



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. **28:2 VA.R. 47-141 September 26, 2011**, refers to Volume 28, Issue 2, pages 47 through 141 of the *Virginia Register* issued on September 26, 2011.

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; **James M. LeMunyon**; **Ryan T. McDougale**; **Robert L. Calhoun**; **E.M. Miller, Jr.**; **Thomas M. Moncure, Jr.**; **Wesley G. Russell, Jr.**; **Charles S. Sharp**; **Robert L. Tavenner**; **Patricia L. West**; **J. Jasen Eige** or **Jeffrey S. Palmore**.

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>).

February 2012 through April 2013

| <u>Volume: Issue</u> | <u>Material Submitted By Noon*</u> | <u>Will Be Published On</u> |
|----------------------|------------------------------------|-----------------------------|
| 28:13 | February 8, 2012 | February 27, 2012 |
| 28:14 | February 22, 2012 | March 12, 2012 |
| 28:15 | March 7, 2012 | March 26, 2012 |
| 28:16 | March 21, 2012 | April 9, 2012 |
| 28:17 | April 4, 2012 | April 23, 2012 |
| 28:18 | April 18, 2012 | May 7, 2012 |
| 28:19 | May 2, 2012 | May 21, 2012 |
| 28:20 | May 16, 2012 | June 4, 2012 |
| 28:21 | May 30, 2012 | June 18, 2012 |
| 28:22 | June 13, 2012 | July 2, 2012 |
| 28:23 | June 27, 2012 | July 16, 2012 |
| 28:24 | July 11, 2012 | July 30, 2012 |
| 28:25 | July 25, 2012 | August 13, 2012 |
| 28:26 | August 8, 2012 | August 27, 2012 |
| 29:1 | August 22, 2012 | September 10, 2012 |
| 29:2 | September 5, 2012 | September 24, 2012 |
| 29:3 | September 19, 2012 | October 8, 2012 |
| 29:4 | October 3, 2012 | October 22, 2012 |
| 29:5 | October 17, 2012 | November 5, 2012 |
| 29:6 | October 31, 2012 | November 19, 2012 |
| 29:7 | November 13, 2012 | December 3, 2012 |
| 29:8 | November 28, 2012 | December 17, 2012 |
| 29:9 | December 11, 2012 | December 31, 2012 |
| 29:10 | December 26, 2012 | January 14, 2013 |
| 29:11 | January 9, 2013 | January 28, 2013 |
| 29:12 | January 23, 2013 | February 11, 2013 |
| 29:13 | February 6, 2013 | February 25, 2013 |
| 29:14 | February 20, 2013 | March 11, 2013 |
| 29:15 | March 6, 2013 | March 25, 2013 |
| 29:16 | March 20, 2013 | April 8, 2013 |
| 29:17 | April 3, 2013 | April 22, 2013 |

*Filing deadlines are Wednesdays unless otherwise specified.

PETITIONS FOR RULEMAKING

TITLE 3. ALCOHOLIC BEVERAGES

ALCOHOLIC BEVERAGE CONTROL BOARD

Agency Decision

Title of Regulation: 3VAC5-40. Requirements for Product Approval.

Statutory Authority: §§ 4.1-103 and 4.1-111 of the Code of Virginia.

Name of Petitioner: W. R. Moore.

Nature of Petitioner's Request: The petitioner has requested that the board allow the use of growlers, reusable containers for the sale of beer, by gourmet shop licensees. Currently, only persons licensed to sell beer for both on-premises and off-premises consumption may sell beer in growlers under the provisions of 3VAC5-40-40.

Agency Decision: Request granted.

Statement of Reason for Decision: Growlers are reusable containers used to sell draft beer for off-premises consumption. They were originally allowed for restaurants with draft beer on tap, with the idea that some craft beers were only available in draft form and not in bottles or cans. Growlers allow the on-premises and off-premises retailer to sell draft beers for consumers to take home. Off-premises retailers do not generally have any reason to have draft beer on tap, since they only sell beer in closed containers for off-premises consumption. In reviewing the petition, the board determined that one category of off-premises retailer, the gourmet shop, could have a reason to have draft beer on tap, in connection with its sampling privilege. Therefore, the board has determined that it will initiate a regulatory change to add gourmet shops to those licensees authorized to sell beer in growlers for off-premises consumption.

Agency Contact: W. Curtis Coleburn, III, Chief Operating Officer, Department of Alcoholic Beverage Control, P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4409, or email curtis.coleburn@abc.virginia.gov.

VA.R. Doc. No. R12-05; Filed January 30, 2012, 12:56 p.m.

NOTICES OF INTENDED REGULATORY ACTION

TITLE 12. HEALTH

STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the State Board of Behavioral Health and Developmental Services intends to consider amending **12VAC35-220, Certification Requirements for Early Intervention Professionals and Early Intervention Specialists**. The purpose of the proposed action is to provide specific requirements for certification of practitioners as early intervention case managers under Virginia's early intervention services system. Section 2.2-5304 of the Code of Virginia designates the Department of Behavioral Health and Developmental Services as the state lead agency responsible for implementing Virginia's early intervention services system and ensuring compliance with the applicable federal requirements. The goal of these regulations is to ensure the competence of early intervention service providers under the authority granted to the lead agency. The regulations are also intended to provide the basis for the department to certify qualified practitioners of early intervention services so they may be enrolled as service providers and receive reimbursement under the Medicaid State Plan.

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

Statutory Authority: § 2.2-5304 of the Code of Virginia.

Public Comment Deadline: March 28, 2012.

Agency Contact: Catherine Hancock, Part C Administrator, Department of Behavioral Health and Developmental Services, 1220 Bank Street, Richmond, VA 23218-1797, telephone (804) 371-6592, FAX (804) 371-7959, or email catherine.hancock@dbhds.virginia.gov.

VA.R. Doc. No. R12-2761; Filed February 14, 2012, 9:41 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 8. EDUCATION

COLLEGE OF WILLIAM AND MARY

Final Regulation

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

Title of Regulation: 8VAC115-30. Richard Bland College Weapons on Campus Regulation (adding 8VAC115-30-10, 8VAC115-30-20, 8VAC115-30-30).

Statutory Authority: § 23-44 of the Code of Virginia.

Effective Date: February 7, 2012.

Agency Contact: J. Tyler Hart, Director of Institutional Effectiveness, Richard Bland College, 11301 Johnson Road, Petersburg, VA 23805, telephone (804) 863-2107, FAX (804) 862-6207, or email jhart@rbc.edu.

Summary:

The regulation establishes the weapons limitation policy at Richard Bland College.

CHAPTER 30

RICHARD BLAND COLLEGE WEAPONS ON CAMPUS REGULATION

8VAC115-30-10. Definitions.

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

"College property" means any property owned, leased, or controlled by Richard Bland College of the College of William and Mary.

"Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

"Weapon" means any firearm or any other weapon listed in § 18.2-308 A of the Code of Virginia.

8VAC115-30-20. Possession of weapons prohibited.

Possession or carrying of any weapon by any person, except a police officer or an individual authorized pursuant to

college policy, is prohibited on college property in academic buildings, administrative buildings, student residence and student life buildings, or dining or athletic facilities, or while attending an official college event, such as an athletic, academic, social, recreational [] or educational event, or on vessels that are college property. Entry upon such college property in violation of this prohibition is expressly forbidden.

8VAC115-30-30. Person lawfully in charge.

In addition to individuals authorized by college policy, Richard Bland College police officers are lawfully in charge for the purposes of forbidding entry upon or remaining upon college property while possessing or carrying weapons in violation of this prohibition.

VA.R. Doc. No. R12-3056; Filed February 7, 2012, 10:10 a.m.

TITLE 10. FINANCE AND FINANCIAL INSTITUTIONS

STATE CORPORATION COMMISSION

Final Regulation

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

Title of Regulation: 10VAC5-40. Credit Unions (adding 10VAC5-40-70).

Statutory Authority: §§ 6.2-1303 and 12.1-13 of the Code of Virginia.

Effective Date: February 15, 2012.

Agency Contact: Werner Paul, Deputy Commissioner, Bureau of Financial Institutions, State Corporation Commission, P.O. Box 640, Richmond, VA 23218, telephone (804) 371-9698, FAX (804) 371-9416, or email werner.paul@scc.virginia.gov.

Summary:

The State Corporation Commission adopted a regulation to enable state-chartered credit unions that predominantly serve low-income members as defined in 12 CFR 701.34 to

Regulations

obtain a low-income designation. A low-income designated credit union has the following additional powers to the same extent, and subject to the same terms and conditions, as is authorized for federal credit unions that have obtained a low-income designation to: (i) accept nonmember deposits in accordance with 12 CFR 701.32 and 12 CFR 741.204; (ii) accept secondary capital in accordance with 12 CFR 701.34 and 12 CFR 741.204; (iii) participate in the Community Development Revolving Loan Program in accordance with 12 CFR Part 705; (iv) be eligible for an exception to the aggregate loan limit on member business loans in accordance with 12 CFR 723.17 and 12 CFR 723.18; and (v) obtain funds from the Community Development Financial Institutions Fund operated by the United States Department of the Treasury.

AT RICHMOND, FEBRUARY 3, 2012

COMMONWEALTH OF VIRGINIA, ex rel.

STATE CORPORATION COMMISSION

CASE NO. BFI-2011-00235

Ex Parte: In re: low-income
designated credit unions

ORDER ADOPTING A REGULATION

On November 28, 2011, the State Corporation Commission ("Commission") entered an Order to Take Notice of a proposal by the Bureau of Financial Institutions ("Bureau") to adopt a parity regulation that would give state-chartered credit unions the power to obtain a low-income designation so that they can take advantage of various benefits and resources that are currently available to federal credit unions that have obtained a low-income designation. The Order and proposed regulation were published in the Virginia Register of Regulations on December 19, 2011, posted on the Commission's website, and mailed to all state-chartered credit unions and other interested parties. State-chartered credit unions and other interested parties were afforded the opportunity to file written comments or request a hearing on or before January 6, 2012.

Comments on the proposed regulation were filed by the Virginia Credit Union League, Virginia Credit Union, Inc., Newport News Shipbuilding Employees' Credit Union, Inc. d/b/a BayPort Credit Union, Beacon Credit Union, Incorporated, Virginia Transfer and Storage Company, Virginians Against Payday Loans, and the Virginia Interfaith Center for Public Policy. All of the comment letters supported the proposed regulation. The Commission did not receive any requests for a hearing.

NOW THE COMMISSION, having considered the proposed regulation, the comments filed, the record herein, and applicable law, concludes that the proposed regulation should be adopted.

Accordingly, IT IS ORDERED THAT:

(1) The proposed regulation, as attached hereto, is adopted effective February 15, 2012.

(2) This Order and the attached regulation shall be posted on the Commission's website at <http://www.scc.virginia.gov/case>.

(3) The Commission's Division of Information Resources shall send a copy of this Order, including a copy of the attached regulation, to the Virginia Registrar of Regulations for publication in the Virginia Register of Regulations.

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

AN ATTESTED COPY hereof, together with a copy of the attached regulation, shall be sent by the Clerk of the Commission to the Commission's Office of General Counsel and the Commissioner of Financial Institutions, who shall send a copy of this Order and the attached regulation to all state-chartered credit unions and other interested parties designated by the Bureau.

10VAC5-40-70. Low-income designated credit unions.

A. Upon the filing and investigation of a written application, the Commissioner of Financial Institutions (commissioner) shall designate a state-chartered credit union as a low-income credit union if (i) the commissioner finds that a majority of the credit union's members qualify as low-income members as defined in 12 CFR 701.34 and (ii) the National Credit Union Administration concurs with the designation. If the application filed by a credit union is denied, the commissioner shall notify the credit union of the denial and the reasons for the denial.

B. A low-income designated credit union shall have the following additional powers to the same extent, and subject to the same terms and conditions, as is authorized for federal credit unions that have obtained a low-income designation pursuant to 12 CFR 701.34:

1. To accept nonmember deposits in accordance with 12 CFR 701.32 and 12 CFR 741.204.

2. To accept secondary capital in accordance with 12 CFR 701.34 and 12 CFR 741.204.

3. To participate in the Community Development Revolving Loan Program in accordance with 12 CFR Part 705.

4. To be eligible for an exception to the aggregate loan limit on member business loans in accordance with 12 CFR 723.17 and 12 CFR 723.18.

5. To obtain funds from the Community Development Financial Institutions Fund operated by the United States Department of the Treasury.

TITLE 11. GAMING

VIRGINIA RACING COMMISSION

Final Regulation

Whenever any of the federal regulations referenced in this subsection require a credit union to submit a written request, plan, application, or other documents to the National Credit Union Administration, the credit union shall send a copy of such written request, plan, application, or other documents to the commissioner.

C. The commissioner may at any time, based upon supervisory, legal, or safety and soundness considerations, impose additional terms or conditions upon a low-income designated credit union in conjunction with its exercise of any of the powers enumerated in subsection B of this section.

D. A low-income designated credit union shall submit written reports to the commissioner containing any information that the commissioner may require concerning the credit union's services to low-income members.

E. 1. If the commissioner determines that a low-income designated credit union no longer meets the criteria for the low-income designation, the commissioner shall notify the credit union in writing. The credit union shall, within five years, meet the criteria for the designation or comply with the regulatory requirements applicable to state-chartered credit unions that do not have a low-income designation. The designation shall remain in effect during the five-year period.

2. If a credit union is unable to qualify again for the designation but has secondary capital or nonmember deposits with a maturity beyond the five-year period, the commissioner may extend the time for the credit union to comply with regulatory requirements to allow the credit union to satisfy the terms of any account agreements.

3. Within 60 days of the date of the notice from the commissioner, a credit union may appeal the commissioner's determination that the credit union no longer meets the criteria for a low-income designation to the State Corporation Commission by filing a petition in accordance with its Rules of Practice and Procedure (5VAC5-20).

4. A low-income designation shall be removed by the commissioner with the concurrence of the National Credit Union Administration.

VA.R. Doc. No. R12-3061; Filed February 6, 2012, 4:40 p.m.



REGISTRAR'S NOTICE: The Virginia Racing Commission is exempt from the Administrative Process Act pursuant to § 2.2-4002 A 17 of the Code of Virginia when promulgating regulations regulating actual live horse racing at race meetings licensed by the commission.

Title of Regulation: **11VAC10-20. Regulations Pertaining to Horse Racing with Pari-Mutuel Wagering (amending 11VAC10-20-20, 11VAC10-20-30, 11VAC10-20-190).**

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

Effective Date: March 27, 2012.

Agency Contact: David S. Lermond, Jr., Regulatory Coordinator, Virginia Racing Commission, 10700 Horsemen's Lane, New Kent, VA 23024, telephone (804) 966-7404, FAX (804) 966-7418, or email david.lermond@vrc.virginia.gov.

Summary:

The amendments change the requirement of having a human ambulance present at the racetrack during the exercising or training of Standardbred (Harness) horses and in two sections strike references to a form that no longer exists.

Part II
Licensure

11VAC10-20-20. Identification of applicant for owner's, owner-operator's, operator's license.

An application shall include, ~~on a form prepared by the commission,~~ the name, address, and telephone number of the applicant and the name, position, address, telephone number, and authorized signature of an individual to whom the commission may make inquiry.

11VAC10-20-30. Applicant's affidavit.

An application shall include, ~~on a form prepared by the commission,~~ an affidavit from the chief executive officer or a major financial participant in the applicant setting forth:

1. That application is made for a license to own, own-operate, or operate a horse racing facility at which pari-mutuel wagering is conducted;
2. That the affiant is the agent of the applicant, its owners, partners, members, directors, officers, and personnel and is duly authorized to make the representations in the application on their behalf. Documentation of the authority shall be attached;

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3. That the applicant seeks a grant of a privilege from the Commonwealth of Virginia, and the burden of proving the applicant's qualifications rests at all times with the applicant;

4. That the applicant consents to inquiries by the Commonwealth of Virginia, its employees, the commission members, staff and agents, into the financial, character, and other qualifications of the applicant by contacting individuals and organizations;

5. That the applicant, its owners, partners, members, directors, officers, and personnel accept any risk of adverse public notice, embarrassment, criticism, or other circumstance, including financial loss, which may result from action with respect to the application and expressly waive any claim which otherwise could be made against the Commonwealth of Virginia, its employees, the commission, staff, or agents;

6. That the affiant has read the application and knows the contents; the contents are true to affiant's own knowledge, except matters therein stated as information and belief; as to those matters, affiant believes them to be true;

7. That the applicant recognizes all representations in the application are binding on it, and false or misleading information in the application, omission of required information, or substantial deviation from representations in the application may result in denial, revocation, suspension or conditioning of a license or imposition of a fine, or any or all of the foregoing;

8. That the applicant will comply with all applicable state and federal statutes and regulations, all regulations of the commission and all other local ordinances;

9. The affiant's signature, name, organization, position, address, and telephone number; and

10. The date.

11VAC10-20-190. Criteria for unlimited horse racing facilities.

A. Generally. Every license to conduct a horse race meeting with pari-mutuel wagering privileges, of 15 days or more in any calendar year is granted by the commission upon the condition that the licensee will conduct horse racing at its facility or meeting for the promotion, sustenance, and growth of a native industry in a manner consistent with the health, safety, and welfare of the people. The adequacy and sufficiency with which the licensee meets the criteria for the procedures, facilities, and equipment for conducting a horse race meeting of such duration shall rest with the commission.

1. Each licensee shall accept, observe, and enforce all federal and state laws, regulations of the commission, and local ordinances.

2. Each licensee shall at all time maintain its grounds and facilities so as to be neat and clean, painted and in good repair, with special consideration for the comfort and safety of the public, employees, other persons whose business requires their attendance, and for the health and safety of the horses there stabled.

3. Each licensee shall honor commission exclusions from the enclosure and eject immediately any person found within the enclosure who has been excluded by the commission and report the ejection to the commission. Whenever any licensee ejects a person from the enclosure, it shall furnish a written notice to the person ejected and shall report the ejection to the commission.

4. No later than 15 days before the first day of any race meeting, each licensee shall submit to the commission the most recent inspection reports issued by governmental authorities regarding the condition of facilities, sanitation, and fire prevention, detection, and suppression.

5. Each licensee shall provide the commission daily attendance reports showing a turnstile count of all persons admitted to the enclosure and the reports shall indicate the daily number of paid admissions, taxed complimentary admissions, and tax exempt admissions.

6. Each licensee shall furnish to the commission within three months of the closing of its fiscal year, three copies of its balance sheet and of its operating statement for the previous fiscal year with comparison to the prior fiscal year, the same duly sworn to by the treasurer of the association, and certified by an independent certified public accountant. The financial report shall be in the form as may be prescribed from time to time by the commission.

7. Each licensee shall maintain a separate bank account to be known as the "horsemen's account," with the amount of purse money statutorily mandated to be deposited in the account within 48 hours of the running of the race. Withdrawals from this account shall at all times be subject to audit by the commission, and the horsemen's bookkeeper in charge of the account shall be bonded:

a. All portions of purse money shall be made available when the stewards have authorized payment to the earners; and

b. No portion of purse money other than jockey fees shall be deducted by the licensee for itself or for another, unless so requested in writing by the person to whom such purse moneys are payable, or his duly authorized representative. Irrespective of whether requested, at the close of each race meeting the horsemen's bookkeeper shall mail to each owner a duplicate of each owner's account showing every deposit, withdrawal, or transfer of funds affecting such owner's account.

8. Each licensee shall remit to the commission within five days of the day on which the revenue for pari-mutuel taxes, admission taxes, and breeders' funds were collected. The remittance shall be accomplished by a direct deposit in a financial institution designated by the commission. On those days when the fifth day is a holiday or a weekend day, the payment must be made by the succeeding business day. At the close of each month in which racing is conducted, the licensee must report to the commission all deposits of taxes and breeders' funds for that month.

9. On each day that deposits are made by the licensee, a report must be filed with the commission containing the following recapitulation: total retainage, pari-mutuel tax; state and local admissions taxes; purse moneys; total breakage; and breeders' fund taxes.

10. Each licensee shall provide areas within the enclosure where publications, other informational materials, and tip sheets, may be sold to the public. All persons holding a tip sheet concession at the facility must possess a permit from the commission as vendors. Such vendor shall post in a conspicuous place the previous day's tip sheet and the outcome of the races. Such vendor shall deliver one copy of the tip sheet to a commission representative at least one hour before post time.

11. Each licensee shall supervise the practice and procedures of all vendors of food, horse feed, medication, and tack, who are licensed and have access to the stabling area. No licensee by virtue of this regulation shall attempt to control or monopolize proper selling to owners, trainers, or stable employees; nor shall a licensee grant a sole concession to any vendor of feed, racing supplies, or racing services.

12. Each licensee shall provide to the commission copies of all subordinate contracts, in the amount of \$15,000 annual gross and above, entered into by the owner, owner-operator, or operator, and such contracts shall be subject to approval of the commission.

13. Each licensee shall submit to the commission each calendar year a request for live racing days for the next calendar year as provided in 11VAC10-20-200. The holder of an unlimited license shall schedule not less than 150 days live racing days in the Commonwealth each calendar year; however, the commission may alter the number of live racing days based on what it deems to be in the best interest of the Virginia horse industry.

14. Each licensee shall post in a conspicuous place in every place where pari-mutuel wagering is conducted a sign that bears a toll-free telephone number for "Gamblers Anonymous" or other organization that provides assistance to compulsive gamblers.

B. Facilities. Each unlimited licensee shall provide all of the facilities for the conduct of horse racing so as to maintain

horse racing of the highest quality and free of any corrupt, incompetent, or dishonest practices and to maintain in horse racing complete honesty and integrity.

1. Each licensee shall provide for flat racing a main racing surface of at least one mile in circumference; for flat or jump racing on the turf a racing surface of at least seven-eighths of a mile in circumference; for harness racing a main racing surface of at least five-eighths of a mile in circumference; and for other types of racing a racing surface of generally accepted standards.

a. Prior to the first race meeting at a facility owned or operated by the holder of an unlimited license, the licensee shall provide to the commission a certified report of a qualified surveyor, certifying the grade and measurement of the distances to be run.

b. Distances to be run shall be measured from the starting line at a distance three feet out from the inside rail.

c. The surveyor's report must be approved by the commission's executive secretary prior to the first race day of the meeting.

2. Turf course requirements include the following:

a. The licensee shall maintain an adequate stockpile of growing medium, and shall provide an irrigation system or other means of adequately watering the entire turf course evenly.

b. All turf course paths from inside rails to turf courses shall resemble the rest of the terrain, with no rails leading from the main course to the turf courses.

c. A portable rail shall be secure to absorb the impact of a horse.

3. Main track requirements include the following:

a. Each licensee shall provide a safety rail on the inside of each racing surface and such other fencing that is appropriate to safely enclose the racing surface for horses and riders.

b. The rail height shall be from 38 inches to 42 inches from the top of the cushion to the top of the rail. All top rails shall be bolted to poles and shall be smooth with no jagged edges. Rail posts shall be of a gooseneck type design and shall have no less than a 24-inch overhang with a continuous smooth elevated cover over posts.

c. All rails shall be constructed of materials designed to withstand the impact of a horse running at racing speed.

d. All rail posts shall be set in concrete at least six inches below the surface and 24 inches deep. A portable turf rail shall be secure to absorb the impact of a horse. No rail or post shall be used that will not take the impact of a horse or will break away, such as fiberglass, PVC, wood or hedges.

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- e. The design and construction of rails shall be approved by the commission prior to the first race meeting at the racetrack.
4. Each licensee shall provide distance poles marking off the racing surface and the poles shall be painted in the following colors: quarter poles, red and white; eighth poles, green and white; and sixteenth poles, black and white. All distance poles, including photofinish mirror imaging equipment and any other equipment, shall be set back a minimum of 10 feet from the back of the inside rail.
5. Each licensee shall provide racing surfaces whose construction, elevation, and surfaces have received scientific approval as safe and humane, adequate and proper equipment to maintain the racing surface, and sufficient trained personnel to properly operate the equipment. Daily records of maintenance shall be open for inspection.
6. Each licensee shall provide stabling in a sufficient amount to conduct a successful horse race meeting. The horses shall be quartered in individual stalls with separate feeding and watering facilities. Each barn, including the receiving barn, shall have a hot and cold water supply available, be well-ventilated, have proper drainage to prevent standing water and be constructed to be comfortable in all seasons during which racing is conducted.
7. Each licensee shall provide a stabling area that is maintained in approved sanitary condition with satisfactory drainage, manure, and other refuse kept in separate boxes or containers distant from living quarters, and the boxes or containers promptly and properly removed.
8. Each licensee shall provide a systematic and effective insect control program and programs to eliminate hazards to public health and comfort in the stabling area and throughout the enclosure.
9. Each licensee shall provide satisfactory living quarters for persons employed in the stabling area as well as satisfactory commissary, recreation, and lavatory facilities, and maintain the facilities in a clean and sanitary manner. No employee shall be permitted to sleep in any stall or barn loft.
10. Each licensee shall provide on every racing day satisfactory sanitary toilets and wash rooms, and furnish free drinking water for patrons and persons having business within the enclosure.
11. Each licensee shall provide a paddock where the horses are assembled prior to the post parade. Each licensee shall provide a public viewing area where patrons may watch the activities in the paddock. Each licensee shall also provide a sufficient number of roofed stalls so that horses may be housed during inclement weather.
12. Each licensee shall provide satisfactory facilities for jockeys or drivers who are participating in the day's program. The facilities shall include accommodations for rest and recreation, showers, toilets, wash basins, reducing facilities (sauna or steam room), arrangements for safe keeping of apparel and personal effects, and snack bar during horse race meetings.
13. Each licensee shall maintain an information desk where the public may make complaints regarding the facilities, operations of the licensee, or rulings of the commission. The licensee shall respond promptly to complaints, and inform the commission regarding any alleged violation of its regulations.
14. Each licensee shall maintain a test barn for use by commission employees in securing from horses that have run a race, samples of urine, saliva, blood, or other bodily substances for chemical analysis. The test barn shall include a wash rack, commission veterinarian office, a walking ring, and a sufficient number of stalls each equipped with a window sufficiently large to allow the taking of samples to be witnessed from outside the stall. The test barn shall be located convenient to the racing surface and shall be enclosed by a fence so that unauthorized persons shall be excluded. Space shall be provided for signing in and signing out of permittees whose attendance is required in the test barn.
15. Each licensee shall maintain a receiving barn conveniently located for use by horses arriving for races that are not quartered in the stabling area. The licensee shall have a sufficient number of stalls to accommodate the anticipated number of horses, hot and cold running water, and stall bedding. The licensee shall maintain the receiving barn in a clean and sanitary manner.
16. Each licensee shall provide and maintain lights so as to ensure adequate illumination in the stabling area and parking area. Adequacy of track lighting for night racing shall be determined by the commission.
17. Each licensee shall provide and maintain stands commanding an uninterrupted view of the entire racing surface for the stewards with the location to be approved by the commission. The licensee shall provide patrol judge stands so that the floor shall be at least six feet higher than the track rail. For harness racing, each licensee shall provide space for a patrol judge in the mobile starting gate that will accompany the horses during the race.
18. Each licensee shall furnish office space, approved by the commission, for the commission's use within the enclosure and an appropriate number of parking spaces so that its members and staff may carry out their duties.
19. Each licensee shall submit to the commission, at least 30 days prior to the opening day of a meeting, a complete list of its racing officials, as set forth elsewhere in these

regulations, and department heads. No person shall hold any appointment for a horse race meeting unless approved by the commission after determination that the appointee is qualified for his duties, not prohibited by any law of the Commonwealth of Virginia or regulation of the commission, and eligible to hold a permit issued by the commission.

20. Each licensee shall provide a condition book, or for harness racing, a condition sheet, listing the proposed races for the upcoming racing days and prepared by the racing secretary, to the commission at least one week prior to opening day. Additional condition books or condition sheets shall be provided to the commission as soon as published.

21. No licensee shall allow any person to ride in a race or exercise any horse within the enclosure unless that person is wearing a protective helmet with the chin strap buckled. For flat racing, the term "exercising" is defined to include breezing, galloping, or ponying horses.

22. Each licensee shall employ at least three outriders for flat and steeplechase racing and at least one outrider for harness racing, to escort starters to the post and to assist in the returning of all horses to the unsaddling area for flat races. No outrider shall lead any horse that has not demonstrated unruliness, but shall assist in the control of any horse that might cause injury to a jockey or driver or others. During racing hours, outriders will wear traditional attire. For flat race meetings, outriders shall be required to be present on the racing strip, mounted, and ready to assist in the control of any unruly horse or to recapture any loose horse, at all times when the track is open for exercising.

23. Each licensee shall employ for flat meets a sufficient number of valets to attend each jockey on a day's program. Valets will be under the immediate supervision and control of the clerk of scales. Each licensee shall provide uniform attire for valets who shall wear the uniform attire at all times while performing their duties within public view.

24. No licensee shall allow any person to ride in a race or to exercise any horse within the enclosure unless that person is wearing a protective safety vest. The vest shall be designed to provide shock-absorbing protection to the upper body of at least a rating of five as defined by the British Equestrian Trade Association (BETA).

C. Equipment. Each unlimited licensee shall provide all of the equipment for the conduct of horse racing so as to maintain horse racing of the highest quality and free of any corrupt, incompetent, dishonest, or unprincipled practices, and to maintain in horse racing complete honesty and integrity.

1. Each licensee shall maintain at least two operable starting gates for flat meetings and two operable mobile starting gates for harness racing. The licensee shall have in

attendance one or more persons qualified to keep the starting gates in good working order and provide for periodic inspection. For flat meetings, the licensee shall also make at least one starting gate along with adequate personnel available for schooling for two hours each day during training hours, exclusive of nonrace days. For flat race meetings, the licensee shall have an adequate number of assistant starters to ensure the integrity of the start and to provide safe conditions for horse and rider. If a flat race is started at a place other than in a chute, the licensee shall maintain in good operating condition backup equipment for moving the starting gate. The backup equipment must be immediately available to replace the primary moving equipment in the event of failure. For harness racing meetings, a mobile starting gate shall be made available for qualifying races and schooling.

2. Each licensee shall maintain photo-finish equipment to assist the stewards and placing judges, where employed for flat race meetings, in determining the order of finish of each race. The licensee shall provide two electronic photofinish devices with mirror images to photograph the finish of each race. The location and operation of the photofinish devices must be approved by the commission before its first use in a race. The licensee shall ensure that the photofinish devices are calibrated before the first day of each race meeting and at other times as required by the commission. The standards and operations of the photo-finish camera as well as the methodology of the personnel shall be subject to the approval of the stewards:

a. The photo-finish photographer shall promptly furnish the stewards and placing judges prints as they are requested, and the photographer will promptly inform the stewards and placing judges of any malfunction of his equipment;

b. A print of a photo finish where the placing of horse is a half of length or less shall be displayed either by posting copies of the print or video means to the public promptly after the race has been declared "official"; and

c. Each licensee shall be responsible for maintaining a file of photo finishes of all races for one year after the closing of the horse race meeting.

3. Each licensee shall provide color video tape recordings of the running of each race clearly showing the position and actions of the horse and jockeys or drivers at close range. Each licensee shall provide at least three cameras to record panoramic and head-on views of the race. One camera shall be located on the finish line:

a. Promptly after a race has been declared "official," video tape recordings shall be replayed for the benefit of the public. In those races where there was a disqualification, video tapes of the head-on views may

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also be shown with an explanation by the public address announcer.

b. The licensee shall safeguard the tapes of all videotapes for one year after the close of the horse race meeting and promptly deliver to the commission copies of videotapes of those races where there has been an objection, inquiry, protest, or disqualification.

c. The stewards may, in their discretion, direct a video camera operator to videotape the activities of any horses or persons handling horses prior to, during or following a race.

4. Each licensee shall provide an electronic timing system. The system shall have the capability of timing the leading horse in at least hundredths of a second. Each licensee shall also provide a qualified person to manually time each race, including splits of each quarter of a mile, in the event of a malfunction of the electronic system.

5. Each licensee shall provide an internal communication system which links the stewards' stand, racing secretary's office, pari-mutuel department, jockeys' or drivers' room, paddock, test barn, commission veterinarian's office, starting gate, film patrol office, ambulances, public address announcer, patrol judges, and any other personnel designated by the commission.

6. Each licensee shall provide a public address system whereby calls of the races and other pertinent information may be communicated to the public. This system shall be utilized by a qualified person, and the system shall have the capability of transmitting throughout the stabling area.

7. Each licensee shall provide a totalizator and employ qualified personnel to operate the system, provide maintenance of the hardware, software, and ancillary wagering devices, and be able to perform emergency repairs in case of emergencies. The licensee shall also provide a mutuel board in the infield where approximate odds, amounts wagered in the win, place, and show pools on each betting interest, and other pertinent information may be prominently displayed to the public:

a. The totalizator shall maintain at least two independent sets of pool totals and compare them at least once every 60 seconds. The totalizator shall record in a system log file any difference in the final pool totals;

b. The totalizator shall have the capability of calculating the mutuel pools, approximate odds, probable payoffs and display them to the public at intervals of not more than 60 seconds;

c. The totalizator shall have the capability of being locked and wagering terminated automatically at the command of a steward. Any failure of the system to lock at the start of the race shall be reported immediately by the mutuel manager to the stewards;

d. The totalizator shall have the capability of displaying the probable payouts on various combinations in the daily double, exacta, and quinella wagering, and displaying the payoffs to the public;

e. The totalizator shall have the capability of recording the wagering by individual wagers, including the amount wagered, the betting interest, and the mutuel window where the wager was placed. The records of the wagering shall be promptly made available to the commission upon request. The licensee shall preserve the records of the wagering for one year after closing of the horse race meeting. The records shall not be destroyed without permission of the commission;

f. The personnel operating the totalizator shall report immediately to the stewards any malfunction in the system, or what they perceive to be any unusual patterns in the wagering;

g. The totalizator personnel shall make available to the commission any special reports or requests that may assist the commission in carrying out its statutory duties and responsibilities for the conduct of horse racing; and

h. The commission may require an independent certified audit of the totalizator's software attesting to the accuracy of its calculations and the integrity of its accounting processes.

8. Each licensee shall provide at least one human ambulance and at least one equine ambulance within the enclosure at all times during those hours when the racing and training surface is open for racing and exercising. However, a human ambulance shall not be required to be present during the exercising of Standardbred horses. The ambulances shall be manned and equipped to render immediate assistance, and shall be stationed at a location approved by the stewards.

a. The equine ambulance must be a covered vehicle that is low to the ground and large enough to accommodate a horse in distress. The equine ambulance must be able to navigate on the racetrack during all weather conditions and transport a horse outside the enclosure.

b. The equine ambulance must be equipped with large portable screens to shield a horse from public view, ramps to facilitate loading a horse, adequate means of loading a horse that is down, a rear door and a door on each side, a padded interior, a movable partition to initially provide more room to load a horse and to later restrict a horse's movement, a shielded area for the person who is attending to the horse, and an adequate area for the storage of water and veterinary medicines and equipment.

c. A licensee shall not conduct a race unless an equine ambulance or a commission veterinarian-approved substitute is readily available.

d. The equine ambulance, its supplies and attendants, and the operating procedures for the vehicle must be approved by the commission veterinarian.

e. The licensee shall maintain a properly equipped human ambulance, staffed with certified paramedics at any time the racetrack is open for racing or exercising horses. However, a human ambulance shall not be required to be present during the exercising of Standardbred horses. If the ambulance is being used to transport an individual, horses may not be raced or exercised until the ambulance is replaced.

f. Unless otherwise approved by the stewards, a human ambulance shall follow the field at a safe distance during the running of races, or in the event of inclement weather, two ambulances shall be parked to render immediate service. The human ambulance must be parked at an entrance to the racing surface unless the ambulance is being used to transport a person or when it is following the field during the running of a race.

g. During a racing day, the licensee shall maintain a first aid room equipped with at least two beds and other appropriate equipment, and the services of at least one physician during flat race meetings.

9. Each licensee shall maintain lighting for the racetrack and the patron facilities that is adequate to ensure the safety and security of the patrons, participants and horses. Lighting to ensure the proper operation of the videotape and photofinish devices must be approved by the commission.

a. The licensee shall maintain adequate additional lighting in the stable area as required by the commission.

b. If racing is conducted at night, the licensee shall maintain a backup lighting system that is sufficient to ensure the safety of patrons, participants and horses.

D. Safety. Each unlimited licensee shall employ sufficient trained personnel to provide for the safety and security of the public and others who have business within the enclosure. Each licensee shall also take all measures to prevent the outbreak of fires within the enclosure and develop plans for the quick extinguishing of any fires that should occur.

1. Each licensee shall provide sufficient trained security personnel under the supervision of a qualified director of security. If the licensee contracts with a private security service, the security service must be bonded and meet all applicable licensing requirements. If the licensee establishes its own security force, then director of security shall forward to the commission detailed plans for the screening, hiring, and training of its own personnel.

2. The director of security of each licensee shall cooperate fully with the commission and its staff, federal and state law enforcement agencies, local police and fire departments, and industry security services to enforce all laws and regulations to ensure that horse racing in the Commonwealth of Virginia is of the highest integrity.

3. Each licensee shall develop a detailed security plan describing the equipment, i.e., fences, locks, alarms, and monitoring devices; the procedures to admit persons to restricted areas, i.e., stabling area, paddock, jockeys' or drivers' room, vault, mutuel lines, totalizator room, and test barn; and the trained personnel in sufficient numbers to provide for the safety and security of all persons during racing and nonracing hours.

4. Each licensee may provide a perimeter fence around the entire enclosure, but shall fence off the stabling area. The entrance to the stabling area shall be guarded on a 24-hour basis by uniformed security personnel so that unauthorized persons shall be denied access to the restricted stabling area. The licensee shall also provide for routine patrolling by uniformed security personnel on a 24-hour basis within the stabling area.

5. During racing hours, the licensee shall provide uniformed security personnel to guard the entrances to the paddock, jockeys' or drivers' room, stewards' stand, and other restricted areas as may be deemed appropriate by the commission so that unauthorized persons shall be denied access to them.

6. The licensee's director of security shall submit to the commission and Virginia State Police a written report describing every arrest or completed incident of security investigation or rule violation including the person charged, the charges against the person, the present whereabouts of the person, and disposition of the charges, if any.

7. The licensee's director of security shall submit to the commission a detailed plan describing the procedures to be followed in case of fire or any other emergency within the enclosure. The plan shall contain the resources immediately available within the surrounding communities to cope with fire or other emergencies, route of evacuation for the public, controlling traffic, and those resources available from the surrounding communities for police, fire, ambulance, and rescue services.

8. Each licensee shall observe and enforce all state and local building codes and regulations pertaining to fire prevention, and shall prohibit the following:

a. Smoking in horse stalls, feed rooms, or under the shedrow;

b. Open fires and oil or gasoline burning lanterns or lamps in the stable area;

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- c. The unsafe use of electrical appliances or other devices which would pose a hazard to structures, horses, permittees, or the public; and
- d. Keeping flammable materials including cleaning fluids or solvents in the stabling area.

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

FORMS (11VAC10-20)

~~Unlimited License Application.~~

[Authorization for Release of Personal Information \(eff. 03/00\).](#)

VA.R. Doc. No. R12-3085; Filed February 6, 2012, 3:02 p.m.

Final Regulation

REGISTRAR'S NOTICE: The Virginia Racing Commission is exempt from the Administrative Process Act pursuant to § 2.2-4002 A 17 of the Code of Virginia when promulgating regulations regulating actual live horse racing at race meetings licensed by the commission.

Title of Regulation: **11VAC10-50. Racing Officials (amending 11VAC10-50-60).**

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

Effective Date: March 27, 2012.

Agency Contact: David S. Lermond, Jr., Regulatory Coordinator, Virginia Racing Commission, 10700 Horsemen's Lane, New Kent, VA 23024, telephone (804) 966-7404, FAX (804) 966-7418, or email david.lermond@vrc.virginia.gov.

Summary:

The amendment changes the requirement of having at least three patrol judges for Thoroughbred racing to a sufficient number of patrol judges as approved by the commission.

11VAC10-50-60. Patrol judge.

The licensee shall appoint a sufficient number of qualified persons to act as patrol judges for the race meeting. For flat and jump race meetings, the licensee shall appoint ~~at least three patrol judges~~ a sufficient number of patrol judges as approved by the commission, and for Standardbred race meetings, a single patrol judge shall ride in the mobile starting gate. Among the duties of the patrol judge are:

1. Reporting, particularly as to any suspected violation of these regulations, during the running of each race to the stewards through radio or telephone communication;
2. Writing a report of their observations of every race, and documenting all violations of these regulations that they observed during the running of the race. These reports shall be delivered to the stewards at the conclusion of each day of racing;
3. Assisting the stewards in making a determination of an objection, inquiry or protest of the running of a race;
4. Assisting the stewards in making up a list of participants in each race to review the films before the commencement of the next succeeding day of racing; and
5. Notifying the stewards of any objection lodged by a driver after a Standardbred race, and the mobile starting gate shall be positioned so that drivers can promptly lodge objections with the patrol judge.

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

FORMS (11VAC10-50)

~~Application for Racing Officials.~~

[Application for Participants \(rev. 02/07\).](#)

VA.R. Doc. No. R12-3086; Filed February 6, 2012, 3:49 p.m.

Final Regulation

REGISTRAR'S NOTICE: The Virginia Racing Commission is exempt from the Administrative Process Act pursuant to subdivision B 21 of § 2.2-4002 of the Code of Virginia when promulgating regulations relating to the Virginia Breeders Fund created pursuant to § 59.1-372.

Title of Regulation: **11VAC10-130. Virginia Breeders Fund (amending 11VAC10-130-40, 11VAC10-130-51, 11VAC10-130-52).**

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

Effective Date: March 27, 2012.

Agency Contact: David S. Lermond, Jr., Regulatory Coordinator, Virginia Racing Commission, 10700 Horsemen's Lane, New Kent, VA 23024, telephone (804) 966-7404, FAX (804) 966-7418, or email david.lermond@vrc.virginia.gov.

Summary:

The amendments increase the amount of registration fees for nonmembers of the Virginia Thoroughbred Association by \$100 for each horse that is registered for the Virginia Breeders Fund.

11VAC10-130-40. Stallion registration.

A. Initial registration. For a stallion owner to be certified to receive stallion owner awards from the Virginia Breeders Fund, the stallion owner shall register his stallion with the commission or its designee by satisfying the following requirements:

1. Each year prior to the commencement of the breeding season, but no later than January 31, or within 30 days following the entry into stud in Virginia if entry is after the breeding season commences, the owner or authorized agent shall submit an application on a form approved by the commission that shall set forth the name of the stallion, year of foaling, registration number, pedigree, including sire, dam and sire of the dam, where the stallion is standing at stud, the date of entry to stud if after the commencement of the breeding season, and the names and addresses of owners and lessees;
2. The application shall be signed and dated by the owner or lessee, or the authorized agent;
3. A notarized copy of the stallion's Certificate of Foal Registration, clearly showing the front and transfer side of the document, shall accompany the application;
4. If the stallion is held under a lease or a syndicate agreement, a copy of the lease or agreement shall accompany the application, and the lease or agreement must include a statement that the lessee or syndicate manager is authorized to sign the service certificate and receive stallion awards; and
5. The owner or authorized agent shall submit to the commission or its designee a notarized copy of The Jockey Club's Report of Mares Bred at the conclusion of the breeding season but no later than August 1.

B. Registration fees. A stallion may be registered with the commission or its designee for the breeding season after January 31 or 30 days following its entry into stud in Virginia. A registration fee of \$100 for current members of the Virginia Thoroughbred Association (VTA) and \$200 for non-VTA members shall accompany the application. A late registration fee of \$250 for current VTA members and \$350 for non-VTA members shall be assessed. A late registration of a stallion shall be accepted by the commission or its designee until August 1 for that breeding year.

C. Change of ownership. If there is a change in ownership or the stallion is subsequently leased or syndicated or the location of where the stallion is standing is changed, the new

owner, lessee or syndicate manager shall submit to the commission or its designee a new application for stallion registration.

11VAC10-130-51. Foal registration.

A. Requirements. For an owner or lessee of a dam to be certified to receive breeder awards from the Virginia Breeders Fund, the owner or lessee must register his foal with the commission or its designee by satisfying the following requirements:

1. The owner, lessee or his authorized agent must submit an application on a form approved by the commission, including the name of the stallion; the name of the dam; the sire of the dam; the sex; color; year of birth; the location of foaling; and name, address and telephone number of the owner, lessee or his authorized agent;
2. The application must be signed and dated by the owner, lessee, or his authorized agent;
3. If the dam is held under a lease, a statement to that effect and a copy of the lease which must include a statement that the lessee is authorized to register the foal must accompany the application;
4. If the dam of the foal was not bred to a Virginia Thoroughbred sire or is not bred back to a Virginia Thoroughbred sire, then the owner, lessee or his authorized agent must sign the affidavit stating that the dam has been domiciled in the Commonwealth of Virginia from September 1 of the preceding year to February 1; and
5. As of September 1, 1999, all Virginia-bred Thoroughbred horses must be registered with the commission or its designee prior to being entered in any race at race meeting designated by the commission for purse supplements or awards from the Virginia Breeders Fund.

B. Registration fees. A foal may be registered by December 31 of its year of foaling by submitting a \$25 fee for current members of the Virginia Thoroughbred Association (VTA) and \$125 for non-VTA members that must accompany the application for foal registration. A yearling may be registered by December 31 of its yearling year by submitting a \$50 fee for current VTA members and \$150 for non-VTA members that must accompany the application for foal registration. A two-year-old or older may be registered by submitting a \$200 fee for current VTA members and \$300 for non-VTA members which must accompany the application for foal registration.

11VAC10-130-52. Virginia-Sired Thoroughbreds.

A Virginia-sired Thoroughbred may be registered with the commission or its designee by submitting a \$25 fee for current members of the Virginia Thoroughbred Association (VTA) and \$125 for non-VTA members that must accompany

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an application for registration in the Virginia Breeders Fund. The payment of the registration fee and filing of the application shall occur prior to entry in any race at a race meeting designated by the commission. Such registration shall entitle the horse to entry into races restricted to Virginia-bred Thoroughbreds and purse supplements, but shall not entitle a Virginia-sired Thoroughbred to other awards from the Virginia Breeders Fund.

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 from the agency contact or may be viewed at the Office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia 23219.

FORMS (11VAC10-130)

~~Stallion Registration for the Year 20___ (eff. 10/00).~~

~~Application for Registration of Virginia-Bred Thoroughbred (eff. 8/99).~~

~~Standardbred Foal Registration for 2000 (eff. 10/00).~~

~~2 Year Olds, Virginia-Bred Standardbred Registration Form, 2000 (eff. 10/00).~~

~~3 Year Olds, Virginia-Bred Standardbred Registration Form, 2000 (eff. 10/00).~~

[Virginia Breeders Fund Application for Registration of a Virginia Thoroughbred Stallion \(rev. 03/12\).](#)

[Virginia Breeders Fund Application for Registration of a Virginia-Bred Thoroughbred \(rev. 03/12\).](#)

[Virginia Breeders Fund Application for Registration of a Virginia-Sired Thoroughbred \(rev. 03/12\).](#)

[Standardbred Foal Registration Form \(rev. 02/12\).](#)

[2 Year Olds Virginia Breeders Fund Virginia-Bred Standardbred Registration Form \(rev. 02/12\).](#)

[3 Year Olds Virginia Breeders Fund Virginia-Bred Standardbred Registration Form \(rev. 02/12\).](#)

VA.R. Doc. No. R12-3062; Filed February 6, 2012, 3:55 p.m.



TITLE 12. HEALTH

STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Emergency Regulation

Title of Regulation: **12VAC35-220. Certification Requirements for Early Intervention Professionals, Early Intervention Specialists, and Early Intervention Case Managers (amending 12VAC35-220-10, 12VAC35-220-30, 12VAC35-220-50, 12VAC35-220-80, 12VAC35-220-90; adding 12VAC35-220-35).**

Statutory Authority: § 2.2-5304 of the Code of Virginia.

Effective Dates: February 14, 2012, through February 13, 2013.

Agency Contact: Catherine Hancock, Part C Administrator, Department of Behavioral Health and Developmental Services, 1220 Bank Street, Richmond, VA 23218-1797, telephone (804) 371-6592, FAX (804) 371-7959, or email catherine.hancock@dbhds.virginia.gov.

Preamble:

The proposed emergency regulations are mandated by Item 304 Q of Chapter 890 of the 2011 Acts of Assembly and provide requirements for the certification of early intervention case managers who may provide early intervention services and support to children and their families under the federal Part C program.

These regulations provide specific requirements for certification of practitioners as early intervention case managers under Virginia's early intervention services system. Section 2.2-5304 of the Code of Virginia designates the department as the state lead agency responsible for implementing Virginia's early intervention services system and ensuring compliance with the applicable federal requirements. The goal of these regulations is to ensure the competence of early intervention service providers under the authority granted to the lead agency. The regulations are also intended to provide the basis for the department to certify qualified practitioners of early intervention services so that they may be enrolled as service providers and receive reimbursement under the Medicaid State Plan. The department consulted with the Department of Medical Assistance Services in developing these regulations.

This regulatory action is required by legislation and will provide a means to ensure that providers have the appropriate credentials to provide and obtain reimbursement for services to children with developmental delays and their families. The proposed regulatory requirements have been developed to reflect professional practice standards in the field and provide a framework for the department to provide oversight as the lead agency for

Virginia's early intervention services system. These regulations will help to ensure that providers have the expertise to effectively address the needs of Virginia's children with developmental delays and their families under the federal Part C program and are therefore essential to protect health, safety, and welfare of this vulnerable population.

The proposed regulations also will allow for expanded reimbursement for early intervention services under Medicaid, thereby maximizing the availability of federal and state funding under Part C of the Individuals with Disabilities Education Act.

CHAPTER 220
 CERTIFICATION REQUIREMENTS FOR EARLY
 INTERVENTION PROFESSIONALS ~~AND~~ EARLY
 INTERVENTION SPECIALISTS, AND EARLY
INTERVENTION CASE MANAGERS

12VAC35-220-10. Authority and applicability.

A. Pursuant to § 2.2-5304 of the Code of Virginia, the Governor has designated the Department of Behavioral Health and Developmental Services as the state lead agency responsible for implementing the Virginia early intervention services system and ensuring compliance with federal requirements. These regulations are necessary to ensure the competence for early intervention services system practitioners under the authority granted to the lead agency.

