



VIRGINIA

REGISTER OF REGULATIONS

VOL. 29 ISS. 14

PUBLISHED EVERY OTHER WEEK BY THE VIRGINIA CODE COMMISSION

MARCH 11, 2013

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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. **29:5 VA.R. 1075-1192 November 5, 2012**, refers to Volume 29, Issue 5, pages 1075 through 1192 of the *Virginia Register* issued on November 5, 2012.

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; **Gregory D. Habeeb**; **James M. LeMunyon**; **Ryan T. McDougle**; **Robert L. Calhoun**; **E.M. Miller, Jr.**; **Thomas M. Moncure, Jr.**; **Wesley G. Russell, Jr.**; **Charles S. Sharp**; **Robert L. Tavenner**; **Christopher R. Nolen**; **J. Jasen Eige** or **Jeffrey S. Palmore**.

Staff of the Virginia Register: **Jane D. Chaffin**, Registrar of Regulations; **June T. Chandler**, Assistant Registrar; **Rhonda Dyer**, Publications Assistant; **Terri Edwards**, Operations Staff Assistant; **Karen Perrine**, Staff Attorney.

PUBLICATION SCHEDULE AND DEADLINES

This schedule is available on the *Register's* Internet home page (<http://register.dls.virginia.gov>).

March 2013 through April 2014

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
29:14	February 20, 2013	March 11, 2013
29:150	March 6, 2013	March 25, 2013
29:16	March 20, 2013	April 8, 2013
29:17	April 3, 2013	April 22, 2013
29:18	April 17, 2013	May 6, 2013
29:19	May 1, 2013	May 20, 2013
29:20	May 15, 2013	June 3, 2013
29:21	May 29, 2013	June 17, 2013
29:22	June 12, 2013	July 1, 2013
29:23	June 26, 2013	July 15, 2013
29:24	July 10, 2013	July 29, 2013
29:25	July 24, 2013	August 12, 2013
29:26	August 7, 2013	August 26, 2013
30:1	August 21, 2013	September 9, 2013
30:2	September 4, 2013	September 23, 2013
30:3	September 18, 2013	October 7, 2013
30:4	October 2, 2013	October 21, 2013
30:5	October 16, 2013	November 4, 2013
30:6	October 30, 2013	November 18, 2013
30:7	November 13, 2013	December 2, 2013
30:8	November 26, 2013 (Tuesday)	December 16, 2013
30:9	December 11, 2013	December 30, 2013
30:10	December 23, 2013 (Monday)	January 13, 2014
30:11	January 8, 2014	January 27, 2014
30:12	January 22, 2014	February 10, 2014
30:13	February 5, 2014	February 24, 2014
30:14	February 19, 2014	March 10, 2014
30:15	March 5, 2014	March 24, 2014
30:16	March 19, 2014	April 7, 2014
30:17	April 2, 2014	April 21, 2014

*Filing deadlines are Wednesdays unless otherwise specified.

NOTICES OF INTENDED REGULATORY ACTION

TITLE 12. HEALTH

STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Notice of Extension of Public Comment Period

Notice is hereby given that the State Board of Behavioral Health and Developmental Services is extending the public comment period regarding the Notice of Intended Regulatory Action published in [29:8 VA.R. 1358-1359 December 17, 2012](#). In accordance with § 2.2-4007.01 of the Code of Virginia, the board noticed that it intended to consider amending **12VAC35-115, Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by the Department of Behavioral Health and Development Services** so that the regulations will be simpler, easier to understand, and more user friendly. Additionally, the revisions to the regulations will eliminate duplicate or redundant activities. These actions will result in enhanced individual protections for individuals receiving services including those under the U.S. Department of Justice settlement agreement.

The board is seeking comments on this regulatory action, including but not limited to (i) ideas to be considered in the development of this proposal, (ii) the costs and benefits of the alternatives stated in the agency background document or other alternatives, and (iii) potential impacts of the regulation. The agency is also seeking information on impacts on small businesses as defined in § 2.2-4007.1 of the Code of Virginia. Information may include (i) projected reporting, recordkeeping, and other administrative costs; (ii) the probable effect of the regulation on affected small businesses; and (iii) the description of less intrusive or costly alternatives for achieving the purpose of the regulation.

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

Statutory Authority: §§ 37.2-203 and 37.2-400 of the Code of Virginia.

Public Comment Deadline: March 18, 2013.

Agency Contact: Margaret Walsh, Director, Office of Human Rights, Department of Behavioral Health and Developmental Services, Jefferson Building, 1220 Bank Street, 13th Floor, Richmond, VA 23219, telephone (804) 786-2008, FAX (804) 371-2308, or email margaret.walsh@dbhds.virginia.gov.

VA.R. Doc. No. R13-3502; Filed February 21, 2013, 2:53 p.m.



TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE SYSTEM PROFESSIONALS

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals intends to consider amending **18VAC160-20, Board for Waterworks and Wastewater Works Operators Regulations**. In response to the Governor's Regulatory Reform initiative, the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals seeks to review and amend its current regulations to repeal regulations that are unnecessary or no longer in use and reduce unnecessary regulatory burdens on regulated groups. One proposed amendment will eliminate the need to provide documentation by specific professionals as currently required by 18VAC160-20-97 C 2 a. The board may identify additional areas for amendment or repeal.

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

Statutory Authority: §§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Public Comment Deadline: April 10, 2013.

Agency Contact: Trisha Henshaw, Executive Director, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8595, FAX (866) 350-5354, or email waterwasteoper@dpor.virginia.gov.

VA.R. Doc. No. R13-3570; Filed February 15, 2013, 8:49 a.m.



TITLE 22. SOCIAL SERVICES

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Department for Aging and Rehabilitative Services intends to consider amending **22VAC30-70, The Virginia Public Guardian and Conservator Program**. The purpose of the proposed action is to amend 22VAC30-70-30 to require that a guardian and conservator be guided by person-centered planning that (i) focuses on the preferences and needs of the individual receiving public guardianship services and (ii) empowers and supports the individual receiving public guardianship

Notices of Intended Regulatory Action

services, to the extent feasible, in defining the direction for his life and promoting self-determination and community involvement. This regulatory action will conform regulations to changes in the Code of Virginia (Chapter 322 of the 2012 Acts of Assembly).

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

Statutory Authority: § 51.5-131 of the Code of Virginia.

Public Comment Deadline: April 11, 2013.

Agency Contact: Vanessa S. Rakestraw, Ph.D., CRC, Policy Analyst, Department for Aging and Rehabilitative Services, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7612, FAX (804) 662-7663, TTY (800) 464-9950, or email vanessa.rakestraw@dars.virginia.gov.

VA.R. Doc. No. R13-3565; Filed February 8, 2013, 11:08 a.m.

Richmond, VA 23220, telephone (804) 367-1100, FAX (804) 367-1053, or email bruce.gould@mvdb.virginia.gov.

VA.R. Doc. No. R13-3540; Filed February 19, 2013, 2:22 p.m.



TITLE 24. TRANSPORTATION AND MOTOR VEHICLES

MOTOR VEHICLE DEALER BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Motor Vehicle Dealer Board intends to consider amending **24VAC22-30, Motor Vehicle Dealer Advertising Practices and Enforcement Regulations**. The purpose of the proposed action is to actively involve stakeholders in a comprehensive review of these regulations with the goal of reforming them to better fit the current advertising environment. The review should result in fewer and less burdensome regulations.

In addition, this regulation will undergo a periodic review pursuant to Executive Order 14 (2010) and small business impact review pursuant to § 2.2-4007.1 of the Code of Virginia 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 agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 46.2-1581 of the Code of Virginia.

Public Comment Deadline: April 15, 2013.

Agency Contact: Bruce Gould, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104,

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

VIRGINIA COMMONWEALTH UNIVERSITY

<p>REGISTRAR'S NOTICE: Virginia Commonwealth University is claiming an exemption 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.</p>

Final Regulation

Titles of Regulations: **8VAC90-10. Rules and Procedures of Virginia Commonwealth University (repealing 8VAC90-10-10 through 8VAC90-10-300).**

8VAC90-20. Parking Information (repealing 8VAC90-20-10 through 8VAC90-20-80).

8VAC90-40. Ethics Policy on Computing (repealing 8VAC90-40-10 through 8VAC90-40-60).

8VAC90-50. Posting Materials Policy (repealing 8VAC90-50-10 through 8VAC90-50-40).

Statutory Authority: § 23-50.10 of the Code of Virginia.

Effective Date: March 11, 2013.

Agency Contact: Stephanie Hamlett, Associate University Counsel, P.O. Box 843090, 901 West Franklin Street, Richmond, VA 23284, telephone (804) 828-1327, FAX (804) 828-1887, or email slhamlett@vcu.edu.

Summary:

This regulatory action repeals four chapters, first promulgated in 1995, that are outdated; largely govern conduct by the university community not the public; and concern issues that can be governed by university policy rather than regulation.

VA.R. Doc. No. R13-3607; Filed February 19, 2013, 4:54 p.m.

Final Regulation

Title of Regulation: **8VAC90-60. Weapons Regulation (adding 8VAC90-60-10, 8VAC90-60-20, 8VAC90-60-30).**

Statutory Authority: § 23-50.10 of the Code of Virginia.

Effective Date: March 11, 2013.

Agency Contact: Stephanie Hamlett, Associate University Counsel, P.O. Box 843090, 901 West Franklin Street, Richmond, VA 23284, telephone (804) 828-1327, or email slhamlett@vcu.edu.

Summary:

This regulatory action establishes the rules regarding the use of weapons on any property owned, leased, or controlled by Virginia Commonwealth University.

CHAPTER 60 WEAPONS REGULATION

8VAC90-60-10. Definitions.

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

"Police officer" means a law-enforcement official 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, and Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia and sworn federal law-enforcement officers.

"University property" means any property owned, leased, or controlled by Virginia Commonwealth University.

"Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, razor slingshot, spring stick, metal knucks, blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or (iv) any disc, of whatever configuration, having at least two points or pointed blades that is designed to be thrown or propelled and that may be known as throwing star or oriental dart.

8VAC90-60-20. Possession of weapons prohibited.

Possession or carrying of any weapon by any person, except a police officer, is prohibited on university property in academic buildings, administrative office buildings, medical venues, clinics, laboratories, research facilities, student residence buildings, and dining facilities; or while attending sporting, entertainment, or educational events. Entry upon the aforementioned university property in violation of this prohibition is expressly forbidden.

8VAC90-60-30. Person lawfully in charge.

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

VA.R. Doc. No. R13-3338; Filed February 19, 2013, 4:37 p.m.

Regulations

Final Regulation

Title of Regulation: **8VAC90-70. Space Use Regulation (adding 8VAC90-70-10 through 8VAC90-70-50).**

Statutory Authority: § 23-50.10 of the Code of Virginia.

Effective Date: March 11, 2013.

Agency Contact: Stephanie Hamlett, Associate University Counsel, P.O. Box 843090, 901 West Franklin Street, Richmond, VA 23284, telephone (804) 828-1327, or email slhamlett@vcu.edu.

Summary:

This regulation establishes that university facilities are intended primarily for the use of Virginia Commonwealth University's students, faculty, and staff in their efforts to advance the educational mission and that any use of university property must be consistent with the mission of the university.

CHAPTER 70 SPACE USE REGULATION

8VAC90-70-10. Scope.

This chapter applies to all Virginia Commonwealth University faculty, staff, and students; university contractors; and the general public.

8VAC90-70-20. Policy statement.

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

8VAC90-70-30. Definitions.

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

"Educational enclave" means that portion of university property in academic buildings, administrative office buildings, medical venues, clinics, laboratories, research facilities, student residence buildings, dining facilities, athletic facilities, or child care facilities; or that portion of university property in use for university-sponsored or university-sanctioned sporting, entertainment, or educational events.

"University property" means any property owned, leased, or controlled by Virginia Commonwealth University.

8VAC90-70-40. Entry upon and use of university property.

A. Entry upon or use of university property in the educational enclave shall be in accord with all applicable university policies.

B. Entry upon or use of university property outside the educational enclave for noncommercial purposes is permitted if otherwise lawful and does not interfere with educational functions.

C. Entry upon or use of university property for commercial purposes shall be in accord with all applicable university policies.

8VAC90-70-50. Persons lawfully in charge.

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

VA.R. Doc. No. R13-3339; Filed February 19, 2013; 4:49 p.m.



TITLE 12. HEALTH

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Final Regulation

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

Title of Regulation: **12VAC30-10. State Plan under Title XIX of the Social Security Act Medical Assistance Program; General Provisions (amending 12VAC30-10-710).**

Statutory Authority: § 32.1-325 of the Code of Virginia; 42 USC § 1396 et seq.

Effective Date: April 10, 2013.

Agency Contact: Brian McCormick, Regulatory Supervisor, Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-8856, FAX (804) 786-1680, or email brian.mccormick@dmas.virginia.gov.

Summary:

This action incorporates a reference to the Public Assistance Reporting System in the state plan as required by federal law.

12VAC30-10-710. Income and eligibility verification system.

A. The Medicaid agency has established a system for income and eligibility verification in accordance with the requirements of 42 CFR 435.940 through 435.960.

B. 12VAC30-20-220 describes, in accordance with 42 CFR 435.958(a)(6), the information that will be requested in order

to verify eligibility or the correct payment amount and the agencies and the State(s) state or states from which that information will be requested.

C. The Commonwealth has an eligibility determination system that provides for data matching through the Public Assistance Reporting Information System (PARIS), or any successor system, including matching with medical assistance programs operated by other states. The information that is requested will be exchanged with states and other entities legally entitled to verify Title XIX applicants and individuals eligible for covered Title XIX services consistent with applicable PARIS agreements.

VA.R. Doc. No. R13-3446; Filed February 12, 2013, 4:43 p.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF VETERINARY MEDICINE

Final Regulation

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

Title of Regulation: 18VAC150-20. **Regulations Governing the Practice of Veterinary Medicine (amending 18VAC150-20-200).**

Statutory Authority: § 54.1-3800 of the Code of Virginia.

Effective Date: April 10, 2013.

Agency Contact: Leslie L. Knachel, Executive Director, Board of Veterinary Medicine, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4468, FAX (804) 527-4471, or email leslie.knachel@dhp.virginia.gov.

Summary:

The document incorporated by reference for compliance with the rules for radiographic equipment is replaced with Part VI (12VAC5-481-1580 et seq.), Use of Diagnostic X-Rays in the Healing Arts, of the Virginia Radiation Protection Regulations of the Virginia Department of Health.

18VAC150-20-200. Standards for veterinary establishments.

A. Full-service establishments. A full-service establishment shall provide surgery and encompass all aspects of health care for small or large animals, or both. All full-service establishments shall meet the requirements set forth below:

1. Buildings and grounds must be maintained to provide sanitary facilities for the care and medical well-being of patients.

a. Temperature, ventilation, and lighting must be consistent with the medical well-being of the patients.

b. Water and waste. There shall be on-premises:

(1) Hot and cold running water of drinking quality, as defined by the Virginia Department of Health;

(2) An acceptable method of disposal of deceased animals; and

(3) Refrigeration exclusively for carcasses of companion animals that require storage for 24 hours or more.

c. Sanitary toilet and lavatory shall be available for personnel and clients.

2. Areas within building. The areas within the facility shall include the following:

a. A reception area separate from other designated rooms;

b. Examination room or rooms;

c. Surgery room. There shall be a room which is reserved only for surgery and used for no other purpose. The walls of the surgery room must be constructed of nonporous material and extend from the floor to the ceiling. In order that surgery can be performed in a manner compatible with current veterinary medical practice with regard to anesthesia, asepsis, life support, and monitoring procedures, the surgery room shall:

(1) Be of a size adequate to accommodate a surgical table, anesthesia support equipment, surgical supplies, the veterinarian, an assistant, and the patient;

(2) Be kept so that storage in the surgery room shall be limited to items and equipment normally related to surgery and surgical procedures; and

(3) For small animal facilities, have a door to close off the surgery room from other areas of the practice.

d. Laboratory. The veterinary establishment shall have, as a minimum, proof of use of either in-house laboratory service or outside laboratory services for performing the following lab tests, consistent with appropriate professional care for the species treated:

(1) Urinalysis, including microscopic examination of sediment;

(2) Complete blood count, including differential;

(3) Flotation test for ova of internal parasites;

(4) Skin scrapings for diagnosing external parasites;

(5) Blood chemistries;

(6) Cultures and sensitivities;

(7) Biopsy;

(8) Complete necropses, including histopathology; and

(9) Serology.

Regulations

e. Animal housing areas. These shall be provided with:

- (1) Separate compartments constructed in such a way as to prevent residual contamination;
- (2) Accommodations allowing for the effective separation of contagious and noncontagious patients; and
- (3) Exercise runs which provide and allow effective separation of animals or walking the animals at medically appropriate intervals.

3. Radiology. A veterinary establishment shall:

a. Either have radiology service in-house or documentation of outside services for obtaining diagnostic-quality radiographs.

b. If radiology is in-house:

(1) Each radiograph shall be permanently imprinted with the identity of the facility or veterinarian, patient and the date of exposure. Each radiograph shall also be clearly labeled by permanent imprinting to reflect anatomic specificity.

(2) Document that radiographic equipment complies with ~~all requirements of 12VAC5-480-8520, Veterinary Medicine Radiographic Installations, of the Virginia Department of Health document, "Ionizing Radiation Rules and Regulations" (1988) Part VI (12VAC5-481-1580 et seq.), Use of Diagnostic X-Rays in the Healing Arts, of the Virginia Radiation Protection Regulations of the Virginia Department of Health~~, which requirements are adopted by this board and incorporated herewith by reference in this chapter.

c. Maintain radiographs as a part of the patient's record. If a radiograph is transferred to another establishment or released to the client, a record of this transfer must be maintained on or with the patient's records.

4. Equipment; minimum requirements.

a. Examination room containing a table with nonporous surface.

b. Surgery suite.

- (1) Surgical table with nonporous surface;
- (2) Surgical supplies, instruments and equipment commensurate with the kind of surgical services provided;
- (3) Automatic emergency lighting;
- (4) Surgical lighting;
- (5) Instrument table, stand, or tray; and
- (6) Waste receptacle.

c. Radiology (if in-house).

- (1) Lead aprons and gloves;
- (2) Radiation exposure badges; and
- (3) X-ray machine.

d. General equipment.

(1) Steam pressure sterilizer or an appropriate method of sterilizing instruments;

(2) Internal and external sterilization monitors, if steam pressure sterilizers are used;

(3) Stethoscope;

(4) Thermometer;

(5) Equipment for delivery of assisted ventilation, including but not necessarily limited to:

(a) A resuscitation bag; and

(b) Endotracheal tubes.

(6) Scales; and

(7) Storage for records.

B. Restricted establishments. When the scope of practice is less than full service, a specifically restricted establishment permit shall be required. Upon submission of a completed application, satisfactory inspection and payment of the permit fee, a restricted establishment permit may be issued. Such restricted establishments shall have posted in a conspicuous manner the specific limitations on the scope of practice on a form provided by the board.

1. Large animal establishment, ambulatory practice. A large animal ambulatory establishment is a mobile practice in which health care of large animals is performed at the location of the animal. Surgery on large animals may be performed as part of a large animal ambulatory practice provided the facility has surgical supplies, instruments and equipment commensurate with the kind of surgical services provided. All large animal ambulatory establishments shall meet the requirements of a full-service establishment in subsection A of this section with the exception of those set forth below:

a. All requirements for buildings and grounds.

b. All requirements for an examination room and surgery suite.

c. Equipment for assisted ventilation.

d. Scales.

2. Small animal establishment, house call practice. A small animal house call establishment is a mobile practice in which health care of small animals is performed at the residence of the owner of the small animal. Surgery may be performed only in a surgical suite that has passed inspection. Small animal house call facilities shall meet the requirements of a full-service establishment in subsection A of this section with the exception of those set forth below:

a. All requirements for buildings and grounds.

b. All requirements for an examination room or surgery suite.

c. Steam pressure sterilizer.

d. Internal or external sterilization monitor.

3. Small animal establishment, outpatient practice. A small animal outpatient establishment is a stationary facility or ambulatory practice where health care of small animals is performed. This practice may include surgery, provided the facility is equipped with a surgery suite as required by subdivision A 2 c of this section. Overnight hospitalization shall not be required. All other requirements of a full-service establishment shall be met.

C. A separate facility permit is required for separate practices that share the same location.

VA.R. Doc. No. R13-3595; Filed February 13, 2013, 4:46 p.m.

TITLE 21. SECURITIES AND RETAIL FRANCHISING

STATE CORPORATION COMMISSION

Final Regulation

REGISTRAR'S NOTICE: The State Corporation Commission is claiming an exemption 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: 21VAC5-110. Retail Franchising Act Rules (amending 21VAC5-110-30, 21VAC5-110-40, 21VAC5-110-50, 21VAC5-110-75, 21VAC5-110-80).

Statutory Authority: §§ 12.1-13 and 13.1-572 of the Code of Virginia.

Effective Date: March 1, 2013.

Agency Contact: Timothy O'Brien, Chief Examiner, Division of Securities and Retail Franchising, State Corporation Commission, Tyler Building, 9th Floor, P.O. Box 1197, Richmond, VA 23218, telephone (804) 371-9415, FAX (804) 371-9911, or email timothy.o'brien@scc.virginia.gov.

Summary:

The regulations address ongoing concerns with inconsistent disclosure documents filed by franchise applicants. The proposed amendments (i) require a franchisor to file a copy of its disclosure document on a CD-Rom or on other electronic media, (ii) require a franchisor to amend an effective registration within 30 days of a material change, (iii) add an exemption for seasoned franchisors regarding the offer or sale of a franchise, and (iv) add a new subsection requiring a franchisor to retain specific documents for three years. In addition, the Guarantee of Performance form is amended to conform to the approved North American Securities Administrators Association, Inc. form.

AT RICHMOND, FEBRUARY 13, 2013
COMMONWEALTH OF VIRGINIA, ex rel.
STATE CORPORATION COMMISSION

CASE NO. SEC-2012-00040

Ex Parte: In the matter of
Adopting a Revision to the Rules
Governing the Virginia Retail Franchising Act

ORDER ADOPTING AMENDED RULES

By order entered on November 16, 2012 ("Order to Take Notice"), all interested persons were ordered to take notice that the State Corporation Commission ("Commission") would consider the adoption of a revision to Chapter 110 of Title 21 of the Virginia Administrative Code ("Regulations") entitled "Retail Franchising Act Rules." On November 27, 2012, the Division of Securities and Retail Franchising ("Division") mailed the Order to Take Notice of the proposed Regulations to all interested parties pursuant to the Virginia Retail Franchising Act, § 13.1-557 et seq. of the Code of Virginia. The Order to Take Notice described the proposed Regulations and afforded interested parties an opportunity to file comments or request a hearing.

On January 17, 2013, the International Franchise Association ("IFA") filed a comment with regard to a proposed amendment to Rule 21 VAC 5-110-40, which would require a franchisor to amend its effective registration within thirty (30) days after the occurrence of a material change. The IFA, while generally supportive of the proposed amendments overall, commented that this proposed change should be modified to conform with the current Federal Trade Commission ("FTC") Franchise Rule that requires material amendments be filed within a "reasonable time after the close of the quarter." The IFA did not request a hearing.

The Division filed its response to the IFA's comments on January 30, 2013. The Division recommended that the Commission not revise the proposed Rule as requested because the FTC standard may not provide timely material information necessary for a potential franchisee to make an informed decision with regard to the purchase of the franchise. The current rule requires the franchisor to file amendments immediately. Thus, giving a franchisor a thirty (30) day time period to file an amendment is reasonable given that the information to be provided must be material. In addition, in states like Virginia that regulate franchises under their own laws and conduct pre-review of disclosure documents, only one state, Illinois, follows the FTC standard.

NOW THE COMMISSION, upon consideration of the proposed amended Regulations, the IFA's comments, the Division's response, and the record in this case, finds that the proposed amendments to the Regulations should be adopted.

Accordingly, IT IS ORDERED THAT:

(1) The proposed Regulations are attached hereto, made a part hereof, and are hereby ADOPTED effective March 1, 2013.

Regulations

(2) This matter is dismissed from the Commission's docket, and the papers herein shall be placed in the file for ended causes.

AN ATTESTED COPY of this Order shall be sent to each of the following by regular mail by the Division: Dean A. Heyl, Director, State Government Relations, Public Policy & Tax Counsel, International Franchise Association, 1501 K Street, N.W., Suite 350, Washington, D.C. 20005; and the North American Securities Administrators Association, Inc., 750 First Street, N.E., Suite 1140, Washington, D.C. 20002. A copy shall be sent to the Commission's Division of Information Resources and Office of General Counsel.

Changes Since Proposed is not available

21VAC5-110-30. Registration application; documents to file; interim financial statements.

A. An application for registration of a franchise is made by filing with the commission the following completed forms and other material:

1. Uniform Franchise Registration Application page, Form A;
2. Total Costs and Sources of Funds for Establishing New Franchises, Form B;
3. Uniform Consent to Service of Process, Form C;
4. If the applicant is a corporation or partnership, an authorizing resolution if the application is verified by a person other than applicant's officer or general partner;
5. Franchise Disclosure Document;
6. Application fee (payable to the "Treasurer of Virginia"); and
7. Auditor's consent (or a photocopy of the consent) to the use of the latest audited financial statements in the Franchise Disclosure Document.

B. An application for registration shall contain:

1. One copy of a complete franchise registration application, including the Franchise Disclosure Document, on paper;
2. One copy of a complete franchise registration application, including the Franchise Disclosure Document, on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising; and
3. A cover letter containing a representation that all of the information contained in the electronic file is identical to the paper documents.

C. If the commission's review of the application results in any revision to the documents submitted, the franchisor shall file a complete clean copy of the revised Franchise Disclosure Document and any other revised documents, and a black-lined copy of all revised pages, unless the commission directs otherwise. In addition to filing the complete clean Franchise Disclosure Document and black-lined pages on paper, a

franchisor shall include copies on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising. The revised electronic file shall be accompanied by a transmittal letter as described in subdivision B 3 of this section.

D. The electronic version of the Franchise Disclosure Document shall be text searchable.

~~B.~~ E. If the date of the most recent audited financial statements in the Franchise Disclosure Document precedes the date of the application by more than 120 days, the Franchise Disclosure Document shall also include the following financial statements prepared in accordance with generally accepted accounting principles:

1. An unaudited interim balance sheet as of a date within 120 days of the date of the application; and
2. An unaudited interim statement of income or operations for the period from the most recent audited financial statements to the date of the interim balance sheet.

~~C.~~ F. The certifications made by or on behalf of the franchisor in Form A shall extend and apply to all documents and materials filed in connection with the registration application, including any documents or materials submitted to the commission subsequent to the initial filing that may be required to complete the registration application.

~~D. In addition to paper copies of the materials required by subsection A of this section, the franchisor may file one copy of the complete franchise registration application, including the Franchise Disclosure Document, on a CD-ROM in PDF format, subject to the following conditions:~~

- ~~1. The transmittal letter submitting the application must contain a representation that all of the information contained in the electronic file is identical to the paper documents;~~
- ~~2. The electronic version of the Franchise Disclosure Document must be text searchable; and~~
- ~~3. If the commission's review of the application results in any revision to the documents, the franchisor must submit a revised CD-ROM containing a marked and unmarked final copy of the Franchise Disclosure Document, and final copies of all other application documents. The revised CD-ROM must be accompanied by a transmittal letter as described in subdivision 1 of this subsection.~~

~~E. [G. Examples of Forms A through C are printed at the end of this chapter.]~~

21VAC5-110-40. Pre-effective and post-effective amendments to the registration.

~~A. Upon~~ Within 30 days after the occurrence of a material change, the franchisor shall amend the effective registration filed at the commission. An amendment to an application filed either before or after the effective date of registration may include only the pages containing the information being amended if pagination is not disturbed. The amended pages

must be black-lined to show all additions, deletions, and other changes from the franchisor's previous submission. The franchisor may not use margin balloons or color highlights to show changes.

B. An application to amend a franchise registration is made by submitting the following completed forms and other material:

1. Uniform Franchise Registration Application page, Form A;
2. One complete clean copy of the amended Franchise Disclosure Document;
3. One complete copy of the amended Franchise Disclosure Document black-lined to show all additions, deletions, and other changes; and
4. Application fee (payable to the "Treasurer of Virginia"). The fee shall accompany all post-effective amendments unless submitted in connection with an application for renewal.

C. An application to amend a registration shall contain:

1. One copy of a complete franchise amendment application, including the amended Franchise Disclosure Document, on paper;
2. One copy of a complete franchise amendment application, including the amended Franchise Disclosure Document, on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising; and
3. A cover letter containing a representation that all of the information contained in the electronic file is identical to the paper documents.

D. If the commission's review of the application results in any revision to the documents submitted, the franchisor shall file a complete clean copy of the revised Franchise Disclosure Document and any other revised documents, and a black-lined copy of all revised pages, unless the commission directs otherwise. In addition to filing the complete clean Franchise Disclosure Document and black-lined pages on paper, a franchisor shall include copies on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising. The revised electronic file shall be accompanied by a transmittal letter as described in subdivision C 3 of this section.

E. The electronic version of the Franchise Disclosure Document shall be text searchable.

~~E. F.~~ The certifications made by or on behalf of the franchisor in Form A shall extend and apply to all documents and materials filed in connection with the amendment application, including any documents or materials submitted to the commission subsequent to the initial filing that may be required to complete the amendment application.

~~D. In addition to paper copies of the materials required by subsection B of this section, the franchisor may file one copy~~

~~of the complete franchise amendment application, including a marked and unmarked copy of the Franchise Disclosure Document, on a CD-ROM in PDF format, subject to the following conditions:~~

- ~~1. The transmittal letter submitting the application must contain a representation that all of the information contained in the electronic file is identical to the paper documents;~~
- ~~2. The electronic version of the Franchise Disclosure Document must be text searchable; and~~
- ~~3. If the commission's review of the application results in any revision to the documents, the franchisor must submit a revised CD-ROM containing a marked and unmarked final copy of the Franchise Disclosure Document, and final copies of all other application documents. The revised CD-ROM must be accompanied by a transmittal letter as described in subdivision 1 of this subsection.~~

~~E. [G. An example of Form A is printed at the end of this chapter.]~~

21VAC5-110-50. Expiration; application to renew the registration; interim financial statements.

A. A franchise registration expires at midnight on the annual date of the registration's effectiveness. An application to renew the franchise registration should be filed 30 days prior to the expiration date in order to prevent a lapse of registration under the Virginia statute.

B. An application for renewal of a franchise registration is made by submitting the following completed forms and other material:

1. Uniform Franchise Registration Application page, Form A;
2. Updated Franchise Disclosure Document;
3. One complete copy of the amended Franchise Disclosure Document black-lined to show all additions, deletions, and other changes, using no margin balloons or color highlights; and
4. Application fee (payable to the "Treasurer of Virginia").

C. An application for renewal of a franchise registration shall contain:

1. One copy of a complete franchise renewal application, including the updated Franchise Disclosure Document, on paper;
2. One copy of a complete franchise renewal application, including the updated Franchise Disclosure Document, on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising; and
3. A cover letter containing a representation that all of the information contained in the electronic file is identical to the paper documents.

Regulations

D. If the commission's review of the application results in any revision to the documents submitted, the franchisor shall file a complete clean copy of the revised Franchise Disclosure Document and any other revised documents, and a black-lined copy of all revised pages, unless the commission directs otherwise. In addition to filing the complete clean Franchise Disclosure Document and black-lined pages on paper, a franchisor shall include copies on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising. The revised electronic file shall be accompanied by a transmittal letter as described in subdivision C 3 of this section.

E. The electronic version of the Franchise Disclosure Document shall be text searchable.

~~C.~~ F. If the date of the most recent audited financial statements in the Franchise Disclosure Document precedes the date of the application by more than 120 days, the Franchise Disclosure Document shall also include the following financial statements prepared in accordance with generally accepted accounting principles:

1. An unaudited interim balance sheet as of a date within 120 days of the date of the application; and
2. An unaudited interim statement of income or operations for the period from the most recent audited financial statements to the date of the interim balance sheet.

~~D.~~ G. The certifications made by or on behalf of the franchisor in Form A shall extend and apply to all documents and materials filed in connection with the renewal application, including any documents or materials submitted to the commission subsequent to the initial filing that may be required to complete the renewal application.

~~E.~~ In addition to paper copies of the materials required by subsection B of this section, the franchisor may file one copy of the complete franchise renewal application, including a marked and unmarked copy of the Franchise Disclosure Document, on a CD-ROM in PDF format, subject to the following conditions:

- ~~1. The transmittal letter submitting the application must contain a representation that all of the information contained in the electronic file is identical to the paper documents;~~
- ~~2. The electronic version of the Franchise Disclosure Document must be text searchable; and~~
- ~~3. If the commission's review of the application results in any revision to the documents, the franchisor must submit a revised CD-ROM containing a marked and unmarked final copy of the Franchise Disclosure Document, and final copies of all other application documents. The revised CD-ROM must be accompanied by a transmittal letter as described in subdivision 1 of this subsection.~~

~~F.~~ [H. An example of Form A is printed at the end of this chapter.]

21VAC5-110-75. Exemptions.

Any offer or sale of a franchise in a transaction that meets the requirements of this section is exempt from the registration requirement of § 13.1-560 of the Act.

1. Sale or transfer by existing franchisee. The sale or transfer of a franchise by a franchisee who is not an affiliate of the franchisor for the franchisee's own account is exempt if:

- a. The franchisee's entire franchise is sold or transferred and the sale or transfer is not effected by or through the franchisor.
- b. The sale or transfer is not effected by or through a franchisor merely because a franchisor has a right to approve or disapprove the sale or transfer or requires payment of a reasonable transfer fee.

2. Renewal or extension of existing franchise. The offer or sale of a franchise involving a renewal or extension of an existing franchise where there is no interruption in the operation of the franchised business, and there is no material change in the franchise relationship, is exempt. For purposes of this subdivision, an interruption in the franchised business solely for the purpose of renovating or relocating that business is not a material change in the franchise relationship or an interruption in the operation of the franchised business.

3. Offers and sales to existing franchisees. The offer or sale of an additional franchise to an existing franchisee of the franchisor for the franchisee's own account is exempt if the franchise being sold is substantially the same as the franchise that the franchisee has operated for at least two years at the time of the offer or sale of the franchise, provided the prior sale to the franchisee was pursuant to a franchise offering that was registered or exempt pursuant to the requirements of the Act.

4. Seasoned franchisor.

a. The offer or sale of a franchise by a franchisor is exempt if:

(1) The franchisor has a net equity, according to its most recently audited financial statements, of not less than \$15,000,000 on a consolidated basis, or \$1,000,000 on an unaudited basis and is at least 80% owned by a corporation or entity that has a net equity, on a consolidated basis, according to its most recently audited financial statements, of not less than \$15,000,000, and the 80% owner guarantees the performance of the franchisor's obligations; and

(2) The auditor's report accompanying the audited financial statements described in subdivision 4 a (1) of this section does not contain an explanatory paragraph expressing doubt as to the entity's ability to continue as a going concern; and

~~(2)~~ (3) The franchisor or any 80% owner of the franchisor or the franchisor's predecessor, or any

combination thereof, has had at least 25 franchisees conducting the same franchise business to be offered or sold for the entire five-year period immediately preceding the offer or sale;

b. The exemption set forth in subdivision 4 of this section may be claimed only if the franchisor:

(1) Files a Form H Notice of Claim of Exemption and other material as set forth in subdivision 7 of this section no later than 10 business days before the offer or sale of any franchise; and

(2) Submits financial statements demonstrating compliance with the conditions set forth in subdivision 4 a (1) of this section.

c. An initial exemption filing and any renewal filing shall expire after a period of one year. The franchisor shall file for a renewal by making an exemption filing if it intends to offer or sell franchises for any additional period annually, at least 10 business days before the expiration of the previously filed Notice of Claim of Exemption.

5. Institutional franchisee.

a. The offer or sale of a franchise to a bank, savings bank, savings and loan association, trust company, insurance company, investment company, or other financial institution, or to a broker-dealer is exempt when the:

(1) Purchaser is acting for itself or in a fiduciary capacity; and

(2) Franchise is not being purchased for the purpose of resale to an individual not exempt under this regulation.

b. The exemption set forth in subdivision 5 a of this section may be claimed only if the franchisor files an initial filing Form H, Notice of Claim of Exemption, and other material as set forth in subdivision 7 a of this section, at least 10 business days before each offer or sale of each franchise.

6. Disclosure requirements.

a. If a franchisor relies upon any of the exemptions set forth in subdivision 3, 4 or 5 of this section, the franchisor shall provide a disclosure document complying with 21VAC5-110-55 and 21VAC5-110-95 together with all proposed agreements relating to the sale of the franchise to a prospective franchisee 14 calendar days before the signing of the agreement or the payment of any consideration.

b. Franchisors filing a claim of exemption under subdivisions 4 or 5 of this section shall include a self-addressed stamped envelope by which the commission may return to the franchisor a confirmation of receipt of the filing and the exemption file number assigned. Correspondence shall refer to the assigned file number in all subsequent related filings and correspondence with the commission.

7. Filing requirements for exemptions set forth in subdivisions 4 and 5 of this section.

a. Initial exemption filing.

(1) The initial exemption period shall expire after a period of one year.

(2) Franchisor files an application for exemption of a franchise by filing with the commission no later than 10 business days before the offer or sale of any franchise, the following completed forms and other material:

(a) Notice of Claim of Exemption, Form H;

(b) Uniform Consent to Service of Process, Form C;

(c) If the applicant is a corporation or partnership, an authorizing resolution is required if the application is verified by a person other than applicant's officer or general partner;

(d) Franchise Disclosure Document;

(e) Files an undertaking by which it agrees to supply any additional information the commission may reasonably request; and

(f) Application fee of \$500 (payable to the Treasurer of Virginia).

b. Amendment to exemption filing.

(1) Upon the occurrence of a material change, the franchisor shall amend the effective exemption filed at the commission.

(2) An application to amend a franchise exemption is made by submitting the following completed forms and other material:

(a) Notice of Claim of Exemption, Form H;

(b) One clean copy of the amended Franchise Disclosure Document; and

(c) Application fee of \$100 (payable to the Treasurer of Virginia).

c. Renewal exemption filing.

(1) A franchise exemption expires at midnight on the annual exemption effective date. An application to renew the franchise exemption shall be filed 10 days prior to the expiration date in order to prevent a lapse of exemption under the Act.

(2) An application for renewal of a franchise exemption is made by submitting the following completed forms and other material:

(a) Notice of Claim of Exemption, Form H;

(b) One clean copy of the Franchise Disclosure Document; and

(c) Application fee of \$250 (payable to the Treasurer of Virginia).

Regulations

21VAC5-110-80. General requirements for preparation of disclosure documents; record retention; master franchises; electronic disclosure.

A. Disclosure instructions.

1. Disclose all required information clearly, legibly, and concisely in a single document using plain English.
2. The disclosure for each FDD item shall be separately titled and in the required order. Do not repeat the question in the FDD. Respond to each question fully. If the disclosure is not applicable, respond in the negative, but if an answer is required "if applicable," respond only if the requested information applies. Do not qualify a response with a reference to another document unless permitted by the instructions to that Item.
3. For each Item in the FDD, type the requirement's Arabic number and item title. Exhibits should be identified by a letter of the alphabet.
4. The disclosure must be in a form that permits each prospective franchisee to store, download, print, or otherwise maintain the disclosure document for future reference.
5. Separate documents (for example, a confidential operations manual) must not make representations or impose terms that contradict or are materially different from the disclosure in the FDD.
6. Use 8-1/2 by 11 inch paper for the FDD and other forms. All documents and disclosures must be readable, using not less than 11-point type.
7. Franchisors may prepare multistate disclosure documents by including nonpreempted, state-specific information in the text of the FDD or in a Virginia Addendum attached to the FDD. The Virginia Addendum may be included in an exhibit to the FDD. Any amendments to the franchise agreement may be included in the Virginia Addendum or in a separate exhibit immediately following the franchise agreement.
8. The two copies of the Item 23 receipt pages should be the last two pages of the FDD and should be attached after all exhibits.
9. Before furnishing a FDD, the franchisor must advise the prospective franchisee of the formats in which the FDD is made available, any prerequisites for obtaining the FDD in a particular format, and any conditions necessary for reviewing the FDD in a particular format.
10. Grossly deficient applications may be rejected summarily by the commission as incomplete for filing.

B. Retention of records.

1. Franchisors shall retain, and make available to the commission upon request, a sample copy of each materially different version of their disclosure documents for a period of three years after the close of the fiscal year

in which the disclosure document was last provided to a franchisee or prospective franchisee.

2. For each completed franchise sale, franchisors shall retain a copy of the signed receipt for at least three years.

~~B.~~ C. Master franchises.

1. When the applicant is a master franchisor seeking to sell master franchises (subfranchises), references in these regulations to "franchisee" include the master franchisee (subfranchisor).
2. The offer of master franchises (subfranchises) is an offer separate from the offer of franchises and usually requires a separate registration or exemption. A single application may register the sale of a single unit and multiunit franchises if the FDD is not confusing.
3. In an offering by a master franchisee (subfranchisor), "franchisor" means both the master franchisor and master franchisee.
4. Master franchisees (subfranchisors) must disclose the required information about the master franchisor, and to the extent applicable, the same information concerning the master franchisee.

~~C.~~ D. Electronic disclosure.

1. A franchisor may deliver a franchise disclosure document over the Internet or by other electronic means, or in machine-readable media, provided:
 - a. The disclosure document is delivered as a single, integrated document or file;
 - b. The disclosure document has no extraneous content beyond what is required or permitted by law or regulation, but which may include customary devices for manipulating electronic documents in machine-readable form and tools or access to tools that may be necessary or convenient to enable the recipient to receive and view the disclosure document;
 - c. The disclosure document has no links to or from external documents or content;
 - d. The disclosure document is delivered in a form that intrinsically enables the recipient to store, retrieve, and print the disclosure document;
 - e. The disclosure document conforms as to its content and format to the requirements of applicable law or regulation;
 - f. The franchisor can prove that it delivered the disclosure document electronically in compliance with this subsection, and that it did so at or before the time required by applicable law or regulation; and
 - g. The franchisor keeps records of its electronic delivery of disclosure documents and makes those records available on demand by the commission.
2. For the sole purpose of enhancing the prospective franchisee's ability to maneuver through an electronic

version of a disclosure document, the franchisor may include scroll bars, internal links, and search features. All other features such as audio, video, animation, pop-up screens or links to external information are prohibited.

3. "Delivery" requires that the disclosure document be conveyed to and received by the prospective franchisee, or that the storage media in which the disclosure is stored be physically delivered to the prospective franchisee in accordance with subdivision 1 a of this subsection.

4. This subsection does not change or waive any other requirement of law or regulation concerning registration or presale disclosure of franchise offerings.

D. E. Other requirements.

1. If the franchise agreement requires a franchisee to sign a release or waiver as a condition of consenting to some future action, such as a transfer or assignment of the franchise, include a sample copy of the document the franchisee will be asked to sign. This requirement does not apply to negotiated releases or waivers that a franchisee may sign to resolve a dispute with the franchisor.

2. The commission may modify or waive the provisions of this chapter or may require additional documentation or information.

NOTICE: The following forms used in administering the regulation have been 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 of a form to access it. 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 (21VAC5-110)

[FORM A, Uniform Franchise Registration Application](#) (~~eff. 7/1/95~~; (rev. 7/08).

[FORM B, Franchisor's Costs and Sources of Funds](#) (~~eff. 7/1/95~~; (rev. 7/08).

[FORM C, Uniform Consent to Service of Process](#) (rev. 7/08).

[FORM E, Affidavit of Compliance -- Franchise Amendment/Renewal](#) (rev. 7/08).

~~[FORM F, Guarantee of Performance](#) (rev. 7/08).~~

[FORM F, Guarantee of Performance](#) (rev. 3/13).

[FORM G, Franchisor's Surety Bond](#) (rev. 7/99).

[FORM H, Notice of Claim of Exemption](#) (~~eff. 7/07~~; (rev. 7/08).

[FORM K, Escrow Agreement](#) (eff. 7/07).

VA.R. Doc. No. R13-3077; Filed February 15, 2013, 2:45 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](#) (11/16/11)

[Board of Accountancy Rights and Responsibilities on FOIA](#) (11/1/11)

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 two documents, one for agencies and one for institutions that provide financial statement preparation guidance.

[Year End Closing Procedures](#), prepared annually. This document provides guidance to agencies and institutions regarding proper procedures for closing the state accounting year.

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Guidance documents for Woodrow Wilson Rehabilitation Center may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the Center located in Fishersville, Virginia 22939-0010. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling toll-free 1 (800) 345-9972 or (540) 332-7000. TTY users call toll free 1 (800) 811-7893 or locally (540) 332-7239.

Guidance documents for the rest of the agency may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23229. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000 (toll free 1-800-552-5019). TTY users call (804) 662-9040 (toll free 1-800-464-9950).

Guidance documents are available on the department's website (<http://www.vadars.org>) where indicated.

Guidance Documents:

[Accessibility for Government Websites](#) (9/1/00)

[Application for Vendorship of Community Support Services A1205 – Guidance Document](#) (9/1/12)

[Brain Injury Direct Services Fund Eligibility Criteria](#) (1/1/10)

[Consumer's Guide to Self Employment](#) (11/8/11)

[DARS Business Services Packet](#) (1/1/08)

[DARS Services Reference Manual - Fee Schedule](#) (11/1/11)

- [DRS Policy and Procedure Manual](#) (12/1/12)
- [DRS Training and Facilities Manual](#) (11/12/12)
- [Guidance for Provision of Therapeutic Behavioral Services \(TBS\)](#) (9/1/12)
- [Human Research Procedures Manual](#) (4/1/07)
- [Long Term Employment Support Services Guide](#) (2/4/10)
- [New Counselor Skills and Competencies Checklist](#) (11/11/12)
- [Personal Assistance Services Program Handbook](#) (2/9/11)
- [Procurement Guidelines - Minimum Procurement Guidelines \(2003\)](#) (6/1/03)
- [State Plan for Independent Living](#) (10/1/11)
- [State Plan for the State Vocational Rehabilitation Services Program](#) (1/20/12)
- [Therapeutic Behavioral Services \(TBS\) DESCRIPTION OF DRS SERVICE ITEM CODE](#) (9/12/12)
- [VDA Service Standard: Adult Day Care](#) (11/23/04)
- [VDA Service Standard: Care Coordination](#) (4/14/03)
- [VDA Service Standard: CCEVP Level One](#) (10/18/11)
- [VDA Service Standard: CCEVP Level Two](#) (10/18/11)
- [VDA Service Standard: CCEVP S.O.S.](#) (10/18/11)
- [VDA Service Standard: Checking](#) (4/14/03)
- [VDA Service Standard: Chore](#) (4/14/03)
- [VDA Service Standard: Communication, Referral and Information & Assistance \(CRIA\)](#) (10/3/11)
- [VDA Service Standard: Congregate Nutrition](#) (1/3/12)
- [VDA Service Standard: Disease Prevention & Health Promotion](#) (1/3/12)
- [VDA Service Standard: Elder Abuse Prevention](#) (4/14/03)
- [VDA Service Standard: Emergency](#) (4/22/03)
- [VDA Service Standard: Employment Title III](#) (12/20/12)
- [VDA Service Standard: Health Education & Screening](#) (1/3/12)
- [VDA Service Standard: Home Delivered Nutrition](#) (1/3/12)
- [VDA Service Standard: Home Health](#) (4/14/03)
- [VDA Service Standard: Homemaker](#) (4/14/03)
- [VDA Service Standard: ID Discount](#) (4/29/03)
- [VDA Service Standard: Legal Assistance](#) (10/14/08)
- [VDA Service Standard: Long Term Care Coordinating Activities](#) (4/14/03)
- [VDA Service Standard: Medication Management](#) (7/31/12)
- [VDA Service Standard: Money Management](#) (4/29/03)
- [VDA Service Standard: Options Counseling](#) (5/11/12)
- [VDA Service Standard: Personal Care](#) (4/14/03)
- [VDA Service Standard: Preparation and Administration of the Area Plan](#) (4/14/03)
- [VDA Service Standard: Public Information & Education](#) (6/30/03)
- [VDA Service Standard: Residential Repair & Renovation](#) (10/14/04)
- [VDA Service Standard: Transportation Services](#) (10/1/03)
- [VDA Service Standard: Volunteer](#) (4/22/03)
- [VDA Services Coordination Plan: Employment Title V SCSEP \(2008-2011\)](#) (10/31/08)
- [VDA State Plan: Socialization & Recreation Services, Multipurpose Senior Center](#) (1/3/12)
- [Virginia Guide to Supported Employment and Job Coach Training Services](#) (1/1/09)
- [Virginia's State Plan for Aging \(October 1, 2011 – September 30, 2015\)](#) (6/16/11)
- [Your Path To Work - the VR Program Explained](#) (4/1/11)
- [\[4521\] Vocational Evaluation Best Practices Manual](#) (10/28/93)
- [\[4534\] WWRC Counselor Responsibilities Policy 4.01](#) (6/1/11)
- [\[4535\] WWRC Informed Choice Policy 4.02](#) (5/1/11)
- [\[4536\] WWRC Medical Services for Day Students Policy 4.05](#) (8/1/07)
- [\[4538\] WWRC Records Standards Policy 4.31](#) (8/1/11)
- [\[4539\] WWRC Client Appeal System Policy 4.41](#) (11/1/03)
- [\[4541\] Centers for Independent Living General Policies and Procedures Manual](#) (11/26/12)
- [\[4542 COADMIN-110\] WWRC Alcohol and Other Drugs Policy 5.24](#) (9/1/08)
- [\[4543 WWRC-02\] WWRC Client Handbook](#) (11/1/12)
- [\[4545 ADM-102\] WWRC General Admissions Criteria](#) (7/1/06)
- [\[4546\] WWRC Transition Academy Training & Reference Manual](#) (4/6/11)
- [\[4547 ADM-200\] WWRC Service Listing/Fee Schedule](#) (7/1/10)

Guidance Documents

[\[4548\] WWRC Behavioral Health Services Fee Schedule](#) (11/1/11)

[\[4549\] PERT Training & Reference Manual](#) (7/1/12)

[\[4550\] WWRC Blue Print for Direction](#) (10/1/11)

[\[4551\] WWRC Master Plan](#) (12/15/11)

[\[4552\] WWRC Case Management Manual](#) (12/1/08)

[\[4553\] WWRC Consumer Participation Policy 1.12](#) (5/1/11)

[\[4554\] WWRC Nondiscrimination Policy 1.17](#) (8/1/03)

[\[4555\] WWRC Research Policy 1.25](#) (4/1/11)

[\[4556\] WWRC Records Management Policy 1.27](#) (2/1/11)

[\[4557\] WWRC Staff/Client Relationships Policy 2.08](#) (3/1/07)

[\[4558\] WWRC Records Disclosure Policy 5.02](#) (6/1/03)

[\[4559\] WWRC Student Worker Policy 5.06](#) (4/1/11)

[\[4560\] WWRC Consumer Wellness Policy 5.07](#) (5/1/07)

[\[4561\] WWRC Client Performance & Progress Policy 5.10](#) (11/1/03)

[\[4562\] WWRC Admission to Training Programs Policy 5.11](#) (10/1/05)

[\[4563\] WWRC Ability to Benefit Policy 5.12](#) (3/1/03)

[\[4564\] WWRC Academic Progress Policy 5.13](#) (4/1/11)

[\[4565\] WWRC Anti Harrassment Policy 5.15](#) (7/1/02)

[\[4566\] WWRC Search and Seizure Policy 5.22](#) (9/1/08)

[\[4567\] WWRC Tobacco Use Policy 5.25](#) (6/1/02)

[\[4568\] WWRC Serious Incident Panel Policy 5.30](#) (11/1/03)

[\[4569\] WWRC Service Animal Policy 7.01](#) (6/1/11)

[\[4570\] WWRC Mental Health Intervention Policy 7.03](#) (1/1/11)

[\[4572\] WWRC Syringe and Needle Policy 7.29](#) (6/1/11)

[\[4573\] WWRC Check Cashing Policy 8.05](#) (3/1/11)

[\[4574\] WWRC Receiving Student Medication Via Mail Policy 8.06](#) (10/1/11)

[\[4575\] WWRC Smoking Areas Policy 10.04](#) (2/1/11)

[\[4576\] WWRC Transportation in State Vehicles for Non-Drs Personnel Policy 10.12](#) (6/1/07)

[\[4577\] WWRC STAR Trail and Lake Usage Policy 10.13](#) (5/1/09)

[\[4578\] WWRC Records Confidentiality Policy 11.01](#) (8/1/11)

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, VA (or on the Virginia 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)

[\[4309\] Use of Proceeds](#) (12/1/12)

[\[4311\] Electronic Pull-Tab Game Displays, Themes, and Sounds](#) (11/14/12)

Board of Agriculture and Consumer Services

Guidance Documents:

[Agents of VA Cooperative Extension Program Proctoring Commercial Applicator Examinations](#) (7/3/12)

[Animal Pound and Shelter Civil Penalty Matrix - Guidelines for Enforcement](#) (2/17/12)

[Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores](#) (7/3/12)

[Applicator Recertification Options; Approval Procedures for Recertification Courses](#) (9/5/12)

[Applicator Testing in Order to Recertify](#) (7/3/12)

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

[Avian Influenza \(H5 and H7\) Proclamation](#) (1/18/12)
[CLRT25 Testing Opportunities with Fee](#) (7/6/12)
[Commercial Breeder Guidelines](#) (1/20/09)
[Commercial Carpet Cleaners Who Apply Pesticides for Flea and Tick Control](#) (7/3/12)
[Discontinuance Policy](#) (7/6/12)
[Division of Consumer Protection - Administrative Procedure for Compliance Actions](#) (8/7/12)
[Fair Guidelines](#) (5/3/10)
[Guidelines for Beehive Grant Program](#) (12/3/12)
[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 Pesticide Control Act; Civil Penalty Assessment Decision Matrix](#) (7/2/12)
[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)
[Interpreting Personal Protection Equipment Standards on Pesticide Labels](#) (9/5/12)
[Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements](#) (7/20/09)
[Office of Pesticide Services Proposal Requirements](#) (11/30/12)
[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)
[Product Registration - Submission of 24c- Special Local Need Registration](#) (12/7/10)
[Product Registration - When two pesticide products may be registered for a single fee](#) (9/29/10)
[Production Registration - Submission of Labels](#) (7/6/12)
[Registration Label Review](#) (7/6/12)

[Supervision of Registered Technicians \(Including Government Employees and Not-for-Hire Individuals\)](#) (7/3/12)
[Virginia Shipping Requirements for Package Bees and Queens](#) (12/1/10)
[\[1115\] Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws](#) (12/1/12)
[\[1743\] Agricultural Stewardship Act Guidelines](#) (4/1/10)
[\[740\] Dairy Services Procedure Manual](#) (8/15/12)
[\[751\] Virginia Cooperative Gypsy Moth Suppression Program, 2012 Guidelines](#) (9/1/12)
[\[753\] Virginia Cotton Boll Weevil Trapping Program, 2011 Guidelines](#) (8/1/12)
[\[754\] Food Safety & Security Field Operations Manual](#) (7/12/12)
[\[756\] Virginia Entry Requirements for Honey Bee Hives and Appliances](#) (12/1/10)

State Milk Commission

Guidance Documents:

[\[2727\] VA State Milk Commission Monthly Report Audit Manual](#) (11/27/12)

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

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

Guidance Documents:

[Circular Letter 06-01](#) (2/14/06)
[Circular Letter 06-02](#) (6/29/06)
[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)

Guidance Documents

[Circular Letter 07-05](#) (7/1/07)
[Circular Letter 07-08](#) (12/15/07)
[Circular Letter 92-1](#) (5/22/92)
[Foam Board Advertising Approval](#) (2/12/06)
[Licensee Bulletin Vol. 56, No.2](#) (1/1/00)
[\[Issued Quarterly\] Licensee Newsletter - Spring 2003](#) (3/1/03)
[Application for ABC License](#) (1/1/98)
[Circular Letter 01-2](#) (2/1/01)
[Circular Letter 08-01](#) (12/5/08)
[Circular Letter 1-01](#) (1/1/01)
[Circular Letter 1-04](#) (1/1/05)
[Circular Letter 2-04](#) (1/1/05)
[Circular Letter 84-3](#) (1/1/84)
[Circular Letter 84-4](#) (12/26/84)
[Circular Letter 84-7](#) (12/26/84)
[Circular Letter 84-8](#) (12/26/84)
[Circular Letter 85-3](#) (2/6/85)
[Circular Letter 85-5](#) (3/26/85)
[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 92-2](#) (11/23/92)
[Circular Letter 94-1](#) (3/16/94)
[Circular Letter 98-1](#) (1/1/98)
[Circular Letter 98-2](#) (2/1/98)
[Farm Winery Remote – Festivals Bulletin](#), (7/19/01)
[Licensee Bulletin - Vol. 56, No.1](#) (1/1/00)
[Licensee Bulletin Vol. 56, No. 4](#) (1/1/00)

[Licensee Bulletin Vol. 56, No.3](#) (1/1/00)
[Retail Licensee Guide](#) (1/1/01)
[Virginia's Licensing Process](#) (1/1/02)
[Wholesale Licensee Bulletin](#) (9/1/97)

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 May 24, 2012
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, revised May 24, 2012
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

An electronic copy of guidance documents for the Auditor of Public Accounts (APA) may be viewed at no charge on the

Virginia Regulatory Town Hall or on the APA's website at http://www.apa.virginia.gov/APA_Reports/manuals.aspx.

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.

Printed copies may be viewed on weekdays from 8:15 a.m. until 5 p.m. (EST) 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.

The charge for obtaining a printed copy from the agency is noted after each document.

Guidance Documents:

[\[ABC SPEC\] Specifications for Audits of Authorities, Boards, and Commissions](#) (8/1/07) - \$20

[\[CCT SPEC12\] Specifications for Audits of Counties, Cities, and Towns](#) (8/1/12) - \$20

[\[Sheriffs12\] Virginia Sheriffs Accounting Manual](#) (5/1/12) - \$10

[\[UFRM12\] Uniform Financial Reporting Manual](#) (10/1/12) - \$20

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

The guidance document information on the Virginia Regulatory Town Hall for each Department of Behavioral Health and Developmental Services (DBHDS) guidance document includes the name and contact information of the staff person who can respond to interpretive or implementation questions (see the "Explanation or Citations" section). All departmental guidance documents are available electronically on Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/> or the department's website 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 2013 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)

[\[CSB MH-1\] 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)

[\[MH 1\] Mandatory Outpatient Treatment Guidance](#) (8/15/12)

[\[MH 2\] Medical Screening and Assessment Guidance](#) (3/13/07)

[\[Part C 1\] 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)

[\[Part C 8\] Supporting Young Children with Autism Spectrum Disorders and their Families](#) (1/31/12)

[\[Plan 1\] 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)

Guidance Documents

[\[SA 2\] 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:

[Orientation and Mobility Procedure Manual](#) (12/27/12)

[\[DS-PPD-12-04\] DBVI Orientation and Mobility Policy and Procedure Manual](#) (12/27/12)

[\[702004001\] Application for Vocational Rehabilitation Services](#) (12/20/12)

[\[DS-PPD-12-01\] Policy and Procedures Directive- Revisions to the Vocational Rehabilitation Application for Services](#) (12/20/12)

[\[DS-PPD-12-02\] Policy and Procedures Directive- Revisions to Chapter VII-A, Vocational Rehabilitation Manual](#) (12/20/12)

[\[DS-PPD-12-03\] Policy and Procedures Directive- Revisions to Chapter IX-B and Appendix S of the Vocational Rehabilitation Manual](#) (12/20/12)

[\[DS-PPD-12-05\] Policy and Procedures Directive- Revisions to Chapter VII-A, Vocational Rehabilitation Manual](#) (12/20/12)

[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 Virginia 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, Virginia 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 guidance documents may be viewed during regular workdays from 9 a.m. until 4 p.m. in the

Office of Institutional Research, Analysis and Reports, 1 Avenue of the Arts, Newport News, VA 23606. Copies may be obtained free of charge by contacting Tamra McGrath at the same address, FAX (757) 594-7508, telephone 757-594-7609, or email irar@cnu.edu. Copies are also available free of charge from the Regulatory Town Hall website, <http://townhall.virginia.gov/L/GDocs.cfm> or from the links below.

Questions regarding interpretation or implementation of these documents may also be directed to Tamra McGrath at the same address and contact points.

Guidance Documents:

[\[Catalog_01\] Undergraduate Catalog](#) (12/17/12)

[\[Catalog_02\] Graduate Catalog](#) (12/17/12)

[\[Handbook_01\] University Handbook](#) (12/17/12)

[\[Handbook_02\] Adjunct Faculty Handbook](#) (12/17/12)

[\[Handbook_03\] Student Handbook](#) (12/17/12)

[\[Handbook_04\] Residence Life Handbook](#) (12/17/12)

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 Virginia Cave Board, 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 availability, 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.

Guidance Document:

[\[DCR-DS-006\] 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](#) (2/1/12)

[\[DCR-NH-066\] 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)

[\[DCR-PRR-001\] 2007 Virginia Outdoors Plan](#) (12/28/12)

[\[DCR-PRR-002\] Virginia Recreational Trails Fund Program](#) (2/1/12)

[\[DCR-PRR-003\] Land and Water Conservation Fund Grant Application Manual 2013](#) (11/1/12)

[\[DCR-PRR-010\] 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 State Park Master Plan](#) (4/1/12)

[\[DCR-PRR-013\] Chippokes State Park Master Plan](#) (4/1/12)

[\[DCR-PRR-014\] 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)

Guidance Documents

[\[DCR-PRR-023\] New River State Park Master Plan](#) (3/23/12)

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

[\[DCR-PRR-025\] Occoneechee State Park Master Plan](#) (1/5/12)

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

[\[DCR-PRR-027\] Raymond R.](#) (9/21/12)

[\[DCR-PRR-028\] 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](#) (1/5/12)

[\[DCR-PRR-038\] Westmoreland State Park Master Plan](#) (1/5/12)

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

[\[DCR-PRR-040\] Powhatan State Park Master Plan](#) (7/27/12)

[\[DCR-PRR-041\] High Bridge State Park Master Plan](#) (9/27/12)

[\[DCR-PRR-042\] 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)

[\[DCR-SP-001\] Booklet about Virginia State Parks](#) (12/28/12)

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

[\[DCR-VLCF-002\] Virginia Land Conservation Foundation's 2012 Grant Program Manual](#) (8/20/12)

[\[DCR-VLCF-003\] 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](#) (12/27/12)

[\[DCR-VLCF-006\] Land Preservation Tax Credit Questions and Answers](#) (9/1/12)

[\[DCR-VSRB-002\] 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](#) (12/27/12)

Virginia Soil and Water Conservation 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)

[\[DCR-CBLAB-017\] 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 Bufers 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)

[\[DCR-VSWCB-011\] 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](#) (3/29/12)

[\[DCR-VSWCB-019\] 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)

[\[DCR-VSWCB-028\] Guidance Document on the Implementation of the Virginia Stormwater Management Regulations Grandfathering Provision*](#) (5/15/12)

[\[DCR-VSWCB-029\] Activities Constituting Substantive Progress Towards Local Development of a Virginia Stormwater Management Program](#) (12/13/12)

[\[DCR-VSWCB-030\] Stormwater Management Model Ordinance](#) (12/13/12)

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 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,

Guidance Documents

(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 2012, §§ 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 2012, § 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 July 2012, § 13.1-1056

LLC-1062, Limited Liability Company Annual Registration Fee Assessment Notice, revised annually, § 13.1-1062

LLC-1077, Guide for Articles of Domestication (Foreign limited liability company intending to become a Virginia limited liability company), revised April 2008, § 13.1-1077

LLC-1078, Guide for Articles of Organization Surrender (Virginia limited liability company to be domesticated under the laws of another jurisdiction), revised April 2008, § 13.1-1078

LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2006, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised July 2010, § 50-73.93

UPA-94, Statement of Denial for a Partnership, revised July 2010, § 50-73.94

Guidance Documents

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 July 2012, § 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 July 2012, § 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 November 2012, § 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 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 14, 2012, 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 14, 2012, 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>

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

Instructions and Forms for June 30th Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 20VAC5-417-60. http://scc.virginia.gov/publicforms/511/630_rep.pdf

Instructions and Forms for December 31st Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 20VAC5-417-60. http://scc.virginia.gov/publicforms/512/1231_rep.pdf

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

Guidance Documents

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 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting 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 E. Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416 or email bfquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information are available online at the Bureau's website: <http://www.scc.virginia.gov/bfi/>.

Guidance Documents:

Banking Act

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 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 June 1, 2011, §§ 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-0205, Securities Rating Services, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, § 6.2-875 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, revised and reissued June 1, 2011, §§ 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 June 1, 2011, §§ 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 June 1, 2011, §§ 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, revised and reissued June 1, 2011, § 6.2-875 H 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 June 1, 2011, §§ 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 June 1, 2011, §§ 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 June 1, 2011, §§ 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 June 1, 2011, §§ 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., revised and reissued June 1, 2011, §§ 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, revised and reissued June 1, 2011, § 6.2-1186 A 21 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, revised and reissued June 1, 2011, § 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 June 1, 2011, § 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 June 1, 2011, § 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 June 1, 2011, § 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, revised and reissued June 1, 2011, §§ 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 June 1, 2011, § 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, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, §§ 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 reissued June 1, 2011, § 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 June 1, 2011, § 6.2-326 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1607, Fees Charged by Mortgage Brokers, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, §§ 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, revised and reissued June 1, 2011, http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Payday Lenders

BFI-AL-1802, Threatening Criminal Proceedings, revised and reissued June 1, 2011, § 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

Guidance Documents

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 September 2012
<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 September 2012
<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 September 2012

<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 September 2012

<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>

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 October 2010

<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 September 2012

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

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012

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

Guidance Documents

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 2012
<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 September 2012
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012
<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 2012
<http://www.scc.virginia.gov/publicforms/121/ccb5507.pdf>

CB-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 September 2012
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012
<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 2012
<http://www.scc.virginia.gov/publicforms/120/ccb5521.pdf>

CCB-5529, Annual Report of Motor Vehicle Title Lenders for Year Ending December 31, 2012
<http://www.scc.virginia.gov/publicforms/591/ccb5529.pdf>

Industrial Loan Associations

CCB-6602, Annual Report of Industrial Loan Associations, revised November 2012
<http://www.scc.virginia.gov/publicforms/124/ccb6602.pdf>

Credit Counseling Agencies

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012
<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 November 2012
<http://www.scc.virginia.gov/publicforms/126/ccb7705.pdf>

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised November 2012
<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, 2012, revised November 2012
<http://www.scc.virginia.gov/publicforms/118/ccb8805.pdf>

CCB-8820, Annual Report of Exempt Mortgage Lenders and Brokers for Year End December 31, 2012, revised November 2012
<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 September 2012
<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>

Guidance Documents

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

"Regulatory Report" (formerly "Payday Pre\$\$," regulatory news for Virginia Payday Lender and Motor Vehicle Title Lender Licensees, 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 § 38.1-3802) 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>
- Administrative Letter 1978-11, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued October 5, 1978, § 38.2-512 (formerly § 38.1-52 (11)) <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

Guidance Documents

§ 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>

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)) <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 <http://www.scc.virginia.gov/boi/adminlets/80-6.pdf>

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>

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<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>

Forms and Guides Respecting Licensing of Public Adjuster (Individuals and Agencies):

Public Adjuster Licensing, Renewal and Continuing Education Guide, October 2012,
http://www.scc.virginia.gov/boi/pro/files/adj_guide.pdf

Form PA-2, Bond for Public Adjusters, August 2012,
<http://www.scc.virginia.gov/publicforms/603/pa2bond.pdf>

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>

Guidance Documents

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>

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.

