



VIRGINIA

REGISTER OF REGULATIONS

VOL. 35 ISS. 13

PUBLISHED EVERY OTHER WEEK BY THE VIRGINIA CODE COMMISSION

FEBRUARY 18, 2019

TABLE OF CONTENTS

Register Information Page	1671
Publication Schedule and Deadlines	1672
Petitions for Rulemaking	1673
Notices of Intended Regulatory Action	1674
Regulations	1675
4VAC15-360. Fish: Aquatic Invertebrates, Amphibians, Reptiles, and Nongame Fish (Final)	1675
4VAC15-380. Watercraft: Motorboat Numbering (Final)	1676
8VAC20-750. Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia (Proposed).....	1676
9VAC25-193. Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Concrete Products Facilities (Forms)	1685
9VAC25-890. General VPDES Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (Forms)	1685
18VAC110-60. Regulations Governing Pharmaceutical Processors (Notice of Extension of Emergency Regulation).....	1685
Governor	1686
Guidance Documents	1688
General Notices/Errata	1832

VIRGINIA REGISTER INFORMATION PAGE

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

ADOPTION, AMENDMENT, AND REPEAL OF REGULATIONS

An agency wishing to adopt, amend, or repeal regulations must first publish in the *Virginia Register* a notice of intended regulatory action; a basis, purpose, substance and issues statement; an economic impact analysis prepared by the Department of Planning and Budget; the agency's response to the economic impact analysis; a summary; a notice giving the public an opportunity to comment on the proposal; and the text of the proposed regulation.

Following publication of the proposal in the *Virginia Register*, the promulgating agency receives public comments for a minimum of 60 days. The Governor reviews the proposed regulation to determine if it is necessary to protect the public health, safety and welfare, and if it is clearly written and easily understandable. If the Governor chooses to comment on the proposed regulation, his comments must be transmitted to the agency and the Registrar no later than 15 days following the completion of the 60-day public comment period. The Governor's comments, if any, will be published in the *Virginia Register*. Not less than 15 days following the completion of the 60-day public comment period, the agency may adopt the proposed regulation.

The Joint Commission on Administrative Rules (JCAR) or the appropriate standing committee of each house of the General Assembly may meet during the promulgation or final adoption process and file an objection with the Registrar and the promulgating agency. The objection will be published in the *Virginia Register*. Within 21 days after receipt by the agency of a legislative objection, the agency shall file a response with the Registrar, the objecting legislative body, and the Governor.

When final action is taken, the agency again publishes the text of the regulation as adopted, highlighting all changes made to the proposed regulation and explaining any substantial changes made since publication of the proposal. A 30-day final adoption period begins upon final publication in the *Virginia Register*.

The Governor may review the final regulation during this time and, if he objects, forward his objection to the Registrar and the agency. In addition to or in lieu of filing a formal objection, the Governor may suspend the effective date of a portion or all of a regulation until the end of the next regular General Assembly session by issuing a directive signed by a majority of the members of the appropriate legislative body and the Governor. The Governor's objection or suspension of the regulation, or both, will be published in the *Virginia Register*. If the Governor finds that changes made to the proposed regulation have substantial impact, he may require the agency to provide an additional 30-day public comment period on the changes. Notice of the additional public comment period required by the Governor will be published in the *Virginia Register*.

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

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

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

A regulatory action may be withdrawn by the promulgating agency at any time before the regulation becomes final.

FAST-TRACK RULEMAKING PROCESS

Section 2.2-4012.1 of the Code of Virginia provides an exemption from certain provisions of the Administrative Process Act for agency regulations deemed by the Governor to be noncontroversial. To use this process, Governor's concurrence is required and advance notice must be provided to certain legislative committees. Fast-track regulations will become effective on the date noted in the regulatory action if no objections to using the process are filed in accordance with § 2.2-4012.1.

EMERGENCY REGULATIONS

Pursuant to § 2.2-4011 of the Code of Virginia, an agency, upon consultation with the Attorney General, and at the discretion of the Governor, may adopt emergency regulations that are necessitated by an emergency situation. An agency may also adopt an emergency regulation when Virginia statutory law or the appropriation act or federal law or federal regulation requires that a regulation be effective in 280 days or less from its enactment. The emergency regulation becomes operative upon its adoption and filing with the Registrar of Regulations, unless a later date is specified. Emergency regulations are limited to no more than 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>).

March 2019 through April 2020

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
35:14	February 13, 2019	March 4, 2019
35:15	February 27, 2019	March 18, 2019
35:16	March 13, 2019	April 1, 2019
35:17	March 27, 2019	April 15, 2019
35:18	April 10, 2019	April 29, 2019
35:19	April 24, 2019	May 13, 2019
35:20	May 8, 2019	May 27, 2019
35:21	May 22, 2019	June 10, 2019
35:22	June 5, 2019	June 24, 2019
35:23	June 19, 2019	July 8, 2019
35:24	July 3, 2019	July 22, 2019
35:25	July 17, 2019	August 5, 2019
35:26	July 31, 2019	August 19, 2019
36:1	August 14, 2019	September 2, 2019
36:2	August 28, 2019	September 16, 2019
36:3	September 11, 2019	September 30, 2019
36:4	September 25, 2019	October 14, 2019
36:5	October 9, 2019	October 28, 2019
36:6	October 23, 2019	November 11, 2019
36:7	November 6, 2019	November 25, 2019
36:8	November 18, 2019 (Monday)	December 9, 2019
36:9	December 4, 2019	December 23, 2019
36:10	December 18, 2019	January 6, 2020
36:11	January 1, 2020	January 20, 2020
36:12	January 15, 2020	February 3, 2020
36:13	January 29, 2020	February 17, 2020
36:14	February 12, 2020	March 2, 2020
36:15	February 26, 2020	March 16, 2020
36:16	March 11, 2020	March 30, 2020
36:17	March 25, 2020	April 13, 2020

*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 1 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> 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.

VA.R. Doc. No. R19-24; Filed January 18, 2019, 3:39 p.m.

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 breach 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.

VA.R. Doc. No. R19-25; Filed January 29, 2019, 1:33 p.m.

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

NOTICES OF INTENDED REGULATORY ACTION

TITLE 9. ENVIRONMENT

STATE WATER CONTROL BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the State Water Control Board intends to consider amending **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.

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

Public Comment Deadline: March 20, 2019.

Agency Contact: Eleanore 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 eleanore.daub@deq.virginia.gov.

VA.R. Doc. No. R19-5819; Filed January 30, 2019, 11:39 a.m.

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.

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

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.

REGULATIONS

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

Symbol Key

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

TITLE 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).

Statutory Authority: §§ 29.1-103, 29.1-501, and 29.1-502 of the Code of Virginia.

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 provided that the harvest of snapping turtles is not otherwise

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 [~~permittee~~ 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.

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

Regulations

Final Regulation

REGISTRAR'S NOTICE: The Board of Game and Inland Fisheries is claiming an exemption from the Administrative Process Act pursuant to § 29.1-701 E of the Code of Virginia, which provides that the board shall promulgate regulations to supplement Chapter 7 (§ 29.1-700 et seq.) of Title 29.1 of the Code of Virginia as prescribed in Article 1 (§ 29.1-500 et seq.) of Chapter 5 of Title 29.1 of the Code of Virginia.

Title of Regulation: 4VAC15-380. **Watercraft: Motorboat Numbering (amending 4VAC15-380-120).**

Statutory Authority: §§ 29.1-701 and 29.1-701.1 of the Code of Virginia.

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	\$27 <u>\$32</u>
For a motorboat 16 feet to less than 20 feet	\$31 <u>\$36</u>
For a motorboat 20 feet to less than 40 feet	\$37 <u>\$42</u>
For a motorboat 40 feet and over	\$45 <u>\$50</u>
For first 10 actively registered motorboats by the same owner	\$27 <u>\$32</u>
For more than 10 actively registered motorboats by the same owner	\$21 <u>\$26</u>
For a duplicate certificate of registration and/or decal	\$9 <u>\$14</u>

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

Titling fee	<u>\$10</u>
Duplicate title	<u>\$7</u>
Change of motor on title	<u>\$7</u>
Record supplemental lien on previously titled watercraft	<u>\$10</u>

VA.R. Doc. No. R19-5774; Filed January 29, 2019, 11:34 a.m.

TITLE 8. EDUCATION

STATE BOARD OF EDUCATION

Proposed Regulation

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).**

Statutory Authority: § 22.1-16 of the Code of Virginia.

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.

Basis: The Board of Education's authority for promulgating regulations governing standards for accrediting public schools is § 22.1-253.13:3 of the Code of Virginia. The Board of Education's overall regulatory authority is § 22.1-16 of the Code of Virginia.

Chapter 142 of the 2015 Acts of Assembly added § 22.1-279.1:1 of the Code of Virginia, which requires the Board of Education to adopt regulations relating to the use of seclusion and restraint in public schools that (i) are consistent with its Guidelines for the Development of Policies and Procedures for Managing Student Behavior in Emergency Situations and 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.

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 certain existing guidance documents have regulatory effect. The proposed regulatory action is intended to ensure that school personnel are properly trained to understand the circumstances in which seclusion or restraint may be used and on appropriate methods for secluding or

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

Regulations

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.

²See http://www.doe.virginia.gov/support/student_conduct/guidelines_managing_behaviors_emergency.pdf

³See <https://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>

⁴See <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.

CHAPTER 750

REGULATIONS GOVERNING THE USE OF SECLUSION AND RESTRAINT IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN VIRGINIA

8VAC20-750-5. Application.

A. This chapter is applicable to all students and school personnel in the public elementary and secondary schools of the Commonwealth of Virginia, as defined in 8VAC20-750-20. This chapter governs the use of seclusion and restraint for the purpose of behavioral intervention.

B. To comply with this chapter, school personnel must first determine whether the action constitutes restraint or seclusion, as 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

¹See <http://townhall.virginia.gov/l/viewmandate.cfm?mandateid=615>

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 for the standard treatment of a student's medical or psychiatric condition and (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.

Regulations

"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.

Regulations

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 D 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

Regulations

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 9. ENVIRONMENT

STATE WATER CONTROL BOARD

Forms

REGISTRAR'S NOTICE: Forms used in administering the regulation have been filed by the agency. The forms are not being published; however, online users of this issue of the Virginia Register of Regulations may click on the name of a form with a hyperlink to access it. The forms are 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: 9VAC25-193. 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 \(rev. 1/2019\)](#)

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

Forms

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 \(eff. 5/2018\)](#)

VA.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).

Statutory Authority: §§ 54.1-2400 and 54.1-3442.6 of the Code of Virginia.

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 cannabidiol 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 VA.R. 2818-2835 August 7, 2017](#), and amended in [35:5 VA.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.

VA.R. Doc. No. R17-4878; Filed February 5, 2019, 3:05 p.m.

GOVERNOR

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

Titles of Documents: [Guidance Document on the Practice of Conversion Therapy.](#)

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.

ANNUAL LIST

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>, 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.

Guidance Documents

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

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
- 4525, [Long Term Employment Support Services \(LTISS\) & Extended Employment Services \(EES\) Policy Manual](#), 12/1/2015
- 4531, [Human Research Procedures Manual](#), 12/1/2011
- 4532, [Personal Assistance Services Program Handbook](#), 9/12/2011
- 4540, [State Plan for Independent Living](#), 9/1/2016
- 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
- 5100, [Virginia's State Plan for Aging \(October 1, 2015 – September 30, 2019\)](#), 10/1/2015
- 5335, [AS Assisted Living Facility Private Pay Assessment Manual](#), 12/1/2015
- 5343, [AS Broadcast 5696 Revised Adult Protective Services \(APS\) Minimum Training Standards](#), 6/23/2009
- 5346, [AS Auxiliary Grant Policy Manual Chapters A-L and Transmittals](#), 12/6/2018
- 5348, [AS Assisted Living Facility Assessment Manual](#), 6/1/2016
- 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
- 4521, [Vocational Evaluation Best Practices Manual](#), 10/28/1993
- 4522, [DRS Policy and Procedure Manual](#), 12/3/2018
- 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
- 5082, [Guidance for the Provision of Community Support Services \(CSS\)](#), 8/1/2018
- 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
- 5349, [AS Adult Services Manual, Chapters 1-9](#), 12/19/2018

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, VA or on the Virginia Regulatory Town Hall 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, contactCarolynn 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

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

3748, *Guidelines for Enforcement of the Virginia Code Relating to Motor Fuels and Lubricating Oils - Civil Penalty Assessment Decision Matrix*, 10/1/2008

4099, *Office of Weights and Measures Technical Bulletin Number 2011-1 - Labeling of Motor Fuel Dispensers outside Reformulated Gasoline Areas*, 6/1/2011

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

4308, *Office of Weights and Measures Technical Bulletin Number 2011-3 - Taxes Charged for the Purchase of Gasoline, Diesel, Off-Road Diesel, Heating Oil, and Kerosene*, 7/1/2011

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

5938, Meat and Poultry Establishment Design and Construction Guidebook, 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

OPIS 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 2016-01, Handling of Diesel Exhaust Fluid Dispensed for Testing, 5/1/2016

OWM 2017-01, Guidelines for Approval of Public Weighmaster Licenses, 4/1/2017

State Milk Commission

2727, Virginia State Milk Commission Monthly Report Audit Manual, 11/27/2012

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

3400, Circular Letter 07-03; Expenditures by Manufacturers at Tasting Events, 6/29/2007

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

Issued Quarterly, Licensee Newsletter - Spring 2003, 3/1/2003

**Virginia 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
- 1860, Circular Letter 85-6; Wholesalers and Manufacturers Nonalcoholic Merchandise, 5/31/1985
- 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
- 1881, Circular Letter 85-9; Cooperative Advertising of Nonalcoholic Merchandise, 1/1/1985
- 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
- 5807, Circular Letter 15-02; Limited Brewery Licenses - Process Guidance, 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, 8/10/2015
- 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 rfoyl.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:

[5959, Ignition Interlock Process and Procedure Manual, 2/3/2016](#)

[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

Guidance Documents for the Auditor of Public Accounts (APA) may be viewed and downloaded at no charge on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or on the APA's website at http://www.apa.virginia.gov/APA_Reports/guidelines.aspx.

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](#)

[GRAcct18, 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](#)

Guidance Documents

[DS-GM-17-06, Extended Services, Annual Reviews, and Sub-Minimum Wage Requirements, 12/12/2017](#)

[DS-GM-17-07, Client Pay Process for Low Vision Services for Individuals in the Rehabilitation Teaching/Independent Living Program, 12/12/2017](#)

[DS-GM-17-08, Updates to the iCanConnect Program, 12/12/2017](#)

[DS-GM-17-09, Rehabilitation Teaching/Independent Living Program Cost Containment Measures, 12/12/2017](#)

[DS-GM-18-01, DBVI Agency Policy Manual Category: General, 1/4/2018](#)

[DS-GM-18-02, DBVI Agency Policy Manual Category: Equipment and Supplies, 9/22/2018](#)

[DS-GM-18-03, DBVI Agency Policy Manual Category: Human Resources, 1/1/2018](#)

[DS-GM-18-04, Scripted Messages, 1/31/2018](#)

[DS-GM-18-05, Rehabilitation Teaching/Independent Living Income Guidelines for 2018, 1/7/2018](#)

[DS-GM-18-07, Older Blind Grant Program Evaluation, 4/9/2018](#)

[DS-GM-18-08, DBVI Agency Policy Manual Category: Human Resources, 4/27/2018](#)

[DS-GM-18-10, Guidance on Budget Restrictions for the Rehabilitation Teaching/Independent Living Program, 11/14/2018](#)

[DS-GM-18-11, DBVI Agency Policy Manual Category: General - Professional Boundaries, 11/6/2018](#)

[DS-PPD-17-03, DBVI Vocational Rehabilitation Manual Release, 12/12/2017](#)

[DS-PPD-17-2, DBVI Vocational Rehabilitation Manual Revisions, 12/12/2017](#)

[DS-PPD-18-01, Reciprocal Services Between Virginia Vocational Rehabilitation Agencies, 5/9/2018](#)

[DS-PPD-18-02, Rehabilitation Teaching/Independent Living Policy Voter Registration, 6/13/2018](#)

[DS-PPD-18-04, Vocational Rehabilitation Policy Manual Updates, 8/1/2018](#)

[DS-PPD-18-05, Vocational Rehabilitation Policy Order of Selection, 10/31/2018](#)

[PPD-18-03, Vocational Rehabilitation Policy Order of Selection, 6/25/2018](#)

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, 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:

Virginia Community College System Policy Manual (approximately 319 pages) can be accessed online at <http://www.boarddocs.com/va/vccs/board.nsf/public>, revised November 15, 2014, §§ 23-214 through 23-231.1. A printed copy can be provided for \$25.

The Workforce Innovation and Opportunity Act 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 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](#)

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 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:

[DCR-BCR-003, A Guide to Citizen Involvement in the Scenic River Designation Process, 12/15/2015](#)

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-003, Land and Water Conservation Fund Application Manual 2017-2018, 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-002, Virginia Land Conservation Foundation's 2017 Grant Program Manual, 5/24/2017

DCR-VLCF-003, Land Preservation Tax Credits - Conservation Value Review Criteria, 3/27/2009

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

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

DCR-VLCF-007, Virginia Land Conservation Foundation Guidance Document on Conservation Easement Dispute Resolution, 10/27/2015

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-036, Virginia Soil and Water Conservation Board Guidance Document on Freedom of Information Act Requirements for Resource Management Plans Program Implementation by Soil and Water Conservation District Boards and Technical Review Committees, 9/27/2018

DCR-VSWCB-037, Guidance Document on New Probable Maximum Precipitation Implementation, 3/29/2018

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-041, Virginia Dam Safety Program Enforcement Manual, 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>.

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>

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

SCC 21.2, Expedited Service Request Form - Business Entity Filing, revised October 2017, § 12.1-21.2

SCC 21.2, Expedited Service Request Form - Business Entity Filing Instructions, revised January 16, 2017, § 12.1-21.2

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

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

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

SCC 619, Articles of Incorporation of a Virginia Stock Corporation, revised September 2015, § 13.1-619

SCC 631/830, Application for Reservation or for Renewal of Reservation of a Business Entity Name, revised July 2015, §§ 13.1-631, 13.1-830, 13.1-1013, 13.1-1215 and 50-73.3

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 635/834, Statement of Change of Registered Office or Registered Agent of a Corporation, revised April 2016, §§ 13.1-635, 13.1-764, 13.1-834 and 13.1-926

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

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

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

SCC 711, Guide for Articles of Restatement of a Virginia Stock Corporation, revised April 2017, § 13.1-711

SCC 720, Guide for Articles of Merger of a Virginia Stock Corporation, revised February 2017, § 13.1-720

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

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

SCC 722.12-LLC, Guide for Articles of Entity Conversion (Virginia Stock Corporation Converting to a Virginia Limited Liability Company), revised November 2017, § 13.1-722.12

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

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

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

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

SCC 754P, Reinstatement Requirements Packet, §§ 13.1-754, 13.1-769.1, 13.1-916 and 13.1-931.1

SCC 759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised June 2016, §§ 13.1-759 and 13.1-921

SCC 760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised August 2016, §§ 13.1-760 and 13.1-922

SCC 767/929, Application for a Certificate of Withdrawal of a Foreign Corporation Authorized to Transact Business in Virginia, revised April 2017, §§ 13.1-767 and 13.1-929

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

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

SCC 898.4, Guide for Articles of Domestication (Foreign Nonstock Corporation Intending to Become a Virginia Nonstock Corporation), revised April 2008, § 13.1-898.4

SCC 898.5, Guide for Articles of Incorporation Surrender (Virginia Nonstock Corporation to be Domesticated under the Laws of Another Jurisdiction), revised 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-73.12, Certificate of Amendment of a Certificate of Limited Partnership, revised July 2013, § 50-73.12

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-1014, Guide for Articles of Amendment - Virginia Limited Liability Company, revised April 2010, § 13.1-1014

LLC-1014N, Articles of Amendment - Changing the Name of a Virginia Limited Liability Company - By the Members, revised February 2015, § 13.1-1014

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

LLC-1016, Statement of Change of Registered Office or Registered Agent of a Limited Liability Company, revised July 2016, § 13.1-1016

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

LLC-1018.1, Statement of Change of the Principal Office Address of a Limited Liability Company, revised April 2010, § 13.1-1018.1

LLC-1050, Articles of Cancellation of a Virginia Limited Liability Company, revised November 2017, § 13.1-1050

LLC-1050.4P, Reinstatement Requirements Packet, §§ 13.1-1050.4 and 13.1-1056.3

LLC-1052, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Liability Company, revised June 2016, § 13.1-1052

LLC-1055, Amended Application for Registration as a Foreign Limited Liability Company, revised August 2016, § 13.1-1055

LLC-1056, Application for a Certificate of Cancellation of a Foreign Limited Liability Company Registered to Transact Business in Virginia, revised May 2016, § 13.1-1056

LLC 1056.3P, Reinstatement Requirements Packet

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

LLC-1077, Guide for Articles of Domestication (Foreign Limited Liability Company Intending to Become a Virginia Limited Liability Company), revised August 2016, § 13.1-1077

LLC-1078, Guide for Articles of Organization Surrender (Virginia Limited Liability Company to be Domesticated under the Laws of Another Jurisdiction), revised August 2016, § 13.1-1078

LLC1085-CORP, Guide for Articles of Entity Conversion (Virginia Limited Liability Company Converting to a Virginia Stock Corporation), revised July 2016, § 13.1-1085

LLC1085-PART, Guide for Articles of Entity Conversion (Virginia Partnership or Limited Partnership Converting to a Virginia Limited Liability Company), revised July 2016, § 13.1-1085

LLC-1103, Articles of Organization for a Virginia Professional Limited Liability Company, revised December 2017, § 13.1-1103

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-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.138

UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.139

BTA 1212, Articles of Trust of a Domestic Business Trust, revised July 2005, § 13.1-1212

BTA 1213, Guide for Articles of Correction to the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1213

BTA 1216, Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1216

BTA 1217, Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1217

BTA 1221, Statement of Change of Registered Office 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 1239P, Reinstatement Requirements Packet, §§ 13.1-1239 and 13.1-1246.3

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, Application for a Certificate of Cancellation of a Foreign Business Trust Registered to Transact Business in Virginia, revised July 2013, § 13.1-1246

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-509

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-512

UCC5, Information Statement, revised July 19, 2012, § 8.9A-518

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

Annual Corporation Requirements, revised March 2008, §§ 13.1-775, 13.1-775.1, 13.1-936 and 13.1-936.1

Charter Fee or Entrance Fee Scheduled for Domestic and Foreign Corporations, revised March 2008, §§ 13.1-615.1, 13.1-616, 13.1-815.1 and 13.1-816

Notice to Virginia Corporations, revised June 2014, § 13.1-601 et seq. and § 13.1-801 et seq.

Notice to Foreign Corporations, revised June 2014, § 13.1-757 et seq. and § 13.1-919 et seq.

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.

EINFRM, Request for Refund, revised December 2013, §§ 13.1-615, 13.1-815, 13.1-1065, 13.1-1255, 50-73.70 and 50-73.83

Frequently Asked Questions Regarding:

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

Annual Reports, http://scc.virginia.gov/clk/befaq/an_repts.aspx
 Business Entity Names, <http://scc.virginia.gov/clk/befaq/name.aspx>
 Fictitious Names, <http://scc.virginia.gov/clk/befaq/fict.aspx>
 Foreign Business Entities, <http://scc.virginia.gov/clk/befaq/forinva.aspx>
 Registered Agents, <http://scc.virginia.gov/clk/befaq/ra.aspx>
 SCC eFile, <http://scc.virginia.gov/clk/befaq/sccefile.aspx>
 Virginia Nonstock Corporations, <http://scc.virginia.gov/clk/befaq/vanon.aspx>
 Uniform Commercial Code, <http://scc.virginia.gov/clk/uccfaq.aspx>

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.

Application for Registration as an Operator Service Provider, Revised December 2016, 20VAC5-407, <http://scc.virginia.gov/publicforms/149/osp.pdf>

Application for Registration as a Payphone Service Provider, Revised December 2016, 20VAC5-407, <http://scc.virginia.gov/publicforms/147/psp.pdf>

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

Energy Related Guidance Documents:

Memorandum to All Electric Utilities regarding underground electric distribution facilities, July 10, 1970, § 56-265.1 et seq., http://www.scc.virginia.gov/pur/docs/und_dist.pdf

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

Guidelines regarding application requirements for a certificate of public convenience and necessity for water and sewerage utilities, November 1, 2006, § 56-265.1 et seq., <http://www.scc.virginia.gov/pur/docs/ws.pdf>

Letter to All Electric and Gas Utilities regarding collection of monthly bills (cold weather - termination of service) and filing of complaint procedures, November annually, § 56-247.1, <http://www.scc.virginia.gov/pur/docs/cold.pdf>

Form NMIN, Agricultural Net Metering or Net Metering Interconnection Notification, revised December 28, 2015, 20VAC5-315, <http://www.scc.virginia.gov/publicforms/153/notification.pdf>

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

Gas Utility Five-Year Forecast Information Requirements, revised August 2016, § 56-248.1, <http://www.scc.virginia.gov/pur/docs/forecast.pdf>

Guidelines Regarding Notice Information for a Third Party Renewable Power Purchase Agreement, December 2013, Chapter 382 of the 2013 Acts of Assembly, and Chapter 803 of the 2017 Acts of Assembly, <http://www.scc.virginia.gov/pur/pilot.aspx>

Guidelines of Minimum Requirements for Transmission Line Applications Filed Under Title 56 of the Code of Virginia, effective January 1, 2018, <http://www.scc.virginia.gov/pur/docs/TransGuidelines.pdf>

Staff Guidance on Ordinary versus Non-Ordinary Extension Projects, effective January 1, 2018, <http://www.scc.virginia.gov/pur/docs/StaffGuidanceOrdvsNonOrd.pdf>

Guidelines Regarding Electric Power Storage Battery Pilot Programs, effective November 26, 2018. Contact the Division of Public Utility Regulation at (804) 371-9611.

Guidelines for Public School Excess Wind Solar Renewable Generation Pilot Programs, effective November 26, 2018. Contact the Division of Public Utility Regulation at (804) 371-9611.

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 bfquestions@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information are available online at the bureau's website at <https://www.scc.virginia.gov/bfi/>.

Administrative Letters:

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

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

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued 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-0215, Bank-Owned Life Insurance, revised and reissued June 1, 2011, §§ 6.2-808, 6.2-814 A, 13.1-627 A 14, 13.1-627 A 15, and 38.2-302 A 3 of the Code of Virginia

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

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-End Management Investment Companies, revised and reissued June 1, 2011, § 6.2-1186 A 21 of the Code of Virginia

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

BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1600 of the Code of Virginia

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1625 of the Code of Virginia

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

Forms:

Banks: <https://www.scc.virginia.gov/bfi/applic/banks.aspx>

Bank Directors Responsibilities, revised October 2010

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

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised October 2010

CCB-1122, Oaths of Bank of Savings Institution Directors, revised January 2000, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-1122a, Oath of Bank of Savings Institution Director, revised January 2000, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

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

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

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

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

CCB-1129, Application of a Subsidiary Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.2, Chapter 10, Article 3 of the Code of Virginia, revised October 2010

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

CCB-1137, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution Pursuant to § 6.2-704 A of the Code of Virginia, revised August 2016

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

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

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

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

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

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

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

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

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

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

Savings Institutions:
<https://www.scc.virginia.gov/bfi/applic/sav.aspx>

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised October 2010

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

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

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

Guidance Documents

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

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

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

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

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

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

CCB-2206, Supplemental Sheet - Application of Savings Institutions for a Certificate of Authority to Begin Business, revised March 2008

CCB-2207, Application of a Savings Institution Holding Company for Acquisition of Control Pursuant to § 6.2-1147 of the Code of Virginia and 10VAC5-30-10 et seq., revised October 2010

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

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

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

CCB-2212, Notice of Proposed Change of Location (within one mile) of a Main Office or Branch of a Savings Institution, revised October 2010

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

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

Credit Unions:

<https://www.scc.virginia.gov/bfi/applic/credun.aspx>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

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

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

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

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

CCB-3305, Application by an Out-of-State Credit Union to Conduct Business as a Credit Union in Virginia Pursuant to § 6.2-1379 of the Code of Virginia, revised October 2010

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

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

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

Consumer Finance Companies:

<https://www.scc.virginia.gov/bfi/applic/consfin.aspx>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

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

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

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

CCB-4401, Annual Report of a Consumer Finance Company, revised December 2016, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

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

Money Order Sellers and Money Transmitters:

<https://www.scc.virginia.gov/bfi/applic/trans.aspx>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

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

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

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

CCB-5500, Application for a License to Engage in the Money Transmission and/or Money Order Sales Business Pursuant to Chapter 19 of Title 6.2 of the Code of Virginia, revised March 2018

CCB-5507, Annual Report of Money Order Sellers and Money Transmitters, revised December 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CB-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, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised September 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

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 License Pursuant to § 6.2-1914 of the Code of Virginia, revised March 2018

Check Cashers:

<https://www.scc.virginia.gov/bfi/applic/check.aspx>

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

Payday Lenders:

<https://www.scc.virginia.gov/bfi/applic/pay.aspx>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

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

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

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

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.2 of the Code of Virginia, revised 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, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

Motor Vehicle Title Lenders:

<https://www.scc.virginia.gov/bfi/applic/mvtitle.aspx>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

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

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

CCB-5529, Annual Report of Motor Vehicle Title Lenders, revised December 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

Industrial Loan Associations:

CCB-6602, Annual Report of Industrial Loan Associations, revised December 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

Guidance Documents

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010, <https://www.scc.virginia.gov/bfi/applic/banks.aspx>

Credit Counseling Agencies:

<https://www.scc.virginia.gov/bfi/applic/credcouns.aspx>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

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

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

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

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

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

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

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

CCB-7705, Semiannual Report of Agencies Providing Debt Management Plans, revised July 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised December 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

Mortgage Lenders and Mortgage Brokers:

<https://www.scc.virginia.gov/bfi/applic/mort.aspx>

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-8813, Surety Bond Pursuant to §§ 6.2-1604 and 6.2-1703 of the Code of Virginia, revised October 2010, <https://mortgage.nationwidelicencingsystem.org/slr/Pages/DynamicLicenses.aspx?StateID=VA>

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

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

Mortgage Loan Originators:

CCB-8816, Virginia Mortgage Business Certification Form, revised October 2010, <https://mortgage.nationwidelicencingsystem.org/slr/Pages/DynamicLicenses.aspx?StateID=VA>

CCB-8821, Application for Determination of a Bona Fide Non-Profit Status Pursuant to § 6.2-1701.1 of the Code of Virginia, revised September 2013, <https://www.scc.virginia.gov/bfi/applic/mllo.aspx>

Settlement Agents:

<https://www.scc.virginia.gov/bfi/applic/settle.aspx>

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:

<https://www.scc.virginia.gov/bfi/applic/trust.aspx>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

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

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

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

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

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

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

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

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

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

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

Publications:

"Bank Director Responsibilities," revised October 2010, <https://www.scc.virginia.gov/bfi/applic/banks.aspx>

"The Compliance Connection," regulatory news for Virginia mortgage lender, mortgage broker, and mortgage loan originator licensees, https://www.scc.virginia.gov/bfi/cc_news.aspx

"Regulatory Report," regulatory news for Virginia payday lender and motor vehicle title lender licensees, published on an as-needed basis, https://www.scc.virginia.gov/bfi/rr_news.aspx

