No. 4.7, Change in Operating Officials](#) (9/10/91)

[DMM Procedure No. 4.8, Temporary Cessation of Surface Mines](#) (9/10/91)

[DMM Procedure No. 4.9, Exemption for Extraction of Coal Which is Incidental to the Extraction of Other Minerals](#) (9/10/91)

[DMM Procedure No. 5.2, Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners](#) (9/1/02)

[DMM Procedure No. 5.6, Accident Reports and Posting](#) (9/12/02)

[DMM Procedure No. 5.7, Education and Training Plan and Service](#) (9/12/02)

[DMM Risk Assessment](#) (7/26/02)

[DMM Surface Blaster Certification Student Guide](#) (3/1/01)

[DMM Surface Foreman's Certification Study Guide](#) (3/1/02)

[DMM Mineral Mine Emergency, Rescue and Recovery Plan](#) (10/20/09)

[DGO Complaint Procedure by Landowners with Suspected Water Loss](#) (1/1/99)

[DGO Safety MOU between DMME and DOLI](#) (6/1/01)

DEPARTMENT OF MINORITY BUSINESS ENTERPRISE

Copies of the following documents may be viewed during regular work days from 8 a.m. to 5 p.m. in the office of the Virginia Department of Minority Business Enterprise, 1111 East Main Street, Suite 300, Richmond, VA 23219. If you have questions regarding interpretation or implementation of these documents or to obtain copies free of charge, please contact Angela Chiang, Director of Operations, at the same address, or via telephone at (804) 786-1087 or electronic mail at angela.chiang@dmbe.virginia.gov.

To obtain the most up-to-date information on the SWaM Certification guidance documents visit the agency's Internet homepage at <http://www.DMBE.virginia.gov>.

Guidance Documents

Guidance Documents:

[SWaM Certification Program Updates](#) (2010/2009/2008), 7VAC10-21

MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the Motor Vehicle Dealer Board's (MVDB) Office, 2201 W. Broad Street, Suite 104, Richmond, VA 23220. Copies may be obtained free of charge by contacting Alice Weedon at the same address, telephone (804) 367-1100, ext. 3001 or toll free at (877) 270-0203, ext. 3001, email dboard@mvb.virginia.gov or FAX (804) 367-1053.

Questions regarding interpretation or implementation of these documents may be directed to Bruce Gould, Executive Director, Motor Vehicle Dealer Board, at the same address and telephone numbers noted above.

Guidance Documents: Dealer Practices

PR010-97, Variance for Hours of Operation, May 1997, § 46.2-1533

PRO20-97, Off-Site Storage of Records, May 1997, § 46.2-1529

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

Resolution on Educational and Warning Letters, January 10, 2005, Board Meeting

Resolution on Action on Adjudicated Cases That Do Not Involve the Transaction Recovery Fund, May 8, 2006, Board meeting

Guidelines For Maintaining Records And Storing Records Off-Site, October 2007

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

"Guidelines for Review of Applicants Who Have a Criminal History" (March 17, 1998)

LI020-01, Dual Licensing Process, July 2001 "Process for Determining Sanctions" (July 1999)

"Salesperson and Dealer-Operator Test," MVDB Meeting Summaries from March 1996, May 1996 and September 1996

"Review of the Dealer's Buyer's Order," MVDB Meeting Summary from January 1996, § 46.2-1530

"Delegation of Authority to the Executive Director and Office Manager," Meeting Summaries from March 1996, September 1996, September 1997 and July 1999

"Bonding Requirements," Memorandum from the executive director to the members of the Board dated October 27, 2000

Temporary Agent Licensing Guidelines, effective July 1, 2007

Salespersons Must Be Employees dated March 2008

Guidance Documents: Dealer Advertising

AV010-00, Deviations from Standard Practices June 2000

"Delegation of Authority to the Executive Director and Office Staff for Enforcing Regulations and Determining Civil Penalties"

MVDB Meeting Summaries, January 1996, and November 1998.

Guidance Documents: Administration

AD010-95, Board Meetings (Parliamentary Guidelines), May 1997

AD020-95, Board Meetings (Public Comment), May 1997

AD030-96, Board Meetings (Meeting Documentation), Rev. December 2002

AD040-95, Board Meetings (Vice-Chair), May 1997

AD050-96, Board Meetings (Meeting Dates and Times), December 2001

AD060-95, Executive Director (Office Supplies), May 1997

AD070-95, Executive Director (Board Guidance), May 1997

AD075-99, MVDB 800 Toll Free Customer Service Line, May 1999

AD080-00, MVDB American Express Purchase Policy, September 2000

AD090-00, MVDB Annual Loss Analysis Policy, September 2000

AD0100-00, MVDB Internet Privacy Policy, October 2000

AD0-105-01, MVDB Purchasing Policy

AD110-02, MVDB, Internal Database System Data Manipulation, Storage, Mainframe and Record Deletion Policy

AD111-02, MVDB Freedom of Information Act Compliance

AD120-02, MVDB Minority, Women & Small Business Source Procurement Policy

AD130-06, MVDB Adjudicated Cases Policy (Non-Transaction Recovery Fund)

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. Many of these documents are available on the DMV website (<http://www.dmv.state.va.us/>). Copies totaling under ten pages may be obtained for no charge. Copies totaling ten pages or more may be obtained at a cost of \$0.50 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 3/15/10

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 3/15/10

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

CRD 93, Information Request, 3/20/08

CSMA 01, Contact Information for Vital Statistics, February 2005

CSMA 14, Customer Concern Report, 3/13/07

CSMA 22, Special Identification Cards for State and Local Government Agencies and Organizations, revised December 4, 2009

DI 3, Driver Improvement Clinic (DI) Student Questionnaire, 2/1998

DI 14, Driver Improvement Curriculum Vendor Application, 11/16/09

DI 15, Driver Improvement Clinic License Application, 7/1/07

DI 17, Driver Improvement Clinic Classroom Instruction Attendance Roster, 6/1/07

DI 505, Driver Improvement Clinic Instructor License Application, 5/1/06

DL 1P, Driver's License and Identification Card Application, 8/2/10

DL 1PA, Supplemental Driver's Licensing History Sheet, 3/10/09

DL 5, Identification Card Application For Minors Under Age 15, 7/1/09

DL 7, Exchanging A Driver's License From A Foreign Country, July 2001

DL 18, Parental Consent Cancellation of a Minor's Driving Privilege, April 2001

DL 55, National Driver Register File Check Employer Request, 11/10/10

DL 56, National Driver Register File Check Individual Request, 11/10/10

DL 70, Hazmat Endorsement Background Record Check, 3/25/08

DL 140, Vehicle Inspection Study Guide - Tractor Trailer, 7/1/10

DL 141, Vehicle Inspection Study Guide - Straight Truck/School Bus, 7/1/10
DL 142, Vehicle Inspection Study Guide - Coach/Transit Bus, 7/1/10

DL 143, Vehicle Inspection Study Guide - Combination Vehicles, 7/1/10

DMV Medical Advisory Board Guidelines, 2005

Guidance Documents

- 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
- DMV 2, Virginia Motorcycle Operator Manual, 5/3/10
- DMV 7, Virginia webCAT - Virginia's Electronic Motor Carrier Solution 11/5/10 DMV 16, Parents in the Driver's Seat, 7/1/10
- DMV 25, Be an Online Dealer, 11/5/10
- DMV 28, Frequently Asked Questions About Farm Vehicles, July 1, 2009
- DMV 32, Preferred Services Flyer, July 1, 2008
- DMV 34, Virginia's Motorcycle Skills Test, 3/3/10
- DMV 34A, Virginia's Motorcycle Skills Test (for smaller testing area), 3/3/10
- DMV 39, Virginia Driver's Manual - Rules of the Road, 7/1/10
- DMV 39SP, Manual del Conductor de Virginia - Reglas de la Carretera, 7/1/10 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!, 2/12/09
- 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), 2/15/07
- DMV 60, Virginia Commercial Driver's Manual, 7/1/10
- 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, May 2010
- DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, 8/2/10
- DMV 114, A Different Kind of Crash Course, The Virginia DI Program, 7/1/10, § 46.2-489 et seq.
- DMV 114S, Un Curso Intensivo Diferente Crash Course, 7/1/10
- DMV 115, Moving Violations and Point Assessments, The Virginia DI Program, 7/1/10, §§ 46.2-491 through 46.2-494
- DMV 115S, Infracciones de la Circulación y Cálculo de Puntos, 7/1/10 DMV 134, Virginia Motor Vehicle Rental Regulations, October 2004, §§ 58.1-2400 - 2426, 24VAC20-100 through 100-540
- DMV 137, Personalized License Plates/Special License Plates, 6/10/10
- DMV 140, Welcome to Virginia, 7/1/10
- DMV 140S, Bienvenido a Virginia, 7/1/10
- DMV 141, Obtaining a Driver's License or Identification (ID) Card, 9/7/10
- DMV 141S, Obtención de una Licencia de conducir o una tarjeta de Identificación (ID) de Virginia, 9/27/10
- 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, 7/1/10
- DMV 168S, Virginia es muy estricta con conductores borrachos y drogados, 7/1/10 DMV 172, Child's Identification Card, 11/5/10
- DMV 172S, Las Tarjetas de Identidad para los niños de Virginia de alta seguridad, 11/5/10
- DMV 173, What Can I do Online?, August 2007
- DMV 177, Acceptable Documents for an Individual Titled a Vehicle in Virginia, 8/9/10
- DMV 177S Documentos aceptables – Para obtener el título de un vehículo en Virginia, 8/9/10
- DMV 178, Clean Special Fuel, 7/1/10
- DMV 181, Voter Registration Application Instructions, Large Print, 4/12/10 DMV 200, Failure to Show for CDL Skills Test Appointment 11/9/10
- DMV 201, DMV Fees, 7/1/10
- DMV 206, A Guide for Armed Forces, 7/1/10
- DMV 212, Experience and Knowledge – The Keys to Safe Motorcycle Riding, December 1, 2008
- DMV 217, Important Testing Information, 11/10/10
- DMV 217S, Importante Información sobre los Exámenes para Obtener la Licencia de Manejar, 11/10/10
- DMV 222, Virginia's Secure Driver's Licenses and ID Cards Brochure, March 19, 2009

- DMV 222S, Las Licencias de Conducir y las Tarjetas de Identidad de Virginia son documentos de alta seguridad, 5/1/09
- DMV 223, Vehicle Safety Inspection/Virginia Insurance Requirements, 7/3/09
- DMV 225, Automated Clearing House Payment Options, 11/5/10
- DMV 226, Virginia Rider Training Program Policy and Procedures, October, 2010
- DMV 234, Hauling Permit Manual, September 2009
- DMV 237, Doing Business with DMV, 11/10/10
- DMV 239, Important Notice: Harvest Vehicles, 6/7/10
- DMV 243, Important Notice: For-Hire Vehicles, 11/10/10
- Driver Licensing Guide, updated on a regular basis as necessary
- DSD 4, Dealer Application for Temporary Registration/Transport Plates, 8/25/09
- DSD 7, Application for Certificate of Qualification/Salesperson's License, 2/10/10
- DSD 9, Application for Dealer/Drive-Away/Office Trailer Plates, 12/1/07
- DSD 10, Motor Vehicle Dealer License Application for Initial License or Renewal, July 2003
- DSD 10A, Salvage Vehicle Dealer, Demolisher, Rebuilder, Salvage Pool, Vehicle Removal Operator License Application for Initial License or Renewal, 5/10/10
- DSD12, Application for Reissue or Exchange of Dealer/Drive-Away/Office Trailer Plates, 11/1/10
- DSD 13, Application for Permanent/Temporary Supplemental Motor Vehicle Dealers License, December, 1996
- DSD 14, Foreign Motor Vehicle Dealer Certificate of Registration Application for Initial or Renewal Registration, February, 1995
- DSD 14A, Manufactured Home Dealer Certificate of Registration Application, 5/15/06
- DSD 15, Watercraft Trailer Dealer Certificate of Registration Application, May, 1996
- DSD 27, Permit to Use Dealer's License Plates, 11/15/10
- DSD 27A, Permit to Dealer or Temporary Transport Plates on Trucks or Tractor Trucks, 7/10/10
- DSD 27B, Permission to Use Drive-Away License Plates, 9/25/09
- DSD 65, Zoning Compliance Certification, 7/23/09
- DTS 5, Vehicle Insurance Certification, Virginia Driver Training School, 3/4/05
- DTS 14, Driver Training School, Student In-Car Instruction/Observation Record, 6/1/07
- DTS 22, Surety Bond Affidavit and Acknowledgement of Surety, 2/20/09
- DTS 30, Curriculum Requirements for Class A Driver Training Instruction Courses, 7/1/10
- DTS 33A, Virginia Driver Training School License Application, Class A – Commercial Vehicle, 10/19/09
- DTS 33B, Virginia Driver Training School License Application, Class B – Passenger Vehicle, 10/19/09
- DTS 34A, Virginia Driver Training Instructor License Application, Class A – Commercial Vehicle, 10/19/09
- DTS 34B, Virginia Driver Training Instructor License Application, Class B – Passenger Vehicle, 10/19/09
- FMS 99, Credit Card Charge Authorization, 8/10/10
- FR 3 Insurance Verification Annual Report, October 2009
- FR 4, Financial Responsibility Insurance Filing Via Internet, August 2006
- Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566
- HP 405, Escort Driver's Manual, 10/4/10
- IRP 1, Virginia International Registration Plan (IRP) Application, 8/25/09
- IRP 5, Virginia International Registration Plan, October 2004
- ISD 01, Address Change Request, 4/30/10
- MCS 148, Harvest Permit Application to Operate on Out-of-State License Plates, 11/25/10
- MCTS 247, Motor Carrier Guidelines, revised February 16, 2005, §§ 58.1-2700 et. al, 46.2-703, 46.2-2000 et. al, and 46.2-2100 et. al
- MED 2, Customer Medical Report, 8/25/10
- MED 3, Medical Review Request, 6/11/08
- MED 4, Customer Vision Report, 8/25/10
- MED 10, Disabled Parking Placards or License Plates Application, 7/1/10
- MED 11, Institutional/Organizational Disabled Parking Placard Application, 9/25/08
- MED 12, Disabled Parking Privileges Information, 7/1/10, §§ 46.2-731, 46.2-732, 46.2-739 and 46.2-1241
- MED 20, Sun-shading Medical Authorization Application, 12/18/09
- MED 30, Application for CDL Waiver or Hazardous Materials Variance, 12/29/09

Guidance Documents

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 Bioptic Telescopic Lens, 10/30/09
MED 41, Bioptic Telescopic Lens Certification, 11/10/10

MED 44, Driver Licensing Information for Bioptic Telescopic Lens Wearers, revised June 2007, § 46.2-312

MED 80, Medical Fitness for Safe Driving, 8/25/10

OA 141, For-Hire Intrastate Operating Authority Certificate or License Application, November, 2003

OA 141A, Common Carrier Irregular Route Non-Emergency Medical Transportation Addendum, 3/12/08

OA 142, For-Hire Intrastate Operating Authority Permit And/Or Decal Application, July, 2003

OA 143, For-Hire Intrastate Operation of Rental Vehicle Authorization Application, January 2004

OA 144M, For-Hire Intrastate Operating Authority Certificate, License or Permit Renewal Application, 7/1/10

OA 411, Household Goods Mover Complaint Form, August 2001

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, 12/16/05

OA 451, Sample Tariff and Time Schedule for Sight-Seeing Carriers, November 2003

RDT 120, International Fuel Tax Agreement (IFTA) Licensing Application, 11/10/10

RDT 131, International Fuels Tax Agreement Guidebook, July 26, 2005, § 58.1-2700 et seq.

