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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; (ii) 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 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, the 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 18 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. 34:8 VA.R. 763-832 December 11, 2017, refers to Volume 34, Issue 8, pages 763 through 832 of the Virginia Register issued on December 11, 2017.

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, Chair; James A. “Jay” Leftwich, Vice Chair; Ryan T. McDougle; Rita Davis; Leslie L. Lilley; E.M. Miller, Jr.; Thomas M. Moncure, Jr.; Christopher R. Nolen; Charles S. Sharp; Samuel T. Towell; Mark J. Vucci.

Staff of the Virginia Register: Karen Perrine, Registrar of Regulations; Anne Bloomsburg, Assistant Registrar; Nikki Clemons, Regulations Analyst; Rhonda Dyer, Publications Assistant; Terri Edwards, Senior Operations Staff Assistant.
**PUBLICATION SCHEDULE AND DEADLINES**

This schedule is available on the Virginia Register of Regulations website (http://register.dls.virginia.gov).

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**March 2019 through April 2020**

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

**TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING**

**BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

**Initial Agency Notice**

**Title of Regulation:** 18VAC65-20. Regulations of the Board of Funeral Directors and Embalmers.

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

**Name of Petitioner:** Ross Miller.

**Nature of Petitioner's Request:** For the board to establish clear processes and guidance for the compelling disclosure of information when a board investigation identifies potential Class I misdemeanors.

**Agency Plan for Disposition of Request:** The petition will be published on February 18, 2019, in the Virginia Register of Regulations and also posted on the Virginia Regulatory Town Hall at [http://www.townhall.virginia.gov](http://www.townhall.virginia.gov) to receive public comment ending March 20, 2019. Following receipt of all comments on the petition to amend regulations, the board will decide whether to make any changes to the regulatory language. This matter will be on the board's agenda for its first meeting after the comment period, which is scheduled for April 16, 2019.

**Public Comment Deadline:** March 20, 2019.

**Agency Contact:** Elaine J. Yeatts, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4479, or email elaine.yeatts@dhp.virginia.gov.

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**TITLE 24. TRANSPORTATION AND MOTOR VEHICLES**

**COMMISSION ON THE VIRGINIA ALCOHOL SAFETY ACTION PROGRAM**

**Initial Agency Notice**

**Title of Regulation:** 24VAC35-30. VASAP Case Management Policy and Procedure Manual.

**Statutory Authority:** §§ 18.2-271.1 and 18.2-271.2 of the Code of Virginia.

**Name of Petitioner:** Cynthia Ellen Hites.

**Nature of Petitioner's Request:** "I, Cynthia Ellen Hites, as a citizen of the Commonwealth of Virginia, pursuant to § 2.2-4007 of the Code of Virginia, do humbly submit this petition for the following amendment to Virginia Administrative Code 24VAC35-30-150 (VASAP Policy and Procedures Manual). Currently, the law states the following: Section 150, Paragraph A: 'Noncompliance reporting. When the offender has been deemed noncompliant by the case manager, that case manager, within five working days, shall notify in writing the referring court or agency and the offender.' As of now, no penalty exists to the caseworker for breech of this law. With no adverse effect to the caseworker, or ASAP director, respectively, for failing to fulfill their duties, ASAP caseworkers can effectively operate with impunity regarding the time allotted them to notify [the] offender and court of noncompliance. There are no penalties established for the incidences of caseworker error or malfeasance that result in restart of [an] ignition interlock sentence, or force [the] offender to reappear in court to face further punishment. I propose the following language be adopted, in lieu of the current: 'A. Noncompliance reporting. When the offender has been deemed noncompliant by the case manager, that case manager, within five working days, shall notify in writing the referring court or agency and the offender. If [the] caseworker fails to notify in writing both parties, within five working days, the instance of noncompliance shall not be considered, and the offender shall incur no penalty.'"

**Agency Plan for Disposition of Request:** The petitioner's request will be considered by the Commission on the Virginia Alcohol Safety Action Program at its June 7, 2019, meeting.

**Public Comment Deadline:** May 30, 2019.

**Agency Contact:** Richard Foy, Field Services Specialist, Commission on the Virginia Alcohol Safety Action Program, 701 East Franklin Street, Suite 1110, Richmond, VA 23219, telephone (804) 786-5895, or email rfoy@vasap.virginia.gov.
TITLE 9. ENVIRONMENT

STATE WATER CONTROL BOARD
Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the State Water Control Board intends to consider amending 9VAC25-115, General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Seafood Processing Facilities. The purpose of the proposed action is to amend and reissue the existing general permit that expires on July 23, 2021. This general permit regulation establishes limitations, monitoring requirements, and other special conditions for point source discharge of seafood processing wastewater from seafood processing facilities, including seafood processing sites operating under Standard Industrial Classification codes 2091 and 2092 (Canned and Cured Fish and Seafood and Prepared Fish or Frozen Fish and Seafoods), to surface waters in order to maintain surface water quality. Issues that may need to be addressed include (i) updating the stormwater management requirements, (ii) determining whether other types of seafood processing or any total maximum daily load requirements need to be added to the general permit, and (iii) determining whether the operations and maintenance manual should address shellfish cage cleaning. Amendments may be identified following the submission of public comments on this notice and by the technical advisory committee during consideration of this general permit regulation.

In addition, pursuant to Executive Order 14 (as amended, July 16, 2018) and § 2.2-4007.1 of the Code of Virginia, the State Water Control Board is conducting a periodic review and small business impact review of this regulation 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; (ii) minimizes the economic impact on small businesses 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.


Public Comment Deadline: March 20, 2019.

Agency Contact: Elleanore Daub, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4111, FAX (804) 698-4032, or email elleanore.daub@deq.virginia.gov.


TITLE 11. GAMING

VIRGINIA RACING COMMISSION
Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Virginia Racing Commission intends to consider promulgating 11VAC10-47, Historical Horse Racing. The purpose of the proposed action is to implement the provisions of Chapter 811 of the 2018 Acts of Assembly, which authorizes historical horse racing at facilities licensed by the Virginia Racing Commission. The proposed regulations will address the requirements for an entity licensed to conduct pari-mutuel wagering on historical horse racing, including (i) the location and hours of operation, (ii) types and specifications of the terminals to be utilized, (iii) accounting and auditing, (iv) permits required for licensee employees, (v) simulcast operations, (vi) annual reporting, and (vii) implementation by a licensee of a program to promote responsible gaming and the program's minimum requirements.

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


Public Comment Deadline: March 20, 2019.

Agency Contact: Kimberly Mackey, Regulatory Coordinator, Virginia Racing Commission, 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250, telephone (804) 966-7406, or email kimberly.mackey@vrc.virginia.gov.

VA.R. Doc. No. R19-5684; Filed February 6, 2019, 9:58 a.m.
TITLE 4. CONSERVATION AND NATURAL RESOURCES

BOARD OF GAME AND INLAND FISHERIES

Final Regulation

REGISTRAR’S NOTICE: The Board of Game and Inland Fisheries is claiming an exemption from the Administrative Process Act pursuant to § 2.2-4002 A 3 of the Code of Virginia when promulgating regulations regarding the management of wildlife.

Title of Regulation: 4VAC15-360. Fish: Aquatic Invertebrates, Amphibians, Reptiles, and Nongame Fish (amending 4VAC15-360-30).


Effective Date: March 1, 2019.

Agency Contact: Aaron Proctor, Regulations Coordinator, Department of Game and Inland Fisheries, 7870 Villa Park Drive, Suite 400, Henrico, VA 23228, telephone (804) 367-8341, or email aaron.proctor@dgif.virginia.gov.

Summary:

The amendments address snapping turtle population reduction concerns occurring from unregulated harvest by capping annual permit issuance, number of traps per permit, and minimum carapace (shell) length and imposing other conditions intended to keep the statewide harvest of breeding adults at or below 50,000 pounds annually to assure population viability while providing for regulated commercial harvest, including a Virginia residency requirement intended to buffer market-driven impacts when out-of-state commercial harvesters have accounted for as much as 70% of statewide harvests annually due to high market demands.

4VAC15-360-30. Taking of snapping turtles, crayfish and hellgrammites for sale.

A. It shall only be lawful to take and sell snapping turtles and hellgrammites with a Permit to Collect and Sell Snapping Turtles and Hellgrammites or a Permit to Hold and Sell Certain Wildlife under such restrictions and conditions as the board may prescribe. The director may issue, deny, modify, suspend, or revoke a Permit to Collect and Sell Snapping Turtles and Hellgrammites. Such permits shall be valid prohibited by state or federal law or regulation. To be eligible to harvest snapping turtles, an applicant must be a Virginia resident and submit an annual report.

1. It shall be unlawful to harvest any snapping turtle with less than a 13-inch curved carapace length.

2. It shall be unlawful to harvest snapping turtles from October 1 through May 31.

3. It shall be unlawful for permit holders to take any species other than snapping turtles.

4. The department will issue a maximum of 25 permits per year. No more than one individual residing at a single address may be issued a permit. Permits are not transferable.

5. It shall be unlawful to operate more than 20 traps per permit. The permit number or name and address of the permit holder shall be marked on all traps.

6. Hoop nets or similar homemade traps shall be the only lawful form of trapping snapping turtles. Hoop nets or other traps shall not exceed six feet in length with a throat opening that does not exceed 36 inches.

7. Permit holders must check all traps at least once each day and remove all captured animals.

8. Permit applications will be issued in the order received, to the maximum annual number.

9. Failure to comply with the harvest and sales reporting requirements as detailed in conditions of the permit shall be unlawful and may result in immediate permit revocation and loss of harvest privileges for a minimum of one year.

10. It shall be the permit holder’s responsibility to report “no activity” when no activity occurs during the permit period.

B. It shall only be lawful to take and sell hellgrammites with a Permit to Collect and Sell Snapping Turtles and Hellgrammites or a Permit to Hold and Sell Certain Wildlife under such restrictions and conditions as the board may prescribe.

C. It shall be lawful to hold and sell crayfish with a Permit to Hold and Sell Certain Wildlife under such restrictions as the board may prescribe.

V.A.R. Doc. No. R19-5773; Filed January 29, 2019, 11:25 a.m.


Effective Date: March 1, 2019.

Agency Contact: Aaron Proctor, Regulations Coordinator, Department of Game and Inland Fisheries, 7870 Villa Park Drive, Suite 400, Henrico, VA 23228, telephone (804) 367-8341, or email aaron.proctor@dgif.virginia.gov.

Summary:

The amendments (i) increase registration and titling fees and (ii) set out titling fees that previously were not included in the regulation.

4VAC15-380-120. Certificate of registration and titling fees.

A. The following fees shall be paid by applicants for certificates of registration:

- For a motorboat under 16 feet
- For a motorboat 16 feet to less than 20 feet
- For a motorboat 20 feet to less than 40 feet
- For a motorboat 40 feet and over
- For first 10 actively registered motorboats by the same owner
- For more than 10 actively registered motorboats by the same owner
- For a duplicate certificate of registration and/or decal

B. The following fees shall be paid by applicants for certificates of title:

- Titling fee
- Duplicate title
- Change of motor on title
- Record supplemental lien on previously titled watercraft

Purpose: The proposed regulatory action is necessary to fulfill the General Assembly’s directive that regulations be developed in accordance with the 2014 recommendation of the Virginia Commission on Youth that certain principles contained in the Fifteen Principles contained in the U.S. Department of Education’s Restraint and Seclusion: Resource Document; (ii) include definitions, criteria for use, restrictions for use, training requirements, notification requirements, reporting requirements, and follow-up requirements; and (iii) address distinctions, including distinctions in emotional and physical development, between (a) the general student population and the special education student population and (b) elementary school students and secondary school students.

Title of Regulation: 8VAC20-750. Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia (adding 8VAC20-750-5 through 8VAC20-750-110).


Public Hearing Information:

March 21, 2019 - 12 noon - James Monroe Building, 101 North 14th Street, 22nd Floor, Conference Room, Richmond, VA 23219. The public hearing will begin immediately following adjournment of the Board of Education business meeting.

Public Comment Deadline: April 19, 2019.

Agency Contact: Emily V. Webb, Director for Board Relations, Department of Education, James Monroe Building, 101 North 14th Street, 25th Floor, Richmond, VA 23219, telephone (804) 225-2924, FAX (804) 225-2524, or email emily.webb@doe.virginia.gov.
restraining students, in the interest of protecting both students and school personnel from harm.

Substance: The regulation governs the use of seclusion and restraint utilized for the purpose of behavioral intervention in the schools of the Commonwealth of Virginia.

To comply with the proposed regulation, school personnel must first determine whether the action constitutes restraint or seclusion as those terms are defined in 8VAC20-750-10. If the action does not meet the definition, or if the action falls under any of the "does not include" portions of the definitions in 8VAC20-750-10, then school personnel may act within their reasonable discretion. If the action falls within the definition of restraint or seclusion, it may be used, but only under the circumstances described in 8VAC20-750-40 and 8VAC20-750-50, and the action is subject to the other requirements of this chapter. In addition, 8VAC20-750-30 identifies certain practices that constitute restraint or seclusion that may be detrimental to the health, safety, or dignity of the student and that may never be used by school personnel.

Issues: The primary advantage to the public, specifically students and parents, will be a lessened risk of injury or other trauma, increased communication with parents, and more proactive consideration and implementation of positive behavioral interventions. The primary advantage to the agency is the ability to collect additional data regarding behavioral interventions in school settings.

The primary disadvantage to the regulated community, that is, school divisions within the Commonwealth, is the cost of providing training and the time required to report and debrief. Staff has identified no other disadvantages to the proposed regulation. School divisions will benefit from having trained personnel and from evidence-based positive behavioral interventions.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Amendments to Regulation. Pursuant to Chapter 142 of the 2015 Acts of the General Assembly,1 the Board of Education (Board) proposes to promulgate regulations on the use of seclusion and restraint in public elementary and secondary schools in the Commonwealth. Seclusion and restraint are not currently addressed in Board regulations.

Result of Analysis. The benefits likely exceed the costs for most proposed amendments.

Estimated Economic Impact.

Legislation and Regulation: The legislation specifies that:

"The Board shall adopt regulations on the use of seclusion and restraint in public elementary and secondary schools in the Commonwealth that (i) are consistent with its Guidelines for the Development of Policies and Procedures for Managing Student Behavior in Emergency Situations2 and the Fifteen Principles contained in the U.S. Department of Education's Restraint and Seclusion: Resource Document3; (ii) include definitions, criteria for use, restrictions for use, training requirements, notification requirements, reporting requirements, and follow-up requirements; and (iii) address distinctions, including distinctions in emotional and physical development, between (a) the general student population and the special education student population and (b) elementary school students and secondary school students."

In order to address the requirements of the legislation, the Board's proposed regulation defines what constitutes seclusion and physical restraint, as well as mechanical restraint, pharmacological restraint, and aversive stimuli. The proposed regulation bans the use of mechanical restraints, pharmacological restraints, and aversive stimuli, and describes the conditions under which it is permissible for a student to be restrained or secluded. The regulation also provides for notification and reporting to parents, for debriefing with staff and the student following incidents, and for follow-up when a student has been restrained or secluded more than twice during the course of a school year. In addition, the regulation also provides for reporting to the Virginia Department of Education (VDOE). The regulation also requires local school divisions to adopt policies and procedures regarding the use of seclusion and restraint. Finally, the regulation requires that all school personnel be trained in techniques for avoiding the use of seclusion and restraint and that school personnel who work with students who are likely to be restrained or secluded must receive additional training on safe methods for restraining or secluding a student.

Benefits: In a 2009 report4 prepared for presentation to the U.S. House of Representatives' Committee on Education and Labor, the U.S. Government Accountability Office (GAO) identified several hundred cases of alleged abuse, including deaths that were related to the use of restraint or seclusion of children in public and private schools. The GAO observed that problems with untrained or poorly trained staff were often related to many instances of alleged abuse. The proposed required training and the banning of the use of mechanical restraints, pharmacological restraints, and aversive stimuli should help reduce the frequency and the magnitude of harm to students from seclusion and restraint. The proposed requirements for notification and reporting to parents and VDOE should help parents and state authorities be better informed. Better data may help state authorities make better-informed policy decisions.

Costs: The primary costs associated with the proposed regulation are associated with the training requirements. Through contact with training programs, VDOE has estimated that the average training program lasts three days and charges $2,328 per person. The requirements would apply to 2,112 public schools, and
assuming that there would be three employees to be trained at each school, the estimated direct cost for training statewide would be $14,748,941. During the three days away for training, the schools would need to employ substitutes. The estimated statewide cost for substitutes is $601,920. Beyond training, the proposed regulation also requires that additional staff time be spent on notifications, reporting and debriefing.

**Businesses and Entities Affected.** The proposed amendments potentially affect the more than 1,286,000 students in the Commonwealth's K through 12 public schools, the 132 local school divisions, and the Virginia Department of Education.

**Localities Particularly Affected.** The proposed amendments do not disproportionately affect particular localities.

**Projected Impact on Employment.** The proposed requirements that all school personnel be trained in techniques for avoiding the use of seclusion and restraint, and that school personnel who work with students who are likely to be restrained or secluded must receive additional training on safe methods for restraining or secluding a student, may increase employment at firms that supply such training.

**Effects on the Use and Value of Private Property.** The proposed training requirements may increase the value of firms that provide such training.

**Real Estate Development Costs.** The proposed amendments do not affect real estate development costs.

**Small Businesses:**

Definition. Pursuant to § 2.2-4007.04 of the Code of Virginia, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than $6 million."

**Costs and Other Effects.** The proposed regulation does not introduce costs for small businesses. Small firms that provide training on safe methods for restraining or secluding a student would benefit from the proposed regulation.

**Alternative Method that Minimizes Adverse Impact.** The proposed amendments do not adversely affect small businesses.

**Adverse Impacts:**

**Businesses.** The proposed amendments do not adversely affect businesses.

**Localities.** The proposed training requirements increase costs for local school divisions.

**Other Entities.** The proposed amendments do not adversely affect other entities.

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1See http://www.doe.virginia.gov/support/student_conduct/guidelines_managing_behaviors_emergency.pdf


3See https://www.gao.gov/assets/130/122526.pdf

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

**Summary:**

Chapter 142 of the 2015 Acts of Assembly enacted § 22.1-279.1:1 of the Code of Virginia, which requires that the State Board of Education adopt regulations on the use of seclusion and restraint in Virginia primary and secondary schools. The resulting proposed regulation (i) defines what constitutes seclusion and physical restraint, as well as mechanical restraints, pharmacological restraints, and aversive stimuli; (ii) bans the use of mechanical restraints, pharmacological restraints, and aversive stimuli; (iii) describes the conditions under which it is permissible for a student to be restrained or secluded; (iv) provides for notification and reporting to parents, for debriefing with staff and the student following incidents, and for follow-up when a student has been restrained or secluded more than twice during the course of a school year; (v) provides for reporting to the Virginia Department of Education; (vi) requires local school divisions to adopt policies and procedures regarding the use of seclusion and restraint; and (vii) requires that all school personnel be trained in techniques for avoiding the use of seclusion and restraint and that school personnel who work with students who are likely to be restrained or secluded must receive additional training on safe methods for restraining or secluding a student.
described in 8VAC20-750-40 and 8VAC20-750-50, and is subject to the other requirements of this chapter.

C. 8VAC20-750-30 identifies certain practices that constitute restraint or seclusion that may be detrimental to the health, safety, or dignity of the student and that may never be used by school personnel.

8VAC20-750-10. Definitions related to permitted and prohibited actions.

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

"Aversive stimuli" means interventions that are intended to induce pain or discomfort to a student for the purposes of punishing the student or eliminating or reducing maladaptive behaviors, such as:

1. Noxious odors and tastes;
2. Water and other mists or sprays;
3. Blasts of air;
4. Corporal punishment as defined in § 22.1-279.1 of the Code of Virginia;
5. Verbal and mental abuse;
6. Forced exercise when:
   a. The student's behavior is related to the student's disability;
   b. The exercise would have a harmful effect on the student's health; or
   c. The student's disability prevents participation in such activities; or
7. Deprivation of necessities, including:
   a. Food and liquid at a time it is customarily served;
   b. Medication; or
   c. Use of the restroom.

"Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline.

"Mechanical restraint" means the use of any material, device, or equipment to restrict a student's freedom of movement. The term "mechanical restraint" does not include the devices implemented by trained school personnel or used by a student that have been prescribed by an appropriate medical or related service professional and are used with parental consent and for the specific and approved purposes for which such devices were designed, such as:

1. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
2. Vehicle restraints, including seat belts, when used as intended during the transport of a student in a moving vehicle;
3. Restraints for medical immobilization;
4. Orthopedically prescribed devices that permit a student to participate in activities without risk of harm; or
5. High chairs and feeding stations used for age or developmentally appropriate students.

"Pharmacological restraint" means a drug or medication used on a student to control behavior or restrict freedom of movement that is not (i) prescribed by a licensed physician or other qualified health professional under the scope of the professional's authority; (ii) administered as prescribed by a licensed physician or other qualified health professional acting under the scope of the professional's authority.

"Physical restraint" means a personal restriction that immobilizes or reduces the ability of a student to move freely. The term "physical restraint" does not include (i) briefly holding a student to calm or comfort the student; (ii) holding a student's hand or arm to escort the student safely from one area to another; or (iii) the use of incidental, minor, or reasonable physical contact or other actions designed to maintain order and control.

"Restraint" means mechanical restraint, physical restraint, or pharmacological restraint.

"Seclusion" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Provided that no such room or space is locked, the term "seclusion" does not include (i) time-out, as defined in this chapter; (ii) in-school suspension; (iii) detention; (iv) student-requested breaks in a different location in the room or in a separate room; (v) removal of a student for a short period of time from the room or a separate area of the room to provide the student with an opportunity to regain self-control, so long as the student is in a setting from which the student is not physically prevented from leaving; (vi) removal of a student for disruptive behavior from a classroom by the teacher as provided in § 22.1-276.2 of the Code of Virginia; or (vii) confinement of a student alone in a room or area from which the student is physically prevented from leaving during the investigation and questioning of the student by school personnel regarding the student's knowledge of or participation in events constituting a violation of the code of student conduct, such as a physical altercation, or an incident involving drugs or weapons.
"Time-out" means a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

8VAC20-750-20. General definitions.

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

"Behavioral intervention plan" or "BIP" means a plan that utilizes positive behavioral interventions and supports to address (i) behaviors that interfere with a student's learning or that of others or (ii) behaviors that require disciplinary action.

"Board" means the Virginia Board of Education.

"Business day" means Monday through Friday, 12 months of the year, exclusive of federal and state holidays (unless holidays are specifically included in the designation of business days).

"Chapter" means these regulations, that is, Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia, 8VAC20-750.

"Calendar days" means consecutive days, inclusive of Saturdays and Sundays. Whenever any period of time fixed by this chapter expires on a Saturday, Sunday, federal holiday, or state holiday, the period of time for taking such action shall be extended to the next day that is not a Saturday, Sunday, federal holiday, or state holiday.

"Child with a disability" or "student with a disability" means a public elementary or secondary school student evaluated in accordance with the provisions of 8VAC20-81 as having an intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disability (referred to in 8VAC20-81 as an emotional disability), an orthopedic impairment, autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities who, by reason thereof, requires special education and related services. This also includes developmental delay if the school division recognizes this category as a disability under 8VAC20-81-80 M 3. If it is determined through an appropriate evaluation that a child has one of the disabilities identified but only needs related services and not special education, the child is not a child with a disability under 8VAC20-81. If the related service required by the child is considered special education rather than a related service under Virginia standards, the child would be determined to be a child with a disability. As used in this chapter, the disability categories set forth in this definition and the terms "special education" and "related services" shall have the meanings set forth in 8VAC20-81-10.

"Day" means calendar day unless otherwise designated as business day or school day.

"Department" means the Virginia Department of Education.

"Evaluation" means procedures used in accordance with 8VAC20-81 to determine whether a child has a disability and the nature and extent of the special education and related services the child needs.

"Functional behavioral assessment" or "FBA" means a process to determine the underlying cause or functions of a student's behavior that impede the learning of the student or the learning of the student's peers. A functional behavioral assessment may include a review of existing data or new testing data or evaluation as determined as set forth in 8VAC20-750-70.

"Individualized education program" or "IEP" means a written statement for a child with a disability that is developed, reviewed, and revised at least annually in a team meeting in accordance with the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8VAC20-81). The IEP specifies the individual educational needs of the child and what special education and related services are necessary to meet the child's educational needs.

"Individualized education program team" or "IEP team" means a group of individuals described in 8VAC20-81-110 that is responsible for developing, reviewing, or revising an IEP for a child with a disability.

"School day" means any day, including a partial day, that students are in attendance at school for instructional purposes. The term has the same meaning for all students in school, including students with and without disabilities.

"School personnel" means individuals employed by the school division on a full-time or part-time basis or as independent contractors or subcontractors as instructional, administrative, and support personnel and include individuals serving as a student teacher or intern under the supervision of appropriate school personnel.

"Section 504 plan" means a written plan of modifications and accommodations under Section 504 of the Rehabilitation Act of 1973 (29 USC § 794).

"Student" means any student, with or without a disability, enrolled in a public elementary or secondary school as defined in § 22.1-1 of the Code of Virginia.

1. For purposes of this chapter, the term "student" shall also include those students (i) attending a public school on a less-than-full-time basis, such as those students identified in § 22.1-253.13:2 N of the Code of Virginia; (ii) receiving homebound instruction pursuant to 8VAC20-131-180 and as defined in 8VAC20-81-10, without regard to special education status; (iii) receiving home-based instruction pursuant to 8VAC20-81-10; and (iv) who are preschool students enrolled in a program operated by a school division or receiving services from school personnel.
2. As used in this chapter, "student" shall not include children meeting compulsory attendance requirements of § 22.1-254 of the Code of Virginia by (i) enrollment in private, denominational, or parochial schools; (ii) receipt of instruction by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the relevant division superintendent; or (iii) receipt of home instruction pursuant to § 22.1-254 of the Code of Virginia. With regard to restraint and seclusion, students placed through public or private means in a private day or residential school for students with disabilities shall be afforded the protections set forth in 8VAC20-671.

8VAC20-750-30. Prohibited actions.

A. The following actions are prohibited in the public elementary and secondary schools in the Commonwealth of Virginia:

1. Use of mechanical restraints.
2. Use of pharmacological restraints.
3. Use of aversive stimuli.
4. Use of restraint or seclusion in any manner that restricts a student's breathing or harms the student.
5. Use of physical restraint or seclusion as (i) punishment or discipline; (ii) a means of coercion or retaliation; (iii) a convenience; (iv) to prevent property damage, or in any manner other than as provided in 8VAC20-750-40 and 8VAC20-750-50.
6. Use of corporal punishment.
7. Use of seclusion rooms or freestanding units not meeting the standards set forth in this chapter.
8. Use of restraint or seclusion when medically or psychologically contraindicated as stated in documentation by the IEP team, the student's Section 504 team, school professionals, or by a licensed physician, psychologist, or other qualified health professional under the scope of the professional's authority.

B. Nothing in this section shall be construed to prohibit physical restraint or seclusion under the conditions outlined in 8VAC20-750-40 and 8VAC20-750-50.

8VAC20-750-40. Use of physical restraint and seclusion.

A. Nothing in this chapter shall be construed to require a school division to employ physical restraint or seclusion in its schools. School divisions electing to use physical restraint and seclusion shall comply with the requirements of this chapter.

B. School personnel may implement physical restraint or seclusion only when other interventions are or would be, in the reasonable judgment of the particular school personnel implementing physical restraint or seclusion in an emergency situation, ineffective and only to:

1. Prevent a student from inflicting serious physical harm or injury to self or others;
2. Quell a disturbance or remove a student from the scene of a disturbance in which such student's behavior or damage to property threatens serious physical harm or injury to persons;
3. Defend self or others from serious physical harm or injury;
4. Obtain possession of controlled substances or paraphernalia that are upon the person of the student or within the student's control; or
5. Obtain possession of weapons or other dangerous objects that are upon the person of the student or within the student's control.

C. Physical restraint and seclusion shall be discontinued as soon as the imminent risk of serious physical harm or injury to self or others presented by the emergency situation has dissipated.

D. Nothing in this section shall be construed to require school personnel to attempt to implement a less restrictive intervention prior to using physical restraint or seclusion when, in the reasonable judgment of the school personnel in an emergency situation, a less restrictive intervention would be ineffective.

E. Unless a student's damage to property creates an imminent risk of serious physical harm or injury to the student or others, the damage of property does not itself indicate an imminent risk of serious physical harm or injury and shall not be the justification for the restraint or seclusion of a student.

F. Any incident involving physical restraint or seclusion in any of the circumstances described in this section shall be subject to the requirements of 8VAC20-750-50 through 8VAC20-750-100.

8VAC20-750-50. Seclusion; standards for use.

A. School divisions electing to use seclusion as permitted by this chapter shall meet the following structural and physical standards for rooms designated by the school to be used for seclusion:

1. Any seclusion room or area shall be free of any objects or physical features that may cause injury to the student.
2. Any seclusion room or area shall be of sufficient dimensions and shall have sufficient lighting, heating, cooling, and ventilation to comport with the dignity and safety of the student.
3. Windows in the seclusion room shall be constructed to minimize breakage and otherwise prevent the occupant from harming himself.

4. All space in the seclusion room shall be visible through the door, either directly or by mirrors.

B. School divisions electing to use seclusion as authorized by this chapter shall provide for the continuous visual monitoring of any seclusion, either by the presence of school personnel in the seclusion room or area or observation by school personnel through a window, viewing panel, or half-door.

C. School divisions electing to use seclusion as authorized by this chapter shall include within their local policies and procedures provisions that address the appropriate use and duration of seclusion based upon the age and development of the student.

8VAC20-750-60. Notification and reporting.

A. When any student has been physically restrained or secluded:
   1. The school personnel involved shall report the incident and the use of any related first aid to the school principal or the principal's designee as soon as possible by the end of the school day in which the incident occurred; and
   2. The school principal or the principal's designee, or other school personnel shall make a reasonable effort to ensure that direct contact is made with the student's parent, either in person or through telephone conversation, or other means of communication authorized by the parent, such as email, to notify the parent of the incident and any related first aid on the day the incident occurred.

B. When any student has been physically restrained or secluded after the regular school day, the notifications required by subsection A of this section shall be made as soon as practicable in compliance with the school division's school crisis, emergency management, and medical emergency response plan required by § 22.1-279.8 of the Code of Virginia.

C. As soon as practicable, but no later than two school days after an incident in which physical restraint or seclusion has been implemented, the school personnel involved in the incident or other school personnel, as may be designated by the principal, shall complete and provide to the principal or the principal's designee a written incident report. The school division shall provide the parent with a copy of the incident report within seven calendar days of the incident.

   The written incident report shall contain information sufficient to inform the parent about the incident. Such information would typically include the following:
   1. Student name, age, gender, grade, and ethnicity;

   2. Location of the incident;

   3. Date, time, and total duration of incident, including documentation of the beginning and ending time of each application of physical restraint or seclusion;

   4. Date of report;

   5. Name of person completing the report;

   6. School personnel involved in the incident, their roles in the use of physical restraint or seclusion, and documentation of their completion of the division's training program;

   7. Description of the incident, including the resolution and process of return of the student to the student's educational setting, if appropriate;

   8. Detailed description of the physical restraint or seclusion method used;

   9. Student behavior that justified the use of physical restraint or seclusion;

   10. Description of prior events and circumstances prompting the student's behavior, to the extent known;

   11. Less restrictive interventions attempted prior to the use of physical restraint or seclusion, and an explanation if no such interventions were employed;

   12. Whether the student has an IEP, a Section 504 plan, a BIP, or other plan;

   13. If a student, school personnel, or any other individual sustained bodily injury, the date and time of nurse or emergency response personnel notification and the treatment administered, if any;

   14. Date, time, and method of parental notification of the incident, as required by this section; and

   15. Date, time, and method of school personnel debriefing.

D. Following an incident of physical restraint or seclusion, the school division shall ensure that, within two school days, the principal or the principal's designee reviews the incident with all school personnel who implemented the use of physical restraint or seclusion to discuss:

   1. Whether the use of restraint or seclusion was implemented in compliance with this chapter and local policies; and

   2. How to prevent or reduce the future need for physical restraint or seclusion.

E. As appropriate, depending on the student's age and developmental level, following each incident of physical restraint or seclusion the school division shall ensure that, as soon as practicable, but no later than two school days or upon the student's return to school, the principal or the principal's
designee shall review the incident with the student involved to discuss:

1. Details of the incident in an effort to assist the student and school personnel in identifying patterns of behaviors, triggers, or antecedents; and

2. Alternative positive behaviors or coping skills the student may utilize to prevent or reduce behaviors that may result in the application of physical restraint or seclusion.

F. The principal or the principal's designee shall regularly review the use of physical restraint or seclusion to ensure compliance with school division policy and procedures. When there are multiple incidents within the same classroom or by the same individual, the principal or the principal's designee shall take appropriate steps to address the frequency of use.

8VAC20-750-70. School division policies and procedures.

A. Each school division that elects to use physical restraint or seclusion shall develop and implement written policies and procedures that meet or exceed the requirements of this chapter and that include, at a minimum, the following:

1. A statement of intention that the school division will encourage the use of positive behavioral interventions and supports to reduce and prevent the need for the use of physical restraint and seclusion.

2. Examples of the positive behavioral interventions and support strategies consistent with the student's rights to be treated with dignity and to be free from abuse that the school division uses to address student behavior, including the appropriate use of effective alternatives to physical restraint and seclusion.

3. A description of initial and advanced training for school personnel that addresses (i) appropriate use of effective alternatives to physical restraint and seclusion and (ii) the proper use of restraint and seclusion.

4. A statement of the circumstances in which physical restraint and seclusion may be employed, which shall be no less restrictive than that set forth in 8VAC20-750-40 and 8VAC20-750-50.

5. Provisions addressing the:
   a. Notification of parents regarding incidents of physical restraint or seclusion, including the manner of such notification;
   b. Documentation of the use of physical restraint and seclusion;
   c. Continuous visual monitoring of the use of any physical restraint or seclusion to ensure the appropriateness of such use and the safety of the student being physically restrained or secluded, other students, school personnel, and others. These provisions shall include exceptions for emergency situations in which securing visual monitoring before implementing the physical restraint or seclusion would, in the reasonable judgment of the school personnel implementing the physical restraint or seclusion, result in serious physical harm or injury to persons; and
   d. Securing of any room in which a student is placed in seclusion. These provisions shall ensure that any seclusion room or area meet specifications for size and viewing panels that ensure the student's safety at all times, including during a fire or other emergency, as required by this chapter.

B. School divisions utilizing school resource officers shall enter into a memorandum of understanding with local law enforcement addressing the use of seclusion and restraint by law enforcement personnel in school settings.

C. Each school division shall review its policies and procedures regarding physical restraint and seclusion at least annually and shall update these policies and procedures as appropriate. In developing, reviewing, and revising its policies, school divisions shall consider the distinctions in emotional and physical development between elementary and secondary students and between students with and without disabilities.

D. Consistent with § 22.1-253.13:7 of the Code of Virginia, a current copy of a school division's policies and procedures regarding restraint and seclusion shall be posted on the school division's website and shall be available to school personnel and to the public. School boards shall ensure that printed copies of such policies and procedures are available as needed to citizens who do not have online access.

E. In developing their policies and procedures, school divisions shall give due consideration to practices that encourage parent involvement and collaboration with regard to these matters.

8VAC20-750-80. Prevention; multiple uses of restraint or seclusion.

A. In the initial development and subsequent review and revision of a student's IEP or Section 504 plan, the student's IEP or Section 504 team shall consider whether the student displays behaviors that are likely to result in the use of physical restraint or seclusion. If the IEP or Section 504 team determines that future use is likely, the team shall consider, among other things, the need for (i) an FBA; (ii) a new or revised BIP that addresses the underlying causes or purposes of the behaviors as well as de-escalation strategies, conflict prevention, and positive behavioral interventions; (iii) any new or revised behavioral goals; and (iv) any additional evaluations or reevaluations.

Within 10 school days following the second school day in a single school year on which an incident of physical restraint
or seclusion has occurred, the student's IEP or Section 504 team shall meet to discuss the incident and to consider, among other things, the need for (i) an FBA; (ii) a new or revised BIP that addresses the underlying causes or purposes of the behaviors as well as de-escalation strategies, conflict prevention, and positive behavioral interventions; (iii) any new or revised behavioral goals; and (iv) any additional evaluations or reevaluations.