Outreach Documents:

Marking Color Code Card, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/colorcode.pdf>

Virginia Professional Excavator's Manual, revised January 2011, 88 pages
<http://www.scc.virginia.gov/urs/mutility/docs/exman11.pdf>

Virginia Care Brochure: A Guide for Safe Excavation or Demolition, July 2011, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/carebroch.pdf>

Virginia Underground Utility Marking Standards, March 2004, 24 pages
http://www.scc.virginia.gov/urs/mutility/docs/va_uums.pdf

Exposing Underground Utility Lines Requirements and Best Practices, August 2005, 11 pages
http://www.scc.virginia.gov/urs/mutility/docs/exp_bp.pdf

Impact Mole Requirements and Best Practices, January 2011, 14 pages
http://www.scc.virginia.gov/urs/mutility/docs/imole_bp.pdf

Trenchless Excavation Requirements and Best Practices, January 2011, 14 pages
<http://www.scc.virginia.gov/urs/mutility/docs/te.pdf>

Plumbers Beware: A Safety Precautions Brochure, July 2007, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/plumber.pdf>

Coloring Book for Children: Wally's Digging Adventure, 20 pages
<http://www.scc.virginia.gov/urs/mutility/docs/color.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

Advisory Committee Information:

Damage Prevention Advisory Committee Bylaws, July 2009, § 56-265.31 et seq., 5 pages
<http://www.scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

La información en Español:

CARE Folleto: Virginia Guía para Excavar o Demoler sin Peligro, May 2007, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/folleto.pdf>

Tarjeta de Codigo de Colores, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/colores.pdf>

Normas para Marcar Los Servicios Públicos Subterráneos en Virginia, Marzo 2004, 2 pages
http://www.scc.virginia.gov/urs/mutility/docs/va_uums_espanol.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

Guidance Documents

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:

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 Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2010 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2012, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2012, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2011, § 56-249

Forms for Annual Reports:

Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory Commission Form 1 and supplemental schedules, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Gas Companies, consisting of the Federal Energy Regulatory Commission Form 2 and supplemental schedules, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company -

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.

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/uaf/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/uaf/laws.aspx>

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4, Regulation of Relations with Affiliated Interests; and Title 56, Chapter 5, Utility Transfers Act) as follows:
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Supplemental Guidelines for Filing Chapter 5 Applications Under Streamlined Review, 1 page, §§ 56-88 through 56-92
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 5 - Transaction Summary - Utilities Transfers Act, 11 pages, §§ 56-88 through 56-92
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Interest Rate to be Paid on Customer Deposits, revised December 8, 2010, 20VAC5-10-20, updated annually -
<http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60 -
<http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, § 56-60 -
<http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56 -
<http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56 - <http://www.scc.virginia.gov/uaf/fileguide.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: <http://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>

Annual Reports

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 2011 are available on the commission website at www.scc.virginia.gov. Click on the Quick Link labeled Learn more about the Commission, then select Annual Reports for the list of available years.

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 (8 a.m. to 5 p.m., Monday through Friday).

Guidance Documents

The office is located at 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained, at a cost of 25 cents per page, by contacting Jim Bruce, Department of Corrections Regulatory Coordinator, at the above address, telephone (804) 887-8215, 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, on the Virginia Regulatory Town Hall at <http://www.townhall.state.va.us/L/viewagency.cfm-agencynumber=701&display=documents>

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)

[\[Compliance Jail 2013\] Compliance Documentation for Jails effective 7/1/13 audits](#) (12/13/12)

[\[Compliance LU 2013\] Compliance documentation for Lockups effective 7/1/13](#) (12/13/12)

[\[Joint Policy 1-1\] 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, 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

115-1.7, Applicants whose degree programs do not meet requirements of 18VAC115-20-49B, adopted August 24, 2012

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

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, revised September 7, 2012

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 March 9, 2012

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, Riverfront Plaza, 901 East Byrd Street, 19th Floor, 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 kelleth@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 Grants \(CEMIG\) Guidelines](#), enacted July 2012, §§ 59.1-284.25 through 59.1-284.27

[Governor's Opportunity Fund \(GOF\) Guidelines](#), revised July 2012, § 2.2-115

Guidance Documents

[Major Eligible Employer \(MEE\) Grant Guidelines](#), revised July 2012, §§ 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 2012, §§ 2.2-5100 through 2.2-5104

[Virginia Investment Partnership \(VIP\) Grant Guidelines](#), revised July 2012, §§ 2.2-5100 through 2.2-510

DEPARTMENT OF EDUCATION

For copies of documents, please contact 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.

Guidance Documents:

[Academic Review Process](#) (9/27/12)

[Application for College Partnership Laboratory Schools and the Procedures for Receiving, Reviewing, and Ruling on College Partnership Laboratory School Applications](#) (10/25/12)

[Criteria and Process for the Board of Education to Review Charter School Applications](#) (6/28/12)

[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](#) (2/17/11)

[Criteria for the Virginia Index of Performance](#) (10/25/12)

[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 \(HEA\)](#) (5/19/11)

[Discipline of Students with Disabilities](#) (12/30/10)

[Division-Level Academic Review Process](#) (10/25/12)

[Elementary School Gun Safety Guidelines and Curriculum](#) (7/31/11)

[Guidelines and Standards of Learning for Family Life Education](#) (7/1/11)

[Guidelines for Academic and Career Plans](#) (9/17/09)

[Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations](#) (12/31/02)

[Guidelines for Considering and Approving Requests for Pre-Labor Day Openings](#) (7/28/11)

[Guidelines for Distributing National Board Incentive Awards](#) (6/28/12)

[Guidelines for Local Textbook Approval](#) (9/22/11)

[Guidelines for Policies on Concussions in Student-Athletes](#) (1/13/11)

[Guidelines for School Facilities in Virginia's Public Schools](#) (6/1/10)

[Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools](#) (3/24/11)

[Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals](#) (2/23/12)

[Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents](#) (9/27/12)

[Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers](#) (4/28/11)

[Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia](#) (1/13/11)

[Guidelines Pertaining to the Employment of Substitute Teachers](#) (3/24/11)

[Interpretation of Regulations for Certain Transfer Students](#) (12/20/02)

[List of Board of Education Regulations Identified as Waivable for Charter School Purposes](#) (6/30/99)

[Persistently Dangerous Schools Identification Process & Criteria](#) (4/29/03)

[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](#) (11/17/11)

[Virginia School Bus Specifications](#) (3/24/11)

[Virginia's Textbook Review Process](#) (3/24/11)

[\[825\] Student Conduct Policy Guidelines](#) (12/1/10)

[\[827\] Virginia School Search Resource Guide, including Student Search Guidelines](#) (10/1/00)

[\[828\] Use of Literary Fund Proceeds](#) (6/29/07)

[\[832\] Guidance for Accommodating Children with Special Dietary Needs in School Nutrition Programs](#) (10/11/09)

[\[833\] Guidelines on the Recitation of the Pledge of Allegiance, including Guidelines for Appropriate Etiquette and Conventions for Respecting the Dignity of the Flag](#) (7/26/01)

[\[834\] Acceptable Use Policy: A Handbook](#) (1/1/01)

- [835] [Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students](#) (10/20/00)
- [836] [Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools](#) (7/1/04)
- [837] [Guidelines on the Minute of Silence Requirements](#) (6/13/00)
- [838] [Guidelines for Honorary High School Diplomas for Veterans of World War Ii, the Korean War, and the Vietnam War](#) (10/25/10)
- [839] [Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus](#) (12/30/90)
- [840] [Virginia School Health Guidelines](#) (12/30/98)
- [841] [Suicide Prevention Guidelines](#) (12/1/03)
- [842] [Model School Crisis and Emergency Management Plan](#) (11/30/07)
- [843] [School Safety Audit Protocol](#) (7/30/00)
- [845] [Policy Regarding Medication Recommendation by School Personnel](#) (8/16/02)
- [846] [Guidelines for the K-3 Record for Reading and Mathematics](#) (5/30/03)
- [847] [Objectives for Personal Living and Finance](#) (12/30/06)
- [848] [Criteria for Character Education](#) (7/26/12)
- [851] [Curriculum and Administrative Guide for Driver Education in Virginia](#) (12/30/10)
- [852] [Guidelines for Banking-in-School Demonstration Partnership Programs](#) (12/30/06)
- [853] [Persistently Dangerous Schools & Unsafe School Choice Option](#) (4/30/03)
- [854] [Guidelines for Implementation of No Child Left Behind Act of 2001 Public School Choice Requirements](#) (11/30/02)
- [855] [Criteria for the Providers of Supplemental Educational Services Under the No Child Left Behind Act of 2001](#) (11/30/02)
- [857] [Limited English Proficient Students: Guidelines for Participation in the Standards of Learning Assessments](#) (12/30/10)
- [860] [Virginia Plan for the Gifted](#) (12/30/06)
- [861] [Procedures for Initiating Academic Year Governor's Schools](#) (1/30/99)
- [862] [Virginia Comprehensive Services Act for At-Risk Youth and Families Implementation Manual](#) (7/30/02)
- [863] [Guidelines for the Participation of Students with Disabilities in the State Accountability System](#) (11/30/10)
- [866] [Rights and Procedural Safeguards for Special Education](#) (8/15/09)
- [868] [Guidelines for Mentor Teacher Programs](#) (6/30/00)
- [869] [Local Eligibility License Guidelines](#) (9/30/00)
- [870] [Virginia License Renewal Manual](#) (1/19/11)
- [871] [Guidelines for Managing Asthma: A Team Approach](#) (7/1/03)
- [872] [Handbook for Homebound Service](#) (6/30/11)
- [873] [Individual Student Alternative Education Plan \(ISAE\) Program Guidelines](#) (9/27/12)
- [874] [Model Guidelines for the Wearing of Uniforms in Public Schools](#) (7/1/96)
- [875] [Guidelines Concerning Religious Activity in Public Schools](#) (12/30/95)
- [877] [Criteria for Review of Private Educational Management Companies](#) (4/1/05)
- [878] [Guidelines for Establishing Joint Or Regional Continuation High Schools Or Programs](#) (5/28/04)
- [879] [Eligibility Criteria for Cost-Saving and Service-Sharing Agreements Between School Divisions](#) (7/30/05)
- [880] [Criteria for Establishing Governor's Career and Technical Academies](#) (1/30/08)
- [881] [Criteria for Making Distributions from the Public Charter School Fund](#) (1/10/08)
- [882] [Guidelines for Specialized Health Care Procedures](#) (12/30/04)
- [883] [Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon](#) (9/30/99)
- [884] [Guidelines for Student Drug-Testing in the Public Schools](#) (6/30/04)
- [885] [Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines](#) (12/30/03)
- [886] [Guidelines for Alternatives to Animal Dissection](#) (7/30/04)
- [887] [Virginia's Definition of School Readiness](#) (4/30/08)
- [888] [Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas](#) (8/7/01)
- [889] [the Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-to-Staff Schools](#) (6/30/04)
- [890] [Virginia's High Objective Uniform State Standard of Evaluation \(HOUSSE\) for Experienced Teachers](#) (4/30/05)
- [891] [Virginia's Definition of Alternate Route for Highly Qualified Teachers](#) (4/30/04)

Guidance Documents

[\[892\] Virginia Requirements to Be A Highly Qualified Special Education Teacher](#) (9/30/06)

[\[893\] Virginia's High Objective Uniform State Standard of Evaluation \(HOUSSE\) for Visiting International Faculty \(VIF\) Cultural Exchange Teachers](#) (3/30/07)

[\[894\] Guidelines for Prescribed Professional Teacher's Examinations](#) (1/8/11)

[\[895\] High-Quality Professional Development Criteria](#) (4/30/04)

[\[896\] Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure](#) (10/30/05)

[\[897\] Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment](#) (11/30/05)

[\[898\] Virginia Standards for the Professional Practice of Teachers](#) (4/28/11)

[\[899\] Accountability Measurement of Partnerships and Collaborations Based on Prek-12 School Needs Required by the Regulations Governing the Review and Approval of Education Programs in Virginia](#) (11/29/12)

[\[901\] 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](#) (9/27/12)

[\[902\] 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](#) (1/30/04)

[\[903\] 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](#) (2/5/07)

[\[904\] Guidelines for School Division Rewards Allowable Under the No Child Left Behind Act of 2001](#) (7/30/04)

[\[905\] Guidelines for Sanctions/Corrective Actions for Virginia School Divisions in Improvement Status As Required by the No Child Left Behind Act of 2001](#) (10/30/04)

[\[906\] Process for School Divisions to Submit Locally-Developed and/Or Selected English Language Proficiency Assessments for Board Approval](#) (1/30/03)

[\[907\] Agreement to Participate in the School Nutrition Programs](#) (5/27/11)

[\[908\] Guidelines for the Development of Policies and Procedures for Managing Student Behaviors in Emergency Situations: Focusing on Physical Restraint and Seclusion](#) (11/30/05)

[\[909\] Required Modifications to Local Procedures and Policies \(Special Education\)](#) (11/30/09)

[\[910\] Alternative Special Education Staffing Plan Procedures](#) (1/30/01)

[\[911\] Procedures for Receiving and Resolving Complaints Which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities](#) (2/25/00)

[\[912\] Guidelines for Schools for Students with Disabilities Fund](#) (6/30/07)

[\[914\] Standards for the Governor's Career and Technical Education Exemplary Standards Awards Program](#) (5/30/08)

[\[915\] Guidelines Establishing an Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence](#) (7/30/07)

[\[916\] Protocol for State-Directed Investigations of Testing Irregularities](#) (4/30/08)

[\[917\] World-Class Instructional Design and Assessment \(WIDA\) English Language Proficiency \(ELP\) Standards](#) (3/30/08)

STATE BOARD OF ELECTIONS

The Virginia State Board of Elections (SBE) is located in the Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. Copies authorized to be provided are subject to costs stated in the board's FOIA policy published on its website and may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. Questions regarding interpretation or implementation of these documents may be directed to the above office address in person, via telephone number (804) 864-8901 or toll free (800) 552-9745, by emailing info@sbe.virginia.gov, or by faxing (804) 371-0194. Questions 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 SBE website: <http://www.sbe.virginia.gov>. Additionally, most of the SBE guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall.

Guidance Documents:

[Guidelines for Conducting Voter Registration Drives](#) (8/28/12)

[Guidelines for News Media During Elections](#) (6/12/12)

[\[DDG\] Do's and Don'ts with Guidelines](#) (8/22/12)

[\[DEL-1\] State Board of Elections Policy 2004-007 as amended 9.14.2010](#) (9/14/10)

[\[DEL-2\] Campaign Finance and Advertising Delegations to Secretary \(Updating Policy 2004-007\)](#) (8/19/11)

[\[GREB-0\] Introduction, General Registrars and Electoral Board Members Handbook](#) (7/1/12)

[\[GREB-01\] Chapter 1, The State Board of Elections](#) (7/1/12)

[\[GREB-02\] Chapter 2, Electoral Board](#) (7/1/12)

[\[GREB-03\] Chapter 3, General Registrar](#) (7/1/12)

[\[GREB-04\] Chapter 4, Officers of Elections](#) (7/1/12)

[\[GREB-05\] Chapter 5, Registrar Office Operations](#) (7/1/12)

[\[GREB-06\] Chapter 6, Files and Record](#) (7/1/12)

[\[GREB-07\] Chapter 7, Voter Registration-List Maintenance](#) (7/31/12)

[\[GREB-08\] Chapter 8, Accessibility](#) (7/1/12)

[\[GREB-09\] Chapter 9, Voter Registration](#) (7/31/12)

[\[GREB-11\] Chapter 11, Absentee Voting](#) (8/17/12)

[\[GREB-12\] Chapter 12, Temporary Registration](#) (7/1/12)

[\[GREB-13\] Chapter 13, Establishing A Polling Place](#) (8/1/12)

[\[GREB-14\] Chapter 14, Managing Split Precincts](#) (7/1/12)

[\[GREB-15\] Chapter 15 Managing Ballots](#) (7/1/12)

[\[GREB-16\] Chapter 16, Central Absentee Precinct](#) (7/1/12)

[\[GREB-17\] Chapter 17, Election Day Preparation](#) (7/1/12)

[\[GREB-18\] Chapter 18 Election Day](#) (10/17/12)

[\[GREB-19\] Chapter 19, Canvassing Results](#) (7/1/12)

[\[GREB-20\] Chapter 20, Voting Equipment](#) (7/9/12)

[\[GREB-21\] Chapter 21, Campaign Finance](#) (8/1/12)

[\[GREB-22\] Chapter 22, Recounts and Contested Elections](#) (7/1/12)

[\[GREB-23\] Chapter 23, Election Offenses](#) (7/1/12)

[\[GREB-24\] Chapter 24, DOJ Preclearance](#) (7/1/12)

[\[GREB-26\] Chapter 26, The Virginia Freedom of Information Act \(FOIA\)](#) (7/1/12)

[\[GREB-27\] Chapter 27, Emergency Procedures](#) (7/1/12)

[\[GREB-28\] Chapter 28, Electronic Communications and the SBE](#) (7/1/12)

[\[GREB-29\] Chapter 29, Provisional Ballots](#) (8/1/12)

[\[GREB-30\] Chapter 30, Fiscal Operations](#) (7/1/12)

[\[MEMO-1\] Official Ballot Memo for the November 2012 Presidential Election](#) (9/5/12)

[\[OTHDOCS-1\] Other Guidance Documents](#) (12/27/11)

[\[OTHDOCS-2\] Library of Virginia Digital Depository](#) (12/27/11)

[\[RECOUNT-1\] Recount Step by Step Instructions](#) (8/1/12)

[\[RECOUNT-2\] Examples for Handcounting Ballots](#) (7/1/07)

[\[VOTER ID\] Voter ID Chart](#) (10/18/12)

[\[What If\] What If](#) (12/1/12)

DEPARTMENT OF ENVIRONMENTAL QUALITY

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. 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 the Litter Prevention and Recycling documents should be directed to: Coordinator, Recycling and Tire Program, Department of Environmental Quality, 629 E. Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4029.

Southwest Regional Office, 355 Deadmore Street, P.O. Box 1688, Abingdon, VA 24210, telephone (276) 676-4800.

Piedmont Regional Office, 4949 A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5020.

Regional Office - Roanoke Office, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6700.

Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2000.

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)

[\[1-2011\] 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)

Guidance Documents

[\[CEM-01\] Civil Enforcement Manual - Introduction](#) (4/28/09)

[\[CEM-02\] Civil Enforcement Manual - Chapter 1 - Enforcement Policy](#) (4/28/09)

[\[CEM-03\] Civil Enforcement Manual - Chapter 2 - General Enforcement Procedures - Cover Memorandum](#) (5/11/12)

[\[CEM-04\] Civil Enforcement Manual - Chapter 2 - General Enforcement Procedures](#) (5/11/12)

[\[CEM-05\] Civil Enforcement Manual - Chapter 2A - Attachments to Chapter 2 - General Enforcement Procedures](#) (5/11/12)

[\[CEM-06\] Civil Enforcement Manual - Chapter 3 - Priority, Timeliness and Certainty of Enforcement Actions](#) (12/1/99)

[\[CEM-07\] Civil Enforcement Manual - Chapter 4 - Civil Charges and Civil Penalties](#) (9/6/12)

[\[CEM-07A\] Civil Enforcement Manual - Chapter 4 - Civil Charges and Penalties](#) (8/6/12)

[\[CEM-08\] Civil Enforcement Manual - Chapter 5 - Incentives for Identifying and Resolving Violations - Revision 2 Cover Memorandum](#) (5/2/12)

[\[CEM-09\] Civil Enforcement Manual - Chapter 5 Continued - Incentives for Identifying and Resolving Violations - Revision 2](#) (5/2/12)

[\[CEM-10\] Civil Enforcement Manual - Chapter 6 - Adversarial Administrative Actions](#) (12/1/99)

[\[CEM-11\] Civil Enforcement Manual - Chapter 6 Continued - Formal Hearings](#) (12/20/07)

[\[CEM-12-EGMNo.1-2011\] Civil Enforcement Manual - Chapter 8 - Access to Private Property for Inspections and Investigations, Denial of Access, and Obtaining Administrative Inspection Warrants](#) (3/3/11)

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)

[VELAP – Air Program Requirements](#) (5/1/12)

[\[APG-100\] 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](#) (7/1/12)

[\[APG-200A\] Title V Air Permits Guidance Manual](#) (8/27/12)

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

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

[\[APG-204\] Common Control Determinations for Title V Permit Applicability \(Memo No. 98-1002\)](#) (1/25/10)

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

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

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

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

[\[APG-301\] Memorandum of Understanding between Shenandoah National Park and Commonwealth of Virginia regarding PSD permitting issues](#)(3/31/93)

[\[APG-302\] Memorandum of Understanding between Jefferson National Forest and Commonwealth of Virginia Regarding PSD Permitting Issues](#)(3/30/93)

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

[\[APG-304\] Interpretation of the term "designed to accommodate"](#) (9/14/09)

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

[\[APG-307\] Interim Implementation of New Source Review for PM_{2.5}](#) (9/14/09)

[\[APG-308\] Clarification of 9VAC5-80-1695.F - Exemption of Alternative Fuels under Major NSR](#) (3/24/11)

[\[APG-309\] Air Permitting Guidelines - New and Modified PSD Sources](#) (8/4/11)

[\[APG-310\] New and Modified Major Sources in Nonattainment Areas and Ozone Transport Region](#) (2/20/08)

[\[APG-350\] New Source Review Permits Program Manual](#) (4/1/02)

[\[APG-350A\] Article 6 - Minor New Source Review Permit Program Manual, Draft](#) (10/6/05)

- [\[APG-352\] Permit and BACT Applicability under Chapter 80 Article 6 Permitting \(Memo. No. 03-1004\) \(9/26/03\)](#)
- [\[APG-353\] Alternative Fuel Permitting \(7/2/08\)](#)
- [\[APG-354\] Article 6 – Uncontrolled Emissions Calculation \(3/17/09\)](#)
- [\[APG-354A\] Article 6 - Determining Minor NSR Permitting & BACT Applicability \(3/17/09\)](#)
- [\[APG-356\] Revised Article 6 Regulation \(12/19/12\)](#)
- [\[APG-400\] 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 \(9/1/04\)](#)
- [\[APG-457\] State Toxics and Solid Waste Combustion Rules \(7/12/12\)](#)
- [\[APG-551\] Procedures for Permitting and other Activities Associated with Coal Processing Plants \(ADP Statement No. 2-96\) \(9/18/08\)](#)
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[\[GM08-2005\] Implementation Guidance for Reissuance of VPDES General Permit VAG25 - VPDES General Permit for Cooling Water Discharges](#)(5/1/08)

[\[GM08-2006\] Implementation Guidance for Reissuance of VPDES General Permit VAG83 - VPDES General Permit Regulation for Discharges From Petroleum Contaminated Sites, Groundwater Remediation and Hydrostatic Tests](#) (5/13/08)

[\[GM08-2007\] Issuance of Biosolids Use Permits under the Virginia Pollution Abatement Permit System](#) (5/13/08)

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

[\[GM08-2009\] Use of Preservation for Compensatory Mitigation in VWP Permits](#) (6/9/08)

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

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

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

[\[GM09-2001\] Guidance for Monitoring of Point Sources for TMDL Development using Low-Level PCB Method 1668](#) (3/6/09)

[\[GM09-2001\] TMDL Guidance for Monitoring of Point Sources for TMDL Development using Low-level PCB Method 1668 \(Amendment 1\)](#) (11/1/11)

[\[GM09-2002\] DEQ Field Measurements, Sampling and Evaluation of Data](#) (2/27/09)

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

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

[\[GM09-2005\] Monitoring and Assessment of Lakes and Reservoirs](#) (4/23/09)

[\[GM09-2007\] Implementation Guidance for Reissuance of the General VPDES Permit for Nonmetallic Mineral Mining Facilities VAG84](#) (7/29/09)

[\[GM09-2008\] Implementation Guidance for Reissuance of the General VPDES Permit for Storm Water Discharges Associated With Industrial Activity, VAR05](#) (7/29/09)

[\[GM09-2009\] Resolving Unpermitted Impacts to Surface Waters with Enforcement Actions](#) (7/28/09)

[\[GM09-2011\] Conducting an Alternatives Analysis per the Requirements of 9VAC25-260-275 Protection of Eastern Shore Waters for Clams and Oysters](#) (8/18/09)

[\[GM09-2012\] Applying the Freedom of Information Act Exemption of Location Information to DEQ Water Division Permit Files - Amendment No. 1](#)(11/23/09)

[\[GM10-2001\] Implementation Guidance for the Water Reclamation and Reuse Regulation, 9VAC25-740-10 et seq.](#) (1/13/10)

[\[GM10-2002\] Virginia Water Protection Permit Program Noncompliance Determination and Enforcement Referral Guidance](#) (1/22/10)

[\[GM10-2003\] January 2010 VPDES Manual Revisions](#) (1/27/10)

[\[GM10-2004 \(Rev-1\)\] Implementation of Extended Buffers, Coordination of Health Complaints and Waiving of Buffers at Biosolids Land Application Sites](#) (1/5/11)

[\[GM10-2005\] 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)

Guidance Documents

[\[GM11-2004\] 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)

[\[GM12-2001\] Determining Compliance with the use of VELAP Laboratory for VPDES and VPA Reporting](#) (4/20/12)

[\[GM12-2002\] Implementation of the Reissued VPDES General Permit for Vehicle Wash Facilities and Laundry Facilities](#) (9/24/12)

[\[GM12-2003\] Landowner Agreements for Biosolids Land Application](#) (9/24/12)

[\[GM99-2006\] Storage Tank Program Quality Management Plan - Amendment 2](#) (7/27/11)

[\[GMWRD06-100\] Ground Water Withdrawal Permit Procedures Manual](#) (5/25/06)

[\[LPR-SRR-03-2012\] Case Closure Evaluation of Sites with Free Product](#) (12/28/12)

[\[LPR-SW-03-2012\] Implementation of VELAP Certification](#) (3/27/12)

[\[LPR-UST-01-2010A\] Delivery Prohibition and the Compliance Process in the UST Program](#) (5/17/11)

[\[Waste GM No. 01-2010\] 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)

[\[WQS-5\] Guidance on Application of Public Water Supply](#) (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)

[\[LPR-HW-01-2012\] "Contained-in" and "Contained-out" Policy Guidance for Soils Contaminated with Hazardous Waste](#) (7/9/12)

[\[LPR-HW-03-1994\] 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-01-2007\(2\)\] Post-Closure Care Termination Memo \(4/30/07\)](#)
- [\[LPR-SW-01-2008\] 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 \(4/15/09\)](#)
- [\[LPR-SW-01-2011A\] Implementation of the New Operations Manual Requirements \(7/9/12\)](#)
- [\[LPR-SW-01-2012\] Interpretive Guidance for Groundwater Well Replacement Actions at Solid Waste Landfills \(2/3/12\)](#)
- [\[LPR-SW-02-1993\] 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 \(5/27/11\)](#)
- [\[LPR-SW-02-2011\] CROSSWALK COMPARISON 9VAC20-80 VERSUS 9VAC20-81 \(3/28/11\)](#)
- [\[LPR-SW-02-2012\] Solid Waste Special Waste Disposal Requests \(2/2/12\)](#)
- [\[LPR-SW-03-1993\] 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 \(3/28/11\)](#)
- [\[LPR-SW-03-2012\] Implementation of VELAP Certification \(3/27/12\)](#)
- [\[LPR-SW-04-1993\] HELP Model - Leachate generation for tank design \(6/1/03\)](#)
- [\[LPR-SW-04-2009\] 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 \(8/1/11\)](#)
- [\[LPR-SW-04-2012\] Management and Reuse of Contaminated Media \(7/17/12\)](#)
- [\[LPR-SW-05-1995\] 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 \(12/18/01\)](#)

Guidance Documents

[\[LPR-SW-09-2001\] 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)

[\[LPR-SW-SI-00\] Submission Instructions - 2012 Revision Approval Memo](#) (2/1/12)

[\[LPR-SW-SI-01\] Submission Instruction 01 - Procedural Requirements for a New or Modified Solid Waste Management Facility Application](#) (2/1/12)

[\[LPR-SW-SI-02\] Submission Instruction 02 - Design Plans and Report for Solid Waste Disposal Facilities](#) (2/2/12)

[\[LPR-SW-SI-03\] Submission Instruction 03 - Design Plans and Report for Waste to Energy, Thermal Treatment, and Incineration Facilities](#) (2/2/12)

[\[LPR-SW-SI-04\] Submission Instruction 04 - Design Plans and Report for Other Solid Waste Management Facilities](#) (2/2/12)

[\[LPR-SW-SI-05\] 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 Plans](#) (2/2/12)

[\[LPR-SW-SI-07\] Submission Instructions 07 - Leachate Management Plan for Solid Waste Management Facilities](#) (2/1/12)

[\[LPR-SW-SI-09\] Submission Instruction 09 - Requirements for Financial Assurance Mechanisms](#) (5/21/02)

[\[LPR-SW-SI-10\] Submission Instruction 10 - Procedural Requirements for Permits-By-Rule](#) (2/1/12)

[\[LPR-SW-SI-11\] 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 - Landfill Gas Management, Remediation, and Odor Plans for Solid Waste Disposal Facilities](#) (2/2/12)

[\[LPR-SW-SI-15\] Submission Instruction 15 - Groundwater Nature and Extent Studies at Solid Waste Landfills](#) (1/31/12)

[\[LPR-SW-SI-16\] Submission Instruction 16 - Assessment of Corrective Measures for Groundwater at Solid Waste Landfills](#) (1/31/12)

[\[LPR-SW-SI-17\] Submission Instruction 17 - Corrective Action Plan](#) (7/31/03)

[\[LPR-SW-SI-18\] Submission Instruction 18 - Proposal for Presumptive Remedies](#) (1/31/12)

[\[LPR-SW-SI-19\] Submission Instruction 19 - Alternate Source Demonstrations](#) (2/3/12)

[\[LPR-SW-SI-20\] Submission Instruction 20 - Termination of Post-Closure Activity Evaluation](#) (2/1/12)

[\[LPR-SW-SI-21\] 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)

[\[LPR-SW-SI-25\] Submission Instructions for MNA-based CASE Reports at Solid Waste Landfills](#) (7/13/12)

[\[LPR-SW-SI-26\] Submission Instructions for Groundwater Pump & Treat Based CASE Reports at Solid Waste Landfills](#) (7/13/12)

DEPARTMENT OF FIRE PROGRAMS

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

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.

Contact the agency's State Fire Marshal's Office at (804) 371-0220 or toll free at 1(866) 4VAFIRE for interpretive or implementation questions regarding the issuance of permits.

Copies of the guidance documents can be retrieved free of charge via the agency's website, www.vafire.com, under the Grants & Local Aid link and the State Fire Marshal's Office link.

Copies of the agency's guidance documents are also accessible free of charge from the links below and via the Virginia Regulatory Town Hall website.

Copies of the agency's guidance documents can also be viewed at the VDFP headquarters office, 1005 Technology

Park Drive, Glen Allen, VA 20359. Contact the agency's Director of Administration, at (804) 371-0220 or toll free at 1(866) 4VAFIRE to schedule an appointment to view the guidance documents.

Guidance Documents:

[\[SFMO - 1\] Use of Pyrotechnics Inside or Outdoors on State-owned Property before a Proximate Audience](#) (8/9/11)

[\[SFMO - 10\] 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)

[\[3219\] Aid-To-Localities Policy](#) (7/1/12)

[\[3220\] 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 FORENSIC SCIENCE

The following guidance document is available on the Department's website at <http://www.dfs.virginia.gov>. Questions regarding this document may be directed to Stephanie Merritt, Department Counsel, Department of Forensic Science, 700 North 5th Street, Richmond, VA 23219, telephone (804) 786-2281, email stephanie.merritt@dfs.virginia.gov.

Guidance Document:

Check the department's website at <http://www.dfs.virginia.gov> for periodic updates to this document.

[Evidence Handling and Laboratory Capabilities Guide](#), September 2012

DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 7:30 a.m. until 4:30 p.m., Monday through Thursday, in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903.

Copies of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Dean Cumbia at the same address, telephone (434) 220-9042 or FAX (434) 296-2369, or email dean.cumbia@dof.virginia.gov.

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberland Policy may be directed to Dean Cumbia, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9042, FAX (434) 296-2369, or email dean.cumbia@dof.virginia.gov.

Copies of the Water Quality Enforcement documents may be viewed during regular work days from 7:30 a.m. until 4:30 p.m., Monday through Thursday, in the Office of the Department of Forestry, Augusta Forestry Center, P. O. Box 160, Crimora, VA 24431. Copies may be obtained free of charge by contacting Brenda Taylor at the same address, telephone (540) 363-7002.

Questions regarding interpretation or implementation of Water Quality Enforcement documents may be directed to Matt Poirot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9028, FAX (434) 296-2369, or email matt.poirot@dof.virginia.gov.

The Department of Forestry does not charge a fee for these publications.

Guidance Documents:

2874, Procedure, Alternate Management Plans, (AMP) Form 74A <http://www.dof.virginia.gov/forms/resources/074A.dot>

2875, Procedure, Reforestation of Timberlands: <http://www.dof.virginia.gov/mgt/costshare/cip-fact-rt.htm>

2876, Procedure, Water Quality Enforcement, 04/04/2004

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of

Guidance Documents

the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/funeral/fun_guidelines.htm or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at fanbd@dhp.virginia.gov. Questions regarding interpretation or implementation fanbd@dhp.virginia.gov 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

65-2, Disposition of disciplinary cases for practicing on an expired licensed, adopted July 16, 2012

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

65-6, Reciprocal agreement with the Maryland State Board of Morticians and Funeral Directors, effective February 8, 2012

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

76-21.3:1, Inspection report for funeral establishments, revised September 13, 2012

76-21.3:2, Inspection report for crematories, revised June 21, 2012

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 July 1, 2002, §§ 28.2-302.10:1 and 29.1-302.1

Application for Virginia Resident Disabled Veteran's Lifetime State License to Hunt and Freshwater Fish in Inland Waters and Virginia Resident Disabled Veteran's Lifetime State License to Trap (<http://www.dgif.virginia.gov/forms/PERM/PERM-035.pdf>), revised December 1, 2007, §§ 29.1-302 and 29.1-309.1

Application for Resident Disabled Special Lifetime Hunting, Trapping, Freshwater, Saltwater Fishing License (<http://www.dgif.virginia.gov/forms/PERM/PERM-032.pdf>), revised December 1, 2007, §§ 28.2-302.10, 29.1-302.1, 29.1-302.2, and 29.1-309.1

Resident Disabled Lifetime Licenses Physician's Affidavits (<http://www.dgif.virginia.gov/forms/PERM/PERM-034.pdf>), revised December 1, 2007, §§ 29.1-302.1 and 29.1-302.2

Application for Replacement of Resident Disabled Lifetime License or Resident Disabled Saltwater Lifetime License

(<http://www.dgif.virginia.gov/forms/PERM/PERM-036.pdf>), revised December 1, 2007, § 29.1-334

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2010-2011 Virginia Migratory Waterfowl Seasons and Bag Limits (<http://www.dgif.virginia.gov/hunting/regulations/waterfowl/2010-2011-waterfowl-booklet.pdf>), August 2010, § 29.1-103

2010-2011 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits) (<http://www.dgif.virginia.gov/hunting/regulations/2010-2011-virginia-webless-migratory-gamebird-regulations.pdf>), July 2010, § 29.1-103

Board Procedures for Non-Regulatory Matters and Migratory Bird Seasons and Bag Limits, January 1994, § 29.1-103

Wildlife Information Publication No. 07-1, Virginia Deer Management Plan 2006-2015 (<http://www.dgif.virginia.gov/wildlife/deer/management-plan/virginia-deer-management-plan.pdf>), June 2007, § 29.1-103

Virginia Black Bear Management Plan, 2001-2010 (<http://www.dgif.virginia.gov/wildlife/bear/blackbearmanagementplan.pdf>), revised March 2002, §§ 29.1-103, 29.1-109, and 29.1-501

Deer Management Assistance Program (DMAP) Rules for Participants (<http://www.dgif.virginia.gov/wildlife/deer/dmap-rules.pdf>), 2008, § 29.1-103

DMAP Application (<http://www.dgif.virginia.gov/wildlife/deer/dmap-application.pdf>), 2008 § 29.1-103

DMAP Biologist Contact Information (<http://www.dgif.virginia.gov/wildlife/deer/dmap-map.pdf>), 2008, § 29.1-103

Wildlife Damage Control Assistance Program (DCAP) Rules, § 29.1-103

A Guide to Virginia's Wildlife Management Areas, revised July 1996, available on-line only, § 29.1-103

Rules for Wildlife Management Areas (<http://www.dgif.virginia.gov/hunting/regulations/wmarules.pdf>), § 29.1-103

Fish

Freshwater Fishing in Virginia - January 1 - December 31, 2011 (<http://www.dgif.virginia.gov/fishing/regulations/2011-fishing-regulations.pdf>), §§ 29.1-103, 29.1-501 and 29.1-502

Guidance Documents

Fish Division Procedure and Criteria for Issuing Fish Stocking Authorizations and the Virginia Fish Stocking Authorization Application (<http://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 (<http://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

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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 (http://www.dgif.virginia.gov/permits/vert_permit_report_06.zip; http://www.dgif.virginia.gov/permits/invert_permit_report_04.zip) July 2006, §§ 29.1-412, 29.1-417, 29.1-418

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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, 29.1-544

Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation Application and Taxidermy Permit General Conditions, revised June 5, 2008, Title 29.1, Chapter 4

Boating

Virginia Boating Safety Education Compliance Requirement (<http://www.dgif.virginia.gov/boating/education/boating-safety-education-requirement.asp>), 2008, § 29.1-735.2

Guidance Documents

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

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 at 1910 Darbytown Road, Richmond, Virginia 23231 or on the website at <http://www.dgs.virginia.gov/LinkClick.aspx?fileticket=9YtC3AQiIwM%3d&tabid=132>

Questions regarding interpretation of this document may be directed to Bradley W. Crawford, director, Surplus Property

at telephone (804) 236-3675, or email brad.crawford@dgs.virginia.gov

Guidance Document:

Commonwealth of Virginia, Department of General Services, Virginia Federal Property Agency, State Plan of Operation, March 24, 2009, § 2.2-1123.

Office of Fleet Management Services

The following document is available at no cost at www.dgs.virginia.gov/fleet.

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 Street, 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, 6th Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be viewed or downloaded at no cost from the Bureau's website at <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:

2012 Construction and Professional Services Manual, September 15, 2012, § 2.2-1132.

Bureau of Facilities Management

Copies of the following documents may be viewed during regular business hours from 8 a.m. until 4:30 p.m. in the office of the Bureau of Facilities Management, Washington Building, 1100 Bank Street, 10th Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting the Bureau of Facilities Management telephone (804) 786-3529 or FAX (804) 371-7974.

Questions regarding interpretation or implementation of these documents may be directed to Thomas George, Director, Bureau of Facilities Management, 1100 Bank Street, 10th Floor, Richmond, VA 23219, telephone (804) 786-1821, FAX (804) 371-7974 or email thomas.george@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, dated 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 from the website at www.dgs.virginia.gov/DRES.

Questions regarding interpretation or implementation of these documents may be directed to John E. Forrest, Director, Division of Real Estate Services, 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, issued July 1, 2008, 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 electronically at no cost at www.eva.virginia.gov. These publications are available electronically. Questions regarding interpretation or implementation of these documents may be directed to the Division of Purchases and Supply, 1111 East Broad Street, 6th Floor, P.O. Box 1199, Richmond, VA 23218-1199,

telephone (804) 786-3846, FAX (804) 371-7877 or email bob.sievert@dgs.virginia.gov.

Guidance Documents:

Virginia Business Opportunities (VBO) Ads

Commonwealth of Virginia Vendors Manual

Agency Procurement and Surplus Property Manual

DEPARTMENT OF HEALTH

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4 p.m. at the following address: Virginia Department of Health, 109 Governor Street, Richmond, VA.

These documents are available electronically using the link below. 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.)

Questions regarding interpretation or implementation of these documents may be directed to the Regulatory Coordinator: Joseph Hilbert, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7006, or email joe.hilbert@vdh.virginia.gov. Mr. Hilbert 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)

[\[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)

[\[EMS-3011\] EVOC Requirements Clarification](#) (3/8/12)

[\[EMS-3012\] EVOC Equivalents](#) (3/8/12)

Guidance Documents

[\[EMS-3013\] 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](#) (10/18/12)

[\[EMS-6019F\] Non - Transport EMS Vehicle Checklist](#) (10/18/12)

[\[EMS-6020\] Oxygen Cylinder Guidance](#) (10/5/11)

[\[EMS-6021F\] Air Ambulance Checklist](#) (10/18/12)

[\[EMS-6024F\] EMS Agency Drug Diversion Report Form](#) (11/18/10)

[\[EMS-6026F\] Application for EMS Agency License](#) (10/31/12)

[\[EMS-6028F\] EMS Physician Application for Endorsement](#) (10/11/12)

[\[EMS-6029\] EMS Provider Variance/Exemption Request](#) (12/9/11)

[\[EMS-6030\] EMS Agency Variance/Exemption](#) (12/9/11)

[\[EMS-6035\] EMS Agency Status Report](#) (2/1/12)

[\[EMS-7008\] 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](#) (6/1/11)

- [\[EMS-8004\] 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 \(8/1/12\)](#)
- [\[EMS-8007\] RSAF Grant Program - Affirmation Page \(12/1/11\)](#)
- [\[EMS-8008\] RSAF Grant Program - Special Conditions \(8/1/12\)](#)
- [\[ENV-001 A\] 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 \(12/7/10\)](#)
- [\[ENV-007\] 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 \(12/21/92\)](#)
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[\[WTR-186 \(SF\)\] WTR-186 \(SF\) Documentation on Inspection Forms](#) (12/11/90)

[\[WTR-193 \(SF\)\] WTR-193 \(SF\) Enforcement](#) (3/27/91)

[\[WTR-199 \(SF\)\] WTR-199 \(SF\) Tags](#) (10/30/91)

[\[WTR-202 \(SF\)\] WTR-202 \(SF\) Water Supply - How to Sample](#) (12/20/92)

[\[WTR-204 \(SF\)\] WTR-204 \(SF\) Permitting of Wells](#) (7/2/92)

[\[WTR-212 \(SF\)\] WTR-212 Improper Out-of-State Shellstock Tags](#) (11/25/92)

[\[WTR-214 \(SF\)\] WTR-214 \(SF\) Licensing of Well Drillers](#) (12/18/92)

[\[WTR-216 \(SF\)\] WTR-216 \(SF\) Chilling of Surf Clam and Ocean Quahog Interstate Shipments](#) (1/4/93)

[\[WTR-217 \(SF\)\] WTR-217 \(SF\) Approval Process for an Existing Well \(1/27/93\)](#)

[\[WTR-218 \(SF\)\] WTR-218 \(SF\) Sewage Discharge Buffer Calculations for Single Family Facilities and Graywater Discharges \(1/27/93\)](#)

[\[WTR-220 \(SF\)\] WTR-220 \(SF\) FDA Inspections and Warning Letters \(2/19/93\)](#)

[\[WTR-221 \(SF\)\] WTR-221 \(SF\) Certification and Enforcement \(2/19/93\)](#)

[\[WTR-226 \(SF\)\] WTR-226 \(SF\) Notice of Emergency Closure and Reopenings \(4/2/93\)](#)

[\[WTR-227 \(SF\)\] WTR-227 \(SF\) Aquaculture Operations \(4/2/93\)](#)

[\[WTR-228 \(SF\)\] WTR-228 \(SF\) Shellfish Wet Storage Application and Permit Issuance \(4/2/93\)](#)

[\[WTR-230 \(SF\)\] WTR-230 \(SF\) Areas Scheduled to be Sewered \(5/11/93\)](#)

[\[WTR-232 \(SF\)\] WTR-232 \(SF\) Relay Areas \(5/11/93\)](#)

[\[WTR-238 \(SF\)\] WTR-238 \(SF\) Use of Rodac Plates \(5/27/93\)](#)

[\[WTR-244 \(SF\)\] WTR-244 \(SF\) Marine Biotoxins \(11/12/93\)](#)

[\[WTR-259\(W\)\] Replacement of Filter Sand with Granular Activated Carbon \(GAC\) \(4/30/80\)](#)

[\[WTR-261 \(SF\)\] WTR-261 \(SF\) Sample Collection and Hydrographic Data Measurement and Collection \(1/11/96\)](#)

[\[WTR-265 \(SF\)\] WTR-265 \(SF\) Shoreline Survey Preparation and Procedure \(11/7/96\)](#)

[\[WTR-267 \(SF\)\] WTR-267 \(SF\) Marina Inspection Form \(11/7/96\)](#)

[\[WTR-270 \(SF\)\] WTR270 \(SF\) Handling of Fish for Testing by VIMS \(9/9/97\)](#)

[\[WTR-274 \(SF\)\] WTR-274 \(SF\) Thermomtet Calibration Guidelines \(12/2/97\)](#)

[\[WTR-275 \(SF\)\] WTR-275 \(SF\) Wet Storage Permits \(12/3/97\)](#)

[\[WTR-276 \(SF\)\] WTR-276 \(SF\) Intermediate Processing Plan \(12/22/97\)](#)

[\[WTR-278 \(SF\)\] WTR-278 \(SF\) Hard Clams as Bait \(7/7/98\)](#)

[\[WTR-280 \(SF\)\] WTR-280 \(SF\) Zip Lock Type Bags for Packing Crab Meat \(7/29/98\)](#)

[\[WTR-282 \(SF\)\] WTR-282 \(SF\) Classification Guidelines \(8/20/98\)](#)

[\[WTR-283 \(SF\)\] WTR-283 \(SF\) Safety Protocol for Seawater Sampling Program \(10/20/98\)](#)

[\[WTR-285 \(SF\)\] WTR-285 \(SF\) Interstate Shipments \(5/31/00\)](#)

[\[WTR-287 \(SF\)\] WTR-287 \(SF\) Inspections at Campgrounds and Trailer Parks \(6/16/00\)](#)

[\[WTR-288 \(SF\)\] WTR-288 \(SF\) Phytoplankton Sampling Program \(12/8/00\)](#)

[\[WTR-290 \(SF\)\] WTR-290 \(SF\) Seawater Sampling Data Entry \(12/8/00\)](#)

[\[WTR-291 \(SF\)\] WTR-291 \(SF\) Blower Tank Air Filters \(12/8/00\)](#)

[\[WTR-292 \(SF\)\] WTR-292 \(SF\) Conch/Whelk Operations, Certifications and Bacteriological Standards \(12/21/00\)](#)

[\[WTR-296 \(SF\)\] WTR-296 \(SF\) HACCP Certification Requirements for Shellfish Plants \(3/21/01\)](#)

[\[WTR-297 \(SF\)\] WTR-297 \(SF\) Inspection Frequency and Corrective Action Plans \(3/15/01\)](#)

[\[WTR-298 \(SF\)\] WTR-298 \(SF\) Prioritization of Work Effort \(3/15/01\)](#)

[\[WTR-300 \(SF\)\] WTR-300 \(SF\) Adoption of the HACCP Rule as Policy \(4/18/01\)](#)

[\[WTR-302 \(SF\)\] WTR-302 \(SF\) Product Sampling Procedure \(1/9/02\)](#)

[\[WTR-304 \(SF\)\] WTR-304 \(SF\) Contingency Plan for the Control of *Vibrio parahaemolyticus* in Oysters \(8/2/02\)](#)

[\[WTR-307 \(SF\)\] WTR-307 \(SF\) Pesticide and Heavy Metal Sampling in Shellstock \(9/10/02\)](#)

[\[WTR-308 \(SF\)\] WTR-308 \(SF\) Monitoring Program/Laboratory - Bacterial Source Tracking \(BST\) \(9/16/02\)](#)

[\[WTR-310 \(SF\)\] WTR-310 \(SF\) Use of Truck Bodies/Trailers for Storage and Refrigeration \(9/18/02\)](#)

[\[WTR-312 \(SF\)\] WTR-312 \(SF\) Statement of Certification \(2/3/03\)](#)

[\[WTR-315 \(SF\)\] WTR-315 \(SF\) Sampling Processing Facility Water \(12/6/04\)](#)

[\[WTR-316 \(SF\)\] WTR-316 \(SF\) Relay Purging Standard \(7/7/05\)](#)

[\[WTR-318 \(SF\)\] WTR-318 \(SF\) Facility Certification Timetables \(8/2/05\)](#)

[\[WTR-321\(SF\)\] WTR-321\(SF\) Shipments to Non-European Union Countries \(3/6/06\)](#)

[\[WTR-325\(SF\)\] WTR-325\(SF\) Repeat Violation Procedures \(8/27/07\)](#)

[\[WTR-327\(W\)\] Policy - Requirements to Connect to Water and Sewage Systems \(5/22/07\)](#)

Guidance Documents

[\[WTR-328 \(SF\)\] WTR-328 \(SF\) Parameters for Developing Shellfish Buffer Zones](#) (12/5/07)

[\[WTR-330 \(SF\)\] Plant policy, Issuance of certification numbers](#) (12/11/08)

[\[WTR-331 \(SF\)\] WTR-331 \(SF\) Certification Periods and Cancellation/Deactivation/Reactivation Form](#) (2/20/09)

[\[WTR-336 \(SF\)\] Contingency Plan for Petroleum Hydrocarbon Contamination of Shellfish](#) (11/29/10)

[\[WTR-338 \(SF\)\] Policy for Virginia's Public Health Shellfish Program](#) (5/18/11)

[\[WTR-340 \(SF\)\] Shellfish harvest restrictions in Virginia from May 1 – September 30](#) (5/19/11)

[\[WTR-341 \(SF\)\] Relay Period May through September](#) (6/4/12)

[\[WTR-343 \(SF\)\] Shellstock Oyster Ice-slurry Method](#) (6/19/12)

[\[WTR-344 \(SF\)\] Restricted-Use Shellstock Oysters: Vibrio Concerns](#) (6/18/12)

[\[WTR-345 \(SF\)\] Shellstock Shipper Certificates of Inspection](#) (10/3/12)

[\[WTR-449\(W\)\] McLean Fe and Mn Filters](#) (9/20/84)

[\[WTR-453\(W\)\] Enforcement](#) (12/21/84)

[\[WTR-514\(W\)\] Individual Home Booster Pumps](#) (3/13/87)

[\[WTR-529\(W\)\] Enforcement \(Replacement pages for WTR-453\)](#) (5/15/87)

[\[WTR-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\(W\)\] Project Review and Permit Procedures](#) (7/16/12)

[\[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-834\(W\)\] Consumer Confidence Report Implementation Instructions](#) (3/23/12)

[\[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-850\(W\)\] Review of Changes to Disinfection](#) (12/29/11)

[\[WTR-851\(W\)\] Surveillance Sanitary Surveys](#) (4/26/12)

[\[WTR-852\(W\)\] Surveillance - Source Water Assessment Program Implementation Manual](#) (12/15/04)

[\[WTR-859\(W\)\] Public Notification Rule Implementation](#) (11/26/02)

[\[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-880\(W\)\] Treatment - Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology](#) (9/14/12)

[\[WTR-884\(W\)\] Use of Emergency Wells](#) (6/27/05)

[\[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-894\(W\)\] Sample Collection & Analysis - Special Sampling Procedures](#) (3/3/12)

[\[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](#) (1/30/13)

[\[WTR-897\(W\)\] System Evaluation, Design & Construction - MIOX Mixed Oxidant Treatment Systems](#) (6/24/09)

[\[WTR-898\(W\)\] Compliance Sampling and Reporting](#) (10/10/12)

[\[WTR-899\(W\)\] Ozone Treatment & Disinfection Credit](#) (11/18/10)

[\[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](#) (4/26/12)

[\[WTR-912\(W\)\] Transition Between Stage 1 and Stage 2 DDBP Rules and Stage 2 Rule Extension Requests](#) (4/26/12)

[\[WTR-913\(W\)\] Permits & Project Review - Local and Regional Water Supply Plans](#) (10/5/12)

[\[WTR-914\(W\)\] Virginia's Optimization Program \(VOP\)](#) (10/5/12)

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, June 8, 2012

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

76-3.6, Process for cases involving non-compliance with § 54.1-2400.6, April 5, 2012

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, June 14, 2012

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 April 20, 2012

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/change of location/remodel pharmacy inspection report, November 2012

76-21.1:2, Inspection deficiency notice and consent order, February 2012

76-21.1:4, Humane society and animal shelter inspection report, June 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, December 2010

76-21.1:15, Warehouse inspection report, December 2010

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, Veterinary establishment inspection report, October 2012

76-21.3:1, Funeral establishment inspection report, September 2012

76-21.3:2, Crematory inspection report, June 2011

76-21.4, Inspection summary, May 2006

76-24.2, Dental office inspection report, May 2005

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 Lee Ann Rung at the same address, telephone (804) 225-2602, FAX (804) 786-2027, or email leeannrung@schev.edu. All documents are available on SCHEV's website at <http://www.schev.edu>.

Guidance Documents:

- [Academic Credentialing Evaluation Services](#) (8/23/12)
- [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 Fixed Assets Guidelines for Educational and General Programs](#) (7/16/01)
- [Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes](#) (12/1/03)
- [Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investments Yields](#) (4/30/90)
- [Policies and Procedures for Program Approval](#) (5/1/02)
- [Program Productivity/Viability at Public Institutions](#) (4/1/03)
- [Tuition Relief Guidelines](#) (12/18/06)
- [Domicile Guidelines](#) (10/15/09)

DEPARTMENT OF HISTORIC RESOURCES

All agency guidance documents are available electronically on Virginia Regulatory Town Hall and on the agency website. 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.

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, Newport News, VA 23608, telephone (757) 886-2818.

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.

Guidance Documents:

- [Historic Preservation Easement Program Policies \(1 through 10\)](#) (3/16/11)
- [Application and Criteria for a State Historical Highway Marker](#) (5/21/12)
- [Legal Notification Form - State/Federal Register Process](#) (9/2/12)
- [National Register of Historic Places and Virginia Landmarks Register Evaluation Process](#) (9/2/12)
- [National Register of Historic Places Nomination Form](#) (2/1/12)
- [Permit for Application for Archaeological Removal of Human Burial](#) (7/1/98)
- [Photographic Documentation Survey Guidelines](#) (9/2/12)
- [Preliminary Information Form: Archaeological Site](#) (9/2/12)
- [Preliminary Information Form: Historic District](#) (9/2/12)
- [Preliminary Information Form: Individual Property \(Building, Structure, Site, etc.\)](#) (9/2/12)
- [Virginia's Historic Registers: A Guide for Property Owners](#) (12/30/07)
- [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 2012 Grants Application Form](#) (6/5/12)

Guidance Documents

[Civil War Sites Preservation Fund Grants Guidelines for applications, prioritization and award of grants 2012-2013 Grants First Round](#) (6/5/12)

[DHR State Collections Management Standards](#) (6/16/11)

[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)

[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](#) (9/2/12)

[National Register of Historic Places and Virginia Landmarks Register Evaluation Process](#) (9/2/12)

[National Register of Historic Places Nomination Form](#) (2/1/12)

[Photographic Documentation Survey Guidelines](#) (9/2/12)

[Preliminary Information Form: Archaeological Site](#) (9/2/12)

[Preliminary Information Form: Historic District](#) (9/2/12)

[Preliminary Information Form: Individual Property \(Building, Structure, Site, etc\)](#) (9/2/12)

[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. 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/index.php/dhcd-resources/dhcd-forms-and-publications.html>

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

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)

[\[1832AHBP\] Medicare Dental/Vision Handbook Insert Amendment](#) (1/2/13)

[\[1832HBP\] Medicare Dental/Vision Handbook Insert](#) (1/1/11)

[\[1833AHBP\] Medicare Prescription Drug Handbook Insert](#) (1/2/13)

[\[1833HBP\] 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)

[\[1837HBP\] State Retiree Health Benefits Medicare Prescription Plan 2013 Formulary](#) (1/1/13)

[\[1838HBP\] Retiree Health Benefits Prescription Plan 2013 Evidence of Coverage](#) (1/1/13)

[\[2915TLC\] Local Administrative Manual](#) (7/1/06)

[\[2916ATLC\] 2012-13 The Local Choice Key Advantage Member Handbook Amendment](#) (7/1/12)

[\[2916TLC\] 2011 The Local Choice Key Advantage Member Handbook](#) (7/1/11)

[\[2917ATLC\] 2012 The Local Choice Key Advantage Expanded Benefits Summary](#) (7/1/12)

[\[2917TLC\] 2011 The Local Choice Key Advantage Expanded Benefits Summary](#) (7/1/11)

[\[2918ATLC\] 2012 The Local Choice Key Advantage 250 Benefits Summary](#) (7/1/12)

[\[2918TLC\] 2011 The Local Choice Key Advantage 250 Benefits Summary](#) (7/1/11)

[\[2919ATLC\] 2012 The Local Choice Key Advantage 500 Benefits Summary](#) (7/1/12)

[\[2919TLC\] 2011 The Local Choice Key Advantage 500 Benefits Summary](#) (7/1/11)

[\[2920ATLC\] 2012 The Local Choice Key Advantage 1000 Benefits Summary](#) (7/1/12)

[\[2920TLC\] 2011 The Local Choice Key Advantage 1000 Benefits Summary](#) (7/1/11)

[\[2921ATLC\] 2012 The Local Choice Kaiser Permanente Benefits Summary](#) (7/1/12)

[\[2921TLC\] 2011 The Local Choice Kaiser Permanente Benefits Summary](#) (7/1/11)

[\[2922TLC\] 2011 The Local Choice Member Handbook Medicare Coordinating Plans](#) (1/1/11)

[\[2923ATLC\] 2012 The Local Choice Advantage 65 Medical Only Benefits Summary](#) (7/1/12)

[\[2923TLC\] 2011 The Local Choice Advantage 65 Medical Only Insert](#) (7/1/11)

[\[2924ATLC\] 2012 The Local Choice Dental/Vision Summary Handbook Insert](#) (7/1/12)

[\[2924TLC\] 2011 The Local Choice Dental/Vision Summary Handbook Insert](#) (7/1/11)

[\[2925ATLC\] 2012 The Local Choice Medicare Complementary \(Option 1\) Insert](#) (7/1/12)

Guidance Documents

[\[2925TLC\] 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)

[\[2929ATLC\] 2012 The Local Choice HDHP Benefits Summary Insert](#) (7/1/12)

[\[2929TLC\] 2011 TLC HDHP Benefits Summary](#) (7/1/11)

[\[4602AHR\] 2012 Employee Handbook](#) (4/1/12)

[\[4602HR\] 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](#) (9/1/12)

[\[4611AHR\] 2012 Teleworking Assistance and Guidance for Agencies](#) (4/1/12)

[\[4611HR\] 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](#) (7/1/12)

[\[4615HBP\] Flexible Benefits Program Sourcebook](#) (9/1/12)

[\[4616HBP\] COVA Connect Member Handbook](#) (7/1/11)

[\[4617HR\] Personnel Management Information System \(PMIS\) EPR421 Faculty Keying Guide](#) (1/1/12)

[\[4618HR\] Personnel Management Information System \(PMIS\) Top Ten Transaction Guide](#) (1/1/12)

[\[4619HR\] PMIS Unisys Password Reset Guide](#) (1/1/12)

[\[4620HR\] EPR Keying Guide](#) (1/1/12)

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/12/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/>

DEPARTMENT OF JUVENILE JUSTICE

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, 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 these documents 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) 3232-2797 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

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Bob Wilburn, Capital

Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3772 or FAX (804) 786-1557 or email robert.wilburn@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5402 or email marilyn.miller@djj.virginia.gov.

Guidance Document:

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 this 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](#), December 2012, § 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:

[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)

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 this 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

Guidance Documents

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the 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 December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form II](#), Requisition for Escape or Absconder, Requisition for Juvenile Charged With Being Delinquent (Rendition Amendment), revised December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form III](#), Consent for Voluntary Return by Runaway, Escapee, Absconder, or Juvenile Charges as Delinquent, revised December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form IV](#), Parole or Probation Investigation Request, revised December 2012, § 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 December 2012, § 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 December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form VIII Home Evaluation Report](#), Home Evaluation Report, revised December 2012

[Interstate Compact for Juveniles - Form IX Quarterly Progress Report](#), Quarterly Progress Report, revised December 2012

[Interstate Compact for Juveniles - Rights of Juvenile](#) for Voluntary return of Runaway, Escapee, Absconder, or

Juvenile Being Charged as Delinquent, revised December 2012

DEPARTMENT OF LABOR AND INDUSTRY

For guidance documents concerning Cooperative Programs or the Voluntary Protection Program, contact Warren Rice, Department of Labor and Industry, Main Street Center, 600 East Main Street, Suite 207, Richmond, VA 23219.