"Annual Report of the Bureau of Financial Institutions - Banks, Credit Unions, Savings Institutions, and Trust Companies," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Annual Report of the Bureau of Financial Institutions - Mortgage Lender and Broker Licensees, Industrial Loan Associations, Money Transmitters, and Credit Counseling Agencies," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Annual Report of the Bureau of Financial Institutions - Consumer Finance Licensees," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Annual Report of the Bureau of Financial Institutions - Payday Lender Licensees, Check Cashers and Motor Vehicle Title Lender Licensees," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Summary of Operations of the Bureau of Financial Institutions," published annually to provide information regarding the bureau's regulatory activities, <https://www.scc.virginia.gov/bfi/sumops.aspx>

"Weekly Bulletin," information regarding the status of applications of various entities regulated by the bureau, published weekly, <https://www.scc.virginia.gov/bfi/news/wb/index.aspx>

"Consumer Guide to Payday Lending," https://www.scc.virginia.gov/bfi/files/pay_guide.pdf

"Consumer Guide to an Extended Payment Plan for Repaying a Payday Loan," https://www.scc.virginia.gov/bfi/files/ext_payday_loan.pdf

"Consumer Guide to an Extended Term Loan," https://www.scc.virginia.gov/bfi/files/ext_term_loan.pdf

Consumer Alerts and Information:

"Online Personal Loans," <https://www.scc.virginia.gov/bfi/files/onloans.pdf>

"Notice to Virginia Residents Regarding Virtual Currency," <https://www.scc.virginia.gov/bfi/files/virtcur.pdf>

"Motor Vehicle Title Lending in the Commonwealth of Virginia Borrower Rights and Responsibilities," https://www.scc.virginia.gov/bfi/files/mvl_va.pdf

"If You Have a Complaint," <https://www.scc.virginia.gov/bfi/complain.aspx>

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, telephone (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:

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

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1), <http://www.scc.virginia.gov/boi/adminlets/77-5.pdf>

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1), <http://www.scc.virginia.gov/boi/adminlets/77-6.pdf>

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

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§ 38.2-2118

Guidance Documents

(formerly § 38.1-279.49:1), 38.2-2204 (formerly § 38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly § 38.1-781), <http://www.scc.virginia.gov/boi/adminlets/77-8.pdf>

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6), <http://www.scc.virginia.gov/boi/adminlets/77-9.pdf>

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

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1928 (formerly § 38.1-279.56), <http://www.scc.virginia.gov/boi/adminlets/77-14.pdf>

Administrative Letter 1977-15, Amendment of § 38.1-348.7 of the Code of Virginia Relating to Coverages for Mental Emotional or Nervous Disorders, Alcoholism and Drug Addiction, issued October 11, 1977, § 38.2-3412 (formerly § 38.1-348.7), <http://www.scc.virginia.gov/boi/adminlets/77-15.pdf>

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

Administrative Letter 1978-5, (1) Amendment of §§ 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2) Enactment of § 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of § 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits under a Group Accident and Sickness Insurance Policy on a Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable under an Individual Policy or Contract, issued June 15, 1978, §§ 38.2-3412 (formerly § 38.1-348.7), 38.2-3413 (formerly § 38.1-348.8), 38.2-3414 (formerly § 38.1-348.9) and 38.2-3415 (formerly § 38.1-348.10), <http://www.scc.virginia.gov/boi/adminlets/78-5.pdf>

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

Administrative Letter 1978-8, The Use and Filing of Policy Forms (for Title Insurance Policies and Interim Binders), issued July 31, 1978, § 38.2-1003 (formerly § 38.1-76), <http://www.scc.virginia.gov/boi/adminlets/78-8.pdf>

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

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

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

Administrative Letter 1979-9, Charges for Motor Vehicle Accident and Conviction Reports, issued March 19, 1979, §§ 38.2-310 (formerly § 38.1-337) and 38.2-1904 (formerly § 38.1-279.33), <http://www.scc.virginia.gov/boi/adminlets/79-9.pdf>

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

Administrative Letter 1979-14, 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 1979-15, 1979 Legislation Pertaining to Fire Insurance, Homeowners Insurance and Motor Vehicle Insurance, issued May 18, 1979, §§ 38.2-2105 (formerly § 38.1-366), 38.2-2206 (formerly § 38.1-381), 38.2-2214 (formerly § 38.1-381.7), 8.01-66, 8.01-66.1 and 46.2-372 (formerly § 46.1-400), <http://www.scc.virginia.gov/boi/adminlets/79-15.pdf>

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-17.pdf>

Administrative Letter 1979-20, Adoption of Actuarial Guidelines by the Bureau of Insurance (for All Foreign Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)), <http://www.scc.virginia.gov/boi/adminlets/79-20.pdf>

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)), <http://www.scc.virginia.gov/boi/adminlets/79-21.pdf>

Administrative Letter 1979-22, The Arson Reporting Immunity Act, issued August 30, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-22.pdf>

Administrative Letter 1979-23, Readability of All Insurance (Property and Casualty) Policies in Virginia, issued

- September 27, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-23.pdf>
- Administrative Letter 1979-24, Readability of All Insurance (Life and Health) Policies in Virginia, issued September 27, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-24.pdf>
- Administrative Letter 1979-25, Single Interest, issued October 2, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-25.pdf>
- Administrative Letter 1980-1, Adoption of 14VAC5-320 (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980, 14VAC5-320 (formerly Insurance Regulation No. 15), <http://www.scc.virginia.gov/boi/adminlets/80-1.pdf>
- Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980, <http://www.scc.virginia.gov/boi/adminlets/80-5.pdf>
- Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980, <http://www.scc.virginia.gov/boi/adminlets/80-6.pdf>
- Administrative Letter 1980-8, Insurance Regulation No. 13, issued June 16, 1980 (replaced Administrative Letter 1980-4), <http://www.scc.virginia.gov/boi/adminlets/80-8.pdf>
- Administrative Letter 1980-12, Assignment of Points - Safe Driver Insurance Plan, issued November 10, 1980, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-2212 (formerly § 38.1-381.5), <http://www.scc.virginia.gov/boi/adminlets/80-12.pdf>
- Administrative Letter 1980-13, Deductibles and Coinsurance Options Required - Accident and Sickness Insurance and Prepaid Hospital, Medical, Surgical, Dental or Optometric Service Plans (Virginia Senate Bill 184-1980), issued November 17, 1980, § 38.2-3417 (formerly § 38.1-348.12), <http://www.scc.virginia.gov/boi/adminlets/80-13.pdf>
- Administrative Letter 1981-2, Deductible and Coinsurance Options, issued March 23, 1981, Repeals § 38.1-348.12 and Enacts § 38.2-3417 (formerly § 38.1-348.12:1), <http://www.scc.virginia.gov/boi/adminlets/81-2.pdf>
- Administrative Letter 1981-3, 1981 Legislation by the General Assembly of Virginia (Pertaining to All Insurance Companies, Fraternal Benefit Societies and Prepaid Health Care Plans Licensed in Virginia), issued May 1, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-3.pdf>
- Administrative Letter 1981-5, 1981 Legislation - Effective July 1, 1981 (House Bill 1024, Pertaining to the Regulation of Insurance Premium Finance Companies) issued June 5, 1981, §§ 38.2-4700 et seq. (formerly §§ 38.1-735 through 38.1-745), <http://www.scc.virginia.gov/boi/adminlets/81-5.pdf>
- Administrative Letter 1981-6, 1981 Legislation - Effective July 1, 1981 (Reimbursement to Members for Expense Incurred for Emergency Road Service or Towing Service), issued June 5, 1981, § 13.1-400.1, <http://www.scc.virginia.gov/boi/adminlets/81-6.pdf>
- Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-9.pdf>
- Administrative Letter 1981-10, Risk Sharing Arrangements (replacement for Administrative Letter 1980-7), issued August 13, 1981, § 38.2-1314 (formerly § 38.1-173), <http://www.scc.virginia.gov/boi/adminlets/81-10.pdf>
- Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages (clarification of Administrative Letter 1981-9), issued September 11, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-12.pdf>
- Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative Amortization, issued September 30, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-14.pdf>
- Administrative Letter 1981-17, 1981 Legislation by the General Assembly of Virginia, issued November 19, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-17.pdf>
- Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8), <http://www.scc.virginia.gov/boi/adminlets/82-2.pdf>
- Administrative Letter 1982-3, 14VAC5-340 (formerly Insurance Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982, 14VAC5-340 (formerly Insurance Regulation No. 17), <http://www.scc.virginia.gov/boi/adminlets/82-3.pdf>
- Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982, <http://www.scc.virginia.gov/boi/adminlets/82-5.pdf>
- Administrative Letter 1982-6, Changes in the Insurance Code of Virginia Regarding Credit Life Insurance and Credit Accident and Sickness Insurance, issued May 6, 1982, <http://www.scc.virginia.gov/boi/adminlets/82-6.pdf>
- Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§ 38.2-124 and 38.2-125 (formerly § 38.1-21), <http://www.scc.virginia.gov/boi/adminlets/82-10.pdf>
- Administrative Letter 1982-13, Competitive Pricing Rating Law Chapter 226 (H213), 1982 Acts of Assembly Rate Standards - Motor Vehicle Insurance, issued May 28, 1982, § 38.2-1904 (formerly § 38.1-279.33), <http://www.scc.virginia.gov/boi/adminlets/82-13.pdf>

Guidance Documents

Administrative Letter 1982-16, Vehicle Service Contract Reimbursement Policies - Contractual Liability Insurance, issued December 21, 1982, <http://www.scc.virginia.gov/boi/adminlets/82-16.pdf>

Administrative Letter 1982-17, Compilation of Experience §§ 38.1-261 and 38.1-279.46, issued December 21, 1982, §§ 38.2-2012 (formerly § 38.1-261) and 38.2-1919 (formerly § 38.1-279.46), <http://www.scc.virginia.gov/boi/adminlets/82-17.pdf>

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

Administrative Letter 1983-2, Bracketed by Duration Credit Accident and Sickness Rates, issued March 31, 1983, § 38.2-3725 (formerly § 38.1-482.7:1 D), <http://www.scc.virginia.gov/boi/adminlets/83-2.pdf>

Administrative Letter 1983-3, 1983 Legislation by the General Assembly of Virginia, issued April 8, 1983, <http://www.scc.virginia.gov/boi/adminlets/83-3.pdf>

Administrative Letter 1983-7, Property and Casualty Rule, Rate and Form Filings: Life, Accident and Sickness and All Other Filings Required by § 38.1-342.1 of the Code of Virginia, issued October 19, 1983, § 38.2-316 (formerly § 38.1-342.1), <http://www.scc.virginia.gov/boi/adminlets/83-7.pdf>

Administrative Letter 1983-12, Manual Rules Which Waive Premium Refunds or Charges, issued December 7, 1983, <http://www.scc.virginia.gov/boi/adminlets/83-12.pdf>

Administrative Letter 1984-1, 1984 Legislation by the General Assembly of Virginia, issued April 27, 1984, <http://www.scc.virginia.gov/boi/adminlets/84-1.pdf>

Administrative Letter 1984-3, Form Approval Requirements as Provided by § 38.1-342.1 of the Code of Virginia, issued June 18, 1984, § 38.2-316 (formerly § 38.1-342.1), <http://www.scc.virginia.gov/boi/adminlets/84-3.pdf>

Administrative Letter 1984-4, Insurance in Connection with Variable Rate Loans, issued June 20, 1984 (replaced Administrative Letter 1983-11), <http://www.scc.virginia.gov/boi/adminlets/84-4.pdf>

Administrative Letter 1984-5, Virginia Insurance Rating Laws (For All Companies Licensed to Write Property and Casualty Insurance in Virginia), issued June 25, 1984, § 38.2-

1831 (formerly § 38.1-327.43), <http://www.scc.virginia.gov/boi/adminlets/84-5.pdf>

Administrative Letter 1984-6, Hospital Billing Procedures Commencing October 1, 1984, issued September 18, 1984, <http://www.scc.virginia.gov/boi/adminlets/84-6.pdf>

Administrative Letter 1985-2, Safe Driver Insurance Plans § 38.1-279.33(c) of the Code of Virginia, issued January 31, 1985, § 38.2-1904 (formerly § 38.1-279.33 (c)), <http://www.scc.virginia.gov/boi/adminlets/85-2.pdf>

Administrative Letter 1985-4, Misstatement of Age or Sex Adjustments in Universal Life Insurance Policies, issued February 21, 1985, <http://www.scc.virginia.gov/boi/adminlets/85-4.pdf>

Administrative Letter 1985-6, Copayment Requirements, issued March 1, 1985, § 38.2-4300 (formerly § 38.1-863), <http://www.scc.virginia.gov/boi/adminlets/85-6.pdf>

Administrative Letter 1985-9, Legislation Enacted by the 1985 Session of the General Assembly of Virginia, issued April 23, 1985, <http://www.scc.virginia.gov/boi/adminlets/85-9.pdf>

Administrative Letter 1985-11, "Refer to Company" Designations, issued May 30, 1985, § 38.2-1906 (formerly § 38.1-279.34), <http://www.scc.virginia.gov/boi/adminlets/85-11.pdf>

Administrative Letter 1986-5, Prohibition against Insuring Lives or Persons of Residents of States in Which Insurer Is Not Licensed, issued April 30, 1986, § 38.2-3102 (formerly § 38.1-433), <http://www.scc.virginia.gov/boi/adminlets/86-5.pdf>

Administrative Letter 1986-6, Legislation Enacted by the 1986 Session of the General Assembly of Virginia, issued May 11, 1986, <http://www.scc.virginia.gov/boi/adminlets/86-6.pdf>

Administrative Letter 1986-12, Guidelines for Approval of Copayment Requirements, issued June 20, 1986, §§ 38.2-4300 and 38.2-4302, <http://www.scc.virginia.gov/boi/adminlets/86-12.pdf>

Administrative Letter 1986-13, Requirements for Coverage for Mental Illness and Substance Abuse, issued June 26, 1986, §§ 38.2-3412, 38.2-3413 and 38.2-4300, <http://www.scc.virginia.gov/boi/adminlets/86-13.pdf>

Administrative Letter 1986-14, Senate Bill 250, Recodification of the Insurance Code - Title 38.2, issued July 1, 1986, <http://www.scc.virginia.gov/boi/adminlets/86-14.pdf>

Administrative Letter 1986-16, Administrative Order No. 9177 - Mobile Home Owners Policy - MH(C), Virginia Amendatory Endorsement - MH(C)-1, issued July 1, 1986, <http://www.scc.virginia.gov/boi/adminlets/86-16.pdf>

Administrative Letter 1986-22, 1980 Smoker and Nonsmoker Mortality Tables for Use in Determining Minimum Reserve Liabilities and Nonforfeiture Benefits, issued December 18, 1986, §§ 38.2-3130.1 and 38.2-316, <http://www.scc.virginia.gov/boi/adminlets/86-22.pdf>

Administrative Letter 1987-2, § 55-210.4:01 of the Code of Virginia - Unclaimed Property - Change of Beneficiary Forms, issued March 3, 1987, § 55-210.4:01, <http://www.scc.virginia.gov/boi/adminlets/87-2.pdf>

Administrative Letter 1987-3, Chapter 12 of Title 37.1 of the Code of Virginia - Disclosure of Patient Information to Third Party Payors by Professionals, issued March 9, 1987, §§ 37.1-225 et seq. and 38.2-600 et seq., <http://www.scc.virginia.gov/boi/adminlets/87-3.pdf>

Administrative Letter 1987-4, Appointment of the Clerk of the Commission as Agent for Service of Process, issued March 13, 1987, § 38.2-1216, <http://www.scc.virginia.gov/boi/adminlets/87-4.pdf>

Administrative Letter 1987-7, Legislation Enacted by the 1987 Session of the General Assembly of Virginia, issued April 30, 1987, <http://www.scc.virginia.gov/boi/adminlets/87-7.pdf>

Administrative Letter 1987-9, Report of Acts Deemed Larceny, issued May 22, 1987, §§ 38.2-1810 and 18.2-111, <http://www.scc.virginia.gov/boi/adminlets/87-9.pdf>

Administrative Letter 1988-4, Withdrawal of Administrative Letter 1983-5 dated June 1, 1983, and Amendments to Administrative Letter 1983-5 dated August 22, 1983, issued March 15, 1988, <http://www.scc.virginia.gov/boi/adminlets/88-4.pdf>

Administrative Letter 1988-6, Legislation Enacted by the 1988 Session of the General Assembly of Virginia, issued May 25, 1988, <http://www.scc.virginia.gov/boi/adminlets/88-6.pdf>

Administrative Letter 1988-11, Administrative Letter 1988-10 (rescinds the application of Administrative Letter 1988-10), issued June 30, 1988, § 38.2-305, <http://www.scc.virginia.gov/boi/adminlets/88-11.pdf>

Administrative Letter 1988-12, Withdrawal of Administrative Letter 1987-8, issued August 9, 1988, §§ 38.2-136 and 38.2-513, <http://www.scc.virginia.gov/boi/adminlets/88-12.pdf>

Administrative Letter 1988-13, Copayments for Inpatient Mental and Nervous Disorders, issued August 4, 1988, <http://www.scc.virginia.gov/boi/adminlets/88-13.pdf>

Administrative Letter 1989-7, Legislation Enacted by the 1989 Session of the General Assembly of Virginia, issued June 23, 1989, <http://www.scc.virginia.gov/boi/adminlets/89-7.pdf>

Administrative Letter 1989-9, Approval of Living Benefit Provisions Attached to or Included in Life Insurance Policies, issued May 25, 1989, §§ 38.2-102 and 38.2-3503, <http://www.scc.virginia.gov/boi/adminlets/89-9.pdf>

Administrative Letter 1989-12, Long-Term Care Insurance Consumer's Guide, issued October 27, 1989, § 38.2-5207, <http://www.scc.virginia.gov/boi/adminlets/89-12.pdf>

Administrative Letter 1989-14, Accelerated Approval Procedure for Medicare Supplement Forms and Rates Filings, issued December 21, 1989, <http://www.scc.virginia.gov/boi/adminlets/89-14.pdf>

Administrative Letter 1990-7, Legislation Enacted by the 1990 Session of the General Assembly of Virginia, issued June 15, 1990, <http://www.scc.virginia.gov/boi/adminlets/90-7.pdf>

Administrative Letter 1990-9, Point Assignment under a Safe Driver Insurance Plan, issued July 13, 1990, § 38.2-1905, <http://www.scc.virginia.gov/boi/adminlets/90-9.pdf>

Administrative Letter 1990-12, Senate Bill 131 - Coverage for Child Health Supervision Services, issued September 11, 1990, § 38.2-3411.1, <http://www.scc.virginia.gov/boi/adminlets/90-12.pdf>

Administrative Letter 1990-14, Clarification of Virginia Insurance Code Section 38.2-4904 - Annual Disclosure Statements, issued August 17, 1990, § 38.2-4904, <http://www.scc.virginia.gov/boi/adminlets/90-14.pdf>

Administrative Letter 1990-15, Allocation of Group Premiums for Multijurisdictional Health Maintenance Organizations, issued October 1, 1990, § 38.2-400, <http://www.scc.virginia.gov/boi/adminlets/90-15.pdf>

Administrative Letter 1990-18, Underwriting Military Personnel, issued October 10, 1990, <http://www.scc.virginia.gov/boi/adminlets/90-18.pdf>

Administrative Letter 1990-22, Proposed Rules Governing Private Review Agents, issued November 13, 1990, § 38.2-5300, <http://www.scc.virginia.gov/boi/adminlets/90-22.pdf>

Administrative Letter 1990-23, Long-Term Care Insurance Consumer's Guide, issued December 7, 1990, § 38.2-5207, <http://www.scc.virginia.gov/boi/adminlets/90-23.pdf>

Administrative Letter 1991-3, Premiums Charged for Credit Accident and Sickness Insurance, issued January 15, 1991, § 38.2-3710, <http://www.scc.virginia.gov/boi/adminlets/91-3.pdf>

Administrative Letter 1991-5, Effective Date of New § 38.2-508.1 of the Code of Virginia, issued April 19, 1991, § 38.2-508.1, <http://www.scc.virginia.gov/boi/adminlets/91-5.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

14VAC5-370, (formerly Insurance Regulation No. 16), issued April 23, 1991, 14VAC5-370 (formerly Insurance Regulation No. 16), <http://www.scc.virginia.gov/boi/adminlets/91-7.pdf>

Administrative Letter 1991-8, Rules Governing Minimum Standards for Medicare Supplement Policies - 14VAC5-170 (formerly Insurance Regulation No. 35), Effective December 1, 1990, issued June 10, 1991, 14VAC5-170 (formerly Insurance Regulation No. 35), <http://www.scc.virginia.gov/boi/adminlets/91-8.pdf>

Administrative Letter 1991-11, Legislation Enacted by the 1991 Session of the General Assembly of Virginia, issued June 17, 1991, <http://www.scc.virginia.gov/boi/adminlets/91-11.pdf>

Administrative Letter 1991-12, Unfair Trade Practices Concerning Automobile Glass Claims, issued October 31, 1991, § 38.2-510, <http://www.scc.virginia.gov/boi/adminlets/91-12.pdf>

Administrative Letter 1991-13, Preneed Funeral Contracts Funded by Life Insurance or Annuities, issued November 21, 1991, § 54.1-2820, <http://www.scc.virginia.gov/boi/adminlets/91-13.pdf>

Administrative Letter 1992-5, 14VAC5-190 (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued February 12, 1992, §§ 38.2-218, 38.2-3419.1 and 14VAC5-190 (formerly Insurance Regulation No. 38), <http://www.scc.virginia.gov/boi/adminlets/92-5.pdf>

Administrative Letter 1992-6, Prohibition against the Payment or Receipt of Title Insurance Kickbacks Rebates, Commissions, and Other Payments, issued February 19, 1992, §§ 38.2-509 and 38.2-4614, <http://www.scc.virginia.gov/boi/adminlets/92-6.pdf>

Administrative Letter 1992-9, Credit Accident and Sickness Insurance Rates, issued April 21, 1992, §§ 38.2-1301 and 38.2-3727, <http://www.scc.virginia.gov/boi/adminlets/92-9.pdf>

Administrative Letter 1992-11, Withdrawal of Administrative Letter 1992-7, issued May 15, 1992, <http://www.scc.virginia.gov/boi/adminlets/92-11.pdf>

Administrative Letter 1992-12, Legislation Enacted by the 1992 Session of the General Assembly of Virginia, issued July 16, 1992, <http://www.scc.virginia.gov/boi/adminlets/92-12.pdf>

Administrative Letter 1992-13, Mammogram Benefits in Medicare Supplement Policies, issued August 5, 1992, § 38.2-3418.1, <http://www.scc.virginia.gov/boi/adminlets/92-13.pdf>

Administrative Letter 1992-18, New Chapter 37.1 of Title 38.2, Code of Virginia, issued August 31, 1992, § 38.2-

3725, 38.2-3726, 38.2-3727 and 38.2-3730, <http://www.scc.virginia.gov/boi/adminlets/92-18.pdf>

Administrative Letter 1992-20, House Bill 660 - Effective July 1, 1992 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued October 15, 1992, §§ 38.2-316 and 38.2-3113.1, <http://www.scc.virginia.gov/boi/adminlets/92-20.pdf>

Administrative Letter 1992-22, Compliance with Virginia Code § 38.2-4311, issued October 30, 1992, § 38.2-4311, <http://www.scc.virginia.gov/boi/adminlets/92-22.pdf>

Administrative Letter 1992-23, New Chapter 37.1 of Title 38.2, Code of Virginia issued November 25, 1992, § 38.2-3725, <http://www.scc.virginia.gov/boi/adminlets/92-23.pdf>

Administrative Letter 1992-25, Assignment of Points under Safe Driver Insurance Plans, issued December 15, 1992, §§ 38.2-602, 38.2-608, 38.2-609, 38.2-610 and 38.2-1905, <http://www.scc.virginia.gov/boi/adminlets/92-25.pdf>

Administrative Letter 1992-26, Administrative Letter 1992-20 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued December 11, 1992, §§ 38.2-1443.1 and 38.2-3113.1, <http://www.scc.virginia.gov/boi/adminlets/92-26.pdf>

Administrative Letter 1993-3, 14VAC5-190 (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued February 10, 1993, 14VAC5-190 (formerly Insurance Regulation No. 38), <http://www.scc.virginia.gov/boi/adminlets/93-3.pdf>

Administrative Letter 1993-6, Installment Payment Plans, issued May 3, 1993, <http://www.scc.virginia.gov/boi/adminlets/93-6.pdf>

Administrative Letter 1993-10, Use of Final Rates Filed by Rate Service Organizations for Property and Casualty Lines of Insurance Other Than Workers' Compensation, issued April 29, 1993, § 38.2-1908, <http://www.scc.virginia.gov/boi/adminlets/93-10.pdf>

Administrative Letter 1993-12, Long-Term Care Insurance Reporting Requirements, issued May 3, 1993, <http://www.scc.virginia.gov/boi/adminlets/93-12.pdf>

Administrative Letter 1993-13, Legislation Enacted by the 1993 Session of the Virginia General Assembly, issued June 3, 1993, <http://www.scc.virginia.gov/boi/adminlets/93-13.pdf>

Administrative Letter 1993-15, Distribution of Information on Insureds in the Workers' Compensation Insurance Plan, issued October 4, 1993, § 65.2-823, <http://www.scc.virginia.gov/boi/adminlets/93-15.pdf>

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

Accident and Sickness Insurance Contracts, issued November 5, 1993, 14VAC5-320 (formerly Insurance Regulation No. 15), <http://www.scc.virginia.gov/boi/adminlets/93-19.pdf>

Administrative Letter 1994-3, Medicare Supplement Insurance Premiums Comparison Lists, issued January 11, 1994, <http://www.scc.virginia.gov/boi/adminlets/94-3.pdf>

Administrative Letter 1994-4, 14VAC5-190 (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued January 20, 1994, §§ 38.2-218, 38.2-3408, 38.2-3418.1, 38.2-3419.1 and 14VAC5-190 (formerly Insurance Regulation No. 38), <http://www.scc.virginia.gov/boi/adminlets/94-4.pdf>

Administrative Letter 1994-5, Legislation Enacted by the 1994 Virginia General Assembly, issued July 5, 1994, <http://www.scc.virginia.gov/boi/adminlets/94-5.pdf>

Administrative Letter 1994-8, Freedom of Choice Requirements - Pharmacies and Ancillary Service Providers, issued October 17, 1994, §§ 38.2-316, 38.2-3407.7, 38.2-3407.8, 38.2-4209.1, 38.2-4209.2, 38.2-4312.1, and 38.2-4312.2, <http://www.scc.virginia.gov/boi/adminlets/94-8.pdf>

Administrative Letter 1994-9, I. Filing of Experience Reports and Adjustment of Prima Facie Rates II. Filing of Premium Rates and Refund Formulas, issued November 7, 1994, §§ 38.2-3725, 38.2-3728, 38.2-3729 and 38.2-3730, <http://www.scc.virginia.gov/boi/adminlets/94-9.pdf>

Administrative Letter 1995-3, Rules Governing the Reporting of Cost and Utilization Data Related to Mandated Benefits and Mandated Providers, issued January 10, 1995, §§ 38.2-218, 38.2-3408 through 38.2-3418.1, 38.2-3419.1 and 14VAC5-190 (formerly Insurance Regulation No. 38), <http://www.scc.virginia.gov/boi/adminlets/95-3.pdf>

Administrative Letter 1995-5, 14VAC5-190 (formerly Insurance Regulation No. 38) - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - Coverage for Treatment of Breast Cancer by Dose Intensive Chemotherapy or Autologous Bone Marrow Transplants or Stem Cell Transplant, § 38.2-3418.1:1 of the Code of Virginia, issued June 20, 1995, §§ 38.2-3418.1:1 and 38.2-3419.1 and 14VAC5-190 (formerly Insurance Regulation No. 38), <http://www.scc.virginia.gov/boi/adminlets/95-5.pdf>

Administrative Letter 1995-06 Legislation Enacted by the 1995 General Assembly, issued May 19, 1995, <http://www.scc.virginia.gov/boi/adminlets/95-6.pdf>

Administrative Letter 1995-7, Standard and Essential Benefit Plans - Small Employer Market, issued March 24, 1995, § 38.2-3431, <http://www.scc.virginia.gov/boi/adminlets/95-7.pdf>

Administrative Letter 1995-8, Closing Protection Letters, issued September 4, 1995, §§ 38.2-123, 38.2-135, 38.2-4606 and 38.2-4615, <http://www.scc.virginia.gov/boi/adminlets/95-8.pdf>

Administrative Letter 1995-9, Registration - Small Employer Market, issued July 12, 1995, <http://www.scc.virginia.gov/boi/adminlets/95-9.pdf>

Administrative Letter 1995-10, Capitated Administrative Services Only (ASO) Agreements Are Insurance and May Subject Both the Provider and Administrator to the Provisions of Title 38.2 of the Code of Virginia, issued September 11, 1995, <http://www.scc.virginia.gov/boi/adminlets/95-10.pdf>

Administrative Letter 1995-11, Synthetic Guaranteed Investment Contracts, issued November 9, 1995, <http://www.scc.virginia.gov/boi/adminlets/95-11.pdf>

Administrative Letter 1995-12, Participation in the Primary Small Employer Market for Health Insurance in Virginia, issued November 16, 1995, § 38.2-3431, <http://www.scc.virginia.gov/boi/adminlets/95-12.pdf>

Administrative Letter 1996-3, 14VAC5-190 (formerly Insurance Regulation No. 38) - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 1995 Reporting Period, issued January 26, 1996, §§ 38.2-218, 38.2-3408 through 38.2-3418.1:1, 38.2-3419.1 and 38.2-4221, <http://www.scc.virginia.gov/boi/adminlets/96-3.pdf>

Administrative Letter 1996-4, Reporting Requirements for Carriers Participating in the Primary Small Employer Market, issued March 11, 1996, <http://www.scc.virginia.gov/boi/adminlets/96-4.pdf>

Administrative Letter 1996-6, Legislation Enacted by the 1996 Virginia General Assembly, issued June 14, 1996, <http://www.scc.virginia.gov/boi/adminlets/96-6.pdf>

Administrative Letter 1996-10, Termination of Policies Covering Churches and Other Places of Worship, issued June 21, 1996, <http://www.scc.virginia.gov/boi/adminlets/96-10.pdf>

Administrative Letter 1996-11, 14VAC5-180 (formerly Insurance Regulation No. 34) - Rules Governing Underwriting Practices and Coverage Limitations and Exclusions for Acquired Immunodeficiency Syndrome (AIDS), issued July 10, 1996, 14VAC5-180 (formerly Insurance Regulation No. 34), <http://www.scc.virginia.gov/boi/adminlets/96-11.pdf>

Administrative Letter 1996-12, House Bill 1026 - § 38.2-3514.2 of the Code of Virginia, issued July 10, 1996, §§ 38.2-3514.2, 38.2-4214 and 38.2-4319, <http://www.scc.virginia.gov/boi/adminlets/96-12.pdf>

Administrative Letter 1996-13, 1996 House Bill 442 - § 38.2-3407.11 of the Code of Virginia, as amended - "Direct

Guidance Documents

Access" to Obstetricians and Gynecologists, issued August 9, 1996, § 38.2-3407.11, <http://www.scc.virginia.gov/boi/adminlets/96-13.pdf>