B. Individual providers of early intervention services under the Medicaid State Plan must be certified by the Department of Behavioral Health and Developmental Services as qualified to provide certain early intervention ~~professionals or early intervention specialists~~ services. These regulations provide certification requirements for these early intervention ~~professionals and early intervention specialists~~ providers.

12VAC35-220-30. Certification required for ~~the provision of early intervention services~~ professionals and early intervention specialists.

A. Individual practitioners of early intervention services, with the exception of physicians, audiologists, and registered dietitians, shall be certified by the department as early intervention professionals or early intervention specialists.

B. Certified early intervention professionals shall have expertise in a discipline trained to enhance the development of children with a disability, as evidenced by state licensure, including application for state licensure if the discipline authorizes practice in Virginia while the application is pending and the individual practitioner meets all applicable requirements for such practice; state endorsement; or certification by a national professional organization. Qualified personnel in the following disciplines may seek certification from the department as early intervention professionals:

1. Counselors:
 - a. Licensed professional counselors licensed by the Virginia Board of Counseling; and
 - b. School counselors (Pre K - 12) endorsed by the Virginia Board of Education;
2. Educators:
 - a. Educators licensed by the Virginia Board of Education with endorsement in Special Education - Early Childhood (Birth - 5);
 - b. Educators licensed by the Virginia Board of Education with endorsement in Early/Primary Education (Pre K - 3);
 - c. Educators licensed by the Virginia Board of Education with endorsement in Career and Technical Education - Family and Consumer Services;
 - d. Educators licensed by the Virginia Board of Education with endorsement in Special Education - Hearing Impairments (Pre K - 12);
 - e. Educators licensed by the Virginia Board of Education with endorsement in Special Education - Visual Impairments (Pre K - 12); and
 - f. Educators with a technical professional license issued by the Virginia Board of Education in Career and Technical Education - Family and Consumer Sciences;
3. Family and consumer science professionals certified through the American Association of Family and Consumer Sciences (AAFCS). Individuals certified by the AAFCS after June 30, 2009, shall meet certification requirements in family and consumer sciences - human development and family studies;
4. Marriage and family therapists licensed by the Virginia Board of Counseling;
5. Music therapists certified by the Certification Board for Music Therapists (CBMT);
6. Nurses:
 - a. Nurse practitioners licensed by the Virginia Board of Nursing; and
 - b. Registered nurses licensed by the Virginia Board of Nursing;
7. Occupational therapists licensed by the Virginia Board of Medicine;
8. Orientation and mobility specialists certified by the National Blindness Professional Certification Board as a National Orientation and Mobility Certificant (NOMC) or certified by the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) as a Certified Orientation and Mobility Specialist (COMS);

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9. Physical therapists licensed by the Virginia Board of Physical Therapy;

10. Psychologists:

a. Applied psychologists licensed by the Virginia Board of Psychology;

b. Clinical psychologists licensed by the Virginia Board of Psychology; and

c. School psychologists licensed by the Virginia State Board of Education with an endorsement in school psychology;

11. Social workers:

a. Licensed clinical social workers licensed by the Virginia Board of Social Work; and

b. School social workers licensed by the Virginia State Board of Education with an endorsement as a school social worker;

12. Speech-language pathologists licensed by the Virginia Board of Audiology and Speech-Language Pathology; and

13. Therapeutic recreation specialists certified by the National Council on Therapeutic Recreation.

C. Certified early intervention specialists shall hold a minimum of a high school diploma or general equivalency diploma. Qualified personnel in the following disciplines may seek certification from the department as early intervention specialists:

1. Early intervention assistants whose qualifications have been approved by the Department of Behavioral Health and Developmental Services;

2. Licensed social workers licensed by the Virginia Board of Social Work;

3. Nurses:

a. Certified nurse aides certified by the Virginia Board of Nursing; and

b. Licensed practical nurses licensed by the Virginia Board of Nursing;

4. Occupational therapy assistants licensed by the Virginia Board of Medicine; and

5. Physical therapy assistants licensed by the Virginia Board of Physical Therapy.

D. Certified early intervention professionals and certified early intervention specialists shall demonstrate knowledge of early intervention principles and practices, including infant and toddler development, family-centered practice and multidisciplinary team practice, by successful completion of the early intervention principles and practices online training modules administered by the department. A score of at least

80% accuracy on each module's competency test shall be required for successful completion.

12VAC35-220-35. Certification required for early intervention case managers.

A. Individual practitioners of case management services who provide service coordination to children enrolled in early intervention services shall be certified by the department as early intervention case managers.

B. Certified early intervention case managers shall hold:

1. A minimum of an undergraduate degree in any of the following fields:

a. Allied health, including rehabilitation counseling, recreation therapy, occupational therapy, physical therapy, or speech or language pathology;

b. Child and family studies;

c. Counseling;

d. Early childhood;

e. Early childhood growth and development;

f. Early childhood special education;

g. Human development;

h. Human services;

i. Nursing;

j. Psychology;

k. Public health;

l. Social work;

m. Special education - hearing impairments;

n. Special education - visual impairments; or

o. Other related field or interdisciplinary studies approved by the department;

2. An associate degree in a related field such as occupational therapy assistant, physical therapy assistant, or nursing; or

3. A high school diploma or general equivalency diploma, or an undergraduate degree in an unrelated field, plus three years' experience coordinating direct services to children and families and implementing individual service plans. Direct services address issues related to developmental and physical disabilities, behavioral health or educational needs, or medical conditions. Experience may include supervised internships, practicums, or other field placements.

C. Qualified persons shall demonstrate:

1. Expertise in the provision of case management services, as evidenced by successful completion of training

approved by the department. A score of at least 80% accuracy on the training competency test or tests shall be required for successful completion.

2. Knowledge of early intervention principles and practices, including infant and toddler development, and family-centered practice and multidisciplinary team practice, as evidenced by successful completion of the early intervention principles and practices online training modules administered by the department. A score of at least 80% accuracy on each module's competency test shall be required for successful completion.

12VAC35-220-50. Initial certification and recertification processes.

A. Initial certification. To apply for initial certification as an early intervention professional, ~~or~~ early intervention specialist, ~~or~~ early intervention case manager, practitioners shall:

1. Obtain the designated early intervention certification application package from the department; and
2. Submit a completed and signed application package to the department with:
 - a. A signed assurance that the practitioner will comply with all federal and state early intervention requirements;
 - b. Documentation of the practitioner's educational credentials, professional certification, licensing, endorsement, or other qualification for the practice of his profession in the Commonwealth of Virginia; and
 - c. Documentation of the practitioner's successful completion of the ~~early intervention principles and practices~~ training administered required by the department.

Any initial certification granted to individuals who have made application for state licensure and are awaiting licensure shall be valid only as long as that individual meets the requirements of their discipline to practice in Virginia.

B. Three-year recertification. At least 30 days prior to the expiration of the practitioner's certification period, the certified early intervention professionals and certified early intervention specialists practitioner shall submit an application for recertification to the department. This application shall include:

1. Documentation of the practitioner's continuing professional certification, licensing, endorsement, or other qualification for the practice of his profession in the Commonwealth of Virginia, and
2. Documentation that the practitioner has successfully completed at least 30 hours of continuing learning activities during the three-year certification period. The continuing learning activities shall address one or more of

the following: (i) evidenced-based practices in early intervention services; (ii) changes in federal or state law, regulations, or practice requirements; (iii) topics identified on a personal development plan; ~~and~~ (iv) training needed for new responsibilities relating to early intervention services; ~~and~~ (v) training required by the department. For each continuing learning activity, documentation shall include a description of the activity and sponsoring organization, if applicable; the date or dates of training; the number of hours; and a copy of a certificate or verification of attendance, if applicable.

12VAC35-220-80. Restoration of expired certifications.

A. The department shall notify practitioners in writing of the date their certification ~~as an early intervention professional or early intervention specialist~~ expired and that the practitioner has been placed on inactive status in the practitioner database maintained by the department.

B. Practitioners whose certification ~~as early intervention professionals or early intervention specialists~~ has expired may apply to the department for restoration of their certifications.

C. The department may restore certification for practitioners ~~as early intervention professionals or early intervention specialists~~ under the following conditions:

1. The individual's certification has been lapsed for a period of less than one year; and
2. The certification:
 - a. Has lapsed because the practitioner failed to complete the three-year recertification requirements and the individual provides documentation to the department demonstrating (i) he is currently qualified for the practice of his discipline or profession in the Commonwealth of Virginia, and (ii) he has completed at least 30 hours of training addressing one or more of the topics specified in 12VAC35-220-50 B 2; or
 - b. Has lapsed because the practitioner's discipline or profession-specific qualification expired and the practitioner documents that he now holds a current license, certification, endorsement, or other qualification for the practice of his discipline or profession in the Commonwealth of Virginia.

D. The department shall provide written notice of the decision on reinstatement of the practitioner's certification within 30 days of the receipt of a completed request and required documentation.

E. Upon restoration of the practitioner's certification ~~as an early intervention professional or early intervention specialist~~, the department shall reinstate the individual's active status in the practitioner database maintained by the department.

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12VAC35-220-90. Termination of ~~early intervention professional or early intervention specialist~~ certification.

A. The department shall terminate a practitioner's certification as an ~~early intervention professional or early intervention specialist~~ under the following circumstances:

1. The practitioner's discipline-specific license, certification, or endorsement has been suspended or terminated;
2. The practitioner, after a year, fails to comply with the recertification requirements set forth in these regulations; or
3. The practitioner fails to comply with his signed assurance that he will comply with all federal and state early intervention requirements.

B. The department shall notify the practitioner in writing of the date of and reason for termination and that the practitioner has been removed from the practitioner database maintained by the department.

VA.R. Doc. No. R12-2761; Filed February 14, 2012, 9:41 a.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF ACCOUNTANCY

Proposed Regulation

Title of Regulation: 18VAC5-22. Board of Accountancy Regulations (amending 18VAC5-22-20).

Statutory Authority: § 54.1-4403 of the Code of Virginia.

Public Hearing Information:

April 10, 2012 - 10 a.m. - 9960 Mayland Drive, Perimeter Center, 2nd Floor Conference Center, Training Room #2, Henrico, VA

Public Comment Deadline: April 27, 2012.

Agency Contact: Wade A. Jewell, Executive Director, Board of Accountancy, 9960 Mayland Drive, Suite 402, Henrico, VA 23233, telephone (804) 367-8540, FAX (804) 527-4409, or email wade.jewell@boa.virginia.gov.

Basis: Section 54.1-4403 of the Code of Virginia authorizes the board to levy and collect fees for the issuance, renewal, or reinstatement of Virginia licenses that are sufficient to cover all expenses of the administration and operation of the board.

Purpose: As an independent, nongeneral fund agency, the board relies upon the fees charged for services as its only source of revenue. Penalties assessed by the board for violations of the accountancy statutes and regulations do not

provide revenues for the board. Instead, they are deposited into the Commonwealth's Literary Fund.

The accountancy statutes require the board to maintain two cash accounts:

1. The Board of Accountancy Fund. This account is designed to have sufficient cash to fund the operating expenses of the board. Although the accountancy statutes refer to this account as the Fund, the board refers to it as the Operating Account to clearly distinguish between the purpose of this account and the purpose of the other cash account required by the accountancy statutes.
2. The Board of Accountancy Trust Account (Trust Account). This account is designed to have sufficient cash to fund expenses incurred in the study, research, investigation, or adjudication of matters involving possible violations of the accountancy statutes or regulations. However, the accountancy statutes also permit using cash in the account to fund other expenses that are germane to the board's statutory purposes and cannot otherwise be funded through the Operating Account.

During each of the first five fiscal years after the board was reestablished as an independent board (fiscal years that ended June 30 in 2002, 2003, 2004, 2005, and 2006), its revenues exceeded operating expenses and the excess was transferred to the Trust Account. However, over the past few years, the board's operating expenses have increased significantly. Some examples follow:

1. The board added staff to administer the certified public account (CPA) examination when it was determined that using a third-party administrator was not in the best interests of persons applying for and taking the CPA examination.
2. Significant expenses were incurred in purchasing and implementing a new licensing software system.
3. As with other state agencies, the board has incurred significant increases in expenses to keep pace with changes in information technology.
4. The board incurred significant expenses in moving to new operating facilities as part of the Commonwealth's efforts to consolidate locations.

Although operating expenses have increased significantly, fees have remained the same. Increases in operating expenses caused the operating expenses to exceed revenues during the fiscal years that ended June 30 in 2007, 2008, and 2009. Those deficiencies in revenues were funded through transfers of cash from the Trust Account. During the fiscal year that ended June 30, 2010, the board was able to keep operating expenses approximately equal to revenues. However, that was only because of temporary reductions in operating expenses. Operating expenses once again exceeded revenues during the fiscal year that ended June 30, 2011. The board forecasts that

by early in 2013, it will have virtually no cash, either in the Operating Account or the Trust Account.

The board believes its operating activities are efficient and services cannot be eliminated. In addition, it is critical that the Trust Account be built up to comply with its primary statutory requirement. The need for the Trust Account has been demonstrated in other states by the highly publicized fraudulent financial reporting by Enron, WorldCom, and other well-known entities and by the highly publicized misappropriation of assets by Bernie Madoff and other prominent figures. In each of these cases, licensees were implicated. Studying, researching, investigating, or adjudicating whether circumstances that led to the perpetration of such fraud constitute violations of the accounting statutes or regulations requires complex considerations. However, fraud is not the only matter for which studying, researching, investigating, or adjudicating possible violations of the accountancy statutes or regulations requires complex considerations. These complex considerations require the use of experts with specialized skills, and the expenses incurred by boards of accountancy are typically significant.

The board's sole mission is to protect the citizens of the Commonwealth, and it views licensing as a broad concept that offers the public significant protection by prescribing requirements for formal and continuing professional education, examination, and experience; by prescribing standards of conduct and practice; and by imposing penalties for not complying with the accountancy statutes and regulations. The purpose of this action is to propose increases in the prescribed fees that will ensure that the board is able to fund its operating expenses and, based on the experience of boards of accountancy in other states, the Trust Account will be sufficient to fund expenses the board incurs in studying, researching, investigating, or adjudicating matters involving possible violations of the accountancy statutes or regulations.

As a gauge of the reasonableness of the fee increases proposed:

1. The current fees are considerably less than the fees adopted October 23, 1991, but the proposed fees are not significantly higher than the fees adopted October 23, 1991.
2. The proposed fees are lower than the fees charged by the boards of accountancy in many of the other states, and in some cases are significantly lower.

Substance: The board proposes to increase or add the following fees:

1. A fee of \$20 is added for processing additional applications to take one or more sections of the CPA examination.

2. A fee of \$25 is added for a preliminary evaluation of whether a person has met the requirements to take the CPA examination.
3. The fee for processing an application for issuance of a Virginia license to a person is increased from \$24 to \$75.
4. The fee for processing an application for issuance of a Virginia license to a firm is increased from \$24 to \$100.
5. The fee for processing an application for the timely renewal of a person's Virginia license is increased from \$24 to \$60.
6. The fee for processing an application for the timely renewal of a firm's Virginia license is increased from \$24 to \$75.
7. The additional fee for processing an application for the renewal of a person's Virginia license that is not timely is increased from \$25 to \$100.
8. The additional fee for processing an application for the renewal of a firm's Virginia license that is not timely is increased from \$25 to \$100.
9. The fee for processing an application for reinstatement of a person's Virginia license is increased from \$250 to \$350.
10. The fee for processing an application for reinstatement of a firm's Virginia license is increased from \$250 to \$500.
11. The fee for processing an application for lifting the suspension of a person's privilege of using the CPA title in Virginia is increased from \$250 to \$350.
12. The fee for processing an application for lifting the suspension of a firm's privilege of providing attest services or compilation services for persons or entities located in Virginia is increased from \$250 to \$500.
13. A fee of \$25 is added for providing or obtaining information about a person's grades on sections of the CPA examination.
14. A fee of \$25 is added for processing an online request for verification that a person or firm holds a Virginia license.
15. A fee of \$50 is added for processing a manual request for verification that a person or firm holds a Virginia license.
16. A fee of \$100 is added for not responding within 30 calendar days to any request for information by the board under subsection A of 18VAC5-22-170.
17. The additional fee for not using the online payment option for any service provided by the board is increased from \$5 to \$25.

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Issues: The Code of Virginia establishes the board as the state agency that oversees licensing of CPAs providing services in Virginia. The board's sole mission is to protect the citizens of the Commonwealth, and it views licensing as a broad concept that offers the public significant protection by prescribing requirements for formal and continuing professional education, examination, and experience; by prescribing standards of conduct and practice; and by imposing penalties for not complying with the accountancy statutes and regulations.

The proposed fee increases will ensure that the board has sufficient revenues to fund its operating expenses and to ensure that the Trust Account is sufficient to comply with statutory requirements.

There are no disadvantages to the public or the Commonwealth in raising the board's fees as proposed.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Amendments to Regulation. The Board of Accountancy (Board) proposes to create several new categories of fees and increase most fees paid by licensees that are subject to the Board's authority.

Result of Analysis. There is insufficient information to accurately gauge whether benefits are likely to outweigh costs for these proposed changes.

Estimated Economic Impact. Under current regulations, individuals who seek to take the Certified Public Accountant (CPA) exam pay a fee of \$120 and can take the exam numerous times without any further fee costs. Both accountancy firms and individual accountants currently pay \$24 for the processing of both their initial licensure applications and for subsequent applications for renewal of licensure; individuals and firms that renew their licenses late are currently subject to a late filing fee of \$25. There is currently a \$250 fee for individuals and firms who must have their licenses reinstated, for individuals who are seeking to regain the use of the CPA title in Virginia and firms that seek to regain the right to provide attest and compilation services. There is currently a \$25 fee to obtain additional wall certificates and there is a \$5 fee for not using the online payment system (although this fee is waived for individuals who cannot access that system from their computers).

With these proposed regulations, the Board intends to 1) separate licensure fees paid by individuals accountants from those that are paid by accounting firms (because firms are able to offer attestation and compilation services that individual accountants cannot), 2) raise most current fees, and 3) institute several new categories of fees including a fee for retaking all or portions of the CPA exam. Below is a comparison table for current and proposed fees:

| FEE TYPE | CURRENT FEE | PROPOSED FEE | % INCREASE |
|---|-------------|--------------|------------|
| Processing an (Initial) Application to Take the CPA Exam | \$120 | \$120 | No Change |
| Processing Additional Applications to Take All or Part of the CPA Exam | No Fee | \$20 | N/A |
| Preliminary Evaluation of Whether a Person Meets Requirements to Sit for the CPA Exam | No Fee | \$25 | N/A |
| Initial Licensure Application Processing for Individuals | \$24 | \$75 | 213% |
| Initial Licensure Application Processing for Firms | \$24 | \$100 | 317% |
| License Renewal Application Processing for Individuals | \$24 | \$60 | 150% |
| License Renewal Application Processing for Firms | \$24 | \$75 | 213% |
| Additional Fee for Late Renewal of an Individuals License | \$25 | \$100 | 300% |
| Additional Fee for Late Renewal of a Firms License | \$25 | \$100 | 300% |
| Individual Reinstatement of Licensure Fee | \$250 | \$350 | 40% |
| Firm Reinstatement of Licensure Fee | \$250 | \$500 | 100% |

| | | | |
|--|--------|-------|-----------|
| Fee for Lifting a Suspension of Privilege to Use the CPA Title in Virginia | \$250 | \$350 | 40% |
| Fee for Lifting Suspension of Privilege to Provide Attest and Compilation Services | \$250 | \$500 | 100% |
| Fee for Providing Information CPA Examination Grades | No Fee | \$25 | N/A |
| Online Processing of Verification Of Individual or Firm Licensure | No Fee | \$25 | N/A |
| Manual Processing of Verification Of Individual or Firm Licensure | No Fee | \$50 | N/A |
| Providing an Additional Wall Certificate | \$25 | \$25 | No Change |
| Fee for Not Responding to the Boards Request for Information Within 30 Days | No Fee | \$100 | N/A |
| Additional Fee for Manual Processing of Payments to the Board | \$5 | \$25 | 400% |

expenses have greatly increased over the last several years for several reasons:

- Board staff now administers the CPA exam rather than it being administered by a third party vender,
- The Board purchased a new licensing software system,
- Information technology expenses have risen significantly, and
- The Board incurring significant additional expense for moving and higher rent.

Increasing fees will likely increase the cost of being licensed as an accountant and, so, will likely slightly decrease the number of people who choose to be accountants. To the extent that the public benefits from the Board regulating this professional population, they will also likely benefit from the Board's proposed action that will increase fees to support Board activities. There is insufficient information to ascertain whether benefits will outweigh costs.

Businesses and Entities Affected. Board staff reports that the Board currently regulates 23,500 licensed accountants and 1,200 accountancy firms. All of these entities, as well as any individuals or entities who may wish to become licensed in the future, will be affected by these proposed regulations.

Localities Particularly Affected. No locality will be particularly affected by this proposed regulatory action.

Projected Impact on Employment. Fee increases in this regulatory action will likely marginally decrease the number of individuals who choose to work in professional fields that are regulated by the Board. Individuals who work part time or whose earnings are only slightly higher in these licensed fields than they would be in other jobs that do not require licensure will be more likely to be affected.

Effects on the Use and Value of Private Property. To the extent that affected licensees are in private practice, fee increases will likely slightly decrease business profits and make their businesses slightly less valuable.

Small Businesses: Costs and Other Effects. Board staff reports that most of the firms regulated by the Board likely qualify as small businesses. Affected small businesses will bear the costs of proposed increased fees.

Board staff reports that from FY2002 through FY2006, revenues to the Board exceeded expenditures and the Board was able to save money for future Board needs. From FY2007 through FY2009, the Board's expenditures exceeded its revenues and the Board's trust account was drained to bridge the gap. For FY2010, Board revenues and expenditures were roughly equal but Board staff expects that the Board will run a deficit again in FY2011 and, by early FY2013, both the Board's operating account and its trust account will be completely depleted. Board staff reports that

Small Businesses: Alternative Method that Minimizes Adverse Impact. There are several actions that the Board could take that might mitigate the necessity of raising fees overall. The Board could slightly lengthen the time that it takes to process both license applications and complaints so that staff costs could be cut. This option would benefit current licensees but would slightly delay licensure, and the ability to legally work, for new applicants. Affected small businesses would also likely benefit from increased scrutiny of the IT costs that are driving increases in Board expenditures.

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Real Estate Development Costs. This regulatory action will likely have no effect on real estate development costs in the Commonwealth.

Legal Mandate. The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 2.2-4007.04 of the Administrative Process Act and Executive Order Number 14 (10). Section 2.2-4007.04 requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. Further, if the proposed regulation has adverse effect on small businesses, § 2.2-4007.04 requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to Economic Impact Analysis:

In its Economic Impact Analysis (EIA) of the fee changes the Virginia Board of Accountancy (Board) is proposing:

1. DPB concludes, "Increasing fees will likely increase the cost of being licensed as an accountant and, so, will likely decrease the number of people who choose to be accountants." VBOA response: The VBOA is responsible for licensing and regulating "Certified Public Accountants (CPA)," not accountants. The choice to become a CPA is generally based upon the individual's chosen professional objectives that require the CPA designation, recognizes that the CPA designation will likely assist in increased employment/income opportunities, and/or recognizes that the CPA designation is trusted and respected by the public in general and requires a certain level of expertise. The VBOA does not believe that slightly increasing fees for the first time in over 20 years (i.e., an annual renewal fee increase for individuals from \$24 to \$60, or only \$36/year) will impact an individual's decision on whether to become a CPA. Virginia has over 24,000 active, licensed CPAs and continues to see growth in the number of new individuals choosing to become CPAs.

2. DPB concludes, "To the extent that the public benefits from the Board regulating this professional population, they will also likely benefit from the Board's proposed action that will increase fees to support Board activities." VBOA response: The VBOA agrees that the Board's proposed action will be of benefit to the public and to the profession in general.

3. DPB concludes, "Fee increases in this regulatory action will likely marginally decrease the number of individuals who choose to work in professional fields that are regulated by the Board. Individuals who work part time or whose earnings are only slightly higher in these licensed fields than they would be in other jobs that do not require licensure will be more likely to be affected." VBOA response: See response to "1." above. The board recognizes that there may be an extremely small number of working CPAs who do not need the CPA designation or whose job does not require licensure as a CPA who may choose not to renew his license and therefore not be able to use the CPA title.

4. DPB concludes, "To the extent that affected licensees are in private practice, fee increases will likely slightly decrease business profits and make their businesses slightly less valuable." VBOA response: The board does not believe that an increase of \$36/year for an individual renewal or \$51/year for a firm renewal will make their business "less valuable."

5. DPB concludes, "There are several actions that the Board could take that might mitigate the necessity of raising fees overall. The Board could slightly lengthen the time that it takes to process both license applications and complaints so that staff costs could be cut. This option would benefit current licensees but would slightly delay licensure, and the ability to legally work, for new applicants." VBOA response: The VBOA has a small staff of only 8 full-time positions. Of these individuals, only one staff member is dedicated to approving a CPA license (over 1,200/year), and only one staff member is dedicated to investigating and adjudicating complaints (over 100/year). Staff costs could not be cut without eliminating these positions, and therefore eliminating these functions. The VBOA does not believe that even DPB could justify the elimination of these functions. Without these positions, the VBOA could not process and issue a CPA license, nor could it investigate complaints. Considering that the VBOA's mission is to "protect the citizens of the Commonwealth through a regulatory program of licensure and compliance of CPAs and CPA firms," the VBOA could not exist without these critical functions.

6. DPB concludes, "Affected small businesses would also likely benefit from increased scrutiny of the IT costs that are driving increases in Board expenditures." VBOA

response: The DPB conclusion assumes that the VBOA has not scrutinized its increasing IT costs. To the contrary, the VBOA has and continues to scrutinize and has taken numerous steps within its control to streamline IT-related costs. The Commonwealth of Virginia, through the Virginia Information Technologies Agency and through a contract with Northrop Grumman, has full control of IT-related telecommunications and computer equipment costs, and not the VBOA.

Summary:

The proposed amendments create several new categories of fees and increase most fees paid by licensees that are subject to the board's authority.

18VAC5-22-20. Fees.

A. The board shall charge the following fees for services it provides:

| | |
|---|----------------------------------|
| Processing an <u>initial</u> application to take <u>one or more sections of the CPA examination</u> | \$120 |
| Processing <u>additional applications to take one or more sections of the CPA examination</u> | <u>\$20</u> |
| <u>Preliminary evaluation of whether a person has met the requirements to take the CPA examination</u> | <u>\$25</u> |
| Processing an application for issuance of a Virginia license <u>to a person</u> | \$24 <u>\$75</u> |
| <u>Processing an application for issuance of a Virginia license to a firm</u> | <u>\$100</u> |
| Processing an application for the timely renewal of a <u>person's</u> Virginia license | \$24 <u>\$60</u> |
| <u>Processing an application for the timely renewal of a firm's Virginia license</u> | <u>\$75</u> |
| Additional fee for processing an application for a <u>the renewal of a person's Virginia license renewal</u> that is not timely | \$25 <u>\$100</u> |
| <u>Additional fee for processing an application for the renewal of a firm's Virginia license that is not timely</u> | <u>\$100</u> |
| Processing an application for reinstatement of a <u>person's</u> Virginia license | \$250 <u>\$350</u> |
| <u>Processing an application for reinstatement of a firm's Virginia license</u> | <u>\$500</u> |
| Processing an application for lifting the suspension of the privilege of using the CPA title in Virginia or for lifting the suspension of the privilege of providing attest services or compilation services for persons or entities | \$250 <u>\$350</u> |

| | |
|---|----------------------------|
| located in Virginia | |
| <u>Processing an application for lifting the suspension of the privilege of providing attest services or compilation services for persons or entities located in Virginia</u> | <u>\$500</u> |
| <u>Providing or obtaining information about a person's grades on sections of the CPA examination</u> | <u>\$25</u> |
| <u>Processing requests for verification that a person or firm holds a Virginia license:</u> | |
| <u>1. Online request</u> | <u>\$25</u> |
| <u>2. Manual request</u> | <u>\$50</u> |
| Providing an additional wall certificate | \$25 |
| <u>Additional fee for not responding within 30 calendar days to any request for information by the board under subsection A of 18VAC5-22-170</u> | <u>\$100</u> |
| Additional fee for not using the online payment option for any service provided by the board | \$5 <u>\$25</u> |

B. All fees for services the board provides are due when the service is requested and are nonrefundable.

VA.R. Doc. No. R08-1113; Filed February 7, 2012, 2:39 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 or obtained on regular work days from 8 a.m. until 5 p.m. at the Board of Accountancy, 9960 Mayland Drive, Suite 402, Henrico, VA 23233, telephone (804) 367-8505, or FAX (804) 527-4409. There are no costs associated with obtaining printed copies of the documents listed.

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

Guidance Documents:

[Adjudication Manual](#) (2/21/08)

[Application Review Guidelines for Criminal History](#) (5/6/03)

[Board of Accountancy Rights and Responsibilities on FOIA](#) (5/27/09)

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 <http://www.doa.virginia.gov> and the respective document's specific web link is listed below with the document title. Hardcopies of all documents except the CAPP Manual may be obtained free of charge by contacting Michael E. Rider at P.O. Box 1971, Richmond, VA 23218-1971, telephone (804) 225-3051, or email at michael.rider@doa.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Douglas N. Page, Director of Finance & Administration, at (804) 225-3136 or email at doug.page@doa.virginia.gov.

[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 three documents, one for state agencies, one for higher education institutions and one for component units.

[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 on the Virginia Department for the Aging website or 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:

[\[VDA-01\] Virginia's State Plan for Aging \(October 1, 2011 - September 30, 2015\)](#) (6/16/11)

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

[\[VDA-SvcStd-ADC\] VDA Service Standard: Adult Day Care](#) (11/23/04)

[\[VDA-SvcStd-CareCoord\] VDA Service Standard: Care Coordination](#) (4/14/03)

[\[VDA-SvcStd-CCEVP1\] VDA Service Standard: CCEVP Level One](#) (10/18/11)

[\[VDA-SvcStd-CCEVP2\] VDA Service Standard: CCEVP Level Two](#) (10/18/11)

[\[VDA-SvcStd-CCEVP-SOS\] VDA Service Standard: CCEVP S.O.S.](#) (10/18/11)

[\[VDA-SvcStd-Checking\] VDA Service Standard: Checking](#) (4/14/03)

[\[VDA-SvcStd-Chore\] VDA Service Standard: Chore](#) (4/14/03)

[\[VDA-SvcStd-CM\] VDA Service Standard: Congregate Nutrition](#) (10/1/09)

[\[VDA-SvcStd-CRIA\] VDA Service Standard: Communication, Referral and Information & Assistance \(CRIA\)](#) (10/3/11)

[\[VDA-SvcStd-ElderAbus\] VDA Service Standard: Elder Abuse Prevention](#) (4/14/03)

[\[VDA-SvcStd-Emergency\] VDA Service Standard: Emergency](#) (4/22/03)

[\[VDA-SvcStd-EmpT3\] VDA Service Standard: Employment Title III](#) (4/22/03)

[\[VDA-SvcStd-EmpT5\] VDA Services Coordination Plan: Employment Title V SCSEP \(2008-2011\)](#) (10/31/08)

[\[VDA-SvcStd-HDM\] VDA Service Standard: Home Delivered Nutrition](#) (10/1/09)

[\[VDA-SvcStd-HealthEd\] VDA Service Standard: Health Education & Screening](#) (4/14/03)

[\[VDA-SvcStd-HealthPro\] VDA Service Standard: Disease Prevention & Health Promotion](#) (4/14/03)

[\[VDA-SvcStd-Home\] VDA Service Standard: Home Health](#) (4/14/03)

[\[VDA-SvcStd-Homemaker\] VDA Service Standard: Homemaker](#) (4/14/03)

[\[VDA-SvcStd-ID\] VDA Service Standard: ID Discount](#) (4/29/03)

[\[VDA-SvcStd-Legal\] VDA Service Standard: Legal Assistance](#) (10/14/08)

[\[VDA-SvcStd-LTC\] VDA Service Standard: Long Term Care Coordinating Activities](#) (4/14/03)

[\[VDA-SvcStd-MoneyMgmt\] VDA Service Standard: Money Management](#) (4/29/03)

[\[VDA-SvcStd-Options\] VDA Service Standard: Options Counseling](#) (10/1/11)

[\[VDA-SvcStd-PersCare\] VDA Service Standard: Personal Care](#) (4/14/03)

[\[VDA-SvcStd-PIE\] VDA Service Standard: Public Information & Education](#) (6/30/03)

[\[VDA-SvcStd-PrepAdmin\] VDA Service Standard: Preparation and Administration of the Area Plan](#) (4/14/03)

[\[VDA-SvcStd-ResRepair\] VDA Service Standard: Residential Repair & Renovation](#) (10/14/04)

[\[VDA-SvcStd-SocRec\] VDA State Plan: Socialization & Recreation Services, Multipurpose Senior Center](#) (4/14/03)

[\[VDA-SvcStd-Trans\] VDA Service Standard: Transportation Services](#) (10/1/03)

[\[VDA-SvcStd-Volunteer\] VDA Service Standard: Volunteer](#) (4/22/03)

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. Darrell Marshall 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.

Charitable Gaming Board

Guidance Documents:

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

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

Board of Agriculture and Consumer Services

Guidance Documents:

[Approved Capture Drugs and Drug Administering Equipment](#) (7/20/09)

[Avian Influenza \(H5 and H7\) Proclamation](#) (12/4/09)

[Avian Influenza \(H5 and H7\) Proclamation](#) (1/18/12)

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

Guidance Documents

[Dairy Services Procedure Manual](#) (9/16/11)

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

[Food Safety & Security Field Operations Manual](#) (9/16/11)

[Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws](#) (12/1/11)

[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)

[Health Spa Contract Requirements](#) (7/29/10)

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

[Office of Weights and Measures Technical Bulletin Number 2011-1 -- Labeling of Motor Fuel Dispensers outside Reformulated Gasoline Areas](#) (6/1/11)

[Office of Weights and Measures Technical Bulletin Number 2011-2 -- Advertisement Signs and Posted Signs with Taxes Included or Excluded and the Total Price Displayed at the Pump](#) (7/1/11)

[Office of Weights and Measures Technical Bulletin Number 2011-3 -- Taxes Charged for the Purchase of Gasoline, Diesel, Off-Road Diesel, Heating Oil and Kerosene](#) (7/1/11)

[Virginia Cotton Boll Weevil Trapping Program, 2011 Guidelines](#) (8/1/11)

[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, 2012 Guidelines](#) (9/1/09)

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

Pesticide Control Board

Guidance Documents:

[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)

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

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

[Product Registration: Submission of Labels](#) (9/6/11)

[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)

[Supervision of Registered Technicians \(Including Government Employees and Not-for-Hire Individuals\)](#) (12/9/09)

State Milk Commission

Guidance Documents:

[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://www.townhall.virginia.gov>.

Guidance Documents:

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

[Circular Letter 01-2](#) (2/1/01)
[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 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)
[Circular Letter 85-6](#) (5/31/85)
[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 92-1](#) (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)
[Foam Board Advertising Approval](#) (2/12/06)
[Licensee Bulletin - Vol.56, No.1](#) (1/1/00)
[Licensee Bulletin Vol. 56, No.2](#) (1/1/00)
[Licensee Bulletin Vol. 56 , No. 4](#) (1/1/00)
[Licensee Bulletin Vol.56, No.3](#) (1/1/00)
[\[Issued Quarterly\] Licensee Newsletter - Spring 2003](#) (3/1/03)
[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, Acting Executive Director, at the same address, by telephone or TTY at (804) 662-7021 or by FAX at (804) 662-9533.

Questions regarding interpretation or implementation of these documents may be directed to Sandra Prince, Acting Executive Director, Assistive Technology Loan Fund Authority, 8004 Franklin Farms Drive, Richmond, VA 23288, telephone (804) 662-7021, FAX (804) 662-9533 or email sandra.prince@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.

Guidance Documents

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 <http://www.dhp.virginia.gov/aud> and the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at audbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie L. Knachel, Executive Director of the Board, at the address above or by telephone at (804) 367-4630. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/aud/aud_guidelines.htm

30-1, Sanctioning Reference Points; Instruction Manual, revised November 3, 2011

30-2, By-Laws of the Board of Audiology and Speech-Language Pathology, revised February 3, 2011

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 February 3, 2011

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

30-8, Practice and the need for licensure as a speech-language pathologist, adopted May 26, 2011

30-9, Continuing education audits and sanctions for failure to comply, adopted May 26, 2011

30-10, Disposition of disciplinary cases for practicing on expired licenses, adopted November 3, 2011

AUDITOR OF PUBLIC ACCOUNTS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Auditor of Public Accounts, 101 N. 14th Street, 8th Floor,

Richmond VA 23219. Copies may be obtained by contacting Kim Via at P.O. Box 1295, Richmond, VA 23218, telephone (804) 225-3350 (ext. 360); or email kimberly.via@apa.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Kim Via, Auditor, Auditor of Public Accounts, telephone (804) 225-3350 (ext. 360), or email kimberly.via@apa.virginia.gov.

Guidance Documents:

[\[ABC SPEC\] Specifications for Audits of Authorities, Boards, and Commissions](#) (8/1/07)

[\[CCT SPEC\] Specifications for Audits of Counties, Cities, and Towns](#) (8/1/11)

[\[Sheriffs\] Virginia Sheriffs Accounting Manual](#) (7/1/11)

[\[UFRM\] Uniform Financial Reporting Manual](#) (7/1/11)

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Included in the detailed listing for each Department of Behavioral Health and Developmental Services (DBHDS) guidance document is the name and contact information of the staff person who can respond to interpretive or implementation questions. All departmental guidance documents are available electronically on Town Hall or at <http://www.dbhds.virginia.gov/> without charge. There may be a nominal charge if an individual requests that the department mail a paper copy of any of these documents. Any questions regarding the posting of any DBHDS guidance documents should be directed to 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.

Guidance Documents:

[\[CSB 1\] FY 2012 Community Services Performance Contract: Central Office, State Facility, and Community Services Board Partnership Agreement; and Community Services Board Administrative Requirements](#) (5/6/11)

[\[CSB F-2\] Financial Management Standards/Accounts Receivable and Reimbursement Procedures For CSBs; Vol III](#) (5/27/03)

[\[CSB F-1\] Financial Management Standards for Community Services Boards, Third Edition](#) (7/1/02)

[\[CSB ID-1\] Admission and Discharge Protocols for Persons with Intellectual Disabilities](#) (3/1/11)

[\[CSB MH-1\] Discharge Protocols for Community Services Boards and State Mental Health Facilities](#) (12/1/10)

[\[FOR 1\] Guidelines for the Management of Individuals Found Not Guilty By Reason of Insanity](#) (5/28/03)

[\[FOR 2\] List of Standardized Measures of Intellectual Functioning](#) (11/5/08)

[\[HR 1\] Office of Human Rights, Protocols, Procedures and Practices Manual](#) (1/1/02)

[\[lic 1\] Office of Licensing: Protocols](#) (12/1/10)

[\[lic 2\] Licensing Intensive In-Home Guidance](#) (3/1/11)

[\[lic 3\] Outpatient Services with Applied Behavior Analysis Track Guidance](#) (12/14/11)

[\[lic 4\] Process for adding a new location of a licensed service in the same region.](#) (12/14/11)

[\[Part C 1\] Policies and Procedures for the Implementation of Part C of the Individuals with Disabilities Education Act \(IDEA\)](#) (8/1/02)

[\[Part C 2\] Infant and Toddler Connection of Virginia Practice Manual](#) (6/1/10)

[\[Part C 3\] Virginia System for Determination of Child Outcomes, Frequently Asked Questions](#) (7/7/08)

[\[Part C 4\] Determining the Status of Infant/Toddler Development in Relation to the Three Offices of Special Education Program \(OSEP\) Outcomes](#) (2/1/08)

[\[Part C 5\] Virginia's System for Determination of Child Progress Implementation Instructions](#) (1/14/08)

[\[Part C 6\] Indicator Ratings](#) (1/10/08)

[\[Part C 7\] Functional Outcomes/Indicators](#) (1/10/08)

[\[Plan 1\] Comprehensive State Plan 2012-2018](#) (12/12/11)

[\[SA 1\] Requirements for Federally Mandated Independent Peer Review---Office of Substance Abuse Services Guidance Bulletin 2002-01](#) (10/7/02)

[\[SA 2\] Managed Withdrawal Training Manual---Office of Substance Abuse Services Guidance Bulletin 2003-01](#) (3/31/03)

[\[SA 3\] Prevention Services and Personnel Supported by the Substance Abuse Prevention and Treatment Block Grant Prevention Set-Aside---Office of Substance Abuse Services Guidance Bulletin 2003-03](#) (8/1/03)

[\[SA 4\] 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 2003-04](#) (8/1/03)

[\[SA 5\] Human Rights Regulations--Restrictions on the Use of Telephones and Visitation Privileges---Office of Substance Abuse Services Guidance Bulletin 2003-02](#) (8/1/03)

[\[SA 6\] Buprenorphine Products for the Pharmacologic Management of Opioid Addiction](#) (7/14/04)

[\[SA 7\] Medicaid Documentation to Support Reimbursement for Integrated Treatment of Co-Occurring Mental Health and Substance Abuse Disorders in Community Mental Health Rehabilitation Services](#) (4/16/07)

[\[SA 8\] Substance Abuse Residential Purchase of Services \(SARPOS\)](#) (7/26/07)

[\[SA 9\] Special Treatment Needs of Individuals with Co-Occurring Substance Abuse Disorders and Traumatic Brain Injuries](#) (3/28/05)

[\[SA 9a\] Criminal History Background Checks for Direct Consumer Care Personnel in Adult Substance Abuse Treatment Programs](#) (3/28/05)

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 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 Assistant to the Commissioner, 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, issued 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

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

VRCBVI Student Handbook, revised May 2009

Guidance Documents

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

[Orientation and Mobility Services to Children who are Visually Impaired \(12/27/11\)](#)

[\[DS-PPD-11-02\] 2010 RSA Monitoring Report Corrective Actions \(12/27/11\)](#)

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 Department of Business Assistance, 1220 Bank Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Mr. Duc Truong at the same address, telephone (804) 371-2097, FAX (804) 371-8137 or email duc.truong@vdba.virginia.gov.

Questions regarding interpretation or implementation of the Virginia Department of Business Assistance Workforce Services Jobs Investment Program Guidelines may be directed to Mr. Duc Truong, Senior Operations Manager, Virginia Jobs Investment Program, Department of Business Assistance, 1220 Bank Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Mr. Duc Truong at the same address, telephone (804) 371-2064, FAX (804) 371-8137 or email duc.truong@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, VA 23606. Copies may be obtained free of charge by contacting Carol Safko, Director of Reports, at the same address, FAX (757) 594-7508, telephone (757) 594-7609, or email irar@cnu.edu.

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](#) 2011-2012 and academic policies

[Graduate Course Catalog](#) 2011-2012 and academic policies

[Student Handbook](#) 2011-2012

[Residence Life Handbook](#), Volume 1, Number 13, August 2011

[University Handbook](#) 2011-2012

[Adjunct Faculty Handbook](#) 2011-2012

[Annual Security and Fire Safety Report](#) 2011-2012

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.

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 2011, §§ 2.2-4008 and 2.2-4103

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 sjwilms@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 2011

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 2011

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 Academic Regulations may also be obtained free of charge by contacting Sara L. Marchello, University Registrar, at telephone (757) 221-2801, FAX (757) 221-2151, or email slmarc@wm.edu. Questions regarding interpretation or implementation of the Regulations should also be directed to Ms. Marchello.

Guidance Document:

[Academic Regulations](#), revised effective July 2011

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/offices/compliance/policies/instructionalfaculty/index.php>. 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

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](#), updated August 2011

VIRGINIA COMMUNITY COLLEGE SYSTEM

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Community College System, James Monroe Building, 101 N. 14th Street, 15th Floor, Richmond, VA 23219. Copies may be obtained by contacting Ms. Donna Swiney at the same address, telephone (804) 819-4910, FAX (804) 819-4761, or email dswiney@vccs.edu. The document may be downloaded from the Virginia Community College System (VCCS) homepage at <http://www.vccs.edu>.

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

Guidance Document:

Virginia Community College System Policy Manual, (approximately 319 pages), revised July 17, 2008, §§ 23-214 through 23-231.1, \$25.

Workforce Investment Act

Copies of Workforce Investment Act (WIA) guidance documents are available on the VCCS's website at <http://myfuture.vccs.edu/WorkforceServices/VirginiaWorkforceNetwork/tabid/693/Default.aspx> or by contacting Elizabeth Creamer, Post Secondary Perkins Tech Prep Director, 101 N. 14th St., 17th Floor, Richmond, VA 23219, telephone (804) 819-4691, FAX (804) 819-4772, or email ecreamer@vccs.edu. Unless otherwise indicated, there is a \$1.00 per document copying charge.

Questions regarding interpretation or implementation of WIA guidance documents may be directed to the above named individual. All WIA guidance documents provide interpretive guidance for P.L. 105-220 and 20 CFR Part 652.

Policy Statements

[99-1 Designation of Local Workforce Investment Areas](#)

[99-2 Establishment of Local Workforce Investment Board](#)

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

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

Guidance Documents

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

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

[00-6 Universal Access, Adult Eligibility and Priority of Services](#)

[00-7 Certification Process for WIA Training Providers](#)

[00-8 Virginia's Training Voucher System under WIA](#) - Revised October 3, 2005

[00-10 Equal Opportunity Policy](#)

[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, 29 CFR Part 37](#)

[Methods of Administration Elements](#)

[01-02 Discrimination Policy](#)

[01-03 National Emergency Grant](#)

[01-04 Process for Additional Funding of Dislocated Worker Activities](#)

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

[02-02 Recaptured Workforce Investment Act Title I Local Formula Funds](#)

[02-04 Existing Worker Strategy, Virginia Workforce Council \(VWC\) Policy](#)

[03-01 Work First](#)

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

[03-03 Priority of Service](#)

[05-01 Continuous Improvement](#)

[05-02 WIA Incentives](#)

[05-03 Sanctions](#)

[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](#)

WIA Eligibility Guidelines

The guidelines for determining 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](#)

[Self-Certification and Telephone/Document Inspection Verification Requirements](#)

[WIA Definitions for Title I Eligibility](#)

Virginia Guidance to Local Areas

[Virginia Local Oversight/Monitoring Guide](#)

[Self-Sufficiency Standard - Resource](#)

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

Virginia Workforce Letters

As the state WIA administrative entity, the VCCS issues Virginia Workforce Letters to provide administrative guidance deemed necessary to implement the WIA in Virginia.

[VWL #00-01 Consumer Reports System](#)

[VWL #00-02 Implementation of Interim Data Collection and Reporting System](#)

[VWL #01-01 Follow-Up Services - \(Revised 8-28-03\)](#)

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

[VWL #01-03 Memoranda of Understanding Guidelines](#)

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

[VWL #02-01 Board Staff Costs](#)

[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 #02-05 Sanctions for Unacceptable Performance](#)

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

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

[VWL #02-09 Local Workforce Investment Board \(LWIB\) Recertification](#)

[VWL #03-02 Training Special Populations](#)

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

[VWL #05-01 Compliance Review CAP Guidance](#)

[VWL #05-02 Corrective Action Plans](#)

[VWL #05-03 Youth Work Experience](#)

[VWL #05-04 Timely Data Entry](#)
[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 #05-09 Local Area Incumbent Worker Training Service Provisions](#)
[VWL #05-11 Credentials and Certifications](#)
[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 #08-01 The State Partner Memorandum of Understanding for Comprehensive One Stop Workforce Centers](#)
[VWL #08-04 Clarification on Services Allowed under Funds Received for Additional Dislocated Worker Activities](#)
[VWL #08-05 Needs-Related Payments and Supportive Services Guidance](#)
[VWL #08-06 2009 Poverty and 70% LLSIL Levels w/100% LLSIL](#)
[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](#)

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. In some cases, individual copies of certain documents may also be viewed at the Department's regional offices or at Virginia State Parks.

Questions regarding interpretation or implementation of these documents may be directed to David C. Dowling, Policy and Planning 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.