For other questions regarding interpretation or implementation of the guidance documents used by the Virginia Department of Labor and Industry, contact the following persons:

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

Boiler Division - 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 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, Main Street Center, 600 East Main Street, Suite 207, 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)

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 \(Reference: CPL 2.90\) \(3/1/96\)](#)

[\[01-009A\] 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 \(9/15/06\)](#)

[\[02-003L\] 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 \(1/15/12\)](#)

[\[02-004A\] 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 \(1/1/10\)](#)

[\[02-009A\] 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 \(4/1/03\)](#)

[\[APP - 11\] 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 \(7/2/03\)](#)

Guidance Documents

[\[02-016\] 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 \(ARM\) \(8/15/09\)](#)

[\[02-024\] 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 \(12/15/96\)](#)

[\[02-050\] General Schedule Inspection Errors: Guidance for Inspection of Establishments \(8/1/12\)](#)

[\[02-053C\] 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 \(4/1/03\)](#)

[\[02-064A\] Procedure for Handling Issuance of Citations to VDOT \(12/15/07\)](#)

[\[02-065B\] Virginia Construction and Telecommunications Industries Confined Space Standard Procedures and Interpretations \(9/15/93\)](#)

[\[02-067C\] 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 \(10/1/07\)](#)

[\[02-076\] Revision of the Gravity Based Penalty \(GBP\) Scale \(10/1/09\)](#)

[\[02-101\] OSHA/U.S. Coast Guard Authority Over Vessels \(11/15/98\)](#)

[\[02-105\] 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 \(5/1/08\)](#)

[\[02-213\] 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 \(9/15/09\)](#)

[\[02-243A\] Part 1910, Subpart I, Enforcement Guidance for Personal Protective Equipment \(PPE\) in General Industry \(1/15/12\)](#)

[\[02-244\] Tree Trimming Operations, 16VAC25-73, Inspection Procedures and Interpretations \(corrected\) \(5/9/11\)](#)

[\[02-245\] Compliance Policy for Manufacture, Storage, Sale, Handling, Use and Display of Pyrotechnics \(1/15/12\)](#)

[\[02-390B\] 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 \(2/1/02\)](#)

[\[02-403A\] 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 \(11/15/09\)](#)

[\[02-415\] Inspection Procedures for Occupational Exposure to Methylene Chloride Final Rule, §§ 1910.1052, 1915.1052 and 1926.1152 \(2/1/02\)](#)

[\[02-419\] Audiometric Testing Using Insert Phones \(5/12/89\)](#)

[\[02-421\] Technical Assistance and Guidelines for Superfund and Other Hazardous Waste Site Activities \(8/20/86\)](#)

[\[02-422A\] Inspection Procedures for Occupational Exposure to Asbestos Final Rule, §§ 1910.1001, 1926.1101 and 1915.1001 \(8/15/96\)](#)

[\[02-423\] Occupational Exposure to Hazardous Chemicals in Laboratories \(6/15/91\)](#)

[\[02-424\] Indoor Air Quality \(9/15/91\)](#)

[\[02-426A\] 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 \(3/15/99\)](#)

[\[02-436\] 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 \(1/15/10\)](#)

[\[02-800B\] Longshoring and Marine Terminals "Tool Shed" Directive \(1/1/13\)](#)

[\[02-801A\] 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 \(8/1/11\)](#)

[\[03-001B\] Consultation Policies and Procedures Manual \(10/1/08\)](#)

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[\[03-007\] 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)

[\[04-001C\] VOSH Discrimination Investigation Manual](#) (8/1/12)

[\[05-001\] 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)

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[\[06-011A\] 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)

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[\[06-222\] Interpretations of Electrical Standard for Construction Industry \(§§ 1926.432\(a\) and 1926.417\(b\)\)](#) (8/15/05)

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[\[07-007\] Amendment to Bylaws of the Safety and Health Codes Board](#) (7/1/07)

[\[08-005A\] CSHO/Inspector Medical Examination Program](#) (9/1/12)

[\[09-002\] 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](#) (10/1/09)

[\[09-004\] Respiratory Protection Manual](#) (8/1/12)

[\[09-010\] Partnership Programs](#) (7/15/97)

[\[09-052\] OSHA Technical Manual](#) (8/1/12)

[\[09-104\] Recordkeeping Policies and Procedures Manual \(RKM\)](#) (8/1/12)

[\[09-425\] OSHA Occupational Chemical Database \(formerly Chemical Information Manual\)](#) (9/1/12)

[\[10-001\] 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](#) (4/18/90)

[\[12-008\] 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)

[\[12-015K\] Standards Improvement Project - Phase III \(SIP - III\) Parts 1910, 1915, 1917, 1918, 1919, and 1926](#) (9/1/12)

[\[12-101\] Amendments to the Applicability of Standards in 29 CFR Part 1910, § 1928.21](#) (4/1/95)

[\[12-102E\] Respiratory Protection Standard, § 1910.134, and Other Related Standards in Parts 1910 and 1926](#) (12/15/12)

[\[12-105C\] Lead Standard, General Industry, § 1910.1025; Amendments](#) (2/15/96)

[\[12-108B\] Commercial Diving Operations: Revocation of 1910.411](#) (3/1/05)

[\[12-114A\] 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](#) (2/1/13)

[\[12-115\] Amendment to Virginia Commercial Diving Standard](#) (3/9/87)

[\[12-118H\] 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 \(8/1/93\)](#)

[\[12-123B\] Hazard Communication Standard, 1910.1200; and Other Related Standards in Parts 1910, 1915, and 1926 \(12/15/12\)](#)

[\[12-124B\] Amendment to Permit-Required Confined Spaces Standard for General Industry, § 1910.146 \(8/1/99\)](#)

[\[12-125\] Retention of Department of Transportation \(DOT\) Markings, Placards, and Labels: §§ 1910.1201, 1915.100, 1917.29, 1918.100, and 1926.61 \(4/1/95\)](#)

[\[12-126\] Employer Payment for Personal Protective Equipment \(PPE\); Final Rule \(4/1/08\)](#)

[\[12-127\] Employer Duty to Provide Personal Protective Equipment \(PPE\) and Train Each Employee; Clarification of Final Rule; Parts 1910, 1915, 1917, 1918 and 1926; and Correction \(5/15/09\)](#)

[\[12-151A\] Incorporation into Part 1926 those Part 1910 General Industry Safety and Health Standards determined to be Applicable to Construction Work \(5/15/97\)](#)

[\[12-152C\] Occupational Injury and Illness Recording and Reporting Requirements, §§ 1904.0 through 1904.46; and Amendments \(9/15/06\)](#)

[\[12-201\] Fall Protection in General Industry: 1910.23\(c\)\(1\), \(c\)\(3\), 1910.132\(a\) \(12/24/85\)](#)

[\[12-202\] Explosive Actuated Fastening Tools \(1/21/86\)](#)

[\[12-205\] Safety Standards for Signs, Signals, and Barricades, Subpart G, §§ 1926.200 through 1926.203 \(4/1/03\)](#)

[\[12-220A\] Exemption for Religious Reasons for Wearing Hard Hats \(9/1/94\)](#)

[\[12-223A\] General Requirements for Clearances, Construction of Electric Transmission and Distribution Lines and Equipment, Construction Industry, Subpart V, § 1926.950 \(c\)\(1\)\(i\), 16VAC25-155; and Repeal of 16 VAC 25-175-1926.950 \(c\)\(1\) \(12/15/05\)](#)

[\[12-226D\] Grain Handling Facilities Standard, § 1910.272; Technical Amendment \(8/15/96\)](#)

[\[12-227A\] 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 \(2/15/94\)](#)

[\[12-239C\] Virginia Unique Construction Industry for Sanitation; in General, 16VAC25-160-10, and Virginia Unique Construction Industry for Sanitation; in General, 16VAC25-160-10, and Field Sanitation Standard, 16VAC25-180-10 \[Agriculture\] \(8/1/12\)](#)

[\[12-240\] 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 \(5/15/97\)](#)

[\[12-243A\] Welding, Cutting and Brazing Standard, §§1910.252 - 1910.257 \(4/1/95\)](#)

[\[12-244\] Amendment Concerning Revision of Construction Industry Test and Inspection Records \(5/15/91\)](#)

[\[12-245A\] Safety Standards for Scaffolds Used in the Construction Industry, Final Rule, §§ 1926.450 through 1926.454; Repeal of § 1926.556, Aerial Lifts; Corrections to §§ 1926.451 and 1926.453; and Administrative Stay of § 1926.451\(b\) \(5/15/97\)](#)

[\[12-246A\] Overhead High Voltage Line Safety Act \(Va. Code §§ 59.1-406 through 59.1-414\) \(2/15/04\)](#)

[\[12-247\] Safety Standards for General Industry and Construction; Final Rule; and Technical Amendments \(3/1/94\)](#)

[\[12-248A\] Electric Power Generation, Transmission and Distribution and Amendments, § 1910.269; and Amendment to Electrical Protective Equipment, §1910.137 \(4/1/95\)](#)

[\[12-250B\] Logging Operations, General Industry, § 1910.266; and Corrections and Technical Amendments \(2/15/96\)](#)

[\[12-251C\] 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, \(10/15/07\)](#)

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[\[12-253\] Virginia Unique Safety Standards for Fall Protection in Steel Erection, Construction Industry, 16 VAC25-145, 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 \(5/15/09\)](#)

[\[12-335A\] Revising Standards Referenced in 16VAC25-90-1910.102, Acetylene Standard for General Industry, § 1910.102 \(8/1/12\)](#)

[\[12-401\] 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 \(5/15/97\)](#)

[\[12-407\] Ethylene Oxide Standard \(Construction Industry\), § 1926.1147; and Correction \(3/1/94\)](#)

[\[12-410\] Occupational Exposure to Cotton Dust, § 1910.1043\(n\)\(4\) \(11/1/01\)](#)

[\[12-411A\] Occupational Exposure to Bloodborne Pathogens, § 1910.1030 \(12/15/12\)](#)

[\[12-415B\] 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 \(5/15/97\)](#)

[\[12-421\] 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 \(7/1/95\)](#)

[\[12-802\] 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 \(9/15/08\)](#)

[\[13-006\] Memorandum of Understanding Between the Department of Transportation \(VDOT\) and the Department of Labor and Industry \(DOLI\) \(2/15/09\)](#)

[\[13-010\] 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 \(OSHA\) \(9/15/08\)](#)

[\[13-018A\] Alliance Between Virginia Department of Labor and Industry \(DOLI\) and The Virginia State Association of Occupational Health Nurses \(VSAOHN\) \(11/1/12\)](#)

[\[13-057A\] 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 \(Reissued\) \(4/1/08\)](#)

[\[14-405\] Local Emphasis Program \(LEP\) -- Asbestos \(8/1/12\)](#)

[\[14-410\] National Emphasis Program – Crystalline Silica \(5/15/08\)](#)

[\[14-411\] Process Safety Management \(PSM\) Covered Chemical Facilities National Emphasis Program \(8/1/12\)](#)

[\[14-412\] 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 \(10/20/12\)](#)

[\[VOSH FO 1979-80 SFY\] 1979-80 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1979 - June 30, 1980 \(12/10/09\)](#)

[\[VOSH FO 1980-81 SFY\] 1980-81 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1980 - June 30, 1981 \(12/10/09\)](#)

[\[VOSH FO 1982-83 SFY\] 1982-83 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1982 - June 30, 1983 \(12/10/09\)](#)

[\[VOSH FO 1983-84 SFY\] 1983-84 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1983 - June 30, 1984 \(12/10/09\)](#)

[\[VOSH FO 1984-85 SFY\] 1984-85 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1984 - June 30, 1985 \(12/10/09\)](#)

[\[VOSH FO 1985-86 SFY\] 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986 \(12/10/09\)](#)

[\[VOSH FO 1985-86 SFY\] 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986 \(12/10/09\)](#)

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[\[VOSH FO 1987-88 SFY\] 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)

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[\[VOSH FO 1993-94 SFY\] 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)

[\[VOSH FO 1995-96 SFY\] 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)

[\[VOSH FO 1996-97 SFY\] 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)

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[\[VOSH FO 1999-2000 SFY\] 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)

[\[VOSH FO 2001-02 SFY\] 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)

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Questions regarding interpretation or implementation of these documents may be directed to Carol Adams, Deputy Director, Library Development and Networking at the above address, telephone (804) 692-3774, FAX (804) 692-3771, or 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](#) (1/13/09)

[\[LVA-LDND-003\] FY2012 Instructions for the Expenditure of State Aid Grants](#) (3/12/12)

[\[LVA-RM-001\] The Virginia Public Records Management Manual](#) (3/12/12)

[\[LVA-RM-002\] 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

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

95-11, Disposition of cases for practicing with an expired license, June 19, 2012

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 copelandpk@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 above address.

Guidance Documents:

[Longwood University Undergraduate Catalog 2012-2013](#)

Guidance Documents

[Longwood University Graduate Catalog 2012-2013](#)

[Longwood University Student Handbook 2012-2013](#)

[Longwood University Faculty Policies and Procedures Manual 2012-2013](#)

[Longwood University Administrative Policies](#)

STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8 a.m. to 4:30 p.m. Requests for copies as well as questions regarding interpretation or implementation of these documents may be directed to Amy Roper, Legal Liaison, State Lottery Department, 900 East Main Street, Richmond, VA 23219, telephone (804) 692-7133, FAX (804) 692-7688, or email aroper@valottery.com.

Director's Orders:

All Director's Orders are issued by the department's Executive 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 11VAC5-31-200) and the games, promotions, and retailer incentives conducted by the Virginia Lottery (11VAC5-41-10 through 11VAC5-41-340).

The following Director's Orders are active as of December 21, 2012:

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 Online Game Lottery; "Pick 4," Final Rules for Game Operation, issued 09/17/99

59(05), Final Rules for Operation; "Subscription Program," for Virginia Lottery Online Games, issued 08/08/05

10(07), Virginia's Online Game Lottery; "Fast Play Bingo," Final Rules for Game Operation, issued 02/01/07 nunc pro tunc 02/01/07

24(08), Virginia's 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

88(08), Virginia's Instant Game Lottery 1085; "Maximum Millions" Final Rules for Game Operation, issued 12/23/08

42(09), Virginia's Online Game Lottery; "Fast Play Bonus Bingo" Final Rules for Game Operation, issued 05/28/09

43(09), Virginia's Online Game Lottery, "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

14(10), Virginia's Online Game Lottery; "Mega Millions" Final Rules for Game Operation, issued 02/02/10

15(10), Virginia's Online Game Lottery; "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

58(10), "On the Spot" Virginia Lottery Retailer Incentive Program Rules, issued 06/17/10

106(10), Virginia's Instant Game Lottery 1236; "Hot \$1,000" 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

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

10(11), Virginia's Online Game Lottery; "Decades of Dollars" Final Rules for Game Operation, issued 01/27/11

11(11), Virginia's Online Game Lottery; "Fast Play Blackjack" 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

21(11), Virginia's Instant Game Lottery 1262; "Million Dollar Cash Spectacular" Final Rules for Game Operation, issued 03/14/11

34(11), Virginia's Instant Game Lottery 1248; "Casino Cash" Final Rules for Game Operation, issued 04/20/11

42(11), Virginia's Instant Game Lottery 1271; "Serious Folding Money" Final Rules for Game Operation, issued 05/06/11

45(11), Virginia's Online Game Lottery; "Fast Play 3-Card Bingo" Final Rules for Game Operation, 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
- 57(11), Virginia's Instant Game Lottery 1229; "\$200,000 Jackpot" 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
- 64(11), Virginia's Online Game Lottery; "Pick 3" Final Rules for Game Operation, issued 07/22/11
- 67(11), Virginia's Instant Game Lottery 1260; "Diamond 7s" 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
- 72(11), Virginia's Instant Game Lottery 1272; "Winning in Spades" 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
- 83(11), Virginia's Instant Game Lottery 1290; "Casino Royale" Final Rules for Game Operation, issued 09/09/11
- 104(11), Virginia's Instant Game Lottery 1284; "Emerald 8's" Final Rules for Game Operation, issued 12/20/11
- 106(11), Virginia's Instant Game Lottery 1308; "Money Roll" Final Rules for Game Operation, issued 12/20/11
- 110(11), Virginia's Instant Game Lottery 1325; "Super Lucky 8's" Final Rules for Game Operation, issued 12/08/12
- 129(11), Virginia's Instant Game Lottery 1309; "In the Chips" Final Rules for Game Operation, issued 12/20/11
- 132(11), Virginia's Instant Game Lottery 1324; "Jewel 7's" Final Rules for Game Operation, issued 12/20/11
- 133(11), Virginia's Instant Game Lottery 1323; "10X the Money" Final Rules for Game Operation, issued 12/20/11
- 01(12), Virginia's Online Game Lottery; "Cash 5" Final Rules for Game Operation, issued 01/24/12
- 13(12), Virginia's Instant Game Lottery 1253; "Million Dollar Cash Bonanza" Final Rules for Game Operation, issued 03/16/12
- 14(12), Virginia's Instant Game Lottery 1306; "\$100,000 Cash Cyclone" Final Rules for Game Operation, issued 03/16/12
- 15(12), Virginia's Instant Game Lottery 1321; "Virginia Lottery Black" Final Rules for Game Operation, issued 01/18/12
- 24(12), Virginia's Instant Game Lottery 1317; "Cherry Twist/Orange Twist/Lemon Twist" Final Rules for Game Operation, issued 03/16/12
- 26(12), Virginia's Instant Game Lottery 1300; "Treasure" Final Rules for Game Operation, issued 03/13/12
- 27(12), Virginia's Instant Game Lottery 1322; "The Money Game" Final Rules for Game Operation, issued 03/16/12
- 29(12), Virginia's Instant Game Lottery 1330; "\$150,000 Player's Club" Final Rules for Game Operation, issued 03/16/12
- 31(12), Virginia's Instant Game Lottery 1227; "Blackjack Bonus" Final Rules for Game Operation, issued 03/26/12
- 33(12), Virginia's Instant Game Lottery 1303; "More Folding Money" Final Rules for Game Operation, issued 03/16/12
- 34(12), Virginia's Instant Game Lottery 1320; "Queen of Hearts" Final Rules for Game Operation, issued 03/16/12
- 35(12), Virginia's Instant Game Lottery 1327; "Red Hot Slots" Final Rules for Game Operation, issued 03/16/12
- 36(12), Virginia's Instant Game Lottery 1341; "Money Jar" Final Rules for Game Operation, issued 03/16/12
- 41(12) Virginia's Instant Game Lottery 1336; "Grills Gone Wild" Final Rules for Game Operation, issued 04/12/12
- 44(12) Virginia's Instant Game Lottery 1298; "Ace in the Hole" Final Rules for Game Operation, issued 04/15/12
- 45(12) Virginia's Instant Game Lottery 1314; "Triple 777" Final Rules for Game Operation, issued 04/10/12
- 46(12) Virginia's Instant Game Lottery 1315; "Lucky Gold" Final Rules for Game Operation, issued 04/10/12
- 47(12) Virginia's Instant Game Lottery 1328; "Jewel 7's" Final Rules for Game Operation, issued 04/12/12
- 48(12) Virginia's Instant Game Lottery 1337; "7 11 21 ®" Final Rules for Game Operation, issued 04/10/12
- 49(12) Virginia's Instant Game Lottery 1344; "Win It All" Final Rules for Game Operation, issued 04/10/12
- 51(12) Virginia's Instant Game Lottery 1332; "Bonus Crossword" Final Rules for Game Operation, issued 05/14/12 effective nunc pro tunc to 05/07/12 launch date
- 57(12) Virginia's Instant Game Lottery 1349; "Find the 9's" Final Rules for Game Operation, issued 06/29/12
- 58(12) Virginia's Instant Game Lottery 1352; "Double Match" Final Rules for Game Operation, issued 06/29/12

Guidance Documents

- 59(12) Virginia's Instant Game Lottery 1345; "Black Gold" Final Rules for Game Operation, issued 06/29/12
- 60(12) Virginia's Instant Game Lottery 1340; "Hit \$20,000" Final Rules for Game Operation, issued 06/29/12
- 61(12) Virginia's Instant Game Lottery 1357; "Black Jack" Final Rules for Game Operation, issued 06/29/12
- 63(12) Virginia's Instant Game Lottery 1351; "Flying Aces" Final Rules for Game Operation, issued 06/29/12
- 64(12) Virginia's Instant Game Lottery 1348; "Some Like it Hot" Final Rules for Game Operation, issued 06/29/12
- 65(12) Virginia's Instant Game Lottery 1355; "10X the Money" Final Rules for Game Operation, issued 06/29/12
- 68(12) Virginia Lottery's "Redskins 80th Anniversary Sweepstakes Promotion" Final Rules for Game Operation, issued 08/21/12
- 69(12) "On the Spot Awards Program for Retailers" Virginia Lottery Retailer Incentive Program Rules, issued 06/29/12
- 70(12) "Retailer Recruitment Incentive Plan" Virginia Lottery Retailer Incentive Program Rules, issued 06/29/12
- 71(12) Virginia's Instant Game Lottery 1319; "Diamond Bingo" Final Rules for Game Operation, issued 08/14/12
- 72(12) Virginia's Instant Game Lottery 1334; "Quick Bucks" Final Rules for Game Operation, issued 08/14/12
- 73(12) Virginia's Instant Game Lottery 1342; "Ca\$h in Hand" Final Rules for Game Operation, issued 07/30/12
- 76(12) Virginia's Instant Game Lottery 1353; "Pinball Payout" Final Rules for Game Operation, issued 08/14/12
- 77(12) Virginia's Instant Game Lottery 1371; "Redskins™" Final Rules for Game Operation, issued 08/07/12
- 79(12) Virginia's Instant Game Lottery 1301; "Sizzling 7's" Final Rules for Game Operation, issued 08/14/12
- 80(12) Virginia's Instant Game Lottery 1375; "Holiday Cheer" Final Rules for Game Operation, issued 08/14/12
- 81(12) Virginia's Instant Game Lottery 1377; "Trim the Tree" Final Rules for Game Operation, issued 08/14/12
- 86(12) Virginia's Instant Game Lottery 1366; "Hasbro Arcade" Final Rules for Game Operation, issued 08/24/12
- 87(12) Virginia's Instant Game Lottery 1373; "\$1,000,000 Mega Fortune" Final Rules for Game Operation, issued 08/24/12
- 88(12) Virginia's Instant Game Lottery 1358; "Ice Chest" Final Rules for Game Operation, issued 08/24/12
- 89(12) Virginia's Instant Game Lottery 1313; "Double Hot Dice" Final Rules for Game Operation, issued 08/24/12
- 90(12) Virginia Lottery's "Hasbro™" Official Sweepstakes Rules, issued 09/07/12
- 91(12) Virginia's Instant Game Lottery 1359; "Lucky Roulette" Final Rules for Game Operation, issued 08/24/12
- 92(12) Virginia's Instant Game Lottery 1380; "\$2,000 Spin" Final Rules for Game Operation, issued 08/24/12
- 93(12) Virginia's Instant Game Lottery 1381; "Hit \$500" Final Rules for Game Operation, issued 08/24/12
- 96(12) Virginia Lottery's "Grab Bag Bucks" Final Requirements for Promotion Operation, issued 09/24/12
- 97(12) "You Activate/We Pay" Virginia Lottery Retailer Incentive Program Requirements, issued 09/20/12
- 98(12) Virginia Lottery's "Play for Keeps Sweeps" Official Sweepstakes Requirements, issued 09/13/12
- 99(12) Virginia Lottery's "New Year Bonus" Final Requirements for Promotion Operation, issued 10/31/12
- 101(12) Virginia Lottery's "Hasbro™ Holiday Arcade" Official Sweepstakes Requirements, issued 11/16/12
- 103(12) Virginia's Instant Game Lottery 1361; "Grab Bag Bucks" Final Rules for Game Operation, issued 09/20/12
- 104(12) Virginia's Instant Game Lottery 1376; "Cashing Through the Snow" Final Rules for Game Operation, issued 10/12/12
- 105(12) Virginia's Instant Game Lottery 1378; "Gift Tree" Final Rules for Game Operation, issued 10/12/12
- 106(12) Virginia's Instant Game Lottery 1385; "Black Cherry Doubler" Final Rules for Game Operation, issued 09/24/12
- 107(12) Virginia's Instant Game Lottery 1391; "Money in the Bank" Final Rules for Game Operation, issued 09/24/12
- 108(12) Virginia's Instant Game Lottery 1383; "White Ice 9's" Final Rules for Game Operation, issued 10/15/12
- 109(12) "Food Lion Catalina Coupon Retailer Incentive Promotion" Virginia Lottery Retailer Incentive Program Requirements, issued 10/15/12
- 110(12) Virginia's Instant Game Lottery 1367; "\$150 Grand" Final Rules for Game Operation, issued 10/15/12
- 111(12) Virginia's Instant Game Lottery 1362; "Hot Card" Final Rules for Game Operation, issued 10/15/12
- 112(12) Virginia Lottery's "Virginia's New Year Millionaire Raffle" Final Rules for Game Operation, issued 10/30/12
- 114(12) "Holiday Ticket Dispenser" Virginia Lottery Retailer Incentive Program Requirements, issued 10/12/12
- 115(12) Virginia's Instant Game Lottery 1374; "Millionaire Mania" Final Rules for Game Operation, issued 11/14/12

116(12) "Mid-Atlantic Convenience Stores (t/a Uppy's/Circle K) Buy \$10/Get \$1 Free" Virginia Lottery Retailer Incentive Program Rules, issued 12/06/12

118(12) Virginia Lottery's "Monopoly™ Second Chance Sweepstakes" Final Rules for Game Operation, issued 12/20/12

119(12) Virginia's Instant Game Lottery 1419; "Blackjack" Final Rules for Game Operation, issued 11/16/12

120(12) Virginia's Instant Game Lottery 1382; "Electric 7's" Final Rules for Game Operation, issued 11/16/12

121(12) Virginia's Instant Game Lottery 1402; "EZ \$1040" Final Rules for Game Operation, issued 12/06/12

122(12) Virginia's Instant Game Lottery 1398; "Jeep®" Final Rules for Game Operation, issued 11/16/12

134(12) Virginia's Instant Game Lottery 1392; "Cash Whirlwind" Final Rules for Game Operation, issued 11/16/12

135(12) Virginia's Instant Game Lottery 1384; "Money Bags" Final Rules for Game Operation, issued 12/04/12

136(12) "Monopoly Ticket Dispenser" Virginia Lottery Retailer Incentive Program Rules, issued December 20, 2012

137(12) Virginia's Instant Game Lottery 1399; "5X the Money" Final Rules for Game Operation, issued 12/07/12

139(12) Virginia's Instant Game Lottery 1370; "10X the Money" Final Rules for Game Operation, issued 12/07/12

140(12) "Fas Mart/VA Lottery Coffee Travel Mug Retailer Incentive Promotion" Virginia Lottery Retailer Incentive Program Rules, issued 12/08/12

142(12) Virginia's Instant Game Lottery 1393; "Monopoly™" Final Rules for Game Operation, issued 12/20/12

143(12) Virginia's Instant Game Lottery 1387; "7-11-21™" Final Rules for Game Operation, issued 12/07/12

144(12) Virginia's Instant Game Lottery 1396; "Big Winning Numbers" Final Rules for Game Operation, issued 12/07/12

145(12) Virginia's Instant Game Lottery 1339; "Hot Chile Tripler" Final Rules for Game Operation, issued 12/07/12

146(12) "You Activate We Pay" Virginia Lottery Retailer Incentive Program Rules, issued 12/20/12

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 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: <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/ProviderManual> 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 5.0% sales tax, and \$5.00 shipping and handling per manual update.

Guidance Documents

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 HIPAA Update, issued August 8, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 10/18/2002 Medicaid Memo, Implementation of the New Virginia Medicaid Management Information System (MMIS), issued October 18, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 11/8/2002 Medicaid Memo, Changes in the Distribution of Virginia Medicaid Provider Manuals, issued November 8, 2002, 42 CFR 431.18, no charge for copy of memo.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Special 11/25/2003 Introduction of Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services; 12VAC30-50; no charge for copy.

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

Special 10/28/2003 Changes in Billing for Medicare "Crossover" Claims; 12VAC30-80; no charge for copy.

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

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

Emergency room procedure codes policy (9/25/2003); 12VAC30-50 and 12VAC30-80; no charge for copy.

Special 1/23/2004 Medicaid Memo, Prospective Drug Review Program Changes for Pharmacy Claims and Other Pharmacy Program Changes, issued January 23, 2004, 12VAC30-10-130, no charge for memo copy.

Special 2/6/2004 Medicaid Memo, Request Required by Providers Receiving ASC X12 835 Transactions for the Continued Receipt of Paper Remittances Advices Past 30 Days, issued February 6, 2004, 12VAC30-10, no charge for memo copy.

Special 3/1/2004 Medicaid Memo, Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 1, 2004, 12VAC30-50, no charge for memo copy.

Special 3/5/2004 Medicaid Memo Correction, Correction to March 1, 2004, Medicaid Memo Titled: Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 5, 2004, 12VAC30-50, no charge for correction copy.

Special 3/18/2004 Medicaid Memo, Billing Information Correction for Submitting Paper UB-92 Medicare Part A and B Claims, issued March 18, 2004, 12VAC30-20, no charge for memo copy.

Special 3/22/2004 Medicaid Memo, Update of Medicaid, FAMIS, and FAMIS Plus ID Cards and Eligibility Verification Systems Information, issued March 22, 2004, 12VAC30-141, no charge for memo copy.

Special 4/1/2004 Medicaid Memo, Processing and Payment of Emergency Room Claims, issued April 1, 2004, 12VAC30-50, no charge for memo copy.

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

Special 4/15/2004 Medicaid Memo, Durable Medical Equipment (DME) Appendix B Information, issued April 15, 2004, 12VAC30-50, no charge for memo copy.

Special 5/17/2004 Medicaid Memo, Prospective Drug Review Program (ProDUR) Changes to Early Refill (ER) Edits and Updates on Home Infusion Billing, issued May 17, 2004, 12VAC30-10 & 130, no charge for memo copy.

Special 5/25/2004 Medicaid Memo, Billing Alert - Processing of Certain Community Mental Health Services Covered Under FAMIS, issued May 25, 2004, 12VAC30-141, no charge for memo copy.

Special 6/1/2004 Medicaid Memo, COX-2 Clinical Edits, Phase III of the Virginia Medicaid Preferred Drug List (PDL) Program and PDA Download for PDL Quick List - July 2004, issued June 1, 2004, 12VAC30-50, no charge for memo copy.

Special 7/1/2004 Medicaid Memo, Claims Edits and Extensions for Prior Authorization of Home and Community

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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 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.

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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.

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

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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.

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.

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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 (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.

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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 Notice of Service Limit Edits for Claims Processing - Effective August 1, 2009 Notice of New Mental Health Auditing Contractor - Effective July 1, 2009, issued June 23, 2009, 12VAC30-50, no charge for memo copy.

Special 6/30/2009 Medicaid Memo, Revision of the Present on Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued June 30, 2009, 12VAC30-70, no charge for memo copy.

Special 7/14/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO--Electronic Submission of PA Requests through iEXCHANGE, issued July 14, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO--Electronic Submission of PA Requests through iEXCHANGE, issued September 4, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Specific Guidance for Hospital Outpatient Clinics Billing on UB-04-CMS-1450 Claim Form for the Plan First Family Planning Services Program - Effective October 1, 2009, issued September 4, 2009, 12VAC30-141, no charge for memo copy.

Special 9/10/2009 Medicaid Memo, Early Intervention Services, issued September 9, 2009, 12VAC30-141, no charge for memo copy.

Special 9/23/2009 Medicaid Memo, Virginia Premier Health Plan Exits From Six (6) Localities - Effective October 1, 2009, issued September 24, 2009, 12VAC30-120, no charge for memo copy.

Special 9/30/2009 Medicaid Memo, Expansion of DMAS Telemedicine Coverage - Effective November 1, 2009, issued September 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/2/2009 Medicaid Memo, Medicaid Transportation Billing: Changing to a 2 Code System - Effective November

1, 2009, issued October 2, 2009, 12VAC30-50, no charge for memo copy.

Special 10/7/2009 Medicaid Memo, Termination of Virginia Medicaid Healthy ReturnsSM Disease Management Program - Effective October 8, 2009, issued October 6, 2009, 12VAC30-50, no charge for memo copy.

Special 10/7/2009 Medicaid Memo, Notice of Changes to the Prior Authorization Process for Intensive In-Home Program - Effective December 1, 2009; Notice of Service Limit Edits for Claims Processing - Effective December 1, 2009; Notice of Additional Program Eligibility Data Required for Assessment - Effective December 1, 2009; Notice of New Mental Health Auditing Contractor, issued October 8, 2009, 12VAC30-50 and 12VAC30-40, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, Reimbursement Procedure for Medical Screening and Assessment During Emergency Custody in Absence of Emergency Custody Order (ECO), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, Reimbursement Procedure for Medical Screening and Assessment During Emergency Custody in Absence of Emergency Custody Order (ECO), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 11/20/2009 Medicaid Memo, AMERIGROUP Community Care's Expansion into Three Localities (Madison, Orange, and Rappahannock Counties) - Effective December 1, 2009, issued November 20, 2009, 12VAC30-120, no charge for memo copy.

Special 12/1/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Hospital Acquired Conditions - Effective January 1, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/1/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Never Events - Effective January 1, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/2/2009 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Addition to the Enhanced Prospective Drug Utilization Review Program (Maximum Quantity limits) - Effective January 1, 2010, issued December 3, 2009, 12VAC30-60, no charge for memo copy.

Special 12/17/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO -- Electronic Submission of PA Requests through iEXCHANGETM, 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.

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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, -80, -90, no charge for memo copy.

Special 9/9/2010 Medicaid Memo, Licensing Requirements for Personal Care and Respite Care Agencies Not Otherwise Licensed by DBHDS or VDSS - This memo replaces the Changes to the Licensing Requirements for Hospice, Personal Care, and Respite Care Providers Memo, dated August 4, 2010, issued September 10, 2010, 12VAC30-60, no charge for memo copy.

Special 9/15/2010 Medicaid Memo, Service Authorization Request Process Through KePRO -- Electronic Submission of SA Requests through iEXCHANGE™, issued September 15, 2010, 12VAC30-50, no charge for memo copy.

Special 10/1/2010 Medicaid Memo, Changes to Required Documentation Submitted to KePRO for IFDDS Waiver Services - Effective November 1, 2010, issued October 5, 2010, 12VAC30-120, no charge for memo copy.

Special 10/13/2010 Medicaid Memo, Changes to the Process for Obtaining Service Authorization for Services Available Under the Children's Mental Health Program - Effective November 1, 2010, issued October 25, 2010, 12VAC30-50, no charge for memo copy.

Special 11/10/2010 Medicaid Memo, Coverage of Tobacco Cessation Counseling for Pregnant Women - Effective October 1, 2010, issued November 24, 2010, 12VAC30-50, no charge for memo copy.

Special 12/8/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective January 1, 2011, issued December 8, 2010, 12VAC30-50, no charge for memo copy.

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.

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.

Guidance Documents

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:

<https://www.viriniamedicaid.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.

Durable Medical Supplies and Equipment Provider Manual, second edition issued February 1, 2000/continuously revised, 12VAC30-50-95 et seq., \$28.

Early Intervention Services Manual, first edition issued on 9/9/2009/continuously revised, 12VAC30-50-131, et seq., \$20.00

Elderly Case Management Services Provider Manual, second edition issued September 8, 2000/continuously revised, 12VAC30-50-460, \$20.

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

Freestanding Renal Dialysis Clinic Provider Manual, second edition issued May 21, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

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

Hospice Provider Manual, second edition issued April 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

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

Independent Laboratory Provider Manual, second edition issued June 15, 1999/continuously revised, 12VAC30-50-95 et seq., \$20.

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.

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.

Technology Assisted Waiver and Private Duty Nursing Services Provider Manual, first edition issued November 1, 2000/continuously revised, 12VAC30-120 Part II, \$24.

Transportation Provider Manual, second edition issued February 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$20.

Vision Provider Manual, second edition issued July 15, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

BOARD OF MEDICINE

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's 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 February 6, 2012
- 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
- 85-8, Authority for physician assistants to write Do Not Resuscitate Orders, adopted February 23, 2012
- 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

Guidance Documents

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, 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/Intro.cfm>.

For paper copies, unless otherwise noted, the first 20 pages of any guidance document or group of documents are free of charge, and subsequent pages cost \$.25 per page.

For TTY contacts to the department regarding all guidance documents on this list, call the Virginia Relay Center at 1-800-828-1120.

General DMME Documents

DMME guidance documents of a general nature may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy's Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Debbie Whitt or Cindy Ashley at the same address, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Mike Abbott, Public Relations Manager, Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8146 or FAX (276) 523-8148.

Division of Mines (DM)

Board of Coal Mining Examiners

Guidance documents pertaining to DMME's Board of Coal Mine Examiners may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. by contacting Becky Moore at the Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8227, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chairman, Board of Coal Mining Examiners, Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8226 or FAX (276) 523-8239.

Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety are available on diskette, free of charge, at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material may be directed to Carroll Green, Inspector Supervisor, Division of Mines, at the same address, telephone (276) 523-8232 or FAX (276) 523-8239; or Rebecca Moore, Office Services Specialist, Division of Mines, at the same address, telephone (276) 523-8227, same FAX number.

Division of Mines Notices and Memoranda to Operators

Division of Mines Notices and Memoranda to Operators may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Division of Mines Procedures

Division of Mines procedures may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these procedures may be directed to Frank A. Linkous, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Division of Mines Forms

Division of Mines forms may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These forms are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these forms may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

Guidelines For Application of Regulatory Standards

Guidelines for Application of Regulatory Standards may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these documents may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

Division of Mined Land Reclamation (DMLR)

Division of Mined Land Reclamation Memoranda

Division of Mined Land Reclamation memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

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

Division of Mined Land Reclamation Procedures

Division of Mined Land Reclamation procedures may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

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

Division of Mined Land Reclamation -- Other Documents

Other documents issued by the Division of Mined Land Reclamation may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Division of Mined Land Reclamation Forms

Division of Mined Land Reclamation forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141. These forms are used by agency staff to implement 4VAC25-130.

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

Division of Mineral Mining (DMM)

Division of Mineral Mining Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Mineral Mining Procedures

Division of Mineral Mining procedures may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These procedures are used by agency staff to implement 4VAC25-31, 4VAC25-35 and 4VAC25-40.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler, same

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address, telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Mineral Mining Forms

Division of Mineral Mining forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These forms are used by agency staff to implement 4VAC25-31, 4VAC25-35 and 4VAC25-40.

Questions regarding interpretation or implementation of these forms may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Gas and Oil (DGO)

Division of Gas and Oil Memoranda to Operators and Bulletins

Division of Gas and Oil memoranda to operators and bulletins may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these documents may be directed to David Asbury, Director, Division of Gas and Oil, same address and telephone.

Division of Gas and Oil Forms

Division of Gas and Oil forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these forms may be directed to David Asbury, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents](#) (4/10/00)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators](#) (4/10/00)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine](#) (4/10/00)

[DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 30, Operator/Independent Contractor \(Examinations and Record Keeping\)](#) (9/30/02)

[DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons, Penalty](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.37 A, General Coal Miner Certification](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification](#) (4/10/00)

[DM Chapter 14.2, Article 7, Section 45.1-161.77 A, Reports of Explosions and Mine Fires](#) (4/10/00)

[DM Chapter 14.2, Article 7, Section 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.85 A, Scheduling of Inspections](#) (4/10/00)

[DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices](#) (4/10/00)

[DM Chapter 14.3, Article 11, Section 45.1-161.189 E, Electricity](#) (9/30/02)

[DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity](#) (8/1/01)

[DM Chapter 14.3, Article 11, Section 45.1-161.195 B, C, and 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 and 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 and 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, Section 45.1-161.256-257, Safety Examinations](#) (4/10/00)
- [DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards](#) (4/10/00)
- [DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment](#) (4/10/00)
- [DM Chapter 14.4, Article 5, Section 45.1-161.267 L, Storage and Use of Flammable Fluids and Materials](#) (9/30/02)
- [DM Procedure No. 1.03.01, Emergency Response Team](#) (1/1/99)
- [DM Procedure No. 1.03.02, Rescue and Recovery Plan](#) (10/1/00)
- [DM Procedure No. 1.04.05, Spot Inspection](#) (10/1/00)
- [DM Procedure No. 1.04.07, 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)

Guidance Documents

[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 and 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)

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- [DMM-169 Certificate of Deposit Example](#) (10/1/03)
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- [Guidance Memorandum No. 28-09 Application Processing Time Limits](#) (9/24/09)
- [Mine Incident Response, Rescue and Recovery Plan](#) (11/22/11)
- [Receipt of Electronic Correspondence from the Agency](#) (3/29/11)
- [\[1179\] DM Comm of Va Coal Mine Electrical Certification/Qualification Program- Memo of Agreement](#) (4/28/02)
- [\[1895\] DMLR Guidance Memorandum, No. 7-03, Bond Reduction/Release Applications and Completion Reports](#) (4/21/08)
- [\[300\] DMLR Memoranda to Operators No. 4-84, Permit Renewals](#) (4/21/08)

Guidance Documents

- [\[302\] DMLR Memoranda to Operators No. 2-85, Confidential Information](#) (4/21/08)
- [\[308\] DMLR Memoranda to Operators No. 3-89, Filing Application-- Public Participation Process](#) (4/21/08)
- [\[310\] DMLR Memoranda to Operators No. 1-90, Baseline Hydrologic Data Requirements \(PHC Assessment\)](#) (4/21/08)
- [\[312\] DMLR Memoranda to Operators No. 2-91, Cost Bond-- Long Term Facilities](#) (4/21/08)
- [\[314\] DMLR Memoranda to Operators No. 3-92, Updating Ownership and Control Info](#) (4/21/08)
- [\[315\] DMLR Memoranda to Operators No. 7-92, Public Notices](#) (4/21/08)
- [\[317\] DMLR Memoranda to Operators No. 9-92, DMLR Blasters Endorsement Certification](#) (4/21/08)
- [\[3179\] DM-07-05 Examination Fees](#) (7/25/07)
- [\[322\] DMLR Memoranda to Operators No. 12-94, Application \(Corrections\) Submittal; Anniversary Fees](#) (4/21/08)
- [\[323\] DMLR Memoranda to Operators No. 2-95, Coal Combustion By-Products Guidelines](#) (4/21/08)
- [\[325\] DMLR Memoranda to Operators No. 6-95, Biosolids Use Guidelines](#) (4/21/08)
- [\[327\] DMLR Memoranda to Operators No. 3-98, Permit Streamline Procedures](#) (4/21/08)
- [\[3293\] DMLR Guidance Memorandum 19-07 Acreage Amendments, Anniversary Reports, and Temporary Cessations](#) (4/21/08)
- [\[336\] DMLR Memoranda to Operators No. 9-98, Permit Streamline Procedures - Forms](#) (4/21/08)
- [\[342\] DMLR Procedure No. 1.2.02, Hazardous/Toxic Waste Reporting](#) (9/25/06)
- [\[360\] DMLR Procedure No. 2.3.01, Permanent Program-- Revision Applications](#) (2/21/07)
- [\[368\] DMLR Procedure No. 2.3.09, Bond Release](#) (8/2/05)
- [\[3691\] DMLR Guidance Memorandum No. 21-07, Submittal of Electronic Engineers Signatures and Seals for Maps, Drawings and Plans](#) (8/27/08)
- [\[3696\] DMLR Procedure No. 2.3.12, Inspections of DM designated "RZ" sites](#) (8/2/05)
- [\[3697\] DMLR Procedure No. 2.3.13, Performance Bond Review and Approval](#) (8/16/07)
- [\[3698\] DMLR Procedure No. 2.4.01, Checks Returned for Non-Payment](#) (3/6/97)
- [\[3699\] DMLR Procedure No. 3.1.01, Daily Reports](#) (2/21/07)
- [\[3700\] DMLR Procedure No. 3.1.03, Monthly/Quarterly Reports](#) (4/17/06)
- [\[3701\] DMLR Procedure No. 3.1.04, Radio Contact](#) (4/17/06)
- [\[3703\] DMLR Procedure No. 3.3.02, Numbering & Encoding Reports- Enforcement Action](#) (8/18/00)
- [\[3704\] DMLR Procedure No. 3.7.01, CSMCRA/Clean Water Act Violations- Settlement Agreements](#) (8/2/05)
- [\[3705\] DMLR Procedure No. 4.1.03, AMLIS Data Entry](#) (8/2/05)
- [\[376\] DMLR Procedure No. 3.3.07, Certification of Ponds, Roads, Fills and Stream Channel Diversions](#) (2/26/03)
- [\[389\] DMLR Procedure No. 4.1.02, Realty Procedures](#) (6/1/05)
- [\[390\] DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, Administrative Hearings Procedures](#) (3/17/08)
- [\[393\] DM Procedure No. 1.04.02, 5-Day Spot Inspection](#) (8/1/05)
- [\[397\] DM Procedure No. 1.04.01, Inspection of Coal Mines](#) (10/1/03)
- [\[398\] DM Procedure No. 1.04.04, Regular Inspections](#) (7/1/07)
- [\[401\] DM Procedure No. 1.04.06, Risk Assessment](#) (10/1/03)
- [\[403\] DM Procedure No. 1.04.08, Smoking Articles Inspection](#) (7/1/07)
- [\[409\] DM Procedure No. 1.05.05, Unintentional Roof Falls](#) (7/1/07)
- [\[411\] DM Procedure No. 1.05.07, Safety Complaints](#) (10/1/03)
- [\[413\] DM Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities](#) (8/1/05)
- [\[418\] DM Procedure No. 1.07.02, Small Mine Safety Service](#) (1/29/99)
- [\[420\] DM Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites](#) (10/1/03)
- [\[421\] DM Procedure No. 1.08.04, Other Requests for Assistance](#) (8/1/05)
- [\[426\] 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 \(7/8/09\)](#)

[\[DM09-04\] 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 documents may be viewed during regular work days from 8 a.m. to 5 p.m. in the office of the Virginia Department of Minority Business Enterprise, 1111 East Main Street, Suite 300, Richmond, VA 23219. If you have questions regarding interpretation or implementation of these documents or to obtain copies free of charge, please contact Angela Chiang, Director of Operations, at the same address, or via telephone at (804) 786-1087 or electronic mail at angela.chiang@dmbe.virginia.gov.

To obtain the most up-to-date information on the SWaM Certification guidance documents visit the agency's Internet homepage at <http://www.dmb.e.virginia.gov>.

Guidance Documents:

[Statement of Legal Authority \(5/12/08\)](#)

[SWaM Certification Program Updates \(11/20/08\)](#)

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 \(3/17/98\)](#)

Guidance Documents

[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)

[TrueCar, Dealix and Insurance](#) (7/12/12)

[\[AD020-95\] 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., in Legislative Services, Room 724, at the Department of Motor Vehicles, 2300 West Broad Street, Richmond, VA 23220. Many of these documents are available on the DMV website (<http://www.dmv.state.va.us/webdoc/forms/index.asp>).

Copies totaling under ten pages may be obtained for no charge. Copies totaling ten pages or more may be obtained at a cost of \$0.50 a page. Requests for copies of these documents may be made by contacting Melissa Velazquez at the same address, telephone (804) 367-1844, FAX (804) 367-4336, or email melissa.velazquez@dmv.virginia.gov.

Guidance Documents:

DL 18, Parental Consent Cancellation of a Minor's Driving Privilege, 4/01
<http://www.dmv.virginia.gov/webdoc/pdf/dl18.pdf>

DL 55, National Driver Register File Check Employer Request, 11/10/10
<http://www.dmv.virginia.gov/webdoc/pdf/dl55.pdf>

DL 56, National Driver Register File Check Individual Request, 11/10/10
<http://www.dmv.virginia.gov/webdoc/pdf/dl56.pdf>

DL 70, Hazmat Endorsement Background Record Check, 8/25/11
<http://www.dmv.virginia.gov/webdoc/pdf/dl70.pdf>

DL 140, Vehicle Inspection Study Guide - Tractor Trailer, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dl140.pdf>

DL 141, Vehicle Inspection Study Guide - Straight Truck/School Bus, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dl141.pdf>

DL 142, Vehicle Inspection Study Guide - Coach/Transit Bus, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dl142.pdf>

DL 143, Vehicle Inspection Study Guide - Combination Vehicles, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dl143.pdf>

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, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv2.pdf>

DMV 7, Virginia webCAT - Virginia's Electronic Motor Carrier Solution, 7/14/11
<http://www.dmv.virginia.gov/webdoc/pdf/dmv7.pdf>

DMV 16, Parents in the Driver's Seat, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv16.pdf>

DMV 25, Be an Online Dealer, 11/5/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv25.pdf>

DMV 28, Frequently Asked Questions About Farm Vehicles, 7/1/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv28.pdf>

DMV 32, Preferred Services Flyer, 7/108
<http://www.dmv.virginia.gov/webdoc/pdf/dmv32.pdf>

- DMV 34, Virginia's Motorcycle Skills Test, 3/3/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv34.pdf>
- DMV 34A, Virginia's Motorcycle Skills Test (for smaller testing area), 3/3/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv34a.pdf>
- DMV 39, Virginia Driver's Manual - Rules of the Road, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv39.pdf>
- DMV 39SP, Manual del Conductor de Virginia - Reglas de la Carretera, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv39S.pdf>
- DMV 52, Virginia's Secure Driver's Licenses and ID Cards/Organ Donation (Driver Renewal Insert), 3/11/11
<http://www.dmv.virginia.gov/webdoc/pdf/dmv52.pdf>
- DMV 53, Turning 80? Come see us at DMV!, 2/12/09
<http://www.dmv.virginia.gov/webdoc/pdf/dmv53.pdf>
- DMV 54, Virginia's Secure Driver's Licenses and ID Cards (ID Card Renewal Insert), April 30, 2009
<http://www.dmv.virginia.gov/webdoc/pdf/dmv54.pdf>
- DMV 60, Virginia Commercial Driver's Manual, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv60.pdf>
- DMV 72, Automobile Liability Insurance Reporting Requirements/Reporting Guide for Insurance Companies, 5/2003
<http://www.dmv.virginia.gov/webdoc/pdf/dmv72.pdf>
- DMV 105, DMV Guide for family members and friends of the recently deceased, 5/14/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv105.pdf>
- DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, 1/10/12
<http://www.dmv.state.va.us/webdoc/pdf/dmv109.pdf>
- DMV 114, A Different Kind of Crash Course, The Virginia DI Program, 7/1/10, § 46.2-489 et seq.
<http://www.dmv.state.va.us/webdoc/pdf/dmv114.pdf>
- DMV 114S, Un Curso Intensivo Diferente Crash Course, 7/1/10
<http://www.dmv.state.va.us/webdoc/pdf/dmv114s.pdf>
- DMV 115, Moving Violations and Point Assessments, The Virginia DI Program, 6/30/11, §§ 46.2-491 through 46.2-494
<http://www.dmv.state.va.us/webdoc/pdf/dmv115.pdf>
- DMV 115S, Infracciones de la Circulación y Cálculo de Puntos, 6/30/11
<http://www.dmv.state.va.us/webdoc/pdf/dmv115s.pdf>
- DMV 137, Personalized License Plates/Special License Plates, 8/1/12
<http://www.dmv.state.va.us/webdoc/pdf/dmv137.pdf>
- DMV 140, Welcome to Virginia, 7/1/12
<http://www.dmv.state.va.us/webdoc/pdf/dmv140.pdf>
- DMV 140S, Bienvenido a Virginia, 7/1/12
<http://www.dmv.state.va.us/webdoc/pdf/dmv140s.pdf>
- DMV 141, Obtaining a Driver's License or Identification (ID) Card, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv141.pdf>
- DMV 141S, Obtención de una Licencia de conducir o una tarjeta de Identificación (ID) de Virginia, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv141s.pdf>
- DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, 12/28/10, § 46.2-323.1
<http://www.dmv.virginia.gov/webdoc/pdf/dmv143.pdf>
- DMV 168, Virginia is Tough on drunk and drugged drivers, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv168.pdf>
- DMV 168S, Virginia es muy estricta con conductores borrachos y drogados, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv168s.pdf>
- DMV 172, Child's Identification Card, 4/14/11
<http://www.dmv.virginia.gov/webdoc/pdf/dmv172.pdf>
- DMV 172SP, Las Tarjetas de Identidad para los niños de Virginia de alta seguridad, 4/14/11
<http://www.dmv.virginia.gov/webdoc/pdf/dmv172s.pdf>
- DMV 177, Acceptable Documents for an Individual Titling a Vehicle in Virginia, 8/9/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv177.pdf>
- DMV 177S, Documentos aceptables – Para obtener el título de un vehículo en Virginia, 8/9/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv177s.pdf>
- DMV 178, Clean Special Fuel, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv178.pdf>
- DMV 181, Voter Registration Application Instructions, Large Print, 4/12/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv181.pdf>
- DMV 200, Failure to Show for CDL Skills Test Appointment 11/9/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv200.pdf>
- DMV 201, DMV Fees, 10/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv201.pdf>
- DMV 206, A Guide for Armed Forces, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv206.pdf>
- DMV 217, Important Testing Information, 11/10/10
<http://pscript.dmv.state.va.us/intranet/forms/pdf/dmv217.pdf>
- DMV 217S, Importante Información sobre los Exámenes para Obtener la Licencia de Manejar, 11/10/10
<http://pscript.dmv.state.va.us/intranet/forms/pdf/dmv217s.pdf>
- DMV 222, Virginia's Secure Driver's Licenses and ID Cards Brochure, 3/18/09
<http://www.dmv.virginia.gov/webdoc/pdf/dmv222.pdf>

Guidance Documents

DMV 222S, Las Licencias de Conducir y las Tarjetas de Identidad de Virginia son documentos de alta seguridad, 5/1/09

<http://www.dmv.virginia.gov/webdoc/pdf/dmv222s.pdf>

DMV 223, Vehicle Safety Inspection/Virginia Insurance Requirements, 12/20/10

<http://www.dmv.virginia.gov/webdoc/pdf/dmv223.pdf>

DMV 225, Automated Clearing House Payment Options, 11/15/10

<http://www.dmv.virginia.gov/webdoc/pdf/dmv225.pdf>

DMV 226, Virginia Rider Training Program Policy and Procedures, 10/10

<http://www.dmv.virginia.gov/webdoc/pdf/dmv226.pdf>

DMV 234, Hauling Permit Manual, 9/09

<http://www.dmv.state.va.us/webdoc/pdf/dmv234.pdf>

DMV 237, Doing Business with DMV, 9/18/12

<http://www.dmv.virginia.gov/webdoc/pdf/dmv237.pdf>

DMV 239, Important Notice: Harvest Vehicles, 7/1/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv239.pdf>

DMV 240, myDMV Account, 8/28/12

<http://www.dmv.virginia.gov/webdoc/pdf/dmv240.pdf>

DMV 241A, Driver Alert, 5/8/12

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241a.pdf>

DMV 241B, EZ Fleet, 8/5/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241b.pdf>

DMV 241C, Automated Routing Solution, 7/12/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241c.pdf>

DMV 241E, Virginia is Open for Business, 12/29/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241e.pdf>

DMV 241F, Business Logo License Plates, 9/23/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241f.pdf>

DMV 246, Operational Recommendations for Companies Transporting Passengers for Compensation (For-Hire), 5/13/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv246.pdf>

DMV 248, Motor Carrier Manual, 7/1/12

<http://www.dmv.virginia.gov/webdoc/pdf/dmv248.pdf>

Driver Licensing Guide, updated on a regular basis as necessary

<http://intranet.dmv.state.va.us/intranet/manuals/dlgtoc.shtml>

DSD 27, Permit to Use Dealer's License Plates, 11/15/10

<http://www.dmv.state.va.us/webdoc/pdf/dsd27.pdf>

DTS 30, Curriculum Requirements for Class A Driver Training Instruction Courses, 7/1/10

<http://www.dmv.state.va.us/webdoc/pdf/dts30.pdf>

FR 4, Financial Responsibility Insurance Filing Via Internet, 8/06 <http://www.dmv.state.va.us/webdoc/pdf/fr04.pdf>

Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566

HP 405, Escort Driver's Manual, 10/4/10

<http://www.dmv.state.va.us/webdoc/pdf/hp405.pdf>

MCTS 247, Motor Carrier Guidelines, revised 7/1/12

<http://www.dmv.state.va.us/webdoc/pdf/mcts247.pdf>

MED 2, Customer Medical Report, 7/1/11

<http://www.dmv.state.va.us/webdoc/pdf/med2.pdf>

MED 12, Disabled Parking Privileges Information, 1/23/12, §§ 46.2-731, 46.2-732, 46.2-739 and 46.2-1241

<http://www.dmv.state.va.us/webdoc/pdf/med12.pdf>

MED 30, Application for CDL Waiver or Hazardous Materials Variance, 7/1/11

<http://www.dmv.state.va.us/webdoc/pdf/med30.pdf>

MED 31, Conditions of Variance for CDL Drivers to Haul Hazardous Materials, revised 6/07 §§ 10.1-1402 (11), 10.1-1405, 10.1-1450 and 46.2-341.9:1

<http://www.dmv.state.va.us/webdoc/pdf/med31.pdf>

MED 44, Driver Licensing Information for Bioptic Telescopic Lens Wearers, revised 12/28/10, § 46.2-312

<http://www.dmv.state.va.us/webdoc/pdf/med44.pdf>

MED 80, Medical Fitness for Safe Driving, 7/1/12

<http://www.dmv.state.va.us/webdoc/pdf/med80.pdf>

OA 448, Sample Tariff for Common Carriers Over Irregular Routes, 11/03

<http://www.dmv.state.va.us/webdoc/pdf/oa448.pdf>

OA 449, Samples Tariff and Time Schedule for Common Carriers Over Regular Routes, 11/03

<http://www.dmv.state.va.us/webdoc/pdf/oa449.pdf>

OA 450, Sample Tariff for Household Goods Carriers, 2/16/05 <http://www.dmv.state.va.us/webdoc/pdf/oa450.pdf>

RDT 382, IFTA Fuels Tax Rates, (issued quarterly), 11/19/12

<http://www.dmv.state.va.us/webdoc/pdf/rdt382.pdf>

US 531C, DMV Information – Use Criteria, 11/804

<http://www.dmv.state.va.us/webdoc/pdf/US531c.pdf>

US 531A/AR, Information Use Application, revised 10/1/12, § 46.2-208

<http://www.dmv.state.va.us/webdoc/pdf/US531A.pdf>

US 531E/ER, Application for Extranet Transaction Access, revised 10/1/12, § 46.2-208

<http://www.dmv.state.va.us/webdoc/pdf/US531e.pdf>

VSA 5, Odometer Disclosure Statement, 7/25/11

<http://www.dmv.state.va.us/webdoc/pdf/vsa5.pdf>

VSA 6, Vehicle Color Codes
<http://www.dmv.state.va.us/webdoc/pdf/vsa-6color.pdf>

VSA 10, License Plate Application, 7/1/11
<http://www.dmv.state.va.us/webdoc/pdf/vsa10.pdf>

VSA 10A, Gold Star License Plate Applicant Certification, 7/1/08
<http://www.dmv.state.va.us/webdoc/pdf/vsa10a.pdf>

VSA 10B, Antique License Plate Applicant Certification, 7/1/08
<http://www.dmv.state.va.us/webdoc/pdf/vsa10b.pdf>

VSA 14, Vehicle Registration Application, 7/1/12
<http://www.dmv.state.va.us/webdoc/pdf/vsa14.pdf>

VSA 17A, Application for Certificate of Title and Registration, 7/1/12
<http://www.dmv.state.va.us/webdoc/pdf/vsa17a.pdf>

VSA 86, To Secure Virginia Title and Transfer or Buy License Plates, 1/24/06
<http://www.dmv.state.va.us/webdoc/pdf/vsa86.pdf>

Vehicle Licensing Guide, updated on a regular basis, as necessary 11/10/12
http://intranet.dmv.state.va.us/intranet/manuals/vlictoct_2.shtml

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, Transmittal of third-party orders to nurses, revised September 11, 2012

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, Peripherally inserted central catheters and removal by registered nurses, revised September 11, 2012

90-7, Sanctioning Reference Points Instruction Manual, revised by Board, March 2011

90-8, Delegation of task of obtaining specimens to unlicensed personnel, revised September 11, 2012

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 May 15, 2012

90-13, Authority granted to Special Conference Committees to approve or deny applicants, adopted on March 26, 1995

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, Epidural anesthesia by Registered Nurses, revised September 11, 2012

90-20, Nursing employment practice under board-ordered probation, adopted May 15, 2012

90-21, Clinical learning experiences in RN and LPN educational programs, adopted July 17, 2012

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, revised September 11, 2012

90-24, Use of simulation in nursing education programs, adopted July 21, 2009

90-26, Board opinion on reinstatement applications for individuals with revoked certificates based on a finding of

Guidance Documents

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

90-31, Administration of a medication that has been transmitted orally or in writing by a pharmacist acting as the prescriber's agent, revised September 11, 2012

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, revised by Board of Nursing on July 17, 2012 and by the Board of Medicine on August 3, 2012

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, Training of employees of school boards in the administration of insulin and glucagon, revised September 11, 2012

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, revised May 15, 2012

90-39, Guidance on Discipline Issues: Indefinite Suspension; Reinstatement following mandatory suspension, adopted May 18, 2010

90-40, Surveillance activities required by the OSHA Respiratory Standards within the scope of practice of the registered nurse, revised September 11, 2012

90-41, Article on meaning of patient abandonment, revised September 11, 2012

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

90-48, Use of social media by practitioners regulated by the Board, May 17, 2012

90-52, Delegation of the removal of venous and arterial sheaths by registered nurses to unlicensed personnel not permitted, revised September 11, 2012

90-53, Boards' opinion on treatment by women's health nurse practitioners of male clients for sexually transmitted diseases, revised by the Board of Nursing on July 17, 2012 and by the Board of Medicine on August 3, 2012

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, Practice agreement requirements for licensed nurse practitioners, adopted by the Board of Nursing on July 17, 2012 and the Board of Medicine on August 3, 2012

90-57, By-Laws of the Board of Nursing, revised November 13, 2012

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

90-60, Code of Conduct for Board of Nursing, revised January 24, 2012

90-61, Disposition of cases against nurse aides, medication aides and massage therapists for practice on expired certificates or registrations, adopted May 15, 2012

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/Optomtry/optometry_guideline_s.htm

- 105-10, End of a contact lens fitting, adopted May 12, 2012
- 105-11, Disposition of cases involving practicing with an expired license, adopted February 8, 2012
- 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 9, 2012
- 105-17, Guidelines on use of O.D. or Optometrist in advertising, adopted February 1997, reaffirmed July 15, 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

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 July 2012

110-9, Pharmacy Inspection Deficiency Monetary Penalty Guide, revised June 12, 2012

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

110-19, Transferring valid orders between medical equipment providers, March 13, 2012

110-20, Practice as a Pharmacy Technician trainee, adopted June 12, 2012

110-21, Sanction Reference Points Manual, adopted September 12, 2007

110-22, Dispensing records; identification of pharmacist, adopted June 12, 2012

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

Guidance Documents

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 October 1, 2012

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/physsther_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

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

112-18, Disciplinary action for practicing with an expired letter, adopted February 17, 2012

112-19, Performance of INR's by physical therapists in home health settings, adopted February 17, 2012

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 which is located in the Patrick Henry Building at 1111 East Broad Street, Room 5040 (Fifth Floor) in Richmond, VA 23219 (corner of 11th and Broad Streets).

Copies may also be downloaded at the Virginia Regulatory Town Hall website www.townhall.virginia.gov or requested by email at melanie.west@dpb.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Melanie K. West, at the address above or by phone at (804) 786-8812. Copies are free of charge.

Guidance Documents:

[2012-2014 Biennium Non-State Agency Instructions](#) (9/1/11)

[Small Business Impact Legislation 2005 - Implementation on Town Hall website](#) (1/3/12)

[Town Hall User Manual](#) (12/15/12)

[\[2008-1\] PPG Guidance](#) (1/3/12)

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 Virginia Regulatory 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 Regulate Professions and Occupations](#) (6/2/03)

[2012-13 New Board Member Training Manual](#) (7/1/12)

[\[Policy #100-01\] 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](#) (12/6/11)

[\[Policy #100-05\] 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](#) (11/1/11)

[\[Policy #200-18\] 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)

[\[Policy #300-03\] Expedited Licensing of Military Spouses](#) (7/1/12)

[\[Policy #500-01\] 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](#) (2/10/12)

[\[Policy #700-04\] Revenue Refunds](#) (2/10/12)

[\[Policy #800-01\] 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)

[Comity Applicant Criteria of the APELSCIDLA Board's Current Regulations](#) (6/18/12)

[Onsite Sewage Systems Designed by Professional Engineers & Onsite Soil Evaluators](#) (12/15/11)

[Requirements for Topographic Surveys in Virginia](#) (6/30/11)

Guidance Documents

Board for Asbestos, Lead, 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 Remediation Regulations Interpretations & Policies](#) (11/15/11)

Auctioneers Board

See Guidance Documents applicable to all boards and the department.

Board for Barbers and Cosmetology

Guidance Document:

[\[#800-03\] Random Inspections of Board for Barbers and Cosmetology Licensees](#) (7/9/09)

Board for Branch Pilots

Guidance Document:

[Branch Pilot Renewal Requirements](#) (8/1/12)

Cemetery Board

Guidance Document:

[Sample General Price List](#) (10/23/08)

Common Interest Community Board

Guidance Documents:

[Common Interest Community Guidance Document 5](#) (9/20/12)

[Common Interest Community Guidance Document 6](#) (9/20/12)

[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](#) (1/24/12)

Fair Housing Board

See Guidance Documents applicable to all boards and the department.

Board for Hearing Aid Specialists and Opticians

See Guidance Documents applicable to all boards and the department.

Board for Professional Soil Scientists, Wetland Professionals and Geologists

See Guidance Documents applicable to all boards and the department.

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)

Real Estate Board

Guidance Documents:

[ARELLO Distance Education Certification](#) (7/8/10)

[Broker Price Opinion Guidance Document](#) (12/4/09)

[Continuing & Post License Education Course Reporting Requirements](#) (5/19/08)

[Instructor Qualifications](#) (5/19/08)

[Necessity for Brokerage Agreements](#) (9/6/12)

[On-line Course Time Requirement](#) (12/17/09)

[Proof of Financial Responsibility for Board-Approved Education Providers](#) (7/19/07)

[Real Estate Advisory Council's Report Regarding Post-Licensure Education](#) (7/12/12)

[Real Estate Distance Education Notarized Affidavit Requirement](#) (5/19/09)

[Real Estate Pre-License Instructor Guidance Document](#) (3/24/08)

Board for Waste Management Facility Operators

See Guidance Documents applicable to all boards and the department.

Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

Guidance Documents:

[Board Interpretations and Policies](#) (6/21/11)

[Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Interpretations and Policies](#) (1/12/12)

[Onsite Sewage Systems Designed by Professional Engineers & Onsite Soil Evaluators](#) (12/15/11)

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, 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 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, or telephone (804) 726-

7017. All guidance documents are available electronically at no charge on the Virginia Regulatory Town Hall. Costs associated with obtaining printed copies vary depending on the document.

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](#) (1/1/12)

[\[APP8\] Appeals and Fair Hearings Procedure Manual](#) (11/30/11)

[\[BI1\] Procedures for Performing Background Investigations for CRF](#) (7/12/12)

[\[BI2\] Procedures for Conducting Background Investigations on Foster and Adoptive Parents, Adult Household Members, and Birth Parents Requested by Child-Placing Agencies](#) (7/12/12)

[\[BI3\] 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](#) (7/1/12)

[\[BI7\] Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers](#) (7/1/12)

[\[BI8\] Barrier Crimes for Child-Placing Agencies and for Foster and Adoptive Homes Approved by Child-Placing Agencies](#) (7/1/12)

[\[BI9\] Barrier Crimes for Children's Residential Facilities](#) (7/1/12)

[\[BP1\] Volume IX -Energy Assistance Policy Manual](#) (9/1/12)

[\[BP2\] Energy Assistance Prog. Quick Reference Guides](#) (10/1/12)

[\[BP3\] Volume V - Supplemental Nutrition Assistance Program Certification Manual](#) (10/1/12)

[\[BP4\] Supplemental Nutrition Assistance Program Quick Reference Guide](#) (10/1/12)

Guidance Documents

[\[BP5\] Virginia Electronic Benefits Transfer \(EBT\) Policies and Procedures Guide](#) (11/1/12)

[\[BP6\] Volume XIII - Medicaid Policy Manual](#) (10/1/12)

[\[BP7\] Volume II - GR Policy - Part IV](#) (1/1/07)

[\[BP8\] TANF Policy Manual](#) (10/1/12)

[\[CCD1\] Child Care Subsidy Guidance \(Volume VII, Section II, Chapter D\)](#) (1/1/13)

[\[CCD2\] Child Care and Development Fund State Plan 2011-2013](#) (12/8/11)

[\[CSE1\] Division of Child Support Enforcement Program Manual](#) (12/20/12)

[\[CVS1\] Neighborhood Assistance Program Donor Fact Sheet](#) (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)

[\[CVS2\] Neighborhood Assistance Program Project Fact Sheet](#) (11/30/11)

[\[CVS20\] Va. AmeriCorp State Guidance Manual](#) (11/30/11)

[\[CVS21\] Virginia Refugee Resettlement Program Manual](#) (7/1/11)

[\[CVS3\] Neighborhood Assistance Program Contribution Notification Forms A, B, C, D, E](#) (11/30/11)

[\[CVS4\] Neighborhood Assistance Program application](#) (11/30/11)

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[\[FS 9\] Virginia Department of Education and Virginia Department of Social Services, Fostering Connections: Joint Guidance for School Stability of Children in Foster Care](#) (10/1/12)

[\[FS1\] Title IV-E Eligibility Manual](#) (10/26/12)

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[\[FS11\] Virginia's Guide To The Interstate Compact On The Placement Of Children](#) (11/1/02)

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[\[FS13\] Request To Place Virginia Youth Out-Of-Commonwealth](#) (11/1/02)

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[\[FS16\] Children & Family Service Manual, Chapt. D. Local Dept. Resource, Foster and Adoptive Family Home Approval](#) (7/1/12)

[\[FS17\] Broadcast 5696 Revised Adult Protective Services \(APS\) Minimum Training Standards](#) (6/1/09)

[\[FS18\] Broadcast 7522, Update on Assisted Living Facility Assessment Procedures/No Need to Submit Assessment Packages](#) (7/20/12)

[\[FS19\] Broadcast 7658, Guidelines for Pre-Admission Screening of Children with Disabilities Seeking Long-Term Care Services](#) (10/25/12)

[\[FS2\] Volume II - Auxiliary Grants Policy Manual - Part III, Chapter D, SSI Recipient Eligibility. Chapter I, Non-SSI Income Sources](#) (12/5/12)

[\[FS20\] Broadcast 7483, Local Department of Social Services No Longer to Claim/File for Assisted Living Facility Assessment Payments](#) (7/26/12)

[\[FS21\] Broadcast 4198 Safe & Timely Placement of Children Act - Interstate Compact on the Placement of Children \(ICPC\)](#) (12/10/07)

[\[FS22\] Child & Family Services Manual - Chapter B - Early Prevention - Sections 1 and 4](#) (10/1/12)

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- [\[FS4\] Adult Services Manual, Chapters 1-7 \(11/1/12\)](#)
- [\[FS5\] Child & Family Services Manual - Chapter C - Child Protective Services \(7/1/12\)](#)
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- [\[FS7\] Generic Policy - Volume II, Sec. I, Chapter B \(1/1/98\)](#)
- [\[FS8\] Adoption Policy, Vol. VII, Sec. III, Chapter C and D \(10/1/09\)](#)
- [\[FS9\] Virginia Department of Education and Virginia Department of Social Services, Fostering Connections: Joint Guidance for School Stability of Children in Foster Care \(10/1/12\)](#)
- [\[HR1\] Chapter 1B, Recruitment & Selection, Administrative/Human Resources Manual for Local Departments of Social Services \(3/1/12\)](#)
- [\[HR10\] 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 \(7/1/08\)](#)
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- [\[HR2\] Chapter 2, Classification & Compensation, Administrative/Human Resources Manual for Local Departments of Social Services \(6/14/11\)](#)
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- [\[HR21\] SOP Section 2.12 - Layoff \(7/1/08\)](#)
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- [\[HR25\] SOP Section 2.16 - Reporting Time Worked \(7/1/08\)](#)
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- [\[HR27\] SOP Section 2.18 - Telecommuting and Alternate Work Schedules \(7/1/08\)](#)
- [\[HR28\] SOP Section 2.19 - Temporary Help \(11/1/04\)](#)
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- [\[HR3\] Chapter 3, General Leave, Administrative/Human Resources Manual for Local Departments of Social Services \(10/19/11\)](#)
- [\[HR30\] 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 \(3/11/11\)](#)
- [\[HR33\] 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 \(7/1/08\)](#)
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- [\[HR38\] SOP Section 4.17-Emergency Disaster Leave \(9/1/11\)](#)
- [\[HR4\] Chapter 4, Medical Leaves of Absence, Administrative/Human Resources Manual for Local Departments of Social Services \(12/6/11\)](#)
- [\[HR5\] Chapter 5, Operations of the LDSS, Administrative/Human Resources Manual for Local Departments of Social Services \(12/6/11\)](#)
- [\[HR6\] Chapter 6, Performance Evaluation & Standards of Conduct, Administrative/Human Resources Manual for Local Departments of Social Services \(9/1/12\)](#)
- [\[HR7\] Chapter 7, Discipline and Termination of Employment, Administrative/Human Resources Manual for Local Departments of Social Services \(11/1/12\)](#)
- [\[HR8\] Chapter 8, Personnel Records, Administrative/Human Resources Manual for Local Departments of Social Services \(7/1/07\)](#)
- [\[HR9\] Chapter 1, Employment Opportunity, Disability Accommodation & Affirmative Action, Administrative/Human Resources Manual for Local Departments of Social Services \(10/19/11\)](#)
- [\[LIC1\] Criteria For Training \(4/1/07\)](#)

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[\[LIC11\] Technical Assistance for Standards for Licensed Assisted Living Facilities](#) (7/17/12)

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[\[LIC13\] 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)

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[\[LIC4\] 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)

[\[OPR1\] VCNCs: Institutional Review Board Guidelines & Procedures Manual](#) (11/30/12)

[\[PA1\] 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, 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, revised November 30, 2012

DEPARTMENT OF STATE POLICE

To obtain printed copies of the indicated guidance documents please contact the person listed following the document name.