B. For students other than those described in subsection A of this section, within 10 school days of the second school day in a single school year on which an incident of physical restraint or seclusion has occurred, a team consisting of the parent, the principal or the principal's designee, a teacher of the student, school personnel involved in the incident (if not the teacher or administrator already invited), and other appropriate school personnel, such as a school psychologist, school counselor, or school resource officer, as determined by the school division, shall meet to discuss the incident and to consider, among other things, the need for (i) an FBA; (ii) a new or revised BIP that addresses the underlying causes or purposes of the behaviors as well as de-escalation strategies, conflict prevention, and positive behavioral interventions; and (iii) a referral for evaluation.

C. Nothing in this section shall be construed to (i) excuse the team convened under subsection B of this section or its individual members from the obligation to refer the student for evaluation if the team or members have reason to suspect that the student may be a student with a disability; or (ii) prohibit the completion of an FBA or BIP for any student, with or without a disability, who might benefit from these measures but whose behavior has resulted in fewer than two incidents of physical restraint or seclusion in a single school year.

8VAC20-750-90. Annual reporting.

The principal or the principal's designee shall submit to the division superintendent a report on the use of physical restraint and seclusion in the school based on the individual incident reports completed and submitted to the principal or the principal's designee by school personnel pursuant to 8VAC20-750-60 C. The division superintendent shall annually report the frequency of such incidents to the Superintendent of Public Instruction on forms that shall be provided by the Department of Education and shall make such information available to the public.

8VAC20-750-100. Training.

School divisions that employ physical restraint or seclusion shall:

1. Ensure that all school personnel receive initial training that focuses on skills related to positive behavior support, conflict prevention, de-escalation, and crisis response;

2. Ensure that all school personnel receive initial training regarding the regulations, policies, and procedures governing the use of physical restraint and seclusion;

3. Provide advanced training in the use of physical restraint and seclusion for at least one administrator in every school building and for school personnel assigned to work with any student whose IEP or Section 504 team determines the student is likely to be physically restrained or secluded; and

4. Ensure that any initial or advanced training is evidence-based.

8VAC20-750-110. Construction and interpretation.

Nothing in this chapter shall be construed to modify or restrict:

1. The initial authority of teachers to remove students from a classroom pursuant to § 22.1-276.2 of the Code of Virginia;

2. The authority and duties of school resource officers and school security officers, as defined in § 9.1-101 of the Code of Virginia, except to the extent governed by a memorandum of understanding between the local law enforcement agency and the school division;

3. The authority of the Virginia Department of Juvenile Justice with regard to students in its custody at any of its sites or in any of its programs; or

4. The civil immunity afforded teachers employed by local school boards for any acts or omissions resulting from the supervision, care, or discipline of students when such acts or omissions are within such teacher's scope of employment and are taken in good faith in the course of supervision, care, or discipline of students, unless such acts or omissions were the result of gross negligence or willful misconduct, as provided in § 8.01-220.1:2 of the Code of Virginia.

V.A.R. Doc. No. R15-4323; Filed December 20, 2018, 12:15 p.m.
Title of Regulation: 9VAC25-193. Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Concrete Products Facilities.

Agency Contact: Gary E. Graham, Regulatory Analyst, Department of Environmental Quality, 1111 East Main Street, Suite 1400, Richmond, VA 23219, email gary.graham@deq.virginia.gov.

FORMS (9VAC25-193)

Department of Environmental Quality Water Division Permit Application Fee Form, Form 5 (rev. 10/2018)

Registration Statement for the General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Concrete Products Facilities, VAG11 (rev. 4/2013)

Registration Statement for Dischargers Associated with Concrete Products Facilities Authorized under VPDES General Permit VAG11 (rev. 1/2019)

V.A.R. Doc. No. R19-5815; Filed January 28, 2019, 9:34 a.m.

REGISTRAR'S NOTICE: Forms used in administering the regulation have been filed by the agency. The form is not being published; however, online users of this issue of the Virginia Register of Regulations may click on the name of a form with a hyperlink to access it. The form is also available from the agency contact or may be viewed at the Office of the Registrar of Regulations, 900 East Main Street, 11th Floor, Richmond, Virginia 23219.

Title of Regulation: 9VAC25-890. General VPDES Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems.

Agency Contact: Gary E. Graham, Regulatory Analyst, Department of Environmental Quality, 1111 East Main Street, Suite 1400, Richmond, VA 23219, or email gary.graham@deq.virginia.gov.

FORMS (9VAC25-890)

MS4 Nutrient Credit Acquisition Form, MS4-SCAFv1 (eff. 9/2018)

MS4 Sediment Credit Acquisition Form, MS4-SCAFv1 (eff. 9/2018)

General Permit Registration Statement for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (VAR04), MS4-RS (eff. 5/2018)

V.A.R. Doc. No. R19-5814; Filed January 31, 2019, 2:52 p.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF PHARMACY

Notice of Extension of Emergency Regulation

Title of Regulation: 18VAC110-60. Regulations Governing Pharmaceutical Processors (adding 18VAC110-60-10 through 18VAC110-60-330).


Expiration Date Extended Through: August 5, 2019.

The Governor approved the request of the Board of Pharmacy to extend the expiration date of the emergency regulation for six months as provided by § 2.2-4011 D of the Code of Virginia. Therefore, the emergency regulation will continue in effect through August 5, 2019. The emergency regulation relates to permitting pharmaceutical processors for dispensing of cannabinol or THC-A oil. The Board of Pharmacy is in the process of promulgating a replacement regulation, and the expiration of the emergency regulation would be a serious disruption to the permitting process. The emergency regulation was published in 33:25 V.A.R. 2818-2835 August 7, 2017, and amended in 35:5 V.A.R. 893-902 October 29, 2018.

Agency Contact: Caroline Juran, RPh, Executive Director, Board of Pharmacy, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4456, FAX (804) 527-4472, or email caroline.juran@dhp.virginia.gov.

V.A.R. Doc. No. R17-4878; Filed February 5, 2019, 3:05 p.m.
EXECUTIVE ORDER NUMBER TWENTY-NINE (2019)

Establishment of the Virginia Council on Environmental Justice

Importance of Environmental Justice

The Constitution of Virginia states that it is the Commonwealth's policy to "protect its atmosphere, lands, and waters from pollution, impairment, or destruction, for the benefit, enjoyment, and general welfare of the people of the Commonwealth." The protection of our natural resources applies equally to all individuals. All deserve to live in a healthy environment. The Commonwealth has a duty to protect our air, water, and land, and to ensure that no community in Virginia is disproportionately impacted by the negative effects of climate change.

Environmental justice is defined by the U.S. Environmental Protection Agency as the fair treatment and meaningful involvement of all people regardless of race, color, faith, national origin, or income, in the development, implementation, and enforcement of environmental laws, regulations, and policies.

No population, especially minority, low-income, or historically-underserved communities, should face higher levels or greater impacts of pollution than other populations. Some of these communities face more severe environmental degradation, which disproportionately affects public health and quality of life.

Recommendations to ensure that environmental justice concerns are understood, and that a framework is in place to address these concerns, are extremely valuable to the Commonwealth. While some state agencies incorporate environmental justice into their review process, there is currently no consistency in how these issues are evaluated. The Virginia Council on Environmental Justice (Council) will help generate proposals for consistent approaches to evaluate environmental justice.

Establishment of the Virginia Council on Environmental Justice

The Commonwealth requires a consistent, action-oriented approach to incorporating environmental justice into decision-making. The Council will provide recommendations to establish a foundation of environmental justice principles intended to protect vulnerable communities from disproportionate impacts of pollution. Accordingly, I hereby formally convene this Council to provide independent advice and recommendations to the Executive Branch.

Composition and Support of the Council

The Governor will appoint members to carry out the assigned functions of the Council, and the members shall serve at the Governor's pleasure. The Governor may make appointments to the Council at any time. The Secretary of Natural Resources (Secretary) will designate from the appointed Council members a chair and a vice chair. Subject to the approval of the Secretary, the Council chair may appoint Council members to subcommittees to address specific topics between meetings of the full Council. The Council shall consult with the Secretary or the Secretary's designee to gain an understanding of emerging issues where their advice would be helpful to the Council. The Council may consult with issue area experts and members of the public to help develop recommendations and advice for the Commonwealth.

The Secretary will provide staff support for the Council. The Secretary of Health and Human Resources and the Secretary of Commerce and Trade may provide additional support and expertise as needed. The Council will serve in an advisory role without compensation, in accordance with § 2.2-2100 of the Code of Virginia, and will meet quarterly, at a minimum.

Duties of the Council

The Council shall issue a report to the Governor. This report shall provide advice and recommendations, demonstrating the Council's progress, and be submitted no later than January 22, 2020. The Council shall provide any additional reports and recommendations as requested by the Secretary or state agencies seeking specific advice.

The Council shall prioritize providing guidance for the development of policies and procedures to address environmental justice in its report. Proposing a long-term framework for the state, focusing on equality and equity, to ensure environmental justice issues are heard is essential. This framework shall also include recommendations on the integration of environmental justice considerations into existing state policies, permits, programs, and procedures. The Council shall provide options, across state agencies, for the Governor to consider.

The guidance shall focus on the following issues:

A. Communications and partnerships: A focus on the experience of minority, low-income, and underserved communities in formulating environmental justice policies and procedures is an important part of having a meaningful impact. Executive Order Six (EO-6) supports the critical role of the Virginia Department of Environmental Quality in protecting Virginia's air, water, and public health. EO-6 strives to enhance communications providing more opportunities for proactive education, especially among underserved communities. The communication goals outlined in EO-6 should guide the Council as it looks at other agencies and their communication with stakeholders.

As Virginia evolves and new environmental justice issues emerge, communication and partnerships with stakeholders will be extremely important. In its report, the Council shall suggest a framework that includes best practices, tools, and different approaches to enhance communications and build
partnerships in vulnerable communities regarding state decisions. Such advice should help to ensure engagement in decision-making, capacity-building in disproportionately-burdened communities, and collaborative problem solving. The Council shall also provide recommendations on strengthening partnerships among governmental agencies, including federal, state, tribal, and local governments.

B. Public health: Protecting public health is a priority for the Commonwealth. In its report, the Council shall suggest a framework to use in identifying potential risks or disproportionate public health impacts related to environmental pollution.

C. Local governments: Many decisions affecting efforts to ensure environmental justice are made at the local level. The Council shall suggest an environmental justice framework, for local governments to reference as guidance.

D. The report shall include solutions such as proposed legislation, regulations, policies, and research initiatives. The Council’s report shall also consider the following items and include specific recommendations regarding:

1. Climate change and resilience: Climate change is one of the biggest threats of our time, and its impacts can disproportionately affect minority, low-income and historically-underserved communities. Executive Order Twenty-Four (EO-24) was issued to increase Virginia's resilience to recurrent flooding, sea level rise, and other natural hazards. The Council shall consider EO-24 as it provides advice on this issue and include suggestions for resilience investments that would help reduce impacts on vulnerable communities. The Council may also recommend ways to increase equitable renewable energy development, clean energy technology, and energy efficiency programs to help ensure these climate solutions are available to all.

2. Transportation systems: Low-income and minority communities can be more vulnerable to health impacts from transportation pollution and may lack access to cleaner public transportation and walking or biking routes. The Council shall examine transportation systems and include recommendations regarding areas that could be improved to reduce air pollution and other transportation-related environmental concerns and to provide equitable access to clean and efficient transportation choices.

3. Clean energy transition: Many communities impacted by reduced demand for thermal coal are in rural areas. A just transition is crucial, and sustainable economic development is increasingly important. The Council shall research Virginia's regions that are transitioning away from coal and provide recommendations to support those communities.

4. Outdoor access: Public spaces should serve everyone. Equal and equitable access to these spaces and natural areas is critical to fostering healthy communities. The Council shall provide recommendations for best practices and tools to ensure that all communities have public access to outdoor areas.

The Council shall solicit public comments and recommendations addressing these issues. The Council shall consider different perspectives and provide balanced advice and recommendations to the Governor.

Effective Date of the Executive Order

This Executive Order shall be effective upon signing and shall remain in full force and effect for a year from its signing, pursuant to § 2.2-134 and § 2.2-135 of the Code of Virginia, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 22nd day of January 2019.

/s/ Ralph S. Northam
Governor
GUIDANCE DOCUMENTS

PUBLIC COMMENT OPPORTUNITY

Pursuant to § 2.2-4002.1 of the Code of Virginia, a certified guidance document is subject to a 30-day public comment period after publication in the Virginia Register of Regulations and prior to the guidance document's effective date. During the initial or additional public comment period, comments may be made through the Virginia Regulatory Town Hall website (http://www.townhall.virginia.gov) or sent to the agency contact. Under subsection C of § 2.2-4002.1, the effective date of the guidance document may be delayed for an additional comment period.

The following guidance documents have been submitted for publication by the listed agencies to initiate or extend a public comment period. Online users of this issue of the Virginia Register of Regulations may click on the name of a guidance document to access it. Guidance documents are also available on the Virginia Regulatory Town Hall (http://www.townhall.virginia.gov) or from the agency contact or may be viewed at the Office of the Registrar of Regulations, 900 East Main Street, Richmond, Virginia 23219.

BOARD OF PSYCHOLOGY


Public Comment Deadline: March 20, 2019.

Effective Date: March 21, 2019.

Agency Contact: Elaine Yeatts, Agency Regulatory Coordinator, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4688, or email elaine.yeatts@dhp.virginia.gov.

SAFETY AND HEALTH CODES BOARD

Titles of Documents: Administrative Regulation Manual for the Virginia Occupational Safety and Health Program, 12-003H.

Amendment to the Flammable Liquid Standard for General Industry § 1910.106 - CFR Correction, 12-211.

Occupational Exposure to Cotton Dust, § 1910.1043, 12-410A.

Occupational Exposure to Beryllium, General Industry, § 1910.1024, 12-427B.

Public Comment Deadline: March 20, 2019.

Effective Date: March 21, 2019.

Agency Contact: Jay Withrow, Director, Legal Support, Safety and Health Codes Board, 600 East Main Street, Suite 207, Richmond, VA 23219, telephone (804) 786-9873, or email jay.withrow@doli.virginia.gov.
Section 2.2-4103.1 of the Code of Virginia requires annual publication in the Virginia Register of Regulations of guidance document lists from state agencies. 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 8:15 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 Nancy J. Glynn, CPA, Executive Director, at the address provided.

**Guidance Documents:**

- 3638, Board of Accountancy Rights and Responsibilities under FOIA, 6/27/2016
- 3639, Adjudication Manual, 11/20/2013
- 5970, VBOA Policy #1: Trust Account, 12/31/2018
- 5971, VBOA Policy #2: Continuing Professional Education Guidelines for Sponsors, 12/31/2018
- 5972, VBOA Policy #3: Substantially Equivalent Jurisdictions, 12/31/2018
- 5973, VBOA Policy #4: Continuing Professional Education Guidelines for CPAs, 12/31/2018
- 5974, VBOA Policy #5: Publication of Disciplinary Action, 12/31/2018
- 5975, VBOA Policy #6: CPA and International Qualification Examinations, 12/31/2018
- 5976, VBOA Policy #7: Peer Review Oversight Committee, 12/31/2018
- 5977, VBOA Policy #8: Ethics Committee, 12/31/2018
- 5978, VBOA Policy #9: Active - CPE Exempt Status Procedure for Approval/Denial/Appeal, 12/31/2018
- 5979, VBOA Policy #10: Electronic Participation in Virginia Board of Accountancy Meetings, 12/31/2018
- 5980, Supplement to Adjudication Manual, 10/15/2015
- 6132, Education Handbook, 9/1/2017
- 6208, CPE Violation Penalties - Guidelines, 2/8/2018
- 6230, Non-CPE Violation Penalties - Guidelines, 6/14/2017
- 6259, CPE Credit for Certifications/Exams/Licensures, 6/21/2018

**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 North 14th Street, 2nd Floor, Richmond, VA 23219. Electronic copies are available online at the Department of Accounts website at [http://www.doa.virginia.gov](http://www.doa.virginia.gov), and the respective document's specific web link is listed with the document title.

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

**Guidance Documents:**

- Agency Risk Management and Internal Control Standards (ARMICS) is updated routinely. This document provides risk management and internal control standards for state agencies and institutions.
- Commonwealth Accounting Policies and Procedures (CAPP) Manual is updated routinely. This document provides accounting guidance for state agencies and institutions.
- Financial Statement Directives and Authoritative Guidance is prepared annually. There are two documents: one for agencies and one for institutions that provide reporting requirements, which are necessary to compile the Comprehensive Annual Financial Report (CAFR) of the Comptroller as required by the Code of Virginia.
- Fiscal Year-End Closing Procedures is prepared annually. This document provides guidance to agencies and institutions regarding requirements for fiscal year-end.
All guidance documents are available electronically at no charge from the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov or from the department website at http://www.dars.virginia.gov where indicated. Documents may be viewed during regular work days from 9 a.m. until 4 p.m. at the department’s central office location at 8004 Franklin Farms Drive, Richmond Virginia 23229. Contact the individual listed on each individual document for more information. If no listing appears, contact Charlotte Arbogast, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7093. Costs for printing hard copies of these documents vary with the document requested.

Guidance Documents:
4519, Virginia Guide to Supported Employment and Job Coach Training Services, 5/13/2015
4520, Consumer’s Guide to Self-Employment, 7/1/2012
4532, Personal Assistance Services Program Handbook, 9/12/2011
4540, State Plan for Independent Living, 9/1/2016
4521, Virginia Guide to Supported Employment and Job Coach Training Services, 10/28/1993
4526, 2016-2020 Workforce Innovation and Opportunity Act Combined State Plan, 7/1/2018
4533, Personal Assistance Services Policy and Procedures Manual Chapters 1-5, 1/1/2015
4534, Personal Assistance Services Policy and Procedures Manual Chapters 6-14, 1/1/2015
4541, Centers for Independent Living General Policies and Procedures Manual, 1/10/2017
4545, Wilson Workforce and Rehabilitation Center Governance Manual, 11/8/2018
4522, DRS Policy and Procedure Manual, 12/3/2018
4526, 2016-2020 Workforce Innovation and Opportunity Act Combined State Plan, 7/1/2018
5079, Vendor Application for Licensed Behavioral Health Services Provider A1205 Guidance Document, 8/1/2014
5081, Guidance for Provision of Therapeutic Behavioral Services (TBS), 1/1/2017
5082, Guidance for the Provision of Community Support Services (CSS), 8/1/2018
5100, Virginia’s State Plan for Aging (October 1, 2015 – September 30, 2019), 10/1/2015
5158, VDA National Family Caregiver Support Guidance, 7/27/2017
5159, VDA Cost Sharing/Fee for Service Policy, 12/3/2013
5160, VDA Grants Manual, 1/24/2018
5161, VDA Farm Market Fresh for Seniors Handbook for Farmers, 3/1/2018
5162, Criminal Background Check Policy for Area Agencies on Aging and Subcontractors, 7/1/2017
5332, AS Broadcast 10640 State Median Income for Adult Services, 8/16/2017
5335, AS Assisted Living Facility Private Pay Assessment Manual, 12/1/2015
6264, Licensed Behavioral Health Services Guidance and Fees Document, 10/1/2013
6494, Work Incentives Specialist Advocate (WISA) Manual, 10/17/2018
6495, VDA Aging Services Standards: All Standards Combined, 11/2/2018
6496, Pre-Employment Transition Services Manual, 11/8/2018
6497, Office of State Long-Term Care Ombudsman Policies and Procedures, 8/1/2018
6498, Senior Community Service Employment Program State Plan for Program Years 2016-2019, 6/1/2018
6499, Board & Advisory Council Handbook for Virginia’s Area Agencies on Aging, 12/23/2015
6500, Auxiliary Grant in Supportive Housing: Provider Operating Manual, 11/14/2018
6501, User’s Manual: Uniform Assessment Instrument, 2/1/2017
6504, Assisted Living Facility Relocation Plan, 6/29/2018
6508, VDA Ombudsman Policy, 8/1/2018
6541, VDA National Family Caregiver Support Guidance, 7/27/2017
6545, Wilson Workforce and Rehabilitation Center Governance Manual, 11/8/2018
6546, VDA Grants Manual, 1/24/2018
Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, VA or on the Virginia Register of Regulations at http://www.townhall.virginia.gov. 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 Ryan Davis at (804) 786-8899.

For guidance documents relating to meat and poultry, contact Barry Jones at (804) 786-4569.

For guidance documents relating to approved capture drugs, methods approved for animal euthanasia, commercial breeder guidelines, and the Animal Shelter Civil Penalty Matrix, contact Kathryn MacDonald at (804) 692-4001.

For guidance documents relating to avian influenza, contact Carolynn Bissett at (804) 786-2483.

For guidance documents relating to the Milk Commission, contact Crafton Wilkes at (804) 786-2013.

For guidance documents relating to agricultural stewardship, contact Darrell Marshall at (804) 786-3538.

For guidance documents relating to pesticides, contact Liza Fleeson Trossbach at (804) 371-6559.

For guidance documents relating to honey bees, contact Keith Tignor at (804) 786-3515.

For guidance documents relating to charitable gaming and charitable solicitations, contact Michael Menefee at (804) 786-3983.

For guidance documents relating to weights and measures (including motor fuel), contact Joel Maddux at (804) 786-1274.

For guidance documents relating to industrial coproducts, gypsy moths, or ginseng, contact Debra Martin at (804) 786-3515.

Costs associated with obtaining printed copies of these documents from the agency vary. Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov.

### Guidance Documents:

#### Charitable Gaming Board

- 4310, Progressive Games, 6/2/2010
- 4309, Use of Proceeds, 12/1/2012
- 4311, Electronic Pull-Tab Game Displays, Themes, and Sounds, 11/14/2012

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**Board of Agriculture and Consumer Services**

- 750, Guidelines for the Virginia Ginseng Management Program, 12/16/2016
- 2552, Virginia Shipping Requirements for Package Bees and Queens, 12/16/2016
- 3255, Approved Capture Drugs and Drug Administering Equipment, 7/20/2009
- 3256, Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements, 5/20/2013
- 3747, Guidelines for Enforcement of the Virginia Weights and Measures Law - Civil Penalty Assessment Decision Matrix, 10/1/2008
- 4100, 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, 7/1/2011
- 4307, Commercial Breeder Guidelines, 1/20/2009
- 4698, Health Spa Contract Requirements, 7/29/2010
- 5023, Agents of Virginia Cooperative Extension Program Proctoring Commercial Applicator Examinations, 7/3/2012
- 5024, Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores, 7/3/2012
- 5025, Applicator Recertification Options; Approval Procedures for Recertification Courses, 12/19/2018
- 5028, Commercial Carpet Cleaners Who Apply Pesticides for Flea and Tick Control, 7/3/2012
- 5029, Discontinuance Policy, 7/6/2012
- 5030, Division of Consumer Protection - Administrative Procedure for Compliance Actions, 8/7/2012
- 5031, Guidelines for Enforcement of the Virginia Pesticide Control Act; Civil Penalty Assessment Decision Matrix, 7/2/2012
- 5033, Product Registration - When Two Pesticide Products May Be Registered for a Single Fee, 9/29/2010
Guidance Documents

5034, Product Registration - Submission of 24c - Special Local Need Registration, 12/11/2014
5035, Production Registration - Submission of Labels, 12/11/2014
5036, Registration Label Review, 8/24/2017
5037, Supervision of Registered Technicians (Including Government Employees and Not-for-Hire Individuals, 12/19/2018
5328, Model Ordinance for Use by Localities in Their Regulation of Charitable Solicitations, 9/13/2013
5443, Office of Veterinary Services Guidance Documents, 12/18/2015
5617, A Guide to Virginia’s Meat and Poultry Inspection Programs, 12/18/2015
5937, Obtaining State Meat and Poultry Inspection, 12/28/2015
5941, Obtaining a Custom Permit of Exemption for a Meat or Poultry Establishment, 5/25/2016
6126, Virginia Livestock and Poultry Law and Related Regulations Civil Penalty Matrix, 12/8/2016
6127, Guidance for Determining Whether a Poultry Operation is Exempt from Inspection, 12/27/2016
6450, Certification of Individuals Treating Cooling Towers or Swimming Pools, 12/19/2018
6451, Guidelines for Home Manufactured Pet Foods/Treats, 12/19/2018
6476, Produce Safety Program Field Operations Manual, 12/26/2018
6479, Guidelines Governing Veterinary Protocols, 12/26/2018
1115, Industrial Coproducts Guidelines, 12/16/2016
1743, Agricultural Stewardship Act Guidelines, 4/1/2010
740, Dairy Services Procedure Manual, 8/15/2012
751, Virginia Cooperative Gypsy Moth Suppression Program, 2019 Guidelines, 12/19/2018
754, Food Safety Field Operations Manual, 12/22/2018
756, Virginia Entry Requirements for Honey Bee Hives and Appliances, 12/16/2016
OACER 2018-01, Guidelines Governing the Approval of Continuing Education Training for Animal Control Officers, 1/1/2018
OACER Civil Penalty, Office of Animal Care and Emergency Response - Civil Penalty Matrix - Guidelines for Enforcement, 5/24/2018
OPS 2012-01, Guidelines for Beehive Distribution Program, 12/19/2018
OPS-AdminProc, Office of Pesticide Services - Administrative Procedure for Compliance Actions, 12/19/2018
OWM 2017-01, Guidelines for Approval of Public Weighmaster Licenses, 4/1/2017

State Milk Commission

VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY

Copies of guidance documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the office of the Virginia Alcoholic Beverage Control Authority, 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 LaTonya D. Hucks-Watkins, Legal Liaison, at the same address, telephone (804) 213-4698, FAX (804) 213-4574, or email at latonya.hucks@abc.virginia.gov. Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:
3394, Circular Letter 06-01; CO2 Filters Provided to Retailers, 2/14/2006
3398, Circular Letter 07-01; Limitations on Wine and Beer Shippers, 4/23/2007
5949, Circular Letter 15-06; Temporary Extensions - Increase, 12/30/2015
5958, Circular Letter 16-01: Distillery Store Events, 2/2/2016
5983, Circular Letter 16-02: Wineries, Farm Wineries and Brewery Tasting Rooms, 3/23/2016
16-03, Circular Letter 16-03: Licensees with On-Premises and Mixed Beverage Privileges, 4/7/2016

Private Alcoholic Beverage Control Board of Directors

1850, Virginia's Licensing Process; Brochure, 1/1/2002
1851, Retail Licensee Guide, 1/1/2001
1854, Circular Letter 84-3; Wholesaler Financial Interest, 1/1/1984
1855, Licensee Bulletin Vol.56, No.3; Types of Licenses, 1/1/2000
1856, Licensee Bulletin Vol. 56, No. 4 - Operating a Licensed Club, 1/1/2000
1857, Wholesale Licensee Bulletin, 5/1/2014
1858, Circular Letter 84-4; Recordkeeping, 12/26/1984
1859, Circular Letter 85-5; Retail License Food Requirements, 3/26/1985
1861, Circular Letter 87-1; Gifts and Contributions, 1/28/1987
1864, Circular Letter 88-3: Gifts of Money or Property, 9/7/1988
1866, Circular Letter 90-1; Information Exchange with Virginia Department of Taxation, 3/1/1990
1870, Circular Letter 94-1; Suspension of Licenses, 3/16/1994
1871, Circular Letter 98-1; Sponsoring Public Events, 1/1/1998
1872, Circular Letter 98-2; Wine Festivals, 2/1/1998
1873, Circular Letter 01-1: Cooperative Advertising - Alcoholic Beverages, 1/1/2001
1874, Circular Letter 01-2; Coupons, 2/1/2001
1876, Circular Letter 84-8; Retailer Shelf Space Plans, 12/26/1984
3397, Circular Letter 06-04; Solicitor Tasting Permits, 9/1/2006
3401, Circular Letter 07-04; Off-Premise Retail Delivery Permit, 7/1/2007
3402, Circular Letter 07-05; In-State Delivery Permit, 7/1/2007
3403, Circular Letter 07-08; Tasting Events, 12/15/2007
5750, Virginia ABC license Application, 9/3/2012

5805, Circular Letter 15-04; Special Events, 6/5/2015
5806, Circular Letter 15-03; Advertising Via Social Media, 8/4/2015
5808, Circular Letter 15-01; Distilled Spirits - Table Service, 8/4/2015
5809, Circular Letter 14-03; Infusion of Distilled Spirits, 8/4/2015
5810, Circular Letter 14-02; Brewery Licenses - Interstate Transfer and Sale of Beer, 8/4/2015
5811, Circular Letter 14-01; Product Approval of Gift Packages, 8/4/2015
5812, Circular Letter 13-03; Brewery Licenses - Registration and Product Approval, 8/4/2015
5813, Circular Letter 13-01; Prices Charged to Wholesale Distributors by Wineries and Breweries, 8/4/2015
5814, Circular Letter 12-02; Purchase Orders, 8/4/2015
5815, Circular Letter 09-01; Wine and Beer Wholesaler Invoices, 8/4/2015
5817, Beer Wholesalers Letter 2015 - Monthly Reporting and Payment of Tax, 8/7/2015
5818, Wine Wholesalers - Monthly Reporting and Payment of Tax, 8/4/2015
5819, Farm Wineries - Records, Reporting and Taxes, 8/10/2015
5820, Vendors and Brokers - Supplier Manual, 8/10/2015
5850, Circular Letter 15-05; Delivery of Samples to Retail Licensees, 11/18/2015
6201, Brewery License Bulletin, 4/1/2014
17-01, Chanel Pricing for Retail Licensees Possessing both On-Premises and Off-Premises Privileges, 4/25/2017
17-02, Agency Liability for Delivery Permittees, 5/3/2017
1843, Farm Winery Remote - Festivals Bulletin, 7/19/2001
1847, Licensee Bulletin - Vol.56, No.1; Mixed Beverage Restaurant, 1/1/2000

COMMISSION ON VIRGINIA ALCOHOL SAFETY ACTION PROGRAM

A copy of the following documents may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Commission on Virginia Alcohol Safety Action Program, 701 East Franklin Street, Suite 1110, Richmond, VA 23219. Please call in advance to schedule an appointment. A copy may also be obtained free of charge by contacting Richard
Guidance Documents

Foy at the same address, telephone (804) 786-5895, FAX (804) 786-6286, or email rfoy.vasap@state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Christopher Morris, Special Projects Coordinator, Commission on Virginia Alcohol Safety Action Program, 701 East Franklin Street, Suite 1110, Richmond, VA 23219, telephone (804) 786-5895, FAX (804) 786-6286, or email cmorris.vasap@state.va.us.

Guidance Documents:


6276, VASAP Operational Guidelines, 12/5/2017

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 Virginia 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 provided 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, Bylaws of the Board of Audiology and Speech-Language Pathology, readopted June 5, 2018

30-3, Board guidance on use of confidential consent agreements, readopted June 5, 2018

30-5, Board guidance on equivalent accrediting body for audiology educational programs, June 5, 2018

30-6, Board guidance on interpretation of active practice, revised September 8, 2016

30-8, Practice and the need for licensure as a speech-language pathologist, revised September 8, 2016

30-9, Continuing education audits and sanctions for failure to comply, revised July 11, 2017

30-10, Disposition of disciplinary cases for practicing on expired licenses, readopted June 5, 2018

30-11, Guidelines for processing applications, revised September 8, 2016

AUDITOR OF PUBLIC ACCOUNTS


Questions regarding interpretation or implementation of these documents may be directed to Rachel Reamy, Auditor, Auditor of Public Accounts, telephone (804) 225-3350 (ext. 360) or email rachel.reamy@apa.virginia.gov.

Guidance Documents:

ABC SPEC18, Specifications for Audits of Authorities, Boards, and Commissions, 7/18/2018

CCT SPEC18, Specifications for Audits of Counties, Cities, and Towns, 8/2/2018

GRAacct18, General Receiver Accounting Manual, 11/7/2018

Sheriffs18, Virginia Sheriffs Accounting Manual, 7/1/2018

UFRM18, Uniform Financial Reporting Manual, 11/14/2018

VIRGINIA DEPARTMENT OF AVIATION

For questions regarding the Airport Program Manual or to request a copy, please contact Susan Simmers with the Airport Services Division of the Virginia Department of Aviation (DOAV) at telephone (804) 236-3627, email susan.simmers@doav.virginia.gov, or postal mail at 5702 Gulfstream Road, Richmond, VA 23250.

This guidance document is available electronically for no charge on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov.

A printed copy of the Airport Program Manual may be viewed at the DOAV office at 5702 Gulfstream Road, Richmond, VA 23250. A printed copy may be obtained from DOAV at no charge.

Guidance Document:

Program Manual, Virginia Department of Aviation Airport Program Manual 2018, 11/15/2018

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Included in the detailed listing for each Department of Behavioral Health and Developmental Services (DBHDS) guidance document is the name and contact information of the staff person who can respond to interpretive or implementation questions. All departmental guidance documents are available electronically on the Virginia Regulatory Town Hall at http://www.townhall.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 Ruth Anne Walker, Regulatory Coordinator, email ruthanne.walker@dbhds.virginia.gov, telephone (804) 225-2252, or FAX (804) 786-8623.

Guidance Documents:

CSB 1, FY 2018 Community Services Performance Contract Renewal and Revision Cover Memo, 5/12/2017
CSB 1a, FY 2018 Community Services Performance Contract Renewal and Revision, 5/12/2017
CSB 1b, FY 2018 Community Services Performance Contract Administrative Requirements, 5/12/2017
CSB 1c, FY 2018 Community Services Performance Contract Renewal and Revision Partnership Agreement, 5/12/2017
CSB 2, Core Services Taxonomy 7.3, 6/30/2014
CSB 2a, Core Services Taxonomy - Updated, Appendix B, 9/22/2017
CSB 2b, Core Services Taxonomy ARTS Waiver Crosswalk, Appendix D, 9/22/2017
CSB 3, CCS 3 Extract Specifications Version 7.3.3, 7/1/2017
CSB MH-1, Discharge Protocols for Community Services Boards and State Mental Health Facilities, 11/15/2018
CSB MH-2, Discharge Assistance Program Manual, 7/1/2014
DD 1, 2018 Person-Centered ISP Guidance, 6/15/2018
FOR 1, Guidelines for the Management of Individuals Found Not Guilty By Reason of Insanity, 5/28/2003
FOR 2, List of Standardized Measures of Intellectual Functioning, 11/1/2016
FOR 3, Not Guilty By Reason of Insanity: Reference Manual for Community Services Boards or Behavioral Health Authorities, 1/15/2017
FOR 4, Adult Outpatient Competency Restoration Manual for Community Services Boards or Behavioral Health Authorities, 1/15/2017
HR 1, Office of Human Rights, Protocols, Procedures and Practices Manual, 1/30/2018
LIC 2, Licensing Intensive In-Home Guidance, 3/1/2011
LIC 5, Human Services and Related Fields Approved Degrees and Experience, 5/3/2013
LIC 6, Guidance for Selected Licensing Regulations, 11/25/2014
LIC 7, Case Management Crisis Plans, 6/5/2017
LIC 8, Fall Risk Assessments, 6/5/2017
LIC 9, Nutrition Guidelines and Form, 6/5/2017
LIC10, Guidance on Ceiling Height Requirements, 6/8/2017
LIC11, Medication Errors, 6/8/2017
LIC12, Guidance for Certificate of Use and Occupancy, 6/9/2017
LIC13, Approved Degrees in Human Services, 6/28/2017
LIC14, Office of Licensing Frequently Asked Questions (FAQs), 6/28/2017
LIC15-OL, Guidance for Counseling in Medication Assisted/Opioid Treatment Services, 3/1/2018
LIC16, Guidance for Quality Improvement Plan, 11/29/2018
LIC17, Guidance for Serious Incident Reporting, 11/29/2018
MH 1, Mandatory Outpatient Treatment Guidance, 8/15/2012
MH 1a, Mandatory Outpatient Treatment Guidance, 12/30/2016
MH 2, Medical Screening and Assessment Guidance, 4/1/2014
Part C 5, Child Indicators Booklet, 12/20/2018
Part C 8, Supporting Young Children with Autism Spectrum Disorders and their Families, 1/31/2012
Part C 9, Early Intervention Practice Manual, 12/28/2018
Part C 10, Transition from Part C to Part B Questions and Answers, 12/28/2018
Plan 1, Comprehensive State Plan 2016-2022, 12/1/2016

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. 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, may be obtained at a cost of $.10 per page by contacting Jessica Collette at the same address, telephone (804) 371-3145, FAX (804) 371-3157, or email jessica.collette@dbvi.virginia.gov.

Questions regarding the interpretation or implementation of these documents may be directed to Susan K. Davis, MS, CRC, Policy Coordinator, Department for the Blind and Vision Impaired, Richmond, VA 23227, telephone (804) 371-3184, FAX (804) 371-3351, or email susan.davis@dbvi.virginia.gov.