Chesapeake Bay Local Assistance Board

Guidance Documents:

[\[DCR-CBLAB-001\] Letter to Delegate John G. Dicks, III \(10/19/89\)](#)
[\[DCR-CBLAB-002\] Letter to Prince William County Attorney Sharon E. Pandek \(9/10/90\)](#)
[\[DCR-CBLAB-003\] Opinion from the OAG re Grandfathering \(6/28/91\)](#)
[\[DCR-CBLAB-004\] Opinion from the Office of the Attorney General regarding takings \(7/2/91\)](#)
[\[DCR-CBLAB-005\] Opinion for the Office of the Attorney General regarding the authority of the Board to institute legal action \(11/26/01\)](#)
[\[DCR-CBLAB-006\] Opinion for the Office of the Attorney General regarding the Equal Protection Clause of the US Constitution \(10/30/02\)](#)
[\[DCR-CBLAB-009\] Board Guidance Document regarding Delineation of the RPA \(2/1/92\)](#)
[\[DCR-CBLAB-011\] Board's Checklist used to evaluate the consistency of locally adopted, Phase I, program ordinances \(1/2/91\)](#)
[\[DCR-CBLAB-012\] Board's Checklist used to evaluate the consistency of Phase II comprehensive plans \(1/10/92\)](#)
[\[DCR-CBLAB-013\] Board Guidance Document: Resource Protection Area - Onsite Buffer Area Delineation 9-16-02 \(6/15/09\)](#)
[\[DCR-CBLAB-014\] Board Guidance Document: Resource Protection Area - Buffer Area Encroachments 9-16-02 \(6/15/09\)](#)
[\[DCR-CBLAB-015\] Board Guidance Document: Stormwater Management Requirements 9-16-02 \(9/16/02\)](#)
[\[DCR-CBLAB-016\] Board Guidance Document: Silvicultural Operations, 9 VAC 10-20-120 \(10\) \(9/16/02\)](#)

Guidance Documents

[\[DCR-CBLAB-017\] Board Guidance Document: Exceptions, 9 VAC 10-20-150 C \(6/15/09\)](#)

[\[DCR-CBLAB-018\] Board Guidance Document: Nonconforming Structures and Uses, 9 VAC 10-20-150 A \(9/16/02\)](#)

[\[DCR-CBLAB-019\] Board Guidance Document: Determination of Water Bodies with Perennial Flow, 9 VAC 10-20-105 \(6/21/10\)](#)

[\[DCR-CBLAB-020\] Board Guidance Document: Resource Protection Areas: Permitted Development Activities, 9 VAC 10-20-130 \(6/21/10\)](#)

[\[DCR-CBLAB-021\] Board Guidance Document: Administrative Procedures for the Designation and Refinement of Chesapeake Bay Preservation Boundaries \(9/15/08\)](#)

[\[DCR-CBLAB-022\] Riparian Buffers Modification & Mitigation Guidance Manual \(9/15/03\)](#)

[\[DCR-CBLAB-024\] Letter, Henrico County regarding placing fences in the RPA \(3/3/00\)](#)

[\[DCR-CBLAB-025\] Letter, Hanover County regarding placing fences in the RPA \(4/20/00\)](#)

[\[DCR-CBLAB-069\] Letter to all Tidewater Administrators, Mayors and Town and City Managers \(4/14/04\)](#)

[\[DCR-CBLAB-085\] Procedural Policies for Local Program Review \(6/16/08\)](#)

[\[DCR-CBLAB-086\] Resource Protection Areas: Nontidal Wetlands \(12/10/07\)](#)

[\[DCR-CBLAB-087\] Approved Compliance Evaluation Review Elements \(6/21/10\)](#)

Department of Conservation and Recreation

Guidance Documents:

[\[DCR-DS-006\] The Floodplain Management Plan for the Commonwealth of Virginia \(12/1/05\)](#)

[\[DCR-DS-009\] Virginia Citizen's Guide to Floodplain Management \(12/1/05\)](#)

[\[DCR-DS-010\] Virginia Local Official's Guide to Floodplain Management \(12/1/05\)](#)

[\[DCR-NH-064\] Natural Heritage Resources of Virginia - Rare Animal Species \(6/1/10\)](#)

[\[DCR-NH-065\] The Natural Communities of Virginia: Ecological Groups and Community Types \(4/1/11\)](#)

[\[DCR-NH-066\] Natural Heritage Resource Fact Sheet - Conserving Endangered Species \(7/1/97\)](#)

[\[DCR-NH-074\] Virginia's Precious Heritage: A Report on the Status of Virginia's Natural Communities, Plants, and Animals \(12/1/03\)](#)

[\[DCR-NH-075\] Natural Heritage Resources of Virginia - Rare Plants \(4/1/09\)](#)

[\[DCR-PRR-002\] Virginia Recreational Trails Fund Program \(10/30/10\)](#)

[\[DCR-PRR-003\] Land and Water Conservation Fund Grant Application Manual 2010 \(1/1/10\)](#)

[\[DCR-PRR-010\] Bear Creek State Park Master Plan \(6/10/09\)](#)

[\[DCR-PRR-011\] Belle Isle State Park Master Plan \(3/22/11\)](#)

[\[DCR-PRR-012\] Caledon Natural Area Master Plan \(3/22/11\)](#)

[\[DCR-PRR-013\] Chippokes State Park Master Plan \(12/20/11\)](#)

[\[DCR-PRR-014\] Claytor Lake State Park Master Plan \(6/16/10\)](#)

[\[DCR-PRR-015\] Douthat State Park Master Plan \(6/9/09\)](#)

[\[DCR-PRR-016\] False Cape State Park Master Plan \(6/16/11\)](#)

[\[DCR-PRR-017\] First Landing State Park Master Plan \(6/16/10\)](#)

[\[DCR-PRR-018\] Hungry Mother State Park Master Plan \(6/10/09\)](#)

[\[DCR-PRR-019\] James River State Park Master Plan \(2/11/08\)](#)

[\[DCR-PRR-020\] Kiptopeke State Park Master Plan \(6/10/09\)](#)

[\[DCR-PRR-021\] Lake Anna State Park Master Plan \(9/2/11\)](#)

[\[DCR-PRR-022\] Mason Neck State Park Master Plan \(6/16/10\)](#)

[\[DCR-PRR-023\] New River State Park Master Plan \(12/15/11\)](#)

[\[DCR-PRR-024\] Natural Tunnel State Park Master Plan \(6/10/09\)](#)

[\[DCR-PRR-025\] Oconeechee State Park Master Plan \(12/15/11\)](#)

[\[DCR-PRR-026\] Pocahontas State Park Master Plan \(3/22/11\)](#)

[\[DCR-PRR-027\] Raymond R. "Andy" Guest Jr./Shenandoah River State Park Master Plan \(12/20/11\)](#)

[\[DCR-PRR-028\] Sailor's Creek State Park Master Plan \(6/10/09\)](#)

[\[DCR-PRR-029\] Sky Meadows State Park Master Plan \(9/2/11\)](#)

[\[DCR-PRR-030\] Smith Mountain Lake State Park Master Plan](#) (3/22/11)

[\[DCR-PRR-031\] Staunton River Battlefield State Park Master Plan](#) (6/16/10)

[\[DCR-PRR-032\] Wilderness Road State Park Master Plan](#) (6/10/09)

[\[DCR-PRR-033\] Grayson Highlands State Park Master Plan](#) (9/2/11)

[\[DCR-PRR-034\] Leesylvania State Park Master Plan](#) (6/16/10)

[\[DCR-PRR-035\] Holiday Lake State Park Master Plan](#) (12/20/05)

[\[DCR-PRR-036\] Twin Lakes State Park Master Plan](#) (3/22/11)

[\[DCR-PRR-037\] York River State Park Master Plan](#) (12/20/11)

[\[DCR-PRR-038\] Westmoreland State Park Master Plan](#) (12/20/11)

[\[DCR-PRR-039\] Fairy Stone State Park Master Plan](#) (3/22/11)

[\[DCR-PRR-040\] Powhatan State Park Master Plan](#) (2/22/07)

[\[DCR-PRR-041\] High Bridge State Park Master Plan](#) (2/22/07)

[\[DCR-PRR-042\] Seven Bends State Park Master Plan](#) (11/26/08)

[\[DCR-PRR-043\] Widewater State Park Master Plan](#) (11/26/08)

[\[DCR-PRR-044\] Southwest Virginia Museum Master Plan](#) (9/2/11)

[\[DCR-PRR-045\] Middle Peninsula State Park Master Plan](#) (10/15/10)

[\[DCR-PRR-046\] Staunton River State Park Master Plan](#) (2/11/08)

[\[DCR-SW-017\] Grant Project Management Manual](#) (4/15/11)

[\[DCR-VLCF-002\] Virginia Land Conservation Foundation's 2011 Grant Program Manual](#) (5/3/11)

[\[DCR-VLCF-003\] Land Preservation Tax Credits - Conservation Value Review Criteria](#) (3/27/09)

[\[DCR-VLCF-004\] Procedural Guidelines for Land Conservation Tax Credits Conservation Value Review](#) (12/22/06)

[\[DCR-VLCF-005\] Virginia's Land Preservation Tax Credit Brochure](#) (10/31/07)

[\[DCR-VLCF-006\] Land Preservation Tax Credit Questions and Answers](#) (2/1/08)

[\[DCR-VSRB-002\] Scenic River Designation Factsheet](#) (2/1/06)

[\[DCR-VSRB-003\] A Guide to Citizen Involvement in the Scenic River Designation Process](#) (2/1/06)

[\[DCR-VSRB-006\] Virginia's Scenic Rivers Program...its mission and process](#) (12/1/06)

Virginia Soil and Water Conservation Board

Guidance Documents:

[\[DCR-VSWCB-011\] Virginia Stormwater Management Handbook](#) (12/14/11)

[\[DCR-VSWCB-012\] Stormwater Enforcement Manual](#) (2/21/06)

[\[DCR-VSWCB-013\] Virginia Erosion and Sediment Control Handbook, Third Edition](#) (12/14/11)

[\[DCR-VSWCB-014\] Virginia Erosion and Sediment Control Field Manual, Second Edition](#) (12/14/11)

[\[DCR-VSWCB-015\] Virginia Erosion and Sediment Control Handbook AutoCad Drawings](#) (12/14/11)

[\[DCR-VSWCB-018\] Virginia Dam Safety, Flood Prevention and Protection Assistance Fund Loan and Grant Manual](#) (4/1/11)

[\[DCR-VSWCB-019\] Virginia Soil and Water Conservation Board Guidance Document on Impounding Structure Ownership](#) (9/26/08)

[\[DCR-VSWCB-021\] Guidance Document on Credits and Refunds of Dam Safety Certificate Application Fees](#) (11/30/10)

[\[DCR-VSWCB-022\] Guidance Document on Agricultural Exemption Requirements](#) (11/30/10)

[\[DCR-VSWCB-023\] Guidance Document on Roadways On or Below Impounding Structures](#) (11/30/10)

[\[DCR-VSWCB-024\] Guidance Document on Virginia Stormwater Management Program Site Inspection Strategies](#) (3/4/11)

[\[DCR-VSWCB-025\] Guidance Document on Supplemental Environmental Projects](#) (10/27/11)

[\[DCR-VSWCB-026\] Guidance Document on Utilization of Nonpoint Nutrient Offsets](#) (11/14/11)

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Copies of the following business entity and Uniform Commercial Code (UCC) forms and documents may be

Guidance Documents

viewed during regular work days from 8:15 a.m. until 5 p.m. at 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. Most of the forms can be downloaded from the Clerk's Office section on the State Corporation Commission's website.

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:

For business entity forms, use the following link - <http://www.scc.virginia.gov/clk/formfee.aspx>

For UCC forms, use the following link - <http://www.scc.virginia.gov/clk/uccfile.aspx>

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 October 2011, § 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 October 2011, § 13.1-819

SCC 888, Guide for Articles of Amendment - Nonstock Corporation, revised September 2011, § 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
- 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 Virginia Limited Liability Company, revised October 2011, § 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-1018.1, Statement of Change of the Principal Office Address of a Limited Liability Company, April 2010, § 13.1-1018.1
- 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

Guidance Documents

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 April 2011, § 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 July 2010, § 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

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

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 May 2011, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, revised May 2011, § 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.
<http://www.scc.virginia.gov/puc/bor.aspx>

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. **Contact the Division of Communications at (804) 371-9420.**

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. **Contact the Division of Communications at (804) 371-9420.**

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. **Contact the Division of Communications at (804) 371-9420.**

Letter, Director of Communications, dated December 16, 2011, Concerning Annual Payphone Service Provider Registration for 2012 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407. **Contact the Division of Communications at (804) 371-9420.**

Letter, Director of Communications, dated December 16, 2011, Concerning Annual Operator Service Provider Registration for 2012 including the letter and the forms for the operator service provider annual registration, 20VAC5-407. **Contact the Division of Communications at (804) 371-9420.**

Application for Registration as an Operator Service Provider, January 21, 2005, 20VAC5-407.
<http://scc.virginia.gov/publicforms/149/osp.pdf>

Application for Registration as a Payphone Service Provider, January 21, 2005, 20VAC5-407.
<http://scc.virginia.gov/publicforms/147/psp.pdf>

Guidance Documents

Letter, Director of Communications, dated March 29, 2006, Concerning Telephone Company Sales and Use Tax Review and Verification. **Contact the Division of Communications at (804) 371-9420.**

Letter, Senior Telecommunications Specialist, dated November 24, 2009, Concerning Competitive Local Exchange Carrier/Interexchange Carrier Initial Tariff Preparation Instructions. **Contact the Division of Communications at (804) 371-9420.**

Instructions and Forms for the June 30th Reporting Requirements for Competitive Local Exchange Carriers ("CLECs"), Municipal Local Exchange Carriers ("MLECs"), and certain Incumbent Local Exchange Carriers ("ILECs"). http://scc.virginia.gov/publicforms/511/630_rep.pdf

Instructions and Forms for the December 31st Reporting Requirements for Competitive Local Exchange Carriers ("CLECs"), Municipal Local Exchange Carriers ("MLECs"), and certain Incumbent Local Exchange Carriers ("ILECs"). http://scc.virginia.gov/publicforms/512/1231_rep.pdf

Instructions and Form for Competitive Local Exchange Carrier Performance/Surety Bond. http://scc.virginia.gov/publicforms/510/bond_blank.doc

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 David Roberts, 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. http://www.scc.virginia.gov/pue/docs/und_dist.pdf

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly <http://www.scc.virginia.gov/pue/docs/tree.pdf>

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. <http://www.scc.virginia.gov/pue/docs/ws.pdf>

Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§ 56-46.1 and 56-265.1 et. seq. <http://www.scc.virginia.gov/pue/docs/trans.pdf>

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 <http://www.scc.virginia.gov/pue/docs/cold.pdf>

Form NMIN, Net Metering Interconnection Notification, September 2006, 20VAC5-315 <http://www.scc.virginia.gov/publicforms/153/notification.pdf>

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-598 and 56-599 <http://www.scc.virginia.gov/pue/docs/irp.pdf>

Gas Utility Five-Year Forecast Information Requirements, revised September 17, 1998, § 56-248.1 <http://www.scc.virginia.gov/pue/docs/forecast.pdf>

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 East 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 the Bureau at the same address, telephone (804) 371-9657, FAX (804) 371-9416 or email bfquestions@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 East Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416 or email bfquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information are available online at the Bureau's website: <http://www.scc.virginia.gov/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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.2-874 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.2-874 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0205, Securities Rating Services, issued June 21, 1978, § 6.2-875 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0206, Loans in Violation of § 6.2-875, issued December 16, 1977, § 6.2-875 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0207, Obligations Subject to the Limits Specified, issued November 1, 1978, § 6.2-875 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Credit Union Act

BFI-AL-0401, Investments of Funds by Credit Unions, reissued May 17, 1999, § 6.2-1376 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Interest and Usury

BFI-AL-0701, Judgment Rate of Interest, revised and reissued September 30, 2002, § 6.2-302 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Mortgage Lenders and Brokers

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, issued July 3, 1990, § 6.2-1600 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and issued September 30, 2002, § 6.2-1625 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued September 30, 2002, § 6.2-326 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Guidance Documents

BFI-AL-1607, Fees Charged by Mortgage Brokers, issued December 1, 1995, § 6.2-1616 B 4 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1609, Minimum Mortgage Lender and Broker Surety Bond, issued May 22, 2001, § 6.2-1604 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1611, Nontraditional Mortgage Products, issued March 29, 2007
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Payday Lenders

BFI-AL-1801, Prohibition on Additional Security for Payday Loans, revised and reissued August 8, 2005, § 6.2-1816 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1802, Threatening Criminal Proceedings, issued October 26, 2007, § 6.2-1816 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Forms and Instructions:

Banks

Bank Directors Responsibilities, revised October 2010
<http://www.scc.virginia.gov/publicforms/47/bankresp.pdf>

CCB-1117, Bank Directors Responsibilities Certification, revised October 2010
<http://www.scc.virginia.gov/publicforms/46/ccb1117.pdf>

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
<http://www.scc.virginia.gov/publicforms/45/ccb1121.pdf>

CCB-1122, Oath of Office for Multiple Directors, revised January 2000
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1125, Application of a Virginia Bank to Establish a Branch, revised October 2010
<http://www.scc.virginia.gov/publicforms/53/ccb1125.pdf>

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
<http://www.scc.virginia.gov/publicforms/54/ccb1126.pdf>

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
<http://www.scc.virginia.gov/publicforms/66/ccb1127.pdf>

CCB-1128, Application for Approval of Merger Pursuant to Title 6.2 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/56/ccb1128.pdf>

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
<http://www.scc.virginia.gov/publicforms/64/ccb1129.pdf>

CCB-1131, Application of an Interim Institution to Begin Business in Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/102/ccb1131.pdf>

CCB-1133, Notice to Establish an EFT Terminal, revised October 2010
<http://www.scc.virginia.gov/publicforms/55/ccb1133.pdf>

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
<http://www.scc.virginia.gov/publicforms/57/ccb1137.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010
<http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1138, Notice of Intent to Acquire a Bank Outside Virginia Pursuant to § 6.2-715 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/61/ccb1138.pdf>

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
<http://www.scc.virginia.gov/publicforms/59/ccb1139.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010
<http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised October 2010
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

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
<http://www.scc.virginia.gov/publicforms/62/ccb1144.pdf>

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/52/ccb1146.pdf>

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998
<http://www.scc.virginia.gov/publicforms/50/ccb1147.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-9905, Application to Establish a Trust Office, revised October 2010
<http://www.scc.virginia.gov/publicforms/67/ccb9905.pdf>

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
<http://www.scc.virginia.gov/publicforms/45/ccb1121.pdf>

CCB-1122, Oath of Office for Multiple Directors, revised January 2000
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

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
<http://www.scc.virginia.gov/publicforms/54/ccb1126.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010
<http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010
<http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised October 2010
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/52/ccb1146.pdf>

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998
<http://www.scc.virginia.gov/publicforms/50/ccb1147.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-2201, Application of a Virginia Savings Institution to Establish a Branch, revised October 2010
<http://www.scc.virginia.gov/publicforms/104/ccb2201.pdf>

CCB-2206, Savings Institution Directors Responsibilities Certification, revised March 2008
<http://www.scc.virginia.gov/publicforms/101/ccb2206.pdf>

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
<http://www.scc.virginia.gov/publicforms/107/ccb2207.pdf>

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
<http://www.scc.virginia.gov/publicforms/108/ccb2209.pdf>

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
<http://www.scc.virginia.gov/publicforms/109/ccb2210.pdf>

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
<http://www.scc.virginia.gov/publicforms/110/ccb2211.pdf>

CCB-2212, Notice of Proposed Change of Location (Within One Mile) of a Main Office or Branch of a Savings Institution, revised October 2010
<http://www.scc.virginia.gov/publicforms/105/ccb2212.pdf>

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
<http://www.scc.virginia.gov/publicforms/106/ccb2213.pdf>

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
<http://www.scc.virginia.gov/publicforms/103/ccb2215.pdf>

Credit Unions

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010
<http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

Guidance Documents

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
<http://www.scc.virginia.gov/publicforms/80/ccb3302.pdf>

CCB-3304, Consent to Service of Process (Insurer of Shares), revised October 2010
<http://www.scc.virginia.gov/publicforms/82/ccb3304.pdf>

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
<http://www.scc.virginia.gov/publicforms/81/ccb3305.pdf>

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to § 6.2-1344 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/83/ccb3306.pdf>

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
<http://www.scc.virginia.gov/publicforms/84/ccb3307.pdf>

CCB-3308, Credit Union Request for Field of Membership Expansion, revised October 2010
<http://www.scc.virginia.gov/publicforms/79/ccb3308.pdf>

Consumer Finance Companies

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised October 2010
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004
<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-4401, Annual Report of a Consumer Finance Company, revised November 2011
<http://www.scc.virginia.gov/publicforms/119/ccb4401.pdf>

CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 15 of Title 6.2 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/68/ccb4402.pdf>

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised October 2010
<http://www.scc.virginia.gov/publicforms/70/ccb4403.pdf>

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised October 2010
<http://www.scc.virginia.gov/publicforms/71/ccb4406.pdf>

CCB-4407, Application for an Additional Office Pursuant to § 6.2-1507 B of the Consumer Finance Act, revised October 2010
<http://www.scc.virginia.gov/publicforms/72/ccb4407.pdf>

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
<http://www.scc.virginia.gov/publicforms/73/ccb4408.pdf>

Money Order Sellers and Money Transmitters

CCB-1123, Personal Financial Report and Disclosure Statement, revised October 2010
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised October 2010
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004
<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

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
<http://www.scc.virginia.gov/publicforms/85/ccb5500.pdf>

CCB-5507, Annual Report of Money Transmitters, revised November 2011
<http://www.scc.virginia.gov/publicforms/121/ccb5507.pdf>

CCB-5509, Surety Bond for Money Order Sales and Money Transmission, revised October 2010
<http://www.scc.virginia.gov/publicforms/86/ccb5509.pdf>

CCB-5511, Transaction Report of Money Order Sellers and Money Transmitters for the Semi-Annual Period, revised 2011
<http://www.scc.virginia.gov/publicforms/122/ccb5511.pdf>

CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised 2011
<http://www.scc.virginia.gov/publicforms/123/ccb5512.pdf>

CCB-5513, Deposit Agreement Under Virginia Code Title 6.2, Chapter 19 (Money Order Sales), revised October 2010
<http://www.scc.virginia.gov/publicforms/87/ccb5513.pdf>

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
<http://www.scc.virginia.gov/publicforms/88/ccb5514.pdf>

Check Cashers

CCB-5510, Check Casher Registration Form, revised October 2010

<http://www.scc.virginia.gov/publicforms/44/ccb5510.pdf>

Payday Lenders

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

<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

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

<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

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

<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

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

<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.2 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/95/ccb5515.pdf>

CCB-5516, Surety Bond Pursuant to § 6.2-1804 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/96/ccb5516.pdf>

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

<http://www.scc.virginia.gov/publicforms/97/ccb5517.pdf>

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

<http://www.scc.virginia.gov/publicforms/98/ccb5518.pdf>

CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at Same Location, revised October 2010

<http://www.scc.virginia.gov/publicforms/99/ccb5519.pdf>

CCB-5521, Annual Report of Payday Lenders, revised November 2011

<http://www.scc.virginia.gov/publicforms/120/ccb5521.pdf>

CCB-5529, Annual Report of Motor Vehicle Title Lenders for Year Ending December 31, 2011

<http://www.scc.virginia.gov/publicforms/591/ccb5529.pdf>

Industrial Loan Associations

CCB-6602, Annual Report of Industrial Loan Associations, revised November 2011

<http://www.scc.virginia.gov/publicforms/124/ccb6602.pdf>

Credit Counseling Agencies

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

<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1148, Personal Information and Disclosure Statement for Directors of Credit Counseling Agencies, revised June 2006

<http://www.scc.virginia.gov/publicforms/75/ccb1148.pdf>

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

<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

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

<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

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

<http://www.scc.virginia.gov/publicforms/74/ccb7700.pdf>

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

<http://www.scc.virginia.gov/publicforms/77/ccb7702.pdf>

CCB-7703, Surety Bond Pursuant to § 6.2-2003 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/76/ccb7703.pdf>

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

<http://www.scc.virginia.gov/publicforms/78/ccb7704.pdf>

CCB-7705, Semi-Annual Report of Agencies Providing Debt Management Plans, revised June 2011

<http://www.scc.virginia.gov/publicforms/126/ccb7705.pdf>

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised November 2011

<http://www.scc.virginia.gov/publicforms/125/ccb7706.pdf>

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.

CCB-8805, Annual Report of Mortgage Lenders and Brokers for the Year Ending December 31, 2011, revised November 2011

<http://www.scc.virginia.gov/publicforms/118/ccb8805.pdf>

Guidance Documents

CCB-8820, Annual Report of Exempt Mortgage Lenders and Brokers for Year End December 31, 2011, revised November 2011 <http://www.scc.virginia.gov/publicforms/590/ccb8820.pdf>

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

<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

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

<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

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

<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

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

<http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

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

<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

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

<http://www.scc.virginia.gov/publicforms/111/ccb9900.pdf>

CCB-9901, Certificate of a Control Person of a Trust Company Pursuant to § 6.2-1024 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/112/ccb9901.pdf>

CCB-9902, Bond for a Trust Company, revised October 2010

<http://www.scc.virginia.gov/publicforms/113/ccb9902.pdf>

CCB-9904, Dual Service Certificate - Affiliated Trust Companies, revised January 2005

<http://www.scc.virginia.gov/publicforms/114/ccb9904.pdf>

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

<http://www.scc.virginia.gov/publicforms/67/ccb9905.pdf>

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

<http://www.scc.virginia.gov/publicforms/116/ccb9906.pdf>

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

<http://www.scc.virginia.gov/publicforms/115/ccb9907.pdf>

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised October 2010

<http://www.scc.virginia.gov/publicforms/117/ccb9908.pdf>

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

<http://www.scc.virginia.gov/publicforms/520/ccb10001.pdf>

Publications:

"The Compliance Connection," a newsletter for consumer finance companies, mortgage lenders, mortgage brokers, and industrial loan associations, published quarterly http://www.scc.virginia.gov/bfi/cc_news.aspx

"The Credit Union Reflection," a newsletter for state-chartered credit unions, published quarterly http://www.scc.virginia.gov/bfi/cu_news.aspx

"The Virginia State Banker," a newsletter for state-chartered banks, published quarterly http://www.scc.virginia.gov/bfi/sb_news.aspx

"Payday Pre\$\$," a newsletter for payday lenders, published on an as-needed basis http://www.scc.virginia.gov/bfi/rr_news.aspx

Virginia Mortgage Law and Regulation Overview, revised April 6, 2010 <http://www.scc.virginia.gov/bfi/files/mortguide.pdf>

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 1977-4, 1977 Insurance Legislation, issued April 15, 1977
<http://www.scc.virginia.gov/boi/adminlets/77-4.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/77-5.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/77-6.pdf>

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33) <http://www.scc.virginia.gov/boi/adminlets/77-7.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/77-8.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/77-9.pdf>

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7)
<http://www.scc.virginia.gov/boi/adminlets/77-11.pdf>

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-1928 (formerly § 38.1-279.56), 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1) <http://www.scc.virginia.gov/boi/adminlets/77-13.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/77-14.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/77-15.pdf>

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978
<http://www.scc.virginia.gov/boi/adminlets/78-2.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/78-4.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/78-5.pdf>

Administrative Letter 1978-7, Policy Form Filings (for Maintenance of Mutual Assessment Fire Insurance Company Policy Form Filings), issued June 8, 1978
<http://www.scc.virginia.gov/boi/adminlets/78-7.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/78-8.pdf> (see also AL 1995-8 <http://www.scc.virginia.gov/boi/adminlets/95-8.pdf>)

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))
<http://www.scc.virginia.gov/boi/adminlets/78-9.pdf> (see also AL 1978-4 <http://www.scc.virginia.gov/boi/adminlets/78-4.pdf>)

Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly § 38.1-381.5) <http://www.scc.virginia.gov/boi/adminlets/78-10.pdf>

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(formerly § 38.1-52 (11))
<http://www.scc.virginia.gov/boi/adminlets/78-11.pdf>

Administrative Letter 1978-12, ISO Copyright on Standard Forms, issued October 11, 1978
<http://www.scc.virginia.gov/boi/adminlets/78-12.pdf>

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978
<http://www.scc.virginia.gov/boi/adminlets/78-13.pdf>

Administrative Letter 1979-8, Temporary Licenses for Life Agents, issued April 4, 1979, § 38.2-1830 (formerly § 38.1-310.4) <http://www.scc.virginia.gov/boi/adminlets/79-8.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/79-9.pdf>

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979
<http://www.scc.virginia.gov/boi/adminlets/79-12.pdf>

Administrative Letter 1979-13, Qualification and Licensing of Agents, issued May 3, 1979, § 38.2-1800 et seq. (formerly § 38.1-327 et seq.)
<http://www.scc.virginia.gov/boi/adminlets/79-13.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/79-14.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/79-15.pdf>

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979
<http://www.scc.virginia.gov/boi/adminlets/79-17.pdf> Also see [Administrative Order 7245](#)

Administrative Letter 1979-18, Commercial Multiple Peril Licensing and Filing Requirements, issued August 13, 1979
<http://www.scc.virginia.gov/boi/adminlets/79-18.pdf>

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)) <http://www.scc.virginia.gov/boi/adminlets/79-20.pdf>

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<http://www.scc.virginia.gov/boi/adminlets/79-21.pdf>

Administrative Letter 1979-22, The Arson Reporting-Immunity Act, issued August 30, 1979
<http://www.scc.virginia.gov/boi/adminlets/79-22.pdf>

Administrative Letter 1979-23, Readability of All Insurance (property and casualty) Policies in Virginia, issued September 27, 1979
<http://www.scc.virginia.gov/boi/adminlets/79-23.pdf>

Administrative Letter 1979-24, Readability of All Insurance (life and health) Policies in Virginia, issued September 27, 1979
<http://www.scc.virginia.gov/boi/adminlets/79-24.pdf>

Administrative Letter 1979-25, Single Interest, issued October 2, 1979
<http://www.scc.virginia.gov/boi/adminlets/79-25.pdf> Also see [Administrative Order 7245](#)

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)
<http://www.scc.virginia.gov/boi/adminlets/80-1.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/80-2.pdf>

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980
<http://www.scc.virginia.gov/boi/adminlets/80-5.pdf>

Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980
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Administrative Letter 1980-8, Insurance Regulation No. 13, issued June 16, 1980 (replaced Administrative Letter 1980-4)
<http://www.scc.virginia.gov/boi/adminlets/80-8.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/80-9.pdf>

Administrative Letter 1980-11, Modification of Agents' Examination Schedule, issued August 29, 1980
<http://www.scc.virginia.gov/boi/adminlets/80-11.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/80-12.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/80-13.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-2.pdf>

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 <http://www.scc.virginia.gov/boi/adminlets/81-3.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-4.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-5.pdf>

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 <http://www.scc.virginia.gov/boi/adminlets/81-6.pdf>

Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-9.pdf>

Administrative Letter 1981-10, Risk Sharing Arrangements (replacement for Administrative Letter 1980-7), issued August 13, 1981, § 38.2-1314 (formerly § 38.1-173) <http://www.scc.virginia.gov/boi/adminlets/81-10.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-11.pdf>

Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages (clarification of Administrative Letter 1981-9), issued September 11, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-12.pdf>

Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative

Amortization, issued September 30, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-14.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-15.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-16.pdf>

Administrative Letter 1981-17, 1981 Legislation by the General Assembly of Virginia, issued November 19, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-17.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-19.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-20.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/82-1.pdf>

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Administrative Letter 1982-3, 14VAC5-340 (formerly Insurance Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982, 14VAC5-340 (formerly Insurance Regulation No. 17) <http://www.scc.virginia.gov/boi/adminlets/82-3.pdf>

Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982 <http://www.scc.virginia.gov/boi/adminlets/82-5.pdf>

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 <http://www.scc.virginia.gov/boi/adminlets/82-6.pdf>

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§ 38.2-124 and 38.2-125

Guidance Documents

(formerly § 38.1-21)

<http://www.scc.virginia.gov/boi/adminlets/82-10.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/82-13.pdf>

Administrative Letter 1982-16, Vehicle Service Contract Reimbursement Policies - Contractual Liability Insurance, issued December 21, 1982
<http://www.scc.virginia.gov/boi/adminlets/82-16.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/82-17.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/83-1.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/83-2.pdf>

Administrative Letter 1983-3, 1983 Legislation by the General Assembly of Virginia, issued April 8, 1983
<http://www.scc.virginia.gov/boi/adminlets/83-3.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/83-6.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/83-7.pdf>

Administrative Letter 1983-8, Administrative Order No. 8255, issued October 19, 1983, § 38.2-317 (formerly § 38.1-279.48:1) <http://www.scc.virginia.gov/boi/adminlets/83-8.pdf>

Administrative Letter 1983-12, Manual Rules Which Waive Premium Refunds or Charges, issued December 7, 1983
<http://www.scc.virginia.gov/boi/adminlets/83-12.pdf>

Administrative Letter 1983-13, Surplus Lines Brokers - Gross Premium Tax Report Calendar Year - 1983, issued December 30, 1983 <http://www.scc.virginia.gov/boi/adminlets/83-13.pdf>

Administrative Letter 1984-1, 1984 Legislation by the General Assembly of Virginia, issued April 27, 1984
<http://www.scc.virginia.gov/boi/adminlets/84-1.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/84-3.pdf>

Administrative Letter 1984-4, Insurance in Connection with Variable Rate Loans, issued June 20, 1984 (replaced Administrative Letter 1983-11)
<http://www.scc.virginia.gov/boi/adminlets/84-4.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/84-5.pdf>

Administrative Letter 1984-6, Hospital Billing Procedures Commencing October 1, 1984, issued September 18, 1984
<http://www.scc.virginia.gov/boi/adminlets/84-6.pdf>

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)
<http://www.scc.virginia.gov/boi/adminlets/85-1.pdf>

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))
<http://www.scc.virginia.gov/boi/adminlets/85-2.pdf>

Administrative Letter 1985-3, Application for License as Surplus Lines Broker, issued February 4, 1985
<http://www.scc.virginia.gov/boi/adminlets/85-3.pdf>

Administrative Letter 1985-4, Misstatement of Age or Sex Adjustments in Universal Life Insurance Policies, issued February 21, 1985
<http://www.scc.virginia.gov/boi/adminlets/85-4.pdf>

Administrative Letter 1985-6, Copayment Requirements, issued March 1, 1985, § 38.2-4300 (formerly § 38.1-863)
<http://www.scc.virginia.gov/boi/adminlets/85-6.pdf>

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
<http://www.scc.virginia.gov/boi/adminlets/85-8.pdf>

Administrative Letter 1985-9, Legislation Enacted by the 1985 Session of the General Assembly of Virginia, issued April 23, 1985 <http://www.scc.virginia.gov/boi/adminlets/85-9.pdf>

Administrative Letter 1985-11, "Refer to Company" Designations, issued May 30, 1985, § 38.2-1906 (formerly § 38.1-279.34) <http://www.scc.virginia.gov/boi/adminlets/85-11.pdf>

Administrative Letter 1985-13, Rules Governing Group Self-Insurers of Liability under the Virginia Workers' Compensation Act, issued June 10, 1985 <http://www.scc.virginia.gov/boi/adminlets/85-13.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/85-15.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/85-19.pdf>

Administrative Letter 1986-1, New Monthly Report Form for Surplus Lines Brokers, issued January 10, 1986 <http://www.scc.virginia.gov/boi/adminlets/86-1.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/86-2.pdf>

Administrative Letter 1986-3, Application for License as Surplus Lines Broker, issued January 22, 1986, § 38.2-1800 (formerly § 38.1-327.1) <http://www.scc.virginia.gov/boi/adminlets/86-3.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/86-5.pdf>

Administrative Letter 1986-6, Legislation Enacted by the 1986 Session of the General Assembly of Virginia, issued May 11, 1986 <http://www.scc.virginia.gov/boi/adminlets/86-6.pdf>

Administrative Letter 1986-9, Surplus Lines Insurance Law Effective July 1, 1986, issued May 27, 1986 <http://www.scc.virginia.gov/boi/adminlets/86-9.pdf>

Administrative Letter 1986-11, Health Agent Study Course and Examination, issued June 4, 1986, §§ 38.2-1815 and 38.2-1816 <http://www.scc.virginia.gov/boi/adminlets/86-11.pdf>

Administrative Letter 1986-12, Guidelines for Approval of Copayment Requirements, issued June 20, 1986, §§ 38.2-4300 and 38.2-4302 <http://www.scc.virginia.gov/boi/adminlets/86-12.pdf>

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1986, §§ 38.2-3412, 38.2-3413 and 38.2-4300 <http://www.scc.virginia.gov/boi/adminlets/86-13.pdf>

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Administrative Letter 1986-15, Health Agent Study Course - Administrative Letter 1986-11, issued June 30, 1986 <http://www.scc.virginia.gov/boi/adminlets/86-15.pdf>

Administrative Letter 1986-16, Administrative Order No. 9177 - Mobile Home Owners Policy - MH(C), Virginia Amendatory Endorsement - MH(C)-1, issued July 1, 1986, <http://www.scc.virginia.gov/boi/adminlets/86-16.pdf>

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 <http://www.scc.virginia.gov/boi/adminlets/86-19.pdf>

Administrative Letter 1986-20, New Regulatory Requirements, revised November 10, 1986, § 38.2-4904.1 <http://www.scc.virginia.gov/boi/adminlets/86-20.pdf>

Administrative Letter 1986-21, Variable Contracts Examination, issued October 23, 1986, § 38.2-1817 <http://www.scc.virginia.gov/boi/adminlets/86-21.pdf>

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Administrative Letter 1986-23, Title Insurance Agents Examination, issued December 29, 1986, § 38.2-1814.1 <http://www.scc.virginia.gov/boi/adminlets/86-23.pdf>

Administrative Letter 1987-1, Gross Premiums Tax Report - Calendar Year 1986 Application for License, issued January 15, 1987 <http://www.scc.virginia.gov/boi/adminlets/87-1.pdf>

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 <http://www.scc.virginia.gov/boi/adminlets/87-2.pdf>

Administrative Letter 1987-3, Chapter 12 of Title 37.1 of the Code of Virginia - Disclosure of Patient Information to Third Party Payors by Professionals, issued March 9, 1987, §§ 37.1-225 et seq. and 38.2-600 et seq. <http://www.scc.virginia.gov/boi/adminlets/87-3.pdf>

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Lines Insurance, issued March 26, 1987, 14VAC5-350 (formerly Insurance Regulation No. 25) <http://www.scc.virginia.gov/boi/adminlets/87-5.pdf>

Administrative Letter 1987-7, Legislation Enacted by the 1987 Session of the General Assembly of Virginia, issued April 30, 1987 <http://www.scc.virginia.gov/boi/adminlets/87-7.pdf>

Administrative Letter 1987-9, Report of Acts Deemed Larceny, issued May 22, 1987, §§ 38.2-1810 and 18.2-111 <http://www.scc.virginia.gov/boi/adminlets/87-9.pdf>

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 <http://www.scc.virginia.gov/boi/adminlets/87-10.pdf>

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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) <http://www.scc.virginia.gov/boi/adminlets/87-15.pdf>

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Administrative Letter 1988-5, Title Insurance Agent Examination, issued April 5, 1988, § 38.2-1814.1 <http://www.scc.virginia.gov/boi/adminlets/88-5.pdf>

Administrative Letter 1988-6, Legislation Enacted by the 1988 Session of the General Assembly of Virginia, issued May 25, 1988 <http://www.scc.virginia.gov/boi/adminlets/88-6.pdf>

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Forms to request and independent external review of an adverse determination rendered ON or AFTER July 1, 2011, http://www.scc.virginia.gov/boi/omb/ext_review.aspx

Free Medicine Foundation, <http://www.freemedicinefoundation.com/>

Health Care Reform Frequently Asked Questions (FAQ) Consumer/Employers/Seniors, revised March 2011, <http://www.scc.virginia.gov/boi/pubs/fedreform.pdf>

Helpful Coverage Tips for Parents of Special Needs Children, revised July 2009, <http://www.scc.virginia.gov/boi/omb/files/specneeds.pdf>

Health Insurance, What to Do if a Health Insurance Company Denies Your Claim?, published August 2008, <http://www.scc.virginia.gov/boi/pubs.aspx>

Health Insurance: Stay protected Amid Layoffs, Budget Cuts, revised February 2011, http://www.scc.virginia.gov/boi/pubs/hlth_5-9.pdf

Immediate Provisions of Federal Health Care Reform, <http://www.scc.virginia.gov/boi/pubs/hcrpuzzle.pdf>

Important Information Regarding Medicare Advantage Plan Marketing, revised May 2009, http://www.scc.virginia.gov/boi/pubs/adv_mktng.pdf

Information About the Health Insurance Premium Rate Approval Process In Virginia, <http://www.scc.virginia.gov/boi/pubs/hlthrates.pdf>

Know Your Rights Regarding Life and Health Insurance, http://www.scc.virginia.gov/boi/cons/lh_rts.aspx

Life & Health Complaint Form, revised April 2011, <http://www.scc.virginia.gov/publicforms/262/lhinquiry.pdf>

Life & Health Options if You Leave/Lose Your Job, http://www.scc.virginia.gov/boi/pubs/keep_ins.pdf

Life Insurance: Reviewing Your Policy Important to Securing Your Family's Future, published September 2008, http://www.scc.virginia.gov/boi/pubs/naic_lifereview.pdf

Life Insurance: Securing Your Family's Financial Future in Case of Unexpected Death http://www.scc.virginia.gov/boi/pubs/naic_lifelert.pdf

List of Carriers that have Registered with the State Corporation Commission as Small Employer Carriers, revised June 2011, <http://www.scc.virginia.gov/boi/pubs/smallemp.pdf>

List of Companies offering INDIVIDUAL Dental coverage in Virginia, revised October 2008, http://www.scc.virginia.gov/boi/pubs/ind_dent_cov.pdf

List of Insurance Companies Licensed to Sell Individual Health Insurance, revised April 2011, http://www.scc.virginia.gov/boi/pubs/ind_hlth_cov.pdf

List of Long-Term Care Policies, and Companies with Approved Individual Long-Term Care Partnership Policies, revised December 2011, <http://www.scc.virginia.gov/boi/pubs/lcclist.pdf>

List of Medicare Supplement and Medicare Select Insurance Companies for Individuals Age 65 or Older, revised Quarterly, <http://www.scc.virginia.gov/boi/pubs/medsupcos.pdf>

List of Medicare Supplement and Medicare Select Insurance Companies for Individuals Under 65 and Eligible for Medicare due to Disability, revised Quarterly, <http://www.scc.virginia.gov/boi/pubs/medsupcos.pdf>

Life Insurance Information for Military Personnel, revised 2008, (Available upon request from the Life and Health Consumer Services Section, by calling 804-371-9691)

Long-Term Care Insurance: The Choice is Yours. Virginia's Long-Term Care Partnership, revised October 2010, http://www.scc.virginia.gov/boi/pubs/lcpart_broch.pdf

Long-Term Care Partnership Reciprocity States, <http://w2.dehpg.net/LTCPartnership/>

LONG-TERM CARE INSURANCE - What You Should Know http://www.scc.virginia.gov/boi/pubs/naic_knowltc.pdf

MCHIP Appeal Process, <http://www.scc.virginia.gov/boi/omb/files/appeal.pdf>

Medicare Prescription Drug Plans in Virginia, revised August 2011, <http://www.scc.virginia.gov/boi/pubs/medcaredrug.pdf>

NAIC Public Service Announcement for Long Term Care Insurance, http://www.naic.org/index_ltc_section.htm

Prescription Drug Assistance Program in Virginia, revised April 2009, <http://www.scc.virginia.gov/boi/cons/sr/index.aspx>

PROTECT YOURSELF - Purchasing Health Insurance after College Graduation, http://www.scc.virginia.gov/boi/pubs/naic_protect.pdf

Special Advisory Commission on Mandated Health Insurance Benefits: Guidelines for the Review of Legislation Mandating Health Insurance Coverage, http://www.scc.virginia.gov/boi/pubs/ind_dent_cov.pdf

Tips on Buying Life Insurance, http://www.scc.virginia.gov/boi/pubs/naic_lifebuytips.pdf

Tips on Obtaining Out-of-Network Services through Your Managed Care Health Insurance Plan, revised October 2005, <http://www.scc.virginia.gov/boi/pubs.aspx#managed>

Guidance Documents

Tips to Help You Appeal a Denial from Your Managed Care Health Insurance Plan (MCHIP), revised October 2005, <http://www.scc.virginia.gov/boi/omb/files/appealtips.pdf>

Tips to Help You Appeal an Experimental Investigational Services Denial by Your MCHIP, revised October 2005, <http://www.scc.virginia.gov/boi/omb/files/exptips.pdf>

Tips to Help You Appeal a Prescription Medication Denial with Your Managed Care Health Insurance Plan, revised March 2009, <http://www.scc.virginia.gov/boi/omb/files/scriptips.pdf>

Tips to Help You Understand and Appeal Health Plan Decisions When the Coverage is Self-Insured, revised July 2006, http://www.scc.virginia.gov/boi/omb/selfins_tips.aspx

The Medicine Program - patient assistance programs to help those who qualify to receive free prescription medications, <http://www.themedicineprogram.com/>

The Office of the Managed Care Ombudsman, revised January 2007, (Available upon request from the Life and Health Consumer Services Section, by calling 804-371-9691)

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, <http://www.scc.virginia.gov/boi/omb/tentips.aspx>

UNDERSTANDING YOUR INSURANCE POLICY, http://www.scc.virginia.gov/boi/pubs/naic_und_plcy.pdf

Virginia Health Insurance Guide for Consumers, revised January 2011, <http://www.scc.virginia.gov/boi/pubs/healthguide.pdf>

Virginia Medigap Policies Premium Guide, revised July 2011, http://www.scc.virginia.gov/boi/pubs/medsup_txt.pdf

Virginia Medigap Premium Charts, updated quarterly, http://www.scc.virginia.gov/boi/pubs/medsup_cht.pdf

Virginia Life Insurance Consumer's Guide, revised May 2006, <http://www.scc.virginia.gov/boi/pubs/lifeguide.pdf>

Virginia Insurance Counseling and Assistance Program, revised October 2010, <http://www.scc.virginia.gov/boi/cons/sr/vicap.aspx>

What to Do if a Health Insurance Company Denies Your Claim, http://www.scc.virginia.gov/boi/pubs/naic_deny.pdf

Property and Casualty Consumer Guides:

Auto Insurance Consumer's Guide, revised 2011, <http://www.scc.virginia.gov/boi/pubs/autoguide.pdf>

Seguro de Automoviles, Guia para el consumidor, revised 2006, http://www.scc.virginia.gov/boi/pubs/auto_espanol.pdf

Auto Insurance Sample Premium Tables, revised 2011/12, http://www.scc.virginia.gov/boi/pubs/auto_sampprem.pdf

Consumer Complaint & Outreach Services, revised 2011, <http://www.scc.virginia.gov/boi/pubs/outreach.pdf>

Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, revised 2006, <http://www.scc.virginia.gov/boi/pubs/creditscor.pdf>

Homeowners Insurance Consumer's Guide, revised 2006, <http://www.scc.virginia.gov/boi/pubs/hoguide.pdf>

Seguro para Propietarios de Viviendas - Guia para el consumidor, revised 2006 http://www.scc.virginia.gov/boi/pubs/home_espanol.pdf

Homeowners Insurance Sample Premium Tables, revised 2011, http://www.scc.virginia.gov/boi/pubs/ho_sampprem.pdf

Renters Insurance Consumer's Guide, revised 2005 http://www.scc.virginia.gov/boi/pubs/va_rent.pdf

Seguro para Inquilinos, Guia del Cosumidor, 2006, http://www.scc.virginia.gov/boi/pubs/va_inquilar.pdf

State Corporation Commission Bureau of Insurance Consumer Complaint Form, http://www.scc.virginia.gov/publicforms/263/pc_fill.pdf

Teenager's Guide to Auto Insurance, revised 2006, http://www.scc.virginia.gov/boi/pubs/auto_teen.pdf

Title Insurance Consumer Guide, 2009, <http://www.scc.virginia.gov/boi/pubs/titleguide.pdf>

Virginia Commercial Insurance Consumer's Guide, revised 2003, <http://www.scc.virginia.gov/boi/pubs/commguide.pdf>

When a Disaster Strikes: What To Do After an Insured Commercial Property Loss, revised 2005, http://www.scc.virginia.gov/boi/pubs/comm_dis.pdf

When a Disaster Strikes: What To Do After an Insured Homeowners Loss, revised 2005, http://www.scc.virginia.gov/boi/pubs/ho_dis.pdf

Forms and Instructions Respecting Licensing of Individuals and Agencies:

Form 3001, Application for Individual Insurance License, July, 2010, <http://scc.virginia.gov/PublicForms/550/3001.pdf>

Form 4052, Application for Business Entity Insurance License, July 2011, <http://scc.virginia.gov/PublicForms/580/4052.pdf>

Form 4151, Appointment Form, April 2009, <http://scc.virginia.gov/PublicForms/581/4151.pdf>

Form 4921, Appointment Cancellation Form, April 2009, <http://scc.virginia.gov/PublicForms/582/4921.pdf>

Form 5001, Service Request Form, May 2011 <http://scc.virginia.gov/PublicForms/584/5001.pdf>

Licensing Requirements for Corporations, Limited Liability Companies and Partnerships, November 2011
http://scc.virginia.gov/boi/pro/files/entity_req.pdf

Licensing Procedures and Information for Insurance Consultants, November 2011,
<http://scc.virginia.gov/boi/pro/files/consult.pdf>

Licensing Procedures and Information for Maintaining a Nonresident Insurance Agents License in Virginia, November 2011,
<http://scc.virginia.gov/boi/pro/files/nonres.pdf>

Licensing and Renewal Procedures for Resident and Nonresident Surplus Lines Brokers, November 2011,
http://scc.virginia.gov/boi/pro/files/slb_lic.pdf

Licensing and Renewal Procedures for Viatical Settlement Brokers, November 2011,
<http://scc.virginia.gov/boi/pro/files/viatical.pdf>

Forms for Surplus Lines Insurance:

Form 3001, Application for Individual Insurance License, July 2010, <http://scc.virginia.gov/PublicForms/550/3001.pdf>

Form 4052, Application for Business Entity Insurance License, July 2011,
<http://scc.virginia.gov/PublicForms/580/4052.pdf>

Form SLB-2, Bond for Surplus Lines Broker, January 2004,
<http://scc.virginia.gov/PublicForms/583/slb-2.pdf>

Form SLB-7, Quarterly Gross Premiums Tax Report, effective 2010 <http://www.scc.virginia.gov/boi/pro/slb.aspx>

Form SLB-8, Annual Gross Premium Tax Report, revised 2010 <http://www.scc.virginia.gov/boi/pro/slb.aspx>

Form SLB-9, Notice of Insured, effective September 1996
<http://www.scc.virginia.gov/boi/pro/slb.aspx>

Form SLB-10, Commercial Insured Waiver, effective September 1996 <http://www.scc.virginia.gov/boi/pro/slb.aspx>

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
www.scc.virginia.gov/srf/bus/smbusalt.aspx

NASAA Statements of Policy, July 2009 (Virginia Securities Act, 21VAC5-30-80)
www.scc.virginia.gov/srf/bus/securs.aspx

Investor Education Publications

Securities Consumer's Guide, March 2001 (Virginia Securities Act)
<http://www.scc.virginia.gov/srf/cons/files/secbook.pdf>

Securities Complaints, June 2003 (Virginia Securities Act)
<http://www.scc.virginia.gov/srf/cons/complaint.aspx>

Forms: (Virginia Securities Act)

Broker-Dealer Forms

Uniform Application for Broker-Dealer Registration (Form # BD), revised January 2008
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Broker-Dealer's Surety Bond (Form # S.A. 11), July 1999
<http://www.scc.virginia.gov/publicforms/269/sa11.pdf>

Application for Renewal of a Broker-Dealer's Registration (Form # S.A. 2), July 1999
<http://www.scc.virginia.gov/publicforms/270/sa2.pdf>

Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form #BDW), January 2008
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Broker-Dealer Agent Forms

Application for Renewal of Registration as an Agent of an Issuer (Form # S.D. 4), 1997
<http://www.scc.virginia.gov/publicforms/271/sd4.pdf>