Both documents are available electronically on line for no charge by visiting the Virginia Regulatory Town Hall <http://townhall.virginia.gov/index.cfm> or the Virginia State Police Homepage at <http://www.vsp.state.va.us/>.

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)

CAPT Gary Payne, Professional Standards Unit, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, (804) 674-2000

[Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers](#), (7/1/12)

Donna Tate, Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, (804) 674-2000

DEPARTMENT OF TAXATION

Copies of forms may be obtained from the department's website <http://www.tax.virginia.gov> or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, Department of Taxation, 1957 Westmoreland Street, Richmond, VA 23230. These forms are used to implement the return filing requirements for the taxes administered by the Virginia Department of Taxation. Primarily, these return filing requirements are found in Title 58.1 of the Code of Virginia. The Department of Taxation is also required to collect certain agricultural commodity taxes found under Title 3.1 of the Code of Virginia. Copies may be obtained by contacting the Forms Request Unit at the Department of Taxation, P.O. Box 1317, Richmond, VA 23218-1317, telephone (804) 440-2541.

Virginia Tax Bulletins provide the department's interpretation of Title 58.1 of the Code of Virginia. Copies may be obtained free of charge by contacting the Office of Tax Policy, Appeals and Rulings, Department of Taxation, P.O. Box 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179. Each tax bulletin is assigned a number (e.g., VTB 04-1) and, beginning in 2004, is also published as a "public document" and assigned a second number (e.g., PD 04-7). Either number can be used to locate the tax bulletin on the Department's website. The Department of Taxation is required under § 58.1-204 of the Code of Virginia to publish (i) orders of the Tax Commissioner under §§ 58.1-1822 and 58.1-1824, (ii) final orders entered by a circuit court under § 58.1-1826 or 58.1-1827 and any written opinion or memorandum of the court; and (iii) any written ruling or other interpretation of Virginia law which the Tax Commissioner believes may be of interest to taxpayers and practitioners. These public documents interpret both law (Title 58.1 of the Code of Virginia) and regulations (Title 23 of the Virginia Administrative Code) as they apply to taxpayers. Since 1984, the department has published over 6,000 public documents and adds an additional 40 to 50 documents to this list each month. They may be found on the

Department of Taxation's website at <http://www.policylibrary.tax.virginia.gov/OTP/Policy.nsf>

Most guidance documents are available electronically on the Virginia Regulatory Town Hall. Copies of the other documents may be obtained from the Department of Taxation's website <http://www.tax.virginia.gov> or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, Department of Taxation, 1957 Westmoreland Street, Richmond, VA 23230. Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Relations, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, FAX (804) 786-2670.

Guidance Documents:

[\[4 - Admin\] Administration, 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties](#) (5/1/91)

[\[4 - Admin\] Administration, Assessment of Penalty and Interest on Miscellaneous Taxes](#) (12/21/84)

[\[4 - Admin\] Administration, Computation of Interest](#) (12/22/86)

[\[4 - Admin\] Administration, Computation of Interest on All Tax Refunds](#) (1/14/88)

[\[4 - Admin\] Administration, Converted Assessments](#) (12/24/86)

[\[4 - Admin\] Administration, Differential Interest Rates](#) (12/3/86)

[\[4 - Admin\] Administration, Jeopardy Assessments](#) (3/25/86)

[\[4 - Admin\] Administration, Keeper of the Records](#) (5/14/86)

[\[4 - Admin\] Administration, Limitations Applicable to Converted Assessments](#) (2/17/87)

[\[4 - Admin\] Administration, Set Off Debt Collection Procedures, Taxpayers in Bankruptcy](#) (4/17/91)

[\[4 - Aircraft\] Aircraft Sales and Use Tax, Application of the Aircraft Sales and Use Tax to a Variety of Situations](#) (7/24/85)

[\[4 - Aircraft \] Aircraft Sales and Use Tax, Application of the Aircraft Sales Tax to Aircraft Sold at Washington National Airport](#) (10/19/87)

[\[4 - Aircraft \] Aircraft Sales and Use Tax, Imposition of Aircraft Sales and Use Tax](#) (3/10/87)

[\[4 - Cigarette\] Use of Tax Stamps as Evidence of Payment of Local Cigarette Taxes](#) (12/27/05)

[\[4 - Collections\] Field Collection Guide](#) (11/30/06)

[\[4 - Corp/Individ\] Corporate Tax and Individual Tax, Application of Penalty to Corporate and Individual Income Tax Audits](#) (10/26/90)

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[\[4 - Corporate\] Corporate Income Tax, Inventory of Alcoholic Beverages In State Owned Warehouse \(3/26/85\)](#)

[\[4 - Corporate\] Corporate Tax, Abatement of 100% Penalty Assessed Under Section 58- 44.1 \(8/22/83\)](#)

[\[4 - Corporate\] Corporate Tax, ACRS Carryovers and Refunds: Statute of Limitations \(7/28/93\)](#)

[\[4 - Corporate\] Corporate Tax, Financial Corporation Apportionment Factor \(3/17/88\)](#)

[\[4 - Corporate\] Corporate Tax, Investment in Euro Dollars, Foreign Source Income Subtraction \(11/28/84\)](#)

[\[4 - Corporate\] Corporate Tax, Sales Factor and Form 4797 Proceeds \(3/31/87\)](#)

[\[4 - Individual\] Individual Income Tax, Interest on Refunds Delayed by Set Off Debt Collection \(11/24/87\)](#)

[\[4 - Individual\] Individual Tax, Application of 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties to Pre-1990 Income Tax Returns\(5/24/91\)](#)

[\[4 - Individual\] Individual Tax, Computation of Income Tax Penalty and Interest \(11/29/90\)](#)

[\[4 - Individual\] Individual Tax, Execution of Extensions \(2/17/93\)](#)

[\[4 - Individual\] Individual Tax, Form 760C \(Individual Underpayments of Estimated Tax\), \(11/24/86\)](#)

[\[4 - Individual\] Individual Tax, Head of Household Filing Status \(6/24/88\)](#)

[\[4 - Individual\] Individual Tax, Home Accessibility Features for the Disabled Tax Credit \(9/29/00\)](#)

[\[4 - Individual\] Individual Tax, Interest on Estimated Individual Income Tax Underpayments \(10/14/82\)](#)

[\[4 - Individual\] Individual Tax, Names to Appear on Assessments \(12/22/86\)](#)

[\[4 - Individual\] Individual Tax, Non-Resident Income from the Rental or Sale of Virginia Real Estate \(8/6/90\)](#)

[\[4 - Individual\] Individual Tax, Personal Exemptions/Dependent Children \(8/20/87\)](#)

[\[4 - Individual\] Individual Tax, Public Law 98-259 Forgiveness of Federal Income Tax for U.S. Military and Civilian Employees Killed in Terrorist Action\(12/28/84\)](#)

[\[4 - Individual\] Individual Tax, Set-Off Debt Collection Program, Amending Filing Status 4 Returns \(4/25/84\)](#)

[\[4 - Individual\] Individual Tax, State and Federal Tax Incentives for Child Care \(12/13/88\)](#)

[\[4 - Individual\] Individual Tax, Taxability of Title VII Benefits \(Conrail Benefits and Termination Allowances\) \(4/22/85\)](#)

[\[4 - Individual\] Individual Tax, The Virginia Age Deduction under House Bill 5018 \(2004\) \(7/30/04\)](#)

[\[4 - Individual\] Individual Tax, Virginia Taxes and Lottery Winnings \(1/1/91\)](#)

[\[4 - Local\] 2000 BPOL Guidelines \(Part 1 of 4\) \(1/1/00\)](#)

[\[4 - Local\] 2000 BPOL Guidelines \(Part 2 of 4\) \(1/1/00\)](#)

[\[4 - Local \] 2000 BPOL Guidelines \(Part 3 of 4\) \(1/1/00\)](#)

[\[4 - Local\] 2000 BPOL Guidelines \(Part 4 of 4\) \(1/1/00\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Industrial Processing Exemption Retail/Photo-Processing Operations \(9/8/00\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, 1991 SB 524: Sales and Use Tax Exemption for REACT Organizations \(5/3/91\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Advertising Exemption \(8/21/87\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Allocation of Local Sales and Use Tax Where Business Property is Located in More Than One Locality \(1/9/84\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Audit Penalty \(7/18/90\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Disallowance of Sales Tax Dealer's Discount When Tax Not Paid in Full \(4/1/85\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Extensions \(9/8/82\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Federal Government Credit Card Purchases \(7/12/02\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Implementation of SB 741 \(Dealer's Discount\), \(3/27/89\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Inclusion of Federal Manufacturers Excise Taxes in Sales Price of Goods Sold \(7/23/87\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Internet Tax Freedom Act \(H.R. 4105\) \(7/10/98\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Leases Between Affiliated Corporations \(8/31/89\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Member Fees \(1/11/91\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Memorandum to Office of Customer Services and Office of Compliance from Assistant Commissioner for Tax Policy Regarding Steuart Petroleum Co \(12/23/98\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Nonprescription Drug Exemption Question and Answer Summary \(9/2/98\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Preponderance of Use \(12/9/85\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Refunds to Businesses Located in Urban Enterprise Zones \(6/24/86\)](#)

- [\[4 - Sales & Use\] Sales and Use Tax, Registration of Persons Making Nontaxable Sales \(4/1/85\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Repair/Replacement Parts Purchased by Motor Vehicle Lessors \(1/26/88\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Sales and Use Tax Legislative Changes for 2004 \(8/30/04\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Status of Conrail Under the Sales and Use Tax \(6/6/85\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Storage Tanks \(5/22/89\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Successor Liability, \(4/30/98\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Tangible Personal Property Purchased by Foreign Army in Virginia \(3/8/89\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Virginia Supreme Court Decision: Real Estate Publications \(1/24/95\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Virginia Tire Tax, Recall of Firestone Tires by Ford Motor Co \(7/31/01\)](#)
- [\[4 - Tax v. Ches Hosp\] Virginia Department of Taxation v. Chesapeake Hospital Authority \(12/20/01\)](#)
- [\[4 - VEPCO v. SCC\] Memorandum to Office of Customer Services and Office of Compliance from Assistant Commissioner for Tax Policy Regarding Vepco v. SCC, 219 Va. 894 \(1979\) \(4/21/99\)](#)
- [\[4 - Watercraft\] Watercraft Sales and Use Tax, Documented Boats Briefing Paper \(7/1/87\)](#)
- [\[4 - Watercraft\] Watercraft Sales and Use Tax, Federal Fee on Recreational Boaters \(3/4/91\)](#)
- [\[4 - Withholding\] Due Date Extension: Seasonal Employers Filing Monthly Returns \(8/22/07\)](#)
- [\[4 - Withholding\] Withholding, Accelerated Federal Withholding Payments \(8/28/90\)](#)
- [\[4 - Withholding\] Withholding, Voluntary Virginia Income Tax Withholding From Civil Service Annuities \(9/21/82\)](#)
- [\[4- Individual \] Real Estate Transactions: Impact on Taxable Income \(2/16/95\)](#)
- [Energy Star Guidelines - Permanent \(12/11/12\)](#)
- [Rental Tax Guidelines \(12/11/12\)](#)
- [\[1 - Rulings\] Rulings of the Tax Commissioner \(4/30/08\)](#)
- [\[2 - Bulletins\] Tax Bulletins \(4/15/05\)](#)
- [\[3 - Publications\] Tax Publications \(4/15/05\)](#)
- [\[4 - Aircraft\] Application of the Aircraft Sales and Use Tax to Aircraft Not Required to be Licensed with the Department of Aviation \(2/25/09\)](#)
- [\[4 - Individual\] Memorandum Regarding Treatment of Extension for Certain Members of the Armed Services Mandated by House Bill 1024 \(2008\)\(6/23/08\)](#)
- [\[4 - Sales & Use\] Emergency Guidelines for the Accelerated Sales Tax Payment \(6/7/12\)](#)
- [\[4 - Sales & Use\] Energy Star and Watersense Sales Tax Holiday Guidelines and Rules \(8/26/08\)](#)
- [\[4 - Sales & Use\] Field Audit Procedures Guidelines \(1/31/12\)](#)
- [\[4 - Sales & Use\] Guidelines for 2008 Sales Tax Holiday for Clothing and School Supplies \(7/11/08\)](#)
- [\[4 - Sales & Use\] Hurricane Preparedness Sales Tax Holiday Guidelines and Rules \(4/29/08\)](#)
- [\[4 - Sales & Use\] Incentive and Penalty Options to Encourage the Correct Allocation of the Local Retail Sales and Use Tax \(8/31/09\)](#)
- [\[4 - Sales & Use\] Motor Fuels Disclosure, Refunds, Certified Pollution Control, and Heavy Motor Vehicles \(4/12/11\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, "Customized" Mailing Lists \(11/25/85\)](#)
- [\[4 - Sales & Use\] Sales Tax, Audit Limitations, House Bill 846 \(1983, Chapter 104\) \(6/9/83\)](#)
- [\[4 - Sales & Use\] Sales Tax, Boat Slip Rentals \(8/1/77\)](#)
- [\[4 - Sales & Use\] Sales Tax, Computation of Additional Penalty When Minimum Penalty Assessed \(7/28/83\)](#)
- [\[4 - Sales & Use\] Sales Tax, Dealer's Discount \(9/8/82\)](#)
- [\[4 - Sales & Use\] Sales Tax, Definition of Clinic \(12/10/80\)](#)
- [\[4 - Sales & Use\] Sales Tax, Interest Charged on Filing Extensions of Vending Machine Dealers \(11/15/82\)](#)
- [\[4 - Sales & Use \] Sales Tax; Clarification Regarding PD 04-122, Public Service Corporation Exemption Repeal Guidelines \(2/14/08\)](#)
- [\[4 - Sales & Use\] Statistical Sampling Audit Manual \(1/5/09\)](#)
- [\[4 - Withholding\] Order to Allow Annual Filing for State Withholding Taxes for Employers of Domestic Service Employees \(12/4/08\)](#)
- [\[4-Corporate\] IRC 199 Deductions \(8/5/11\)](#)
- [\[5 - Forms\] Tax Forms Issued by the Virginia Department of Taxation \(2/25/05\)](#)
- [\[Agreements\] Agreements, Coordination of Tax Administration Between the Virginia Tax Department and the IRS \(5/10/77\)](#)
- [\[Agreements\] Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia](#)

Guidance Documents

[Department of Taxation and Richmond District Internal Revenue Service \(9/15/86\)](#)

[\[Agreements\] Agreements, Individual Income Tax, Notice to Northern Virginia Tax Officials Regarding Reciprocity with Maryland \(8/14/92\)](#)

[\[Agreements\] Agreements, Reciprocal Income Tax Agreement Between State of West Virginia and Commonwealth of Virginia \(10/20/88\)](#)

[\[Agreements\] Agreements, Reciprocal Personal Income Tax Agreement Between Commonwealth of Pennsylvania and Commonwealth of Virginia \(11/17/82\)](#)

[\[Agreements\] Disclosure Agreement between TAX and NVTC \(12/28/09\)](#)

[\[Agreements\] Memorandum of Agreement between the Virginia Department of Taxation and Department of Motor Vehicles \(6/28/12\)](#)

[\[Agreements\] Memorandum of Understanding for the Administration of the Land Preservation Credit Program \(6/12/07\)](#)

[\[Agreements\] Reciprocal Income Tax Agreement: Maryland and Virginia \(8/21/91\)](#)

[\[Agreements\] Reciprocal Income Tax Agreement Between Commonwealth of Virginia and State of Maryland \(12/27/06\)](#)

[\[EFT-Penalty\] Penalties for Electronic Funds Payments \(6/25/10\)](#)

[\[Guidelines\] 2008 Prodecures for Safeguarding Federal Tax Information \(12/30/08\)](#)

[\[Guidelines\] 2009 Hurricane Preparedness Sales Tax Holiday Guidelines and Rules \(4/22/09\)](#)

[\[Guidelines\] Administrative Appeal Guidelines \(12/1/06\)](#)

[\[Guidelines\] Barge and Rail Usage Tax Credit Guidelines \(12/7/12\)](#)

[\[Guidelines\] Cigarette Tax Guidelines and Rules Related to Enforcement \(8/13/10\)](#)

[\[Guidelines\] Electronic Funds Transfer \(EFT\) Guide \(9/1/03\)](#)

[\[Guidelines\] Energy Star Sales Tax Holiday Guidelines \(9/21/07\)](#)

[\[Guidelines\] Guidelines and Rules for the Motor Vehicle Fuel Sales Tax \(6/22/10\)](#)

[\[Guidelines\] Guidelines and Rules for the Motor Vehicle Repair, Labor and Services Sales and Use Tax that has been declared invalid \(11/1/07\)](#)

[\[Guidelines\] Guidelines and Rules for the Prepaid Wireless E-911 Fee \(1/5/11\)](#)

[\[Guidelines\] Guidelines and Rules for the Virginia Communications Taxes \(11/1/06\)](#)

[\[Guidelines\] Guidelines for Appealing Local Business Taxes \(6/25/04\)](#)

[\[Guidelines\] Guidelines for Appealing Local Mobile Property Taxes \(6/10/05\)](#)

[\[Guidelines\] Guidelines for Pass-Through Entity Withholding \(9/21/07\)](#)

[\[Guidelines\] Guidelines for the Accelerated Sales Tax Payment \(5/11/11\)](#)

[\[Guidelines\] Guidelines for the Local Taxation of Idle Machinery and Tools \(1/1/08\)](#)

[\[Guidelines\] Guidelines for the Motor Vehicle Fuel Sales Tax that would have been imposed by the Hampton Roads Transportation Authority but has been declared invalid. \(1/31/08\)](#)

[\[Guidelines\] Guidelines Governing Incentive Payments to Small Tobacco Products Manufacturers Pursuant to Senate Bill 1332 \(2005\) \(1/19/06\)](#)

[\[Guidelines\] Insurance Premiums License Tax Guidelines \(12/7/12\)](#)

[\[Guidelines\] International Trade Facility Tax Credit Guidelines \(4/17/12\)](#)

[\[Guidelines\] Land Preservation Tax Credit: Guidelines for Qualified Appraisals \(1/9/07\)](#)

[\[Guidelines\] Motion Picture Production Tax Credit Guidelines \(8/6/12\)](#)

[\[Guidelines\] Permanent Energy Star and WaterSense Sales Tax Holiday Guidelines \(9/21/09\)](#)

[\[Guidelines\] Personal Property Tax Relief Act Compliance Program Guidelines \(11/1/02\)](#)

[\[Guidelines\] Port Volume Increase Tax Credit Guidelines \(3/5/12\)](#)

[\[Guidelines\] Sales and Use Tax, Public Service Corporation Exemption Repeal Guidelines \(8/30/04\)](#)

[\[Guidelines\] Sales and Use Tax, Virginia Retail Sales and Use Tax Rate Increase Guidelines \(8/1/04\)](#)

[\[Guidelines\] Sales Tax Holiday Guidelines & Rules \(7/15/07\)](#)

[\[Guidelines\] Set-Off Program Information Guide \(7/1/05\)](#)

[\[Guidelines\] Tobacco Products Tax Guidelines and Rules \(1/1/2011\) \(12/17/10\)](#)

[\[Guidelines\] Virginia Cigarette Tax Rate Increase Guidelines and Rules \(7/30/04\)](#)

[\[Guidelines\] Virginia Cigarette Tax Rate Increase Guidelines and Rules \(5/13/05\)](#)

- [\[Guidelines\] Virginia's 2003 Tax Amnesty Program](#) (9/2/03)
- [\[Guidelines\] Virginia's 2009 Tax Amnesty Program](#) (9/28/09)
- [\[Guidelines\] Virginia's 2009 Tax Amnesty Program Guidelines Addendum](#) (11/17/09)
- [\[Income Tax\] Statute of Limitations for Income Taxes and Refund Match Situations](#) (7/28/10)
- [\[Insurance\] Order Waiving Penalty and Interest For Quarterly Reports and Premium License Payments Required by Certain Surplus Lines Brokers](#)(6/11/12)
- [\[Local Cigarette Tax\] Study on Local Cigarette Tax Enforcement Policies](#) (11/22/11)
- [\[Rental Tax\] Rental Tax on Storage Trailers](#) (12/17/12)
- [\[Withholding\] Statute of Limitations on Processing Withholding Tax Returns](#) (5/1/09)

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 2013 Commonwealth Transportation Fund budget and Fiscal Year 2013 VDOT budget

Interprets/implements: § 33.1-12 (9), 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 East Broad Street, Richmond VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or email laura.farmer@vdot.virginia.gov.

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the CTB by July 1 of each year as required by the Code of Virginia, § 33.1-12 (9). These items may also be viewed at the VDOT website at the following address: http://www.virginiadot.org/about/vdot_budget.asp.

Guidance Document: 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 (§ 33.1-23.6 et seq.), 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 East Broad Street, 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 20, 2012

Interprets/implements: § 33.1-12 (9), 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 East Broad Street, 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 November 26, 2012

Interprets/implements: § 33.1-18, 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 East Broad Street, Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

Guidance Documents

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 East Broad Street, 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. This document is also included as part of Chapter 6 of the Right of Way Manual of Instructions, which is available from VDOT's website at <http://www.virginiadot.org/business/row-default.asp>.

Guidance Document: Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Manual and Guidelines, May 21, 2012.

Interprets/implements: § 56-556 et seq., 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 faxing FAX (804) 786-0476. This document is also accessible via the Internet from the following address: <http://www.vappta.org/resources/PPTA%20Implementation%20Manual%20May%2021%202012.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 Documents:

Design-Build Procurement Manual, October 2011

Interprets/implements: § 33.1-12 (2) (b), Code of Virginia

Minimum Requirements for QA/QC on Design Build & Public-Private Transportation Act Projects, January 2012

Interprets/implements: § 33.1-12 (2) (b) and § 56-556 et seq., Code of Virginia

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.virginiadot.org/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 East Broad Street, 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), 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 East Broad Street, 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 July 2012

Interprets/implements: § 33.1-221, 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 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Fulton deLamorton, Program Manager, at the same address, telephone (804) 786-2720, or FAX (804) 371-0847. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>.

Guidance Document: Recreational Access Program Guide, revised December 2009

Interprets/implements: § 33.1-223, 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 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Fulton deLamorton, Program Manager, at the same address, telephone (804) 786-2720, or FAX (804) 371-0847. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>.

Guidance Document: Airport Access Program Guide, established April 2012

Interprets/implements: § 33.1-221, Code of Virginia, Airport Access Fund Policy (24VAC30-451)

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 Fulton deLamorton, Program Manager, at the same address, telephone (804) 786-2720, or FAX (804) 371-0847. 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), 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 East Broad Street, 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) 371-0847, 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, 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 East Broad Street, 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, July 2012

http://www.virginia.gov/business/resources/local_assistance/Revenue_Sharing_Guidelines2012.pdf.

Interprets/implements: § 33.1-23-05, 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 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Debbi Webb-Howells, Program Manager, at the same address, telephone (804) 786-1519, or FAX (804) 371-0847. This document may also be accessed at: <http://www.virginia.gov/business/local-assistance.asp>.

Guidance Document: Locally Administered Projects Manual, July 2010, revised September 2012

http://www.virginia.gov/business/locally_administered_projects_manual.asp

Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281), §§ 33.1-12 and 33.1-75.3, Code of Virginia

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 East Broad Street, Richmond, VA 23219.

Operations

Guidance Document: Traffic Engineering Division Memoranda, issued 1967-present

Interpret/implement: § 33.1-12 (3) and (5), 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

Guidance Documents

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 East Broad Street, 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 East Broad Street, Richmond, VA 23219, telephone (804) 786-2965.

Guidance Documents:

Traffic Impact Analysis Regulations Administrative Guidelines, revised July 2012 (available at http://www.virginiadot.org/projects/resources/chapter527/Administrative_Guidelines_TIA_Regs_7.2012.pdf)

Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155)

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 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)

Land Use Permit Regulations Guidance Manual, revised October 25, 2012 (available at http://www.virginiadot.org/business/resources/Land_Use_Permit_Regulations_2011/Land_Use_Permit_Regulations_Guidance_Manual_.pdf)

Interprets/implements: Land Use Permit Regulations (24VAC30-151)

Land Development Inspection Documentation Best Practices Manual, September, 2012 available at: http://www.virginiadot.org/info/land_development_inspection_documentation_best_practices_manual.asp

Interprets/implements: Land Use Permit Regulations (24VAC30-151), Secondary Street Acceptance Requirements (24VAC30-92)

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 East Broad Street, Richmond, Virginia 23219. Mailing address: VDOT, 1401 East Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting 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 East Broad Street, Richmond, VA, 23219, telephone (804) 786-0780, or email at robert.hofrichter@vdot.virginia.gov.

Guidance Documents:

Virginia Official State Transportation Map Policy and Procedures, revised November 13, 2012

Interprets/implements: § 33.1-36, Code of Virginia

Statement on the Use of VDOT County Map Series Digital Files, revised November 13, 2012

Interprets/implements: § 33.1-84, Code of Virginia

Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised November 13, 2012

Interprets/implements: § 33.1-62 et seq., 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 Communications, located at 1401 East Broad Street, 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.

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 of Virginia Policy Directory](#) (11/29/12)

[\[UVA-02\] Higher Education Capital Outlay Manual](#) (5/17/11)

[\[UVA-03\] Medical Center Policy Manual](#) (12/1/11)

[\[UVA-04\] Health Sciences Library Policies](#) (12/21/11)

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, Preceptorships and externships for veterinary technician students, revised May 17, 2012

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

150-8, Disposition of cases for practicing on an expired license or permit, adopted May 17, 2012

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

150-15, Points assigned for violations found during routine inspections, adopted October 17, 2012

150-16, Board motion on protocol to follow upon discovery of a loss or theft of drugs, revised May 17, 2012

150-17, Sanctioning Reference Points Instruction Manual, adopted November 2006

150-18, Bylaws of the Board of Veterinary Medicine, revised May 17, 2012

150-19, Delegation of dental polishing-cleaning, adopted October 17, 2012

76-21.2:1, Veterinary Establishment Inspection Report, revised October 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, 201 North 9th Street, 2nd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 786-3591, FAX (804) 692-0625 or email tedwards@dls.virginia.gov. Internet addresses for accessing the documents are found below.

Questions regarding interpretation or implementation of these documents may be directed to Jane Chaffin, Registrar of Regulations, Virginia Code Commission, General Assembly Building, 201 North 9th Street, 2nd Floor, 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

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, 1001 East Broad Street, Suite 330, 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 lorraine.lacy@arts.virginia.gov. The document may be found on the Virginia Commission for the Arts' homepage (<http://www.arts.virginia.gov>).

Guidance Documents

Questions regarding interpretation or implementation of this document may be directed to Foster Billingsley, Executive Director, at the address above or email foster.billingsley@arts.virginia.gov.

Guidance Document:

[Guidelines for Funding](#), revised July 1, 2013 - June 30, 2014

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, 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](#) (7/27/12)

[\[03PARK\] Parking Guidelines](#) (7/2/12)

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 (VCCS), 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, 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 November 15, 2012, §§ 23-214 through 23-231.1, \$25.

Workforce Investment Act Guidance Documents:

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.

Virginia WIA 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](#)

[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](#)

Virginia WIA Eligibility Guidelines

The guidelines for determining WIA eligibility for adults, dislocated workers, and youth.

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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](#)

Guidance Documents

[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](#)

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., 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, <http://www.vec.virginia.gov>. 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:

[\[VEC-01\] Guide to Effective Unemployment Insurance Adjudication](#) (12/12/12), § 60.2-100 et seq.

[\[VEC-02\] Precedent Decision Manual](#) (12/28/12), § 60.2-100 et seq. and 16 VAC 5-10

[\[VEC-03\] Precedent Decision Manual Supplement](#) (12/12/12)

[\[VEC-04\] Employer as Claimant Interoffice Communication](#) (5/20/11)

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)
- 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)

Guidance Documents

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

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](#) (8/29/12)

[Housing Choice Voucher Program Operations Manual](#) (7/23/12)

[Low-Income Housing Tax Credit Manual](#) (2/17/12)

[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)

VIRGINIA MUSEUM OF FINE ARTS

Copies of the following documents may be viewed on regular business 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 Jessica Ferey, Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340.1500, or email jessica.ferey@vmfa.museum.

Questions regarding interpretation or implementation of these documents may be directed to Jessica Ferey, Administrative Assistant to the Director, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340.1500, or email jessica.ferey@vmfa.museum.

Guidance Documents:

Smoking Policy 3-00, revised 2003

Gallery Guidelines Policy 7-00, revised 2004 (currently under revision)

Lost and Found Property Policy 2-01, revised 2004

Virginia Museum of Fine Arts Parking Deck Information and Guidance, May 2010, 8VAC103-20
Museum and Grounds Use and Access, June 2013, 8VAC103-10-10

Calendar + Events: <http://www.vmfa.museum/Calendar/>

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

Copies of the following document may be obtained either on-line at <http://www.vaboard.org/grants.htm> or may be viewed on regular work days from 8:30 a.m. until 4 p.m. in the office of the 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 Documents

Guidance Document:

VBPD Grants Manual, revised December 2012

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Copies of the following documents may be viewed during the regular work days from 8 a.m. to 5 p.m. in the Office of the President, c/o Deputy Chief of Staff, 312A Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Shelia Collins, Office of the President, 310 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-1358, FAX (540) 231-4265, or email shcolli4@vt.edu. The documents may be downloaded from the Virginia Tech's website <http://www.vt.edu>.

Questions regarding interpretation or implementation of these guidance documents may be directed to Natalie Hart, Deputy Chief of Staff, Office of the President, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-8118, FAX (540) 231-4265, or email nhart@vt.edu.

Guidance Documents:

Board of Visitors Bylaws (amended August 2010) <http://www.bov.vt.edu/bylaws/bylaws.html>

Faculty Handbook (revised August 2012) http://www.provost.vt.edu/faculty_handbook/faculty_handbook.pdf

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, 2012-13 <http://www.undergradcatalog.registrar.vt.edu/1213/index.html>

Graduate Policies and Procedures and Course Catalog, 2012-13 http://graduateschool.vt.edu/graduate_catalog/

Hokie Handbook (student handbook) <http://www.hokiehandbook.vt.edu/>

2011 Jeanne Clery Act Report (revised September 2012) http://www.police.vt.edu/VTPD_v2.1/assets/documents/2011_clery_report_blackburg.pdf

Parking and Traffic Procedures, 2012-13 <http://www.parking.vt.edu/documents/procedures.pdf>

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 December 2012) 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 RACING COMMISSION

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Racing Commission at 10700 Horsemen's Road, New Kent, VA 23124. Copies may be obtained free of charge by contacting David Lermond at the same address, telephone (804) 966-7404, or email david.lermond@vrc.virginia.gov.

Questions regarding interpretation of the document may be directed to Dave Lermond, Deputy Executive Secretary/Fiscal Officer, Virginia Racing Commission, 10700 Horsemen's Road, New Kent, VA 23124, telephone (804) 966-7404, FAX (804) 966-7418, or email david.lermond@vrc.virginia.gov.

Guidance Document:

[\[VRC-001\] Association of Racing Commissioners International Uniform Classification Guidelines for Foreign Substances](#) (12/18/12)

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](#), 2012-2013

[Student Handbook and Code of Conduct](#), 2012-2013

[Employee Handbook](#), revised August 2012

[VSDB Board of Visitors Bylaws](#), revised March 2010

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

THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the President, Brafferton Building, 105 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained by downloading them from the College's website <http://www.wm.edu/about/administration/bov/minutes/index.php>. The document may also be obtained free of charge by contacting Sandra Wilms at telephone (757) 221-1257, or email sjwilm@wm.edu. Questions regarding interpretation or implementation of the Bylaws should also be directed to Ms. Wilms.

Guidance Document: Board of Visitors Bylaws, revised September 2011

<http://www.wm.edu/about/administration/bov/documents/bylaws/bylaws.pdf>

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Dean of Students, 109 Campus Center, 104 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website <http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>. The Handbook may also be obtained free of charge by contacting David M. Gilbert, Associate Dean of Students and Director of Student Conduct, at telephone (757) 221-2509, FAX (757) 221-2538, or email dmgil2@wm.edu. Questions regarding interpretation or implementation of the Handbook should also be directed to Mr. Gilbert.

Guidance Document: Student Handbook, revised August 2012

<http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Registrar, 124 Blow Memorial Hall, 262 Richmond Road, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website <http://www.wm.edu>. The 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 2012

http://www.wm.edu/offices/registrar/documents/catalog/catalogbydept/Academic_Regulations.pdf

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Provost, Brafferton Building, 105 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website <http://www.wm.edu/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

<http://www.wm.edu/about/administration/provost/documents/facultyhandbook.pdf>

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. at the William and Mary Policy Department, 201 Ukrop Way, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website http://www.wm.edu/offices/iae/institutional_research_reporting/crime_campus_security/2012_College_of_William_and_Mary_CampusSafetyReport.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: Campus Safety Report, updated September 2012

http://www.wm.edu/offices/iae/institutional_research_reporting/crime_campus_security/2012_College_of_William_and_Mary_CampusSafetyReport.pdf

Guidance Documents

WORKERS' COMPENSATION 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 these forms/documents may be directed to the staff persons listed with each document.

Guidance Documents:

Annual Reports

Questions regarding Annual Reports should be directed to Evelyn V. McGill, Executive Director, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 205-2050. The reports for calendar years 2001-2012 are available upon request at statisticrequests@workcomp.virginia.gov.

[EDI Implementation Guide \(9/1/11\)](#)

[Informational Guide for Employees \(undated\)](#)

[Informational Guide for Employers \(undated\)](#)

[Rules and Regulations: Attorneys Not Licensed to Practice Law in Virginia \(7/9/09\)](#)

[Services for Self-Insured Organizations \(undated\)](#)

Virginia Workers' Compensation Commission Act Books

Questions regarding 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 2012](#)

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

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department for Aging and Rehabilitative Services has conducted a small business impact review of **22VAC30-30, Provision of Independent Living Rehabilitation Services**, and determined that this regulation should be retained in its current form. The Department for Aging and Rehabilitative Services is publishing its report of findings dated January 8, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The existing regulation is needed to ensure that consumers' rights pertaining to implementation of the independent living services program are maintained and enhanced. This regulation also ensures reduced consumer costs for these services. No complaints or comments concerning this regulation have been received from the public. To reduce its complexity, the agency has followed the existing federal regulations where possible. Therefore, in part, this regulation does duplicate federal law. However, there are parts that are specific to Virginia that allow for reduced costs of services. The regulation does not overlap or conflict with other laws. This substance of this regulation has not changed since 2004.

Technology has improved and enhanced independent living for persons with disabilities; however, the cost of technology can be prohibitive to some individuals. The existing regulations address the costs of independent living services to the individual. This regulation should have no economic impact on small business and should be retained as is.

Contact Information: Vanessa S. Rakestraw, Ph.D., CRC, Regulatory Coordinator, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7612, FAX (804) 662-7663, or email vanessa.rakestraw@dars.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department for Aging and Rehabilitative Services has conducted a small business impact review of **22VAC30-60, Grants to Area Agencies on Aging**, and determined that this regulation should be retained in its current form. The Department for Aging and Rehabilitative Services is publishing its report of findings dated January 17, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is no small business impact as a result of this regulation. This regulation is needed for the Department for Aging and Rehabilitative services to administer grants to area agencies on aging. No comments or complaints were received regarding the complexity of the regulation. This regulation supplements 42 USC § 3001 et seq. (the "Older Americans Act") and the federal regulations promulgated thereunder (45

CFR Part 1321) by providing specifics on how the Commonwealth will administer the grants to area agencies on aging programs. This regulation was changed slightly in July 2012 to address the creation of the Department for Aging and Rehabilitative Services. Since that time, there have been no changes in other factors in the area to affect the regulation. Therefore, the department will retain the regulation as is.

Contact Information: Vanessa S. Rakestraw, Ph.D., CRC, Regulatory Coordinator, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7612, FAX (804) 662-7663, or email vanessa.rakestraw@dars.virginia.gov.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-20, Standards for Classification of Real Estate as Devoted to Agricultural Use and to Horticultural Use Under the Virginia Land Use Assessment Law**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 3, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continued need for this regulation. This regulation is necessary for the protection of the health and welfare of Virginia's citizens. The great majority of Virginia's localities have adopted local ordinances that allow them to assess lands devoted to agricultural and horticultural production use based on their productivity rather than fair market value. This local option permits each locality to make a commitment to promoting and preserving agricultural and horticultural production from local farmland. The one comment received from the public recognizes the necessity of this regulation and the importance of continuing it in its current form.

The regulation is not complex. In fact, over the past 40 years, the agency has continued its effort to improve the standards, making them clearer to the user.

This regulation does not overlap, duplicate, or conflict with federal or state law or regulation. This regulation is not mandated by any federal law or regulation and is the only state regulation that addresses the subject matter.

The most recent amendments to the regulation, which took effect in 2006, were in response to an action of the General Assembly to provide local government and landowners with increased flexibility in dealing with crops such as grapes that take more than one or two years to be harvested. As Virginia agriculture continues to add new crops to the production mix, there may be additional needs for the state legislature to consider amendments to the law upon which this regulation is

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based. As the changes occur, the agency will take the regulation to the public through the regulatory process and seek input on how this regulation can be more useful to both local government and Virginia's citizens.

Maintaining adequate production of local food and fiber products is recognized as being both very desirable and beneficial to Virginia's citizens. In addition, helping local farmers (who are mostly small business persons) maintain their operations and providing incentives to local landowners to keep their land in farming help localities maintain a strong economy and an ongoing demand for supplies and services for local farmers, processors, and related agricultural industries. The agency considered what would happen if there was no regulation that provided standards for classifying land devoted to agricultural and horticultural uses. Based on years of experience in responding to local officials, the agency concluded that there was a continued need for this regulation. Without a specific regulation providing uniform and objective guidance concerning the classification of lands devoted to agricultural and horticultural use, local governments would be faced with the difficulty of making critical decisions about what lands will receive a lower assessment and which lands will not. Having objective and reliable guidance is essential to local officials in their efforts to insure a level playing field for all landowners who apply for lower assessments based on the land use classification.

Contact Information: Roy Seward, Director, Office of Policy, Planning and Research, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-3538, FAX (804) 371-7679, or email roy.seward@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-130, Rules and Regulations Governing Laboratory Fees for Services Rendered or Performed**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 2, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continuing need for the regulation to support the operation of the Virginia Animal Health Laboratory System. There have been no complaints from the public concerning the regulation. The regulation is necessarily uncomplicated. There is no overlap with federal or other state law or regulation. Technology, economic conditions, and other factors since 1993 have not impacted the need for this regulation. In fact, they make the existence of this regulation even more necessary. The primary effect on small businesses is a beneficial one, as veterinary practices, agricultural businesses, and livestock and animal owners in the Commonwealth are able to obtain laboratory services close

by and at an affordable price, thereby promoting Virginia agriculture.

Contact Information: Joseph P. Garvin, Program Manager, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-9202, FAX (804) 371-2380, or email joseph.garvin@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-195, Prevention and Control of Avian Influenza in the Live-Bird Marketing System**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 3, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continued need for the regulation in order to protect the avian species and public health. This regulation is not expected to have a significant economic impact on small business. The regulation itself is not complex, and the only potential impact on a small business would be if a violation would occur and the owner were charged with a civil penalty. The regulation does not specifically duplicate any state laws. The regulation is reviewed periodically but has not changed substantially since it was adopted in 2006. Consistent with the stated objectives of this law, this regulation should be maintained.

Contact Information: Charles Broaddus, DVM, Program Manager, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-4560, FAX (804) 371-2380, or email charles.broaddus@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-220, Virginia Horse Breeder Incentive Program**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 25, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

Currently, there is no funding with which to administer the Virginia Horse Breeder Incentive Program. The regulation has been retained over the past 10 years with the hope that funding for this program will be restored by the General Assembly. State law requires the regulation in order to implement a breeder incentive program. Normally it takes approximately 18 months to two years to put a regulation in place through the full regulatory process. Therefore, the regulation has been retained just in case funding is restored. In the future, should the two major industry groups – the

Virginia Horse Council and the Virginia Horse Industry Board – determine that this regulation no longer serves a useful purpose, the agency will consider the need for repealing this regulation.

There have been no complaints or comments received from the public regarding the regulation. This regulation, as written, provides a clear statement of requirements. This regulation does not overlap, duplicate, or conflict with any federal or other state law and regulation.

If and when state funding is provided to administer the breeder incentive program, it is expected the breeder incentive program regulation will have a positive impact on small businesses that provide a variety of services to the horse industry.

Contact Information: Andrea Heid, Equine Marketing Specialist, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-5842, FAX (804) 371-7786, or email andrea.heid@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-325, Regulations Governing Pine Shoot Beetle**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated December 11, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

This regulation has a minimal economic impact on small businesses. The agency has determined this regulation is necessary in order to continue to slow the artificial spread of the pine shoot beetle from infested areas to noninfested areas. The agency has determined that the regulation is not unnecessarily burdensome or complex. The agency has not received any complaints or comments from the public regarding the regulation.

Section 3.2-703 of the Code provides the Commissioner of Agriculture and Consumer Services with the authority to expand or reduce a quarantine's regulated area. The regulation was last amended to expand the regulated area in November 2010. No significant changes to technology, economic conditions, or other factors have occurred that would necessitate additional amendments to this regulation.

The pine shoot beetle is a federally regulated pest. Currently, the regulated areas under the federal pine shoot beetle quarantine mirror the regulated areas included in Virginia's quarantine. Without this regulation, the U.S. Department of Agriculture, Animal and Plant Health Inspection Service may elect to issue a federal quarantine that would encompass all of Virginia and would place restrictions on businesses in noninfested areas of Virginia that are not currently subject to

the provisions of this regulation. As such, the agency recommends that the regulations stay in effect without change.

Contact Information: 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.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-390, Rules and Regulations for the Enforcement of the Virginia Seed Law**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated December 11, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The provisions of this regulation continue to be necessary in order to assist in ensuring the accurate labeling and quality of seed products available for sale in the Commonwealth. The agency has not received any complaints or comments from the public concerning this regulation. The agency has determined that the regulation is not unnecessarily complex and is easily understood by the regulated industry. This regulation does not overlap, duplicate, or conflict with any federal law or any other state law or regulation.

The regulation adopts many of the methods of inspecting, sampling, and testing and the application of tolerances that have been adopted by the Association of Official Seed Analysts, which allows the agency's Seed Lab to adjust its operation to reflect the most current nationally accepted methods of inspecting, sampling, and testing. Additionally, the agency has determined there are no changes to technology, economic conditions, or other factors that have occurred that necessitate amendments to this regulation.

Contact Information: 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.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-450, Rules and Regulations Relating to the Virginia Plants and Plant Products Inspection Law**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated December 13, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

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The agency has determined that this regulation continues to be necessary to assist in protecting the agricultural, horticultural, forest resources, and other interests of the Commonwealth from plant pests and is not excessively burdensome on small businesses. The agency has not received any complaints or comments from the public regarding this regulation. The agency has determined that this regulation is not unnecessarily complex and is easily understood by the regulated industry. This regulation does not overlap, duplicate, or conflict with any federal or state law or regulation. The agency has determined that no changes to technology, economic conditions, or other factors have occurred that would necessitate a change to the regulation.

Contact Information: 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.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-520, Rules and Regulations Governing Testing of Milk for Milkfat, Protein, and Lactose Content By Automated Instrument Methods**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 10, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The agency has determined that the regulation should be retained in its present form as it provides for alternative testing methods that are cost effective to the industry. The agency has not received any complaints or comments concerning the regulation from the public. The regulation's flexibility allows for use of other testing methods and is easily understood. This regulation is not mandated by any federal law or regulation. The regulation is mandated by state law. The regulation does not conflict with federal or state law and was last evaluated in 2001. New technologies for testing methods are supported by this regulation. The economic impact of the regulation on small businesses is favorable in that small laboratory equipment companies can offer for sale alternative testing equipment that meets regulatory guidelines. In addition, the regulation is effective in providing alternative, cost-effective testing methods for determining the composition of milk or cream.

Contact Information: Carolyn Peterson, Program Supervisor, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-1452, FAX (804) 371-7792, or email carolyn.peterson@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-675, Regulations Governing the Pesticide Fees Charged by the Department of Agriculture and Consumer Services**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated December 21, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The agency has determined that this regulation continues to be necessary, as the fees established in the regulation are a significant source of the nongeneral funds that support the program that administers the Virginia Pesticide Control Act. This regulation does not unduly burden small businesses. The fees established in this regulation were last increased in 1999. The agency has not received any complaints or comments that the established fees are unreasonable. This regulation is not unnecessarily complex and is easily understood by the regulated industries. This regulation does not overlap, duplicate, or conflict with federal or state law or regulation. The agency has determined that no changes in technology, economic conditions, or other factors have occurred that necessitate amending the regulation at this time.

Contact Information: 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.

STATE AIR POLLUTION CONTROL BOARD

Fredericksburg Ozone Advance Action Plan

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments and announcing a public hearing on a proposed plan to promote continued compliance with the national ambient air quality standard (NAAQS) for ozone in the Fredericksburg Maintenance Area. This Ozone Advance Action Plan is a plan developed by the Commonwealth in order to meet its overall clean air goals under the federal Clean Air Act by attaining and maintaining the ambient air quality standards promulgated by the U.S. Environmental Protection Agency (EPA) under the Act.

Purpose of notice: DEQ is seeking comments on the overall plan.

Public comment period: March 11, 2013, to April 9, 2013.

Public hearing: Fredericksburg Area Metropolitan Planning Organization (FAMPO), 406 Princess Anne Street, Fredericksburg, VA at 1:30 p.m. on April 8, 2013. Directions may be found at <http://www.fampo.gwregion.org/about-fampo/directions/>.

Description of proposal: This Ozone Advance Action Plan covers the Fredericksburg Ozone Maintenance Area, consisting of the counties of Spotsylvania and Stafford and the city of Fredericksburg. On May 21, 2012, EPA designated this area as attainment/maintenance for the 2008 ozone national ambient air quality standard. To help ensure continued clean air, the leaders from these jurisdictions have worked cooperatively with DEQ and a number of stakeholders to create the plan, which details the numerous clean air programs that are in place and will be implemented to reduce substances that contribute to the formation of ozone. Air quality in the area will continue to improve through the implementation of these programs. Major stakeholders in this process include FAMPO; Virginia Department of Mines, Minerals, and Energy; Virginia Department of Transportation; Fort A.P. Hill; Dominion Virginia Power; Virginia Clean Cities Coalition; and GWRideConnect. Actions taken as part of the plan and various upwind reductions of ozone and particulate matter will continue to improve air quality well into the future.

Federal information: This notice is being given to provide the general public with the opportunity to provide input on the plan. Ozone Advance Action Plans are voluntary plans developed in cooperation with EPA and are intended to enable the Commonwealth to meet its general federal requirement to attain and maintain the NAAQS; however, there is no mandatory requirement for this type of plan to undergo public comment.

How to comment: DEQ accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DEQ no later than the last day of the comment period. DEQ prefers that comments be provided in writing, along with any supporting information. Comments on the plan must be submitted to the contact person listed below. All materials received are part of the public record.

To review the proposal: The proposal and any supporting documents are available on the DEQ Air Public Notices for Plans website (<http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx>). The documents may also be obtained by contacting the DEQ representative named below. The public may review the documents between 8:30 a.m. and 4:30 p.m. of each business day until the close of the public comment period at the following DEQ locations:

- 1) Main Street Office, 629 East Main Street, 8th Floor, Richmond, VA, telephone (804) 698-4070, and
- 2) Northern Regional Office, 13901 Crown Court, Woodbridge, VA, telephone (703) 583-3800.

Contact Information: Doris A. McLeod, Department of Environmental Quality, 629 East Main Street,

P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4197, FAX (804) 698-4510, TDD (804) 698-4021, or email doris.mcleod@deq.virginia.gov.

Hampton Roads Ozone Advance Action Plan

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments and announcing a public hearing on a proposed plan to promote continued compliance with the national ambient air quality standard (NAAQS) for ozone in the Hampton Roads Maintenance Area. This Ozone Advance Action Plan is a plan developed by the Commonwealth in order to meet its overall clean air goals under the federal Clean Air Act by attaining and maintaining the ambient air quality standards promulgated by the U.S. Environmental Protection Agency (EPA) under the Act.

Purpose of notice: DEQ is seeking comments on the overall plan.

Public comment period: March 11, 2013, to April 10, 2013.

Public hearing: Conference Rooms 1 and 2, DEQ Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA at 10 a.m. on April 9, 2013.

Description of proposal: This Ozone Advance Action Plan covers the Hampton Roads Ozone Maintenance Area, consisting of the counties of Gloucester, Isle of Wight, James City, and York, and the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg. On May 21, 2012, EPA designated this area as attaining the 2008 ozone national ambient air quality standard. To help ensure clean, healthy air into the future, the leaders from these jurisdictions have worked cooperatively with the Virginia Department of Environmental Quality and a number of stakeholders to create this plan, which details the numerous clean air programs that are in place and will be implemented to reduce ozone precursors. Air quality in the Hampton Roads area will continue to improve through the implementation of these programs. Major stakeholders in this process include the Hampton Roads Transportation Planning Organization; Virginia Department of Mines, Minerals, and Energy; Virginia Department of Transportation; Virginia Port Authority; Dominion Virginia Power; Virginia Clean Cities Coalition; and Hampton Roads TRAFFIX. Actions taken as part of this plan and various upwind reductions of ozone and particulate matter will continue to improve air quality well into the future.

Federal information: This notice is being given to provide the general public with the opportunity to provide input on the plan. Ozone Advance Action Plans are voluntary plans developed in cooperation with EPA and are intended to enable the Commonwealth to meet its general federal requirement to attain and maintain the NAAQS; however,

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there is no mandatory requirement for this type of plan to undergo public comment.

How to comment: DEQ accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DEQ no later than the last day of the comment period. DEQ prefers that comments be provided in writing, along with any supporting information. Comments on the plan must be submitted to the contact person listed below. All materials received are part of the public record.

To review the proposal: The proposal and any supporting documents are available on the DEQ Air Public Notices for Plans [website](http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx) (<http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx>). The documents may also be obtained by contacting the DEQ representative named below. The public may review the documents between 8:30 a.m. and 4:30 p.m. of each business day until the close of the public comment period at the following DEQ locations:

- 1) Main Street Office, 629 East Main Street, 8th Floor, Richmond, VA, telephone (804) 698-4070, and
- 2) Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA, telephone (757) 518-2000.

Contact Information: Doris A. McLeod, Department of Environmental Quality, 592 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4197, FAX (804) 698-4510, TDD (804) 698-4021, or email doris.mcleod@deq.virginia.gov.

Richmond - Petersburg Ozone Advance Action Plan

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments and announcing a public hearing on a proposed plan to promote continued compliance with the national ambient air quality standard (NAAQS) for ozone in the Richmond-Petersburg Maintenance Area. This Ozone Advance Action Plan is a plan developed by the Commonwealth in order to meet its overall clean air goals under the federal Clean Air Act by attaining and maintaining the ambient air quality standards promulgated by the U.S. Environmental Protection Agency (EPA) under the Act.

Purpose of notice: DEQ is seeking comments on the overall plan.

Public comment period: March 11, 2013, to April 9, 2013.

Public hearing: Conference Room A, DEQ Main Street Office, 629 East Main Street, Richmond, VA at 10 a.m. on April 5, 2013.

Description of proposal: This Ozone Advance Action Plan covers the Richmond-Petersburg Ozone Maintenance Area, consisting of the counties of Charles City, Chesterfield,

Hanover, Henrico, and Prince George, and the cities of Colonial Heights, Hopewell, Petersburg, and Richmond. On May 21, 2012, EPA designated this area as attainment/maintenance for the 2008 ozone national ambient air quality standard. To help ensure continued clean air, the leaders from these jurisdictions have worked cooperatively with DEQ and a number of stakeholders to create the plan, which details the numerous clean air programs that are in place and will be implemented to reduce substances that contribute to the formation of ozone. Air quality in the area will continue to improve through the implementation of these programs. Major stakeholders in this process include the Richmond Area Metropolitan Planning Organization; the Crater Metropolitan Planning Organization; Virginia Department of Mines, Minerals, and Energy; Virginia Department of Transportation; Virginia Port Authority; United States Army Military Base Fort Lee; Dominion Virginia Power; Virginia Clean Cities Coalition; Richmond RideFinders; and Virginia Commonwealth University. Actions taken as part of the plan and various upwind reductions of ozone and particulate matter will continue to improve air quality well into the future.

Federal information: This notice is being given to provide the general public with the opportunity to provide input on the plan. Ozone Advance Action Plans are voluntary plans developed in cooperation with EPA and are intended to enable the Commonwealth to meet its general federal requirement to attain and maintain the NAAQS; however, there is no mandatory requirement for this type of plan to undergo public comment.

How to comment: DEQ accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DEQ no later than the last day of the comment period. DEQ prefers that comments be provided in writing, along with any supporting information. Comments on the plan must be submitted to the contact person below. All materials received are part of the public record.

To review the proposal: The proposal and any supporting documents are available on the DEQ Air Public Notices for Plans [website](http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx) (<http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx>). The documents may also be obtained by contacting the DEQ representative named below. The public may review the documents between 8:30 a.m. and 4:30 p.m. of each business day until the close of the public comment period at the following DEQ locations:

- 1) Main Street Office, 629 East Main Street, 8th Floor, Richmond, VA, telephone (804) 698-4070, and
- 2) Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA, telephone (804) 527-5020.

Contact Information: Doris A. McLeod, Department of Environmental Quality, 592 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4197, FAX (804) 698-4510, TDD (804) 698-4021, or email doris.mcleod@deq.virginia.gov.

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Behavioral Health and Developmental Services has conducted a small business impact review of **12VAC35-210, Regulations to Govern Temporary Leave from State Mental Health and Mental Retardation Facilities**, and determined that this regulation should be retained in its current form. The Department of Behavioral Health and Developmental Services is publishing its report of findings dated December 9, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continuing need for these regulations. No comments were received during the periodic review. The regulatory language is understandable and supports individuals served at state hospitals and training centers to successfully return to their communities. The regulations have been in place for more than five years without issue. The regulations benefit small businesses by supporting a successful transition from institutional to community service.

Contact Information: Linda Grasewicz, Regulatory Coordinator, 1220 Bank Street, P.O. Box 1797, Richmond, VA 23218, telephone (804) 786-0040, FAX (804) 371-0092, or email linda.grasewicz@dbhds.virginia.gov.

DEPARTMENT OF CONSERVATION AND RECREATION

Total Maximum Daily Loads for Middle Fork Holston River and Wolf Creek

The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation (DCR) seek written and oral comments from interested persons on the development of an Implementation Plan (IP) for fecal bacteria and sediment total maximum daily loads (TMDLs) for a 40.1 mile length of the Middle Fork Holston River from its headwaters near Rural Retreat downstream to Edmondson dam (near Route 91 crossing) and a 5.7 mile length of Wolf Creek from the Highway 11 crossing in Abingdon downstream to the South Holston Reservoir. These portions of the Middle Fork Holston River and Wolf Creek watershed are located in Wythe, Smyth, and Washington counties, including the towns of Marion, Chilhowie, and Abingdon. The TMDL studies for these stream impairments were completed in October 2009 and can be found in the Bacteria and Benthic TMDL Development for Middle Fork Holston River and Bacteria and Benthic TMDL Development for

Wolf Creek study reports on DEQ's website at <http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/tenbigrvr/mfholstonbcec.pdf> and <http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/tenbigrvr/wolfbcec.pdf>

Section 62.1-44.19:7 C of the Code of Virginia requires the development of an IP for approved TMDLs. The IP should provide measurable goals and the date of expected achievement of water quality objectives. The IP should also include the corrective actions needed and their associated costs, benefits, and environmental impacts.

The final public meeting for the development of the IP will be held on Thursday, March 28, 2013, at 6:30 p.m. at the Department of Environmental Quality, Southwest Regional Office, 355 Deadmore Street, Abingdon, VA 24210. At this meeting, a draft of the implementation plan will be discussed and citizens will be able to offer input on and ask questions about the plan.

The 30-day public comment period on the information presented at the meeting will end on April 27, 2013. A fact sheet on the development of the IP is available upon request. Questions or information requests should be addressed to Patrick Lizon, TMDL/Watershed Field Coordinator, Department of Conservation and Recreation. Written comments and inquiries should include the name, address, and telephone number of the person submitting the comments and should be sent to Patrick Lizon, Department of Conservation and Recreation, 355 Deadmore Street, Abingdon, VA 24210, email patrick.lizon@dcr.virginia.gov, telephone (276) 676-5529.

STATE CORPORATION COMMISSION

Bureau of Insurance

AT RICHMOND, FEBRUARY 12, 2013

COMMONWEALTH OF VIRGINIA, ex rel.

STATE CORPORATION COMMISSION

CASE NO. INS-2012-00095

Ex Parte: In the matter of
Establishing Fees for the Licensing
and Renewal Licensing for Public Adjusters

FINAL ORDER

Pursuant to Chapter 735 of the 2012 Virginia Acts of Assembly, codified at §§ 38.2-812 through 38.2-815, 38.2-1824, and 38.2-1845.1 through 38.2-1845.23 of the Code of Virginia ("Code"), the State Corporation Commission ("Commission") is required to license public adjusters effective January 1, 2013, as well as prescribe the fees for licensing, examination, and the continuing education process.

General Notices/Errata

The Commission's Bureau of Insurance ("Bureau") submitted to the Commission proposed fees in the amount of Two Hundred Fifty Dollars (\$250) for the initial licensing of public adjusters and for biennial renewal.

Pursuant to § 12.1-28 of the Code, on May 31, 2012, the Commission issued an Order for Notice and Comment on the proposed fees. All such comments, objections, or requests for a hearing were to be filed on or before July 31, 2012. Comments were received from Goodman-Gable-Gould Adjusters International on July 16, 2012; Nationwide Mutual Insurance Company on July 31, 2012; and Property Casualty Insurers Association of America on July 31, 2012. The Bureau filed a response to the comments on August 22, 2012.

NOW THE COMMISSION, upon consideration of the applicable law and the comments filed herein, is of the opinion and finds that the proposed Two Hundred and Fifty Dollar (\$250) fee for the licensing and renewal of public adjusters in the Commonwealth of Virginia is fair and equitable and should be enforced.

Accordingly, IT IS ORDERED THAT:

- (1) As of the date of this Final Order, the fee for licensing and renewal of public adjusters in the Commonwealth of Virginia is Two Hundred and Fifty Dollars (\$250).
- (2) This case is dismissed, and the papers herein shall be placed in the file for ended causes.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to the Bureau of Insurance in care of Deputy Commissioner Brian P. Gaudiose, who forthwith shall give further notice of the proposed fees by mailing a copy of this Order to the National Association of Public Insurance Adjusters, the American Association of Public Insurance Adjusters, and certain interested parties designated by the Bureau of Insurance. The Clerk of the Commission also shall deliver a copy of this Order to the Commission's Office of General Counsel and Division of Information Resources.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Water Quality for the Poquoson River and Back River

The Virginia Department of Environmental Quality (DEQ) will host a public meeting on water quality studies for the Poquoson River and Back River, along with several tributaries located in the Cities of Hampton, Newport News, and Poquoson, and the County of York on Monday, March 18, 2013.

The meeting will start at 6 p.m. at the Sandy Bottom Nature Park Conference Room located at 1255 Big Bethel Road, Hampton VA 23666. The purpose of the meeting is to provide information and discuss the study with community members and local government.

Poquoson River, Hodges Creek, Lyons Creek, Floyds Bay, Cabin Creek, Roberts Creek, White House Creek, Bennett Creek, Easton Creek, Patricks Creek, Back Creek, Lower Chisman Creek, and Lambs Creek were identified in Virginia's 2010 Water Quality Assessment & Integrated Report as impaired due to violations of the state's water quality standards for recreation bacteria and shellfish consumption bacteria (Enterococci and Fecal coliform) and do not support the designated uses.

The Back River watershed includes the Northwest and Southwest Branches, Brick Kiln Creek, Newmarket Creek, Front Cove, Cedar Creek, Harris Creek, Long and Grunland Creeks, Tabbs Creek, Topping Creek, and Wallace Creek. These waterbodies were also identified in Virginia's 2010 Water Quality Assessment & Integrated Report as impaired due to violations of the state's water quality standards for recreation bacteria and shellfish consumption bacteria (Enterococci and Fecal coliform) and do not support the designated uses.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the Code of Virginia require DEQ to develop TMDLs for pollutants responsible for each impaired water contained in Virginia's § 303(d) TMDL Priority List and Report and subsequent Water Quality Assessment Reports.

During the study, DEQ will develop a total maximum daily load for the impaired waters. A TMDL is the total amount of a pollutant a water body can contain and still meet water quality standards. To restore water quality, pollutant levels have to be reduced to the TMDL amount. The Virginia Departments of Environmental Quality, Conservation and Recreation, and Health are working to identify the sources of pollution in the watersheds of these streams.

The public comment period on materials presented at this meeting will extend from March 19, 2013, to April 17, 2013. For additional information or to submit comments, contact Jennifer Howell, Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2111, or email jennifer.howell@deq.virginia.gov.

Additional information is also available on the DEQ website at www.deq.virginia.gov/tmdl.

Total Maximum Daily Loads for the South Mayo River, North Mayo River, Blackberry Creek, Smith River, Marrowbone Creek, and Leatherwood Creek

The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation (DCR) seek written and oral comments from interested persons on the development of an Implementation Plan (IP) for bacteria total maximum daily loads (TMDLs) on a 16.63 mile segment of the South Mayo River from Russell Creek to the Virginia-North Carolina state line, a 22.46 mile segment of the North

Mayo River from Laurel Branch and Polebridge Creek to Virginia-North Carolina state line, the entire 14.82 stretch of Blackberry Creek from its headwaters to the Smith River confluence, a 6.95 mile segment of Smith River from the mouth of Reed Creek to the backwaters of Martinsville Dam, a 13.77 mile segment of the Smith River from Martinsville Dam to the mouth of Turkey Pen Branch, a 4.33 mile segment of Marrowbone Creek from the Henry County PSA Wastewater Treatment Plant to the Smith River confluence, and a 8.34 mile segment of Leatherwood Creek from the Martinsville City intake to the Smith River confluence. These portions of the Dan River watershed are located in Patrick and Henry counties. The TMDL studies for these stream impairments were completed in January 2004 and April 2008 and can be found, respectively, in the Bacteria TMDL for South Mayo River Patrick County, Virginia study report (available at <http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/roankrvr/smayer.pdf>) and the Bacteria TMDL Development for the Dan River, Blackberry Creek, Byrds Branch, Double Creek, Fall Creek, Leatherwood Creek, Marrowbone Creek, North Fork Mayo River, South Fork Mayo River, Smith River, Sandy Creek, and Sandy River Watersheds study report (available at <http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/roankrvr/danec.pdf>).

Section 62.1-44.19:7 C of the Code of Virginia requires the development of an IP for approved TMDLs. The IP should provide measurable goals and the date of expected achievement of water quality objectives. The IP should also include the corrective actions needed and their associated costs, benefits, and environmental impacts.

The final public meeting for the development of the IP will be held on Thursday, March 28, 2013, at 6:30 p.m. at the Spencer Penn Centre, 475 Spencer Penn Road, Spencer, VA 24165. At this meeting, a draft of the implementation plan will be discussed and citizens will be able to offer input on and ask questions about the plan.

The 30-day public comment period on the information presented at the meeting will end on April 28, 2013. A fact sheet on the development of the IP is available upon request. Questions or information requests should be addressed to Heather Vereb Longo with the Virginia Department of Conservation and Recreation. Written comments and inquiries should include the name, address, and telephone number of the person submitting the comments and should be sent to Heather Vereb Longo, Department of Conservation and Recreation, 8 Radford Street, Suite 102-A, Christiansburg, VA 24073, email heather.vereb@dcr.virginia.gov, telephone (540) 394-2586.

DEPARTMENT OF HEALTH

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 Health, on behalf of the Board of Health, is conducting a periodic review of 12VAC5-11, Public Participation Guidelines.

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 March 11, 2013, and ends on April 1, 2013.

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 Joseph Hilbert, Director of Governmental and Regulatory Affairs, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7006, FAX (804) 864-7022, or email joe.hilbert@vdh.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.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Health has conducted a small business impact review of **12VAC5-220, Virginia Medical Facilities Certificate of Public Need Rules and Regulations**, and determined that this regulation should be retained in its current form. The Department of Health is publishing its report of findings dated December 5, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The certificate of public need (COPN) program is designed to promote comprehensive health planning to meet the health care needs of the public, while avoiding duplication of specified medical care facilities and services. Regulation is the tool used by state agencies to provide the necessary consistency for the COPN applicant, good cause petitioners,

General Notices/Errata

and state officials to measure the need for prescribed medical care facilities and services in Virginia. There are no comparable federal regulations; therefore, the regulation does not overlap, is not duplicative, and does not conflict with federal regulations. The regulation was last evaluated in 2008. Currently, the regulation meets the intent and purpose of the applicable state mandate. Repeal of the regulations can only be achieved through legislative action. The department will continue to monitor its effectiveness and will seek amendment of the regulation in the event such action is deemed warranted. Small businesses are not impacted by the regulation, unless they choose to offer one of the prescribed services or operate a medical care facility defined in the COPN law.