RDT 382, IFTA Fuels Tax Rates, 9/15/10

RDT 423, Motor Vehicle Rental Tax Application, October, 2002

TSS 1, Virginia Crash Facts, updated annually

TSS 2, Virginia Alcohol-Related Motor Vehicle Statistics, 6/3/10

TSS 3, Virginia Motor Vehicles Statistics, 6/10/10

UCR 100, Unified Carrier Registration 2011, 10/26/10

US 531C, DMV Information – Use Criteria, November 8, 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

VSA 5, Odometer Disclosure Statement, March 2003

VSA 6, Vehicle Color Codes

VSA 10, License Plate Application, 6/10/10

VSA 10A, Gold Star License Plate Applicant Certification, 7/1/08

VSA 10B, Antique License Plate Applicant Certification, 7/1/08

VSA 14, Vehicle Registration Application, 10/10/08

VSA 17A, Application for Certificate of Title and Registration, 7/1/08

VSA 17B, Application for Certificate of Manufactured Home, 7/1/08

VSA 40, Vehicle Removal Certificate, 10/1/09

VSA 86, To Secure Virginia Title and Transfer or Buy License Plates, January 24, 2006

Vehicle Licensing Guide, updated on a regular basis, as necessary

In addition to the above documents, the following documents are continuously updated:

Bulletins Relating to Motor Carrier Issues and Requirements, updated throughout the year

Notices Relating to Fuels Tax Issues and Requirements, updated throughout the year

Procedures for the Transportation Safety Grants Program, updated throughout the year

The following is continuously updated throughout the year on a daily basis:

DMV Website - contents as of December 2010 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
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Report a Vehicle Sold or Traded
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Disability Services
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Forms and Applications
Fuels Tax Refund
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Local Vehicle Registration Program (LVR)
Medical Information
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Business Opportunities
Commercial Driver Improvement Clinic Program
Dealer Services
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Safety
Selective Service Registration
Vehicle Consumer Information
Voter Registration
Website Survey

DMV Forms and Publications

DMV Forms Online

Moving ?

New to Virginia?
Leaving Virginia?
Moving Within Virginia
Temporarily Outside of Virginia?

Copies of Motor Carrier Services bulletins relating to motor carrier issues and requirements totaling under ten pages may be obtained for no charge. Copies of these documents totaling ten pages or more may be obtained at a cost of \$.50 a page. Requests for copies of these documents may be made by contacting Department of Motor Vehicles, Motor Carrier Services, 2300 West Broad Street, Richmond, VA 23220-0001, telephone (804) 367-0040, FAX (804) 367-1746 or email 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.

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 Fern Spencer at the same address, telephone (804) 340-1507, or email fern.spencer@vmfa.museum. Internet addresses for accessing the documents are found below.

Questions regarding interpretation or implementation of these documents may be directed to Fern Spencer, Chief Financial

Guidance Documents

Officer, Virginia Museum of Fine Arts, 201 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1507, or email fern.spencer@vmfa.museum.

Guidance Documents:

Guided Group Tour Policy 4-98, revised 2003

Smoking Policy 3-00, revised 2003

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

Virginia Museum of Fine Arts Parking Deck Information and Guidance, May 2010, 8VAC103-20

BOARD OF NURSING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at nursebd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jay Douglas, R.N., Executive Director of the Board, at the address above or by telephone at (804) 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

90-7, Sanctioning Reference Points Instruction Manual, adopted by Board, May 2006

90-8, Board opinion on delegation of collection of specimens for gonorrhea and chlamydia, 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 20, 2010

90-13, Authority granted to Special Conference Committees to approve or deny applicants, adopted on March 26, 1995

90-14, Disposal of narcotics in the home following death of a patient, internal memo of November 25, 1996

90-15, Insertion of Prostaglandin E2 Gel by registered nurses, revised by Board motion, November 18, 2003

90-16, Evaluation form for adult immunization protocols, developed by staff, August 1996

90-17, Opinion of cutting of corns and warts with a scalpel by licensed RN/LPN, adopted December 16, 1996, revised November 18, 2003

90-18, Guidance regarding prescriptive authority in Virginia, prepared by Elizabeth Russell, revised June 2008.

90-19, Board interpretative statement on bolusing epidural anesthesia by registered nurses, adopted September 23, 1997, amended September 22, 1998, revised by Board motion, November 18, 2003

90-20, Board guidance on distance learning in RN and PN 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
- 90-35, Guidance on actions for non-compliance with Board orders, adopted July 20, 2010
- 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
- 90-39, Guidance on Discipline Issues: Indefinite Suspension; Reinstatement following mandatory suspension, adopted May 18, 2010
- 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
- 90-47, Guidance on massage therapy practice and use of titles, adopted November 16, 2010
- 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, revised August 24, 2010
- 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
- 90-58, By-Laws of the Advisory Board on Massage Therapy, adopted November 9, 2009
- 90-59, Impact of Criminal Convictions on Certification of Massage Therapists and Registration of Medication Aides, adopted May, 2010

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 www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at

Guidance Documents

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:

105-14, Bylaws of the Board of Optometry, revised May 5, 2010

105-17, Guidelines on use of O.D. or optometrist in advertising, adopted February 1997, reaffirmed July 15, 2010

105-25, Current Procedural Terminology (CPT) Codes for Optometry, revised May 31, 2010

105-26, Board motion on delegation of informal fact-finding to an agency subordinate, revised September 2010

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

Copies of the following document may be obtained either on-line 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

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 www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at pharmbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Caroline D. Juran,

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, revised June 2010

110-10, Board guidance on dispensing of drugs from mobile vans, revised April 2006

110-11, Board guidance on proof of identity for Schedule II drugs, adopted June 2, 2010

110-12, Bylaws of the Board of Pharmacy, revised September 8, 2010

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 March 2010

110-18, Interpretation of "administer" to include preparation for administration, June 11, 1998

110-21, Sanction Reference Points Manual, adopted September 12, 2007

110-24, Competency examination required and passing score, adopted June 2009

110-25, Guidance for life of a prescription after a prescriber no longer in practice, September 3, 2008

110-27, Pharmacist-In-Charge responsibilities, revised June 2010

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

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 June 2010

110-35, Requirements for prescription blanks, revised June 2010

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

110-42, 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 www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at ptboard@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4674. Copies are free of charge.

Guidance Documents:

112-1, By-Laws of the Board of Physical Therapy, revised January 27, 2006

112-2, Board guidance on the use of confidential consent agreements, October 24, 2003

112-3, Board guidance for conduct of an informal conference by an agency subordinate, October 29, 2004

112-4, Board guidance on requirement for licensure for instructors in a physical therapy program, adopted July 11, 2003, readopted January 19, 2007

112-5, Board guidance on acceptance of TOEFL iBT as equivalent to TOEFL and TSE examinations, adopted October 28, 2005, readopted January 19, 2007

112-6, Board guidance on licensure of kinesiotherapists as physical therapists, adopted July 11, 2003, readopted January 19, 2007

112-7, Board guidance on physical therapists and Individualized Educational Plans in public schools, November 15, 2002

112-8, Board guidance on review of non-routine applications from non-approved schools, adopted March 7, 2003, readopted January 19, 2007

112-9, Board guidance on use of dry needling in physical therapy, revised August 26, 2010

112-10, Board guidance on credits for continuing competency requirements, adopted July 12, 2002 and May 7, 2004, readopted January 19, 2007

112-11, Board guidance on functional capacity evaluations, adopted August 20, 2004, readopted January 19, 2007

112-12, Board guidance on physical therapy services in home health, readopted January 19, 2007

112-13, Board guidance on requirements of applicant who has failed the examination for three times, excerpts from Board minutes of January 28, 2005, readopted January 19, 2007

112-14, Board guidance on electromyography (EMG) and sharp debridement in the practice of physical therapy, adopted October 26, 2007

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, revised August 26, 2010

112-17, Sanction Reference Points Manual, adopted November 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 East Broad Street, Room 5040 (Fifth Floor) in Richmond, VA 23219 (corner of 11th & Broad Streets).

Guidance Documents

Copies of guidance documents may also be obtained from Melanie Kielb West, Associate Director and Counsel for Regulatory Affairs at telephone (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)

[Town Hall Agency User Manual](#) (8/16/07)

[\[2008-1\] PPG Guidance](#) (6/27/08)

DEPARTMENT OF STATE POLICE

Guidance documents maintained by the Virginia State Police may be viewed during normal working hours at Virginia State Police Headquarters, 7700 Midlothian Tpke., Richmond, VA 23235. Copies are free of charge. Both documents are available electronically on-line for no charge by clicking on the hyperlinks below or by visiting the Virginia Regulatory Town Hall <http://townhall.virginia.gov/index.cfm> or the Virginia State Police Homepage at <http://www.vsp.state.va.us>.

To obtain printed copies of the indicated guidance documents or for interpretive or implementation questions, please contact the person listed following the document:

[Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers](#) (7/1/07)

Donna Tate, Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond VA 23261-7472, telephone (804) 674-2000

[How the Complaint Process Works](#) (9/4/07)

Captain Gary Payne, Professional Standards Unit, Virginia State Police, P.O. Box 27472, Richmond VA 23261-7472, telephone (804) 674-2000

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 Deputy Chief of Staff, 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 shcolli4@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 Natalie Hart, Deputy Chief of Staff, Office of the President, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-8118, FAX (540) 231-4265 or email nhart@vt.edu.

Guidance Documents:

Board of Visitors Bylaws (amended August 2010) <http://www.bov.vt.edu/bylaws/bylaws.html>

Faculty Handbook (revised August 2010) http://www.provost.vt.edu/documents/Faculty_Handbook_2010.pdf

Virginia Tech Classified and University Employee Handbook (revised January 2009) http://www.hr.vt.edu/files/file_hr_emp_hndbk_reg.pdf

Undergraduate Course Catalog and Academic Policies, 2010-11 <http://www.undergradcatalog.registrar.vt.edu/1011/index.html>

Graduate Policies and Procedures and Course Catalog, 2010-11: http://grads.vt.edu/graduate_catalog/

Hokie Handbook (student handbook), 2010-11 <http://www.hokiehandbook.vt.edu/>

2009 Jeanne Clery Act Report (revised September 2010) http://www.police.vt.edu/VTPD_v2.1/assets/documents/2009_clery_report_blacksburg.pdf

Parking Rules and Regulations, 2010-11 http://www.facilities.vt.edu/documents/parking//forms/rules_and_regs.pdf

Virginia Tech University Policies <http://www.policies.vt.edu/index.php>

Human Subjects Research Policy (revised September 2006) <http://www.policies.vt.edu/HumanSubjectsPolicy.pdf>

2010 Statement of Business Conduct Standards http://www.cafm.vt.edu/busprac/_docs/2010_Statement_Business_Conduct_Standards.pdf

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors, July 2006 http://www.odu.edu/af/materiel/polproc/HighEd_manual_november_12_2009%20_.pdf

Commonwealth Accounting Policies and Procedures (CAPP) Manual, (revised October 2010) http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm

Commonwealth of Virginia Executive Order 33 Enhancing Opportunities for Small, Women and Minority Owned Businesses, August 2006 [http://www.lva.virginia.gov/public/EO/eo33\(2006\).pdf](http://www.lva.virginia.gov/public/EO/eo33(2006).pdf)

VIRGINIA PORT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of Rodney W. Oliver, 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 Purchasing Policies and Procedures Manual, revised 11/23/04, §§ 62.132.1, 62.132.6 and 11-35 - Available at: www.portofvirginia.com

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 e-mail recordsmgt@dpor.virginia.gov or documents are available electronically at no charge on the Town Hall. Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Policy, Planning and Public Records Director, Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8583, FAX (804) 527-4293, or email dawn.waters@dpor.virginia.gov.

Guidance Documents (applying to all boards):

[Guidelines for the Evaluation of the Need to Regulation Professions and Occupations](#) (6/2/03)

[2010-11 New Board Member Training Manual](#) (7/23/10)

[\[Policy #100-01\] 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)

[\[Policy #100-13\] Establishing and Revising Procedures and Forms](#) (2/25/10)

[\[Policy #100-14\] Public Service Hours](#) (9/24/09)

[\[Policy #100-18\] Alternative Dispute Resolution](#) (9/25/09)

[\[Policy #100-19\] Ethics](#) (9/30/09)

[\[Policy #200-18\] Equal Employment Opportunity](#) (3/17/10)

[\[Policy #300-01\] Regulant Name & Address Change](#) (10/9/09)

[\[Policy #300-02\] Application & Application Fee Expiration](#) (1/15/09)

[\[Policy #500-01\] Purchasing](#) (12/16/09)

[\[Policy #500-02\] Contract and Purchase Order Modifications](#) (1/30/08)

[\[Policy #600-01\] Examination Fees](#) (3/17/10)

[\[Policy #600-02\] Examination Site Conduct](#) (3/22/10)

[\[Policy #700-03\] Accounts Receivable and Debt Collection](#) (3/12/10)

[\[Policy #700-04\] Revenue Refunds](#) (3/18/10)

[\[Policy #800-01\] Criminal History Information](#) (3/5/10)

[\[Policy #800-02\] Complaints Against Regulants](#) (3/5/10)

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

Guidance Documents applying to some or all chapters within this board

[APELSCIDLA Board Sanction Guidelines After 7/1/99](#) (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)

Guidance Documents

Board for Contractors

[Board for Contractors Policies & Interpretations](#) (9/26/06)

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)

Real Estate Board

[ARELLO Distance Education Certification](#) (7/8/10)

[ARELLO Distance Education Certification for Correspondence Courses](#) (6/8/10)

[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)

Cemetery Board

[Sample General Price List](#) (10/23/08)

Common Interest Community Board

[Definition of "Employee" as used in Section 54.1-2347.A of Code of VA](#) (1/3/11)

[Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by CIC Manager Applicant](#) (3/15/10)

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 www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at psy@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the

Board, at the address above or by telephone at (804) 367-4697. Copies are free of charge.

Guidance Documents:

125-3.1, Submission of evidence of completion of graduate work, adopted February 16, 2010

125-3.2, Official beginning of a residency, adopted February 16, 2010

125-3.4, Authorization for the executive director to make decisions on special accommodation requests, revised October 6, 2009

125-3.5, Authorization for the executive director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, revised October 6, 2009

125-3.8, Flowchart and narrative explanation for guidance on conduct of an informal conference by an agency subordinate, revised September 2010

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 noncompliance with continuing education requirements, July, 2006

125-5.2, Sanction Reference Manual, April 2009

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, 2010, through September 30, 2011, 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>

Your Path To Work Through Vocational Rehabilitation: A Guide to the Virginia DRS Vocational Rehabilitation Program (customer handbook), revised November, 1999,

Aileen Colorado. Also available on DRS website at <http://www.vadrs.org/yourpath.htm>

DRS Business Services Packet (including information about tax incentives for employers), revised 2008, Aileen Colorado. Also available on DRS website at <http://www.vadrs.org/bsoverview.htm>

Virginia Guide to Supported Employment and Job Coach Training Services manual, revised 2009, Donna Bonessi. Also available on DRS website at <http://www.vadrs.org/essp/downloads/SEGuide/SEGuide09.doc>

New Counselor Skills and Competencies Checklist, revised August 2008, Susan Gaillard

Best Practices Manual for Vocational Evaluation, issued 1995, Dale Batten

Self Employment Enterprise Handbook, issued 1999, Lawrence Roberts. Also available on DRS website at <http://www.vadrs.org/frs/seehandbook/>

Virginia DRS Transition Services Guide, issued 2007, Erica Lovelace. Also available on DRS website at <http://www.vadrs.org/transitionservices.htm>

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.

Long Term Employment Support Services Guide, revised February 2010, Judy Hill. Also available on DRS website at <http://www.vadrs.org/essp/downloads/LTESSGuidelines.doc>

Independent Living Services Program Guidance Documents, Theresa Preda:

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised January 2002

State Plan for Independent Living, effective October 1, 2011 through September 30, 2013. Also available on DRS website at <http://intranet/DRS1/Downloads/VASPILFinal201009.doc>

Personal Assistance Services Program Handbook, revised March, 2009, Bill Rhodenhiser. Also available on DRS website at http://www.vadrs.org/formscabinet/documents/Public/Consumer%20and%20Personal%20Assistant%20Handbook_CBS612.doc

Brain Injury Services Program Guidance Documents, Patricia Goodall. Also available on DRS website at <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.

Life Skills Services: Application for Vendorship; Application for Vendorship Cover Letter, Purchase of Services Agreement for the Provision of Life Skills Services, all revised May 2007.

Registry Operations: At a Glance, revised November, 2005; Program Highlights, revised November 2005. Virginia Central Registry for Brain Injury and Spinal Cord Injury - Hospital Reporting Form, revised 2007; Virginia Central Registry for Brain Injury and Spinal Cord Injury - Self Report Form, revised January 2004.