Administrative Letter 1996-14, Registration - Small Employer and Primary Small Employer Market, issued September 25, 1996, §§ 38.2-3431 and 38.2-3432, <http://www.scc.virginia.gov/boi/adminlets/96-14.pdf>

Administrative Letter 1996-15, 14VAC5-170 - Rules Governing Minimum Standards for Medicare Supplement Policies (formerly Insurance Regulation No. 35), issued October 2, 1996, § 38.2-316 and 14VAC5-170 (formerly Insurance Regulation No. 35), <http://www.scc.virginia.gov/boi/adminlets/96-15.pdf>

Administrative Letter 1996-16, Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers: Coverage of Procedures Involving Bones and Joints issued December 4, 1996, §§ 38.2-3418.2 and 38.2-3419.1 and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/96-16.pdf>

Administrative Letter 1997-2, Credit Insurance Experience Exhibits - § 38.2-3730 of the Code of Virginia, issued January 23, 1997, § 38.2-3730, <http://www.scc.virginia.gov/boi/adminlets/97-2.pdf>

Administrative Letter 1997-3, 14VAC5-190 - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers: 1996 Reporting Period, issued March 3, 1997, §§ 38.2-3408 through 38.2-3418.1:1, 38.2-3419.1 and 38.2-4221, and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/97-3.pdf>

Administrative Letter 1997-5, Senate Bill No. 1104 (the Consumer Real Estate Settlement Protection Act), issued May 28, 1997, <http://www.scc.virginia.gov/boi/adminlets/97-5.pdf>

Administrative Letter 1997-6, Legislation Enacted by the 1997 Virginia General Assembly, issued June 6, 1997, <http://www.scc.virginia.gov/boi/adminlets/97-6.pdf>

Administrative Letter 1997-9, Application and Enrollment Forms, issued September 9, 1997, §§ 38.2-218 and 38.2-316, <http://www.scc.virginia.gov/boi/adminlets/97-9.pdf>

Administrative Letter 1997-10, Notification of Change in Method of Computation of Premium License Tax Credits for Guaranty Association Assessments, issued September 19, 1997, §§ 38.2-1611.1, 38.2-1709, and 38.2-2806, <http://www.scc.virginia.gov/boi/adminlets/97-10.pdf>

Administrative Letter 1997-11, 14VAC5-190 - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers Notification of Additional Reporting Requirements for the 1997 Reporting Period, issued October 10, 1997, §§ 38.2-3412.1, 38.2-2414.1, 38.2-3818.1 and 38.2-3818.1:2, and

14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/97-11.pdf>

Administrative Letter 1997-12, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 1998, issued November 7, 1997, §§ 38.2-3725, 38.2-3728, 38.2-3729 and 38.2-3730, <http://www.scc.virginia.gov/boi/adminlets/97-12.pdf>

Administrative Letter 1998-1, Guidelines for Conducting Title Insurance Company or Underwriter Audits of Escrow Accounts Maintained by Title Insurance Settlement Agents, issued January 20, 1998, § 6.1-2.21 and 14VAC5-395-50 C, <http://www.scc.virginia.gov/boi/adminlets/al98-1.pdf>

Administrative Letter 1998-2, 14VAC5-190 - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 1997 Reporting Period, issued February 27, 1998, §§ 38.2-218, 38.2-3408 through 38.2-3418.1:1, 38.2-3419.1 and 38.2-4221 and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/al98-2.pdf>

Administrative Letter 1998-3, 14VAC5-180 (formerly Insurance Regulation No. 34) - Rules Governing Underwriting Practices and Coverage Limitations and Exclusions for Acquired Immunodeficiency Syndrome (AIDS), issued July 1, 1998, 14VAC5-180 (formerly Insurance Regulation No. 34), <http://www.scc.virginia.gov/boi/adminlets/al98-3.pdf>

Administrative Letter 1998-5, Legislation Enacted by the 1998 Virginia General Assembly, issued June 30, 1998, <http://www.scc.virginia.gov/boi/adminlets/al98-5.pdf>

Administrative Letter 1998-9, Amendments to Rules Governing Minimum Standards for Medicare Supplement Policies, issued August 28, 1998, 14VAC5-170, <http://www.scc.virginia.gov/boi/adminlets/al98-9.pdf>

Administrative Letter 1998-11, Service Area Concerns and Notices of Material Transactions, issued November 10, 1998, §§ 32.1-137.1 et seq., 32.1-137.2, 32.1-137.7 et seq., 38.2-218, 38.2-3431, 38.2-4300 et seq. and 38.2-5800 et seq., <http://www.scc.virginia.gov/boi/adminlets/al98-11.pdf>

Administrative Letter 1998-15, Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), issued November 13, 1998, <http://www.scc.virginia.gov/boi/adminlets/al98-15.pdf>

Administrative Letter 1998-16, Medicare HMOs and Medicare Supplement Coverages, issued November 25, 1998, <http://www.scc.virginia.gov/boi/adminlets/al98-16.pdf>

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

14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/al99-1.pdf>

Administrative Letter 1999-3, Legislation Enacted by the 1999 Virginia General Assembly, issued May 12, 1999, <http://www.scc.virginia.gov/boi/adminlets/al99-3.pdf>

Administrative Letter 1999-5, Policy Provisions Limiting Liability for Damages, issued June 7, 1999, §§ 38.2-209, 38.2-316, 38.2-4214, 38.2-4319, 38.2-4408 and 38.2-4509, <http://www.scc.virginia.gov/boi/adminlets/al99-5.pdf>

Administrative Letter 1999-6, Bureau of Insurance, Office of the Managed Care Ombudsman, issued June 7, 1999, §§ 32.1-137.6, 32.1-137.15, 38.2-5804 and 38.2-5909, <http://www.scc.virginia.gov/boi/adminlets/al99-6.pdf>

Administrative Letter 1999-7, Applications for Individual Health Insurance Coverage § 38.2-3430.3 C of the Code of Virginia, issued June 21, 1999, §§ 38.2-218, 38.2-316, and 38.2-3430.3 C, <http://www.scc.virginia.gov/boi/adminlets/al99-7.pdf>

Administrative Letter 1999-8, Actuarial Opinion Submissions in Company Annual Statements, issued August 24, 1999, (replaced Administrative Letter 1992-19), §§ 38.2-1109, 38.2-1203, 38.2-1300, 38.2-1301, 38.2-2506, 38.2-2613, 38.2-4214, 38.2-4307, 38.2-4408, 38.2-4509 and 38.2-4602, <http://www.scc.virginia.gov/boi/adminlets/al99-8.pdf>

Administrative Letter 1999-10, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers. Notification of Additional Reporting Requirements for the 1999 Reporting Period, issued October 4, 1999, §§ 38.2-3408, 38.2-3418.3 through 38.2-3418.5, 38.2-3418.7 and 38.2-4221 and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/al99-10.pdf>

Administrative Letter 1999-11, Custodians for Insurers' Securities Portfolio, issued September 30, 1999, §§ 38.2-218 and 38.2-1318, <http://www.scc.virginia.gov/boi/adminlets/al99-11.pdf>

Administrative Letter 1999-12, NAIC Accounting Practices and Procedures Manual, 2001, issued October 19, 1999, §§ 38.2-1300, 38.2-1403 and 38.2-1407, <http://www.scc.virginia.gov/boi/adminlets/al99-12.pdf>

Administrative Letter 1999-13, §§ 38.2-3412.1:01 F (iii) and 38.2-3432.2 A 2 of the Code of Virginia, issued November 4, 1999, §§ 38.2-3412.1:01 F (iii), 38.2-3432.2 A 2 and 38.2-4319, <http://www.scc.virginia.gov/boi/adminlets/al99-13.pdf>

Administrative Letter 1999-14, Revised Guidelines for Conducting Title Insurance Company and Underwriter Analyses of Escrow Accounts Maintained by Title Insurance Settlement Agents (all changes to Administrative Letter 1998-10 are italicized), issued December 9, 1999 (replaced Administrative Letter 1998-10), § 6.1-2.21 E 2 and 14VAC5-

395-50 C, <http://www.scc.virginia.gov/boi/adminlets/al99-14.pdf>

Administrative Letter 2000-2, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 1999 Reporting Period, issued February 25, 2000, §§ 38.2-218, 38.2-3408 through 38.2-3418.7, 38.2-3419.1 and 38.2-4221, and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/00-2.pdf>

Administrative Letter 2000-3, Regulation of Capitated Administrative Services Only (ASO) Agreements, issued March 30, 2000, <http://www.scc.virginia.gov/boi/adminlets/00-3.pdf>

Administrative Letter 2000-5, 18 USC §§ 1033, 1034 - Violent Crime Control and Law Enforcement Act of 1994, issued April 25, 2000, 18 USC §§ 1033 and 1034, <http://www.scc.virginia.gov/boi/adminlets/00-5.pdf>

Administrative Letter 2000-8, Legislation Enacted by the 2000 Virginia General Assembly, issued June 5, 2000, <http://www.scc.virginia.gov/boi/adminlets/00-8.pdf>

Administrative Letter 2000-9, Medicare Supplement Insurance, issued June 23, 2000, 14VAC5-170, <http://www.scc.virginia.gov/boi/adminlets/00-9.pdf>

Administrative Letter 2000-10, Equity Indexed Annuities - Equity Indexed Life Insurance Products (replaced Administrative Letter 1997-4), issued June 30, 2000, <http://www.scc.virginia.gov/boi/adminlets/00-10.pdf>

Administrative Letter 2000-11, Individual Health Insurance Coverage Provided in Virginia, issued September 20, 2000, §§ 38.2-3430.3 and 38.2-3432.3, <http://www.scc.virginia.gov/boi/adminlets/00-11.pdf>

Administrative Letter 2000-12, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2001, issued September 27, 2000, §§ 38.2-3725, 38.2-3728, 38.2-3729 and 38.2-3730, <http://www.scc.virginia.gov/boi/adminlets/00-12.pdf>

Administrative Letter 2000-14, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers Notification of Additional Reporting Requirements for the 2000 Reporting Period, issued November 7, 2000, §§ 38.2-3412.1:01, 38.2-3418.1:2, 38.2-3418.8, 38.2-3418.9, 38.2-3418.10 and 38.2-3418.11, and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/00-14.pdf>

Administrative Letter 2001-1, Ethics and Fairness in Carrier Business Practices, issued January 29, 2001, § 38.2-3407.15, <http://www.scc.virginia.gov/boi/adminlets/01-1.pdf>

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

Guidance Documents

2000 Reporting Period, issued February 15, 2001, §§ 38.2-218, 38.2-3408 through 38.2-3418.11, 38.2-3419.1 and 38.2-4221, and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/01-2.pdf>

Administrative Letter 2001-3, Legislation Enacted by the 2001 Virginia General Assembly, issued May 10, 2001, <http://www.scc.virginia.gov/boi/adminlets/01-3.pdf>

Administrative Letter 2001-5, House Bill No. 2157, issued May 14, 2001, Title 38.2, Chapter 5 of the Code of Virginia, <http://www.scc.virginia.gov/boi/adminlets/01-5.pdf>

Administrative Letter 2001-6, Rule, Rate and Form Submission Checklists, issued August 1, 2001, <http://www.scc.virginia.gov/boi/adminlets/01-6.pdf>

Administrative Letter 2001-7, Voluntary Expedited Filing Procedures for Insurance Applications Developed to Allow Depository Institutions to Meet Their Disclosure Obligations under § 305 of the Gramm-Leach-Bliley Act, issued August 17, 2001, §§ 38.2-316 and 14VAC5-110, <http://www.scc.virginia.gov/boi/adminlets/01-7.pdf>

Administrative Letter 2001-8, Events of September 11, 2001, issued September 28, 2001, §§ 38.2-508.1 and 38.2-2205.1, and 14VAC5-140-50 E, <http://www.scc.virginia.gov/boi/adminlets/01-8.pdf>

Administrative Letter 2001-9, SCC Advises Agents to Beware When Selling Health Insurance Coverage, issued October 10, 2001, § 38.2-1802, <http://www.scc.virginia.gov/boi/adminlets/01-9.pdf>

Administrative Letter 2001-10, Executive Order Blocking Property and Prohibiting Transactions with Persons Who Permit, Threaten to Commit, or Support Terrorism, issued November 1, 2001, <http://www.scc.virginia.gov/boi/adminlets/01-10.pdf>

Administrative Letter 2001-13, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers Notification of Additional Reporting Requirements for the 2001 Reporting Period, issued December 7, 2001, §§ 38.2-3411.3, 38.2-3418.7:1, 38.2-3418.12 and 38.2-3418.13, and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/01-13.pdf>

Administrative Letter 2002-1, Procedures to Recognize Military Call-up to Active Duty-Agent Licensing and Agent Appointment Processes, issued January 17, 2002, §§ 38.2-1816, 38.2-1817, 38.2-1818, 38.2-1819, 38.2-1825, 38.2-1830 and 38.2-1870, <http://www.scc.virginia.gov/boi/adminlets/02-01.pdf>

Administrative Letter 2002-3, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2001 Reporting Period, issued March 8, 2002, §§ 38.2-3408

through 38.2-3418.13, 38.2-4221, and 14VAC5-190 and 14VAC5-190-40, <http://www.scc.virginia.gov/boi/adminlets/02-03.pdf>

Administrative Letter 2002-4, USA Patriot Act of 2001, issued April 19, 2002, <http://www.scc.virginia.gov/boi/adminlets/02-04.pdf>

Administrative Letter 2002-5, Legislation Enacted by the 2002 Virginia General Assembly, issued May 1, 2002, <http://www.scc.virginia.gov/boi/adminlets/02-05.pdf>

Administrative Letter 2002-6, Use of Credit Scoring Models in Rating Auto and Homeowners Insurance Policies, issued June 17, 2002, §§ 38.2-1906 and 38.2-1907, <http://www.scc.virginia.gov/boi/adminlets/02-06.pdf>

Administrative Letter 2002-7, Requirements for Foreign and Alien Insurance Companies Seeking Admission to Do Business in Virginia, issued June 17, 2002 (replaced Administrative Letter 1999-9), §§ 38.2-1024, 38.2-1028, 38.2-1029, 38.2-1030, 38.2-1031, 38.2-1206, 38.2-1213, 38.2-1300 and 38.2-4129, <http://www.scc.virginia.gov/boi/adminlets/02-07.pdf>

Administrative Letter 2002-8, Changes in Laws Governing Licensing of Various Types of Insurance Agents and Producers, issued July 26, 2002, §§ 38.2-218, 38.2-1800, 38.2-1802, 38.2-1818, 38.2-1820, 38.2-1821, 38.2-1824, 38.2-1831 through 38.2-1834, 38.2-1836 and 38.2-1869, <http://www.scc.virginia.gov/boi/adminlets/02-08.pdf>

Administrative Letter 2002-9, Insurance Activities Requiring Persons to be Licensed, issued July 26, 2002 (replaced Administrative Letter 1997-1), §§ 38.2-1800, 38.2-1812, 38.2-1821, 38.2-1822, 38.2-1833, 38.2-4224, 38.2-4313, 38.2-4415 and 38.2-4519, <http://www.scc.virginia.gov/boi/adminlets/02-09.pdf>

Administrative Letter 2002-10, Licensing of Reinsurance Intermediaries, issued August 27, 2002 (replaced Administrative Letter 1992-15), §§ 38.2-136, 38.2-1322, 38.2-1347 et seq., 38.2-1348 through 38.2-1354, 38.2-1360, 38.2-1846 et seq. and 38.2-4230 et seq., <http://www.scc.virginia.gov/boi/adminlets/02-10.pdf>

Administrative Letter 2002-11, Licensing of Managing General Agents, issued August 27, 2002 (replaced Administrative Letter 1992-14), §§ 38.2-1322 et seq., 38.2-1358 et seq., 38.2-1360, 38.2-1361, 38.2-1858 et seq. and 38.2-4230 et seq., <http://www.scc.virginia.gov/boi/adminlets/02-11.pdf>

Administrative Letter 2002-13, Insurer Affiliation Survey, issued October 21, 2002, <http://www.scc.virginia.gov/boi/adminlets/02-13.pdf>

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

Notification of Additional Reporting Requirements for the 2002 Reporting Period, issued December 6, 2002, §§ 38.2-3408, 38.2-3411.4, 38.2-4221 and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/02-14.pdf>

Administrative Letter 2003-2, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2002 Reporting Period, issued March 7, 2003, §§ 38.2-218, 38.2-3408 through 38.2-3418.13, 38.2-3419.1 and 38.2-4221; and 14VAC5-190 and 14VAC5-190-40, <http://www.scc.virginia.gov/boi/adminlets/03-02.pdf>

Administrative Letter 2003-3, Practices That Constitute Unfair Discrimination by Title Insurance Companies, issued March 19, 2003, § 38.2-4608, <http://www.scc.virginia.gov/boi/adminlets/03-03.pdf>

Administrative Letter 2003-4, Senate Bill No. 878 (Privacy Safeguards), issued May 19, 2003, § 38.2-613.2, <http://www.scc.virginia.gov/boi/adminlets/03-04.pdf>

Administrative Letter 2003-5, Legislation Enacted by the 2003 Virginia General Assembly, issued May 19, 2003, <http://www.scc.virginia.gov/boi/adminlets/03-05.pdf>

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>

Administrative Letter 2003-10, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2004, issued October 30, 2003, §§ 38.2-3725, 38.2-3728, 38.2-3729 and 38.2-3730, <http://www.scc.virginia.gov/boi/adminlets/03-10.pdf>

Administrative Letter 2004-1, 14VAC5-190. Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2003 Reporting Period, issued February 23, 2004, §§ 38.2-218, 38.2-3408 through 38.2-3418.13, 38.2-3419.1 and 38.2-4221; and 14VAC5-190-10 and 14VAC5-190-40, <http://www.scc.virginia.gov/boi/adminlets/04-01.pdf>

Administrative Letter 2004-2, General Compliance Issues Notice of Examination, issued April 8, 2004, §§ 38.2-610, 38.2-1800, 38.2-3717 (1) and 38.2-3724, <http://www.scc.virginia.gov/boi/adminlets/04-02.pdf>

Administrative Letter 2004-3, Procedural Changes, Administrative Changes and Clarifications Regarding Agent Licensing and the Bureau's Agent Licensing Section, issued April 30, 2004, <http://www.scc.virginia.gov/boi/adminlets/04-03.pdf>

Administrative Letter 2004-5, Legislative Enacted by the 2004 Virginia General Assembly, issued June 4, 2004, <http://www.scc.virginia.gov/boi/adminlets/04-05.pdf>

Administrative Letter 2005-1, Withdrawal of Administrative Letters 1987-11 and 1989-10; Revised Rate Certification Forms DR/COF (05/05) for Use with Filings Subject to the Prior-Approval Provisions of Chapter 20 of Title 38.2 of the Code of Virginia and COF-1 (05/05) for Use with Filings Subject to the File-and-Use Provisions of Chapter 19 of Title 38.2 of the Code of Virginia, issued May 25, 2005, § 38.2-2003, <http://www.scc.virginia.gov/boi/adminlets/05-01.pdf>

Administrative Letter 2005-4, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers Notification of Additional Reporting Requirement for the 2004 Reporting Period, issued January 3, 2005, § 38.2-3418.14 and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/05-04.pdf>

Administrative Letter 2005-5, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2004 Reporting Period, issued March 25, 2005, §§ 38.2-218, 38.2-3408 through 38.2-3418.14, 38.2-3419.1, 38.2-4221 and 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/05-05.pdf>

Administrative Letter 2005-6, Change of Electronic Contact Information for the State Corporation Commission's Bureau of Information, issued April 1, 2005, <http://www.scc.virginia.gov/boi/adminlets/05-06.pdf>

Administrative Letter 2005-7, Individual Long-Term Care Insurance Coverage Provided in Virginia, issued May 16, 2005, <http://www.scc.virginia.gov/boi/adminlets/05-07.pdf>

Administrative Letter 2005-8, Individual Health Insurance Coverage Provided in Virginia, issued May 25, 2005, § 38.2-3431, <http://www.scc.virginia.gov/boi/adminlets/05-08.pdf>

Administrative Letter 2005-9, Implementation of Electronic Nonresident Licensing (ENRL) with Electronic Funds Transfer for Licensing Fees, issued May 18, 2005, <http://www.scc.virginia.gov/boi/adminlets/05-09.pdf>

Administrative Letter 2005-10, Legislation Enacted by the 2005 Virginia General Assembly, issued May 27, 2005, <http://www.scc.virginia.gov/boi/adminlets/05-10.pdf>

Administrative Letter 2005-12, Withdrawal of Administrative Letter 1997-13 Dated November 7, 1997, issued June 22, 2005, 14VAC5-71, <http://www.scc.virginia.gov/boi/adminlets/05-12.pdf>

Administrative Letter 2005-13, Negotiating Title Insurance Risk Rates; Withdrawal of Administrative Letter 2004-07, issued June 29, 2005, § 38.2-4608, <http://www.scc.virginia.gov/boi/adminlets/05-13.pdf>

Guidance Documents

Administrative Letter 2005-14, Medicare Part D Marketing, issued December 7, 2005, <http://www.scc.virginia.gov/boi/adminlets/05-14.pdf>

Administrative Letter 2006-1, Implementation of Procedure Change in Requesting Letters of Certification, issued February 9, 2006, <http://www.scc.virginia.gov/boi/adminlets/06-01.pdf>

Administrative Letter 2006-4, Implementation of Procedure Change in Requesting a Duplicate License, issued March 16, 2006, <http://www.scc.virginia.gov/boi/adminlets/06-04.pdf>

Administrative Letter 2006-5, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2005 Reporting Period, issued March 29, 2006, §§ 38.2-218, 38.2-3408 through 38.2-3418.14, 38.2-3419 and 38.2-4221, <http://www.scc.virginia.gov/boi/adminlets/06-05.pdf>

Administrative Letter 2006-6, Authorization Forms, issued April 18, 2006, §§ 38.2-606 and 38.2-613.2, <http://www.scc.virginia.gov/boi/adminlets/06-06.pdf>

Administrative Letter 2006-7, Online Address Changes, issued April 18, 2006, <http://www.scc.virginia.gov/boi/adminlets/06-07.pdf>

Administrative Letter 2006-8, Method of Implementation No Longer Required to be Stated in Filings; Withdrawal of Administrative Letter 2005-02, issued May 24, 2006, <http://www.scc.virginia.gov/boi/adminlets/06-08.pdf>

Administrative Letter 2006-9, Definition of Limited Burial Insurance Authority, issued May 30, 2006, §§ 38.2-1800, 38.2-3318.1 and 38.2-4000, <http://www.scc.virginia.gov/boi/adminlets/06-09.pdf>

Administrative Letter 2006-10, Legislation Enacted by the 2006 Virginia General Assembly, issued June 9, 2006, <http://www.scc.virginia.gov/boi/adminlets/06-10.pdf>

Administrative Letter 2006-11, Procedural Change: Displaying National Producer Numbers (NPN) in Lieu of Social Security or DMV-Assigned Numbers on Bureau of Insurance Correspondence, issued June 28, 2006, <http://www.scc.virginia.gov/boi/adminlets/06-11.pdf>

Administrative Letter 2006-13, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2007, issued September 25, 2006, §§ 38.2-3725 D, 38.2-3728 A and C 1 and 38.2-3729 C, <http://www.scc.virginia.gov/boi/adminlets/06-13.pdf>

Administrative Letter 2006-15, Schedule Rating Plans, Expense Modification Plans, Experience Rating Plans, and Facultative Reinsurance; Withdrawal of Administrative Letters 2001-12, 1998-14, 1985-12, and 1983-9, issued November 8, 2006, Revised 7-19-16, §§ 38.2-1901, 38.2-1904 C, D and E, 38.2-1905 and 38.2-1906, <http://www.scc.virginia.gov/boi/adminlets/06-15.pdf>

Administrative Letter 2006-16, Prospective Loss Cost Filing Requirements for Lines of Insurance Other than Workers' Compensation; Withdrawal of Administrative Letter 1990-5, issued November 8, 2006, <http://www.scc.virginia.gov/boi/adminlets/06-16.pdf>

Administrative Letter 2007-1, Flood Insurance Training Requirements for Insurance Agents with a Property and Casualty License or Personal Lines License Selling through the National Flood Insurance Program (NFIP), issued January 24, 2007, <http://www.scc.virginia.gov/boi/adminlets/07-01.pdf>

Administrative Letter 2007-2, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2006 Reporting Period, issued March 7, 2007, 14VAC5-190, <http://www.scc.virginia.gov/boi/adminlets/07-02.pdf>

Administrative Letter 2007-3, Chapter 200 of Title 14 of the Virginia Administrative Code Rules Governing Long-Term Care Insurance, Long-Term Care Partnership Program, issued May 1, 2007, 14VAC5-200, <http://www.scc.virginia.gov/boi/adminlets/07-03.pdf>

Administrative Letter 2007-4, Change in Vendor Providing Insurance License Examinations, issued May 7, 2007, <http://www.scc.virginia.gov/boi/adminlets/07-04.pdf>

Administrative Letter 2007-5, Administrative Changes and Changes in Laws Governing Agent Licensing, issued May 7, 2007, <http://www.scc.virginia.gov/boi/adminlets/07-05.pdf>

Administrative Letter 2007-6, Legislation Enacted by the 2007 Virginia General Assembly, issued May 29, 2007, <http://www.scc.virginia.gov/boi/adminlets/07-06.pdf>

Administrative Letter 2007-7, Rules Governing Independent External Review of Final Adverse Utilization Review Decisions (14VAC5-215), issued June 29, 2007, § 38.2-5900 et seq., <http://www.scc.virginia.gov/boi/adminlets/07-07.pdf>

Administrative Letter 2007-8, Withdrawal of Administrative Letters 1985-5, 1985-17, 1990-11, and 1993-11, issued July 16, 2007, <http://www.scc.virginia.gov/boi/adminlets/07-08.pdf>

Administrative Letter 2007-9, Withdrawal of Administrative Letter 1985-7, issued August 6, 2007, <http://www.scc.virginia.gov/boi/adminlets/07-09.pdf>

Administrative Letter 2007-10, Consulting Contracts, issued September 26, 2007, § 38.2-1839 A, <http://www.scc.virginia.gov/boi/adminlets/07-10.pdf>

Administrative Letter 2008-02, Insurers No Longer Required to Submit VA CP-12 or VA CP-20 Competitive Pricing Forms with Homeowners or Private Passenger Auto Rate Filings; Withdrawal of Administrative Letter 2004-04, issued February 8, 2008, <http://www.scc.virginia.gov/boi/adminlets/08-02.pdf>

Administrative Letter 2008-03, Rules Governing Military Sales Practices (14VAC5-420-10 et seq.), issued February 15, 2008, Revised April 25, 2017, <http://www.scc.virginia.gov/boi/adminlets/08-03.pdf>

Administrative Letter 2008-04, 14VAC5-190: Rules Governing the Reporting Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2007 Reporting Period, issued March 10, 2008, <http://www.scc.virginia.gov/boi/adminlets/08-04.pdf>

Administrative Letter 2008-06, Use of Automobile Standard Forms, Withdrawal of Administrative Letter 1995-4, issued May 1, 2008, <http://www.scc.virginia.gov/boi/adminlets/08-06.pdf>

Administrative Letter 2008-07, Title Insurance Legislation Enacted by the 2008 Virginia General Assembly, issued April 30, 2008, <http://www.scc.virginia.gov/boi/adminlets/08-07.pdf>

Administrative Letter 2008-08, Legislation Enacted by the 2008 Virginia General Assembly, issued June 9, 2008, <http://www.scc.virginia.gov/boi/adminlets/08-08.pdf>

Administrative Letter 2008-09, Emergency Services, § 38.2-4312.3 of the Code of Virginia, issued June 16, 2008, <http://www.scc.virginia.gov/boi/adminlets/08-09.pdf>

Administrative Letter 2008-10, Amended Annual Disclosure Statement, § 38.2-4904 of the Code of Virginia, issued July 28, 2008, <http://www.scc.virginia.gov/boi/adminlets/08-10.pdf>

Administrative Letter 2008-11, Implementation of the New Bureau of Insurance Sicon for States System, issued August 18, 2008, <http://www.scc.virginia.gov/boi/adminlets/08-11.pdf>

Administrative Letter 2009-02, Permitted Accounting Practices, issued February 23, 2009, <http://www.scc.virginia.gov/boi/adminlets/09-02.pdf>

Administrative Letter 2009-03, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2008 Reporting Period, issued March 9, 2009, <http://www.scc.virginia.gov/boi/adminlets/09-03.pdf>

Administrative Letter 2009-05, Legislation Enacted by the 2009 Virginia General Assembly, issued June 4, 2009, <http://www.scc.virginia.gov/boi/adminlets/09-05.pdf>

Administrative Letter 2009-06, 2009 House Bill 2024 and Senate Bill 1411 - Amendment to the Code of Virginia by adding Virginia Code §§ 38.2-3406.1 and 38.2-3406.2, issued June 15, 2009, <http://www.scc.virginia.gov/boi/adminlets/09-06.pdf>

Administrative Letter 2009-07, Five Year Rotation of Certified Public Accountants Rules Governing Annual

Audited Financial Reports (Rules Governing Annual Financial Reporting - 14VAC5-270), Withdrawal of Administrative Letter 2000-04, issued June 12, 2009, <http://www.scc.virginia.gov/boi/adminlets/09-07.pdf>

Administrative Letter 2009-08, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2010, and 2009 House Bill 1972, issued September 8, 2009, <http://www.scc.virginia.gov/boi/adminlets/09-08.pdf>

Administrative Letter 2009-09, Risk-Focused Examination Approach, issued, October 2, 2009, <http://www.scc.virginia.gov/boi/adminlets/09-09.pdf>

Administrative Letter 2009-11, Remittance of Title Premium and Issuance of Title Policy, issued November 16, 2009, <http://www.scc.virginia.gov/boi/adminlets/09-11.pdf>

Administrative Letter 2010-01, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers Notification of Additional Reporting Requirement for the 2010 Reporting Period, issued January 11, 2010, <http://www.scc.virginia.gov/boi/adminlets/10-01.pdf>

Administrative Letter 2010-02, Online Printing of Producer Licenses, issued March 15, 2010, <http://www.scc.virginia.gov/boi/adminlets/10-02.pdf>

Administrative Letter 2010-03, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2009 Reporting Period, issued April 8, 2010, <http://www.scc.virginia.gov/boi/adminlets/10-03.pdf>

Administrative Letter 2010-04, Mental Health Parity and Addiction Equity Act of 2008 (MHPAEA) Virginia Chapter 693 (Senate Bill 706), issued May 27, 2010, <http://www.scc.virginia.gov/boi/adminlets/10-04.pdf>

Administrative Letter 2010-05, Revised Form WCLC VA for Insurer Expense Multiplier Filings, Related Rules and Tiered Rating; Withdrawal of Administrative Letter 2005-03, issued May 26, 2010, <http://www.scc.virginia.gov/boi/adminlets/10-05.pdf>

Administrative Letter 2010-06, Legislation Enacted by the 2010 Virginia General Assembly, issued June 14, 2010, <http://www.scc.virginia.gov/boi/adminlets/10-06.pdf>

Administrative Letter 2010-07, Requests for Rate Secret Protection of Rates or Supplementary Rate Information Pursuant to House Bill No. 531, issued July 1, 2010, <http://www.scc.virginia.gov/boi/adminlets/10-07.pdf>

Administrative Letter 2010-09, Form and Rate Filings Submitted to Comply with the Patient Protection and Affordable Care Act of 2010 (PPACA), issued September 2, 2010, <http://www.scc.virginia.gov/boi/adminlets/10-09.pdf>