Non-NASD Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form #S.D. 4 A), 1974
<http://www.scc.virginia.gov/publicforms/272/sd4a.pdf>

Non-NASD Broker-Dealer or Issuer Agents to be Canceled with no disciplinary history (Form # S.D. 4 B), 1974
<http://www.scc.virginia.gov/publicforms/273/sd4b.pdf>

Non-NASD Broker-Dealer or Issuer Agents to be Canceled with disciplinary history (Form # S.D. 4 C), 1974
<http://www.scc.virginia.gov/publicforms/274/sd4c.pdf>

Uniform Application for Securities Industry Registration or Transfer (Form # U-4), May 2009
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Uniform Termination Notice for Securities Industry Registration (Form # U-5), May 2009
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Guidance Documents

Affidavit Regarding SCOR Offering (Form # Aff), July 1999
<http://www.scc.virginia.gov/publicforms/275/scoraff.pdf>

Investment Advisor Forms

Uniform Application for Registration of Investment Advisors (Form # ADV), July 2010
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

IA Surety Bond Form (Form # IA-sure), July 1999
<http://www.scc.virginia.gov/publicforms/277/iasb.pdf>

Notice of Withdrawal from Registration as Investment Advisor (Form # ADV-W), October 2003
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Investment Advisor Representative Forms

Uniform Application for Securities Industry Registration or Transfer (Form # U-4), May 2009
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Uniform Termination Notice for Securities Industry Registration (Form # U-5), May 2009
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Investment Advisor Representative Multiple Employment Agreement (Form # S.A. 15), July 2007
<http://www.scc.virginia.gov/publicforms/279/sa15.pdf>

Affidavit for Waiver of Examination (Form # S.A. 3), July 1999
<http://www.scc.virginia.gov/publicforms/278/sa3.pdf>

Securities Registration Forms

Uniform Application to Register Securities (Form # U-1), July 1981
<http://www.scc.virginia.gov/publicforms/280/u1.pdf>

Uniform Consent to Service of Process (Form # U-2), July 1981
<http://www.scc.virginia.gov/publicforms/281/u2.pdf>

Uniform Form of Corporate Resolution (Form # U-2a), July 1999
<http://www.scc.virginia.gov/publicforms/282/u2a.pdf>

Small Company Offering Registration (Form # U-7), September 1999
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Registration by Notification - Original Issue (Form # S.A. 4), November 1996
<http://www.scc.virginia.gov/publicforms/283/sa4.pdf>

Registration by Notification - Non-Issuer Distribution (Form # S.A. 5), November 1996
<http://www.scc.virginia.gov/publicforms/284/sa5.pdf>

Registration by Notification - Pursuant to 21VAC5-30-50 Non-Issuer Distribution "Secondary Trading" (Form # S.A. 6), 1989
<http://www.scc.virginia.gov/publicforms/285/sa6.pdf>

Registration by Qualification (Form # S.A. 8), July 1991
<http://www.scc.virginia.gov/publicforms/286/sa8.pdf>

Escrow Agreement (Form # S.A. 12), 1971
<http://www.scc.virginia.gov/publicforms/287/sa12.pdf>

Impounding Agreement (Form # S.A. 13), July 1999
<http://www.scc.virginia.gov/publicforms/288/sa13.pdf>

Notice of Limited Offering of Securities (Form # VA-1), November 1996
<http://www.scc.virginia.gov/publicforms/289/va1.pdf>

Uniform Investment Company Notice Filing (Form # NF), April 1997
<http://www.scc.virginia.gov/publicforms/290/nf.pdf>

Form D, Notice of Exempt Offering of Securities (Form # SEC Form D), revised September 2008
<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form # Model Form), July 1999
<http://www.scc.virginia.gov/publicforms/291/model.pdf>

Application for Coordinated State Review (Form # CR-Equity-1), August 2003
http://www.scc.virginia.gov/publicforms/292/cr_equity1.pdf

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form # CR-SCOR Mid-Atlantic), May 2002
http://www.scc.virginia.gov/publicforms/293/cr_scor.pdf

Forms: (Virginia Retail Franchising Act)

Uniform Franchise Registration Application (Form # A), July 2008
<http://www.scc.virginia.gov/publicforms/294/forma.pdf>

Franchisor's Costs and Sources of Funds (Form # B), July 2008
<http://www.scc.virginia.gov/publicforms/295/formb.pdf>

Uniform Consent to Service of Process (Form # C), July 2008
<http://www.scc.virginia.gov/publicforms/296/formc.pdf>

Affidavit of Compliance - Franchise Amendment/Renewal (Form # E), July 2008
<http://www.scc.virginia.gov/publicforms/298/forme.pdf>

Guarantee of Performance (Form # F), July 2008
<http://www.scc.virginia.gov/publicforms/299/formf.pdf>

Franchisor's Surety Bond (Form # G), July 1999
<http://www.scc.virginia.gov/publicforms/300/formg.pdf>

Notice of Claim of Exemption (Form # H), July 2008
<http://www.scc.virginia.gov/publicforms/301/formh.pdf>

Escrow Agreement (Form # K), July 2007
<http://www.scc.virginia.gov/publicforms/302/formk.pdf>

Application for Coordinated Review of Franchise Registration (Form # CR-FRAN), June 1999
http://www.scc.virginia.gov/publicforms/303/cr_fran.pdf

Forms: (Virginia Trademark Act)

Application for Registration of a Trademark or Service Mark (Form # TM1), November 2009
<http://www.scc.virginia.gov/publicforms/304/tmapp.pdf>

Application for Renewal of a Trademark or Service Mark (Form # TM2), November 2009
<http://www.scc.virginia.gov/publicforms/305/tm2.pdf>

Certificate of Name Change of an Applicant or Registrant (Form # TM3), November 2009
<http://www.scc.virginia.gov/publicforms/306/tm3.pdf>

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:

Damage Prevention Advisory Committee Bylaws, July 2009, § 56-265.31 et seq., 5 pages
<http://www.scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

Virginia Professional Excavator's Manual, revised January 2011, 88 pages
<http://www.scc.virginia.gov/urs/mutility/docs/exman11.pdf>

Virginia Underground Utility Marking Standards, March 2004, 24 pages
http://www.scc.virginia.gov/urs/mutility/docs/va_uums.pdf

Virginia Care: A Guide for Safe Excavation or Demolition, July 2011, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/carebroch.pdf>

Virginia Guia para Excavar o Demoler sin Peligro, May 2007, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/folleto.pdf>

Exposing Underground Utility Lines: Requirements and Best Practices, English and Spanish versions, August 2005, 11 pages
http://www.scc.virginia.gov/urs/mutility/docs/exp_bp.pdf

Impact Mole Best Practices, English and Spanish versions, January 2011, 14 pages
http://www.scc.virginia.gov/urs/mutility/docs/imole_bp.pdf

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

For copies please email: vadamageprevention@scc.virginia.gov

Plumbers Beware: A Safety Precautions Brochure, July 2007, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/plumber.pdf>

Trenchless Excavation Requirements and Best Practices, January 2011, 14 pages
<http://www.scc.virginia.gov/urs/mutility/docs/te.pdf>

Division of Utility Accounting 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 Virginia State Corporation Commission's Division of Utility Accounting and Finance, 1300 East Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Please contact Yolanda Suitte 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, Director or Kent Peterson, Kimberly Pate, or Lawrence T. Oliver, Deputy Directors, Division of Utility Accounting and Finance, 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, 2010 § 56-249 (Should you need a hard copy mailed to you or if you have any questions, please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2011, § 56-249 (Should you need a hard copy mailed to you or if you have any questions, please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2011, § 56-249 (Should you need a hard copy mailed to you or if you have any questions,

Guidance Documents

please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249 (Should you need a hard copy mailed to you or if you have any questions, please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249 (Should you need a hard copy mailed to you or if you have any questions, please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249 (Should you need a hard copy mailed to you or if you have any questions, please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249 (Should you need a hard copy mailed to you or if you have any questions, please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2011, § 56-249 (Should you need a hard copy mailed to you or if you have any questions, please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

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 (Should you need a copy or if you have any questions, please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

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 (Should you need a copy or if you have any questions, please contact the Division of Utility

Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company - http://www.scc.virginia.gov/pua/TelephoneRequestForm_resp.aspx

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. (Should you need a copy or if you have any questions, please contact the Division of Utility Accounting and Finance at (804) 371-9950 or email at accounting@scc.virginia.gov.)

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 - http://www.scc.virginia.gov/pua/WaterRequestForm_resp.aspx

Guidelines:

Guidelines on the recording and recovery of regulatory assets, issued March 29, 1995, 2 pages, § 56-249 <http://www.scc.virginia.gov/pua/laws.aspx>

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4 (Public Affiliates Interests Act) and Chapter 5 (Utility Transfers Act)) as follows: <http://www.scc.virginia.gov/pua/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87 <http://www.scc.virginia.gov/pua/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92 <http://www.scc.virginia.gov/pua/ch4ch5.aspx>

Supplemental Guidelines for Filing Applications Under Streamlined Review (Under Title 56, Chapter 5, Utility Transfers Act), 1 page, §§ 56-88 through 56-92 <http://www.scc.virginia.gov/pua/ch4ch5.aspx>

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87 <http://www.scc.virginia.gov/pua/ch4ch5.aspx>

Chapter 5 - Transaction Summary, 11 pages, §§ 56-88 through 56-92 <http://www.scc.virginia.gov/pua/ch4ch5.aspx>

Interest Rate to be Paid on Customer Deposits, revised December 8, 2010, 20VAC5-10-20, updated annually - <http://www.scc.virginia.gov/eaf/utfin.aspx>

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60 - <http://www.scc.virginia.gov/eaf/utfin.aspx>

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, § 56-60 - <http://www.scc.virginia.gov/eaf/utfin.aspx>

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56 - <http://www.scc.virginia.gov/eaf/utfin.aspx>

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56 - <http://www.scc.virginia.gov/eaf/utfin.aspx>

Instructions and Forms for June 30th Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 20VAC5-417-60 - <http://www.scc.virginia.gov/eaf/telmon.aspx>

Instructions and Forms for December 31st Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 20VAC5-417-60 - <http://www.scc.virginia.gov/eaf/telmon.aspx>

Instructions for Interexchange Telecommunications Carriers Annual Reporting, November 5, 2001, 20VAC5-411-50 - <http://www.scc.virginia.gov/eaf/telmon.aspx>

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 Dee Deskins, Principal Utility Appraiser, Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9855, FAX 804 371-9797, or email dee.deskins@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 (Contact the Division of Public Service Taxation at (804) 371-9855)

CCTD-3, Tax Report, Electric Companies, revised December 2010, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/129/etax.pdf>

CCTD-6, Tax Report, Telecommunications Companies, revised December 2010, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/143/teltax.pdf>

CCTD-7, Tax Report, Gas Companies, revised December 2010, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/133/gtax.pdf>

CCTD-8, Tax Report, Water Companies, revised August 2011, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/145/wtax.pdf>

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2007, § 58.1-2654
<http://www.scc.virginia.gov/publicforms/137/rolstock.pdf>

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2007, § 58.1-2663
<http://www.scc.virginia.gov/publicforms/135/mctax.pdf>

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2007, § 58.1-2663
<http://www.scc.virginia.gov/publicforms/139/patax.pdf>

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2007, § 58.1-2663
<http://www.scc.virginia.gov/publicforms/141/rrtax.pdf>

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, December 2010, §§ 58.1-2640 and 58.1-2647 (Contact the Division of Public Service Taxation at (804) 371-9855)

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2901 and 58.1-2902
<http://www.scc.virginia.gov/publicforms/131/emon.pdf>

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2905 and 58.1-2906
<http://www.scc.virginia.gov/publicforms/132/gmon.pdf>

Real Estate Transaction Form Purchase/Conveyance, 1998, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/128/restran.pdf>

Motor Vehicle Carriers, Urban-Suburban Statement for Special Tax Exemption, 1963, § 58.1-2660 (Contact the Division of Public Service Taxation at (804) 371-9855)

Application for Registration as a Payphone Service Provider, revised January 21, 2005
<http://www.scc.virginia.gov/publicforms/147/psp.pdf>

Application for Registration as an Operator Service Provider, revised January 21, 2005
<http://www.scc.virginia.gov/publicforms/149/osp.pdf>

****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 2010 are available on the commission website**

Guidance Documents

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 published prior to 2010 may be obtained for approximately \$85 (availability and price depend 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, Department of Corrections, Regulatory Coordinator at the above address, telephone (804) 674-3303 ext. 1130, or email 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 at <http://www.townhall.virginia.gov>.

Guidance Documents:

[\[BOC Policy 10-1\] Board of Corrections Policy Process](#) (7/16/03)

[\[BOC Policy 10-2\] Board of Corrections Regulations](#) (7/16/03)

[\[BOC Policy 10-3\] Equal Employment Opportunity](#) (7/16/03)

[\[BOC Policy 10-4\] Budget](#) (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)

[\[BOC Policy 20-13\] Offender Co-Payment Program for Health Care Services](#) (1/1/12)

[\[BOC Policy 20-14\] Offender Health Records](#) (1/1/12)

[\[BOC Policy 20-7\] 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)

[\[BOC Policy 30-2\] Furlough, Work, Educational & Rehabilitative Releases from Local Correctional Facilities](#) (7/16/03)

[\[BOC Policy 30-5\] Purchase of Services Authorized](#) (1/1/12)

[\[BOC Policy 30-6\] Cost of Maintenance of Jails](#) (7/16/03)

[\[BOC Policy 30-7\] Regional Contracts For Cooperative Jailing Of Offenders](#) (7/16/03)

[\[BOC Policy 30-8\] Community Facilities for Offenders](#) (7/16/03)

[\[BOC Policy 30-9\] Approval for Jail Construction and Reimbursement](#) (7/16/03)

[\[Compliance 15-40\] Board of Corrections Compliance Documentation for Jails and Lockups](#) (10/21/11)

[\[Joint Policy 1-1\] Graduated Release From Confinement](#) (7/16/03)

BOARD OF COUNSELING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/counseling> or the Regulatory Town Hall at <http://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 Catherine Chappell, Acting Executive Director of the Board, at the address above or by telephone at (804) 367-4610. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/counseling/counseling_guidelines.htm

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

115-6, Coursework necessary to begin supervision for licensure as a professional counselor, adopted February 18, 2011

115-7, Supervised experience for the delivery of clinical services for professional counselor licensure, adopted February 18, 2011

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, 12th Floor, Richmond, VA 23219, <http://www.dcjs.virginia.gov>. Copies may be obtained by contacting Lisa McGee at the same address, telephone (804) 371-2419. 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, 12th Floor, Richmond, VA 23219, telephone (804) 371-2419 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

Guidance Documents

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

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, telephone (540) 332-9000, FAX (540) 332-9042, or email nancy.armstrong@vsdbs.virginia.gov.

Guidance Documents:

[Program of Studies](#), 2011-2012

[Student Handbook and Code of Conduct](#), 2011-2012

[Employee Handbook](#), revised August 2011

[VSDB Board of Visitors Bylaws](#), revised March 2010

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 2011

BOARD OF DENTISTRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/dentistry> or the Virginia Regulatory Town Hall at <http://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:

http://www.dhp.virginia.gov/dentistry/dentistry_guidelines.htm

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 for dental assistants, revised December 2, 2011

60-8, Educational requirements for Dental Assistant II, December 2, 2011

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

60-10, Policy on sanctioning for failure to comply with advertising guidelines, revised 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, revised September 9, 2011

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

60-16, Training in pulp capping for dental assistant II educational programs, adopted March 11, 2011

60-20, Guidance on obtaining radiation certification, revised September 9, 2011

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 kellestt@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:

[Clean Energy Manufacturing Incentive Grant \(CEMIG\) Guidelines](#), enacted July 2011, §§ 59.1-284.25 through 59.1-284.27

Guidance Documents

[Governor's Opportunity Fund \(GOF\) Guidelines](#), revised July 2011, § 2.2-115

[Major Eligible Employer \(MEE\) Grant Guidelines](#), revised July 2011, §§ 2.2-5100 through 2.2-5104

[Major Employment and Investment \(MEI\) Grant Guidelines](#), revised August 2010, § 2.2-2240.2

[Virginia Brownfields Assistance Fund \(VBAF\) Guidelines](#), enacted July 2011, § 10.1-1237

[Virginia Economic Development Investment Grant \(VEDIG\) Guidelines](#), revised July 2011, §§ 2.2-5100 through 2.2-5104

[Virginia Investment Partnership \(VIP\) Grant Guidelines](#), revised July 2011, §§ 2.2-5100 through 2.2-5104

DEPARTMENT OF EDUCATION

The documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. at the Department of Education, 101 North 14th Street, 25th Floor, Richmond, VA 23219. Single copies may be obtained at no cost by contacting Mrs. Melissa Luchau at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2540, FAX (804) 225-2524, or email melissa.luchau@doe.virginia.gov. Questions may also be directed to Mrs. Luchau. 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/meetings/2011/03_mar/agenda_items/item_a.pdf), March 2011 (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

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; January 11, 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; January 11, 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

Guidelines for Considering and Approving Requests for Pre-Labor Day Openings

(http://www.doe.virginia.gov/boe/guidance/administration_governance/requests_for_pre-labor_day_openings.pdf), July 28, 2011, § 22.1-79.1, as amended

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, effective September 2010, 8VAC20-131; updated: (http://www.doe.virginia.gov/boe/meetings/2011/01_jan/agenda_items/item_c.pdf), January 11, 2011.

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

Modified Academic Review Process for High Schools

(http://www.doe.virginia.gov/boe/meetings/2011/07_jul/agenda_items/item_h.pdf), July 28, 2011

Process by which Locally Prescribed Graduation Requirements that Exceed the Requirements in 8 VAC 20-131-50 of the Regulations Establishing Standards for Accrediting Public Schools in Virginia May Be Amended or Discontinued

(http://www.doe.virginia.gov/boe/meetings/2011/11_nov/agenda_items/item_d.pdf), November 2011, 8VAC20-131-50

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), 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

Guidance Documents

Application of Pesticides on School Property
(http://www.doe.virginia.gov/administrators/superintendents_memos/2010/163-10.shtml), July 2010, § 22.1-132.2.

Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools
(http://www.doe.virginia.gov/boe/guidance/safety/prevent_sexual_misconductabuse.pdf), March 24, 2011.

Guidelines for Policies on Concussions in Student-Athletes
(http://www.doe.virginia.gov/boe/guidance/health/concussions_in_student_athletes.pdf), Senate Bill 652 Passed by the 2010 General Assembly, January 11, 2011.

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 June 2011, § 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

Individual Student Alternative Education Plan (ISAEP) Program Guidelines
(<http://www.doe.virginia.gov/instruction/isaep/index.shtml>), revised February 2003, § 22.1-254

Guidelines for Alternatives to Animal Dissection
(http://www.doe.virginia.gov/boe/guidance/instruction/alternatives_dissection.pdf), July 2004, § 22.1-200.01

Virginia's Definition of School Readiness
(http://www.doe.virginia.gov/instruction/early_childhood/school_readiness/va_school_readiness_definition.pdf), April 2008

Guidelines for the Academic and Career Plan
(http://www.doe.virginia.gov/instruction/graduation/academic_career_plan.shtml), September 2009, 8VAC20-131-5 et seq.

Criteria for the Virginia Index of Performance, Virginia's Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence

(http://www.doe.virginia.gov/boe/meetings/2009/07_jul/agenda_items/item_o.pdf), revised July 2009, 8VAC20-131-325

Virginia's Textbook Review Process
(http://www.doe.virginia.gov/instruction/textbooks/review_process/va_textbook_review_process.pdf), March 24, 2011

Guidelines for Local Textbook Approval
(http://www.doe.virginia.gov/boe/guidance/administration_governance/local_textbook_guidelines.pdf), September 2011, § 22.1-23 of the Code of Virginia

Licensure and Teacher Preparation

The Virginia License Renewal Manual
(http://www.doe.virginia.gov/teaching/licensure/licensure_renewal_manual.pdf), revised September 2007, § 22.1-298

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

Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation
(http://www.doe.virginia.gov/teaching/career_resources/mentor_program_creation_guidelines.pdf), June 2000, § 22.1-305.1

Standards Governing the Issuance of a Regular Five Year License to Individuals Holding a Local Eligibility License
(<http://www.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

Implementation of Legislation Authorizing the Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas
(http://www.doe.virginia.gov/administrators/superintendents_memos/2001/inf111.html), August 7, 2001, § 51.1-155

Guidelines to Implement the Provisions of Section 22.1-302(A) of the Code of Virginia Pertaining to the Employment of Substitute Teachers
(http://www.doe.virginia.gov/boe/meetings/2011/03_mar/agenda_items/item_f.pdf), March 24, 2011

Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and Virginia Standards for the Professional Practice of Teachers
(http://www.doe.virginia.gov/teaching/performance_evaluation/index.shtml), April 28, 2011

The Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-To-Staff Schools
(http://www.doe.virginia.gov/administrators/superintendents_memos/2006/inf169.html), September 2006

Virginia's Definition of Alternate Route for Highly Qualified Teachers

(<http://www.doe.virginia.gov/boe/resolutions/2004/2004-21.shtml>), April 2004, No Child Left Behind (NCLB) Act of 2001

Virginia Requirements to Be a Highly Qualified Special Education Teacher

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2007/inf043.html>), revised February 2007, No Child Left Behind (NCLB) Act of 2001

Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Visiting International Faculty (VIF) Cultural Exchange Teachers

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2007/inf090.html>), March 2007

Revisions in Criteria to Designate Teachers Highly Qualified

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2007/inf043.html>), February 2007, No Child Left Behind Act of 2001 (NCLB) and Title II, Part A, Improving Teacher Quality State Grants

Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2005/reg013.html>), October 2005, § 22.1-298

Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment

(<http://www.doe.virginia.gov/boe/resolutions/2005/2005-23.shtml>), November 2005

Definitions of At-Risk of Becoming Low-Performing and Low-Performing Institutions of Higher Education in Virginia as Required by Title II of the Higher Education Act (HEA)

(http://www.doe.virginia.gov/boe/meetings/2011/05_may/agenda_items/item_b.pdf), Revised May 2011, Section 207 of Title II, Higher Education Act (HEA)

Criteria for Identifying Alternative Routes to Teacher Licensure as "Low Performing" or "At Risk of Becoming Low Performing" Required by Title II of the Higher Education Opportunity Act

(http://www.doe.virginia.gov/boe/meetings/2011/02_feb/agenda_items/item_c.pdf), February 2011, Section 207 of Title II, Higher Education Act (HEA)

Advancing Virginia's Leadership Agenda Guidance Document: Standards and Indicators for School Leaders and Documentation for the Principal of Distinction (Level II) Administration and Supervision Endorsement

(<http://www.doe.virginia.gov/boe/resolutions/2008/2008-45.shtml>), November 2008, 8VAC20-22-10 et seq.

[Professional Teacher's Assessment Requirements for Virginia Licensure & the School Leaders Licensure Assessment for Principals](#)

(http://www.doe.virginia.gov/teaching/licensure/prof_teacher_assessment.pdf), January 2012

No Child Left Behind Act of 2001

Persistently Dangerous Schools and Unsafe School Choice Options

(http://www.doe.virginia.gov/federal_programs/esea/title4/part_a/dangerous_schools_policy.pdf), April 2003, No Child Left Behind Act of 2001

Guidelines for the Provision of Public School Choice for Students in Title I Schools that are Identified for Improvement Status Under the No Child Left Behind Act of 2001

(http://www.doe.virginia.gov/boe/guidance/nclb/public_school_choice_requirements.pdf) 2002, No Child Left Behind Act of 2001

Criteria for the Providers of Supplemental Education Services under the No Child Left behind Act of 2001

(http://www.doe.virginia.gov/federal_programs/esea/title1/part_a/supplimental_ed_services/boe_criteria.pdf), July 2002

Criteria and Process for Adoption of Instructional Models/Programs that Include Instructional Methods to Satisfy Provisions in Regulations Establishing Accrediting Standards for Public Schools in Virginia

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2004/inf069.html>), revised January 2004

Revision to the Terminology Used in the Criteria and Disclaimers to Identify and Select Instructional Interventions in Regulations Establishing Standards for Accrediting Public Schools in Virginia

(http://www.doe.virginia.gov/federal_programs/esea/title1/part_a/instructional_interventions.pdf), February 2007, 8VAC20-131-10 et seq.

Guidelines for School Division Rewards Allowable Under the No Child Left Behind Act of 2001

(<http://www.doe.virginia.gov/boe/resolutions/2004/2004-39.shtml>), July 2004, No Child Left Behind Act of 2001

Guidelines for Sanctions/Corrective Actions for Virginia School Divisions in Improvement Status as Required by the No Child Left Behind Act of 2001

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2004/adm057.html>), October 2004

Process for Submitting Locally Developed and/or Selected English Language Proficiency Assessments for Board of Education Approval

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2008/inf083.html>), April 2008

Guidelines for Determining the Adequate Yearly Progress (AYP) of "Small n Schools"

(<http://www.doe.virginia.gov/administrators/superintendents/memos/2010/158-10.shtml>), July 2010, USED

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Board of Education Approval Process to Evaluate Locally Selected or Developed English Language Proficiency (ELP) Assessments for 2010-2011 Administration (<http://www.doe.virginia.gov/administrators/superintendents/memos/2010/152-10.shtml>), July 2010, Section 1111 (b) (7) of the No Child Left Behind Act of 2001 (NCLB)

School Nutrition Programs

Agreement to Participate in the School Nutrition Programs (<http://www.doe.virginia.gov/administrators/superintendents/memos/2010/118-10.shtml>), updated annually, May 2010, 7 CFR 210.16 Para. a. 5

Guidelines for Accommodating Children with Special Dietary Needs in School Nutrition Programs (<http://www.doe.virginia.gov/administrators/superintendents/memos/2002/reg008.html>), October 2002

Special Education

Rights and Procedural Safeguards for Special Education Related to Free and Appropriate Public Education (http://www.doe.virginia.gov/special_ed/regulations/state/procedural_safeguards/english_procedural_safeguards.pdf), revised 2009, Individuals with Disabilities Education Improvement Act (IDEA), P.L. 108-446, 20 USC § 1400 et seq.

Discipline of Students with Disabilities, 2000 (http://www.doe.virginia.gov/support/student_conduct/discipline_children_disabilities.pdf)

Individuals with Disabilities Education Act (IDEA), 2004 Amendments, P.L. 108-446, December 2004; Assistance to States for the Education of Children with Disabilities and Preschool Grants for Children with Disabilities: Final Rule (34 CFR Part 300 and 301), October 2006; Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 2009.

Guidelines for the Development of Policies and Procedures for Managing Student Behaviors in Emergency Situations: Focusing on Physical Restraint and Seclusion (http://www.doe.virginia.gov/support/student_conduct/guidelines_managing_behaviors_emergency.pdf), revised 2009, § 22.1-276 et seq., § 22.1-279.1, 8VAC20-80-10

Required Modifications to Local Procedures and Policies (http://www.doe.virginia.gov/special_ed/regulations/state/devolving_local_policies_procedures_guidance.pdf), revised November 2009, IDEA '04 §§ 1412(a)(11)(A)(iii), 1412(a)(24), and 1412(a)(25)

Alternative Special Education Staffing Plan Procedures (<http://www.doe.virginia.gov/administrators/superintendents/memos/2001/adm013a.pdf>), January 2001, 8VAC20-80-45

Procedures for Receiving and Resolving Complaints which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities

(http://www.doe.virginia.gov/special_ed/resolving_disputes/complaints/complaint_resolution_procedures.pdf), August 2009, Individuals with Disabilities Education Act (2004) and its implementing regulations, 34 CFR § 300.151, et seq. of the Code of Virginia, § 22.1-214 E and the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, effective July 7, 2009, 8VAC20-81-200

Guidelines for Schools for Students with Disabilities Fund (<http://www.doe.virginia.gov/boe/resolutions/2007/2007-23.shtml>), June 2007, Appropriation Act (Item 5.06, Chapter 3, 2006 Special Session I)

Guidelines for Neighborhood Assistance Act Tax Credit Program for Education (http://www.doe.virginia.gov/school_finance/neighborhood_assistance_act/guidelines.pdf), July 2009, §§ 58.1-439.18, 58.1-439.20, 58.1-439.21, 58.1-439.22, 58.1-439.23, and 58.1-439.24

Virginia Grade Level Alternative (VGLA) Participation Criteria for Students with Disabilities (<http://www.doe.virginia.gov/administrators/superintendents/memos/2010/096-10.shtml>), April 2010, HB304, 2010 General Assembly

Special Programs

The Virginia Plan for the Gifted (http://www.doe.virginia.gov/instruction/gifted_ed/ed_services_plans/va_plan_gifted.pdf), 1996, 22.1-253.13:1 - Standard 1, 8VAC20-40.

Procedures for Initiating an Academic Year Governor's School (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

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

(http://www.doe.virginia.gov/testing/participation/participation_va_accountability_system.pdf), updated April 2010, No Child Left Behind Act of 2001, 8VAC20-80-10 et seq.

Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval

(<http://www.doe.virginia.gov/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, 1100 Bank Street, First Floor, 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 website: <http://www.sbe.virginia.gov/>.

Guidance Documents:

[DDG] [Do's and Don'ts on Election Day for Campaigners and Authorized Representatives](#) (7/1/10)

[DEL-1] [State Board of Elections Policy 2004-007](#) (9/14/10)

[DEL-2] [Campaign Finance and Advertising Delegations to Secretary \(Updating Policy 2004-007\)](#) (8/19/11)

[EDG-1] [Election Day Guide for Officers of Election](#) (8/4/11)

[GREB-0] [Introduction, General Registrars and Electoral Board Members Handbook](#) (7/1/11)

[GREB-1] [Chapter 1, The State Board of Elections](#) (7/1/11)

[GREB-2] [Chapter 2, Electoral Board](#) (7/1/11)

[GREB-3] [Chapter 3, General Registrar](#) (7/1/11)

[GREB-4] [Chapter 4, Officers of Elections](#) (7/1/11)

[GREB-5] [Chapter 5, Registrar Office Operations](#) (7/1/11)

[GREB-6] [Chapter 6, Files and Record](#) (7/1/11)

[GREB-7] [Chapter 7, Voter Registration-List Maintenance](#) (7/1/11)

[GREB-8] [Chapter 8, Accessibility](#) (7/1/11)

[GREB-9] [Chapter 9, Voter Registration](#) (7/1/11)

[GREB-10] [Chapter 10, Candidate and Referenda Processing](#) (7/1/11)

Guidance Documents

- [\[GREB-11\] Chapter 11, Absentee Voting \(7/1/11\)](#)
- [\[GREB-12\] Chapter 12, Temporary Registration \(7/1/11\)](#)
- [\[GREB-13\] Chapter 13, Establishing A Polling Place \(7/1/11\)](#)
- [\[GREB-14\] Chapter 14, Managing Split Precincts \(7/1/11\)](#)
- [\[GREB-15\] Chapter 15 Managing Ballots \(7/1/11\)](#)
- [\[GREB-16\] Chapter 16, Central Absentee Precinct \(7/1/11\)](#)
- [\[GREB-17\] Chapter 17, Election Day Preparation \(7/1/11\)](#)
- [\[GREB-18\] Chapter 18, Election Day \(7/1/11\)](#)
- [\[GREB-19\] Chapter 19, Canvassing Results \(7/1/11\)](#)
- [\[GREB-20\] Chapter 20, Voting Equipment \(9/16/11\)](#)
- [\[GREB-21\] Chapter 21, Campaign Finance \(7/1/11\)](#)
- [\[GREB-22\] Chapter 22, Recounts and Contested Elections \(7/1/11\)](#)
- [\[GREB-23\] Chapter 23, Election Offenses \(7/1/11\)](#)
- [\[GREB-24\] Chapter 24, DOJ Preclearance \(7/1/11\)](#)
- [\[GREB-25\] Chapter 25, Redistricting \(7/1/10\)](#)
- [\[GREB-26\] Chapter 26, The Virginia Freedom of Information Act \(FOIA\) \(7/1/11\)](#)
- [\[GREB-27\] Chapter 27, Emergency Procedures \(7/1/11\)](#)
- [\[GREB-28\] Chapter 28, Electronic Communications and the SBE \(7/1/11\)](#)
- [\[GREB-29\] Chapter 29, Provisional Ballots \(7/1/11\)](#)
- [\[GREB-30\] Chapter 30, Fiscal Operations \(7/1/11\)](#)
- [\[OTHDOCS-1\] Other Guidance Documents \(12/27/11\)](#)
- [\[OTHDOCS-2\] Library of Virginia Digital Depository \(12/27/11\)](#)
- [\[SBE-604\] Prohibited Area Poster \(SBE-604\) \(1/1/10\)](#)
- [\[What If\] What If - Quick Reference to Problems \(7/21/11\)](#)

DEPARTMENT OF EMERGENCY MANAGEMENT

Copies of the subject document may be viewed at <http://www.vaemergency.com/em-community/plans/coveop>. The document may be printed without restrictions, except as such rules 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:

[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 the guidance 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) 786-7263, FAX (804) 786-9034, or email coleman.walsh@vec.virginia.gov. Unless otherwise indicated, there is a \$1.00 per document copying charge. These documents may be accessed from the Virginia Employment Commission's website, VaEmploy.com, by clicking on "Unemployed?" and then clicking on "File an Appeal." Documents may be downloaded from the website at no charge.

Questions regarding interpretation or implementation of the guidance 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) 786-7263, FAX (804) 786-9034, or email coleman.walsh@vec.virginia.gov.

Guidance Documents:

Precedent Decision Manual, revised January 1997, § 60.2-100 et seq. and 16 VAC 5-10, \$90

Guide for Effective Unemployment Insurance Adjudication, revised February 2010, § 60.2-100 et seq., \$90

Commission Decision 54991-C, Meade v. Buster Brown Apparel, Inc., issued November 25, 1997, § 60.2-229(A)

Commission Decision 41251-C, Williams v. U. S. Army, issued March 19, 1993, § 60.2-604

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

Commission Decision 22777-C, Moore v. Klate Holt Company, issued January 24, 1984, § 60.2-612

Commission Decision 25950-C, Heldreth v. Southwest Virginia Enterprise, issued July 11, 1986, § 60.2-612

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

- Commission Decision 98337-C, Merrill v. M. R. Merrill Construction, Inc., issued May 20, 2011, Section 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)
- Commission Decision 23806-C, Sysco v. Virginia Stage Company, issued August 31, 1984, § 60.2-612(7)
- Commission Decision 38556-C, Copeland v. U. S. Navy, issued July 1, 1992, § 60.2-612(7)
- Commission Decision 47764-C, Lilliam v. Commonwealth Health Care, issued April 4, 1995, § 60.2-612(7)
- Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, § 60.2-612(7)
- Decision SUA-3, Fulk v. Rocco Farm Foods, issued August 11, 1975, § 60.2-612(7)
- Decision UI-76-393, Corbett v. C and P Telephone Company, issued January 24, 1977, § 60.2-612(7)
- Commission Decision 3153-C, Weaver v. Ideal Laundry and Dry Cleaners, issued October 16, 1957, § 60.2-618(1)
- Commission Decision 5909-C, Mahew v. Capitol Concrete Rental Corporation, issued March 12, 1973, § 60.2-618(1)
- Commission Decision 6514-C, Thompson v. Dow Badische Company, issued November 26, 1974, § 60.2-618(1)
- Commission Decision 8298-C, Gross v. Command Deliveries, Inc., issued August 16, 1976, § 60.2-618(1)
- Commission Decision 16998-C, Johnson v. Hall and Taylor Body Shop, issued November 6, 1981, § 60.2-618(1)
- Commission Decision 24302-C, Young v. Mick or Mack, issued December 13, 1984, § 60.2-618(1)
- Commission Decision 26561-C, Bartley v. Atlantic Research Corp., issued February 28, 1986, § 60.2-618(1)
- Commission Decision 27729-C, Rasnake v. Pepsi Cola Bottling of Norton, issued July 31, 1987, § 60.2-618(1)
- Commission Decision 33298-C, Pugh v. Christian Children's Fund, issued June 29, 1990, § 60.2-618(1)
- Commission Decision 34957-C, Edwards v. Landmark Builders of the Triad, issued January 18, 1991, § 60.2-618(1)
- Commission Decision 36673-C, Winisky v. Fauquier County School Board, issued December 2, 1991, § 60.2-618(1)
- Commission Decision 37072-C, Boardwine v. Tennessee Investment Casting Company, issued December 20, 1991, § 60.2-618(1)
- Commission Decision 37487-C, Beckner v. Harris Teeter Super Markets, issued April 2, 1992, § 60.2-618(1)
- Commission Decision 38232-C, Wright v. Prince Edward County Department of Social Services, issued June 15, 1992, § 60.2-618(1)
- Commission Decision 40365-C, Hampe v. Krisp-Pak Company, Inc., issued March 3, 1994, § 60.2-618(1)
- Commission Decision 40827-C, Meador v. Bunker Hill Packing Corp., issued April 1, 1993, § 60.2-618(1)
- Commission Decision 40968-C, Fields v. Bristol Home Health Services, issued May 12, 1993, § 60.2-618(1)
- Commission Decision 41241-C, Jennings v. Craddock-Terry, Inc., issued March 24, 1993, § 60.2-618(1)
- Commission Decision 43248-C, Zumbaugh v. GTE Government Systems, Inc., issued October 1, 1993, § 60.2-618(1)
- Commission Decision 46659-C, Alsip v. Department of the Army, issued October 27, 1994, § 60.2-618(1)
- Commission Decision 46964-C, Barrington v. Virginia Power, issued January 17, 1995, § 60.2-618(1)
- Commission Decision 50372-C, Fedelez v. Bell Atlantic Virginia, Inc., issued March 9, 1996, § 60.2-618(1)
- Commission Decision 92714-C, Churchill v. L-3 Services, Inc., issued September 30, 2010, Section 60.2-618(1)
- Commission Decision 5585-C, Newkirk v. Virginia National Bank, issued February 18, 1972, § 60.2-618(2)
- Commission Decision 7340-C, Porter v. Wilson Trucking Company, issued January 5, 1976, § 60.2-618(2)
- Commission Decision 7446-C, McAfee v. Harvey's Chevrolet Corp., issued February 2, 1976, § 60.2-618(2)
- Commission Decision 11446-C, Wertz v. Russell Transfer, Inc., issued January 10, 1979, § 60.2-618(2)
- Commission Decision 14088-C, Lee v. City of Roanoke, issued January 13, 1981, § 60.2-618(2)
- Commission Decision 25853-C, Stevens v. Copy Systems, issued December 12, 1985, § 60.2-618(2)
- Commission Decision 26734-C, Dawson v. Old Dominion Job Corps, issued March 28, 1986, § 60.2-618(2)
- Commission Decision 28159-C, Cornett v. Harry C. Sutherland, CPA, issued April 23, 1987, § 60.2-618(2)
- Commission Decision 28209-C, Garrett v. Chester Drugs, Inc., issued March 1, 1993, § 60.2-618(2)
- Commission Decision 29748-C, Shelton v. Department of Labor, issued April 12, 1988, § 60.2-618(2)
- Commission Decision 30052-C, Johnston v. Kennedy's Piggly Wiggly Stores, issued June 28, 1988, § 60.2-618(2)

Guidance Documents

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

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

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

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

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

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

Commission Decision 33438-C, Davis v. Stone Container Corp., issued January 18, 1991, § 60.2-618(2)

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

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

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

Commission Decision 34603-C, Lambert v. Department of the Army, issued November 29, 1990, § 60.2-618(2)

Commission Decision 35174-C, Thomas v. Steven J. Chavis, issued February 11, 1991, § 60.2-618(2)

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

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

Commission Decision 35866-C, Bishop v. Crown Central Petroleum Corp., issued June 24, 1991, § 60.2-618(2)

Commission Decision 35909-C, Culpepper v. Quality Cleaners, issued July 1, 1991, § 60.2-618(2)

Commission Decision 35999-C, Simmons v. Numanco, issued July 11, 1991, § 60.2-618(2)

Commission Decision 36195-C, Mallory v. J. A. Jones Construction Company, issued August 19, 1991, § 60.2-618(2)

Commission Decision 36310-C, Holloway v. Pearle Vision Center and The Price Club, issued August 29, 1991, § 60.2-618(2)

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

Commission Decision 36655-C, Simonson v. Sligh Plumbing and Heating Company, issued November 27, 1991, § 60.2-618(2)

Commission Decision 36794-C, Jordan v. Newport News Shipbuilding, Inc., issued December 17, 1991, § 60.2-618(2)

Commission Decision 37114-C, Neil v. Newport News Shipbuilding, Inc., issued December 24, 1991, § 60.2-618(2)

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

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

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

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

Commission Decision 39702-C, Butts v. Jones, Blechman, Woltz and Kelly, P.C., issued October 15, 1992, § 60.2-618(2)

Commission Decision 39703-C, Kao v. Gordon Boulevard Services, Inc., issued November 3, 1992, § 60.2-618(2)

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

Commission Decision 40195-C, Slacum v. R. H. Walker and Associates, issued January 11, 1993, § 60.2-618(2)

Commission Decision 41247-C, Osborne v. Transit Management of Alexandria, Inc., issued June 4, 1993, § 60.2-618(2)

Commission Decision 41966-C, Cobble v. United Consumers, Inc., issued June 28, 1993, § 60.2-618(2)

Commission Decision 42083-C, Girma v. News Emporium, Inc., issued June 7, 1993, § 60.2-618(2)

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

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

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

Commission Decision 42977-C, Bland v. Bristol Newspapers, Inc., issued August 28, 1993, § 60.2-618(2)

Commission Decision 43306-C, Stover v. Pulaski Furniture Corporation, issued October 2, 1993, § 60.2-618(2)

Commission Decision 43933-C, Yousef v. Avis Rent-A-Car System, Inc., issued January 7, 1994, § 60.2-618(2)

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

Commission Decision 44375-C, Turner v. Christiansburg Garment Co., Inc., issued March 29, 1994, § 60.2-618(2)

Commission Decision 45948-C, *Robins v. Security Transcontinental, Inc.*, issued August 26, 1994, § 60.2-618(2)

Commission Decision 45991-C, *Sydenstricker v. Boddie-Noell Enterprises*, issued July 28, 1994, § 60.2-618(2)

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

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

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 40782-C, *Luther v. Dynamic Engineering, Inc., et al*, issued March 2, 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, 16 VAC 5-60-20 F

Commission Decision 39240-C, *Edwards v. Newport News Shipbuilding, Inc.*, issued August 31, 1992, 16 VAC 5-80-20 I

Commission Decision 42406-C, *Singleton v. Wilds*, issued July 8, 1993, 16 VAC 5-80-20 I

Commission Decision 33733-C, *Gonzalez v. Thornhill*, issued June 22, 1990, 16 VAC 5-80-30 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 <http://www.edr.virginia.gov>. EDR does not charge for the downloading of these documents.

Questions regarding interpretation or implementation of the documents may be directed to Claudia T. Farr, Director, Department of Employment Dispute Resolution, Main Street Centre, 600 E. Main Street, Suite 301, Richmond, VA 23219, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or email administrator@edr.virginia.gov.

Guidance Documents:

[Grievance Procedure Manual](#), revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

[Rules for Conducting Grievance Hearings](#), revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

[Frequently Asked Grievance Questions](#), October 24, 2006

[Workplace Mediation Program Guidelines](#), revised April 2011, §§ 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: <http://www.townhall.virginia.gov>.

Guidance Documents

Requests for copies of those documents not available electronically on the Town Hall or copies of any of the documents listed are considered a request for information under the Freedom of Information Act. There is a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy.