Human Research Procedures Manual, issued October 2005, DiVette Brisco. Also available on DRS website at <http://www.vadrs.org/hrrc/downloads/ProceduresManual.doc>

Accessibility for Government websites, Daniel Ross. Available on DRS website at <http://www.vadrs.org/formscabinet/documents/Promoting%20Accessibility.pdf>

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.

General Admissions Criteria, Amy Blalock. Available on WWRC website at <http://wwrc.virginia.gov/Admissions.htm#criteria>

Admissions Criteria for Short Term Rehabilitation Unit, revised November 2005, Marjorie Adcock.

Vocational Services Guidance Documents:

PERT Internal Procedures Manual, revised July 2010, Rusty Eddins.

PERT Training and Reference Manual, revised October 2009, Ginger Sharrer. Available on WWRC website at http://www.vadrs.org/formscabinet/documents/Public/PERT%20Training%20and%20Reference%20Manual_PER-2727.doc

Student Life Guidance Documents:

Student Handbook, revised January 2009, Ellen Murnane. Available only on-line at WWRC website at http://www.vadrs.org/formscabinet/%5Cdocuments%5CPublic%5CWWRC%20Student%20Handbook_WWRC-02.pdf

Rothrock Hall Guidelines, revised June 2009. Available on WWRC website at

Guidance Documents

http://www.vadrs.org/formscabinet/documents/Internal/Rothrock%20Hall%20Guidelines_NUR-2527.doc

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%20Behavior%20Health%20Services%20Provider_PSYADM01.doc

WWRC Policies and Procedures Manual, revised monthly as needed, Russ Neyman. Also available on WWRC website at <http://wwrc.virginia.gov/policiesprocedures.htm>

Unified Case Management Operations Manual, revised March, 2006, Tom Blosser.

WWRC Master Plan, Russ Neyman

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 Courtney L. Ware, Manager of Policy and Communication, 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 Courtney L. Ware at the same address, telephone (804) 225-3746 or FAX (804) 225-3664 or for free online at www.drpt.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Courtney L. Ware 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
- 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 <http://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

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

Choosing Your Retirement Plan – Plan 1 – Guidelines and provider information for employees of colleges and universities who are eligible to select the Optional Retirement Plan for Higher Education, revised September 2008, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Choosing Your Retirement Plan – Plan 2 – Guidelines and provider information for employees of colleges and universities who are eligible to select the Optional Retirement Plan for Higher Education, revised July 2010, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Choosing Your Retirement Plan – Plan 1 – Guidelines for employees eligible to select the Optional Retirement Plan for School Superintendents, revised February 2006, Code of Virginia, Title 51.1-126.6, www.varetire.org

Choosing Your Retirement Plan – Plan 2 – Guidelines for employees eligible to select the Optional Retirement Plan for School Superintendents, revised July 2010, Code of Virginia, Title 51.1-126.6, www.varetire.org

Choosing Your Retirement Plan – Plan 1 – Guidelines for political appointees eligible to select the Optional Retirement Plan for Political Appointees, revised June 2005, Code of Virginia, Title 51.1-126.5, www.varetire.org

Choosing Your Retirement Plan – Plan 2 – Guidelines for political appointees eligible to select the Optional Retirement Plan for Political Appointees, revised July 2010, Code of Virginia, Title 51.1-126.5, www.varetire.org

Composite Copy of the Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education - revised June 2008 2005, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Comprehensive Annual Financial Report, December 2010 - published annually, Code of Virginia, Title 51.1, Chapters 1-7

Employer Manual - revised July 2010, Code of Virginia, Title 51.1, www.varetire.org

Employer Update - published monthly online, Code of Virginia, Title 51.1, Chapters 1-7, www.varetire.org

Handbook for Members - State Police Officers' Retirement System – Plan 1, summary plan description - published July 2010, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - State Police Officers' Retirement System – Plan 2, summary plan description - published October 2010, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - Virginia Law Officers' Retirement System – Plan 1, summary plan description - revised July 2008, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - Virginia Law Officers' Retirement System – Plan 2, summary plan description - revised November 2010, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - Virginia Retirement System (Eligible Political Subdivision Hazardous Duty Employees) – Plan 1, 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 (Eligible Political Subdivision Hazardous Duty Employees) – Plan 2, summary plan description - published October 2010, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - Virginia Retirement System – Plan 1, summary plan description revised June 2008, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - Virginia Retirement System – Plan 2, summary plan description revised July 2010, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan for Higher Education - revised January 2009, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan for Political Appointees - published July 2005, Code of Virginia, Title 51.1-126.5, www.varetire.org

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan For School Superintendents - revised December 2008, Code of Virginia, Title 51.1-126.6, www.varetire.org

Losing a Loved One: Guide for Families- revised 2009, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5, www.varetire.org

Master Trust For The Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education - published July 2002, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Guidance Documents

Member Benefit Profile - last published September 2010, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member News – published online semi-annually, Code of Virginia, Title 51.1, Chapters 1-7, www.varetire.org

myVRS Users Guide - published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS for Employers Users Guide - published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS for Retirees Users Guide - published 2009, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS Fact Sheet - published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS for Employers Fact Sheet - published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS Article - published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS Poster - published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

About the myVRS Retirement Planner - published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS Retirement Planner Article - published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS Retirement Planner Bookmark- published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS Retirement Planner Poster- published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

myVRS Retirement Planner Tips - published 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

Optional Retirement Plan for Higher Education Information Bulletin – published August 2008, Code of Virginia, Title 51.1, chapters 1 -7, www.varetire.org

Optional Retirement Plan of the Commonwealth of Virginia For Employees of Institutions of Higher Education Investment Policy Statement - revised July 2004, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Optional Retirement Plan for Political Appointees - Plan Features and Highlights - revised July 2005, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Optional Retirement Plan for School Superintendents Plan Features and Highlights - revised December 2004, Code of Virginia, Title 51.1-126.6, www.varetire.org

Pre-Retirement Planning Guide - revised July 2009, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5, www.varetire.org

Retiree Handbook - revised May 2009, 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 Retirement System, 2009 Edition - published July 2010, Code of Virginia

Virginia Sickness and Disability Program Handbook, Plans 1 and 2 - revised September 2010, Code of Virginia, Title 51.1, Chapter 11

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.

ADA Manual and Policies: Center for Student Affairs: www.rbc.edu/PDFS/ADA_MANUAL.pdf

Adjunct Faculty Policies and Procedures Manual, 2010: 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

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

Library Policies: Library: www.rbc.edu/library/Generalinfo/circulation_policy.htm and www.rbc.edu/library/Generalinfo/conduct_policy.htm

Questions regarding interpretation or implementation of these guidance documents may be directed to Dr. Virginia Cherry, Library Director, telephone (804) 862-6208, or email vcherry@rbc.edu.

DEPARTMENT OF SOCIAL SERVICES

To obtain copies or to arrange viewing of the following documents, contact the Freedom of Information Act (FOIA) Coordinator at the offices of the Department of Social

Services, Office of Public Affairs, 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 Karin Clark, Office of Legislative & Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23219-1849, telephone (804) 726-7017 or email karin.clark@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, free. http://www.dss.virginia.gov/files/division/appeals/benefits/guidance_procedures/ADH_Brochure.pdf

Benefit & Services Appeals, October 1, 2002, free. http://www.dss.virginia.gov/files/division/appeals/benefits/guidance_procedures/Benefits_Appeals.pdf

Child Support Enforcement Appeals, December 1, 2010, free

Child Protective Services Appeals, November 2005, free, http://www.dss.virginia.gov/files/division/appeals/cps/guidance_procedures/CPS_Appeals_Fact_Sheet.pdf

Division of Benefit Programs

Volume IX, Energy Assistance Policy Manual, revised June 2009, 22VAC40-680, (\$22.90)

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)

Supplemental Nutrition Assistance Program Quick Reference Guide, revised October 2009, (\$1.47) § 63.2-801,

Electronic Benefits Transfer (EBT) Policies and Procedures Guide, revised October, 2009, (\$3.84)

Volume XIII, Medicaid Policy Manual, revised August 2009, § 32.1-323 et seq., (\$53.25)

Volume II - Part IV- GR Policy Manual, January 2007, (\$5.12), 22VAC40-411

Temporary Assistance for Needy Families (TANF) Policy Manual (VIEW included), revised October 2009, (\$18.85), 22VAC40-35 and 22VAC40-295

ADAPT Notice of Action system User Guide

Child Care and Early Childhood Development

Child Care Subsidy and Services Guidance (Volume VII, Sect. II, Chapter D,) revised October 2010, http://www.dss.virginia.gov/files/division/cc/assistance_page/manual/Guidance_Effective_10-01-2010.pdf

Child Care and Development Fund State Plan 2010-2011, revised July 2010

Division of Child Support Enforcement

Division of Child Support Enforcement Program Manual.

Division of Community and Volunteer Services

Neighborhood Assistance Program Donor Fact Sheet, revised July 2010 § 58.1-439.18 et seq., free

Neighborhood Assistance Program Project Fact Sheet, revised July 2010, § 58.1-439.18 et seq., free

Neighborhood Assistance Program Contribution Notification Forms, A, B, C, D, and E, revised July 2010, § 58.1-439.18 et seq., free, <http://www.dss.virginia.gov/community/nap/forms.cgi>

Neighborhood Assistance Program Application, revised March 2010, § 58.1-439.18 et seq., free, <http://www.dss.virginia.gov/community/nap/community/nap/forms.cgi>

Neighborhood Assistance Program Approved Organizations for July 1, 2010-June 30, 2011, revised July 2010, § 58.1-439.18 et seq., free, <http://www.dss.virginia.gov/community/nap/forms.cgi>.

Community Service Block Grants (CSBG) Documents:

2011 Quarterly Report Cover (QR Cover) revised September 2010. § 2.2-5400 et seq., free.

Guidance Documents

2011 Financial Status Reports (QRF-01) revised September 2010. § 2.2-5400 et seq., free
2011 TANF Non-Assistance Program Report (QRF-02) revised September 2010. § 2.2-5400 et seq., free.

2011 Certification of Board Meetings (QR-01) revised September 2010. § 2.2-5400 et seq., free.

2011 Statement of Agency Operation (QR-02) (1st, 2nd, 3rd quarters only) revised September 2010. § 2.2-5400 et seq., free.

2011 Outcomes Report (QR-03) revised September 2010. § 2.2-5400 et seq., free.

2011 Other Outcomes Report (QR-04) revised September 2010. § 2.2-5400 et seq., free.

2011 CSBG Clients by Locality (QR-05) revised September 2010. § 2.2-5400 et seq., free.

2011 Client Demographic Report (QR-06) revised September 2010. § 2.2-5400 et seq., free.

2011 Other Resources Administered and generated (QR-07) revised September 2010. § 2.2-5400 et seq., free.

2011 Narrative Report (AR-08) revised September 2010. § 2.2-5400 et seq., free.

2011 CSBG Quarterly Report Instructions revised September 2010. § 2.2-5400 et seq., free.

CSBG State Plan effective October 1, 2010. § 2.2-5400 et seq., free.

Family & Children's Trust Fund - Small Grant Awards Policy Statement, revised November 1997, § 63.2-2103, free

Virginia AmeriCorps State Guidance Manual, July 2009

Virginia Refugee Resettlement Program Manual, free

Volunteer Services Manual, July 2008

Institutional Review Board Guidelines & Procedures Manual, July 2006; §§ 63.2-217, 63.2-218, and 63.2-104, and 22VAC40-890 and 22VAC40-910; free and available at www.dss.virginia.gov/about/irb.cgi under "Policies/Procedures Manual"

Division of Family Services

Title IV-E Eligibility Manual, revised October 2005, free

FS- Volume II - Auxiliary Grants Policy Manual - Part III, June 2008,
<http://www.dss.virginia.gov/family/as/auxgrant.cgi>

Assisted Living Facility Assessment Manual, revised October 2007, 22VAC40-745, free,
<http://www.dss.virginia.gov/facility/alf.cgi>

Adult Foster care Manual, revised February 2010.
<http://www.dss.virginia.gov/family/as/servtoadult.cgi>

Child Protective Services (CPS) Policy (Vol. VII, Sec. III, Chapter A, Social Services Policy Manual) revised, December 2010, free,
<http://www.dss.virginia.gov/family/cpa/manual.cgi>

Foster Care Policy (Vol. VII, Sect. III, Chapter B, Social Services Policy Manual) revised December 2010,
<http://www.dss.virginia.gov/family/fc/manual.cgi>

Generic Policy (Vol. VII, Sec. 1, Social Services Policy Manual) Chapters A, B, C, H, and F of this section covers policy on Intake and Case Management, Confidentiality, and Appeals.

Adoption Policy (Vol. VII, Sec. III, Chapter C & D, Social Services Policy Manual), revised October 2009, free,
<http://www.dss.virginia.gov/family/ap/manual.cgi>

User's Manual: Virginia Uniform Assessment Instrument (UAI), revised July 2005, 22VAC40-745, free,
<http://www.dss.virginia.gov/family/as/servtoadult.cgi>

Private Pay Assessment Manual, revised, January 2010.
<http://www.dss.virginia.gov/facility/alf.cgi>

Virginia's Guide to Inter-country Placement: Virginia's Pre-adoptive Requirements, updated November 2002, § 63.2-1104, free Virginia's Guide to the Interstate Compact on the Placement of Children, updated November 2002, §§ 63.2-100, 63.2-1000 and 63.2-1100-1105, free

Request to Place Virginia Youth Out-of-Commonwealth, updated November 2002, §§ 16.1-286 A, 22.1-218.1, 63.2-100, 63.2-1000, and 63.2-1100 through 63.2-1105, free

The Virginia Department of Social Services Reasonable Candidacy Manual, July 2007, free,
www.dss.virginia.gov/family/fc/candidacy

Additional Daily Supervision: Rate Structuring for Enhanced Maintenance Payments Guidelines,
<http://www.dss.virginia.gov/family/fc/rate.cgi>.

Rate Structuring Frequently Asked Questions

Broadcast 4317 Adult Services, Actions Needed to Ensure Compliance with Audit Findings Related to the Adult Services Program, July 2007, free

Broadcast 4180 Adult Services, Actions Needed to Ensure Compliance with Audit Findings Related to the Adult Services Program, April 2007, free

Broadcast 4198 Interstate Compact on the Placement of Children (ICPC), Safe & Timely Placement of Children Act.

Adult Services Policy (Vol. VII, Sec. IV, Chapters A, B, C, D, E, and F Social Services Policy Manual), revised July 2010, <http://www.dss.virginia.gov/family/as/servtoadult.cgi>

Broadcast 6375, State Median Income for Adult Services Cases, August 2010

Broadcast 5696, Revised Adult Protective Services (APS) Minimum Training Standards, June 2009

Division of Finance

Finance Guidelines Manual for LDSS (December 2010 revision), free.

Finance FY 2010 Local Allocations by FIPS (revised), free

Finance FY 2010 Consolidated Eligibility and Service Staff and Operations Allocations by FIPS, free.

Virginia Department of Social Services Information Security Policy, revised May 2008, Title 63.2.

Virginia Department of Social Services Information Security Standards, issued May 2008.

Virginia Department of Social Services Acceptable Use Policy, October 2007.

Division of Human Resources

Chapter 1, EEO and Hiring, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free, https://www.dss.virginia.gov/files/division/dhrm/manual_local_offices/chapter1.pdf

Chapter 2, Classification & Compensation, of the Human Resources Manual for Local Departments of Social Services, revised December 2008, § 63.2-219, free,

Chapter 3, General Leave, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free, http://www.dss.virginia.gov/files/division/dhrm/manual_local_offices/chapter3.pdf

Chapter 4, Medical Leaves of Absence, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free, http://www.dss.virginia.gov/files/division/dhrm/manual_local_offices/chapter4.pdf

Chapter 5, Operations of an Agency, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free, http://www.dss.virginia.gov/files/division/dhrm/manual_local_offices/chapter5.pdf

Chapter 6, Standards of Performance and Evaluation, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free, http://www.dss.virginia.gov/files/division/dhrm/manual_local_offices/chapter6.pdf

Chapter 7, Discipline and Termination of Employment, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free, http://www.dss.virginia.gov/files/division/dhrm/manual_local_offices/chapter7.pdf

Chapter 8, Personnel Records, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free, http://www.dss.virginia.gov/files/division/dhrm/manual_local_offices/chapter8.pdf

Division of Human Resources Standard Operating Procedures for classified and Wage Employees, free.