Guidance Documents

Administrative Letter 2010-11, Virginia Small Employer Group Health Insurance Medical History Form; Replacement of Administrative Letter 2009-04, issued October 8, 2010, <http://www.scc.virginia.gov/boi/adminlets/10-11.pdf>

Administrative Letter 2011-01, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2010 Reporting Period, issued April 12, 2011, <http://www.scc.virginia.gov/boi/adminlets/11-01.pdf>

Administrative Letter 2011-02, Notice Concerning Certificates of Insurance, issued April 21, 2011, <http://www.scc.virginia.gov/boi/adminlets/11-02.pdf>

Administrative Letter 2011-03, Amendments to § 8.01-581.15 of the Code of Virginia - Notice May Be Required by § 38.2-231 When the Insurer Increases the Policy's Liability Limits, issued May 27, 2011, §§ 8.01-581.15 and 38.2-231, <http://www.scc.virginia.gov/boi/adminlets/11-03.pdf>

Administrative Letter 2011-04, Legislation Enacted by the 2011 Virginia General Assembly, issued June 8, 2011, <http://www.scc.virginia.gov/boi/adminlets/11-04.pdf>

Administrative Letter 2011-05, Internal Appeal of Adverse Benefit Determinations and External Review of Adverse Determinations, issued July 14, 2011, §§ 38.2-3557, 38.2-3559 and 38.2-5804 and 14VAC5-216-10 et seq., <http://www.scc.virginia.gov/boi/adminlets/11-05.pdf>

Administrative Letter 2011-07, Rate Service Organization - Advisory Filings, issued October 25, 2011, §§ 38.2-317 and 38.2-1906, <http://www.scc.virginia.gov/boi/adminlets/11-07.pdf>

Administrative Letter 2012-02, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2011 Reporting Period, issued March 1, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-02.pdf>

Administrative Letter 2012-03, Implementation of Search Options for Rate and Form Submissions and Establishment of Additional Filing Requirements, issued March 26, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-03.pdf>

Administrative Letter 2012-04, Revised Gramm-Leach-Bliley Act Privacy Notices; Withdrawal of Administrative Letter 2011-06, issued April 2, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-04.pdf>

Administrative Letter 2012-05, Legislation Enacted by the 2012 Virginia General Assembly, issued May 10, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-05.pdf>

Administrative Letter 2012-06, Legislation Enacted by the 2012 Virginia General Assembly - Clarification of House Bill 523 (and companion Senate Bill 369) House Bill 127, and House Bill 1202 (and companion Senate Bill 140), issued

June 1, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-06.pdf>

Administrative Letter 2012-07, Certificates of Insurance, issued July 1, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-07.pdf>

Administrative Letter 2012-08, Summary of Benefits and Coverage and Uniform Glossary, issued July 9, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-08.pdf>

Administrative Letter 2012-09, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2013, issued September 14, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-09.pdf>

Administrative Letter 2012-10, Licensing of Public Adjusters in Virginia, Effective January 1, 2012, issued October 1, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-10.pdf>

Administrative Letter 2012-11, Requirements for Reinsurers Applying to Qualify as Acceptable Reinsurers under § 38.2-1316.2 of the Code of Virginia, issued December 13, 2012, <http://www.scc.virginia.gov/boi/adminlets/12-11.pdf>

Administrative Letter 2013-01, Supplemental Information and Other Required Disclosures, issued February 1, 2013, <http://www.scc.virginia.gov/boi/adminlets/13-01.pdf>

Administrative Letter 2013-02, Revisions to the Virginia Insurance Continuing Education Program Requirements Effective January 1, 2013, issued, February 1, 2013, <http://www.scc.virginia.gov/boi/adminlets/13-02.pdf>

Administrative Letter 2013-03, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2012 Reporting Period, issued March 8, 2013, <http://www.scc.virginia.gov/boi/adminlets/13-03.pdf>

Administrative Letter 2013-04, Producer Licensing Appointment Fee Reduction Effective July 1, 2013, issued May 1, 2013, <http://www.scc.virginia.gov/boi/adminlets/13-04.pdf>

Administrative Letter 2013-05, Legislation Enacted by the 2013 Virginia General Assembly, issued May 20, 2013, <http://www.scc.virginia.gov/boi/adminlets/13-05.pdf>

Administrative Letter 2013-06, Senate Bill 984 (§ 38.2-236), issued June 4, 2013, <http://www.scc.virginia.gov/boi/adminlets/13-06.pdf>

Administrative Letter 2014-02, Premium Tax and Assessment Practices and Procedures, Withdrawal of Administrative Letter 2010-08 Dated July 28, 2010, issued January 28, 2014, <http://www.scc.virginia.gov/boi/adminlets/14-02.pdf>

Administrative Letter 2014-04, Insurance-Related Legislation Enacted by the 2014 Virginia General Assembly, issued May 28, 2014, <http://www.scc.virginia.gov/boi/adminlets/14-04.pdf>

Administrative Letter 2015-03, Filing Procedures for Compliance with the Provisions of the Terrorism Risk Insurance Program Reauthorization Act of 2015; Withdrawal of Administrative Letters [2002-15](#), [2004-06](#), [2006-03](#) and [2008-01](#), issued March 10, 2015, <http://www.scc.virginia.gov/boi/adminlets/15-03.pdf>

Administrative Letter 2015-04, Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2014 Reporting Period, issued March 12, 2015, <http://www.scc.virginia.gov/boi/adminlets/15-04.pdf>

Administrative Letter 2015-07, Requirements for Adverse Underwriting Decisions and Notices; Withdrawal of Administrative Letters [1978-4](#), [1978-9](#), [1978-11](#), [1981-4](#), [1981-15](#), [1981-16](#), and [2003-06](#), issued March 30, 2015, Revised 7/19/19, <http://www.scc.virginia.gov/boi/adminlets/15-07.pdf>

Administrative Letter 2015-08, Withdrawal of Administrative Letter [2015-01](#); Code of Virginia § 38.2-3418.17 - Coverage for Autism Spectrum Disorder, issued April 3, 2015, <http://www.scc.virginia.gov/boi/adminlets/15-08.pdf>

Administrative Letter 2015-09, Withdrawal of Administrative Letters [1981-11](#), [1983-6](#), [1985-13](#), [1985-15](#), [1986-20](#), [1987-15](#), [1988-9](#), [1988-14](#), [1990-13](#), [1992-8](#), [1992-14](#), [1992-15](#), [1992-16](#), [1992-17](#), [1992-24](#), [1993-16](#), [1997-1](#), [1997-13](#), [1998-4](#), [1998-6](#), [1998-7](#), and [1999-9](#), issued May 1, 2015, <http://www.scc.virginia.gov/boi/adminlets/15-09.pdf>

Administrative Letter 2015-10, Insurance-Related Legislation Enacted by the 2015 Virginia General Assembly, issued May 20, 2015, <http://www.scc.virginia.gov/boi/adminlets/15-10.pdf>

Administrative Letter 2016-01, 14VAC5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2015 Reporting Period, issued March 8, 2016, <http://scc.virginia.gov/boi/adminlets/16-01.pdf>

Administrative Letter 2016-02, Rules Governing Long-Term Care Insurance 14VAC5-200-125 Annual Rate Reports, issued March 23, 2016, <http://scc.virginia.gov/boi/adminlets/16-02.pdf>

Administrative Letter 2016-03, Compliance with Statutory Rate Standards in File and Use Lines of Insurance (Price Optimization), issued April 15, 2016, <http://scc.virginia.gov/boi/adminlets/16-03.pdf>

Administrative Letter 2016-04, Insurance-Related Legislation Enacted by the 2016 Virginia General Assembly, issued May 4, 2016, <http://scc.virginia.gov/boi/adminlets/16-04.pdf>

Administrative Letter 2016-05, Mandatory Notices; Withdrawal of [Administrative Letter 2015-05](#) - All Companies Licensed to Write Fire and Fire in Combination

with Other Coverages Including Policies Providing Homeowners Coverage, Coverage on Owner-Occupied Dwellings, and Coverage for Tenants; and Interested Parties, issued July 1, 2016, <http://scc.virginia.gov/boi/adminlets/16-05.pdf>

Administrative Letter 2016-06, Mandatory Notices; Withdrawal of [Administrative Letter 2015-06](#) - All Insurers Licensed to Write Motor Vehicle Policies and Interested Parties, issued July 1, 2016, <http://scc.virginia.gov/boi/adminlets/16-06.pdf>

Administrative Letter 2016-07, Implementation of Principle-Based Reserving for Life, Annuity, and Accident and Health Contracts pursuant to Article 10 of Chapter 13 of the Code of Virginia, issued July 1, 2016, <http://scc.virginia.gov/boi/adminlets/16-07.pdf>

Administrative Letter 2016-08, 2016 Legislative Changes to POM Requirements and § 38.2-231 Commercial Liability Policies - Notices of Premium Increase, Cancellation, and Refusal to Renew. Withdraws [Administrative Letter 2006-12](#), issued August 1, 2016, <http://scc.virginia.gov/boi/adminlets/16-08.pdf>

Administrative Letter 2016-09, Provider Discount Arrangements, issued November 15, 2016, <http://scc.virginia.gov/boi/adminlets/16-09.pdf>

Administrative Letter 2017-01, Revisions to the Rules Governing Suitability in Annuity Transactions (14VAC5-45-10 et seq.) of the Virginia Administrative Code), issued April 4, 2017, <http://scc.virginia.gov/boi/adminlets/17-01.pdf>

Administrative Letter 2017-02, Insurance-Related Legislation Enacted by the 2017 Virginia General Assembly, Issued M 4, 2017, <http://scc.virginia.gov/boi/adminlets/17-02.pdf>

Administrative Letter 2017-03, Appraisal and Arbitration Provisions in Insurance Policies; Withdrawal and Replacement of [Administrative Letter 1998-12](#), Issued September 15, 2017, <http://scc.virginia.gov/boi/adminlets/17-03.pdf>

Administrative Letter 2017-04, Closing Protection Letters - Notifies Title Insurance Companies that CPL Charges Should be Reported as Direct Premiums Written and Not as Other Income, Issued November 3, 2017, <http://scc.virginia.gov/boi/adminlets/17-04.pdf>

Administrative Letter 2018-01, Credit Insurance Experience Exhibits § 38.2-3730 of the Code of Virginia Withdraws and Replaces [Administrative Letter 2015-02](#), Issued February 14, 2018, <http://www.scc.virginia.gov/boi/adminlets/18-01.pdf>

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

2018, Withdraws and Replaces [Administrative Letter 2014-05](http://www.scc.virginia.gov/boi/adminlets/18-02.pdf), <http://www.scc.virginia.gov/boi/adminlets/18-02.pdf>

Administrative Letter 2018-03, Foreign and Alien Life Insurer's Reserve Valuation Certificate, Issued May 31, 2018, Withdrawal of [Administrative Letter 1990-17](http://www.scc.virginia.gov/boi/adminlets/18-03.pdf), <http://www.scc.virginia.gov/boi/adminlets/18-03.pdf>

Administrative Letter 2018-04, Implementation and Enforcement of Senate Bill 672, §§ 38.2-3406.1 and 38.2-3431 of the Code of Virginia, as amended, Issued June 4, 2018 (Revised July 27, 2018) <http://www.scc.virginia.gov/boi/adminlets/18-04.pdf>

Administrative Letter 2018-05 Assessment Practices and Procedures; Withdraws and Replaces [Administrative Letter 2015-11](http://www.scc.virginia.gov/boi/adminlets/18-05.pdf), Issued October 1, 2018, <http://www.scc.virginia.gov/boi/adminlets/18-05.pdf>

Administrative Letter 2018-06, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2019; Withdraws and Replaces [Administrative Letter 2015-12](http://www.scc.virginia.gov/boi/adminlets/18-06.pdf), Issued October 1, 2018, <http://www.scc.virginia.gov/boi/adminlets/18-06.pdf>

Administrative Letter 2018-07, Participating Insurers Allowed to Either Adopt Rate Service Organization (RSO) Filings or Authorize an RSO to "File on Behalf Of", Issued October 30, 2018, <http://www.scc.virginia.gov/boi/adminlets/18-07.pdf>

Administrative Letter 2018-08, Requirements Applicable to Short-Term Limited Duration Insurance Coverage in Virginia, Issued November 1, 2018, <http://www.scc.virginia.gov/boi/adminlets/18-08.pdf>

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://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

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

Viatical 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 Trusteed 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/holdco.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:

Assigned Risk Workers' Compensation Rates, revised April 2018, http://www.scc.virginia.gov/boi/co/pc/ar_wcomp.aspx

Common Problems Found during Agent Investigations, revised August 1, 2015, <http://www.scc.virginia.gov/boi/pro/files/comprob.pdf>

Common Problems Found during Life and Health Market Conduct Examinations, revised April 2015, http://www.scc.virginia.gov/boi/co/mkt_conduct/lh_prob.pdf

Common Problems for Real Estate Settlement Agents (RESA), updated periodically, § 55.525.16 and 14VAC5-395, <http://www.scc.virginia.gov/boi/pro/resa/agentresa.pdf>

Credit Insurance Experience Exhibits Questionnaire, revised January 4, 2018, <http://www.scc.virginia.gov/boi/co/miscforms.aspx>

Forms/Reports for Insurers: Long-Term Care (14VAC5-200), Medicare Supplement (14VAC5-170), and Mandated Benefits (Form MB-1 and instructions) (14VAC5-190), <http://www.scc.virginia.gov/boi/co/health/ltcforms.aspx>, <http://www.scc.virginia.gov/boi/co/health/index.aspx>, <http://www.scc.virginia.gov/boi/co/health/medsup.aspx>, and <http://www.scc.virginia.gov/boi/co/health/mandben.aspx>

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)

Market Issues Identified by the Market Conduct and Consumer Services Section, revised January 2017, http://www.scc.virginia.gov/boi/co/mkt_conduct/pc_prob.pdf

NAIC Product Review Filing Checklists for Life and Health http://www.scc.virginia.gov/boi/co/health/lh_check.aspx

NAIC Product Review Filing Checklists for Property and Casualty http://www.scc.virginia.gov/boi/co/pc/check/pc_ins_index.pdf

Virginia Bureau of Insurance Rates and Policy Forms Search Engine, Life and Health, and Property and Casualty, <http://www.scc.virginia.gov/boi/SERFFInquiry/default.aspx>

Statistical Report Form (VA SRF-2), revised 2016, http://www.scc.virginia.gov/boi/co/pc/files/stat_rept.pdf

Virginia Property and Casualty Product Requirements Locator <http://eapps.naic.org/prl/do/search/home>

Virginia Property and Casualty Filing Guidelines Handbook, revised June 2015, http://www.scc.virginia.gov/boi/co/pc/files/pc_handbook.pdf

Workers' Compensation Voluntary Market Loss Costs Multipliers, revised August 2018, http://www.scc.virginia.gov/boi/co/pc/files/wclc_mult.pdf

Administration and Assessment Unit Guidance Documents:

Administrative Letter 2014-02, Premium Tax and Assessment Practices and Procedures, issued January 28, 2014, <http://www.scc.virginia.gov/boi/adminlets/2014.aspx>

Administrative Letter 2018-05 Assessment Practices and Procedures; Withdraws and Replaces [Administrative Letter 2015-11](#), Issued October 1, 2018, <http://www.scc.virginia.gov/boi/adminlets/18-05.pdf>

Consumer Assistance and Outreach Services Brochure, revised June 2018, <http://www.scc.virginia.gov/boi/pubs/outreach.pdf>

Life and Health Consumer Guides:

10 Tips to Help You Understand Your Coverage and Rights under Your Managed Care Health Insurance Plan, <http://www.scc.virginia.gov/boi/omb/tentips.aspx>

2018 Choosing a Medigap Policy: A Guide to Health Insurance for People with Medicare, published June 2018, <http://www.scc.virginia.gov/boi/pubs/02110.pdf>

2019 Medicare Premiums, Deductibles, and Co-insurance, revised December 2018, <http://www.scc.virginia.gov/boi/pubs/medchange.pdf>

2019 Part D Medicare Prescription Drug Plans in Virginia, revised September 2018, <http://www.scc.virginia.gov/boi/pubs/medcaredrug.pdf>

2019 Part C Medicare Health Plans in Virginia, revised September 2018, <http://www.scc.virginia.gov/boi/pubs/medcarehlth.pdf>

2019 Tax Qualified Long-Term Figures, published November 2018, http://www.scc.virginia.gov/boi/pubs/ltc_taxqual.pdf

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)

Advance Health Care Directive Registry, http://www.scc.virginia.gov/boi/pubs/ahd_regis.pdf

Appointment of Authorized Representative, revised July 2011, <http://www.scc.virginia.gov/boi/omb/files/216b.pdf>

Consumer Assistance - Managed Care Health Insurance Plans, <http://www.scc.virginia.gov/boi/omb/mchip.aspx>

Consumer Assistance Services; Consumer Outreach and Education Brochure, revised June 2018, <http://www.scc.virginia.gov/boi/pubs/outreach.pdf>

Facts about Long-Term Care Insurance in Virginia, revised July 2016, <http://www.scc.virginia.gov/boi/pubs/ltcfacts.pdf>

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)

Forms to Request an Independent External Review of an Adverse Determination, http://www.scc.virginia.gov/boi/omb/ext_review.aspx

Important Information Regarding Medicare Advantage Plan Marketing, revised May 2009, http://www.scc.virginia.gov/boi/pubs/adv_mktng.pdf

Know Your Rights Regarding Life and Health Insurance, http://www.scc.virginia.gov/boi/cons/lh_rts.aspx

Life and Health Complaint Form, revised April 2018, <http://www.scc.virginia.gov/publicforms/262/lhinquiry.pdf>

Life and Health Options If You Leave or Lose Your Job, http://www.scc.virginia.gov/boi/pubs/keep_ins.pdf

Life Insurance: Reviewing Your Policy Is Important to Securing Your Family's Future, published September 2008, http://www.naic.org/documents/consumer_alert_life_insurance_review.htm

Life Insurance: Securing Your Family's Financial Future in Case of Unexpected Death, http://www.naic.org/documents/consumer_alert_life_insurance.htm

List of Carriers with Recently Approved Individual Stand-Alone Dental Plans, revised September 20, 2018, http://scc.virginia.gov/boi/pubs/dent_indv18.pdf

List of Carriers with Recently Approved Small Employer Stand-Alone Dental Plans, revised September 2018, http://scc.virginia.gov/boi/pubs/dent_small18.pdf

List of Long-Term Care Policies, and Companies with Approved Individual Long-Term Care Partnership Policies, revised June 2017, <http://www.scc.virginia.gov/boi/pubs/ltcclist.pdf>

List of Carriers with Approved Individual Health Benefit Plans, revised October 2018, http://www.scc.virginia.gov/boi/pubs/hbp_indv18.pdf

List of Carriers with Approved Small Employer Health Benefit Plans, revised October 2018, http://www.scc.virginia.gov/boi/pubs/hbp_small18.pdf

List of Carriers with Recently Approved Stand-Alone Vision Plans - Individual and Group Markets, September 2018, http://www.scc.virginia.gov/boi/pubs/vision_ig18.pdf

List of Medicare Supplement and Medicare Select Insurance Companies for Individuals Age 65 or Older, revised Quarterly, <http://www.scc.virginia.gov/boi/pubs/medsupcos.pdf>

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

Long-Term Care Insurance - What You Should Know, revised May 2018, http://www.naic.org/documents/consumer_alert_ltc.htm

Managed Care Health Insurance Plan Appeal Process, published July 2003, <http://www.scc.virginia.gov/boi/omb/files/appeal.pdf>

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

Prescription Drug Assistance Program in Virginia, <http://www.scc.virginia.gov/boi/cons/sr/index.aspx>

State Health Exchanges: What You Need to Know to (Re) Enroll, http://www.naic.org/documents/consumer_alert_state_health_exchanges_what_you_need_to_know_to_reenroll.htm

Tips on Buying Life Insurance, revised July 2014, http://www.naic.org/documents/consumer_alert_claim_denials.htm

Tips on Obtaining Out-of-Network Services through Your Managed Care Health Insurance Plan, revised October 2005, <http://www.scc.virginia.gov/boi/omb/files/oontips.pdf>

Tips to Help You Appeal a Denial from Your Managed Care Health Insurance Plan (MCHIP), revised October 2005, <http://www.scc.virginia.gov/boi/omb/files/appealtips.pdf>

Tips to Help You Appeal an Experimental Investigational Services Denial by Your MCHIP, revised January 2012, <http://www.scc.virginia.gov/boi/omb/files/exptips.pdf>

Tips to Help You Appeal a Prescription Medication Denial with Your Managed Care Health Insurance Plan, revised March 2009, <http://www.scc.virginia.gov/boi/omb/files/scriptips.pdf>

Tips to Help You Understand and Appeal Health Plan Decisions When the Coverage is Self-Insured, revised February 2011, http://www.scc.virginia.gov/boi/omb/selfins_tips.aspx

The Medicine Program - Patient Assistance Programs to Help Those Who Qualify to Receive Free Prescription Medications, <http://www.themedicineprogram.com/>

Guidance Documents

Understanding Your Insurance Policy, http://www.scc.virginia.gov/boi/pubs/naic_und_plcy.pdf

Virginia Health Insurance Guide for Consumers, revised June 2015, http://www.scc.virginia.gov/boi/pubs/conshealth_14.pdf

Virginia Medigap Policies Premium Guide, revised August 2016, http://www.scc.virginia.gov/boi/pubs/medsup_txt.pdf

Virginia Medigap Premium Charts, updated quarterly, http://www.scc.virginia.gov/boi/pubs/medsup_cht.pdf

Virginia Life Insurance Consumer's Guide, revised 2017, <http://www.scc.virginia.gov/boi/pubs/lifeguide.pdf>

Virginia Insurance Counseling and Assistance Program, <http://www.scc.virginia.gov/boi/cons/sr/vicap.aspx>

What to Do If a Health Insurance Company Denies Your Claim, published July 2014 http://www.scc.virginia.gov/boi/pubs/naic_deny.pdf

Property and Casualty Consumer Guides:

Auto Insurance Consumer's Guide, revised 2018, <http://www.scc.virginia.gov/boi/pubs/autoguide.pdf>

Seguro de Automoviles, Guia para el Consumidor, revised 2006, http://www.scc.virginia.gov/boi/pubs/auto_espanol.pdf

Auto Insurance Sample Premium Tables, revised 2018/2019, http://www.scc.virginia.gov/boi/pubs/auto_sampprem.pdf

Consumer Assistance; Outreach and Education Services, revised 2018, <http://www.scc.virginia.gov/boi/pubs/outreach.pdf>

Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, <http://www.scc.virginia.gov/boi/pubs/creditscor.pdf>

Homeowners Insurance Consumer's Guide, revised 2018, <http://www.scc.virginia.gov/boi/pubs/hoguide.pdf>

Seguro para Propietarios de Viviendas - Guia para el Consumidor http://www.scc.virginia.gov/boi/pubs/home_espanol.pdf

Homeowners Insurance Sample Premium Tables, revised 2018/2019, http://www.scc.virginia.gov/boi/pubs/ho_sampprem.pdf

Renters Insurance Consumer's Guide http://www.scc.virginia.gov/boi/pubs/va_rent.pdf

Seguro para Inquilinos, Guia del Cosumidor, 2006, http://www.scc.virginia.gov/boi/pubs/va_inquilar.pdf

State Corporation Commission Bureau of Insurance Property and Casualty Insurance Consumer Complaint Form, April 2018, http://www.scc.virginia.gov/publicforms/263/pc_fill.pdf

Teenager's Guide to Auto Insurance, revised 2006, http://www.scc.virginia.gov/boi/pubs/auto_teen.pdf

Title Insurance Consumer's Guide, 2009, <http://www.scc.virginia.gov/boi/pubs/titleguide.pdf>

Virginia Commercial Insurance Consumer's Guide, revised 2012, <http://www.scc.virginia.gov/boi/pubs/commguide.pdf>

When a Disaster Strikes: What to Do after an Insured Commercial Property Loss, revised 2018, http://www.scc.virginia.gov/boi/pubs/comm_dis.pdf

When a Disaster Strikes: What to Do after an Insured Homeowners Loss, revised 2018, http://www.scc.virginia.gov/boi/pubs/ho_dis.pdf

Forms and Guides Respecting Licensing of Individuals and Agencies:

Form 3001, Application for Individual Insurance License, July 2016, <http://scc.virginia.gov/PublicForms/550/3001.pdf>

Form 4052, Application for Business Entity Insurance License, March 2014, <http://scc.virginia.gov/PublicForms/580/4052.pdf>

Form 4151, Appointment Form, February 2012, <http://scc.virginia.gov/PublicForms/581/4151.pdf>

Form 4921, Appointment Cancellation Form, February 2012, <http://scc.virginia.gov/PublicForms/582/4921.pdf>

Form 5001, Service Request Form, September 2018, <http://scc.virginia.gov/PublicForms/584/5001.pdf>

Forms for Surplus Lines Insurance:

Form 3001, Application for Individual Insurance License, July 2016, <http://scc.virginia.gov/PublicForms/550/3001.pdf>

Form 4052, Application for Business Entity Insurance License, March 2014, <http://scc.virginia.gov/PublicForms/580/4052.pdf>

Form SLB-2, Bond for Surplus Lines Broker, January 2004, <http://scc.virginia.gov/PublicForms/583/slb-2.pdf>

Annual Assessment Report, revised 2018, <http://www.scc.virginia.gov/boi/pro/slb.aspx>

Form SLB-9, Notice to Insured, effective September 1996, <http://www.scc.virginia.gov/boi/pro/slb.aspx>

Forms Respecting Licensing of Public Adjusters:

Form PA-2, Bond for Public Adjusters, July 2014, <http://www.scc.virginia.gov/publicforms/603/pa2bond.pdf>

Division of Securities and Retail Franchising

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission, Division of Securities and Retail Franchising, 9th 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 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:

Capital Formation Alternatives for Small Business in Virginia, October 2013, www.scc.virginia.gov/srf/bus/smbusalt.aspx

North American Securities Administrators Association Statements of Policy, December 2017, (Virginia Securities Act, 21VAC5-30-80), <http://law.lis.virginia.gov/admincode/title21/agency5/chapter30/section80>

Investor Education Publications:

Invest in Your Future: A Guide to Investment Planning, May 2016, <http://www.scc.virginia.gov/srf/cons/pubs.aspx>

Protect Your Future: A Guide to Investment Planning, May 2016, <http://www.scc.virginia.gov/srf/cons/mil.aspx>

Securities Complaint Form, June 2003 (Virginia Securities Act), <http://www.scc.virginia.gov/publicforms/266/complnt.pdf>

Virginia Securities Act Forms:

Broker-Dealer

Uniform Application for Broker-Dealer Registration (Form BD), revised January 2008, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Broker-Dealer's Surety Bond (Form S.A. 11), July 1999, <http://www.scc.virginia.gov/publicforms/269/sa11.pdf>

Application for Renewal of a Broker-Dealer's Registration (Form S.A. 2), July 1999, <http://www.scc.virginia.gov/publicforms/270/sa2.pdf>

Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form BDW), January 2008, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

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

Application for Renewal of Registration as an Agent of an Issuer (Form S.D. 4), 1997, <http://www.scc.virginia.gov/publicforms/271/sd4.pdf>

Non-FINRA Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form S.D. 4 A), 1974, <http://www.scc.virginia.gov/publicforms/272/sd4a.pdf>

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with no Disciplinary History (Form S.D. 4 B), 1974, <http://www.scc.virginia.gov/publicforms/273/sd4b.pdf>

Non-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>

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Agent Multiple Employment Agreement (Form S.A. 16), July 2007, <http://www.scc.virginia.gov/publicforms/276/sa16.pdf>

Affidavit Regarding Small Corporate Offering Registration Offering (Form Aff), July 1999, <http://www.scc.virginia.gov/publicforms/275/scoraff.pdf>

Investment Advisor

Uniform Application for Registration of Investment Advisors (Form ADV), July 2010, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Investment Advisor's Surety Bond Form (Form IA-sure), July 1999, <http://www.scc.virginia.gov/publicforms/277/iasb.pdf>

Notice of Withdrawal from Registration as Investment Advisor (Form ADV-W), October 2003, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

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

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Investment Advisor Representative Multiple Employment Agreement (Form S.A. 15), July 2007, <http://www.scc.virginia.gov/publicforms/279/sa15.pdf>

Affidavit for Waiver of Examination (Form S.A. 3), July 1999, <http://www.scc.virginia.gov/publicforms/278/sa3.pdf>

Guidance Documents

Securities Registration

Intrastate Crowdfunding Exemption (ICE) Notice Filing Form (Form ICE), July 2015, <http://www.scc.virginia.gov/publicforms/625/ice.docm>

Uniform Notice of Federal Crowdfunding Offering Form (Form U-CF), December 2017, http://www.nasaa.org/wp-content/uploads/2018/02/20160701-Uniform-Title-III-Federal-Crowdfunding-Notice-Filing-Form_fillable.pdf

Uniform Application to Register Securities (Form U-1), December 2017, <http://www.scc.virginia.gov/publicforms/280/u1.pdf>

Uniform Consent to Service of Process (Form U-2), December 2017, <http://www.scc.virginia.gov/publicforms/281/u2.pdf>

Uniform Form of Corporate Resolution (Form U-2a), July 1999, <http://www.scc.virginia.gov/publicforms/282/u2a.pdf>

Small Company Offering Registration (SCOR) (Form U-7), September 1999, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Registration by Notification - Original Issue (Form S.A. 4), November 1996, <http://www.scc.virginia.gov/publicforms/283/sa4.pdf>

Registration by Notification - Non-Issuer Distribution (Form S.A. 5), November 1996, <http://www.scc.virginia.gov/publicforms/284/sa5.pdf>

Registration by Notification - Pursuant to 21VAC5-30-50 Non-Issuer Distribution "Secondary Trading" (Form S.A. 6), 1989, <http://www.scc.virginia.gov/publicforms/285/sa6.pdf>

Registration by Qualification (Form S.A. 8), July 1991, <http://www.scc.virginia.gov/publicforms/286/sa8.pdf>

Escrow Agreement (Form S.A. 12), 1971, <http://www.scc.virginia.gov/publicforms/287/sa12.pdf>

Impounding Agreement (Form S.A. 13), July 1999, <http://www.scc.virginia.gov/publicforms/288/sa13.pdf>

Notice of Limited Offering of Securities (Form VA-1), November 1996, <http://www.scc.virginia.gov/publicforms/289/va1.pdf>

Uniform Investment Company Notice Filing (Form NF), April 1997, <http://www.scc.virginia.gov/publicforms/290/nf.pdf>

Notice of Exempt Offering of Securities (Form SEC Form D), revised September 2013, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form Model Form), July 1999, <http://www.scc.virginia.gov/publicforms/291/model.pdf>

Application for Coordinated State Review - Coordinated Review-Equity (Form CR-Equity-1), August 2003, http://www.scc.virginia.gov/publicforms/292/cr_equity1.pdf

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form CR-SCOR Mid-Atlantic), May 2002, http://www.scc.virginia.gov/publicforms/293/cr_scor.pdf

Uniform Notice of Regulation A - Tier 2 Offering, February 2017, http://www.scc.virginia.gov/publicforms/634/RegA_Tier2.pdf

Virginia Retail Franchising Act Forms:

Uniform Franchise Registration Application (Form A), July 2008, <http://www.scc.virginia.gov/publicforms/294/forma.pdf>

Franchisor's Costs and Sources of Funds (Form B), July 2008, <http://www.scc.virginia.gov/publicforms/295/formb.pdf>

Uniform Franchise Consent to Service of Process (Form C), July 2008, <http://www.scc.virginia.gov/publicforms/296/formc.pdf>

Affidavit of Compliance - Franchise Amendment and Renewal (Form E), July 2008, <http://www.scc.virginia.gov/publicforms/298/forme.pdf>

Guarantee of Performance (Form F), March 2013, <http://www.scc.virginia.gov/publicforms/299/formf.pdf>

Franchisor's Surety Bond (Form G), July 1999, <http://www.scc.virginia.gov/publicforms/300/formg.pdf>

Notice of Claim of Exemption (Form H), July 2008, <http://www.scc.virginia.gov/publicforms/301/formh.pdf>

Escrow Agreement (Form K), July 2007, <http://www.scc.virginia.gov/publicforms/302/formk.pdf>

Application for Coordinated Review of Franchise Registration (Form CR-FRAN), June 1999, http://www.scc.virginia.gov/publicforms/303/cr_fran.pdf

Virginia Trademark Act Forms:

Application for Registration of a Trademark or Service Mark (Form TM1), November 2014, <http://www.scc.virginia.gov/publicforms/304/tmapp.pdf>

Application for Renewal Registration of a Trademark or Service Mark (Form TM2), November 2014, <http://www.scc.virginia.gov/publicforms/305/tm2.pdf>

Certificate of Name Change of an Applicant or Registrant (Form TM3), November 2014, <http://www.scc.virginia.gov/publicforms/306/tm3.pdf>

Assignment of Trademark or Service Mark Registration (Sample TM4), November 2014, <http://www.scc.virginia.gov/publicforms/307/tm4.pdf>

Division of Utility and Railroad Safety

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the 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:

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

Virginia Professional Excavator's Manual, revised April 2014, 90 pages, <http://www.scc.virginia.gov/urs/mutility/docs/exman.pdf>

Homeowner's Brochure, March 2015, 2 pages, <http://www.scc.virginia.gov/urs/mutility/docs/hobroch.pdf>

Virginia Underground Utility Marking Standards, February 2014, 24 pages, http://www.scc.virginia.gov/urs/mutility/docs/va_uums.pdf

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

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

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

Liquefied Petroleum Gas: A Guide to Understanding Regulatory Requirements in Virginia, May 2016, 12 pages, <http://www.scc.virginia.gov/urs/pipe/lpgguide.pdf>

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

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

Procedural Guidelines for Enforcement of Pipeline Safety Standards, October 2017, 3 pages, <http://www.scc.virginia.gov/urs/pipe/enfpps.pdf>

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

Dig with C.A.R.E. Keep Virginia Safe, Requirements and Best Practices for Trenchless Excavation, Training DVD, English and Spanish versions, January 2011

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:

Damage Prevention Advisory Committee Bylaws, December 2017, § 56-265.31 et seq., 5 pages, <http://www.scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

La información en Español:

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

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

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, telephone (804) 371-9950, or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. 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, 144 pages, § 56-249

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

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

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

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2018, § 56-249

Forms for Annual Reports:

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

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

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company, http://www.scc.virginia.gov/uaf/TelephoneRequestForm_resp.aspx

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.