Requests for copies or questions regarding interpretation of waste 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, Recycling and Tire Program, 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 <http://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 (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)

[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)

[\[LPR-REM-2011-07\] Review Process for UECA Environmental Covenants](#) (11/28/11)

[\[LPR-SW-09-2002\] Guidance for the Certification of Recycling Machinery and Equipment](#) (7/20/07)

[\[REW2011-01\] Wind PBR Guidance - Cover Memo](#) (9/7/11)

[\[REW2011-01S1\] Wind PBR Guidance - Section I: General](#) (9/6/11)

[\[REW2011-01S2\] Wind PBR Guidance - Section II: Methodology](#) (9/6/11)

[\[REW2011-01S3\] Wind PBR Guidance - Section III: Coastal Avian Protection Zone \(CAPZ\) Narrative](#) (9/6/11)

[\[1-2011\] Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 1-2011](#) (10/27/11)

[\[1-2011 Appendix I\] Freedom of Information Act Compliance - Agency Policy Statement 1-2011 Appendix I](#) (10/27/11)

[\[1-2011 Appendix II\] Freedom of Information Act Compliance - Agency Policy Statement 1-2011 Appendix II](#) (10/27/11)

[\[CEM-01\] 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 2 - General Enforcement Procedures - Cover Memorandum](#) (4/21/11)

[\[CEM-04\] Civil Enforcement Manual - Chapter 2 - General Enforcement Procedures](#) (4/21/11)

[\[CEM-05\] Civil Enforcement Manual - Chapter 2A - Attachments to Chapter 2 - General Enforcement Procedures](#) (4/21/11)

[\[CEM-06\] 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)

[\[CEM-07A\] Civil Enforcement Manual - Chapter 4 - Civil Charges and Penalties - Violations of Article 11 of State Water Control Law: Oil Discharge Civil Charge - Civil Penalty Worksheet and Text](#) (5/2/11)

[\[CEM-08\] 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)

[\[EGM No. 1-2011\] Access to Private Property for Inspections and Investigations, Denial of Access, and Obtaining Administrative Inspection Warrants](#) (3/3/11)

State Air Pollution Control Board

Guidance Documents:

[Fugitive Dust Control from Mining Operations](#) (6/9/11)

[Memorandum of Agreement Between the Department of Mines, Minerals and Energy and the Department of Environmental Quality](#) (2/19/10)

[\[APG-100\] 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 \(Memo No. 03-1002\)](#) (3/23/04)

[\[APG-301\] 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)

[\[APG-308\] Clarification of 9VAC5-80-1695.F - Exemption of Alternative Fuels under Major NSR](#) (3/24/11)

[\[APG-350\] 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)

Guidance Documents

[\[APG-400\] 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)

[\[APG-456\] 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)

[\[APG-574\] Exemption of Qualified Fumigation Facilities](#) (6/21/11)

[\[AQAG-001\] Virginia Modeling Guideline for Air Quality Permits](#) (2/1/10)

[\[AQM-001\] Quality Assurance Project Plan for the Ozone Ambient Air Monitoring Program](#) (11/1/11)

[\[AQM-002\] 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)

[\[AQM-004\] Quality Assurance Project Plan for the Carbon Monoxide Ambient Air Monitoring Program](#) (12/1/11)

[\[AQM-004A\] Quality Assurance Project Plan for the Carbon Monoxide Ambient Air Monitoring Program - Appendices](#) (12/1/11)

[\[AQM-005\] Quality Assurance Project Plan for the Nitrogen Oxides Ambient Air Monitoring Program](#) (12/6/11)

[\[AQM-005A\] Quality Assurance Project Plan for the Nitrogen Oxides Ambient Air Monitoring Program - Appendices](#) (12/6/11)

[\[AQM-006\] Quality Assurance Project Plan for the Sulfur Dioxide Ambient Air Monitoring Program](#) (12/6/11)

[\[AQM-006A\] Quality Assurance Project Plan for the Sulfur Dioxide Ambient Air Monitoring Program - Appendices](#) (12/6/11)

[\[AQP-01\] 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 \(1/1/93\)](#)
- [\[AQP-09A\] Guidance Memo - Stage I and II Vapor Recovery System Testing Standards \(12/15/11\)](#)
- [\[AQP-11\] 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 \(3/14/06\)](#)
- [\[LPR-SW-01-2007\] Vegetative Waste Burning at Closed Landfills \(1/8/07\)](#)
- [\[MSOP-01\] 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 \(6/1/11\)](#)
- [\[MSOP-08\] Exemption of Non-Conforming Vehicles \(6/14/11\)](#)
- [\[MSOP-09\] 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 \(12/17/97\)](#)

Guidance Documents

State Water Control Board

Guidance Documents:

[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 \(5/1/05\)](#)

[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 \(5/16/01\)](#)

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[\[00-2003\] Wetland Compensation Ratios \(2/1/00\)](#)

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[\[00-2006\] Spiking Requirements for Metals Analysis \(3/23/00\)](#)

[\[00-2008\] Notification of Acceptance for Coverage by a General Permit \(5/12/00\)](#)

[\[00-2010\] Protocol for DEQ Action in the Event Unpermitted Discharges are Identified \(8/22/00\)](#)

[\[00-2011\] Guidance on Preparing VPDES Permit Limits based on Water Quality Standards for Toxics \(8/24/00\)](#)

[\[00-2011\] QL Related Update to Guidance Memo 00-2011 - Amendment 4 \(1-3 no longer effective\)\) \(4/10/03\)](#)

[\[00-2012\] Toxics Management Program Implementation \(8/24/00\)](#)

[\[00-2014\] Quality Assurance Project Plan for the State Lead Program \(9/7/00\)](#)

[\[00-2015\] Implementation Guidance for July 2000 Revisions to the VPDES Permit Regulation \(9/27/00\)](#)

[\[00-2018\] 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 \(7/26/01\)](#)

[\[01-2024D\] Storage Tank Program Technical Manual, Fourth Edition \(5/10/11\)](#)

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[\[02-2001\] 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 \(1/19/95\)](#)
- [\[95-005\] Local Government Ordinance Forms \(CAFO\) \(6/20/95\)](#)
- [\[95-006\] 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 Limits for Certain Effluents \(4/9/96\)](#)
- [\[96-009\] Obtaining Dissolved Metals Data \(11/19/96\)](#)
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[\[96-009\] Obtaining Dissolved Metals Data - Amendment 2 \(4/10/03\)](#)

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

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

[\[97-2006\] Revised Local Government Ordinance Form \(11/24/97\)](#)

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[\[98-2010\] 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 \(2/26/99\)](#)

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[\[GM00-2016\] Chain of Custody Policy and Procedures - Amendment 1 \(3/14/06\)](#)

[\[GM01-2013\] Checklist for Wastewater Laboratory - Amendment #7 \(1/14/08\)](#)

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[\[GM01-2013\] 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 \(9/10/03\)](#)

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[\[GM04-2003\] 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 \(5/12/04\)](#)

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[\[GM04-2014\] 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 \(9/27/04\)](#)

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[\[GM04-2021\] Guidance for Exceptional State Waters Designations in Antidegradation Policy Section of WQS Regulation \(11/15/04\)](#)

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[\[GM05-2007\] Pollution Response Program \(PREP\) Manual \(4/15/05\)](#)

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[\[GM06-2002\] Implementation of the VPDES General Permit for Coin Operated Laundries VAG72 \(3/15/06\)](#)

[\[GM06-2004\] 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 \(5/26/06\)](#)

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[\[GM06-2012-Amd #1\] 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 \(VAG75\) \(10/25/06\)](#)

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[\[GM06-2015\] VWP Permit Program Staff Manual \(10/31/06\)](#)

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

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[\[GM08-2006\] Implementation Guidance for Reissuance of VPDES General Permit VAG83 - VPDES General Permit Regulation for Discharges From Petroleum Contaminated Sites, Groundwater Remediation and Hydrostatic Tests \(5/13/08\)](#)

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[\[GM08-2008\] 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 \(6/9/08\)](#)

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

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

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[\[GM10-2005\] Guidance Memorandum No. 10-2005 - DEQ Policy for Areas and Activities Given the "Manipulated Wetland" Label by the Natural Resource Conservation Service \(9/30/10\)](#)

[\[GM11-2001\] Review and Coordination with other State Agencies for Threatened and Endangered Species for Biosolids Permitting \(1/25/11\)](#)

[\[GM11-2002\] Assessing points for violations of Chesapeake Bay annual load and concentration limitations for Total Nitrogen and Total Phosphorus \(1/26/11\)](#)

[\[GM11-2003\] Implementation of the 2011 Reissuance of the VPDES General Permit Regulation for Seafood Processing Facilities - VAG52 \(2/4/11\)](#)

[\[GM11-2004\] Amendments to the Virginia Water Protection Permit Program Regulation 9VAC25-210 \(Effective July 25, 2007\) Regarding Surface Water Withdrawal Permitting \(3/17/11\)](#)

[\[GM11-2005\] Revised Local Government, Riparian Property Owner, Adjacent Property Owner or Resident, and General Public Notification Procedures for VPDES, VPA and VWP Permit Applications and Draft Permits \(3/18/11\)](#)

[\[GM11-2006\] Managing Frozen Ground for Biosolids Land Application \(3/18/11\)](#)

[\[GM11-2007\] 2012 Water Quality Assessment Guidance Manual \(6/7/11\)](#)

[\[GM11-2008\] Implementation Guidance for Reissuance of the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day \(6/15/11\)](#)

[\[GM11-2009\] Implementation of the 2011 Issuance of the VPDES General Permit Regulation for Discharges Resulting from the Application of Pesticides to Surface Waters VAG87 \(10/26/11\)](#)

[\[GM11-2010\] Process for Determination of Noncompliance with the General VPDES Permit for Storm Water Discharges Associated with Industrial Activity, VAR05 \(12/5/11\)](#)

[\[GM99-2006\] Storage Tank Program Quality Management Plan - Amendment 2 \(7/27/11\)](#)

[\[GMWRD06-100\] Ground Water Withdrawal Permit Procedures Manual \(5/25/06\)](#)

[\[LPR-UST-01-2010A\] Delivery Prohibition and the Compliance Process in the UST Program \(5/17/11\)](#)

[\[TMDL GM90-2001\] 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 \(11/2/94\)](#)

Virginia Waste Management Board

Guidance Documents:

[Public Comments at Virginia Waste Management Board Meetings \(2/25/04\)](#)

[\[GM00-2016\] Chain of Custody Policy and Procedures - Amendment 1 \(3/14/06\)](#)

[\[LPR 02-2002\] Guidance Document Development \(6/3/02\)](#)

[\[LPR 03-2004\] Waste Division Review of Environmental Review Reports as Required by NEPA \(5/25/04\)](#)

[\[LPR 16-2002\] Guidance for Certification of Waste Oil Burning Equipment for the State Income Tax Credit \(8/1/02\)](#)

[\[LPR-HW\] Closure Guidance-Wood Treatment Facilities - Drip Pads \(6/7/07\)](#)

[\[LPR-HW\] Emergency Permits - Virginia Hazardous Waste Management Regulations and the RCRA Regulations - Guidance Summary \(5/13/10\)](#)

[\[LPR-HW\] EOD Emergency Response Operations and Emergency Permits Clarification \(3/4/11\)](#)

[\[LPR-HW\] Waste Procedure No. 5 - Hazardous Waste Emergency Permits \(4/14/11\)](#)

[\[LPR-HW-01-1997\] Discarded Sandblast Grit Policy \(2/14/97\)](#)

[\[LPR-HW-03-1994\] Risk Based Closure - \(REAMS\) Risk Exposure and Analysis Modeling System \(11/1/94\)](#)

[\[LPR-HW-05-1996\] Siting Requirements for Hazardous Waste Management Facilities \(7/26/96\)](#)

[\[LPR-HW-18-2002\] Hazardous Waste Financial Assurance Procedures \(8/22/02\)](#)

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

[\[LPR-REM-01-1999\] Guidance for Determining Eligibility of Sites for the Voluntary Remediation Program \(5/5/99\)](#)

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

[\[LPR-REM-01-2011\] Voluntary Remediation Risk Assessment Guidance \(1/15/10\)](#)

[\[LPR-REM-02-2003\] Guidance on Procedures for Reporting NPL-Caliber Landfills Progress to EPA \(4/7/03\)](#)

[\[LPR-REM-03-2002\] Guidance for Assessing Groundwater at Voluntary Remediation Sites \(4/16/02\)](#)

[\[LPR-REM-04-1996\] Addendum to Policy for Handling Investigation Derived Waste \(7/24/96\)](#)

[\[LPR-REM-05-2001\] Certification of Satisfactory Completion of Remediation \(6/14/01\)](#)

[\[LPR-REM-06-2003\] Brownfields Manual \(3/12/04\)](#)

[\[LPR-SW- EE-151\] Virginia Waste Tire Program - Waste Tire Certification Instructions \(11/1/03\)](#)

[\[LPR-SW-01-1994\] Gas Condensate Recirculation \(11/1/02\)](#)

[\[LPR-SW-01-2005\] Guidance for Soil Analysis Required for Facilities Treating Petroleum Contaminated Soil Under the Provisions of 9 VAC 20-80-360 \(3/11/05\)](#)

[\[LPR-SW-01-2007\] Vegetative Waste Burning at Closed Landfills \(1/8/07\)](#)

[\[LPR-SW-01-2008\] Surface Water Impacts at Solid Waste Landfills \(2/22/08\)](#)

[\[LPR-SW-01-2009\] Scenarios Under Which A Part A Amendment Is Or Is Not Required \(4/15/09\)](#)

[\[LPR-SW-01-2011\] Implementation of the New Operations Manual Requirements \(3/28/11\)](#)

[\[LPR-SW-02-1993\] Seismic Impact Zone - Part A Requirements \(11/1/02\)](#)

[\[LPR-SW-02-1997\] Activities on Closed Landfills \(9/1/03\)](#)

[\[LPR-SW-02-2007\] Close Safely the Old 1205 Permitted Landfills \(12/22/11\)](#)

[\[LPR-SW-02-2008\] Landfill Waste Disposal Limits \(1/20/09\)](#)

[\[LPR-SW-02-2009\] On-Site Composting of Routine Animal Mortality \(5/1/09\)](#)

[\[LPR-SW-02-2010\] Solid Waste Compliance Program Inspection Manual \(5/27/11\)](#)

Guidance Documents

[\[LPR-SW-02-2011\] Crosswalk Comparison 9VAC20-80 versus 9VAC20-81 \(3/28/11\)](#)

[\[LPR-SW-03-1993\] Clarification of Final Cover Designs and Alternate Designs \(5/18/93\)](#)

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

[\[LPR-SW-03-2001\] Local Landfill Certification for Non-Captive Industrial Landfills \(4/19/01\)](#)

[\[LPR-SW-03-2005\] Siting and Groundwater Monitoring for Landfills and the Vicinity of Wetlands \(8/17/05\)](#)

[\[LPR-SW-03-2007\] Management of Grit and Screenings \(2/26/07\)](#)

[\[LPR-SW-03-2008\] Solid Waste Permit Manual \(12/16/08\)](#)

[\[LPR-SW-03-2009\] On-Site Burial of Routine Animal Mortality \(5/1/09\)](#)

[\[LPR-SW-03-2011\] Changes to the Composting Provisions \(3/28/11\)](#)

[\[LPR-SW-04-1993\] HELP Model - Leachate Generation For Tank Design \(6/1/03\)](#)

[\[LPR-SW-04-1994\] Guidelines for Special Waste Disposal \(9/1/03\)](#)

[\[LPR-SW-04-2009\] Solid Waste Management Plan 5-Year Update Guidance \(5/13/09\)](#)

[\[LPR-SW-04-2011\] Financial Assurance for Stockpiles of Materials for Beneficial Use or Other Uses \(8/1/11\)](#)

[\[LPR-SW-05-1995\] Definition of Appropriate Container \(9/1/03\)](#)

[\[LPR-SW-05-2009\] Research Development and Demonstration Plans \(11/9/09\)](#)

[\[LPR-SW-06-1996\] Disposal of Sharps \(8/6/96\)](#)

[\[LPR-SW-06-2001\] Guidance on the Director's Determination in 10.1-1408.1.D.1 of the Code of Virginia - Permit by Rule Submissions \(8/9/01\)](#)

[\[LPR-SW-06-2005\] Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills \(8/22/05\)](#)

[\[LPR-SW-06-2011\] Amendment 7 and Phase I Monitoring \(8/3/11\)](#)

[\[LPR-SW-07-1996\] Closure Documents - Survey Plat Guidance \(8/6/96\)](#)

[\[LPR-SW-07-2003\] Permitting Guidance for the 10 Year Permit Review \(8/27/03\)](#)

[\[LPR-SW-08-1993\] P. E. Certifications Required for Permit by Rules \(10/1/93\)](#)

[\[LPR-SW-08-2001\] Statement Regarding Data to be Incorporated into the Regulations for Solid Waste Management Planning \(12/18/01\)](#)

[\[LPR-SW-09-1993\] Thermal Treatment Facility Inspection Guidance \(11/9/93\)](#)

[\[LPR-SW-09-2001\] Management of Dredged Material \(12/31/01\)](#)

[\[LPR-SW-17-2002\] Solid Waste Financial Assurance Procedures \(8/22/02\)](#)

[\[LPR-SW-ACL\] Use of Alternate Concentration Limits for Establishing Groundwater Protection Standards \(GPS\) \(12/22/11\)](#)

[\[LPR-SW-EE-160\] Virginia Waste Tire Program - Standards for Use of Tire Chips in a Residential Septic Drainfield \(8/1/97\)](#)

[\[LPR-SW-EE-166\] Virginia Waste Tire Program Utilization of Waste Tire Shred/Chips \(8/1/02\)](#)

[\[LPR-SW-SI-01\] Submission Instruction 01 - Procedural Requirements \(8/23/05\)](#)

[\[LPR-SW-SI-02\] Submission Instruction 02 - Module III, IV and V Landfill Design Report \(5/21/02\)](#)

[\[LPR-SW-SI-03\] Submission Instruction 03 - Design Plans and Report for Incinerators and Energy Recovery Facilities \(5/21/02\)](#)

[\[LPR-SW-SI-04\] Submission Instruction 04 - Design Plans and Report for Other Storage and Treatment Units \(5/21/02\)](#)

[\[LPR-SW-SI-05\] Submission Instruction 05 - Groundwater Monitoring and Sampling and Analysis Plans for New Solid Waste Disposal Facilities \(5/21/02\)](#)

[\[LPR-SW-SI-06\] Submission Instruction 06 - Closure and Post Closure Requirements \(5/21/02\)](#)

[\[LPR-SW-SI-09\] Submission Instruction 09 - Requirements for Financial Assurance Mechanisms \(5/21/02\)](#)

[\[LPR-SW-SI-11\] Submission Instruction 11 - Groundwater Monitoring Sampling and Analysis Plan for Existing Regulated CDD and Industrial Landfills \(5/21/02\)](#)

[\[LPR-SW-SI-12\] Submission Instruction 12 - Groundwater Monitoring Sampling and Analysis Plan for Sanitary Landfills \(5/21/02\)](#)

[\[LPR-SW-SI-13\] Submission Instruction 13 - Gas Management and Control System Facilities \(5/21/02\)](#)

[\[LPR-SW-SI-15\] Submission Instruction 15 - Nature and Extent \(7/14/03\)](#)

[\[LPR-SW-SI-16\] Submission Instruction 16 - Assessment of Corrective Measures \(7/14/03\)](#)

[\[LPR-SW-SI-17\] Submission Instruction 17 - Corrective Action Plan](#) (7/31/03)

[\[LPR-SW-SI-18\] Submission Instruction 18 - Proposal for Presumptive Remedies](#) (10/10/03)

[\[LPR-SW-SI-19\] Submission Instruction 19 - Alternate Source Demonstrations](#) (9/22/04)

[\[LPR-SW-SI-20\] Submission Instruction 20 & Post-Closure Care Termination](#) (4/30/07)

[\[LPR-SW-SI-21\] Submission Instruction 21 - Monitored Natural Attenuation](#) (9/22/04)

[\[LPR-SW-SI-22\] Submission Instructions 22 - Groundwater Alternate Point of Compliance Variance Petitions](#) (12/16/11)

[\[LPR-SW-SI-23\] Submission Instructions 23 - Groundwater Annual Reports](#) (12/16/11)

[\[LPR-SW-SI-24\] Submission Instructions 24 - Groundwater Semi-Annual and Quarterly Monitoring Reports](#) (12/16/11)

DEPARTMENT OF FIRE PROGRAMS

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

Please contact the Agency's Grant and Local Aid Manager, at (804) 371-0220 or toll free at 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 (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 Virginia Department of Fire Programs, Head Quarters Office, 1005 Technology Park Drive, Glen Allen, VA 20359. Please contact the Agency's Director of Administration, (804) 371-0220 or toll free at 1 (866) 4VAFIRE, to schedule and appointment to view the guidance documents.

Guidance Documents:

[\[SFMO - 1\] Use of pyrotechnics inside or outdoors on State-owned Property before a proximate audience](#) (2/15/11)

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

[\[SFMO - 11\] Application to Operate Theatrical Flame Effects](#) (5/24/11)

[\[SFMO - 2\] Application for Emergency or Special Operations Permit to Use Explosives](#) (4/25/11)

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

[\[SFMO - 4\] Application for Annual Permit to Sell Explosives](#) (5/2/11)

[\[SFMO - 5\] Application for Annual Permit to Store Explosives](#) (5/2/11)

[\[SFMO - 6\] Application for Annual Permit to use Explosives](#) (5/2/11)

[\[SFMO - 7\] Application for a Background Clearance Card \(BCC\) Application for Certification of a Blaster or Pyrotechnician](#) (6/28/11)

[\[SFMO - 8\] Application to Renew a Background Clearance Card \(BCC\) Application to renew Certification as a Blaster or Pyrotechnician](#) (6/28/11)

[\[SFMO - 9\] Application for the Display of Aerial Fireworks on State-owned Property](#) (2/15/11)

Virginia Fire Services Board

Guidance Documents:

[\[3219\] Aid-To-Localities Policy](#) (7/1/11)

[\[3220\] Burn Building Policy](#) (7/1/10)

[\[3229\] Virginia Fire Incident Reporting \(VFIRS\) Hardware Grant](#) (8/1/10)

[\[3327\] Burn Building Project Manual](#) (3/30/10)

[\[3328\] Training Min-Grant Policy](#) (8/19/10)

DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 1144, Charlottesville, VA 22903, <http://www.dof.virginia.gov>.

Copies of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Dean Cumbia at the same address, telephone (434) 977-6555 or FAX (434) 296-2369.

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberland Policy may be directed to Dean Cumbia, Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 2108, Charlottesville, VA 22903, telephone (434) 977-6555 or FAX (434) 296-2369.

Guidance Documents

Copies of the Water Quality Enforcement documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the Office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 2108, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Brenda Taylor at the same address, telephone (434) 977-6555 or FAX (434) 977-7749.

Questions regarding interpretation or implementation of Water Quality Enforcement documents may be directed to Matt Poirot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555 or FAX (434) 296-2369 or email matt.poirot@dof.virginia.gov.

Guidance Documents:

Alternate Management Plan Procedures (4/22/10)

Reforestation of Timberlands Procedures (5/10/11)

Water Quality Enforcement Procedures (1/12/12)

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 Town Hall at <http://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

65-15, Guidance for granting internship extensions, adopted January 18, 2011

65-16, Guidance for audits of continuing education, adopted January 18, 2011

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, <http://www.dgif.virginia.gov>. 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

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 December 2009, §§ 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 July 1, 2011, §§ 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 July 1, 2011, §§ 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 July 1, 2011, §§ 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 July 1, 2011, § 29.1-334

Game Wildlife

Hunting and Trapping in Virginia July 2011 - June 2012 (<http://www.statehuntandfishregs.com/VAHUNT/pageflip.html>), §§ 29.1-103, 29.1-501 and 29.1-502

2010-2011 Virginia Migratory Waterfowl Seasons and Bag Limits, 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), 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

Guidance Documents

A Guide to Virginia's Wildlife Management Areas, revised July 1996, available online 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, §§ 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), 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

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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, July 2006, §§ 29.1-412, 29.1-417, 29.1-418

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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, and 29.1-544

Guidance Documents

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

Office of Surplus Property 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 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, 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.

Office of Fleet Management Services

The following document is available at no cost at <http://fleet.dgs.virginia.gov>. This publication is only available electronically. Questions regarding interpretation or implementation of this document may be directed to Michael Bisogno, Office of Fleet Management Services, 2400 W. Leigh St. Richmond, VA 23220, telephone (804) 367-6526, FAX (804) 367-8987, or email michael.bisogno@dgs.virginia.gov.

Guidance Document:

[Office of Fleet Management Policies and Procedures Manual](#), July 1, 2011, § 2.2-1180.

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, 1100 Bank Street, 6th Floor, 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, 1100 Bank Street, 6th Floor, 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 document 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 (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, 203 Governor Street, Room 101, Richmond, VA 23219, telephone (804) 371-4807, FAX (804) 371-7974, or email bruce.brooks@dgs.virginia.gov.

Guidance Documents:

Department of General Services Directive 3-90, Cable Installation, March 1990, § 2.2-1129 et seq.

Department of General Services Directive 12A, Agency Space Plans, § 2.1-481

Department of General Services Directive No. 14, Policies and Procedures for the Use of Parking Facilities, updated June 24, 2011.

Department of General Services Directive No. 15, Indoor Clean Air, April 27, 2005, § 15.1-291.1 et seq.

Department of General Services Policies and Procedures for the Use of DGS Maintained Facilities, Tenant Handbook, June 8, 2011.

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, 1100 Bank Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained by contacting Rhonda Johnson, Division of Real Estate Services, 1100 Bank Street, 3rd 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 the department's website at <http://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, 1100 Bank Street, 3rd 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](#), revised November 4, 2010

[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 <http://www.eva.virginia.gov/>. These publications are only available electronically. Questions regarding interpretation or implementation of the documents may be directed to the Division of Purchases and Supply, 1111 E. 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 Documents:

[Virginia Business Opportunities \(VBO\) Ads](#)

[Vendors Manual](#), revised October 2011

[Agency Procurement and Surplus Property Manual](#), September 1998, revised October 14, 2011

STATE BOARD OF HEALTH

Copies of the following documents are available for electronic viewing at <http://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.

Guidance Documents:

[\[ADJ-003\] ADJ-003 2002 Guidelines and Policies for COPN IFFCs](#) (11/1/02)

[\[ADJ-005\] Suggested 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)

Guidance Documents

[\[COM-501\(Reg\)\] Memo on New Public Participation Guidelines \(PPGs\)](#) (12/15/08)

[\[EMS-1015\] 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)

[\[EMS-3011\] EVOG Requirements Clarification](#) (12/8/04)

[\[EMS-3012\] EVOG Equivalents](#) (3/7/03)

[\[EMS-3013\] Alternative Site Application for EMS Programs in Virginia](#) (12/9/11)

[\[EMS-3014\] EMT Accreditation Self Study](#) (4/20/11)

[\[EMS-3015\] Institutional Self Study for Intermediate Programs in Virginia](#) (12/9/11)

[\[EMS-3015A\] Institutional Self-Study For Reaccreditation of Intermediate Programs in Virginia](#) (12/9/11)

[\[EMS-3016\] Institutional Self Study for Paramedic Programs in Virginia](#) (12/9/11)

[\[EMS-3017\] Self Study - Advanced EMT, Accreditation and Application](#) (12/9/11)

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

[\[EMS-3020\] Guidelines for the ALS Training Funds in Virginia - 2011](#) (12/9/11)

[\[EMS-3021\] Training Program Administration Manual](#) (11/1/11)

[\[EMS-3040A\] ALS Coordinator Application](#) (11/3/11)

[\[EMS-3042F\] BLS Student Permission Form](#) (12/9/11)

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

[\[EMS-3044F\] Course Approval Request Form](#) (6/30/11)

[\[EMS-3046\] Course Roster](#) (5/19/11)

[\[EMS-3047\] Initial BLS Student Paperwork](#) (12/9/11)

[\[EMS-3048\] Initial ALS Student Paperwork](#) (12/9/11)

[\[EMS-3049\] Scope of Practice - Formulary](#) (12/9/11)

[\[EMS-3050\] Scope of Practice - Procedures](#) (12/9/11)

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

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

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

[\[EMS-6018F\] EMS Ground Ambulance Checklist](#) (12/9/11)

[\[EMS-6019F\] Non Transport EMS Vehicle Checklist](#) (12/9/11)

[\[EMS-6020\] Oxygen Cylinder Guidance](#) (10/5/11)

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

[\[EMS-6024F\] EMS Agency Drug Diversion Report Form](#) (11/18/10)

[\[EMS-6026F\] Application for EMS Agency License](#) (12/9/11)

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

[\[EMS-6028\] EMS Agency Application Instructional Manual](#) (8/6/08)

[\[EMS-6028F\] EMS Physician Application for Endorsement](#) (11/18/10)

[\[EMS-6029\] EMS Provider Variance/Exemption Request](#) (12/9/11)

[\[EMS-6030\] EMS Agency Variance/Exemption](#) (12/9/11)

[\[EMS-6035\] EMS Agency Status Report](#) (3/17/11)

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

[\[EMS-7010\] Trauma Registry System File Upload & Submission Manual](#) (4/1/07)

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

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

[\[EMS-7016\] VPHIB Administrative User Logon](#) (12/14/09)

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

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

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

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

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

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

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

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

[\[EMS-7025\] VPHIB Data Dictionary](#) (3/21/11)

- [\[EMS-7026\] VPHIB Minimum Dataset and Submission Schedule \(3/21/11\)](#)
- [\[EMS-7101F\] How to Complete the Durable DNR Form \(4/13/06\)](#)
- [\[EMS-7102\] How to Purchase Durable Do Not Resuscitate Bracelets and Necklaces \(12/14/09\)](#)
- [\[EMS-7103F\] How to Request Durable Do Not Resuscitate Forms \(4/3/06\)](#)
- [\[EMS-7104F\] Virginia Durable DNR Request Form \(4/1/06\)](#)
- [\[EMS-7105\] DDNR Sample Form \(12/14/07\)](#)
- [\[EMS-7106\] DDNR Training Presentation \(7/7/07\)](#)
- [\[EMS-8001\] RSAF Grant Program - Reimbursement Instructions \(6/27/11\)](#)
- [\[EMS-8002\] RSAF Radio Questionnaire \(12/8/10\)](#)
- [\[EMS-8003F\] Grant Program - Equipment Status/Final Report Form \(12/14/07\)](#)
- [\[EMS-8004\] RSAF - Rescue Truck Extrication Questionnaire \(12/14/07\)](#)
- [\[EMS-8005\] RSAF Special Priorities Questionnaire \(12/14/07\)](#)
- [\[EMS-8006\] RSAF Grant Program - Grant Application Instructions \(8/1/11\)](#)
- [\[EMS-8007\] RSAF Grant Program - Affirmation Page \(7/8/11\)](#)
- [\[EMS-8008\] RSAF Grant Program - Special Conditions \(8/1/11\)](#)
- [\[ENV-001 A\] Private Well Regulations Implementation Manual \(9/1/90\)](#)
- [\[ENV-002\] ENV-066 Environmental Health Considerations of Sewage \(9/4/92\)](#)
- [\[ENV-003\] Approved distribution box forms \(8/6/92\)](#)
- [\[ENV-004 A\] Discharging regulations implementation manual \(10/1/95\)](#)
- [\[ENV-005\] SDR 35 pipe approved for building sewer \(9/4/92\)](#)
- [\[ENV-006\] Approved Septic Tank Forms \(9/30/92\)](#)
- [\[ENV-007\] Approval of Flow Divider Tee \(10/14/92\)](#)
- [\[ENV-008\] Approval of PVC-DWV Foam Core Pipe \(10/16/92\)](#)
- [\[ENV-010\] Approval of Septic Tank Forms \(11/3/92\)](#)
- [\[ENV-011\] Approval of Tuff-Tite Connectors \(11/23/92\)](#)
- [\[ENV-013\] Approval of sewer line pipe \(12/21/92\)](#)
- [\[ENV-016\] CAPROLAN-RC Nylon Fibers in Place of Welded Fabric in Precast Septic Tanks \(1/21/93\)](#)
- [\[ENV-017 A\] Engineering Plan Review Process \(1/13/09\)](#)
- [\[ENV-018\] Preliminary Approval of Discharge Systems \(3/2/93\)](#)
- [\[ENV-024\] Enforcement consideration for Discharging Regulations \(4/28/93\)](#)
- [\[ENV-026\] Approval of septic tank forms \(5/11/93\)](#)
- [\[ENV-027\] Enforcement of 10/10 Effluent Standards \(6/2/93\)](#)
- [\[ENV-028\] Sampling Port Requirements \(6/7/93\)](#)
- [\[ENV-030\] Construction Standards for Existing Discharging Sewage Treatment Systems \(6/22/93\)](#)
- [\[ENV-031\] Approval of PTI 4-foot Diameter Double Wall Pipe \(6/23/93\)](#)
- [\[ENV-032\] Permitting Sewage Disposal Systems in Utility Rights-of-Way \(6/28/93\)](#)
- [\[ENV-034\] Approval of Polylok Pipe Seals \(1/18/93\)](#)
- [\[ENV-035\] Estimated versus Real Water Use as it Relates to Soil Absorption Field Design \(9/21/93\)](#)
- [\[ENV-036\] Revalidation of Permits-Expired or Unexpired \(9/10/93\)](#)
- [\[ENV-038\] Approval of the United Baffle and Gas Deflector \(10/4/93\)](#)
- [\[ENV-039\] Guidelines for Designating Prohibited Discharge Areas \(12/21/93\)](#)
- [\[ENV-040\] Approval of Norwesco Polyethylene Septic Tanks \(12/20/93\)](#)
- [\[ENV-042\] Approval of Incinolet Electric Toilet \(3/11/94\)](#)
- [\[ENV-045\] Mirafi 140N Drainage Fabric \(4/27/94\)](#)
- [\[ENV-047\] Discharging Sewage Treatment systems not Registered Under the VPDES General Permit Operating Without a Current Individual VPDES Permit \(5/17/95\)](#)
- [\[ENV-048\] Sand Filter Systems Permitted under Individual VPDES of NPDES Permits which do not discharge \(5/17/94\)](#)
- [\[ENV-049\] Sand Filter Systems Which do not Discharge Which were permitted under LHS-120 Permits or Constructed Before Permits Were Required \(5/17/94\)](#)
- [\[ENV-051\] Procedure for prioritizing applications for onsite sewage disposal system construction permits and certification letters under the Sewage Handling and Disposal Regulations. \(6/16/94\)](#)
- [\[ENV-052 A\] Procedure for issuing certification letters in lieu of sewage disposal system construction permits under the](#)

Guidance Documents

[Sewage Handling and Disposal Regulations; validity and renewal of permits](#) (8/1/08)

[\[ENV-053\] Inspecting Pump Station Electrical Controls](#) (6/20/94)

[\[ENV-054\] Defining Onsite Sewage Permit Construction Backlogs](#) (6/24/94)

[\[ENV-055\] Septic Tank Forms](#) (6/27/94)

[\[ENV-057\] Water Softener Regeneration Discharge into Drainfields](#) (8/11/94)

[\[ENV-060 A\] Fees for Closed-loop Heat Pump Wells](#) (7/13/94)

[\[ENV-061\] Questions from the Field on Senate Bill 415](#) (10/25/94)

[\[ENV-062\] Bentonite Grout Approval](#) (11/4/94)

[\[ENV-063\] Approval of Avgol Polypropylene Spunbound Non-woven Filter Fabric](#) (1/9/95)

[\[ENV-065\] Approval of Septic Tank forms](#) (3/21/95)

[\[ENV-070\] Preliminary Approval of Sewage Discharge Systems](#) (6/13/95)

[\[ENV-072\] Mass Drainfield Reviews](#) (6/29/95)

[\[ENV-073\] Tuf-Tite Distribution Boxes](#) (6/30/95)

[\[ENV-074\] Spray Irrigation Sewage Systems](#) (7/14/95)

[\[ENV-075 A\] Permanent Pump and Haul - General Permit](#) (12/17/08)

[\[ENV-076\] Approval of Xactics Polyethylene Septic Tanks](#) (8/16/95)

[\[ENV-077\] ENV-017 Approval of AK Industries Polyethylene Septic Tank](#) (8/22/95)

[\[ENV-080\] Terralift](#) (5/19/96)

[\[ENV-081\] ENV-013 Variance from Maintenance Contract Requirements in Discharge Regulations](#) (5/17/96)

[\[ENV-082\] ENV-012 FORTA NYLON and FORTA CFP Fibers in Place of Welded Fabric in Precast Septic Tanks](#) (7/16/96)

[\[ENV-083\] Approval of Septic Tank Forms](#) (7/16/96)

[\[ENV-084\] Approval of Septic Tank Forms](#) (7/16/96)

[\[ENV-089\] Approval of ADS pipe](#) (6/18/97)

[\[ENV-091 A\] Tire Chip Aggregate](#) (8/21/97)

[\[ENV-092\] Time limit to Appeal Certain Case Decisions](#) (8/26/97)

[\[ENV-094\] ENV-094 SIM TECH Filter Approval](#) (3/20/98)

[\[ENV-095\] Completion Statement Waiver](#) (8/4/98)

[\[ENV-098\] ENV-098 Wyo-Ben bentonite grout](#) (5/11/99)

[\[ENV-099\] Graywater Use Guidelines](#) (2/99)

[\[ENV-101\] ENV-101 Large Subsurface Wastewater Systems/Mass Drainfields](#) (7/20/99)

[\[ENV-104\] Approval of Septic Tank Forms](#) (3/13/00)

[\[ENV-106\] ENV-106 Wyo-Ben Grout Approval](#) (5/26/00)

[\[ENV-107\] ENV-107 Generic Drip Disposal Policy](#) (8/3/00)

[\[ENV-108\] Approval of Septic Tank Forms](#) (8/8/00)

[\[ENV-109\] ENV-109 Black Hills Bentonite, LLCV./Geo Pro, Inc. Grout Approval](#) (1/3/01)

[\[ENV-110\] ENV-110 Zoeller Distribution Box Model 173-0001](#) (10/26/00)

[\[ENV-111\] ENV-111 AlasCan/ClearWater Letter](#) (1/4/01)

[\[ENV-113\] ENV-113 AOSE Courtesy copies of approvals and denials](#) (6/21/01)

[\[ENV-116\] ENV-116 Design of Gravel-less Systems to Manufacturer's Specifications](#) (4/15/02)

[\[ENV-120\] Approval of Septic Tank Forms](#) (10/2/02)

[\[ENV-122\] Proprietary System Modification](#) (9/12/03)

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[\[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-547\(W\)\] Precast Concrete Water Reservoirs \(10/2/87\)](#)

[\[WTR-574\(W\)\] Water Horsepower and Mean Velocity Gradient \(8/25/88\)](#)

[\[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 \(11/10/97\)](#)

[\[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-834\(W\)\] Consumer Confidence Report Implementation Instructions \(2/23/01\)](#)

[\[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 \(6/30/11\)](#)

[\[WTR-852\(W\)\] Surveillance - Source Water Assessment Program Implementation Manual \(12/15/04\)](#)

[\[WTR-859\(W\)\] Public Notification Rule Implementation \(11/26/02\)](#)

[\[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)

[\[WTR-885\(W\)\] Permits and Project Review - Operation Permits](#) (12/19/07)

[\[WTR-886\(W\)\] Secondary Maximum Contaminant Levels](#) (7/8/05)

[\[WTR-892\(W\)\] Long Term 2 Enhanced Surface Water Treatment Rule - Source Water Monitoring and Monitoring Plans](#) (2/11/08)

[\[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](#) (4/19/11)

[\[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 <http://www.dhp.virginia.gov/> or the Regulatory Town Hall at <http://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:

http://www.dhp.virginia.gov/bhp/bhp_guidelines.htm

75-1, Recommended Policy and Procedures in Disciplinary Cases Involving Board Members, adopted October 1993

75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, adopted February 1998.

75-3, Mission and Vision of the Board of Health Professions, adopted April 1998

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

DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the Department's webpage at <http://www.dhp.virginia.gov> or the Regulatory Town Hall at <http://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:

http://www.dhp.virginia.gov/dhp_guidelines/default.htm

- 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
- 76-1.24, Summary suspensions and restrictions, December 9, 2011
- 76-2.1, Promulgation of regulations, November 20, 2009
- 76-3.1, Execution of disciplinary orders, December 28, 2009

Guidance Documents

76-3.2, Providing Sanction Reference Point worksheets to respondents, July 19, 2011

76-3.3, Subpoenas for disciplinary hearings, revised May 2, 2011

76-3.4, Complainant notification of case proceedings, May 6, 2011

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

76-4.5, Disciplinary cases involving board members, January 3, 2011

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

76-7.5, Prescription Drug Monitoring Advisory Panel, April 13, 2010

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

Enforcement Documents:

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

76-21.1:2, Inspection deficiency notice and consent order, April 2011

76-21.1:4, Humane society and animal shelter inspection report, March 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, January 2011

76-21.1:17, Permitted physicians inspection report, December 2009

76-21.1:18, Manufacturer, restricted and unrestricted, inspection report, April 2011

76-21.2:1, Animal facility inspection report, September 2007

76-21.3:1, Funeral establishment inspection report, December 2011

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 Tamika Hines at the address above or at (804) 367-4499.)

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)

[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)

[Domicile Guidelines](#) (10/15/09)

[Tuition Relief Guidelines](#) (12/18/06)

DEPARTMENT OF HISTORIC RESOURCES

The documents in the following list provide guidance for the public on either how to interpret or implement statutes or regulations or how to use key agency programs. All are available electronically on Town Hall, on the agency website, and by clicking on the document names listed below. Hard copies can be made 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) 482-6102 or FAX (804) 367-2391.

Interpretation or implementation questions should be addressed to staff working in the appropriate program area. A staff listing by unit and program area can be found on the agency website at http://www.dhr.virginia.gov/homepage_features/staff3.htm.

The department also prepares occasional research, survey, and preservation planning reports of general interest and other 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 or (804) 367-2323.

Regional office addresses and phone numbers are as follows (the Capital Regional Preservation Office is collocated at the central office address given above): Agency forms, information in the documents listed below, and the agency publication lists are also available on the agency website at <http://www.dhr.virginia.gov>.

Tidewater Regional Preservation Office, Department of Historic Resources, 14415 Old Courthouse Way, 2nd Floor, Newport News, VA 23608, telephone (757) 886-2807.

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:

[Application and Criteria for a State Historical Highway Marker](#) (5/15/10)

[Application for Archaeological Investigation on State Lands](#) (7/1/98)

[Cell Tower Review Submission Guidelines](#) (7/1/10)

[Citizen Cemetery Recordation Form](#) (8/4/10)

[Civil War Sites Preservation Fund Grants Guidelines for applications, prioritization and award of grants 2011-2012 Grants First Round](#) (7/19/11)

[Civil War Sites Preservation Fund Grants Spring 2011 Grants Application Form](#) (7/1/11)

[DHR State Collections Management Standards](#) (6/16/11)

Guidance Documents

[Eligible and Ineligible Expenses in Tax Credit Project](#) (10/1/07)

[Guidelines for Assessing Impacts of Proposed Electric Transmission Lines and Associated Facilities on Historic Resources in the Commonwealth of Virginia](#) (1/8/10)

[Guidelines for Assessing Visual Effects on Historic Properties](#) (6/30/10)

[Guidelines for Conducting Historic Resources Survey in Virginia](#) (10/15/11)

[Historic Preservation Easement Program Policies \(1 through 10\)](#) (3/16/11)

[How to Apply for Designation as a Certified Local Government in Virginia](#) (12/1/10)

[Instructions to Apply For State & Federal Rehabilitation Tax Credits](#) (11/12/10)

[Legal Notification Form - State/Federal Register Process](#) (7/1/09)

[National Register of Historic Places and Virginia Landmarks Register Evaluation Process](#) (7/1/05)

[National Register of Historic Places Nomination Form](#) (2/1/09)

[Permit for Application for Archaeological Removal of Human Burial](#) (7/1/98)

[Photographic Documentation Survey Guidelines](#) (6/1/09)

[Preliminary Information Form: Archaeological Site](#) (9/2/09)

[Preliminary Information Form: Historic District](#) (7/15/04)

[Preliminary Information Form: Individual Property \(Building, Structure, Site, etc\)](#) (9/2/09)

[Virginia's Historic Registers: A Guide for Property Owners](#) (12/30/07)

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, <http://www.dhcd.virginia.gov>. 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:

http://www.dhcd.virginia.gov/forms_and_publications.htm

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, 2012

Community Improvement Grant Management Manual, revised August 2011, 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, 2011

Real Property Investment Grant Instruction Manual, 2011

Job Creation Grant Instruction Manual, 2011

CPA Agreed Upon Procedures Manual, 2011

2010 Enterprise Zone Designation Application Manual, 2010

Virginia Main Street Program Guidelines, 2006
Neighborhood Stabilization Program Action Plan
Virginia Enterprise Initiative Program Design, 2011
Virginia Individual Development Account Program Design, 2011
Neighborhood Stabilization Program Grant Management Manual, March 2011
Virginia Appalachian Regional Commission ARC Annual Strategy Statement
Virginia Appalachian Regional Commission Four Year Development Plan, 2010-13
Virginia Building Collaborative Program Guidelines
Virginia Industrial Revitalization Fund Program Guidelines
Communities for Opportunities, 2011 Program Guidelines

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. All of these documents are available electronically for no charge on the Town Hall.

Questions regarding interpretation or implementations of these documents may be directed to Judson McKellar at the above address or telephone number.

Guidance Documents:

[Compliance Monitoring Manual for the Federal Low-Income Housing Tax Credit Program](#) (1/1/02)
[Homebuyer Handbook](#) (11/1/11)
[Housing Choice Voucher Program Operations Manual](#) (8/1/11)
[Low-Income Housing Tax Credit Manual](#) (6/7/11)
[Multi-Family Development Asset Management Operations Manual](#) (7/1/06)
[Multi-Family Development Policy and Procedures Manual](#) (11/4/10)
[Program Compliance Internal Operating Procedures](#) (6/5/09)
[Program Compliance Rules Guide](#) (5/9/05)
[Single-Family Development Policy and Procedures Manual](#) (4/13/11)
[Single-Family Loan Reservation Systems Users Guide](#) (12/22/09)

[Single-Family Origination Guide](#) (8/1/11)

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:

[\[1826HBP\] Flexible Reimbursement Accounts Administrative Handbook](#) (1/1/03)
[\[1827HBP\] COVA Care Member Handbook](#) (7/1/11)
[\[1828HBP\] COVA Connect Member Handbook](#) (7/1/10)
[\[1829HBP\] COVA HDHP Member Handbook and Amendment](#) (7/1/10)
[\[1830HBP\] Flexible Benefits Program Sourcebook](#) (4/1/11)
[\[1831HBP\] Medicare Coordinating Plans](#) (7/1/11)
[\[1832HBP\] Medicare Dental/Vision Handbook Insert](#) (1/1/11)
[\[1833HBP\] Medicare Prescription Drug Handbook Insert](#) (1/1/12)
[\[1834HBP\] Medco Medicare Prescription Plan Evidence of Coverage for 2012](#) (1/1/12)
[\[1835HBP\] Medco Medicare Prescription Plan 2012 Formulary](#) (1/1/12)
[\[1836HBP\] Medco Medicare Prescription Plan 2012 Summary of Benefits](#) (1/1/12)
[\[2915TLC\] Local Choice Administrative Manual](#) (7/1/06)
[\[2916TLC\] 2011 The Local Choice Key Advantage Member Handbook](#) (7/1/11)
[\[2917TLC\] 2011 The Local Choice Key Advantage Expanded Benefits Summary](#) (7/1/11)
[\[2918TLC\] 2011 The Local Choice Key Advantage 250 Benefits Summary](#) (7/1/11)
[\[2919TLC\] 2011 The Local Choice Key Advantage 500 Benefits Summary](#) (7/1/11)
[\[2920TLC\] 2011 The Local Choice Key Advantage 1000 Benefits Summary](#) (7/1/11)

Guidance Documents

[\[2921TLC\] 2011 The Local Choice Kaiser Permanente Benefits Summary](#) (7/1/11)

[\[2922TLC\] 2011 The Local Choice Member Handbook Medicare Coordinating Plans](#) (1/1/11)

[\[2923TLC\] 2011 The Local Choice Advantage 65 Medical Only Insert](#) (7/1/11)

[\[2924TLC\] 2011 The Local Choice Dental/Vision Summary Handbook Insert](#) (7/1/11)

[\[2925TLC\] 2011 The Local Choice Medicare Complementary \(Option I\) Insert](#) (7/1/11)

[\[2926TLC\] 2008 TLC HDHP Member Handbook](#) (7/1/11)

[\[2927TLC\] 2010 TLC Chiropractic Amendment to HDHP Member Handbook](#) (10/1/11)

[\[2928TLC\] 2010 TLC HDHP Eligibility Amendment](#) (10/1/11)

[\[2929TLC\] 2011 TLC HDHP Benefits Summary](#) (7/1/11)

[\[4602HR\] Employee Handbook](#) (3/1/10)

[\[4603HR\] Employee Recognition Program Handbook](#) (9/1/00)

[\[4604HR\] Handbook for Agency Heads](#) (10/1/09)

[\[4605HR\] Human Resource Management Manual](#) (7/1/03)

[\[4606HR\] Job Structure](#) (9/1/00)

[\[4607HR\] Personnel Management Information System Users Manual, Volume 1](#) (9/1/00)

[\[4608HR\] Personnel Management Information System Users Manual, Volume 2](#) (9/1/00)

[\[4609HR\] Salary Structure](#) (11/25/07)

[\[4610HR\] Talent Management and Workforce Planning](#) (4/1/10)

[\[4611HR\] Teleworking Assistance and Guidance for Agencies](#) (7/1/08)

[\[4612HR\] Vendor Delivered Training](#) (8/1/11)

[\[4613HR\] Workers' Compensation Claims Procedure Manual](#) (12/1/10)

[\[4614HR\] Human Resources Policies and Procedures Manual](#) (6/1/11)

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 Ms. DJ Geiger, Deputy Executive Director, 1604 Santa Rosa Road, Suite 109, Richmond, VA 23229, telephone (804) 662-7249, ext. 144, FAX (804) 662-7359, or email djgeiger@adm.idc.virginia.gov.

Guidance Documents:

Court Appointed Certification Application (Felony, Misdemeanor, Juvenile), revised June 2011, §§ 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, revised and updated March 2011 (technical adjustments only), § 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.

VIDC Policies and Procedures, amended and reinstated February 1, 2011, § 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 Ave., Bon Air, VA 23235. Copies may be obtained free of charge by contacting Ken Bailey at Bon Air Juvenile Correctional Center, State House, 1736 Chatsworth Ave., Bon Air, VA 23235, telephone (804) 323-2359 or FAX (804) 323-2797 or email kenneth.e.bailey@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to Ken Bailey, Certification Manager, Department of Juvenile Justice, State House, 1736 Chatsworth Ave., Bon Air, VA 23235, telephone (804) 323-2359 or FAX (804) 323-2797 or email kenneth.e.bailey@djj.virginia.gov.

Guidance Documents:

[Standards for Juvenile Residential Facilities Compliance Manual with Interpretive Guidelines](#), revised January 2007, 6VAC35-140

[Compliance Manual for Standards for Nonresidential Services](#) (6VAC35-150) Available to Juvenile and Domestic Relations District Courts, revised July 2011

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:

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, revised January 10, 2001, § 16.1-309.5 (see Detention Homes and other services)

(NOTE: This document is also included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, which may be obtained from the Department's Detention Specialist, Marilyn Miller at (804) 786-5402 or email marilyn.miller@djj.virginia.gov.)

Copies of the following document 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 Document:

[Department of Juvenile Justice Grants Manual](#), revised January 2003.

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the State & Local Partnerships Unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge through email (if available) or paper copy by contacting Donielle Langhorne, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or email donielle.langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of the document may be directed to Scott Reiner, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219, telephone (804) 371-0720 or email scott.reiner@djj.virginia.gov.

Guidance Document: - Virginia Community Crime Control Act (VJCCCA) (§ 16.1-309.2):

[Virginia Community Crime Control Act \(VJCCCA\) Manual](#) (7/1/10), § 16.1-309.2

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Certification Unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or email donielle.langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5402 or email marilyn.miller@djj.virginia.gov.

Guidance Documents

Guidance Documents:

[Guidelines for Approval & Reimbursement for Local Facility Construction](#) (7/27/10)

[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)

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the State and Local Partnerships Unit of the Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or email donielle.langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of the document may be directed to Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or email donielle.langhorne@djj.virginia.gov.

Guidance Document:

[Community Programs Reporting \(CPR\)](#), July 2009, § 16.1-322.3

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Interstate Compact Unit, Community Programs Section (5th Floor), Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Andrea McMahon at the same address, telephone (804) 371-0700 or FAX (804) 371-0773 or email andrea.mcmahon@djj.virginia.gov

Questions regarding interpretation or implementation of these documents may be directed to Andrea McMahon, Interstate Compact Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23219-1110, telephone (804) 371-0700 or FAX (804) 371-0773 or email andrea.mcmahon@djj.virginia.gov.

Guidance Documents:

[Interstate Compact for Juveniles - Form I](#), Requisition for Runaway Juvenile, revised January 2011, § 16.1-323

[Interstate Compact for Juveniles - Form II](#), Requisition for Escape or Absconder, Requisition for Juvenile Charged With Being Delinquent (Rendition Amendment), revised January 2011, § 16.1-323

[Interstate Compact for Juveniles - Form III](#), Consent for Voluntary Return by Runaway, Escapee, Absconder, or

Juvenile Charges as Delinquent, revised January 2011, § 16.1-323

[Interstate Compact for Juveniles - Form IV](#), Parole or Probation Investigation Request, revised January 2011, § 16.1-323

[Interstate Compact for Juveniles - Form V](#), Report of Sending State Upon Parolee or Probationer Being Sent To The Receiving State, revised January 2010, § 16.1-323

[Interstate Compact for Juveniles - Form IA/VI](#), Application for Services and Waiver, revised January 2011, § 16.1-323

[Interstate Compact for Juveniles - Form A](#), Petition for Requisition to Return a Runaway Juvenile, revised January 2011, § 16.1-323

[Interstate Compact for Juveniles - Form VII Out of State Travel Permit and Agreement](#), Out of State Travel Permit and Agreement to Return, revised January 2011, § 16.1-323

[Interstate Compact for Juveniles - Form VIII Home Evaluation Report](#), Home Evaluation Report, revised January 2011

[Interstate Compact for Juveniles - Form IX Quarterly Progress Report](#), Quarterly Progress Report, revised August 2000

[Interstate Compact for Juveniles - Rights of Juvenile](#) for Voluntary return of Runaway, Escapee, Absconder, or Juvenile Being Charged as Delinquent, revised January 2011

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, VA 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, VA 23219:

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

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

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

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

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

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

Copies of these documents are provided at a cost of \$.10 per page. The Department of Labor and Industry's guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall website. Copies of these guidance documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry, 13 South 13th Street, Richmond, VA 23219 or at any of the department's regional offices.