Guidance Documents:
6477, DBVI VR Policy and Procedure Manual Large Print, 7/1/2018
OFFICE OF CHILDREN'S SERVICES

Copies of the following documents may be viewed on regular work days between the hours of 8 a.m. and 4:30 p.m. at the Office of Children's Services, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229. Copies may be obtained free of charge by contacting Marsha Mucha at the same address, email marsha.mucha@csa.virginia.gov, telephone (804) 662-9815, or FAX (804) 662-9831. The documents are also available by using the links shown on the document list or may be accessed on the Office of Children's Services website at https://www.csa.virginia.gov/Resources/PolicyGuides.

Questions regarding interpretation or implementation of these documents may be directed to Scott Reiner, Executive Director, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229, telephone (804) 662-9815, FAX (804) 662-9831, or email scott.reiner@csa.virginia.gov.

Guidance Documents:

Policy Manual of the State Executive Council for Children's Services, revised July 2016, §§ 2.2-2648, 2.2-2649 and 2.2-5200 et seq.

User Guide for the Children's Services Act, revised September 2018, §§ 2.2-2648, 2.2-2649 and 2.2-5200 et seq.

CHRISTOPHER NEWPORT UNIVERSITY

Copies of the guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the Office of Institutional Research, Analysis and Reports, 1 Avenue of the Arts, Newport News, Virginia, 23606. Copies may be obtained free of charge by contacting Tamra McGrath at the same address, telephone (757) 594-7609, or email irar@cnu.edu. Copies are also available free of charge from the Virginia Regulatory Town Hall website at http://townhall.virginia.gov/L/GDocs.cfm. 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 2018-2019, 12/18/2018
Catalog_02, Graduate Catalog 2018-2019, 12/18/2018
Handbook_01, University Handbook 2018-2019, 12/18/2018
Handbook_02, Student Handbook 2018-2019, 12/18/2018
Handbook_03, Residence Life Handbook 2018-2019, 12/18/2018

STATE BOARD FOR COMMUNITY COLLEGES

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 Community College System, Arboretum III, 300 Arboretum Place, Suite 200, Richmond, VA 23236. Copies may be obtained by contacting Donna Swiney at the same address and contact points.

Guidance Documents:
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, Arboretum Place, Suite 200, Richmond, VA 23236, telephone (804) 819-4903, FAX (804) 819-4760, or email gdubois@vccs.edu.

**Guidance Documents:**


**The Workforce Innovation and Opportunity Act (WIOA) Eligibility Guidelines:**

The policy direction for local workforce development boards is issued by the Virginia Board of Workforce Development (VBWD). The VBWD assists and advises the Governor, the General Assembly, and the Chief Workforce Development Advisor in meeting workforce development needs in Virginia.

Virginia Board of Workforce Development Policies

Guidance Documents:

Copies of Workforce Innovation and Opportunity Act (WIOA) guidance documents are available on the VCCS's website at http://www.elevatevirginia.org/practitioners-corner/resources/ or by contacting Yolanda Crewe, WIOA Programs Director, 300 Arboretum Place, Suite 200, Richmond, VA 23236, telephone (804) 819-3330, FAX (804) 819-1699, or email ycrewe@vccs.edu. Unless otherwise indicated, there is a $1.00 per document copying charge. Questions regarding interpretation or implementation of WIOA guidance documents may be directed to Yolanda Crewe. All WIOA guidance documents provide interpretive guidance for P.L. 105-220 and 20 CFR Part 652.

**Virginia Board of Workforce Development Policy Statements:**

The Virginia Community College System Policy Manual (VCCS) is the policy document for local workforce development boards, and it is the policy direction for local workforce development boards. The VBWD assists and advises the Governor, the General Assembly, and the Chief Workforce Development Advisor in meeting workforce development needs in Virginia.

Virginia Board of Workforce Development Policies

Virginia Workforce Letters

The Virginia Workforce Letters are an administrative policy document for local workforce development boards issued by the Virginia Community College System, the administrator of WIOA Title I for the Commonwealth of Virginia. The VCCS issues Virginia Workforce Letters to provide administrative guidance deemed necessary to implement the WIOA in Virginia.

Virginia Workforce Letters

Virginia WIOA Eligibility Guidelines:

The following are guidelines for determining WIOA eligibility for adults, dislocated workers, and youth:

VWL 15-02
Attachment A: WIOA Adult Eligibility
Attachment B: WIOA Dislocated Worker
Attachment C: WIOA Youth Eligibility
Attachment D: Verification and Documentation for WIOA Eligibility
Attachment E: Selective Service Requirements
Attachment F: Family Size/Family Income
Attachment G: Self-Certification and Telephone/Document Inspection Verification Requirements
Attachment H: WIOA Definitions for Title I Eligibility
Attachment I: WIOA Eligibility Checklist for Adults and Dislocated Workers
Attachment J: WIOA Eligibility Checklist for In-School Youth
Attachment K: WIOA Eligibility Checklist for Out of School Youth

**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 Policy Office of the Department of Conservation and Recreation, 600 East Main Street, 24th Floor, Richmond, VA 23219. The Policy 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 and Recreation, the Virginia Soil and Water Conservation Board, the Virginia Cave Board, and the Virginia Land Conservation Foundation. 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 Lisa McGee, Policy and Planning Director, Department of Conservation and Recreation, 600 East Main Street, 24th Floor, Richmond, VA 23219, telephone (804) 786-4378, or FAX (804) 786-6141. Other staff may be assigned by Ms. McGee to answer specific questions regarding these documents.

**Guidance Documents:**


**Board of Conservation and Recreation**

DCR-NH-064, Natural Heritage Resources of Virginia - Rare Animal Species, 2/1/2016

DCR-NH-065, The Natural Communities of Virginia: Ecological Groups and Community Types, 4/1/2017
Guidance Documents

DCR-NH-074, Virginia's Precious Heritage: A Report on the Status of Virginia's Natural Communities, Plants, and Animals, 12/1/200

DCR-NH-075, Natural Heritage Resources of Virginia - Rare Plants, 4/1/2018

DCR-PRR-001, 2013 Virginia Outdoors Plan, 1/12/2014

DCR-PRR-002, Virginia Recreational Trails Program, 12/26/2018


DCR-PRR-010, Bear Creek State Park Master Plan, 2/25/2015

DCR-PRR-011, Belle Isle State Park Master Plan, 7/21/2017

DCR-PRR-012, Caledon State Park Master Plan, 7/21/2017

DCR-PRR-013, Chippokes State Park Master Plan, 4/1/2012

DCR-PRR-014, Claytor Lake State Park Master Plan, 12/29/2015

DCR-PRR-015, Douthat State Park Master Plan, 10/15/2014

DCR-PRR-016, False Cape State Park Master Plan, 6/15/2010

DCR-PRR-017, First Landing State Park Master Plan, 6/15/2010

DCR-PRR-018, Hungry Mother State Park Master Plan, 8/5/2015

DCR-PRR-019, James River State Park Master Plan, 10/15/2014

DCR-PRR-020, Kiptopeke State Park Master Plan, 8/5/2015

DCR-PRR-021, Lake Anna State Park Master Plan, 6/17/2011

DCR-PRR-022, Mason Neck State Park Master Plan, 7/21/2017

DCR-PRR-023, New River Trail State Park Master Plan, 3/23/2012

DCR-PRR-024, Natural Tunnel State Park Master Plan, 2/25/2015

DCR-PRR-025, Occoneechee State Park Master Plan, 7/17/2018

DCR-PRR-026, Pocahontas State Park Master Plan, 11/21/2017

DCR-PRR-027, Raymond R. Guest, Jr. Shenandoah River State Park Master Plan, 9/26/2012

DCR-PRR-028, Sailor's Creek Battlefield Historical State Park Master Plan, 10/15/2014

DCR-PRR-029, Sky Meadows State Park Master Plan, 9/2/2011

DCR-PRR-030, Smith Mountain Lake State Park Master Plan, 3/22/2011

DCR-PRR-031, Staunton River Battlefield State Park Master Plan, 12/29/2015

DCR-PRR-032, Wilderness Road State Park Master Plan, 7/7/2014

DCR-PRR-033, Grayson Highlands State Park Master Plan, 4/17/2017

DCR-PRR-034, Leesylvania State Park Master Plan, 6/15/2010

DCR-PRR-035, Holliday Lake State Park Master Plan, 7/7/2014

DCR-PRR-036, Twin Lakes State Park Master Plan, 7/7/2014

DCR-PRR-037, York River State Park Master Plan, 12/29/2015

DCR-PRR-038, Westmoreland State Park Master Plan, 7/21/2017

DCR-PRR-039, Fairy Stone State Park Master Plan, 4/17/2017

DCR-PRR-040, Powhatan State Park Master Plan, 8/6/2012

DCR-PRR-041, High Bridge Trail State Park Master Plan, 9/27/2012

DCR-PRR-042, Seven Bends State Park Master Plan, 8/6/2014

DCR-PRR-043, Widewater State Park Master Plan, 8/15/2014

DCR-PRR-044, Southwest Virginia Museum Historical State Park Master Plan, 9/2/2011

DCR-PRR-045, Middle Peninsula State Park Master Plan, 6/1/2015

DCR-PRR-046, Staunton River State Park Master Plan, 7/7/2014

DCR-PRR-047, Biscuit Run State Park Master Plan, 10/21/2013


DCR-VLCF-005, Virginia's Land Preservation Tax Credit Brochure, 12/27/2012
DCR-VLCF-006, Land Preservation Tax Credit Questions and Answers, 9/1/2012

**Virginia Soil and Water Conservation Board**

DCR-VSWCB-018, Virginia Dam Safety, Flood Prevention and Protection Assistance Fund Loan and Grant Manual, 12/5/2018
DCR-VSWCB-019, Virginia Soil and Water Conservation Board Guidance, 9/7/2016
DCR-VSWCB-021, Guidance Document on Credits and Refunds of Dam Safety Certificate Application Fees, 11/30/2010
DCR-VSWCB-022, Guidance Document on Agricultural Exemption, 11/30/2010
DCR-VSWCB-023, Guidance Document on Roadways On or Below Impounding Structures, 11/30/2010
DCR-VSWCB-025, Guidance Document on Supplemental Environmental Projects, 10/27/2011
DCR-VSWCB-033, Financial Commitments For Establishment of a New Soil & Water Conservation District, or Realignment of an Existing District, 10/15/2003
DCR-VSWCB-038, Dam Break Inundation Zone Modeling and Mapping Procedures, 9/27/2018
DCR-VSWCB-039, Impounding Structure Hazard Classification Procedures, 9/7/2016
DCR-VSWCB-040, The Determination of Insurance Levels in Accordance with § 10.1-605 of the Code of Virginia, 9/7/2016
DCR-VSWCB-042, The Use of Overtopping Protection Systems on Existing Dams, 12/6/2017
DCR-VSWCB-043, Engineering Job Approval Authority Procedures, 12/6/2017

DCR-VSWCB-044, Virginia Soil and Water Conservation Board Guidance Document on the Tax Credit for Precision Agriculture Equipment, 4/19/2018

**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 (804) 371-9733, toll-free in Virginia (866) 722-2551, or FAX (804) 371-9521. Most of the forms may be downloaded from the Clerk's Office section on the State Corporation Commission's website at [http://www.scc.virginia.gov/clk](http://www.scc.virginia.gov/clk).

Questions regarding interpretation or implementation of these forms and 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, toll-free in Virginia (866) 722-2551, or FAX (804) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

**Guidance Documents:**

For business entity forms, use the following link: [http://www.scc.virginia.gov/clk/formfee.aspx](http://www.scc.virginia.gov/clk/formfee.aspx)

For UCC forms, use the following link: [http://www.scc.virginia.gov/clk/uccfile.aspx](http://www.scc.virginia.gov/clk/uccfile.aspx)


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 September 2015, § 13.1-619


SCC 632/831, Application for Registration or for Renewal of Registration of Corporate Name (Foreign Corporations), revised April 2016, §§ 13.1-632 and 13.1-831
Guidance Documents


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


SCC 722.4, Guide for Articles of Domestication (Foreign Stock Corporation Intending to Become a Virginia Stock Corporation), revised April 2008, § 13.1-722.4

SCC 722.5, Guide for Articles of Incorporation Surrender (Virginia Stock Corporation to be Domesticated under the Laws of Another Jurisdiction), revised July 2015, § 13.1-722.5


SCC 743, Articles of Dissolution (Virginia Stock Corporation), revised July 2007, § 13.1-743

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

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

SCC 751, Articles of Termination of Corporate Existence (By the Initial Directors or the Incorporators of a Virginia Stock Corporation), revised July 2007, § 13.1-751


SCC 769.1/931.1P, Reentry Requirements Packet

SCC 819, Articles of Incorporation of a Virginia Nonstock Corporation, revised June 2014, § 13.1-819

SCC 819NP, Articles of Incorporation Template for a Virginia Nonstock, Nonprofit Corporation

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 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 July 2015, § 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 916P, Reinstatement Requirements Packet

Corporate Annual Report of Principal Office and Officers and Directors, revised annually, §§ 13.1-775 and 13.1-936

LPA-73.5, Statement of Change of Registered Office or Registered Agent of a Limited Partnership, revised April 2016, § 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-73.52:4, Certificate of Cancellation of a Virginia Limited Partnership, revised July 2010, § 50-73.52:4
LPA-73.52:7P, Reinstatement Requirements Packet, §§ 50-73.52:7 and 50-73.58:3
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, Application for a Certificate of Cancellation of a Foreign Limited Partnership Registered to Transact Business in Virginia, revised July 2013, § 50-73.58
LPA 73.58:3P, Reinstatement Requirements Packet
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-1011, Articles of Organization of a Virginia Limited Liability Company, revised December 2017, § 13.1-1011
LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Virginia Limited Liability Company, revised February 2013, § 13.1-1011.1
LLC-1014N, Articles of Amendment - Changing the Name of a Virginia Limited Liability Company - By the Members, revised February 2015, § 13.1-1014
LLC-1016, Statement of Change of Registered Office or Registered Agent of a Limited Liability Company, revised July 2016, § 13.1-1016
LLC-1018.1, Statement of Change of the Principal Office Address of a Limited Liability Company, revised April 2010, § 13.1-1018.1
LLC-1055, Amended Application for Registration as a Foreign Limited Liability Company, revised August 2016, § 13.1-1055
LLC 1056.3P, Reinstatement Requirements Packet
LLC-1062, Limited Liability Company Annual Registration Fee Assessment Notice, revised annually, § 13.1-1062
LLC-1078, Guide for Articles of Organization Surrender (Virginia Limited Liability Company to be Domesticated under the Laws of Another Jurisdiction), revised August 2016, § 13.1-1078
UPA-93, Statement of Partnership Authority, revised April 2015, § 50-73.93
UPA-94, Statement of Denial for a Partnership, revised July 2010, § 50-73.94
UPA-115, Statement of Dissociation from a Partnership, revised July 2010, § 50-73.115
UPA-121, Statement of Dissolution of a Partnership, revised July 2010, § 50-73.121
UPA-83D-CANC, Cancellation of Partnership Statement, revised July 2010, § 50-73.83 D
UPA-83D-AMEND, Amendment to Partnership Statement, 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 annually, § 50-73.134
Guidance Documents

UPA-134P, Restoration Requirements Packet, § 50-73.134

UPA-135, Certificate of Change of Registered Office or Registered Agent of a Registered Limited Liability Partnership, revised April 2016, § 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-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 1216, Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1216


BTA 1221, Statement of Change of Registered Office or Registered Agent of a Business Trust, revised April 2016, § 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 1246.3P, Reinstatement Requirements Packet

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 December 2017, § 12.1-19.1

SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent Instructions, revised December 4, 2017, § 12.1-19.1

UCC1, UCC Financing Statement, revised April 20, 2011, § 8.9A-509

UCC1Ad, UCC Financing Statement Addendum, revised April 20, 2011, § 8.9A-512

UCC1AP, UCC Financing Statement Additional Party, revised August 22, 2011, § 8.9A-509

UCC3, UCC Financing Statement Amendment, revised April 20, 2011, § 8.9A-512

UCC3Ad, UCC Financing Statement Amendment Addendum, revised April 20, 2011, § 8.9A-512

UCC3AP, UCC Financing Statement Amendment Additional Party, revised August 22, 2011, § 8.9A-518

UCC11, Information Request, revised July 19, 2012, 5VAC5-30-40


Notice to Virginia Limited Liability Companies, revised March 2013, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, revised March 2013, § 13.1-1051 et seq.


Frequently Asked Questions Regarding:

Division of Public Utility Regulation

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Division of Public Utility Regulation, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Contact Kelli Gravely at the same address, telephone (804) 371-9611, FAX (804) 371-9350, or email kelli.gravely@scc.virginia.gov. Questions regarding interpretation or implementation of these documents may also be directed to Kelli Gravely. Additional information regarding the Division of Public Utility Regulation may be obtained at http://www.scc.virginia.gov/pur.

Communications Related Guidance Documents:

Letter, Division of Public Utility Regulation, dated December 4, 2018, Concerning Annual Payphone Service Provider Registration for 2019 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.

Letter, Division of Public Utility Regulation, dated December 4, 2018, Concerning Annual Operator Service Provider Registration for 2019 including the letter and the forms for the operator service provider annual registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.


Energy Related Guidance Documents:


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...
Guidance Documents

the State Corporation Commission, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting the bureau at the same address, telephone (804) 371-9657, FAX (804) 371-9416, or email bfiquestions@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416, or email bfiquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218. Guidance documents and other information are available online at the bureau's website at https://www.scc.virginia.gov/bfi/.

Administrative Letters:

Banks
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
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
BFI-AL-0204, Investment in Community Development Corporations, revised and reissued April 20, 2016, § 6.2-874 of the Code of Virginia
BFI-AL-0205, Securities Rating Services, revised and reissued February 26, 2014, § 6.2-875 of the Code of Virginia
BFI-AL-0206, Loans in Violation of § 6.2-875, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia
BFI-AL-0207, Obligations Subject to the Limits Specified, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia
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
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
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

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
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
BFI-AL-0216, Payment of Dividends, issued March 27, 2012, §§ 6.2-869 and 6.2-708 of the Code of Virginia

Savings Institutions
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
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
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
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

Credit Unions
BFI-AL-0401, Investments of Funds by Credit Unions, revised and reissued February 22, 2017, § 6.2-1376 of the Code of Virginia
BFI-AL-0402, Third Parties that Provide Data Processing Services to Credit Unions, issued February 13, 2018, Chapter 13 (§ 6.2-1300 et seq.) of Title 6.2 of the Code of Virginia

Interest and Usury
BFI-AL-0701, Judgment Rate of Interest, revised and reissued June 1, 2011, § 6.2-302 of the Code of Virginia
BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, revised and reissued June 1, 2011, § 6.2-327 of the Code of Virginia
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
Mortgage Lenders and Brokers
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BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued June 1, 2011, § 6.2-326 of the Code of Virginia
BFI-AL-1607, Fees Charged by Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1616 B 4 of the Code of Virginia
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
BFI-AL-1611, Nontraditional Mortgage Products, revised and reissued June 1, 2011
Payday Lenders
BFI-AL-1802, Threatening Criminal Proceedings, revised and reissued June 1, 2011, § 6.2-1816 of the Code of Virginia

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CCB-1128, Application for Approval of Merger Pursuant to Title 6.2 of the Code of Virginia, revised October 2010
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**CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 15 of Title 6.2 of the Code of Virginia, revised June 2017**

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

**CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised October 2010**

**CCB-4407, Application for an Additional Consumer Finance Office Pursuant to § 6.2-1507 B of the Consumer Finance Act, revised October 2010**

**CCB-4408, Application for Permission to Acquire Control of a Consumer Finance Licensee Pursuant to § 6.2-1510 of the Code of Virginia, revised March 2018**
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- CCB-1149, Depository Institution Authorization Form, revised December 2004
- CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
- CCB-5500, Application for a License to Engage in the Money Transmission and Money Order Sales Business Pursuant to Chapter 19 of Title 6.2 of the Code of Virginia, revised March 2018
- CCB-5507, Annual Report of Money Order Sellers and Money Transmitters, revised December 2018,
- CCB-5509, Surety Bond for Money Order Sales and Money Transmission, revised October 2010
- CCB-5511, Transaction Report of Money Order Sellers and Money Transmitters for the Semi-Annual Period, revised June 2018,
- CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised September 2018,
- CCB-5513, Deposit Agreement under Virginia Code Title 6.2, Chapter 19 (Money Order Sales), revised March 2018
- CCB-5514, Application for Permission to Acquire Control of a Money Transmitter or Money Order Seller Licensee Pursuant to § 6.2-1914 of the Code of Virginia, revised March 2018
- CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.2 of the Code of Virginia, revised June 2017
- CCB-5516, Surety Bond Pursuant to § 6.2-1804 of the Code of Virginia, revised October 2010
- CCB-5517, Application for an Additional Office or Relocation of an Existing Office Pursuant to § 6.2-1807 of the Code of Virginia, revised October 2010
- CCB-5518, Application for Permission to Acquire Control of a Payday Lender Licensee Pursuant to § 6.2-1808 of the Code of Virginia, revised March 2018
- CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at Same Location, revised October 2010
- CCB-5521, Annual Report of Payday Lenders, revised December 2018,
- CCB-5523, Application for a Motor Vehicle Title Lender License Pursuant to Chapter 22 of Title 6.2 of the Code of Virginia, revised June 2017
- CCB-5524, Motor Vehicle Title Lender Surety Bond Pursuant to § 6.2-2204 of the Code of Virginia, revised October 2010
- CCB-5525, Application for an Additional Office or Relocation of an Existing Office Pursuant to Chapter 22 of Title 6.2 of the Code of Virginia, revised October 2010
- CCB-5527, Application to Conduct the Business of Motor Vehicle Title Lending and Other Business Same Location, revised October 2010
- CCB-5529, Annual Report of Motor Vehicle Title Lenders, revised December 2018,
- CCB-6602, Annual Report of Industrial Loan Associations, revised December 2018,

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- CCB-5510, Check Casher Registration Form, revised March 2018

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- CCB-1149, Depository Institution Authorization Form, revised December 2004
- CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

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- CCB-1149, Depository Institution Authorization Form, revised December 2004
- CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
- CCB-5523, Application for a Motor Vehicle Title Lender License Pursuant to Chapter 22 of Title 6.2 of the Code of Virginia, revised June 2017
- CCB-5524, Motor Vehicle Title Lender Surety Bond Pursuant to § 6.2-2204 of the Code of Virginia, revised October 2010
- CCB-5525, Application for an Additional Office or Relocation of an Existing Office Pursuant to Chapter 22 of Title 6.2 of the Code of Virginia, revised October 2010
- CCB-5527, Application to Conduct the Business of Motor Vehicle Title Lending and Other Business Same Location, revised October 2010
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Credit Counseling Agencies:


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

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

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

CCB-7700, Application to Engage in the Business of a Credit Counseling Agency Pursuant to Chapter 20, Title 6.2 of the Code of Virginia, revised October 2010

CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to § 6.2-2006 of the Code of Virginia, revised October 2010

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

CCB-7704, Application for Permission to Acquire Control of a Credit Counseling Licensee Pursuant to § 6.2-2007 of the Code of Virginia, revised October 2010


Mortgage Lenders and Mortgage Brokers:

Effective January 3, 2011, mortgage lenders and mortgage brokers licensed pursuant to Chapter 16, Title 6.2 of the Code of Virginia began transitioning to the Nationwide Mortgage Licensing System (NMLS). Applicants for mortgage lender and mortgage broker licenses and for additional offices are required to apply online through NMLS.

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

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

CCB-8808, Application for Permission to Acquire Control of a Mortgage Lender or Broker Licensed Pursuant to § 6.2-1608 of the Code of Virginia, revised March 2017

CCB-8812, Criminal History Records Consent and Fingerprinting, revised March 2017


CCB-8820, Annual Report of Exempt Mortgage Lenders and Brokers, revised December 2015

CCB-8823, Exclusive Agent Conditions of Licensure, revised July 2014

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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

Trust Companies:


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

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

CCB-9900, Application of a Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.2, Chapter 10, Article 2 of the Code of Virginia, revised October 2010

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

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

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

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

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CCB-9906, Application for Permission to Acquire Voting Shares of a Trust Company Pursuant to § 6.2-1023 of the Code of Virginia, revised October 2010

CCB-9907, Application of a Trust Company to Change the Location of a Main Office or Branch Pursuant to § 6.2-1028 of the Code of Virginia, revised October 2010

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

Publications:


Consumer Alerts and Information:


Bureau of Insurance
Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the 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 at telephone (804) 371-9741 or toll free in Virginia (800) 552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Policy Advisor and Administrative Supervisor. Single copies of each document listed may be obtained free of charge by contacting Ms. Tompkins at P.O. Box 1157, Richmond, VA 23218. or FAX (804) 371-9694, or FAX (804) 371-9873. Many of these documents are available online at the bureau's website at http://www.scc.virginia.gov/boi.

Administrative Letters:


Guidance Documents


Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident and 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 1979-23, Readability of All Insurance (Property and Casualty) Policies in Virginia, issued


Guidance Documents


Administrative Letter 1983-1, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), (formerly Insurance Regulation No. 20, repealed), 14VAC5-120 (formerly Insurance Regulation No. 21), and 14VAC5-130 (formerly Insurance Regulation No. 22), issued March 31, 1983, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), 14VAC5-120 (formerly Insurance Regulation No. 21) and 14VAC5-130 (formerly Insurance Regulation No. 22), http://www.scc.virginia.gov/boi/adminlets/83-1.pdf


Administrative Letter 1991-7, Contingency Reserve Funding Level Required by the Rules Governing Group Self-Insurers of Liability under the Virginia Workers' Compensation Act,
Guidance Documents


Administrative Letter 1993-19, 14VAC5-320 (formerly Insurance Regulation No. 15) (Revised) - Rules Establishing Minimum Reserve Standards for Individual and Group
Guidance Documents


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Administrative Letter 1999-1, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 1998 Reporting Period, issued January 22, 1999, §§ 38.2-218, 38.2-3408, 38.2-3418.2, 38.2-3419.1 and 38.2-4221 and


Administrative Letter 2001-2, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers -
Guidance Documents


Administrative Letter 2002-14, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers...


Administrative Letter 2003-8, Business Transacted with Producer-Controlled Property and Casualty Insurer Act (§ 38.2-1341 et seq. of the Code of Virginia, issued October 6, 2003 (replaced Administrative Letter 1993-16)), §§ 38.2-110 through 38.2-134, 38.2-1024, 38.2-1100 et seq., 38.2-1341 et seq., 38.2-1342, 38.2-1344, 38.2-1347 et seq., 38.2-1358 et seq., 38.2-1800 et seq., 38.2-2015, 38.2-2700 and 38.2-5101; and 15 USC § 3901 et seq., http://www.scc.virginia.gov/boi/adminlets/03-08.pdf


Guidance Documents


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Administrative Letter 2018-02, Virginia Life, Accident and Sickness Insurance Guaranty Association Notice of Protection Provided by the Virginia Life, Accident and Sickness Insurance Guaranty Association; Issued May 29,
Guidance Documents


Financial Regulation Unit Guidance Documents:

Future Year-End Reserve Valuation Submissions to the Virginia Bureau of Insurance, January 1993, (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division by calling (804) 371-9589).

Future Year-End Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, September 2002, (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division by calling (804) 371-9589).

Future Year-End Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, November 2005, (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division by calling (804) 371-9589).

Letter to Insurers Prior to an Examination Specifying the Date of the Upcoming Examination and Requesting Specific Documentation the Insurer is to Provide to the Bureau of Insurance Staff, revised December 2014, (This letter is available upon request from the Financial Examination

Section of the Financial Regulation Division by calling (804) 371-9123).

Annual renewal letters for all entities licensed, approved, registered, authorized, accredited, or certified by the Virginia Bureau of Insurance, December 2016, (This letter is available upon request from the Financial Analysis Section of the Financial Regulation Division by calling (804) 371-9869).

The following documents are available at http://www.scc.virginia.gov/boi/co/miscforms.aspx:

Certified Reinsurers, Form CR-F and Instructions for Form CR-F

Certified Reinsurers Form CR-S and Instructions for Form CR-S

The following documents are available at http://www.scc.virginia.gov/boi/co/lic_reg.aspx:

Dental Plan Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-6102

Instructions for Completing the Initial Reinsurance Intermediary License Application, revised April 2007, § 38.2-1348

Requirements for Surplus Lines Approval in Virginia for an Alien Insurer, revised January 2016, § 38.2-4805.1

Requirements for Surplus Lines Approval in Virginia for a Foreign Carrier, revised January 2016, § 38.2-4805.1

Application for the Establishment of a Managed Care Health Insurance Plan (MCHIP), revised July 2011, § 38.2-5800

Home Protection Company Requirements for Organizing and Licensing in Virginia, revised August 2012, §§ 38.2-1024 and 38.2-2603

Captive Insurers Requirements for Organizing and Licensing in Virginia, revised April 2012, §§ 38.2-1024 and 38.2-1102

Health Services Plan Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4200

Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301

Limited Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301

Virginia Legal Services Plan Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4413

Dental Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517

Optometric Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517

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Insurance Premium Finance Company Requirements for Organizing and Licensing in Virginia, revised August 2015, § 38.2-4701

Community-Based Continuing Care Providers Registration and Disclosure Filing Guidelines, August 2012, § 38.2-4919

Continuing Care Providers Registration and Disclosure Filing Guidelines, revised August 2012, § 38.2-4901

Vitality Settlement Providers Requirements for Operating in Virginia, revised August 2017, § 38.2-6002

Multiple Employer Welfare Arrangements Requirements for Operating in Virginia, revised January 2014, Article 3 of Chapter 34 of Title 38.2

Requirements for Accredited Substantially Similar, and Trusted Reinsurers, May 2018, § 38.2-1316.2

Requirements for Certified Reinsurers, May 2018, § 38.2-1316.2 B

Requirements for Organizing and Licensing of a Group Self-Insurance Association, § 65.2-802

Licensing Procedures for Managing General Agents to Obtain Authority in Virginia (Procedures, Instructions and Application), revised October 2005, § 38.2-1359

Information Concerning Purchasing Group Registration, November 2017, § 38.2-5108

Information Concerning Risk Retention Group Registration, November 2017, §§ 38.2-5102 and 38.2-5103

The following document is available at http://www.naic.org/industry_ucaa.htm:

Uniform Certificate of Authority Application, revised August 2014, §§ 38.2-1024 and 38.2-1206,

The following documents are available at http://www.scc.virginia.gov/boi/co/holenco.aspx:

Form A, Instructions for Application for Approval of Acquisition of Control of or Merger with a Domestic Insurer Pursuant to § 38.2-1323, revised January 2015, 14VAC5-260

Form B, Instructions for Insurance Holding Company System Annual Registration Statement Pursuant to § 38.2-1329, revised January 2015, 14VAC5-260

Form C, Instructions for Summary of Changes to Registration Statement Pursuant to § 38.2-1329, revised January 2015, 14VAC5-260

Form D, Instructions for Prior Notice and Application for Approval of Certain Transactions Pursuant to § 38.2-1330 B, revised January 2015, 14VAC5-260

Form E, Instructions for Pre-Acquisition Notification Form Regarding the Potential Competitive Impact of a Proposed Merger or Acquisition by a Nondomiciliary Insurer Doing Business in this Commonwealth or by a Domestic Insurer Pursuant to § 38.2-1323, revised January 2015, 14VAC5-260

Form F, Instructions for Enterprise Risk Report Pursuant to § 38.2-1329 L, May 2015, 14VAC5-260

Form G, Instructions for Notice of Dividends and Distributions to Shareholders Pursuant to §§ 38.2-1329 F and 38.2-1330.1, revised January 2015, 14VAC5-260

The following documents are available at http://www.scc.virginia.gov/boi/co/an_renew.aspx

NAIC Financial Standard State Filing Checklists for filings due in 2017 for Fraternal Societies, Health Organizations, Life, Accident and Health Companies, Property and Casualty Companies, and Title Companies

Virginia Specific Financial and License Renewal Forms:

Form R01, Analysis of Excess Capital and Surplus Investments Report

Form R2A, Application for Renewal of License

Form R2B, Application for Renewal of License - Fraternal Benefit Society.

Form R03, Audited Financial Statements Exemption Affidavit

Form R05, Certificate of Assuming Insurer

Form R05Q, Certificate of Assuming Insurer Quarterly Update

Form R06, Costs of HMO's Indemnification and Nonparticipating Referral Provider Arrangements

Form R08, Producer-Controlled Insurer Report

Form R09, Report of Assessable Ocean and Inland Marine Premium

Form R10, Report of Assets Pledged, Hypothecated or Encumbered

Form R12, Request for Information Regarding Reinsurance Intermediaries (RIS)

Form R13, Statement of Material Changes

Form R14, Supplementary Statement of Covered and Uncovered Expenses

Form R15, Certificate of Certified Reinsurer

Form R16, Surplus Lines Annual Filing Information

Form R19, Multiple Employer Welfare Arrangement Policy Verification

Multiple Employer Welfare Arrangement Renewal

PG Annual Renewal Look-up

Premium Finance Annual Statement Form

Reinsurance Intermediary License Renewal Application
Guidance Documents

Market Regulation Unit Guidance Documents:


Letter to Newly Licensed Insurers Advising the Insurers of the Applicable Insurance Rules and Regulations in the Commonwealth of Virginia, revised 2001 (available upon request from the Forms and Rates Section of the Life and Health Division by calling (804) 371-9110)
NAIC Product Review Filing Checklists for Property and Casualty
Virginia Property and Casualty Product Requirements Locator http://eapps.naic.org/prl/do/search/home

Administration and Assessment Unit Guidance Documents:


Life and Health Consumer Guides:

A Shopper’s Guide to Cancer Insurance, revised July 2007, (available upon request from the Life and Health Consumer Services Section by calling (804) 371-9691)
A Buyer’s Guide to Long-Term Care Insurance, revised December 2013 (available upon request from the Life and Health Consumer Services Section by calling (804) 371-9691)


Federal Health Care Reform Patient Protection and Affordable Care Act (PPACA) (P.L. 111-148), revised October 2011, (available upon request from the Life and Health Consumer Services Section by calling (804) 371-9691)


List of Medicare Supplement and Medicare Select Insurance Companies for Individuals under 65 and Eligible for Medicare due to Disability, revised 10-6-17, http://www.scc.virginia.gov/boi/pubs/medsupcos.pdf


NAIC Public Service Announcement for Long-Term Care Insurance, http://www.naic.org/index_ltc_section.htm


Guidance Documents


Property and Casualty Consumer Guides:


Forms and Guides Respecting Licensing of Individuals and Agencies:


Forms for Surplus Lines Insurance:


Forms Respecting Licensing of Public Adjusters:


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, Division of Securities and Retail Franchising, 9th Floor, Tyler Building, 1300 East Main
Guidance Documents

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 Kathy O’Sullivan at the same address, telephone (804) 371-9784, or FAX (804) 371-9911.

Questions regarding interpretation or implementation of these documents may be directed to Amanda Blanks, Investor Education Coordinator, at the same address, telephone (804) 371-9088, or FAX (804) 371-9911.

Guidance Documents:


Investor Education Publications:


Virginia Securities Act Forms:

Broker-Dealer

Affidavit of Undertaking to the Virginia Division of Securities and Retail Franchising (Form AFF 1), April 2015, http://www.scc.virginia.gov/srf/bus/forms.aspx
Broker-Dealer Agent


Non-FINRA 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


Investment Advisor

Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 2), April 2015, http://www.scc.virginia.gov/srf/bus/forms.aspx
Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 3), April 2015, http://www.scc.virginia.gov/srf/bus/forms.aspx
Investment Advisor Representative

Securities Registration


Virginia Retail Franchising Act Forms:


Virginia Trademark Act Forms:


Guidance Documents

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 State Corporation Commission, 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 per page. To obtain copies, contact Renee Salmon at the same address, telephone (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/mutility/pubs.aspx.

Questions regarding interpretation or implementation of these documents may be directed to Steven Bradley, Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9751, FAX (804) 371-9734, or email steven.bradley@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Outreach Documents:


For copies of the following DVDs, email vadamageprevention@scc.virginia.gov:

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


Wally's Digging Adventure DVD, July 2010. A children's DVD for use in conjunction with the Wally's Digging Adventure Coloring Book for Children.

Advisory Committee Information:


La información en Español:


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, 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 23218-1197. Contact Yolanda Suitte at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of $.50 per page.