SOP Section 2.01 - Alcohol and Drugs, revised July 2008

SOP Section 2.02 - Awards for Length of Service, revised July 2008

SOP Section 2.04 - Compensatory Leave, revised July 2008

SOP Section 2.05 – Criminal History checks

SOP Section 2.06 - Equal Employment Opportunity, revised February 2010

SOP Section 2.07 - Emergency Office Closings, revised July 2008

SOP Section 2.08 - Workplace Harassment, revised July 2008

SOP Section 2.09 - 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 2.24 –Evaluating Workplace Conduct of Wage employees, Probationary employees and Employees excluded from the Virginia Personnel Act, November 2004

Guidance Documents

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

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, December 2010 § 63.2-1726, free
<http://www.dss.virginia.gov/facility/crf.cgi#background>

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, December 2010 § 63.2-901.1, free,
<http://www.dss.virginia.gov/facility/lcpa.cgi>

Procedures for Conducting Name-Based Check When an Applicant's Fingerprints Are Unobtainable Due to Low Quality, December 2010, § 63.2-1726, free,
<http://www.dss.virginia.gov/facility/crf.cgi>

Technical Assistance for Background Checks for Assisted Living Facilities and Adult Day Care Centers, 22VAC40-90, \$5.00, http://www.dss.virginia.gov/facility/alf_regulations.cgi

Technical Assistance for Background Checks for Child Welfare Agencies and Background Checks for Licensed Child Day Centers, 22VAC40-191 and 22VAC15-51, \$5.00, http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/index.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

Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers, February 2007, §§ 63.2-1719 and 63.2-1720,
http://www.dss.virginia.gov/facility/adcc_regulations.cgi

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

Criteria for Training, April 2007,
http://www.dss.virginia.gov/files/division/cc/provider_training_development/intro_page/training_development/criteria_provider_training.pdf

Curriculum Outline for Assisted Living Facility Administrators for Residential Living Care Only, November 2009, 22VAC40-72,
http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/current_providers/guidance_procedures/curriculum_outline_alf_administrators.pdf

Direct Care Staff - Department Approved Educational Curriculum for Nursing Assistants, Geriatric Assistants or Home Health Aides, July 2007, 22VAC40-72, \$25.00
http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/current_providers/forms/032-05-0512-07-eng.pdf

Request for First Aid and Cardiopulmonary Resuscitation (CPR) Course Approval for Child Day Centers, Assisted Living Facilities and Adult Day Care Centers, October 2006,
http://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/current_providers/forms/032-05-0095-00-eng.pdf

Information for Religiously Exempt Child Day Centers, § 63.2-1716, \$8.00.
http://www.dss.virginia.gov/files/division/licensing/recdc/intro_page/current_providers/guidance_procedures/information_or_recdc.pdf

Model Policies for Implementing Section 63.2-1808 of the Code of Virginia (Rights and Responsibilities of Residents of Assisted Living Facilities), January 2008, § 63.2-1808,
http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/current_providers/guidance_procedures/2008_resident_rights.pdf

Notification to State Regulated Care Facilities of the 2000 Uniform Statewide Building Code and the 2000 Statewide Fire Prevention Code Requirements, September 2000, 22VAC40-110

Requirements for Proof of Child Identity and Age for Licensed Child Day Centers & Certified Preschools, February 2003, § 63.2-1809,
http://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/current_providers/guidance_procedures/proof_of_child_s_identity_and_age.pdf

Requirements for Proof of Child Identify and Age for Licensed Family Day Homes, February 1999, § 63.2-1809,
http://www.dss.virginia.gov/files/division/licensing/vrdh/intro_page/current_providers/guidance_procedures/proof_of_child_s_identity_and_age.pdf

Risk Assessment and Adverse Enforcement Guidance Manual, October 24, 2007,
http://www.dss.virginia.gov/files/division/licensing/adcc/intro_page/current_providers/guidance_procedures/risk_assessment_guidance_manual.pdf

Technical Assistance for Standards for Assisted Living Facilities, March 2010, 22VAC40-72, \$5.00
http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/current_providers/guidance_procedures/alf_ta.pdf

Standards for Licensed Family Day Homes with Interpretation guidelines, 22VAC111, \$8.00
http://www.dss.virginia.gov/files/division/licensing/fdh/intro_page/code_regulations/regulations/032-05-0518-09-eng.pdf

Technical Assistance for Standards for Licensed Child Day Centers, 22VAC15-30,
http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/

Technical Assistance for the Standards and Regulations for licensed Adult day Care Centers, 22VAC40-60, \$5.00.
<http://www.dss.virginia.gov/facility/adcc.cgi>

Technical Assistance for General Procedures and Information for Licensing, 22VAC40-80, \$5.00,
http://www.dss.virginia.gov/files/division/licensing/crf/intro_page/current_providers/guidance_procedures/gp_ta.pdf

Guidance for Determining Civil Penalties Based on Assessed Risk from Violations in Assisted Living Facilities, December 2008,
http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/current_providers/guidance_procedures/guidance_civil_penalties.pdf

Technical Assistance for Voluntary Registration of Family day Homes Requirements for Providers, October 2009, 22VAC40-180, \$5.00,
http://www.dss.virginia.gov/files/division/licensing/vrfdh/intro_page/current_providers/guidance_procedures/vr_ta.pdf

Standards for Licensed Children's Residential Facilities, January 2009, 22VAC40-151, \$8.00,
http://www.dss.virginia.gov/files/division/licensing/crf/intro_page/code_regulations/regulations/032-04-0024-00.pdf

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 www.dhp.virginia.gov 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. (In revision)

140-2.2, Summary of Virginia statutes regarding maintenance and release of client records. (In revision)

140-4, Minutes of the Board

140-4.1, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, revised April 17, 2009

140-4.2, Board guidance on possible disciplinary or alternative actions in response to non-compliance with continuing education requirements, revised July 15, 2010

140-5, Board guidance for process of delegation of informal fact-finding to an agency subordinate, revised September 2010

140-6, Board guidance on the educational requirements necessary to qualify to sit for the Licensed Clinical Social Work examination in Virginia, revised July 18, 2008

140-7, By-Laws of the Board of Social Work, adopted December 17, 1996, revised April 17, 2009

140-8, Sanction Reference Points Instruction Manual, adopted April 17, 2009

140-9, Supervisor training, adopted April 2010

140-10, Guidance on supervised experience for clinical social work licensure, adopted October 15, 2010

DEPARTMENT OF TAXATION

The Department of Taxation's guidance documents have been subdivided as follows: Forms, Tax Bulletins, Determinations and Rulings, Guidance Documents Posted on the Town Hall, and Other Guidance Documents.

FORMS

Copies of the following forms may be obtained from TAX's website <http://www.tax.virginia.gov> or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, Department of Taxation, 3610 West Broad Street, Richmond, VA 23230. These forms are used to implement the return filing requirements for the taxes administered by the Virginia Department of Taxation. Primarily, these return filing requirements are found in Title 58.1 of the Code of Virginia. The Department of Taxation is also required to collect certain agricultural commodity taxes found under Title 3.1 of the Code of Virginia. Copies may be obtained by contacting the Forms Request Unit at the Department of Taxation, P.O. Box 1317, Richmond, VA 23218-1317, telephone (804) 440-2541.

Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Relations, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, FAX (804) 786-2670. Telephone numbers for

Guidance Documents

contact regarding the various forms listed below are noted by section and in some cases by the form.

Individual Forms

Individual Taxes

Unless otherwise noted, questions can be directed to Customer Service at (804) 367-8031.

Form 760, Individual Tax Filing Form, Annually

Form 760 Inst, Instructions for Form 760, Annually

Form 760C, "Underpayment of Estimated Tax by Individuals, Estates, and Trusts," Annually

Form 760C Inst, Instructions for Form 760C, Annually

Form 760ES, "VA Estimated Income Tax Payment Vouchers and Instructions for Individual, Estates, and Trusts," Annually

Form 760F, Form & Instructions for Underpayment of Estimated Tax by Farmers and Fisherman, Annually

Form 760IP, Individual Automatic Extension Payment, Annually

Form 760PY, Part-Year Resident Individual Income Tax Return 760PY, Annually

Form 760PY Inst, Instructions for Form 760PY, Annually

Form 762, "Return of Tangible Personal Property, Machinery and Tools, and Merchant's Capitol," Annually

Form 763, Nonresident Individual Income Tax Return 763, Annually

Form 763 Inst, Instructions for Form 763, Annually

Form 763S, Claim for Individual Income Tax Withheld, Annually

Form 765, Unified Nonresident Individual Income Tax Return, Annually

Form 765 Inst, Instructions For Filing Unified Nonresident Individual Income Tax Return, Annually

Schedule L (Form 765), Unified Nonresident Income Tax Return List of Participants

Form 770, VA Fiduciary Income Tax Return 770, Annually

Form 770 Inst, Instructions for Form, Annually

Form 770IP, VA Fiduciary and Unified Nonresident Automatic Extension Payment, Annually

Form 770ES, Estimated Income Tax Payment Vouchers for Estates, Trusts and Unified Nonresidents

Form CU-7, Form & Instructions for Virginia Consumer's Use Tax Return for Individuals, Annually

Schedule ADJ, Schedule ADJ, Annually

Schedule CR, Credit Computation Schedule for Forms 760, 760PY, 763 and 765 Schedule, Annually

Form CR Inst, Instructions for Schedule CR, Annually

Schedule NPY, Schedule NPY (Form 763 and Form 760PY filers), Annually

Schedule OSC, Credit for tax paid to another state schedule, Annually

Form VA 8453, Individual Electronic Filing Declaration, Annually

Individual Credits

Form 301, Enterprise Zone Credit - Individual Tax and Instructions, Annually

Form 304, Major Business Facility Job Tax Credit and Instructions, Annually

Form 305, Clean Fuel Vehicle Job Creation Tax Credit and Instructions, Annually

Form 306, Coalfield Employment Enhancement Tax Credit and Instructions, Annually

Form EDC, Taxpayer Application for Qualified Equity and Subordinated Debt Investments Credit, Annually

Form HAC, Application for Home Accessibility Features for the Disabled Credit, Annually

Form LPC, Virginia Land Preservation Tax Credit Notification Form, Annually

Form BFC Biodiesel & Green Fuel Tax Credit, Annually

Individual Miscellaneous

Form 760PMT, Individual Income Tax Payment Voucher, Annually

Form EST-80, Estate Tax Return, 03/2007

Form GFD, General Fund Donation Voucher, 07/2005

Form OIC-Ind, OIC Offer in Compromise Individual, 03/2003

Form PAR101, Power of Attorney Release Form, 06/2006

Form PP-2, Partial Payment Voucher, 09/1997

Form PT-1, Probate Tax Return, 06/2003

Form R-5, Nonresidential Real Property Owner Registration Form, 12/2007

Form R-5E, Nonresidential Real Property Owner Exemption Certificate, 07/2000

Form R-5P, Nonresidential Real Property Owner Shareholder/Partner Schedule, 04/1992

Form VA-4, Employee's Withholding Exemption Certificate, 11/2007

Form VA-4B, Employee's Withholding Income Tax Credit for Income Taxes Paid to Another State, 05/2005

Form VA-4P, Withholding Exemption Certificate for Recipients of Pension and Annuity Payments, 11/2007

Form R1-H, Nonresidential Real Property Owner Registration Form

Form R-7, Application for Enrollment as a Virginia Authorized Agent

Form TCD-1, Tax Credit Disclosure Agreement OR Authorization to Disclose Confidential Tax Information Relating to Tax Credits

VA-6H, VA-6H - Household Employer's Annual Summary of Virginia Income Tax Withheld Instructions

Business Forms

Unless otherwise noted, questions can be directed to Customer Service at (804) 367-8037.

Corporate Taxes

Form 500, Corporate Income Tax Return 500, Annually

Form 500 Inst, Instructions for Form 500, Annually

Form 500C, Underpayment of Estimated Tax by Corporations and Instructions, Annually

Form 500CR, Credit Computation Schedule for Form 500 500CR, Annually

Form 500CP, Extension Payment Voucher and Tentative Tax Return, Annually

Form 500EC, Modified Net Income Tax Return for Electric Cooperatives, Annually

Form 500EC Inst, Instructions for Form 500EC, Annually

Form 500ES, Forms and Instructions for Declaration of Estimated Income Tax, Annually

Form 500NOLD, Corporation Application for Refund-Carryback of Net Operating Loss and Instructions, Annually

Form 500T, Telecommunications Companies Minimum Tax and Credit Schedule, Annually

Form 500T Inst, Instructions for Form 500T, Annually

Form 500V, Corporation Income Tax Payment Voucher, Annually

Schedule 500A, Multistate Corporation Allocation and Apportionment of Income (Form 500) Schedule A, Annually

Schedule 500A Inst, "Instructions for Form 500, Schedule A," Annually

Schedule 500ADJ, Schedule of Adjustments, Annually

Schedule 500AC, Schedule of Affiliated Corporations, Consolidated and Combined Filers, Annually

Schedule 500FED, Schedule of Federal Line Items, Annually

500AB, 500AB - Add Back and Exceptions to Add Back of Interest and Intangible Expenses

500AB Instructions - Add Back and Exceptions to Add Back of Interest and Intangible Expenses Instructions

500EL, Electric Suppliers Corporation Minimum Tax and Credit Schedule

500MT - Electric Cooperatives Minimum Tax and Credit Schedule

500MT Instructions - Electric Cooperatives Minimum Tax and Credit Schedule

Forms for Pass Through Entity

Form 502, Pass Through Entity Return of Income, Annually

Form 502 Instructions, "Instructions for Form 502, Schedule A and VK-1," Annually

Schedule 502A, Multistate Pass through Entity, Annually

Form VK-1, Owner's Share of Income and Virginia Modifications and Credits, Annually

Schedule 502ADJ, Schedule 502ADJ, Annually

Form 502V, Virginia Pass-Through Entity Tax Payment Voucher, Annually

Form 502W, Pass-Through Entity Withholding Tax Payment, Annually

Bank Franchise

Form 301 Banks, Enterprise Zone Credit - Bank Franchise Tax and Instructions, Annually

Form 64 and Schedules, Virginia Bank Franchise with Schedules and Instructions, Annually, (804) 371-0730

Business Credits

Form 301 Corp, Enterprise Zone Credit - Corporation Tax, Annually

Form 301 Banks, Enterprise Zone Credit - Bank Franchise Tax and Instructions, Annually

Form 301 Indiv, Enterprise Zone Credit - Individual Tax and Instructions, Annually

Form 304, Major Business Facility Job Tax Credit and Instructions, Annually, (804) 786-2992

Form 305, Clean Fuel Vehicle Job Creation Tax Credit and Instructions, Annually

Guidance Documents

Form 306, Coalfield Employment Enhancement Tax Credit and Instructions, Annually

Form 306T, Allocation of Coal Employment and Production Incentive Tax Credit Between Interested Parties, Annually

Form EDC, Taxpayer Application for Qualified Equity and Subordinated Debt Investments Credit, Annually, (804) 786-2992

Form BFC (new) Biodiesel & Green Fuel Tax Credit, Annually

Form LPC, Virginia Land Preservation Tax Credit Notification Form, Annually, (804) 786-2992

Form PTE, Pass-Through Credit Allocation, Annually, (804) 786-2800

Form QBA, Application for Designation as a Qualified Business for the Qualified Equity and Subordinated Debt Investments Tax Credit, Annually, (804) 786-2992

Form WRC, Worker Retraining Tax Credit Application, Annually, (804) 786-2992

Form TCD-1, Tax Credit Disclosure Agreement OR Authorization to Disclose Confidential Tax Information Relating to Tax Credits

Form 307 - Credit for Employers of Individuals with Disabilities and Instructions

Form CEC - Cigarette Export Credit

Form BFC - Biodiesel and Green Fuel Producers Tax Credit

Business Miscellaneous

Form 200, Litter Tax Return and Instructions, 12/2006

Form OIC Bus, Offer in Compromise Business, 11/2002

Form PAR101, Power of Attorney Release Form, 06/2006

Form R-5, Nonresident Real Property Owner Registration Form, (804) 367-8031 12/2007

Form R-5E, Nonresident Real Property Owner Exemption Certificate, 07/2000, (804) 367-8031