Contact Information: Carrie Eddy, Policy Analyst, Office of Licensure and Certification, Department of Health, 9960 Mayland Drive, Suite 401, Richmond, VA 23233, telephone (804) 367-2157, FAX (804) 527-4502, or email carrie.eddy@vdh.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Health has conducted a small business impact review of **12VAC5-408, Certificate of Quality Assurance of Managed Care Health Insurance Plan Licensees**, and determined that this regulation should be retained in its current form. The Department of Health is publishing its report of findings dated December 6, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The managed care health insurance plan (MCHIP) quality assurance certification program is designed to address the quality of care provided to persons covered by managed care health insurance plans. Regulation is the tool used by state agencies to provide the necessary consistency for both health insurance carriers and state officials to assess, measure, and improve the health status of covered persons. Last evaluated in 2008, the regulation still meets the intent and purpose of the state mandate. Repeal of the regulations can only be achieved through legislative action. The federal Affordable Care Act (ACA), enacted in 2010, provides regulations for those health insurance carriers opting to participate in the health benefit exchanges created by the ACA. However, Virginia has not yet established its framework or plan for meeting the federal mandate. The department will continue to monitor the MCHIP program and the ACA and will seek amendment of the regulation in the event such action is deemed warranted. Small businesses are not impacted unless they choose to enter the health insurance market and are subject to licensure under the Bureau of Insurance of the State Corporation Commission.

Contact Information: Carrie Eddy, Policy Analyst, Office of Licensure and Certification, Department of Health, 9960 Mayland Drive, Suite 401, Richmond, VA 23233, telephone

(804) 367-2157, FAX (804) 527-4502, or email carrie.eddy@vdh.virginia.gov.

MILK COMMISSION

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC15-20, Regulations for the Control and Supervision of Virginia's Milk Industry**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 2, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The agency believes there is a continued need for this regulation because the milk industry will continue to be regulated by either state or federal regulation. The Milk Commission's regulations are not in conflict with federal regulations but contribute to local needs that federal regulations would not address. The last regulatory review of this regulation occurred in 2003. Since the last regulatory review there has been no change in the accounting processes contained in the regulation, which is the substantial portion of the regulation. The economic impact on small business is considered minimal.

Contact Information: Rodney Phillips, Administrator, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-2013, FAX (804) 786-3779, or email rodney.phillips@vdacs.virginia.gov.

STATE BOARD OF SOCIAL SERVICES

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the State Board of Social Services has conducted a small business impact review of **22VAC40-12, Public Participation Guidelines**, and determined that this regulation should be retained in its current form. The State Board of Social Services is publishing its report of findings dated December 13, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continued need for this regulation, as it is mandated by legislation. The single comment received during the public comment period does not relate to this regulation. The regulation does not conflict with federal or state law or regulation. It was established in 2008 and is a model regulation for state agencies. The area affected by the regulation has not been impacted by technology or economic conditions since it was established. The regulation has a positive impact on small businesses, in that it promotes public involvement in the regulatory process.

Contact Information: Karin Clark, Regulatory Coordinator, 801 East Main Street, Richmond, VA 23219, telephone (804) 726-7017, FAX (804) 726-7906, or email address: karin.clark@dss.virginia.gov.

STATE WATER CONTROL BOARD

Proposed Consent Order for Town of Middleburg

An enforcement action has been proposed for the Town of Middleburg for violations of the State Water Control Law and Regulations in Loudoun County at the Town of Middleburg Wastewater Treatment Plant and its associated collection system. The consent order describes a settlement to resolve violations of Virginia Pollutant Discharge Elimination System Permit No. VA0024775. 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 March 12, 2013, through April 11, 2013.

Proposed Consent Special Order for County of Powhatan

An enforcement action has been proposed for the County of Powhatan for alleged violations that occurred at the County of Powhatan's Dutoy Creek Wastewater Treatment Plant, Powhatan, Virginia. The State Water Control Board proposes to issue a consent special order to the County of Powhatan 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. Cynthia Akers will accept comments by email at cynthia.akers@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 March 11, 2013, to April 12, 2013.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Contact Information: *Mailing Address:* Virginia Code Commission, General Assembly Building, 201 North 9th Street, 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/>.

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 use the Regulation Information System (RIS) to file regulations and related items for publication in the *Virginia Register of Regulations*. The Registrar's office works closely with the Department of Planning and Budget (DPB) to coordinate the system with the Virginia Regulatory Town Hall. RIS and Town Hall complement and enhance one another by sharing pertinent regulatory information.

THE 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. **29:5 VA.R. 1075-1192 November 5, 2012**, refers to Volume 29, Issue 5, pages 1075 through 1192 of the *Virginia Register* issued on November 5, 2012.

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; **Gregory D. Habeeb**; **James M. LeMunyon**; **Ryan T. McDougle**; **Robert L. Calhoun**; **E.M. Miller, Jr.**; **Thomas M. Moncure, Jr.**; **Wesley G. Russell, Jr.**; **Charles S. Sharp**; **Robert L. Tavenner**; **Christopher R. Nolen**; **J. Jasen Eige** or **Jeffrey S. Palmore**.

Staff of the Virginia Register: **Jane D. Chaffin**, Registrar of Regulations; **June T. Chandler**, Assistant Registrar; **Rhonda Dyer**, Publications Assistant; **Terri Edwards**, Operations Staff Assistant; **Karen Perrine**, Staff Attorney.

PUBLICATION SCHEDULE AND DEADLINES

This schedule is available on the *Register's* Internet home page (<http://register.dls.virginia.gov>).

March 2013 through April 2014

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
29:14	February 20, 2013	March 11, 2013
29:150	March 6, 2013	March 25, 2013
29:16	March 20, 2013	April 8, 2013
29:17	April 3, 2013	April 22, 2013
29:18	April 17, 2013	May 6, 2013
29:19	May 1, 2013	May 20, 2013
29:20	May 15, 2013	June 3, 2013
29:21	May 29, 2013	June 17, 2013
29:22	June 12, 2013	July 1, 2013
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30:12	January 22, 2014	February 10, 2014
30:13	February 5, 2014	February 24, 2014
30:14	February 19, 2014	March 10, 2014
30:15	March 5, 2014	March 24, 2014
30:16	March 19, 2014	April 7, 2014
30:17	April 2, 2014	April 21, 2014

*Filing deadlines are Wednesdays unless otherwise specified.

NOTICES OF INTENDED REGULATORY ACTION

TITLE 12. HEALTH

STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Notice of Extension of Public Comment Period

Notice is hereby given that the State Board of Behavioral Health and Developmental Services is extending the public comment period regarding the Notice of Intended Regulatory Action published in [29:8 VA.R. 1358-1359 December 17, 2012](#). In accordance with § 2.2-4007.01 of the Code of Virginia, the board noticed that it intended to consider amending **12VAC35-115, Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by the Department of Behavioral Health and Development Services** so that the regulations will be simpler, easier to understand, and more user friendly. Additionally, the revisions to the regulations will eliminate duplicate or redundant activities. These actions will result in enhanced individual protections for individuals receiving services including those under the U.S. Department of Justice settlement agreement.

The board is seeking comments on this regulatory action, including but not limited to (i) ideas to be considered in the development of this proposal, (ii) the costs and benefits of the alternatives stated in the agency background document or other alternatives, and (iii) potential impacts of the regulation. The agency is also seeking information on impacts on small businesses as defined in § 2.2-4007.1 of the Code of Virginia. Information may include (i) projected reporting, recordkeeping, and other administrative costs; (ii) the probable effect of the regulation on affected small businesses; and (iii) the description of less intrusive or costly alternatives for achieving the purpose of the regulation.

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

Statutory Authority: §§ 37.2-203 and 37.2-400 of the Code of Virginia.

Public Comment Deadline: March 18, 2013.

Agency Contact: Margaret Walsh, Director, Office of Human Rights, Department of Behavioral Health and Developmental Services, Jefferson Building, 1220 Bank Street, 13th Floor, Richmond, VA 23219, telephone (804) 786-2008, FAX (804) 371-2308, or email margaret.walsh@dbhds.virginia.gov.

VA.R. Doc. No. R13-3502; Filed February 21, 2013, 2:53 p.m.



TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE SYSTEM PROFESSIONALS

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals intends to consider amending **18VAC160-20, Board for Waterworks and Wastewater Works Operators Regulations**. In response to the Governor's Regulatory Reform initiative, the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals seeks to review and amend its current regulations to repeal regulations that are unnecessary or no longer in use and reduce unnecessary regulatory burdens on regulated groups. One proposed amendment will eliminate the need to provide documentation by specific professionals as currently required by 18VAC160-20-97 C 2 a. The board may identify additional areas for amendment or repeal.

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

Statutory Authority: §§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Public Comment Deadline: April 10, 2013.

Agency Contact: Trisha Henshaw, Executive Director, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8595, FAX (866) 350-5354, or email waterwasteoper@dpor.virginia.gov.

VA.R. Doc. No. R13-3570; Filed February 15, 2013, 8:49 a.m.



TITLE 22. SOCIAL SERVICES

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Department for Aging and Rehabilitative Services intends to consider amending **22VAC30-70, The Virginia Public Guardian and Conservator Program**. The purpose of the proposed action is to amend 22VAC30-70-30 to require that a guardian and conservator be guided by person-centered planning that (i) focuses on the preferences and needs of the individual receiving public guardianship services and (ii) empowers and supports the individual receiving public guardianship

Notices of Intended Regulatory Action

services, to the extent feasible, in defining the direction for his life and promoting self-determination and community involvement. This regulatory action will conform regulations to changes in the Code of Virginia (Chapter 322 of the 2012 Acts of Assembly).

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

Statutory Authority: § 51.5-131 of the Code of Virginia.

Public Comment Deadline: April 11, 2013.

Agency Contact: Vanessa S. Rakestraw, Ph.D., CRC, Policy Analyst, Department for Aging and Rehabilitative Services, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7612, FAX (804) 662-7663, TTY (800) 464-9950, or email vanessa.rakestraw@dars.virginia.gov.

VA.R. Doc. No. R13-3565; Filed February 8, 2013, 11:08 a.m.

Richmond, VA 23220, telephone (804) 367-1100, FAX (804) 367-1053, or email bruce.gould@mvdb.virginia.gov.

VA.R. Doc. No. R13-3540; Filed February 19, 2013, 2:22 p.m.



TITLE 24. TRANSPORTATION AND MOTOR VEHICLES

MOTOR VEHICLE DEALER BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Motor Vehicle Dealer Board intends to consider amending **24VAC22-30, Motor Vehicle Dealer Advertising Practices and Enforcement Regulations**. The purpose of the proposed action is to actively involve stakeholders in a comprehensive review of these regulations with the goal of reforming them to better fit the current advertising environment. The review should result in fewer and less burdensome regulations.

In addition, this regulation will undergo a periodic review pursuant to Executive Order 14 (2010) and small business impact review pursuant to § 2.2-4007.1 of the Code of Virginia 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 agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 46.2-1581 of the Code of Virginia.

Public Comment Deadline: April 15, 2013.

Agency Contact: Bruce Gould, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104,

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

VIRGINIA COMMONWEALTH UNIVERSITY

REGISTRAR'S NOTICE: Virginia Commonwealth University is claiming an exemption 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.

Final Regulation

Titles of Regulations: **8VAC90-10. Rules and Procedures of Virginia Commonwealth University (repealing 8VAC90-10-10 through 8VAC90-10-300).**

8VAC90-20. Parking Information (repealing 8VAC90-20-10 through 8VAC90-20-80).

8VAC90-40. Ethics Policy on Computing (repealing 8VAC90-40-10 through 8VAC90-40-60).

8VAC90-50. Posting Materials Policy (repealing 8VAC90-50-10 through 8VAC90-50-40).

Statutory Authority: § 23-50.10 of the Code of Virginia.

Effective Date: March 11, 2013.

Agency Contact: Stephanie Hamlett, Associate University Counsel, P.O. Box 843090, 901 West Franklin Street, Richmond, VA 23284, telephone (804) 828-1327, FAX (804) 828-1887, or email slhamlett@vcu.edu.

Summary:

This regulatory action repeals four chapters, first promulgated in 1995, that are outdated; largely govern conduct by the university community not the public; and concern issues that can be governed by university policy rather than regulation.

VA.R. Doc. No. R13-3607; Filed February 19, 2013, 4:54 p.m.

Final Regulation

Title of Regulation: **8VAC90-60. Weapons Regulation (adding 8VAC90-60-10, 8VAC90-60-20, 8VAC90-60-30).**

Statutory Authority: § 23-50.10 of the Code of Virginia.

Effective Date: March 11, 2013.

Agency Contact: Stephanie Hamlett, Associate University Counsel, P.O. Box 843090, 901 West Franklin Street, Richmond, VA 23284, telephone (804) 828-1327, or email slhamlett@vcu.edu.

Summary:

This regulatory action establishes the rules regarding the use of weapons on any property owned, leased, or controlled by Virginia Commonwealth University.

CHAPTER 60 WEAPONS REGULATION

8VAC90-60-10. Definitions.

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

"Police officer" means a law-enforcement official 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, and Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia and sworn federal law-enforcement officers.

"University property" means any property owned, leased, or controlled by Virginia Commonwealth University.

"Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, razor slingshot, spring stick, metal knucks, blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or (iv) any disc, of whatever configuration, having at least two points or pointed blades that is designed to be thrown or propelled and that may be known as throwing star or oriental dart.

8VAC90-60-20. Possession of weapons prohibited.

Possession or carrying of any weapon by any person, except a police officer, is prohibited on university property in academic buildings, administrative office buildings, medical venues, clinics, laboratories, research facilities, student residence buildings, and dining facilities; or while attending sporting, entertainment, or educational events. Entry upon the aforementioned university property in violation of this prohibition is expressly forbidden.

8VAC90-60-30. Person lawfully in charge.

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

VA.R. Doc. No. R13-3338; Filed February 19, 2013, 4:37 p.m.

Regulations

Final Regulation

Title of Regulation: **8VAC90-70. Space Use Regulation (adding 8VAC90-70-10 through 8VAC90-70-50).**

Statutory Authority: § 23-50.10 of the Code of Virginia.

Effective Date: March 11, 2013.

Agency Contact: Stephanie Hamlett, Associate University Counsel, P.O. Box 843090, 901 West Franklin Street, Richmond, VA 23284, telephone (804) 828-1327, or email slhamlett@vcu.edu.

Summary:

This regulation establishes that university facilities are intended primarily for the use of Virginia Commonwealth University's students, faculty, and staff in their efforts to advance the educational mission and that any use of university property must be consistent with the mission of the university.

CHAPTER 70 SPACE USE REGULATION

8VAC90-70-10. Scope.

This chapter applies to all Virginia Commonwealth University faculty, staff, and students; university contractors; and the general public.

8VAC90-70-20. Policy statement.

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

8VAC90-70-30. Definitions.

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

"Educational enclave" means that portion of university property in academic buildings, administrative office buildings, medical venues, clinics, laboratories, research facilities, student residence buildings, dining facilities, athletic facilities, or child care facilities; or that portion of university property in use for university-sponsored or university-sanctioned sporting, entertainment, or educational events.

"University property" means any property owned, leased, or controlled by Virginia Commonwealth University.

8VAC90-70-40. Entry upon and use of university property.

A. Entry upon or use of university property in the educational enclave shall be in accord with all applicable university policies.

B. Entry upon or use of university property outside the educational enclave for noncommercial purposes is permitted if otherwise lawful and does not interfere with educational functions.

C. Entry upon or use of university property for commercial purposes shall be in accord with all applicable university policies.

8VAC90-70-50. Persons lawfully in charge.

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

VA.R. Doc. No. R13-3339; Filed February 19, 2013, 4:49 p.m.



TITLE 12. HEALTH

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Final Regulation

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

Title of Regulation: **12VAC30-10. State Plan under Title XIX of the Social Security Act Medical Assistance Program; General Provisions (amending 12VAC30-10-710).**

Statutory Authority: § 32.1-325 of the Code of Virginia; 42 USC § 1396 et seq.

Effective Date: April 10, 2013.

Agency Contact: Brian McCormick, Regulatory Supervisor, Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-8856, FAX (804) 786-1680, or email brian.mccormick@dmas.virginia.gov.

Summary:

This action incorporates a reference to the Public Assistance Reporting System in the state plan as required by federal law.

12VAC30-10-710. Income and eligibility verification system.

A. The Medicaid agency has established a system for income and eligibility verification in accordance with the requirements of 42 CFR 435.940 through 435.960.

B. 12VAC30-20-220 describes, in accordance with 42 CFR 435.958(a)(6), the information that will be requested in order

to verify eligibility or the correct payment amount and the agencies and the State(s) state or states from which that information will be requested.

C. The Commonwealth has an eligibility determination system that provides for data matching through the Public Assistance Reporting Information System (PARIS), or any successor system, including matching with medical assistance programs operated by other states. The information that is requested will be exchanged with states and other entities legally entitled to verify Title XIX applicants and individuals eligible for covered Title XIX services consistent with applicable PARIS agreements.

VA.R. Doc. No. R13-3446; Filed February 12, 2013, 4:43 p.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF VETERINARY MEDICINE

Final Regulation

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

Title of Regulation: 18VAC150-20. **Regulations Governing the Practice of Veterinary Medicine (amending 18VAC150-20-200).**

Statutory Authority: § 54.1-3800 of the Code of Virginia.

Effective Date: April 10, 2013.

Agency Contact: Leslie L. Knachel, Executive Director, Board of Veterinary Medicine, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4468, FAX (804) 527-4471, or email leslie.knachel@dhp.virginia.gov.

Summary:

The document incorporated by reference for compliance with the rules for radiographic equipment is replaced with Part VI (12VAC5-481-1580 et seq.), Use of Diagnostic X-Rays in the Healing Arts, of the Virginia Radiation Protection Regulations of the Virginia Department of Health.

18VAC150-20-200. Standards for veterinary establishments.

A. Full-service establishments. A full-service establishment shall provide surgery and encompass all aspects of health care for small or large animals, or both. All full-service establishments shall meet the requirements set forth below:

1. Buildings and grounds must be maintained to provide sanitary facilities for the care and medical well-being of patients.

a. Temperature, ventilation, and lighting must be consistent with the medical well-being of the patients.

b. Water and waste. There shall be on-premises:

(1) Hot and cold running water of drinking quality, as defined by the Virginia Department of Health;

(2) An acceptable method of disposal of deceased animals; and

(3) Refrigeration exclusively for carcasses of companion animals that require storage for 24 hours or more.

c. Sanitary toilet and lavatory shall be available for personnel and clients.

2. Areas within building. The areas within the facility shall include the following:

a. A reception area separate from other designated rooms;

b. Examination room or rooms;

c. Surgery room. There shall be a room which is reserved only for surgery and used for no other purpose. The walls of the surgery room must be constructed of nonporous material and extend from the floor to the ceiling. In order that surgery can be performed in a manner compatible with current veterinary medical practice with regard to anesthesia, asepsis, life support, and monitoring procedures, the surgery room shall:

(1) Be of a size adequate to accommodate a surgical table, anesthesia support equipment, surgical supplies, the veterinarian, an assistant, and the patient;

(2) Be kept so that storage in the surgery room shall be limited to items and equipment normally related to surgery and surgical procedures; and

(3) For small animal facilities, have a door to close off the surgery room from other areas of the practice.

d. Laboratory. The veterinary establishment shall have, as a minimum, proof of use of either in-house laboratory service or outside laboratory services for performing the following lab tests, consistent with appropriate professional care for the species treated:

(1) Urinalysis, including microscopic examination of sediment;

(2) Complete blood count, including differential;

(3) Flotation test for ova of internal parasites;

(4) Skin scrapings for diagnosing external parasites;

(5) Blood chemistries;

(6) Cultures and sensitivities;

(7) Biopsy;

(8) Complete necropses, including histopathology; and

(9) Serology.

Regulations

e. Animal housing areas. These shall be provided with:

- (1) Separate compartments constructed in such a way as to prevent residual contamination;
- (2) Accommodations allowing for the effective separation of contagious and noncontagious patients; and
- (3) Exercise runs which provide and allow effective separation of animals or walking the animals at medically appropriate intervals.

3. Radiology. A veterinary establishment shall:

a. Either have radiology service in-house or documentation of outside services for obtaining diagnostic-quality radiographs.

b. If radiology is in-house:

(1) Each radiograph shall be permanently imprinted with the identity of the facility or veterinarian, patient and the date of exposure. Each radiograph shall also be clearly labeled by permanent imprinting to reflect anatomic specificity.

(2) Document that radiographic equipment complies with ~~all requirements of 12VAC5-480-8520, Veterinary Medicine Radiographic Installations, of the Virginia Department of Health document, "Ionizing Radiation Rules and Regulations" (1988) Part VI (12VAC5-481-1580 et seq.), Use of Diagnostic X-Rays in the Healing Arts, of the Virginia Radiation Protection Regulations of the Virginia Department of Health~~, which requirements are adopted by this board and incorporated herewith by reference in this chapter.

c. Maintain radiographs as a part of the patient's record. If a radiograph is transferred to another establishment or released to the client, a record of this transfer must be maintained on or with the patient's records.

4. Equipment; minimum requirements.

a. Examination room containing a table with nonporous surface.

b. Surgery suite.

- (1) Surgical table with nonporous surface;
- (2) Surgical supplies, instruments and equipment commensurate with the kind of surgical services provided;
- (3) Automatic emergency lighting;
- (4) Surgical lighting;
- (5) Instrument table, stand, or tray; and
- (6) Waste receptacle.

c. Radiology (if in-house).

- (1) Lead aprons and gloves;
- (2) Radiation exposure badges; and
- (3) X-ray machine.

d. General equipment.

(1) Steam pressure sterilizer or an appropriate method of sterilizing instruments;

(2) Internal and external sterilization monitors, if steam pressure sterilizers are used;

(3) Stethoscope;

(4) Thermometer;

(5) Equipment for delivery of assisted ventilation, including but not necessarily limited to:

(a) A resuscitation bag; and

(b) Endotracheal tubes.

(6) Scales; and

(7) Storage for records.

B. Restricted establishments. When the scope of practice is less than full service, a specifically restricted establishment permit shall be required. Upon submission of a completed application, satisfactory inspection and payment of the permit fee, a restricted establishment permit may be issued. Such restricted establishments shall have posted in a conspicuous manner the specific limitations on the scope of practice on a form provided by the board.

1. Large animal establishment, ambulatory practice. A large animal ambulatory establishment is a mobile practice in which health care of large animals is performed at the location of the animal. Surgery on large animals may be performed as part of a large animal ambulatory practice provided the facility has surgical supplies, instruments and equipment commensurate with the kind of surgical services provided. All large animal ambulatory establishments shall meet the requirements of a full-service establishment in subsection A of this section with the exception of those set forth below:

a. All requirements for buildings and grounds.

b. All requirements for an examination room and surgery suite.

c. Equipment for assisted ventilation.

d. Scales.

2. Small animal establishment, house call practice. A small animal house call establishment is a mobile practice in which health care of small animals is performed at the residence of the owner of the small animal. Surgery may be performed only in a surgical suite that has passed inspection. Small animal house call facilities shall meet the requirements of a full-service establishment in subsection A of this section with the exception of those set forth below:

a. All requirements for buildings and grounds.

b. All requirements for an examination room or surgery suite.

c. Steam pressure sterilizer.

d. Internal or external sterilization monitor.

3. Small animal establishment, outpatient practice. A small animal outpatient establishment is a stationary facility or ambulatory practice where health care of small animals is performed. This practice may include surgery, provided the facility is equipped with a surgery suite as required by subdivision A 2 c of this section. Overnight hospitalization shall not be required. All other requirements of a full-service establishment shall be met.

C. A separate facility permit is required for separate practices that share the same location.

VA.R. Doc. No. R13-3595; Filed February 13, 2013, 4:46 p.m.

TITLE 21. SECURITIES AND RETAIL FRANCHISING

STATE CORPORATION COMMISSION

Final Regulation

REGISTRAR'S NOTICE: The State Corporation Commission is claiming an exemption 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: 21VAC5-110. Retail Franchising Act Rules (amending 21VAC5-110-30, 21VAC5-110-40, 21VAC5-110-50, 21VAC5-110-75, 21VAC5-110-80).

Statutory Authority: §§ 12.1-13 and 13.1-572 of the Code of Virginia.

Effective Date: March 1, 2013.

Agency Contact: Timothy O'Brien, Chief Examiner, Division of Securities and Retail Franchising, State Corporation Commission, Tyler Building, 9th Floor, P.O. Box 1197, Richmond, VA 23218, telephone (804) 371-9415, FAX (804) 371-9911, or email timothy.o'brien@scc.virginia.gov.

Summary:

The regulations address ongoing concerns with inconsistent disclosure documents filed by franchise applicants. The proposed amendments (i) require a franchisor to file a copy of its disclosure document on a CD-Rom or on other electronic media, (ii) require a franchisor to amend an effective registration within 30 days of a material change, (iii) add an exemption for seasoned franchisors regarding the offer or sale of a franchise, and (iv) add a new subsection requiring a franchisor to retain specific documents for three years. In addition, the Guarantee of Performance form is amended to conform to the approved North American Securities Administrators Association, Inc. form.

AT RICHMOND, FEBRUARY 13, 2013
COMMONWEALTH OF VIRGINIA, ex rel.
STATE CORPORATION COMMISSION

CASE NO. SEC-2012-00040

Ex Parte: In the matter of
Adopting a Revision to the Rules
Governing the Virginia Retail Franchising Act

ORDER ADOPTING AMENDED RULES

By order entered on November 16, 2012 ("Order to Take Notice"), all interested persons were ordered to take notice that the State Corporation Commission ("Commission") would consider the adoption of a revision to Chapter 110 of Title 21 of the Virginia Administrative Code ("Regulations") entitled "Retail Franchising Act Rules." On November 27, 2012, the Division of Securities and Retail Franchising ("Division") mailed the Order to Take Notice of the proposed Regulations to all interested parties pursuant to the Virginia Retail Franchising Act, § 13.1-557 et seq. of the Code of Virginia. The Order to Take Notice described the proposed Regulations and afforded interested parties an opportunity to file comments or request a hearing.

On January 17, 2013, the International Franchise Association ("IFA") filed a comment with regard to a proposed amendment to Rule 21 VAC 5-110-40, which would require a franchisor to amend its effective registration within thirty (30) days after the occurrence of a material change. The IFA, while generally supportive of the proposed amendments overall, commented that this proposed change should be modified to conform with the current Federal Trade Commission ("FTC") Franchise Rule that requires material amendments be filed within a "reasonable time after the close of the quarter." The IFA did not request a hearing.

The Division filed its response to the IFA's comments on January 30, 2013. The Division recommended that the Commission not revise the proposed Rule as requested because the FTC standard may not provide timely material information necessary for a potential franchisee to make an informed decision with regard to the purchase of the franchise. The current rule requires the franchisor to file amendments immediately. Thus, giving a franchisor a thirty (30) day time period to file an amendment is reasonable given that the information to be provided must be material. In addition, in states like Virginia that regulate franchises under their own laws and conduct pre-review of disclosure documents, only one state, Illinois, follows the FTC standard.

NOW THE COMMISSION, upon consideration of the proposed amended Regulations, the IFA's comments, the Division's response, and the record in this case, finds that the proposed amendments to the Regulations should be adopted.

Accordingly, IT IS ORDERED THAT:

(1) The proposed Regulations are attached hereto, made a part hereof, and are hereby ADOPTED effective March 1, 2013.

Regulations

(2) This matter is dismissed from the Commission's docket, and the papers herein shall be placed in the file for ended causes.

AN ATTESTED COPY of this Order shall be sent to each of the following by regular mail by the Division: Dean A. Heyl, Director, State Government Relations, Public Policy & Tax Counsel, International Franchise Association, 1501 K Street, N.W., Suite 350, Washington, D.C. 20005; and the North American Securities Administrators Association, Inc., 750 First Street, N.E., Suite 1140, Washington, D.C. 20002. A copy shall be sent to the Commission's Division of Information Resources and Office of General Counsel.

Changes Since Proposed is not available

21VAC5-110-30. Registration application; documents to file; interim financial statements.

A. An application for registration of a franchise is made by filing with the commission the following completed forms and other material:

1. Uniform Franchise Registration Application page, Form A;
2. Total Costs and Sources of Funds for Establishing New Franchises, Form B;
3. Uniform Consent to Service of Process, Form C;
4. If the applicant is a corporation or partnership, an authorizing resolution if the application is verified by a person other than applicant's officer or general partner;
5. Franchise Disclosure Document;
6. Application fee (payable to the "Treasurer of Virginia"); and
7. Auditor's consent (or a photocopy of the consent) to the use of the latest audited financial statements in the Franchise Disclosure Document.

B. An application for registration shall contain:

1. One copy of a complete franchise registration application, including the Franchise Disclosure Document, on paper;
2. One copy of a complete franchise registration application, including the Franchise Disclosure Document, on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising; and
3. A cover letter containing a representation that all of the information contained in the electronic file is identical to the paper documents.

C. If the commission's review of the application results in any revision to the documents submitted, the franchisor shall file a complete clean copy of the revised Franchise Disclosure Document and any other revised documents, and a black-lined copy of all revised pages, unless the commission directs otherwise. In addition to filing the complete clean Franchise Disclosure Document and black-lined pages on paper, a

franchisor shall include copies on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising. The revised electronic file shall be accompanied by a transmittal letter as described in subdivision B 3 of this section.

D. The electronic version of the Franchise Disclosure Document shall be text searchable.

~~B.~~ E. If the date of the most recent audited financial statements in the Franchise Disclosure Document precedes the date of the application by more than 120 days, the Franchise Disclosure Document shall also include the following financial statements prepared in accordance with generally accepted accounting principles:

1. An unaudited interim balance sheet as of a date within 120 days of the date of the application; and
2. An unaudited interim statement of income or operations for the period from the most recent audited financial statements to the date of the interim balance sheet.

~~C.~~ F. The certifications made by or on behalf of the franchisor in Form A shall extend and apply to all documents and materials filed in connection with the registration application, including any documents or materials submitted to the commission subsequent to the initial filing that may be required to complete the registration application.

~~D.~~ In addition to paper copies of the materials required by subsection A of this section, the franchisor may file one copy of the complete franchise registration application, including the Franchise Disclosure Document, on a CD-ROM in PDF format, subject to the following conditions:

1. ~~The transmittal letter submitting the application must contain a representation that all of the information contained in the electronic file is identical to the paper documents;~~
2. ~~The electronic version of the Franchise Disclosure Document must be text searchable; and~~
3. ~~If the commission's review of the application results in any revision to the documents, the franchisor must submit a revised CD-ROM containing a marked and unmarked final copy of the Franchise Disclosure Document, and final copies of all other application documents. The revised CD-ROM must be accompanied by a transmittal letter as described in subdivision 1 of this subsection.~~

~~E. [G. Examples of Forms A through C are printed at the end of this chapter.]~~

21VAC5-110-40. Pre-effective and post-effective amendments to the registration.

~~A. Upon~~ Within 30 days after the occurrence of a material change, the franchisor shall amend the effective registration filed at the commission. An amendment to an application filed either before or after the effective date of registration may include only the pages containing the information being amended if pagination is not disturbed. The amended pages

must be black-lined to show all additions, deletions, and other changes from the franchisor's previous submission. The franchisor may not use margin balloons or color highlights to show changes.

B. An application to amend a franchise registration is made by submitting the following completed forms and other material:

1. Uniform Franchise Registration Application page, Form A;
2. One complete clean copy of the amended Franchise Disclosure Document;
3. One complete copy of the amended Franchise Disclosure Document black-lined to show all additions, deletions, and other changes; and
4. Application fee (payable to the "Treasurer of Virginia"). The fee shall accompany all post-effective amendments unless submitted in connection with an application for renewal.

C. An application to amend a registration shall contain:

1. One copy of a complete franchise amendment application, including the amended Franchise Disclosure Document, on paper;
2. One copy of a complete franchise amendment application, including the amended Franchise Disclosure Document, on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising; and
3. A cover letter containing a representation that all of the information contained in the electronic file is identical to the paper documents.

D. If the commission's review of the application results in any revision to the documents submitted, the franchisor shall file a complete clean copy of the revised Franchise Disclosure Document and any other revised documents, and a black-lined copy of all revised pages, unless the commission directs otherwise. In addition to filing the complete clean Franchise Disclosure Document and black-lined pages on paper, a franchisor shall include copies on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising. The revised electronic file shall be accompanied by a transmittal letter as described in subdivision C 3 of this section.

E. The electronic version of the Franchise Disclosure Document shall be text searchable.

~~E. F.~~ The certifications made by or on behalf of the franchisor in Form A shall extend and apply to all documents and materials filed in connection with the amendment application, including any documents or materials submitted to the commission subsequent to the initial filing that may be required to complete the amendment application.

~~D. In addition to paper copies of the materials required by subsection B of this section, the franchisor may file one copy~~

~~of the complete franchise amendment application, including a marked and unmarked copy of the Franchise Disclosure Document, on a CD-ROM in PDF format, subject to the following conditions:~~

- ~~1. The transmittal letter submitting the application must contain a representation that all of the information contained in the electronic file is identical to the paper documents;~~
- ~~2. The electronic version of the Franchise Disclosure Document must be text searchable; and~~
- ~~3. If the commission's review of the application results in any revision to the documents, the franchisor must submit a revised CD-ROM containing a marked and unmarked final copy of the Franchise Disclosure Document, and final copies of all other application documents. The revised CD-ROM must be accompanied by a transmittal letter as described in subdivision 1 of this subsection.~~

~~E. [G. An example of Form A is printed at the end of this chapter.]~~

21VAC5-110-50. Expiration; application to renew the registration; interim financial statements.

A. A franchise registration expires at midnight on the annual date of the registration's effectiveness. An application to renew the franchise registration should be filed 30 days prior to the expiration date in order to prevent a lapse of registration under the Virginia statute.

B. An application for renewal of a franchise registration is made by submitting the following completed forms and other material:

1. Uniform Franchise Registration Application page, Form A;
2. Updated Franchise Disclosure Document;
3. One complete copy of the amended Franchise Disclosure Document black-lined to show all additions, deletions, and other changes, using no margin balloons or color highlights; and
4. Application fee (payable to the "Treasurer of Virginia").

C. An application for renewal of a franchise registration shall contain:

1. One copy of a complete franchise renewal application, including the updated Franchise Disclosure Document, on paper;
2. One copy of a complete franchise renewal application, including the updated Franchise Disclosure Document, on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising; and
3. A cover letter containing a representation that all of the information contained in the electronic file is identical to the paper documents.

Regulations

D. If the commission's review of the application results in any revision to the documents submitted, the franchisor shall file a complete clean copy of the revised Franchise Disclosure Document and any other revised documents, and a black-lined copy of all revised pages, unless the commission directs otherwise. In addition to filing the complete clean Franchise Disclosure Document and black-lined pages on paper, a franchisor shall include copies on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising. The revised electronic file shall be accompanied by a transmittal letter as described in subdivision C 3 of this section.

E. The electronic version of the Franchise Disclosure Document shall be text searchable.

~~C.~~ F. If the date of the most recent audited financial statements in the Franchise Disclosure Document precedes the date of the application by more than 120 days, the Franchise Disclosure Document shall also include the following financial statements prepared in accordance with generally accepted accounting principles:

1. An unaudited interim balance sheet as of a date within 120 days of the date of the application; and
2. An unaudited interim statement of income or operations for the period from the most recent audited financial statements to the date of the interim balance sheet.

~~D.~~ G. The certifications made by or on behalf of the franchisor in Form A shall extend and apply to all documents and materials filed in connection with the renewal application, including any documents or materials submitted to the commission subsequent to the initial filing that may be required to complete the renewal application.

~~E.~~ In addition to paper copies of the materials required by subsection B of this section, the franchisor may file one copy of the complete franchise renewal application, including a marked and unmarked copy of the Franchise Disclosure Document, on a CD-ROM in PDF format, subject to the following conditions:

- ~~1. The transmittal letter submitting the application must contain a representation that all of the information contained in the electronic file is identical to the paper documents;~~
- ~~2. The electronic version of the Franchise Disclosure Document must be text searchable; and~~
- ~~3. If the commission's review of the application results in any revision to the documents, the franchisor must submit a revised CD-ROM containing a marked and unmarked final copy of the Franchise Disclosure Document, and final copies of all other application documents. The revised CD-ROM must be accompanied by a transmittal letter as described in subdivision 1 of this subsection.~~

~~F.~~ [H. An example of Form A is printed at the end of this chapter.]

21VAC5-110-75. Exemptions.

Any offer or sale of a franchise in a transaction that meets the requirements of this section is exempt from the registration requirement of § 13.1-560 of the Act.

1. Sale or transfer by existing franchisee. The sale or transfer of a franchise by a franchisee who is not an affiliate of the franchisor for the franchisee's own account is exempt if:

- a. The franchisee's entire franchise is sold or transferred and the sale or transfer is not effected by or through the franchisor.
- b. The sale or transfer is not effected by or through a franchisor merely because a franchisor has a right to approve or disapprove the sale or transfer or requires payment of a reasonable transfer fee.

2. Renewal or extension of existing franchise. The offer or sale of a franchise involving a renewal or extension of an existing franchise where there is no interruption in the operation of the franchised business, and there is no material change in the franchise relationship, is exempt. For purposes of this subdivision, an interruption in the franchised business solely for the purpose of renovating or relocating that business is not a material change in the franchise relationship or an interruption in the operation of the franchised business.

3. Offers and sales to existing franchisees. The offer or sale of an additional franchise to an existing franchisee of the franchisor for the franchisee's own account is exempt if the franchise being sold is substantially the same as the franchise that the franchisee has operated for at least two years at the time of the offer or sale of the franchise, provided the prior sale to the franchisee was pursuant to a franchise offering that was registered or exempt pursuant to the requirements of the Act.

4. Seasoned franchisor.

a. The offer or sale of a franchise by a franchisor is exempt if:

(1) The franchisor has a net equity, according to its most recently audited financial statements, of not less than \$15,000,000 on a consolidated basis, or \$1,000,000 on an unaudited basis and is at least 80% owned by a corporation or entity that has a net equity, on a consolidated basis, according to its most recently audited financial statements, of not less than \$15,000,000, and the 80% owner guarantees the performance of the franchisor's obligations; and

(2) The auditor's report accompanying the audited financial statements described in subdivision 4 a (1) of this section does not contain an explanatory paragraph expressing doubt as to the entity's ability to continue as a going concern; and

~~(2)~~ (3) The franchisor or any 80% owner of the franchisor or the franchisor's predecessor, or any

combination thereof, has had at least 25 franchisees conducting the same franchise business to be offered or sold for the entire five-year period immediately preceding the offer or sale;

b. The exemption set forth in subdivision 4 of this section may be claimed only if the franchisor:

(1) Files a Form H Notice of Claim of Exemption and other material as set forth in subdivision 7 of this section no later than 10 business days before the offer or sale of any franchise; and

(2) Submits financial statements demonstrating compliance with the conditions set forth in subdivision 4 a (1) of this section.

c. An initial exemption filing and any renewal filing shall expire after a period of one year. The franchisor shall file for a renewal by making an exemption filing if it intends to offer or sell franchises for any additional period annually, at least 10 business days before the expiration of the previously filed Notice of Claim of Exemption.

5. Institutional franchisee.

a. The offer or sale of a franchise to a bank, savings bank, savings and loan association, trust company, insurance company, investment company, or other financial institution, or to a broker-dealer is exempt when the:

(1) Purchaser is acting for itself or in a fiduciary capacity; and

(2) Franchise is not being purchased for the purpose of resale to an individual not exempt under this regulation.

b. The exemption set forth in subdivision 5 a of this section may be claimed only if the franchisor files an initial filing Form H, Notice of Claim of Exemption, and other material as set forth in subdivision 7 a of this section, at least 10 business days before each offer or sale of each franchise.

6. Disclosure requirements.

a. If a franchisor relies upon any of the exemptions set forth in subdivision 3, 4 or 5 of this section, the franchisor shall provide a disclosure document complying with 21VAC5-110-55 and 21VAC5-110-95 together with all proposed agreements relating to the sale of the franchise to a prospective franchisee 14 calendar days before the signing of the agreement or the payment of any consideration.

b. Franchisors filing a claim of exemption under subdivisions 4 or 5 of this section shall include a self-addressed stamped envelope by which the commission may return to the franchisor a confirmation of receipt of the filing and the exemption file number assigned. Correspondence shall refer to the assigned file number in all subsequent related filings and correspondence with the commission.

7. Filing requirements for exemptions set forth in subdivisions 4 and 5 of this section.

a. Initial exemption filing.

(1) The initial exemption period shall expire after a period of one year.

(2) Franchisor files an application for exemption of a franchise by filing with the commission no later than 10 business days before the offer or sale of any franchise, the following completed forms and other material:

(a) Notice of Claim of Exemption, Form H;

(b) Uniform Consent to Service of Process, Form C;

(c) If the applicant is a corporation or partnership, an authorizing resolution is required if the application is verified by a person other than applicant's officer or general partner;

(d) Franchise Disclosure Document;

(e) Files an undertaking by which it agrees to supply any additional information the commission may reasonably request; and

(f) Application fee of \$500 (payable to the Treasurer of Virginia).

b. Amendment to exemption filing.

(1) Upon the occurrence of a material change, the franchisor shall amend the effective exemption filed at the commission.

(2) An application to amend a franchise exemption is made by submitting the following completed forms and other material:

(a) Notice of Claim of Exemption, Form H;

(b) One clean copy of the amended Franchise Disclosure Document; and

(c) Application fee of \$100 (payable to the Treasurer of Virginia).

c. Renewal exemption filing.

(1) A franchise exemption expires at midnight on the annual exemption effective date. An application to renew the franchise exemption shall be filed 10 days prior to the expiration date in order to prevent a lapse of exemption under the Act.

(2) An application for renewal of a franchise exemption is made by submitting the following completed forms and other material:

(a) Notice of Claim of Exemption, Form H;

(b) One clean copy of the Franchise Disclosure Document; and

(c) Application fee of \$250 (payable to the Treasurer of Virginia).

Regulations

21VAC5-110-80. General requirements for preparation of disclosure documents; record retention; master franchises; electronic disclosure.

A. Disclosure instructions.

1. Disclose all required information clearly, legibly, and concisely in a single document using plain English.
2. The disclosure for each FDD item shall be separately titled and in the required order. Do not repeat the question in the FDD. Respond to each question fully. If the disclosure is not applicable, respond in the negative, but if an answer is required "if applicable," respond only if the requested information applies. Do not qualify a response with a reference to another document unless permitted by the instructions to that Item.
3. For each Item in the FDD, type the requirement's Arabic number and item title. Exhibits should be identified by a letter of the alphabet.
4. The disclosure must be in a form that permits each prospective franchisee to store, download, print, or otherwise maintain the disclosure document for future reference.
5. Separate documents (for example, a confidential operations manual) must not make representations or impose terms that contradict or are materially different from the disclosure in the FDD.
6. Use 8-1/2 by 11 inch paper for the FDD and other forms. All documents and disclosures must be readable, using not less than 11-point type.
7. Franchisors may prepare multistate disclosure documents by including nonpreempted, state-specific information in the text of the FDD or in a Virginia Addendum attached to the FDD. The Virginia Addendum may be included in an exhibit to the FDD. Any amendments to the franchise agreement may be included in the Virginia Addendum or in a separate exhibit immediately following the franchise agreement.
8. The two copies of the Item 23 receipt pages should be the last two pages of the FDD and should be attached after all exhibits.
9. Before furnishing a FDD, the franchisor must advise the prospective franchisee of the formats in which the FDD is made available, any prerequisites for obtaining the FDD in a particular format, and any conditions necessary for reviewing the FDD in a particular format.
10. Grossly deficient applications may be rejected summarily by the commission as incomplete for filing.

B. Retention of records.

1. Franchisors shall retain, and make available to the commission upon request, a sample copy of each materially different version of their disclosure documents for a period of three years after the close of the fiscal year

in which the disclosure document was last provided to a franchisee or prospective franchisee.

2. For each completed franchise sale, franchisors shall retain a copy of the signed receipt for at least three years.

~~B.~~ C. Master franchises.

1. When the applicant is a master franchisor seeking to sell master franchises (subfranchises), references in these regulations to "franchisee" include the master franchisee (subfranchisor).
2. The offer of master franchises (subfranchises) is an offer separate from the offer of franchises and usually requires a separate registration or exemption. A single application may register the sale of a single unit and multiunit franchises if the FDD is not confusing.
3. In an offering by a master franchisee (subfranchisor), "franchisor" means both the master franchisor and master franchisee.
4. Master franchisees (subfranchisors) must disclose the required information about the master franchisor, and to the extent applicable, the same information concerning the master franchisee.

~~C.~~ D. Electronic disclosure.

1. A franchisor may deliver a franchise disclosure document over the Internet or by other electronic means, or in machine-readable media, provided:
 - a. The disclosure document is delivered as a single, integrated document or file;
 - b. The disclosure document has no extraneous content beyond what is required or permitted by law or regulation, but which may include customary devices for manipulating electronic documents in machine-readable form and tools or access to tools that may be necessary or convenient to enable the recipient to receive and view the disclosure document;
 - c. The disclosure document has no links to or from external documents or content;
 - d. The disclosure document is delivered in a form that intrinsically enables the recipient to store, retrieve, and print the disclosure document;
 - e. The disclosure document conforms as to its content and format to the requirements of applicable law or regulation;
 - f. The franchisor can prove that it delivered the disclosure document electronically in compliance with this subsection, and that it did so at or before the time required by applicable law or regulation; and
 - g. The franchisor keeps records of its electronic delivery of disclosure documents and makes those records available on demand by the commission.
2. For the sole purpose of enhancing the prospective franchisee's ability to maneuver through an electronic

version of a disclosure document, the franchisor may include scroll bars, internal links, and search features. All other features such as audio, video, animation, pop-up screens or links to external information are prohibited.

3. "Delivery" requires that the disclosure document be conveyed to and received by the prospective franchisee, or that the storage media in which the disclosure is stored be physically delivered to the prospective franchisee in accordance with subdivision 1 a of this subsection.

4. This subsection does not change or waive any other requirement of law or regulation concerning registration or presale disclosure of franchise offerings.

D. E. Other requirements.

1. If the franchise agreement requires a franchisee to sign a release or waiver as a condition of consenting to some future action, such as a transfer or assignment of the franchise, include a sample copy of the document the franchisee will be asked to sign. This requirement does not apply to negotiated releases or waivers that a franchisee may sign to resolve a dispute with the franchisor.

2. The commission may modify or waive the provisions of this chapter or may require additional documentation or information.

NOTICE: The following forms used in administering the regulation have been 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 of a form to access it. 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 (21VAC5-110)

[FORM A, Uniform Franchise Registration Application](#) (~~eff. 7/1/95;~~ (rev. 7/08).

[FORM B, Franchisor's Costs and Sources of Funds](#) (~~eff. 7/1/95;~~ (rev. 7/08).

[FORM C, Uniform Consent to Service of Process](#) (rev. 7/08).

[FORM E, Affidavit of Compliance -- Franchise Amendment/Renewal](#) (rev. 7/08).

~~[FORM F, Guarantee of Performance](#) (rev. 7/08).~~

[FORM F, Guarantee of Performance](#) (rev. 3/13).

[FORM G, Franchisor's Surety Bond](#) (rev. 7/99).

[FORM H, Notice of Claim of Exemption](#) (~~eff. 7/07;~~ (rev. 7/08).

[FORM K, Escrow Agreement](#) (eff. 7/07).

VA.R. Doc. No. R13-3077; Filed February 15, 2013, 2:45 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](#) (11/16/11)

[Board of Accountancy Rights and Responsibilities on FOIA](#) (11/1/11)

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 two documents, one for agencies and one for institutions that provide financial statement preparation guidance.

[Year End Closing Procedures](#), prepared annually. This document provides guidance to agencies and institutions regarding proper procedures for closing the state accounting year.

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Guidance documents for Woodrow Wilson Rehabilitation Center may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the Center located in Fishersville, Virginia 22939-0010. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling toll-free 1 (800) 345-9972 or (540) 332-7000. TTY users call toll free 1 (800) 811-7893 or locally (540) 332-7239.

Guidance documents for the rest of the agency may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23229. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000 (toll free 1-800-552-5019). TTY users call (804) 662-9040 (toll free 1-800-464-9950).

Guidance documents are available on the department's website (<http://www.vadars.org>) where indicated.

Guidance Documents:

[Accessibility for Government Websites](#) (9/1/00)

[Application for Vendorship of Community Support Services A1205 – Guidance Document](#) (9/1/12)

[Brain Injury Direct Services Fund Eligibility Criteria](#) (1/1/10)

[Consumer's Guide to Self Employment](#) (11/8/11)

[DARS Business Services Packet](#) (1/1/08)

[DARS Services Reference Manual - Fee Schedule](#) (11/1/11)

- [DRS Policy and Procedure Manual](#) (12/1/12)
- [DRS Training and Facilities Manual](#) (11/12/12)
- [Guidance for Provision of Therapeutic Behavioral Services \(TBS\)](#) (9/1/12)
- [Human Research Procedures Manual](#) (4/1/07)
- [Long Term Employment Support Services Guide](#) (2/4/10)
- [New Counselor Skills and Competencies Checklist](#) (11/11/12)
- [Personal Assistance Services Program Handbook](#) (2/9/11)
- [Procurement Guidelines - Minimum Procurement Guidelines \(2003\)](#) (6/1/03)
- [State Plan for Independent Living](#) (10/1/11)
- [State Plan for the State Vocational Rehabilitation Services Program](#) (1/20/12)
- [Therapeutic Behavioral Services \(TBS\) DESCRIPTION OF DRS SERVICE ITEM CODE](#) (9/12/12)
- [VDA Service Standard: Adult Day Care](#) (11/23/04)
- [VDA Service Standard: Care Coordination](#) (4/14/03)
- [VDA Service Standard: CCEVP Level One](#) (10/18/11)
- [VDA Service Standard: CCEVP Level Two](#) (10/18/11)
- [VDA Service Standard: CCEVP S.O.S.](#) (10/18/11)
- [VDA Service Standard: Checking](#) (4/14/03)
- [VDA Service Standard: Chore](#) (4/14/03)
- [VDA Service Standard: Communication, Referral and Information & Assistance \(CRIA\)](#) (10/3/11)
- [VDA Service Standard: Congregate Nutrition](#) (1/3/12)
- [VDA Service Standard: Disease Prevention & Health Promotion](#) (1/3/12)
- [VDA Service Standard: Elder Abuse Prevention](#) (4/14/03)
- [VDA Service Standard: Emergency](#) (4/22/03)
- [VDA Service Standard: Employment Title III](#) (12/20/12)
- [VDA Service Standard: Health Education & Screening](#) (1/3/12)
- [VDA Service Standard: Home Delivered Nutrition](#) (1/3/12)
- [VDA Service Standard: Home Health](#) (4/14/03)
- [VDA Service Standard: Homemaker](#) (4/14/03)
- [VDA Service Standard: ID Discount](#) (4/29/03)
- [VDA Service Standard: Legal Assistance](#) (10/14/08)
- [VDA Service Standard: Long Term Care Coordinating Activities](#) (4/14/03)
- [VDA Service Standard: Medication Management](#) (7/31/12)
- [VDA Service Standard: Money Management](#) (4/29/03)
- [VDA Service Standard: Options Counseling](#) (5/11/12)
- [VDA Service Standard: Personal Care](#) (4/14/03)
- [VDA Service Standard: Preparation and Administration of the Area Plan](#) (4/14/03)
- [VDA Service Standard: Public Information & Education](#) (6/30/03)
- [VDA Service Standard: Residential Repair & Renovation](#) (10/14/04)
- [VDA Service Standard: Transportation Services](#) (10/1/03)
- [VDA Service Standard: Volunteer](#) (4/22/03)
- [VDA Services Coordination Plan: Employment Title V SCSEP \(2008-2011\)](#) (10/31/08)
- [VDA State Plan: Socialization & Recreation Services, Multipurpose Senior Center](#) (1/3/12)
- [Virginia Guide to Supported Employment and Job Coach Training Services](#) (1/1/09)
- [Virginia's State Plan for Aging \(October 1, 2011 – September 30, 2015\)](#) (6/16/11)
- [Your Path To Work - the VR Program Explained](#) (4/1/11)
- [\[4521\] Vocational Evaluation Best Practices Manual](#) (10/28/93)
- [\[4534\] WWRC Counselor Responsibilities Policy 4.01](#) (6/1/11)
- [\[4535\] WWRC Informed Choice Policy 4.02](#) (5/1/11)
- [\[4536\] WWRC Medical Services for Day Students Policy 4.05](#) (8/1/07)
- [\[4538\] WWRC Records Standards Policy 4.31](#) (8/1/11)
- [\[4539\] WWRC Client Appeal System Policy 4.41](#) (11/1/03)
- [\[4541\] Centers for Independent Living General Policies and Procedures Manual](#) (11/26/12)
- [\[4542 COADMIN-110\] WWRC Alcohol and Other Drugs Policy 5.24](#) (9/1/08)
- [\[4543 WWRC-02\] WWRC Client Handbook](#) (11/1/12)
- [\[4545 ADM-102\] WWRC General Admissions Criteria](#) (7/1/06)
- [\[4546\] WWRC Transition Academy Training & Reference Manual](#) (4/6/11)
- [\[4547 ADM-200\] WWRC Service Listing/Fee Schedule](#) (7/1/10)

Guidance Documents

[\[4548\] WWRC Behavioral Health Services Fee Schedule](#) (11/1/11)

[\[4549\] PERT Training & Reference Manual](#) (7/1/12)

[\[4550\] WWRC Blue Print for Direction](#) (10/1/11)

[\[4551\] WWRC Master Plan](#) (12/15/11)

[\[4552\] WWRC Case Management Manual](#) (12/1/08)

[\[4553\] WWRC Consumer Participation Policy 1.12](#) (5/1/11)

[\[4554\] WWRC Nondiscrimination Policy 1.17](#) (8/1/03)

[\[4555\] WWRC Research Policy 1.25](#) (4/1/11)

[\[4556\] WWRC Records Management Policy 1.27](#) (2/1/11)

[\[4557\] WWRC Staff/Client Relationships Policy 2.08](#) (3/1/07)

[\[4558\] WWRC Records Disclosure Policy 5.02](#) (6/1/03)

[\[4559\] WWRC Student Worker Policy 5.06](#) (4/1/11)

[\[4560\] WWRC Consumer Wellness Policy 5.07](#) (5/1/07)

[\[4561\] WWRC Client Performance & Progress Policy 5.10](#) (11/1/03)

[\[4562\] WWRC Admission to Training Programs Policy 5.11](#) (10/1/05)

[\[4563\] WWRC Ability to Benefit Policy 5.12](#) (3/1/03)

[\[4564\] WWRC Academic Progress Policy 5.13](#) (4/1/11)

[\[4565\] WWRC Anti Harrassment Policy 5.15](#) (7/1/02)

[\[4566\] WWRC Search and Seizure Policy 5.22](#) (9/1/08)

[\[4567\] WWRC Tobacco Use Policy 5.25](#) (6/1/02)

[\[4568\] WWRC Serious Incident Panel Policy 5.30](#) (11/1/03)

[\[4569\] WWRC Service Animal Policy 7.01](#) (6/1/11)

[\[4570\] WWRC Mental Health Intervention Policy 7.03](#) (1/1/11)

[\[4572\] WWRC Syringe and Needle Policy 7.29](#) (6/1/11)

[\[4573\] WWRC Check Cashing Policy 8.05](#) (3/1/11)

[\[4574\] WWRC Receiving Student Medication Via Mail Policy 8.06](#) (10/1/11)

[\[4575\] WWRC Smoking Areas Policy 10.04](#) (2/1/11)

[\[4576\] WWRC Transportation in State Vehicles for Non-Drs Personnel Policy 10.12](#) (6/1/07)

[\[4577\] WWRC STAR Trail and Lake Usage Policy 10.13](#) (5/1/09)

[\[4578\] WWRC Records Confidentiality Policy 11.01](#) (8/1/11)

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, VA (or on the Virginia 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)

[\[4309\] Use of Proceeds](#) (12/1/12)

[\[4311\] Electronic Pull-Tab Game Displays, Themes, and Sounds](#) (11/14/12)

Board of Agriculture and Consumer Services

Guidance Documents:

[Agents of VA Cooperative Extension Program Proctoring Commercial Applicator Examinations](#) (7/3/12)

[Animal Pound and Shelter Civil Penalty Matrix - Guidelines for Enforcement](#) (2/17/12)

[Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores](#) (7/3/12)

[Applicator Recertification Options; Approval Procedures for Recertification Courses](#) (9/5/12)

[Applicator Testing in Order to Recertify](#) (7/3/12)

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

[Avian Influenza \(H5 and H7\) Proclamation](#) (1/18/12)
[CLRT25 Testing Opportunities with Fee](#) (7/6/12)
[Commercial Breeder Guidelines](#) (1/20/09)
[Commercial Carpet Cleaners Who Apply Pesticides for Flea and Tick Control](#) (7/3/12)
[Discontinuance Policy](#) (7/6/12)
[Division of Consumer Protection - Administrative Procedure for Compliance Actions](#) (8/7/12)
[Fair Guidelines](#) (5/3/10)
[Guidelines for Beehive Grant Program](#) (12/3/12)
[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 Pesticide Control Act; Civil Penalty Assessment Decision Matrix](#) (7/2/12)
[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)
[Interpreting Personal Protection Equipment Standards on Pesticide Labels](#) (9/5/12)
[Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements](#) (7/20/09)
[Office of Pesticide Services Proposal Requirements](#) (11/30/12)
[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)
[Product Registration - Submission of 24c- Special Local Need Registration](#) (12/7/10)
[Product Registration - When two pesticide products may be registered for a single fee](#) (9/29/10)
[Production Registration - Submission of Labels](#) (7/6/12)
[Registration Label Review](#) (7/6/12)

[Supervision of Registered Technicians \(Including Government Employees and Not-for-Hire Individuals\)](#) (7/3/12)
[Virginia Shipping Requirements for Package Bees and Queens](#) (12/1/10)
[\[1115\] Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws](#) (12/1/12)
[\[1743\] Agricultural Stewardship Act Guidelines](#) (4/1/10)
[\[740\] Dairy Services Procedure Manual](#) (8/15/12)
[\[751\] Virginia Cooperative Gypsy Moth Suppression Program, 2012 Guidelines](#) (9/1/12)
[\[753\] Virginia Cotton Boll Weevil Trapping Program, 2011 Guidelines](#) (8/1/12)
[\[754\] Food Safety & Security Field Operations Manual](#) (7/12/12)
[\[756\] Virginia Entry Requirements for Honey Bee Hives and Appliances](#) (12/1/10)

State Milk Commission

Guidance Documents:

[\[2727\] VA State Milk Commission Monthly Report Audit Manual](#) (11/27/12)

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

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

Guidance Documents:

[Circular Letter 06-01](#) (2/14/06)
[Circular Letter 06-02](#) (6/29/06)
[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)

Guidance Documents

[Circular Letter 07-05](#) (7/1/07)
[Circular Letter 07-08](#) (12/15/07)
[Circular Letter 92-1](#) (5/22/92)
[Foam Board Advertising Approval](#) (2/12/06)
[Licensee Bulletin Vol. 56, No.2](#) (1/1/00)
[\[Issued Quarterly\] Licensee Newsletter - Spring 2003](#) (3/1/03)
[Application for ABC License](#) (1/1/98)
[Circular Letter 01-2](#) (2/1/01)
[Circular Letter 08-01](#) (12/5/08)
[Circular Letter 1-01](#) (1/1/01)
[Circular Letter 1-04](#) (1/1/05)
[Circular Letter 2-04](#) (1/1/05)
[Circular Letter 84-3](#) (1/1/84)
[Circular Letter 84-4](#) (12/26/84)
[Circular Letter 84-7](#) (12/26/84)
[Circular Letter 84-8](#) (12/26/84)
[Circular Letter 85-3](#) (2/6/85)
[Circular Letter 85-5](#) (3/26/85)
[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 92-2](#) (11/23/92)
[Circular Letter 94-1](#) (3/16/94)
[Circular Letter 98-1](#) (1/1/98)
[Circular Letter 98-2](#) (2/1/98)
[Farm Winery Remote – Festivals Bulletin](#), (7/19/01)
[Licensee Bulletin - Vol. 56, No.1](#) (1/1/00)
[Licensee Bulletin Vol. 56, No. 4](#) (1/1/00)

[Licensee Bulletin Vol. 56, No.3](#) (1/1/00)
[Retail Licensee Guide](#) (1/1/01)
[Virginia's Licensing Process](#) (1/1/02)
[Wholesale Licensee Bulletin](#) (9/1/97)

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 May 24, 2012
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, revised May 24, 2012
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

An electronic copy of guidance documents for the Auditor of Public Accounts (APA) may be viewed at no charge on the

Virginia Regulatory Town Hall or on the APA's website at http://www.apa.virginia.gov/APA_Reports/manuals.aspx.

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.

Printed copies may be viewed on weekdays from 8:15 a.m. until 5 p.m. (EST) 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.

The charge for obtaining a printed copy from the agency is noted after each document.

Guidance Documents:

[\[ABC SPEC\] Specifications for Audits of Authorities, Boards, and Commissions](#) (8/1/07) - \$20

[\[CCT SPEC12\] Specifications for Audits of Counties, Cities, and Towns](#) (8/1/12) - \$20

[\[Sheriffs12\] Virginia Sheriffs Accounting Manual](#) (5/1/12) - \$10

[\[UFRM12\] Uniform Financial Reporting Manual](#) (10/1/12) - \$20

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

The guidance document information on the Virginia Regulatory Town Hall for each Department of Behavioral Health and Developmental Services (DBHDS) guidance document includes the name and contact information of the staff person who can respond to interpretive or implementation questions (see the "Explanation or Citations" section). All departmental guidance documents are available electronically on Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov/> or the department's website 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 2013 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)

[\[CSB MH-1\] 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)

[\[MH 1\] Mandatory Outpatient Treatment Guidance](#) (8/15/12)

[\[MH 2\] Medical Screening and Assessment Guidance](#) (3/13/07)

[\[Part C 1\] 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)

[\[Part C 8\] Supporting Young Children with Autism Spectrum Disorders and their Families](#) (1/31/12)

[\[Plan 1\] 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)

Guidance Documents

[\[SA 2\] 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:

[Orientation and Mobility Procedure Manual](#) (12/27/12)

[\[DS-PPD-12-04\] DBVI Orientation and Mobility Policy and Procedure Manual](#) (12/27/12)

[\[702004001\] Application for Vocational Rehabilitation Services](#) (12/20/12)

[\[DS-PPD-12-01\] Policy and Procedures Directive- Revisions to the Vocational Rehabilitation Application for Services](#) (12/20/12)

[\[DS-PPD-12-02\] Policy and Procedures Directive- Revisions to Chapter VII-A, Vocational Rehabilitation Manual](#) (12/20/12)

[\[DS-PPD-12-03\] Policy and Procedures Directive- Revisions to Chapter IX-B and Appendix S of the Vocational Rehabilitation Manual](#) (12/20/12)

[\[DS-PPD-12-05\] Policy and Procedures Directive- Revisions to Chapter VII-A, Vocational Rehabilitation Manual](#) (12/20/12)

[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 Virginia 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, Virginia 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 guidance documents may be viewed during regular workdays from 9 a.m. until 4 p.m. in the

Office of Institutional Research, Analysis and Reports, 1 Avenue of the Arts, Newport News, VA 23606. Copies may be obtained free of charge by contacting Tamra McGrath at the same address, FAX (757) 594-7508, telephone 757-594-7609, or email irar@cnu.edu. Copies are also available free of charge from the Regulatory Town Hall website, <http://townhall.virginia.gov/L/GDocs.cfm> or from the links below.

Questions regarding interpretation or implementation of these documents may also be directed to Tamra McGrath at the same address and contact points.

Guidance Documents:

[\[Catalog_01\] Undergraduate Catalog](#) (12/17/12)

[\[Catalog_02\] Graduate Catalog](#) (12/17/12)

[\[Handbook_01\] University Handbook](#) (12/17/12)

[\[Handbook_02\] Adjunct Faculty Handbook](#) (12/17/12)

[\[Handbook_03\] Student Handbook](#) (12/17/12)

[\[Handbook_04\] Residence Life Handbook](#) (12/17/12)

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 Virginia Cave Board, 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 availability, 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.

Guidance Document:

[\[DCR-DS-006\] 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](#) (2/1/12)

[\[DCR-NH-066\] 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)

[\[DCR-PRR-001\] 2007 Virginia Outdoors Plan](#) (12/28/12)

[\[DCR-PRR-002\] Virginia Recreational Trails Fund Program](#) (2/1/12)

[\[DCR-PRR-003\] Land and Water Conservation Fund Grant Application Manual 2013](#) (11/1/12)

[\[DCR-PRR-010\] 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 State Park Master Plan](#) (4/1/12)

[\[DCR-PRR-013\] Chippokes State Park Master Plan](#) (4/1/12)

[\[DCR-PRR-014\] 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)

Guidance Documents

[\[DCR-PRR-023\] New River State Park Master Plan](#) (3/23/12)

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

[\[DCR-PRR-025\] Occoneechee State Park Master Plan](#) (1/5/12)

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

[\[DCR-PRR-027\] Raymond R.](#) (9/21/12)

[\[DCR-PRR-028\] 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](#) (1/5/12)

[\[DCR-PRR-038\] Westmoreland State Park Master Plan](#) (1/5/12)

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

[\[DCR-PRR-040\] Powhatan State Park Master Plan](#) (7/27/12)

[\[DCR-PRR-041\] High Bridge State Park Master Plan](#) (9/27/12)

[\[DCR-PRR-042\] 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)

[\[DCR-SP-001\] Booklet about Virginia State Parks](#) (12/28/12)

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

[\[DCR-VLCF-002\] Virginia Land Conservation Foundation's 2012 Grant Program Manual](#) (8/20/12)

[\[DCR-VLCF-003\] 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](#) (12/27/12)

[\[DCR-VLCF-006\] Land Preservation Tax Credit Questions and Answers](#) (9/1/12)

[\[DCR-VSRB-002\] 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](#) (12/27/12)

Virginia Soil and Water Conservation 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)

[\[DCR-CBLAB-017\] 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 Bufers 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)

[\[DCR-VSWCB-011\] 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](#) (3/29/12)

[\[DCR-VSWCB-019\] 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)

[\[DCR-VSWCB-028\] Guidance Document on the Implementation of the Virginia Stormwater Management Regulations Grandfathering Provision*](#) (5/15/12)

[\[DCR-VSWCB-029\] Activities Constituting Substantive Progress Towards Local Development of a Virginia Stormwater Management Program](#) (12/13/12)

[\[DCR-VSWCB-030\] Stormwater Management Model Ordinance](#) (12/13/12)

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 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,

Guidance Documents

(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 2012, §§ 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 2012, § 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 July 2012, § 13.1-1056

LLC-1062, Limited Liability Company Annual Registration Fee Assessment Notice, revised annually, § 13.1-1062

LLC-1077, Guide for Articles of Domestication (Foreign limited liability company intending to become a Virginia limited liability company), revised April 2008, § 13.1-1077

LLC-1078, Guide for Articles of Organization Surrender (Virginia limited liability company to be domesticated under the laws of another jurisdiction), revised April 2008, § 13.1-1078

LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2006, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised July 2010, § 50-73.93

UPA-94, Statement of Denial for a Partnership, revised July 2010, § 50-73.94

Guidance Documents

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 July 2012, § 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 July 2012, § 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 November 2012, § 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 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 14, 2012, 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 14, 2012, 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>

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

Instructions and Forms for June 30th Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 20VAC5-417-60. http://scc.virginia.gov/publicforms/511/630_rep.pdf

Instructions and Forms for December 31st Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 20VAC5-417-60. http://scc.virginia.gov/publicforms/512/1231_rep.pdf

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

Guidance Documents

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 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting 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 E. Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416 or email bfquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information are available online at the Bureau's website: <http://www.scc.virginia.gov/bfi/>.