Questions regarding interpretation or implementation of these documents may be directed to Kimberly Pate, Director, or Kent Peterson, Patrick Carr, or Scott Armstrong, Deputy Directors, 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 23218-1197. Contact Yolanda Suitte at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of $.50 per page.

Some of the listed documents may be downloaded from the Division of Utility Accounting and Finance Section on the State Corporation Commission's website at http://www.scc.virginia.gov. Hard copies are available. Contact the Division of Utility Accounting and Finance at (804) 371-9950 or by email at accounting@scc.virginia.gov.
Guidance Documents

Guidance Documents:

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2016 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2018, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2018, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 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, 2018, § 56-249

Forms for Annual Reports:


Annual Financial and Operating Report for Class A Water or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company.


Guidelines:

Guidelines for Filing Affiliate or Merger Applications (Title 56, Chapter 4, Regulation of Relations with Affiliated Interests; and Title 56, Chapter 5, Utility Transfers Act), http://www.scc.virginia.gov/uaf/ch4ch5.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 State Corporation Commission, Office of the Public Service Taxation Division, Tyler Building, 9th Floor, 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 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 the website at http://www.scc.virginia.gov/pst.

Questions regarding interpretation or implementation of these documents may be directed to Dee Deskins, Manager, Public Service Taxation Division, State Corporation Commission, Tyler Building, 9th 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 23218-1197.

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.)


State Corporation Commission 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 2017 are available on the commission website at http://scc.virginia.gov/comm/an_rept.aspx.

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. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

DEPARTMENT OF CORRECTIONS

Copies of guidance documents may be viewed during regular work days from 8 a.m. until 5 p.m. at Virginia Department of Corrections Headquarters, 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained, at a cost of 10 cents per page, by contacting Jim Bruce, Department of Corrections Regulatory Coordinator at the address provided, telephone (804) 887-8215, or email james.bruc@vdac.virginia.gov. Interpretive or implementation questions may be obtained from the same contact.

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

Guidance Documents:

BOC Policy 10-1, Board of Corrections Policy Process, 6/1/2013

BOC Policy 10-2, Board of Corrections Policy on Regulations, 6/1/2013

BOC Policy 10-3, Equal Employment Opportunity, 6/1/2013

BOC Policy 10-4, Budget, 6/1/2013
## Guidance Documents

- **BOC Policy 10-7**, Negotiations with Low Bidder, 6/1/2013
- **BOC Policy 10-8**, Volunteer Program, 6/1/2013
- **BOC Policy 20-10**, Agribusiness, 6/1/2013
- **BOC Policy 20-11**, Correctional Enterprises, 6/1/2013
- **BOC Policy 20-13**, Offender Copayment Program for Health Care Services, 1/1/2012
- **BOC Policy 20-14**, Offender Health Records, 1/1/2012
- **BOC Policy 20-7**, Inmate Pay, 6/1/2013
- **BOC Policy 20-8**, Extending Limits of Confinement for Work & Educational Programs, 6/1/2013
- **BOC Policy 20-9**, Good Conduct Allowance and Earned Sentence Credits, 6/1/2013
- **BOC Policy 30-1**, Local Correctional Facility Standards, 6/1/2013
- **BOC Policy 30-2**, Furlough, Work, Educational & Rehabilitative Releases from Local Correctional Facilities, 6/1/2013
- **BOC Policy 30-3**, Review of Death of Inmates in Local Correctional Facilities, 10/1/2017
- **BOC Policy 30-5**, Purchase of Services Authorized, 1/1/2012
- **BOC Policy 30-6**, Cost of Maintenance of Jails, 6/1/2013
- **BOC Policy 30-7**, Regional Contracts for Cooperative Jailing of Offenders, 6/1/2013
- **BOC Policy 30-8**, Community Facilities for Offenders, 6/1/2013
- **BOC Policy 30-9**, Approval for Jail Construction and Reimbursement, 6/1/2013
- **Compliance LU 2013**, Compliance documentation for Lockups effective July 7, 2013, 12/13/2012
- **Joint Policy 1-1**, Graduated Release from Confinement, 6/1/2013

### 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 Virginia 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 Jaime Hoyle, Executive Director of the Board of Counseling, at the address provided or by telephone at (804) 367-4610. Copies are free of charge.

### Guidance Documents:

- 115-1.1, Possible Disciplinary or Alternative Actions for Noncompliance with Continuing Education Requirements, Revised May 1, 2015
- 115-1.2, Bylaws of the Board, revised May 18, 2018
- 115-1.4, Guidance on Technology-Assisted Counseling and Technology-Assisted Supervision, revised November 13, 2015
- 115-1.8, Examinations approved by the board for rehabilitation provider certification, adopted September 11, 2015
- 115-1.9, Certifications approved by the board for endorsement as a certified substance abuse counselor, revised February 9, 2018
- 115-2, Impact of criminal convictions, impairment, and past history on licensure, certification or registration, revised February 9, 2108
- 115-2.1, Guidance on whether hypnosis is an appropriate counseling tool, revised May 18, 2018
- 115-2.2, Guidance on participation by substance abuse counselors in planned interventions, revised November 13, 2015
- 115-4.1, Evidence of clinical practice for licensure by endorsement, reaffirmed May 18, 2108
- 115-4.3, Direct client contact hours in an internship that can be applied toward the residency, reaffirmed November 3, 2016
- 115-4.11, Board guidance on use of confidential consent agreements, revised May 18, 2018
- 115-5, Board guidance on the process of conducting informal fact-finding proceedings by an agency subordinate, reaffirmed May 18, 2018
- 115-7, Supervised experience for the delivery of clinical services for professional counselor licensure, revised November 13, 2015
- 115-8, Approved degrees in human services and related fields for QMHP registration, revised February 9, 2018
- 115-9, Board-recognized entity for licensure by endorsement, adopted November 2, 2018
DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA 23219, website http://www.dcjs.virginia.gov. Copies may be obtained by contacting David Cotter at the address provided, telephone (804) 225-3471, FAX (804) 786-0588, or email david.cotter@dcjs.virginia.gov. Copies of guidance documents are free and can be accessed on the agency's website or Virginia Regulatory Town Hall at www.townhall.virginia.gov. Questions regarding interpretation or implementation of these documents may be directed to David Cotter at the address provided, telephone (804) 225-3471, FAX (804) 786-0588, or email david.cotter@dcjs.virginia.gov.

Guidance Documents:

5482, Grant Guidelines for New Grant Funding for Pretrial and Local Probation Services for Unserved Localities, 12/31/2013


Criminal Justice Services Board

5469, Certified Crime Prevention Community Program Manual, 10/12/2018

5470, Certified Crime Prevention Community Program Recertification Guidelines, 10/12/2018

5481, CASA/CIA Advisory Committee Guidance Policy for Court Appointed Special Advocates Programs, 11/2/2017

5851, Field Training Officer Requirements, 11/19/2015

5943, Forfeited Asset Sharing Program Manual, 7/1/2015

BOARD OF DENTISTRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 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 of Dentistry, at the address provided or by telephone at (804) 367-4538. Copies are free of charge.

Guidance Documents:


60-1, Board policy on confidential consent agreements, revised June 8, 2018

60-2, Sanction reference point instruction manual, revised December 11, 2015

60-3, Periodic inspection of sedation and anesthesia in dental offices, revised December 11, 2015

60-4, Questions and answers about sedation, revised December 11, 2015

60-5, Sanctioning for violations for continuing education requirements, revised September 16, 2016

60-6, Policy on sanctioning for practicing with an expired license, revised December 11, 2015

60-7, Chart on delegable duties for dental assistants, readopted June 8, 2018

60-8, Educational requirements for Dental Assistant II, revised December 11, 2015

60-9, Code of conduct for board members, readopted June 8, 2018

60-10, Policy on sanctioning for failure to comply with advertising guidelines, revised December 11, 2015

60-13, Remote supervision of dental hygienists, revised December 14, 2018

60-14, Bylaws of the Board of Dentistry, revised June 8, 2018

60-15, Standards for professional conduct in the practice of dentistry, revised December 14, 2018

60-17, Policy on recovery of disciplinary costs, revised December 14, 2018

60-18, Dental laboratory work order, revised December 11, 2015

60-19, Dental laboratory subcontractor work order, readopted June 8, 2018

60-20, Guidance on radiation certification, revised December 11, 2015

60-21, Policy on sanctions for failure to report to the Prescription Monitoring Program, adopted June 10, 2016

60-22, Policy on sanctioning for failure to comply with insurance and billing practices, revised December 11, 2015

60-23, Policy on Teledentistry, adopted December 11, 2015


60-25, Licensure examinations - board approved, revised December 14, 2018

76-24.3, Inspection report for dental offices, revised March 9, 2018
Guidance Documents

VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

Guidance documents of the Virginia Economic Development Partnership (VEDP) are available to view and download using the links provided, which will link the user to the guidance documents on VEDP’s website at http://www.vedp.org.

Additionally, copies of the following documents may be viewed on regular work days from 8 a.m. until 4:30 p.m. in VEDP’s offices at One James Center, 901 East Cary Street, Suite 900, Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Johan Salén, Vice President of Incentives, at the same address, telephone (804) 545-5654, FAX (804) 545-5611, and email jsalen@vedp.org.

Questions regarding the interpretation or implementation of these documents may be directed to Johan Salén, Vice President of Incentives, Virginia Economic Development Partnership, One James Center, 901 East Cary Street, Suite 900, Richmond, Virginia 23219, telephone (804) 545-5654, and email jsalen@vedp.org.

Guidance Documents:


Policies and Procedural Guidelines for Major Eligible Employer Grant Program, FY2019, §§ 2.2-5100 through 2.2-5104

Policies and Procedural Guidelines for Virginia Economic Development Incentive Grant Program, FY2019, §§ 2.2-5100 through 2.2-5104

Policies and Procedural Guidelines for Virginia Investment Performance Grant Program, FY2019, §§ 2.2-5100 through 2.2-5104

Policies and Procedural Guidelines for the Virginia Jobs Investment Program, FY2019, §§ 2.2-2240.3 through 2.2-2240.6

Policies and Procedures for Capital Investment, Employment, and Wage Level Reporting and Verification, FY2019

Policies and Procedural Guidelines for Performance Extensions, FY2019

Brownfield Restoration and Economic Redevelopment Assistance Fund Site Assessment Guidelines, FY2019, § 10.1-1237

Brownfield Restoration and Economic Redevelopment Assistance Fund Site Remediation Guidelines, FY2019, § 10.1-1237

Virginia Business Ready Sites Program – Site Characterization Guidelines, FY2019, § 2.2-2238 C.

Virginia Business Ready Sites Program – Site Development Guidelines, FY2019, § 2.2-2238 C.

DEPARTMENT OF EDUCATION

For copies of documents, please contact Emily Webb at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2924, or email emily.webb@doe.virginia.gov. Questions regarding interpretation or implementation may also be directed to Ms. Webb.

Guidance Documents:

Adult Education, High School Equivalency Examination Guidelines, 9/22/2016

Assessment, English Learners: Guidelines for Participation in the Virginia Assessment Program, 8/22/2018

Assessment, Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval, 1/30/2003


Assessment, Guidelines for Instruction-Based Assessments, 12/31/2004


Assessment, Guidelines for the Use of Local Performance Assessments to Verify Credits in Writing, 9/20/2018

Employment & License, Guidelines for Mentor Teachers Programs, 6/30/2000

Employment & License, Virginia License Renewal Manual, 11/22/2017

Employment & License, Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas, 8/7/2001

Employment & License, The Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-to-Staff Schools, 6/30/2004

Employment & License, Virginia's High Objective Uniform State Standard of Evaluation for Experienced Teachers, 4/30/2005
Employment & License, Virginia's Definition of Alternate Route for Highly Qualified Teachers, 4/30/2004

Employment & License, Virginia Requirements to be a Highly Qualified Special Education Teacher, 9/30/2006


Employment & License, Guidelines for Prescribed Professional Teacher's Examinations, 1/8/2011

Employment & License, High-Quality Professional Development Criteria, 4/30/2004

Employment & License, Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure, 10/30/2005

Employment & License, Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment, 11/30/2005

Employment & License, Virginia Standards for the Professional Practice of Teachers, 4/28/2011

Employment & License, Guidelines Pertaining to the Employment of Substitute Teachers, 3/24/2011


Employment & License, Guidelines for Distributing National Board Incentive Awards, 6/28/2012

Employment & License, Procedural Guidelines for Conducting Licensure Hearings, 11/15/2018


Finance & Operations, Guidelines for Establishing Joint or Regional Continuation High Schools or Programs, 5/28/2004


Guidance Documents

Finance & Operations, Criteria for Making Distributions from the Public Charter School Fund, 1/10/2008


Flag/Moment of Silence, Guidelines Concerning Religious Activity in Public Schools, 12/30/1995

Instruction, Guidelines for the K-3 Record for Reading and Mathematics, 9/23/2011

Instruction, Objectives for Personal Living and Finance, 12/30/2006

Instruction, Criteria for Character Education, 7/26/2012

Instruction, Curriculum and Administrative Guide for Driver Education in Virginia, 12/30/2010

Instruction, Guidelines for Banking-In-School Demonstration Partnership Programs, 12/30/2006

Instruction, Procedures for Initiating Academic Year Governor's Schools, 1/30/1999

Instruction, Homebound Instructional Services Guidelines, 2/1/2012

Instruction, Criteria for Establishing Governor's Career and Technical Academies, 1/30/2008

Instruction, Guidelines for Alternatives to Animal Dissection, 7/30/2004

Instruction, Virginia's Definition of School Readiness, 4/30/2008

Instruction, Standards for the Governor's Career and Technical Education Exemplary Standards Awards Program, 5/30/2008

Instruction, World-Class Instructional Design and Assessment English Language Proficiency Standards, 3/30/2008

Instruction, Virginia Public Charter School Application Process, 9/22/2016

Instruction, Application for College Partnership Laboratory Schools and the Procedures for Receiving, Reviewing, and Ruling on College Partnership Laboratory School Applications, 10/25/2012

Instruction, Guidelines and Standards of Learning for Family Life Education, 9/28/2017

Guidance Documents

Instruction, Guidelines for Local Textbook Approval, 9/22/2011

Instruction, List of Board of Education Regulations Identified as Waivable for Charter School Purposes, 6/30/1999

Instruction, Guidelines for Academic and Career Plans, 9/17/2009

Instruction, Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations, 12/31/2002

Instruction, Growth Indicators in Response to the 2013 Acts of the Assembly, 7/25/2013

Instruction, Physical Education and Physical Activity Program Guidelines for Public Elementary and Middle Schools, 6/28/2018

Instruction, Board of Education Approved Industry Certifications, Occupational Competency Assessments, and Professional Licenses, 4/26/2018

Instruction, High School to Work Partnerships Guidelines and Model Liability Waiver, 6/26/2014

Instruction, Responsive Instruction: Refining Our Work of Teaching All Children, 10/31/2007

Instruction, Guidelines for the Use of Computer Science Courses to Satisfy Graduation Requirements, 1/22/2015

Instruction, Guidelines for Graduation Requirements: Local Alternative Paths to Standard Units of Credit (Alternatives to the 140-Clock-Hour Requirement), 10/22/2015

Instruction, Guidelines for Using Supplementary Written Materials to Teach the Documents of Virginia History and the United States Constitution, 1/22/2015

Instruction, Guidelines for Issuing a Virginia Seal of Biliteracy, 6/25/2015

Instruction, Virginia Public Charter School Application, 9/22/2016

Instruction, Criteria Checklist For Virginia Public Charter School Applications, 9/22/2016

Instruction, Board of Education-Approved Criteria for Awarding the Science, Technology, Engineering, and Mathematics Diploma Seal, 10/18/2018


School Calendar, Guidelines for Considering and Approving Requests for Pre-Labor Day Openings, 3/28/2013

School Facilities, Model Guidelines for the Wearing of Uniforms in Public Schools, 7/1/1996

School Facilities, Guidelines for School Facilities in Virginia's Public Schools, 9/1/2013

School Improvement, Criteria for Review of Private Educational Management Companies, 4/1/2005

School Improvement, Criteria for the Virginia Index of Performance, 10/24/2013

School Nutrition, Annual Agreement to Participate in the School Nutrition Programs, 5/11/2018

School Safety, Student Conduct Policy Guidelines, 1/22/2015


School Safety, Guidelines for Management of the Student's Scholastic Record, 5/1/2004

School Safety, Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus, 12/30/1990

School Safety, Virginia School Health Guidelines, 5/1/1999


School Safety, Persistently Dangerous Schools and Unsafe School Choice Option, 4/30/2003


School Safety, Guidelines for Specialized Health Care Procedures, 12/30/2004

School Safety, Manual for Training Public School Employees in the Administration of Insulin and Glucagon, 11/1/2011

School Safety, Guidelines for Student Drug-Testing in the Public Schools, 6/30/2004


School Safety, Model Policy to Address Bullying in Virginia’s Schools, 10/24/2013


School Safety, Resource Document for Local Screening Requirements in Virginia’s Public Schools, 9/30/2009

School Safety, Guidelines for Recognition and Treatment of Anaphylaxis in the School Setting, 12/30/2014

School Safety, The Manual for the Training of Public School Employees in the Administration of Medication, 6/1/2012

School Safety, Guidelines for Seizure Management, 12/31/2010

SOA, Guidelines Establishing an Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence, 7/30/2007


SOA, Process by which Locally Prescribed Graduation Requirements that Exceed the Requirements in 8VAC20-131-50 of the Regulations Establishing Standards for Accrediting Public Schools in Virginia May Be Amended or Discontinued, 11/17/2011

SOA, Interpretation of Regulations for Certain Transfer Students, 12/20/2002

SOA, Substitute Tests Approved for Awarding Verified Credit, 7/27/2017

SOA, Guidelines on Exemplar School Recognition, 4/26/2018

Special Education, Guidelines for the Participation of Students with Disabilities in the State Accountability System, 11/30/2010

Special Education, Discipline of Students with Disabilities, 12/30/2010

Special Education, Your Family’s Special Education Rights: Virginia Procedural Safeguards Notice, 9/30/2013

Special Education, Individual Student Alternative Education Plan Program Guidelines, 9/27/2012

Special Education, Required Modifications to Local Procedures and Policies (Special Education), 11/30/2009

Special Education, Alternative Special Education Staffing Plan Procedures, 1/30/2001


Special Education, Guidelines for Schools for Students with Disabilities Fund, 6/30/2007

Special Education, Training Standards for Paraprofessionals Assigned to Work with a Teacher Who Has Primary Oversight of Students with Autism Spectrum Disorder, 1/10/2013

Special Education, Standard Diploma Credit Accommodations for Students with Disabilities, 9/20/2018

Special Education, Guidelines for Educating Students with Specific Learning Disabilities, 10/4/2013

Special Education, Parent’s Guide to Special Education, 12/31/2010

Special Education, Parents’ Guide to Special Education Dispute Resolution, 12/31/2008

Special Education, Guidance on Prior Written Notice in the Special Education Process, 5/31/2013

Special Education, Guidance for Military Families with Students in Special Education, 8/31/2014


Special Education, Extended School Year Services, 12/31/2007


Special Education, Guidance Document for Implementing New Special Education Requirements for the Definition of Parent, 5/31/2009

Special Education, Guidelines for School Division Transfer of Assistive Technology Devices, 9/6/2013

Special Education, Functional Behavioral Assessment, Behavior Intervention Plans and Positive Intervention and Supports, 12/31/2009

Special Education, Guidelines for Working with Students Who Are Blind or Visually Impaired in Virginia Public Schools, 12/31/2010

Special Education, Guidelines for Working with Students Who Are Deaf or Hard of Hearing in Virginia Public Schools, 2/1/2012

Special Education, Guidelines for Working with Students Who Are Deaf or Hard of Hearing in Virginia Public Schools, 2/1/2012
Guidance Documents

Special Education, Speech-Language Pathology Services in the Schools: Guidelines for Best Practice, 12/31/2011

Special Education, Educational Interpreting Services, 12/31/2010

Special Education, Guidance on Evaluation and Eligibility for the Special Education and Related Services, 11/1/2017

Special Education, Guidance Document for Standards-Based IEPs, 2/22/2011

Special Education, Special Education in Local and Regional Jails: Guidelines for Best Practice, 4/1/2012


Special Education, Guidance for the Development of Postsecondary Goals, 1/31/2011

Special Education, Transfer of Rights for Students with Disabilities upon Reaching the Age of Majority in Virginia, 5/1/2012

Special Education, Handbook for Occupational and Physical Therapy Services in the Public Schools of Virginia, 12/31/2010

Special Education, Handbook for Educators of Students Who Are English Language Learners with Suspected Disabilities, 12/31/2009

Special Education, Students with Disabilities: Guidelines for Assessment Participation, 9/1/2014

Special Education, Guidelines for Educating Students with Autism Spectrum Disorders, 10/31/2010

Special Education, Models of Best Practice in the Education of Students with Autism Spectrum Disorders, 5/31/2011

Special Education, VAAP Participation Criteria and the Determination of Significant Cognitive Disabilities, 4/1/2014

Standards of Quality, Guidance Regarding Maximum Class Size and Student-Teacher Ratios in the Standards of Quality, 1/16/2014

Student Services, Suicide Prevention Guidelines, 12/1/2003

Student Services, Virginia Comprehensive Services Act for At-Risk Youth and Families Implementation Manual, 7/30/2002

Student Services, Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines, 12/30/2003


Student Services, Eating Disorders Awareness in the Public School Setting, 1/5/2015

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Copies of guidance documents authorized to be provided are subject to costs stated in the agency’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. at the Virginia Department of Elections, located in the Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. The Virginia State Board of Elections (SBE) is the policymaking board responsible for approving regulations, forms and guidance documents. Questions regarding interpretation or implementation of these documents may be directed to the office address in person, via telephone (804) 864-8901 or toll free at (800) 552-0194. Questions will be directed to the appropriate staff member for response.

Up-to-date information on many of the SBE and Department of Elections guidance documents is available on the Department of Elections website at http://www.elections.virginia.gov. Additionally, most of these guidance documents are available electronically for no charge.
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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 Lisa J. Rowley, Chief Administrative Law Judge, Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-4140, FAX (804) 786-9034, or email lisa.rowley@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 at www.vec.virginia.gov. Documents may be downloaded from the website at no charge.

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The following list contains documents prepared by the department. It does not include documents that merely restate regulatory provisions in a different format such as checklists or boilerplates nor does it include guidance documents developed by other federal and state agencies. Requests for copies of those documents not available electronically on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov or copies of any of the documents listed are considered a request for information under the Freedom of Information Act (FOIA). There may be a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy.

For FOIA requests, please contact the department's FOIA Officer at (804) 698-4085. For a listing of regional office FOIA contacts, please go to the department FOIA webpage at http://www.deq.virginia.gov/ConnectWithDEQ/FreedomofInformationAct/RegionalFOIAContacts.aspx.

Copies may also be requested by writing to: FOIA Officer, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218.

Requests for copies or questions regarding interpretation of the Litter Prevention and Recycling documents should be directed to: Manager, Recycling and Litter Prevention, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4193.

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GM01-2013, Checklists for Wastewater Laboratory Inspections - Amendment 6, 8/30/2006

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GM05--2005, Procedures for the Closure or Abandonment of Lagoon or Sewage Treatment Works, 4/14/2005
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GM05-2013, Duty to Apply for VPDES CAFO Permit in Lieu of 2005 U.S. 2nd Circuit Court of Appeals Decision, 10/6/2005
GM05-2014, Modifications to the VPA General Permit Regulation for Poultry Waste Management, 11/7/2005
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GM05-2016, Lender Liability Exemption Guidelines, 11/29/2005
GM06-2005, Biosecurity Procedures for Poultry Farm Visits, 5/24/2006
GM06-2010, Guidelines for DEQ Review and Approval of Biological Monitoring QAPPs Submitted by Non-DEQ Sources, 8/28/2006
GM06-2011, Water Permit Fee Program Procedures, 8/1/2006
GM06-2012-Amendment 1, Review Procedures for WQIF Grant Applications and Agreement Negotiations, 12/10/2007
GM06-2016, Significant Figures for Discharge Monitoring Reports, 11/2/2006
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GM07-2008, Permitting Considerations for Facilities in the Chesapeake Bay Watershed - Amendment 2, 10/23/2007
GM07-2008, Permitting Considerations for Facilities in the Chesapeake Bay Watershed, Addendum No. 1 to Amendment No. 2, 4/9/2009
GM07-2012, Assigning Operator License Classes, 10/10/2007
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GM08-2003, Procedure for Designation of Vessel No Discharge Zones, 2/28/2008
GM08-2004, Regulation of Ditches under the Virginia Water Protection Permit Program, 5/13/2008
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GM10-2001 Amendment 1, Implementation Guidance for the Water Reclamation and Reuse Regulation, 9VAC25-740, 9/10/2018
GM10-2002, Virginia Water Protection Permit Program Noncompliance Determination and Enforcement Referral Guidance, 1/22/2010
GM10-2004 (Rev-2), Implementation of Extended Buffers, Coordination of Health Complaints and Waiving of Buffers at Biosolids Land Application Sites, 9/2/2015
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GM11-2002, Assessing points for violations of Chesapeake Bay Annual Load and Concentration Limitations for Total Nitrogen and Total Phosphorus, 1/26/2011
GM11-2006, Managing Frozen Ground for Biosolids Land Application, 3/18/2011
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, 6/15/2011
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, 10/26/2011
GM11-2010, Process for Determination of Noncompliance with the General VPDES Permit for Storm Water Discharges Associated with Industrial Activity, VAR05, 12/5/2011
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GM12-2003, Landowner Agreements for Biosolids Land Application - Revision 1, 10/22/2018
GM13-2005, Implementation Guidance for Reissuance of the General VPDES Permit for Potable Water Treatment Plants VAG64, 10/31/2013
GM14-2001, Modifying VPA Biosolids Permits and Terminating Virginia Department of Health Biosolids Use Regulation Permits After the Adoption of 2013 Regulatory Amendments, 2/10/2014
GM14-2004, Procedures for Reviewing and Deriving Total PCB Concentrations from Samples Analyzed Using Low-Level PCB Method 1668 to be Used in the Development and Implementation of TMDLs, 4/4/2014


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GM14-2010, Certification Time Restrictions and Provisional Certification Requirements for Stormwater Management and Erosion & Sediment Control, 6/6/2014

GM14-2011, Nutrient Monitoring for "Nonsignificant" Discharges to the Chesapeake Bay Watershed, 8/8/2014


GM14-2014, Implementation Guidance for Section 47 (Time limits on applicability of approved design criteria) and Section 48 (Grandfathering) of the Virginia Stormwater Management Program Regulation, 9VAC25-870, 8/25/2014

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GM14-2016, Public Participation Procedures for Water Quality Management Planning, 10/20/2014


GM15-2001, Process for Determination of Noncompliance with the General VPDES Permit for Stormwater Discharges Associated with Industrial Activity, VAR05, 2/19/2015

GM15-2002, Use of Contact Hours for ESC or SWM Recertification, 3/5/2015


GM15-2005, Chesapeake Bay TMDL Special Condition Guidance - Revision, 5/18/2015

GM16-2001, Updated Virginia Runoff Reduction Method Compliance Spreadsheets - Version 3.0, 5/2/2016


GM17-2003 - Amendment 1, Interstate Natural Gas Infrastructure Projects - Procedures for Evaluating and Developing Additional Conditions for Section 401 Water Quality Certification Pursuant to 33 USC § 1341, 12/21/2018


GM18-2004, Procedures for Pipeline Stop Work Instruction, 6/18/2018

GM18-2006, Reissuance Procedures for VPA Biosolids Land Application Permits, 10/22/2018

GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Memo, 12/19/2018

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Guidance Documents

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GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 11, 12/19/2018

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GM18-2012, Point Assessment for Alleged Violations of the Construction Stormwater Permit Criteria and Enforcement Referral Guidance, 12/20/2018


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LPR-SRR-03-2012, Case Closure Evaluation of Sites with Free Product, 12/28/2012


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LPR-SRR-2016-02, CEDS Tanks Compliance and Registration User Manual, 7/29/2016


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Virginia Waste Management Board

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6172, Universal Waste Mercury-Containing Lamp Crushing Guidance, 12/1/2016


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Guidance Documents

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00-2016, Chain of Custody Policy and Procedures - Amendment 1, 3/14/2006

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GM14-2006, VPA and SWM Permitting and Beneficial Use Determination Approval at Solid Waste Management Facilities, 4/30/2014


LPR-HW, Closure Guidance-Wood Treatment Facilities - Drip Pads, 6/7/2007


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LPR-REM-RA RCRA, RCRA Corrective Action Risk Assessment Guidance, 11/20/2013

LPR-REM-RA SW, Solid Waste Risk Assessment Guidance, 10/10/2012


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LPR-SW-01-2008, Surface Water Impacts at Solid Waste Landfills, 2/22/2008

LPR-SW-01-2009, Scenarios under which a Part A Amendment Is or Is Not Required, 7/10/2018


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LPR-SW-02-2007, Close Safely the Old 1205 Permitted Landfills , 12/22/2011


LPR-SW-02-2010, Solid Waste Compliance Program Inspection Manual, 12/17/2018


LPR-SW-02-2012, Solid Waste Special Waste Disposal Requests, 2/2/2012


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### Guidance Documents

- **LPR-SW-04-2005**, Sanitary Landfill Siting Relative to a Public Water Supply Intake or Reservoir, 8/23/2005
- **LPR-SW-04-2011**, Financial Assurance for Stockpiles of Materials for Beneficial Use or Other Uses, 2/22/2013
- **LPR-SW-04-2012**, Management and Reuse of Contaminated Media, 7/17/2012
- **LPR-SW-06-2005**, Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills, 8/22/2005
- **LPR-SW-08-1993**, Professional Engineer Certifications Required for Permit by Rules, 10/1/1993
- **LPR-SW-08-2001**, Statement Regarding Data to be Incorporated into the Regulations for Solid Waste Management Planning, 12/18/2001
- **LPR-SW-2013-02**, Landfill Mining Applicability and Application Requirements, 9/27/2013
- **LPR-SW-2016-01**, Management of Sharps, 4/22/2016
- **LPR-SW-2016-02**, Permitting, Sampling, Analysis, and Data Reporting associated with Solid Waste Landfill Underdrain Systems, 10/18/2016
- **LPR-SW-SI-00**, Submission Instructions - 2012 Revision Approval Memo, 2/1/2012
- **LPR-SW-SI-01**, Submission Instruction 01 - Procedural Requirements for a New or Modified Solid Waste Management Facility Application, 2/1/2012
- **LPR-SW-SI-04**, Submission Instruction 04 - Design Plans and Report for Other Solid Waste Management Facilities, 2/2/2012
- **LPR-SW-SI-06**, Submission Instruction 06 - Closure and Post-Closure Plans, 2/2/2012
- **LPR-SW-SI-10**, Submission Instruction 10 - Procedural Requirements for Permits-By-Rule, 2/1/2012
Copies of the guidance documents can be retrieved free of charge via the agency's website at http://www.vafire.com, under the Grants & Local Aid link and the State Fire Marshal's Office link.

Copies of the agency's guidance documents are also available free of charge via the Virginia Regulatory Town Hall at http://townhall.virginia.gov.

Copies of the agency's guidance documents can also be viewed at the VDFP Headquarters, 1005 Technology Park Drive, Glen Allen, VA 20359. Please contact the Chief Administrative Officer, (804) 371-0220 or toll free at 1-866-4VAFIRE, to schedule an appointment to view the guidance documents.

**Guidance Documents:**

- **SFMO - 1**, Use of Pyrotechnics Inside or Outdoors on State-Owned Property before a Proximate Audience, 7/14/2014
- **SFMO - 10**, Blasters Recertification Training Hours and Sources Policy Statement, 7/1/2008
- **SFMO - 11**, Application to Operate Theatrical Flame Effects, 7/14/2014
- **SFMO - 2**, Application for Emergency or Special Operations Permit to Use Explosives Based on 2012 State Fire Protection Code, 7/16/2014
- **SFMO - 3**, Application for Annual Permit to Manufacture Explosives, 7/14/2014
- **SFMO - 4**, Application for Annual Permit to Sell Explosives, 7/14/2014
- **SFMO - 5**, Application for Annual Permit to Store Explosives, 7/14/2014
- **SFMO - 6**, Application for Annual Permit to Use Explosives, 7/14/2014
- **SFMO - 7**, Application for a Background Clearance Card (BCC) Application for Certification of a Blaster or Pyrotechnician, 6/28/2011
- **SFMO - 8**, Application to Renew a Background Clearance Card Application to Renew Certification as a Blaster or Pyrotechnician, 6/28/2011
- **SFMO - 9**, Application for the Display of Aerial Fireworks on State-Owned Property, 7/14/2014
- **SFMO 13**, Application for replacement Certification or BCC, 7/17/2014
- **SFMO-12**, Pyrotechnician Recertification Training Hours And Sources, 3/8/2012

**Virginia Fire Services Board**

- 3219, Aid-to-Localities Policy, 7/1/2018
- 3220, Live Fire Training Structure Grants, 8/13/2018
DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 7 a.m. until 5:30 p.m., Monday through Thursday, in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903. The documents may be downloaded from the Department of Forestry's website at http://www.dof.virginia.gov.

Copies of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Dean Cumbia at the same address, telephone (434) 220-9042, 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 also may be directed to Dean Cumbia.

Copies of the Water Quality Enforcement documents may be obtained free of charge by contacting Matt Poirot at the same address, telephone (434) 220-9027, FAX (434) 296-2369, or email matt.poirot@dof.virginia.gov. Questions regarding interpretation or implementation of Water Quality Enforcement documents also may be directed to Matt Poirot.

Attached is the guidance document list from the Department of Forestry. Please address any questions concerning the attached list to Faye DiFAzio, telephone (434) 220-9055, or email faye.difazio@dof.virginia.gov.

For additional information about the Reforestation of Timberlands (RT) program or the Seed Law, including Alternate Management Plans, please contact your local forester at http://dof.virginia.gov/locations/index.htm.

Guidance Documents:

6165, Reforestation of Timberlands (RT), 1/9/2017
6166, Seed tree law and alternate management plans, 1/9/2017

DEPARTMENT OF FORENSIC SCIENCE

The following document is available on the department's website at http://dfs.virginia.gov. Questions regarding this document may be directed to Amy M. Curtis, Department Counsel, Department of Forensic Science, 700 North 5th Street, Richmond, VA 23219, telephone (804) 786-2281, or email amy.curtis@dfs.virginia.gov.

Guidance Document:

5942, Breath Test Operator Instructional Manual Intox EC/IR II, 7/7/2008

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov or the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov or requested by email at fanbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa R. Hahn, Executive Director of the Board of Funeral Directors and Embalmers, at the address provided or by telephone at (804) 367-4479. Copies are free of charge.

Guidance Documents:

65-1, Guidance on time credit for continuing education, readopted April 17, 2018
65-2, Disposition of disciplinary cases for practicing on an expired license, readopted April 17, 2018
65-3, Processing applications for licensure, adopted October 18, 2016
65-4, Aiding and abetting unlicensed practice, adopted January 13, 2015
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, Documentation for permission to embalm, adopted January 10, 2017
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, Bylaws of the Board, adopted March 8, 2000, revised October 18, 2016
65-11, Inspection Guidance Document, adopted December 7, 2004, revised April 17, 2018
65-12, Board action on Confidential Consent Agreements, revised January 10, 2017
65-14, Sanction Reference Points Manual, revised April 17, 2018
65-16, Guidance for audits of continuing education, revised April 18, 2017
65-17, Disciplinary actions against funeral homes for failing to initiate corrective action, revised April 18, 2018
65-18, Guidance on refrigeration of dead human bodies, adopted January 10, 2017
65-19, Identification of funeral interns, adopted July 18, 2017
76-21.3:1, Inspection report for funeral establishments, revised July 17, 2018
76-21.3:2, Inspection report for crematories, revised September 30, 2013

**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 Virginia Department of Game and Inland Fisheries, 7870 Villa Park Drive, Suite 400, Henrico, Virginia 23228, or on the department's website at http://www.dgif.virginia.gov. Copies of most documents listed may be obtained at no charge, and 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 attention of the agency Policy Analyst and Regulatory Coordinator at the address provided, telephone (804) 367 367-1000. Some of the documents are available at the links provided.