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

company, http://www.scc.virginia.gov/uaf/WaterRequestForm_resp.aspx

Guidelines:

Guidelines 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>

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

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

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

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

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

Interest Rate to be Paid on Customer Deposits, updated December 7, 2018, 20VAC5-10-20, updated annually, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

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

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

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

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

Division of Public Service Taxation

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the 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.)

CCTD-3, Tax Report, Electric Companies, revised January 2018, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/etax.pdf>

CCTD-6, Tax Report, Telecommunications Companies, revised December 2017, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/teltax.pdf>

CCTD-7, Tax Report, Gas Companies, revised December 2017, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/gtax.pdf>

CCTD-8, Tax Report, Water Companies, revised December 2017, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/wtax.pdf>

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2017, § 58.1-2654, <http://www.scc.virginia.gov/pst/forms.aspx/rolstock.pdf>

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2017, § 58.1-2663, <http://www.scc.virginia.gov/pst/forms.aspx/mctax.pdf>

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2017, § 58.1-2663, <http://www.scc.virginia.gov/pst/forms.aspx/patax.pdf>

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2017, § 58.1-2663, <http://www.scc.virginia.gov/pst/forms.aspx/rrtax.pdf>

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2901 and 58.1-2902, <http://www.scc.virginia.gov/pst/forms.aspx/emon.pdf>

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2905 and 58.1-2906, <http://www.scc.virginia.gov/pst/forms.aspx/gmon.pdf>

Real Estate Transaction Form Purchase or Conveyance, 2013, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/restran.pdf>

Motor Vehicle Carriers, Urban-Suburban Statement for Special Tax Exemption, 1963, § 58.1-2660, (Contact the Division of Public Service Taxation at (804) 371-9855)

Application for Registration as a Payphone Service Provider, revised December 2016, <http://www.scc.virginia.gov/pst/forms.aspx/psp.pdf>

Application for Registration as an Operator Service Provider, revised December 2016, <http://www.scc.virginia.gov/pst/forms.aspx/osp.pdf>

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, 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.

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.bruce@vadoc.virginia.gov. Interpretive or implementation questions may be obtained from the same contact.

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

Guidance Documents:

[BOC Policy 10-1, Board of Corrections Policy Process, 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 Jail 2015, [Compliance Documentation for Jails effective January 1, 2015 audits](#), 11/10/2014

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:

http://www.dhp.virginia.gov/counseling/counseling_guidelines.htm

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

115-1.5, Instruction Manual for Use of Sanction Reference Points in Disciplinary Cases, adopted May 20, 2016

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, 2018

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, 2018

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

5483, [Local Community-based Probation and Pretrial Services Grant Application Guide for FY 2015–2016 Continuation Funding](#), 2/27/2015

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/CJA 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 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/dentistry> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at denbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the Board of Dentistry, at the address provided or by telephone at (804) 367-4538. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/dentistry/dentistry_guidelines.htm

60-1, Board policy on confidential consent agreements, 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

60-24, Guidance on Dental Practices, adopted March 11, 2016

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 the Commonwealth's Development Opportunity Fund Grant Program, FY2019, § 2.2-115](#)

[Clawbacks Policies and Procedural Guidelines for the Commonwealth's Development Opportunity Fund Grant Program, FY2019](#)

[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, Protocol for State-Directed Investigations of Testing Irregularities, 4/30/2008](#)

[Assessment, Local Alternative Assessment Guidelines for 2016-2017 through 2018-2019, 10/27/2016](#)

[Assessment, Guidelines for Instruction-Based Assessments, 12/31/2004](#)

[Assessment, Eligibility Criteria for Expedited Retakes on Spring 2015 Grades 3 through 8 Nonwriting Standards of Learning Tests, 3/26/2015](#)

[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, Virginia High Objective Uniform State Standard of Evaluation for Visiting International Faculty Cultural Exchange Teachers, 3/30/2007
- 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, Advancing Virginia's Leadership Agenda Guidance Document: Standards and Indicators for School Leaders and Documentation for the Principal of Distinction (Level II) Administration and Supervision Endorsement, 9/27/2012
- Employment & License, Guidelines Pertaining to the Employment of Substitute Teachers, 3/24/2011
- Employment & License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, 7/23/2015
- Employment & License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents, 7/23/2015
- Employment & License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals, 7/23/2015
- 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, Use of Literary Fund Proceeds, 6/29/2007
- Finance & Operations, Guidelines for Establishing Joint or Regional Continuation High Schools or Programs, 5/28/2004
- Finance & Operations, Eligibility Criteria and Procedures for Supplemental Funding for School Divisions in the Commonwealth of Virginia That Enter Into Cost-Saving or Service-Sharing Agreements, 7/23/2009
- Finance & Operations, Criteria for Making Distributions from the Public Charter School Fund, 1/10/2008
- Flag/Moment of Silence, Guidelines on the Recitation of the Pledge of Allegiance, Including Guidelines for Appropriate Etiquette and Conventions for Respecting the Dignity of the Flag, 7/26/2001
- Flag/Moment of Silence, Guidelines on the Minute of Silence Requirements, 6/13/2000
- 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
- Instruction, Virginia's Textbook Review Process, 3/24/2011

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
- Military, Guidelines for Honorary High School Diplomas for Veterans of World War II, The Korean War, and the Vietnam War, 10/25/2010
- 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, Virginia School Search Resource Guide, Including Student Search Guidelines, 10/1/2000
- School Safety, Guidance for Accommodating Children with Special Dietary Needs in School Nutrition Programs, 10/11/2002
- 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, Model School Crisis and Emergency Management Plan, 11/30/2007
- School Safety, School Safety Audit Protocol, 7/30/2000
- School Safety, Policy Regarding Medication Recommendation by School Personnel, 8/16/2002
- School Safety, Persistently Dangerous Schools and Unsafe School Choice Option, 4/30/2003
- School Safety, Guidelines for Managing Asthma: A Team Approach, 7/1/2003
- 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, Guidelines for the Development of Policies and Procedures for Managing Student Behaviors in Emergency Situations: Focusing on Physical Restraint and Seclusion, 11/30/2005
- School Safety, Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools, 3/24/2011
- School Safety, Guidelines for Policies on Concussions in Students, 11/17/2016
- School Safety, Elementary School Gun Safety Guidelines and Curriculum, 7/31/2011

- School Safety, Persistently Dangerous Schools Identification Process and Criteria, 4/29/2003
- School Safety, Model Policy to Address Bullying in Virginia's Schools, 10/24/2013
- School Safety, Guidelines for School Division Policy Regarding Service Dogs in Virginia's Public Schools, 12/31/2011
- 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 , Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia, 1/13/2011
- 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, Procedures for Receiving and Resolving Complaints which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities, 2/25/2000
- 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, Guidance Document on Manifestation Determination New Requirements, 11/30/2006
- Special Education, Extended School Year Services, 12/31/2007
- Special Education, Guidance Document on the Implementation of the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 8/31/2009
- 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, The Virginia Paraprofessional Guide to Supervision and Collaboration with Paraprofessionals: A Partnership, 6/1/2005

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, Virginia Tiered System of Supports: A Guide for School Divisions, 12/31/2013

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

Student Services, Guidelines for Training on the Prevention of Trafficking of Children, 6/28/2018

Student Services, Guidelines for the Prevention of Suspension and Expulsion of Young Children: Supporting Children with Challenging Behaviors in Early Childhood Settings, 12/6/2018

Tax Credits, Guidelines for the Education Improvement Scholarship Tax Credits Program, 10/16/2018

Tax Credits, Guidelines for the Neighborhood Assistance Act Tax Credit Program for Education, 10/16/2018

Teacher Education, Accountability Measurement of Partnerships and Collaborations Based on PreK-12 School Needs Required by the Regulations Governing the Review and Approval of Education Programs in Virginia, 11/29/2012

Teacher Education, Definitions of At-Risk of Becoming Low-Performing and Low-Performing Institutions of Higher Education in Virginia as Required by Title II of the Higher Education Act (HEA), 3/23/2017

Teacher Education, Criteria for Identifying Alternative Routes to Teacher Licensure as "Low Performing" or "At Risk of Becoming Low Performing" Required by Title II of the Higher Education Opportunity Act, 2/17/2011

Technology, Acceptable Use Policy: A Handbook, 1/1/2001

Technology, Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by Schools Boards to Students, 10/20/2000

Transportation, Virginia School Bus Specifications, 11/21/2013

DEPARTMENT OF ELECTIONS

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) 552-9745, email info@elections.virginia.gov, or FAX (804) 371-0194. 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

through the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

Guidance Documents:

[GDocs_2019, Other Guidance Documents](#), 12/17/2018

[GREB, the Handbook](#), 6/4/2018

State Board of Elections

[DEL-1, State Board of Elections Policy 2004-007 as amended September 14, 2010](#), 9/14/2010

[DEL-2, Campaign Finance and Advertising Delegations to Secretary \(Updating Policy 2004-007\)](#), 8/19/2011

[FW, Forms Warehouse](#), 2/1/2017

VIRGINIA EMPLOYMENT COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the central office of the Virginia Employment Commission, 703 East Main Street, Richmond, VA 23219. Copies of the guidance documents may be obtained by contacting Lisa J. Rowley, at the 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.

Questions regarding interpretation or implementation of the guidance documents may be directed to 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.

Guidance Documents:

[VEC-01, Guide to Effective Unemployment Insurance Adjudication](#), 12/12/2012

[VEC-02, Precedent Decision Manual](#), 12/28/2012

[VEC-03, Precedent Decision Manual Supplement](#), 12/12/2012

[VEC-04, Employer as Claimant Interoffice Communication](#), 5/20/2011

DEPARTMENT OF ENVIRONMENTAL QUALITY

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.

Guidance Documents:

[2672, Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency](#), 9/1/2005

[2951, Regulatory Guidance Development](#), 4/17/2006

[4012, Division of Enforcement Case Referrals](#), 8/20/2009

[6378, Virginia Environmental Excellence Program Operations Manual](#), 6/12/2018

[CEM-00, General Compliance Procedures](#), 12/1/2016

[CEM-01, Civil Enforcement Manual - Introduction](#), 4/28/2009

[CEM-02, Civil Enforcement Manual - Chapter 1- Enforcement Policy](#), 4/28/2009

[CEM-03, Civil Enforcement Manual - Cover Memorandum - Chapters 2-4 Changes Effective December 1, 2016](#), 11/22/2016

[CEM-04, Civil Enforcement Manual - Chapter 2 - General Enforcement Procedures](#), 12/1/2016

[CEM-05, Civil Enforcement Manual - Chapter 2A - Attachments to Chapter 2 - General Enforcement Procedures](#), 12/30/2014

[CEM-06, Civil Enforcement Manual - Chapter 3 - Priority, Timeliness and Certainty of Enforcement Actions](#), 12/1/2016

[CEM-07, Civil Enforcement Manual - Chapter 4 - Civil Charges and Civil Penalties](#), 12/1/2016

[CEM-08, Civil Enforcement Manual - Chapter 5 - Incentives for Identifying and Resolving Violations - Revision 2 Cover Memorandum](#), 5/2/2012

Guidance Documents

CEM-09, Civil Enforcement Manual - Chapter 5 Continued - Incentives for Identifying and Resolving Violations - Revision 2, 5/2/2012

CEM-10, Civil Enforcement Manual - Chapter 6 - Adversarial Administrative Actions, 12/1/1999

CEM-11, Civil Enforcement Manual - Chapter 6 Continued - Formal Hearings, 12/20/2007

CEM-11A, Civil Enforcement Manual - Chapter 6 Addendum - Cover Memorandum, 7/1/2016

CEM-11B, Civil Enforcement Manual - Chapter 6 Addendum, 7/1/2016

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

PREP-2017-01, Pollution Response Program - Base Manual, 7/18/2017

State Air Pollution Control Board

4186, Memorandum of Agreement Between the Department of Mines, Minerals and Energy and the Department of Environmental Quality, 2/19/2010

4455, Fugitive Dust Control from Mining Operations, 6/9/2011

4967, VELAP - Air Program Requirements, 5/1/2012

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

6-2014, Virginia Freedom of Information Act Compliance, 10/10/2014

ACG-001, Guidance for the Use of a Diluent Cap for Continuous Emission Monitoring Systems (CEMS) Emission Calculations, 2/23/2015

ACG-002, Guidance for Implementing the EPA Stationary Source Audit Sampling Program (SSASP), 1/2/2017

ACG-003, Guidance for Decommissioning or Maintenance of Stage II Vapor Recovery Systems at Gasoline Dispensing Facilities in the Northern Virginia and Richmond Volatile Organic Compound Control Emission Control Areas, 1/1/2016

ACG-004, Guidance for Approval of Existing Sewage Sludge Incineration (SSI) Operator Training Pursuant to 9VAC5-40 Article 55 and 40 CFR 60 Subpart MMMM, 5/23/2016

ACG-005, Guidance for the Interpretation of the Duration of Violations when Applying Criteria 2, 3, and 4 of EPA's 2014 Policy for High Priority Violations, 5/13/2016

ACG-006, Guidance for Reporting NO_x Excess Emissions for Facilities Subject to 40 CFR 60, Subparts GG and KKKK, 9/1/2016

ACG-007, Guidance for Approval of New Sewage Sludge Incineration Operator Training Pursuant to 40 CFR 60 Subpart LLLL, 5/23/2016

ACG-008, Air Compliance Guidance for Nonqualifying Sources, 1/25/2017

ACG-009, Air Compliance Guidance regarding Nonhazardous Secondary Materials, 3/14/2017

ACG-010, Air Compliance Guidance for Implementation of 40 CFR Part 60 Subpart WWW and 40 CFR Part 60 Subpart Cf, 8/30/2018

ACG-011, Air Compliance Guidance for Sulfur or SO₂ Testing Requirements for Combustion Turbines Subject to 40 CFR Part 60, Subpart KKKK, 2/28/2018

ACG-012, Air Compliance Guidance for the Approval of Open Burning for Firefighter Training and Instruction Pursuant to 9VAC5-130-40 A, 8/15/2018

ACG-013, Air Compliance Guidance for the Testing, Monitoring, and Certification Provisions of 9VAC5-40 Part II Article 37 Requiring Approval or Acceptance by the Board, 9/7/2018

ACG-014, Air Compliance Guidance for Violations of 9VAC5-40 Part II Article 37 and Related Federal Rules in Accordance with EPA Letters regarding No Action Assurance dated September 13, 2018, 9/24/2018

ACG-015, Air Compliance Guidance for the Implementation of the Permitting Exemption for Qualified Fumigation Facilities, 12/26/2018

APG-101, Interim Guidance, Shell Buildings, 1/30/1987

APG-102, Public Participation Requirements prior to issuing any permit for the construction of a new major stationary source or major modification to an existing source pursuant to Section 10.1-1307.01 (Localities Particularly Affected) (Memo No. 99-1004), 1/25/2010

APG-103, Guidance on Permit Applicability - PM and PM-10 Sources (Memo No. 01-1002), 9/14/2009

APG-105, Procedures for Shutting Down Sources (Memo No. 03-1006), 8/19/2010

APG-150, Air Permit Application Fee Guidance, 7/1/2012

APG-200A, Title V Air Permits Guidance Manual, 12/9/2016

APG-202, EPA's White Papers on Title V Operating Permit Program (Memo No. 97-1004), 8/19/1997

APG-203, Utilization of the Wood Furniture Manufacturing Title V Permit Boilerplate (Memo No. 98-1001), 2/17/1998

- APG-204, Common Control Determinations for Title V Permit Applicability (Memo No. 98-1002), 1/25/2010
- APG-206, Existing Source Startup, Shutdown, and Malfunction Opacity Exclusion for Title V Permits, 3/16/2009
- APG-213, Sample Maximum Achievable Control Technology (MACT) Place Holder Conditions, 3/5/2004
- APG-214, Title V and New Source Review (NSR) Conflicts, 9/30/2004
- APG-251, Implementation Guidance for Issuance of Article 3 Federal Operating Permits, 2/10/2017
- APG-301, Memorandum of Understanding between Shenandoah National Park and Commonwealth of Virginia regarding Prevention of Significant Deterioration permitting issues, 3/31/1993
- APG-302, Memorandum of Understanding between Jefferson National Forest and Commonwealth of Virginia Regarding Prevention of Significant Deterioration Permitting Issues, 3/30/1993
- APG-303, Prevention of Significant Deterioration (PSD) Definitions, 9/14/2009
- APG-304, Interpretation of the term "designed to accommodate", 9/14/2009
- APG-306, Relocation of Portable Nondiesel Engines, 10/25/2002
- APG-308, Clarification of 9VAC5-80-1695 F - Exemption of Alternative Fuels under Major NSR, 3/24/2011
- APG-309, Air Permitting Guidelines - New and Modified PSD Sources, 11/2/2015
- APG-310, New and Modified Major Sources in Nonattainment Areas and Ozone Transport Region, 11/2/2015
- APG-311, Interim Guidance on Prevention of Significant Deterioration (PSD), 8/25/2014
- APG-350, New Source Review Permits Program Manual, 4/1/2002
- APG-350A, Article 6 - Minor New Source Review Permit Program Manual, Draft, 10/6/2005
- APG-354, Permitting and Best Available Control Technology Applicability under Chapter 80 Article 6, 6/12/2015
- APG-355, Used Oil Fuel Permitting, 7/11/2013
- APG-356, Revised Article 6 Regulation, 12/19/2012
- APG-400A, State Operation Permits Manual, 9/30/1999
- APG-452, Section 112(g) Implementation Guidance (Policy No. 99-1007), 1/25/2010
- APG-453, Implementation Guidance for Incorporating State Toxics Requirements in Air Permits (Memo No. 02-1001), 1/20/2010
- APG-456, Regulation of Federal Hazardous Air Pollutants under the State Toxics Program and State NSR Programs, 9/1/2004
- APG-457, State Toxics and Solid Waste Combustion Rules, 7/12/2012
- APG-458, Air Permitting Implementation Guidance for Nonhazardous Secondary Materials (NHSM), 3/14/2017
- APG-551, Procedures for Permitting and other Activities Associated with Coal Processing Plants (ADP Statement No. 2-96), 9/18/2008
- APG-553A, Municipal Solid Waste Landfill Procedures and Boilerplate Permits, 9/1/1999
- APG-554, Permitting and Compliance Issues for Non-road Internal Combustion Engines, 12/1/1999
- APG-554A, Internal Combustion Engine, 12/1/1999
- APG-558, Stone Processing Operations, 9/6/2018
- APG-559, Permit Boilerplate Procedures for Coal Preparation and Processing Plants, 3/7/2017
- APG-560, Wood Fired Boiler Procedure for Writing New and Modified Permits, 8/14/1998
- APG-561, Residual Oil Procedure for Writing New and Modified Permits for Boilers, 9/17/1998
- APG-562, Natural Gas and Distillate Oil Procedure for Writing New and Modified Permits for Boilers, 7/16/2018
- APG-563, Wood Coating Procedure for Writing New and Modified Permits, 11/5/1998
- APG-564, Wood Working Procedure for Writing New and Modified Permits, 11/5/1998
- APG-565, Concrete Plant Procedure for Writing New and Modified Permits, 8/9/2016
- APG-566, Asphalt Plant Procedure for Writing New and Modified Permits, 11/19/2012
- APG-567, Miscellaneous Coatings Procedure for Writing New and Modified Permits, 11/7/2012
- APG-568, Printing Procedure for Writing New and Modified Permits, 8/10/2000
- APG-569, Guidance for Permitting and Compliance for Facilities Subject to Nondelegated Federal Regulations, 8/29/2013
- APG-570, Interim Guidance for Permit Applicability for Emergency Generators Participating in an Emergency Load Response Program, 5/15/2009

Guidance Documents

APG-571, Permit Boilerplate Procedures for Human Remain Crematory Units and Pathological Waste Crematory Units, 6/10/2015

APG-573, Lumber Kiln Emissions Calculations, 9/30/2010

APG-574, Exemption of Qualified Fumigation Facilities, 7/11/2013

APG-576, Diesel Engine-Generator Set Procedure for Writing New and Modified Permits, 12/18/2012

AQAG-001, Virginia Modeling Guideline for Air Quality Permits, 7/24/2012

AQM-001, Quality Assurance Project Plan for the Ozone Ambient Air Monitoring Program, 11/1/2011

AQM-002, PM 10 Sampler Standard Operating Procedure (SOP), 4/14/2009

AQM-003, Quality Assurance Project Plan for the PM2.5 Ambient Air Monitoring Program, 11/1/1998

AQM-004, Quality Assurance Project Plan for the Carbon Monoxide Ambient Air Monitoring Program, 12/1/2011

AQM-004A, Quality Assurance Project Plan for the Carbon Monoxide Ambient Air Monitoring Program - Appendices, 12/1/2011

AQM-005, Quality Assurance Project Plan for the Nitrogen Oxides Ambient Air Monitoring Program, 12/6/2011

AQM-005A, Quality Assurance Project Plan for the Nitrogen Oxides Ambient Air Monitoring Program - Appendices, 12/6/2011

AQM-006, Quality Assurance Project Plan for the Sulfur Dioxide Ambient Air Monitoring Program, 12/6/2011

AQM-006A, Quality Assurance Project Plan for the Sulfur Dioxide Ambient Air Monitoring Program - Appendices, 12/6/2011

AQM-007, Quality Assurance Project Plan for Lead-TSP Ambient Air Monitoring Program, 4/25/2014

AQM-007A, Quality Assurance Project Plan for Lead-TSP Ambient Air Monitoring Program - Appendices, 4/25/2014

AQP-01, Procedures for Testing Facilities Subject to Emission Standards for Volatile Organic Compounds, 7/1/1991

AQP-02, Procedures for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations , 7/1/1991

AQP-03, Procedures for the Measurement of Capture Efficiency for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations and Graphic Arts Printing Processes, 4/1/1996

AQP-04, Procedures for Maintaining Records for Surface Coating Operations and Graphic Arts Printing Processes, 7/1/1991

AQP-08, Procedures for Preparing and Submitting Emission Statements for Stationary Sources, 1/1/1993

AQP-09, Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities, 1/1/1993

AQP-09A, Guidance Memo - Stage I and II Vapor Recovery System Testing Standards, 12/15/2011

AQP-11, Implementation of the Prevention of Significant Deterioration (PSD) of Air Quality Program, 1/1/1993

AQP-14, Control Technology Requirements for Emissions of NO_x from Electric Generating Combined Cycle Turbines, 12/1/2002

AQP-15, Public Comments at State Air Pollution Control Board Meetings, 2/25/2004

ASOP-01, Complaints, 8/9/2001

ASOP-02, Inspections, 9/14/2001

ASOP-03, Visible Emissions Evaluations, 3/20/2003

ASOP-04, CEM Audit Evaluation, 3/19/2003

ASOP-06, Title V Report or Certification Evaluations, 6/30/2018

ASOP-07, VOC Testing, 10/23/1997

ASOP-08, Particulate Testing: Role of Agency Observer, 5/26/1998

ASOP-09, VOC Sampling and Analysis, 3/28/2002

ASOP-10, Air Standard Operating Procedure for Reviewing Excess Emission Reports (EERs) , 8/17/2018

ASOP-11, The NO_x Trading Program, 6/6/2003

ASOP-13 Amendment, Tax Certification, 1/23/2009

ASOP-17, Compliance Assistance, 9/23/2003

LPR-SW-01-2007, Vegetative Waste Burning at Closed Landfills, 1/8/2007

MSOP-01, Professional Responsibilities and Conduct of Mobile Source Operations Staff , 8/22/2000

MSOP-02, Field Activity Procedures, 6/17/2010

MSOP-03, Station/Facility Permitting/Certification and Renewal Procedures, 6/17/2010

MSOP-04, Complaint Procedures and Investigations, 12/11/2006

MSOP-05, Procedures for Operating State Vehicles, 7/10/2008

MSOP-06, Data Disk Procedures and Vehicle Inspection Report Voiding Process, 4/16/2008

MSOP-07, Vehicle Emissions Inspection Station Recognition Program, 6/1/2011

MSOP-08, Exemption of Nonconforming Vehicles, 6/1/2012

MSOP-09, Special , 8/2/2010

MSOP-10, Kit-Car Vehicles, 4/30/2008

MSOP-11, Emissions Inspection Deferral Request, 6/18/2009

MSOP-12, Remote Visual Observation Inspection Procedures, 7/24/2000

MSOP-13, Enforcement Procedures and Schedule of Penalties - Mobile Source Operations Section, 12/5/2000

MSOP-14, On-Road Emissions (ORE) Program Procedures, 6/19/2009

SBAP-01, Small Business Assistance Program Modification Procedures for Modification of Work Practices, Technical Methods or Timeframe, 10/28/1994

SBAP-02, Guide to Compliance Requirements for Dry Cleaners, 3/17/1994

SBAP-03, Fact Sheet - Wood Furniture Operations, 12/13/1996

SBAP-04, Fact Sheet - Lithographic Printing Processes, 7/1/1996

SBAP-05, Fact Sheet - Flexographic, Rotogravure, and Publication Rotogravure Printing Lines, 7/1/1996

SBAP-06, Fact Sheet - Small Business Assistance Program, 12/17/1997

Department of Environmental Quality

2170, Procedure Manual - Environmental Impact Review of Major State Facilities, 10/1/2018

2281, Virginia Litter and Recycling Educational Projects , 12/1/2003

3321, Planning District Commission Technical Assistance Grant Minimum Standards, 12/20/2017

4186, Memorandum of Agreement between the Department of Mines, Minerals and Energy and the Department of Environmental Quality, 2/19/2010

5094, Guidance for Citizen Nomination of State Surface Waters for Inclusion in Annual Water Quality Monitoring Plan in Accordance with § 62.1-44.19:5 F of the Code of Virginia, 1/1/2017

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

2596, Virginia Coastal Zone Management Program Grant Proposal Guidance, 12/11/2017

6-2014, Virginia Freedom of Information Act Compliance, 10/10/2014

DEQ-LPR-2, Guidelines for the Virginia Litter Prevention and Recycling Grants, 2/28/2018

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

LPR-REM-2011-07, Review Process for UECA Environmental Covenants, 11/28/2011

LPR-SW-09-2002, Guidance for the Certification of Recycling Machinery and Equipment, 7/20/2007

REW2011-01, Wind Permit by Rule (PBR) Guidance - Cover Memo, 9/7/2011

REW2011-01S1, Wind PBR Guidance - Section I: General, 6/28/2012

REW2011-01S2, Wind PBR Guidance - Section II: Methodology, 7/1/2017

REW2011-01S3, Wind PBR Guidance - Section III: Coastal Avian Protection Zone (CAPZ) Narrative, 9/6/2011

REW2012-01, Solar PBR Guidance - Cover Memo, 7/18/2012

REW2012-01S1, Solar PBR Guidance - Section I: General, 7/18/2012

REW2012-01S2, Solar PBR Guidance - Section II: Methodology, 7/1/2017

REW2012-01S3, Solar PBR Guidance - Section III: Coastal Avian Protection Zone (CAPZ) Narrative, 7/18/2012