Guidance Documents:

Banking Act

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 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 June 1, 2011, §§ 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-0205, Securities Rating Services, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, § 6.2-875 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, revised and reissued June 1, 2011, §§ 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 June 1, 2011, §§ 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 June 1, 2011, §§ 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, revised and reissued June 1, 2011, § 6.2-875 H 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 June 1, 2011, §§ 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 June 1, 2011, §§ 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 June 1, 2011, §§ 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 June 1, 2011, §§ 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., revised and reissued June 1, 2011, §§ 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, revised and reissued June 1, 2011, § 6.2-1186 A 21 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, revised and reissued June 1, 2011, § 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 June 1, 2011, § 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 June 1, 2011, § 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 June 1, 2011, § 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, revised and reissued June 1, 2011, §§ 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 June 1, 2011, § 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, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, §§ 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 reissued June 1, 2011, § 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 June 1, 2011, § 6.2-326 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1607, Fees Charged by Mortgage Brokers, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, § 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, revised and reissued June 1, 2011, §§ 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, revised and reissued June 1, 2011 http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Payday Lenders

BFI-AL-1802, Threatening Criminal Proceedings, revised and reissued June 1, 2011, § 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

Guidance Documents

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 September 2012
<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 September 2012
<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 September 2012

<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 September 2012

<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>

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 October 2010

<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 September 2012

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

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012

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

Guidance Documents

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 2012
<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 September 2012
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012
<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 2012
<http://www.scc.virginia.gov/publicforms/121/ccb5507.pdf>

CB-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 September 2012
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012
<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 2012
<http://www.scc.virginia.gov/publicforms/120/ccb5521.pdf>

CCB-5529, Annual Report of Motor Vehicle Title Lenders for Year Ending December 31, 2012
<http://www.scc.virginia.gov/publicforms/591/ccb5529.pdf>

Industrial Loan Associations

CCB-6602, Annual Report of Industrial Loan Associations, revised November 2012
<http://www.scc.virginia.gov/publicforms/124/ccb6602.pdf>

Credit Counseling Agencies

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012
<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 November 2012
<http://www.scc.virginia.gov/publicforms/126/ccb7705.pdf>

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised November 2012
<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, 2012, revised November 2012
<http://www.scc.virginia.gov/publicforms/118/ccb8805.pdf>

CCB-8820, Annual Report of Exempt Mortgage Lenders and Brokers for Year End December 31, 2012, revised November 2012
<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 September 2012
<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>

Guidance Documents

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

"Regulatory Report" (formerly "Payday Pre\$\$," regulatory news for Virginia Payday Lender and Motor Vehicle Title Lender Licensees, 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 § 38.1-3802) 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>
- Administrative Letter 1978-11, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued October 5, 1978, § 38.2-512 (formerly § 38.1-52 (11)) <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

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§ 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>

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)) <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 <http://www.scc.virginia.gov/boi/adminlets/80-6.pdf>

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>

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8) <http://www.scc.virginia.gov/boi/adminlets/82-2.pdf>

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 (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>

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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>

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Form PA-2, Bond for Public Adjusters, August 2012,
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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:

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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.

Outreach Documents:

Marking Color Code Card, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/colorcode.pdf>

Virginia Professional Excavator's Manual, revised January 2011, 88 pages
<http://www.scc.virginia.gov/urs/mutility/docs/exman11.pdf>

Virginia Care Brochure: A Guide for Safe Excavation or Demolition, July 2011, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/carebroch.pdf>

Virginia Underground Utility Marking Standards, March 2004, 24 pages
http://www.scc.virginia.gov/urs/mutility/docs/va_uums.pdf

Exposing Underground Utility Lines Requirements and Best Practices, August 2005, 11 pages
http://www.scc.virginia.gov/urs/mutility/docs/exp_bp.pdf

Impact Mole Requirements and Best Practices, January 2011, 14 pages
http://www.scc.virginia.gov/urs/mutility/docs/imole_bp.pdf

Trenchless Excavation Requirements and Best Practices, January 2011, 14 pages
<http://www.scc.virginia.gov/urs/mutility/docs/te.pdf>

Plumbers Beware: A Safety Precautions Brochure, July 2007, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/plumber.pdf>

Coloring Book for Children: Wally's Digging Adventure, 20 pages
<http://www.scc.virginia.gov/urs/mutility/docs/color.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

Advisory Committee Information:

Damage Prevention Advisory Committee Bylaws, July 2009, § 56-265.31 et seq., 5 pages
<http://www.scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

La información en Español:

CARE Folleto: Virginia Guía para Excavar o Demoler sin Peligro, May 2007, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/folleto.pdf>

Tarjeta de Codigo de Colores, 2 pages
<http://www.scc.virginia.gov/urs/mutility/docs/colores.pdf>

Normas para Marcar Los Servicios Públicos Subterráneos en Virginia, Marzo 2004, 2 pages
http://www.scc.virginia.gov/urs/mutility/docs/va_uums_espanol.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

Guidance Documents

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:

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 Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2010 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2012, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2012, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2011, § 56-249

Forms for Annual Reports:

Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory Commission Form 1 and supplemental schedules, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Gas Companies, consisting of the Federal Energy Regulatory Commission Form 2 and supplemental schedules, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company -

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.

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/uaf/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/uaf/laws.aspx>

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4, Regulation of Relations with Affiliated Interests; and Title 56, Chapter 5, Utility Transfers Act) as follows:
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Supplemental Guidelines for Filing Chapter 5 Applications Under Streamlined Review, 1 page, §§ 56-88 through 56-92
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 5 - Transaction Summary - Utilities Transfers Act, 11 pages, §§ 56-88 through 56-92
<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Interest Rate to be Paid on Customer Deposits, revised December 8, 2010, 20VAC5-10-20, updated annually -
<http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60 -
<http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, § 56-60 -
<http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56 -
<http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56 - <http://www.scc.virginia.gov/uaf/fileguide.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: <http://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>

Annual Reports

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 2011 are available on the commission website at www.scc.virginia.gov. Click on the Quick Link labeled Learn more about the Commission, then select Annual Reports for the list of available years.

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 (8 a.m. to 5 p.m., Monday through Friday).

Guidance Documents

The office is located at 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained, at a cost of 25 cents per page, by contacting Jim Bruce, Department of Corrections Regulatory Coordinator, at the above address, telephone (804) 887-8215, 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, on the Virginia Regulatory Town Hall at <http://www.townhall.state.va.us/L/viewagency.cfm-agencynumber=701&display=documents>

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)

[\[Compliance Jail 2013\] Compliance Documentation for Jails effective 7/1/13 audits](#) (12/13/12)

[\[Compliance LU 2013\] Compliance documentation for Lockups effective 7/1/13](#) (12/13/12)

[\[Joint Policy 1-1\] 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, 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

115-1.7, Applicants whose degree programs do not meet requirements of 18VAC115-20-49B, adopted August 24, 2012

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

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, revised September 7, 2012

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 March 9, 2012

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, Riverfront Plaza, 901 East Byrd Street, 19th Floor, 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 kelleth@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 Grants \(CEMIG\) Guidelines](#), enacted July 2012, §§ 59.1-284.25 through 59.1-284.27

[Governor's Opportunity Fund \(GOF\) Guidelines](#), revised July 2012, § 2.2-115

Guidance Documents

[Major Eligible Employer \(MEE\) Grant Guidelines](#), revised July 2012, §§ 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 2012, §§ 2.2-5100 through 2.2-5104

[Virginia Investment Partnership \(VIP\) Grant Guidelines](#), revised July 2012, §§ 2.2-5100 through 2.2-510

DEPARTMENT OF EDUCATION

For copies of documents, please contact 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.

Guidance Documents:

[Academic Review Process](#) (9/27/12)

[Application for College Partnership Laboratory Schools and the Procedures for Receiving, Reviewing, and Ruling on College Partnership Laboratory School Applications](#) (10/25/12)

[Criteria and Process for the Board of Education to Review Charter School Applications](#) (6/28/12)

[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](#) (2/17/11)

[Criteria for the Virginia Index of Performance](#) (10/25/12)

[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 \(HEA\)](#) (5/19/11)

[Discipline of Students with Disabilities](#) (12/30/10)

[Division-Level Academic Review Process](#) (10/25/12)

[Elementary School Gun Safety Guidelines and Curriculum](#) (7/31/11)

[Guidelines and Standards of Learning for Family Life Education](#) (7/1/11)

[Guidelines for Academic and Career Plans](#) (9/17/09)

[Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations](#) (12/31/02)

[Guidelines for Considering and Approving Requests for Pre-Labor Day Openings](#) (7/28/11)

[Guidelines for Distributing National Board Incentive Awards](#) (6/28/12)

[Guidelines for Local Textbook Approval](#) (9/22/11)

[Guidelines for Policies on Concussions in Student-Athletes](#) (1/13/11)

[Guidelines for School Facilities in Virginia's Public Schools](#) (6/1/10)

[Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools](#) (3/24/11)

[Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals](#) (2/23/12)

[Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents](#) (9/27/12)

[Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers](#) (4/28/11)

[Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia](#) (1/13/11)

[Guidelines Pertaining to the Employment of Substitute Teachers](#) (3/24/11)

[Interpretation of Regulations for Certain Transfer Students](#) (12/20/02)

[List of Board of Education Regulations Identified as Waivable for Charter School Purposes](#) (6/30/99)

[Persistently Dangerous Schools Identification Process & Criteria](#) (4/29/03)

[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](#) (11/17/11)

[Virginia School Bus Specifications](#) (3/24/11)

[Virginia's Textbook Review Process](#) (3/24/11)

[\[825\] Student Conduct Policy Guidelines](#) (12/1/10)

[\[827\] Virginia School Search Resource Guide, including Student Search Guidelines](#) (10/1/00)

[\[828\] Use of Literary Fund Proceeds](#) (6/29/07)

[\[832\] Guidance for Accommodating Children with Special Dietary Needs in School Nutrition Programs](#) (10/11/09)

[\[833\] Guidelines on the Recitation of the Pledge of Allegiance, including Guidelines for Appropriate Etiquette and Conventions for Respecting the Dignity of the Flag](#) (7/26/01)

[\[834\] Acceptable Use Policy: A Handbook](#) (1/1/01)

- [835] [Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students](#) (10/20/00)
- [836] [Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools](#) (7/1/04)
- [837] [Guidelines on the Minute of Silence Requirements](#) (6/13/00)
- [838] [Guidelines for Honorary High School Diplomas for Veterans of World War Ii, the Korean War, and the Vietnam War](#) (10/25/10)
- [839] [Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus](#) (12/30/90)
- [840] [Virginia School Health Guidelines](#) (12/30/98)
- [841] [Suicide Prevention Guidelines](#) (12/1/03)
- [842] [Model School Crisis and Emergency Management Plan](#) (11/30/07)
- [843] [School Safety Audit Protocol](#) (7/30/00)
- [845] [Policy Regarding Medication Recommendation by School Personnel](#) (8/16/02)
- [846] [Guidelines for the K-3 Record for Reading and Mathematics](#) (5/30/03)
- [847] [Objectives for Personal Living and Finance](#) (12/30/06)
- [848] [Criteria for Character Education](#) (7/26/12)
- [851] [Curriculum and Administrative Guide for Driver Education in Virginia](#) (12/30/10)
- [852] [Guidelines for Banking-in-School Demonstration Partnership Programs](#) (12/30/06)
- [853] [Persistently Dangerous Schools & Unsafe School Choice Option](#) (4/30/03)
- [854] [Guidelines for Implementation of No Child Left Behind Act of 2001 Public School Choice Requirements](#) (11/30/02)
- [855] [Criteria for the Providers of Supplemental Educational Services Under the No Child Left Behind Act of 2001](#) (11/30/02)
- [857] [Limited English Proficient Students: Guidelines for Participation in the Standards of Learning Assessments](#) (12/30/10)
- [860] [Virginia Plan for the Gifted](#) (12/30/06)
- [861] [Procedures for Initiating Academic Year Governor's Schools](#) (1/30/99)
- [862] [Virginia Comprehensive Services Act for At-Risk Youth and Families Implementation Manual](#) (7/30/02)
- [863] [Guidelines for the Participation of Students with Disabilities in the State Accountability System](#) (11/30/10)
- [866] [Rights and Procedural Safeguards for Special Education](#) (8/15/09)
- [868] [Guidelines for Mentor Teacher Programs](#) (6/30/00)
- [869] [Local Eligibility License Guidelines](#) (9/30/00)
- [870] [Virginia License Renewal Manual](#) (1/19/11)
- [871] [Guidelines for Managing Asthma: A Team Approach](#) (7/1/03)
- [872] [Handbook for Homebound Service](#) (6/30/11)
- [873] [Individual Student Alternative Education Plan \(ISAEF\) Program Guidelines](#) (9/27/12)
- [874] [Model Guidelines for the Wearing of Uniforms in Public Schools](#) (7/1/96)
- [875] [Guidelines Concerning Religious Activity in Public Schools](#) (12/30/95)
- [877] [Criteria for Review of Private Educational Management Companies](#) (4/1/05)
- [878] [Guidelines for Establishing Joint Or Regional Continuation High Schools Or Programs](#) (5/28/04)
- [879] [Eligibility Criteria for Cost-Saving and Service-Sharing Agreements Between School Divisions](#) (7/30/05)
- [880] [Criteria for Establishing Governor's Career and Technical Academies](#) (1/30/08)
- [881] [Criteria for Making Distributions from the Public Charter School Fund](#) (1/10/08)
- [882] [Guidelines for Specialized Health Care Procedures](#) (12/30/04)
- [883] [Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon](#) (9/30/99)
- [884] [Guidelines for Student Drug-Testing in the Public Schools](#) (6/30/04)
- [885] [Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines](#) (12/30/03)
- [886] [Guidelines for Alternatives to Animal Dissection](#) (7/30/04)
- [887] [Virginia's Definition of School Readiness](#) (4/30/08)
- [888] [Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas](#) (8/7/01)
- [889] [the Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-to-Staff Schools](#) (6/30/04)
- [890] [Virginia's High Objective Uniform State Standard of Evaluation \(HOUSSE\) for Experienced Teachers](#) (4/30/05)
- [891] [Virginia's Definition of Alternate Route for Highly Qualified Teachers](#) (4/30/04)

Guidance Documents

[\[892\] Virginia Requirements to Be A Highly Qualified Special Education Teacher](#) (9/30/06)

[\[893\] Virginia's High Objective Uniform State Standard of Evaluation \(HOUSSE\) for Visiting International Faculty \(VIF\) Cultural Exchange Teachers](#) (3/30/07)

[\[894\] Guidelines for Prescribed Professional Teacher's Examinations](#) (1/8/11)

[\[895\] High-Quality Professional Development Criteria](#) (4/30/04)

[\[896\] Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure](#) (10/30/05)

[\[897\] Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment](#) (11/30/05)

[\[898\] Virginia Standards for the Professional Practice of Teachers](#) (4/28/11)

[\[899\] Accountability Measurement of Partnerships and Collaborations Based on Prek-12 School Needs Required by the Regulations Governing the Review and Approval of Education Programs in Virginia](#) (11/29/12)

[\[901\] 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](#) (9/27/12)

[\[902\] 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](#) (1/30/04)

[\[903\] 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](#) (2/5/07)

[\[904\] Guidelines for School Division Rewards Allowable Under the No Child Left Behind Act of 2001](#) (7/30/04)

[\[905\] Guidelines for Sanctions/Corrective Actions for Virginia School Divisions in Improvement Status As Required by the No Child Left Behind Act of 2001](#) (10/30/04)

[\[906\] Process for School Divisions to Submit Locally-Developed and/Or Selected English Language Proficiency Assessments for Board Approval](#) (1/30/03)

[\[907\] Agreement to Participate in the School Nutrition Programs](#) (5/27/11)

[\[908\] Guidelines for the Development of Policies and Procedures for Managing Student Behaviors in Emergency Situations: Focusing on Physical Restraint and Seclusion](#) (11/30/05)

[\[909\] Required Modifications to Local Procedures and Policies \(Special Education\)](#) (11/30/09)

[\[910\] Alternative Special Education Staffing Plan Procedures](#) (1/30/01)

[\[911\] Procedures for Receiving and Resolving Complaints Which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities](#) (2/25/00)

[\[912\] Guidelines for Schools for Students with Disabilities Fund](#) (6/30/07)

[\[914\] Standards for the Governor's Career and Technical Education Exemplary Standards Awards Program](#) (5/30/08)

[\[915\] Guidelines Establishing an Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence](#) (7/30/07)

[\[916\] Protocol for State-Directed Investigations of Testing Irregularities](#) (4/30/08)

[\[917\] World-Class Instructional Design and Assessment \(WIDA\) English Language Proficiency \(ELP\) Standards](#) (3/30/08)

STATE BOARD OF ELECTIONS

The Virginia State Board of Elections (SBE) is located in the Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. Copies authorized to be provided are subject to costs stated in the board's FOIA policy published on its website and may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. Questions regarding interpretation or implementation of these documents may be directed to the above office address in person, via telephone number (804) 864-8901 or toll free (800) 552-9745, by emailing info@sbe.virginia.gov, or by faxing (804) 371-0194. Questions 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 SBE website: <http://www.sbe.virginia.gov>. Additionally, most of the SBE guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall.

Guidance Documents:

[Guidelines for Conducting Voter Registration Drives](#) (8/28/12)

[Guidelines for News Media During Elections](#) (6/12/12)

[\[DDG\] Do's and Don'ts with Guidelines](#) (8/22/12)

[\[DEL-1\] State Board of Elections Policy 2004-007 as amended 9.14.2010](#) (9/14/10)

[\[DEL-2\] Campaign Finance and Advertising Delegations to Secretary \(Updating Policy 2004-007\)](#) (8/19/11)

[\[GREB-0\] Introduction, General Registrars and Electoral Board Members Handbook](#) (7/1/12)

[\[GREB-01\] Chapter 1, The State Board of Elections](#) (7/1/12)

[\[GREB-02\] Chapter 2, Electoral Board](#) (7/1/12)

[\[GREB-03\] Chapter 3, General Registrar](#) (7/1/12)

[\[GREB-04\] Chapter 4, Officers of Elections](#) (7/1/12)

[\[GREB-05\] Chapter 5, Registrar Office Operations](#) (7/1/12)

[\[GREB-06\] Chapter 6, Files and Record](#) (7/1/12)

[\[GREB-07\] Chapter 7, Voter Registration-List Maintenance](#) (7/31/12)

[\[GREB-08\] Chapter 8, Accessibility](#) (7/1/12)

[\[GREB-09\] Chapter 9, Voter Registration](#) (7/31/12)

[\[GREB-11\] Chapter 11, Absentee Voting](#) (8/17/12)

[\[GREB-12\] Chapter 12, Temporary Registration](#) (7/1/12)

[\[GREB-13\] Chapter 13, Establishing A Polling Place](#) (8/1/12)

[\[GREB-14\] Chapter 14, Managing Split Precincts](#) (7/1/12)

[\[GREB-15\] Chapter 15 Managing Ballots](#) (7/1/12)

[\[GREB-16\] Chapter 16, Central Absentee Precinct](#) (7/1/12)

[\[GREB-17\] Chapter 17, Election Day Preparation](#) (7/1/12)

[\[GREB-18\] Chapter 18 Election Day](#) (10/17/12)

[\[GREB-19\] Chapter 19, Canvassing Results](#) (7/1/12)

[\[GREB-20\] Chapter 20, Voting Equipment](#) (7/9/12)

[\[GREB-21\] Chapter 21, Campaign Finance](#) (8/1/12)

[\[GREB-22\] Chapter 22, Recounts and Contested Elections](#) (7/1/12)

[\[GREB-23\] Chapter 23, Election Offenses](#) (7/1/12)

[\[GREB-24\] Chapter 24, DOJ Preclearance](#) (7/1/12)

[\[GREB-26\] Chapter 26, The Virginia Freedom of Information Act \(FOIA\)](#) (7/1/12)

[\[GREB-27\] Chapter 27, Emergency Procedures](#) (7/1/12)

[\[GREB-28\] Chapter 28, Electronic Communications and the SBE](#) (7/1/12)

[\[GREB-29\] Chapter 29, Provisional Ballots](#) (8/1/12)

[\[GREB-30\] Chapter 30, Fiscal Operations](#) (7/1/12)

[\[MEMO-1\] Official Ballot Memo for the November 2012 Presidential Election](#) (9/5/12)

[\[OTHDOCS-1\] Other Guidance Documents](#) (12/27/11)

[\[OTHDOCS-2\] Library of Virginia Digital Depository](#) (12/27/11)

[\[RECOUNT-1\] Recount Step by Step Instructions](#) (8/1/12)

[\[RECOUNT-2\] Examples for Handcounting Ballots](#) (7/1/07)

[\[VOTER ID\] Voter ID Chart](#) (10/18/12)

[\[What If\] What If](#) (12/1/12)

DEPARTMENT OF ENVIRONMENTAL QUALITY

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. 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 the Litter Prevention and Recycling documents should be directed to: Coordinator, Recycling and Tire Program, Department of Environmental Quality, 629 E. Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4029.

Southwest Regional Office, 355 Deadmore Street, P.O. Box 1688, Abingdon, VA 24210, telephone (276) 676-4800.

Piedmont Regional Office, 4949 A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5020.

Regional Office - Roanoke Office, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6700.

Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2000.

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)

[\[1-2011\] 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)

Guidance Documents

[\[CEM-01\] Civil Enforcement Manual - Introduction](#) (4/28/09)

[\[CEM-02\] Civil Enforcement Manual - Chapter 1 - Enforcement Policy](#) (4/28/09)

[\[CEM-03\] Civil Enforcement Manual - Chapter 2 - General Enforcement Procedures - Cover Memorandum](#) (5/11/12)

[\[CEM-04\] Civil Enforcement Manual - Chapter 2 - General Enforcement Procedures](#) (5/11/12)

[\[CEM-05\] Civil Enforcement Manual - Chapter 2A - Attachments to Chapter 2 - General Enforcement Procedures](#) (5/11/12)

[\[CEM-06\] Civil Enforcement Manual - Chapter 3 - Priority, Timeliness and Certainty of Enforcement Actions](#) (12/1/99)

[\[CEM-07\] Civil Enforcement Manual - Chapter 4 - Civil Charges and Civil Penalties](#) (9/6/12)

[\[CEM-07A\] Civil Enforcement Manual - Chapter 4 - Civil Charges and Penalties](#) (8/6/12)

[\[CEM-08\] Civil Enforcement Manual - Chapter 5 - Incentives for Identifying and Resolving Violations - Revision 2 Cover Memorandum](#) (5/2/12)

[\[CEM-09\] Civil Enforcement Manual - Chapter 5 Continued - Incentives for Identifying and Resolving Violations - Revision 2](#) (5/2/12)

[\[CEM-10\] Civil Enforcement Manual - Chapter 6 - Adversarial Administrative Actions](#) (12/1/99)

[\[CEM-11\] Civil Enforcement Manual - Chapter 6 Continued - Formal Hearings](#) (12/20/07)

[\[CEM-12-EGMNo.1-2011\] Civil Enforcement Manual - Chapter 8 - Access to Private Property for Inspections and Investigations, Denial of Access, and Obtaining Administrative Inspection Warrants](#) (3/3/11)

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)

[VELAP – Air Program Requirements](#) (5/1/12)

[\[APG-100\] 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](#) (7/1/12)

[\[APG-200A\] Title V Air Permits Guidance Manual](#) (8/27/12)

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

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

[\[APG-204\] Common Control Determinations for Title V Permit Applicability \(Memo No. 98-1002\)](#) (1/25/10)

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

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

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

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

[\[APG-301\] Memorandum of Understanding between Shenandoah National Park and Commonwealth of Virginia regarding PSD permitting issues](#)(3/31/93)

[\[APG-302\] Memorandum of Understanding between Jefferson National Forest and Commonwealth of Virginia Regarding PSD Permitting Issues](#)(3/30/93)

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

[\[APG-304\] Interpretation of the term "designed to accommodate"](#) (9/14/09)

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

[\[APG-307\] Interim Implementation of New Source Review for PM_{2.5}](#) (9/14/09)

[\[APG-308\] Clarification of 9VAC5-80-1695.F - Exemption of Alternative Fuels under Major NSR](#) (3/24/11)

[\[APG-309\] Air Permitting Guidelines - New and Modified PSD Sources](#) (8/4/11)

[\[APG-310\] New and Modified Major Sources in Nonattainment Areas and Ozone Transport Region](#) (2/20/08)

[\[APG-350\] New Source Review Permits Program Manual](#) (4/1/02)

[\[APG-350A\] Article 6 - Minor New Source Review Permit Program Manual, Draft](#) (10/6/05)

- [\[APG-352\] Permit and BACT Applicability under Chapter 80 Article 6 Permitting \(Memo. No. 03-1004\) \(9/26/03\)](#)
- [\[APG-353\] Alternative Fuel Permitting \(7/2/08\)](#)
- [\[APG-354\] Article 6 – Uncontrolled Emissions Calculation \(3/17/09\)](#)
- [\[APG-354A\] Article 6 - Determining Minor NSR Permitting & BACT Applicability \(3/17/09\)](#)
- [\[APG-356\] Revised Article 6 Regulation \(12/19/12\)](#)
- [\[APG-400\] 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 \(9/1/04\)](#)
- [\[APG-457\] State Toxics and Solid Waste Combustion Rules \(7/12/12\)](#)
- [\[APG-551\] 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 \(Memo No. 02-1005\) \(7/1/02\)](#)
- [\[APG-557\] 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 \(11/19/12\)](#)
- [\[APG-567\] Miscellaneous Coatings Procedure for Writing New and Modified Permits \(11/7/12\)](#)
- [\[APG-568\] Printing Procedure for Writing New and Modified Permits \(8/10/00\)](#)
- [\[APG-569\] Guidance to Implement and Enforce Non-delegated Federal Regulations \(1/29/13\)](#)
- [\[APG-570\] 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 Remains Crematory Units and Pathological Waste Crematory Units \(11/7/12\)](#)
- [\[APG-573\] Lumber Kiln Emissions Calculations \(9/30/10\)](#)
- [\[APG-574\] Exemption of Qualified Fumigation Facilities \(6/21/11\)](#)
- [\[APG-575\] Interim Guidance for Portable IC Engines and Revised Article 6 \(12/7/12\)](#)
- [\[APG-576\] Diesel Engine-Generator Set Procedure for Writing New and Modified Permits \(12/18/12\)](#)
- [\[AQAG-001\] Virginia Modeling Guideline for Air Quality Permits \(2/1/10\)](#)
- [\[AQM-001\] Quality Assurance Project Plan for the Ozone Ambient Air Monitoring Program \(11/1/11\)](#)
- [\[AQM-001A\] QAPP Ozone - Appendices \(11/1/11\)](#)
- [\[AQM-001B\] QAPP Ozone - Signature Page \(1/23/12\)](#)
- [\[AQM-002\] 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 \(12/1/11\)](#)

Guidance Documents

[\[AQM-005\] 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 NO_x 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)

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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)

[\[LPR-HW-01-2012\] "Contained-in" and "Contained-out" Policy Guidance for Soils Contaminated with Hazardous Waste](#) (7/9/12)

[\[LPR-HW-03-1994\] 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-01-2007\(2\)\] Post-Closure Care Termination Memo \(4/30/07\)](#)
- [\[LPR-SW-01-2008\] 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 \(4/15/09\)](#)
- [\[LPR-SW-01-2011A\] Implementation of the New Operations Manual Requirements \(7/9/12\)](#)
- [\[LPR-SW-01-2012\] Interpretive Guidance for Groundwater Well Replacement Actions at Solid Waste Landfills \(2/3/12\)](#)
- [\[LPR-SW-02-1993\] 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 \(5/27/11\)](#)
- [\[LPR-SW-02-2011\] CROSSWALK COMPARISON 9VAC20-80 VERSUS 9VAC20-81 \(3/28/11\)](#)
- [\[LPR-SW-02-2012\] Solid Waste Special Waste Disposal Requests \(2/2/12\)](#)
- [\[LPR-SW-03-1993\] 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 \(3/28/11\)](#)
- [\[LPR-SW-03-2012\] Implementation of VELAP Certification \(3/27/12\)](#)
- [\[LPR-SW-04-1993\] HELP Model - Leachate generation for tank design \(6/1/03\)](#)
- [\[LPR-SW-04-2009\] 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 \(8/1/11\)](#)
- [\[LPR-SW-04-2012\] Management and Reuse of Contaminated Media \(7/17/12\)](#)
- [\[LPR-SW-05-1995\] 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 \(12/18/01\)](#)

Guidance Documents

[\[LPR-SW-09-2001\] 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)

[\[LPR-SW-SI-00\] Submission Instructions - 2012 Revision Approval Memo](#) (2/1/12)

[\[LPR-SW-SI-01\] Submission Instruction 01 - Procedural Requirements for a New or Modified Solid Waste Management Facility Application](#) (2/1/12)

[\[LPR-SW-SI-02\] Submission Instruction 02 - Design Plans and Report for Solid Waste Disposal Facilities](#) (2/2/12)

[\[LPR-SW-SI-03\] Submission Instruction 03 - Design Plans and Report for Waste to Energy, Thermal Treatment, and Incineration Facilities](#) (2/2/12)

[\[LPR-SW-SI-04\] Submission Instruction 04 - Design Plans and Report for Other Solid Waste Management Facilities](#) (2/2/12)

[\[LPR-SW-SI-05\] 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 Plans](#) (2/2/12)

[\[LPR-SW-SI-07\] Submission Instructions 07 - Leachate Management Plan for Solid Waste Management Facilities](#) (2/1/12)

[\[LPR-SW-SI-09\] Submission Instruction 09 - Requirements for Financial Assurance Mechanisms](#) (5/21/02)

[\[LPR-SW-SI-10\] Submission Instruction 10 - Procedural Requirements for Permits-By-Rule](#) (2/1/12)

[\[LPR-SW-SI-11\] 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 - Landfill Gas Management, Remediation, and Odor Plans for Solid Waste Disposal Facilities](#) (2/2/12)

[\[LPR-SW-SI-15\] Submission Instruction 15 - Groundwater Nature and Extent Studies at Solid Waste Landfills](#) (1/31/12)

[\[LPR-SW-SI-16\] Submission Instruction 16 - Assessment of Corrective Measures for Groundwater at Solid Waste Landfills](#) (1/31/12)

[\[LPR-SW-SI-17\] Submission Instruction 17 - Corrective Action Plan](#) (7/31/03)

[\[LPR-SW-SI-18\] Submission Instruction 18 - Proposal for Presumptive Remedies](#) (1/31/12)

[\[LPR-SW-SI-19\] Submission Instruction 19 - Alternate Source Demonstrations](#) (2/3/12)

[\[LPR-SW-SI-20\] Submission Instruction 20 - Termination of Post-Closure Activity Evaluation](#) (2/1/12)

[\[LPR-SW-SI-21\] 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)

[\[LPR-SW-SI-25\] Submission Instructions for MNA-based CASE Reports at Solid Waste Landfills](#) (7/13/12)

[\[LPR-SW-SI-26\] Submission Instructions for Groundwater Pump & Treat Based CASE Reports at Solid Waste Landfills](#) (7/13/12)

DEPARTMENT OF FIRE PROGRAMS

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

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.

Contact the agency's State Fire Marshal's Office at (804) 371-0220 or toll free at 1(866) 4VAFIRE for interpretive or implementation questions regarding the issuance of permits.

Copies of the guidance documents can be retrieved free of charge via the agency's website, www.vafire.com, under the Grants & Local Aid link and the State Fire Marshal's Office link.

Copies of the agency's guidance documents are also accessible free of charge from the links below and via the Virginia Regulatory Town Hall website.

Copies of the agency's guidance documents can also be viewed at the VDFP headquarters office, 1005 Technology

Park Drive, Glen Allen, VA 20359. Contact the agency's Director of Administration, at (804) 371-0220 or toll free at 1(866) 4VAFIRE to schedule an appointment to view the guidance documents.

Guidance Documents:

[\[SFMO - 1\] Use of Pyrotechnics Inside or Outdoors on State-owned Property before a Proximate Audience](#) (8/9/11)

[\[SFMO - 10\] 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)

[\[3219\] Aid-To-Localities Policy](#) (7/1/12)

[\[3220\] 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 FORENSIC SCIENCE

The following guidance document is available on the Department's website at <http://www.dfs.virginia.gov>. Questions regarding this document may be directed to Stephanie Merritt, Department Counsel, Department of Forensic Science, 700 North 5th Street, Richmond, VA 23219, telephone (804) 786-2281, email stephanie.merritt@dfs.virginia.gov.

Guidance Document:

Check the department's website at <http://www.dfs.virginia.gov> for periodic updates to this document.

[Evidence Handling and Laboratory Capabilities Guide](#), September 2012

DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 7:30 a.m. until 4:30 p.m., Monday through Thursday, in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903.

Copies of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Dean Cumbia at the same address, telephone (434) 220-9042 or FAX (434) 296-2369, or email dean.cumbia@dof.virginia.gov.

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberland Policy may be directed to Dean Cumbia, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9042, FAX (434) 296-2369, or email dean.cumbia@dof.virginia.gov.

Copies of the Water Quality Enforcement documents may be viewed during regular work days from 7:30 a.m. until 4:30 p.m., Monday through Thursday, in the Office of the Department of Forestry, Augusta Forestry Center, P. O. Box 160, Crimora, VA 24431. Copies may be obtained free of charge by contacting Brenda Taylor at the same address, telephone (540) 363-7002.

Questions regarding interpretation or implementation of Water Quality Enforcement documents may be directed to Matt Poirot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9028, FAX (434) 296-2369, or email matt.poirot@dof.virginia.gov.

The Department of Forestry does not charge a fee for these publications.

Guidance Documents:

2874, Procedure, Alternate Management Plans, (AMP) Form 74A <http://www.dof.virginia.gov/forms/resources/074A.dot>

2875, Procedure, Reforestation of Timberlands: <http://www.dof.virginia.gov/mgt/costshare/cip-fact-rt.htm>

2876, Procedure, Water Quality Enforcement, 04/04/2004

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of

Guidance Documents

the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/funeral/fun_guidelines.htm or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at fanbd@dhp.virginia.gov. Questions regarding interpretation or implementation fanbd@dhp.virginia.gov 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

65-2, Disposition of disciplinary cases for practicing on an expired licensed, adopted July 16, 2012

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

65-6, Reciprocal agreement with the Maryland State Board of Morticians and Funeral Directors, effective February 8, 2012

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

76-21.3:1, Inspection report for funeral establishments, revised September 13, 2012

76-21.3:2, Inspection report for crematories, revised June 21, 2012

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 July 1, 2002, §§ 28.2-302.10:1 and 29.1-302.1

Application for Virginia Resident Disabled Veteran's Lifetime State License to Hunt and Freshwater Fish in Inland Waters and Virginia Resident Disabled Veteran's Lifetime State License to Trap (<http://www.dgif.virginia.gov/forms/PERM/PERM-035.pdf>), revised December 1, 2007, §§ 29.1-302 and 29.1-309.1

Application for Resident Disabled Special Lifetime Hunting, Trapping, Freshwater, Saltwater Fishing License (<http://www.dgif.virginia.gov/forms/PERM/PERM-032.pdf>), revised December 1, 2007, §§ 28.2-302.10, 29.1-302.1, 29.1-302.2, and 29.1-309.1

Resident Disabled Lifetime Licenses Physician's Affidavits (<http://www.dgif.virginia.gov/forms/PERM/PERM-034.pdf>), revised December 1, 2007, §§ 29.1-302.1 and 29.1-302.2

Application for Replacement of Resident Disabled Lifetime License or Resident Disabled Saltwater Lifetime License

(<http://www.dgif.virginia.gov/forms/PERM/PERM-036.pdf>), revised December 1, 2007, § 29.1-334

Game Wildlife

Hunting and Trapping in Virginia, 2010-2011 Regulations (<http://www.statehuntandfishregs.com/VAHUNT/pageflip.html>), June 2010, §§ 29.1-103, 29.1-501 and 29.1-502

2010-2011 Virginia Migratory Waterfowl Seasons and Bag Limits (<http://www.dgif.virginia.gov/hunting/regulations/waterfowl/2010-2011-waterfowl-booklet.pdf>), August 2010, § 29.1-103

2010-2011 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits) (<http://www.dgif.virginia.gov/hunting/regulations/2010-2011-virginia-webless-migratory-gamebird-regulations.pdf>), July 2010, § 29.1-103

Board Procedures for Non-Regulatory Matters and Migratory Bird Seasons and Bag Limits, January 1994, § 29.1-103

Wildlife Information Publication No. 07-1, Virginia Deer Management Plan 2006-2015 (<http://www.dgif.virginia.gov/wildlife/deer/management-plan/virginia-deer-management-plan.pdf>), June 2007, § 29.1-103

Virginia Black Bear Management Plan, 2001-2010 (<http://www.dgif.virginia.gov/wildlife/bear/blackbearmanagementplan.pdf>), revised March 2002, §§ 29.1-103, 29.1-109, and 29.1-501

Deer Management Assistance Program (DMAP) Rules for Participants (<http://www.dgif.virginia.gov/wildlife/deer/dmap-rules.pdf>), 2008, § 29.1-103

DMAP Application (<http://www.dgif.virginia.gov/wildlife/deer/dmap-application.pdf>), 2008 § 29.1-103

DMAP Biologist Contact Information (<http://www.dgif.virginia.gov/wildlife/deer/dmap-map.pdf>), 2008, § 29.1-103

Wildlife Damage Control Assistance Program (DCAP) Rules, § 29.1-103

A Guide to Virginia's Wildlife Management Areas, revised July 1996, available on-line only, § 29.1-103

Rules for Wildlife Management Areas (<http://www.dgif.virginia.gov/hunting/regulations/wmarules.pdf>), § 29.1-103

Fish

Freshwater Fishing in Virginia - January 1 - December 31, 2011 (<http://www.dgif.virginia.gov/fishing/regulations/2011-fishing-regulations.pdf>), §§ 29.1-103, 29.1-501 and 29.1-502

Guidance Documents

Fish Division Procedure and Criteria for Issuing Fish Stocking Authorizations and the Virginia Fish Stocking Authorization Application (<http://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 (<http://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

Scientific Collection Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Wildlife Salvage Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Supplemental Amendment Form for Scientific Collection or Salvage Permit, March 24, 1992, §§ 29.1-412, 29.1-417, 29.1-418

Scientific Collection, Salvage, and T&E Annual Permit Report and Report Instructions (http://www.dgif.virginia.gov/permits/vert_permit_report_06.zip; http://www.dgif.virginia.gov/permits/invert_permit_report_04.zip) July 2006, §§ 29.1-412, 29.1-417, 29.1-418

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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, 29.1-544

Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation Application and Taxidermy Permit General Conditions, revised June 5, 2008, Title 29.1, Chapter 4

Boating

Virginia Boating Safety Education Compliance Requirement (<http://www.dgif.virginia.gov/boating/education/boating-safety-education-requirement.asp>), 2008, § 29.1-735.2

Guidance Documents

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

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 at 1910 Darbytown Road, Richmond, Virginia 23231 or on the website at <http://www.dgs.virginia.gov/LinkClick.aspx?fileticket=9YtC3AQiIwM%3d&tabid=132>

Questions regarding interpretation of this document may be directed to Bradley W. Crawford, director, Surplus Property

at telephone (804) 236-3675, or email brad.crawford@dgs.virginia.gov

Guidance Document:

Commonwealth of Virginia, Department of General Services, Virginia Federal Property Agency, State Plan of Operation, March 24, 2009, § 2.2-1123.

Office of Fleet Management Services

The following document is available at no cost at www.dgs.virginia.gov/fleet.

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 Street, 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, 6th Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be viewed or downloaded at no cost from the Bureau's website at <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:

2012 Construction and Professional Services Manual, September 15, 2012, § 2.2-1132.

Bureau of Facilities Management

Copies of the following documents may be viewed during regular business hours from 8 a.m. until 4:30 p.m. in the office of the Bureau of Facilities Management, Washington Building, 1100 Bank Street, 10th Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting the Bureau of Facilities Management telephone (804) 786-3529 or FAX (804) 371-7974.

Questions regarding interpretation or implementation of these documents may be directed to Thomas George, Director, Bureau of Facilities Management, 1100 Bank Street, 10th Floor, Richmond, VA 23219, telephone (804) 786-1821, FAX (804) 371-7974 or email thomas.george@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, dated 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 from the website at www.dgs.virginia.gov/DRES.

Questions regarding interpretation or implementation of these documents may be directed to John E. Forrest, Director, Division of Real Estate Services, 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, issued July 1, 2008, 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 electronically at no cost at www.eva.virginia.gov. These publications are available electronically. Questions regarding interpretation or implementation of these documents may be directed to the Division of Purchases and Supply, 1111 East Broad Street, 6th Floor, P.O. Box 1199, Richmond, VA 23218-1199,

telephone (804) 786-3846, FAX (804) 371-7877 or email bob.sievert@dgs.virginia.gov.

Guidance Documents:

Virginia Business Opportunities (VBO) Ads

Commonwealth of Virginia Vendors Manual

Agency Procurement and Surplus Property Manual

DEPARTMENT OF HEALTH

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4 p.m. at the following address: Virginia Department of Health, 109 Governor Street, Richmond, VA.

These documents are available electronically using the link below. 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.)

Questions regarding interpretation or implementation of these documents may be directed to the Regulatory Coordinator: Joseph Hilbert, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7006, or email joe.hilbert@vdh.virginia.gov. Mr. Hilbert 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)

[\[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)

[\[EMS-3011\] EVOC Requirements Clarification](#) (3/8/12)

[\[EMS-3012\] EVOC Equivalents](#) (3/8/12)

Guidance Documents

[\[EMS-3013\] 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](#) (10/18/12)

[\[EMS-6019F\] Non - Transport EMS Vehicle Checklist](#) (10/18/12)

[\[EMS-6020\] Oxygen Cylinder Guidance](#) (10/5/11)

[\[EMS-6021F\] Air Ambulance Checklist](#) (10/18/12)

[\[EMS-6024F\] EMS Agency Drug Diversion Report Form](#) (11/18/10)

[\[EMS-6026F\] Application for EMS Agency License](#) (10/31/12)

[\[EMS-6028F\] EMS Physician Application for Endorsement](#) (10/11/12)

[\[EMS-6029\] EMS Provider Variance/Exemption Request](#) (12/9/11)

[\[EMS-6030\] EMS Agency Variance/Exemption](#) (12/9/11)

[\[EMS-6035\] EMS Agency Status Report](#) (2/1/12)

[\[EMS-7008\] 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](#) (6/1/11)

- [\[EMS-8004\] 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 \(8/1/12\)](#)
- [\[EMS-8007\] RSAF Grant Program - Affirmation Page \(12/1/11\)](#)
- [\[EMS-8008\] RSAF Grant Program - Special Conditions \(8/1/12\)](#)
- [\[ENV-001 A\] 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 \(12/7/10\)](#)
- [\[ENV-007\] 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 \(12/8/10\)](#)
- [\[ENV-027\] 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 Sewage Handling and Disposal Regulations; validity and renewal of permits \(8/20/08\)](#)
- [\[ENV-053\] 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 \(3/21/95\)](#)

Guidance Documents

- [\[ENV-070\] 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 \(12/14/11\)](#)
- [\[ENV-101\] 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 \(4/15/02\)](#)
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- [\[ENV-136\] Approval of FRALO Monster D-Box \(12/21/06\)](#)
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[\[ENV-433\] ENV-433 Commercial Warewashing Machines Post-Sanitizing Rinses \(2/22/12\)](#)

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[\[EPI-103\] Memorandum: Bloodborne Pathogen Training for School Personnel and Management of Exposure-Prone Incidents in Schools \(6/27/97\)](#)

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- [\[FAM 101\] CSHCN Pool of Funds Guidelines](#) (12/1/12)
- [\[FAM 102\] Hospital Protocols for Newborn Hearing Screening](#) (5/20/11)
- [\[FAM 103\] Protocols for Diagnostic Audiological Assessment for Newborn Hearing Screening](#) (7/21/11)
- [\[FAM 104\] Virginia School Health Guidelines](#) (5/1/99)
- [\[FAM 105\] Guidelines for Specialized Health Care Procedures](#) (8/15/04)
- [\[FAM 105A\] Care of Neurological Systems Chapter](#) (5/1/10)
- [\[FAM 106\] School Entrance Health Form](#) (10/30/10)

- [\[FAM 106A\] School Health Entrance Form Instructions \(10/30/10\)](#)
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- [\[FAM 112\] Virginia Bleeding Disorders Program Fact Sheet \(10/1/12\)](#)
- [\[FAM 112A\] Virginia Bleeding Disorders Program Pool of Funds Guidelines \(6/26/12\)](#)
- [\[FAM 201\] Virginia Women, Infants' and Children \(WIC\) Program Policy and Procedure Manual \(12/1/12\)](#)
- [\[FAM 202\] Virginia Women, Infants' and Children \(WIC\) Program Vendor Manual \(3/1/11\)](#)
- [\[FAM 301\] Guidelines for Fluoride Varnish Programs \(8/3/11\)](#)
- [\[FAM 302\] Guidelines for Dental Hygiene Pilot Programs \(9/28/10\)](#)
- [\[FAM 303\] Guidance for Virginia Dental Loan Repayment Program \(7/13/12\)](#)
- [\[FAM 401\] Eligibility Criteria for State Funding of Abortion to Terminate Pregnancy as the Result of Rape or Incest, or Fetal Deformity \(12/18/08\)](#)
- [\[FAM 402\] Procedures Manual for the Virginia Congenital Anomalies Reporting and Education System \(9/1/03\)](#)
- [\[FAM 403\] Newborn Screening Facts-Questions Providers Frequently Ask About Newborn Screening \(3/1/06\)](#)
- [\[FAM 409\] Every Woman's Life Program Manual \(Breast and Cervical Cancer Screening\) \(10/19/12\)](#)
- [\[FAM-104A\] Recognition and Treatment of Anaphylaxis in the School Setting \(6/28/12\)](#)
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- [\[QHC-021\] Consumer guide to restraint usage in nursing facilities \(8/19/04\)](#)
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[\[WTR-321\(SF\)\] WTR-321\(SF\) Shipments to Non-European Union Countries \(3/6/06\)](#)

[\[WTR-325\(SF\)\] WTR-325\(SF\) Repeat Violation Procedures \(8/27/07\)](#)

[\[WTR-327\(W\)\] Policy - Requirements to Connect to Water and Sewage Systems \(5/22/07\)](#)

Guidance Documents

[\[WTR-328 \(SF\)\] WTR-328 \(SF\) Parameters for Developing Shellfish Buffer Zones](#) (12/5/07)

[\[WTR-330 \(SF\)\] Plant policy, Issuance of certification numbers](#) (12/11/08)

[\[WTR-331 \(SF\)\] WTR-331 \(SF\) Certification Periods and Cancellation/Deactivation/Reactivation Form](#) (2/20/09)

[\[WTR-336 \(SF\)\] Contingency Plan for Petroleum Hydrocarbon Contamination of Shellfish](#) (11/29/10)

[\[WTR-338 \(SF\)\] Policy for Virginia's Public Health Shellfish Program](#) (5/18/11)

[\[WTR-340 \(SF\)\] Shellfish harvest restrictions in Virginia from May 1 – September 30](#) (5/19/11)

[\[WTR-341 \(SF\)\] Relay Period May through September](#) (6/4/12)

[\[WTR-343 \(SF\)\] Shellstock Oyster Ice-slurry Method](#) (6/19/12)

[\[WTR-344 \(SF\)\] Restricted-Use Shellstock Oysters: Vibrio Concerns](#) (6/18/12)

[\[WTR-345 \(SF\)\] Shellstock Shipper Certificates of Inspection](#) (10/3/12)

[\[WTR-449\(W\)\] McLean Fe and Mn Filters](#) (9/20/84)

[\[WTR-453\(W\)\] Enforcement](#) (12/21/84)

[\[WTR-514\(W\)\] Individual Home Booster Pumps](#) (3/13/87)

[\[WTR-529\(W\)\] Enforcement \(Replacement pages for WTR-453\)](#) (5/15/87)

[\[WTR-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\(W\)\] Project Review and Permit Procedures](#) (7/16/12)

[\[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-834\(W\)\] Consumer Confidence Report Implementation Instructions](#) (3/23/12)

[\[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-850\(W\)\] Review of Changes to Disinfection](#) (12/29/11)

[\[WTR-851\(W\)\] Surveillance Sanitary Surveys](#) (4/26/12)

[\[WTR-852\(W\)\] Surveillance - Source Water Assessment Program Implementation Manual](#) (12/15/04)

[\[WTR-859\(W\)\] Public Notification Rule Implementation](#) (11/26/02)

[\[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-880\(W\)\] Treatment - Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology](#) (9/14/12)

[\[WTR-884\(W\)\] Use of Emergency Wells](#) (6/27/05)

[\[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-894\(W\)\] Sample Collection & Analysis - Special Sampling Procedures](#) (3/3/12)

[\[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](#) (1/30/13)

[\[WTR-897\(W\)\] System Evaluation, Design & Construction - MIOX Mixed Oxidant Treatment Systems](#) (6/24/09)

[\[WTR-898\(W\)\] Compliance Sampling and Reporting](#) (10/10/12)

[\[WTR-899\(W\)\] Ozone Treatment & Disinfection Credit](#) (11/18/10)

[\[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](#) (4/26/12)

[\[WTR-912\(W\)\] Transition Between Stage 1 and Stage 2 DDBP Rules and Stage 2 Rule Extension Requests](#) (4/26/12)

[\[WTR-913\(W\)\] Permits & Project Review - Local and Regional Water Supply Plans](#) (10/5/12)

[\[WTR-914\(W\)\] Virginia's Optimization Program \(VOP\)](#) (10/5/12)

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, June 8, 2012

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

76-3.6, Process for cases involving non-compliance with § 54.1-2400.6, April 5, 2012

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, June 14, 2012

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 April 20, 2012

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/change of location/remodel pharmacy inspection report, November 2012

76-21.1:2, Inspection deficiency notice and consent order, February 2012

76-21.1:4, Humane society and animal shelter inspection report, June 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, December 2010

76-21.1:15, Warehouse inspection report, December 2010

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, Veterinary establishment inspection report, October 2012

76-21.3:1, Funeral establishment inspection report, September 2012

76-21.3:2, Crematory inspection report, June 2011

76-21.4, Inspection summary, May 2006

76-24.2, Dental office inspection report, May 2005

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 Lee Ann Rung at the same address, telephone (804) 225-2602, FAX (804) 786-2027, or email leeannrung@schev.edu. All documents are available on SCHEV's website at <http://www.schev.edu>.

Guidance Documents:

- [Academic Credentialing Evaluation Services](#) (8/23/12)
- [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 Fixed Assets Guidelines for Educational and General Programs](#) (7/16/01)
- [Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes](#) (12/1/03)
- [Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investments Yields](#) (4/30/90)
- [Policies and Procedures for Program Approval](#) (5/1/02)
- [Program Productivity/Viability at Public Institutions](#) (4/1/03)
- [Tuition Relief Guidelines](#) (12/18/06)
- [Domicile Guidelines](#) (10/15/09)

DEPARTMENT OF HISTORIC RESOURCES

All agency guidance documents are available electronically on Virginia Regulatory Town Hall and on the agency website. 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.

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, Newport News, VA 23608, telephone (757) 886-2818.

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.

Guidance Documents:

- [Historic Preservation Easement Program Policies \(1 through 10\)](#) (3/16/11)
- [Application and Criteria for a State Historical Highway Marker](#) (5/21/12)
- [Legal Notification Form - State/Federal Register Process](#) (9/2/12)
- [National Register of Historic Places and Virginia Landmarks Register Evaluation Process](#) (9/2/12)
- [National Register of Historic Places Nomination Form](#) (2/1/12)
- [Permit for Application for Archaeological Removal of Human Burial](#) (7/1/98)
- [Photographic Documentation Survey Guidelines](#) (9/2/12)
- [Preliminary Information Form: Archaeological Site](#) (9/2/12)
- [Preliminary Information Form: Historic District](#) (9/2/12)
- [Preliminary Information Form: Individual Property \(Building, Structure, Site, etc.\)](#) (9/2/12)
- [Virginia's Historic Registers: A Guide for Property Owners](#) (12/30/07)
- [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 2012 Grants Application Form](#) (6/5/12)

Guidance Documents

[Civil War Sites Preservation Fund Grants Guidelines for applications, prioritization and award of grants 2012-2013 Grants First Round](#) (6/5/12)

[DHR State Collections Management Standards](#) (6/16/11)

[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)

[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](#) (9/2/12)

[National Register of Historic Places and Virginia Landmarks Register Evaluation Process](#) (9/2/12)

[National Register of Historic Places Nomination Form](#) (2/1/12)

[Photographic Documentation Survey Guidelines](#) (9/2/12)

[Preliminary Information Form: Archaeological Site](#) (9/2/12)

[Preliminary Information Form: Historic District](#) (9/2/12)

[Preliminary Information Form: Individual Property \(Building, Structure, Site, etc\)](#) (9/2/12)

[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. 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/index.php/dhcd-resources/dhcd-forms-and-publications.html>

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

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)

[\[1832AHBP\] Medicare Dental/Vision Handbook Insert Amendment](#) (1/2/13)

[\[1832HBP\] Medicare Dental/Vision Handbook Insert](#) (1/1/11)

[\[1833AHBP\] Medicare Prescription Drug Handbook Insert](#) (1/2/13)

[\[1833HBP\] 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)

[\[1837HBP\] State Retiree Health Benefits Medicare Prescription Plan 2013 Formulary](#) (1/1/13)

[\[1838HBP\] Retiree Health Benefits Prescription Plan 2013 Evidence of Coverage](#) (1/1/13)

[\[2915TLC\] Local Administrative Manual](#) (7/1/06)

[\[2916ATLC\] 2012-13 The Local Choice Key Advantage Member Handbook Amendment](#) (7/1/12)

[\[2916TLC\] 2011 The Local Choice Key Advantage Member Handbook](#) (7/1/11)

[\[2917ATLC\] 2012 The Local Choice Key Advantage Expanded Benefits Summary](#) (7/1/12)

[\[2917TLC\] 2011 The Local Choice Key Advantage Expanded Benefits Summary](#) (7/1/11)

[\[2918ATLC\] 2012 The Local Choice Key Advantage 250 Benefits Summary](#) (7/1/12)

[\[2918TLC\] 2011 The Local Choice Key Advantage 250 Benefits Summary](#) (7/1/11)

[\[2919ATLC\] 2012 The Local Choice Key Advantage 500 Benefits Summary](#) (7/1/12)

[\[2919TLC\] 2011 The Local Choice Key Advantage 500 Benefits Summary](#) (7/1/11)

[\[2920ATLC\] 2012 The Local Choice Key Advantage 1000 Benefits Summary](#) (7/1/12)

[\[2920TLC\] 2011 The Local Choice Key Advantage 1000 Benefits Summary](#) (7/1/11)

[\[2921ATLC\] 2012 The Local Choice Kaiser Permanente Benefits Summary](#) (7/1/12)

[\[2921TLC\] 2011 The Local Choice Kaiser Permanente Benefits Summary](#) (7/1/11)

[\[2922TLC\] 2011 The Local Choice Member Handbook Medicare Coordinating Plans](#) (1/1/11)

[\[2923ATLC\] 2012 The Local Choice Advantage 65 Medical Only Benefits Summary](#) (7/1/12)

[\[2923TLC\] 2011 The Local Choice Advantage 65 Medical Only Insert](#) (7/1/11)

[\[2924ATLC\] 2012 The Local Choice Dental/Vision Summary Handbook Insert](#) (7/1/12)

[\[2924TLC\] 2011 The Local Choice Dental/Vision Summary Handbook Insert](#) (7/1/11)

[\[2925ATLC\] 2012 The Local Choice Medicare Complementary \(Option 1\) Insert](#) (7/1/12)

Guidance Documents

[\[2925TLC\] 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)

[\[2929ATLC\] 2012 The Local Choice HDHP Benefits Summary Insert](#) (7/1/12)

[\[2929TLC\] 2011 TLC HDHP Benefits Summary](#) (7/1/11)

[\[4602AHR\] 2012 Employee Handbook](#) (4/1/12)

[\[4602HR\] 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](#) (9/1/12)

[\[4611AHR\] 2012 Teleworking Assistance and Guidance for Agencies](#) (4/1/12)

[\[4611HR\] 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](#) (7/1/12)

[\[4615HBP\] Flexible Benefits Program Sourcebook](#) (9/1/12)

[\[4616HBP\] COVA Connect Member Handbook](#) (7/1/11)

[\[4617HR\] Personnel Management Information System \(PMIS\) EPR421 Faculty Keying Guide](#) (1/1/12)

[\[4618HR\] Personnel Management Information System \(PMIS\) Top Ten Transaction Guide](#) (1/1/12)

[\[4619HR\] PMIS Unisys Password Reset Guide](#) (1/1/12)

[\[4620HR\] EPR Keying Guide](#) (1/1/12)

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/12/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/>

DEPARTMENT OF JUVENILE JUSTICE

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, 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 these documents 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) 3232-2797 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

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Bob Wilburn, Capital

Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3772 or FAX (804) 786-1557 or email robert.wilburn@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5402 or email marilyn.miller@djj.virginia.gov.

Guidance Document:

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 this 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](#), December 2012, § 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:

[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)

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 this 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

Guidance Documents

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the 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 December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form II](#), Requisition for Escape or Absconder, Requisition for Juvenile Charged With Being Delinquent (Rendition Amendment), revised December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form III](#), Consent for Voluntary Return by Runaway, Escapee, Absconder, or Juvenile Charges as Delinquent, revised December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form IV](#), Parole or Probation Investigation Request, revised December 2012, § 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 December 2012, § 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 December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form VIII Home Evaluation Report](#), Home Evaluation Report, revised December 2012

[Interstate Compact for Juveniles - Form IX Quarterly Progress Report](#), Quarterly Progress Report, revised December 2012

[Interstate Compact for Juveniles - Rights of Juvenile](#) for Voluntary return of Runaway, Escapee, Absconder, or

Juvenile Being Charged as Delinquent, revised December 2012

DEPARTMENT OF LABOR AND INDUSTRY

For guidance documents concerning Cooperative Programs or the Voluntary Protection Program, contact Warren Rice, Department of Labor and Industry, Main Street Center, 600 East Main Street, Suite 207, Richmond, VA 23219.

For other questions regarding interpretation or implementation of the guidance documents used by the Virginia Department of Labor and Industry, contact the following persons:

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

Boiler Division - 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 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, Main Street Center, 600 East Main Street, Suite 207, 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)

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 \(Reference: CPL 2.90\) \(3/1/96\)](#)

[\[01-009A\] 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 \(9/15/06\)](#)

[\[02-003L\] 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 \(1/15/12\)](#)

[\[02-004A\] 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 \(1/1/10\)](#)

[\[02-009A\] 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 \(4/1/03\)](#)

[\[APP - 11\] 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 \(7/2/03\)](#)

Guidance Documents

[\[02-016\] 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 \(ARM\) \(8/15/09\)](#)

[\[02-024\] 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 \(12/15/96\)](#)

[\[02-050\] General Schedule Inspection Errors: Guidance for Inspection of Establishments \(8/1/12\)](#)

[\[02-053C\] 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 \(4/1/03\)](#)

[\[02-064A\] Procedure for Handling Issuance of Citations to VDOT \(12/15/07\)](#)

[\[02-065B\] Virginia Construction and Telecommunications Industries Confined Space Standard Procedures and Interpretations \(9/15/93\)](#)

[\[02-067C\] 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 \(10/1/07\)](#)

[\[02-076\] Revision of the Gravity Based Penalty \(GBP\) Scale \(10/1/09\)](#)

[\[02-101\] OSHA/U.S. Coast Guard Authority Over Vessels \(11/15/98\)](#)

[\[02-105\] 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 \(5/1/08\)](#)

[\[02-213\] 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 \(9/15/09\)](#)

[\[02-243A\] Part 1910, Subpart I, Enforcement Guidance for Personal Protective Equipment \(PPE\) in General Industry \(1/15/12\)](#)

[\[02-244\] Tree Trimming Operations, 16VAC25-73, Inspection Procedures and Interpretations \(corrected\) \(5/9/11\)](#)

[\[02-245\] Compliance Policy for Manufacture, Storage, Sale, Handling, Use and Display of Pyrotechnics \(1/15/12\)](#)

[\[02-390B\] 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 \(2/1/02\)](#)

[\[02-403A\] 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 \(11/15/09\)](#)

[\[02-415\] Inspection Procedures for Occupational Exposure to Methylene Chloride Final Rule, §§ 1910.1052, 1915.1052 and 1926.1152 \(2/1/02\)](#)

[\[02-419\] Audiometric Testing Using Insert Phones \(5/12/89\)](#)

[\[02-421\] Technical Assistance and Guidelines for Superfund and Other Hazardous Waste Site Activities \(8/20/86\)](#)

[\[02-422A\] Inspection Procedures for Occupational Exposure to Asbestos Final Rule, §§ 1910.1001, 1926.1101 and 1915.1001 \(8/15/96\)](#)

[\[02-423\] Occupational Exposure to Hazardous Chemicals in Laboratories \(6/15/91\)](#)

[\[02-424\] Indoor Air Quality \(9/15/91\)](#)

[\[02-426A\] 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 \(3/15/99\)](#)

[\[02-436\] 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 \(1/15/10\)](#)

[\[02-800B\] Longshoring and Marine Terminals "Tool Shed" Directive \(1/1/13\)](#)

[\[02-801A\] 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 \(8/1/11\)](#)

[\[03-001B\] Consultation Policies and Procedures Manual \(10/1/08\)](#)

Guidance Documents

[\[03-007\] 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)

[\[04-001C\] VOSH Discrimination Investigation Manual](#) (8/1/12)

[\[05-001\] 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)

[\[08-005A\] CSHO/Inspector Medical Examination Program](#) (9/1/12)

[\[09-002\] 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](#) (10/1/09)

[\[09-004\] Respiratory Protection Manual](#) (8/1/12)

[\[09-010\] Partnership Programs](#) (7/15/97)

[\[09-052\] OSHA Technical Manual](#) (8/1/12)

[\[09-104\] Recordkeeping Policies and Procedures Manual \(RKM\)](#) (8/1/12)

[\[09-425\] OSHA Occupational Chemical Database \(formerly Chemical Information Manual\)](#) (9/1/12)

[\[10-001\] 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](#) (4/18/90)

[\[12-008\] 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)

[\[12-015K\] Standards Improvement Project - Phase III \(SIP - III\) Parts 1910, 1915, 1917, 1918, 1919, and 1926](#) (9/1/12)

[\[12-101\] Amendments to the Applicability of Standards in 29 CFR Part 1910, § 1928.21](#) (4/1/95)

[\[12-102E\] Respiratory Protection Standard, § 1910.134, and Other Related Standards in Parts 1910 and 1926](#) (12/15/12)

[\[12-105C\] Lead Standard, General Industry, § 1910.1025; Amendments](#) (2/15/96)

[\[12-108B\] Commercial Diving Operations: Revocation of 1910.411](#) (3/1/05)

[\[12-114A\] 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](#) (2/1/13)

[\[12-115\] Amendment to Virginia Commercial Diving Standard](#) (3/9/87)

[\[12-118H\] 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 \(8/1/93\)](#)

[\[12-123B\] Hazard Communication Standard, 1910.1200; and Other Related Standards in Parts 1910, 1915, and 1926 \(12/15/12\)](#)

[\[12-124B\] Amendment to Permit-Required Confined Spaces Standard for General Industry, § 1910.146 \(8/1/99\)](#)

[\[12-125\] Retention of Department of Transportation \(DOT\) Markings, Placards, and Labels: §§ 1910.1201, 1915.100, 1917.29, 1918.100, and 1926.61 \(4/1/95\)](#)

[\[12-126\] Employer Payment for Personal Protective Equipment \(PPE\); Final Rule \(4/1/08\)](#)

[\[12-127\] Employer Duty to Provide Personal Protective Equipment \(PPE\) and Train Each Employee; Clarification of Final Rule; Parts 1910, 1915, 1917, 1918 and 1926; and Correction \(5/15/09\)](#)

[\[12-151A\] Incorporation into Part 1926 those Part 1910 General Industry Safety and Health Standards determined to be Applicable to Construction Work \(5/15/97\)](#)

[\[12-152C\] Occupational Injury and Illness Recording and Reporting Requirements, §§ 1904.0 through 1904.46; and Amendments \(9/15/06\)](#)

[\[12-201\] Fall Protection in General Industry: 1910.23\(c\)\(1\), \(c\)\(3\), 1910.132\(a\) \(12/24/85\)](#)

[\[12-202\] Explosive Actuated Fastening Tools \(1/21/86\)](#)

[\[12-205\] Safety Standards for Signs, Signals, and Barricades, Subpart G, §§ 1926.200 through 1926.203 \(4/1/03\)](#)

[\[12-220A\] Exemption for Religious Reasons for Wearing Hard Hats \(9/1/94\)](#)

[\[12-223A\] General Requirements for Clearances, Construction of Electric Transmission and Distribution Lines and Equipment, Construction Industry, Subpart V, § 1926.950 \(c\)\(1\)\(i\), 16VAC25-155; and Repeal of 16 VAC 25-175-1926.950 \(c\)\(1\) \(12/15/05\)](#)

[\[12-226D\] Grain Handling Facilities Standard, § 1910.272; Technical Amendment \(8/15/96\)](#)

[\[12-227A\] 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 \(2/15/94\)](#)

[\[12-239C\] Virginia Unique Construction Industry for Sanitation; in General, 16VAC25-160-10, and Virginia Unique Construction Industry for Sanitation; in General, 16VAC25-160-10, and Field Sanitation Standard, 16VAC25-180-10 \[Agriculture\] \(8/1/12\)](#)

[\[12-240\] 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 \(5/15/97\)](#)

[\[12-243A\] Welding, Cutting and Brazing Standard, §§1910.252 - 1910.257 \(4/1/95\)](#)

[\[12-244\] Amendment Concerning Revision of Construction Industry Test and Inspection Records \(5/15/91\)](#)

[\[12-245A\] Safety Standards for Scaffolds Used in the Construction Industry, Final Rule, §§ 1926.450 through 1926.454; Repeal of § 1926.556, Aerial Lifts; Corrections to §§ 1926.451 and 1926.453; and Administrative Stay of § 1926.451\(b\) \(5/15/97\)](#)

[\[12-246A\] Overhead High Voltage Line Safety Act \(Va. Code §§ 59.1-406 through 59.1-414\) \(2/15/04\)](#)

[\[12-247\] Safety Standards for General Industry and Construction; Final Rule; and Technical Amendments \(3/1/94\)](#)

[\[12-248A\] Electric Power Generation, Transmission and Distribution and Amendments, § 1910.269; and Amendment to Electrical Protective Equipment, §1910.137 \(4/1/95\)](#)

[\[12-250B\] Logging Operations, General Industry, § 1910.266; and Corrections and Technical Amendments \(2/15/96\)](#)

[\[12-251C\] 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, \(10/15/07\)](#)

Guidance Documents

[\[12-253\] Virginia Unique Safety Standards for Fall Protection in Steel Erection, Construction Industry, 16 VAC25-145, 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 \(5/15/09\)](#)

[\[12-335A\] Revising Standards Referenced in 16VAC25-90-1910.102, Acetylene Standard for General Industry, § 1910.102 \(8/1/12\)](#)

[\[12-401\] 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 \(5/15/97\)](#)

[\[12-407\] Ethylene Oxide Standard \(Construction Industry\), § 1926.1147; and Correction \(3/1/94\)](#)

[\[12-410\] Occupational Exposure to Cotton Dust, § 1910.1043\(n\)\(4\) \(11/1/01\)](#)

[\[12-411A\] Occupational Exposure to Bloodborne Pathogens, § 1910.1030 \(12/15/12\)](#)

[\[12-415B\] 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 \(5/15/97\)](#)

[\[12-421\] 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 \(7/1/95\)](#)

[\[12-802\] 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 \(9/15/08\)](#)

[\[13-006\] Memorandum of Understanding Between the Department of Transportation \(VDOT\) and the Department of Labor and Industry \(DOLI\) \(2/15/09\)](#)

[\[13-010\] 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 \(OSHA\) \(9/15/08\)](#)

[\[13-018A\] Alliance Between Virginia Department of Labor and Industry \(DOLI\) and The Virginia State Association of Occupational Health Nurses \(VSAOHN\) \(11/1/12\)](#)

[\[13-057A\] 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 \(Reissued\) \(4/1/08\)](#)

[\[14-405\] Local Emphasis Program \(LEP\) -- Asbestos \(8/1/12\)](#)

[\[14-410\] National Emphasis Program – Crystalline Silica \(5/15/08\)](#)

[\[14-411\] Process Safety Management \(PSM\) Covered Chemical Facilities National Emphasis Program \(8/1/12\)](#)

[\[14-412\] 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 \(10/20/12\)](#)

[\[VOSH FO 1979-80 SFY\] 1979-80 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1979 - June 30, 1980 \(12/10/09\)](#)

[\[VOSH FO 1980-81 SFY\] 1980-81 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1980 - June 30, 1981 \(12/10/09\)](#)

[\[VOSH FO 1982-83 SFY\] 1982-83 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1982 - June 30, 1983 \(12/10/09\)](#)

[\[VOSH FO 1983-84 SFY\] 1983-84 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1983 - June 30, 1984 \(12/10/09\)](#)

[\[VOSH FO 1984-85 SFY\] 1984-85 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1984 - June 30, 1985 \(12/10/09\)](#)

[\[VOSH FO 1985-86 SFY\] 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986 \(12/10/09\)](#)

[\[VOSH FO 1985-86 SFY\] 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986 \(12/10/09\)](#)

[\[VOSH FO 1986-87 SFY\] 1986-87 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1986 - June 30, 1987 \(12/10/09\)](#)

Guidance Documents

[\[VOSH FO 1987-88 SFY\] 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)

[\[VOSH FO 1995-96 SFY\] 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)

[\[VOSH FO 1996-97 SFY\] 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)

[\[VOSH FO 1997-98 SFY\] 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)

[\[VOSH FO 1998-99 SFY\] 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)

[\[VOSH FO 1999-2000 SFY\] 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)

[\[VOSH FO 2001-02 SFY\] 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 Virginia Regulatory 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, or 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, or 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, or 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](#) (1/13/09)

[\[LVA-LDND-003\] FY2012 Instructions for the Expenditure of State Aid Grants](#) (3/12/12)

[\[LVA-RM-001\] The Virginia Public Records Management Manual](#) (3/12/12)

[\[LVA-RM-002\] 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

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

95-11, Disposition of cases for practicing with an expired license, June 19, 2012

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 copelandpk@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 above address.