**Guidance Documents:**

**Hunting, Trapping, and Game Wildlife**


Deer Management Assistance Program (DMAP) Biologist Contact Information (http://www.dgif.virginia.gov/wildlife/deer/dmap-map.pdf), § 29.1-103


**Fish and Fishing**


Guidance Documents

Fish Division Delayed Harvest Trout Waters Management Guidelines, May 27, 1998, § 29.1-103


Lifetime Hunting and Fishing License Administration

Applications for Lifetime Hunting and Fishing Licenses (http://www.dgif.virginia.gov/licenses/lifetime/), §§ 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), §§ 29.1-302 and 29.1-309.1


Application for Replacement of Resident Disabled Lifetime License or Resident Disabled Saltwater Lifetime License (http://www.dgif.virginia.gov/forms/perm/perm-036.pdf), § 29.1-334

Endangered and Threatened Species, Wildlife Diversity, and Environmental Review


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


Standard Environmental Review Procedures, November 20, 1992, § 29.1-103


Scientific Collection or Salvage Permit Application and Permit Information, §§ 29.1-412, 29.1-417, 29.1-418


Scientific Collection, Salvage, and Threatened and Endangered Annual Permit Report
Guidance Documents


Permitting Generally


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


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


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 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


Raccoon Hound Field Trial Permit Application and Permit Conditions, July 1, 2003, §§ 29.1-417 and 29.1-422

Wildlife Rehabilitator Permit Application, revised December 1, 2004, §§ 29.1-412 and 29.1-417

Wildlife Rehabilitator Permit Conditions, revised October 1, 2005, §§ 29.1-412 and 29.1-417

Licensed Shooting Preserve Permit Application and Permit Conditions, revised May 1, 2008, §§ 29.1-514 and 29.1-544

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

Various additional DGIF permit forms are available online at http://www.dgif.virginia.gov/forms/?type=1, including permit conditions and other information useful to permittees and the general public in understanding and complying with the relevant law and regulation.

Boating


Guidance Documents

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), § 29.1-701
Watercraft Dealer Licensing Fact Sheet, revised 2006, § 29.1-701
Law Enforcement
Law Enforcement Division Policy Number 40, Problem Wildlife Response, December 15, 2012
Law Enforcement Division Policy Number 41, Illegal Captive Wildlife, December 15, 2012
Permit for Persons Permanently Unable to Walk to Shoot from a Stationary Vehicle, revised December 2014, § 29.1-521.3

DEPARTMENT OF GENERAL SERVICES
Copies of the following guidance documents are available to view on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov. Copies of the guidance documents are also available by contacting the Department of General Services. Contact Rhonda Bishton, Regulatory Coordinator, Virginia Department of General Services, 1100 Bank Street, Suite 420, Richmond, VA 23219, or by visiting the department's website at www.dgs.virginia.gov.

Guidance Documents:
APSPM, Agency Procurement and Surplus Property Manual, 7/8/2010
DGS Dir No. 15, DGS Directive No. 15 Indoor Clean Air Act, 8/19/2015
IBR 1VAC30-41, Documents Incorporated by Reference, 1VAC30-41, 5/28/2013
Reg for Cap Square, Regulations for Capitol Square, 8/1/2007

GEORGE MASON UNIVERSITY
Copies of the following documents may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of Compliance, Diversity, and Ethics, 369 Aquia Hall, George Mason University, 4400 University Drive, Fairfax, VA. Copies may be obtained free of charge by contacting Elizabeth Woodley, University Ethics Officer and Policy Manager, at the same address, telephone (703) 993-8730, FAX (703) 993-8899, or email ewoodley@gmu.edu. The documents may be downloaded from the George Mason University website at http://www.gmu.edu.

Questions regarding interpretation or implementation of these guidance documents may be directed to Ms. Woodley.

Guidance Documents:
Board of Visitors Bylaws, http://bov.gmu.edu/board-of-visitors-bylaws/
University Catalog, http://catalog.gmu.edu/
Student Conduct Policies, http://studentconduct.gmu.edu/university-policies/
Housing Policies, https://housing.gmu.edu/resources/policies
Freedom of Speech Webpage, http://www2.gmu.edu/1stAmendment
University Policies, http://universitypolicy.gmu.edu/

VIRGINIA DEPARTMENT OF HEALTH
Accessing documents through the links in this list or on the Virginia Regulatory Town Hall (www.townhall.virginia.gov) 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 Joseph Hilbert, Regulatory Coordinator, Virginia Department of Health, 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.
State Board of Health

Guidance Documents:

- ADJ-004.1, Certificate of Public Need Informal Fact-Finding Conference Policies and Procedures, 10/30/2013
- ADJ-005, Suggested Instructions and Model Petition for Good Cause in COPN Cases, 6/3/2005
- CHS-005, Managing Accounts Receivable for Patient Care, 2/1/2005
- COM-501(Reg), Memo on New Public Participation Guidelines (PPGs), 12/15/2008
- EMS-1014, Guidelines for the Expenditure of the 26% Return to Locality Share of Four-for-Life Funds, 12/9/2014
- EMS-1015, Emergency Medical Services (EMS) Surge Planning Template, 10/30/2008
- EMS-3010, Medication Kit Storage Clarification Letter, 12/26/2013
- EMS-3012, EVOC Equivalents, 3/8/2012
- EMS-3013, Alternative Site Application for EMS Programs in Virginia, 12/18/2014
- EMS-3014, Emergency Medical Technician (EMT) Accreditation Self Study, 12/18/2014
- EMS-3017, Self Study - Advanced EMT, Accreditation and Application, 12/18/2014
- EMS-3019, Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession Standards and Guidelines, 4/30/2015
- EMS-3021, Training Program Administration Manual, 8/3/2017
- EMS-3040A, Advanced Life Support (ALS) Coordinator Application, 12/18/2014
- EMS-3042F, Basic Life Support (BLS) Student Permission Form, 6/7/2012
- EMS-3043, Clinical Training Record, 8/16/2012
- EMS-3044F, Course Approval Request Form, 9/30/2018
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76-20.06, Reproduction of a public meeting, revised May 5, 2017

76-30.01, Procurement of goods and nonprofessional services, revised December 27, 2017

Guidance Documents:


75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, adopted February 1998.

75-3, Mission and Vision of the Board of Health Professions, adopted April 1998

75-4, Bylaws of the Board of Health Professions, adopted January 12, 2005
76-30.02, Procurement of professional services, revised October 19, 2017
76-30.03, Sole source procurement for examination services, revised December 27, 2017
76-30.08, Supplier diversity (SWaM), revised December 27, 2017
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 November 30, 2015
76-35, Rights and Responsibilities: The Virginia Freedom of Information Act, revised July 1, 2107
76-39, Guidelines for Pro Hac Vice Admission of out-of-state counsel and practice by non-lawyers, reaffirmed December 14, 2017
76-40.01, Receipt and investigation of allegations of misconduct, revised July 26, 2017
76-40.02, Unlicensed activity, revised August 9, 2017
76-40.05, Disciplinary cases involving board members, revised March 6, 2018
76-60.1, Recruitment and filling vacant positions, revised May 1, 2017
76-70.18, Website policies, revised December 27, 2017
76-80.12, Extension of time for active duty servicemen, revised May 5, 2017
76-80.23, Front desk and visitor log, revised December 28, 2017
76-90.01, Prescription Drug Monitoring Advisory Committee, revised May 2, 2017
76-90.02, Custodians of records, revised May 1, 2017
76-90.03, Foreign applicants; requirement to provide social security numbers, revised May 2, 2017
76-90.05, Principles/establishment of fees, revised May 1, 2017

Enforcement and Inspection Documents:
76-21.1, Pharmacy Inspection Report, November 2018
76-21.1:1, New/change of location/remodel pharmacy inspection report, January, 2017
76-21.1:4, Humane society and animal shelter inspection report, June 2010
76-21.1:10, Controlled substance registration inspection report A, September 2014
76-21.1:11, Controlled substance registration inspection report B, September 2014
76-21.1:12, Medical equipment supplier inspection report, September 2013
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, Warehouser inspection report, December 2010
76-21.1:16, Physicians selling drugs inspection report, October 2018
76-21.1:17, Permitted physicians inspection report, December 2009
76-21.1:18, Manufacturer, restricted and unrestricted, inspection report, April 2011
76-21.1:19, Third-party logistics provider inspection report, September 2017
76-21.1:30, Mixing, diluting or reconstituting of drugs for administration, July 2018
76-21.2:1, Veterinary establishment inspection report, October 2017
76-21.3:1, Funeral establishment inspection report, July 2018
76-21.3:2, Crematory inspection report, September 2013
76-24.3, Dental office inspection report, March 2018

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 North 14th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Beverly Rebar, at the same address, telephone (804) 225-2600, FAX (804) 225-2604 or email beverlyrebar@schev.edu. All documents are available on SCHEV’s website at http://www.schev.edu.

Guidance Documents:
2855, Policies and Procedures for Program Approval, 4/1/2016
2857, Program Productivity/Viability at Public Institutions, 10/1/2013
2858, Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes, 8/1/2013
2863, Chart of Accounts for Virginia State-Supported Colleges and Universities, 12/14/2015
Guidance Documents

2868, Higher Education Fixed Assets Guidelines for Educational and General Programs, 11/1/2010
2869, Equipment Trust Funds Policies and Procedures, 6/26/2013
3122, Tuition Relief Guidelines, 9/21/2010
4044, Domicile Guidelines, 10/25/2016
5272, Guidelines on Course Registration Policies for Military-Related Students at Virginia Public Higher Education Institutions, 3/19/2013
5452, Domicile Guidelines - addendum A, 1/12/2010
5453, Domicile Guidelines - addendum B, 10/15/2009
5798, Virginia Two-Year College Transfer Grant Program, 7/1/2015
5864, Public Institutions Conflict of Interest Guidelines for Contracts, 6/1/2015
5898, Financial Assistance for Industry-Based Certification and Related Programs, 7/18/2017
6059, Policy on Out-of-State Postsecondary Institutions Providing Distance Education to Virginia Residents, 11/30/2016
6060, Guidance for Institutions Providing Instruction Through Distance Education Modalities, 11/30/2016
6377, Guidelines and Approval Process for Exemption from Certification for Postsecondary Schools Otherwise Subject to Regulation, 6/7/2018
6417, Virginia Institutions of Higher Education Guidelines to Move OER Forward, 12/3/2018
6568, Mission Statement Changes at Public Institutions, 1/31/2019
6569, Escalation of Degree Level Policy, 1/31/2019
6570, Financial Aid Award Letters Policies and Guidance, 1/31/2019
6571, SCHEV Dual Enrollment Policy, 1/31/2019
6572, Guidelines on Award of Credit for Military Training, Education and Experience, 1/31/2019
6573, State Transfer Policy, 1/31/2019
6574, Policy on Student Learning Assessment and Quality in Undergraduate Education, 1/31/2019
6575, Virginia Public Higher Education Policy on Course Credit for AP, Cambridge, CLEP, and IB, 1/31/2019

DEPARTMENT OF HISTORIC RESOURCES

All agency guidance documents are available electronically on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov and on the agency website. Hard copies are available during regular work days from 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221 or at any of its regional offices. Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from the agency archives manager, Quatro Hubbard, at the address provided, 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, and the agency publication lists are also available on the agency website at http://www.dhr.virginia.gov.

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:

6470, Historic Preservation Easement Program Administrative Fees Billing Statement, 12/21/2018
4630, Historic Preservation Easement Program Policies 1 through 12, 12/21/2018
4642, Virginia Battlefield Preservation Fund Guidelines for Applications, Prioritization and Award of Grants, 12/20/2018
4643, Virginia Battlefield Preservation Fund Grants 2016 Grants Application Form, 12/20/2018
5684, Easement Program Information Packet, 12/22/2018
6469, Easement Application Form, 12/21/2018

Board of Historic Resources

4596, Preliminary Information Form (PIF) for Historic Districts, 12/6/2017
4593, Virginia's Historical Registers: A Guide for Property Owners, 12/6/2017
4594, Preliminary Information Form (PIF) for Archaeological Sites, 12/6/2017
Guidance Documents

4595, Preliminary Information Form (PIF) for Individual Properties, 12/6/2017
4597, National Register of Historic Places Registration Form, 12/6/2017
4598, Notification and Public Participation Processes for National Register/Virginia Landmarks Register Nominations in Virginia, 12/6/2017
4599, Photograph Guidance for National Register Nominations in Virginia, 12/7/2017
4600, National Register/Virginia Landmarks Register Process as Managed by the VDHR, 12/6/2017
4601, Application to Propose Placement of New Virginia Historical Highway Marker, 1/1/2017
4636, Permit for Application for Archaeological Removal of Human Burial, 7/1/1998

Department of Historic Resources

4593, Virginia's Historical Registers: A Guide for Property Owners, 12/6/2017
4594, Preliminary Information Form (PIF) for Archaeological Sites, 12/6/2017
4595, Preliminary Information Form (PIF) for Individual Properties, 12/6/2017
4596, Preliminary Information Form (PIF) for Historic Districts, 12/6/2017
4597, National Register of Historic Places Registration Form, 12/6/2017
4598, Notification and Public Participation Processes for National Register/Virginia Landmarks Register Nominations in Virginia, 12/6/2017
4599, Photograph Guidance for National Register Nominations in Virginia, 12/7/2017
4600, National Register/Virginia Landmarks Register Process as Managed by the VDHR, 12/6/2017
4632, Guidelines for Conducting Historic Resources Survey in Virginia, 9/1/2017
4634, Citizen Cemetery Recordation Form, 3/25/2011
4635, Eligible and Ineligible Expenses in Tax Credit Project, 4/1/2017
4629, Instructions to Apply for State and Federal Rehabilitation Tax Credits, 11/12/2010
4631, DHR State Collections Management Standards, 6/16/2011
4637, Application for Archaeological Investigation on State Lands, 7/1/1998
4638, Cell Tower Review Submission Guidelines, 7/1/2010
4639, Guidelines for Assessing Visual Effects on Historic Properties, 6/30/2010
4641, How to Apply for Designation as a Certified Local Government in Virginia, 12/28/2015
6150, Audit Report for Rehabilitation Tax Credit program, 12/31/2016
6151, Agreed-Upon Procedures Report for Rehabilitation Tax Credit program, 12/31/2016
6152, Schedule of Rehabilitation Expenses, 12/31/2016
6153, Schedule of Construction Costs for Rehabilitation Tax Credit Program, 12/31/2016
6154, Certification Requirements for Rehabilitation Tax Credit Program, 12/31/2016
6155, Billing Statement for Rehabilitation Tax Credit program, 12/31/2016
6465, VDHR Certified Local Government Grants Manual, 12/20/2018
6466, Certified Local Government Subgrant Application Form FY2018-2019, 12/20/2018
6471, Historical African American Cemetery and Graves Fund Program Manual, 12/21/2018
6472, Historical African American Cemetery and Graves Fund Application Form, 12/21/2018
6473, Cemetery Fund Acknowledgement of Reporting Requirements, 12/21/2018
6474, Cemetery Fund Maintenance Agreement, 12/21/2018

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. at the Department of Housing and Community Development, 600 East Main, Suite 300, Richmond, Virginia 23219, http://www.dhcd.virginia.gov. Copies may be obtained at agency cost by contacting Kyle Flanders at the same address or by telephone (804) 786-6761.

Questions regarding interpretation or implementation of these documents may be directed to Kyle Flanders at the address or telephone number provided or by email at kyle.flanders@dhcd.virginia.gov.

Guidance Documents:
5888, Virginia Main Street - Program Guidelines, 4/1/2017
Guidance Documents

5889, Virginia Main Street Designation Application, 12/16/2015
5890, Indoor Plumbing Rehabilitation Program Manual, 10/1/2018
5892, Vibrant Community Initiative, 10/1/2017
5895, Appalachian Regional Commission Program Guidelines, 12/21/2018
5901, HOMEownership Down Payment and Closing Assistance Program Guidelines, 10/1/2017
5903, Affordable and Special Needs Housing - Consolidated Application Program Guidelines, 8/1/2018
5906, Virginia Homeless and Special Needs Housing Funding Guidelines 2018-2020, 11/1/2018
5907, Virginia Weatherization Assistance Program Operations Manual, 4/1/2018
5923, 2018 Community Development Block Grant (CDBG) Program Design, 3/1/2018
5924, Virginia Department of Housing and Community Development Emergency Home and Accessibility Repairs Program, 6/23/2015
5926, Affordable Housing Preservation (AHP) Program Minimum Design, Construction, and Housing Rehabilitation Standards, 12/21/2015
5927, Lead Safe Housing Policies and Procedures with HOME Program Funds, 12/21/2015
5928, Environmental Review of Projects Assisted with HOME Program Funds, 11/6/2012
5931, Acquisition and Relocation, 12/21/2015
5933, Section 3 Policies and Procedures for Recipients of HOME Program Funds, 12/21/2015
5934, Section 504 Procedures for Recipients of HOME Program Funds, 5/1/2013
5935, Federal Labor Standards with HOME Program Funds, 12/21/2015
6061, Virginia Individual Development Accounts: Program Design, 1/1/2012
6084, Downtown Investment Grant Application Manual, 12/3/2018
6085, Financial Feasibility Study Application Manual, 12/3/2018
6086, Virginia Telecommunications Initiative Program Guidelines and Criteria, 9/20/2018
6275, DHCD Commercial District Affiliates Grant Application Manual, 12/3/2018
6449, Livable Home Tax Credit Application and Guidelines, 6/1/2018

Board of Housing and Community Development

5884, Grant Year 2018 Job Creation Grant Instruction Manual, 12/1/2018
5885, Grant Year 2018 Real Property Investment Grant Instruction Manual, 12/1/2018
5886, Grant Year 2018 CPA Agreed-Upon Procedures Instruction Manual, 12/1/2018
5887, Local Zone Administrator's Management Manual, 12/1/2018
5902, Continuing Education Policy Applicable to BHCD Certified Code Enforcement Personnel, 10/1/2012

Commission on Local Government

CLG - ANNEX, Commission on Local Government: Municipal Annexation, 12/6/2017
CLG - ANNEX AGR, Commission on Local Government: Agreements Defining Annexation Rights, 12/6/2017
CLG - ANNUL, Commission on Local Government: Annulment of Town Charter, 12/6/2017
CLG - BOUND ADJ AGR, Commission on Local Government: Boundary Adjustments by Agreement, 12/6/2017
CLG - CITY REVERS, Commission on Local Government: Reversion from City to Town Status, 12/6/2017
CLG - CONSOLIDATION, Commission on Local Government: Consolidation of Two or More Units of Local Government, 12/6/2017
CLG - TOWN INC, Commission on Local Government: Town Incorporation, 12/6/2017
CLG - VSA, Commission on Local Government: Voluntary Settlement Agreements, 12/6/2017

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 South Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Paul Brennan at the same address or by telephone at (804) 343-5798. All of these documents are available electronically for no charge on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov.

Questions regarding interpretation or implementations of these documents may be directed to Paul Brennan at the address or telephone number provided.
Guidance Documents:

4368, Multi-Family Development Policy and Procedures Manual, 12/20/2016
5631, Homeownership Originations Guide, 12/3/2018
5633, Low-Income Housing Tax Credit Manual, 12/31/2017
5634, Compliance and Asset Management Operations Manual, 12/3/2018
5635, Homeownership Originations Policies Manual, 12/7/2018
5636, Mortgage Credit Certificates (MCC) Program Guide, 12/12/2018

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 Barbara Owens at the same address, telephone at (804) 786-4045, FAX at (804) 371-0231, or email at barbara.owens@dhrm.virginia.gov. Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Barbara Owens.

Guidance Documents:


2019 - Compensation Authorizations - Posted July 6, 2018
• Authorizations and Compensation Activities for Fiscal Year 2019

• FY19 Salary Adjustments - Frequently Asked Questions (FAQs) 7/6/18
• 2018 - Compensation Authorizations - Posted May 11, 2017
• Authorizations and Compensation Activities for Fiscal Year 2018
• 2017 Salary Adjustments - Frequently Asked Questions (FAQs)
• INCREASE file header template

2017 - Compensation Authorizations - Posted August 2016
• Authorizations and Compensation Activities for Fiscal Year 2017
• Performance Management Guidance for Performance Cycle ending Oct 24 2016
• Performance Management Quick-Reference Card


Personnel Management Information System (PMIS) User Guides:

PMIS Migration 2017
• Logging into the New PMIS Web Application
• What's New in PMIS
• Before and After Quick Reference Guide for PMIS/BES
• Creating A VIM Account
• PMIS COV Users

PMIS User Guides 2017
• Accessing a Secure Message Outside COV Network
• Accessing Knowledge Center PSE029 Training
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Equal Employment Dispute Resolution


### Guidance Documents

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### State Health Benefits Program

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<td>LODA Plan - (Grandfathered) Former/Current Member Handbook Amendment,</td>
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### State Retiree Health Benefits Program

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| Medicare-Coordinating Plans Member Handbook Amendment, | http://www.dhrm.virginia.gov/docs/default-
source/benefitsdocuments/ohb/handbooks/medicarecoordinatingplansnhamendment2017.pdf?sfvrsn=0


The Local Choice Health Benefits Program


Guidance Documents

OFFICE OF THE STATE INSPECTOR GENERAL

Copies of the following documents may be viewed or obtained on regular work days from 8:30 a.m. until 5 p.m. at the Office of the State Inspector General, James Monroe Building, 101 North 14th Street, 7th Floor, Richmond, VA 23219, telephone (804) 625-3255, or FAX (804) 786-2341. There are no costs associated with obtaining printed copies of the documents listed. These documents may be viewed using the links provided.

Questions regarding obtaining copies, interpretation, or implementation of these documents may be directed to Kathleen Shaw, Communications Director, telephone (804) 625-3276, or email kathleen.shaw@osig.virginia.gov.

Guidance Documents:
- AuditGD2014, Oversight of State and Specific Nonstate Agencies' Internal Audit Programs, 3/16/2015

JAMES MADISON UNIVERSITY

Copies of the following documents are available by contacting the Office of Public Affairs at James Madison University, MSC 8505, 217 South Liberty Street, Harrisonburg, VA 22801, telephone (540) 568-5322. All of the documents are available at www.jmu.edu and may be viewed using the links provided.

Guidance Documents:
- Classified Employee Handbook
- Faculty Handbook
- Financial Procedures Manual
- Graduate Catalog
- University Policies
- Parking Regulations
- Student Handbook
- Undergraduate Catalog
- Wage Employee Handbook

DEPARTMENT OF JUVENILE JUSTICE

Address any questions concerning this guidance document list to Kristen Peterson, telephone (804) 588-3902 or email kristen.peterson@djj.virginia.gov.

Certification

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 of the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Kenneth E. Bailey, Certification Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 516-9491, FAX (804) 371-6490, or email kathleen.valentine@djj.virginia.gov.

Questions regarding interpretation or implementation of the documents may be directed to Kathleen Valentine, Chief Deputy Director, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3903 or email angela.valentine@djj.virginia.gov.

Guidance Documents:
- 3371, Guidance Document for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts, 7/1/2011, 6VAC35-150
- 4225, Guidelines for Determining the Length of Stay of Juveniles Indeterminately Committed to the Department of Juvenile Justice, 10/15/2015
- 4226, Guidelines for Approval and Reimbursement for Local Facility Construction, 7/27/2010

Design and Construction of Juvenile Facilities

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, 600 East Main 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) 588-3847, FAX (804) 786-1557, or email robert.wilburn@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to Angela Valentine, Chief Deputy Director, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3903 or email angela.valentine@djj.virginia.gov.

Guidance Document:

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile
Guidance Documents

Facilities, revised January 10, 2001, § 16.1-309.5 (see Detention Homes and other services)

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 Angela Valentine, Chief Deputy Director, telephone (804) 588-3903 or email angela.valentine@djj.virginia.gov.

Virginia Juvenile Community Crime Control Act (VJCCCA)

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Community Programs Unit at the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge through email (if available) or paper copy by contacting Beth Stinnett, Statewide Program Manager, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3908 or email beth.stinnett@djj.virginia.gov.

Questions regarding interpretation or implementation of the document may be directed to Beth Stinnett, Statewide Program Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3908 or email beth.stinnett@djj.virginia.gov.

Guidance Document:

Grants Manual

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Research Division, Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge through email (if available) or paper copy by contacting Dhara Amin, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3918, or email dhara.amin@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to Jessica Schneider, Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3919, or email jessica.schneider@djj.virginia.gov.

Guidance Document:
6333, Department of Juvenile Justice Grants Manual, 12/29/2017

Interstate Compact Relating to Juveniles

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 Unit, Department of Juvenile Justice, 600 East Main Street, 20th floor, Richmond, VA 23219. Copies may be obtained free of charge and questions regarding the interpretation or implementation of these documents may be directed to Natalie Dalton at the same address, telephone (804) 588-3904, or FAX (804) 371-6490, or email natalie.dalton@djj.virginia.gov. Mailing address Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23219-1110.

Guidance Documents:
Interstate Compact Relating to Juveniles, Form I: Requisition for Runaway Juvenile, revised February 2016, § 16.1-323
Interstate Compact Relating to Juveniles, Form II: Requisition for Escape or Absconder, Requisition for Accused Delinquent, revised February 2016, § 16.1-323
Interstate Compact Relating to Juveniles, Form IV: Parole or Probation Investigation Request, revised February 2016, § 16.1-323
Interstate Compact Relating to Juveniles, Form V: Report of Sending State Upon Parolee or Probationer Being Sent To The Receiving State, revised January 2011, § 16.1-323
Interstate Compact Relating to Juveniles, Form VI: Application for Services and Waiver, revised February 2015, § 16.1-323
Interstate Compact Relating to Juveniles, Form VII: Out of State Travel Permit and Agreement to Return, revised November 2016, § 16.1-323
Interstate Compact Relating to Juveniles, Form VIII, Home Evaluation Report, revised February 2016
Interstate Compact Relating to Juveniles, Form IX, Quarterly Progress, Violation or Absconder Report, revised February 2016
Interstate Compact Relating to Juveniles, Form X, Case Closure Notification, revised February 2016
Interstate Compact Relating to Juveniles, Form A, Petition for Requisition to Return a Runaway Juvenile, revised February 2016
Interstate Compact Relating to Juveniles, Petition for Hearing on Requisition for Escapee, Absconder, or Accused Delinquent, revised February 2016
Interstate Compact Relating to Juveniles, Petition for Hearing on Requisition for Runaway Juvenile, revised February 2016
Interstate Compact Relating to Juveniles, Victim Notification Supplement Form, revised February 2016
Guidance Documents

Research Proposal Requests

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Research Division, Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge through email (if available) or paper copy by contacting Dhara Amin, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3918, or email dhara.amin@doli.virginia.gov.

Questions regarding interpretation or implementation of the documents may be directed to Jessica Schneider, Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3919, or email jessica.schneider@djj.virginia.gov.

Guidance Documents:

6334, Human Research Proposal Coversheet, 4/1/2017
HRRC, Confidentiality Agreement (Human Research), 1/1/2016
HRRC, Research Agreement, 1/1/2016
HRRC, Human Research Proposal Form, 12/30/2015

DEPARTMENT OF LABOR AND INDUSTRY

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 Centre, 600 East Main Street, Suite 207, Richmond, VA 23219, or at any of the department’s regional offices.

Guidance Documents:

For questions regarding guidance documents used by the Virginia Department of Labor and Industry, contact the following:

Boiler and Pressure Vessel Safety - Ed Hilton, telephone (804) 786-3262, or email ed.hilton@doli.virginia.gov

Cooperative Programs - Jim Garrett, telephone (804) 588-4419, or email james.garrett@doli.virginia.gov

Labor and Employment Law - Division of Labor and Employment Law, telephone (804) 786-0574, or email laborlaw@doli.virginia.gov

Occupational Health - Ron Graham, telephone (804) 786-0574, or email ron.graham@doli.virginia.gov

Occupational Safety - Jennifer Rose, telephone (804) 786-7776, or email jennifer.rose@doli.virginia.gov

Registered Apprenticeship - Kathleen Eddington, telephone (804) 786-2382, or email kathleen.eddington@doli.virginia.gov

Virginia Occupational Safety and Health (VOSH) Program - for copies of documents, Holly Raney telephone (804) 371-2631, or email holly.raney@doli.virginia.gov

Voluntary Protection Program - Milford Stern, 540-562-3580, or email milford.stern@doli.virginia.gov

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VOSH FO 2014, 2014 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 1/23/2018
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VOSH FO 2016, 2016 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 1/23/2018
VOSH HEALTH 1, Virginia Occupational Safety and Health Program Interpretations of Health Standards, 10/17/2003
VOSH Health 2, 2007 Health Interpretations, 12/20/2007
VOSH INT 2016, 2016 VOSH Interpretations, 6/30/2017
VOSH INT 2017, 2017 VOSH Interpretations, 6/30/2017
VOSH SAFETY 1, Va. Occupational Safety and Health Program Interpretations of Safety Standards, 10/17/2003
VOSH Safety 2, 2007 Safety Interpretations, 12/20/2007

LIBRARY OF VIRGINIA

Documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000. Copies may be obtained free of charge for 10 pages, and for requests of 11 pages or more for $.25 per page by contacting Patrice Morgan, Archival and Records Management Services Division, at the address provided, telephone (804) 692-3600, FAX (804) 692-3603, or email patrice.morgan@lva.virginia.gov.

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 address provided, 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 address provided, telephone (804) 692-3774, FAX (804) 692-3771, or email carol.adams@lva.virginia.gov.

Copies of the documents are available electronically for no charge on the Virginia Regulatory Town Hall at www.townhall.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] FY2015 Instructions for the Expenditure of State Aid Grants (2/11/14)
[LVA-RM-001] The Virginia Public Records Management Manual (10/1/14)
[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 Virginia Regulatory Town Hall at http://www.townhall.virginia.gov or requested by email at ltc@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Corie Tillman-Wolf, J.D., Executive Director of the Board of Long-Term Care Administrators, at the address provided or by telephone at (804) 367-4595. Copies are free of charge.

Guidance Documents:


95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, revised July 7, 2011

95-2, Board procedures for auditing continuing education, revised March 14, 2017

95-3, Sanction Reference Manual, revised June 28, 2018

95-4, Board policy on confidential consent agreements, revised March 14, 2017

95-5, Document of Department of Health; Common understanding of definitions and terms used to identify resident mistreatment, April 17, 2000

95-8, Bylaws of the Board of Long-Term Care Administrators, revised October 5, 2017

95-9, Board policy on continuing competency hours for dually licensed administrators, reaffirmed June 28, 2018

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, reaffirmed June 28, 2018

95-12, Processing applications for licensure: examination, endorsement, and reinstatement, adopted September 20, 2016

VIRGINIA LOTTERY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. Requests for copies as well as questions regarding interpretation or implementation of these documents may be directed to Amy P. Roper, Compliance Manager, Virginia Lottery, 600 East Main Street, Richmond, Virginia 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 the date of this filing:

31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, 8/15/1994

02(99), Establishment of a Sliding Scale for Surety Bonding Requirements, 2/22/1999

70(09), Virginia Lottery's Retailer Cashing Bonus Program Final Rules for Operation, 10/13/2009

49(13), Virginia Lottery's "On the Spot Award Program" Retailer Incentive Final Requirements for Operation, 5/17/2013

125(13), Virginia's Instant Game Lottery 1466: "$52 Million Cash Spectacular" Final Rules for Game Operation, 11/26/2013

54(14), Virginia's Instant Game Lottery 1478: "$5,000,000 Cash Blowout!" Final Rules for Game Operation, 4/22/2014

102(15), Virginia Lottery's Instant Game 1572: "Deuces Wild" Final Rules for Game Operation, 7/30/2015

148(15), Virginia Lottery's Instant Game 1585: "$3,500,000 Ultimate Millions" Final Rules for Game Operation, 9/20/2015

34(16), Virginia Lottery's Scratch Game 1616: "Hot Millions Multiplier" Final Rules for Game Operation, 2/18/2016


66(16), Virginia Lottery's Scratch Game 1696: "In the Money" Final Rules for Game Operation, 4/25/2016

68(16), Virginia Lottery's Scratch Game 1664: "$1,000,000 Instant Cashout" Final Rules for Game Operation, 4/25/2016

89(16), Virginia Lottery's Scratch Game 1676: "Jewel 7's" Final Rules for Game Operation, 5/23/2016

107(16), Virginia Lottery's Scratch Game 1697: "100X the Money" Final Rules for Game Operation, 8/2/2016

151(16), Virginia Lottery's Scratch Game 1738: "$4,000,000 Spectacular Riches" Final Rules for Game Operation, 11/4/2016
Guidance Documents


03(2017), Virginia Lottery's Scratch Game 1767: "$31,000,000 Payout" Final Rules for Game Operation, 1/18/2017

04(2017), Virginia Lottery's Scratch Game 1742: "Tripler Series" Final Rules for Game Operation, 1/22/2017

06(2017), Virginia Lottery's Scratch Game 1760: "Extra Play" Final Rules for Game Operation, 1/22/2017 08(2017), Virginia Lottery's Scratch Game 1770: "50X the Money" Final Rules for Game Operation, 1/22/2017

29(2017), Virginia Lottery's Scratch Game 1776: "$50,000 Crossword Tripler" Final Rules for Game Operation, 3/6/2017

37(2017), Virginia Lottery's Scratch Game 1777: "We're Game for Education" Final Rules for Operation, 3/14/2017

39(2017), Virginia Lottery's Scratch Game 1799: "Go for the GREEN" Final Rules for Game Operation, 3/14/2017

47(2017), Virginia Lottery's "Subscription Rules Program" for Virginia Lottery Computer-Generated Games, 5/22/2017

51(2017), Virginia Lottery's Scratch Game 1768: "Game of Riches" Final Rules for Game Operation, 4/7/2017

52(2017), Virginia Lottery's Scratch Game 1789: "$ Dollar Sign" Final Rules for Game Operation, 4/7/2017


77(2017), Virginia Lottery's Scratch Game 1781: "20X the Money" Final Rules for Game Operation, 4/24/2017

83(2017), Virginia Lottery's Scratch Game 1661: "$1,000,000 Series" Final Rules for Game Operation, 5/23/2017

84(2017), Virginia Lottery's Scratch Game 1769: "$1,000,000 High Roller's Club" Final Rules for Game Operation, 5/23/2017


89(2017), Virginia Lottery's Scratch Game 1798: "Quick $100" Final Rules for Game Operation, 5/23/2017

98(2017), Virginia Lottery's Scratch Game 1811: "$16,000,000 Cash Payout" Final Rules for Game Operation, 6/9/2017

99(2017), Virginia Lottery's Scratch Game 1812: "$32,000,000 Cash Payout" Final Rules for Game Operation, 6/9/2017

102(2017), Virginia Lottery's Scratch Game 1832: "Fast Bucks" Final Rules for Game Operation, 6/8/2017

114(2017), Virginia Lottery's Scratch Game 1804: "White Hot 5's" Final Rules for Game Operation, 7/3/2017

115(2017), Virginia Lottery's Scratch Game 1830: "Loose Change" Final Rules for Game Operation, 7/3/2017

120(2017), Virginia Lottery's Scratch Game 1807: "2X the Money" Final Rules for Game Operation, 7/14/2017


127(2017), Virginia Lottery's Scratch Game 1837: "$250,000 Money Mania" Final Rules for Game Operation, 8/4/2017

128(2017), Virginia Lottery's Scratch Game 1829: "$250,000 Cash" Final Rules for Game Operation, 8/4/2017

129(2017), Virginia Lottery's Scratch Game 1831: "Tic Tac Toe" Final Rules for Game Operation, 8/4/2017

130(2017), Virginia Lottery's Scratch Game 1838: "$70 Million Cash Blowout" Final Rules for Game Operation, 8/10/2017

133(2017), Virginia Lottery's Scratch Game 1818: "5X the Money" Final Rules for Game Operation, 8/23/2017

134(2017), Virginia Lottery's Scratch Game 1790: "10X the Money" Final Rules for Game Operation, 9/6/2017

135(2017), Virginia Lottery's Scratch Game 1824: "Win Either $50 or $100" Final Rules for Game Operation, 9/8/2017

142(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Blackjack" Final Rules for Game Operation, 9/19/2017

143(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Daily Crossword" Final Rules for Game Operation, 9/19/2017

150(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Smokin' Hot Crossword" Final Rules for Game Operation, 9/21/2017

152(2017), Virginia Lottery's Scratch Game 1841: "Extreme Millions" Final Rules for Game Operation, 9/29/2017