Form R-5P, Nonresident Real Property Owner Shareholder/Partner Schedule, 04/1992

Form PL-1, Annual Tax Report of Gas Companies

Form R-7, Application for Enrollment as a Virginia Authorized Agent

Rolling Stock Tax on Railroad and Freight Car Companies

Form RR1S, Supplemental Information, 09/2002

Form RR2-1, Statement to the Department of Taxation, 01/1985

Form RR3-1, Report to the Department of Taxation, 03/1995

Form RR5, "Class 5 (Locomotives, Passenger, Freight, and Work Equipment owned as of Dec. 31)," 07/2008, (804) 367-8020

Form RR5S, Class 5 Summary, 07/2008, (804) 367-8020

Form PL1, Annual Report of Gas Companies, 09/2002

Commodity and Excise Tax

Egg

Form EG-1, VA Egg Excise Assessment, 05/2006, (804) 786-2450

Form EG-2, Worksheet for VA Egg Board and Conversion Calculations for Egg Products, 05/2005, (804) 786-2450

Forest Products

Form 1034, Forest Products Tax Return, 09/2008, (804) 786-2450

Form 1034/1035 Inst, 1034 - 1035 Forest Products Tax Return Instructions, 08/2005, (804) 786-2450

Form 1035, Forest Product Tax Return - Small Manufacturers, 03/2005, (804) 786-2450

Miscellaneous

Form 200, Litter Tax Return and Instructions, 08/2006

Form 404, Soft Drink Excise Tax Return, 09/2005, (804) 786-2450

APL-45 - Virginia Apple Excise Tax, 10/2006, (804) 786-2450 (VDACS: (804) 786-3530)

Form CO-1, Virginia Corn Assessment, 05/2006, (804) 786-2450

Form CX-1, Virginia Cotton Assessment, 08/2006, (804) 786-2450

Form PN-1, Peanut Excise Tax Return, 05/2006, (804) 786-2450

Form SG-1, Virginia Small Grains Assessment, 07/2005, (804) 786-2450

Form SH-1, Sheep Tax Return, 05/2006, (804) 786-2450

Cigarette and Tobacco Products

Form TT-1A, Application for Permit to Purchase and Affix Tobacco Revenue Stamps, 09/2007, (804) 786-3503

Form TT-2, Order for Virginia Cigarette Tax Stamps, 08/2006, (804) 367-8465 TT-7, Virginia Consumer Cigarette Tax Return, 09/2006, (804) 371-0730

Form TT-8, Tobacco Products Tax Return and Instructions, 01/2007, (804) 371-0730

Form TT-12, Application for Tobacco Tax Credit Certificate, 08/2006, (804) 367-8465

Form TT-13, Monthly Report of Cigarette Wholesaler, 02/2007, (804) 371-0730

Form TT-14, Monthly Report of Non-Resident Cigarette Wholesaler, 02/2007, (804) 371-0730

Form TT-18, Monthly Report of Cigarette Manufacturer and Instructions, 11/2005, (804) 371-0730

Form TT-19NPM, Tobacco Product Manufacturer Certification for Non-Participating Manufacturers, 01/2008, (804) 786-3183

Form TT-19PM, Tobacco Product Manufacturer Certification for Participating Manufacturers, 12/2006, (804) 371-0730

Form TT-20, Tobacco Product Tax Monthly Recordkeeping, 02/2006, (804) 371-0730

Form TT-22, Tobacco Products Tax Guidelines and Rules, 1/2006, (804) 371-0730

TT-24 - Incentive Payments to Small Tobacco Product Manufacturers Guidelines, 01/2006, (804) 225-3195

TT-25, Incentive Payments to Small Tobacco Product Manufactures, (804) 371-0730, 12/2006

Form TT-7 - Virginia Consumer Cigarette Tax Return

Communications Taxes

CT-1 Report of Termination, Renewal, Acquisition or Sale of Cable Franchise Agreements in Effect on January 1, 2007, 12/2006, (804) 367-8037

CT-2 Guidelines and Rules for the Virginia Communications Taxes, 11/2006, (804) 367-8037

CT-7 Virginia Communications Use Tax Return, 12/2006, (804) 367-8037

CT-10 Communications Sales and Use Tax Certificate of Exemption, 12/2006, (804) 367-8037

CT-75 Communications Taxes Return, 10/2008, (804) 367-8037

Registration

Form R-1, Combined Registration Application, 03/2008

Form R-1 Instructions, R-1 Instructions, 03/2008

Form R-3, Registration Change Request, 10/2008

Aircraft Sales Tax

Form AST-2, Dealer's Aircraft Sales and Use Tax Return, 05/2006, (804) 786-2450

Form AST-3, Aircraft Sales and Use Tax Return, 12/2006, (804) 788-2460

Motor Vehicle Fuel Sales

Form FT-101, Dealer's Worksheet for Computing Motor Vehicle Fuel Sales Tax, 12/2006 (For use before 2/1/2010)

Form FT-102, Motor Vehicle Fuel Sales Tax Return, 12/2006 (For use before 2/1/2010)

Form FT-102A, Schedule of Motor Vehicle Fuel Sales Tax, 07/2005 (For use before 2/1/2010)

Form FT-102B, Schedule of Retailer Purchases for Resale, 10/2007 (For use before 2/1/2010)

Form FT-106, Motor Vehicle Fuel Sales Tax Bracket System, 09/2005 (For use before 2/1/2010)

Motor Vehicle Wholesale Fuel Sales - Effective 1/1/2010

Form DFT-1 - Motor Vehicle Wholesale Fuel Sales Tax - Effective 1/1/10

Form DFT-1A - Schedule of Motor Vehicle Wholesale Fuel Sales Tax - Effective 1/1/10

Form FT-200, Motor Vehicle Fuel Sales Tax - Certificate of Exemption, 06/2000

Public Facilities

Form PF-1 and PF-1A, Public Facilities Sales Tax Worksheet and Return, 12/2006 (The form and worksheet have been combined)

Retail Sales and Use Tax

Form 5% Sales Tax, 5% Sales Tax Table, 09/2004

Form 2.5% Food Sales Tax, 2.5% Food Sales Tax Table, 04/2005

Form ST-6, Direct Pay Permit Sales and Use Tax Return, 09/2005

Form ST6A, Worksheet and Instructions for Form ST-6, 09/2005

Form ST6B, Schedule of Local Taxes, 11/2008

Form ST-7, Consumer's Use Tax Return, 11/2008

Form ST-7A, Worksheet and Instructions for Form ST-7, 11/2008

Form ST-8, Out-of-State Dealer's Use Tax Return, 10/2008

Form ST-8A, Worksheet and Instructions for Form ST-8, 10/2008

Form ST-9, Retail Sales and Use Tax Return, 10/2008

Form ST-9A, Worksheet and Instructions for Form ST-9, 10/2008

Form ST-9B, Schedule of Local Retail Sales and Use Tax, 10/2008

Form ST-9CO, Retail Sales and Use Tax Consolidated, 10/2008

Guidance Documents

Retail Sales and Use Tax Exemption Certificates

Form NPO, Nonprofit Application, 01/2008, (804) 371-4023
Form NPO Inst, Nonprofit Instructions, 01/2008, (804) 371-4023
Form ST-10, Sales and Use Tax Certificate of Exemption, 10/1999
Form ST-10A, Printed Materials, 06/1995
Form ST-10B, Handicap Auto Equipment, 07/1978
Form ST-11, Manufacturing, 06/2006
Form ST-11A, Pollution, 05/2006
ST-11B - Semiconductor, 05/2006
Form ST-12, Government, 10/2006
Form ST-13, Medical-Related Exemptions, 05/2006
Form ST-13A, Churches, 06/2007
Form ST-14, Out-of-State Resale Dealer, 03/1999
Form ST-14A, Out-of-State Livestock Dealer, 01/1999
Form ST-15, Domestic Fuel, 09/2005
Form ST-16, Commercial Watermen, 09/2005
Form ST-17, Forest Harvesters, 07/1999
Form ST-18, Farmer's Purchase of Personal Property, 05/2006
Form ST-19, Shipping Commerce, 06/2005
Form ST-20, Public Service Corporation, 09/2004
Form ST-20A, Production Company, 09/2005
Form ST-22, Railroad Rolling Stock, 04/2007
Form ST-23, Multi-fuel Heating Stoves, 08/2007
Form ST-24 - Fabrication of Foodstuffs

Tire Recycling Fee

Form T-1, Virginia Tire Recycling Fee Return, 04/2008
Form T-1A, Worksheet and Instructions for Form T-1, 03/2008

Vending Machine

Form VM-2, Vending Machine Dealer's Sales Tax Return, 08/2005
Form VM-2A, Worksheet and Instructions for Form VM-2, 09/2005
Form VM-2B, Schedule of Local Vending Machine Tax, 07/2005

Watercraft

Form WCT-2, Dealer's Monthly Return of Watercraft Sales and Use Tax, 07/2005

Form WCT-2A, Worksheet and Instructions for Form WCT-2, 10/2004

Form WCT-3A, Individual Watercraft Tax Worksheet, 09/1997

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Form Employer Inst., Virginia Employer Withholding Instructions and Tables, 11/2007

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Form VA-4, Employee's Withholding Exemption Certificate, 11/2007

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Form VA-6H - Household Employer's Annual Summary of Virginia Income Tax Withheld Instructions

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Local

Form 762, Return of Tangible Personal Property, Machinery and Tools, and Merchants' Capital – For Local Use Only, Annually

VIRGINIA TAX BULLETINS

Copies of the following tax bulletins may be obtained from the agency's website at <http://www.tax.virginia.gov>. These documents provide the department's interpretation of Title 58.1 of the Code of Virginia. Copies may be obtained free of charge by contacting the Office of Tax Policy, Appeals and Rulings, Department of Taxation, P.O. Box 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179. Each tax bulletin is assigned a number (e.g., VTB 04-1) and, beginning in 2004, is also published as a "public document" and assigned a second number (e.g., PD

04-7). Either number can be used to locate the tax bulletin on the Department's website.

Questions regarding interpretation or implementation of these documents may be directed to the Office of Tax Policy, Appeals and Rulings, Department of Taxation, P.O. Box 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179.

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- Virginia Tax Bulletin No. 86 - 4, Application of the Sales and Use Tax to Veterinarians, February 28, 1986
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Virginia Tax Bulletin No. 08-12, (PD 08-192)12/02/2008, Important information Regarding Virginia Household Employer Annual Withholding

Virginia Tax Bulletin No. 08-13, (PD 08-194)12/11/2008, Additional information regarding the assessment of cigarette tax penalties and the procedures for appealing these penalties

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Virginia Tax Bulletin 09-8 (PD 09-99) 06/23/2009 The Sale Of Food Or The Sale Of Tickets To Events That Include Food By Nonprofit Organizations

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DETERMINATIONS AND RULINGS

The Department of Taxation is required under § 58.1-204 of the Code of Virginia to publish (i) orders of the Tax Commissioner under §§ 58.1-1822 and 58.1-1824, (ii) final orders entered by a circuit court under § 58.1-1826 or 58.1-1827, and any written opinion or memorandum of the court;

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and (iii) any written ruling or other interpretation of Virginia law which the Tax Commissioner believes may be of interest to taxpayers and practitioners. These public documents interpret both law (Title 58.1 of the Code of Virginia) and regulations (Title 23 of the Virginia Administrative Code) as they apply to taxpayers. Since 1984, the department has published over 5,000 public documents and adds an additional 40 to 50 documents to this list each month. They may be found on the Department of Taxation's website at <http://www.policylibrary.tax.virginia.gov/OTP/Policy.nsf>

GUIDANCE DOCUMENTS POSTED ON THE TOWN HALL

Copies of the following documents may be obtained from the Town Hall website at <http://www.townhall.virginia.gov/L/GDocs.cfm?boardid=75>.

These documents provide the department's interpretation of Title 58.1 of the Code of Virginia. Copies may be obtained free of charge by contacting the Office of Tax Policy, Appeals and Rulings, Department of Taxation, P.O. Box 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179.

Questions regarding interpretation or implementation of these documents may be directed to the Office of Tax Policy, Appeals and Rulings, Department of Taxation, P.O. Box 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179.

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Agreements, Reciprocal Personal Income Tax Agreement Between Commonwealth of Pennsylvania and Commonwealth of Virginia, November 17, 1982

Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia Department of Taxation and Richmond District Internal Revenue Service, September 15, 1986

Agreements, Reciprocal Income Tax Agreement Between State of West Virginia and Commonwealth of Virginia, October 20, 1988

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Administration, Set Off Debt Collection Procedures, Taxpayers in Bankruptcy, Memorandum to Assistant Director Processing Services Division from Director Tax Policy Division, April 17, 1991

Administration, Disclosure Agreement between TAX and NVTC, December 28, 2009

Administration, Penalties for Electronic Funds Payments, June 25, 2010

Administration, Virginia's 2003 Tax Amnesty Program, September 2, 2003

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OTHER GUIDANCE DOCUMENTS

Copies of the following documents may be obtained from TAX's website <http://www.tax.virginia.gov> or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, Department of Taxation, 3610 West Broad Street, Richmond, VA 23230. Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Relations, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, FAX (804) 786-2670. Telephone numbers for contact regarding the various forms listed below are noted by section and in some cases by the form.

Electronic Filing for Software Developers, Annually, (804) 367-6100

Electronic Funds Transfer Guide, 08/2008, (804) 367-8037

Employer Withholding Guide, 11/2007, (804) 367-8037

Energy Star Sales Tax Holiday Guidelines, annually

Field Audit Guide (804) 786-1879

[Field Collection Guide](#), December 1, 2006, (804) 225-3094

Guidelines for Pass-Through Entity Withholding, September 21, 2007

Handbook for Electronic Filers of Individual Income Tax Returns, Annually, (804) 367-6100

Procedures for Safeguarding Federal Tax Information, July 1981, revised October 2010, 13 pages (804) 786-1534

Sales Tax Holiday for Clothing and School Supplies Guidelines and Rules, July 15, 2008

Sales Tax Holiday Guidelines and Rules, annually

Substitute Forms Guidelines, Annually, (804) 367-0088

Taxable Sales In Virginia Counties and Cities Based On Retail Sales Tax Revenue, Estimates of: 1) Wine Tax, 2) Alcoholic Beverage Profits, 3) State Sales and Use Tax, 4) Local Option 1% Sales and Use Tax, 5) Recordation and Grantor's Tax to be distributed to localities, published annually, § 15.1-159.9 (The most recent issue(s) of this document is no longer available in hard copy. It may be downloaded from the department's website www.tax.va.us/publications.htm)

The [Virginia Assessment Sales Ratio Study](#), published annually, § 58.1-207 (The most recent issue(s) of this document is no longer available in hard copy. It may be downloaded from the department's website www.tax.va.us/publications.htm)

Virginia Department of Taxation Annual Report, published annually (The most recent issue(s) of this document is no longer available in hard copy. It may be downloaded from the department's website www.tax.va.us/publications.htm)

Virginia Local Tax Rates Bulletin, published annually, § 58.1-210 (The most recent issue(s) of this document is no longer available in hard copy. It may be downloaded from the department's website www.tax.va.us/publications.htm)

Virginia Tax Facts, 02/2008, (804) 367-8031 or (804) 367-8037

[Virginia Taxpayer Bill of Rights](#), 2005, (804) 367-8037

Voucher Specifications, Annually, (804) 367-0088

W-2 Data Magnetic Media Filing Instructions, 07/2008, (804) 367-8037

BOARD OF TOWING AND RECOVERY OPERATORS

A copy of the following document may be viewed on regular work days from 8:30 a.m. until 5 p.m. in the office of the Board of Towing and Recovery Operators, 2601 West Broad Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Kara Corso by mail at Board of Towing and Recovery Operators, c/o: Department of Motor Vehicles, P.O. Box 27412, Richmond, VA, 23269-0001, telephone (804) 367-0714, FAX (804) 367-0718, or email kara.corso@btro.virginia.gov. An Internet address for accessing the document is found below.

Questions regarding interpretation or implementation of this document may be directed to Marc Copeland, Executive Director, Board of Towing and Recovery Operators, c/o: Department of Motor Vehicles, P.O. Box 27412, Richmond,

VA, 23269-0001, telephone (804) 367-0712, FAX (804) 367-0718, or email marc.copeland@btro.virginia.gov.