Apprenticeship Council

Guidance Documents:

[\[APP - 01\] Bylaws of the Virginia Apprenticeship Council](#) (11/18/10)

[\[APP - 02\] State Apprenticeship Standards for Cosmetology, Barbering, and Nail Technology Consisting of Minimum Standards for Apprenticeship](#) (5/10/10)

[\[APP - 05\] 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

Guidance Documents:

[\[APP - 11\] Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations](#) (4/27/90)

[\[LEL - 00\] FIELD OPERATIONS MANUAL DISCLAIMER](#) (5/5/11)

[\[LEL - 01\] 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

Guidance Documents:

[\[01-001B\] 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)

Guidance Documents

[\[01-009A\] 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)

[\[01-024\] Cancellation and Revision of VOSH/OSHA Instructions Related to Standard Alleged Violation Elements \(SAVES\)](#) (8/1/10)

[\[02-001F\] New VOSH Field Operations Manual \(FOM\)](#) (6/1/11)

[\[02-002\] Exposure Control Plan for VOSH Personnel with Occupational Exposure to Bloodborne Pathogens](#) (9/15/06)

[\[02-003K\] 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](#) (4/15/11)

[\[02-004A\] 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)

[\[02-024\] Severe Violator Enforcement Program \(SVEP\)](#) (4/1/11)

[\[02-032\] 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)

[\[02-053C\] Procedures for Photographs, Audio and Video Recordings Taken During VOSH Inspections or Investigations.](#) (8/15/11)

[\[02-054A\] 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)
- [\[02-215\] 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)
- [\[02-224B\] Inspection Policy and Procedures for OSHA's Steel Erection Standards for Construction; Clarification of OSHA's Enforcement Policies relating to floors/nets and shear connectors; Cancellation of CPL 02-01-046](#) (12/1/10)
- [\[02-226A\] 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)
- [\[02-230\] 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)
- [\[02-234A\] 29 CFR Part 1910, Subpart T - Commercial Diving Operations](#) (9/1/11)
- [\[02-235\] 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)
- [\[02-244\] Tree Trimming Operations, 16VAC25-73, Inspection Procedures and Interpretations \(corrected\)](#) (5/9/11)
- [\[02-390B\] Compliance Guidance for Residential Construction](#) (6/15/11)
- [\[02-395\] 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)

Guidance Documents

[\[02-425\] 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)

[\[02-803A\] 29 CFR Part 1915, Subpart B, Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment](#) (8/15/11)

[\[02-804\] Subpart I, Personal Protective Equipment \(PPE\) for Shipyard Employment \(Public Sector\)--Inspection Procedures and Interpretive Guidelines](#) (8/15/11)

[\[03-001B\] Consultation Policies and Procedures Manual](#) (10/2/08)

[\[03-007\] 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)

[\[04-001B\] VOSH Discrimination Investigation Manual](#) (6/1/11)

[\[05-001\] 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 16VAC25-60-10 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)

[\[08-005\] CSHO/Inspector Medical Examination Program](#) (9/1/11)

[\[09-002\] 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 \(2/15/10\)](#)
- [\[12-015J\] Standards Improvement Project - Phase III \(SIP - III\) Parts 1910, 1915, 1917, 1918, 1919, and 1926 \(12/1/11\)](#)
- [\[12-101\] 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 \(3/1/07\)](#)
- [\[12-105C\] 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 16VAC25-175-1926.950 \(c\)\(1\) \(12/15/05\)](#)
- [\[12-226D\] Grain Handling Facilities Standard, § 1910.272; Technical Amendment \(8/15/96\)](#)
- [\[12-227A\] PERSONAL PROTECTIVE EQUIPMENT, GENERAL INDUSTRY, §§ 1910.132 through 1910.140; Technical Amendment and Corrections \(8/15/96\)](#)
- [\[12-228\] 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 \(2/15/94\)](#)

Guidance Documents

[\[12-239B\] 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 through 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 \(2/15/96\)](#)

[\[12-251C\] Safety Standards for Steel Erection, §§ 1926.750 through 1926.759, 1926.760 \(d\) and \(e\); and 1926.761; Revised Final Rule \(12/1/10\)](#)

[\[12-252\] 16VAC25-75, Virginia Unique General Industry Standard for Telecommunications, \(6/30/09\)](#)

[\[12-253\] Virginia Unique Safety Standards for Fall Protection in Steel Erection, Construction Industry, 16VAC25-145, in lieu of 29 CFR 1926.760\(a\), 1926.760\(b\) and 1926.760\(c\) \(12/1/10\)](#)

[\[12-254\] Cranes and Derricks in Construction, Revised Final Rule, §§ 1926.1400 through 1926.1442, and Other Related Standards \(4/1/11\)](#)

[\[12-255\] Tree Trimming Operations \(4/26/11\)](#)

[\[12-333C\] 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 16VAC25-90-1910.102, 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 \(11/1/01\)](#)

[\[12-415B\] Occupational Exposure to Hexavalent Chromium; Revising the Notification Requirements in the Exposure Determination Provisions of the Hexavalent Chromium Standards, paragraph \(d\)\(4\)\(i\) of § 1910.1026 for General Industry, § 1915.1026 for Shipyards and § 1926. \(12/1/10\)](#)

[\[12-419F\] 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 \(8/1/99\)](#)

[\[12-422\] Methylenedianiline 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 \(3/1/07\)](#)

[\[12-807\] General Working Conditions in Shipyard Employment; Final Rule and Corrections \(12/1/11\)](#)

- [\[13-001\] 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 \(LEP\) \(2/1/05\)](#)
- [\[14-006\] Injury and Illness Recordkeeping National Emphasis Program \(RK NEP\) \(7/1/11\)](#)
- [\[14-201\] 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 \(4/1/03\)](#)
- [\[14-215\] Logging and Sawmill Industries - Local Emphasis Program \(LEP\) \(7/1/11\)](#)
- [\[14-216\] National Emphasis Program - Primary Metal Industries \(9/1/11\)](#)
- [\[14-219C\] 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 \(4/1/03\)](#)
- [\[14-233A\] National Emphasis Program on Amputations \(4/1/07\)](#)
- [\[14-234\] Local Emphasis Program - Tree Trimming Operations \(4/26/11\)](#)
- [\[14-236A\] National Emphasis Program - Combustible Dust \(Reissued\) \(4/1/08\)](#)
- [\[14-410\] 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 \(3/27/74\)](#)
- [\[BPV - 4\] Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit C \(4/1/03\)](#)
- [\[BPV-3\] Application for Reciprocal Certificate of Competency and Identification Work Card \(11/10/11\)](#)
- [\[VOSH Consult. - 1\] 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 \(12/10/09\)](#)

Guidance Documents

[\[VOSH FO 1982-83 SFY\] 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)

[\[VOSH FO 1988-89 SFY\] 1988-89 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, 1988 - June 30, 1989](#)
(12/10/09)

[\[VOSH FO 1989-90 SFY\] 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)

[\[VOSH FO 1993-94 SFY\] 1993-94 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, 1993 - June 30, 1994](#)
(12/10/09)

[\[VOSH FO 1994-95 SFY\] 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)

[\[VOSH FO 1996-97SFY\] 1996-97 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, 1996 - June 30, 1997](#)
(12/10/09)

[\[VOSH FO 1997-98SFY\] 1997-98 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, 1997 - June 30, 1998](#)
(12/10/09)

[\[VOSH FO 1998-99SFY\] 1998-99 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, 1998 - June 30, 1999](#)
(12/10/09)

[\[VOSH FO 1999-2000SFY\] 1999-2000 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, 1999 - June 30, 2000](#)
(12/10/09)

[\[VOSH FO 2000-01\] 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)

[\[VOSH FO 2008\] 2008 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act](#) (12/4/09)

[\[VOSH HEALTH 1\] Virginia Occupational Safety and Health Program Interpretations of Health Standards](#) (10/17/03)

[\[VOSH Health 2\] 2007 Health Interpretations](#) (12/20/07)

[\[VOSH SAFETY 1\] Va. Occupational Safety and Health Program Interpretations of Safety Standards](#) (10/17/03)

[\[VOSH Safety 2\] 2007 Safety Interpretations](#) (12/20/07)

[\[VOSH VPP - 1\] Virginia Voluntary Protection Program \(VPP\) Policy and Procedures Manual](#) (4/1/05)

LIBRARY OF VIRGINIA

Copies of the documents related to public records are available electronically for no charge on the Town Hall. They also 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.

Copies of the documents related to public libraries are available electronically for no charge on the Town Hall. 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.

Guidance Documents:

[\[LVA-LDND-001\] Virginia Public Library Trustees Handbook](#) (7/1/05)

[\[LVA-LDND-002\] Planning for Library Excellence](#) (11/17/08)

[\[Lva-Ldnd-003\] FY2012 Instructions for the Expenditure of State Aid Grants](#) (6/1/11)

[\[LVA-RM-001\] The Virginia Public Records Management Manual](#) (9/30/10)

[\[LVA-RM-002\] Guidance Document on the Timely Destruction of Records](#) (7/30/06)

BOARD OF LONG-TERM CARE ADMINISTRATORS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/nha> or the Regulatory Town Hall at <http://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:

http://www.dhp.virginia.gov/nha/nha_guidelines.htm

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, revised July 7, 2011

95-2, Board Procedures for Auditing Continuing Education, revised July 7, 2011

95-3, Sanction Reference Manual, March 8, 2010

95-4, Board policy on confidential consent agreements, revised July 7, 2011

95-5, Document of Department of Health; Common understanding of definitions and terms used to identify resident mistreatment, April 17, 2000

Guidance Documents

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, revised July 7, 2011

95-8, Bylaws of the Board of Long-Term Care Administrators, revised July 7, 2011

95-9, Board policy on continuing competency hours for dually licensed administrators, October 28, 2008

95-10, Memorandum of Understanding with the Virginia Department of Social Services, Division of Licensing Programs on Assisted Living Facilities, September 27, 2011

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. The documents are also available on the internet at the links shown on the document list below.

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 2011-2012 Undergraduate Catalog](#)

[Longwood University 2011-2012 Graduate Catalog](#)

[Longwood University Student Handbook 2011-2012](#)

[Faculty Policies and Procedures Manual 2011-2012](#)

[Longwood University Administrative Policies and Procedures Manual](#), December 2010

STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 7:30 a.m. until 4:00 p.m. in the Legal Department of the State Lottery Department, 900 East Main Street, 13th Floor, Richmond, Virginia 23219. Questions regarding interpretation or implementation of these documents and requests for copies may be directed to Amy K. Dilworth, Deputy General Counsel, at the same address, telephone (804) 692-7904, FAX (804) 692-7102, or email adilworth@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

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

64(08), Virginia's Instant Game Lottery 1076; "Win For Life" Final Rules for Game Operation, issued 10/13/08

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

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

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
- 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
- 70(09), Virginia Lottery's Retailer Cashing Bonus Program Final Rules for Operation, issued 10/13/09
- 06(10), Virginia's Instant Game Lottery 1167; "IGT Slots" 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
- 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
- 34(10), Virginia's Instant Game Lottery 1173; "Muscle Car Money" Final Rules for Game Operation, issued 05/04/10
- 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
- 52(10), Virginia's Instant Game Lottery 1182; "Diamond Bingo" Final Rules for Game Operation, issued 06/04/10
- 60(10), Virginia's Instant Game Lottery 1138; "Dreamin' of Dollar\$" Final Rules for Game Operation, issued 06/18/10
- 78(10), "Redskins Big Jackpot Games" Sweepstakes Final Rule for Game Operation, issued 09/10/10
- 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
- 94(10), Virginia's Instant Game Lottery 1214; "Cold Hard Ca\$h" Final Rules for Game Operation, issued 11/10/10
- 98(10), Virginia's Instant Game Lottery 1234; "Smokin' Hot Cash II" Final Rules for Game Operation, issued 11/16/10
- 100(10), Virginia's Instant Game Lottery 1217; "Super Bonus Crossword" Final Rules for Game Operation, issued 11/29/10
- 106(10), Virginia's Instant Game Lottery 1236; "Hot \$1,000" Final Rules for Game 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
- 116(10), Virginia's Instant Game Lottery 1245; "Truckin' for Cash" Final Rules for Game Operation, issued 01/04/11
- 02(11), Virginia's Instant Game Lottery 1226; "Hot Slots" Final Rules for Game Operation, issued 01/19/11
- 03(11), Virginia's Instant Game Lottery 1175; "Quick \$100's" Final Rules for Game Operation, issued 01/20/11
- 04(11), Virginia's Instant Game Lottery 1202; "\$1,000,000 Cash Blast" Final Rules for Game Operation, issued 01/19/11
- 06(11), Virginia's Instant Game Lottery 1237; "Double Your Luck" Final Rules for Game Operation, issued 02/16/11
- 07(11), Virginia's Instant Game Lottery 1238; "Mad Money!" Final Rules for Game Operation, issued 01/28/11
- 08(11), Virginia's Instant Game Lottery 1247; "Monopoly" Final Rules for Game Operation, issued 02/16/11
- 10(11), Virginia's Twenty-Fifth On-Line Game Lottery "Decades of Dollars" Final Rules for Game Operation, issued 01/27/11
- 11(11), Virginia's Twenty-Sixth On-Line Game Lottery "Fast Play Blackjack" Final Rules for Game Operation, issued 01/28/11
- 12(11), Virginia's Twenty-Seventh On-Line Game Lottery "Fast 3-Card Bingo" Final Rules for Game Operation, issued 01/28/11
- 16(11), "WaWa Retailer Recruitment Incentive" Virginia Lottery Retailer Incentive Program Rules, issued 02/23/11
- 19(11), Virginia's Instant Game Lottery 1224; "Virginia Riches" Final Rules for Game Operation, issued 03/14/11
- 20(11), Virginia's Instant Game Lottery 1240; "Blackjack" Final Rules for Game Operation, issued 03/13/11

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21(11), Virginia's Instant Game Lottery 1262; "Million Dollar Cash Spectacular" Final Rules for Game Operation, issued 03/14/11

26(11), Virginia Instant Game Lottery 1263; "NASCAR®" Final Rules for Game Operation, issued 04/05/11

28(11), Virginia's Instant Game Lottery 1249; "Winner's Circle Doubler" Final Rules for Game Operation, issued 04/06/11

30(11), Virginia's Instant Game Lottery 1239; "Fast \$50s" Final Rules for Game Operation; issued 04/12/11

31(11), Virginia's Instant Game Lottery 1258; "Solid Gold" Final Rules for Game Operation, issued 04/20/11

34(11), Virginia's Instant Game Lottery 1248; "Casino Cash" Final Rules for Game Operation, issued 04/20/11

35(11), Virginia's Instant Game Lottery 1250; "Instant Cash Monopoly" Final Rules for Game Operation, issued 04/20/11

36(11), Virginia's Instant Game Lottery 1259; "Summer Bucks" Final Rules for Game Operation, issued 04/20/11

39(11), Virginia's Instant Game Lottery 1266; "Spicy 7s" Final Rules for Game Operation, issued 05/03/11

40(11), Virginia's Instant Game Lottery 1251; "Money Money Money" Final Rules for Game Operation, issued 05/03/11

41(11), Virginia's Instant Game Lottery 1254; "Slots of Fun!" Final Rules for Game Operation, issued 05/03/11

42(11), Virginia's Instant Game Lottery 1271; "Serious Folding Money" Final Rules for Game Operation, issued 05/06/11

43(11), "Retailer Recruitment Incentive Plan," Virginia Lottery Retailer Incentive Program Rules, issued 05/24/11

44(11), "You Activate/We Pay" Virginia Lottery Retailer Incentive Program Rules, issued 05/24/11

45(11), Virginia's Twenty-Seventh On-Line Game Lottery "Fast 3-Card Bingo" Final Rules for Game Operation (Supersedes), issued 06/03/11

46(11), Virginia's Instant Game Lottery 1274; "Lucky Cherries Doubler" Final Rules for Game Operation, issued 06/27/11

47(11), Virginia's Instant Game Lottery 1275; "Lady Bucks" Final Rules for Game Operation, issued 06/13/11

48(11), Virginia's Instant Game Lottery 1261; "Black Pearls Doubler" Final Rules for Game Operation, issued 06/27/11

49(11), Virginia's Instant Game Lottery 1265; "5X The Money" Final Rules for Game Operation, issued 06/27/11

50(11), Virginia's Instant Game Lottery 1241; "7 Come 11®" Final Rules for Game Operation, issued 07/13/11

51(11), Virginia's Instant Game Lottery 1255; "Money Flow" Final Rules for Game Operation, issued 07/13/11

52(11), Virginia's Instant Game Lottery 1252; "Jewel 7s" Final Rules for Game Operation, issued 07/13/11

53(11), Virginia's Instant Game Lottery 1267; "Crazy 7s" Final Rules for Game Operation, issued 07/13/11

54(11), "Diamond Doubler" Sweepstakes Final Rules for Game Operation, issued 07/07/11

55(11), "Hail to the Redskins" Virginia Lottery Retailer Incentive Program Rules, issued 07/05/11

57(11), Virginia's Instant Game Lottery 1229; "\$200,000 Jackpot" Final Rules for Game Operation, issued 07/13/11

58(11), Virginia's Instant Game Lottery 1268; "Big Money" Final Rules for Game Operation, issued 07/13/11

59(11), Virginia's Instant Game Lottery 1273; "Right on the Money" Final Rules for Game Operation, issued 07/13/11

61(11), Virginia's Instant Game Lottery 1276; "Money Tree" Final Rules for Game Operation, issued 08/03/11

62(11), Virginia's Instant Game Lottery 1278; "Hail to the Redskins" Final Rules for Game Operation, issued 08/03/11

64(11), Virginia's On-Line Game Lottery "Pick 3" Final Updated Rules for Game Operation, issued 07/22/11

65(11), "World Poker Tour Sweepstakes" Final Rules for Game Operation, issued 08/08/11

66(11), Virginia's Instant Game Lottery 1243; "Wild Cherry Crossword" Final Rules for Game Operation, issued 08/03/11

67(11), Virginia's Instant Game Lottery 1260; "Diamond 7s" Final Rules for Game Operation, issued 08/03/11

68(11), Virginia's Instant Game Lottery 1288; "10X The Money" Final Rules for Game Operation, issued 08/03/11

69(11), Virginia's Instant Game Lottery 1295; "Cash Line Bingo" Final Rules for Game Operation, issued 08/03/11

70(11), Virginia's Instant Game Lottery 1256; "Diamond Doubler" Final Rules for Game Operation, issued 08/03/11

72(11), Virginia's Instant Game Lottery 1272; "Winning in Spades" Final Rules for Game Operation, issued 08/03/11

73(11), Virginia's Instant Game Lottery 1277; "Turkey Tripler" Final Rules for Game Operation, issued 08/03/11

74(11), Virginia's Instant Game Lottery 1185; "WPT® World Poker Tour" Final Rules for Game Operation, issued 08/03/11

75(11), Virginia's Instant Game Lottery 1228; "King of Cash" Final Rules for Game Operation, issued 08/15/11

79(11), "Hail to the Redskins Sweepstakes" Final Rules for Game Operation, issued 08/17/11

81(11), "Free Ticket Friday Promotion" Virginia Lottery Official Game Rules, issued 08/29/11

83(11), Virginia's Instant Game Lottery 1290; "Casino Royale" Final Rules for Game Operation, issued 09/09/11

84(11), Virginia's Instant Game Lottery 1296; "Plants & Zombies™" Final Rules for Game Operation, issued 09/09/11

85(11), Virginia Lottery's "Social Media Sweepstakes/Contest" Final Rules for Game Operation, issued 09/20/11

86(11), "Hail to the Redskins Incentive Fas Mart Blue Ridge District" Virginia Lottery Retailer Incentive Program Rules, issued 09/20/11

87(11), Virginia Lottery's "Lottery Match Monthly Raffle" Final Rules for Game Operation (Supersedes), issued 09/26/11

88(11), "New Year Bonus Sweepstakes" Final Rules for Game Operation (Supersedes), issued 10/19/11

90(11), Virginia's Instant Game Lottery 1289; "Crossword" Final Rules for Game Operation, issued 10/19/11

91(11), Virginia's Instant Game Lottery 1279; "Silver & Gold" Final Rules for Game Operation, issued 10/18/11

92(11), Virginia's Instant Game Lottery 1280; "Sweet Treats" Final Rules for Game Operation, issued 10/19/11

95(11), Virginia's Instant Game Lottery 1283; "Jingle Bens" Final Rules for Game Operation, issued 10/19/11

96(11), Virginia's Instant Game Lottery 1264; "Diamond Dollars" Final Rules for Game Operation, issued 10/18/11

97(11), "Holiday Subscription Sweepstakes" Final Rules for Game Operation, issued 10/27/11

98(11), Virginia's Instant Game Lottery 1285; "Straight 9's Tripler" Final Rules for Game Operation, issued 10/28/11

99(11), Virginia's Instant Game Lottery 1286; "Ol' Man Winner" Final Rules for Game Operation, issued 11/15/11

100(11), "Virginia's New Year's Millionaire Raffle" Final Rules for Game Operation, issued 10/28/11

103(11), Virginia's Instant Game Lottery 1270; "Tripler Tripler" Final Rules for Game Operation, issued 12/08/11

105(11), Virginia's Instant Game Lottery 1307; "Red Hot 5's Doubler" Final Rules for Game Operation, issued 12/08/11

108(11), "Stretch For Your Goal" Virginia Lottery Retailer Incentive Program Final Rules for Game Operation, issued 11/16/11

109(11), "Stretch For Your Goal Chain Promotion - Miller Mart and Apple Mart" Virginia Lottery Retailer Incentive Program Final Rules for Game Operation, issued 11/16/11

110(11), Virginia's Instant Game Lottery 1325; "Super Lucky 8's" Final Rules for Game Operation, issued 12/08/11

112(11), "Stretch For Your Piggy Back Promotion - The Pantry, Uppy's & Slip In" Virginia Lottery Retailer Incentive Program Final Rules for Game Operation, issued 11/18/11

123(11), Virginia Lottery "2012 Super Teacher Awards" Official Contest Rules, issued 12/08/11

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](#), revised 2009, 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 2011

MARINE RESOURCES COMMISSION

Copies of the guidance 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 for \$0.25/page by contacting John Bull at the same address, telephone (757) 247-2269 or FAX (757) 247-2020.

Questions regarding interpretation/implementation of habitat documents may be directed to Tony Watkinson, Chief, Habitat Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2250, or FAX (757) 247-8062.

Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Rick Lauderman, Chief, Law Enforcement Division, Marine

Guidance Documents

Resources Commission, Newport News, VA 23607, telephone (757) 247-2278, or FAX (757) 247-2020.

Guidance Documents:

[Coastal Primary Sand Dune/Beaches Guidelines](#) (10/1/90)

[Guidelines for Establishment, Use and Operation of Tidal Wetland Mitigation Banks](#) (12/6/11)

[Guidelines on Repeat Offenders](#) (3/13/96)

[Rent and Royalty Guidelines](#) (12/1/05)

[Resolution by the VMRC 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 \(iv\)](#) (12/6/11)

[Subaqueous Guidelines](#) (10/1/05)

[Wetlands Guidelines](#) (12/1/82)

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. Copies are available at

<https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/MedicaidMemostoProviders>

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 HIPPA Update, issued August 8, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 10/18/2002 Medicaid Memo, Implementation of the New Virginia Medicaid Management Information System (MMIS), issued October 18, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 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.

Guidance Documents

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 & 12VAC30-130, 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 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

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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.

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.

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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 1, 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.

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.

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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.

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

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(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.

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](#), 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

Guidance Documents

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 - 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, 12VAC30-80, 12VAC30-90, 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.

Special 3/21/2011 Medicaid Memo, Medicaid Coverage of Makena (17 Alpha Hydroxyprogesterone Carproate) - Effective March 14, 2011, issued March 21, 2011, 12VAC30-50, no charge for memo copy.

Special 4/6/2011 Medicaid Memo, Outpatient Hospital Coding of Procedure Codes and Modifiers, issued April 6, 2011, 12VAC30-50, no charge for memo copy.

Special 4/14/2011 Medicaid Memo, Clarification on Medicaid Coverage of Progesterone Supplementation, issued April 14, 2011, 12VAC30-50, no charge for memo copy.

Special 5/11/2011 Medicaid Memo, 2011 General Assembly of Virginia Appropriation Act - 300H-Electronic Participation with Virginia Medicaid, issued May 11, 2011, 12VAC30-50, no charge for memo copy.

Special 5/31/2011 Medicaid Memo, Rate Changes for Community-Based Residential Services (Level A) and Therapeutic Behavioral Services (Level B) for Children and Adolescents, issued May 31, 2011, 12VAC30-50, no charge for memo copy.

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Special 5/31/2011 Medicaid Memo, Rate Changes for Home and Community Based Care Services and Mental Health Therapeutic Day Treatment, issued May 31, 2011, 12VAC30-50, no charge for memo copy.

Special 6/1/2011 Medicaid Memo, Changes to the estimated acquisition cost (EAC) for single source, innovator drugs, elimination of the unit dose add-on fee, clarification of pharmacy coverage for active pharmaceutical ingredients (APIs), modifications to the Virginia Medicaid Preferred Drug List (PDL), new service authorization (SA) requirement for Synagis®, placement of Synagis® in the DMAS specialty maximum allowable cost (SMAC) program, and notification to pharmacies about the coverage of smoking cessation counseling for pregnant women, issued June 1, 2011, 12VAC30-50, no charge for memo copy.

Special 6/1/2011 Medicaid Memo, Notice of Changes to Service Limits for Respite Care Services - Effective July 1, 2011, issued June 1, 2011, 12VAC30-50, no charge for memo copy.

Special 6/6/2011 Medicaid Memo, Clarification of Inpatient Hospital Admissions vs. Observations, issued June 6, 2011, 12VAC30-50, no charge for memo copy.

Special 6/16/2011 Medicaid Memo, New Service Authorization Requirement for an Independent Clinical Assessment for Medicaid and FAMIS Children's Community Mental Health Rehabilitative Services, issued June 16, 2011, 12VAC30-50, no charge for memo copy.

Special 8/22/2011 Medicaid Memo, Revision in Medicaid and FAMIS Physician Rates - Effective July 1, 2011, issued August 22, 2011, 12VAC30-50, no charge for memo copy.

Special 9/6/2011 Medicaid Memo, Intellectual Disability On-line System - Effective Immediately, issued September 6, 2011, 12VAC30-50, no charge for memo copy.

Special 9/12/2011 Medicaid Memo, Early Intervention (EI) Targeted Case Management Program - Effective October 1, 2011, issued September 12, 2011, 12VAC30-50, no charge for memo copy.

Special 9/14/2011 Medicaid Memo, Coverage of Medicaid Fee-for-Service Compound Drugs - Effective October 1, 2011, issued September 14, 2011, 12VAC30-50, no charge for memo copy.

Special 9/16/2011 Medicaid Memo, Money Follows the Person (MFP) Program: Program Extension Through 2016 and Eligibility Changes - Effective Jun 1, 2011, issued September 16, 2011, 12VAC30-50, no charge for memo copy.

Special 9/19/2011 Medicaid Memo, Changes to Plan First, Virginia's Family Planning Services Program - Effective October 1, 2011, issued September 19, 2011, 12VAC30-50, no charge for memo copy.

Special 9/23/2011 Medicaid Memo, Request for Proposals for Coordination of Community Mental Health Rehabilitative Services, issued September 23, 2011, 12VAC30-50, no charge for memo copy.

Special 9/28/2011 Medicaid Memo, Notice of Implementation of Personal Care Cap - Revised Exception Criteria, issued September 28, 2011, 12VAC30-50, no charge for memo copy.

Special 10/3/2011 Medicaid Memo, Notification of the Implementation of KePRO's New Provider Portal System & Web-Ex Sessions - Effective Monday, October 31, 2011, issued October 3, 2011, 12VAC30-50, no charge for memo copy.

Special 10/3/2011 Medicaid Memo, Update on the Independent Clinical Assessment (ICA) Process for Medicaid Children's Behavioral Health Services, issued October 3, 2011, 12VAC30-50, no charge for memo copy.

Special 10/21/2011 Medicaid Memo, Transition of City of Richmond DSS Foster Care Children to Managed Care - Effective December 1, 2011, issued October 21, 2011, 12VAC30-50, no charge for memo copy.

Special 10/21/2011 Medicaid Memo, Entry of Managed Care Organizations (MCOs) for the Medicaid/FAMIS Programs in the Roanoke and Alleghany Regions, issued October 21, 2011, 12VAC30-50, no charge for memo copy.

Special 10/27/2011 Medicaid Memo, Changes in Pharmacy Billing for Influenza Vaccine - Effective October 17, 2011, issued October 27, 2011, 12VAC30-50, no charge for memo copy.

Special 11/9/2011 Medicaid Memo, Service Authorization (SA) Requirement for the Use of Atypical Antipsychotics in Children Under the Age of 6, issued November 9, 2011, 12VAC30-50, no charge for memo copy.

Special 11/23/2011 Medicaid Memo, Intellectual Disability On-line System (IDOLS): Service Authorization, issued November 23, 2011, 12VAC30-50, no charge for memo copy.

Special 12/8/2011 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective January 1, 2012, issued December 8, 2011, 12VAC30-50, no charge for memo copy.

DMAS Guidance Documentation:

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

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

7/2008 Fact Sheet, Estate Recovery Fact Sheet, issued July, 2008, no charge for copy.

DMAS Provider Manuals:

Copies of DMAS Provider Manuals are available at <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/ProviderManual>.

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; 12VAC30-50-95 et seq., \$24. **Discontinued.**

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.

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.

Individual and Family Developmental Disabilities Support Waiver Services Manual issued October 1, 2003/continuously revised, 12VAC30-120-700 et seq., \$24.

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; \$24. **Discontinued.**

Pharmacy Provider Manual, second edition issued April 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Physician/Practitioner 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. August 11, 2010, 12VAC30-50-130 et seq., \$24. **Discontinued.**

State and Local Hospitalization Program Provider Manual, second edition issued December 1, 1998/continuously revised, 12VAC30-50-100 et seq., \$24. **Discontinued.**

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.

Guidance Documents

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 web page at <http://www.dhp.virginia.gov/medicine> or the Regulatory Town Hall at <http://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:

http://www.dhp.virginia.gov/medicine/medicine_guidelines.htm

- 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 July 2, 2011
- 85-7, Guidance on light-based hair removal in physician practices, adopted February 21, 2008
- 85-11, Sanctioning Reference Points Instruction Manual, revised by Board, August 2011
- 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

85-23, Policy of the Virginia Board of Medicine on the Use of Confidential Consent Agreements, October 9, 2003

85-24, Board motion, Adoption of FSMB Model Policy for the Use of Controlled Substances for the Treatment of Pain, June 24, 2004

85-25, Board motion, Process for Delegation of Informal Fact-finding to an Agency Subordinate, October 14, 2004

85-26, Board motion, 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 (DMME), 1100 Bank Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3212, FAX (804) 692-3237, or email mike.skiffington@dmme.virginia.gov.

All DMME guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall, <http://www.townhall.state.va.us/L/GDocs.cfm?boardid=66>

For paper copies, unless otherwise noted, the first 20 pages of any guidance document or group of documents are free of charge, and subsequent pages cost \$.25 per page.

For TTY contacts to the department regarding all guidance documents on this list, call the Virginia Relay Center at 1-800-828-1120.

General DMME Documents:

DMME guidance documents of a general nature may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy's Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Debbie Whitt or Cindy Ashley at the same address, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Mike Abbott, Public Relations Manager, Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8146 or FAX (276) 523-8148.

Division of Mines (DM)

Board of Coal Mining Examiners

Guidance documents pertaining to DMME's Board of Coal Mine Examiners may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. by contacting Becky Moore at the Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8227, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chairman, Board of Coal Mining Examiners, Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8226 or FAX (276) 523-8239.

Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety are available on diskette, free of charge, at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material may be directed to Carroll Green, Inspector Supervisor, Division of Mines, at the same address, telephone (276) 523-8232 or FAX (276) 523-8239; or Rebecca Moore, Office Services Specialist, Division of Mines, at the same address, telephone (276) 523-8227, same FAX number.

Division of Mines Notices and Memoranda to Operators

Division of Mines Notices and Memoranda to Operators may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Division of Mines Procedures

Division of Mines procedures may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these procedures may be directed to Frank A. Linkous, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Division of Mines Forms

Division of Mines forms may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These forms are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these forms may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

Guidelines for Application of Regulatory Standards

Guidelines for Application of Regulatory Standards may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these documents may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

Division of Mined Land Reclamation (DMLR)

Division of Mined Land Reclamation Memoranda

Division of Mined Land Reclamation memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

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

Division of Mined Land Reclamation Procedures

Division of Mined Land Reclamation procedures may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

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

Guidance Documents

Division of Mined Land Reclamation -- Other Documents

Other documents issued by the Division of Mined Land Reclamation may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Division of Mined Land Reclamation Forms

Division of Mined Land Reclamation forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141. These forms are used by agency staff to implement 4VAC25-130.

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

Division of Mineral Mining (DMM)

Division of Mineral Mining Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Mineral Mining Procedures

Division of Mineral Mining procedures may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These procedures are used by agency staff to implement 4VAC25-31, 4VAC25-35, and 4VAC25-40.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Mineral Mining Forms

Division of Mineral Mining forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These forms are used by agency staff to implement 4VAC25-31, 4VAC 25-35 and 4VAC 25-40.

Questions regarding interpretation or implementation of these forms may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Gas and Oil (DGO)

Division of Gas and Oil Memoranda to Operators and Bulletins

Division of Gas and Oil memoranda to operators and bulletins may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these documents may be directed to David Asbury, Director, Division of Gas and Oil, same address and telephone.

Division of Gas and Oil Forms

Division of Gas and Oil forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these forms may be directed to David Asbury, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents](#) (4/10/00)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators](#) (4/10/00)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine](#) (4/10/00)

[DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 30, Operator/Independent Contractor \(Examinations and Record Keeping\)](#) (9/30/02)

[DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.30.A, Performance of Certain Tasks by Uncertified Persons, Penalty](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.37.A, General Coal Miner Certification](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.38.A, First Class Mine Foreman Certification](#) (4/10/00)

[DM Chapter 14.2, Article 7, Section 45.1-161.77.A, Reports of Explosions and Mine Fires](#) (4/10/00)

[DM Chapter 14.2, Article 7, Section 45.1-161.78.A, Operator's Reports of Accidents; Investigations; Reports by Department](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.84.A, Advance Notice of Inspections; Confidentiality of Trade Secrets](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.85.A, Scheduling of Inspections](#) (4/10/00)

[DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices](#) (4/10/00)

[DM Chapter 14.3, Article 11, Section 45.1-161.189.E, Electricity](#) (9/30/02)

[DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity](#) (8/1/01)

[DM Chapter 14.3, Article 11, Section 45.1-161.195 B.C.D., Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors](#) (4/10/00)

[DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment](#) (9/30/02)

[DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment](#) (4/10/00)

[DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel](#) (4/10/00)

[DM Chapter 14.3, Article 13, Section 45.1-161.202.B, Emergency Response Plans; List of Next of Kin](#) (4/10/00)

[DM Chapter 14.3, Article 13, Section 45.1-161.205.F, Storage and Use of Flammable Fluids and Materials](#) (9/30/02)

[DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment](#) (9/30/02)

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

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

[DM Chapter 14.3, Article 14, Section 45.1-161.210.J, Weekly Examinations](#) (4/10/00)

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

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

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

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

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

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

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

[DM Chapter 14.3, Article 6, Section 45.1-161.143.A.B, Transportation of Material](#) (4/10/00)

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

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

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

[DM Chapter 14.3, Article 8, Section 45.1-161.162.A, Mine Openings and Escapeways](#) (9/30/02)

[DM Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings](#) (4/10/00)

[DM Chapter 14.3, Title 15, Section 45.1-161.238.D, Storage and Use of Flammable Fluids and Materials](#) (9/30/02)

[DM Chapter 14.4, Article 12, Section 45.1-161.288 and 290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors](#) (4/10/00)

[DM Chapter 14.4, Article 2, Sections 45.1-161.256-257, Safety Examinations](#) (4/10/00)

[DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards](#) (4/10/00)

[DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment](#) (4/10/00)

[DM Chapter 14.4, Article 5, Section 45.1-161.267.L, Storage and Use of Flammable Fluids and Materials](#) (9/30/02)

[DM Procedure No. 1.03.01, Emergency Response Team](#) (1/1/99)

Guidance Documents

[DM Procedure No. 1.03.02, Rescue and Recovery Plan](#) (10/1/00)

[DM Procedure No. 1.04.05, Spot Inspection](#) (10/1/00)

[DM Procedure No. 1.04.07, Independent Contractors](#) (1/1/97)

[DM Procedure No. 1.04.09, Administrative Review of Notices of Violation](#) (1/1/97)

[DM Procedure No. 1.04.10, Impoundment Inspections](#) (7/18/01)

[DM Procedure No. 1.05.01, Investigation of Accidents and Incidents](#) (10/1/00)

[DM Procedure No. 1.05.02, Inundation of Water and Gas](#) (10/1/00)

[DM Procedure No. 1.05.03, Methane Ignition](#) (10/1/00)

[DM Procedure No. 1.05.04, Serious Personal Injury](#) (10/1/00)

[DM Procedure No. 1.05.06, Unlicensed Mine Sites](#) (10/1/00)

[DM Procedure No. 1.05.09, Investigation Documents File](#) (5/3/99)

[DM Procedure No. 1.06.01, Plan Approvals](#) (9/1/02)

[DM Procedure No. 1.06.02, Map Submittals](#) (10/1/00)

[DM Procedure No. 1.07.01, Technical Instruction](#) (1/29/99)

[DM Procedure No. 1.07.03, Training and Accident Reduction](#) (1/9/99)

[DM Procedure No. 1.09.02, Recertification Requirements](#) (1/1/97)

[DM-RAS-1-S, Surface Mine, Auger, Highwall Miner Risk Assessment](#) (4/1/99)

[DM-RV-1-S, Report of Violation Form](#) (3/1/99)

[DMLR Procedure No. 3.6.01, Certification of Pollution Control Equipment](#) (3/12/97)

[DMME-IR-1, Request for Information Under FOIA](#) (12/28/99)

[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)

[DM Division of Mines Personnel with Assigned Area and Telephone Numbers](#) (12/1/03)

[DM 08-02 Seventeenth Annual Virginia Coal Mine Safety Awards](#) (2/6/08)

[DM Chapter 14.2, Article 5, Section 45.1-161.57.A, License Required for Operation of Coal Mines](#) (4/15/04)

[DM Chapter 14.2, Article 5, Section 45.1-161.63.B.C, Notices to Department; Resumption of Mining Following Discontinuance](#) (4/15/04)

[DM Chapter 14.2, Article 9, Section 45.1-161.90.A, Notices of Violation](#) (4/15/04)

[DM Chapter 14.3, Article 11, Section 45.1-161.195.A, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors](#) (4/15/04)

[DM Chapter 14.3, Article 14, Section 45.1-161.222, Actions for Excessive Methane](#) (4/15/04)

[DM Fatal Mine Accident Investigations](#) (1/3/03)

[DM Inspection Coordination](#) (1/1/03)

[DM LIC-01, License to Operate a Mine](#) (12/13/05)

[DM Memorandum of Agreement \(Small Mine Assistance Trng\)](#) (9/1/97)

[DM Memorandum of Agreement DM/DMLR \(BLASTING\)](#) (1/7/97)

[DM Memorandum of Understanding Between the Virginia Department of Mines, Minerals and Energy Divisions of Mined Land Reclamation and Mines and the U.S. Department of Labor Mine Safety and Health Administration District 5 Norton, Virginia](#) (12/5/02)

[DM Mine Emergency Directory](#) (4/1/02)

[DM Operator Memorandum 05-08 Surface Mine Maps](#) (11/16/05)

[DM Operator Memorandum 06-03A Emergency Response Plans \(memo\)](#) (4/4/06)

[DM Operator Memorandum 06-03B Generic Emergency Response Plan](#) (4/4/06)

[DM Operator Memorandum 06-03C Self Contained Self Rescuer Outby Storage Plan](#) (4/4/06)

[DM Operator Memorandum 06-03D Mine Emergency Evacuation and Firefighting Program of Instruction](#) (4/4/06)

[DM Operator Memorandum 06-03E Mine Emergency Scenarios template](#) (4/3/06)

[DM Operator Memorandum 06-03F Mine Emergency Addendum to Existing Training Plan](#) (4/4/06)

[DM Operator Memorandum 06-06 Coalfield Employment Enhancement Tax Credit Production Labor Report](#) (10/12/06)

[DM Operator Memorandum 06-07 Alternative Seal Designs](#) (10/12/06)

[DM Operator Memorandum DM-05-05 Accident and Fatality Reports](#) (9/7/05)

[DM Operator Memorandum DM-08-01 Mine Incident Response, Rescue, and Recovery Plan](#) (1/17/08)

[DM/DMLR Memorandum of Agreement, Refuse Piles, Water and Silt Retaining Dams](#) (5/29/97)

[DM/DMLR Memorandum of Understanding, Reclamation Activities at Previously Licensed Coal Mine Sites](#) (9/1/00)

[DM-07-04 Map Submittal](#) (7/1/07)

[DMLR Procedure No. 1.2.01, Threatening, Abusing or Impeding a Division Employee](#) (4/17/06)

[State Minerals Management and Subaqueous Plans](#) (5/1/91)

[\[DM-09-02\] DM Operator Memorandum 09-02 Eighteenth Annual Virginia Coal Mine Safety Awards](#) (2/10/09)

[\[DMM-U-1\] DMM-U-1 Application for a Uranium Exploration Permit](#) (10/12/07)

[\[DMM-U-5\] DMM-U-5 Uranium Exploration Hole Report of Plugging Completion](#) (10/12/07)

[\[DMM-U-6\] DMM-U-6 Exploration Hole Plat Certification Legend](#) (10/12/07)

[\[DMM-U-7\] DMM-U-7 Uranium Exploration Drill Hole Completion Report](#) (10/12/07)

[\[DMM-U-B\] DMM-U-B Uranium Exploration Surety Bond](#) (10/12/07)

Guidance Documents:

[DGO Landfarming Guidance Document](#) (12/1/02)

[DGO-11-S, Incident Report](#) (2/1/99)

[DGO-CO, Closure Order](#) (2/1/99)

[DGO-CO-E, Expiration of Closure](#) (2/1/99)

[DGO-COL, Lifting of Closure](#) (2/1/99)

[DGO-COM, Modification of Closure](#) (2/1/99)

[DGO-CO-V, Vacation of Closure](#) (2/1/99)

[DGO-NOV, Notice of Violation](#) (11/1/98)

[DGO-NOV-C, Cancellation of Violation](#) (2/1/99)

[DGO-NOV-E, Extension of Violation](#) (2/1/99)

[DGO-NOV-M, Modification of Violation](#) (2/1/99)

[DGO-NOV-V, Vacation of Violation](#) (2/1/99)

[DGO-ROWB, Release of Well Operator's Bond](#) (8/2/93)

[DM Operator Memorandum DM 99-05, Reciprocity Agreement With West Virginia](#) (5/7/99)

[DM Procedure No. 1.05.08, Blasting Complaints](#) (1/1/97)

[DM Procedure No. 1.06.03, Mining Near Gas Wells](#) (10/1/00)

[DM Procedure No. 1.09.03, Revocation of Certification](#) (1/1/97)

[DM Procedure No. 1.09.04, Certification Requiring On Site Observation](#) (1/1/97)

[DMLR Guide to Water Replacement and Subsidence Repair](#) (12/1/02)

[DMLR Memoranda to Operators No. 11-82, Archaeological Sites or Historic Places](#) (10/1/01)

[DMLR Memoranda to Operators No. 11-94, Public Notice and Comment Periods](#) (10/1/01)

[DMLR Memoranda to Operators No. 13-86, Application Processing Time Limit](#) (10/1/01)

[DMLR Memoranda to Operators No. 3-83, Certificates of Deposit](#) (10/1/01)

[DMLR Memoranda to Operators No. 3-90, Standardized Reporting Form \(Quarterly Acid-Base Monitoring\)](#) (10/1/01)

[DMLR Memoranda to Operators No. 3-99, Groundwater Monitoring Frequency](#) (10/1/01)

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- [\[420\] DM Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites \(10/1/03\)](#)
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- [\[426\] DM Procedure No. 1.09.01, Certification of Miners \(8/1/08\)](#)
- [\[427\] DM Procedure No. 1.08.01, Licensing \(7/1/07\)](#)
- [\[428\] DM Procedure No. 1.08.03, Requests Through the Freedom of Information Act \(8/1/05\)](#)
- [\[430\] DM Procedure No. 1.04.03, Reopening Inspection \(8/1/05\)](#)
- [\[490\] DM Advanced First Aid Certification Requirements \(6/2/08\)](#)
- [\[491\] DM Advanced First Aid Instructor Requirements \(6/2/08\)](#)
- [\[495\] DM Board of Coal Mining Examiners Instructor Certification Requirements \(6/2/08\)](#)
- [\[497\] DM Chief Electrician \(Surface and Underground\) Certification Requirements \(6/2/08\)](#)
- [\[499\] DM Dock Foreman Certification Requirements \(6/2/08\)](#)
- [\[501\] DM Electrical Maintenance Foreman \(Surface and Underground\) Certification Requirements \(6/2/08\)](#)
- [\[502\] DM First Class Mine Foreman Certification Requirements \(6/2/08\)](#)
- [\[503\] DM First Class Shaft or Slope Foreman Certification Requirements \(6/2/08\)](#)
- [\[504\] DM General Coal Miner Certification Requirements \(6/2/08\)](#)
- [\[505\] DM Hoisting Engineer Certification Requirements \(6/2/08\)](#)
- [\[507\] DM Preparation Plant Foreman Certification Requirements \(6/2/08\)](#)
- [\[509\] DM Surface Electrical Repairman Certification Requirements \(6/2/08\)](#)
- [\[510\] DM Surface Facilities Foreman for Shops, Labs, and Warehouses Certification Requirements \(6/2/08\)](#)
- [\[511\] DM Surface Foreman Certification Requirements \(6/2/08\)](#)
- [\[512\] DM Top Person Certification Requirements \(6/2/08\)](#)
- [\[513\] DM Underground Diesel Engine Mechanic Certification Requirements \(6/2/08\)](#)
- [\[514\] DM Underground Diesel Engine Mechanic Instructor Certification Requirements \(6/2/08\)](#)
- [\[515\] DM Underground Electrical Repairman Certification Requirements \(6/2/08\)](#)
- [\[516\] DM Underground Shot Firer Certification Requirements \(6/2/08\)](#)
- [\[518\] DM Automatic Elevator Operator Certification Requirements \(6/2/08\)](#)
- [\[560\] DMLR Abandoned Mined Land Water Project Review Manual \(7/1/07\)](#)
- [\[635\] DMLR--A Citizen's Guide to Coal Mine Complaint Resolution \(5/1/07\)](#)
- [\[733\] DMM Mineral Mine Emergency, Rescue and Recovery Plan \(10/20/09\)](#)
- [\[DM 09-03\] DM Operator Memorandum 09-03 2010 Certification Examination Schedule \(7/8/09\)](#)

Guidance Documents

[\[DM09-04\] Virginia Substance Abuse and Quick-Test Screening](#) (11/2/09)

[\[DM-10-01\] DM Operator Memorandum DM-10-01 - Mine Incident Response, Rescue and Recovery Plan](#) (1/13/10)

[\[DM10-02\] DM Operators' Memo DM10-02 - Coal Mine Safety Awards](#) (2/3/10)

[\[DM-11-05\] Roof Bolter Mounted Cooling Fans](#) (11/8/11)

[\[DMLR 31-10\] Abandoned Mined Land Refuse/Gob Piles - Exploration and Recovery](#) (8/16/10)

DEPARTMENT OF MINORITY BUSINESS ENTERPRISE

Copies of the following document 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 this document 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.dmb.e.virginia.gov>.

Guidance Document:

The regulations to govern the certification of Small, Women- and Minority-owned Businesses can be found under Virginia Administrative Code 7VAC10-21 at <http://lis.virginia.gov/000/reg/TOC07010.HTM#C0021>

SWaM Certification Program Updates (2010/2009/2008)

MOTOR VEHICLE DEALER BOARD

Citizens wanting printed copies of guidance documents may contact Alice Weedon, Administrative Assistant, Motor Vehicle Dealer Board, 2201 West Broad Street; Suite 104, Richmond, VA 23220, email alice.weedon@mvd.b.virginia.gov, telephone (804) 367-1100, ext 3001. Nearly all guidance documents are available electronically at no charge on the Regulatory Town Hall or from the Motor Vehicle Dealer Board. Interpretive/implementation questions should be directed to Bruce Gould, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street; Suite 104, Richmond, VA 23220, email bruce.gould@mvd.b.virginia.gov, telephone (804) 367-1100, ext 3002.