159(2017), Virginia Lottery's Scratch Game 1851: "Big Money Maker" Final Rules for Game Operation, 9/29/2017
160(2017), Virginia Lottery's Scratch Game 1823: "$500 Winfall" Final Rules for Game Operation, 9/29/2017
179(2017), Virginia Lottery's Scratch Game 1862: "Seven" Final Rules for Game Operation, 11/6/2017
190(2017), Virginia Lottery's Scratch Game 1817: "Chocolate" Final Rules for Game Operation, 11/17/2017
191(2017), Virginia Lottery's Scratch Game 1814: "EZ 1,040" Final Rules for Game Operation, 11/17/2017
209(2017), Virginia Lottery's Scratch Game 1825: "$1,000,000 Jackpot Multiplier" Final Rules for Game Operation, 12/21/2017
210(2017), Virginia Lottery's Scratch Game 1808: "Cash Multiplier Crossword" Final Rules for Game Operation, 12/21/2017
211(2017), Virginia Lottery's Scratch Game 1821: "Winning Hand" Final Rules for Game Operation, 12/21/2017
01(2018), Virginia Lottery's Scratch Game 1848: "Extreme Cash" Final Rules for Game Operation, 2/2/2018
02(2018), Virginia Lottery's Scratch Game 1795: "Super Crossword" Final Rules for Game Operation, 2/2/2018
03(2018), Virginia Lottery's Scratch Game 1872: "Jewel 7's Playbook" Final Rules for Game Operation, 2/2/2018
04(2018), Virginia Lottery's Scratch Game 1874: Super Cash Frenzy" Final Rules for Game Operation, 2/6/2018
12(2018), Virginia Lottery's Scratch Game 1822: "Power 5's" Final Rules for Game Operation, 2/6/2018
13(2018), Virginia Lottery's Scratch Game 1867: "5X the Money" Final Rules for Game Operation, 2/13/2018
14(2018), Virginia Lottery's Scratch Game 1871: "Bonus Word Crossword", 2/13/2018
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16(2018), Virginia Lottery's Scratch Game 1873: "Cash Multiplier" Final Rules for Game Operation, 2/13/2018
17(2018), Virginia Lottery's Scratch Game 1820: "Lucky 13" Final Rules for Game Operation, 2/6/2018
18(2018), Virginia Lottery's Scratch Game 1826: "1,000 Cash Dash" Final Rules for Game Operation, 2/13/2018
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26(2018), Virginia Lottery's Scratch Game 1833: "Ca$h Match" Final Rules for Game Operation, 2/28/2018
27(2018), Virginia Lottery's Scratch Game 1885: "Blazing Hot 7's" Final Rules for Game Operation, 2/28/2018
28(2018), Virginia Lottery's Scratch Game 1883: "Red Hot 7's" Final Rules for Game Operation, 2/28/2018
29(2018), Virginia Lottery's Scratch Game 1884: "Sizzling Hot 7's" Final Rules for Game Operation, 2/28/2018
30(2018), Virginia Lottery's Scratch Game 1882: "Hot 7s" Final Rules for Game Operation, 2/28/2018
52(2018), Virginia Lottery's Scratch Game 1886: "Ford Expedition Plus 100k" Final Rules for Game Operation, 5/9/2018
53(2018), Virginia Lottery's Scratch Game 1893: "20X The Money" Final Rules for Game Operation, 5/22/2018
56(2018), Virginia Lottery's Scratch Game 1888: "$30,000 Cash Party" Final Rules for Game Operation, 5/31/2018
57(2018), Virginia Lottery's Scratch Game 1895: "100X The Money" Final Rules for Game Operation, 5/31/2018
58(2018), Virginia Lottery's Scratch Game 1912: "Win Either $50 or $100" Final Rules for Game Operation, 5/31/2018
59(2018), Virginia Lottery's Scratch Game 1914: "Find the 9's" Final Rules for Game Operation, 5/31/2018
65(2018), Virginia Lottery's "My Sheetz Birthday" Retailer Incentive Promotion Final Requirements for Operation, 6/18/2018
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146(2018), Virginia Lottery's "Holiday Cheer Extra 1% Commission" Retailer Incentive Final Requirements for Operation, 10/23/2018
147(2018), Virginia Lottery's "New Year's Millionaire Raffle" Final Rules for Game Operation, 10/1/2018
149(2018), Virginia Lottery's Scratch Game 1908: "Straight 8's" Final Rules for Game Operation, 9/28/2018
150(2018), Virginia Lottery's Scratch Game 1944: "Combo Play" Final Rules for Game Operation, 10/1/2018
151(2018), Virginia Lottery's Scratch Game 1921: "$250,000 Fortune" Final Rules for Game Operation, 10/1/2018
152(2018), Virginia Lottery's "7-Eleven Golden Nugget" Retailer Incentive Final Requirements for Operation, 10/30/2018
153(2018), Virginia Lottery's "March Madness, Scratcher Madness" Retailer Incentive Final Requirements for Operation, 10/30/2018
154(2018), Virginia Lottery's "G.E.M. March Madness, Scratcher Madness" Retailer Incentive Final Requirements for Operation, 10/30/2018
155(2018), Virginia Lottery's "Super Bonus Crossword Promotion" Final Rules for Operation, 9/26/2018
156(2018), Virginia Lottery's "7Rewards App" Retailer Incentive Final Requirements for Operation, 10/11/2018
157(2018), Virginia Lottery's "Fas Rewards Holiday Double Points" Retailer Incentive Final Requirements for Operation, 10/30/2018
158(2018), Virginia Lottery's "Triple Store Payout" Retailer Incentive Final Requirements for Operation, 11/16/2018
159(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play $50,000 Blackjack" Final Rules for Game Operation, 10/11/2018
160(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Blackjack" Final Rules for Game Operation, 10/11/2018
164(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Smokin' Hot Crossword" Final Rules for Game Operation, 10/11/2018
166(2018), Virginia Lottery's "Social Media Contest Promotion - FY19" Final Rules for Operation, 10/30/2018
167(2018), Virginia Lottery's "Super Bonus Crossword Promotion" Amendment Order, 10/23/2018
168(2018), Virginia Lottery's Scratch Game 1910: "$10,000 Bonus" Final Rules for Game Operation, 10/30/2018
170(2018), Virginia Lottery's Scratch Game 1935: "$100 Large" Final Rules for Game Operation, 11/26/2018
172(2018), Virginia Lottery's "Extreem Millions 2nd Chance Promotion (158 2017)" Amendment Order, 11/16/2018
174(2018), Virginia Lottery's "FY19 eXTRA Chances Promotion (107 2018)" Amendment Order, 11/16/2018
175(2018), Virginia Lottery's "$10 First Time Deposit Bonus Subscriptions Promotion" Final Rules for Operation, 11/26/2018
177(2018), Virginia Lottery's Scratch Game 1942: "X the Money Bingo" Final Rules for Game Operation, 11/26/2018
180(2018), Virginia Lottery's "Pac-Man" Promotion Final Rules for Operation, 12/4/2018
182(2018), Virginia Lottery's Scratch Game 1926: "Royal Riches" Final Rules for Game Operation, 12/4/2018
183(2018), Virginia Lottery's Scratch Game 1932: "Golden Nugget" Final Rules for Game Operation, 12/24/2018
185(2018), Virginia Lottery's Scratch Game 1948: "Weekly Two Grand" Final Rules for Game Operation, 12/4/2018
187(2018), Virginia Lottery's Scratch Game 1949: "Double Dollar Bingo" Final Rules for Game Operation, 12/20/2018
189(2018), Virginia Lottery's "FY19 eXTRA Chances Promotion (174 2018)" Amendment Order, 12/20/2018
Guidance Documents

To obtain copies of the 2018 agency guidance document, contact Emily McClellan, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, Virginia 23219, telephone (804) 371-4300.

Agency guidance documents are available on the Virginia Regulatory Town Hall at http://townhall.virginia.gov for no charge. The documents are also available electronically, for no cost, on the DMAS website at https://www.virginiamedicaid.dmas.virginia.gov/wps/portal. Click on "Provider Services" then click "Medicaid Memos to Providers." Choose the drop-down box for the year you wish to search and click "Submit." The memos are listed in reverse chronological order with the most recent memos at the top.

Guidance Documents:

5754, Medicaid Memos 2015, 6/22/2015
5755, Medicaid Memos 2014, 6/22/2015
5756, Medicaid Memos 2013, 6/22/2015
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5763, Medicaid Memos 2006, 6/22/2015
5764, Medicaid Memos 1999-2005, 6/22/2015
6067, Medicaid Memos 2016, 12/1/2016
6274, Medicaid Memos 2017, 12/4/2017
6468, Medicaid Memos 2018, 12/21/2018
5765, Alzheimer's Assisted Living Waiver Manual, 6/22/2015
5766, Baby Care Manual, 6/22/2015
5767, Children's Mental Health Program Manual, 6/22/2015
5768, Community Mental Health-Rehabilitative Services Manual, 6/22/2015
5769, Dental Manual, 6/22/2015
5770, Durable Medical Equipment and Supplies Manual, 6/22/2015
5771, Elderly or Disabled with Consumer Directed Services, 6/22/2015
5772, Early Intervention Services Manual, 6/22/2015
5773, Early and Periodic Screening, Diagnostic, and Treatment Manual, 6/22/2015
5774, Governor's Access Plan Manual, 6/22/2015
5775, Home Health Manual, 6/22/2015
5776, Hospice Manual, 6/22/2015
5777, Hospital Manual, 6/22/2015
5779, Independent Laboratory Manual, 6/22/2015
5780, Local Education Agency Manual, 6/22/2015
5781, Mental Health Clinic Manual, 6/22/2015
5782, Intellectual Disability Community Services, 6/22/2015
5783, Nursing Facilities Manual, 6/22/2015
5784, Prosthetic Devices Manual, 6/22/2015
5785, Preadmission Screening Manual, 6/22/2015
5787, Pharmacy Manual, 6/22/2015
5788, Physician/Practitioner Manual, 6/22/2015
5789, Plan First Manual, 6/22/2015
5790, Podiatry Manual, 6/22/2015
5791, Psychiatric Services Manual, 6/22/2015
5792, Rehabilitation Manual, 6/22/2015
5793, Renal Dialysis Clinic Manual, 6/22/2015
5794, Technology Assisted Waiver and Private Duty Nursing Services Manual, 6/22/2015
5795, Transportation Manual, 6/22/2015
5796, Vision Services Manual, 6/22/2015

BOARD OF MEDICINE

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/medicine or the Virginia 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 of Medicine, at the address provided 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 June 14, 2018
85-2, Assistant Attorney General Opinion of October 25, 1986 on who can do a school physical examination, reviewed and retained October 18, 2018
85-3, Completing Form B, Employment Verification, adopted December 1, 2017
85-4, Acceptance of Providers of Approved Continuing Education (PACE) for chiropractic CE, adopted February 19, 2015
85-5, Guidance of questions concerning medical records, revised August 10, 2017
85-6, Guidance on competency assessments for three paid claims, reaffirmed October 18, 2018
85-8, Authority for physician assistants to write Do Not Resuscitate Orders, reaffirmed October 18, 2018
85-9, Policy on USMLE Step attempts, reaffirmed October 18, 2018
85-10, High-risk pregnancy disclosures for licensed midwives, revised October 22, 2015
85-11, Sanctioning Reference Points Instruction Manual, revised by board, August 2011
85-12, Telemedicine, revised October 18, 2018
85-13, Board motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, revised October 18, 2018
85-14, Procedure for enforcement of continuing competency requirements, adopted June 18, 2015
85-15, Board motion, Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures, revised October 18, 2018
85-16, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine, revised October 18, 2018
85-17, Guidance on supervisory responsibilities of an occupational therapist, adopted February 15, 2018
85-19, Practitioner Information System - Glossary of Terms, revised October 18, 2018
85-20, Official Opinion of the Attorney General, December 1992 on employment of surgeon by a nonstock, nonprofit corporation, reviewed and reaffirmed October 18, 2018
85-21, Official Opinion of the Attorney General, May 1995 on employment of physician by a for profit corporation, reviewed and reaffirmed October 18, 2018
85-23, Policy of the Virginia Board of Medicine on the Use of Confidential Consent Agreements, revised October 18, 2018
85-26, Laws Pertaining to the Practice of Licensed Midwives, revised October 18, 2018
85-27, Role of Licensed Midwives in Newborn Hearing Screening, Documentation, and Reporting, revised October 18, 2018
85-28, Authority for licensed midwives to order tests, revised October 18, 2018

DEPARTMENT OF MILITARY AFFAIRS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. through the Virginia Department of Military Affairs, Office of the Chief Operations Officer, MTC Fort Pickett, Building 316, Blackstone, VA 23824. Copies may be obtained free of charge by contacting Mr. Walt Mercer at the same address, telephone (804) 236-7890, or email walter.l.mercer.nfg@mail.mil, or COL Rusty Woodlief at telephone (434) 298-6285, or email russell.w.woodlief.mil@mail.mil.

Questions regarding interpretation or implementation of these documents may be directed to Walt Mercer at the address provided.

Guidance Documents:

VaARNG Regulation No. 56-3/VaANG Instruction No. 24-301, Registration of Privately Owned Vehicles by Virginia National Guard Personnel (Special Virginia National Guard License Plates), revised December 1, 2003, § 46.2-725 and 46.2-744

VaARNG Regulation No. 56-5/VaANG Instruction No. 24-3011, Registration of Privately Owned Vehicles by Retired Virginia National Guard Personnel (Special Virginia National Guard License Plates), revised May 1, 2000, §§ 46.2-725 and 46.2-726

VaARNG Regulation Number 621.1, Education, Virginia National Guard Tuition Assistance Program, July 1, 2017, § 23.1-610

VaARNG Regulation Number 405-1, Armory Management, Army Control Board and Non-Military Use of Armories, July 1, 2014, § 44-135.1
Guidance Documents

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 mike.skiffington@dmme.virginia.gov.

All Department of Mines, Minerals and Energy guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall.

Division of Mines

Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety are available online 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;

Notices and Memoranda to Operators

Division of Mines Notices and Memoranda to Operators may be viewed or copied during regular work days 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 Randy Moore, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Procedures

Division of Mines procedures may be viewed or copied during regular work days 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. of the Code of Virginia.

Questions regarding interpretation or implementation of these procedures may be directed to Randy Moore, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Guidelines for Application of Regulatory Standards

Guidelines for Application of Regulatory Standards may be viewed or copied during regular work days 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 Mike Willis, same address, telephone (276) 523-8228, or FAX (276) 523-8239.

Division of Mined Land Reclamation (DMLR)

Memoranda

Division of Mined Land Reclamation memoranda may be viewed or copied during regular work days 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 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 Harve Mooney, 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.

Procedures

Division of Mined Land Reclamation procedures may be viewed or copied during regular work days 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 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 Harve Mooney, 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.

Other Documents

Other documents issued by the Division of Mined Land Reclamation may be viewed or copied during regular work days 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 Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Division of Mineral Mining (DMM)

Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining,
Guidance Documents

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 Phil Skorupa, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

**Procedures**

Division of Mineral Mining procedures may be viewed or copied during regular work days 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 Phil Skorupa, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

**Forms**

Division of Mineral Mining forms may be viewed or copied during regular work days 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 Phil Skorupa, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

**Division of Gas and Oil (DGO)**

**Memoranda to Operators and Bulletins**

Division of Gas and Oil memoranda to operators and bulletins may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, P.O. Drawer 159, 135 Highland Drive, Lebanon, VA 24266. Copies may be obtained by contacting Sarah Gilmer at the same address, telephone (276) 415-9700, or FAX (276) 415-9671.

Questions regarding interpretation or implementation of these documents may be directed to Rick Cooper, Director, Division of Gas and Oil, same address and telephone.

**Forms**

Division of Gas and Oil forms may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, P.O. Drawer 159, 135 Highland Drive, Lebanon, VA 24266. Copies may be obtained by contacting Sarah Gilmer at the same address, telephone (276) 415-9700, or FAX (276) 415-9671.

Questions regarding interpretation or implementation of these forms may be directed to Rick Cooper, Director, Division of Gas and Oil, same address and telephone.

**Guidance Documents:**

- DM-14-06, Division of Mines Certification Examinations Available Online, 9/19/2014
- DM-14-07, DMME Mine Incident Response, Rescue and Recovery Plan, 12/2/2014
- DM-G-161.109, DM Chapter 14.3, Article 2, Section 45.1-161.109 A, Roof, Rib and Face Control, 8/1/2001
- DM-G-161.124, DM Chapter 14.3, Article 4, Section 45.1-161.124 A, Shop and Other Equipment, 4/10/2000
- DM-G-161.139, DM Chapter 14.3, Article 6, 45.1-161.139, Inspection of Underground Equipment, 4/10/2000
- DM-G-161.143, DM Chapter 14.3, Article 6, Section 45.1-161.143 A, B, Transportation of Material, 4/10/2000
- DM-G-161.147, DM Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment, 4/10/2000
- DM-G-161.149, DM Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips, 4/10/2000
- DM-G-161.159, DM Chapter 14.3, Article 7, Section 45.1-161.159 A C, Hoisting Engineer, 4/10/2000
- DM-G-161.162, DM Chapter 14.3, Article 8, Section 45.1-161.162 A, Mine Openings and Escapeways, 9/30/2002
- DM-G-161.189, DM Chapter 14.3, Article 11, Section 45.1-161.189 E, Electricity, 9/30/2002
- DM-G-161.193, DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity, 8/1/2001

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DM-G-161.196, DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment, 9/30/2000

DM-G-161.197, DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment, 4/10/2000

DM-G-161.199, DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel, 4/10/2000


DM-G-161.206, DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment, 9/30/2002

DM-G-161.207, DM Chapter 14.3, Article 13, Section 45.1-161.207 B, Welding and Cutting, 8/1/2001


DM-G-161.221, DM Chapter 14.3, Article 14, Section 45.1-161.221 D, Coursing of Air, 4/10/2000

DM-G-161.222, DM Chapter 14.3, Article 14, Section 45.1-161.222, Actions for Excessive Methane, 4/15/2004

DM-G-161.23, DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist, 4/10/2000


DM-G-161.256, DM Chapter 14.4, Article 2, Section 45.1-161.256-257, Safety Examinations, 4/10/2000

DM-G-161.258, DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards, 4/10/2000

DM-G-161.262, DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment, 4/10/2000

DM-G-161.267, DM Chapter 14.4, Article 5, Section 45.1-161.267 L, Storage and Use of Flammable Fluids and Materials, 9/30/2002

DM-G-161.28-30, DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 45.1-161.30, Operator/Independent Contractor (Examinations and Recordkeeping), 9/30/2002


DM-G-161.63, DM Chapter 14.2, Article 5, Section 45.1-161.63 B, C, Notices to Department; Resumption of Mining Following Discontinuance, 4/15/2004

DM-G-161.77, DM Chapter 14.2, Article 7, Section 45.1-161.77 A, Reports of Explosions and Mine Fires, 4/10/2000

DM-G-161.78, DM Chapter 14.2, Article 7, Section 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department, 4/10/2000

DM-G-161.8, DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents, 4/10/2000


DM-G-161.84, DM Chapter 14.2, Article 8, Section 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets, 4/10/2000

DM-G-161.85, DM Chapter 14.2, Article 8, Section 45.1-161.85 A, Scheduling of Inspections, 4/10/2000

DM-G-161.8A, DM Chapter 14.2, Article 1, Section 45.1-161.8A, Definitions, Operators, 4/10/2000

DM-G-161.8B, DM Chapter 14.2, Article 1, Section 45.1-161.8B, Surface Coal Mine and Underground Coal Mine, 4/10/2000

DM-G-161.90, DM Chapter 14.2, Article 9, Section 45.1-161.90 A, Notices of Violation, 4/15/2004


DM-M-05-05, DM Operator Memorandum DM-05-05, Accident and Fatality Reports, 9/7/2005
DM-M-05-08, DM Operator Memorandum 05-08, Surface Mine Maps, 11/16/2005
DM-M-08-01, DM Operator Memorandum DM-08-01, Mine Incident Response, Rescue, and Recovery Plan, 1/17/2008
DM-M-15-02, 2016 Division of Mines Certification Examination Schedule, 8/17/2015
DM-MOU-01-03-2, DM Inspection Coordination, 1/1/2003
DM-MOU-09-97, DM Memorandum of Agreement (Small Mine Assistance Training), 9/1/1997
DM-P-1.03.01, DM Procedure No. 1.03.01, Emergency Response Team, 1/1/1999
DM-P-1.03.02, DM Procedure No. 1.03.02, Rescue and Recovery Plan, 10/1/2000
DM-P-1.04.05, DM Procedure No. 1.04.05, Spot Inspection, 10/1/2000
DM-P-1.04.07, DM Procedure No. 1.04.07, Independent Contractors, 1/1/1997
DM-P-1.04.09, DM Procedure No. 1.04.09, Administrative Review of Notices of Violation, 1/1/1997
DM-P-1.04.10, DM Procedure No. 1.04.10, Impoundment Inspections, 7/18/2001
DM-P-1.05.01, DM Procedure No. 1.05.01, Investigation of Accidents and Incidents, 10/1/2000
DM-P-1.05.02, DM Procedure No. 1.05.02, Inundation of Water and Gas, 10/1/2000
DM-P-1.05.03, DM Procedure No. 1.05.03, Methane Ignition, 10/1/2000
DM-P-1.05.04, DM Procedure No. 1.05.04, Serious Personal Injury, 10/1/2000
DM-P-1.05.06, DM Procedure No. 1.05.06, Unlicensed Mine Sites, 10/1/2000
DM-P-1.05.09, DM Procedure No. 1.05.09, Investigation Documents File, 5/3/1999
DM-P-1.06.01, DM Procedure No. 1.06.01, Plan Approvals, 9/1/2002
DM-P-1.06.02, DM Procedure No. 1.06.02, Map Submittals, 10/1/2000
DM-P-1.07.01, DM Procedure No. 1.07.01, Technical Instruction, 1/29/1999
DM-P-1.07.03, DM Procedure No. 1.07.03, Training and Accident Reduction, 1/9/1999
DM-P-1.09.02, DM Procedure No. 1.09.02, Recertification Requirements, 1/1/1997
DMLR-MOU-01-97, DM Memorandum of Agreement DM/DMLR, Blasting, 1/7/1997
DMLR-MOU-09-00, DM/DMLR Memorandum of Understanding, Reclamation Activities at Previously Licensed Coal Mine Sites, 9/1/2000
DMLR-P-1.2.01, DMLR Procedure No. 1.2.01, Threatening, Abusing or Impeding a Division Employee, 4/17/2006
DMLR-P-3.6.01, DMLR Procedure No. 3.6.01, Certification of Pollution Control Equipment, 3/12/1997
DMM-M-02-15, Mineral Mining Electrical Repairman Certification, 8/1/2015
DMME-FOIA, Responding to Requests for Information, 5/29/2015
5861, Final Uniform Statewide Financial underwriting Guidelines for Clean Energy Loans Made by Localities under § 15.2-958.3 of the Code of Virginia, 12/1/2015

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Guidance Documents

DG0-G-1, Acceptable Forms of Alternative Documentation That May Be Accepted in Lieu of a Cement Bond Log for the Water Protection String, 12/28/2016

DG0-G-12-02, DG0 Landfarming Guidance Document, 12/1/2002


DG0-G-3, Fluid Reuse and Recycling, 8/30/2017

DG0-MOU-06-01, DG0 Safety Memorandum of Understanding between DMME and DOLI, 6/1/2001

DM-10-01, DM Operator Memorandum DM-10-01, Mine Incident Response, Rescue and Recovery Plan, 1/13/2010


DM-14-02, Surface First Aid Supplies, 7/29/2014

DM-14-04, Definition of Serious Person Injury, 8/1/2014

DM-C-AEO, DM Automatic Elevator Operator Certification Requirements, 6/2/2008

DM-C-AFA, DM Advanced First Aid Certification Requirements, 6/2/2008

DM-C-AFAI, DM Advanced First Aid Instructor Requirements, 6/2/2008

DM-C-BCMEi, DM Board of Coal Mining Examiners Instructor Certification Requirements, 6/2/2008

DM-C-CES, DM Chief Electrician (Surface) Certification Requirements, 4/10/2001

DM-C-CESU, DM Chief Electrician (Surface and Underground) Certification Requirements, 6/2/2008

DM-C-DF, DM Dock Foreman Certification Requirements, 6/2/2008

DM-C-EMFS, DM Electrical Maintenance Foreman (Surface) Certification Requirements, 4/10/2001

DM-C-EMFSU, DM Electrical Maintenance Foreman (Surface and Underground) Certification Requirements, 6/2/2008

DM-C-FCMF, DM First Class Mine Foreman Certification Requirements, 6/2/2008

DM-C-FCSSF, DM First Class Shaft or Slope Foreman Certification Requirements, 6/2/2008


DM-C-GCM, DM General Coal Miner Certification Requirements, 6/2/2008

DM-C-HE, DM Hoisting Engineer Certification Requirements, 6/2/2008

DM-C-MI, DM Mine Inspector Certification Requirements, 7/1/2001

DM-C-PPF, DM Preparation Plant Foreman Certification Requirements, 6/2/2008

DM-C-QGD, DM Qualified Gas Detection Certification Requirements, 11/26/2002

DM-C-SB, DM Surface Blaster Certification Requirements, 4/10/2001

DM-C-SER, DM Surface Electrical Repairman Certification Requirements, 6/2/2008

DM-C-SF, DM Surface Foreman Certification Requirements, 6/2/2008

DM-C-SFF, DM Surface Facilities Foreman for Shops, Labs, and Warehouses Certification Requirements, 6/2/2008


DM-C-TP, DM Top Person Certification Requirements, 6/2/2008

DM-C-UDEM, DM Underground Diesel Engine Mechanic Certification Requirements, 6/2/2008

DM-C-UDEMI, DM Underground Diesel Engine Mechanic Instructor Certification Requirements, 6/2/2008

DM-C-UER, DM Underground Electrical Repairman Certification Requirements, 6/2/2008

DM-C-USF, DM Underground Shot Firer Certification Requirements, 6/2/2008

DM-G-161.128, DM Chapter 14.3, Article 5, Section 45.1-161.128 B, Explosives and Blasting, 4/15/2004


DM-G-161.64, DM Chapter 14.2, Article 5, Section 45.1-161.64 A, Licensing of Mines, Mine Maps Are Required, 4/15/2004


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DM-M-99-05, DM Operator Memorandum DM 99-05, Reciprocity Agreement with West Virginia, 5/7/1999
DM-MOU-05-01, DM Memorandum of Agreement between DMME's DM and West Virginia's DM Certification Reciprocity, 5/15/2001
DM-P-1.04.01, DM Procedure No. 1.04.01, Inspection of Coal Mines, 10/1/2003
DM-P-1.04.02, DM Procedure No. 1.04.02, 5-Day Spot Inspection, 8/1/2005
DM-P-1.04.03, DM Procedure No. 1.04.03, Reopening Inspection, 8/1/2005
DM-P-1.04.04, DM Procedure No. 1.04.04, Regular Inspections, 7/1/2007
DM-P-1.04.06, DM Procedure No. 1.04.06, Risk Assessment, 10/1/2003
DM-P-1.04.08, DM Procedure No. 1.04.08, Smoking Articles Inspection, 7/1/2007
DM-P-1.04.11, DM Procedure No. 1.04.11, Surface Mine Inspection - Ground Control Plans, 2/1/2006
DM-P-1.04.12, DM Procedure No. 1.04.12, DM/DMLR Inspection of "RZ" Mines, 9/16/2008
DM-P-1.04.13, DM Procedure No. 1.04.13, Substance Abuse, 7/1/2007
DM-P-1.05.05, DM Procedure No. 1.05.05, Unintentional Roof Falls, 7/1/2007
DM-P-1.05.07, DM Procedure No. 1.05.07, Safety Complaints, 10/1/2003
DM-P-1.05.08, DM Procedure No. 1.05.08, Blasting Complaints, 1/1/1997
DM-P-1.05.10, DM Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities, 8/1/2005
DM-P-1.06.03, DM Procedure No. 1.06.03, Mining Near Gas Wells, 10/1/2000
DM-P-1.07.02, DM Procedure No. 1.07.02, Small Mine Safety Service, 1/29/1999
DM-P-1.08.01, DM Procedure No. 1.08.01, Licensing, 7/1/2007
DM-P-1.08.02, DM Procedure No. 1.08.02, Licensing through Initial Reclamation of Mine Sites, 10/1/2003
DM-P-1.08.03, DM Procedure No. 1.08.03, Requests through the Freedom of Information Act, 8/1/2005
DM-P-1.08.04, DM Procedure No. 1.08.04, Other Requests for Assistance, 8/1/2005
DM-P-1.09.01, DM Procedure No. 1.09.01, Certification of Miners, 8/1/2008
DM-P-1.09.03, DM Procedure No. 1.09.03, Revocation of Certification, 1/1/1997
DM-P-1.09.04, DM Procedure No. 1.09.04, Certification Requiring On-Site Observation, 1/1/1997
DM09-04, Virginia Substance Abuse and Quick-Test Screening, 11/2/2009
DMLR-G-03-01, DMLR Guidance Memorandum No. 3-01, Permit Application/Priority Reviews, 12/12/2001
DMLR-G-04-02, DMLR Guidance Memorandum No. 4-02, Approximate Original Contour Guidelines, 3/22/2002
DMLR-G-06-03, DMLR Guidance Memorandum No. 6-03, Permit Fees, 5/12/2003
DMLR-G-07-03, DMLR Guidance Memorandum, No. 7-03, Bond Reduction/Release Applications and Completion Reports, 4/21/2008
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MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed on regular work days between the hours of 8:30 a.m. and 4:30 p.m. in the office of the Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, Richmond, VA 23220. Copies may be obtained free of charge by contacting Alice Weedon at the same address, telephone (804) 367-1100 ext. 3001, FAX (804) 367-1053, or email alice.weedon@mvd.virginia.gov. The documents are also available using the links shown on the document list.

Questions regarding interpretation or implementation of these documents may be directed to William Childress, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, telephone (804) 367-1100 ext. 3002, FAX (804) 367-1053, or email william.childress@mvd.virginia.gov.

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DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular work days 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 at https://www.dmv.virginia.gov/forms. Copy and paste the links into your browser or click on the links provided. Copies totaling fewer than 10 pages may be obtained for no charge. Copies totaling 10 pages or more may be obtained at a cost of $.10 per 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:

DI 15, Driver Improvement Clinic License Application, 8/10/12, https://www.dmv.virginia.gov/webdoc/pdf/di15.pdf
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DMV 141S, Obtención de una licencia de conducción de Virginia o una tarjeta de identificación (ID), 12/3/18, https://www.dmv.virginia.gov/webdoc/pdf/dmv141s.pdf
Guidance Documents


Driver’s Manual Course Curriculum 10/1/15

Driver Training School Operations Manual


Sample Virginia Addendum


Virginia Medical Waiver Guidance

NORFOLK STATE UNIVERSITY

Copies of the following documents may be viewed during normal work days from 8 a.m. until 5 p.m. in the Harrison B. Wilson Archives at Norfolk State University, 700 Park Avenue, Norfolk, VA 23504. Copies may be obtained free of charge by contacting April Allbritton, telephone (757) 823-8676, FAX (757) 823-2342, or email allbritton@nsu.edu. The documents are also available online at http://www.nsu.edu.

Unless otherwise noted, questions regarding the interpretation or implementation of these guidance documents may be directed to Ericke Cage, Executive Advisor to the President and Board of Visitors, telephone (757) 823-8683, FAX (757) 823-2342, or email escage@nsu.edu.

Guidance Documents:

University Policy Library (Revised December 13, 2018, updated continuously), https://www.nsu.edu/policy-library/policies

Safety and Campus Security (Last updated: December 6, 2018), https://www.nsu.edu/publicsafety

Questions regarding the interpretation and enforcement of the Teaching Faculty Handbook and the Graduate and Undergraduate Catalogs should be directed to the Office of the Provost at (757) 823-8408 or email provost@nsu.edu.

Teaching Faculty Handbook (Revised: June 8, 2018), https://www.nsu.edu/teachingfacultyhandbook.aspx


BOARD OF NURSING

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90-9, Board Guidelines for Prescription Drug Administration Training Program for Child Day Care, revised July 17, 2013

90-10, Guidelines for processing applications for licensure by examination, endorsement and reinstatement, revised February 24, 2017

90-11, Continuing Competency and Protocol Requirements Violations for Nurse Practitioners, revised by Board of Nursing July 14, 2015 and Board of Medicine June 18, 2015

90-12, Delegation of authority to Board of Nursing registered nurse education and discipline staff, revised May 16, 2017

90-13, Application for initial approval of a nursing education program, adopted February 22, 2017

90-14, Continued approval of a nursing education program, adopted February 22, 2017

90-15, Use of cervical ripening agents, reaffirmed November 13, 2018

90-16, Evaluation form and protocols for adult immunizations, revised February 24, 2013

90-17, Opinion of cutting of corns and warts with a scalpel by Licensed RN/LPN, reaffirmed November 13, 2018

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, revised February 24, 2017

90-22, Requests for accommodation for NCLEX and NNAAP testing and Medication Aide Examination, revised May 21, 2013

90-23, Decision-making Model for Determining RN/LPN Scope of Practice, reaffirmed November 13, 2018

90-26, Requests by revoked certified nurse aides with prior adverse findings, revised January 29, 2013

90-28, Clinical hours for LPN to prelicensure RN transition/bridge programs, reaffirmed March 19, 2013

Guidance Documents
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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

90-33, 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, Request for review and challenge of NCLEX, revised May 21, 2013

90-35, Noncompliance with board orders, revised January 29, 2013

90-36, Training of employees of school boards in the administration of insulin and glucagon, revised September 11, 2012

90-38, Disposition of cases against nurses or massage therapists practicing with expired licenses, revised January 30, 2018

90-39, Indefinite suspension timeframes, revised January 29, 2013

90-40, Surveillance activities required by the OHSA Respiratory Standards within the scope of practice of the registered nurse, reaffirmed November 13, 2018

90-41, Article on meaning of patient abandonment, revised September 11, 2012

90-42, Reinstatement after mandatory suspension, reaffirmed November 13, 2018

90-43, Attachment of scalp leads for internal fetal monitoring, revised May 21, 2013

90-46, Administration of over-the-counter drugs by certified nurse aides, reaffirmed November 13, 2018

90-47, Guidance on massage therapy practice and use of titles, revised December 21, 2016

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, Process for delegation of informal fact-finding to an agency subordinate, revised January 29, 2013

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 November 17, 2015

90-56, Practice agreement requirements for licensed nurse practitioners, adopted by the Board of Nursing on March 21, 2017 and the Board of Medicine on February 16, 2017

90-57, Bylaws of the Board of Nursing, revised November 14, 2017

90-58, Bylaws of the Advisory Board on Massage Therapy, revised October 22, 2013


90-60, Code of Conduct for Board of Nursing, revised January 24, 2012

90-61, Disposition of cases against nurse aides or medication aides for practice on expired certificates or registrations, revised January 30, 2018

90-62, Medication administration training curriculum, revised January 24, 2012

90-63, Registered nurses and procedural sedation, adopted November 17, 2015

90-64, Telemedicine for nurse practitioners, revised July 18, 2017

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 Virginia 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 of Optometry, at the address provided or by telephone at (804) 367-4508. Copies are free of charge.

Guidance Documents:
http://www.dhp.virginia.gov/Optometry/optometry_guidelines.htm

105-9, Processing of licensure applications, adopted July 15, 2016

105-10, End of a contact lens fitting, revised July 13, 2018

105-11, Disposition of cases involving practicing with an expired license, reaffirmed July 13, 2018

105-12, Continuing education compliance and sanctions for noncompliance, revised November 2, 2018

105-13, Guidance on performing free eye screenings, reaffirmed July 13, 2018
105-14, Bylaws of the Board of Optometry, revised November 2, 2018
105-26, Board motion on delegation of informal fact-finding to an agency subordinate, reaffirmed July 13, 2018
105-28, Instruction manual on use of sanction reference points, revised July 2011

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

The following document is available online at http://www.vaboard.org/grants.htm. The document 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 Jason Withers, Grants, Contracts and Program Information Manager, by email at jason.withers@vbpd.virginia.gov or by telephone at (804) 786-9375, or for TTY/Voice at (804) 846-4464. Alternate formats are available upon request.

Questions regarding implementation of this document may be directed to Jason Withers, Grants, Contracts and Program Information Manager, by email at jason.withers@vbpd.virginia.gov or by telephone at (804) 786-9375, or for TTY/Voice at (804) 846-4464.

Based on available funding, VBPD may or may not issue a request for proposal (RFP) each year. The Grants Manual is revised and updated on an as-needed basis, when an RFP is issued and is posted online at the VBPD website at https://vaboard.org/grants.htm.