REW2013-01, Combustion PBR Guidance - Cover Memo, 8/27/2013

REW2013-01S1, Combustion PBR Guidance - Section I: General, 8/27/2013

REW2013-01S2, Combustion PBR Guidance - Section II: Methodology, 7/1/2017

REW2013-01S3, Combustion PBR Guidance - Section III: CAPZ Narrative, 8/27/2013

State Water Control Board

2283, Virginia Brownfield Remediation Loan Program Guidelines, 11/20/2018

2284, Virginia Land Conservation Loan Program Guidelines, 11/20/2018

2285, Virginia Water Quality Improvement Fund - Guidelines, 5/1/2012

Guidance Documents

- 2286, Virginia Wastewater Revolving Loan Fund Program Design Manual, 11/20/2018
- 2287, Procedural Guidelines for Virginia's Wastewater Revolving Loan Fund, 5/1/2017
- 2288, Virginia Agricultural Best Management Practices (BMP) Loan Program Guidelines , 5/1/2005
- 2355, Public Comment at State Water Control Board Meetings, 2/25/2004
- 2623, Procedure for Uncontested Termination of Ground Water Withdrawal Permits and Special Exceptions, 3/8/2005
- 5094, Guidance for Citizen Nomination of State Surface Waters for Inclusion in Annual Water Quality Monitoring Plan in Accordance with Section 62.1-44.19:5 F of the Code of Virginia, 1/1/2017
- 5215, Stormwater Loan Program Guidelines, 11/20/2018
- 5989, Construction Stormwater FFY 2016 Compliance Monitoring Strategy, 4/1/2016
- 6130, Stormwater Local Assistance Fund Program Guidelines, 12/12/2016
- 6131, Living Shoreline Loan Program Guidelines, 4/1/2016
- 00-2003, Wetland Compensation Ratios , 2/1/2000
- 00-2004, The Virginia Petroleum Storage Tank Fund Reimbursement Manual, Volume I: Application Process, 3rd Edition: (For Work Authorized before March 1, 2007, 2/8/2000
- 00-2006, Spiking Requirements for Metals Analysis, 3/23/2000
- 00-2008, Notification of Acceptance for Coverage by a General Permit, 5/12/2000
- 00-2010, Protocol for DEQ Action in the Event Unpermitted Discharges are Identified, 8/22/2000
- 00-2011, Guidance on Preparing VPDES Permit Limits based on Water Quality Standards for Toxics, 8/24/2000
- 00-2011, QL Related Update to Guidance Memo 00-2011 - Amendment 4 (1-3 no longer effective)), 4/10/2003
- 00-2012, Toxics Management Program Implementation, 8/24/2000
- 00-2014, Quality Assurance Project Plan, State Lead Program, Revision 2, 6/12/2014
- 00-2015, Implementation Guidance for July 2000 Revisions to the VPDES Permit Regulation, 9/27/2000
- 00-2016, Chain of Custody Policy and Procedures - Amendment 1, 3/14/2006
- 00-2018, Implementation of the VPA General Permit Regulation for Poultry Waste Management, 11/30/2000
- 01-2001, Use of USGS 1980 Hydrologic Unit Map of the US to Determine Appropriate Hydrologic Unit Code for Compensatory Mitigation using Mitigation Bank Credits, 1/8/2001
- 01-2003, Standard Operating Procedures for Clean Metals Sampling - Amendment 1, 4/10/2003
- 01-2005, Interim Guidance for Spray Irrigation and Reuse of Wastewater, 1/18/2001
- 01-2007, Implementation Guidance for December 2000 Revisions to the VPDES Permit Regulation, 3/15/2001
- 01-2008, Numbering of Outfalls for VPDES Permits, 3/21/2001
- 01-2011, Monitoring Toxic Trace Metals in Surface Waters, 4/16/2001
- 01-2012, Siting of Storm Water BMPs in Surface Waters and the Application of Temperature Standard to Impoundments, 4/18/2001
- 01-2013, Checklists for Wastewater Laboratory Inspections, 5/3/2001
- 01-2013, Checklists for Wastewater Laboratory Inspections - Amendment 2, 5/10/2002
- 01-2013, Checklists for Wastewater Laboratory Inspections - Amendment 3, 5/24/2004
- 01-2017, DEQ Staff Biosecurity Procedures and Response to Suspected and/or Confirmed Outbreak of Foot and Mouth Disease, 5/21/2001
- 01-2020, Implementation of Amendments to the VPDES Permit Regulation and General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons per Day (GPD) - Local Government Ordinance Form, 7/17/2001
- 01-2021, Virginia Department of Transportation Interagency Transfer Process for Permit Application Fees, 7/26/2001
- 01-2024D, Storage Tank Program Technical Manual, Fourth Edition, 5/10/2011
- 01-2024D Appendices, Storage Tank Program Technical Manual, Fourth Edition - Appendices, 5/10/2011
- 01-2025, Petroleum Storage Tank Compliance Manual, 10/12/2001
- 02-2001, Confined Animal Feeding Operation (CAFO) Inspection Checklist, 1/23/2002
- 02-2002, Fish Kill Guidance Manual Second Edition, 3/4/2002
- 02-2010, Water Compliance Auditing Manual, 7/3/2002
- 02-2012, Determination of Service Areas for Compensatory Mitigation Banks, 7/12/2002

- 02-2016, Issuance of Virginia Water Protection Permits for Surface Water Impacts in Potomac River, 8/7/2002
- 02-2019, The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume II: UCR Schedules, 5th Edition (For Work Authorized before March 1, 2007), 11/4/2002
- 03-2001, Reporting Operator Misconduct or Convictions, 1/7/2003
- 03-2007, Implementation of Bacteria Standards in VPDES Permits, 3/27/2003
- 6-2014, Virginia Freedom of Information Act Compliance, 10/10/2014
- 90-011, Interpretation of Nutrient Policy, 4/20/1990
- 90-016, Use of State Model by Consultants, 7/2/1990
- 91-004, Permits/Certificates Approved at Board Meetings, 2/1/1991
- 91-006, Purchase of Sample Containers, 2/20/1991
- 91-007, Sample Volumes for Nonmetals Lab, 2/20/1991
- 91-020, Modifications to September 8, 1989 Guidance Memo VPDES Permitting Strategy for Discharges Resulting from Underground Storage Tank (UST) Remediation Projects and Similar Projects, 10/1/1991
- 91-028, Procedure for Assigning Numbers to Permits, 12/10/1991
- 92-006, Authorization to Issue Certifications for Tax Exemptions, 3/9/1992
- 92-006, Authorization to Issue Certifications for Tax Exemptions for Underground Storage Tanks - Addendum 5, 11/4/1996
- 92-006, Authorization to Issue Certifications for Tax Exemptions of Water Reclamation and Reuse Equipment and Facilities - Addendum 6, 4/22/2009
- 92-006, Authorization to Issue Certifications for Tax Exemptions for Aboveground Storage Tanks - Addendum 4, 8/22/1994
- 92-013, Reporting of BOD5 Results for VPDES Monitoring, 4/21/1992
- 92-016, Virginia Pollution Abatement (VPA) Permit Manual, 6/1/1992
- 92-018, Virginia Pollution Abatement (VPA) Permit Program, 8/28/1992
- 93-008, DEQ Water Division Water Purification Systems Contaminants, 4/20/1993
- 93-026, Permitting Strategy for Wood Preserving Operations, 10/11/1994
- 93-026 Amendment 1, Permitting Strategy for Wood Preserving Operations Amendment 1, 10/11/1994
- 94-003, Classification of Effluent/Water Quality Limiting Segments and Relationship with Antidegradation Tiers, 3/22/1994
- 94-012, Calcium Carbonate Equivalence Testing Requirements, 10/20/1994
- 94-014, Implementation of the VPA General Permit for Confined Animal Feeding Operations, 11/16/1994
- 94-017, VPA Farm Fertilizer and Chemical Dealerships, 12/22/1994
- 95-002, VPA Land Application of Water Treatment Plant Residuals, 1/19/1995
- 95-005, Local Government Ordinance Forms (CAFO), 6/20/1995
- 95-006, Updated Technical Criteria for VPA Industrial Land Application Program, 9/28/1995
- 95-008, General Permits, 11/3/1995
- 95-010, VPA Permit Application Forms Revision, 11/6/1995
- 96-001, Storm Water Permitting, 3/15/1996
- 96-002, Oil and Gas and Total Petroleum Hydrocarbon (TPH) Limits for Certain Effluents, 4/9/1996
- 96-009, Obtaining Dissolved Metals Data, 11/19/1996
- 96-009, Obtaining Dissolved Metals Data - Amendment 1, 12/2/1996
- 96-009, Obtaining Dissolved Metals Data - Amendment 2, 4/10/2003
- 97-2006, Revised Local Government Ordinance Form, 11/24/1997
- 98-2005, Reduced Monitoring, 5/4/1998
- 98-2010, VPDES Permit and VPA Permit Ground Water Monitoring Plans, 9/30/1998
- 98-2011, Inspection Checklists for Analyses of Mercury by Cold Vapor and Metals, 11/4/1998
- 99-2003, Use of Method 1664 for Total Petroleum Hydrocarbons (TPH) Determination in VPDES Permits, 2/26/1999
- DCR-CBLAB-001, Letter to Delegate John G. Dicks, III, 10/19/1989
- DCR-CBLAB-002, Letter to Prince William County Attorney Sharon E. Pandek, 9/10/1990
- DCR-CBLAB-003, Opinion from the Office of the Attorney General regarding Grandfathering, 6/28/1991

Guidance Documents

- DCR-CBLAB-004, Opinion from the Office of the Attorney General regarding Takings, 7/2/1991
- DCR-CBLAB-005, Opinion for the Office of the Attorney General regarding the authority of the Board to Institute Legal Action, 11/26/2001
- DCR-CBLAB-006, Opinion for the Office of the Attorney General regarding the Equal Protection Clause of the US Constitution, 10/30/2002
- DCR-CBLAB-009, Board Guidance Document regarding Delineation of the Resource Protection Area (RPA), 2/1/1992
- DCR-CBLAB-011, Board's Checklist Used to Evaluate the Consistency of Locally Adopted, Phase I, Program Ordinances, 1/2/1991
- DCR-CBLAB-012, Board's Checklist Used to Evaluate the Consistency of Phase II Comprehensive Plans, 1/10/1992
- DCR-CBLAB-013, Board Guidance Document: Resource Protection Area - Onsite Buffer Area Delineation 9-16-02, 6/15/2009
- DCR-CBLAB-014, Board Guidance Document: Resource Protection Area - Buffer Area Encroachments 9-16-02, 6/15/2009
- DCR-CBLAB-015, Board Guidance Document: Stormwater Management Requirements 9-16-02, 9/16/2002
- DCR-CBLAB-016, Board Guidance Document: Silvicultural Operations, 9VAC10-20-120.10, 9/16/2002
- DCR-CBLAB-017, Board Guidance Document: Exceptions, 9VAC10-20-150 C, 6/15/2009
- DCR-CBLAB-018, Board Guidance Document: Nonconforming Structures and Uses, 9/16/2002
- DCR-CBLAB-019, Board Guidance Document: Determination of Water Bodies with Perennial Flow, 6/21/2010
- DCR-CBLAB-020, Board Guidance Document: Resource Protection Areas: Permitted Development Activities, 6/21/2010
- DCR-CBLAB-021, Board Guidance Document: Administrative Procedures for the Designation and Refinement of Chesapeake Bay Preservation Boundaries, 12/6/2013
- DCR-CBLAB-022, Riparian Buffers Modification and Mitigation Guidance Manual, 9/15/2003
- DCR-CBLAB-024, Letter, Henrico County regarding placing fences in the RPA, 3/3/2000
- DCR-CBLAB-025, Letter, Hanover County regarding placing fences in the RPA, 4/20/2000
- DCR-CBLAB-069, Letter to all Tidewater Administrators, Mayors and Town and City Managers, 4/14/2004
- DCR-CBLAB-085, Procedural Policies for Local Program Review, 6/16/2008
- DCR-CBLAB-086, Resource Protection Areas: Nontidal Wetlands, 12/10/2007
- DCR-CBLAB-087, Approved Compliance Evaluation Review Elements, 6/21/2010
- DCR-VSWCB-011, Virginia Stormwater Management Handbook, 9/1/1999
- DCR-VSWCB-013, Virginia Erosion and Sediment Control Handbook, Third Edition, 12/14/2011
- DCR-VSWCB-024, Guidance Document on Virginia Stormwater Management Program Site Inspection Strategies, 3/7/2011
- DCR-VSWCB-026, Guidance Document on Utilization of Nonpoint Nutrient Offsets, 11/14/2011
- DCR-VSWCB-029, Activities Constituting Substantive Progress Towards Local Development of a Virginia Stormwater Management Program, 12/13/2012
- DCR-VSWCB-030, Stormwater Management Model Ordinance, 12/13/2012
- GM LPR-SRR-2016-01, Storage Tank Program Technical Manual Fifth Edition - Chapter 1, 3/23/2016
- GM01-2013, Checklists for Wastewater Laboratory Inspections - Amendment 4A, 10/5/2005
- GM01-2013, Checklists for Wastewater Laboratory Inspections - Amendment 5, 5/4/2006
- GM01-2013, Checklists for Wastewater Laboratory Inspections - Amendment 6, 8/30/2006
- GM01-2013, Checklists for Wastewater Laboratory Inspections, 11/1/2001
- GM01-2013, Checklist for Wastewater Laboratory - Amendment 7, 1/14/2008
- GM02-2010, Water Compliance Auditing Manual Amendment 2- Revisions to Section I "Spills", Section J "Inspection" and Appendix I "Point Assessment Criteria", 7/29/2009
- GM02-2010 Amendment 3, Compliance Auditing Manual Revisions – Section I A "VPDES - DMRs Processing Procedures", 11/18/2010
- GM03-2003, Interpretation for Water Monitoring of GM00-2016 - Chain of Custody Policy and Procedures - Amendment 1, 3/14/2006

- GM03-2012, Heating Seasonal Performance Factor Model Calibration and Verification for Bacteria Total Maximum Daily Loads (TMDLs), 9/3/2003
- GM03-2013, Method for Calculating E. Coli TMDLs based on Fecal Coliform Monitoring, 3/3/2003
- GM03-2014, Reporting of Data Generated During Approved Training Programs, 9/10/2003
- GM03-2015, Method for Representing Wasteload Allocations (WLAs) in Bacteria TMDLs, 11/25/2003
- GM04-2003, Certification of Operator Requirements, 1/20/2004
- GM04-2005, Water Quality Monitoring Consolidated Guidance Memorandum - Amendment 2, 3/26/2007
- GM04-2012, Coordination of Water Permit Programs with the Department of Health, 5/25/2004
- GM04-2014, Procedures-Project Evaluation and Processing of Plans and Specifications for Sewage Collection Systems and Treatment Works, 6/23/2004
- GM04-2015, Local Review Program, 6/24/2004
- GM04-2021, Guidance for Exceptional State Waters Designations in Antidegradation Policy Section of Water Quality Standards (WQS) Regulation, 11/15/2004
- GM05--2005, Procedures for the Closure or Abandonment of Lagoon or Sewage Treatment Works, 4/14/2005
- GM05-2001, Final 316(b) Phase II Rule Implementation, 1/25/2005
- GM05-2006, Virginia Petroleum Storage Tank Fund Third Party Disbursement Guidelines, 4/15/2005
- 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
- GM05-2015, EPA Brownfields Grant Eligibility Review for Petroleum Contaminated Sites, 11/29/2005
- GM05-2016, Lender Liability Exemption Guidelines, 11/29/2005
- GM06-2004, Geographical Information System (GIS) Data Plotting Procedure, 5/12/2006
- GM06-2005, Biosecurity Procedures for Poultry Farm Visits, 5/24/2006
- GM06-2006, Guidelines for Underground Storage Tank Cathodic Protection Evaluation, 5/26/2006
- GM06-2007, Definition of Aboveground Storage Tanks for the Purpose of Eligibility for Virginia Petroleum Storage Tank Reimbursement, 6/13/2006
- GM06-2008, Local Government Certification for New VPDES Permitted Landfills, 6/29/2006
- GM06-2009, Review and Approval of Operation and Maintenance Manuals for Municipal Sewage Treatment Works, 7/5/2006
- 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
- GM06-2016, Significant Figures for Discharge Monitoring Reports - Amendment 1, 11/16/2006
- GM07-2001, Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume III, Application Process: For Work Authorized On Or After March 1, 2007, 2/23/2007
- GM07-2002, The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume IV, 007 UCR Schedules: For Work Authorized On Or After March 1, 2007, 2/23/2007
- GM07-2003, The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume V, Reconsideration Procedures Applicable to initial Reimbursement Decisions issued after March 1, 2007, 2/23/2007
- GM07-2007, Threatened and Endangered Species Screening for VPDES Permits, 5/2/2007
- 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
- GM07-2009, VPDES Permit Applications for Discharges in Shellfish Growing Areas, 6/15/2007
- GM07-2011, Issuing a Certificate to Construct from a Final Engineering Report, 7/30/2007
- GM07-2012, Assigning Operator License Classes, 10/10/2007
- GM07-2013, CEDS DMR Data Entry Rules, 10/25/2007

Guidance Documents

GM08-2001, Processing of Priority Permits, Administrative Continuance of Expired Permits and Permitting, 1/24/2008

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

GM08-2007, Issuance of Biosolids Use Permits under the Virginia Pollution Abatement Permit System, 5/13/2008

GM09-2001, TMDL Guidance for Monitoring of Point Sources for TMDL Development using Low-level PCB Method 1668 (Amendment 1), 11/1/2011

GM09-2001, Guidance for Monitoring of Point Sources for TMDL Development Using Low-Level PCB Method 1668, 3/6/2009

GM09-2002, DEQ Field Measurements, Sampling and Evaluation of Data, 2/27/2009

GM09-2004, Applying Compensatory Mitigation Preferences Provided in the EPA Mitigation Rule to Virginia Water Protection Permitting, 3/19/2009

GM09-2005, Monitoring and Assessment of Lakes and Reservoirs, 4/23/2009

GM09-2011, Conducting an Alternatives Analysis per the Requirements of 9VAC25-260-275 Protection of Eastern Shore Waters for Clams and Oysters, 8/18/2009

GM09-2012, Applying the Freedom of Information Act Exemption of Location Information to DEQ Water Division Permit Files - Amendment No. 1, 11/23/2009

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

GM11-2001, Review and Coordination with other State Agencies for Threatened and Endangered Species for Biosolids Permitting, 1/25/2011

GM11-2002, Assessing points for violations of Chesapeake Bay Annual Load and Concentration Limitations for Total Nitrogen and Total Phosphorus, 1/26/2011

GM11-2004, Amendments to the Virginia Water Protection Permit Program Regulation 9VAC25-210 (Effective July 25, 2007) Regarding Surface Water Withdrawal Permitting, 3/17/2011

GM11-2005, Revised Local Government, Riparian Property Owner, Adjacent Property Owner or Resident, and General Public Notification Procedures for VPDES, VPA and VWP Permit Applications and Draft Permits, 3/18/2011

GM11-2006, Managing Frozen Ground for Biosolids Land Application, 3/18/2011

GM11-2007, 2012 Water Quality Assessment Guidance Manual, 6/7/2011

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

GM12-2001, Determining Compliance with the use of VELAP Laboratory for VPDES and VPA Reporting, 4/20/2012

GM12-2003, Landowner Agreements for Biosolids Land Application - Revision 1, 10/22/2018

GM13-2001, Implementation Guidance for the Reissuance of the General VPDES Permit Regulation for Discharges from Petroleum Contaminated Sites, Groundwater Remediation and Hydrostatic Tests, 9VAC25-120, 2/27/2013

GM13-2002, Implementation Guidance for the Reissuance of the General VPDES Permit for Noncontact Cooling Water Discharges of 50,000 GPD or Less, 9VAC25-196, 2/27/2013

GM13-2003, Guidance for Calibration Verification of On-Line Analyzers Used to Monitor Reclaimed Water, 2/10/2014

GM13-2004, Implementation Guidance for Reissuance of the General VPDES Permit for Concrete Products Facilities VAG11, 8/12/2013

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

GM14-2002, Implementation Guidance for the 2009 General Permit for Discharges of Stormwater from Construction Activities, 9VAC25-880, 3/7/2014

GM14-2003, March 2014 VPDES Permit Manual Revisions, 3/27/2014

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

GM14-2005, 2014 Water Quality Assessment Guidance Manual, 4/21/2014

GM14-2006, VPA and Stormwater Management Permitting and BUD Approval at Solid Waste Management Facilities, 4/30/2014

GM14-2008, Implementation Guidance for Reissuance of the General VPDES Permit for Nonmetallic Mineral Mining Facilities VAG84, 7/13/2009

GM14-2009, Interim Use of Stormwater Manufactured Treatment Devices (MTDs) to Meet the New Virginia Stormwater Management Program (VSMP) Technical Criteria, Part IIB Water Quality Design Requirements, 5/15/2014

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

GM14-2013, Implementation Guidance for Reissuance of the General VPDES Permit for Stormwater Discharges Associated With Industrial Activity, VAR05, 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

GM14-2015, TMDL Wasteload Allocation Modifications in Response to New, Expanding, or Relinquished Discharges, 9/26/2014

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

GM14-2017, Implementation of VPA Regulation and General Permit for Animal Feeding Operations and Animal Waste Management Amendments, VPG1, 11/12/2014

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

GM15-2003, Postdevelopment Stormwater Management Implementation Guidance for Linear Utility Projects under the Virginia Stormwater Management Program Regulation, 9VAC25-870, 4/23/2015

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

GM16-2002, Administrative and Enforcement Proceedings - Compliance Reviews of a Local Government Program for the Implementation and Enforcement of the Chesapeake Bay Preservation Act and Chesapeake Bay Preservation Area Designation and Management Regulations, 5/6/2016

GM16-2003, Implementation of the 2016 Reissuance of the VPDES General Permit Regulation for Seafood Processing Facilities - VAG52, 5/12/2016

GM16-2004, Coverage Transition for Virginia Water Protection General Permit Regulations, 7/26/2016

GM16-2006, TMDL Action Planning for Local Total Maximum Daily Loads as Required in the Small MS4 General Permit (VAR04) Effective July 1, 2013 and MS4 Individual Permits, 11/21/2016

GM17-2001, Municipal Separate Stormwater Sewer System (MS4) Inspection Guidance Standard Operating Procedures (SOP), 2/6/2017

GM17-2002, Standard Joint Permit Application and Tidewater Joint Permit Application for the Virginia Water Protection (VWP) Permit Program, 5/25/2017

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

GM17-2004, Guidance Manual for Total Maximum Daily Load Implementation Plans, 6/6/2017

GM17-2006, Implementation of the Reissued Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Vehicle Wash Facilities and Laundry Facilities (VAG 75), 11/7/2017

GM18-2001, 2018 Water Quality Assessment Guidance Manual, 12/20/2018

GM18-2002, Amended Implementation Guidance for Financial Capability Regulation, 9VAC25-650, 4/17/2018

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

GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 1, 5/9/2017

GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 2, 11/16/2018

Guidance Documents

- GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 3, 12/19/2018
- GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 4, 12/19/2018
- GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 5, 12/19/2018
- GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 6, 12/19/2018
- GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 7, 12/19/2018
- GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 8, 12/19/2018
- GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 9, 12/19/2018
- GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 10, 12/19/2018
- GM18-2008, Virginia Water Protection (VWP) Permit and Compliance Staff Manual - Chapter 11, 12/19/2018
- GM18-2010, Compliance and Auditing Procedural Guidance for the Office of Water Supply (OWS), 12/18/2018
- GM18-2010A, Compliance and Auditing Procedural Guidance, Attachment 1 – OWS Compliance Workflow, 12/18/2018
- GM18-2011, Point Assessment Guidance for Alleged Noncompliance of the Groundwater and Surface Water Withdrawal Permit Criteria for the Office of Water Supply, 12/18/2018
- GM18-2012, Point Assessment for Alleged Violations of the Construction Stormwater Permit Criteria and Enforcement Referral Guidance, 12/20/2018
- GMWRD06-100, Ground Water Withdrawal Permit Procedures Manual, 5/25/2006
- LPR-SRR-01-2012, Risk Based Inspection Strategy for USTs, 2/1/2013
- LPR-SRR-01-2013, Provision of Alternate Water Supplies to Operators of Petroleum-Impacted Water Supplies, 6/13/2013
- LPR-SRR-02-2012, Tank Ownership and Responsible Person Identification Changes, 10/2/2012
- LPR-SRR-03-2012, Case Closure Evaluation of Sites with Free Product, 12/28/2012
- LPR-SRR-2014-01, State Lead Procedures Manual, First Edition, 5/14/2014
- LPR-SRR-2014-02, Storage Tank Program Compliance Manual Volume 4: Compliance Process, 7/15/2014
- LPR-SRR-2014-03, Quality Assurance Project Plan for the Alternate Water Supply Program - Revision 3, 3/27/2017
- LPR-SRR-2014-04, Storage Tank Program Compliance Manual Volume 1: Program Fundamentals, 12/22/2014
- LPR-SRR-2015-01C, Storage Tank Program Quality Management Plan, Amendment 3, 3/24/2016
- LPR-SRR-2015-02, Instructions for Completing the State Lead Acceptance Form and Contractor Evaluation Tab, 12/4/2015
- LPR-SRR-2016-02, CEDS Tanks Compliance and Registration User Manual, 7/29/2016
- LPR-SRR-2016-03, Storage Tank Program Compliance Manual Volume 3: Underground Storage Tank Inspections, 7/29/2016
- LPR-SRR-2016-04, Storage Tank Program Compliance Manual Volume 2: Registration & Closure, 12/1/2016
- LPR-SRR-2017-01, Discharges of Oil into Basements, 10/20/2017
- LPR-SRR-2018-3, New Underground Storage Tank Requirements Effective January 1, 2018, 10/2/2018
- LPR-SW-03-2012, Implementation of VELAP Certification, 3/27/2012
- LPR-WS-2013-01, Incorporation of Water Supply Planning in VWP Permit Decisions for Surface Water Withdrawals, 10/8/2013
- WQS-1, Water Quality Standards Interpretation - New Standards (1992), 2/24/1992
- WQS-2, Water Quality Standards Interpretation of Biologically Based Flows, Low Flow Application and Mixing Zones, 11/2/1992
- WQS-3, Water Quality Standards Interpretation of Fecal Coliform Bacteria and Mixing Zones, 4/20/1993
- WQS-5, Guidance on Application of Public Water Supply, 11/2/1994

Virginia Waste Management Board

- 2356, Public Comments at Virginia Waste Management Board Meetings, 2/25/2004
- 5804, Groundwater Monitoring Well Abandonment Site Assessment, 7/23/2015
- 6172, Universal Waste Mercury-Containing Lamp Crushing Guidance, 12/1/2016
- 6173, Universal Waste Lamp-Crushing Frequently Asked Questions, 12/1/2016
- 6409, Hazardous Waste Inspector Handbook Chapters, 9/30/2017

- 6410, Hazardous Waste Inspector Handbook Appendices and Bibliography, 9/30/2017
- 6467, Frequently Asked Questions about Convenience Centers, 12/14/2018
- 00-2016, Chain of Custody Policy and Procedures - Amendment 1, 3/14/2006
- 6-2014, Virginia Freedom of Information Act Compliance, 10/10/2014
- GM14-2006, VPA and SWM Permitting and Beneficial Use Determination Approval at Solid Waste Management Facilities, 4/30/2014
- LPR 02-2002, Guidance Document Development, 6/3/2002
- LPR 03-2004, Waste Division Review of Environmental Review Reports as Required by NEPA, 5/25/2004
- LPR 16-2002, Guidance for Certification of Waste Oil Burning Equipment for the State Income Tax Credit, 8/1/2002
- LPR-2015-01, Guidance for the Certification of Recycling Machinery and Equipment for State Income Tax Credit, 8/25/2015
- LPR-HW, Closure Guidance-Wood Treatment Facilities - Drip Pads, 6/7/2007
- LPR-HW, Emergency Permits - Virginia Hazardous Waste Management Regulations and the RCRA Regulations - Guidance Summary, 5/13/2010
- LPR-HW, EOD Emergency Response Operations and Emergency Permits Clarification, 3/4/2011
- LPR-HW-01-1997, Discarded Sandblast Grit Policy, 2/14/1997
- LPR-HW-01-2012, "Contained-in" and "Contained-out" Policy Guidance for Soils Contaminated with Hazardous Waste, 7/9/2012
- LPR-HW-03-1994, Risk Based Closure - (REAMS) Risk Exposure and Analysis Modeling System, 11/1/1994
- LPR-HW-05-1996, Siting Requirements for Hazardous Waste Management Facilities, 7/26/1996
- LPR-HW-18-2002, Hazardous Waste Financial Assurance Procedures, 8/22/2002
- LPR-HW-2013-01, Waste Procedure 5 Hazardous Waste Emergency Permits, 2/16/2018
- LPR-REM-01-1995, Policy for Handling Investigation Derived Waste, 9/1/2003
- LPR-REM-04-1996, Addendum to Policy for Handling Investigation Derived Waste, 7/24/1996
- 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
- LPR-SW-01-1994, Gas Condensate Recirculation, 11/1/2002
- LPR-SW-01-2005, Guidance for Soil Analysis Required for Facilities Treating Petroleum Contaminated Soil Under the Provisions of 9VAC20-80-360, 3/11/2005
- LPR-SW-01-2007, Vegetative Waste Burning at Closed Landfills, 1/8/2007
- LPR-SW-01-2007(2), Post-Closure Care Termination Memo, 4/30/2007
- 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
- LPR-SW-01-2011A, Implementation of the New Operations Manual Requirements, 7/9/2012
- LPR-SW-01-2012, Interpretive Guidance for Groundwater Well Replacement Actions at Solid Waste Landfills, 2/3/2012
- LPR-SW-02-1993, Seismic Impact Zone - Part A Requirements, 11/1/2002
- LPR-SW-02-1997, Activities on Closed Landfills, 9/1/2003
- LPR-SW-02-2007, Close Safely the Old 1205 Permitted Landfills , 12/22/2011
- LPR-SW-02-2008, Landfill Waste Disposal Limits, 1/20/2009
- LPR-SW-02-2009, On-Site Composting of Routine Animal Mortality, 5/1/2009
- LPR-SW-02-2010, Solid Waste Compliance Program Inspection Manual, 12/17/2018
- LPR-SW-02-2011, Crosswalk Comparison 9VAC20-80 Versus 9VAC20-81, 3/28/2011
- LPR-SW-02-2012, Solid Waste Special Waste Disposal Requests, 2/2/2012
- LPR-SW-03-1997, Notice of Expansion for Category 2 and Category 3 Facilities, 8/17/1997
- LPR-SW-03-2001, Local Landfill Certification for Noncaptive Industrial Landfills, 4/19/2001
- LPR-SW-03-2005, Siting and Groundwater Monitoring for Landfills and the Vicinity of Wetlands, 8/17/2005
- LPR-SW-03-2007, Management of Grit and Screenings, 2/26/2007
- LPR-SW-03-2008, Solid Waste Permit Manual, 12/16/2008

Guidance Documents

- LPR-SW-03-2009, On-Site Burial of Routine Animal Mortality, 5/1/2009
- LPR-SW-03-2011, Changes to the Composting Provisions, 3/28/2011
- LPR-SW-03-2012, Implementation of VELAP Certification, 3/27/2012
- LPR-SW-04-1993, HELP Model - Leachate Generation for Tank Design, 6/1/2003
- LPR-SW-04-2005, Sanitary Landfill Siting Relative to a Public Water Supply Intake or Reservoir, 8/23/2005
- LPR-SW-04-2009, Solid Waste Management Plan Five-Year Update Guidance, 5/13/2009
- 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-05-2009, Research Development and Demonstration Plans, 11/9/2009
- LPR-SW-06-2001, Guidance on the Director's Determination in § 10.1-1408.1 D 1 of the Code of Virginia - Permit by Rule Submissions, 8/9/2001
- LPR-SW-06-2005, Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills, 8/22/2005
- LPR-SW-06-2011, Amendment 7 and Phase I Monitoring, 8/3/2011
- LPR-SW-07-1996, Closure Documents - Survey Plat Guidance, 8/6/1996
- LPR-SW-07-2003, Permitting Guidance for the 10 Year Permit Review, 8/27/2003
- 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-09-2001, Management of Dredged Material, 12/31/2001
- LPR-SW-17-2002, Solid Waste Financial Assurance Procedures, 8/22/2002
- LPR-SW-2013-01, Landfill Construction Oversight Inspections, 6/3/2013
- LPR-SW-2013-02, Landfill Mining Applicability and Application Requirements, 9/27/2013
- LPR-SW-2013-03, Waste Information Request and Trade Secret Protection, 8/15/2013
- LPR-SW-2014-01, Clarification of Required Final Cover Designs and Acceptable Alternate Designs, 3/28/2014
- LPR-SW-2015-01, Use of Mechanically Stabilized Earth (MSE) Berms in Landfill Design, 4/24/2015
- 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-2017-01, Clarification of Landfill Gas Regulatory Requirements, 9/5/2017
- LPR-SW-ACL, Use of Alternate Concentration Limits for Establishing Groundwater Protection Standards (GPS), 6/4/2013
- LPR-SW-EE-160, Virginia Waste Tire Program - Standards for Use of Tire Chips in a Residential Septic Drainfield, 8/1/1997
- LPR-SW-EE-166, Virginia Waste Tire Program Utilization of Waste Tire Shred/Chips, 8/1/2002
- 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-02, Submission Instruction 02 - Design Plans and Report for Solid Waste Disposal Facilities, 2/2/2012
- LPR-SW-SI-03, Submission Instruction 03 - Design Plans and Report for Waste to Energy, Thermal Treatment, and Incineration Facilities, 2/2/2012
- 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-07, Submission Instructions 07 - Leachate Management Plan for Solid Waste Management Facilities, 2/1/2012
- LPR-SW-SI-09, Submission Instruction 09 - Requirements for Financial Assurance Mechanisms, 5/21/2002
- LPR-SW-SI-10, Submission Instruction 10 - Procedural Requirements for Permits-By-Rule, 2/1/2012
- LPR-SW-SI-13, Submission Instruction 13 - Landfill Gas Management, Remediation, and Odor Plans for Solid Waste Disposal Facilities, 8/31/2017
- LPR-SW-SI-15, Submission Instruction 15 - Groundwater Nature and Extent Studies at Solid Waste Landfills, 1/31/2012

[LPR-SW-SI-16, Submission Instruction 16 - Assessment of Corrective Measures for Groundwater at Solid Waste Landfills, 1/31/2012](#)

[LPR-SW-SI-17, Submission Instruction 17 - Corrective Action Plan, 12/11/2013](#)

[LPR-SW-SI-18, Submission Instruction 18 - Proposal for Presumptive Remedies, 1/31/2012](#)

[LPR-SW-SI-19, Submission Instruction 19 - Alternate Source Demonstrations, 2/3/2012](#)

[LPR-SW-SI-20, Submission Instruction 20 - Termination of Post-Closure Activity Evaluation, 12/10/2013](#)

[LPR-SW-SI-21, Submission Instruction 21 - Monitored Natural Attenuation, 9/22/2004](#)

[LPR-SW-SI-22, Submission Instructions 22 - Groundwater Alternate Point of Compliance Variance Petitions, 12/16/2011](#)

[LPR-SW-SI-23, Submission Instructions 23 - Groundwater Annual Reports, 12/16/2011](#)

[LPR-SW-SI-24, Submission Instructions 24 - Groundwater Semi-Annual and Quarterly Monitoring Reports, 12/16/2011](#)

[LPR-SW-SI-25, Submission Instructions for MNA-based CASE Reports at Solid Waste Landfills, 7/13/2012](#)

[LPR-SW-SI-26, Submission Instructions for Groundwater Pump and Treat Based CASE Reports at Solid Waste Landfills, 7/13/2012](#)

[LPR-SW-SI-27, Submission Instruction 27 - Landfill Mining Operating Plans for Solid Waste Disposal Facilities , 9/30/2013](#)

[LPR-SW-SI-28, Submission Instructions 28 - Submission Instruction for Applying Site-Specific Alternate, 6/16/2015](#)

[LPR-SW-SI-29, Submission Instruction 29 - Additional Permit Application Requirements for Coal Combustion Residuals Units, 12/5/2016](#)

DEPARTMENT OF FIRE PROGRAMS

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

Please contact the Grant and Local Aid Manager, at (804) 371-0220 or toll free at 1-866-4VAFIRE, for interpretive or implementation questions regarding the Virginia Fire Services Board guidance Documents.