Guidance Document:

[Board of Towing and Recovery Operators Compliance Monitoring and Enforcement Practices](#), effective May 25, 2010, § 46.2-2800 et seq., 24VAC27-30

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 Laura Farmer, Transportation Budget Manager of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or email laura.farmer@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

Guidance Document: Virginia Six-Year Improvement Program, adopted June 16, 2010

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 Program Management Division Administrator at (804) 786-2741 or FAX (804) 371-8719.

PRELIMINARY ENGINEERING

Guidance Document: Road Design Manual, revised September 2010

Interprets/implements: Access Management Regulations: Principle Arterials (24VAC30-72), Access Management Regulations: Minor Arterials, Collectors, and Local Streets (24VAC30-73), Subdivision Street Requirements (24VAC30-91), Secondary Street Acceptance Requirements (24VAC30-92)

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.

Guidance Document: VDOT Policy Manual for Public Participation in Transportation Projects, revised October 29, 2010

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.extranet.vdot.state.va.us/locdes/electronic%20pubs/Public%20Involvement%20Manual/Public-Involvement-Manual.pdf>

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 23, 2010

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 this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia

Guidance Documents

Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

Guidance Document: Guidance Document for Determination of Certain Financial Benefits For Displacees, effective November 21, 2001, Rev. July 1, 2006

Interprets/implements: Rules and Regulations Governing Relocation Assistance (24VAC30-41)

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 David A. Schneider, State Acquisitions Manager, at the same address, telephone (804) 786-2923 or FAX (804) 786-1706.

Guidance Document:

Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Manual and Guidelines, December 8, 2010

Interprets/implements: § 56-556 et seq. 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. Copies may be obtained free of charge at the same address or by calling (804) 786-1103 or faxing (804) 786-7221. This document is also accessible via the Internet from the following address: http://www.virginiadot.org/business/resources/PPTA/PPTA_Implementation_Manual_FINAL_December_10_2010.pdf

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Dusty L. Holcombe, Deputy Director, Public-Private Transportation Act (PPTA) Office, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-3173, FAX 786-7221, or email dusty.holcombe@vdot.virginia.gov.

Guidance Documents:

Design-Build Procurement Manual, May 2010

Interprets/implements: § 33.1-12 (2)(b) of the Code of Virginia

Minimum Requirements for QA/QC on Design Build & Public-Private Transportation Act Projects, August 2008

Interprets/implements: § 33.1-12 (2)(b) and § 56-556 et seq. of the Code of Virginia

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>

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 Construction and Maintenance Claims and Notice of Intent to File Claim (NOI) Manual, revised May 2006, no charge

VDOT Emergency Contract Manual, revised May 2008, no charge

VDOT 2005 Construction Manual, revised July 2008, \$11, no charge from Internet

VDOT Construction Phase Inspection Manual, revised April 2008, no charge (also available at http://www.virginiadot.org/business/resources/const/Inspection_Manual.pdf)

VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

VDOT Road and Bridge Specifications, revised June 2010, \$10, no charge from Internet (<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>). 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>

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.

The documents above are issued pursuant to § 33.1-13 of the Code of Virginia. The Post Construction Manual, 2005 Construction Manual, and the Instructional Memoranda (listed under the "Location & Design" category) are available at the following Internet address: <http://www.virginiadot.org/business/manuals-default.asp>

Guidance Document: Economic Development Access Program Guide, revised September 2009

Interprets/implements: § 33.1-221 of the Code of Virginia, Economic Development Access Fund Policy (24VAC30-271)

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 FAX (804) 786-2603. This document may also be accessed at: <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 FAX (804) 786-2603. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>

Guidance Document: Enhancement Program Procedure Manual, October 2009

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 Todd Halacy at the same address, telephone (804) 786-3438. 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 Todd Halacy at the same address and telephone number given above.

Guidance Document: Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, January 2007

Interprets/implements: Urban Maintenance and Construction Policy (24VAC30-325)

Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Todd Halacy at the same address, telephone (804) 786-3438. This document may also be accessed at:

http://www.virginiadot.org/business/resources/Urban_Manual_1-1-07_Final.pdf

Questions regarding interpretation or implementation of this document may be directed to Todd Halacy at the same address and telephone number given above.

Guidance Document: Revenue Sharing Program Guide, 2008

http://www.virginiadot.org/business/resources/local_assistance/Revenue_Sharing_Guide_2008.pdf

Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281)

Guidance Document: Locally Administered Projects Manual, July 2010

http://www.virginiadot.org/business/locally_administered_projects_manual.asp

Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281), §§ 33.1-12 and 33.1-75.3, Code of Virginia

Guidance Documents

Copies of these documents may be obtained either free of charge or at a specified charge for excess copies by contacting Russ Dudley at the same address, telephone (804) 786-6663.

Questions regarding interpretation or implementation of this document may be directed to Russ Dudley at the same address and telephone number given above.

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.

MAINTENANCE AND OPERATIONS

Guidance Documents:

Maintenance Best Practices Manual (July 30, 2010):

Abandoned Vehicles on the Right-of-Way (Section 6.6.5), Code of Virginia § 46.2-1210

Arboriculture (Section 11.3), Code of Virginia § 33.1-371.2

Budgets (Chapter 3), Code of Virginia §§ 33.1-23.02 (B) and 33.1-23.1(B)

Contracts (Chapter 4), Code of Virginia §§ 2.2-4301, 2.2-4303, 33.1-12 (2), and 33.1-190

Dead Animal Removal (Section 11.5.2), Code of Virginia § 18.2-323

Debris on Highway or Roadside (Section 11.5.3), Code of Virginia §§ 10.1-1424, 18.2-324, and 33.1-346

Drainage (Chapter 5), Code of Virginia §§ 2.2-4301, 2.2-4303, 33.1-12 (2) and 33.1-190

Driveways of Volunteer Fire Departments and Rescue Squads (Section 14.2.9), Code of Virginia § 33.1-200.1

Dump Creating Fire Hazard to Public Bridge (Section 16.9.14), Code of Virginia § 33.1-347

Entrances/Land Use, (Chapter 6, specifically, Sections 6.3, 6.5, and 6.6), Code of Virginia §§ 33.1-197 through 33.1-199, 24VAC30-20-80 (pending repeal)

Fences (Section 11.9), Code of Virginia § 33.1-210

Fishing From Bridges (Section 16.9.1), Code of Virginia § 33.1-207, 24VAC30-20-90

Garden Week (Section 11.6), Code of Virginia § 33.1-12

Historical Markers (Section 11.7), Code of Virginia §§ 10.1-2202 (12), 24VAC30-150-2100

Illegal Signs on Right-of-Way (Sections 11.8.2 and 11.8.2.3), Code of Virginia §§ 33.1-373 and 33.1-375.1(E), 24VAC30-20-160

Inmate Labor (Chapter 9), Code of Virginia §§ 53.1-56, 53.1-57, and 53.1-58

Junkyards, (Section 11.8), Code of Virginia § 33.1-348

Landfills (Section 11.5.5.2), Code of Virginia § 33.1-347

Litter Control and Disposal Operations (Section 11.5), Code of Virginia §§ 10.1-1424, 18.2-323, 18.2-324, and 33.1-346

Mail Boxes and Newspaper Boxes (Section 6.6.3), Code of Virginia §§ 33.1-12 and 33.1-206, 24VAC30-20-110

Miss Utility (Underground Utility Damage Prevention Act) (Section 6.1.1), Code of Virginia § 56-265.14

Outdoor Advertising and Junkyards (Section 11.8), Code of Virginia §§ 33.1-348, 33.1-351 et seq.

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), Code of Virginia § 46.2-1104

Primary System Overhead Crossing and Underpass (Section 10.3), Code of Virginia § 56.368-1

Provision of Materials and Use of Equipment by Local Governments and School Boards (Sections 1.15 and 7.3.8), Code of Virginia § 33.1-195

Railroads (Chapter 10), Code of Virginia §§ 56-405, 56-406.1, 56-406.2, and 56.368-1

Real Estate Signs on Right-of-Way and Collection Process (Sections 11.8.2.2 and 11.8.2.3), Code of Virginia § 33.1-373

Rest Areas and Waysides/Picnic Areas (Sections 15.5 and 15.6), Code of Virginia §§ 33.1-12 (3) and 33.1-218, 24VAC30-50-10

Restricted Structures (Sections 16.9.2 and 16.9.3), Code of Virginia §§ 46.2-1104 and 46.2-1124 through 46.2-1127

Roads in State Institutions (Section 15.11), Code of Virginia § 33.1-33

Roadway and Non-Roadway Lighting (Section 18.10), Code of Virginia §§ 15.2-2020 and 46.2-100

School Zone Signs (Section 18.1.4), Code of Virginia § 46.2-873

Sledding Play Areas Designated by Local Governments (Section 14.2.12), Code of Virginia § 46.2-1302

Snow Emergency Routes (Section 14.2.10), Code of Virginia § 46.2-1302

Snow Removal of Institutional Roads (Section 14.2.14), Code of Virginia § 33.1-33

Special Facilities (Chapter 15), Code of Virginia §§ 33.1-252 and 33.1-268

Speed Limits (Section 18.1.5), Code of Virginia § 46.2-878

Steel Plates (Section 18.11), Code of Virginia § 33.1-223.2:14

Road and Street Name Signs (Section 18.1.2), Code of Virginia § 33.1-69.01

Trash Containers (Section 11.5.5.3), 24VAC30-150-2160

Tree and Brush Management (Section 11.3), Code of Virginia § 33.1-371.2

Maintenance Division Directives (July 30, 2010):

Disposal of Materials (MDD 1.02), Code of Virginia §§ 2.2-1124(B), 2.2-1153 through 2.2-1156, 2.2-4374, 33.1-195, 55-210.2 et seq.

Land Development Related Quitclaims (MDD 6.02), Code of Virginia §§ 15.2-2265, 33.1-12 and 33.1-69

Systems Management (MDD 17.0), Code of Virginia § 33.1-23.02

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 Robert E. Prezioso, P.E., at the same address, telephone (804) 786-0816. Additional copies and/or pages may be obtained at a cost of \$0.16 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Emmett R. Heltzel, P.E., Maintenance Division Administrator, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-2949, or email at Emmett.Heltzel@vdot.virginia.gov.

Guidance Document: Traffic Engineering Division Memoranda, issued 1967-present

Interpret/implement: § 33.1-12 (3) and (5), 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 Code of Virginia, § 33.1-12 (3) and (5) and that deal with traffic control devices, along with related safety issues, may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Harry Campbell at the same address, telephone (804) 786-6374 or Ning Li at the same address, telephone (804) 786-4269. This document is also available online at: http://www.virginiadot.org/business/traffic_engineering_memoranda.asp.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

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 Jason Krempl, P.E. at 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-5964 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 Jason Krempl, P.E. at 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-5964 or FAX (804) 786-7787.

Guidance Document: Traffic Impact Analysis Regulations Administrative Guidelines, revised June 2010 (available at http://www.virginiadot.org/projects/resources/administrative_guidelines_tia_regs_7.2008.doc)

Guidance Documents

Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155)

Guidance Document: Frequently Asked Questions on the Access Management Regulations and Standards, May 2010 (available at http://www.virginiadot.org/projects/resources/FrequentlyAskedQuestionsAccessM5_2010.pdf)

Interprets/implements: Access Management Regulations: Principal Arterials (24VAC30-72) and Access Management Regulations: Minor Arterials, Collectors, and Local Streets (24VAC30-73).

Guidance Document: Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, March 2009 (available at http://www.virginiadot.org/projects/resources/SSAR/SSAR_GD.doc) Interprets/implements: Secondary Street Acceptance Requirements (24VAC30-92)

Guidance Document: Land Use Permit Regulations Guidance Manual, March 2010 (available at http://www.virginiadot.org/business/resources/Land_Use_Permit_Regulations_2010/abs/2010_LUPR_Guidance_Manual.pdf)

Interprets/implements: Land Use Permit Regulations (24VAC30-151).

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 Barbara House at the same address, telephone (804) 786-2963. 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 W. Hofrichter, Assistant Transportation and Mobility Planning Division Administrator, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA, 23219, telephone (804) 786-0780, or email at Robert.Hofrichter@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 Documents:

Virginia Official State Transportation Map Policy and Procedures, revised August 2005

Interprets/implements: § 33.1-36 of the Code of Virginia

Statement on the Use of VDOT County Map Series Digital Files, revised October 2008

Interprets/implements: § 33.1-84 of the Code of Virginia

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, or FAX (804) 371-6846.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

POLICY

Guidance Document: Intellectual Property: a Handbook for Employees of the Virginia Department of Transportation, Fifth Edition, issued August 2006, no charge, 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.

DEPARTMENT OF THE TREASURY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office

of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219.

General questions regarding these documents may be directed to William Watt at (804) 371-6242, FAX (804) 225-3187 or email william.watt@trs.virginia.gov. Copies may be obtained free of charge.

Debt Management

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to the Director of Debt Management at (804) 371-6006 or FAX (804) 225-3187. Copies may be obtained free of charge.

List of Approved Rating Agencies, dated October 31, 2000, § 2.2-4902

Treasury Board Debt Structuring and Issuance Guidelines for the Issuance of Appropriation-Supported Debt, dated November 2003, §§ 2.2-2416, 33.1-12, and 23-19

Treasury Board Guidelines for Credit Purchases of Equipment and Energy Projects by State Agencies, Institutions, Boards & Authorities, dated May 17, 1995, § 2.2-2416

Treasury Board Guidelines for Regional Jail Projects Reimbursement, dated February 19, 1998, §§ 53.1-80 through 53.1-82

Treasury Board Interest Rate Risk Management Guidelines, dated May 18, 2005, § 2.2-2416 (8)

Treasury Board Post-Issuance Compliance Policy, dated January 20, 2010

Virginia College Building Authority By-Laws, dated October 15, 1996, § 23-30.31

Virginia College Building Authority Statement of Policy and Procedures for Loans to Private, Non-Profit Institutions of Higher Education, dated August 1, 2002, amended April 20, 2004

Virginia College Building Authority Variable Rate Debt Policy, dated September 15, 2005, 23-30.28 and § 2.2-4517

Virginia College Building Authority Guidelines in Connection with Pooled Bond Financings for the Benefit of Public Institutions of Higher Education, dated April 18, 2006, § 23-14

Virginia College Building Authority Post-Issuance Compliance Policy dated October 7, 2009

Virginia Public Building Authority By-Laws, dated July 25, 2002, § 2.2-2263

Virginia Public Building Authority Guidelines for Jail Projects Reimbursements, dated July 16, 1996, §§ 2.2-2263 and 53.1-80 through 53.1-82

Virginia Public Building Authority Variable Rate Debt Policy, dated October 12, 2005, § 23-30.28 and § 2.2-4517

Virginia Public Building Authority Post Issuance Compliance Policy dated January 19, 2010

Virginia Public School Authority By-Laws, dated December 18, 1962 and amended January 25, 1988, § 22.1-171

Virginia Public School Authority General Pooled Bond Policy, dated September 8, 2005, § 22.1-171 A(5)

Virginia Public School Authority Stand Alone Bond Policy, dated September 8, 2005, § 22.1-171 A(5)

Virginia Public School Authority 1987 General Fund Balance Policy, dated as of September 27, 1999, § 22.1-171 A(5)

Virginia Public School Authority Variable Rate Debt Policy, dated as of March 17, 2006, § 22.1-162 et seq. and § 2.2-4517

Virginia Public School Authority Post-Issuance Compliance Policy dated March 25, 2010

Cash Management and Investments

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Judy Milliron at (804) 225-3167, FAX (804) 225-3478 or email at judy.milliron@trs.virginia.gov. Copies may be obtained free of charge.

General Account Investment Policy and Guidelines, revised November 1, 2009, §§ 2.2-4500 et. al.

Tobacco Indemnification and Community Revitalization Endowment Fund Investment Guidelines Statement of Investment Policies and Goals, Effective February 1, 2007 §§ 3.2-3100 thru 3.1-1111

Local Government Investment Pool Policy and Guidelines, revised October 20, 2010, §§ 2.2-4500 et. al.

Local Government Investment Pool Investment Circular, revised June 30, 2010, §§ 2.2-4600 et. al.

State Non-Arbitrage Program Information Statement, dated April 1, 2010

Tobacco Indemnification and Community Revitalization Taxable Endowment Fund Investment Guidelines Statement of Investment Policies and Goals, Effective August 15, 2007 §§ 3.2-3100 thru 3.1-1111

Guidance Documents

Risk Management

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ms. Joyce E. Lee at the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219, telephone (804) 225-4621 or FAX (804) 371-8400 or email Joyce.lee@trs.virginia.gov.