Guidance Document:

Grants Manual, Revised December 2018

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 Virginia 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 of Pharmacy, at the address provided or by telephone at (804) 367-4456. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/Pharmacy/pharmacy_guidelines.htm

105-1, List of categories of facility licenses and a brief description of each, revised December 11, 2017
105-2, Instructions for applicants for pharmacist licensure, revised March 28, 2018
105-3, Guidance on alternative delivery of prescriptions, pharmacy to physician or pharmacy to controlled substance registration type of delivery, readopted December 18, 2018
105-4, Continuing Education Guide for Pharmacists, revised December 11, 2017
105-5, Instructions and forms for reporting of thefts or losses of drugs, revised March 29, 2018
105-7, Practitioner/patient relationship and the prescribing of drugs for family or self, revised September 2015
105-8, Information on prescriptive authority in Virginia, revised January 15, 2016
105-9, Pharmacy Inspection Deficiency Monetary Penalty Guide, revised June 22, 2018
105-10, Board guidance on dispensing of drugs from mobile vans, revised June 21, 2018
105-11, Board guidance on proof of identity for Schedule II drugs, revised June 21, 2018
105-12, Bylaws of the Board of Pharmacy, revised September 26, 2017
105-15, Delegation of authority in disciplinary matters, revised March 25, 2016
105-16, Board guidance on performing inventories, revised June 21, 2018
105-17, Instruction for graduates of foreign schools of pharmacy, revised October 12, 2016
105-18, Advance preparation of medications for administration, revised September 29, 2015
105-19, Transferring valid orders between medical equipment providers, revised June 21, 2018
105-20, Practice as a pharmacy technician trainee, revised March 21, 2017
105-21, Sanction Reference Points Manual, revised December 2018
105-22, Dispensing records; identification of pharmacist, revised June 21, 2018
105-23, Monetary penalties for inspection deficiencies for physicians selling controlled substances, adopted March 26, 2014
105-24, Competency examination required and passing score, revised June 21, 2018
Guidance Documents

110-25, Guidance for life of a prescription after a prescriber no longer in practice, revised June 21, 2018
110-27, Pharmacist-In-Charge responsibilities, revised December 1, 2015
110-28, Guidance for free clinic pharmacy permit applicants, readopted December 18, 2018
110-29, Guidance for physician dispensing, revised June 2016
110-30, Drugs within animal shelters and pounds, readopted December 18, 2018
110-31, Approved capture drugs and drug administering equipment, Directive from the State Veterinarian, revised September 2016
110-32, Use of a drop-box for the collection of prescriptions, readopted December 18, 2018
110-33, Pharmacy Interns as Pharmacy Technicians, Pharmacy Technician Ratio, readopted December 18, 2018
110-34, Manufacturer and wholesale distributor licensure, revised September 29, 2015
110-35, Requirements for Prescriptions, revised September 26, 2017
110-36, Compliance with USP Standards for Compounding, revised December 11, 2017
110-37, Guidance for conducting informal fact-finding by an agency subordinate, readopted December 18, 2018
110-38, Requirement for Nonresident Pharmacies to Submit Current Inspection Report, revised December 12, 2016
110-39, Hours of continuous work and taking breaks by pharmacists, adopted March 21, 2017
110-40, Storage of Schedule II drugs in a pharmacy
110-41, Changes a pharmacist may make to a Schedule II prescription, readopted December 18, 2018
110-42, Continuing education audit and recommended sanctions, readopted December 18, 2018
110-43, Dispensing with an authorized generic, revised December 18, 2018
110-44, Protocol for prescribing or dispensing naloxone, revised March 29, 2018
110-45, Protocol for prescribing and dispensing naloxone to trainers, revised March 29, 2018
110-46, Delivery of temperature-sensitive drugs, adopted December 11, 2017
110-47, Disposal of drugs, revised March 29, 2018

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 Virginia 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 of Physical Therapy, at the address provided or by telephone at (804) 367-4674. Copies are free of charge.

Guidance Documents:


112-1, Bylaws of the Board of Physical Therapy, revised November 17, 2017
112-2, Board guidance on the use of confidential consent agreements, revised March 29, 2017
112-4, Board guidance on requirement for licensure for instructors in a physical therapy program, adopted July 11, 2003, readopted May 1, 2018
112-7, Board guidance on physical therapists in public schools and direct access, revised May 1, 2018
112-10, Board guidance on credits for continuing competency requirements, revised November 13, 2018
112-11, Board guidance on functional capacity evaluations, adopted August 20, 2004, revised May 1, 2018
112-12, Board guidance on physical therapy services in home health, revised May 1, 2018
112-13, Approval of a traineeship, revised August 6, 2014
112-14, Board guidance on electromyography (EMG) and sharp debridement in the practice of physical therapy, revised May 1, 2018
112-15, Board guidance on supervision of unlicensed persons in any setting, readopted May 1, 2018
112-16, Board guidance on use of initials with practitioner's name, readopted May 1, 2018
112-17, Sanction Reference Points Manual, revised November 2017
112-18, Disciplinary action for practicing with an expired letter, revised May 1, 2018
112-19, Performance of INR's by physical therapists in home health settings, revised May 1, 2018
112-20, Supervision of students in nonapproved PT and PTA programs, readopted May 1, 2018
112-21, Telehealth for physical therapy practice, revised November 13, 2018
112-22, Auditing for continuing education requirements, revised November 13, 2018
112-23, Processing applications for licensure, adopted May 10, 2016
112-24, Supervision of physical therapy students in clinical settings, adopted May 1, 2018

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the 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 at http://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):
5534, Restricted Participation in Examination Development and Review, 6/3/2014
5816, 2018-19 New Board Member Manual, 7/27/2018
6036, Board for Professional and Occupational Regulation Guidelines for Evaluation of Petitions for Regulation, 9/22/2016

Policy #100-01, Establishing, Revising and Repealing Department Policy, 5/22/2017
Policy #100-02, Americans with Disabilities Act Compliance, 5/22/2017
Policy #100-03, Employee Use of Social Media, 5/22/2017
Policy #100-04, Release of Information, 6/5/2017
Policy #100-05, License Suspensions, 5/22/2017
Policy #100-06, Subpoenas, Service of Process, and Notices, 6/8/2017
Policy #100-09, Gifts and Honoraria, 6/5/2017
Policy #100-14, Public Service Hours, 9/24/2009
Policy #100-17, Posting Information in Public Access Areas, 6/8/2017
Policy #100-18, Alternative Dispute Resolution, 9/25/2009
Policy #100-19, Ethics, 11/1/2012
Policy #200-18, Equal Employment Opportunity, 3/17/2010
Policy #300-01, Regulant Name and Address Change, 6/13/2017
Policy #300-02, Application and Application Fee Expiration, 10/31/2011
Policy #300-03, Expedited Licensing of Military Spouses, 10/7/2016
Policy #500-01, Purchasing, 1/1/2017
Policy #500-02, Contract and Purchase Order Modifications, 1/1/2017
Policy #600-01, Examination Fees, 3/17/2010
Policy #600-02, Examination Site Conduct, 6/26/2014
Policy #600-03, Restricted Participation in Examination Development and Review, 6/3/2014
Policy #700-03, Accounts Receivable and Debt Collection, 1/1/2017
Policy #700-04, Revenue Refunds, 2/10/2012
Policy #800-01, Criminal History Information and Online Public Records Information, 6/13/2011
Policy #800-02, Complaints Against Regulants, 3/5/2010

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

1061, APELSCIDLA Board Sanction Guidelines before 7/1/99, 3/6/2003
1062, APELSCIDLA Board Sanction Guidelines after 7/1/99, 3/6/2003
4426, Requirements for the Use of Topographic Surveys, Orthographic Maps or other Geospatial Data in Virginia, 9/15/2015
4919, Onsite Sewage Systems Designed by Professional Engineers and Onsite Soil Evaluators, 6/13/2016
4987, Comity Applicant Criteria of the APELSCIDLA Board's Current Regulations, 6/18/2012
6038, Land Surveyor and Land Surveyor B Scope of Practice, 9/24/2016
6043, Virginia Land Surveyor Apprenticeship Standards, 9/14/2016
Guidance Documents

Virginia Board for Asbestos, Lead, and Home Inspectors


5499, Lead-Based Paint Activities Regulations Interpretations and Policies, 2/6/2014

5584, Review of ALHI Applications with Criminal Convictions, 8/16/2018

5707, Identity Requirements for Asbestos and Lead Licensing and Home Inspector Certification, 2/5/2015

5747, Requirements for Individuals who Analyze PCM Air Samples Onsite, 5/14/2015

5834, Lead Inspector Training Variance, 2/6/2014

5969, Employee Definition Clarification, 2/11/2016

6018, Clarification of Acceptable Degree Programs for Asbestos and Lead Licensing, 5/17/2016

6247, Home Inspector Applicant’s Experience Verification of Inspections Completed, 8/17/2017

6248, NRS Specialty for Inspections Conducted by a Home Inspector on Homes under Construction, 8/17/2017

6272, Endorsement Applicants Not Eligible for Temporary Permits, 11/6/2017

6262, Barbering Scope of Practice, 8/21/2017

6273, Barber and Cosmetology Application Review Matrix, 5/7/2018

Board for Branch Pilots

5008, Branch Pilot Renewal Requirements, 8/1/2012

Cemetery Board

3730, Sample General Price List, 10/23/2008


Common Interest Community Board

4190, Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by CIC Manager Applicant, 3/15/2010

4382, Definition of “Employee” as used in § 54.1-2347 A of Code of Virginia, 1/3/2011

5048, Applicability of the Common Interest Community Ombudsman Regulations on Solely Commercial Condominiums, 9/20/2012

5049, CIC Manager Requirement to Obtain and Maintain a Separate Fidelity Bond or Insurance Policy to Comply with Section 54.1-2346 D of the Code of Virginia and 18VAC48-50-30 E of the Board’s Regulations, 9/20/2012

5308, Letters of Credit in Lieu of Bonds, 6/27/2013

5311, Maximum Fees for Disclosure Packets and Resale Certificates Preparation, 1/16/2018

5331, CIC Waiver of Filing Fee for Final Adverse Decision, 9/17/2013

5603, Required Documentation to Accompany Disclosure of Personal Adverse Financial History, 12/3/2014

5897, Best Practices for POAA Declarations, 12/10/2015

6256, Summary of Board Interpretations, Policies and Guidance Documents, 8/15/2018

6390, Determining Value of Blanket Surety Bonds Filed by Developers in Lieu of Escrow Deposits, 6/7/2018

6391, Time-Share Public Offering Statements Delivered By Way of Alternative Media; Purchase Opportunity to Review
Public Offering Statement Prior to Execution of Contract, 6/7/2018

**Board for Contractors**
2959, Board for Contractors Policies and Interpretations, 7/11/2016
5271, Waiver exemption of entry requirements for Residential Building Energy Analysts, 6/24/2013
5718, Contractors Criminal History Review Matrix, 7/31/2015
5719, Contractors Financial Review Matrix, 10/1/2013
5724, PSI Examination Equivalency, 4/15/2015
6241, Sewage Disposal System Qualified Individual Licensing Requirements, 8/8/2017

**Fair Housing Board**
6045, Reasonable Accommodation Requests for Assistance Animals, 3/1/2017

**Board for Hearing Aid Specialists and Opticians**
5727, Interpretation of Board Approved Opticianry Programs, 4/15/2015
5728, Optician Test Date Requirements, 4/15/2015

**Department of Professional and Occupational Regulation**
5720, Polygraph Examiner Criminal History Review Matrix, 1/1/2015

**Real Estate Appraiser Board**
2022, Real Estate Appraisers Experience Hours, 11/18/2003
2920, Signing Any Appraisal Report, 2/21/2006
3931, Real Estate Appraiser - Submitting Assignments Electronically, 3/5/2009
5968, Customary and Reasonable Compensation for Fee Appraisers, 2/23/2016

**Real Estate Board**
2021, Real Estate Advisory Council's Report Regarding Post-Licensure Education, 7/12/2012
3648, Real Estate Prelicense Instructor Guidance Document, 3/24/2008
3665, Continuing and Post License Education Course Reporting Requirements, 5/19/2008
3666, Instructor Qualifications, 5/19/2008
3964, Real Estate Distance Education Notarized Affidavit Requirement, 5/19/2009
4160, On-line Course Time Requirement, 12/17/2009
5039, Necessity for brokerage agreements, 9/6/2012
5529, Real Estate Continuing Education Elective Courses, 5/22/2014
6045, Reasonable Accommodation Requests for Assistance Animals, 3/1/2017

**Board for Professional Soil Scientists, Wetland Professionals, and Geologists**
6029, Wetland Professionals' Scope of Practice, 9/1/2016

**Board for Waste Management Facility Operators**

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals**
4919, Onsite Sewage Systems Designed by Professional Engineers and Onsite Soil Evaluators, 6/13/2016
6171, Pumping of Alternative Onsite Sewage Systems, 4/20/2017
6204, Effective Date of Utility Management CPE for Class 1 and 2 Waterworks and Wastewater Works Operators, 4/20/2017
6205, Onsite Sewage System Installers Installation of Nondischarging Onsite Sewage Systems, 10/26/2017
6206, Onsite Sewage System Inspections and Evaluations for Property Transfers, 4/12/2011
6214, Onsite Sewage System Professionals Master and Journeyman License Requirements, 4/20/2017
6241, Sewage Disposal System Qualified Individual Licensing Requirements, 8/8/2017
6258, Acceptable Utility Management CPE Topics, 10/26/2017
6369, Qualifying for Operator and Installer Licensure Using Certain Degree Programs, 4/19/2018

**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 Virginia Regulatory Town Hall at http://www.townhall.virginia.gov or requested by email at psy@dhp.virginia.gov. Questions
Guidance Documents

Regarding interpretation or implementation of these documents or requests for copies may be directed to Jaime Hoyle, Executive Director of the Board of Psychology, at the address provided or by telephone at (804) 367-4697. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/Psychology/psychology_guidelines.htm

125-2, Impact of Criminal Convictions, Impairment, and Past History on Licensure or Certification, revised July 10, 2018
125-3.1, Submission of evidence of completion of graduate work, reaffirmed July 10, 2018
125-3.2, Official beginning of a residency, revised July 10, 2018
125-3.8, Flowchart and narrative explanation for guidance on conduct of an informal conference by an agency subordinate, revised July 10, 2018
125-3.9, Policy on the use of confidential consent agreements in lieu of disciplinary action by the board, revised July 10, 2018
125-5.1, Board guidance on possible disciplinary action for noncompliance with continuing education requirements, reaffirmed July 10, 2018
125-6, Bylaws of the Board, revised August 15, 2017
125-7, Electronic communication and telepsychology, adopted October 30, 2018
125-8, Use of assessment titles and signatures, adopted October 30, 2018

VIRGINIA RACING 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 Racing Commission at 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250. Copies may also be obtained free of charge by contacting Kimberly Mackey at the same address, telephone (804) 966-7406, or email kimberly.mackey@vrc.virginia.gov. Questions regarding interpretation of the document may be directed to David Lermond, Executive Secretary, Virginia Racing Commission, 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250, telephone (804) 966-7404, or email david.lermond@vrc.virginia.gov.

Guidance Documents:

VRC-001, Association of Racing Commissioners International Uniform Classification Guidelines for Foreign Substances, 2/13/2018
VRC-002, Association of Racing Commissioners International Multiple Violations Penalty System, 12/9/2016

DEPARTMENT OF SOCIAL SERVICES

For copies of the following guidance documents and interpretive or implementation questions, contact Karin Clark, Legislative and Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23219, telephone (804) 726-7017, or email karin.clark@dss.virginia.gov. All guidance documents are available electronically at no charge on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov. Costs associated with obtaining printed copies vary depending on the document.

Guidance Documents:

APP1, Administrative Disqualification Hearings, 1/1/2010
APP2, Child Protective Services Appeals, 4/1/2011
APP3, Child Support Enforcement Appeals, 12/16/2010
APP4, Benefits and Services Appeals, 12/16/2010
APP6, Electronic Benefits Transfer (EBT) Appeals, 7/8/2003
APP7, SNAP Appeals Process, 1/1/2012
APP8, Appeals and Fair Hearings Procedure Manual, 11/30/2011
BI4, Technical Assistance for Regulation for Background Checks for Assisted Living Facilities and Adult Day Care Centers, 6/29/2009
B17, Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers, 6/10/2013
BP1, Volume IX - Energy Assistance Policy Manual, 10/17/2016
BP2, Volume V - Supplemental Nutrition Assistance Program Certification Manual, 10/1/2012
BP5, Volume II - General Relief Policy - Part IV, 1/1/2007
BP6, Temporary Assistance for Needy Families Policy Manual, 10/1/2012
BP7, Fraud Manual and Procedures, 12/16/2016
CCD1, Child Care Subsidy Guidance Transmittal, 2/15/2018
Guidance Documents

FS20, Broadcast 7483, Local Department of Social Services No Longer to Claim/File for Assisted Living Facility Assessment Payments, 7/26/2012

FS21, Broadcast 4198 Safe & Timely Placement of Children Act - Interstate Compact on the Placement of Children (ICPC), 12/10/2007

FS22, Child & Family Services Manual - Chapter B - Early Prevention - Sections 1 and 4, 10/1/2012

FS23, Broadcast 9190 Statewide Implementation of Adoption Negotiation July 1, 2015, 6/11/2016

FS24, Broadcast 9286 Adoption Negotiators-Frequently Asked Questions, 8/7/2016

FS25, Broadcast 9675 Update Regarding Fostering Futures, 4/13/2016

FS26, Broadcast 9359 Clarification of Use of Title IV-E and CSA Funds for Emergency Foster Home Placements, 9/15/2016

FS5, Child & Family Services Manual - Chapter C - Child Protective Services, 7/1/2012

FS6, Child & Family Services manual, Chapter E - Foster Care, 7/1/2016

FS7, Generic Policy - Volume II, Section I, Chapter B, 1/1/1998

FS8, Child and Family Services Manual, Chapter F. Adoption, 10/1/2009

FS9, Virginia Department of Education and Virginia Department of Social Services, Fostering Connections: Joint Guidance for School Stability of Children in Foster Care, 8/1/2013

LIC2, Curriculum Outline for Assisted Living Facility Administrators, 12/1/2009

LIC4, Direct Care Staff - Department Approved Educational Curriculum for Nursing Assistant, Geriatric Assistant or Home Health Aide, 7/1/2007

LIC7, Model Policies for Implementing Residents Rights, 1/1/2008

OPR13, Disclosure Standards Research Determined Exempt, 2/9/2017

OPR1, VDSS Institutional Review Board (IRB) Guidance Summary, 12/7/2016

ORP10, Department of Education and National Institute on Disability and Rehabilitation Research Funded Research, 2/9/2017

ORP11, Department of Justice Funded Research, 2/9/2017

ORP12, Checklist of Materials Required for IRB Review, 2/9/2017

ORP2, Commonwealth of Virginia Laws Relevant to Human Subjects Research, 12/8/2016

ORP3, IRB Member Responsibilities and Conflict of Interest, 12/8/2016

ORP4, Consent Form Standards and Language, 12/8/2016

ORP5, Expedited review check list for IRB members, 12/8/2016

ORP6, Procedures for Recording IRB Minutes, 12/8/2016

ORP7, IRB Reliance Agreements, 12/8/2016

ORP8, IRB Study Closure Report, 12/8/2016

ORP9, IRB Continuing Review, 12/8/2016

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 Virginia 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 Jaime Hoyle, Executive Director of the Board of Social Work, at the address provided or by telephone at (804) 367-4441. Copies are free of charge.

Guidance Documents:


140-1, Board guidance on use of confidential consent agreements, reaffirmed September 21, 2018

140-2, Impact of criminal convictions, impairment, and past history on social work licensure or registration in Virginia, revised February 2, 2018

140-3, Guidance on technology-assisted therapy and the use of social media, adopted October 25, 2013, revised December 7, 2018

140-4, Board guidance on possible disciplinary or alternative actions in response to noncompliance with continuing education requirements, revised September 21, 2018

140-5, Board guidance for process of delegation of informal fact-finding to an agency subordinate, readopted June 15, 2018

140-7, Bylaws of the Board of Social Work, revised June 15, 2018

140-8, Sanction Reference Points Instruction Manual, revised July 1, 2016
Guidance Documents

140-9, Supervisor training, reaffirmed February 2, 2018
140-10, Guidance on supervised experience for clinical social work licensure, revised February 2, 2018
140-11, Disposition of disciplinary cases involving practicing with an expired license, revised June 15, 2018

STATE CERTIFIED SEED BOARD

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Certified Seed Board, 330 Smyth Hall, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting W. Lee Daniels at the same address, telephone (540) 231-9775, FAX (540) 231-3431, or email wdaniels@vt.edu.

Questions regarding interpretation or implementation of this document may be directed to Thomas Hardiman, Seed Certification Program Administrator, 9225 Atlee Branch Lane Mechanicsville, VA 23116, telephone (804) 746-4884, or FAX (804) 746-9447.

Guidance Documents:
State Certified Seed Board Annual Report, 2000
State Certified Seed Board Annual Report, 2001
State Certified Seed Board Annual Report, 2002–2003
State Certified Seed Board Annual Report, 2004
State Certified Seed Board Annual Report, 2005
State Certified Seed Board Annual Report, 2006
State Certified Seed Board Annual Report, 2007
State Certified Seed Board Annual Report, 2008
State Certified Seed Board Annual Report, 2009
State Certified Seed Board Annual Report, 2010
State Certified Seed Board Annual Report, 2011
State Certified Seed Board Annual Report, 2015
State Certified Seed Board Annual Report, 2016–2017

DEPARTMENT OF STATE POLICE

Guidance documents maintained by the Virginia State Police may be viewed during regular work days at Virginia State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.


To obtain printed copies of the indicated guidance documents, please contact the number listed with the name of the document.

Guidance Documents:
3246, How the Complaint Process Works, 8/25/2008
Professional Standards Unit, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, telephone (804) 674-2000.

Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, telephone (804) 674-2000.

6431, Virginia Firearms Transaction Program, Procedure Manual for Firearms Dealers, August 2017
Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, telephone (804) 674-2000

DEPARTMENT OF TAXATION

The Department of Taxation's guidance documents are listed and posted on the Virginia Regulatory Town Hall at http://townhall.virginia.gov. The guidance documents list provides links to the Department of Taxation's website at http://www.tax.virginia.gov, for certain categories of guidance documents, such as rulings, publications, forms, and instructions.

Guidance documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Services, Department of Taxation, 1957 Westmoreland Street, Richmond, VA 23230. Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Services, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, FAX (804) 786-2670.

Guidance Documents:
001, Rulings of the Tax Commissioner, 12/18/2017
002, Tax Bulletins, 12/18/2017
003, Tax Forms, 12/18/2017
004, Tax Publications, 12/18/2017
Administration, Jeopardy Assessments, 3/25/1986
Administration, Keeper of the Records, 5/14/1986
Administration, Differential Interest Rates, 12/3/1986
Administration, Computation of Interest, 12/22/1986
Administration, Converted Assessments, 12/24/1986
Administration, Computation of Interest on All Tax Refunds, 1/14/1988
Administration, Limitations Applicable to Converted Assessments, 2/17/1987
Administration, 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties, 5/1/1991
Administration, Administrative Appeal Guidelines, 12/21/1984
Administration, Electronic Funds Transfer (EFT) Guide, 9/1/2003
Administration, Set-Off Program Information Guide, 7/1/2005
Administration, 2003 Tax Amnesty Program Guidelines, 9/2/2003
Administration, Guidelines Governing Incentive Payments to Small Tobacco Products Manufacturers Pursuant to Senate Bill 1332 (2005), 1/19/2006
Administration, Administrative Appeal Guidelines, 12/1/2006
Administration, Field Collection Guide, 11/30/2006
Administration, 2008 Procedures for Safeguarding Federal Tax Information, 12/30/2008
Administration, 2009 Tax Amnesty Program Guidelines, 9/28/2009
Administration, 2009 Tax Amnesty Program Guidelines Addendum, 11/17/2009
Administration, Guidance for Waiver of Penalty and Interest, 6/30/2017
Administration, 2017 Tax Amnesty Program Guidelines, 9/5/2017
Administration, Order Changing Due Date for Cattle Assessment Return and Payment, 9/14/2018
Aircraft, Application of the Aircraft Sales and Use Tax to a Variety of Situations, 7/24/1985
Aircraft, Aircraft Sold at Washington National Airport, 10/19/1987
Aircraft, Imposition of Aircraft Sales and Use Tax, 3/10/1987
Cigarette, Rate Increase Guidelines and Rules, 7/30/2004
Cigarette, Rate Increase Guidelines and Rules, 5/13/2005
Cigarette, Cigarette Tax Guidelines and Rules Related to Enforcement, 8/13/2010
Communications, Guidelines and Rules for the Virginia Communications Taxes, 11/1/2006
Corporate, Inventory of Alcoholic Beverages In State Owned Warehouse, 3/26/1985
Corporate, Abatement of 100% Penalty Assessed Under Section 58- 44.1, 8/22/1983
Corporate, Investment in Euro Dollars, Foreign Source Income Subtraction, 11/28/1984
Corporate, Sales Factor and Form 4797 Proceeds, 3/31/1987
Corporate, Financial Corporation Apportionment Factor, 3/17/1988
Corporate, ACRS Carryovers and Refunds: Statute of Limitations, 7/28/1993
Corporate, Single Sales Factor Election for Manufacturers Guidelines, 1/7/2013
Corporate/Individual, Application of Penalty to Corporate and Individual Income Tax Audits, 10/26/1990
Corporate/Individual, Guidelines for Pass-Through Entity Withholding (Prior to Taxable Year 2015), 9/21/2007
Corporate/Individual, Statute of Limitations for Income Taxes and Refund Match Situations, 7/28/2010
Corporate/Individual, Port Volume Increase Tax Credit Guidelines, 9/5/2014
Corporate/Individual, International Trade Facility Tax Credit Guidelines, 9/5/2014
Corporate/Individual, Motion Picture Production Tax Credit Guidelines, 8/6/2012
Corporate/Individual, Port Volume Increase Tax Credit Guidelines, 9/5/2014
Corporate/Individual, Guidelines for Pass-Through Entity Withholding (Taxable Year 2015 and Thereafter), 12/22/2015
Corporate/Individual, Motion Picture Production Tax Credit Guidelines, 3/23/2015
Corporate/Individual, Crowdfunding Guidelines, 10/3/2016
Corporate/Individual, Food Crop Donation Tax Credit Guidelines, 12/15/2016
Corporate/Individual, Research and Development Expenses Tax Credit Guidelines (TY 2016 and After), 5/3/2017
Corporate/Individual, Major Research and Development Expenses Tax Credit Guidelines, 5/3/2017
Corporate/Individual, Recyclable Materials Processing Equipment Tax Credit Guidelines, 5/3/2017
Corporate/Individual, Worker Retraining Tax Credit Guidelines, 11/29/2018
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<td>Local, Use of Tax Stamps as Evidence of Payment of Local Cigarette Taxes</td>
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<td>Local, Guidelines for the Local Taxation of Idle Machinery and Tools</td>
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<td>Local, Study on Local Cigarette Tax Enforcement Policies</td>
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<td>M.V. Fuels Sales, Guidelines for the Motor Vehicle Fuel Sales Tax That Would Have Been Imposed by the Hampton Roads Transportation Authority but Has Been Declared Invalid</td>
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<td>M.V. Fuels Sales, Guidelines and Rules for the Motor Vehicle Fuel Sales Tax</td>
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<td>Sales and Use, Allocation of Local Sales and Use Tax Where Business Property Is Located in More Than One Locality</td>
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Sales and Use, Storage Tanks, 5/22/1989
Sales and Use, Leases between Affiliated Corporations, 8/31/1989
Sales and Use, Audit Penalty, 7/18/1990
Sales and Use, Member Fees, 1/11/1991
Sales and Use, Virginia Supreme Court Decision: Real Estate Publications, 1/24/1995
Sales and Use, Industrial Processing Exemption Retail/Photo-Processing Operations, 9/8/2000
Sales and Use, Sales and Use Tax, Virginia Tire Tax, Recall of Firestone Tires by Ford Motor Co., 7/31/2001
Sales and Use, Legislative Changes for 2004, 8/30/2004
Sales and Use, 2004 Rate Increase Guidelines, 8/1/2004
Sales and Use, Public Service Corporation Exemption Repeal Guidelines, 8/30/2004
Sales and Use, Federal Government Credit Card Purchases, 7/12/2002
Sales and Use, Successor Liability, 4/30/1998
Sales and Use, Internet Tax Freedom Act (H.R. 4105), 7/10/1998
Sales and Use, Department of Taxation v. Chesapeake Hospital Authority, 12/20/2001
Sales and Use, Nonprescription Drug Exemption Question and Answer Summary, 9/2/1998
Sales and Use, Guidelines for Combined Sales Tax Holiday, 5/31/2018
Sales and Use, Permanent Energy Star and WaterSense Sales Tax Holiday Guidelines, 9/21/2009
Sales and Use, Guidelines for the Accelerated Sales Tax Payment, 5/11/2011
Sales and Use, Energy Star Guidelines - Permanent, 12/11/2012
Sales and Use, 2013 Accelerated Sales Tax Guidelines, 5/6/2013
Sales and Use, 2013 Hurricane Preparedness Guidelines, 5/14/2013
Sales and Use, Energy Star Sales Tax Holiday Guidelines, 2013, 9/30/2013
Sales and Use, 2015 Accelerated Sales Tax Guidelines, 4/22/2015
Sales and Use, 2015 Combined Sales Tax Holiday Guidelines, 7/8/2015
Sales and Use, 2017 Accelerated Sales Tax Guidelines, 5/2/2017
Sales and Use, Guidelines for Retail Sales and Use Tax Refund Claims Procedures, 6/12/2017
Sales and Use, 2017 Combined Sales Tax Holiday Guidelines, 6/19/2017
Sales and Use, Guidelines for the Retail Sales and Use Tax Exemption Certificate for Stamped Cigarettes Purchased for Resale, 8/21/2017
Tobacco, 2014 Guidelines and Rules for the Tobacco Products Tax, 7/30/2014
Watercraft, Watercraft Sales and Use Tax, Federal Fee on Recreational Boaters, 3/4/1991
Watercraft, Watercraft Sales and Use Tax, Documented Boats Briefing Paper, 7/1/1987
Withholding, Withholding, Voluntary Virginia Income Tax Withholding From Civil Service Annuities, 9/21/1982
Withholding, Due Date Extension: Seasonal Employers Filing Monthly Returns, 8/22/2007
Guidance Documents

**Board of Taxation**

Administration, Penalties for Electronic Funds Payments, 6/25/2010

Agreements, Agreements, Reciprocal Income Tax Agreement Between State of West Virginia and Commonwealth of Virginia, 10/20/1988


Agreements, Agreements, Coordination of Tax Administration Between the Virginia Tax Department and the IRS, 5/10/1977

Agreements, Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia Department of Taxation and Richmond District Internal Revenue Service, 9/15/1986

Agreements, Agreements, Individual Income Tax, Notice to Northern Virginia Tax Officials Regarding Reciprocity with Maryland, 8/14/1992

Agreements, Reciprocal Income Tax Agreement: Maryland and Virginia, 8/21/1991


Agreements, Memorandum of Understanding for the Administration of the Land Preservation Credit Program, 6/12/2007

Agreements, Disclosure Agreement between Department of Taxation and Northern Virginia Transportation Commission, 12/28/2009

Agreements, Memorandum of Agreement between the Virginia Department of Taxation and Department of Motor Vehicles, 6/28/2012

Aircraft, Application of the Aircraft Sales and Use Tax to Aircraft Not Required to be Licensed with the Department of Aviation, 2/25/2009

Aircraft, Disclosing Tax Information to the Department of Aviation, 9/9/2015

Corporate, IRC 199 Deductions, 8/5/2011

Corporate, Order to Allow Electronically Filed Returns to Omit Attaching a Copy of the Federal Return, 6/10/2014

Corporate/Individual, First-Year Companies Claiming the Research and Development Expenses Tax Credit, 5/23/2013


M.V. Fuels Sales, Motor Fuels Disclosure, Refunds, Certified Pollution Control, and Heavy Motor Vehicles, 4/12/2011

M.V. Rental, Rental Tax on Storage Trailers, 12/17/2012

Sales and Use, Boat Slip Rentals, 8/1/1977

Sales and Use, Definition of Clinic, 12/10/1980

Sales and Use, Dealer's Discount, 9/8/1982

Sales and Use, Interest Charged on Filing Extensions of Vending Machine Dealers, 11/15/1982


Sales and Use, Computation of Additional Penalty When Minimum Penalty Assessed, 7/28/1983

Sales and Use, Customized Mailing Lists, 11/25/1985

Sales and Use, Field Audit Procedures Guidelines, 1/31/2012

Sales and Use, Clarification Regarding PD 04-122, Public Service Corporation Exemption Repeal Guidelines, 2/14/2008


Sales and Use, Guidelines for 2008 Sales Tax Holiday for Clothing and school Supplies, 7/11/2008

Sales and Use, Energy Star and WaterSense Sales Tax Holiday Guidelines and Rules, 8/26/2008

Sales and Use, Statistical Sampling Audit Manual, 1/5/2009

Sales and Use, Incentive and Penalty Options to Encourage the Correct Allocation of the Local Retail Sales and Use Tax, 8/31/2009

Sales and Use, Emergency Guidelines for the Accelerated Sales Tax Payment, 6/7/2012

Sales and Use, House Bill 2313 Sales Tax Transition Guidelines, 5/1/2013

Withholding, Order to Allow Annual Filing for State Withholding Taxes for Employers of Domestic Service Employees, 12/4/2008

Withholding, Statute of Limitations on Processing Withholding Tax Returns, 5/1/2009

**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 on each document.
Guidance Documents:

DM-14-1, Criteria for Transferring Secondary Roads to the Primary System, 4/15/2014
GUIDE-AAD, Guide for Administering Additions, Abandonments, and Discontinuances of the System of State Highways, 1/27/2015

Commonwealth Transportation Board

ASD-01, Administrative Services Division Procurement Procedures Manual, 9/1/2018
CTF-1, Commonwealth Transportation Fund budget, 6/20/2018
DB-EG, Design-Build Evaluation Guidelines, 5/27/2014
DB-PM, Design-Build Procurement Manual, 4/1/2017
DB-QA/QC, Minimum Requirements for QA/QC on Design Build and Public-Private Transportation Act Projects, 1/1/2012
FAQ-LUPR-1, Frequently Asked Questions - Land Use Permits, 10/2/2014
LAD-AA, Airport Access Program Guide, 10/1/2014
LAD-LAPM, Locally Administered Projects Manual, 2/21/2018
LAD-RG, Recreational Access Program Guide, 10/1/2014
LAD-RSPG, Revenue Sharing Program Guidelines, 7/1/2017
LAD-TAPG, Transportation Alternatives Program Guide, 9/1/2017
LAD-UCM, Urban Construction and Maintenance Program (Urban Manual), 8/1/2017
MAP-1, Virginia Official State Transportation Map Policy and Procedures, 11/13/2012
MAP-2, Statement on the Use of VDOT County Map Series Digital Files, 11/13/2012
MAP-3, Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, 11/13/2012
PMPS-01, Manual for the Procurement and Management of Professional Services, 7/1/2017
PPTA-1, Public-Private Transportation Act Implementation Manual and Guidelines, 10/1/2017
SSAR-GD, Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, 6/1/2018
TED-IIMs, VDOT Traffic Engineering Division Instructional and Informational Memoranda, 11/6/2017
TIA-ADG, Traffic Impact Analysis Regulations Administrative Guidelines, 6/1/2017
VDOT, Guidance Document for Determination of Certain Financial Benefits to Displaces, 12/13/2017
VDOT-BUDG, VDOT Budget, 6/20/2018
VDOT-SYIP, Virginia Six-Year Improvement Program, 6/20/2018
VTIB-1, The Virginia Transportation Infrastructure Bank: Program Overview, Guidelines and Selection Criteria, 9/1/2016

UNIVERSITY OF MARY WASHINGTON

Copies of the following documents may be viewed at www.umw.edu at any time. The documents may also be obtained by contacting the Office of Administration and Finance, 1301 College Avenue, Fredericksburg, VA 22401, telephone (540) 654-1020, FAX (540) 654-1162, or email aoreilly@umw.edu or pmesspla@umw.edu, Monday through Friday between 8 a.m. until 5 p.m.

Questions concerning the interpretation or implementation of these documents should be directed to the Office of the Vice President for Administration and Finance or to the corresponding offices listed.