Guidance Documents

[Bonding Requirements](#) (11/14/00)

[Guidelines For Review Of Applicants Who Have a Criminal History](#) (3/17/98)

[Guidelines to Issue Subsequent Temporary and Metal Plates](#) (3/15/09)

[Process For Determining Sanctions](#) (7/15/99)

[Resolution on Educational and Warning Letters](#) (1/10/05)

[Salesperson and Dealer-Operator Test](#) (3/19/96)

[Salespersons Must Be Employees](#) (3/15/08)

[\[AD020-95\] Public Comment Policy](#) (5/15/97)

[\[AD030-96\] Meeting Documentation Policy](#) (9/15/02)

[\[AD050-96\] Meeting Dates and Times Policy](#) (1/11/10)

[\[AD100-00\] Internet Privacy Policy](#) (10/15/00)

[\[AD111-02\] Freedom of Information Act Compliance](#) (10/15/02)

[\[AD130-06\] Adjudicated Cases Policy](#) (5/8/06)

[\[AV010-00\] Advertising Policy: Deviations from Standard Practices](#) (6/15/00)

[\[AV020-09\] Advertising Display/Show Versus Display For Sale](#) (9/14/09)

[\[LI020-01\] Dual License Processing Guidelines](#) (7/15/01)

[\[PR020-97\] Variance for Hours of Operation](#) (5/5/97)

[\[PR021-07\] Guidelines For Maintaining Records And Storing Records Off-Site](#) (9/10/07)

[\[PR030-97\] Temporary Supplemental License for Used Car Sales Policy](#) (12/15/97)

[\[PR050-97\] Wholesale Sales Agreement Policy](#) (12/29/11)

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. at the Department of Motor Vehicles (DMV), 2300 West Broad Street, Legislative Services, Room 724, Richmond, VA 23220. Many of these documents are available on the DMV website at <http://www.dmvnow.com/webdoc/forms/index.asp>. Copies totaling under 10 pages may be obtained for no charge. Copies totaling 10 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 3/15/10

- 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 7, 2008
- CRD 93, Information Request, 6/25/11
- CSMA 01, Contact Information for Vital Statistics, 7/14/11
- CSMA 14, Customer Concern Report, 2/2/11
- 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, 12/6/10
- DI 15, Driver Improvement Clinic License Application, 12/6/10
- DI 17, Driver Improvement Clinic Classroom Instruction Attendance Roster, 12/6/10
- DI 505, Driver Improvement Clinic Instructor License Application, 1/19/11
- DL 1P, Driver's License and Identification Card Application, 7/1/11
- DL 1PA, Supplemental Driver's Licensing History Sheet, 2/17/11
- DL 5, Identification Card Application For Minors Under Age 15, 7/9/11
- DL 7, Exchanging A Driver's License From A Foreign Country, 10/25/11
- DL 8, Commercial Driver's License (CDL) Self-Certification, 11/10/11
- 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, 8/25/11
- DL 140, Vehicle Inspection Study Guide - Tractor Trailer, 7/1/10
- DL 141, Vehicle Inspection Study Guide - Straight Truck/School Bus, 7/27/11
- 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
- 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, 7/14/11
- DMV 16, Parents in the Driver's Seat, 7/1/11
- DMV 25, Be an Online Dealer, 11/5/10
- DMV 28, Frequently Asked Questions About Farm Vehicles, 7/1/10
- 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, 7/1/11
- DMV 39SP, Manual del Conductor de Virginia - Reglas de la Carretera, 7/1/11
- DMV 52, Virginia's Secure Driver's Licenses and ID Cards/Organ Donation (Driver Renewal Insert), 3/11/11
- 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 60, Virginia Commercial Driver's Manual, 12/1/11
- 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

Guidance Documents

DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, 8/2/11

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, 6/30/11, §§ 46.2-491 through 46.2-494

DMV 115S, Infracciones de la Circulación y Cálculo de Puntos, 6/30/11

DMV 134, Virginia Motor Vehicle Rental Regulations, October 2004, §§ 58.1-2400 through 58.1-2426, 24VAC20-100 through 24VAC20-540

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, 8/16/11

DMV 141S, Obtención de una Licencia de conducir o una tarjeta de Identificación (ID) de Virginia, 8/16/11

DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, 12/28/10, § 46.2-323.1

DMV 168, Virginia is Tough on drunk and drugged drivers, 7/1/11

DMV 168S, Virginia es muy estricta con conductors borrachos y drogados, 7/1/11

DMV 172, Child's Identification Card, 4/14/11

DMV 172SP, Las Tarjetas de Identidad para los niños de Virginia de alta seguridad, 4/14/11

DMV 173, What Can I do Online?, August 2007

DMV 177, Acceptable Documents for an Individual Titling 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, 7/1/11

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, 7/1/11

DMV 206, A Guide for Armed Forces, 1/3/11

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 18, 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, 12/20/10

DMV 225, Automated Clearing House Payment Options, 11/15/10

DMV 226, Virginia Rider Training Program Policy and Procedures, October, 2010

DMV 234, Hauling Permit Manual, September 2009

DMV 237, Doing Business with DMV, 11/14/11

DMV 239, Important Notice: Harvest Vehicles, 7/1/11

DMV 240, myDMV Account, 8/12/10

DMV 241A, Driver Alert, 10/19/11

DMV 241B, EZ Fleet, 8/5/11

DMV 241C, Automated Routing Solution, 7/12/11

DMV 241D, Fleet-Related Contact Information, 8/5/11

DMV 241E, Virginia is Open for Business, 7/12/11

DMV 241F, Business Logo License Plates, 9/23/11

DMV 243, Important Notice: For-Hire Vehicles, 11/10/10

DMV 244, DMV2Go Mobile Customer Service Center, 8/18/11

DMV 246, Operational Recommendations for Companies Transporting Passengers for Compensation (For-Hire), 5/13/11

DMV 248, Motor Carrier Manual, 12/5/11

Driver Licensing Guide, updated on a regular basis as necessary

DSD 4, Dealer Application for Temporary Registration/Transport Plates, 5/25/11

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, 11/10/11
- DSD 13, Application for Permanent/Temporary Supplemental Motor Vehicle Dealers License, 12/10/10
- 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, 78/10/11
- DSD 27B, Permission to Use Drive-Away License Plates, 9/25/11
- DSD 65, Zoning Compliance Certification, 7/23/09
- DTS-A I, Virginia Driver Training Instructions, Virginia Commercial Driver-Driver Training Certificate (DTS-A), 1/12/10
- DTS-B I, Driver Training Instructions, Virginia Driver Training Certificate (DTS-B), 5/31/10
- DTS-C I, Virginia Driver Training Instructions, Re-Examination Certificate (DTS-C), 1/12/10
- DTS 5, Vehicle Insurance Certification, Virginia Driver Training School, 8/10/11
- DTS 14, Driver Training School, Student In-Car Instruction/Observation Record, 6/1/07
- DTS 17, Classroom Instruction Attendance Roster, 1/28/05
- DTS 18, Virginia Driver Training School Parent/Student Questionnaire, 1/28/05
- 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, 6/1/11
- DTS 33B, Virginia Driver Training School License Application, Class B - Passenger Vehicle, 6/1/11
- DTS 34A, Virginia Driver Training Instructor License Application, Class A - Commercial Vehicle, 6/1/11
- DTS 34B, Virginia Driver Training Instructor License Application, Class B - Passenger Vehicle, 6/1/11
- DTS 100, Virginia Driver Training Monthly School Training Completion Report, 10/19/09
- FMS 99, Credit Card Charge Authorization, 8/10/10
- FR 3 Insurance Verification Annual Report, August 2011
- 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, 8/25/11
- ISD 01, Address Change Request, 1/13/11
- MCS 148, Harvest Permit Application to Operate on Out-of-State License Plates, 7/1/11
- MCTS 247, Motor Carrier Guidelines, revised 7/1/11
- MED 2, Customer Medical Report, 7/1/11
- 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, 2/17/11
- 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, 7/9/11
- MED 21, Sun-Shading Removal Certification, 12/29/08
- MED 30, Application for CDL Waiver or Hazardous Materials Variance, 7/1/11
- 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 12/28/10, § 46.2-312
- MED 80, Medical Fitness for Safe Driving, 7/1/11

Guidance Documents

OA 141, Operating Authority Certificate Application for Common Carriers of Passengers, 8/10/11

OA 141I, Operating Authority Certificate Application for Common Carriers of Passengers - Instructions, 8/10/11

OA 141A, Common Carrier Irregular Route Non-Emergency Medical Transportation Addendum, 3/12/08

OA 142, For-hire Intrastate Operating Authority Permit Application, 7/1/11

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, 7/1/11

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, 2/16/05

OA 451, Sample Tariff and Time Schedule for Sight-Seeing Carriers, November 2003

RDT 120, International Fuel Tax Agreement (IFTA) Licensing Application, 7/1/11

RDT 382, IFTA Fuels Tax Rates, (issued quarterly), 12/16/11

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 2012, 10/14/11

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, 7/25/11

VSA 6, Vehicle Color Codes

VSA 10, License Plate Application, 7/1/11

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, 8/25/11

VSA 17A, Application for Certificate of Title and Registration, 7/1/11

VSA 17B, Application for Certificate of Manufactured Home, 12/10/10

VSA 40, Vehicle Removal Certificate, 10/1/11

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 throughout the year:

Bulletins Relating to Motor Carrier Issues and Requirements

Notices Relating to Fuels Tax Issues and Requirements

Procedures for the Transportation Safety Grants Program

The following is continuously updated throughout the year on a daily basis:

DMV Website - contents as of December 2011 include:

Online Transactions

Abandoned Vehicle Process

Address Change

Administrative Hearing Request

Compliance Summary Request

Disabled Parking Placard Renewal

Driver's License Renewal

Driver's License Replacement

Hauling Permits

ID Card Renewal

ID Card Replacement

Insurance Verification

Organ Donor Status Change

Original Electronic Title Print

Overweight Citation Payment

PIN Administration

Plate Purchase

Prospective Purchaser Inquiry (PPI)

Record at a Glance

Record Request
Registration Card Replacement
Report a Vehicle Sold or Traded
Souvenir Plate Orders
Title Replacement
Trip Permit Purchase
Vehicle Registration Renewal
What Have I Done Online

Citizen Services

Abandoned Vehicle Process
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Disability Services
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Fees
Forms and Applications
Fuels Tax Refund
Hauling Permits
ID Services
Local Vehicle Registration Program (LVR)
Medical Information
Record Services
Vehicle Services

Information for Businesses

Business Opportunities
Commercial Driver Improvement Clinic Program
Dealer Services
Electronic Lien Program
Fuels Tax
Governmental Access to DMV Records
Insurance Industry Services
Motor Carrier Services
Non-Governmental Access to DMV Records
Online Dealer
Online Fleet
Online Salvage Pools

Rental Tax
Salvage and Nonrepairable Vehicles
Size and Weight Enforcement
Voluntary Driving Record Monitoring Program
Webcat

General DMV Information

A message from the Commissioner
Business Opportunities
Commonwealth Transportation Fund (CTF) Revenues
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Employment Opportunities
Freedom of Information Act (FOIA)
Insurance Consumer Information
Office Locations
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Privacy and Security
Recognition and Awards
Resources
Safety
Selective Service Registration
Vehicle Consumer Information
Voter Registration
Website Survey

DMV Forms and Publications

DMV Forms Online
Moving?
New to Virginia?
Leaving Virginia?
Moving Within Virginia
Temporarily Outside of Virginia?

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

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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.

BOARD OF NURSING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/nursing> or the Regulatory Town Hall at <http://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:

http://www.dhp.virginia.gov/nursing/nursing_guidelines.htm

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, revised by Board, March 2011

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 November 15, 2011

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 November 15, 2011

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 OSHA Respiratory Standards are within the scope of practice of the registered nurse, adopted November 15, 2000

90-41, Board motion adopting article on patient abandonment by Dr. Shelley Conroy in the Spring 2001 Nursing Notes, adopted March 20, 2001

90-42, Board opinion on the delegation of circulating duties in the operating room to unlicensed persons, adopted July 17, 2001

90-43, Board opinion on attachment of scalp leads for internal fetal monitoring adopted October 22, 1983, revised by Board motion on November 18, 2003

90-44, Board opinion on reinstatement authority to a Special Conference Committee, adopted November 1, 1992

90-46, Board opinion on administration of over-the counter drugs by certified nurse aides, adopted March 19, 2002

90-47, 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

OLD DOMINION UNIVERSITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Assistant to the Vice President for Administration and Finance, Koch Hall, Room 225 A, 49th Street and Hampton Boulevard, Norfolk, VA 23529. Copies may be obtained, free of charge, by contacting Donna Meeks at the same address, telephone (757) 683-3072, FAX (757) 683-5679 or email dmeeks@odu.edu. The documents may be downloaded from the Old Dominion University website (<http://www.odu.edu>).

Questions regarding interpretation or implementation of these guidance documents may be directed to Ms. Donna Meeks, Assistant to the Vice President for Administration and Finance, Old Dominion University, Norfolk, VA 23529,

Guidance Documents

telephone (757) 683-3073, FAX (757) 683-5679, or email dmeeks@odu.edu.

Guidance Documents:

[Faculty Handbook](#), January 2012

[Undergraduate Catalog](#), 2011-2012

[Board of Visitors Policies and Procedures](#)

[Parking Regulations](#)

BOARD OF OPTOMETRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/Optometry> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at optbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knachel, Executive Director of the Board, at the address above or by telephone at (804) 367-4508. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/Optometry/optometry_guidelines.htm

105-12, Continuing Education Audits and Sanctions for Non-compliance, adopted July 20, 2011

105-13, Guidance on Performing Free Eye Screenings, adopted May 11, 2011

105-14, Bylaws of the Board of Optometry, revised May 11, 2011

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, revised July 2011

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

Copies of the following document may be obtained either online at <http://www.vaboard.org/grants.htm> or may be viewed on regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Board for People with Disabilities (VBPD), Washington Building, 1100 Bank Street, 7th Floor, Richmond, VA 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 2011

BOARD OF PHARMACY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/Pharmacy> or the Regulatory Town Hall at <http://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:

http://www.dhp.virginia.gov/Pharmacy/pharmacy_guidelines.htm

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 December 2011

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, revised July 1, 2011

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

110-15, Delegation of authority in disciplinary matters, adopted June 8, 2011

110-16, Board guidance on performing inventories, adopted September 20, 2011

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 for physician dispensing, revised February 2011

110-30, Drugs within animal shelters and pounds, revised March 2011

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 licensure guidance, revised March 2011

110-35, Requirements for Prescription Blanks, revised January 2011

110-36, Compliance with USP Chapter 797 on Sterile Compounding, Board motion, revised June 4, 2008

110-37, Guidance for conducting informal fact-finding by an agency subordinate, Board motion, December 10, 2004

110-38, Requirement for Non-resident Pharmacies to Submit Most Recent Inspection Form, Board motion, June 5, 2006

110-41, Changes a pharmacist may make to a Schedule II prescription, revised December 14, 2011

110-42, Continuing education audit and recommended sanctions, adopted March 11, 2009

BOARD OF PHYSICAL THERAPY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/PhysicalTherapy> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at ptboard@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4674. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/PhysicalTherapy/physther_guide_lines.htm

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

Guidance Documents

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 during regular work days from 9 a.m. to 5 p.m. at the Virginia Department of Planning and Budget. The Virginia Department of Planning and Budget is located in the Patrick Henry Building at 1111 E. Broad St., Room 5040, 5th Floor, Richmond, VA 23219 (corner of 11th & Broad Streets).

Copies may also be downloaded at the Virginia Regulatory Town Hall website: <http://www.townhall.virginia.gov/> or requested by email at melanie.west@dpb.virginia.gov.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Melanie K. West, at the address above or by telephone at (804) 786-8812. Copies are free of charge.

Guidance Documents:

[2012-2014 Biennium Non-State Agency Instructions](#) (9/1/11)

[Fast-track Rulemaking Process: Letter/Fee Increases](#) (12/9/05)

[Small Business Impact Legislation 2005 - Implementation on Town Hall website](#) (1/3/12)

[Town Hall User Manual](#) (12/1/11)

[\[2008-1\] PPG Guidance](#) (1/3/12)

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, FAX (757) 683-8211, or email roliver@portofvirginia.com.

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 workdays from 8:15 a.m. to 5 p.m. in the Information Management 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 (866) 254-0312, or email publicrecords@dpor.virginia.gov. Documents are available electronically at no charge on the Town Hall (<http://www.townhall.virginia.gov/>). Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Information Management Director, Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8583, FAX (866) 254-0312, or email dawn.waters@dpor.virginia.gov.

Guidance Documents (applicable to all boards and the department):

[Guidelines for the Evaluation of the Need to Regulation Professions and Occupations](#) (6/2/03)

[2011-12 New Board Member Training Manual](#) (8/15/11)

[\[Policy #100-01\] 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)

[\[Policy #100-14\] 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](#) (10/31/11)

[\[Policy #500-01\] 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 & Online Public Records Information](#) (6/13/11)

[\[Policy #800-02\] Complaints Against Regulants](#) (3/5/10)

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

Guidance Documents:

[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)

[Requirements for Topographic Surveys in Virginia](#) (6/30/11)

Board for Asbestos, Lead, Mold, and Home Inspectors

Guidance Documents:

[Asbestos Regulation Interpretation - Aug 23, 2011](#) (8/23/11)

[Home Inspectors Regulation Interpretation - Aug 23, 2011](#) (8/23/11)

[Lead Regulation Interpretation - Aug 23, 2011](#) (8/23/11)

[Mold Inspector and Remediator Regulations Interpretations & Policies](#) (11/15/11)

Board for Barbers and Cosmetology

Guidance Document:

[\[#800-03\] Random Inspections of Board for Barbers and Cosmetology Licensees](#) (7/9/09)

Cemetery Board

Guidance Document:

[Sample General Price List](#) (10/23/08)

Common Interest Community Board

Guidance Documents:

[Definition of "Employee" as used in Section 54.1-2347 A of Code of Virginia](#) (1/3/11)

[Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by CIC Manager Applicant](#) (3/15/10)

Board for Contractors

Guidance Document:

[Board for Contractors Policies & Interpretations](#) (9/26/06)

Real Estate Board

Guidance Documents:

[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)

Guidance Documents

[Real Estate Advisory Council's Report Regarding Post-Licensure Education](#) (10/23/03)

[Real Estate Distance Education Notarized Affidavit Requirement](#) (5/19/09)

[Real Estate Pre-License Instructor Guidance Document](#) (3/24/08)

Real Estate Appraiser Board

Guidance Documents:

[Real Estate Appraiser - Submitting Assignments Electronically](#) (3/5/09)

[Real Estate Appraisers Experience Hours](#) (11/18/03)

[Signing Any Appraisal Report](#) (2/21/06)

Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

Guidance Document:

[Board Interpretations and Policies](#) (6/21/11)

BOARD OF PSYCHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/Psychology> or the Regulatory Town Hall at <http://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 Catherine Chappell, Acting Executive Director of the Board, at the address above or by telephone at (804) 367-4697. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/Psychology/psychology_guidelines.htm

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 non-compliance with continuing education requirements, July, 2006

125-5.2, Sanction Reference Manual, April 2009

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

The list of guidance documents submitted by the 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 www.drpt.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Kevin Page at the same address and phone number.

Guidance Documents:

Railroad Industrial Access Program Application Procedures

Rail Preservation Program Application Procedures

Rail Enhancement Fund Application Procedures

DEPARTMENT OF REHABILITATIVE SERVICES

Guidance documents are now available in their full text on the Town Hall (<http://www.townhall.virginia.gov>). Guidance documents may be viewed in person 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, 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, (<http://www.vadrs.org/publications.htm> under Public Documents heading, State Plan subheading) effective October 1, 2010 through September 30, 2012. Also available from Elizabeth Smith.

Field Rehabilitation Services Policy and Procedures Manual, (<http://www.vadrs.org/publications.htm> under Public Documents heading, Policy Manuals and Service Guides subheading), updated monthly. Also available from Elizabeth

Smith. First 10 pages front and back are free and \$0.15 each additional page (number of pages varies by policy).

Your Path To Work - the VR Program Explained, (<http://www.vadrs.org/howvrworks.htm>), revised April, 2011. Also available from A.J. Hostetler.

DRS Business Services Packet (including information about tax incentives for employers), (<http://www.vadrs.org/bsoverview.htm>), revised 2008. Also available from A.J. Hostetler.

Virginia Guide to Supported Employment and Job Coach Training Services manual, (<http://www.vadrs.org/essp/downloads/SEGuide/SEGuide09.doc>), revised 2009. Also available from Donna Bonessi.

New Counselor Skills and Competencies Checklist, (<http://www.vadrs.org/publications.htm#pubdocs> under Policy Manuals and Service Guides heading), revised August, 2008. Also available from Susan Gaillard.

Best Practices Manual for Vocational Evaluation (<http://www.vadrs.org/publications.htm#pubdocs> under Policy Manuals and Service Guides heading), issued 1995. Also available from Dale Batten.

Consumer's Guide to Self Employment, (<http://www.vadrs.org/essp/see.htm>). Also available from Lawrence Roberts.

Virginia DRS Transition Services Guide, (<http://www.vadrs.org/transitionservices.htm>), issued 2007. Also available from Kristi Lockhart or Beth Somers.

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.

Services Reference Manual (services fee schedule), updated monthly, Robert J. Johnson.

Long Term Employment Support Services Guide, (<http://www.vadrs.org/essp/downloads/LTESSGuidelines.doc>), revised February, 2010. Also available from Judy Hill.

Independent Living Services Program Guidance Documents:

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised January, 2002. Also available from Theresa Preda.

State Plan for Independent Living, (<http://www.vadrs.org/cbs/cils.htm> via link at top of page), effective October 1, 2011 through September 30, 2013. Also available from Theresa Preda.

Guidance Documents

Personal Assistance Services Program Guidance Documents:

Personal Assistance Services Policy & Procedure Manual, revised September, 2011. Also available from Bill Rhodenhiser.

Consumer and Personal Assistant Handbook, (<http://www.vadrs.org/formscabinet/Formscabinet.asp?pass=et1&t1=PAS&pg=> under General Information heading), revised June, 2010. Also available from Bill Rhodenhiser.

Brain Injury Services Guidance Documents:

Brain Injury Direct Services (BIDS) Fund Eligibility Criteria, (<http://www.vadrs.org/formscabinet/Formscabinet.asp?pass=et1&t1=BI/SCIS&pg=> under BIDS Fund heading), revised February, 2010. Also available from Patricia Goodall.

Community Support Services: Purchase of Services Agreement for the Provision of Life Skills Services, (<http://www.vadrs.org/formscabinet/Formscabinet.asp?pass=et1&t1=BI/SCIS&pg=> under Community Support Services heading), revised April, 2011. Also available from Patricia Goodall.

Human Research Procedures Manual, (<http://www.vadrs.org/hrrc/downloads/ProceduresManual.doc>), effective through 2014. Also available from DiVette Brisco.

Accessibility for Government Websites, (<http://www.vadrs.org/formscabinet/documents/Promoting%20Accessibility.pdf>), issued September, 2000. Also available from Daniel Ross.

Woodrow Wilson Rehabilitation Center

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at Woodrow Wilson Rehabilitation Center located in Fishersville, VA 22939-0010. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling toll-free 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, (<http://wwrc.virginia.gov/Admissions.htm#criteria>). Also available from Amy Blalock.

WWRC Blue Print for Direction, revised November, 2010, Russell Neyman

WWRC Master Plan, Russell Neyman

Vocational Services Guidance Documents:

PERT Training and Reference Manual, (http://www.vadrs.org/formscabinet/documents/Public/PERT%20Training%20and%20Reference%20Manual_PER-2727.doc), revised March, 2011. Also available from Ginger Sharrer.

Transition Academy Training and Reference Manual, revised April 6, 2011, Rusty Eddins.

Student Life Guidance Documents:

WWRC Client Handbook, (<http://www.vadrs.org/formscabinet/Formscabinet.asp?pass=et1&t1=WWRC&pg=>) revised March, 2011, Sherry Doyle. Available only on-line.

Rothrock Hall Guidelines, (http://www.vadrs.org/formscabinet/documents/Internal/Rothrock%20Hall%20Guidelines_NUR-2527.doc), revised June, 2009. Available only on-line.

WWRC Policies and Procedures Manual, revised as needed, Russell Neyman:

Policy 1.12 - WWRC Consumer Participation and Input, Counseling Div., revised 5/11

Policy 1.17 - WWRC Nondiscrimination, Admissions Unit, revised 9/11

Policy 1.25 - WWRC Research, Org Dev and QA Unit, revised 4/11

Policy 1.27 - WWRC Records Management, Records Mgmt Serv. Dept., revised 2/11

Policy 2.08 - WWRC Staff/Client Relationships, Ethics Comm., revised 3/07

Policy 4.01 - WWRC Rehabilitation Counselor Responsibilities, Counseling Dept., revised 6/11

Policy 4.02 - WWRC Consumer Informed Choice, Rehab Counseling Div., revised 05/11

Policy 4.05 - WWRC Medical Services for WWRC Day Students, Case Mgt Dept., revised 8/07

Policy 4.30 - WWRC Case Records, Medical/Voc Records Dept. revised 2/02

Policy 4.31 - WWRC Case Record Standards and Reviews, Records Mgt Serv. Dept., revised 10/03

Policy 4.41 - WWRC Client Appeal System, Counseling Dept., revised 11/03

Policy 5.02 - WWRC Information and Records, Medical/Voc Records Dept., revised 6/03

Policy 5.06 - WWRC Policy for Student Workers, Voc Training Dept., revised 7/02

Policy 5.07 - WWRC Wellness Policy, Residential Serv. Dept., revised 5/07

Policy 5.10 - WWRC Client Performance & Progress, Counseling Dept., revised 11/03

Policy 5.11 - WWRC Admissions to Vocational Training Programs, Voc Training Dept., revised 10/05

Policy 5.12 - WWRC Ability-to-Benefit Testing, Admissions Dept., revised 3/03

Policy 5.13 - WWRC Academic Progress, Voc Training Dept., revised 4/11

Policy 5.15 - WWRC Consumer Harassment Policy, Voc Training Dept., reviewed 7/02

Policy 5.22 - WWRC Search and Seizure, Residential Admin Dept., revised 9/08

Policy 5.24 - WWRC Alcohol and Other Drugs, Residential Admin Dept., revised 9/08

Policy 5.25 - WWRC Tobacco Products use by Minors; PERT Dept., revised 6/02

Policy 5.30 - WWRC Serious Incident Review Panel, Dir Office, revised 11/03

Policy 7.01 - WWRC Service Animal, OT Dept., revised 6/11

Policy 7.03 - WWRC Mental Health Crisis Intervention, Psych Serv. Dept., revised 1/11

Policy 7.06 - WWRC Mailing Medications, Pharmacy Dept., revised 10/06

Policy 7.29 - WWRC Syringe and Needle, Nursing Dept., revised 6/11

Policy 8.05 - WWRC Check Cashing, Business Office, revised 3/11

Policy 8.06 - WWRC Receiving Student medication via USPS, Business Office, issued 10/11

Policy 10.04 - WWRC Smoking Areas, Safety & Risk Mgt Dept., revised 2/11

Policy 10.12 - WWRC Transporting in State Vehicle non-DRS Personnel, Physical Plant Dept, revised 6/07

Policy 10.13 - WWRC STAR Trail and Lake Usage, Safety & Risk Mgt Dept., issued 5/09

Policy 11.01 - WWRC Confidentiality, Records Mgt Serv. Dept., revised 8/11

Other WWRC Guidance Documents:

WWRC fee schedule, (<http://wwrc.virginia.gov/feeschedule.htm>), Also available from Greta Hedberg.

Psychology Services: Behavioral and Mental Health Services Procedures and Fees, revised October, 2006, Patty Goodall.

WWRC Case Management Manual, revised December, 2008, DeWanna Christian.

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 Mrs. Jacqueline Bryan, 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.

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.

ADA Manual and Policies: Center for Student Affairs: www.rbc.edu/PDFS/ADA_MANUAL.pdf

Adjunct Faculty Policies and Procedures Manual: www.rbc.edu/Faculty/Adjunct_Faculty_Handbook.pdf

Catalogue (current): Administration, Admissions Office: http://www.rbc.edu/PDFS/RBC_Catalog1012.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: http://www.rbc.edu/PDFS/Stud_Hdbk_11_12.pdf

Library Policies: Library: www.rbc.edu/library/Generalinfo/circulation_policy.htm and www.rbc.edu/library/Generalinfo/conduct_policy.htm

DEPARTMENT OF SOCIAL SERVICES

Citizens wanting printed copies of guidance documents or with interpretive/implementation questions may contact Karin Clark, Legislative & Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23141, email karin.clark@dss.virginia.gov, telephone (804) 726-7017. All guidance documents are available electronically at no charge on the Regulatory Town Hall (<http://www.townhall.virginia.gov/>). Costs associated with obtaining printed copies vary depending on the document.

Child Day-Care Council

Guidance Document:

[\[LIC18\] Technical Assistance for Standards for Licensed Child Day Centers](#) (3/30/11)

Guidance Documents

State Board of Social Services

Guidance Documents:

- [\[APP1\] Administrative Disqualification Hearings](#) (1/1/10)
- [\[APP2\] Child Protective Services Appeals](#) (4/1/11)
- [\[APP3\] Child Support Enforcement Appeals](#) (12/16/10)
- [\[APP4\] Benefits & Services Appeals](#) (12/16/10)
- [\[APP5\] Child Protective Services Appeals Handbook](#) (12/3/07)
- [\[APP6\] Electronic Benefits Transfer \(EBT\) Appeals](#) (7/8/03)
- [\[APP7\] SNAP Appeals Process](#) (3/1/11)
- [\[APP8\] Appeals and Fair Hearings Procedure Manual](#) (11/30/11)
- [\[BI1\] Procedures for Performing Background Investigations for CRF](#) (12/1/10)
- [\[BI2\] Procedures for Conducting Background Investigations on Foster and Adoptive Parents, Adult Household members, and Birth Parents Requested by Child-Placing Agencies](#) (12/1/10)
- [\[BI3\] Procedures for Conducting Name-Based Checks When an Applicant's Fingerprints are unobtainable](#) (12/1/10)
- [\[BI4\] Technical Assistance for Regulation for Background Checks for Assisted Living Facilities and Adult Day Care Centers](#) (6/29/09)
- [\[BI5\] Technical Assistance for Background checks for Child Welfare Agencies and Licensed Child Day Centers](#) (6/29/09)
- [\[BI6\] Barrier Crimes for Child Day Programs](#) (6/2/11)
- [\[BI7\] Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers](#) (6/2/11)
- [\[BI8\] Barrier Crimes for Child-Placing Agencies and for Foster and Adoptive Homes Approved by Child-Placing Agencies](#) (2/1/07)
- [\[BI9\] Barrier Crimes for Children's Residential Facilities](#) (6/2/11)
- [\[BP1\] Volume IX - Energy Assistance Policy Manual](#) (6/1/11)
- [\[BP2\] Energy Assistance Prog. Quick Ref. Guides](#) (6/1/09)
- [\[BP3\] Volume V - Supplemental Nutrition Asst. Program Certification Manual](#) (10/1/11)
- [\[BP4\] Supplemental Nutrition Assistance Program Quick Reference Guide](#) (10/3/11)
- [\[BP5\] Virginia Electronic Benefits Transfer \(EBT\) Policies and Procedures Guide](#) (9/1/11)
- [\[BP6\] Volume XIII - Medicaid Policy Manual](#) (8/1/11)
- [\[BP7\] Volume II - GR Policy - Part IV](#) (1/1/07)
- [\[BP8\] TANF Policy Manual](#) (6/2/11)
- [\[CCD1\] Child Care Subsidy Guidance \(Volume VII, Section II, Chapter D\)](#) (7/18/11)
- [\[CCD2\] Child Care and Development Fund State Plan 2010-2011](#) (7/1/10)
- [\[CSE1\] Division of Child Support Enforcement Program Manual](#) (11/7/11)
- [\[CVS1\] Neighborhood Assistance Program Donor Fact Sheet](#) (11/30/11)
- [\[CVS2\] Neighborhood Assistance Program Project Fact Sheet](#) (11/30/11)
- [\[CVS3\] Neighborhood Assistance Program Contribution Notification Forms A, B, C, D, and E](#) (11/30/11)
- [\[CVS4\] Neighborhood Assistance Program application](#) (11/30/11)
- [\[CVS5\] Neighborhood Assistance program approved Organizations for FY2011](#) (11/30/11)
- [\[CVS6\] 2011 Quarterly Report cover](#) (11/30/11)
- [\[CVS7\] Financial Status Reports](#) (11/30/11)
- [\[CVS8\] 2011 TANF Non-Assistance Program Report](#) (11/30/11)
- [\[CVS9\] 2011 Certification of Board Meetings](#) (11/30/11)
- [\[CVS10\] 2011 Statement of Agency Operation](#) (11/30/11)
- [\[CVS11\] 2011 Outcomes Report](#) (11/30/11)
- [\[CVS12\] 2011 Other Outcomes Report](#) (11/30/11)
- [\[CVS13\] Clients by Locality](#) (11/30/11)
- [\[CVS14\] Client Demographic Report](#) (11/30/11)
- [\[CVS15\] Volunteer Services Manual](#) (11/30/11)
- [\[CVS16\] Narrative Report](#) (11/30/11)
- [\[CVS17\] CSBG Quarterly Report Instructions](#) (11/30/11)
- [\[CVS18\] CSBG State Plan for FY2011](#) (10/1/10)
- [\[CVS19\] Family & Children's Trust Fund Small Grant Policy](#) (11/30/11)
- [\[CVS20\] Va. AmeriCorp State Guidance Manual](#) (11/30/11)
- [\[CVS21\] Virginia Refugee Resettlement Program Manual](#) (7/1/11)
- [\[FIN1\] Finance Guidelines Manual For Local Departments of Social Services](#) (12/1/11)
- [\[FIN2\] FY2012 Local Allocations \(revised\)](#) (7/1/11)

[\[FIN3\] FY 2012 Consolidated Eligibility and Service Staff and Operations Allocations](#) (7/1/11)

[\[FIN4\] Information Security Standards](#) (4/4/11)

[\[FIN5\] Information Security Policy](#) (5/1/08)

[\[FIN6\] Acceptable Use Policy](#) (6/10/11)

[\[FS1\] Title IV-E Eligibility Manual](#) (7/15/11)

[\[FS2\] Volume II - Auxiliary Grants Policy Manual - Part III](#) (6/2/08)

[\[FS3\] Assisted Living Facility Assessment Manual, revised October 2007, 22 VAC 40-745, free](#) (10/1/07)

[\[FS4\] Adult Services Manual, Chapters 1-6](#) (7/1/11)

[\[FS5\] Child & Family Services Manual - Chapter C - Child Protective Services](#) (7/1/11)

[\[FS6\] Child & Family Services Manual, Chapter E - Foster Care](#) (7/1/11)

[\[FS7\] Generic Policy - Volume II, Sec. I, Chapters A, B, C, G, H, F](#) (1/1/98)

[\[FS8\] Adoption Policy, Vol. VII, Sec. III, Chapter C and D](#) (10/1/09)

[\[FS9\] User's Manual: Virginia Uniform Assessment Instrument](#) (7/1/05)

[\[FS10\] Assisted Living Facility Private Pay Assessment Manual](#) (1/1/10)

[\[FS11\] Virginia's Guide To The Interstate Compact On The Placement Of Children](#) (11/1/02)

[\[FS12\] Virginia's Guide To Intercountry Placement](#) (11/1/02)

[\[FS13\] Request To Place Virginia Youth Out-Of-Commonwealth](#) (11/1/02)

[\[FS14\] Broadcast 7032 State Median Income for Adult Services Cases](#) (7/21/11)

[\[FS15\] Adult Foster Care Manual](#) (2/1/10)

[\[FS16\] Children & Family Service Manual, Chapter D. Local Department Resource, Foster and Adoptive Family Home Approval](#) (8/16/11)

[\[FS17\] Broadcast 5696 Revised Adult Protective Services \(APS\) Minimum Training Standards](#) (6/1/09)

[\[FS19\] Broadcast 4317 Actions Needed to Ensure Compliance with Audit Findings Related to the Adult Services Program](#) (7/1/07)

[\[FS20\] Broadcast 4180, Actions Needed to Ensure Compliance with Audit Findings Related to the Adult Services Program, free](#) (4/1/07)

[\[FS21\] Broadcast 4198 Safe & Timely Placement of Children Act - Interstate Compact on the Placement of Children \(ICPC\)](#) (12/10/07)

[\[HR1\] Chapter 1, EEO & Hiring - Human Resources Manual for Local Departments of Social Services](#) (7/1/07)

[\[HR2\] Chapter 2, Compensation of the Human Resources Manual for local departments of social services](#) (6/14/11)

[\[HR3\] Chapter 3, General Leave of the Human Resources Manual for Local Departments of Social Services](#) (10/19/11)

[\[HR4\] Chapter 4, Medical Leaves of Absence of the Human Resources Manual for Local Departments of Social Services](#) (10/19/11)

[\[HR5\] Chapter 5, Operations of an Agency of the Human Resources Manual for Local Departments of Social Services](#) (7/1/07)

[\[HR6\] Chapter 6, Standards of Performance and Evaluation of the Human Resources Manual for Local Departments of Social Services](#) (7/1/07)

[\[HR7\] Chapter 7, Discipline and Termination of Employment of the Human Resources Manual for Local Departments of Social Services](#) (10/19/11)

[\[HR8\] Chapter 8, Personnel Records of the Human Resources Manual for Local Departments of Social Services](#) (7/2/07)

[\[HR9\] Chapter 1, EEO,ADA & Affirmative Action-Human Res. Manual for Local Depts. of Social Services](#) (12/6/11)

[\[HR10\] SOP Section 2.05 Criminal History Checks](#) (12/20/10)

[\[HR11\] Agency Salary Administration Plan](#) (9/1/00)

[\[HR12\] SOP Section 2.01 - Alcohol and Drugs](#) (7/1/08)

[\[HR13\] SOP Section 1.20-Employee Recognition Program](#) (12/6/11)

[\[HR14\] SOP Section 2.04 - Compensatory Leave](#) (7/1/08)

[\[HR15\] SOP Section 2.06 - Equal Employment Opportunity](#) (7/1/08)

[\[HR16\] SOP Section 2.07 - Emergency Office Closings](#) (7/1/08)

[\[HR17\] SOP Section 2.08 - Workplace Harassment](#) (9/12/11)

[\[HR18\] SOP Section 2.09 - Hours of Work](#) (7/1/08)

[\[HR19\] SOP Section 2.10 - Identification Badge](#) (11/1/04)

[\[HR20\] SOP Section 2.11 - Employment Eligibility Verification](#) (11/1/04)

[\[HR21\] SOP Section 2.12 - Layoff](#) (7/1/08)

[\[HR22\] SOP Section 2.13 - Performance Planning and Evaluation](#) (1/27/11)

Guidance Documents

[\[HR23\] SOP Section 2.14 - Probationary Period](#) (11/1/04)

[\[HR24\] SOP Section 2.15 - Recruitment, Screening and selection](#) (11/1/04)

[\[HR25\] SOP Section 2.16 - Reporting Time Worked](#) (7/1/08)

[\[HR26\] SOP Section 2.17 - Standards of Conduct](#) (7/1/08)

[\[HR27\] SOP Section 2.18 - Telecommuting and Alternate Work Schedules](#) (7/1/08)

[\[HR28\] SOP Section 2.19 - Temporary Help](#) (11/1/04)

[\[HR29\] SOP Section 2.20 - Temporary Work Force Reduction](#) (11/1/04)

[\[HR30\] SOP Section 2.21 - Termination/Separation](#) (7/1/08)

[\[HR31\] SOP Section 2.22 - Training and Development](#) (11/1/04)

[\[HR32\] SOP Section 1.21-Employee Recognition Formal](#) (12/6/11)

[\[HR33\] SOP Section 2.24 - Evaluating Workplace Conduct of Wage Employees, Probationary Employees and Employees Excluded from the Virginia Personnel Act](#) (11/1/04)

[\[HR34\] SOP Section 2.25 - Leave Policy](#) (9/14/10)

[\[HR35\] SOP Section 2.26 - Virginia Sickness and Disability Program](#) (7/1/08)

[\[HR36\] SOP Section 1.23-Employee Recognition-Immediate](#) (12/6/11)

[\[HR37\] SOP Section 1.80-Workplace Violence](#) (12/6/11)

[\[HR38\] SOP Section 4.17-Emergency Disaster Leave](#) (12/6/11)

[\[LIC1\] Criteria for Provider Training](#) (4/1/07)

[\[LIC2\] Curriculum Outline for Assisted Living Facility Administrators](#) (12/1/09)

[\[LIC3\] Performance Standardization Guidance for licensure](#) (7/21/11)

[\[LIC4\] Direct Care Staff - Department Approved Educational Curriculum for Nursing Assistant, Geriatric Assistant or Home Health Aide](#) (7/1/07)

[\[LIC5\] Request for First Aid and Cardiopulmonary Resuscitation \(CPR\) Course Approval](#) (10/1/06)

[\[LIC6\] Information for Religiously Exempt Child Day Centers](#) (3/30/11)

[\[LIC7\] Model Policies for Implementing Residents Rights](#) (1/1/08)

[\[LIC8\] Notification to State Regulated Care Facilities Re: Fire Prevention](#) (9/1/00)

[\[LIC9\] Proof of Child Identity and Age for Child Day Centers and Pre-School](#) (2/1/03)

[\[LIC10\] Risk Assessment and Adverse Enforcement Guidance Manual](#) (10/24/07)

[\[LIC11\] Technical Assistance for Standards for Licensed Assisted Living Facilities](#) (4/1/10)

[\[LIC12\] Standards for Licensed Family Day Homes With Interpretation Guidelines](#) (4/4/11)

[\[LIC13\] Technical Assistance for Standards and Regulations For Licensed Adult Day Care Centers](#) (1/1/10)

[\[LIC14\] Technical Assistance for Voluntary Registration of Family Day Homes Requirements for Providers](#) (10/1/09)

[\[LIC15\] Technical Assistance for General Procedures and Information for Licensing](#) (9/1/09)

[\[LIC16\] Civil Penalties Based on Assessed Risks from Violations in Assisted Living Facilities](#) (12/1/08)

[\[LIC17\] Standards for Licensed Children's Residential Facilities](#) (1/1/09)

[\[OPR1\] VCNCs: Institutional Review Board Guidelines & Procedures Manual](#) (11/1/11)

[\[PA1\] VDSS Web Policy](#) (11/9/11)

BOARD OF SOCIAL WORK

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/social> or the Regulatory Town Hall at <http://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 Catherine Chappell, Acting Executive Director of the Board, at the address above or by telephone at (804) 367-4441. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/social/social_guidelines.htm

140-1, Board guidance on use of confidential consent agreements, October 31, 2003

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 April 17, 2009

140-7, By-Laws of the Board of Social Work, revised June 24, 2011

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 28, 2011

DEPARTMENT OF STATE POLICE

Printed copies of the Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers, may be obtained from Donna Tate, Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, telephone (804) 674-2000. Questions related to this document may be directed to Ms. Tate. Printed copies of How the Complaint Process Works may be obtained from Captain Gary Payne, Professional Standards Unit, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, telephone (804) 674-2000. Questions related to this document may be directed to Captain Payne.

Documents are available electronically on line for no charge by visiting the Virginia Regulatory Town Hall <http://townhall.virginia.gov/index.cfm>, the Virginia State Police Homepage at <http://www.vsp.state.va.us/>, or by clicking on the document name below.

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.

Guidance Documents:

[How the Complaint Process Works](#) (8/25/08)

[Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers](#), (7/1/11)

DEPARTMENT OF TAXATION

For information concerning guidance documents of the Department of Taxation, contact Mark C. Haskins, Policy Development Director, Department of Taxation, P.O. Box 27185, Richmond, VA 23261-7185, telephone (804) 371-2296, FAX (804) 367-0045, or email mark.haskins@tax.virginia.gov.

Guidance Documents:

[Administration, 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties](#) (5/1/91)

[Administration, Assessment of Penalty and Interest on Miscellaneous Taxes](#) (12/21/84)

[Administration, Computation of Interest](#) (12/22/86)

[Administration, Computation of Interest on All Tax Refunds](#) (1/14/88)

[Administration, Converted Assessments](#) (12/24/86)

[Administration, Differential Interest Rates](#) (12/3/86)

[Administration, Jeopardy Assessments](#) (3/25/86)

[Administration, Keeper of the Records](#) (5/14/86)

[Administration, Limitations Applicable to Converted Assessments](#) (2/17/87)

[Administration, Set Off Debt Collection Procedures, Taxpayers in Bankruptcy](#) (4/17/91)

[Aircraft Sales and Use Tax, Application of the Aircraft Sales and Use Tax to a Variety of Situations](#) (7/24/85)

[Aircraft Sales and Use Tax, Application of the Aircraft Sales Tax to Aircraft Sold at Washington National Airport](#) (10/19/87)

[Aircraft Sales and Use Tax, Imposition of Aircraft Sales and Use Tax](#) (3/10/87)

[Use of Tax Stamps as Evidence of Payment of Local Cigarette Taxes](#) (12/27/05)

[Field Collection Guide](#) (11/30/06)

[Corporate Tax and Individual Tax, Application of Penalty to Corporate and Individual Income Tax Audits](#) (10/26/90)

[Corporate Income Tax, Inventory of Alcoholic Beverages In State Owned Warehouse](#) (3/26/85)

[Corporate Tax, Abatement of 100% Penalty Assessed Under Section 58- 44.1](#) (8/22/83)

[Corporate Tax, ACRS Carryovers and Refunds: Statute of Limitations](#) (7/28/93)

[Corporate Tax, Financial Corporation Apportionment Factor](#) (3/17/88)

[Corporate Tax, Investment in Euro Dollars, Foreign Source Income Subtraction](#) (11/28/84)

[Corporate Tax, Sales Factor and Form 4797 Proceeds](#) (3/31/87)

[Individual Income Tax, Interest on Refunds Delayed by Set Off Debt Collection](#) (11/24/87)

Guidance Documents

[Individual Tax, Application of 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties to Pre-1990 Income Tax Returns](#) (5/24/91)

[Individual Tax, Computation of Income Tax Penalty and Interest](#) (11/29/90)

[Individual Tax, Execution of Extensions](#) (2/17/93)

[Individual Tax, Form 760C \(Individual Underpayments of Estimated Tax\)](#), (11/24/86)

[Individual Tax, Head of Household Filing Status](#) (6/24/88)

[Individual Tax, Home Accessibility Features for the Disabled Tax Credit](#) (9/29/00)

[Individual Tax, Interest on Estimated Individual Income Tax Underpayments](#) (10/14/82)

[Individual Tax, Names to Appear on Assessments](#) (12/22/86)

[Individual Tax, Non-Resident Income from the Rental or Sale of Virginia Real Estate](#) (8/6/90)

[Individual Tax, Personal Exemptions/Dependent Children](#) (8/20/87)

[Individual Tax, Public Law 98-259 Forgiveness of Federal Income Tax for U.S. Military and Civilian Employees Killed in Terrorist Action](#) (12/28/84)

[Individual Tax, Set-Off Debt Collection Program, Amending Filing Status 4 Returns](#) (4/25/84)

[Individual Tax, State and Federal Tax Incentives for Child Care](#) (12/13/88)

[Individual Tax, Taxability of Title VII Benefits \(Conrail Benefits and Termination Allowances\)](#) (4/22/85)

[Individual Tax, The Virginia Age Deduction under House Bill 5018 \(2004\)](#) (7/30/04)

[Individual Tax, Virginia Taxes and Lottery Winnings](#) (1/1/91)

[2000 BPOL Guidelines \(Part 1 of 4\)](#) (1/1/00)

[2000 BPOL Guidelines \(Part 2 of 4\)](#) (1/1/00)

[2000 BPOL Guidelines \(Part 3 of 4\)](#) (1/1/00)

[2000 BPOL Guidelines \(Part 4 of 4\)](#) (1/1/00)

[Sales and Use Tax, Industrial Processing Exemption Retail/Photo-Processing Operations](#) (9/8/00)

[Field Audit Procedure Manual](#) (8/31/06)

[Sales and Use Tax, 1991 SB 524: Sales and Use Tax Exemption for REACT Organizations](#) (5/3/91)

[Sales and Use Tax, Advertising Exemption](#) (8/21/87)

[Sales and Use Tax, Allocation of Local Sales and Use Tax Where Business Property is Located in More Than One Locality](#) (1/9/84)

[Sales and Use Tax, Audit Penalty](#) (7/18/90)

[Sales and Use Tax, Disallowance of Sales Tax Dealer's Discount When Tax Not Paid in Full](#) (4/1/85)

[Sales and Use Tax, Extensions](#) (9/8/82)

[Sales and Use Tax, Federal Government Credit Card Purchases](#) (7/12/02)

[Sales and Use Tax, Implementation of SB 741 \(Dealer's Discount\)](#), (3/27/89)

[Sales and Use Tax, Inclusion of Federal Manufacturers Excise Taxes in Sales Price of Goods Sold](#) (7/23/87)

[Sales and Use Tax, Internet Tax Freedom Act \(H.R. 4105\)](#) (7/10/98)

[Sales and Use Tax, Leases Between Affiliated Corporations](#) (8/31/89)

[Sales and Use Tax, Member Fees](#) (1/11/91)

[Sales and Use Tax, Memorandum to Office of Customer Services and Office of Compliance from Assistant Commissioner for Tax Policy Regarding Steuart Petroleum Co](#) (12/23/98)

[Sales and Use Tax, Nonprescription Drug Exemption Question and Answer Summary](#) (9/2/98)

[Sales and Use Tax, Preponderance of Use](#) (12/9/85)

[Sales and Use Tax, Refunds to Businesses Located in Urban Enterprise Zones](#) (6/24/86)

[Sales and Use Tax, Registration of Persons Making Nontaxable Sales](#) (4/1/85)

[Sales and Use Tax, Repair/Replacement Parts Purchased by Motor Vehicle Lessors](#) (1/26/88)

[Sales and Use Tax, Sales and Use Tax Legislative Changes for 2004](#) (8/30/04)

[Sales and Use Tax, Status of Conrail Under the Sales and Use Tax](#) (6/6/85)

[Sales and Use Tax, Storage Tanks](#) (5/22/89)

[Sales and Use Tax, Successor Liability](#), (4/30/98)

[Sales and Use Tax, Tangible Personal Property Purchased by Foreign Army in Virginia](#) (3/8/89)

[Sales and Use Tax, Virginia Supreme Court Decision: Real Estate Publications](#) (1/24/95)

[Sales and Use Tax, Virginia Tire Tax, Recall of Firestone Tires by Ford Motor Co](#) (7/31/01)

[Virginia Department of Taxation v. Chesapeake Hospital Authority](#) (12/20/01)

[Memorandum to Office of Customer Services and Office of Compliance from Assistant Commissioner for Tax Policy Regarding Vepco v. SCC, 219 Va. 894 \(1979\)](#) (4/21/99)

[Watercraft Sales and Use Tax, Documented Boats Briefing Paper](#) (7/1/87)

[Watercraft Sales and Use Tax, Federal Fee on Recreational Boaters](#) (3/4/91)

[Due Date Extension: Seasonal Employers Filing Monthly Returns](#) (8/22/07)

[Withholding, Accelerated Federal Withholding Payments](#) (8/28/90)

[Withholding, Voluntary Virginia Income Tax Withholding From Civil Service Annuities](#) (9/21/82)

[Real Estate Transactions: Impact on Taxable Income](#) (2/16/95)

[Motor Fuels Disclosure, Refunds, Certified Pollution Control, and Heavy Motor Vehicles](#) (4/12/11)

[Study on Local Cigarette Tax Enforcement Policies](#) (11/22/11)

[Rulings of the Tax Commissioner](#) (4/30/08)

[Tax Bulletins](#) (4/15/05)

[Tax Publications](#) (4/15/05)

[Application of the Aircraft Sales and Use Tax to Aircraft Not Required to be Licensed with the Department of Aviation](#) (2/25/09)

[Memorandum Regarding Treatment of Extension for Certain Members of the Armed Services Mandated by House Bill 1024 \(2008\)](#) (6/23/08)

[Energy Star and Watersense Sales Tax Holiday Guidelines and Rules](#) (8/26/08)

[Guidelines for 2008 Sales Tax Holiday for Clothing and school Supplies](#) (7/11/08)

[Hurricane Preparedness Sales Tax Holiday Guidelines and Rules](#) (4/29/08)

[Incentive and Penalty Options to Encourage the Correct Allocation of the Local Retail Sales and Use Tax](#) (8/31/09)

[Sales and Use Tax, "Customized" Mailing Lists](#) (11/25/85)

[Sales Tax, Audit Limitations, House Bill 846 \(1983, Chapter 104\)](#) (6/9/83)

[Sales Tax, Boat Slip Rentals](#) (8/1/77)

[Sales Tax, Computation of Additional Penalty When Minimum Penalty Assessed](#) (7/28/83)

[Sales Tax, Dealer's Discount](#) (9/8/82)

[Sales Tax, Definition of Clinic](#) (12/10/80)

[Sales Tax, Interest Charged on Filing Extensions of Vending Machine Dealers](#) (11/15/82)

[Sales Tax; Clarification Regarding PD 04-122, Public Service Corporation Exemption Repeal Guidelines](#) (2/14/08)

[Statistical Sampling Audit Manual](#) (1/5/09)

[Order to Allow Annual Filing for State Withholding Taxes for Employers of Domestic Service Employees](#) (12/4/08)

[IRC 199 Deductions](#) (8/5/11)

[Tax Forms Issued by the Virginia Department of Taxation](#) (2/25/05)

[Agreements, Coordination of Tax Administration Between the Virginia Tax Department and the IRS](#) (5/10/77)

[Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia Department of Taxation and Richmond District Internal Revenue Service](#) (9/15/86)

[Agreements, Individual Income Tax, Notice to Northern Virginia Tax Officials Regarding Reciprocity with Maryland](#) (8/14/92)

[Agreements, Reciprocal Income Tax Agreement Between State of West Virginia and Commonwealth of Virginia](#) (10/20/88)

[Agreements, Reciprocal Personal Income Tax Agreement Between Commonwealth of Pennsylvania and Commonwealth of Virginia](#) (11/17/82)

[Disclosure Agreement between TAX and NVTC](#) (12/28/09)

[Memorandum of Understanding for the Administration of the Land Preservation Credit Program](#) (6/12/07)

[Reciprocal Income Tax Agreement: Maryland and Virginia](#) (8/21/91)

[Reciprocal Income Tax Agreement Between Commonwealth of Virginia and State of Maryland](#) (12/27/06)

[Penalties for Electronic Funds Payments](#) (6/25/10)

[2008 Procedures for Safeguarding Federal Tax Information](#) (12/30/08)

[2009 Hurricane Preparedness Sales Tax Holiday Guidelines and Rules](#) (4/22/09)

[Administrative Appeal Guidelines](#) (12/1/06)

[Cigarette Tax Guidelines and Rules Related to Enforcement](#) (8/13/10)

[Electronic Funds Transfer \(EFT\) Guide](#) (9/1/03)

[Energy Star Sales Tax Holiday Guidelines](#) (9/21/07)

[Guidelines and Rules for the Motor Vehicle Fuel Sales Tax](#) (6/22/10)

Guidance Documents

[Guidelines and Rules for the Motor Vehicle Repair, Labor and Services Sales and Use Tax that has been declared invalid](#) (11/1/07)

[Guidelines and Rules for the Prepaid Wireless E-911 Fee](#) (1/5/11)

[Guidelines and Rules for the Virginia Communications Taxes](#) (11/1/06)

[Guidelines for Appealing Local Business Taxes](#) (6/25/04)

[Guidelines for Appealing Local Mobile Property Taxes](#) (6/10/05)

[Guidelines for Pass-Through Entity Withholding](#) (9/21/07)

[Guidelines for the Accelerated Sales Tax Payment](#) (5/11/11)

[Guidelines for the Local Taxation of Idle Machinery and Tools](#) (1/1/08)

[Guidelines for the Motor Vehicle Fuel Sales Tax that would have been imposed by the Hampton Roads Transportation Authority but has been declared invalid.](#) (1/31/08)

[Guidelines Governing Incentive Payments to Small Tobacco Products Manufacturers Pursuant to Senate Bill 1332 \(2005\)](#) (1/19/06)

[Land Preservation Tax Credit: Guidelines for Qualified Appraisals](#) (1/9/07)

[Permanent Energy Star and WaterSense Sales Tax Holiday Guidelines](#) (9/21/09)

[Personal Property Tax Relief Act Compliance Program Guidelines](#) (11/1/02)

[Sales and Use Tax, Public Service Corporation Exemption Repeal Guidelines](#) (8/30/04)

[Sales and Use Tax, Virginia Retail Sales and Use Tax Rate Increase Guidelines](#) (8/1/04)

[Sales Tax Holiday Guidelines & Rules](#) (7/15/07)

[Set-Off Program Information Guide](#) (7/1/05)

[Tobacco Products Tax Guidelines and Rules \(1/1/2011\)](#) (12/17/10)

[Virginia Cigarette Tax Rate Increase Guidelines and Rules](#) (7/30/04)

[Virginia Cigarette Tax Rate Increase Guidelines and Rules](#) (5/13/05)

[Virginia's 2003 Tax Amnesty Program](#) (9/2/03)

[Virginia's 2009 Tax Amnesty Program](#) (9/28/09)

[Virginia's 2009 Tax Amnesty Program Guidelines Addendum](#) (11/17/09)

[Statute of Limitations for Income Taxes and Refund Match Situations](#) (7/28/10)

[Statute of Limitations on Processing Withholding Tax Returns](#) (5/1/09)

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 4:30 p.m. in the office of the Board of Towing and Recovery Operators, 2601 West Broad Street, Second Floor, Richmond, VA 23220. Copies may be obtained free of charge by contacting the board by mail at Board of Towing and Recovery Operators, c/o Department of Motor Vehicles, Post Office Box 27412, Richmond, VA 23269-0001, telephone (804) 367-0714, FAX (804) 367-0718, or email btro@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 Barbara Drudge, Interim Executive Director, Board of Towing and Recovery Operators, c/o Department of Motor Vehicles, Post Office Box 27412, Richmond, VA 23269-0001, telephone (804) 367-0712, FAX (804) 367-0718, or email barbara.drudge@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 Document: VDOT Info & Service: Fiscal Year 2012 Commonwealth Transportation Fund budget and Fiscal Year 2012 VDOT budget

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. 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 document may be directed to Laura Farmer, Division Administrator 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 § 33.1-12 (9) of the Code of Virginia. These items may also be viewed at the VDOT website at the following address:
http://www.virginiadot.org/about/vdot_budget.asp.