Guidance Documents:

[Longwood University Undergraduate Catalog 2012-2013](#)

Guidance Documents

[Longwood University Graduate Catalog 2012-2013](#)

[Longwood University Student Handbook 2012-2013](#)

[Longwood University Faculty Policies and Procedures Manual 2012-2013](#)

[Longwood University Administrative Policies](#)

STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8 a.m. to 4:30 p.m. Requests for copies as well as questions regarding interpretation or implementation of these documents may be directed to Amy Roper, Legal Liaison, State Lottery Department, 900 East Main Street, Richmond, VA 23219, telephone (804) 692-7133, FAX (804) 692-7688, or email aroper@valottery.com.

Director's Orders:

All Director's Orders are issued by the department's Executive 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 11VAC5-31-200) and the games, promotions, and retailer incentives conducted by the Virginia Lottery (11VAC5-41-10 through 11VAC5-41-340).

The following Director's Orders are active as of December 21, 2012:

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 Online Game Lottery; "Pick 4," Final Rules for Game Operation, issued 09/17/99

59(05), Final Rules for Operation; "Subscription Program," for Virginia Lottery Online Games, issued 08/08/05

10(07), Virginia's Online Game Lottery; "Fast Play Bingo," Final Rules for Game Operation, issued 02/01/07 nunc pro tunc 02/01/07

24(08), Virginia's 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

88(08), Virginia's Instant Game Lottery 1085; "Maximum Millions" Final Rules for Game Operation, issued 12/23/08

42(09), Virginia's Online Game Lottery; "Fast Play Bonus Bingo" Final Rules for Game Operation, issued 05/28/09

43(09), Virginia's Online Game Lottery, "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

14(10), Virginia's Online Game Lottery; "Mega Millions" Final Rules for Game Operation, issued 02/02/10

15(10), Virginia's Online Game Lottery; "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

58(10), "On the Spot" Virginia Lottery Retailer Incentive Program Rules, issued 06/17/10

106(10), Virginia's Instant Game Lottery 1236; "Hot \$1,000" 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

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

10(11), Virginia's Online Game Lottery; "Decades of Dollars" Final Rules for Game Operation, issued 01/27/11

11(11), Virginia's Online Game Lottery; "Fast Play Blackjack" 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

21(11), Virginia's Instant Game Lottery 1262; "Million Dollar Cash Spectacular" Final Rules for Game Operation, issued 03/14/11

34(11), Virginia's Instant Game Lottery 1248; "Casino Cash" Final Rules for Game Operation, issued 04/20/11

42(11), Virginia's Instant Game Lottery 1271; "Serious Folding Money" Final Rules for Game Operation, issued 05/06/11

45(11), Virginia's Online Game Lottery; "Fast Play 3-Card Bingo" Final Rules for Game Operation, 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
- 57(11), Virginia's Instant Game Lottery 1229; "\$200,000 Jackpot" 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
- 64(11), Virginia's Online Game Lottery; "Pick 3" Final Rules for Game Operation, issued 07/22/11
- 67(11), Virginia's Instant Game Lottery 1260; "Diamond 7s" 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
- 72(11), Virginia's Instant Game Lottery 1272; "Winning in Spades" 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
- 83(11), Virginia's Instant Game Lottery 1290; "Casino Royale" Final Rules for Game Operation, issued 09/09/11
- 104(11), Virginia's Instant Game Lottery 1284; "Emerald 8's" Final Rules for Game Operation, issued 12/20/11
- 106(11), Virginia's Instant Game Lottery 1308; "Money Roll" Final Rules for Game Operation, issued 12/20/11
- 110(11), Virginia's Instant Game Lottery 1325; "Super Lucky 8's" Final Rules for Game Operation, issued 12/08/12
- 129(11), Virginia's Instant Game Lottery 1309; "In the Chips" Final Rules for Game Operation, issued 12/20/11
- 132(11), Virginia's Instant Game Lottery 1324; "Jewel 7's" Final Rules for Game Operation, issued 12/20/11
- 133(11), Virginia's Instant Game Lottery 1323; "10X the Money" Final Rules for Game Operation, issued 12/20/11
- 01(12), Virginia's Online Game Lottery; "Cash 5" Final Rules for Game Operation, issued 01/24/12
- 13(12), Virginia's Instant Game Lottery 1253; "Million Dollar Cash Bonanza" Final Rules for Game Operation, issued 03/16/12
- 14(12), Virginia's Instant Game Lottery 1306; "\$100,000 Cash Cyclone" Final Rules for Game Operation, issued 03/16/12
- 15(12), Virginia's Instant Game Lottery 1321; "Virginia Lottery Black" Final Rules for Game Operation, issued 01/18/12
- 24(12), Virginia's Instant Game Lottery 1317; "Cherry Twist/Orange Twist/Lemon Twist" Final Rules for Game Operation, issued 03/16/12
- 26(12), Virginia's Instant Game Lottery 1300; "Treasure" Final Rules for Game Operation, issued 03/13/12
- 27(12), Virginia's Instant Game Lottery 1322; "The Money Game" Final Rules for Game Operation, issued 03/16/12
- 29(12), Virginia's Instant Game Lottery 1330; "\$150,000 Player's Club" Final Rules for Game Operation, issued 03/16/12
- 31(12), Virginia's Instant Game Lottery 1227; "Blackjack Bonus" Final Rules for Game Operation, issued 03/26/12
- 33(12), Virginia's Instant Game Lottery 1303; "More Folding Money" Final Rules for Game Operation, issued 03/16/12
- 34(12), Virginia's Instant Game Lottery 1320; "Queen of Hearts" Final Rules for Game Operation, issued 03/16/12
- 35(12), Virginia's Instant Game Lottery 1327; "Red Hot Slots" Final Rules for Game Operation, issued 03/16/12
- 36(12), Virginia's Instant Game Lottery 1341; "Money Jar" Final Rules for Game Operation, issued 03/16/12
- 41(12) Virginia's Instant Game Lottery 1336; "Grills Gone Wild" Final Rules for Game Operation, issued 04/12/12
- 44(12) Virginia's Instant Game Lottery 1298; "Ace in the Hole" Final Rules for Game Operation, issued 04/15/12
- 45(12) Virginia's Instant Game Lottery 1314; "Triple 777" Final Rules for Game Operation, issued 04/10/12
- 46(12) Virginia's Instant Game Lottery 1315; "Lucky Gold" Final Rules for Game Operation, issued 04/10/12
- 47(12) Virginia's Instant Game Lottery 1328; "Jewel 7's" Final Rules for Game Operation, issued 04/12/12
- 48(12) Virginia's Instant Game Lottery 1337; "7 11 21 ®" Final Rules for Game Operation, issued 04/10/12
- 49(12) Virginia's Instant Game Lottery 1344; "Win It All" Final Rules for Game Operation, issued 04/10/12
- 51(12) Virginia's Instant Game Lottery 1332; "Bonus Crossword" Final Rules for Game Operation, issued 05/14/12 effective nunc pro tunc to 05/07/12 launch date
- 57(12) Virginia's Instant Game Lottery 1349; "Find the 9's" Final Rules for Game Operation, issued 06/29/12
- 58(12) Virginia's Instant Game Lottery 1352; "Double Match" Final Rules for Game Operation, issued 06/29/12

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- 59(12) Virginia's Instant Game Lottery 1345; "Black Gold" Final Rules for Game Operation, issued 06/29/12
- 60(12) Virginia's Instant Game Lottery 1340; "Hit \$20,000" Final Rules for Game Operation, issued 06/29/12
- 61(12) Virginia's Instant Game Lottery 1357; "Black Jack" Final Rules for Game Operation, issued 06/29/12
- 63(12) Virginia's Instant Game Lottery 1351; "Flying Aces" Final Rules for Game Operation, issued 06/29/12
- 64(12) Virginia's Instant Game Lottery 1348; "Some Like it Hot" Final Rules for Game Operation, issued 06/29/12
- 65(12) Virginia's Instant Game Lottery 1355; "10X the Money" Final Rules for Game Operation, issued 06/29/12
- 68(12) Virginia Lottery's "Redskins 80th Anniversary Sweepstakes Promotion" Final Rules for Game Operation, issued 08/21/12
- 69(12) "On the Spot Awards Program for Retailers" Virginia Lottery Retailer Incentive Program Rules, issued 06/29/12
- 70(12) "Retailer Recruitment Incentive Plan" Virginia Lottery Retailer Incentive Program Rules, issued 06/29/12
- 71(12) Virginia's Instant Game Lottery 1319; "Diamond Bingo" Final Rules for Game Operation, issued 08/14/12
- 72(12) Virginia's Instant Game Lottery 1334; "Quick Bucks" Final Rules for Game Operation, issued 08/14/12
- 73(12) Virginia's Instant Game Lottery 1342; "Ca\$h in Hand" Final Rules for Game Operation, issued 07/30/12
- 76(12) Virginia's Instant Game Lottery 1353; "Pinball Payout" Final Rules for Game Operation, issued 08/14/12
- 77(12) Virginia's Instant Game Lottery 1371; "Redskins TM" Final Rules for Game Operation, issued 08/07/12
- 79(12) Virginia's Instant Game Lottery 1301; "Sizzling 7's" Final Rules for Game Operation, issued 08/14/12
- 80(12) Virginia's Instant Game Lottery 1375; "Holiday Cheer" Final Rules for Game Operation, issued 08/14/12
- 81(12) Virginia's Instant Game Lottery 1377; "Trim the Tree" Final Rules for Game Operation, issued 08/14/12
- 86(12) Virginia's Instant Game Lottery 1366; "Hasbro Arcade" Final Rules for Game Operation, issued 08/24/12
- 87(12) Virginia's Instant Game Lottery 1373; "\$1,000,000 Mega Fortune" Final Rules for Game Operation, issued 08/24/12
- 88(12) Virginia's Instant Game Lottery 1358; "Ice Chest" Final Rules for Game Operation, issued 08/24/12
- 89(12) Virginia's Instant Game Lottery 1313; "Double Hot Dice" Final Rules for Game Operation, issued 08/24/12
- 90(12) Virginia Lottery's "HasbroTM" Official Sweepstakes Rules, issued 09/07/12
- 91(12) Virginia's Instant Game Lottery 1359; "Lucky Roulette" Final Rules for Game Operation, issued 08/24/12
- 92(12) Virginia's Instant Game Lottery 1380; "\$2,000 Spin" Final Rules for Game Operation, issued 08/24/12
- 93(12) Virginia's Instant Game Lottery 1381; "Hit \$500" Final Rules for Game Operation, issued 08/24/12
- 96(12) Virginia Lottery's "Grab Bag Bucks" Final Requirements for Promotion Operation, issued 09/24/12
- 97(12) "You Activate/We Pay" Virginia Lottery Retailer Incentive Program Requirements, issued 09/20/12
- 98(12) Virginia Lottery's "Play for Keeps Sweeps" Official Sweepstakes Requirements, issued 09/13/12
- 99(12) Virginia Lottery's "New Year Bonus" Final Requirements for Promotion Operation, issued 10/31/12
- 101(12) Virginia Lottery's "HasbroTM Holiday Arcade" Official Sweepstakes Requirements, issued 11/16/12
- 103(12) Virginia's Instant Game Lottery 1361; "Grab Bag Bucks" Final Rules for Game Operation, issued 09/20/12
- 104(12) Virginia's Instant Game Lottery 1376; "Cashing Through the Snow" Final Rules for Game Operation, issued 10/12/12
- 105(12) Virginia's Instant Game Lottery 1378; "Gift Tree" Final Rules for Game Operation, issued 10/12/12
- 106(12) Virginia's Instant Game Lottery 1385; "Black Cherry Doubler" Final Rules for Game Operation, issued 09/24/12
- 107(12) Virginia's Instant Game Lottery 1391; "Money in the Bank" Final Rules for Game Operation, issued 09/24/12
- 108(12) Virginia's Instant Game Lottery 1383; "White Ice 9's" Final Rules for Game Operation, issued 10/15/12
- 109(12) "Food Lion Catalina Coupon Retailer Incentive Promotion" Virginia Lottery Retailer Incentive Program Requirements, issued 10/15/12
- 110(12) Virginia's Instant Game Lottery 1367; "\$150 Grand" Final Rules for Game Operation, issued 10/15/12
- 111(12) Virginia's Instant Game Lottery 1362; "Hot Card" Final Rules for Game Operation, issued 10/15/12
- 112(12) Virginia Lottery's "Virginia's New Year Millionaire Raffle" Final Rules for Game Operation, issued 10/30/12
- 114(12) "Holiday Ticket Dispenser" Virginia Lottery Retailer Incentive Program Requirements, issued 10/12/12
- 115(12) Virginia's Instant Game Lottery 1374; "Millionaire Mania" Final Rules for Game Operation, issued 11/14/12

116(12) "Mid-Atlantic Convenience Stores (t/a Uppy's/Circle K) Buy \$10/Get \$1 Free" Virginia Lottery Retailer Incentive Program Rules, issued 12/06/12

118(12) Virginia Lottery's "Monopoly™ Second Chance Sweepstakes" Final Rules for Game Operation, issued 12/20/12

119(12) Virginia's Instant Game Lottery 1419; "Blackjack" Final Rules for Game Operation, issued 11/16/12

120(12) Virginia's Instant Game Lottery 1382; "Electric 7's" Final Rules for Game Operation, issued 11/16/12

121(12) Virginia's Instant Game Lottery 1402; "EZ \$1040" Final Rules for Game Operation, issued 12/06/12

122(12) Virginia's Instant Game Lottery 1398; "Jeep®" Final Rules for Game Operation, issued 11/16/12

134(12) Virginia's Instant Game Lottery 1392; "Cash Whirlwind" Final Rules for Game Operation, issued 11/16/12

135(12) Virginia's Instant Game Lottery 1384; "Money Bags" Final Rules for Game Operation, issued 12/04/12

136(12) "Monopoly Ticket Dispenser" Virginia Lottery Retailer Incentive Program Rules, issued December 20, 2012

137(12) Virginia's Instant Game Lottery 1399; "5X the Money" Final Rules for Game Operation, issued 12/07/12

139(12) Virginia's Instant Game Lottery 1370; "10X the Money" Final Rules for Game Operation, issued 12/07/12

140(12) "Fas Mart/VA Lottery Coffee Travel Mug Retailer Incentive Promotion" Virginia Lottery Retailer Incentive Program Rules, issued 12/08/12

142(12) Virginia's Instant Game Lottery 1393; "Monopoly™" Final Rules for Game Operation, issued 12/20/12

143(12) Virginia's Instant Game Lottery 1387; "7-11-21™" Final Rules for Game Operation, issued 12/07/12

144(12) Virginia's Instant Game Lottery 1396; "Big Winning Numbers" Final Rules for Game Operation, issued 12/07/12

145(12) Virginia's Instant Game Lottery 1339; "Hot Chile Tripler" Final Rules for Game Operation, issued 12/07/12

146(12) "You Activate We Pay" Virginia Lottery Retailer Incentive Program Rules, issued 12/20/12

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 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: <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/ProviderManual> 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 5.0% sales tax, and \$5.00 shipping and handling per manual update.

Guidance Documents

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 HIPAA Update, issued August 8, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 10/18/2002 Medicaid Memo, Implementation of the New Virginia Medicaid Management Information System (MMIS), issued October 18, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 11/8/2002 Medicaid Memo, Changes in the Distribution of Virginia Medicaid Provider Manuals, issued November 8, 2002, 42 CFR 431.18, no charge for copy of memo.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Special 11/25/2003 Introduction of Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services; 12VAC30-50; no charge for copy.

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

Special 10/28/2003 Changes in Billing for Medicare "Crossover" Claims; 12VAC30-80; no charge for copy.

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

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

Emergency room procedure codes policy (9/25/2003); 12VAC30-50 and 12VAC30-80; no charge for copy.

Special 1/23/2004 Medicaid Memo, Prospective Drug Review Program Changes for Pharmacy Claims and Other Pharmacy Program Changes, issued January 23, 2004, 12VAC30-10-130, no charge for memo copy.

Special 2/6/2004 Medicaid Memo, Request Required by Providers Receiving ASC X12 835 Transactions for the Continued Receipt of Paper Remittances Advices Past 30 Days, issued February 6, 2004, 12VAC30-10, no charge for memo copy.

Special 3/1/2004 Medicaid Memo, Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 1, 2004, 12VAC30-50, no charge for memo copy.

Special 3/5/2004 Medicaid Memo Correction, Correction to March 1, 2004, Medicaid Memo Titled: Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 5, 2004, 12VAC30-50, no charge for correction copy.

Special 3/18/2004 Medicaid Memo, Billing Information Correction for Submitting Paper UB-92 Medicare Part A and B Claims, issued March 18, 2004, 12VAC30-20, no charge for memo copy.

Special 3/22/2004 Medicaid Memo, Update of Medicaid, FAMIS, and FAMIS Plus ID Cards and Eligibility Verification Systems Information, issued March 22, 2004, 12VAC30-141, no charge for memo copy.

Special 4/1/2004 Medicaid Memo, Processing and Payment of Emergency Room Claims, issued April 1, 2004, 12VAC30-50, no charge for memo copy.

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

Special 4/15/2004 Medicaid Memo, Durable Medical Equipment (DME) Appendix B Information, issued April 15, 2004, 12VAC30-50, no charge for memo copy.

Special 5/17/2004 Medicaid Memo, Prospective Drug Review Program (ProDUR) Changes to Early Refill (ER) Edits and Updates on Home Infusion Billing, issued May 17, 2004, 12VAC30-10 & 130, no charge for memo copy.

Special 5/25/2004 Medicaid Memo, Billing Alert - Processing of Certain Community Mental Health Services Covered Under FAMIS, issued May 25, 2004, 12VAC30-141, no charge for memo copy.

Special 6/1/2004 Medicaid Memo, COX-2 Clinical Edits, Phase III of the Virginia Medicaid Preferred Drug List (PDL) Program and PDA Download for PDL Quick List - July 2004, issued June 1, 2004, 12VAC30-50, no charge for memo copy.

Special 7/1/2004 Medicaid Memo, Claims Edits and Extensions for Prior Authorization of Home and Community

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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 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.

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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.

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

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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.

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.

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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 (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.

Guidance Documents

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 Notice of Service Limit Edits for Claims Processing - Effective August 1, 2009 Notice of New Mental Health Auditing Contractor - Effective July 1, 2009, issued June 23, 2009, 12VAC30-50, no charge for memo copy.

Special 6/30/2009 Medicaid Memo, Revision of the Present on Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued June 30, 2009, 12VAC30-70, no charge for memo copy.

Special 7/14/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO--Electronic Submission of PA Requests through iEXCHANGE, issued July 14, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO--Electronic Submission of PA Requests through iEXCHANGE, issued September 4, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Specific Guidance for Hospital Outpatient Clinics Billing on UB-04-CMS-1450 Claim Form for the Plan First Family Planning Services Program - Effective October 1, 2009, issued September 4, 2009, 12VAC30-141, no charge for memo copy.

Special 9/10/2009 Medicaid Memo, Early Intervention Services, issued September 9, 2009, 12VAC30-141, no charge for memo copy.

Special 9/23/2009 Medicaid Memo, Virginia Premier Health Plan Exits From Six (6) Localities - Effective October 1, 2009, issued September 24, 2009, 12VAC30-120, no charge for memo copy.

Special 9/30/2009 Medicaid Memo, Expansion of DMAS Telemedicine Coverage - Effective November 1, 2009, issued September 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/2/2009 Medicaid Memo, Medicaid Transportation Billing: Changing to a 2 Code System - Effective November

1, 2009, issued October 2, 2009, 12VAC30-50, no charge for memo copy.

Special 10/7/2009 Medicaid Memo, Termination of Virginia Medicaid Healthy ReturnsSM Disease Management Program - Effective October 8, 2009, issued October 6, 2009, 12VAC30-50, no charge for memo copy.

Special 10/7/2009 Medicaid Memo, Notice of Changes to the Prior Authorization Process for Intensive In-Home Program - Effective December 1, 2009; Notice of Service Limit Edits for Claims Processing - Effective December 1, 2009; Notice of Additional Program Eligibility Data Required for Assessment - Effective December 1, 2009; Notice of New Mental Health Auditing Contractor, issued October 8, 2009, 12VAC30-50 and 12VAC30-40, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, Reimbursement Procedure for Medical Screening and Assessment During Emergency Custody in Absence of Emergency Custody Order (ECO), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, Reimbursement Procedure for Medical Screening and Assessment During Emergency Custody in Absence of Emergency Custody Order (ECO), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 11/20/2009 Medicaid Memo, AMERIGROUP Community Care's Expansion into Three Localities (Madison, Orange, and Rappahannock Counties) - Effective December 1, 2009, issued November 20, 2009, 12VAC30-120, no charge for memo copy.

Special 12/1/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Hospital Acquired Conditions - Effective January 1, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/1/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Never Events - Effective January 1, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/2/2009 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Addition to the Enhanced Prospective Drug Utilization Review Program (Maximum Quantity limits) - Effective January 1, 2010, issued December 3, 2009, 12VAC30-60, no charge for memo copy.

Special 12/17/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO -- Electronic Submission of PA Requests through iEXCHANGE™, issued December 17, 2009, 12VAC30-80, no charge for memo copy.

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

Guidance Documents

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, -80, -90, no charge for memo copy.

Special 9/9/2010 Medicaid Memo, Licensing Requirements for Personal Care and Respite Care Agencies Not Otherwise Licensed by DBHDS or VDSS - This memo replaces the Changes to the Licensing Requirements for Hospice, Personal Care, and Respite Care Providers Memo, dated August 4, 2010, issued September 10, 2010, 12VAC30-60, no charge for memo copy.

Special 9/15/2010 Medicaid Memo, Service Authorization Request Process Through KePRO -- Electronic Submission of SA Requests through iEXCHANGE™, issued September 15, 2010, 12VAC30-50, no charge for memo copy.

Special 10/1/2010 Medicaid Memo, Changes to Required Documentation Submitted to KePRO for IFDDS Waiver Services - Effective November 1, 2010, issued October 5, 2010, 12VAC30-120, no charge for memo copy.

Special 10/13/2010 Medicaid Memo, Changes to the Process for Obtaining Service Authorization for Services Available Under the Children's Mental Health Program - Effective November 1, 2010, issued October 25, 2010, 12VAC30-50, no charge for memo copy.

Special 11/10/2010 Medicaid Memo, Coverage of Tobacco Cessation Counseling for Pregnant Women - Effective October 1, 2010, issued November 24, 2010, 12VAC30-50, no charge for memo copy.

Special 12/8/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective January 1, 2011, issued December 8, 2010, 12VAC30-50, no charge for memo copy.

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.

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 Online 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.

Guidance Documents

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:

<https://www.viriniamedicaid.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.

Durable Medical Supplies and Equipment Provider Manual, second edition issued February 1, 2000/continuously revised, 12VAC30-50-95 et seq., \$28.

Early Intervention Services Manual, first edition issued on 9/9/2009/continuously revised, 12VAC30-50-131, et seq., \$20.00

Elderly Case Management Services Provider Manual, second edition issued September 8, 2000/continuously revised, 12VAC30-50-460, \$20.

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

Freestanding Renal Dialysis Clinic Provider Manual, second edition issued May 21, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

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

Hospice Provider Manual, second edition issued April 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

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

Independent Laboratory Provider Manual, second edition issued June 15, 1999/continuously revised, 12VAC30-50-95 et seq., \$20.

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.

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.

Technology Assisted Waiver and Private Duty Nursing Services Provider Manual, first edition issued November 1, 2000/continuously revised, 12VAC30-120 Part II, \$24.

Transportation Provider Manual, second edition issued February 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$20.

Vision Provider Manual, second edition issued July 15, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

BOARD OF MEDICINE

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's 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 February 6, 2012
- 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
- 85-8, Authority for physician assistants to write Do Not Resuscitate Orders, adopted February 23, 2012
- 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

Guidance Documents

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, 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/Intro.cfm>.

For paper copies, unless otherwise noted, the first 20 pages of any guidance document or group of documents are free of charge, and subsequent pages cost \$.25 per page.

For TTY contacts to the department regarding all guidance documents on this list, call the Virginia Relay Center at 1-800-828-1120.

General DMME Documents

DMME guidance documents of a general nature may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy's Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Debbie Whitt or Cindy Ashley at the same address, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Mike Abbott, Public Relations Manager, Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8146 or FAX (276) 523-8148.

Division of Mines (DM)

Board of Coal Mining Examiners

Guidance documents pertaining to DMME's Board of Coal Mine Examiners may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. by contacting Becky Moore at the Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8227, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chairman, Board of Coal Mining Examiners, Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8226 or FAX (276) 523-8239.

Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety are available on diskette, free of charge, at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material may be directed to Carroll Green, Inspector Supervisor, Division of Mines, at the same address, telephone (276) 523-8232 or FAX (276) 523-8239; or Rebecca Moore, Office Services Specialist, Division of Mines, at the same address, telephone (276) 523-8227, same FAX number.

Division of Mines Notices and Memoranda to Operators

Division of Mines Notices and Memoranda to Operators may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Division of Mines Procedures

Division of Mines procedures may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these procedures may be directed to Frank A. Linkous, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Division of Mines Forms

Division of Mines forms may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These forms are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these forms may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

Guidelines For Application of Regulatory Standards

Guidelines for Application of Regulatory Standards may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these documents may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

Division of Mined Land Reclamation (DMLR)

Division of Mined Land Reclamation Memoranda

Division of Mined Land Reclamation memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

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

Division of Mined Land Reclamation Procedures

Division of Mined Land Reclamation procedures may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

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

Division of Mined Land Reclamation -- Other Documents

Other documents issued by the Division of Mined Land Reclamation may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Division of Mined Land Reclamation Forms

Division of Mined Land Reclamation forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141. These forms are used by agency staff to implement 4VAC25-130.

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

Division of Mineral Mining (DMM)

Division of Mineral Mining Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Mineral Mining Procedures

Division of Mineral Mining procedures may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These procedures are used by agency staff to implement 4VAC25-31, 4VAC25-35 and 4VAC25-40.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler, same

Guidance Documents

address, telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Mineral Mining Forms

Division of Mineral Mining forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These forms are used by agency staff to implement 4VAC25-31, 4VAC25-35 and 4VAC25-40.

Questions regarding interpretation or implementation of these forms may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Gas and Oil (DGO)

Division of Gas and Oil Memoranda to Operators and Bulletins

Division of Gas and Oil memoranda to operators and bulletins may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these documents may be directed to David Asbury, Director, Division of Gas and Oil, same address and telephone.

Division of Gas and Oil Forms

Division of Gas and Oil forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these forms may be directed to David Asbury, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents](#) (4/10/00)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators](#) (4/10/00)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine](#) (4/10/00)

[DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 30, Operator/Independent Contractor \(Examinations and Record Keeping\)](#) (9/30/02)

[DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons, Penalty](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.37 A, General Coal Miner Certification](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification](#) (4/10/00)

[DM Chapter 14.2, Article 7, Section 45.1-161.77 A, Reports of Explosions and Mine Fires](#) (4/10/00)

[DM Chapter 14.2, Article 7, Section 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.85 A, Scheduling of Inspections](#) (4/10/00)

[DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices](#) (4/10/00)

[DM Chapter 14.3, Article 11, Section 45.1-161.189 E, Electricity](#) (9/30/02)

[DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity](#) (8/1/01)

[DM Chapter 14.3, Article 11, Section 45.1-161.195 B, C, and 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 and 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 and 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, Section 45.1-161.256-257, Safety Examinations](#) (4/10/00)

[DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards](#) (4/10/00)

[DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment](#) (4/10/00)

[DM Chapter 14.4, Article 5, Section 45.1-161.267 L, Storage and Use of Flammable Fluids and Materials](#) (9/30/02)

[DM Procedure No. 1.03.01, Emergency Response Team](#) (1/1/99)

[DM Procedure No. 1.03.02, Rescue and Recovery Plan](#) (10/1/00)

[DM Procedure No. 1.04.05, Spot Inspection](#) (10/1/00)

[DM Procedure No. 1.04.07, 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)

Guidance Documents

[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 and 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)

[\[DM-12-04\] Mine Incident Response, Rescue and Recovery Plan](#) (11/6/12)

[\[DMM-U-1\] 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)

[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 \(10/1/01\)](#)
- [DMLR Memoranda to Operators No. 4-85, Notice of Effluent Non-Compliance Reports \(10/1/01\)](#)
- [DMLR Memoranda to Operators No. 4-98, Remining Incentives \(10/1/01\)](#)
- [DMLR Memoranda to Operators No. 5-84, Reclamation Fees \(10/1/01\)](#)
- [DMLR Memoranda to Operators No. 5-93, Contractor Information in Public Notices \(10/1/01\)](#)
- [DMLR Memoranda to Operators No. 5-95, Highwall Settlement Guidelines \(10/1/01\)](#)
- [DMLR Memoranda to Operators No. 6-88, Waiver to Mine Within 300 Feet \(10/1/01\)](#)
- [DMLR Memoranda to Operators No. 7-94, NPDES Monitoring and Reporting Requirements \(10/1/01\)](#)
- [DMLR Memoranda to Operators No. 8-82, Air Pollution Control Plan \(10/1/01\)](#)
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[\[490\] 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 \(7/8/09\)](#)

[\[DM09-04\] 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 documents may be viewed during regular work days from 8 a.m. to 5 p.m. in the office of the Virginia Department of Minority Business Enterprise, 1111 East Main Street, Suite 300, Richmond, VA 23219. If you have questions regarding interpretation or implementation of these documents or to obtain copies free of charge, please contact Angela Chiang, Director of Operations, at the same address, or via telephone at (804) 786-1087 or electronic mail at angela.chiang@dmbe.virginia.gov.

To obtain the most up-to-date information on the SWaM Certification guidance documents visit the agency's Internet homepage at <http://www.dmb.e.virginia.gov>.

Guidance Documents:

[Statement of Legal Authority \(5/12/08\)](#)

[SWaM Certification Program Updates \(11/20/08\)](#)

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 \(3/17/98\)](#)

Guidance Documents

[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)

[TrueCar, Dealix and Insurance](#) (7/12/12)

[\[AD020-95\] 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., in Legislative Services, Room 724, at the Department of Motor Vehicles, 2300 West Broad Street, Richmond, VA 23220. Many of these documents are available on the DMV website (<http://www.dmv.state.va.us/webdoc/forms/index.asp>).

Copies totaling under ten pages may be obtained for no charge. Copies totaling ten pages or more may be obtained at a cost of \$0.50 a page. Requests for copies of these documents may be made by contacting Melissa Velazquez at the same address, telephone (804) 367-1844, FAX (804) 367-4336, or email melissa.velazquez@dmv.virginia.gov.

Guidance Documents:

DL 18, Parental Consent Cancellation of a Minor's Driving Privilege, 4/01
<http://www.dmv.virginia.gov/webdoc/pdf/dl18.pdf>

DL 55, National Driver Register File Check Employer Request, 11/10/10
<http://www.dmv.virginia.gov/webdoc/pdf/dl55.pdf>

DL 56, National Driver Register File Check Individual Request, 11/10/10
<http://www.dmv.virginia.gov/webdoc/pdf/dl56.pdf>

DL 70, Hazmat Endorsement Background Record Check, 8/25/11
<http://www.dmv.virginia.gov/webdoc/pdf/dl70.pdf>

DL 140, Vehicle Inspection Study Guide - Tractor Trailer, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dl140.pdf>

DL 141, Vehicle Inspection Study Guide - Straight Truck/School Bus, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dl141.pdf>

DL 142, Vehicle Inspection Study Guide - Coach/Transit Bus, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dl142.pdf>

DL 143, Vehicle Inspection Study Guide - Combination Vehicles, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dl143.pdf>

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, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv2.pdf>

DMV 7, Virginia webCAT - Virginia's Electronic Motor Carrier Solution, 7/14/11
<http://www.dmv.virginia.gov/webdoc/pdf/dmv7.pdf>

DMV 16, Parents in the Driver's Seat, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv16.pdf>

DMV 25, Be an Online Dealer, 11/5/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv25.pdf>

DMV 28, Frequently Asked Questions About Farm Vehicles, 7/1/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv28.pdf>

DMV 32, Preferred Services Flyer, 7/108
<http://www.dmv.virginia.gov/webdoc/pdf/dmv32.pdf>

- DMV 34, Virginia's Motorcycle Skills Test, 3/3/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv34.pdf>
- DMV 34A, Virginia's Motorcycle Skills Test (for smaller testing area), 3/3/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv34a.pdf>
- DMV 39, Virginia Driver's Manual - Rules of the Road, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv39.pdf>
- DMV 39SP, Manual del Conductor de Virginia - Reglas de la Carretera, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv39S.pdf>
- DMV 52, Virginia's Secure Driver's Licenses and ID Cards/Organ Donation (Driver Renewal Insert), 3/11/11
<http://www.dmv.virginia.gov/webdoc/pdf/dmv52.pdf>
- DMV 53, Turning 80? Come see us at DMV!, 2/12/09
<http://www.dmv.virginia.gov/webdoc/pdf/dmv53.pdf>
- DMV 54, Virginia's Secure Driver's Licenses and ID Cards (ID Card Renewal Insert), April 30, 2009
<http://www.dmv.virginia.gov/webdoc/pdf/dmv54.pdf>
- DMV 60, Virginia Commercial Driver's Manual, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv60.pdf>
- DMV 72, Automobile Liability Insurance Reporting Requirements/Reporting Guide for Insurance Companies, 5/2003
<http://www.dmv.virginia.gov/webdoc/pdf/dmv72.pdf>
- DMV 105, DMV Guide for family members and friends of the recently deceased, 5/14/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv105.pdf>
- DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, 1/10/12
<http://www.dmv.state.va.us/webdoc/pdf/dmv109.pdf>
- DMV 114, A Different Kind of Crash Course, The Virginia DI Program, 7/1/10, § 46.2-489 et seq.
<http://www.dmv.state.va.us/webdoc/pdf/dmv114.pdf>
- DMV 114S, Un Curso Intensivo Diferente Crash Course, 7/1/10
<http://www.dmv.state.va.us/webdoc/pdf/dmv114s.pdf>
- DMV 115, Moving Violations and Point Assessments, The Virginia DI Program, 6/30/11, §§ 46.2-491 through 46.2-494
<http://www.dmv.state.va.us/webdoc/pdf/dmv115.pdf>
- DMV 115S, Infracciones de la Circulación y Cálculo de Puntos, 6/30/11
<http://www.dmv.state.va.us/webdoc/pdf/dmv115s.pdf>
- DMV 137, Personalized License Plates/Special License Plates, 8/1/12
<http://www.dmv.state.va.us/webdoc/pdf/dmv137.pdf>
- DMV 140, Welcome to Virginia, 7/1/12
<http://www.dmv.state.va.us/webdoc/pdf/dmv140.pdf>
- DMV 140S, Bienvenido a Virginia, 7/1/12
<http://www.dmv.state.va.us/webdoc/pdf/dmv140s.pdf>
- DMV 141, Obtaining a Driver's License or Identification (ID) Card, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv141.pdf>
- DMV 141S, Obtención de una Licencia de conducir o una tarjeta de Identificación (ID) de Virginia, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv141s.pdf>
- DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, 12/28/10, § 46.2-323.1
<http://www.dmv.virginia.gov/webdoc/pdf/dmv143.pdf>
- DMV 168, Virginia is Tough on drunk and drugged drivers, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv168.pdf>
- DMV 168S, Virginia es muy estricta con conductores borrachos y drogados, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv168s.pdf>
- DMV 172, Child's Identification Card, 4/14/11
<http://www.dmv.virginia.gov/webdoc/pdf/dmv172.pdf>
- DMV 172SP, Las Tarjetas de Identidad para los niños de Virginia de alta seguridad, 4/14/11
<http://www.dmv.virginia.gov/webdoc/pdf/dmv172s.pdf>
- DMV 177, Acceptable Documents for an Individual Titling a Vehicle in Virginia, 8/9/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv177.pdf>
- DMV 177S, Documentos aceptables – Para obtener el título de un vehículo en Virginia, 8/9/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv177s.pdf>
- DMV 178, Clean Special Fuel, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv178.pdf>
- DMV 181, Voter Registration Application Instructions, Large Print, 4/12/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv181.pdf>
- DMV 200, Failure to Show for CDL Skills Test Appointment 11/9/10
<http://www.dmv.virginia.gov/webdoc/pdf/dmv200.pdf>
- DMV 201, DMV Fees, 10/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv201.pdf>
- DMV 206, A Guide for Armed Forces, 7/1/12
<http://www.dmv.virginia.gov/webdoc/pdf/dmv206.pdf>
- DMV 217, Important Testing Information, 11/10/10
<http://pscript.dmv.state.va.us/intranet/forms/pdf/dmv217.pdf>
- DMV 217S, Importante Información sobre los Exámenes para Obtener la Licencia de Manejar, 11/10/10
<http://pscript.dmv.state.va.us/intranet/forms/pdf/dmv217s.pdf>
- DMV 222, Virginia's Secure Driver's Licenses and ID Cards Brochure, 3/18/09
<http://www.dmv.virginia.gov/webdoc/pdf/dmv222.pdf>

Guidance Documents

DMV 222S, Las Licencias de Conducir y las Tarjetas de Identidad de Virginia son documentos de alta seguridad, 5/1/09

<http://www.dmv.virginia.gov/webdoc/pdf/dmv222s.pdf>

DMV 223, Vehicle Safety Inspection/Virginia Insurance Requirements, 12/20/10

<http://www.dmv.virginia.gov/webdoc/pdf/dmv223.pdf>

DMV 225, Automated Clearing House Payment Options, 11/15/10

<http://www.dmv.virginia.gov/webdoc/pdf/dmv225.pdf>

DMV 226, Virginia Rider Training Program Policy and Procedures, 10/10

<http://www.dmv.virginia.gov/webdoc/pdf/dmv226.pdf>

DMV 234, Hauling Permit Manual, 9/09

<http://www.dmv.state.va.us/webdoc/pdf/dmv234.pdf>

DMV 237, Doing Business with DMV, 9/18/12

<http://www.dmv.virginia.gov/webdoc/pdf/dmv237.pdf>

DMV 239, Important Notice: Harvest Vehicles, 7/1/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv239.pdf>

DMV 240, myDMV Account, 8/28/12

<http://www.dmv.virginia.gov/webdoc/pdf/dmv240.pdf>

DMV 241A, Driver Alert, 5/8/12

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241a.pdf>

DMV 241B, EZ Fleet, 8/5/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241b.pdf>

DMV 241C, Automated Routing Solution, 7/12/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241c.pdf>

DMV 241E, Virginia is Open for Business, 12/29/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241e.pdf>

DMV 241F, Business Logo License Plates, 9/23/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv241f.pdf>

DMV 246, Operational Recommendations for Companies Transporting Passengers for Compensation (For-Hire), 5/13/11

<http://www.dmv.virginia.gov/webdoc/pdf/dmv246.pdf>

DMV 248, Motor Carrier Manual, 7/1/12

<http://www.dmv.virginia.gov/webdoc/pdf/dmv248.pdf>

Driver Licensing Guide, updated on a regular basis as necessary

<http://intranet.dmv.state.va.us/intranet/manuals/dlgtoc.shtml>

DSD 27, Permit to Use Dealer's License Plates, 11/15/10

<http://www.dmv.state.va.us/webdoc/pdf/dsd27.pdf>

DTS 30, Curriculum Requirements for Class A Driver Training Instruction Courses, 7/1/10

<http://www.dmv.state.va.us/webdoc/pdf/dts30.pdf>

FR 4, Financial Responsibility Insurance Filing Via Internet, 8/06 <http://www.dmv.state.va.us/webdoc/pdf/fr04.pdf>

Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566

HP 405, Escort Driver's Manual, 10/4/10

<http://www.dmv.state.va.us/webdoc/pdf/hp405.pdf>

MCTS 247, Motor Carrier Guidelines, revised 7/1/12

<http://www.dmv.state.va.us/webdoc/pdf/mcts247.pdf>

MED 2, Customer Medical Report, 7/1/11

<http://www.dmv.state.va.us/webdoc/pdf/med2.pdf>

MED 12, Disabled Parking Privileges Information, 1/23/12, §§ 46.2-731, 46.2-732, 46.2-739 and 46.2-1241

<http://www.dmv.state.va.us/webdoc/pdf/med12.pdf>

MED 30, Application for CDL Waiver or Hazardous Materials Variance, 7/1/11

<http://www.dmv.state.va.us/webdoc/pdf/med30.pdf>

MED 31, Conditions of Variance for CDL Drivers to Haul Hazardous Materials, revised 6/07 §§ 10.1-1402 (11), 10.1-1405, 10.1-1450 and 46.2-341.9:1

<http://www.dmv.state.va.us/webdoc/pdf/med31.pdf>

MED 44, Driver Licensing Information for Bioptic Telescopic Lens Wearers, revised 12/28/10, § 46.2-312

<http://www.dmv.state.va.us/webdoc/pdf/med44.pdf>

MED 80, Medical Fitness for Safe Driving, 7/1/12

<http://www.dmv.state.va.us/webdoc/pdf/med80.pdf>

OA 448, Sample Tariff for Common Carriers Over Irregular Routes, 11/03

<http://www.dmv.state.va.us/webdoc/pdf/oa448.pdf>

OA 449, Samples Tariff and Time Schedule for Common Carriers Over Regular Routes, 11/03

<http://www.dmv.state.va.us/webdoc/pdf/oa449.pdf>

OA 450, Sample Tariff for Household Goods Carriers, 2/16/05 <http://www.dmv.state.va.us/webdoc/pdf/oa450.pdf>

RDT 382, IFTA Fuels Tax Rates, (issued quarterly), 11/19/12

<http://www.dmv.state.va.us/webdoc/pdf/rdt382.pdf>

US 531C, DMV Information – Use Criteria, 11/804

<http://www.dmv.state.va.us/webdoc/pdf/US531c.pdf>

US 531A/AR, Information Use Application, revised 10/1/12, § 46.2-208

<http://www.dmv.state.va.us/webdoc/pdf/US531A.pdf>

US 531E/ER, Application for Extranet Transaction Access, revised 10/1/12, § 46.2-208

<http://www.dmv.state.va.us/webdoc/pdf/US531e.pdf>

VSA 5, Odometer Disclosure Statement, 7/25/11

<http://www.dmv.state.va.us/webdoc/pdf/vsa5.pdf>

VSA 6, Vehicle Color Codes
<http://www.dmv.state.va.us/webdoc/pdf/vsa-6color.pdf>

VSA 10, License Plate Application, 7/1/11
<http://www.dmv.state.va.us/webdoc/pdf/vsa10.pdf>

VSA 10A, Gold Star License Plate Applicant Certification, 7/1/08
<http://www.dmv.state.va.us/webdoc/pdf/vsa10a.pdf>

VSA 10B, Antique License Plate Applicant Certification, 7/1/08
<http://www.dmv.state.va.us/webdoc/pdf/vsa10b.pdf>

VSA 14, Vehicle Registration Application, 7/1/12
<http://www.dmv.state.va.us/webdoc/pdf/vsa14.pdf>

VSA 17A, Application for Certificate of Title and Registration, 7/1/12
<http://www.dmv.state.va.us/webdoc/pdf/vsa17a.pdf>

VSA 86, To Secure Virginia Title and Transfer or Buy License Plates, 1/24/06
<http://www.dmv.state.va.us/webdoc/pdf/vsa86.pdf>

Vehicle Licensing Guide, updated on a regular basis, as necessary 11/10/12
http://intranet.dmv.state.va.us/intranet/manuals/vlictoct_2.shtml

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, Transmittal of third-party orders to nurses, revised September 11, 2012

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, Peripherally inserted central catheters and removal by registered nurses, revised September 11, 2012

90-7, Sanctioning Reference Points Instruction Manual, revised by Board, March 2011

90-8, Delegation of task of obtaining specimens to unlicensed personnel, revised September 11, 2012

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 May 15, 2012

90-13, Authority granted to Special Conference Committees to approve or deny applicants, adopted on March 26, 1995

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, Epidural anesthesia by Registered Nurses, revised September 11, 2012

90-20, Nursing employment practice under board-ordered probation, adopted May 15, 2012

90-21, Clinical learning experiences in RN and LPN educational programs, adopted July 17, 2012

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, revised September 11, 2012

90-24, Use of simulation in nursing education programs, adopted July 21, 2009

90-26, Board opinion on reinstatement applications for individuals with revoked certificates based on a finding of

Guidance Documents

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

90-31, Administration of a medication that has been transmitted orally or in writing by a pharmacist acting as the prescriber's agent, revised September 11, 2012

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, revised by Board of Nursing on July 17, 2012 and by the Board of Medicine on August 3, 2012

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, Training of employees of school boards in the administration of insulin and glucagon, revised September 11, 2012

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, revised May 15, 2012

90-39, Guidance on Discipline Issues: Indefinite Suspension; Reinstatement following mandatory suspension, adopted May 18, 2010

90-40, Surveillance activities required by the OSHA Respiratory Standards within the scope of practice of the registered nurse, revised September 11, 2012

90-41, Article on meaning of patient abandonment, revised September 11, 2012

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

90-48, Use of social media by practitioners regulated by the Board, May 17, 2012

90-52, Delegation of the removal of venous and arterial sheaths by registered nurses to unlicensed personnel not permitted, revised September 11, 2012

90-53, Boards' opinion on treatment by women's health nurse practitioners of male clients for sexually transmitted diseases, revised by the Board of Nursing on July 17, 2012 and by the Board of Medicine on August 3, 2012

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, Practice agreement requirements for licensed nurse practitioners, adopted by the Board of Nursing on July 17, 2012 and the Board of Medicine on August 3, 2012

90-57, By-Laws of the Board of Nursing, revised November 13, 2012

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

90-60, Code of Conduct for Board of Nursing, revised January 24, 2012

90-61, Disposition of cases against nurse aides, medication aides and massage therapists for practice on expired certificates or registrations, adopted May 15, 2012

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/Optomtry/optometry_guideline_s.htm

- 105-10, End of a contact lens fitting, adopted May 12, 2012
- 105-11, Disposition of cases involving practicing with an expired license, adopted February 8, 2012
- 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 9, 2012
- 105-17, Guidelines on use of O.D. or Optometrist in advertising, adopted February 1997, reaffirmed July 15, 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

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 July 2012

110-9, Pharmacy Inspection Deficiency Monetary Penalty Guide, revised June 12, 2012

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

110-19, Transferring valid orders between medical equipment providers, March 13, 2012

110-20, Practice as a Pharmacy Technician trainee, adopted June 12, 2012

110-21, Sanction Reference Points Manual, adopted September 12, 2007

110-22, Dispensing records; identification of pharmacist, adopted June 12, 2012

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

Guidance Documents

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 October 1, 2012

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/physsther_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

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

112-18, Disciplinary action for practicing with an expired letter, adopted February 17, 2012

112-19, Performance of INR's by physical therapists in home health settings, adopted February 17, 2012

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 which is located in the Patrick Henry Building at 1111 East Broad Street, Room 5040 (Fifth Floor) in Richmond, VA 23219 (corner of 11th and Broad Streets).

Copies may also be downloaded at the Virginia Regulatory Town Hall website www.townhall.virginia.gov or requested by email at melanie.west@dpb.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Melanie K. West, at the address above or by phone at (804) 786-8812. Copies are free of charge.

Guidance Documents:

[2012-2014 Biennium Non-State Agency Instructions](#) (9/1/11)

[Small Business Impact Legislation 2005 - Implementation on Town Hall website](#) (1/3/12)

[Town Hall User Manual](#) (12/15/12)

[\[2008-1\] PPG Guidance](#) (1/3/12)

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 Virginia Regulatory 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 Regulate Professions and Occupations](#) (6/2/03)

[2012-13 New Board Member Training Manual](#) (7/1/12)

[\[Policy #100-01\] 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](#) (12/6/11)

[\[Policy #100-05\] 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](#) (11/1/11)

[\[Policy #200-18\] 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)

[\[Policy #300-03\] Expedited Licensing of Military Spouses](#) (7/1/12)

[\[Policy #500-01\] 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](#) (2/10/12)

[\[Policy #700-04\] Revenue Refunds](#) (2/10/12)

[\[Policy #800-01\] 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)

[Comity Applicant Criteria of the APELSCIDLA Board's Current Regulations](#) (6/18/12)

[Onsite Sewage Systems Designed by Professional Engineers & Onsite Soil Evaluators](#) (12/15/11)

[Requirements for Topographic Surveys in Virginia](#) (6/30/11)

Guidance Documents

Board for Asbestos, Lead, 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)

Auctioneers Board

See Guidance Documents applicable to all boards and the department.

Board for Barbers and Cosmetology

Guidance Document:

[\[#800-03\] Random Inspections of Board for Barbers and Cosmetology Licensees](#) (7/9/09)

Board for Branch Pilots

Guidance Document:

[Branch Pilot Renewal Requirements](#) (8/1/12)

Cemetery Board

Guidance Document:

[Sample General Price List](#) (10/23/08)

Common Interest Community Board

Guidance Documents:

[Common Interest Community Guidance Document 5](#) (9/20/12)

[Common Interest Community Guidance Document 6](#) (9/20/12)

[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](#) (1/24/12)

Fair Housing Board

See Guidance Documents applicable to all boards and the department.

Board for Hearing Aid Specialists and Opticians

See Guidance Documents applicable to all boards and the department.

Board for Professional Soil Scientists, Wetland Professionals and Geologists

See Guidance Documents applicable to all boards and the department.

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)

Real Estate Board

Guidance Documents:

[ARELLO Distance Education Certification](#) (7/8/10)

[Broker Price Opinion Guidance Document](#) (12/4/09)

[Continuing & Post License Education Course Reporting Requirements](#) (5/19/08)

[Instructor Qualifications](#) (5/19/08)

[Necessity for Brokerage Agreements](#) (9/6/12)

[On-line Course Time Requirement](#) (12/17/09)

[Proof of Financial Responsibility for Board-Approved Education Providers](#) (7/19/07)

[Real Estate Advisory Council's Report Regarding Post-Licensure Education](#) (7/12/12)

[Real Estate Distance Education Notarized Affidavit Requirement](#) (5/19/09)

[Real Estate Pre-License Instructor Guidance Document](#) (3/24/08)

Board for Waste Management Facility Operators

See Guidance Documents applicable to all boards and the department.

Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

Guidance Documents:

[Board Interpretations and Policies](#) (6/21/11)

[Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Interpretations and Policies](#) (1/12/12)

[Onsite Sewage Systems Designed by Professional Engineers & Onsite Soil Evaluators](#) (12/15/11)

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, 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 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, or telephone (804) 726-

7017. All guidance documents are available electronically at no charge on the Virginia Regulatory Town Hall. Costs associated with obtaining printed copies vary depending on the document.

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](#) (1/1/12)

[\[APP8\] Appeals and Fair Hearings Procedure Manual](#) (11/30/11)

[\[BI1\] Procedures for Performing Background Investigations for CRF](#) (7/12/12)

[\[BI2\] Procedures for Conducting Background Investigations on Foster and Adoptive Parents, Adult Household Members, and Birth Parents Requested by Child-Placing Agencies](#) (7/12/12)

[\[BI3\] 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](#) (7/1/12)

[\[BI7\] Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers](#) (7/1/12)

[\[BI8\] Barrier Crimes for Child-Placing Agencies and for Foster and Adoptive Homes Approved by Child-Placing Agencies](#) (7/1/12)

[\[BI9\] Barrier Crimes for Children's Residential Facilities](#) (7/1/12)

[\[BP1\] Volume IX -Energy Assistance Policy Manual](#) (9/1/12)

[\[BP2\] Energy Assistance Prog. Quick Reference Guides](#) (10/1/12)

[\[BP3\] Volume V - Supplemental Nutrition Assistance Program Certification Manual](#) (10/1/12)

[\[BP4\] Supplemental Nutrition Assistance Program Quick Reference Guide](#) (10/1/12)

Guidance Documents

[\[BP5\] Virginia Electronic Benefits Transfer \(EBT\) Policies and Procedures Guide](#) (11/1/12)

[\[BP6\] Volume XIII - Medicaid Policy Manual](#) (10/1/12)

[\[BP7\] Volume II - GR Policy - Part IV](#) (1/1/07)

[\[BP8\] TANF Policy Manual](#) (10/1/12)

[\[CCD1\] Child Care Subsidy Guidance \(Volume VII, Section II, Chapter D\)](#) (1/1/13)

[\[CCD2\] Child Care and Development Fund State Plan 2011-2013](#) (12/8/11)

[\[CSE1\] Division of Child Support Enforcement Program Manual](#) (12/20/12)

[\[CVS1\] Neighborhood Assistance Program Donor Fact Sheet](#) (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)

[\[CVS2\] Neighborhood Assistance Program Project Fact Sheet](#) (11/30/11)

[\[CVS20\] Va. AmeriCorp State Guidance Manual](#) (11/30/11)

[\[CVS21\] Virginia Refugee Resettlement Program Manual](#) (7/1/11)

[\[CVS3\] Neighborhood Assistance Program Contribution Notification Forms A, B, C, D, 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)

[\[FIN1\] Finance Guidelines Manual For Local Departments of Social Services](#) (12/1/12)

[\[FIN2\] FY 2013 Local Allocations](#) (5/8/12)

[\[FIN3\] FY 2013 Consolidated Eligibility and Service Staff and Operations Allocations](#) (5/8/12)

[\[FIN4\] Information Security Program](#) (9/4/12)

[\[FIN5\] Acceptable Use Policy](#) (6/10/11)

[\[FS 9\] Virginia Department of Education and Virginia Department of Social Services, Fostering Connections: Joint Guidance for School Stability of Children in Foster Care](#) (10/1/12)

[\[FS1\] Title IV-E Eligibility Manual](#) (10/26/12)

[\[FS10\] 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 7524 State Median Income for Adult Services Cases](#) (7/23/12)

[\[FS15\] Adult Foster Care Manual](#) (2/1/10)

[\[FS16\] Children & Family Service Manual, Chapt. D. Local Dept. Resource, Foster and Adoptive Family Home Approval](#) (7/1/12)

[\[FS17\] Broadcast 5696 Revised Adult Protective Services \(APS\) Minimum Training Standards](#) (6/1/09)

[\[FS18\] Broadcast 7522, Update on Assisted Living Facility Assessment Procedures/No Need to Submit Assessment Packages](#) (7/20/12)

[\[FS19\] Broadcast 7658, Guidelines for Pre-Admission Screening of Children with Disabilities Seeking Long-Term Care Services](#) (10/25/12)

[\[FS2\] Volume II - Auxiliary Grants Policy Manual - Part III, Chapter D, SSI Recipient Eligibility. Chapter I, Non-SSI Income Sources](#) (12/5/12)

[\[FS20\] Broadcast 7483, Local Department of Social Services No Longer to Claim/File for Assisted Living Facility Assessment Payments](#) (7/26/12)

[\[FS21\] Broadcast 4198 Safe & Timely Placement of Children Act - Interstate Compact on the Placement of Children \(ICPC\)](#) (12/10/07)

[\[FS22\] Child & Family Services Manual - Chapter B - Early Prevention - Sections 1 and 4](#) (10/1/12)

[\[FS3\] Assisted Living Facility Assessment Manual](#) (9/1/12)

- [\[FS4\] Adult Services Manual, Chapters 1-7 \(11/1/12\)](#)
- [\[FS5\] Child & Family Services Manual - Chapter C - Child Protective Services \(7/1/12\)](#)
- [\[FS6\] Child & Family Services manual, Chapter E - Foster Care \(7/1/11\)](#)
- [\[FS7\] Generic Policy - Volume II, Sec. I, Chapter B \(1/1/98\)](#)
- [\[FS8\] Adoption Policy, Vol. VII, Sec. III, Chapter C and D \(10/1/09\)](#)
- [\[FS9\] Virginia Department of Education and Virginia Department of Social Services, Fostering Connections: Joint Guidance for School Stability of Children in Foster Care \(10/1/12\)](#)
- [\[HR1\] Chapter 1B, Recruitment & Selection, Administrative/Human Resources Manual for Local Departments of Social Services \(3/1/12\)](#)
- [\[HR10\] 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 \(9/7/10\)](#)
- [\[HR14\] 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 \(11/1/04\)](#)
- [\[HR2\] Chapter 2, Classification & Compensation, Administrative/Human Resources Manual for Local Departments of Social Services \(6/14/11\)](#)
- [\[HR20\] 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 \(1/27/11\)](#)
- [\[HR23\] 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 \(11/1/04\)](#)
- [\[HR3\] Chapter 3, General Leave, Administrative/Human Resources Manual for Local Departments of Social Services \(10/19/11\)](#)
- [\[HR30\] 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 \(3/11/11\)](#)
- [\[HR33\] 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 \(5/4/12\)](#)
- [\[HR37\] SOP Section 1.80-Workplace Violence \(12/6/11\)](#)
- [\[HR38\] SOP Section 4.17-Emergency Disaster Leave \(9/1/11\)](#)
- [\[HR4\] Chapter 4, Medical Leaves of Absence, Administrative/Human Resources Manual for Local Departments of Social Services \(12/6/11\)](#)
- [\[HR5\] Chapter 5, Operations of the LDSS, Administrative/Human Resources Manual for Local Departments of Social Services \(12/6/11\)](#)
- [\[HR6\] Chapter 6, Performance Evaluation & Standards of Conduct, Administrative/Human Resources Manual for Local Departments of Social Services \(9/1/12\)](#)
- [\[HR7\] Chapter 7, Discipline and Termination of Employment, Administrative/Human Resources Manual for Local Departments of Social Services \(11/1/12\)](#)
- [\[HR8\] Chapter 8, Personnel Records, Administrative/Human Resources Manual for Local Departments of Social Services \(7/1/07\)](#)
- [\[HR9\] Chapter 1, Employment Opportunity, Disability Accommodation & Affirmative Action, Administrative/Human Resources Manual for Local Departments of Social Services \(10/19/11\)](#)
- [\[LIC1\] Criteria For Training \(4/1/07\)](#)

Guidance Documents

[\[LIC10\] Risk Assessment and Adverse Enforcement Guidance Manual](#) (10/24/07)

[\[LIC11\] Technical Assistance for Standards for Licensed Assisted Living Facilities](#) (7/17/12)

[\[LIC12\] 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)

[\[LIC18\] Standards for Licensed Child Placing Agencies with Interpretation Guidelines](#) (5/1/12)

[\[LIC19\] TB Screening Testing Technical Assistance in ALFs and ADCCs](#) (9/22/11)

[\[LIC2\] Curriculum Outline for Assisted Living Facility Administrators](#) (12/1/09)

[\[LIC20\] Staffing Plans in Assisted Living Facilities](#) (2/24/12)

[\[LIC21\] Standards for Licensed Child Day Centers – Technical Assistance](#) (12/7/12)

[\[LIC3\] 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)

[\[OPR1\] VCNCs: Institutional Review Board Guidelines & Procedures Manual](#) (11/30/12)

[\[PA1\] 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, 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, revised November 30, 2012

DEPARTMENT OF STATE POLICE

To obtain printed copies of the indicated guidance documents please contact the person listed following the document name.

Both documents are available electronically on line for no charge by visiting the Virginia Regulatory Town Hall <http://townhall.virginia.gov/index.cfm> or the Virginia State Police Homepage at <http://www.vsp.state.va.us/>.

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)

CAPT Gary Payne, Professional Standards Unit, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, (804) 674-2000

[Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers](#), (7/1/12)

Donna Tate, Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, (804) 674-2000

DEPARTMENT OF TAXATION

Copies of forms may be obtained from the department's website <http://www.tax.virginia.gov> or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, Department of Taxation, 1957 Westmoreland Street, Richmond, VA 23230. These forms are used to implement the return filing requirements for the taxes administered by the Virginia Department of Taxation. Primarily, these return filing requirements are found in Title 58.1 of the Code of Virginia. The Department of Taxation is also required to collect certain agricultural commodity taxes found under Title 3.1 of the Code of Virginia. Copies may be obtained by contacting the Forms Request Unit at the Department of Taxation, P.O. Box 1317, Richmond, VA 23218-1317, telephone (804) 440-2541.

Virginia Tax Bulletins provide the department's interpretation of Title 58.1 of the Code of Virginia. Copies may be obtained free of charge by contacting the Office of Tax Policy, Appeals and Rulings, Department of Taxation, P.O. Box 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179. Each tax bulletin is assigned a number (e.g., VTB 04-1) and, beginning in 2004, is also published as a "public document" and assigned a second number (e.g., PD 04-7). Either number can be used to locate the tax bulletin on the Department's website. The Department of Taxation is required under § 58.1-204 of the Code of Virginia to publish (i) orders of the Tax Commissioner under §§ 58.1-1822 and 58.1-1824, (ii) final orders entered by a circuit court under § 58.1-1826 or 58.1-1827 and any written opinion or memorandum of the court; and (iii) any written ruling or other interpretation of Virginia law which the Tax Commissioner believes may be of interest to taxpayers and practitioners. These public documents interpret both law (Title 58.1 of the Code of Virginia) and regulations (Title 23 of the Virginia Administrative Code) as they apply to taxpayers. Since 1984, the department has published over 6,000 public documents and adds an additional 40 to 50 documents to this list each month. They may be found on the

Department of Taxation's website at <http://www.policylibrary.tax.virginia.gov/OTP/Policy.nsf>

Most guidance documents are available electronically on the Virginia Regulatory Town Hall. Copies of the other documents may be obtained from the Department of Taxation's website <http://www.tax.virginia.gov> or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, Department of Taxation, 1957 Westmoreland Street, Richmond, VA 23230. Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Relations, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, FAX (804) 786-2670.