Questions regarding this document may be directed to Joyce E. Palmer at the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219, telephone (804) 225-4621, FAX (804) 371-8400 or email joyce.leer@trs.virginia.gov.

Virginia Risk Management Plan, revised January 6, 2005, § 2.2-1837

Virginia Property Risk Management Plan, revised January 6, 2005, § 2.2-1836

Virginia Faithful Performance of Duty Bond Plan, revised January 6, 2005, § 2.2-1840

Virginia Constitutional Officer Risk Management Plan "VaRISK", revised January 6, 2005, § 2.2-1839

Virginia Local Government Risk Management Plan "VaRISK 2," revised January 6, 2005, § 2.2-1840

Unclaimed Property

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219.

Questions regarding these documents may be directed to William Dadmun, telephone (804) 225-2547, FAX (804) 786-4653, or e-mail william.dadmun@trs.virginia.gov. Copies may be obtained free of charge and are available on the Internet at <http://www.trsvirginia.gov>.

Unclaimed Property Holder Reporting Package, revised July, 2010, §§ 55-210.1 through 55-210.30

UNIVERSITY OF VIRGINIA

Unless noted otherwise, the documents below are used in interpreting the Code of Virginia, § 23-76.

Office of the Vice President and Chief Financial Officer

Department of Parking and Transportation Services

Copies of the following document may be viewed Monday through Friday from 7:30 a.m. until 5 p.m. at the Department of Parking and Transportation Services, 1101 Millmont Street, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Rebecca White, Director of

Parking and Transportation Services, P.O. Box 400000, Charlottesville, VA 22904-4000, telephone (434) 924-6763, FAX (434) 924-3980, or email rwc6j@virginia.edu. Internet address for accessing the document is listed below.

Questions regarding interpretation or implementation of the policies may be directed to Rebecca White at the above address, telephone number, or email.

Guidance Document:

University policy regarding parking regulations (<https://policy.itc.virginia.edu/policy/policydisplay?id=PRM-010>), revised 7/12/07

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 2010.

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 lm2z@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 Ward, Senior Assistant Dean of Admission, at the same address, telephone (434) 982-3200, or email sdo5s@eservices.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 Ward 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 sft4t@virginia.edu. Other persons may obtain copies of the Undergraduate and Graduate Records from the University of Virginia Bookstore, P.O. Box 400820, Charlottesville, VA 22904-4820, telephone (800) 759-4667. The Undergraduate and Graduate Records may also be viewed on-line at <http://records.ureg.virginia.edu>.

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 johnteahan@virginia.edu.

Claude Moore Health Sciences Library

The Health Sciences Library policies may be viewed online at <http://www.hsl.virginia.edu/admin/policy/index.cfm>.

Copies may be obtained by contacting Gretchen Arnold, Library Director, telephone (434) 924-5591, or email gvn8r@virginia.edu. Questions regarding interpretation or implementation of this document may be directed to Gretchen Arnold at the above telephone number, or email.

Libraries

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

Current and past versions of the Higher Education Capital Outlay Manual (HECOM) may be viewed online at http://www.fm.virginia.edu/fpc/Hecom_Manual.htm.

Questions regarding this document should be directed to Patricia A. Clifton, Manager, Contract Administration, University of Virginia, P.O. Box 400726, Charlottesville, VA 22904-4726, telephone (434) 982-5472, or email pcm8b@virginia.edu.

Guidance Document:

Higher Education Capital Outlay Manual (http://www.fm.virginia.edu/fpc/Hecom_Manual.htm), Edition 2, thru Revision VI of May 17, 2010

Procurement Services

The following documents may be viewed Monday through Friday from 8 a.m. until 5 p.m. at Procurement Services, Carruthers Hall, 1001 N. Emmet Street, P.O. Box 400202, Charlottesville, VA 22904-4202. Copies may be obtained free of charge by contacting Eric Denby, Director of Procurement Services, at the same address, telephone (434) 924-4019, FAX (434) 982-2690, or email end@virginia.edu. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of the policies may be directed to Eric Denby at the above address, telephone number, or email.

These documents and other relevant information as to how the University conducts business in the areas of purchasing, accounts payable, surplus property, and procurement with

Guidance Documents

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:

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors (<https://vascupp.org/hem.pdf>), October 2010

Commonwealth Accounting Policies and Procedures (CAPP) Manual (http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm), October 2010

Commonwealth of Virginia Executive Order 33 Enhancing Opportunities for Small, Women and Minority Owned Businesses ([http://www.lva.virginia.gov/public/EO/eo33\(2006\).pdf](http://www.lva.virginia.gov/public/EO/eo33(2006).pdf)), August 2006

Office of the Senior Vice President for Development and Public Affairs

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the University Development Office, 400 Ray C. Hunt Drive, #100, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Julian Bivins, Associate 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 8:00 a.m. until 5:00 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 vpicio-state@virginia.edu.

Guidance Documents:

University of Virginia university-wide computing policies and procedures (<http://www.its.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 2010

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 3390A, P.O. Box 800705, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting, Jonathan Hohman, Interim Administrator, Supply Chain Management, at the same address, telephone (434) 924-2542, FAX (434) 982-4354, or email jdh8r@virginia.edu.

Questions regarding interpretation or implementation of this document may be directed to Jonathan Hohman at the above address and telephone number.

Guidance Document:

Medical Center Policy #0189, Procurement Guidelines, revised October 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> or <https://policy.itc.virginia.edu/policy/policydisplay?id=RES-001> (revised April 1, 2004) <http://www.virginia.edu/finance/polproc/pol/xve2.html> (revised May 31, 2000)

Guidance Document:

Intellectual Property "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records.

Office of the President

Office of Equal Opportunity Programs

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the Office of Equal Opportunity Programs, Washington Hall, East Range, Charlottesville, VA 22904. Copies may be obtained free of

charge by contacting Darlene Scott-Scurry at the same address, telephone (434) 924-3200, or email ds7sb@virginia.edu. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of the policies may be directed to Darlene Scott-Scurry at the above address, telephone number, or email.

Web address: <http://www.virginia.edu/eop/>.

Guidance Document:

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.)

THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

A copy of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Enrollment Management, The University of Virginia's College at Wise, 1 College Avenue, Crockett Hall, Wise, VA 24293. A copy of the Admissions Viewbook may be obtained free by contacting Leigh Ann Messer, Office of Enrollment Management, same address, telephone (276) 328-0102 or FAX (276) 328-0251.

An electronic version of the Student Handbook is accessible for viewing at, and may be printed from, the URL listed below.

Questions regarding interpretation or implementation of these documents may be directed to Rusty Necessary, Vice Chancellor for Enrollment Management, The University of Virginia's College at Wise, 1 College Avenue, Wise, VA 24293, telephone (276) 328-0322 or FAX (276) 328-0251.

Guidance Documents:

Admissions Viewbook, 2010, no charge

Student Handbook, 2010-2011,

<http://www.uvawise.edu/studentlife/StudentHandbook>

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A copy of the following documents can be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of the Provost, The University of Virginia's College at Wise, 1 College Avenue, Cantrell Hall, Wise, VA 24293. A copy of

Guidance Documents

the Faculty Handbook may be obtained free by contacting Darlene Moore, Office of the Provost, same address, telephone (276) 328-0120 or FAX (276) 376-4518.

An electronic version of the catalog is accessible for viewing at, and may be printed from, the URL listed below.

Questions regarding interpretation or implementation of these documents may be directed to Sandy Huguenin, Provost and 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:

The University of Virginia's College at Wise Faculty Handbook, July 2008, no charge

The University of Virginia's College at Wise Catalog, August 2010, http://www.uvawise.edu/academics/college_catalog

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Electronic versions of the following documents are accessible for viewing at, and may be printed from, the URLs listed below.

Questions regarding interpretation or implementation of these documents may be directed to 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 Sandy Huguenin, Provost and 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/Polices>

Library Circulation Policies:
<http://library.uvawise.edu/Circulation>

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 www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at vetbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to 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, 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, revised September 2010

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

THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the President, Brafferton Building, 105 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained by downloading them from the College's website <http://www.wm.edu/about/administration/bov/minutes/index.php>. The document may also be obtained free of charge by contacting Sandra Wilms at telephone (757) 221-1257, or email sjwilm@wm.edu. Questions regarding interpretation or implementation of the Bylaws should also be directed to Ms. Wilms.

Guidance Document:

Board of Visitors Bylaws, revised September 2008
http://www.wm.edu/about/administration/bov/_documents/by_laws/bylaws.pdf

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Dean of Students, 109 Campus Center, 104 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained free of

charge by downloading them from the College's website <http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>. The Handbook may also be obtained free of charge by contacting David M. Gilbert, Associate Dean of Students and Director of Student Conduct, at telephone (757) 221-2509, FAX (757) 221-2538, or email dmgil2@wm.edu. Questions regarding interpretation or implementation of the Handbook should also be directed to Mr. Gilbert.

Guidance Document:

Student Handbook, revised August 2010
<http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Registrar, 124 Blow Memorial Hall, 262 Richmond Road, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website <http://www.wm.edu>. The Catalog may also be obtained free of charge by contacting Sara L. Marchello, University Registrar, at 757-221-2801 (phone), 757-221-2151 (fax) or email slmarc@wm.edu. Questions regarding interpretation or implementation of the Catalog should also be directed to Ms. Marchello.

Guidance Document:

Undergraduate Course Catalog, revised effective July 2010
<http://www.wm.edu/offices/registrar/documents/catalog/UGCatalog.pdf>

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in Miller Hall Room 2041C, 101 Ukrop Way, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the William & Mary Mason School of Business's website <http://mason.wm.edu>. The Catalog may also be obtained free of charge by contacting Tricia Whisnant, Director of Academic Affairs, Mason School of Business, at telephone (757) 221-2943, FAX (757) 221-2937, or email tricia.whisnant@mason.wm.edu. Questions regarding interpretation or implementation of the Catalog should also be directed to Ms. Whisnant.

Guidance Document:

William & Mary Mason School of Business Graduate Catalog, revised effective July 2010
http://mason.wm.edu/courses/grad_catalog/index.php

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. at the School of Education, Room 1071-B, 301 Monticello Avenue, VA 23185. Copies may be obtained by downloading them from the William & Mary School of Education's website <http://education.wm.edu>. The Catalog may also be obtained free of charge by contacting Susan (Susi) D. Burns, Assistant

Director of Admission, School of Education, at telephone (757) 221-2380, FAX (757) 221-2293, or email sdburn@wm.edu. Questions regarding interpretation or implementation of the Catalog should also be directed to Ms. Burns.

Guidance Document:

William & Mary School of Education Graduate Catalog, revised effective July 2010
http://education.wm.edu/documents/handbooks_catalogs/catalog.pdf

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Provost, Brafferton Building, 105 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website <http://www.wm.edu>. The Handbook may also be obtained free of charge by contacting Christy Fielder, Executive Assistant to the Provost, at telephone (757) 221-1993, FAX (757) 221-2791, or email cefielder@wm.edu. Questions regarding interpretation or implementation of the Handbook should also be directed to Ms. Fielder.

Guidance Document:

Faculty Handbook, revised April 2008
<http://www.wm.edu/about/administration/provost/documents/facultyhandbookAugust2008.pdf>

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. at the William and Mary Policy Department, 201 Ukrop Way, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website http://www.wm.edu/offices/iae/institutional_research_reporting/crime_campus_security/campus_safety_report.pdf. The Report may also be obtained free of charge by contacting Don Challis, Chief of William and Mary Police, at telephone (757) 221-1143, FAX (757) 221-1153, or email drchal@wm.edu. Questions regarding interpretation or implementation of the Report should also be directed to Chief Challis.

Guidance Document:

Clery Act Report, revised October 2010
http://www.wm.edu/offices/iae/institutional_research_reporting/crime_campus_security/campus_safety_report.pdf

WORKERS' COMPENSATION 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 Virginia Workers' Compensation Commission, Clerk's Office, 2nd Floor, 1000 DMV Drive, Richmond, VA 23220. Copies may be obtained (for the price indicated) by contacting the Commission by telephone (877) 664-2566 or

Guidance Documents

FAX (804) 367-9740. Several forms may be downloaded from the Commission's website at www.workcomp.virginia.gov. Questions regarding interpretation or implementation of these forms/documents may be directed to the staff persons listed with each document.

Guidance Documents

Questions regarding the guidance documents should be directed to John A. Budesky, Executive Director, 1000, DMV Drive, Richmond, VA 23220, telephone (804) 205-2060.

[Informational Guide for Employees](#)

[Informational Guide for Employers](#)

[Rules and Regulations: Attorneys Not Licensed to Practice Law in Virginia](#)

[Self Insurance](#)

[WebFile Guide for Claimants](#)

[WebFile Guide for Claim Administrators](#)

[WebFile Guide for Professional Employer Organizations \(PEO\)](#)

[WebFile Guide for Group Self-Insured Associations \(GSIA's\)](#)

[EDI Implementation Guide](#)

Annual Reports

Questions regarding Annual Reports should be directed to John A. Budesky, Executive Director, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 205-2060. The reports for calendar years 2001-2009 are available at request at StatisticRequests@workcomp.virginia.gov

Virginia Workers' Compensation Commission Act Books

Questions regarding the interpretation or implementation of the Act books and Opinions may be directed to James J. Szablewicz, Chief Deputy Commissioner, Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 367-8664, or toll-free at (877) 664-2566. The Virginia Worker's Compensation Commission Act books are no longer available for purchasing at the agency. LexisNexis is now the authorized seller of future Act books, including the 2010 edition, which can be purchased on their website. Copies of the Act books may be obtained during office hours of 8:15 a.m. to 5 p.m., in the office of the Virginia Workers' Compensation Commission, Clerk's Office, 2nd Floor, 1000 DMV Drive, Richmond, VA 23220. Copy costs are \$0.50 for first 10 pages and \$0.12 for each additional page.

[Workers' Compensation Act 2010](#), \$58.00

Opinions of the Commission:

[Search the Opinions 1990 to the Present](#)

Vol. 58 (1979) \$15.00 shipped; \$15.00 pickup
Vol. 59 (1980) \$19.00 shipped; \$19.00 pickup
Vol. 60 (1981) \$15.00 shipped; \$15.00 pickup
Vol. 61 (1982) \$21.00 shipped; \$21.00 pickup
Vol. 62 (1983) \$18.00 shipped; \$18.00 pickup
Vol. 63 (1984) \$16.00 shipped; \$16.00 pickup
Vol. 64 (1985) \$23.00 shipped; \$23.00 pickup
Vol. 65 (1986) \$20.00 shipped; \$20.00 pickup
Vol. 66 (1987) \$20.00 shipped; \$20.00 pickup
Vol. 67 (1988) \$22.00 shipped; \$22.00 pickup
Vol. 68 (1989) \$25.00 shipped; \$25.00 pickup
Vol. 69 (1990) \$21.00 shipped; \$21.00 pickup
Vol. 70 (1991) \$18.00 shipped; \$18.00 pickup
Vol. 71 (1992) \$19.50 shipped; \$19.50 pickup
Vol. 72 - \$22.00 shipped; \$17.00 pickup
Vol. 73 - Selected 1994 Opinions; \$27.00 shipped; \$19.00 pickup
Vol. 74 - Selected 1995 Opinions; \$36.00 shipped; \$25.00 pickup
Vol. 75 - Selected 1996 Opinions; \$30.00 shipped; \$33.00 pickup
Vol. 76 - Selected 1997 Opinions; \$30.00 shipped; \$27.00 pickup
Vol. 77 - Selected 1998 Opinions; \$30.00 shipped; \$27.00 pickup
Vol. 78 - Selected 1999 Opinions; \$25.00 shipped; \$30.00 pickup
Vol. 79 - Selected 2000 Opinions; \$48.00 shipped or pickup

GENERAL NOTICES/ERRATA

STATE CORPORATION COMMISSION

AT RICHMOND, FEBRUARY 11, 2011

COMMONWEALTH OF VIRGINIA, ex rel.