Guidance Document: The Virginia Transportation Infrastructure Bank: Program Overview, Guidelines and Selection Criteria, October, 2011

Interprets/implements: Article 1.2 of Chapter 1 of Title 33.1 (Section 33.1-23.6 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. The document may also be viewed on the Internet at
http://www.virginiadot.org/projects/virginia_transportation_infrastructure_bank.asp.

Questions regarding interpretation or implementation of this document may be directed to Laura Farmer, Division Administrator 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.

Guidance Document: Virginia Six-Year Improvement Program, adopted June 15, 2011

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: 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.virginiadot.org/business/resources/LocDes/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: 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 Transportation Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-0455 or FAX (804) 786-0476. 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 Holcombe, Deputy Director, Office of Transportation Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219, telephone (804) 786-3173, FAX (804) 786-0476, or email dusty.holcombe@vdot.virginia.gov.

Guidance Document: Design-Build Procurement Manual, October 2011

Interprets/implements: § 33.1-12 (2) (b), Code of Virginia

Guidance Document: 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

Guidance Documents

Guidance Document: Design-Build Evaluation Guidelines, Revised October 2011

Interprets/implements: § 33.1-12 (2) (b), Code of Virginia

Design-Build documents are available at <http://www.virginia.gov/business/design-build.asp>

Questions regarding interpretation or implementation of these documents may be directed to Shailendra Patel, P.E., Alternate Project Delivery Office, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 692-0476, or email shailendra.patel@vdot.virginia.gov.

Guidance Document: Highway Traffic Noise Impact Analysis Guidance Manual, July 13, 2011 (amended September 16, 2011)

Interprets/implements § 33.1-12 (7) 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, 1201 E. Broad St., Richmond, VA 23219.

Questions regarding interpretation or implementation of this document may be directed to the Noise Abatement Program Manager at (804) 371-6766 or FAX (804) 786-7401.

PROJECT DELIVERY

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.virginia.gov/business/local-assistance.asp>.

Guidance Document: Recreational Access Program Guide, revised December 2009

Interprets/implements: § 33.1-223, 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.virginia.gov/business/local-assistance.asp>.

Guidance Document: Enhancement Program Procedure Manual, October 2011

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.virginia.gov/business/resources/local_assistance/2011_Enhancement_Manual_10-6-Clean_version.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.virginia.gov/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.virginia.gov/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 Guidelines, April 2011

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, revised December 2011 (available at 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 of the Code of Virginia

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.

OPERATIONS

Guidance Document: Traffic Engineering Division Memoranda, issued 1967-present

Interpret/implement: § 33.1-12 (3) and (5) of the Code of Virginia, Standards for Use of Traffic Control Devices to Classify, Designate, Regulate, and Mark State Highways (24VAC30-315)

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 Tony Payne 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: Traffic Impact Analysis Regulations Administrative Guidelines, revised July 2011 (available at http://www.virginiadot.org/projects/resources/Administrative_Guidelines_TIA_Regs7.11.pdf)

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, December 2011 (available at http://www.virginiadot.org/projects/resources/SSAR/SSAR_GD_Dec_2011.pdf) Interprets/implements: Secondary Street Acceptance Requirements (24VAC30-92)

Guidance Document: Land Use Permit Regulations Guidance Manual, revised November 8, 2011 (available at <http://www.virginiadot.org/business/bu-landUsePermits.asp>)

Interprets/implements: Land Use Permit Regulations (24VAC30-151).

Note: The Land Development documents concerning the four regulations referenced above are undergoing revision in connection with changes made to meet mandates from the 2011 Acts of Assembly; for further information, please refer to the links under the "Transportation Planning" category at <http://www.virginiadot.org/projects/default.asp>.

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. 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, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0780, or email at robert.hofrichter@vdot.virginia.gov.

Guidance Documents

Guidance Document: Virginia Official State Transportation Map Policy and Procedures, revised October 17, 2011

Interprets/implements: § 33.1-36, Code of Virginia

Guidance Document: Statement on the Use of VDOT County Map Series Digital Files, revised October 2008

Interprets/implements: § 33.1-84 of the Code of Virginia

Guidance Document: Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised September 2005

Interprets/implements: § 33.1-62 et seq. of the Code of Virginia

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Office of Public Affairs, located at 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 371-6776, or FAX (804) 371-6846.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

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 telephone (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 telephone (804) 371-6006, or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

List of Approved Rating Agencies, dated October 31, 2000, § 2.2-4902

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 telephone (804) 225-3167, FAX (804) 225-3478, or email at judy.milliron@trs.virginia.gov. Copies may be obtained free of charge.

Guidance Documents:

[General Account Investment Policy and Guidelines](#), revised November 1, 2009, § 2.2-4500 et seq.

[Tobacco Indemnification and Community Revitalization Endowment Fund Investment Guidelines Statement of Investment Policies and Goals](#), effective July 1, 2011, §§ 3.2-3100 through 3.1-1111

Local Government Investment Pool Policy and Guidelines, revised October 20, 2011, § 2.2-4500 et seq.

[Local Government Investment Pool Investment Circular](#), revised June 30, 2011, § 2.2-4600 et seq.

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 July 1, 2011, §§ 3.2-3100 through 3.1-1111

Risk Management

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the 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, FAX (804) 371-8400, or email joyce.lee@trs.virginia.gov.

Questions regarding this document may be directed to 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, FAX (804) 371-8400, or email joyce.lee@trs.virginia.gov.

Guidance Documents:

Virginia Risk Management Plan, revised January 6, 2005, § 2.2-1837

Virginia Property Risk Management Plan, revised January 6, 2005, § 2.2-1836

Virginia Faithful Performance of Duty Bond Plan, revised January 6, 2005, § 2.2-1840

Virginia Constitutional Officer Risk Management Plan "VaRISK", revised January 6, 2005, § 2.2-1839

Virginia Local Government Risk Management Plan "VaRISK 2," revised January 6, 2005, § 2.2-1840

Unclaimed Property

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219.

Questions regarding these documents may be directed to William Dadmun, telephone (804) 225-2547, FAX (804) 786-4653, or email william.dadmun@trs.virginia.gov. Copies may be obtained free of charge and are available on the Internet at <http://www.trsvirginia.gov>.

Guidance Documents:

[Unclaimed Property Holder Reporting Package](#), revised July, 2011, §§ 55-210.1 through 55-210.30

UNIVERSITY OF VIRGINIA

For general questions about the University of Virginia's guidance documents, contact Penny Cabaniss at email pqc2f@virginia.edu, or telephone (434) 924-3377. Contact information is provided for each document for copies or questions regarding the interpretation or implementation of the respective guidance document. If available, links are provided for electronic copies of guidance documents and are available for no charge.

Guidance Documents:

[\[UVA-01\] University policy regarding parking regulations](#) (4/14/11)

[\[UVA-02\] Conference Services Agreement](#) (12/21/10)

[\[UVA-03\] University of Virginia Policy Directory](#) (12/1/11)

[\[UVA-04\] Undergraduate Prospectus](#) (8/1/07)

[\[UVA-05\] Undergraduate and Graduate Records](#) (8/1/11)

[\[UVA-06\] Faculty Handbook](#) (9/1/11)

[\[UVA-07\] Health Sciences Library Policies](#) (12/21/11)

[\[UVA-08\] University Library Polices](#) (1/1/06)

[\[UVA-09\] Higher Education Capital Outlay Manual](#) (5/17/11)

[\[UVA-10\] Procurement and Supplier Diversity](#) (11/30/11)

[\[UVA-11\] Development and Public Affairs Mission and Values Statement](#) (4/30/06)

[\[UVA-12\] Alcohol and Drug Policy](#) (5/31/04)

Guidance Documents

- [\[UVA-13\] Discriminatory Harassment Policy](#) (5/31/08)
[\[UVA-14\] Sexual Misconduct Policy](#) (7/8/11)
[\[UVA-15\] Use of University Equipment](#) (5/31/02)
[\[UVA-16\] Use of University Facilities](#) (5/31/04)
[\[UVA-17\] University Services and Activities](#) (5/31/04)
[\[UVA-18\] University Computing Policies and Procedures](#) (12/21/11)
[\[UVA-19\] Medical Center Policy Manual](#) (12/1/11)
[\[UVA-20\] Medical Center Procurement Guidelines](#) (10/31/09)
[\[UVA-21\] Intellectual Property](#) (4/1/04)
[\[UVA-22\] Preventing and Addressing Discrimination and Harassment Policy](#) (8/29/11)
[\[UVA-23\] Preventing and Addressing Retaliation Policy](#) (8/29/11)
[\[UVA-24\] Equal Opportunity Programs Complaint Procedures](#) (5/6/11)

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](#), 2011, no charge
[Student Handbook](#), 2011-2012

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 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 2011

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](#), November 2011

[Library Circulation Policies](#)

BOARD OF VETERINARY MEDICINE

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/vet> or the Regulatory Town Hall at <http://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 Knachel, Executive Director of the Board, at the address above or by telephone at (804) 367-4497. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/vet/vet_guidelines.htm

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, revised October 18, 2011

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, Allowances to purchase, possess, and administer drugs within an animal shelter or pound, adopted May 17, 2011

150-11, Audits for continuing education and sanctions for non-compliance, revised October 18, 2011

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

76-21.2:1, Veterinary Establishment Inspection Form, revised December 2011

VIRGINIA COMMONWEALTH UNIVERSITY

Copies of the Faculty Handbook, Student Handbook and Resource Guide and Parking Regulations are all available free of charge from the Regulatory Town Hall website. Copies of these documents are also available from the university's website at respectively:

<http://www.provost.vcu.edu/faculty/handbook.html>,

<http://www.students.vcu.edu/insider.html>,

and <http://www.bsv.vcu.edu/vcupark/facstaffguidelines.htm>. The Faculty Handbook may be viewed Monday through Friday from 8 a.m. until 4 p.m. in the Office of the Vice Provost for Academic and Faculty Affairs, 901 West Franklin Street, Richmond VA 23219. Questions concerning interpretation or implementation of the Faculty Handbook may be directed to Dr. Laura J. Moriarty, Vice Provost for Academic and Faculty Affairs, P.O. Box 842527, Richmond, VA 23284,

telephone (804) 828-6162. Copies of the Student Handbook and Resource Guide 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 23219. Questions concerning interpretation or implementation of the Student Handbook and Resource Guide may be directed to Dr. Reuban Rodriguez at telephone (804) 828-8940. Copies of the Parking Regulations may be viewed Monday through Friday from 8 a.m. to 4:30 p.m. in the Monroe Park Campus Customer Service Office at 1108 West Broad Street, Suite A, Richmond, VA 23219. Questions concerning interpretation or implementation of the Parking Regulations may be directed to the VCU Parking and Transportation Services Customer Service Office at telephone (804) 828-8726.

Guidance Documents:

[\[01FACULTY\] Faculty Handbook](#) (11/30/11)

[\[02STUDENT\] Student Handbook and Resource Guide](#) (7/29/11)

[\[03PARK\] Parking Guidelines](#) (7/1/11)

VIRGINIA MUSEUM OF FINE ARTS

Copies of the following documents may be viewed on regular work days from 9 a.m. until 4:30 p.m. at the Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond, VA 23220.

Copies may be obtained free of charge by contacting Felicia Moon at Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond VA 23220, telephone (804) 204-2763, or email felicia.moon@vmfa.museum.

Questions regarding interpretation or implementation of these documents may be directed to Felicia Moon, Customer Assurance Coordinator at 200 N. Boulevard, Richmond, VA 23220, telephone (804) 204-2763, or email felicia.moon@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 Parking Deck Information and Guidance, May 2010, 8VAC103-20

Calendar + Events, <http://www.vmfa.museum/Calendar/>

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

Guidance Documents

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 2011) http://www.provost.vt.edu/documents/FHB_2011.pdf

Virginia Tech Classified and University Employee Handbook (revised January 2009) http://www.hr.vt.edu/files/file_hr_emp_handbook.pdf

Undergraduate Course Catalog and Academic Policies, 2011-12 <http://www.undergradcatalog.registrar.vt.edu/1112/index.html>

Graduate Policies and Procedures and Course Catalog, 2011-12 http://graduateschool.vt.edu/graduate_catalog/

Hokie Handbook (student handbook), 2011-12 <http://www.hokiehandbook.vt.edu/>

2010 Jeanne Clery Act Report (revised September 2011) http://www.police.vt.edu/VTPD_v2.1/assets/documents/2010_clery_report_blacksburg.pdf

Parking Rules and Regulations, 2011-12 http://www.facilities.vt.edu/documents/tcs/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/business_conduct_standards.php

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors, July 2006 <http://www.wm.edu/offices/procurement/documents/purchasingmanual.pdf>

Commonwealth Accounting Policies and Procedures (CAPP) Manual, (revised November 2011)

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 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) 771-7363 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 (888) 827-3847, FAX (804) 786-1541, or email jchenault@varetire.org.

Guidance Documents:

457 Deferred Compensation Plan Highlights - revised July 2011, Code of Virginia, Title 51.1, Chapters 1, 3

457 Deferred Compensation and Cash Match Plan Highlights - revised June 2011, Code of Virginia, Title 51.1, Chapters 1, 3

About the myVRS Retirement Planner - published 2008, Code of Virginia, Title 51.1, Chapters 1 -7

Approved Domestic Relations Orders Guide - published July 2007, Code of Virginia, Title 51.1, Chapter 1

Automatic Enrollment Brochure - revised June 2011 [457 Deferred Compensation Plan], 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 July 2011, Code of Virginia, Title 51.1, Chapter 2

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 2011, Code of Virginia, Title 51.1, Chapter 2

Choosing Your Retirement Plan - Plan 1 - Guidelines for Employees Eligible to Select the Optional Retirement Plan for School Superintendents, revised November 2011, Code of Virginia, Title 51.1-126.6

Choosing Your Retirement Plan - Plan 2 - Guidelines for Employees Eligible to Select the Optional Retirement Plan for School Superintendents, revised November 2011, Code of Virginia, Title 51.1-126.6

Choosing Your Retirement Plan - Plan 1 - Guidelines for Political Appointees eligible to select the Optional Retirement Plan for Political Appointees, revised August 2011, Code of Virginia, Title 51.1-126.5

Choosing Your Retirement Plan - Plan 2 - Guidelines for Political Appointees eligible to select the Optional Retirement Plan for Political Appointees, revised August 2011, Code of Virginia, Title 51.1-126.5

Comparison of Plan 1 and Plan 2 Provisions - published June 2011, Code of Virginia, Title 51.1, Chapters 1, 3

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

Comprehensive Annual Financial Report, December 2011 - published annually, Code of Virginia, Title 51.1, Chapters 1-7

COV Voluntary Group Long Term Care Insurance Program Brochure, published 2011, Code of Virginia, Title 51.1, Chapters 1, 3

Employer Manual - revised September 2011, Code of Virginia, Title 51.1

Employer Update - published monthly online, Code of Virginia, Title 51.1, Chapters 1-7

Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members - Plan 1, revised March 2011, addendum July 2011, Code of Virginia, Title 51.1, Chapters 1, 3

Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members - Plan 2, revised March 2011, addendum July 2011, Code of Virginia, Title 51.1, Chapters 1, 3

[Focus Newsletter](#): [457 deferred compensation plan], published quarterly, Code of Virginia, Title 51.1, Chapters 1, 3

Getting Ready to Retire Guide, revised January 2011, Code of Virginia, Title 51.1, Chapters 1, 3,

Highlights of ORP Plan 1 and ORP Plan 2 Provisions Effective July 1, 2010, Code of Virginia, Title 51.1, Chapters 1, 3

Judicial Retirement System - Handbook for Members in the JRS Plan 1 and the JRS Plan 2, November 2011, Code of Virginia, Title 51.1, chapters 1 -7

Losing a Loved One: Guide for Families- revised 2009, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Master Trust For The Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education - published July 2002, Code of Virginia, Title 51.1, Chapter 2

Member Benefit Profile - last published September 2011, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member News - published online January, April, August and November, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Article - published 2008, Code of Virginia, Title 51.1, chapters 1 -7

myVRS for Employers Fact Sheet - published 2008, Code of Virginia, Title 51.1, chapters 1 -7

myVRS Fact Sheet - published 2008, Code of Virginia, Title 51.1, chapters 1 -7

myVRS Poster - published 2008, Code of Virginia, Title 51.1, chapters 1 -7

myVRS for Employers Users Guide - published 2008, Code of Virginia, Title 51.1, chapters 1 -7

myVRS Users Guide - published 2008, Code of Virginia, Title 51.1, chapters 1 -7

myVRS for Retirees Users Guide - published 2009, Code of Virginia, Title 51.1, chapters 1 -7

myVRS Retirement Planner Article - published 2008, Code of Virginia, Title 51.1, chapters 1 -7

myVRS Retirement Planner Bookmark- published 2008, Code of Virginia, Title 51.1, chapters 1 -7

myVRS Retirement Planner Poster- published 2008, Code of Virginia, Title 51.1, chapters 1 -7

myVRS Retirement Planner Tips - published 2008, Code of Virginia, Title 51.1, chapters 1 -7

Open Enrollment Notice to Higher Education Participants, published September 2008, Code of Virginia, Title 51.1, chapters 1 -7

Optional Retirement Plan for Higher Education Composite Copy, amended August 2010, Code of Virginia, Title 51.1, chapters 1 -7

Optional Retirement Plan for Higher Education Information Bulletin - published August 2008, Code of Virginia, Title 51.1, chapters 1 -7

Optional Retirement Plan for Higher Education Handbook - revised January 2009, Code of Virginia, Title 51.1, Chapter 2

Optional Retirement Plan for Political Appointees Handbook, published July 2005, Code of Virginia, Title 51.1, chapters 1 -7

Optional Retirement Plan for Higher Education Fidelity Performance Returns, August 2011, Code of Virginia, Title 51.1, chapters 1 -7

Guidance Documents

Optional Retirement Plan for Higher Education Investment Benchmarks, published October 2009, Code of Virginia, Title 51.1, chapters 1 -7

Optional Retirement Plan of the Commonwealth of Virginia For Employees of Institutions of Higher Education Investment Policy Statement - revised April 2008, Code of Virginia, Title 51.1, Chapter 2

Optional Retirement Plan for Higher Education Master Trust, July 2002, Code of Virginia, Title 51.1, chapters 1 -7

Optional Retirement Plan for Higher Education Site Visit Schedule, Published March 2011, Code of Virginia, Title 51.1, chapters 1 -7

Optional Retirement Plan for Higher Education TIAA-CREF Performance Returns, August 2011, Code of Virginia, Title 51.1, chapters 1 -7

Planning & Investment Guide, Published June 2011, Code of Virginia, Title 51.1, chapters 1 -7

Retirement Benefit Reduction Factors - Plan 1, Published 2011, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Retiree Handbook, published May 2009, Addendum July 1010, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News - published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

State Police Officers' Retirement System Handbook - Plan 1, published July 2010, addendum July 2011, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

State Police Officers' Retirement System Handbook - Plan 2, Revised October 2011, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13,14

Virginia Law Officers' Retirement System Handbook - Plan 1, revised March 2011, addendum July 2011, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Law Officers' Retirement System Handbook - Plan 2, summary plan description - revised November 2010, addendum July 2011, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Sickness and Disability Program Handbook, Plans 1 and 2 - revised September 2010, Code of Virginia, Title 51.1, Chapter 11

VRS Disability Retirement Handbook for Members - Plans 1 and 2, May 2011, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Retirement System Handbook for Members - Plan 1, revised July 2011, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Retirement System Handbook for Members - Plan 2, revised July 2011, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Sickness and Disability Program Handbook - Plans 1 and 2, September 2011, Code of Virginia, Title 51.1, Chapters 1-7

VSDP Long-Term Care Plan Brochure, published 2011, Code of Virginia, Title 51.1, Chapters 1-7

VIRGINIA STATE BAR

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 4:45 p.m. in the office of the Virginia State Bar at 707 E. Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Williams at the same address, telephone (804) 775-0530 or email williams@vsb.org.

Questions regarding interpretation of the document may be directed to James McCauley, Ethics Counsel, Virginia State Bar, 707 E. Main Street, Richmond, VA 23219, telephone (804) 775-0565 or email mccauley@vsb.org.

Guidance Document:

Unauthorized Practice of Law (UPL) Guidelines, issued June 1997, 15VAC5-80

VIRGINIA STATE UNIVERSITY

Copies of the following documents may be viewed on regular work days between the hours of 8 a.m. and 4:30 p.m. in the University's Legal Counsel's Office, 1 Hayden Drive, Virginia State University, Virginia 23806. Copies may be obtained free of charge by contacting the University's Legal Counsel's Office at the same address, telephone (804) 524-5326; fax (804) 524-6760, or email bdegen@vsu.edu. The documents are also available for viewing and printing on the Internet link shown on the document list below.

Questions regarding interpretation or implementation of these documents may also be directed to the University's Legal Counsel's Office, at the same address.

Guidance Documents:

[VSU Board of Visitors Bylaws](#), revised September 2008

[VSU Policies and Procedures](#)

[Faculty Handbook and Academic Procedures Manual](#), revised April 2008

[University Student Handbook](#), revised August 2005

[Undergraduate Catalog](#)

[Graduate Catalog](#)

[Residence Life Community Living Guide](#)

[University Handbook Insurance Coverage & Claims Procedures](#)

[Office of Sponsored Research and Programs Procedures and Guidelines for Expediting Proposal](#), revised February 2009

[Campus Police and Security Policies and Regulations](#)

[University Parking Policy, revised July 2011](#)

[VSU Safety Handbook](#), revised January 2011

[VSU Office of Sponsored Research and Programs Grant Proposal Development/Submission Guide](#), revised July 2010:

VIRGINIA 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 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.

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 2001-2010 are available at request at statisticrequests@workcomp.virginia.gov.

Guidance Documents:

EDI Implementation Guide

Informational Guide for Employees

Informational Guide for Employers

Rules and Regulations: Attorneys Not Licensed to Practice Law in Virginia

Self-Insurance

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 the authorized seller of future Act books, including the 2011 edition, which can be purchased on their website. Copies of previous 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 2011

Opinions of the Commission:

Online Search: 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

BOARD OF AGRICULTURE AND CONSUMER SERVICES

Notice of Periodic Review

Pursuant to Executive Order 14 (2010) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Department of Agriculture and Consumer Services is conducting a periodic review of 2VAC5-110, Rules and Regulations Pertaining to a Pound or Enclosure to be Maintained By Each County or City.

The review of this regulation will be guided by the principles in Executive Order 14 (2010) and § 2.2-4007.1 of the Code of Virginia. The purpose of this review is to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

The comment period begins February 27, 2012, and ends on March 19, 2012.

Comments may be submitted online to the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/L/Forums.cfm>.

Comments may also be sent to Dr. Dan Kovich, Staff Veterinarian, Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-2483, FAX (804) 371-2380, or email dan.kovich@vdacs.virginia.gov.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of the periodic review will be posted on the Town Hall and published in the Virginia Register of Regulations.

Notice of Periodic Review

Pursuant to Executive Order 14 (2010) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Department of Agriculture and Consumer Services is conducting a periodic review of 2VAC5-205, Rules and Regulations Pertaining to Shooting Enclosures.

The review of this regulation will be guided by the principles in Executive Order 14 (2010) and § 2.2-4007.1 of the Code of Virginia. The purpose of this review is to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the

regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

The comment period begins February 27, 2012, and ends on March 19, 2012.

Comments may be submitted online to the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/L/Forums.cfm>.

Comments may also be sent to Dr. Charles Broaddus, Program Manager, Office of Veterinary Services, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-2483, FAX (804) 371-2380, or email charles.broaddus@vdacs.virginia.gov.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of the periodic review will be posted on the Town Hall and published in the Virginia Register of Regulations.

Notice of Periodic Review

Pursuant to Executive Order 14 (2010) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Department of Agriculture and Consumer Services is conducting a periodic review of 2VAC5-210, Rules and Regulations Pertaining to Meat and Poultry Inspection Under the Virginia Meat and Poultry Products Inspection Act.

The review of this regulation will be guided by the principles in Executive Order 14 (2010) and § 2.2-4007.1 of the Code of Virginia. The purpose of this review is to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

The comment period begins February 27, 2012, and ends on March 19, 2012.

Comments may be submitted online to the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/L/Forums.cfm>.

Comments may also be sent to Dr. Richard Hackenbracht, Program Manager, Office of Meat and Poultry Services, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-4569,

FAX (804) 371-1003, or email richard.hackenbracht@vdacs.virginia.gov.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of the periodic review will be posted on the Town Hall and published in the Virginia Register of Regulations.

Notice of Periodic Review

Pursuant to Executive Order 14 (2010) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Department of Agriculture and Consumer Services is conducting a periodic review of 2VAC5-230, Rules and Regulations Applicable to Controlled Atmosphere (CA) Apples.

The review of this regulation will be guided by the principles in Executive Order 14 (2010) and § 2.2-4007.1 of the Code of Virginia. The purpose of this review is to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

The comment period begins February 27, 2012, and ends on March 19, 2012.

Comments may be submitted online to the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/L/Forums.cfm>. Comments may also be sent to Thomas Smith, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-3548, FAX (804) 371-7785, or email thomas.smith@vdacs.virginia.gov.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of the periodic review will be posted on the Town Hall and published in the Virginia Register of Regulations.

Notice of Periodic Review

Pursuant to Executive Order 14 (2010) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Department of Agriculture and Consumer Services is conducting a periodic review of 2VAC5-250, Rules and Regulations Relating to Grain Dealers Licensing and Bonding Law.

The review of this regulation will be guided by the principles in Executive Order 14 (2010) and § 2.2-4007.1 of the Code of Virginia. The purpose of this review is to determine whether

this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

The comment period begins February 27, 2012, and ends on March 19, 2012.

Comments may be submitted online to the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/L/Forums.cfm>. Comments may also be sent to W. R. Sanford, Grain Law Supervisor, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-3939, FAX (804) 371-7785, or email randy.sanford@vdacs.virginia.gov.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of the periodic review will be posted on the Town Hall and published in the Virginia Register of Regulations.

Notice of Periodic Review

Pursuant to Executive Order 14 (2010) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Department of Agriculture and Consumer Services is conducting a periodic review of 2VAC5-370, Rules and Regulations for Enforcement of the Virginia Animal Remedies Law.

The review of this regulation will be guided by the principles in Executive Order 14 (2010) and § 2.2-4007.1 of the Code of Virginia. The purpose of this review is to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

The comment period begins February 27, 2012, and ends on March 19, 2012.

Comments may be submitted online to the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/L/Forums.cfm>. Comments may also be sent to Erin Williams, Policy and Planning Coordinator, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-1308, FAX (804) 371-7479, or email erin.williams@vdacs.virginia.gov.

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Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of the periodic review will be posted on the Town Hall and published in the Virginia Register of Regulations.

Notice of Periodic Review

Pursuant to Executive Order 14 (2010) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Department of Agriculture and Consumer Services is conducting a periodic review of 2VAC5-380, Rules and Regulations for the Enforcement of the Virginia Dealers in Agricultural Products.

The review of this regulation will be guided by the principles in Executive Order 14 (2010) and § 2.2-4007.1 of the Code of Virginia. The purpose of this review is to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

The comment period begins February 27, 2012, and ends on March 19, 2012.

Comments may be submitted online to the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/L/Forums.cfm>.

Comments may also be sent to Erin Williams, Policy and Planning Coordinator, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-1308, FAX (804) 371-7479, or email erin.williams@vdacs.virginia.gov.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of the periodic review will be posted on the Town Hall and published in the Virginia Register of Regulations.

Notice of Periodic Review

Pursuant to Executive Order 14 (2010) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Department of Agriculture and Consumer Services is conducting a periodic review of 2VAC5-600, Regulations Pertaining to Food for Human Consumption.

The review of this regulation will be guided by the principles in Executive Order 14 (2010) and § 2.2-4007.1 of the Code of Virginia. The purpose of this review is to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of

any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

The comment period begins February 27, 2012, and ends on March 19, 2012.

Comments may be submitted online to the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/L/Forums.cfm>.

Comments may also be sent to Ryan Davis, Program Manager, Office of Dairy and Foods, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-8910, FAX (804) 371-7792, or email ryan.davis@vdacs.virginia.gov.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of the periodic review will be posted on the Town Hall and published in the Virginia Register of Regulations.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Water Quality Study Final Implementation Plan in Hoffer Creek, Cities of Suffolk and Portsmouth

The Virginia Department of Environmental Quality (DEQ) will host a public meeting on a water quality study for Hoffer Creek, located in the Cities of Suffolk and Portsmouth, on Tuesday March 13, 2012.

The meeting will start at 6:30 p.m. in the Northern Shores Elementary School cafeteria located at 6701 Respass Beach Road, Suffolk, Virginia. The purpose of the meeting is to provide information and discuss the study with interested local community members and local government.

Hoffer Creek (VAT-G15E_HOF01A06) was identified in Virginia's Water Quality Assessment Integrated Report as impaired for not supporting the primary contact use. The impairment is based on water quality monitoring data reports of sufficient exceedances of Virginia's water quality standard for bacteria.

The meeting will review the final implementation plan for the impaired water. The implementation plan (IP) is developed to provide a clean up plan that will lead to attainment of the water quality standards. Public participation and stakeholder involvement are necessary in order to develop an effective and reasonable IP. This meeting will present the findings of the total maximum daily load (TMDL) study and the necessary steps in the IP development.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the Code of Virginia require DEQ to develop total maximum daily loads for pollutants responsible for each impaired water contained in Virginia's 303(d) TMDL Priority List and Report and subsequent Water Quality Assessment Reports. A TMDL is the total amount of a pollutant a water body can contain and still meet water quality standards. To restore water quality, pollutant levels have to be reduced to the TMDL amount. The TMDL report has been approved by EPA (December 14, 2011) and can be found at <http://www.deq.virginia.gov/tmdl/apptmdls/jamesrvr/hofflere.c.pdf>.

The public comment period on materials presented at this meeting will extend from March 13, 2012, to April 12, 2012. For additional information or to submit comments, contact Jennifer Howell, Virginia Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Blvd., Virginia Beach, VA 23462, telephone (757) 518-2111, or email jennifer.howell@deq.virginia.gov.

Mill Creek Watershed Cleanup Plan, Northampton County

The Virginia Department of Environmental Quality (DEQ), the Virginia Department of Conservation & Recreation, and the Northampton County Planning Department will host a public meeting on Monday, March 12, 2012, on the development of a cleanup plan for a waterway in Northampton County. Participants will have the opportunity to contribute to the watershed cleanup plan.

The meeting will start at 6:30 p.m. in the Main Conference Room (#201) of the Northampton County Administrative Complex located at 16404 Courthouse Road, Eastville, VA 23347.

Citizens are invited to discuss the development of the final implementation plan (IP) to address water quality impairments in the Mill Creek Watershed. Water quality monitoring indicates that levels of dissolved oxygen, pH, and bacteria in Mill Creek violate Virginia's water quality standards for its designated aquatic life and recreation uses. A total maximum daily load (TMDL) study for the dissolved oxygen impairment was approved by EPA in 2009 and is available on DEQ's website at <http://www.deq.virginia.gov/tmdl/develop.html>.

The implementation plan (IP) is developed to provide a clean up plan that will lead to attainment of the water quality standards. Public participation and stakeholder involvement are necessary in order to develop an effective and reasonable IP. This meeting will present the findings of the TMDL study and the necessary steps in the IP development.

The public comment period on materials presented at this meeting will extend from March 12, 2012, to April 11, 2012. For additional information or to submit comments, contact

Jennifer Howell, Virginia Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Blvd., Virginia Beach, VA 23462, telephone (757) 518-2111, or email jennifer.howell@deq.virginia.gov.

Proposed Consent Order for Synagro Central, LLC, Inc.

An enforcement action has been proposed for Synagro Central, LLC, Inc. for alleged violations at three biosolids facilities. The location of the facilities where the violations occurred are the Woodworks Associates LP property at Rt. 684 in Essex County, the P.O. Lanier property at Rt. 613 in Goochland County, and the Ritchie property at Rt. 644 near its intersection with Highway 17, South of Bealeton in Fauquier County, Virginia. The order requires corrective action and payment of a civil charge. A description of the proposed action is available at the Department of Environmental Quality, Northern Regional Office, 13901 Crown Ct., Woodbridge, VA or online at www.deq.virginia.gov. Frank Lupini will accept comments by email at frank.lupini@deq.virginia.gov, FAX (804) 527-5106, or postal mail at Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, from February 27, 2012, to March 29, 2012.

STATE LOTTERY DEPARTMENT

Director's Order

The following Director's Order of the State Lottery Department was filed with the Virginia Registrar of Regulations on January 30, 2012. The order 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 Twenty (12)

Virginia Lottery's "Fast Play February Sweepstakes" Final Rules for Game Operation (effective January 25, 2012)

VIRGINIA EMPLOYMENT COMMISSION

Small Business Impact Review for Regulations Adopted before July 1, 2005; Published Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Virginia Employment Commission has reviewed 16VAC5-10 through 16VAC5-80, the regulations and general rules affecting unemployment compensation, and determined that these regulations should be continued without change, amendment, or repeal. Consistent with the stated objectives of applicable law, Title 60.2 of the Code of Virginia (the Virginia Unemployment Compensation Act ("Act")), the commission has taken and will continue to take sustained efforts to minimize the economic impact of its regulations on small

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businesses within the constraints and its administration of the Act.

For example, over the years, the commission has undertaken through regular review of its regulations, operations, and procedures to:

1. Establish the least stringent compliance or reporting requirements feasible under its various regulatory programs within the parameters of its federal conformity program requirements and state law;
2. Establish the least stringent schedules or deadlines for compliance or reporting requirements upon the general public and employers, including small business employers, within these same parameters;
3. Consolidate or simplify compliance or reporting requirements through the use of a variety of options, including mail, telephone, fax, touchtone data entry, and web base applications; and
4. Exempt small business employers, to the extent possible, from some requirements imposed upon larger employers in areas under the commission's administration or regulation.

While the commission has also considered the establishment of performance standards for small business to replace design or operational standards required by its current regulations, the establishment of such performance standards is not applicable under its present federal and state regulatory requirements.

With regard to its claims adjudication process, the commission has moved towards conducting more informal fact findings and appeals hearings by telephone, which has eased or cushioned the impact of this mandated process on the general public, claimants, and employers, including the Commonwealth's small businesses/employers. The commission has implemented a number of web-based programs to assist claimants, employers, and the general public with this process. Along similar lines, the commission has automated its employer tax functions to make mandatory employer reporting requirements less burdensome. In addition, the commission has automated its collection, analysis, and dissemination of labor market data, including development and use of statistical sampling methods, in an effort to ease the burden of collecting such information from employers, including small businesses/employers, while remaining in compliance with its federally or state mandated collection, compilation, and reporting requirements.

Section 2.2-4007.1 of the Code of Virginia requires that an agency conducting a small business regulatory review publish a notice of review and provide at least a 21-day public comment period. The commission complied with this requirement. In response to its publication of a general notice in the Virginia Register of Regulations and on Town Hall, the commission received one public comment during its 30-day

comment period. This comment proposed amending 16VAC5-80-10, 16VAC5-80-20, and 16VAC5-80-30 to require the provision of notice to subsequent employing units as to their nonliability for benefit charges so that such entities may determine whether or not they wish to expend resources in participating in and/or filing appeals in claims adjudication proceedings before the commission.

While the commission has carefully considered the public comment provided, it has determined that these particular regulations should also be continued without change, amendment, or repeal. The commission reached this determination after careful consideration of the proposed changes and its goal of keeping the employer tax rates of all Virginia employers, including small business employers, as low as possible. Any change in notice requirements, such as those proposed, which would have the effect of discouraging or suppressing the rate of participation by subsequent employers in the unemployment insurance ("UI") claims adjudication process, administered under Article 5 of Chapter 6 of the Act, and could result in payment of UI benefits to claimants who might otherwise not qualify for such benefits.

Since any UI benefits paid by the commission must be recouped from all employers covered by the Act, including small business employers, by direct charges to their respective employer accounts or indirect charges through pool cost and building fund charges, discouragement of subsequent employers who have information on the qualification of a claimant for benefits from participating in this process could likely increase the risk of improper payment of UI benefits. This would result in attendant charge(s) to the liable employer, i.e., the last 30 day/240 hour employer, including such small business employers. The resulting charge from such lack of participation by subsequent employers could not only increase the tax rate of the specific liable employer charged, but could also increase the tax rate across the board for all employers in the Commonwealth who pay into the Unemployment Compensation Fund ("Trust Fund"), including small business employers. Such a potential direct or indirect tax rate increase is not in any employer's interest, regardless of business size, including small business employers. This is particularly so during the present economic climate when the commission has paid out record numbers of unemployment insurance claims due to record numbers of job losses and unemployed individuals. This has also resulted in the Trust Fund's currently being in "borrowed" status, i.e., having to borrow funds from the federal government. Additionally, the Trust Fund's current funding status dictates that employers, including small business employers, are already paying higher State Unemployment Tax Act (SUTA) taxes and have lost a percentage (0.3%) of their Federal Unemployment Tax Act (FUTA) credit for 2011. Accordingly, the commission has determined that modifying or relaxing the notice requirements for subsequent employers, as proposed by the public

comment, could actually increase the tax burden for small businesses/employers covered by the Act.

Additionally, the notice modifications proposed by the public comment could mislead certain subsequent employers about their nonliability for direct benefit charges. For example, dollar for dollar, reimbursable employers, mostly government entities and certain nonprofit organizations, could in some circumstances, depending upon the base period [wage] calculations for certain claimants, incur a direct charge to their employer tax account, even when such employers have been joined as a subsequent employing unit to a claim filed.

In conclusion, the commission has reviewed its final regulations to ensure that they minimize the economic impact on small businesses in a manner consistent with the stated objectives of applicable law. The commission finds that the regulations reviewed (1) are necessary and have a continued need, including for small businesses; (2) should not be changed or modified as a result of the public comments received during the public notice period; (3) are not overly complex; (4) do not unduly overlap, duplicate, or conflict with federal or state law or regulation; and (5) do not need to be revised to reflect changes in technology, economic conditions, or other factors.

Contact Information: Coleman Walsh, Chief Administrative Law Judge, Virginia Employment Commission, 703 East Main Street, Room 126, Richmond, VA 23219, telephone (804) 786-7263, FAX (804) 786-9034, or email coleman.walsh@vec.virginia.gov.

VIRGINIA SOIL AND WATER CONSERVATION BOARD

Proposed Consent Special Order for The Korte Company

Purpose of notice: To seek public comment on the terms of a proposed consent special order issued to The Korte Company (Korte).

Public comment period: February 27, 2012, through March 28, 2012.

Summary of proposal: The order describes a settlement between the Virginia Soil and Water Conservation Board and Korte that resolves alleged past violations of the Virginia Stormwater Management Act and Regulations at the Fort Lee 1000-Room Lodge construction project in Prince George County. The proposed order requires payment of a \$37,876 civil charge.

How to comment: The Department of Conservation and Recreation accepts written comments from the public by mail, email, or facsimile. All comments must include the name, address, and telephone number of the person commenting. Comments must be received before the end of the comment

period on March 28, 2012. A copy of the proposed order is available on request.

Contact information for copies of documents (e.g., proposed order) or other information: Anne Crosier, Enforcement Manager, Department of Conservation and Recreation, 203 Governor Street, Room 208A, Richmond, VA 23219, telephone (804) 225-2549, FAX (804) 786-1798, or email anne.crosier@dcv.virginia.gov.

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

STATE WATER CONTROL BOARD

Proposed Consent Order for the Town of Appomattox

An enforcement action has been proposed for the Town of Appomattox for violations in the Town of Appomattox. The proposed enforcement action is an amendment to the order by consent effective October 26, 2009, and contains a schedule of corrective action. A description of the proposed action is available at the Department of Environmental Quality office named below or online at www.deq.virginia.gov. G. Marvin Booth, III will accept comments by email at marvin.booth@deq.virginia.gov, FAX (434) 582-5125 or postal mail at the Blue Ridge Regional Office, 7705 Timberlake Road, Lynchburg, VA 24502 from February 27, 2012, to March 29, 2012.

Proposed Consent Order for Carrollton Used Auto Parts, Inc.

An enforcement action has been proposed for Carrollton Used Auto Parts, Inc., for alleged violations of Virginia Pollutant Discharge Elimination General Permit VAR05 at Joe's Auto Parts automobile salvage yard at 22251 Brewers Neck Road, Carrollton, Isle of Wight County. A description of the proposed action is available at the Department of Environmental Quality office named below or online at www.deq.virginia.gov. Paul R. Smith will accept comments by email at paul.smith@deq.virginia.gov, FAX (757) 518-2009, or postal mail at Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Blvd., Virginia Beach, VA 23462, from February 27, 2012, to March 28, 2012.

Proposed Consent Order for E&A Call, Inc.

An enforcement action has been proposed for E&A Call, Inc. for violations of the State Water Control Law and Regulations in Louisa County associated with the Manchester Subdivision. The consent order describes a settlement to resolve unpermitted impacts to surface waters on the

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property. A description of the proposed action is available at the Department of Environmental Quality office named below or online at www.deq.virginia.gov. Stephanie Bellotti will accept comments by email at stephanie.bellotti@deq.virginia.gov, FAX (703) 583-3821, or postal mail at Department of Environmental Quality, Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, from February 28, 2012, through March 29, 2012.

Proposed Consent Order for the Fairfax County Board of Supervisors

An enforcement action has been proposed for the Fairfax County Board of Supervisors for violations of the State Water Control Law and Regulations in Fairfax County. The State Water Control Board proposes to issue a consent order to the Fairfax County Board of Supervisors to resolve violations regarding unauthorized discharges from the Noman M. Cole, Jr. Pollution Control Plant and the associated sanitary sewer collection system. A description of the proposed action is available at the Department of Environmental Quality office named below or online at www.deq.virginia.gov. Daniel Burstein will accept comments by email at daniel.burstein@deq.virginia.gov, FAX (703) 583-3821, or postal mail at Department of Environmental Quality, Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, from February 28, 2012, through March 29, 2012.

Proposed Consent Order for High Up Dairy Mart, Inc.

An enforcement action has been proposed for High Up Dairy Mart, Inc. for violations in both Frederick and Shenandoah Counties. The State Water Control Board proposes to issue a consent order to High Up Dairy Mart, Inc., to resolve violations regarding the management and closure of underground storage tanks. A description of the proposed action is available at the Department of Environmental Quality (DEQ) office named below or online at www.deq.virginia.gov. David Robinett will accept comments by email at david.robinett@deq.virginia.gov, FAX (540) 574-7878, or postal mail at Department of Environmental Quality, Valley Regional Office, P.O. Box 3000, Harrisonburg, VA 22801, from February 27, 2012, through March 28, 2012. The DEQ office is located at 4411 Early Road, Harrisonburg, VA.

Proposed Consent Special Order for Honeywell Resins & Chemicals, LLC

An enforcement action has been proposed for Honeywell Resins & Chemicals, LLC for alleged violations at Honeywell Resins & Chemicals, LLC, Hopewell Site, Hopewell, Virginia. The State Water Control Board proposes to issue a consent special order to Honeywell Resins & Chemicals, LLC to address noncompliance with State Water Control Board law. A description of the proposed action is available at the Department of Environmental Quality office

named below or online at www.deq.virginia.gov. Gina Pisoni will accept comments by email at gina.pisoni@deq.virginia.gov, FAX (804) 527-5106, or postal mail at Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, from February 27, 2012, to March 29, 2012.

Proposed Consent Order for Lee County Public Service Authority

An enforcement action has been proposed for the Lee County Public Service Authority for violations at the Hickory Flats Wastewater Treatment Plant near Jonesville, Virginia. The proposed order by consent contains a schedule of compliance and a civil charge. A description of the proposed action is available at the Department of Environmental Quality office named below or online at www.deq.virginia.gov. Dallas R. Sizemore will accept comments by email at dallas.sizemore@deq.virginia.gov, FAX (276) 676-4899, or postal mail at Department of Environmental Quality Southwest Regional Office, P.O. Box 1688, Abingdon, VA 24212, from February 27, 2012, to March 28, 2012. The Southwest Regional Office is located at 355 Deadmore Street, Abingdon, VA.

Proposed Consent Order for Allen L. Shank

An enforcement action has been proposed for Allen L. Shank for violations in Rockingham County. The State Water Control Board proposes to issue a consent order to Allen L. Shank to resolve past violations regarding the unpermitted discharge of manure into state waters. A description of the proposed action is available at the Department of Environmental Quality (DEQ) office named below or online at www.deq.virginia.gov. David Robinett will accept comments by email at david.robinett@deq.virginia.gov, FAX (540) 574-7878, or postal mail at Department of Environmental Quality, Valley Regional Office, P.O. Box 3000, Harrisonburg, VA 22801, from February 27, 2012, through March 28, 2012. The DEQ office is located at 4411 Early Road, Harrisonburg, Virginia.

Proposed Consent Order for Wilton Development Corporation

An enforcement action has been proposed for Wilton Development Corporation for alleged violations at Glenside Woods Development, Section III, Henrico County, VA. The State Water Control Board proposes to issue a consent special order to Wilton Development Corporation to address noncompliance with State Water Control Board law. A description of the proposed action is available at the Department of Environmental Quality office named below or online at www.deq.virginia.gov. Gina Pisoni will accept comments by email at gina.pisoni@deq.virginia.gov, FAX (804) 527-5106, or postal mail at Department of Environmental Quality, Piedmont Regional Office, 4949-A

Cox Road, Glen Allen, VA 23060, from February 27, 2012, to March 30, 2012.

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.