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

Copies of the guidance documents can be retrieved free of charge via the agency's website 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](#)

Guidance Documents

3229, [Virginia Fire Incident Reporting Hardware Grant](#), 11/7/2015

3229, [Regional Fire Services Training Policy](#), 9/15/2017

3327, [Live Fire Training Structure \(Burn Building\) Project Manual](#), 4/11/2013

3328, [Training Mini-Grant Policy](#), 8/19/2010

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 licensed, 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

65-15, Guidance for granting internship extensions, adopted January 18, 2011

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) 367-1000. Some of the documents are available at the links provided.

Guidance Documents:

Hunting, Trapping, and Game Wildlife

Hunting and Trapping in Virginia, 2017-2018 Regulations (<https://www.dgif.virginia.gov/wp-content/uploads/2017-2018-virginia-hunting-and-trapping-regulations-digest.pdf>), June 2015, §§ 29.1-103, 29.1-501 and 29.1-502

Virginia Deer Management Plan 2015-2024 (<http://www.dgif.virginia.gov/wildlife/deer/management-plan/virginia-deer-management-plan.pdf>), October 2015, § 29.1-103

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

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

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

Virginia 2012-2021 Black Bear Management Plan (<http://www.dgif.virginia.gov/wildlife/bear/blackbearmanagementplan.pdf>), §§ 29.1-103, 29.1-109, and 29.1-501

Wildlife Damage Control Assistance Program (DCAP) Rules (<http://www.dgif.virginia.gov/wildlife/deer/dcap.asp>), § 29.1-103

2015-2016 Virginia Migratory Waterfowl Seasons and Bag Limits (<http://www.dgif.virginia.gov/hunting/regulations/2015-2016-waterfowl-seasons.pdf>), August 2015, § 29.1-103

Waterfowl Blind Laws Summary (<http://www.dgif.virginia.gov/hunting/regulations/waterfowl/waterfowl-blind-laws.asp>), August 2014, §§ 29.1-103, 29.1-340 through 29.1-351.1

Stationary Waterfowl Blind License Sale Process Frequently Asked Questions (<http://www.dgif.virginia.gov/hunting/regulations/waterfowl/blind-license-faqs/>), August 2014, §§ 29.1-103, 29.1-340 through 29.1-351.1

2015-2016 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits) (<http://www.dgif.virginia.gov/hunting/regulations/webless-migratory-gamebirds.asp>), July 2015, § 29.1-103

Guide to Virginia's Wildlife Management Areas (<http://www.dgif.virginia.gov/wmas/>), § 29.1-103

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

Fish and Fishing

Freshwater Fishing in Virginia, January 1–December 31, 2016 (<https://www.dgif.virginia.gov/wp-content/uploads/2017-fishing-regulations.pdf>), §§ 29.1-103, 29.1-501 and 29.1-502

Fish Division Procedure and Criteria for Issuing Fish Stocking Authorizations and the Virginia Fish Stocking Authorization Application (<http://www.dgif.virginia.gov/forms/perm/perm-003.pdf>), § 29.1-103

Guidance Documents

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

Striped Bass Fishing Tournament Application and Permit (<https://www.dgif.virginia.gov/forms-download/PERM/PERM-004.pdf>), §§ 29.1-501 and 29.1-502

Virginia Stocked Trout Management Plan 2016–2015 (<https://www.dgif.virginia.gov/fishing/trout/management-plan/stocked-trout-management-plan-draft.pdf>), § 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 Resident Disabled Special Lifetime Hunting, Trapping, Freshwater, Saltwater Fishing License (<http://www.dgif.virginia.gov/forms/perm/perm-032.pdf>), §§ 28.2-302.10, 29.1-302.1, 29.1-302.2, and 29.1-309.1

Physician's Affidavit for a Disabled Lifetime License (<http://www.dgif.virginia.gov/forms/perm/perm-034.pdf>), May 2015, §§ 29.1-302.1 and 29.1-302.2

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

Endangered and Threatened Species, Wildlife Diversity, and Environmental Review

Board Policy "Conservation of Endangered and Threatened Species," March 21, 2006 (http://www.dgif.virginia.gov/meetings/minutes/032106_Final_Board_of_Game_and_Inland_Fisheries_Meeting_Minutes.pdf), §§ 29.1-103, 29.1-563 through 29.1-568 and 29.1-570

Special Legal Status Faunal Species in Virginia (<http://www.dgif.virginia.gov/wildlife/virginiatescspecies.pdf>), §§ 29.1-563 through 29.1-568 and § 29.1-570

List of Native and Naturalized Fauna in Virginia (<http://www.dgif.virginia.gov/wildlife/virginianativenaturalizedspecies.pdf>), § 29.1-100

Management of Bald Eagle Nests, Concentration Areas, and Communal Roosts in Virginia: A Guide for Landowners (<http://www.dgif.virginia.gov/environmental-programs/files/virginia-bald-eagle-guidelines-for-landowners.pdf>), 2012, §§ 29.1-563 through 29.1-568 and § 29.1-570

Removal or Relocation of Osprey Nests in Virginia: A Guideline for Landowners (<http://www.dgif.virginia.gov/wildlife/birds/osprey/virginia-osprey-nest-guidelines.pdf>), June 2010, § 29.1-521

Plan to Provide Safe Harbor Assurances to Landowners in Virginia Who Voluntarily Agree to Enhance Habitat for the Endangered Red-Cockaded Woodpecker, April 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Red-Cockaded Woodpecker Safe Harbor Evaluation Form for Virginia Landowners, April 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Red-Cockaded Woodpecker Safe Harbor Cooperative Agreement for Landowners Near the Nature Conservancy's Piney Grove Preserve in Sussex County, Virginia, October 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Appalachian Water Shrew Recovery Plan, approved March 2, 1994, §§ 29.1-563 through 29.1-568 and § 29.1-570

Canebrake Rattlesnake Recovery Plan, approved February 1, 1991, §§ 29.1-563 through 29.1-568 and § 29.1-570

Eastern Big-Eared Bat Recovery Plan, approved July 16, 1990, §§ 29.1-563 through 29.1-568 and § 29.1-570

Little Brown Bats and Tri-Colored Bats Conservation Best Management Practices (http://www.dgif.virginia.gov/wildlife/lbba_tcba_guidance.pdf), February 16, 2016, §§ 29.1-103, 29.1-563 through 29.1-568 and 29.1-570

Wilson's Plover Recovery Plan, approved May 28, 1991, §§ 29.1-563 through 29.1-568 and § 29.1-570

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

Permitting for Threatened and Endangered Species, and Scientific and Wildlife Salvage Collection (<http://www.dgif.virginia.gov/permits/wildlife-collection.asp>), §§ 29.1-412, 29.1-417, and 29.1-568

Threatened and Endangered Species Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, and 29.1-568

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

Scientific Collection Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Wildlife Salvage Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Supplemental Amendment Form for Scientific Collection or Salvage Permit, March 24, 1992, §§ 29.1-412, 29.1-417, 29.1-418

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

(<http://www.dgif.virginia.gov/permits/collection-permit-user-guide.pdf>), §§ 29.1-412, 29.1-417, 29.1-418

Permitting Generally

Animal Population Control Permit for Furbearing Animals, Application and Permit Information, September 1, 2007, § 29.1-501

Commercial Nuisance Animal Permit Application to Capture, Transport, and Release or Euthanize Wildlife, and Permit Conditions, revised September 11, 2008, §§ 29.1-103 and 29.1-501

Permit Application to Collect Snapping Turtles, Crayfish, and Hellgrammites for Sale, and Permit Conditions, revised September 22, 2008, § 29.1-412

Dog Field Trial Permit Application and Conditions, revised February 1, 2006, §§ 29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised September 11, 2008, §§ 29.1-412 and 29.1-417

Import and Possess Certain Non-Native (Exotic) Wildlife in Virginia Permit Application and Permit Conditions, revised April 11, 2008, §§ 29.1-412, 29.1-417 and 29.1-542

Exotic Species - Import Certain Non-Native Wildlife (Tilapia, Clawed Frog) Permit Application and Permit Information, revised January 10, 2008, § 29.1-542

Exotic Species - Permit to Import Certified Triploid Grass Carp for Aquatic Vegetation Control in Private Ponds Application and Permit Information, revised May 1, 2008, § 29.1-542

Falconry Permit Application, revised May 11, 2005, §§ 29.1-412 and 29.1-419

Falconry Regulations, Facilities and Equipment Examination Guidance Document, March 1, 2003, §§ 29.1-412 and 29.1-419

Permit Application to Operate a Foxhound Training Preserve and Annual Reporting Form, revised June 17, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Permit Conditions for the Operation of Foxhound Training Preserves in Virginia, revised June 17, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Deal in Furs Application and Permit Conditions, revised May 1, 2008, Title 29.1, Chapter 4

Gill Net Permit Application and Permit Conditions, revised April 9, 2008, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 20, 2008, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 20, 2008, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 20, 2008, §§ 29.1-412 and 29.1-416

Permit to Hold and Sell Certain Fish, Snakes, Snapping Turtles, Crayfish, and Hellgrammites for Sale Application and Permit Conditions, revised August 18, 2008, §§ 29.1-412 and 29.1-471

Nonresident Harvester's Permit Application to Take or Catch Fish in Back Bay and its Tributaries, revised August 1, 2005, §§ 29.1-412 and 29.1-416

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Fisheries, Wildlife) Application and Permit Conditions, revised November 14, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Raptors) Application and Permit Conditions, revised, December 9, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

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

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

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

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

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

Virginia Freshwater Fishing and Watercraft Owner's Guide (<https://www.dgif.virginia.gov/wp-content/uploads/2017-fishing-regulations.pdf>), § 29.1-701

Personal Watercraft (PWC) - Safety Brochure (<http://www.dgif.virginia.gov/boating/pwc>), revised 2005, § 29.1-701

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

Sportsman's Pledge, Release of Landowner from Liability, and Landowner's Permission to Hunt Card
(http://www.dgif.virginia.gov/forms/pubr/permission_to_hunt.pdf), §§ 29.1-103, 29.1-509 and 29.1-521

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:

4554, [DGS Tenant Handbook](#), 6/8/2011

6170, [Office of Fleet Management Policies and Procedures Manual](#), 1/11/2017

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

DGS Directive 16, [DGS Directive 16 - Banning Open Carrying of Firearms](#), 11/13/2015

DGS Parking Policy, [DGS Parking Policies and Procedures for Use of Parking Facilities](#), 6/24/2011

IBR 1VAC30-41, [Documents Incorporated by Reference, 1VAC30-41](#), 5/28/2013

Reg for Cap Square, [Regulations for Capitol Square](#), 8/1/2007

Surplus SPO, [Virginia Federal Property Agency State Plan of Operation](#), 3/24/2009

Vendors Manual, [Vendors Manual](#), 7/8/2010

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/>

Faculty Handbook, <http://www.gmu.edu/resources/facstaff/handbook/>

Employee Handbook, <http://hr.gmu.edu/handbook/>

University Catalog, <http://catalog.gmu.edu/>

Honor Code, <https://oai.gmu.edu/mason-honor-code/>

Student Conduct Policies, <http://studentconduct.gmu.edu/university-policies/>

Housing Policies, <https://housing.gmu.edu/resources/policies>

Annual Security Reports, <http://police.gmu.edu/annual-security-report/>

Parking and Traffic Procedures, <http://parking.gmu.edu/>

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-002, Eligibility Guidance Document, 8/9/2007](#)

[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-1050, Virginia Office of EMS Accreditation of Public Safety Answering Points Guidelines, 12/15/2009](#)

[EMS-2001, Regional Council Designation Manual, 12/14/2007](#)

[EMS-3010, Medication Kit Storage Clarification Letter, 12/26/2013](#)

[EMS-3011, Emergency Vehicle Operations Course \(EVOC\) Requirements Clarification, 3/8/2012](#)

[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](#)

[EMS-3046, Course Roster, 10/25/2018](#)

[EMS-3047, Initial BLS Student Paperwork, 5/14/2012](#)

[EMS-3048, Initial ALS Student Paperwork, 5/25/2012](#)

[EMS-3049, Scope of Practice - Formulary, 10/4/2018](#)

[EMS-3050, Scope of Practice - Procedures, 10/4/2018](#)

[EMS-6018F, EMS Ground Ambulance Checklist, 3/23/2017](#)

[EMS-6019F, Non-Transport EMS Vehicle Checklist, 2/4/2014](#)

[EMS-6020, Oxygen Cylinder Guidance, 10/5/2011](#)

[EMS-6021F, Air Ambulance Checklist, 10/18/2012](#)

[EMS-6027, Local Government Acknowledgement of Compliance with EMS Response Plan, 12/7/2017](#)

[EMS-6028F, EMS Physician Application for Endorsement, 10/11/2012](#)

[EMS-6036, Criminal History Record Verification, Challenge-Appeal Process, 6/2/2014](#)

[EMS-6038, Criminal History Record Verification, Disqualifying Factors, 6/2/2014](#)

[EMS-6038A, Criminal History Record Verification, Frequently Asked Questions \(FAQs\), 3/31/2015](#)

[EMS-7008B, Trauma Center Fund Disbursement Policy, 12/1/2017](#)

[EMS-7015, Virginia Statewide Trauma Registry Reporting Requirements, 12/1/2017](#)

[EMS-7016, Virginia Pre-Hospital Information Bridge \(VPHIB\) EMS Admin Security Agreement, 9/22/2017](#)

[EMS-7020, Virginia Minimum Data Set, 7/17/2017](#)

[EMS-7021, Logon Requests - VPHIB, Hospital Hub, Virginia Statewide Trauma Registry, 9/22/2017](#)

[EMS-7024, Required Submission of Prehospital Patient Care Reports by Nontransport EMS Agencies, 4/17/2017](#)

[EMS-7101F, Authorized Durable Do Not Resuscitate Form and Instructions, 7/23/2017](#)

[EMS-7102, How to Purchase Durable Do Not Resuscitate Bracelets and Necklaces, 7/23/2017](#)

[EMS-8001, Virginia Rescue Squad Assistance Fund \(RSAF\) Grant Program - Reimbursement Instructions, 12/17/2014](#)

[EMS-8002, E-Gift Agency Super User Guide, 8/31/2016](#)

[EMS-8004, E-Gift Financial Officer Guide, 12/18/2014](#)

[EMS-8005, E-Gift Financial Officer User Guide - Nonlicensed Agency, 12/18/2014](#)

[EMS-8006, E-Gift RSAF Grant Application For EMS Agency, 8/15/2015](#)

Guidance Documents

- EMS-8009, E-Gift User Guider for Non-EMS Agency, 8/15/2015
- EMS-8010, E-Gift Operational Medical Director User Guide, 8/31/2016
- EMS-8011, E-Gift Users Guide for Nasal Narcan, 10/31/2017
- EMS-8012, E-Gift Financial Officer User Guide for Nasal Narcan, 12/20/2018
- EMS-8013, E-Gift OMD User Guide for Nasal Narcan, 12/20/2018
- ENV(GS)-2018-01, Residential-Style Rentals, 3/7/2018
- ENV(GS)-2018-02, Legal Authority Regarding Sales of Bedding and Upholstered Furniture through Consignment, 8/24/2018
- ENV-1990-01, Private Well Regulations Implementation Manual, 9/1/1990
- ENV-1992-01, Environmental Health Considerations of Sewage, 9/4/1992
- ENV-1993-01, Preliminary Approval of Discharge Systems, 3/2/1993
- ENV-1993-02, Enforcement Consideration for Discharging Regulations, 4/28/1993
- ENV-1993-03, Enforcement of 10/10 Effluent Standards, 6/2/1993
- ENV-1993-04, Sampling Port Requirements, 6/7/1993
- ENV-1993-05, Construction Standards for Existing Discharging Sewage Treatment Systems, 6/22/1993
- ENV-1993-06, Permitting Sewage Disposal Systems in Utility Rights-of-Way, 6/28/1993
- ENV-1993-07, Revalidation of Permits-Expired or Unexpired, 9/10/1993
- ENV-1993-08, Estimated versus Real Water Use as it Relates to Soil Absorption Field Design, 9/21/1993
- ENV-1993-09, Guidelines for Designating Prohibited Discharge Areas, 12/21/1993
- ENV-1994-01, Discharging Sewage Treatment Systems not Registered under the Virginia Pollutant Discharge Elimination System (VPDES) General Permit Operating Without a Current Individual VPDES Permit, 5/17/1995
- ENV-1994-02, Sand Filter Systems Permitted under Individual VPDES of NPDES Permits which do not discharge, 5/17/1994
- ENV-1994-03, Sand Filter Systems Which do not Discharge Which were permitted under LHS-120 Permits or Constructed Before Permits Were Required, 5/17/1994
- ENV-1994-04, Inspecting Pump Station Electrical Controls, 6/20/1994
- ENV-1994-05, Defining Onsite Sewage Permit Construction Backlogs, 6/24/1994
- ENV-1994-06, Water Softener Regeneration Discharge into Drainfields, 8/11/1994
- ENV-1994-07, Questions from the Field on Senate Bill 415, 10/25/1994
- ENV-1995-01, Preliminary Approval of Sewage Discharge Systems, 6/13/1995
- ENV-1995-02, Mass Drainfield Reviews, 6/29/1995
- ENV-1995-03, Spray Irrigation Sewage Systems, 7/14/1995
- ENV-1995-04, Discharging Regulations Implementation Manual, 10/1/1995
- ENV-1996-01, Variance from Maintenance Contract Requirements in Discharge Regulations, 6/6/1996
- ENV-1997-01, Time Limit to Appeal Certain Case Decisions, 8/26/1997
- ENV-1998-01, Completion Statement Waiver, 8/4/1998
- ENV-1999-01, Graywater Use Guidelines, 2/1/1999
- ENV-2006-01, ENV-132 BORA-CARE and Standoff to Wells, 1/31/2006
- ENV-2006-02, Tire Chip Aggregate, 8/15/2006
- ENV-2007-01, Indemnification Fund Policy, 7/26/2007
- ENV-2008-01, Implementation of House Bill 2102, 7/1/2008
- ENV-2008-03, Procedure for Issuing Certification Letters in Lieu of Sewage Disposal System Construction Permits under the Sewage Handling and Disposal Regulations; Validity and Renewal of Permits, 8/20/2008
- ENV-2008-04, Permanent Pump and Haul - General Permit, 12/17/2008
- ENV-2009-01, Engineering Plan Review Process, 1/13/2009
- ENV-2009-02, Betterment Loan, 7/1/2009
- ENV-2009-03, Borate-Based Termiticides, 7/23/2009
- ENV-2010-01, Verifying Licenses of Persons Who Submit Work to the Virginia Department of Health, 6/11/2010
- ENV-2011-01, Rainwater Guidelines, 3/31/2011
- ENV-2013-01, Implementation of the Alternative Onsite Sewer System Regulations Nitrogen Requirements, 12/12/2013
- ENV-2014-01, Disposal of Spent Peat Media, 5/14/2014

- ENV-2015-02, Collection of Global Positioning System, 5/15/2015
- ENV-2016-01, Trench Design and Construction Requirements, 3/24/2016
- ENV-2016-02, Fee Regulations Implementing Policy, 4/22/2016
- ENV-2016-03, TL-3 Field Testing, 5/12/2016
- ENV-2017-01, Onsite Sewage Application Expectations and Requirement, 11/16/2017
- ENV-2017-02, Revisions to Guidance Memoranda and Policy (GMP) 2004-01 and GMP 2011-02, 11/16/2017
- ENV-2017-03, Safe, Adequate, and Proper Reviews, 11/16/2017
- ENV-2017-04, Implementation of the Onsite Sewage Quality Assurance Program, 11/16/2017
- ENV-2018-01, Enforcement Manual for AOSS Regulations, 7/30/2018
- ENV-2018-02, Procedures Associated with Change in Definition of Maintenance, 7/30/2018
- ENV-2018-03, Implementation of HB-888; Transition of Evaluation and Design Services, 7/30/2018
- ENV-355, Boil Water Notice, 8/22/1991
- ENV-356, Clarification to Boil Water Notice, 11/21/1991
- ENV-363, Venison Donated to Charitable Food Establishments, 4/10/1992
- ENV-401, Hazard Analysis Critical Control Point (HACCP) Guidelines, 4/1/1997
- ENV-403, Handling Milk and Dairy Product Complaints, 7/1/1997
- ENV-408, Approved Water Supplies, 3/1/1998
- ENV-411, Virginia Food Regulations Mobile Food Establishment Matrix, 3/20/2002
- ENV-414, Members of Exempt Organizations, 3/4/2003
- ENV-416, Outdoor Cooking Guidelines, 7/7/2004
- ENV-418, Foodservice Protection - Continental Breakfasts, 5/17/2005
- ENV-420, Condemnation and Impoundment of Food, 12/1/2017
- ENV-421, Re-Use of Plastic Pickle Buckets, 4/11/2006
- ENV-422, Establishment Fees, 11/20/2007
- ENV-424, Foodservice Protection - Temporary Food Establishments, 11/20/2007
- ENV-425, Foodservice Protection - Disposal of Used Cooking Oils, 8/17/2009
- ENV-429, Enforcement of Virginia Indoor Clean Air Act, 3/31/2010
- ENV-431, Establishment Fees, 5/25/2011
- ENV-432, ENV-432 Grade "A" Milk Plant Enforcement Policy, 8/19/2011
- EPI-100, Public Safety Employees and Testing for Bloodborne Pathogens, 8/7/1992
- EPI-102, Memorandum: Sexually Transmitted Disease or Human Immunodeficiency Virus (HIV) Interview Periods for HIV Spousal Notification, 3/30/2001
- EPI-103, Memorandum: Bloodborne Pathogen Training for School Personnel and Management of Exposure-Prone Incidents in Schools, 6/27/1997
- EPI-104, Memorandum: Law-Enforcement Officer and Deemed Consent, 7/2/1997
- EPI-201, Minimum Immunization Requirements for Entry into Child Care and School, 3/22/2012
- EPI-201:A, Supplemental Guidance for Required Vaccines, 6/9/2017
- EPI-201:B, Acceptable Evidence of Varicella Immunity, 2/24/2011
- EPI-202, Birthing Hospital Guidelines (Updated 2016) VDH Perinatal Hepatitis B Program, 12/29/2016
- EPI-203, VERIP Guide - Guide for Registry Providers to Sign Agreements for Access to Registry, 12/29/2017
- EPI-301, Virginia Disease Control Manual, 6/1/2013
- EPI-302, Virginia Guidelines for Rabies Prevention and Control, 9/1/2017
- EPI-304, Guidelines for Investigating Bites and Other Exposures from Nonhuman Primates, 12/8/2011
- EPI-306, Beach Monitoring Protocol, 3/1/2007
- EPI-309, Communicable Disease Reference Chart for School Personnel, 11/1/2011
- EPI-311, Guidelines for Infection Control in Virginia Department of Health Personnel, 6/15/2008
- EPI-317, Pandemic Influenza Response Plan, 4/1/2009
- EPI-318, Isolation and Quarantine Guide for Communicable Diseases of Public Health Threat, 2/6/2007
- EPI-404, Virginia Tuberculosis Control Laws Guidebook, 4/4/2014
- EPI-405, Virginia Tuberculosis Homeless Incentive and Prevention Program, 1/31/2012

Guidance Documents

- EPI-406, Tuberculosis Drug Assistance Program Procedures, 12/6/2012
- EPI-407, Drug Assistance Program for Patients Needing Second Line Tuberculosis Drugs, 12/6/2012
- EPI-408, Tuberculosis Guidelines for Determination of Completion of Treatment, 7/2/2013
- EPI-409, Screening for Tuberculosis Infection and Disease, 9/3/2013
- EPI-411, Guidelines for the Use of Isoniazid/Rifapentine for Treatment of Latent Tuberculosis Infection in Health Department Settings, 10/1/2012
- EPI-412, Recommended Sample Collection Schedule for Monitoring Smear and Culture Conversion, 12/30/2015
- EPI-413, Policies Regarding Treatment for Active/Suspected Tuberculosis Whose Regimen Did Not Contain a Full Course of Rifamycin, 12/30/2015
- EPI-415, VDH Recommendations and Procedures for the Use of Therapeutic Drug Monitoring (TDM), 12/30/2017
- EPI-600, Advisory Guidelines for Fish with Dioxin, 12/31/2012
- EPI-601, Advisory Guidelines for Fish with Kepone, 10/25/2000
- EPI-602, Advisory Guidelines for Fish with Mercury, 12/31/2012
- EPI-603, Advisory Guidelines for Fish with PBDEs, 12/31/2012
- EPI-604, Advisory Guidelines for Fish with PCBs, 12/31/2012
- EPI-605, Virginia Recreational Water Guidance for Microcystin and Microcystis Blooms Provisional Guidance, 11/1/2012
- EPI-606, VDH Freshwater Beach Monitoring Guidance, 12/30/2016
- FAM 101, Children with Special Health Care Needs Pool of Funds Guidelines, 11/7/2018
- FAM 102, Hospital Protocols for Newborn Hearing Screening, 3/10/2018
- FAM 103, Protocols for Diagnostic Audiological Assessment for Newborn Hearing Screening, 3/10/2018
- FAM 104, Virginia School Health Guidelines, 5/1/1999
- FAM 105, Guidelines for Specialized Health Care Procedures, 8/29/2017
- FAM 105A, Care of Neurological Systems Chapter, 5/1/2010
- FAM 106, School Entrance Health Form, 3/20/2014
- FAM 106A, School Health Entrance Form Instructions, 3/20/2014
- FAM 110, Virginia's Newborn Hearing Screening Program, Protocols for Medical Management, 3/10/2018
- FAM 112, Virginia Bleeding Disorders Program Fact Sheet, 5/31/2018
- FAM 112A, Virginia Bleeding Disorders Program Pool of Funds Guidelines, 12/30/2016
- FAM 201, Virginia Women, Infants, and Children (WIC) Program Policy and Procedure Manual, 11/1/2017
- FAM 202, Virginia Women, Infants, and Children (WIC) Program Retailer Manual, 7/1/2017
- FAM 301, Guidelines for Fluoride Varnish Programs, 3/31/2014
- FAM 302, Remote Supervision Dental Hygienist Agreements, 3/7/2014
- FAM 401, Policy on State Funding of Certain Abortions, 11/14/2017
- FAM 401A, Application Form for Funding of Certain Abortions, 4/24/2017
- FAM 402, Procedures Manual for the Virginia Congenital Anomalies Reporting and Education System, 9/1/2003
- FAM 403, Newborn Screening Facts - Questions Providers Frequently Ask About Newborn Screening, 10/26/2018
- FAM-112B, Virginia Bleeding Disorders Program for Health Insurance Case Management Guidelines, 12/30/2016
- FAM-501, Low-Income Safety Seat and Distribution and Education Program, 12/30/2016
- FAM-600, Sickle Cell Disease Handbook, 12/30/2016
- FAM-601, First Aid Guide for Child Care and School Emergencies, 12/30/2016
- FAM-VCR-2014, Virginia Cancer Registry User Manual, 12/30/2016
- FAM104A, Anaphylaxis School Setting Guidelines, 12/17/2014
- FAM105B, Guidelines for Specialized Health Care Procedures - Appendix A, 12/1/2014
- ORH-700, Guidance for the Retention of X-Ray Records, 12/5/2018
- ORH-705, Policy on Bone Densitometry Equipment and Operator Licensure, 12/5/2018
- ORH-706, Guidance on Healing Arts Screening Programs, 12/5/2018