Guidance Documents:


Guidance Documents

Faculty Handbook, http://publications.umw.edu/facultyhandbook
Staff Handbook, http://adminfinance.umw.edu/hr/handbooks-forms-policies/
Graduate Catalog, http://publications.umw.edu/graduatecatalog/
Undergraduate Catalog, http://publications.umw.edu/undergraduatecatalog/

UNIVERSITY OF VIRGINIA

For general questions about the University of Virginia's guidance documents, contact Penny Cabaniss at telephone (434) 982-2674 or email pqc2f@virginia.edu. 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, 11/29/2012
Copies may be viewed Monday through Friday from 8 a.m. until 3:30 p.m. in the Office of the Policy Manager, O'Neil Hall, 445 Rugby Road, P.O. Box 400228, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Lynn Mitchell at the same address, telephone (434) 924-4037, or email lmm2z@virginia.edu. Access the document online at http://www.virginia.edu/uvpolicies/. Questions regarding interpretation or implementation of this document may be directed to Lynn Mitchell at the address, telephone number, or email provided.

Current and past versions of the Higher Education Capital Outlay Manual (HECOM) may be viewed online at https://www.fm.virginia.edu/depts/fpc/hecomanual.html. Questions regarding this document should be directed to Martin E. Best, Jr., Manager, Office of Contract Administration, University of Virginia, P.O. Box 400726, Charlottesville, VA 22904-4726, telephone (434) 243-3541, or email meb6n@virginia.edu.

UVA-03, Medical Center Policy Manual, 12/1/2011
Copies may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the Office of the Executive Vice President for Health Affairs, 1215 Lee Street, Primary Care Center, Room 1122, P.O. Box 800810, Charlottesville, VA 22908-0810. Copies may be obtained free of charge by contacting Sally Barber at the same address, telephone (434) 243-5788 or (434) 243-5920, FAX (434) 243-9328, or email snb4af@virginia.edu. Questions regarding interpretation or implementation of this document may be directed to Sally Barber at the address or telephone number provided.

UVA-04, Health Sciences Library Policies, 12/21/2011
The Health Sciences Library policies may be viewed online at http://www.hsl.virginia.edu/admin/policy/index.cfm. Copies may be obtained by contacting Gretchen Arnold, Library Director, telephone (434) 924-0194, or email gvn8r@virginia.edu. Questions regarding interpretation or implementation of this document may be directed to Gretchen Arnold at the telephone number, or email provided.

DEPARTMENT OF VETERANS SERVICES

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Department of Veterans Services, 101 North 14th Street, 17th Floor, Richmond, VA 23219. Questions regarding interpretation or implementation of the document, or to obtain copies free of charge, please contact Carrie Ann Alford, Director of Policy and Planning, Virginia Department of Veterans Services, 101 North 14th Street, 17th Floor, Richmond, VA 23219, telephone (804) 225-4716, or email carrieann.alford@dvs.virginia.gov.

Guidance Document:
Policy and Guidelines for Commissioners of the Revenue and Other Assessing Officials for §§ 58.1-3219.5 and 58.1-3219.9
Real Property Tax Relief for 100% Disabled Veterans and Surviving Spouses, Revised & Updated 2017

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 Virginia 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 of Veterinary Medicine, at the address provided or by telephone at (804) 367-4497. Copies are free of charge.

Guidance Documents:
150-2, Expanded duties for Licensed Veterinary Technicians, reaffirmed October 24, 2017
150-3, Preceptorships and externships for veterinary technician students, revised October 25, 2017
150-4, "Chip" clinics outside approved facilities, excerpt from board minutes of June 15, 1994, reaffirmed October 24, 2017
150-5. Use of compounded drugs in veterinary practices, revised July 1, 2018

150-6. Mobile facilities allowed to change location without an inspection, revised October 25, 2017

150-8. Disposition of cases for practicing on an expired license or permit, revised March 15, 2018

150-9. Content of a medical record, revised October 25, 2017

150-10. Allowances to purchase, possess, and administer drugs within an animal shelter or pound, reaffirmed October 24, 2017

150-11. Acceptable continuing education, audits and sanctions for noncompliance, revised October 25, 2017

150-12. Administration of rabies vaccine, revised October 25, 2017

150-13. Controlled substances in veterinary practices, revised November 6, 2018

150-14. Board guidance on process for delegation of informal fact-finding to an agency subordinate, reaffirmed October 24, 2017

150-15. Disposition of routine inspections violations, revised October 25, 2017

150-16. Protocol to follow upon discovery of a loss or theft of drugs, revised October 25, 2017


150-18. Bylaws of the Board of Veterinary Medicine, reaffirmed October 24, 2017


150-20. Duties of unlicensed assistants, revised October 25, 2017

150-22. Veterinarians and wildlife rehabilitators - Prescription drugs, reaffirmed October 24, 2017

150-23. Disposal of deceased animals, revised October 25, 2017

150-24. Guidelines for processing applications for licensure, reaffirmed October 24, 2017

76-21.2:1, Veterinary Establishment Inspection Report, revised February 9, 2017

**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, Pocahontas Building, 900 East Main Street, 11th Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 698-1881, or email tedwards@dls.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Karen Perrine, Registrar of Regulations, Virginia Code Commission, Pocahontas Building, 900 East Main Street, 11th Floor, Richmond, VA 23219, telephone (804) 698-1883, or email kperrine@dls.virginia.gov.

**Guidance Documents:**

1. **Form, Style and Procedure Manual for Publication of Virginia Regulations,** revised 2014, § 2.2-4104.
2. **Preparing and Filing Guidance Document Lists for Publication in the Virginia Register of Regulations,** revised November 2016, §§ 2.2-4008 and 2.2-4103

**VIRGINIA COMMONWEALTH UNIVERSITY**

Copies of the listed documents are available free of charge from the university's website at http://www.vcu.edu. Questions concerning interpretation or implementation of these documents may be directed to Jacqueline Kniska, University Integrity and Compliance Officer, telephone (804) 828-2336, unless otherwise noted.

**Guidance Documents:**

5. **Questions** concerning interpretation or implementation of the Student Handbook may be directed to Dean of Students, Dr. Reuban Rodriguez, telephone (804) 828-8940.
7. **Questions** concerning interpretation or implementation of the Faculty Handbook may be directed to the Vice Provost for Academic and Faculty Affairs, P.O. Box 842527, Richmond, VA 23284, telephone (804) 828-6162.

**VIRGINIA MILITARY INSTITUTE**

Copies of the following documents may be viewed on regular work days from 8 a.m. until 4:30 p.m. in the office of the Chief of Staff, 201 Smith Hall, Lexington, VA 24450. Copies may be obtained free of charge by contacting Katrina Butner.
at the same address, telephone (540) 464-7104, FAX (540) 464-7660, or email butnerkk@vgma.edu.

Questions regarding interpretation or implementation of these documents may be directed to Colonel James Inman, VMI Chief of Staff, 201 Smith Hall, Lexington, VA 24450, telephone (540) 464-7104, and FAX (540) 464-7660.

**Guidance Documents:**


General Orders (Policies and Procedures), http://catalog.vmi.edu/index.php, policies reviewed on rotating basis and updated as needed.


**VIRGINIA MUSEUM OF FINE ARTS**

Copies of the following documents may be viewed on regular work days from 10 a.m. until 4:30 p.m. at the Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, VA 23220.

Copies may be obtained free of charge by contacting the Virginia Museum of Fine Arts, Directors Office, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email director@vmfa.museum.

Questions regarding interpretation or implementation of these documents may be directed to Virginia Museum of Fine Arts, Directors Office, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email director@vmfa.museum.

**Guidance Documents:**

Smoking Policy 3-00, revised 2015

Gallery Guidelines Policy 7-00, revised 2015

Lost and Found Property Policy 2-01, revised 2015

Calendar and Events: http://vmfa.museum/calendar/

Directions and Parking: https://vmfa.museum/visit/directions/


Museum Policies: https://vmfa.museum/visit/plan-ahead/museum-policies/

Accommodations for Individuals and Groups with Disabilities: https://vmfa.museum/visit/plan-ahead/access-programs/

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Vice President for Policy and Governance, c/o Business and Projects Manager, 319 Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Lori Buchanan, Office of the Vice President for Policy and Governance, 319 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-9512, or email lorib90@vt.edu. The documents may be downloaded from the Virginia Tech website at http://www.vt.edu.

Questions regarding interpretation or implementation of these guidance documents may be directed to Lori Buchanan, Business and Projects Manager, Office of the Vice President for Policy and Governance, Virginia Tech, Blacksburg, VA 24061, telephone (540) 231-9512, or email lorib90@vt.edu.
Guidance Documents:

Board of Visitors Bylaws, http://bov.vt.edu/bylaws.html, amended August 2018

Faculty Handbook, http://provost.vt.edu/faculty_affairs/faculty_handbook.html, revised August 2018


Graduate Catalog, Policies, Procedures, Academic Programs, 2018-19, http://secure.graduateschool.vt.edu/graduate_catalog/


Speech on Campus, https://policies.vt.edu/speechoncampus.html


VIRGINIA PORT AUTHORITY

Copies of the following documents may be obtained by contacting Jason Barlow, Vice President, Contracts and Risk Management, Virginia Port Authority, telephone (757) 355-5574, or email jbarlow@portofvirginia.com. A fee may apply. For all FOIA requests, contact Joe Harris, VPA FOIA Officer, telephone (757) 683-2137, or email jharris@portofvirginia.com.

Questions regarding interpretation or implementation of these documents may be directed to Sarah McCoy, Counsel to the Virginia Port Authority, telephone (757) 683-2119, or email smccoy@portofvirginia.com.

Guidance Documents:


Virginia Port Authority Travel Policy. Supplement Revised 01/01/2009.

State Travel Policy Revised 10/01/2014.


VIRGINIA RETIREMENT SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Kathy Dimond, at the same address, telephone (804) 771-7363, or email kdimond@varetire.org. The documents may be downloaded from the Virginia Retirement System website at www.varetire.org and www.varetire.org/hybrid.

Questions regarding interpretation or implementation of procedures outlined in these documents may be directed to Cynthia Wilkinson, Director of Policy, Planning and Compliance, Virginia Retirement System, 1200 East Main Street, Richmond, VA 23219, telephone (804) 786-3847, FAX (804) 786-1541, or email cwilkinson@varetire.org.

Guidance Documents:

2018 Legislative Summary, published April 2018, Code of Virginia, Title 51.1, Chapters 1-7

457 Deferred Compensation Plan Features and Highlights, revised August 2018, Code of Virginia, Title 51.1, Chapters 6.6.1
Guidance Documents

457 Deferred Compensation and Cash Match Plan Features and Highlights, revised August 2018, Code of Virginia, Title 51.1, Chapters 6.6.1

Approved Domestic Relations Orders Guide, revised January 2016, Addendum January 2018, Code of Virginia, Title 51.1, Chapter 1

Benefits for VRS Members, published November 2017, Code of Virginia, Title 51.1, Chapters 1-7

Choosing the Plan and Provider That’s Right for You – Optional Retirement Plan for Higher Education, published October 2017, Code of Virginia, Title 51.1, Chapter 1

Choosing Your Retirement Plan – Plan 1 – Optional Retirement Plan for Higher Education, Membership Date: Before July 1, 2010, revised December 2017, Code of Virginia, Title 51.1, Chapter 1

Choosing Your Retirement Plan – Plan 2 – Optional Retirement Plan for Higher Education, Membership Date: July 1, 2010 – December 31, 2013, revised December 2017, Code of Virginia, Title 51.1, Chapter 1

Choosing Your Retirement Plan – Hybrid Retirement Plan, Membership Date: On or after January 1, 2014, December 2017, Code of Virginia, Title 51.1, Chapter 1

Choosing Your Retirement Plan – Plan 1 – Optional Retirement Plan for Political Appointees, Membership Date: Before July 1, 2010, revised December 2017, Code of Virginia, Title 51.1-126.5

Choosing Your Retirement Plan – Plan 2 – Optional Retirement Plan for Political Appointees, Membership Date: July 1, 2010 – December 31, 2013, revised December 2017, Code of Virginia, Title 51.1-126.5

Choosing Your Retirement Plan – Optional Retirement Plan for Political Appointees – Hybrid Retirement Plan, Membership Date: On or after January 1, 2014, revised December 2017, Code of Virginia, Title 51.1-126.5


Choosing Your Retirement Plan – Optional Retirement Plan for School Superintendents – Hybrid Retirement Plan, Membership Date: On or after January 1, 2014, revised January 2017, Code of Virginia, Title 51.1-126.6

Comprehensive Annual Financial Report, published annually, last published December 2018, Code of Virginia, Title 51.1, Chapters 1-7

Counseling Checklist for New Hybrid Retirement Plan Member, revised April 2018, Code of Virginia, Title 51.1, Chapters 1-7

DCP Payroll Guide for Political Subdivisions, School Divisions and Decentralized State Employers, revised April 2018, Code of Virginia, Title 51.1, Chapters 6.6.1

Disability Retirement Checklist for Employers, revised June 2018, Code of Virginia, Title 51.1, Chapters 1-7

Employer Manual, revised July 2018, Code of Virginia, Title 51.1, Chapters 1-7

Employer Update – published monthly online, Code of Virginia, Title 51.1, Chapters 1-7

Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members – Plan 1, revised July 2018, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members – Plan 2, revised March 2017, addendum July 1, 2018, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

Fee Disclosure Notice VRS Defined Contribution Plan, published October 2017, Code of Virginia, Title 51.1, Chapters 6, 6.1

Fee Disclosure Notice for Optional Retirement Plans, October 2017, Code of Virginia, Title 51.1, Chapters 1-7

Focus Newsletter for participants in Hybrid Retirement Plan and 457 Deferred Compensation Plan, posted quarterly, latest issue, October 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Getting Ready to Retire Guide, revised May 2018, Code of Virginia, Title 51.1, Chapters 1-7

Getting Ready to Retire Guide for Hybrid Members, revised, July 2018, Code of Virginia, Title 51.1, Chapter 1

How to Designate Your Beneficiary – VRS Defined Contribution Plans, published June 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Hybrid Contributions Illustration, published October 2017, Code of Virginia, Title 51.1, Chapter 1

Hybrid Retirement Plan Features and Highlights Brochure, revised August 2018, Title 51.1-169

Hybrid Retirement Plan – Handbook for Members, revised December 2018, Code of Virginia, Title 51.1, Chapters 1-7

Hybrid Retirement Plan Roadmap, published August 2014, Code of Virginia, Title 51.1, Chapter 1
Introduction to VRS: Serving Those Who Serve Others, published October 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Investment Guide, Commonwealth of Virginia Defined Contribution Plans, revised July 2017, Code of Virginia, Title 51.1, Chapters 1,6,6.1

Investment Option Performance Commonwealth of Virginia Defined Contribution Plans, revised October 2018, Code of Virginia, Title 51.1, Chapters 1, 6.1

Investment Policy Statement for the Unbundled Defined Contribution Plans, revised February 9, 2017, Code of Virginia, Title 51.1, Chapters 1, 6.1

Judicial Retirement System – Handbook for Members in the JRS Plan 1, JRS Plan 2, and the JRS Hybrid Retirement Plan, revised March 2017, Addendum July 1,2018, Code of Virginia, Title 51.1, Chapters 1,3

Leaving Employment Guide, Commonwealth of Virginia 457 Deferred Compensation Plan Virginia Cash Match Plan, revised June 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Leaving Employment Guide Defined Contribution Component Hybrid Retirement Plan, revised June 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Leaving Employment Guide Defined Contribution Plans, revised June 2018, Code of Virginia, Title 51.1, Chapter 2

Losing a Loved One: Guide for Families, revised February 2018, Code of Virginia, Title 51.1, Chapters 1, 2.1, 3, 5

Member Benefit Profile, published annually, last published September 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member News, published online February, May, September, and November, Code of Virginia, Title 51.1, Chapters 1-7

Model Language for Domestic Relations Orders – Defined Benefit Plan, revised March 2013, Code of Virginia, Title 51.1, Chapters 1-7


Optional Retirement Plan for Higher Education Handbook, revised July 2018, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan for Higher Education Plan Features and Highlights, revised August 2018, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan for Political Appointees Plan Features and Highlights, revised August 2018, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan for Political Appointees Plan: Choose the Plan That's Right for You, published October 2017, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan for School Superintendents Plan Features and Highlights, revised August 2018, Code of Virginia, Title 51.1, Chapters 1-7

Payroll Guide for CIPPS-Reporting State Agencies, published June 2015, Title 51.1, Chapters 1-7

Popular Comprehensive Annual Financial Report, published annually, last published December 2018, Code of Virginia, Title 51.1, Chapters 1-7

Quick and Easy Access to Your Account VRS Defined Contribution Plans, revised June 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Quicken Instructions VRS Defined Contribution Plans, published June 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Retiree Handbook, revised April 2018, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News – published semiannually, June, December, Code of Virginia, Title 51.1, Chapters 1-7

Required Minimum Distributions (RMD) Checklist VRS Defined Contribution Plans, revised January 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Return-to-Work Checklist for Employers, revised November 2018, Code of Virginia, Title 51.1, Chapters 1-7

Service Retirement Checklist for Employers, revised June 2018, Code of Virginia, Title 51.1, Chapters 1-7

Special Tax Notice – VRS Defined Benefit Plans, revised December 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Special Tax Notice for Deferred Contribution Plans, published July 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Stable Value Fund Disclosure, revised April 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

State Police Officers' Retirement System Handbook – Plan 1, revised July 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

State Police Officers' Retirement System Handbook – Plan 2, Revised March 2017, addendum July 1, 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14
Guidance Documents

Transitional Benefits Program Enhance Retirement Benefit Checklist for Employers, revised June 2018, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

Understanding myVRS Navigator’s Calculations and Business Rules, revised March 2013, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Understanding myVRS Navigator’s Calculations and Business Rules for Employees Who Work Less Than 12 Months, revised March 2013, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Disability Retirement Employer Manual, revised January 2017, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Law Officers’ Retirement System Handbook – Plan 1, revised July 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Law Officers’ Retirement System Handbook – Plan 2, revised December 2018, Addendum July 1, 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Local Disability Program Long-Term Care Plan Brochure, revised July 2018, Code of Virginia, Title 51.1, Chapter 11.1

Virginia Local Disability Program Handbook – Handbook for Employees in the VRS Hybrid Retirement Plan whose School Division or Political Subdivision Participates in VLDP, revised August 2018, Addendum September 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Local Disability Program Employer Manual, revised July 2018, Code of Virginia, Title 51.1, Chapter 11.1


Virginia Sickness and Disability Program Benefits Employer Manual, revised September 2018, Code of Virginia, Title 51.1, Chapter 11

Virginia Retirement System Handbook for Members – Plan 1, revised July 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Retirement System Handbook for Members – Plan 2, revised July 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Supplemental 401(a) Retirement Plan for Middle School Specialists Plan Features and Highlights, revised August 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

VRS Investment Portfolio Disclosure, revised April 2018, Code of Virginia, Title 51.1, Chapters 1-7

VRS Plan Comparison Guide, revised November 2017, Code of Virginia, Title 51.1, Chapters 1-7

VSDP Long-Term Care Plan Brochure, revised July 2018, Code of Virginia, Title 51.1, Chapter 1

Workforce Transition Act Retirement Checklist for Employers, revised June 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Guidance documents may be obtained from the agency's website at https://www.vsdb.k12.va.us/vsdb/ or by using the links provided. For assistance with accessing documents, contact Tessy Schlemmer, Director of Human Resources, P.O. Box 2069, Staunton, VA 24402, by telephone at (540) 332-9065, or email at tessy.schlemmer@vsdbs.virginia.gov.

Questions regarding interpretation or implementation of these documents may also be addressed to Ms. Schlemmer.

Guidance Documents:

VSDB Policy Manual

Student Handbook and Code of Conduct

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, 1111 East Main Street, Suite 700, 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, 1111 East Main Street, Suite 700, Richmond, VA 23219, telephone (804) 775-0565, or email mccauley@vsb.org.

Guidance Document:

Unauthorized Practice of Law (UPL) Guidelines, issued June 1997, revised October 2010, 15VAC5-80

VIRGINIA STATE UNIVERSITY

All guidance documents are available electronically at no charge from Virginia State University’s website at the links provided. For general questions concerning the university’s guidance documents, contact Bonnie Holmes at bhomes@vsu.edu or telephone (804) 524-5326. For each document contact information will be provided for questions.
regarding the interpretation or implementation of the respective guidance document or for hard copies.

**Guidance Documents:**


University Policies, http://www.vsu.edu/hr/policies.php


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**VIRGINIA WORKERS’ COMPENSATION COMMISSION**

Attached is the guidance document list from the Virginia Workers’ Compensation Commission. Please address any questions concerning the attached list to Evelyn V. McGill, telephone (804) 205-3603 or email evelyn.mcgill@workcomp.virginia.gov.

**Guidance Documents:**

5198, Employees Guide, 1/3/2013

5199, Employers Guide, 1/3/2013

5200, Out of State Lawyers, 1/3/2013

5201, Self Insurance, 1/3/2013

5202, Electronic Data Interchange Implementation Guide Version 5.0.5, 5/2/2016

6330, Workers’ Compensation Medical Fee Schedules, 11/14/2017

6331, Medical Fee Schedule Ground Rules, 11/14/2017

STATE BOARD 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 State Board of Behavioral Health and Developmental Services conducted a small business impact review of 12VAC35-230, Operation of the Individual and Family Support Program, and determined that this regulation should be retained in its current form. The State Board of Behavioral Health and Developmental Services is publishing its report of findings dated January 17, 2019, to support this decision in accordance with § 2.2-4007.1 F of the Code of Virginia.

The regulation is needed. Comments are in regard to the application announcement timelines, the application process, eligibility criteria, eligible applicant notification process, and how to prioritize those most at risk of institutionalization. The regulation is not complex. It is a straightforward structure for administration of the disbursement of funds. The regulation does not overlap, duplicate, or conflict with federal or state law or regulation. This is the first periodic review of this regulation, which has been in effect since January 16, 2014.

Contact Information: Erika Jones-Haskins, Community Coordinator, Department of Behavioral Health and Developmental Services, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 786-5813, FAX (804) 692-0077, or email erika.jones-haskins@dbhds.virginia.gov.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Public Hearing and Opportunity for Comment on the Air Quality Plan

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments and announcing a public hearing on a proposed plan to implement reasonably available control technology (RACT) in support of the 2008 ozone national ambient air quality standard (NAAQS) in the Northern Virginia Emissions Control Area. DEQ intends to submit the plan as a revision to the Commonwealth of Virginia State Implementation Plan (SIP) in accordance with the requirements of § 110(a) of the federal Clean Air Act. The SIP is the plan developed by the Commonwealth in order to fulfill its responsibilities under the Act to attain and maintain 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 and on the issue of whether the plan meets RACT requirements for the Northern Virginia Emissions Control Area in support of the 2008 ozone NAAQS.


Description of proposal: The proposal, which is a supplement to a plan revision previously submitted on December 12, 2017, consists of the following:

1. An analysis of the regulatory underpinnings of RACT for the Northern Virginia Emissions Control Area, which consists of the Counties of Stafford, Arlington, Loudoun, Prince William, and Fairfax and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park.

2. Certification of the implementation of the control technique guidelines (CTGs) and alternative control techniques (ACTs) within Virginia's SIP for the Northern Virginia Emissions Control Area.

3. Negative declaration for the 2016 CTG for the Oil and Natural Gas Industry in the Northern Virginia Emissions Control Area.

4. Recertification of certain RACT analyses previously submitted in Virginia's SIP, where review of available data show that no additional controls are necessary.

5. A commitment to submit as SIP revisions source specific RACT determinations for those facilities where recertification of previous RACT requirements was not appropriate.

Federal information: This notice is being given to satisfy the public participation requirements of 40 CFR 51.102. The proposed RACT implementation document will be submitted as a revision to the Commonwealth of Virginia SIP under § 110(a) of the federal Clean Air Act in accordance with 40 CFR 51.104.

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 documents or exhibits. Comments must be submitted to Doris A. McLeod, Air Quality Planner, Division of Air, Data Analysis and Planning, Department of Environmental Quality, 1111 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4197, FAX (804) 698-4510, or email doris.mcleod@deq.virginia.gov. All materials received are part of the public record.

To review the proposal: The proposal is available on the DEQ Air Public Notices for Plans website at http://www.deq.virginia.gov/Programs/Air/PublicNotices/airplansandprograms.aspx. The proposal may also be obtained by contacting the DEQ representative named in this notice. The public may review the proposal between 8:30 a.m. and 4:30 p.m. of each business day until the close of the comment period at the following DEQ locations:
FORENSIC SCIENCE BOARD
Approved Breath Alcohol Testing Devices

This list of approved breath alcohol testing devices replaces the list published in the Virginia Register of Regulations 31:21 V.A.R. 1888 on June 15, 2015.


In accordance with 6VAC40-20-90 and under the authority of the Code of Virginia, the following breath test device is approved for use in conducting breath tests:

The Intox EC/IR II with the Virginia test protocol, manufactured by Intoximeters, Inc., St. Louis, Missouri, utilizing an external printer.

In accordance with 6VAC40-20-100 and under the authority of the Code of Virginia, for evidential breath test devices, mouthpieces that are compatible with the specific testing device are approved as supplies for use in conducting breath tests on approved breath test devices.

In accordance with 6VAC40-20-180 and under the authority of the Code of Virginia, the following devices are approved for use as preliminary breath test devices:

1. The ALCO-SENSOR, ALCO-SENSOR II, ALCOSENSOR III, ALCO-SENSOR IV, ALCO-SENSOR VXL, ALCO-SENSOR FST, and ALCO-SENSOR FST (serial numbers 200,000 and higher) manufactured by Intoximeters, Inc., St. Louis, Missouri.

2. The CMI SD 2 and INTOXILYZER 400PA, manufactured by Lion Laboratories, Barry, United Kingdom.

3. The CMI SD 5, INTOXILYZER 500, and INTOXILYZER 800 manufactured by CMI, Inc., Owensboro, Kentucky.

4. The LIFELOC PBA 3000,* LIFELOC FC10, LIFELOC FC10Plus, and LIFELOC FC20, manufactured by Lifeloc Inc., Wheat Ridge, Colorado. *When used in the direct sensing mode only.

5. The ALCOTEST 5510, ALCOTEST 5820, ALCOTEST 6510, ALCOTEST 6810, and ALCOTEST 6820 manufactured by Draeger Safety Diagnostics, Inc., Durango, Colorado.


Contact Information: Amy M. Curtis, Department Counsel, Department of Forensic Science, 700 North 5th Street, Richmond, VA 23219, telephone (804) 786-6848, FAX (804) 786-6857, or email amy.curtis@dgs.virginia.gov.

DEPARTMENT OF GENERAL SERVICES
Request for Comments on Revision to Fees for Drinking Water Laboratory Certification

Public comment period: February 18, 2019, through March 20, 2019.

Request for comments on revision to fees for drinking water laboratory certification (1VAC30-41-270), effective May 1, 2019, through April 30, 2020.

Purpose of notice and background information: The Division of Consolidated Laboratory Services (DCLS) is seeking comment on the revision to fees charged for certifying drinking water laboratories under 1VAC30-41-270.

1VAC30-41-270 I 2 requires DCLS to increase or decrease annually the fees charged for certifying drinking water laboratories using the Consumer Price Index-Urban percentage change average-average for the previous calendar year published by the U.S. Bureau of Labor Statistics in January. The percentage change, average-average for 2018 is an additional 2.4%. See the table labeled "Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items, index averages" in the following document (pages 3-4): https://www.bls.gov/cpi/tables /supplemental-files/historical-cpi-u-201812.pdf.

The revised fees are exempt from the requirements of the Administrative Process Act. The Budget of the Commonwealth of Virginia (Chapter 2 of the 2018 Acts of Assembly) requires DCLS to provide notice and an opportunity to submit written comments on the revised fees.

The notice of fees for May 1, 2019, through April 30, 2020, will be published on the DCLS drinking water laboratory certification webpage at http://www.dgs.virginia.gov/dcls after consideration of submitted comments.

Public comment period: February 18, 2019, through March 19, 2019.

How to comment: DCLS 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 DCLS by the last day of the comment period. All materials received are part of the public record. Comments should be sent to Rhonda Bishton, Regulatory Coordinator, Department of General Services, Attn: DCLS DW Fee Comments, 1100 Bank Street, Suite 420, Richmond, VA 23219, telephone (804) 786-3311, FAX (804) 371-8305, or email rhonda.bishton@dgs.virginia.gov.
DCLS requests comments on the revised fees in the following notice.

Notice of Fees for May 1, 2019 – April 30, 2020
Virginia Division of Consolidated Laboratory Services
Fees for Drinking Water Laboratory Certification (1VAC30-41-270)
Effective May 1, 2019 – April 30, 2020

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<th>TESTING CATEGORY</th>
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<td>Microbiological testing</td>
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<tr>
<td>1 - 2 methods</td>
<td>647</td>
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<tr>
<td>3 - 5 methods</td>
<td>754</td>
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<tr>
<td>6+ methods</td>
<td>862</td>
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<tr>
<td>Inorganic chemistry, nonmetals testing</td>
<td></td>
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<tr>
<td>1 - 2 methods</td>
<td>700</td>
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<tr>
<td>3 - 5 methods</td>
<td>915</td>
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<td>6 - 8 methods</td>
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<tr>
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<tr>
<td>9+ methods</td>
<td>1778</td>
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<td>Radiochemistry</td>
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1 - 2 methods 1186
3 - 5 methods 1400
6+ methods 1616

Asbestos
1 - 2 methods 969
3 - 5 methods 1186
6+ methods 1400

How fees are calculated: DCLS calculates a laboratory's total fee by adding the fees for the number of test methods in each category in the fee table for which the laboratory is certified or applies to be certified. Contact lab_cert@dgs.virginia.gov for more information about the fee category for a specific method.

Additional fees:
Additional fees apply when a laboratory:
- Applies for modification of certification under 1VAC30-41-110
- Is moving its location when the move requires DCLS to perform an onsite assessment
- Requests reinstatement of certification when DCLS requires an onsite assessment

Hourly review fee and calculation of total fee: The fee to be charged is the sum of the total hourly charges for all reviewers plus any onsite assessment costs incurred. The hourly charge per reviewer is $66. The charge per reviewer is determined by multiplying the number of hours expended in the review by $66.

Onsite review and travel expenses: If an onsite review is required, travel time and onsite review time will be charged at the same hourly rate of $66 and any travel expenses will be added.

When to pay: Payment is due at the time the application is made or annually thereafter upon receipt of the invoice from DCLS. Annual billing precedes the expiration of the current certificate.

How to pay: Fees may be paid by check, draft, or postal money order payable to the Treasurer, Commonwealth of Virginia or submitted electronically, if available. Payment must be in U.S. currency, except that agencies and institutions of the Commonwealth of Virginia may submit interagency transfers for the amount of the fee. Laboratories may also pay fees using credit cards. All fees must be sent to the following...
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Intent to Amend Virginia State Plan for Medical Assistance - Methods and Standards for Establishing Payment Rates

Comment period: January 28, 2019, to February 27, 2019.

The Virginia Department of Medical Assistance Services (DMAS) hereby affords the public notice of its intention to amend the Virginia State Plan for Medical Assistance to provide for changes to the Methods and Standards for Establishing Payment Rates - Inpatient Hospital Services (12VAC30-70) and Methods and Standards for Establishing Payment Rates; Other Types of Care (12VAC30-80).

This notice is intended to satisfy the requirements of 42 CFR 447.205 and of § 1902(a)(13) of the Social Security Act, 42 USC § 1396a(a)(13). A copy of this notice is available for public review from William Lessard, Provider Reimbursement Division, Department of Medical Assistance Services, 600 Broad Street, Suite 1300, Richmond, VA 23219, or via email at william.lessard@dmas.virginia.gov.

Comments or inquiries may be submitted, in writing, by February 27, 2019, to Mr. Lessard and such comments are available for review upon request. Comments may also be submitted, in writing, on the Virginia Regulatory Town Hall public comment forum at http://www.townhall.virginia.gov.

Reimbursement changes affecting supplemental payments to qualifying private hospitals: DMAS is sunsetting language from the State Plan related to quarterly supplemental payments for qualifying private hospitals for inpatient and outpatient services rendered during the quarter. This sunsetting is to avoid conflicting with a new supplemental hospital payment that covers a more comprehensive list of private acute care hospitals. There will be no impact on actual expenditures because the upper payment limit would limit what DMAS can pay in total.

Contact Information: Emily McClellan, Regulatory Manager, Division of Policy and Research, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-4300, FAX (804) 786-1680, TDD (800) 343-0634, or email emily.mcclellan@dmas.virginia.gov.

Public Hearing to Consider Scheduling of Chemical in Schedule I

Public comment period: February 18, 2019, through March 12, 2019.

Pursuant to § 54.1-3443 D of the Code of Virginia, the Board of Pharmacy is giving notice of a public hearing to consider placement of chemical substances in Schedule I of the Drug Control Act. The public hearing will be conducted at 9 a.m. on March 26, 2019, at the Perimeter Center, 9960 Mayland Drive, Suite 201, Richmond, VA 23233. Public comment may also be submitted electronically or in writing prior to March 12, 2019, to Caroline Juran, Executive Director of the Board of Pharmacy, email caroline.juran@dhp.virginia.gov.

Pursuant to article § 54.1-3443 D, the Virginia Department of Forensic Science (DFS) has identified three compounds for recommended inclusion into the Code of Virginia. The following is a brief description, chemical name, and common name for each compound.

The following compound is classified as powerful synthetic opioid. Compounds of this type have been placed in Schedule I (subdivision 1 of § 54.1-3446 of the Code of Virginia) in previous legislative sessions.

1. 3,4-dichloro-N-[2-(dimethylamino)cyclohexyl]-N-isopropyl-benzamide (other name: Isopropyl U-47700), its isomers, esters, ethers, salts, and salts of isomers, esters, and ethers, unless specifically excepted, whenever the existence of these isomers, esters, ethers, and salts is possible within the specific chemical designation.

The following compounds are classified as research chemicals. Compounds of this type have been placed in Schedule I (subdivision 3 of § 54.1-3446 of the Code of Virginia) in previous legislative sessions.

1. alpha-pyrrolidinoisohexiophenone (other name: alpha-PiHP), its optical, position, and geometric isomers, salts, and salts of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation.

2. 1-[1-(3-hydroxyphenyl)cyclohexyl]piperidine (other name: 3-hydroxy PCP), its optical, position, and geometric isomers, salts, and salts of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation.

Contact Information: Caroline Juran, RPh, Executive Director, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-
STATE WATER CONTROL BOARD

Proposed Consent Special Order for Heartland Concrete LLC

An enforcement action has been proposed for Heartland Concrete LLC for alleged violations that occurred during a spill event at the interchange of Interstate 85 and Interstate 95 in Petersburg, Virginia. The State Water Control Board proposes to issue a consent special order to Heartland to address noncompliance with State Water Control Law. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Jeff Reynolds will accept comments by email at jefferson.reynolds@deq.virginia.gov or postal mail at Department of Environmental Quality, Piedmont Regional Office, 4949 A Cox Road, Glen Allen, VA 23060, attention Jeff Reynolds, from February 18, 2019, to March 18, 2019.

Proposed Enforcement Action for City of Lexington

An enforcement action has been proposed for the City of Lexington for violations at the City of Lexington Public Works Compound in Lexington, Virginia. The State Water Control Board proposes to issue a penalty only to the City of Lexington to address noncompliance with State Water Control Law. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Tiffany Severs will accept comments by email at tiffany.severs@deq.virginia.gov, FAX at (540) 574-7878, or postal mail at Department of Environmental Quality, Valley Regional Office, 4411 Early Road, P.O. Box 3000, Harrisonburg, VA 22801, from February 18, 2019, to March 20, 2019.

Proposed Consent Order for the Town of Lovettsville

An enforcement action has been proposed for the Town of Lovettsville for violations of the State Water Control Law and regulations at the Town of Lovettsville Wastewater Treatment Plant located at 39183 Irish Corner Road, Lovettsville, Virginia. The State Water Control Board proposes to issue a consent order to resolve violations associated with the Town of Lovettsville Wastewater Treatment Plant. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Stephanie Bellotti will accept comments by email at stephanie.bellotti@deq.virginia.gov or postal mail at Department of Environmental Quality, Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, from February 19, 2019, through March 21, 2019.

Proposed Enforcement Action for York Properties LLC

An enforcement action has been proposed for York Properties LLC for violations of the State Water Control Law at the Wolf Trap Industrial Park in Yorktown, Virginia. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. John Brandt will accept comments by email at john.brandt@deq.virginia.gov, FAX at (757) 518-2009, or postal mail at Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, from February 18, 2019, to March 20, 2019.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Contact Information: Mailing Address: Virginia Code Commission, Pocahontas Building, 900 East Main Street, 8th Floor, Richmond, VA 23219; Telephone: (804) 698-1810; 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 https://commonwealthcalendar.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/documents/cumultab.pdf.

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.