STATE CORPORATION COMMISSION

CASE NO. PUC-2011-00002

Ex Parte: In the Matter of Implementing Virginia Code § 56-235.5:1.B 1 (ii), to determine a schedule for the elimination of the carrier common line charge

ORDER INVITING COMMENTS AND REQUESTS FOR HEARING

On January 31, 2011, the Staff ("Staff") of the State Corporation Commission ("Commission"), filed its Staff Motion to Adopt Schedule ("Staff Motion"), which requested that comments be invited regarding schedules to eliminate the carrier common line charge ("CCLC") element of intrastate switched access charges of certain incumbent local exchange carriers ("ILECs"). The ILECs that would be subject to the proposed schedules were listed in the Staff Motion as:

1. Amelia Telephone Corporation;
2. Buggs Island Telephone Cooperative;
3. Burke's Garden Telephone Company;
4. Citizen's Telephone Cooperative;
5. Highland Telephone Cooperative;
6. MGW Telephone Company;
7. New Castle Telephone Company;
8. New Hope Telephone Cooperative;
9. NTELOS Telephone Inc.;
10. Pembroke Telephone Cooperative;
11. Peoples Mutual Telephone Company;
12. Roanoke and Botetourt Telephone Company;
13. Scott County Telephone Cooperative; and
14. Virginia Telephone Company.

The purpose of the Staff Motion was to enable the Commission to establish, on or before July 1, 2011, a schedule for the elimination of the CCLC element of intrastate switched access charges of ILECs with 15,000 or fewer access lines in compliance with the directives of Va. Code § 56-235.5:1.B.(ii).¹

NOW THE COMMISSION, having considered the Staff Motion and the applicable law, is of the opinion and finds that comments regarding the Staff's proposed schedules, Option 1

and Option 2, should be invited from interested persons, interexchange carriers, and local exchange carriers.

Accordingly, IT IS ORDERED THAT:

(1) On or before March 15, 2011, interested persons, interexchange carriers, and local exchange carriers may file written comments, requests for hearing, or both, concerning the Staff's proposed schedules, attached hereto as Appendix A, with Joel H. Peck, Clerk, State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218-2118. Comments shall refer to Case No. PUC-2011-00002. Interested persons desiring to file comments electronically may do so by following instructions available at the Commission's website: <http://www.scc.virginia.gov/case>.

(2) On or before March 15, 2011, any person wishing to request a hearing or be a party in this proceeding shall file an original and fifteen (15) copies of a notice of participation as a respondent in writing with the Clerk of the Commission at the address set forth above. Notices of participation shall include: (i) a precise statement of the interest of the filing party; (ii) a statement for the specific action sought to the extent then known; and (iii) a statement of the factual and legal basis for such action. A request for hearing must contain the same information together with the reasons why an evidentiary hearing is needed for the Commission to make its determination.

(3) On or before April 15, 2011, the Staff may file with the Clerk of the Commission an original and fifteen (15) copies of any reply to any comments filed herein.

(4) Copies of this Order and Appendix A are available for public inspection between the hours of 8:15 a.m. and 5 p.m., Monday through Friday, in the Commission's Document Control Center, located on the first floor of the Tyler Building, 1300 East Main Street, Richmond, Virginia 23219. Copies may also be downloaded from the Commission's website: <http://www.scc.virginia.gov/case>.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to all persons listed on the Official Service list, Appendices B and C; C. Meade Browder, Jr., Esquire, Senior Assistant Attorney General, Division of Consumer Counsel, Office of the Attorney General, 900 East Main Street, Second Floor, Richmond, Virginia 23219; and copy hereof shall be delivered to the Commission's Office of General Counsel and Division of Communications.

¹ Section 56-235.5:1 B 1 (i) (a) requires that an ILEC with greater than 15,000 lines that directly receives no later than April 1, 2010, a Broadband Initiatives Program grant and loan for use in the Commonwealth from the Rural Utilities Service of the U.S. Department of Agriculture under the Recovery and Reinvestment Act of 2009 be considered under clause (ii). NTELOS Telephone Inc. is subject to this provision.

General Notices/Errata

DEPARTMENT OF ENVIRONMENTAL QUALITY

Notice of Availability of the Final 2010 305(b)/303(d) Water Quality Assessment Integrated Report

The Department of Environmental Quality (DEQ) released the Final 2010 305(b)/303(d) Water Quality Assessment Integrated Report (Integrated Report) on February 28, 2011.

The Integrated Report combines both the 305(b) Water Quality Assessment and the 303(d) Report on Impaired Waters. This report was available for public comment from August 23, 2010, through September 24, 2010. Comments were received from the public and the United States Environmental Protection Agency (EPA). In response to comments, the report was slightly revised and resubmitted to EPA on December 10, 2010, and then approved on February 9, 2011.

The final report, responses to written comments, and map images are available for download on DEQ's website at <http://www.deq.virginia.gov/wqa/>. Copies are available at no charge on CD-ROM (limit one per person) by request via the webpage or via telephone at (804) 698-4191. These CD-ROMs include the entire final report, all of its appendices, and a digital book of maps developed from the 2010 assessment. Due to the cost of printing, hard copies are only available by special request.

Questions about the final report can be directed to: Darryl M. Glover, Department of Environmental Quality, Office of Water Monitoring and Assessment, P.O. Box 1105, Richmond, VA 23218, or via email to darryl.glover@deq.virginia.gov.

State Implementation Plan Proposed Revision - Outer Continental Shelf (OCS) Sources (9VAC5-20-21, Rev. D10)

Notice of action: The Department of Environmental Quality (DEQ) is announcing an opportunity for public comment on a proposed revision to the Commonwealth of Virginia State Implementation Plan (SIP). The SIP is a plan developed by the Commonwealth in order to fulfill its responsibilities under the federal Clean Air Act to attain and maintain the ambient air quality standards promulgated by the U.S. Environmental Protection Agency (EPA) under the Act. The Commonwealth intends to submit the regulation to EPA as a revision to the SIP in accordance with the requirements of § 110(a) of the federal Clean Air Act.

Regulations affected: The regulation of the board affected by this action is as follows: Outer Continental Shelf (OCS) Sources (9VAC5-20-21, Rev. D10).

Purpose of notice: DEQ is seeking comment on the issue of whether the regulation amendments should be submitted as a revision to the SIP.

Public comment period: March 14, 2011, to April 14, 2011.

Public hearing: A public hearing may be conducted if a request is made in writing to the contact listed below. In order to be considered, the request must include the full name, address, and telephone number of the person requesting the hearing and be received by DEQ by the last day of the comment period. Notice of the date, time, and location of any requested public hearing will be announced in a separate notice, and another 30-day comment period will be conducted.

Public comment stage: The regulation amendments are exempt from the state administrative procedures for adoption of regulations contained in Article 2 of the Administrative Process Act by the provisions of § 2.2-4006 A 4 a of the Administrative Process Act because they are necessary to conform to Virginia statutory law. Since the amendments are exempt from administrative procedures for the adoption of regulations, DEQ is accepting comment only on the issue cited above under "purpose of notice" and not on the content of the regulation amendments.

Description of proposal: The proposed revision will consist of amendments to existing regulation provisions concerning documents incorporated by reference, 9VAC5-20-21. The major provisions of the proposal are summarized as follows: Chapter 689 of the 2010 Acts of the Assembly amended the Code of Virginia by adding a new § 10.1-1307.03, Requirements applicable to OCS sources. The new code provisions require that the board adopt regulations as necessary to implement and enforce the requirements of § 328 of the federal Clean Air Act relating to requirements to control air pollution from OCS sources located offshore of the Commonwealth. The regulations may not differ materially from the regulations promulgated by EPA in implementing § 328 (that is, 40 CFR Part 55). The regulations of the board were therefore revised to adopt the federal OCS program of 40 CFR Part 55 by reference. This enables EPA to delegate implementation and enforcement of 40 CFR Part 55 to the Commonwealth, and, in turn, enable the Commonwealth to require limitations on emissions as needed to attain and maintain the ambient air quality standards, and to meet prevention of significant deterioration (PSD) requirements.

Federal information: This notice is being given to satisfy the public participation requirements of federal regulations (40 CFR 51.102) and not any provision of state law. Except as noted below, the proposal will be submitted as a revision to the Commonwealth of Virginia SIP under § 110(a) of the federal Clean Air Act in accordance with 40 CFR 51.104. It is planned to submit all provisions of the proposal as a revision to the Commonwealth of Virginia SIP.

How to comment: DEQ accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DEQ by the last

day of the comment period. Commenters submitting faxes are encouraged to provide the signed original by postal mail within one week. All testimony, exhibits, and documents received are part of the public record.

To review regulation documents: The proposal and any supporting documents are available on the DEQ Air Public Notices for Plans website (<http://www.deq.state.va.us/air/permitting/planotes.html>). The documents may also be obtained by contacting the DEQ representative named below. The public may review the documents between 8:30 a.m. and 4:30 p.m. of each business day until the close of the public comment period at the following DEQ locations:

- 1) Main Street Office, 8th Floor, 629 E. Main St., Richmond, VA telephone (804) 698-4070,
- 2) Piedmont Regional Office, 4949-A Cox Rd., Glen Allen, VA telephone (804) 527-5020,
- 3) Northern Regional Office, 13901 Crown Court, Woodbridge, VA telephone (703) 583-3800, and
- 4) Tidewater Regional Office, 5636 Southern Blvd., Virginia Beach, VA telephone (757) 518-2000.

Contact Information: Karen G. Sabasteanski, Department of Environmental Quality, 629 East Main Street, P.O. Box 1105, 629 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4426, FAX (804) 698-4510.

STATE LOTTERY DEPARTMENT

Director's Orders

The following Director's Orders of the State Lottery Department were filed with the Virginia Registrar of Regulations on February 17, 2011. 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.

Director's Order Number Six (11)

Virginia's Instant Game Lottery 1237; "Double Your Luck" Final Rules for Game Operation (effective February 16, 2011)

Director's Order Number Eight (11)

Virginia's Instant Game Lottery 1247; "Monopoly" Final Rules for Game Operation (effective February 16, 2011)

Director's Order Number Nine (11)

Virginia's Instant Game Lottery 1225; "Find The 9s" Final Rules for Game Operation (effective February 16, 2011)

Director's Order Number Thirteen (11)

Virginia Lottery's "Virginia's Riches Sweepstakes" Final Rules for Game Operation (effective February 16, 2011)

Director's Order Number Fifteen (11)

Virginia's Instant Game Lottery 1231; "Fantastic 5's Doubler" Final Rules for Game Operation (effective February 16, 2011)

Director's Order Number Sixteen (11)

"Wawa Retailer Recruitment Incentive Promotion" Virginia Lottery Retailer Incentive Program Rules (effective February 23, 2011)

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Draft 2011 Managed Care Quality Strategy for Public Comment

In accordance with the requirements of the federal Medicaid authority, the Centers for Medicare and Medicaid Services (CMS), the Department of Medical Assistance Services gives notice that the agency is publishing for public comment a draft of the DMAS 2011 Managed Care Quality Strategy. The Code of Federal Regulations, specifically 42 CFR 438.202, requires states that contract with managed care organizations (MCOs) to have a written strategy for assessing and improving the quality of managed care services offered by all MCOs. It also requires those states to obtain the input of recipients and other stakeholders in the development of the strategy and to make the strategy available for public comment before adopting it in final form. The purpose of this notice is to fulfill that requirement.

A copy of the DMAS Draft 2011 Managed Care Quality Strategy may be viewed on the DMAS website at the following address: http://dmasva.dmas.virginia.gov/Content_atchs/mc/mc-qs.pdf.

This notice is being made available for comment by interested parties through March 25, 2011. Following this public notice period, DMAS shall take into consideration the public comments received by the agency and submit the final draft of the 2011 Managed Care Quality Strategy to the Centers for Medicare & Medicaid Services for approval. Anyone wishing to provide public comment on the DMAS Draft 2011 Managed Care Quality Strategy may submit their comments to:

Carol L. Stanley, MS, CPHQ
Quality Improvement Analyst
Department of Medical Assistance Service
Division of Health Care Services
600 East Broad Street, Suite 1300
Richmond, VA 23219
Telephone (804) 371-7980
Email carol.stanley@dmas.virginia.gov

General Notices/Errata

SAFETY AND HEALTH CODES BOARD

Notice of Periodic Review

Pursuant to Executive Order 14 (2010), the Virginia Department of Labor and Industry (DOLI) and the Safety and Health Codes Board (board) will review **16VAC25-55, Financial Responsibility of Boiler and Pressure Vessel Contract Fee Inspectors**. The purpose of the review is to determine whether this regulation should be amended, or retained in its current form. The review of this regulation will be guided by the principles listed in Executive Order 14 (2010). The purpose of this regulation is to set minimum aggregate limits for coverage or other means set out in law and approved by the board to ensure the financial responsibility of boiler and pressure vessel contract fee inspectors operating in the Commonwealth. The intent of this financial responsibility is to assure additional protection to the public, including compensation to third parties, in cases where there is bodily injury and property damage resulting from, or directly relating to, a contract fee inspector's negligent inspection or recommendation for certification of a boiler or pressure vessel. (See § 40.1-51.9:2.) DOLI and the board seek public comment on the review of issues related to this regulation, especially the following:

1. Does the regulation meet the following goals?
 - (a) Reduce the incidence of material impairment of the health of Virginians due to workplace exposure to known hazards.
 - (b) Provide protection to workers in this industry equal to that provided to workers in other industries.
 - (c) Protect the public's health, safety and welfare with the least possible cost and intrusiveness to the citizens and businesses of the Commonwealth.
2. Is the regulation clearly written and easy to understand? Comments on this regulation are welcome and will be accepted until April 5, 2011.

Comments may be posted online on the Virginia Regulatory Town Hall website: <http://townhall.virginia.gov/>.

Comments may also be mailed to Reba O'Connor, Regulatory Coordinator, Department of Labor and Industry, Powers-Taylor Building, 13 South 13th Street, Richmond, VA 23219, or emailed to reba.oconnor@doli.virginia.gov.

Each commenter should include his or her full name and mailing address.

Notice of Periodic Review

Pursuant to Executive Order 14 (2010), the Virginia Department of Labor and Industry (DOLI) and the Safety and Health Codes Board (board) will review **16VAC25-75, Telecommunications, General, Approach Distances**. The

purpose of the review is to provide the same degree of protection to telecommunications employees working inside approach distances to live electrical lines and parts as their counterparts under the electrical power generation, transmission, and distribution standard who work inside approach distances. (See § 40.1-22.) DOLI and the board seek public comment on the review of issues related to this regulation, especially the following:

1. Does the regulation meet the following goals?
 - (a) Reduce the incidence of material impairment of the health of Virginians due to workplace exposure to known hazards.
 - (b) Provide protection to workers in this industry equal to that provided to workers in other industries.
 - (c) Protect the public's health, safety and welfare with the least possible cost and intrusiveness to the citizens and businesses of the Commonwealth.
2. Is the regulation clearly written and easy to understand? Comments on this regulation are welcome and will be accepted until April 5, 2011.

Comments may be posted online on the Virginia Regulatory Town Hall website: <http://townhall.virginia.gov/>.

Comments may also be mailed to Reba O'Connor, Regulatory Coordinator, Department of Labor and Industry, Powers-Taylor Building, 13 South 13th Street, Richmond, VA 23219, or emailed to: reba.oconnor@doli.virginia.gov.

Each commenter should include his or her full name and mailing address.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Contact Information: *Mailing Address:* Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219; *Telephone:* Voice (804) 786-3591; FAX (804) 692-0625; *Email:* varegs@dls.virginia.gov.

Meeting Notices: Section 2.2-3707 C of the Code of Virginia requires state agencies to post meeting notices on their websites and on the Commonwealth Calendar at <http://www.virginia.gov/cmsportal3/cgi-bin/calendar.cgi>.

Cumulative Table of Virginia Administrative Code Sections Adopted, Amended, or Repealed: A table listing regulation sections that have been amended, added, or repealed in the *Virginia Register of Regulations* since the regulations were originally published or last supplemented in the print version of the Virginia Administrative Code is available 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

MARINE RESOURCES COMMISSION

Title of Regulation: **4VAC20-1060. Pertaining to Enlargement of Established Restricted Area -- Dominion Power/Nuclear Power Station.**

Publication: 27:12 VA.R. 1282-1283 February 14, 2011.

Correction to Final Regulation:

Page 1283, 4VAC20-1060-20 A, line 2, strike "area is" and insert "areas are"

VA.R. Doc. No. R11-2722; Filed March 4, 2011, 9:23 a.m.