Guidance Documents:

[\[4 - Admin\] Administration, 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties](#) (5/1/91)

[\[4 - Admin\] Administration, Assessment of Penalty and Interest on Miscellaneous Taxes](#) (12/21/84)

[\[4 - Admin\] Administration, Computation of Interest](#) (12/22/86)

[\[4 - Admin\] Administration, Computation of Interest on All Tax Refunds](#) (1/14/88)

[\[4 - Admin\] Administration, Converted Assessments](#) (12/24/86)

[\[4 - Admin\] Administration, Differential Interest Rates](#) (12/3/86)

[\[4 - Admin\] Administration, Jeopardy Assessments](#) (3/25/86)

[\[4 - Admin\] Administration, Keeper of the Records](#) (5/14/86)

[\[4 - Admin\] Administration, Limitations Applicable to Converted Assessments](#) (2/17/87)

[\[4 - Admin\] Administration, Set Off Debt Collection Procedures, Taxpayers in Bankruptcy](#) (4/17/91)

[\[4 - Aircraft\] Aircraft Sales and Use Tax, Application of the Aircraft Sales and Use Tax to a Variety of Situations](#) (7/24/85)

[\[4 - Aircraft \] Aircraft Sales and Use Tax, Application of the Aircraft Sales Tax to Aircraft Sold at Washington National Airport](#) (10/19/87)

[\[4 - Aircraft \] Aircraft Sales and Use Tax, Imposition of Aircraft Sales and Use Tax](#) (3/10/87)

[\[4 - Cigarette\] Use of Tax Stamps as Evidence of Payment of Local Cigarette Taxes](#) (12/27/05)

[\[4 - Collections\] Field Collection Guide](#) (11/30/06)

[\[4 - Corp/Individ\] Corporate Tax and Individual Tax, Application of Penalty to Corporate and Individual Income Tax Audits](#) (10/26/90)

Guidance Documents

[\[4 - Corporate\] Corporate Income Tax, Inventory of Alcoholic Beverages In State Owned Warehouse \(3/26/85\)](#)

[\[4 - Corporate\] Corporate Tax, Abatement of 100% Penalty Assessed Under Section 58- 44.1 \(8/22/83\)](#)

[\[4 - Corporate\] Corporate Tax, ACRS Carryovers and Refunds: Statute of Limitations \(7/28/93\)](#)

[\[4 - Corporate\] Corporate Tax, Financial Corporation Apportionment Factor \(3/17/88\)](#)

[\[4 - Corporate\] Corporate Tax, Investment in Euro Dollars, Foreign Source Income Subtraction \(11/28/84\)](#)

[\[4 - Corporate\] Corporate Tax, Sales Factor and Form 4797 Proceeds \(3/31/87\)](#)

[\[4 - Individual\] Individual Income Tax, Interest on Refunds Delayed by Set Off Debt Collection \(11/24/87\)](#)

[\[4 - Individual\] Individual Tax, Application of 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties to Pre-1990 Income Tax Returns\(5/24/91\)](#)

[\[4 - Individual\] Individual Tax, Computation of Income Tax Penalty and Interest \(11/29/90\)](#)

[\[4 - Individual\] Individual Tax, Execution of Extensions \(2/17/93\)](#)

[\[4 - Individual\] Individual Tax, Form 760C \(Individual Underpayments of Estimated Tax\), \(11/24/86\)](#)

[\[4 - Individual\] Individual Tax, Head of Household Filing Status \(6/24/88\)](#)

[\[4 - Individual\] Individual Tax, Home Accessibility Features for the Disabled Tax Credit \(9/29/00\)](#)

[\[4 - Individual\] Individual Tax, Interest on Estimated Individual Income Tax Underpayments \(10/14/82\)](#)

[\[4 - Individual\] Individual Tax, Names to Appear on Assessments \(12/22/86\)](#)

[\[4 - Individual\] Individual Tax, Non-Resident Income from the Rental or Sale of Virginia Real Estate \(8/6/90\)](#)

[\[4 - Individual\] Individual Tax, Personal Exemptions/Dependent Children \(8/20/87\)](#)

[\[4 - Individual\] Individual Tax, Public Law 98-259 Forgiveness of Federal Income Tax for U.S. Military and Civilian Employees Killed in Terrorist Action\(12/28/84\)](#)

[\[4 - Individual\] Individual Tax, Set-Off Debt Collection Program, Amending Filing Status 4 Returns \(4/25/84\)](#)

[\[4 - Individual\] Individual Tax, State and Federal Tax Incentives for Child Care \(12/13/88\)](#)

[\[4 - Individual\] Individual Tax, Taxability of Title VII Benefits \(Conrail Benefits and Termination Allowances\) \(4/22/85\)](#)

[\[4 - Individual\] Individual Tax, The Virginia Age Deduction under House Bill 5018 \(2004\) \(7/30/04\)](#)

[\[4 - Individual\] Individual Tax, Virginia Taxes and Lottery Winnings \(1/1/91\)](#)

[\[4 - Local\] 2000 BPOL Guidelines \(Part 1 of 4\) \(1/1/00\)](#)

[\[4 - Local\] 2000 BPOL Guidelines \(Part 2 of 4\) \(1/1/00\)](#)

[\[4 - Local \] 2000 BPOL Guidelines \(Part 3 of 4\) \(1/1/00\)](#)

[\[4 - Local\] 2000 BPOL Guidelines \(Part 4 of 4\) \(1/1/00\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Industrial Processing Exemption Retail/Photo-Processing Operations \(9/8/00\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, 1991 SB 524: Sales and Use Tax Exemption for REACT Organizations \(5/3/91\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Advertising Exemption \(8/21/87\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Allocation of Local Sales and Use Tax Where Business Property is Located in More Than One Locality \(1/9/84\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Audit Penalty \(7/18/90\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Disallowance of Sales Tax Dealer's Discount When Tax Not Paid in Full \(4/1/85\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Extensions \(9/8/82\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Federal Government Credit Card Purchases \(7/12/02\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Implementation of SB 741 \(Dealer's Discount\), \(3/27/89\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Inclusion of Federal Manufacturers Excise Taxes in Sales Price of Goods Sold \(7/23/87\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Internet Tax Freedom Act \(H.R. 4105\) \(7/10/98\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Leases Between Affiliated Corporations \(8/31/89\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Member Fees \(1/11/91\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Memorandum to Office of Customer Services and Office of Compliance from Assistant Commissioner for Tax Policy Regarding Steuart Petroleum Co \(12/23/98\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Nonprescription Drug Exemption Question and Answer Summary \(9/2/98\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Preponderance of Use \(12/9/85\)](#)

[\[4 - Sales & Use\] Sales and Use Tax, Refunds to Businesses Located in Urban Enterprise Zones \(6/24/86\)](#)

- [\[4 - Sales & Use\] Sales and Use Tax, Registration of Persons Making Nontaxable Sales \(4/1/85\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Repair/Replacement Parts Purchased by Motor Vehicle Lessors \(1/26/88\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Sales and Use Tax Legislative Changes for 2004 \(8/30/04\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Status of Conrail Under the Sales and Use Tax \(6/6/85\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Storage Tanks \(5/22/89\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Successor Liability, \(4/30/98\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Tangible Personal Property Purchased by Foreign Army in Virginia \(3/8/89\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Virginia Supreme Court Decision: Real Estate Publications \(1/24/95\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, Virginia Tire Tax, Recall of Firestone Tires by Ford Motor Co \(7/31/01\)](#)
- [\[4 - Tax v. Ches Hosp\] Virginia Department of Taxation v. Chesapeake Hospital Authority \(12/20/01\)](#)
- [\[4 - VEPCO v. SCC\] Memorandum to Office of Customer Services and Office of Compliance from Assistant Commissioner for Tax Policy Regarding Vepco v. SCC, 219 Va. 894 \(1979\) \(4/21/99\)](#)
- [\[4 - Watercraft\] Watercraft Sales and Use Tax, Documented Boats Briefing Paper \(7/1/87\)](#)
- [\[4 - Watercraft\] Watercraft Sales and Use Tax, Federal Fee on Recreational Boaters \(3/4/91\)](#)
- [\[4 - Withholding\] Due Date Extension: Seasonal Employers Filing Monthly Returns \(8/22/07\)](#)
- [\[4 - Withholding\] Withholding, Accelerated Federal Withholding Payments \(8/28/90\)](#)
- [\[4 - Withholding\] Withholding, Voluntary Virginia Income Tax Withholding From Civil Service Annuities \(9/21/82\)](#)
- [\[4- Individual \] Real Estate Transactions: Impact on Taxable Income \(2/16/95\)](#)
- [Energy Star Guidelines - Permanent \(12/11/12\)](#)
- [Rental Tax Guidelines \(12/11/12\)](#)
- [\[1 - Rulings\] Rulings of the Tax Commissioner \(4/30/08\)](#)
- [\[2 - Bulletins\] Tax Bulletins \(4/15/05\)](#)
- [\[3 - Publications\] Tax Publications \(4/15/05\)](#)
- [\[4 - Aircraft\] Application of the Aircraft Sales and Use Tax to Aircraft Not Required to be Licensed with the Department of Aviation \(2/25/09\)](#)
- [\[4 - Individual\] Memorandum Regarding Treatment of Extension for Certain Members of the Armed Services Mandated by House Bill 1024 \(2008\)\(6/23/08\)](#)
- [\[4 - Sales & Use\] Emergency Guidelines for the Accelerated Sales Tax Payment \(6/7/12\)](#)
- [\[4 - Sales & Use\] Energy Star and Watersense Sales Tax Holiday Guidelines and Rules \(8/26/08\)](#)
- [\[4 - Sales & Use\] Field Audit Procedures Guidelines \(1/31/12\)](#)
- [\[4 - Sales & Use\] Guidelines for 2008 Sales Tax Holiday for Clothing and School Supplies \(7/11/08\)](#)
- [\[4 - Sales & Use\] Hurricane Preparedness Sales Tax Holiday Guidelines and Rules \(4/29/08\)](#)
- [\[4 - Sales & Use\] Incentive and Penalty Options to Encourage the Correct Allocation of the Local Retail Sales and Use Tax \(8/31/09\)](#)
- [\[4 - Sales & Use\] Motor Fuels Disclosure, Refunds, Certified Pollution Control, and Heavy Motor Vehicles \(4/12/11\)](#)
- [\[4 - Sales & Use\] Sales and Use Tax, "Customized" Mailing Lists \(11/25/85\)](#)
- [\[4 - Sales & Use\] Sales Tax, Audit Limitations, House Bill 846 \(1983, Chapter 104\) \(6/9/83\)](#)
- [\[4 - Sales & Use\] Sales Tax, Boat Slip Rentals \(8/1/77\)](#)
- [\[4 - Sales & Use\] Sales Tax, Computation of Additional Penalty When Minimum Penalty Assessed \(7/28/83\)](#)
- [\[4 - Sales & Use\] Sales Tax, Dealer's Discount \(9/8/82\)](#)
- [\[4 - Sales & Use\] Sales Tax, Definition of Clinic \(12/10/80\)](#)
- [\[4 - Sales & Use\] Sales Tax, Interest Charged on Filing Extensions of Vending Machine Dealers \(11/15/82\)](#)
- [\[4 - Sales & Use \] Sales Tax; Clarification Regarding PD 04-122, Public Service Corporation Exemption Repeal Guidelines \(2/14/08\)](#)
- [\[4 - Sales & Use\] Statistical Sampling Audit Manual \(1/5/09\)](#)
- [\[4 - Withholding\] Order to Allow Annual Filing for State Withholding Taxes for Employers of Domestic Service Employees \(12/4/08\)](#)
- [\[4-Corporate\] IRC 199 Deductions \(8/5/11\)](#)
- [\[5 - Forms\] Tax Forms Issued by the Virginia Department of Taxation \(2/25/05\)](#)
- [\[Agreements\] Agreements, Coordination of Tax Administration Between the Virginia Tax Department and the IRS \(5/10/77\)](#)
- [\[Agreements\] Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia](#)

Guidance Documents

[Department of Taxation and Richmond District Internal Revenue Service \(9/15/86\)](#)

[\[Agreements\] Agreements, Individual Income Tax, Notice to Northern Virginia Tax Officials Regarding Reciprocity with Maryland \(8/14/92\)](#)

[\[Agreements\] Agreements, Reciprocal Income Tax Agreement Between State of West Virginia and Commonwealth of Virginia \(10/20/88\)](#)

[\[Agreements\] Agreements, Reciprocal Personal Income Tax Agreement Between Commonwealth of Pennsylvania and Commonwealth of Virginia \(11/17/82\)](#)

[\[Agreements\] Disclosure Agreement between TAX and NVTC \(12/28/09\)](#)

[\[Agreements\] Memorandum of Agreement between the Virginia Department of Taxation and Department of Motor Vehicles \(6/28/12\)](#)

[\[Agreements\] Memorandum of Understanding for the Administration of the Land Preservation Credit Program \(6/12/07\)](#)

[\[Agreements\] Reciprocal Income Tax Agreement: Maryland and Virginia \(8/21/91\)](#)

[\[Agreements\] Reciprocal Income Tax Agreement Between Commonwealth of Virginia and State of Maryland \(12/27/06\)](#)

[\[EFT-Penalty\] Penalties for Electronic Funds Payments \(6/25/10\)](#)

[\[Guidelines\] 2008 Prodecures for Safeguarding Federal Tax Information \(12/30/08\)](#)

[\[Guidelines\] 2009 Hurricane Preparedness Sales Tax Holiday Guidelines and Rules \(4/22/09\)](#)

[\[Guidelines\] Administrative Appeal Guidelines \(12/1/06\)](#)

[\[Guidelines\] Barge and Rail Usage Tax Credit Guidelines \(12/7/12\)](#)

[\[Guidelines\] Cigarette Tax Guidelines and Rules Related to Enforcement \(8/13/10\)](#)

[\[Guidelines\] Electronic Funds Transfer \(EFT\) Guide \(9/1/03\)](#)

[\[Guidelines\] Energy Star Sales Tax Holiday Guidelines \(9/21/07\)](#)

[\[Guidelines\] Guidelines and Rules for the Motor Vehicle Fuel Sales Tax \(6/22/10\)](#)

[\[Guidelines\] Guidelines and Rules for the Motor Vehicle Repair, Labor and Services Sales and Use Tax that has been declared invalid \(11/1/07\)](#)

[\[Guidelines\] Guidelines and Rules for the Prepaid Wireless E-911 Fee \(1/5/11\)](#)

[\[Guidelines\] Guidelines and Rules for the Virginia Communications Taxes \(11/1/06\)](#)

[\[Guidelines\] Guidelines for Appealing Local Business Taxes \(6/25/04\)](#)

[\[Guidelines\] Guidelines for Appealing Local Mobile Property Taxes \(6/10/05\)](#)

[\[Guidelines\] Guidelines for Pass-Through Entity Withholding \(9/21/07\)](#)

[\[Guidelines\] Guidelines for the Accelerated Sales Tax Payment \(5/11/11\)](#)

[\[Guidelines\] Guidelines for the Local Taxation of Idle Machinery and Tools \(1/1/08\)](#)

[\[Guidelines\] Guidelines for the Motor Vehicle Fuel Sales Tax that would have been imposed by the Hampton Roads Transportation Authority but has been declared invalid. \(1/31/08\)](#)

[\[Guidelines\] Guidelines Governing Incentive Payments to Small Tobacco Products Manufacturers Pursuant to Senate Bill 1332 \(2005\) \(1/19/06\)](#)

[\[Guidelines\] Insurance Premiums License Tax Guidelines \(12/7/12\)](#)

[\[Guidelines\] International Trade Facility Tax Credit Guidelines \(4/17/12\)](#)

[\[Guidelines\] Land Preservation Tax Credit: Guidelines for Qualified Appraisals \(1/9/07\)](#)

[\[Guidelines\] Motion Picture Production Tax Credit Guidelines \(8/6/12\)](#)

[\[Guidelines\] Permanent Energy Star and WaterSense Sales Tax Holiday Guidelines \(9/21/09\)](#)

[\[Guidelines\] Personal Property Tax Relief Act Compliance Program Guidelines \(11/1/02\)](#)

[\[Guidelines\] Port Volume Increase Tax Credit Guidelines \(3/5/12\)](#)

[\[Guidelines\] Sales and Use Tax, Public Service Corporation Exemption Repeal Guidelines \(8/30/04\)](#)

[\[Guidelines\] Sales and Use Tax, Virginia Retail Sales and Use Tax Rate Increase Guidelines \(8/1/04\)](#)

[\[Guidelines\] Sales Tax Holiday Guidelines & Rules \(7/15/07\)](#)

[\[Guidelines\] Set-Off Program Information Guide \(7/1/05\)](#)

[\[Guidelines\] Tobacco Products Tax Guidelines and Rules \(1/1/2011\) \(12/17/10\)](#)

[\[Guidelines\] Virginia Cigarette Tax Rate Increase Guidelines and Rules \(7/30/04\)](#)

[\[Guidelines\] Virginia Cigarette Tax Rate Increase Guidelines and Rules \(5/13/05\)](#)

[\[Guidelines\] Virginia's 2003 Tax Amnesty Program](#) (9/2/03)

[\[Guidelines\] Virginia's 2009 Tax Amnesty Program](#) (9/28/09)

[\[Guidelines\] Virginia's 2009 Tax Amnesty Program Guidelines Addendum](#) (11/17/09)

[\[Income Tax\] Statute of Limitations for Income Taxes and Refund Match Situations](#) (7/28/10)

[\[Insurance\] Order Waiving Penalty and Interest For Quarterly Reports and Premium License Payments Required by Certain Surplus Lines Brokers](#)(6/11/12)

[\[Local Cigarette Tax\] Study on Local Cigarette Tax Enforcement Policies](#) (11/22/11)

[\[Rental Tax\] Rental Tax on Storage Trailers](#) (12/17/12)

[\[Withholding\] Statute of Limitations on Processing Withholding Tax Returns](#) (5/1/09)

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 2013 Commonwealth Transportation Fund budget and Fiscal Year 2013 VDOT budget

Interprets/implements: § 33.1-12 (9), 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 East Broad Street, Richmond VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or email laura.farmer@vdot.virginia.gov.

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the CTB by July 1 of each year as required by the Code of Virginia, § 33.1-12 (9). These items may also be viewed at the VDOT website at the following address: http://www.virginiadot.org/about/vdot_budget.asp.

Guidance Document: 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 (§ 33.1-23.6 et seq.), 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 East Broad Street, 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 20, 2012

Interprets/implements: § 33.1-12 (9), 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 East Broad Street, 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 November 26, 2012

Interprets/implements: § 33.1-18, 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 East Broad Street, Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

Guidance Documents

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 East Broad Street, 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. This document is also included as part of Chapter 6 of the Right of Way Manual of Instructions, which is available from VDOT's website at <http://www.virginiadot.org/business/row-default.asp>.

Guidance Document: Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Manual and Guidelines, May 21, 2012.

Interprets/implements: § 56-556 et seq., 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 faxing FAX (804) 786-0476. This document is also accessible via the Internet from the following address: <http://www.vappta.org/resources/PPTA%20Implementation%20Manual%20May%2021%202012.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 Documents:

Design-Build Procurement Manual, October 2011

Interprets/implements: § 33.1-12 (2) (b), Code of Virginia

Minimum Requirements for QA/QC on Design Build & Public-Private Transportation Act Projects, January 2012

Interprets/implements: § 33.1-12 (2) (b) and § 56-556 et seq., Code of Virginia

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.virginiadot.org/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 East Broad Street, 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), 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 East Broad Street, 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 July 2012

Interprets/implements: § 33.1-221, 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 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Fulton deLamorton, Program Manager, at the same address, telephone (804) 786-2720, or FAX (804) 371-0847. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>.

Guidance Document: Recreational Access Program Guide, revised December 2009

Interprets/implements: § 33.1-223, 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 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Fulton deLamorton, Program Manager, at the same address, telephone (804) 786-2720, or FAX (804) 371-0847. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>.

Guidance Document: Airport Access Program Guide, established April 2012

Interprets/implements: § 33.1-221, Code of Virginia, Airport Access Fund Policy (24VAC30-451)

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 Fulton deLamorton, Program Manager, at the same address, telephone (804) 786-2720, or FAX (804) 371-0847. 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), 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 East Broad Street, 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) 371-0847, 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, 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 East Broad Street, 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, July 2012

http://www.virginia.gov/business/resources/local_assistance/Revenue_Sharing_Guidelines2012.pdf.

Interprets/implements: § 33.1-23-05, 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 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Debbi Webb-Howells, Program Manager, at the same address, telephone (804) 786-1519, or FAX (804) 371-0847. This document may also be accessed at: <http://www.virginia.gov/business/local-assistance.asp>.

Guidance Document: Locally Administered Projects Manual, July 2010, revised September 2012

http://www.virginia.gov/business/locally_administered_projects_manual.asp

Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281), §§ 33.1-12 and 33.1-75.3, Code of Virginia

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 East Broad Street, Richmond, VA 23219.

Operations

Guidance Document: Traffic Engineering Division Memoranda, issued 1967-present

Interpret/implement: § 33.1-12 (3) and (5), 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

Guidance Documents

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 East Broad Street, 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 East Broad Street, Richmond, VA 23219, telephone (804) 786-2965.

Guidance Documents:

Traffic Impact Analysis Regulations Administrative Guidelines, revised July 2012 (available at http://www.virginiadot.org/projects/resources/chapter527/Administrative_Guidelines_TIA_Regs_7.2012.pdf)

Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155)

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 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)

Land Use Permit Regulations Guidance Manual, revised October 25, 2012 (available at http://www.virginiadot.org/business/resources/Land_Use_Permit_Regulations_2011/Land_Use_Permit_Regulations_Guidance_Manual_.pdf)

Interprets/implements: Land Use Permit Regulations (24VAC30-151)

Land Development Inspection Documentation Best Practices Manual, September, 2012 available at: http://www.virginiadot.org/info/land_development_inspection_documentation_best_practices_manual.asp

Interprets/implements: Land Use Permit Regulations (24VAC30-151), Secondary Street Acceptance Requirements (24VAC30-92)

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 East Broad Street, Richmond, Virginia 23219. Mailing address: VDOT, 1401 East Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting 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 East Broad Street, Richmond, VA, 23219, telephone (804) 786-0780, or email at robert.hofrichter@vdot.virginia.gov.

Guidance Documents:

Virginia Official State Transportation Map Policy and Procedures, revised November 13, 2012

Interprets/implements: § 33.1-36, Code of Virginia

Statement on the Use of VDOT County Map Series Digital Files, revised November 13, 2012

Interprets/implements: § 33.1-84, Code of Virginia

Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised November 13, 2012

Interprets/implements: § 33.1-62 et seq., 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 Communications, located at 1401 East Broad Street, 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.

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 of Virginia Policy Directory](#) (11/29/12)
- [\[UVA-02\] Higher Education Capital Outlay Manual](#) (5/17/11)
- [\[UVA-03\] Medical Center Policy Manual](#) (12/1/11)
- [\[UVA-04\] Health Sciences Library Policies](#) (12/21/11)

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, Preceptorships and externships for veterinary technician students, revised May 17, 2012
- 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
- 150-8, Disposition of cases for practicing on an expired license or permit, adopted May 17, 2012
- 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

150-15, Points assigned for violations found during routine inspections, adopted October 17, 2012

150-16, Board motion on protocol to follow upon discovery of a loss or theft of drugs, revised May 17, 2012

150-17, Sanctioning Reference Points Instruction Manual, adopted November 2006

150-18, Bylaws of the Board of Veterinary Medicine, revised May 17, 2012

150-19, Delegation of dental polishing-cleaning, adopted October 17, 2012

76-21.2:1, Veterinary Establishment Inspection Report, revised October 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, 201 North 9th Street, 2nd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 786-3591, FAX (804) 692-0625 or email tedwards@dls.virginia.gov. Internet addresses for accessing the documents are found below.

Questions regarding interpretation or implementation of these documents may be directed to Jane Chaffin, Registrar of Regulations, Virginia Code Commission, General Assembly Building, 201 North 9th Street, 2nd Floor, 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

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, 1001 East Broad Street, Suite 330, 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 lorraine.lacy@arts.virginia.gov. The document may be found on the Virginia Commission for the Arts' homepage (<http://www.arts.virginia.gov>).

Guidance Documents

Questions regarding interpretation or implementation of this document may be directed to Foster Billingsley, Executive Director, at the address above or email foster.billingsley@arts.virginia.gov.

Guidance Document:

[Guidelines for Funding](#), revised July 1, 2013 - June 30, 2014

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, 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](#) (7/27/12)

[\[03PARK\] Parking Guidelines](#) (7/2/12)

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 (VCCS), 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, 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 November 15, 2012, §§ 23-214 through 23-231.1, \$25.

Workforce Investment Act Guidance Documents:

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.

Virginia WIA 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](#)

[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](#)

Virginia 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](#)

Guidance Documents

[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](#)

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., 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, <http://www.vec.virginia.gov>. 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:

[\[VEC-01\] Guide to Effective Unemployment Insurance Adjudication](#) (12/12/12), § 60.2-100 et seq.

[\[VEC-02\] Precedent Decision Manual](#) (12/28/12), § 60.2-100 et seq. and 16 VAC 5-10

[\[VEC-03\] Precedent Decision Manual Supplement](#) (12/12/12)

[\[VEC-04\] Employer as Claimant Interoffice Communication](#) (5/20/11)

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)
- 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)

Guidance Documents

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

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](#) (8/29/12)

[Housing Choice Voucher Program Operations Manual](#) (7/23/12)

[Low-Income Housing Tax Credit Manual](#) (2/17/12)

[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)

VIRGINIA MUSEUM OF FINE ARTS

Copies of the following documents may be viewed on regular business 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 Jessica Ferey, Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340.1500, or email jessica.ferey@vmfa.museum.

Questions regarding interpretation or implementation of these documents may be directed to Jessica Ferey, Administrative Assistant to the Director, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340.1500, or email jessica.ferey@vmfa.museum.

Guidance Documents:

Smoking Policy 3-00, revised 2003

Gallery Guidelines Policy 7-00, revised 2004 (currently under revision)

Lost and Found Property Policy 2-01, revised 2004

Virginia Museum of Fine Arts Parking Deck Information and Guidance, May 2010, 8VAC103-20
Museum and Grounds Use and Access, June 2013, 8VAC103-10-10

Calendar + Events: <http://www.vmfa.museum/Calendar/>

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

Copies of the following document may be obtained either on-line at <http://www.vaboard.org/grants.htm> or may be viewed on regular work days from 8:30 a.m. until 4 p.m. in the office of the 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 Documents

Guidance Document:

VBPD Grants Manual, revised December 2012

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Copies of the following documents may be viewed during the regular work days from 8 a.m. to 5 p.m. in the Office of the President, c/o Deputy Chief of Staff, 312A Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Shelia Collins, Office of the President, 310 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-1358, FAX (540) 231-4265, or email shcolli4@vt.edu. The documents may be downloaded from the Virginia Tech's website <http://www.vt.edu>.

Questions regarding interpretation or implementation of these guidance documents may be directed to Natalie Hart, Deputy Chief of Staff, Office of the President, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-8118, FAX (540) 231-4265, or email nhart@vt.edu.

Guidance Documents:

Board of Visitors Bylaws (amended August 2010) <http://www.bov.vt.edu/bylaws/bylaws.html>

Faculty Handbook (revised August 2012) http://www.provost.vt.edu/faculty_handbook/faculty_handbook.pdf

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, 2012-13 <http://www.undergradcatalog.registrar.vt.edu/1213/index.html>

Graduate Policies and Procedures and Course Catalog, 2012-13 http://graduateschool.vt.edu/graduate_catalog/

Hokie Handbook (student handbook) <http://www.hokiehandbook.vt.edu/>

2011 Jeanne Clery Act Report (revised September 2012) http://www.police.vt.edu/VTPD_v2.1/assets/documents/2011_clery_report_blackburg.pdf

Parking and Traffic Procedures, 2012-13 <http://www.parking.vt.edu/documents/procedures.pdf>

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 December 2012) 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 RACING COMMISSION

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Racing Commission at 10700 Horsemen's Road, New Kent, VA 23124. Copies may be obtained free of charge by contacting David Lermond at the same address, telephone (804) 966-7404, or email david.lermond@vrc.virginia.gov.

Questions regarding interpretation of the document may be directed to Dave Lermond, Deputy Executive Secretary/Fiscal Officer, Virginia Racing Commission, 10700 Horsemen's Road, New Kent, VA 23124, telephone (804) 966-7404, FAX (804) 966-7418, or email david.lermond@vrc.virginia.gov.

Guidance Document:

[\[VRC-001\] Association of Racing Commissioners International Uniform Classification Guidelines for Foreign Substances](#) (12/18/12)

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](#), 2012-2013

[Student Handbook and Code of Conduct](#), 2012-2013

[Employee Handbook](#), revised August 2012

[VSDB Board of Visitors Bylaws](#), revised March 2010

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

THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the President, Brafferton Building, 105 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained by downloading them from the College's website <http://www.wm.edu/about/administration/bov/minutes/index.php>. The document may also be obtained free of charge by contacting Sandra Wilms at telephone (757) 221-1257, or email sjwilm@wm.edu. Questions regarding interpretation or implementation of the Bylaws should also be directed to Ms. Wilms.

Guidance Document: Board of Visitors Bylaws, revised September 2011

<http://www.wm.edu/about/administration/bov/documents/bylaws/bylaws.pdf>

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Dean of Students, 109 Campus Center, 104 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website <http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>. The Handbook may also be obtained free of charge by contacting David M. Gilbert, Associate Dean of Students and Director of Student Conduct, at telephone (757) 221-2509, FAX (757) 221-2538, or email dmgil2@wm.edu. Questions regarding interpretation or implementation of the Handbook should also be directed to Mr. Gilbert.

Guidance Document: Student Handbook, revised August 2012

<http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Registrar, 124 Blow Memorial Hall, 262 Richmond Road, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website <http://www.wm.edu>. The 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 2012

http://www.wm.edu/offices/registrar/documents/catalog/catalogbydept/Academic_Regulations.pdf

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Provost, Brafferton Building, 105 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website <http://www.wm.edu/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

<http://www.wm.edu/about/administration/provost/documents/facultyhandbook.pdf>

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. at the William and Mary Policy Department, 201 Ukrop Way, Williamsburg, VA 23185. Copies may be obtained free of charge by downloading them from the College's website http://www.wm.edu/offices/iae/institutional_research_reporting/crime_campus_security/2012_College_of_William_and_Mary_CampusSafetyReport.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: Campus Safety Report, updated September 2012

http://www.wm.edu/offices/iae/institutional_research_reporting/crime_campus_security/2012_College_of_William_and_Mary_CampusSafetyReport.pdf

Guidance Documents

WORKERS' COMPENSATION 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 these forms/documents may be directed to the staff persons listed with each document.

Guidance Documents:

Annual Reports

Questions regarding Annual Reports should be directed to Evelyn V. McGill, Executive Director, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 205-2050. The reports for calendar years 2001-2012 are available upon request at statisticrequests@workcomp.virginia.gov.

[EDI Implementation Guide \(9/1/11\)](#)

[Informational Guide for Employees \(undated\)](#)

[Informational Guide for Employers \(undated\)](#)

[Rules and Regulations: Attorneys Not Licensed to Practice Law in Virginia \(7/9/09\)](#)

[Services for Self-Insured Organizations \(undated\)](#)

Virginia Workers' Compensation Commission Act Books

Questions regarding 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 2012](#)

Opinions of the Commission

[Online Search: Opinions 1990 to the Present](#)

Vol. 58 (1979) \$15.00 shipped; \$15.00 pickup

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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

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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

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department for Aging and Rehabilitative Services has conducted a small business impact review of **22VAC30-30, Provision of Independent Living Rehabilitation Services**, and determined that this regulation should be retained in its current form. The Department for Aging and Rehabilitative Services is publishing its report of findings dated January 8, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The existing regulation is needed to ensure that consumers' rights pertaining to implementation of the independent living services program are maintained and enhanced. This regulation also ensures reduced consumer costs for these services. No complaints or comments concerning this regulation have been received from the public. To reduce its complexity, the agency has followed the existing federal regulations where possible. Therefore, in part, this regulation does duplicate federal law. However, there are parts that are specific to Virginia that allow for reduced costs of services. The regulation does not overlap or conflict with other laws. This substance of this regulation has not changed since 2004.

Technology has improved and enhanced independent living for persons with disabilities; however, the cost of technology can be prohibitive to some individuals. The existing regulations address the costs of independent living services to the individual. This regulation should have no economic impact on small business and should be retained as is.

Contact Information: Vanessa S. Rakestraw, Ph.D., CRC, Regulatory Coordinator, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7612, FAX (804) 662-7663, or email vanessa.rakestraw@dars.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department for Aging and Rehabilitative Services has conducted a small business impact review of **22VAC30-60, Grants to Area Agencies on Aging**, and determined that this regulation should be retained in its current form. The Department for Aging and Rehabilitative Services is publishing its report of findings dated January 17, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is no small business impact as a result of this regulation. This regulation is needed for the Department for Aging and Rehabilitative services to administer grants to area agencies on aging. No comments or complaints were received regarding the complexity of the regulation. This regulation supplements 42 USC § 3001 et seq. (the "Older Americans Act") and the federal regulations promulgated thereunder (45

CFR Part 1321) by providing specifics on how the Commonwealth will administer the grants to area agencies on aging programs. This regulation was changed slightly in July 2012 to address the creation of the Department for Aging and Rehabilitative Services. Since that time, there have been no changes in other factors in the area to affect the regulation. Therefore, the department will retain the regulation as is.

Contact Information: Vanessa S. Rakestraw, Ph.D., CRC, Regulatory Coordinator, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7612, FAX (804) 662-7663, or email vanessa.rakestraw@dars.virginia.gov.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-20, Standards for Classification of Real Estate as Devoted to Agricultural Use and to Horticultural Use Under the Virginia Land Use Assessment Law**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 3, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continued need for this regulation. This regulation is necessary for the protection of the health and welfare of Virginia's citizens. The great majority of Virginia's localities have adopted local ordinances that allow them to assess lands devoted to agricultural and horticultural production use based on their productivity rather than fair market value. This local option permits each locality to make a commitment to promoting and preserving agricultural and horticultural production from local farmland. The one comment received from the public recognizes the necessity of this regulation and the importance of continuing it in its current form.

The regulation is not complex. In fact, over the past 40 years, the agency has continued its effort to improve the standards, making them clearer to the user.

This regulation does not overlap, duplicate, or conflict with federal or state law or regulation. This regulation is not mandated by any federal law or regulation and is the only state regulation that addresses the subject matter.

The most recent amendments to the regulation, which took effect in 2006, were in response to an action of the General Assembly to provide local government and landowners with increased flexibility in dealing with crops such as grapes that take more than one or two years to be harvested. As Virginia agriculture continues to add new crops to the production mix, there may be additional needs for the state legislature to consider amendments to the law upon which this regulation is

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based. As the changes occur, the agency will take the regulation to the public through the regulatory process and seek input on how this regulation can be more useful to both local government and Virginia's citizens.

Maintaining adequate production of local food and fiber products is recognized as being both very desirable and beneficial to Virginia's citizens. In addition, helping local farmers (who are mostly small business persons) maintain their operations and providing incentives to local landowners to keep their land in farming help localities maintain a strong economy and an ongoing demand for supplies and services for local farmers, processors, and related agricultural industries. The agency considered what would happen if there was no regulation that provided standards for classifying land devoted to agricultural and horticultural uses. Based on years of experience in responding to local officials, the agency concluded that there was a continued need for this regulation. Without a specific regulation providing uniform and objective guidance concerning the classification of lands devoted to agricultural and horticultural use, local governments would be faced with the difficulty of making critical decisions about what lands will receive a lower assessment and which lands will not. Having objective and reliable guidance is essential to local officials in their efforts to insure a level playing field for all landowners who apply for lower assessments based on the land use classification.

Contact Information: Roy Seward, Director, Office of Policy, Planning and Research, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-3538, FAX (804) 371-7679, or email roy.seward@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-130, Rules and Regulations Governing Laboratory Fees for Services Rendered or Performed**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 2, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continuing need for the regulation to support the operation of the Virginia Animal Health Laboratory System. There have been no complaints from the public concerning the regulation. The regulation is necessarily uncomplicated. There is no overlap with federal or other state law or regulation. Technology, economic conditions, and other factors since 1993 have not impacted the need for this regulation. In fact, they make the existence of this regulation even more necessary. The primary effect on small businesses is a beneficial one, as veterinary practices, agricultural businesses, and livestock and animal owners in the Commonwealth are able to obtain laboratory services close

by and at an affordable price, thereby promoting Virginia agriculture.

Contact Information: Joseph P. Garvin, Program Manager, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-9202, FAX (804) 371-2380, or email joseph.garvin@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-195, Prevention and Control of Avian Influenza in the Live-Bird Marketing System**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 3, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continued need for the regulation in order to protect the avian species and public health. This regulation is not expected to have a significant economic impact on small business. The regulation itself is not complex, and the only potential impact on a small business would be if a violation would occur and the owner were charged with a civil penalty. The regulation does not specifically duplicate any state laws. The regulation is reviewed periodically but has not changed substantially since it was adopted in 2006. Consistent with the stated objectives of this law, this regulation should be maintained.

Contact Information: Charles Broaddus, DVM, Program Manager, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-4560, FAX (804) 371-2380, or email charles.broaddus@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-220, Virginia Horse Breeder Incentive Program**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 25, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

Currently, there is no funding with which to administer the Virginia Horse Breeder Incentive Program. The regulation has been retained over the past 10 years with the hope that funding for this program will be restored by the General Assembly. State law requires the regulation in order to implement a breeder incentive program. Normally it takes approximately 18 months to two years to put a regulation in place through the full regulatory process. Therefore, the regulation has been retained just in case funding is restored. In the future, should the two major industry groups – the

Virginia Horse Council and the Virginia Horse Industry Board – determine that this regulation no longer serves a useful purpose, the agency will consider the need for repealing this regulation.

There have been no complaints or comments received from the public regarding the regulation. This regulation, as written, provides a clear statement of requirements. This regulation does not overlap, duplicate, or conflict with any federal or other state law and regulation.

If and when state funding is provided to administer the breeder incentive program, it is expected the breeder incentive program regulation will have a positive impact on small businesses that provide a variety of services to the horse industry.

Contact Information: Andrea Heid, Equine Marketing Specialist, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-5842, FAX (804) 371-7786, or email andrea.heid@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-325, Regulations Governing Pine Shoot Beetle**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated December 11, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

This regulation has a minimal economic impact on small businesses. The agency has determined this regulation is necessary in order to continue to slow the artificial spread of the pine shoot beetle from infested areas to noninfested areas. The agency has determined that the regulation is not unnecessarily burdensome or complex. The agency has not received any complaints or comments from the public regarding the regulation.

Section 3.2-703 of the Code provides the Commissioner of Agriculture and Consumer Services with the authority to expand or reduce a quarantine's regulated area. The regulation was last amended to expand the regulated area in November 2010. No significant changes to technology, economic conditions, or other factors have occurred that would necessitate additional amendments to this regulation.

The pine shoot beetle is a federally regulated pest. Currently, the regulated areas under the federal pine shoot beetle quarantine mirror the regulated areas included in Virginia's quarantine. Without this regulation, the U.S. Department of Agriculture, Animal and Plant Health Inspection Service may elect to issue a federal quarantine that would encompass all of Virginia and would place restrictions on businesses in noninfested areas of Virginia that are not currently subject to

the provisions of this regulation. As such, the agency recommends that the regulations stay in effect without change.

Contact Information: 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.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-390, Rules and Regulations for the Enforcement of the Virginia Seed Law**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated December 11, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The provisions of this regulation continue to be necessary in order to assist in ensuring the accurate labeling and quality of seed products available for sale in the Commonwealth. The agency has not received any complaints or comments from the public concerning this regulation. The agency has determined that the regulation is not unnecessarily complex and is easily understood by the regulated industry. This regulation does not overlap, duplicate, or conflict with any federal law or any other state law or regulation.

The regulation adopts many of the methods of inspecting, sampling, and testing and the application of tolerances that have been adopted by the Association of Official Seed Analysts, which allows the agency's Seed Lab to adjust its operation to reflect the most current nationally accepted methods of inspecting, sampling, and testing. Additionally, the agency has determined there are no changes to technology, economic conditions, or other factors that have occurred that necessitate amendments to this regulation.

Contact Information: 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.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-450, Rules and Regulations Relating to the Virginia Plants and Plant Products Inspection Law**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated December 13, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

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The agency has determined that this regulation continues to be necessary to assist in protecting the agricultural, horticultural, forest resources, and other interests of the Commonwealth from plant pests and is not excessively burdensome on small businesses. The agency has not received any complaints or comments from the public regarding this regulation. The agency has determined that this regulation is not unnecessarily complex and is easily understood by the regulated industry. This regulation does not overlap, duplicate, or conflict with any federal or state law or regulation. The agency has determined that no changes to technology, economic conditions, or other factors have occurred that would necessitate a change to the regulation.

Contact Information: 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.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-520, Rules and Regulations Governing Testing of Milk for Milkfat, Protein, and Lactose Content By Automated Instrument Methods**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 10, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The agency has determined that the regulation should be retained in its present form as it provides for alternative testing methods that are cost effective to the industry. The agency has not received any complaints or comments concerning the regulation from the public. The regulation's flexibility allows for use of other testing methods and is easily understood. This regulation is not mandated by any federal law or regulation. The regulation is mandated by state law. The regulation does not conflict with federal or state law and was last evaluated in 2001. New technologies for testing methods are supported by this regulation. The economic impact of the regulation on small businesses is favorable in that small laboratory equipment companies can offer for sale alternative testing equipment that meets regulatory guidelines. In addition, the regulation is effective in providing alternative, cost-effective testing methods for determining the composition of milk or cream.

Contact Information: Carolyn Peterson, Program Supervisor, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-1452, FAX (804) 371-7792, or email carolyn.peterson@vdacs.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC5-675, Regulations Governing the Pesticide Fees Charged by the Department of Agriculture and Consumer Services**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated December 21, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The agency has determined that this regulation continues to be necessary, as the fees established in the regulation are a significant source of the nongeneral funds that support the program that administers the Virginia Pesticide Control Act. This regulation does not unduly burden small businesses. The fees established in this regulation were last increased in 1999. The agency has not received any complaints or comments that the established fees are unreasonable. This regulation is not unnecessarily complex and is easily understood by the regulated industries. This regulation does not overlap, duplicate, or conflict with federal or state law or regulation. The agency has determined that no changes in technology, economic conditions, or other factors have occurred that necessitate amending the regulation at this time.

Contact Information: 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.

STATE AIR POLLUTION CONTROL BOARD

Fredericksburg Ozone Advance Action Plan

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments and announcing a public hearing on a proposed plan to promote continued compliance with the national ambient air quality standard (NAAQS) for ozone in the Fredericksburg Maintenance Area. This Ozone Advance Action Plan is a plan developed by the Commonwealth in order to meet its overall clean air goals under the federal Clean Air Act by attaining and maintaining the ambient air quality standards promulgated by the U.S. Environmental Protection Agency (EPA) under the Act.

Purpose of notice: DEQ is seeking comments on the overall plan.

Public comment period: March 11, 2013, to April 9, 2013.

Public hearing: Fredericksburg Area Metropolitan Planning Organization (FAMPO), 406 Princess Anne Street, Fredericksburg, VA at 1:30 p.m. on April 8, 2013. Directions may be found at <http://www.fampo.gwregion.org/about-fampo/directions/>.

Description of proposal: This Ozone Advance Action Plan covers the Fredericksburg Ozone Maintenance Area, consisting of the counties of Spotsylvania and Stafford and the city of Fredericksburg. On May 21, 2012, EPA designated this area as attainment/maintenance for the 2008 ozone national ambient air quality standard. To help ensure continued clean air, the leaders from these jurisdictions have worked cooperatively with DEQ and a number of stakeholders to create the plan, which details the numerous clean air programs that are in place and will be implemented to reduce substances that contribute to the formation of ozone. Air quality in the area will continue to improve through the implementation of these programs. Major stakeholders in this process include FAMPO; Virginia Department of Mines, Minerals, and Energy; Virginia Department of Transportation; Fort A.P. Hill; Dominion Virginia Power; Virginia Clean Cities Coalition; and GWRideConnect. Actions taken as part of the plan and various upwind reductions of ozone and particulate matter will continue to improve air quality well into the future.

Federal information: This notice is being given to provide the general public with the opportunity to provide input on the plan. Ozone Advance Action Plans are voluntary plans developed in cooperation with EPA and are intended to enable the Commonwealth to meet its general federal requirement to attain and maintain the NAAQS; however, there is no mandatory requirement for this type of plan to undergo public comment.

How to comment: DEQ accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DEQ no later than the last day of the comment period. DEQ prefers that comments be provided in writing, along with any supporting information. Comments on the plan must be submitted to the contact person listed below. All materials received are part of the public record.

To review the proposal: The proposal and any supporting documents are available on the DEQ Air Public Notices for Plans website (<http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx>). The documents may also be obtained by contacting the DEQ representative named below. The public may review the documents between 8:30 a.m. and 4:30 p.m. of each business day until the close of the public comment period at the following DEQ locations:

- 1) Main Street Office, 629 East Main Street, 8th Floor, Richmond, VA, telephone (804) 698-4070, and
- 2) Northern Regional Office, 13901 Crown Court, Woodbridge, VA, telephone (703) 583-3800.

Contact Information: Doris A. McLeod, Department of Environmental Quality, 629 East Main Street,

P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4197, FAX (804) 698-4510, TDD (804) 698-4021, or email doris.mcleod@deq.virginia.gov.

Hampton Roads Ozone Advance Action Plan

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments and announcing a public hearing on a proposed plan to promote continued compliance with the national ambient air quality standard (NAAQS) for ozone in the Hampton Roads Maintenance Area. This Ozone Advance Action Plan is a plan developed by the Commonwealth in order to meet its overall clean air goals under the federal Clean Air Act by attaining and maintaining the ambient air quality standards promulgated by the U.S. Environmental Protection Agency (EPA) under the Act.

Purpose of notice: DEQ is seeking comments on the overall plan.

Public comment period: March 11, 2013, to April 10, 2013.

Public hearing: Conference Rooms 1 and 2, DEQ Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA at 10 a.m. on April 9, 2013.

Description of proposal: This Ozone Advance Action Plan covers the Hampton Roads Ozone Maintenance Area, consisting of the counties of Gloucester, Isle of Wight, James City, and York, and the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg. On May 21, 2012, EPA designated this area as attaining the 2008 ozone national ambient air quality standard. To help ensure clean, healthy air into the future, the leaders from these jurisdictions have worked cooperatively with the Virginia Department of Environmental Quality and a number of stakeholders to create this plan, which details the numerous clean air programs that are in place and will be implemented to reduce ozone precursors. Air quality in the Hampton Roads area will continue to improve through the implementation of these programs. Major stakeholders in this process include the Hampton Roads Transportation Planning Organization; Virginia Department of Mines, Minerals, and Energy; Virginia Department of Transportation; Virginia Port Authority; Dominion Virginia Power; Virginia Clean Cities Coalition; and Hampton Roads TRAFFIX. Actions taken as part of this plan and various upwind reductions of ozone and particulate matter will continue to improve air quality well into the future.

Federal information: This notice is being given to provide the general public with the opportunity to provide input on the plan. Ozone Advance Action Plans are voluntary plans developed in cooperation with EPA and are intended to enable the Commonwealth to meet its general federal requirement to attain and maintain the NAAQS; however,

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there is no mandatory requirement for this type of plan to undergo public comment.

How to comment: DEQ accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DEQ no later than the last day of the comment period. DEQ prefers that comments be provided in writing, along with any supporting information. Comments on the plan must be submitted to the contact person listed below. All materials received are part of the public record.

To review the proposal: The proposal and any supporting documents are available on the DEQ Air Public Notices for Plans [website](http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx) (<http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx>). The documents may also be obtained by contacting the DEQ representative named below. The public may review the documents between 8:30 a.m. and 4:30 p.m. of each business day until the close of the public comment period at the following DEQ locations:

- 1) Main Street Office, 629 East Main Street, 8th Floor, Richmond, VA, telephone (804) 698-4070, and
- 2) Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA, telephone (757) 518-2000.

Contact Information: Doris A. McLeod, Department of Environmental Quality, 592 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4197, FAX (804) 698-4510, TDD (804) 698-4021, or email doris.mcleod@deq.virginia.gov.

Richmond - Petersburg Ozone Advance Action Plan

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments and announcing a public hearing on a proposed plan to promote continued compliance with the national ambient air quality standard (NAAQS) for ozone in the Richmond-Petersburg Maintenance Area. This Ozone Advance Action Plan is a plan developed by the Commonwealth in order to meet its overall clean air goals under the federal Clean Air Act by attaining and maintaining the ambient air quality standards promulgated by the U.S. Environmental Protection Agency (EPA) under the Act.

Purpose of notice: DEQ is seeking comments on the overall plan.

Public comment period: March 11, 2013, to April 9, 2013.

Public hearing: Conference Room A, DEQ Main Street Office, 629 East Main Street, Richmond, VA at 10 a.m. on April 5, 2013.

Description of proposal: This Ozone Advance Action Plan covers the Richmond-Petersburg Ozone Maintenance Area, consisting of the counties of Charles City, Chesterfield,

Hanover, Henrico, and Prince George, and the cities of Colonial Heights, Hopewell, Petersburg, and Richmond. On May 21, 2012, EPA designated this area as attainment/maintenance for the 2008 ozone national ambient air quality standard. To help ensure continued clean air, the leaders from these jurisdictions have worked cooperatively with DEQ and a number of stakeholders to create the plan, which details the numerous clean air programs that are in place and will be implemented to reduce substances that contribute to the formation of ozone. Air quality in the area will continue to improve through the implementation of these programs. Major stakeholders in this process include the Richmond Area Metropolitan Planning Organization; the Crater Metropolitan Planning Organization; Virginia Department of Mines, Minerals, and Energy; Virginia Department of Transportation; Virginia Port Authority; United States Army Military Base Fort Lee; Dominion Virginia Power; Virginia Clean Cities Coalition; Richmond RideFinders; and Virginia Commonwealth University. Actions taken as part of the plan and various upwind reductions of ozone and particulate matter will continue to improve air quality well into the future.

Federal information: This notice is being given to provide the general public with the opportunity to provide input on the plan. Ozone Advance Action Plans are voluntary plans developed in cooperation with EPA and are intended to enable the Commonwealth to meet its general federal requirement to attain and maintain the NAAQS; however, there is no mandatory requirement for this type of plan to undergo public comment.

How to comment: DEQ accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DEQ no later than the last day of the comment period. DEQ prefers that comments be provided in writing, along with any supporting information. Comments on the plan must be submitted to the contact person below. All materials received are part of the public record.

To review the proposal: The proposal and any supporting documents are available on the DEQ Air Public Notices for Plans [website](http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx) (<http://www.deq.state.va.us/Programs/Air/PublicNotices/airplansandprograms.aspx>). The documents may also be obtained by contacting the DEQ representative named below. The public may review the documents between 8:30 a.m. and 4:30 p.m. of each business day until the close of the public comment period at the following DEQ locations:

- 1) Main Street Office, 629 East Main Street, 8th Floor, Richmond, VA, telephone (804) 698-4070, and
- 2) Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA, telephone (804) 527-5020.

Contact Information: Doris A. McLeod, Department of Environmental Quality, 592 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4197, FAX (804) 698-4510, TDD (804) 698-4021, or email doris.mcleod@deq.virginia.gov.

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Behavioral Health and Developmental Services has conducted a small business impact review of **12VAC35-210, Regulations to Govern Temporary Leave from State Mental Health and Mental Retardation Facilities**, and determined that this regulation should be retained in its current form. The Department of Behavioral Health and Developmental Services is publishing its report of findings dated December 9, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continuing need for these regulations. No comments were received during the periodic review. The regulatory language is understandable and supports individuals served at state hospitals and training centers to successfully return to their communities. The regulations have been in place for more than five years without issue. The regulations benefit small businesses by supporting a successful transition from institutional to community service.

Contact Information: Linda Grasewicz, Regulatory Coordinator, 1220 Bank Street, P.O. Box 1797, Richmond, VA 23218, telephone (804) 786-0040, FAX (804) 371-0092, or email linda.grasewicz@dbhds.virginia.gov.

DEPARTMENT OF CONSERVATION AND RECREATION

Total Maximum Daily Loads for Middle Fork Holston River and Wolf Creek

The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation (DCR) seek written and oral comments from interested persons on the development of an Implementation Plan (IP) for fecal bacteria and sediment total maximum daily loads (TMDLs) for a 40.1 mile length of the Middle Fork Holston River from its headwaters near Rural Retreat downstream to Edmondson dam (near Route 91 crossing) and a 5.7 mile length of Wolf Creek from the Highway 11 crossing in Abingdon downstream to the South Holston Reservoir. These portions of the Middle Fork Holston River and Wolf Creek watershed are located in Wythe, Smyth, and Washington counties, including the towns of Marion, Chilhowie, and Abingdon. The TMDL studies for these stream impairments were completed in October 2009 and can be found in the Bacteria and Benthic TMDL Development for Middle Fork Holston River and Bacteria and Benthic TMDL Development for

Wolf Creek study reports on DEQ's website at <http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/tenbigrvr/mfholstonbcec.pdf> and <http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/tenbigrvr/wolfbcec.pdf>

Section 62.1-44.19:7 C of the Code of Virginia requires the development of an IP for approved TMDLs. The IP should provide measurable goals and the date of expected achievement of water quality objectives. The IP should also include the corrective actions needed and their associated costs, benefits, and environmental impacts.

The final public meeting for the development of the IP will be held on Thursday, March 28, 2013, at 6:30 p.m. at the Department of Environmental Quality, Southwest Regional Office, 355 Deadmore Street, Abingdon, VA 24210. At this meeting, a draft of the implementation plan will be discussed and citizens will be able to offer input on and ask questions about the plan.

The 30-day public comment period on the information presented at the meeting will end on April 27, 2013. A fact sheet on the development of the IP is available upon request. Questions or information requests should be addressed to Patrick Lizon, TMDL/Watershed Field Coordinator, Department of Conservation and Recreation. Written comments and inquiries should include the name, address, and telephone number of the person submitting the comments and should be sent to Patrick Lizon, Department of Conservation and Recreation, 355 Deadmore Street, Abingdon, VA 24210, email patrick.lizon@dcr.virginia.gov, telephone (276) 676-5529.

STATE CORPORATION COMMISSION

Bureau of Insurance

AT RICHMOND, FEBRUARY 12, 2013

COMMONWEALTH OF VIRGINIA, ex rel.

STATE CORPORATION COMMISSION

CASE NO. INS-2012-00095

Ex Parte: In the matter of
Establishing Fees for the Licensing
and Renewal Licensing for Public Adjusters

FINAL ORDER

Pursuant to Chapter 735 of the 2012 Virginia Acts of Assembly, codified at §§ 38.2-812 through 38.2-815, 38.2-1824, and 38.2-1845.1 through 38.2-1845.23 of the Code of Virginia ("Code"), the State Corporation Commission ("Commission") is required to license public adjusters effective January 1, 2013, as well as prescribe the fees for licensing, examination, and the continuing education process.

General Notices/Errata

The Commission's Bureau of Insurance ("Bureau") submitted to the Commission proposed fees in the amount of Two Hundred Fifty Dollars (\$250) for the initial licensing of public adjusters and for biennial renewal.

Pursuant to § 12.1-28 of the Code, on May 31, 2012, the Commission issued an Order for Notice and Comment on the proposed fees. All such comments, objections, or requests for a hearing were to be filed on or before July 31, 2012. Comments were received from Goodman-Gable-Gould Adjusters International on July 16, 2012; Nationwide Mutual Insurance Company on July 31, 2012; and Property Casualty Insurers Association of America on July 31, 2012. The Bureau filed a response to the comments on August 22, 2012.

NOW THE COMMISSION, upon consideration of the applicable law and the comments filed herein, is of the opinion and finds that the proposed Two Hundred and Fifty Dollar (\$250) fee for the licensing and renewal of public adjusters in the Commonwealth of Virginia is fair and equitable and should be enforced.

Accordingly, IT IS ORDERED THAT:

- (1) As of the date of this Final Order, the fee for licensing and renewal of public adjusters in the Commonwealth of Virginia is Two Hundred and Fifty Dollars (\$250).
- (2) This case is dismissed, and the papers herein shall be placed in the file for ended causes.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to the Bureau of Insurance in care of Deputy Commissioner Brian P. Gaudiose, who forthwith shall give further notice of the proposed fees by mailing a copy of this Order to the National Association of Public Insurance Adjusters, the American Association of Public Insurance Adjusters, and certain interested parties designated by the Bureau of Insurance. The Clerk of the Commission also shall deliver a copy of this Order to the Commission's Office of General Counsel and Division of Information Resources.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Water Quality for the Poquoson River and Back River

The Virginia Department of Environmental Quality (DEQ) will host a public meeting on water quality studies for the Poquoson River and Back River, along with several tributaries located in the Cities of Hampton, Newport News, and Poquoson, and the County of York on Monday, March 18, 2013.

The meeting will start at 6 p.m. at the Sandy Bottom Nature Park Conference Room located at 1255 Big Bethel Road, Hampton VA 23666. The purpose of the meeting is to provide information and discuss the study with community members and local government.

Poquoson River, Hodges Creek, Lyons Creek, Floyds Bay, Cabin Creek, Roberts Creek, White House Creek, Bennett Creek, Easton Creek, Patricks Creek, Back Creek, Lower Chisman Creek, and Lambs Creek were identified in Virginia's 2010 Water Quality Assessment & Integrated Report as impaired due to violations of the state's water quality standards for recreation bacteria and shellfish consumption bacteria (Enterococci and Fecal coliform) and do not support the designated uses.

The Back River watershed includes the Northwest and Southwest Branches, Brick Kiln Creek, Newmarket Creek, Front Cove, Cedar Creek, Harris Creek, Long and Grunland Creeks, Tabbs Creek, Topping Creek, and Wallace Creek. These waterbodies were also identified in Virginia's 2010 Water Quality Assessment & Integrated Report as impaired due to violations of the state's water quality standards for recreation bacteria and shellfish consumption bacteria (Enterococci and Fecal coliform) and do not support the designated uses.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the Code of Virginia require DEQ to develop TMDLs for pollutants responsible for each impaired water contained in Virginia's § 303(d) TMDL Priority List and Report and subsequent Water Quality Assessment Reports.

During the study, DEQ will develop a total maximum daily load for the impaired waters. A TMDL is the total amount of a pollutant a water body can contain and still meet water quality standards. To restore water quality, pollutant levels have to be reduced to the TMDL amount. The Virginia Departments of Environmental Quality, Conservation and Recreation, and Health are working to identify the sources of pollution in the watersheds of these streams.

The public comment period on materials presented at this meeting will extend from March 19, 2013, to April 17, 2013. For additional information or to submit comments, contact Jennifer Howell, Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2111, or email jennifer.howell@deq.virginia.gov.

Additional information is also available on the DEQ website at www.deq.virginia.gov/tmdl.

Total Maximum Daily Loads for the South Mayo River, North Mayo River, Blackberry Creek, Smith River, Marrowbone Creek, and Leatherwood Creek

The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation (DCR) seek written and oral comments from interested persons on the development of an Implementation Plan (IP) for bacteria total maximum daily loads (TMDLs) on a 16.63 mile segment of the South Mayo River from Russell Creek to the Virginia-North Carolina state line, a 22.46 mile segment of the North

Mayo River from Laurel Branch and Polebridge Creek to Virginia-North Carolina state line, the entire 14.82 stretch of Blackberry Creek from its headwaters to the Smith River confluence, a 6.95 mile segment of Smith River from the mouth of Reed Creek to the backwaters of Martinsville Dam, a 13.77 mile segment of the Smith River from Martinsville Dam to the mouth of Turkey Pen Branch, a 4.33 mile segment of Marrowbone Creek from the Henry County PSA Wastewater Treatment Plant to the Smith River confluence, and a 8.34 mile segment of Leatherwood Creek from the Martinsville City intake to the Smith River confluence. These portions of the Dan River watershed are located in Patrick and Henry counties. The TMDL studies for these stream impairments were completed in January 2004 and April 2008 and can be found, respectively, in the Bacteria TMDL for South Mayo River Patrick County, Virginia study report (available at <http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/roankrvr/smayer.pdf>) and the Bacteria TMDL Development for the Dan River, Blackberry Creek, Byrds Branch, Double Creek, Fall Creek, Leatherwood Creek, Marrowbone Creek, North Fork Mayo River, South Fork Mayo River, Smith River, Sandy Creek, and Sandy River Watersheds study report (available at <http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/roankrvr/danec.pdf>).

Section 62.1-44.19:7 C of the Code of Virginia requires the development of an IP for approved TMDLs. The IP should provide measurable goals and the date of expected achievement of water quality objectives. The IP should also include the corrective actions needed and their associated costs, benefits, and environmental impacts.

The final public meeting for the development of the IP will be held on Thursday, March 28, 2013, at 6:30 p.m. at the Spencer Penn Centre, 475 Spencer Penn Road, Spencer, VA 24165. At this meeting, a draft of the implementation plan will be discussed and citizens will be able to offer input on and ask questions about the plan.

The 30-day public comment period on the information presented at the meeting will end on April 28, 2013. A fact sheet on the development of the IP is available upon request. Questions or information requests should be addressed to Heather Vereb Longo with the Virginia Department of Conservation and Recreation. Written comments and inquiries should include the name, address, and telephone number of the person submitting the comments and should be sent to Heather Vereb Longo, Department of Conservation and Recreation, 8 Radford Street, Suite 102-A, Christiansburg, VA 24073, email heather.vereb@dcr.virginia.gov, telephone (540) 394-2586.

DEPARTMENT OF HEALTH

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 Health, on behalf of the Board of Health, is conducting a periodic review of 12VAC5-11, Public Participation Guidelines.

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 March 11, 2013, and ends on April 1, 2013.

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 Joseph Hilbert, Director of Governmental and Regulatory Affairs, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7006, FAX (804) 864-7022, or email joe.hilbert@vdh.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.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Health has conducted a small business impact review of **12VAC5-220, Virginia Medical Facilities Certificate of Public Need Rules and Regulations**, and determined that this regulation should be retained in its current form. The Department of Health is publishing its report of findings dated December 5, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The certificate of public need (COPN) program is designed to promote comprehensive health planning to meet the health care needs of the public, while avoiding duplication of specified medical care facilities and services. Regulation is the tool used by state agencies to provide the necessary consistency for the COPN applicant, good cause petitioners,

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and state officials to measure the need for prescribed medical care facilities and services in Virginia. There are no comparable federal regulations; therefore, the regulation does not overlap, is not duplicative, and does not conflict with federal regulations. The regulation was last evaluated in 2008. Currently, the regulation meets the intent and purpose of the applicable state mandate. Repeal of the regulations can only be achieved through legislative action. The department will continue to monitor its effectiveness and will seek amendment of the regulation in the event such action is deemed warranted. Small businesses are not impacted by the regulation, unless they choose to offer one of the prescribed services or operate a medical care facility defined in the COPN law.

Contact Information: Carrie Eddy, Policy Analyst, Office of Licensure and Certification, Department of Health, 9960 Mayland Drive, Suite 401, Richmond, VA 23233, telephone (804) 367-2157, FAX (804) 527-4502, or email carrie.eddy@vdh.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Health has conducted a small business impact review of **12VAC5-408, Certificate of Quality Assurance of Managed Care Health Insurance Plan Licensees**, and determined that this regulation should be retained in its current form. The Department of Health is publishing its report of findings dated December 6, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The managed care health insurance plan (MCHIP) quality assurance certification program is designed to address the quality of care provided to persons covered by managed care health insurance plans. Regulation is the tool used by state agencies to provide the necessary consistency for both health insurance carriers and state officials to assess, measure, and improve the health status of covered persons. Last evaluated in 2008, the regulation still meets the intent and purpose of the state mandate. Repeal of the regulations can only be achieved through legislative action. The federal Affordable Care Act (ACA), enacted in 2010, provides regulations for those health insurance carriers opting to participate in the health benefit exchanges created by the ACA. However, Virginia has not yet established its framework or plan for meeting the federal mandate. The department will continue to monitor the MCHIP program and the ACA and will seek amendment of the regulation in the event such action is deemed warranted. Small businesses are not impacted unless they choose to enter the health insurance market and are subject to licensure under the Bureau of Insurance of the State Corporation Commission.

Contact Information: Carrie Eddy, Policy Analyst, Office of Licensure and Certification, Department of Health, 9960 Mayland Drive, Suite 401, Richmond, VA 23233, telephone

(804) 367-2157, FAX (804) 527-4502, or email carrie.eddy@vdh.virginia.gov.

MILK COMMISSION

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Department of Agriculture and Consumer Services has conducted a small business impact review of **2VAC15-20, Regulations for the Control and Supervision of Virginia's Milk Industry**, and determined that this regulation should be retained in its current form. The Department of Agriculture and Consumer Services is publishing its report of findings dated January 2, 2013, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

The agency believes there is a continued need for this regulation because the milk industry will continue to be regulated by either state or federal regulation. The Milk Commission's regulations are not in conflict with federal regulations but contribute to local needs that federal regulations would not address. The last regulatory review of this regulation occurred in 2003. Since the last regulatory review there has been no change in the accounting processes contained in the regulation, which is the substantial portion of the regulation. The economic impact on small business is considered minimal.

Contact Information: Rodney Phillips, Administrator, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-2013, FAX (804) 786-3779, or email rodney.phillips@vdacs.virginia.gov.

STATE BOARD OF SOCIAL SERVICES

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the State Board of Social Services has conducted a small business impact review of **22VAC40-12, Public Participation Guidelines**, and determined that this regulation should be retained in its current form. The State Board of Social Services is publishing its report of findings dated December 13, 2012, to support this decision in accordance with § 2.2-4007.1 G of the Code of Virginia.

There is a continued need for this regulation, as it is mandated by legislation. The single comment received during the public comment period does not relate to this regulation. The regulation does not conflict with federal or state law or regulation. It was established in 2008 and is a model regulation for state agencies. The area affected by the regulation has not been impacted by technology or economic conditions since it was established. The regulation has a positive impact on small businesses, in that it promotes public involvement in the regulatory process.

Contact Information: Karin Clark, Regulatory Coordinator, 801 East Main Street, Richmond, VA 23219, telephone (804) 726-7017, FAX (804) 726-7906, or email address: karin.clark@dss.virginia.gov.

STATE WATER CONTROL BOARD

Proposed Consent Order for Town of Middleburg

An enforcement action has been proposed for the Town of Middleburg for violations of the State Water Control Law and Regulations in Loudoun County at the Town of Middleburg Wastewater Treatment Plant and its associated collection system. The consent order describes a settlement to resolve violations of Virginia Pollutant Discharge Elimination System Permit No. VA0024775. 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 March 12, 2013, through April 11, 2013.

Proposed Consent Special Order for County of Powhatan

An enforcement action has been proposed for the County of Powhatan for alleged violations that occurred at the County of Powhatan's Dutoy Creek Wastewater Treatment Plant, Powhatan, Virginia. The State Water Control Board proposes to issue a consent special order to the County of Powhatan 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. Cynthia Akers will accept comments by email at cynthia.akers@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 March 11, 2013, to April 12, 2013.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Contact Information: *Mailing Address:* Virginia Code Commission, General Assembly Building, 201 North 9th Street, 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/>.

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 use the Regulation Information System (RIS) to file regulations and related items for publication in the *Virginia Register of Regulations*. The Registrar's office works 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.