- ORH-707, [Guidance on Film Processing Chemicals: Disposal or Reclamation](#), 12/5/2018
- ORH-708, [Guidance for Inspections at Mammography Facilities](#), 12/5/2018
- ORH-709, [Guidance for Mammography Facilities Regarding Patient Notification Requirements: Poor Quality Mammograms](#), 12/5/2018
- ORH-720-A, [Portable Gauges](#), 3/9/2016
- ORH-720-A1, [X-ray Fluorescent Devices](#), 3/9/2016
- ORH-720-B, [Industrial Radiography](#), 3/9/2016
- ORH-720-C, [Fixed Gauges](#), 3/9/2016
- ORH-720-D, [Self-Shielded Irradiators](#), 3/9/2016
- ORH-720-E, [Pool Irradiators](#), 3/9/2016
- ORH-720-F, [Academic, Research and Development and other Licenses of Limited Scope](#), 3/9/2016
- ORH-720-G, [Medical Licenses](#), 3/9/2016
- ORH-720-H, [Broad Scope](#), 3/9/2016
- ORH-720-I, [Radiopharmacy](#), 3/9/2016
- ORH-720-J, [Well Logging](#), 3/9/2016
- ORH-720-K, [Sealed Sources](#), 3/9/2016
- ORH-720-L, [Manufacturing and Distribution](#), 3/9/2016
- ORH-720-N, [Nuclear Regulatory Commission Gamma Knife Guide](#), 5/25/2016
- ORH-730, [Guidance on the Disposal of X-ray Equipment](#), 12/5/2018
- ORH-731, [Guidance on X-ray Assembler/Manufacturers Requirements](#), 12/1/2010
- ORH-733, [Guidance on Lead Aprons Used as Protective Barriers](#), 12/5/2018
- ORH-734, [Guidance for X-ray Machine Operators](#), 12/5/2018
- ORH-740, [ORH-740 - Registration Fees, Quality Management Program](#), 12/27/2018
- ORH-741, [Access to Regulations, Forms, Quality Management Program](#), 12/5/2018
- ORH-742, [Radiation Safety Procedures](#), 7/7/2008
- ORH-743, [Radiation Safety Procedures for Dental Offices](#), 7/7/2008
- ORH-750, [Radon Testing and Mitigation](#), 12/5/2018
- ORH-751, [Radon Mitigation Discharge Vent Pipes](#), 6/10/2014
- ORH-752, [Post Mitigation Radon Testing](#), 12/5/2018
- ORH-753, [Citizens with Complaints Against a Radon Professional](#), 12/5/2018
- ORH-754, [Tamper Resistance and Other Good Practices for Radon Testing](#), 12/5/2018
- ORH-755, [Radon Test Reports and Documentation](#), 12/5/2018
- PRM-002, [Virginia Conrad 30 Waiver Program Guidelines](#), 12/30/2016
- PRM-003, [Virginia State Loan Repayment Program \(VA-SLRP\) Eligibility Guidelines](#), 2017, 12/30/2016
- PRM-004, [Virginia Nursing Scholarship Program Guidelines](#), 2017, 12/30/2016
- QHC-009, [Criminal Records - Barrier Crimes](#), 11/1/2014
- QHC-011, [Extended Power Outages](#), 10/7/2002
- QHC-012, [Certified Nursing Assistant Training Waiver](#), 8/1/2001
- QHC-016, [Notification of Ombudsmen](#), 11/1/2002
- QHC-017, [Nursing Facility Investigations of Abuse](#), 10/10/2006
- QHC-020, [Feeding/Hydration Assistants in Nursing Facilities](#), 10/27/2003
- QHC-021, [Consumer Guide to Restraint Usage in Nursing Facilities](#), 8/19/2004
- QHC-022, [Electronic Monitoring of Resident Rooms](#), 8/1/2004
- QHC-023, [Receiving Out-of-System Medications](#), 9/9/2004
- QHC-024, [About Nursing Home Inspections](#), 11/15/2003
- QHC-026, [Nursing Facility Informal Dispute Resolution Process](#), 8/29/2006
- QHC-027, [Frequently Asked Questions for Nursing Facilities](#), 7/1/2004
- QHC-028, [Compliance with Certificate of Public Need \(COPN\) conditions](#), 2/13/2004
- QHC-030, [Activities of Daily Living for HCOs](#), 10/1/2005
- QHC-031, [Design and Construction of Health Care Facilities](#), 1/30/2011
- QHC-033, [Nursing Facility Emergency Planning](#), 9/15/2006
- QHC-035, [Home Care/Hospice Emergency Planning](#), 9/6/2006
- QHC-038, [COPN Electronic Submission](#), 11/20/2006
- QHC-040, [Sex Offender Advisory](#), 4/1/2009
- QHC-041, [Restraint Usage in Nursing Facilities](#), 12/20/2007

Guidance Documents

- QHC-043, Extended Care Facility Response Guideline, 1/24/2008
- QHC-044, Generator Site Survey for Nursing Facilities, 12/1/2007
- QHC-045, Scope and Severity Matrix and Definitions for Nursing Facilities, 12/1/2007
- QHC-046, Accreditation Option for Medicare Payments for Home Care Organizations, 12/30/2007
- QHC-047, Exemptions from Home Care Licensing, 12/3/2010
- QHC-050, Using the Hospice Designation, 11/9/2009
- QHC-051, Hospice Advisory regarding Medical Direction, 8/1/2010
- QHC-053, Peer Utilization Reviews on Reconsideration of Adverse Action, 9/1/2010
- QHC-054, Home Care Initial Licensure Checklist, 8/1/2010
- QHC-055, Nursing Facility Emergency Planning Resources, 11/1/2007
- QHC-056, Hospice Initial Licensure Checklist, 8/1/2010
- QHC-057, Nursing Facility Bed Hold, 12/12/2011
- QHC-058, Nursing Facility Independent Informal Dispute Resolution Process, 10/25/2012
- QHC-059, Informed Consent for Abortion Facilities, 7/20/2012
- QHC-060, Child ID Blood Spot - Hospitals, 6/3/2013
- QHC-061, Child ID Blood Spot - Parents, 10/26/2012
- QHC-062, Abortion Facility Variance Guideline, 11/5/2012
- QHC-063, Abortion Facility Frequently Asked Questions, 12/1/2014
- QHC-064, Resident Transfer or Discharge, 12/3/2012
- QHC-065, Generator Testing in Nursing Facilities, 12/13/2012
- QHC-066, IMPACT Act of 2014 - 36 Month Maximum Survey Interval Memo, 12/19/2014
- QHC-067, Consulting Care Retirement Community Historical Filing, 12/19/2014
- QHC-068, Abortion Facility Licensure Application Checklist, 12/10/2015
- QHC-069, Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia, 12/10/2015
- QHC-070, Multiple Location License, 12/10/2015
- QHC-071, Income Statement Reconciliation, 12/13/2011
- QHC-071, Hospice FAQs, 12/10/2015
- QHC-072, Ambulatory Surgical Hospital Historical Filing, 12/2/2014
- QHC-073, Hospital Historical Filing, 12/2/2014
- QHC-074, Nursing Home Historical Filing, 12/2/2014
- QHC-075, Psychiatric Hospital Historical Filing, 12/2/2014
- QHC-076, Rehabilitation Hospital Historical Filing, 12/2/2014
- QHC-077, Ambulatory Surgical Hospital Indicator Definitions, 12/13/2011
- QHC-078, Hospital Indicator Definitions, 12/13/2011
- QHC-079, Nursing Home Indicator Definitions, 12/13/2011
- QHC-080, Psychiatric Hospital Indicator Definitions, 12/13/2011
- QHC-081, Rehabilitation Hospital Indicator Definitions, 12/13/2011
- QHC-082, Freestanding CON Reviewable Services Historical Filing, 12/2/2014
- QHC-083, Responding to FOIA Requests, 6/2/2006
- WTR-128 (SF), Detention/Destruction of Product/Samples, 8/11/1988
- WTR-136 (SF), Application for Shellfish /Crustacea Plant Process Schematic, 12/22/1988
- WTR-137 (SF), Compliance with Uniform Statewide Building Code, 1/17/1989
- WTR-217 (SF), Approval Process for an Existing Well, 1/27/1993
- WTR-218 (SF), Sewage Discharge Buffer Calculations for Single Family Facilities and Graywater Discharges, 1/27/1993
- WTR-244 (SF), Marine Biotoxins, 11/12/1993
- WTR-259(W), Replacement of Filter Sand with Granular Activated Carbon (GAC), 4/30/1980
- WTR-265 (SF), Shoreline Survey Preparation and Procedure, 11/7/1996
- WTR-275 (SF), Wet Storage Permits, 12/3/1997
- WTR-276 (SF), WTR-276 (SF) Intermediate Processing Plan, 12/22/1997
- WTR-276(W), Interaction with the Board of Housing and Community Development, 2/4/2014
- WTR-278 (SF), Hard Clams as Bait, 7/7/1998

- WTR-282 (SF), Classification Guidelines, 8/20/1998
- WTR-287 (SF), Inspections at Campgrounds and Trailer Parks, 6/16/2000
- WTR-300 (SF), Adoption of the HACCP Rule as Policy, 4/18/2001
- WTR-307 (SF), Pesticide and Heavy Metal Sampling in Shellstock, 9/10/2002
- WTR-316 (SF), Relay Purging Standard, 7/7/2005
- WTR-327 (W), Policy - Requirements to Connect to Water and Sewage Systems, 5/22/2007
- WTR-328 (SF), Parameters for Developing Shellfish Buffer Zones, 12/5/2007
- WTR-330 (SF), Plant policy, Issuance of Certification Numbers, 12/11/2008
- WTR-331 (SF), Certification Periods and Cancellation/Deactivation/Reactivation Form, 2/20/2009
- WTR-336 (SF), Contingency Plan for Petroleum Hydrocarbon Contamination of Shellfish, 11/29/2010
- WTR-340 (SF), Shellfish Harvest Restrictions in Virginia from May 1–September 30, 5/19/2011
- WTR-341 (SF), Relay Period May through September, 6/4/2012
- WTR-343 (SF), Shellstock Oyster Ice-Slurry Method, 6/19/2012
- WTR-344 (SF), Restricted-Use Shellstock Oysters: Vibrio Concerns, 6/18/2012
- WTR-345 (SF), Shellstock Shipper Certificates of Inspection, 10/3/2012
- WTR-346 (SF), Virginia's Vibrio Control Plan, 5/9/2016
- WTR-348 (SF), Plants - Cooler Process Study, 4/11/2013
- WTR-350 (SF), Policy for Virginia's Public Health Shellfish Program, 10/24/2014
- WTR-547(W), Precast Concrete Water Reservoirs, 10/2/1987
- WTR-574(W), Water Horsepower and Mean Velocity Gradient, 8/25/1988
- WTR-657(W), Distribution System-Fire Pump for Small Systems, 6/7/1991
- WTR-680(W), Treatment - Fluoride, 5/29/1992
- WTR-704(W), Abandonment of Waterworks, 3/11/1993
- WTR-740(W), Technical Assistance Lead and Copper Rule Desktop Evaluations, 1/26/1995
- WTR-769(W), Monitoring of Additives to Drinking Water, 10/8/1996
- WTR-777(W), Recreational Use of Domestic Water Supply Reservoirs, 1/3/1997
- WTR-782(W), Distribution System - Air Release Valves, 1/27/1997
- WTR-784(W), Project Review and Permit Procedures, 5/11/2018
- WTR-801(W), Cross Connection Control, 3/31/1998
- WTR-802(W), Pitless Adapters and Watertight Well Caps, 9/17/1998
- WTR-810(W), Package Water Treatment Plants, 4/28/1999
- WTR-813(W), Well Development, 3/24/2017
- WTR-817(W), Cartridge Filtration, 3/9/2000
- WTR-834(W), Consumer Confidence Report Implementation Instructions, 3/23/2012
- WTR-835(W), Cross Connection Control, 3/7/2001
- WTR-839(W), Ultraviolet Disinfection Systems for Public Water Supplies, 6/10/2013
- WTR-840(W), Standby Generators/Fuel Tanks, 6/12/2001
- WTR-841(W), Interim Guidance on Waterworks Classification, 6/13/2001
- WTR-842(W), Board for Water and Wastewater Operators versus Department of Health Responsibilities, 4/22/2008
- WTR-844(W), Procedure - Enforcement - Special Notices (Boil Water, Do Not Drink, Do Not Use, Rescission Notices), 8/3/2009
- WTR-850(W), Review of Changes to Disinfection, 12/29/2011
- WTR-851(W), Surveillance and Regulations - Sanitary Surveys, 4/1/2016
- WTR-852(W), Surveillance - Source Water Assessment Program Implementation Manual, 11/14/2017
- WTR-859(W), Public Notification Rule Implementation, 11/26/2002
- WTR-878(W), Coordination with Virginia Department of Environmental Quality, 6/1/2016
- WTR-880(W), Treatment - Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology, 9/14/2012
- WTR-884(W), Use of Emergency Wells, 6/27/2005
- WTR-886(W), Secondary Maximum Contaminant Levels, 7/8/2005
- WTR-894(W), Sample Collection and Analysis - Special Sampling Procedures, 5/9/2014

Guidance Documents

WTR-896(W), Permits and Project Review - Policy for Issuing Operation Permits, 9/4/2014

WTR-897(W), System Evaluation, Design and Construction - MIOX Mixed Oxidant Treatment Systems, 6/24/2009

WTR-898(W), Compliance Sampling and Reporting Guidance Manual, 9/29/2017

WTR-899(W), Ozone Treatment and Disinfection Credit, 11/18/2010

WTR-902(W), Exception to Surface Water Treatment Plant Loading Rates, 10/23/2007

WTR-906(W), Procedures for Arsenic Removal Treatment Systems, 5/27/2008

WTR-908(W), State Only Nonfederal Violations, 8/12/2010

WTR-910(W), Surveillance and Regulations - Ground Water Rule Implementation Procedures, 10/14/2015

WTR-914(W), Virginia's Optimization Program (VOP), 10/5/2012

WTR-915(W), Disinfection of Groundwater Sources, 5/6/2015

WTR-917(W), Revised Total Coliform Rule (RTCR) Implementation Procedures, 12/5/2017

WTR-918(W), Disinfection of Water Mains, Distribution Storage Tanks, Wells and Treatment Facilities, 9/22/2015

BOARD OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at bhp@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the Board of Health Professions, at the address provided or by telephone at (804) 367-4403. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/bhp/bhp_guidelines.htm

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

DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the department's webpage at <http://www.dhp.virginia.gov> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested at elaine.yeatts@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elaine Yeatts, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Department Policies:

http://www.dhp.virginia.gov/dhp_guidelines/default.htm

76-10.02, Providing Sanction Reference Point worksheets to respondents, revised May 15, 2018

76-10.03, Subpoenas for disciplinary hearings, revised December 27, 2017

76-10.04, Complainant notification of case proceedings, revised December 27, 2017

76-10.05, Reporting to the National Data Bank, revised May 14, 2018

76-10.06, Process for cases involving noncompliance with § 54.1-2400.6, revised December 28, 2017

76-10.10, Requesting information from the national data banks, revised August 7, 2017

76-10.12, Participation of Adjudication Specialists in Closed Sessions, adopted August 9, 2017

76-10.13, Agency standards for case resolution, revised October 19, 2017

76-10.17, Publication of notices and orders on the department website, revised December 27, 2017

76-10.24, Summary suspensions and restrictions, revised December 27, 2017

76-20, The Adjudication Process, revised July 19, 2017

76-20.01, Communication with the media, adopted May 2, 2017

76-20.04, Disclosure of noninvestigative information, revised August 9, 2017

76-20.05, Disclosure of Information to Health Practitioner Monitoring Program, revised August 9, 2017

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

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, Warehouse 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

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

4640, Guidelines for Assessing Impacts of Proposed Electric Transmission Lines and Associated Facilities on Historic Resources in the Commonwealth of Virginia, 1/8/2010

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
- 5629, Homebuyer Handbook, 4/28/2016
- 5630, Homebuyer Handbook - Spanish Version, 12/13/2016
- 5631, Homeownership Originations Guide, 12/3/2018
- 5632, Housing Choice Voucher Program Operations Manual, 5/1/2016
- 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
- 5932, 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:

- Human Resource Policy Manual - ongoing updates, <http://www.dhrm.virginia.gov/hrpolicies>
- Employee Handbook, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/employeehandbook.pdf?sfvrsn=4>, revised October 2014
- Employee Recognition Program Handbook, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/emprechnbk.pdf?sfvrsn=2>, September 2000
- Handbook for Agency Heads, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/agencyheadhandbook.pdf?sfvrsn=4>, revised February 2014.

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](#)

FAQs - Work Hours Limitation for Wage Employees, <http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/assets/faqsworkhourlimitationsforwageemployees.pdf?sfvrsn=2>, published April 2013

Human Resource Management Manual, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/hrmanual.pdf?sfvrsn=2>, revised July 2003

Job Structure, <http://www.dhrm.virginia.gov/agencyhumanresourceservices/joborganizationstructure>, revised September 2000

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](#)
- [EPR421 Faculty Keying Guide](#)
- [Reset Your PMIS Password](#)
- [EPR Keying Guide](#)

Other tables used in PMIS ([EXCEL version](#))

PMIS Cardinal New Fields Guide October 2017, https://www.dhrm.virginia.gov/docs/default-source/pmisis/pmisis-cardinal-new-fields-guide_final.pdf?sfvrsn=2

Guidance Documents

PMIS Layoff Guide 2016,
<http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

PMIS PSE200 Rollback Transaction 2016,
<http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

Revised PMIS PSE001 Original Appointment Transaction 2016,
<http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

HurBits Live Videos - PSE001 Original Appointment Transaction 2016,
<http://web1.dhrm.virginia.gov/itech/hurbitstoc.html>

HurBits Live Videos - What's New in PMIS? 2016,
<http://web1.dhrm.virginia.gov/itech/hurbitstoc.html>

Enhanced Retirement PMIS Keying Guide 2015,
<http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

Accessing a Secure Message Outside COV Network 2015,
<http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

PMIS Screen Changes Employee Time Status Guide 2015,
<http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

Performance Management Guide 2015,
<http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

New PMIS PSE200 Rollback Transaction 2015,
<http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

EPR421 Faculty Keying Guide,
<http://web1.dhrm.virginia.gov/itech/files/PMISEPR421FacultyKeyingGuide.pdf>, 2012

PMIS Top Ten Transaction Guide,
<http://web1.dhrm.virginia.gov/itech/>, 2012

EPR Keying Guide,
<http://web1.dhrm.virginia.gov/itech/files/EPRKeyingGuide.pdf>, 2012

FAQs,
<http://web1.dhrm.virginia.gov/itech/files/PMISFaqs.pdf>,
published 2013

PSE029 RESTORE New Transaction and Training Guide,
<http://web1.dhrm.virginia.gov/itech/files/AccessingPSE029TrainingInTheKnowledgeCenter.pdf>, published 2013

PMIS Screen Changes Employee Time Status Guide,
<http://web1.dhrm.virginia.gov/itech/>, published October 2014

Policies and Procedures Manual (individual policies are updated on a regular basis),
<http://www.dhrm.virginia.gov/hrpolicies>, revised October 2014

Salary Structure, <http://www.dhrm.virginia.gov/mwg-internal/de5fs23hu73ds/progress?id=hOtww7ZvZMbvezC2Dd9x65qJ3xNwjHaQc32AyddwC3o,&dl>, revised July 10, 2017

Salary Structure, <http://www.dhrm.virginia.gov/docs/default-source/compensationdocuments/salarystructure072513.pdf?sfvrsn=2>, revised August 10, 2015

Workforce Planning,
<http://www.dhrm.virginia.gov/agencyhumanresourceservices/workforceplanning> July 2018

Talent Management
<http://www.dhrm.virginia.gov/agencyhumanresourceservices/talentacquisition> October 2018

Telework and Alternate Work Schedule Guidance,
<http://www.dhrm.virginia.gov/agencyhumanresourceservices/telework> revised April 2014

Teleworking Work Mode Categories Guide,
http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/assets/poll1_61workcategoriesmatrix.pdf?sfvrsn=4, Revised July 2014

Mental Health Crisis Guides for the Workplace 2015
<http://www.dhrm.virginia.gov/docs/default-source/hr/Mental-Health-Guides/mental-health-crisis-in-the-workplace.pdf?sfvrsn=0>

Workers' Compensation Claims Procedure Manual,
<http://www.dhrm.virginia.gov/docs/default-source/workerscomp/agencyclaimsmanual.pdf?sfvrsn=2>, December 2010

Equal Employment Dispute Resolution

Grievance Procedure Manual,
<http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/GPM-2017.pdf?sfvrsn=8>, effective July 1, 2017

Rules for Conducting Grievance Hearings,
<http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/Rules2017.pdf?sfvrsn=4>, effective July 1, 2017

Hearings Program Administration Policy,
<http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/hoa-policy-2017.pdf?sfvrsn=6>, effective July 1, 2017

Basic Skills for Presenting Your Case at Hearing,
<http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/basic-skills-2017.pdf?sfvrsn=4>, July 1, 2017

Office of Equal Employment and Dispute Resolution Publication Policy,
<http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/eedr-publication-policy.pdf?sfvrsn=2>, 2017

Grievance Frequently Asked Questions,
<http://www.dhrm.virginia.gov/employmentdisputeresolution/grievancefaqs>, 2013

Workplace Mediation Program Guidelines, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/mediation-guidelines.pdf?sfvrsn=2>, July 2012

Agency Workplace Mediation Coordinator Roles and Duties, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/agency-workplace-mediation-coordinator-roles-and-duties.pdf?sfvrsn=2>, May 2013

Tips for Successful Mediation Participation, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/tipsforsuccessfulmediationparticipationofomc.pdf?sfvrsn=2>, July 2012

Information about the Mediation Process, [http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/information-about-the-mediation-process-\(form-b\).pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/information-about-the-mediation-process-(form-b).pdf?sfvrsn=2), July 2012

Workplace Conflict Consultation Program Guidelines, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/workplace-conflict-consultation-program-guidelines-2016.pdf?sfvrsn=2>, 2016

State Health Benefits Program

COVA Care Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covacarememberhandbook2016.pdf?sfvrsn=2>, revised July 2016

COVA Care Member Handbook Amendment, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/cova-care-2018-amendment.pdf?sfvrsn=0>, effective July 1, 2018

COVA Care Member Handbook Amendment, <http://www.dhrm.virginia.gov/mwg-internal/de5fs23hu73ds/progress?id=amXylj06zo5jvRsRFLMzIv50HrOPvXY2wYeLB6DZGHc,&dl>, effective July 1, 2017

COVA HDHP Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covahdhpmemberhandbook2017.pdf?sfvrsn=0>, revised 2017

COVA HDHP Member Handbook Amendment, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/cova-hdhp-2018-amendment.pdf?sfvrsn=0>, effective July 1, 2018

COVA HealthAware Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covahealthawarememberhandbook2016.pdf?sfvrsn=2>, revised July 2016

COVA HealthAware Member Handbook Amendment, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/2018-cova-healthaware-amendment.pdf?sfvrsn=0>, effective July 1, 2018

COVA HealthAware Member Handbook Amendment, <http://www.dhrm.virginia.gov/mwg-internal/de5fs23hu73ds/progress?id=xkqLRUgoFzmuU5pkYRY6KsEgDUZvWxU8Ms0CvqDvJA,&dl>, effective July 1, 2017

Flexible Spending Account (FSA) Sourcebook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/fsa-sourcebook-2018-a10323.pdf?sfvrsn=0>, revised July 2018

Line of Duty Act (LODA) Plan 2017 Benefits Summary - Former LODA Employment and LODA Plan – Current LODA Employment, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/loda-summary.pdf?sfvrsn=28>, effective July 1, 2017

Line of Duty Act (LODA) Plan 2017 Benefits Summary - Medicare Primary, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/benefit-summary---loda-medicare-primary.pdf?sfvrsn=0>, effective July 1, 2017

LODA PLAN 1 - Former Employment Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/loda-summary-plan-description-2018.pdf?sfvrsn=0>, effective July 1, 2017

LODA PLAN 2 - Current LODA Employment Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/loda-summary-plan-2-description.pdf?sfvrsn=0>, effective July 1, 2017

LODA Plan - (Grandfathered) Former/Current Member Handbook Amendment 2018, http://www.dhrm.virginia.gov/mwg-internal/de5fs23hu73ds/progress?id=F8rDIP7YF6Mqq7Be1PIty-1twjhfNcGjIgk4oX_asbQ,&dl

LODA PLAN - (Non-Grandfathered) Former/Current Member Handbook Amendment 2018, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/loda-notification-newlaw-2018.pdf?sfvrsn=0>

LODA PLAN 3 - Medicare Primary Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/loda-plan-3-summary-plan-description.pdf?sfvrsn=0>, effective July 1, 2017

State Retiree Health Benefits Program

Medicare-Coordinating Plans Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covamedicarecoordinatingplans.pdf?sfvrsn=2>, July 2011

Medicare-Coordinating Plans Member Handbook 2017 Amendment, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/2017-cova-medicare-coordinating-plans-member-handbook-amendment.pdf?sfvrsn=0>

Guidance Documents

source/benefitsdocuments/ohb/handbooks/medicarecoordinatingplansmhamendment2017.pdf?sfvrsn=0

Dental/Vision Handbook Insert, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/medicare-dv-insert-2017.pdf?sfvrsn=4>, revised January 2017

Prescription Drug Handbook Insert for January 2019, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/prescription-drug-insert-2019.pdf?sfvrsn=0>

Express Scripts Medicare Prescription Plan Evidence of Coverage for 2019, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/2019-evidence-of-coverage.pdf?sfvrsn=0>

Express Scripts Medicare Prescription Plan 2019 Formulary, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/2019-formulary.pdf?sfvrsn=0>

The Local Choice Health Benefits Program

2018 The Local Choice Key Advantage Member Handbook, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/KeyAdvantageMemberHandbook2018.pdf> published May, 2018

2018 The Local Choice Key Advantage Expanded Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCKKeyAdvantagewithExpandedBenefits201819.pdf effective July 1, 2018

2018 The Local Choice Key Advantage 250 Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCKKeyAdvantage250BenefitSummary201819.pdf effective July 1, 2018

2018 The Local Choice Key Advantage 500 Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCKKeyAdvantage500BenefitSummary201819.pdf effective July 1, 2018

2018 The Local Choice Key Advantage 1000 Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCKKeyAdvantage1000BenefitSummary201819.pdf effective July 1, 2018

The Local Choice Prescription Drugs - Key Advantage Plans, http://www.thelocalchoice.virginia.gov/planinfo/plans2017_2018/TLCDrugList11152016.pdf effective November 2016

2018 The Local Choice Kaiser Permanente Benefits Summary, <http://www.thelocalchoice.virginia.gov/planinfo>

[/plans2018_2019/TLCKaiserPermanenteBenefitSummary2018.pdf](#) effective July 1, 2018

2011 The Local Choice Member Handbook Medicare Coordinating Plans, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/TLCMedicareHandook092011.pdf> revised 2011

2018 The Local Choice Advantage 65 Medical Only Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCAdvantage65BenefitSummary2018-19.pdf effective January 1, 2018

2018 The Local Choice Advantage 65 with Dental/Vision Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCAdvantage65DVBenefitSummary2018-19.pdf effective January 1, 2018

The Local Choice Dental/Vision Benefits Summary Insert, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/TLCAdvantage65DentalVisionBenefitSummary.pdf> effective January 1, 2016

2018 The Local Choice Medicare Complementary (Option I) Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCMedicareComplementaryBenefitSummary2018-19.pdf effective January 1, 2018

2008 The Local Choice HDHP Member Handbook, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPmemberhandbook2008.pdf> published 2008

2018 The Local Choice HDHP Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCHDHPBenefitSummary201819.pdf effective July 1, 2018

2014 The Local Choice HDHP Amendment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPAmendment2014.pdf> effective July 1, 2012

2010 The Local Choice HDHP Amendment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPAmendment2010.pdf> effective October 1, 2010

2014 The Local Choice HDHP Amendment on Residential Treatment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPAmendmentResidentialTreatment011215.pdf> effective July 1, 2014

2010 The Local Choice HDHP Chiropractic Amendment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPChiroNotificationofChanges.pdf> effective October 1, 2010

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](#)

[HotlineGD2014, State Fraud, Waste, and Abuse Hotline Policies and Procedures Manual, 9/15/2014](#)

[WhistleBlowerGD2014, The Fraud and Abuse Whistle Blower Protection Act Regulations, Policies, and Procedures Manual, 8/1/2014](#)

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 kenneth.e.bailey@djj.virginia.gov.

Questions regarding interpretation or implementation of the documents may be directed to 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 kenneth.e.bailey@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](#)

[3710, Compliance Manual Regulation Governing Juvenile Group Homes and Halfway House, 11/25/2014, 6VAC35-41](#)

[3720, Compliance Manual Regulation Governing Juvenile Correctional Centers, 11/25/2014, 6VAC35-71](#)

[3730, Compliance Manual Regulation Governing Juvenile Secure Detention Centers, 11/25/2014, 6VAC35-101](#)

[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](#)

[3652, Guidelines for Transporting Juveniles in Detention, 9/8/2004](#)

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:

[3373, Virginia Community Crime Control Act \(VJCCCA\) Manual, 7/1/2014, § 16.1-309.2](#)

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 III: Consent for Voluntary Return Of Out Of State Juvenile](#), revised November 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 IA/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

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@djj.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

Apprenticeship Council

[APP - 01, Bylaws of the Virginia Apprenticeship Council](#), 11/18/2010

[APP - 02, State Apprenticeship Standards for Cosmetology, Barbering, and Nail Technology Consisting of Minimum Standards for Apprenticeship](#), 5/10/2010

[APP - 03, Virginia Surveyor Apprenticeship Standards](#), 1/3/2003

[APP - 05, Standards of Apprenticeship for Opticians](#), 7/1/2000

[APP - 08, Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U. S. Department of Labor](#), 7/23/2002

[APP - 09, Apprenticeship Directive 81-4, Granting Credit for Previous Experience](#), 5/21/1981

[APP - 10, Apprenticeship Directive 86-4, Part-Time Cosmetology Student/Apprentices](#), 9/15/1986

[APP - 11, Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations](#), 4/27/1990

[APP - 12, Apprenticeship Directive 01-1, Signature on Standards \(VAC & Industry Specific\)](#), 8/15/2001

[APP - 13, Apprenticeship Directive 03-3, Exemption from Full-Time Employment](#), 12/13/2007

[APP - 14, Apprenticeship Directive 03-04, Temporary Staffing Agencies](#), 3/21/2002

[APP - 15, Apprenticeship Directive 03-05, Guidelines Governing Out-of-State Businesses](#), 3/21/2002

[APP - 16, Apprenticeship Directive 03-07, Registration for Barber, Cosmetology, Nail Technician](#), 9/7/1998

[APP - 17, Apprenticeship Directive 03-09, Progressive Wage Policy](#), 3/20/2003

[APP - 18, Commonwealth of Virginia Registered Apprenticeship Field Operation Manual](#), 9/30/2013

[APP - 19, Minimum Standards for Apprenticeship](#), 7/1/2018

[APP-20, Orientation for Registered Apprenticeship Workforce Partners](#), 10/11/2018

Guidance Documents

Board of Labor and Industry

APP - 11, Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations, 4/27/1990

LEL - 00, Field Operations Manual Disclaimer, 3/30/2010

LEL - 01, Division of Labor and Employment Law Field Operations Manual - Chapter 1 Minimum Wage Act, 7/30/2009

LEL - 02, Division of Labor and Employment Law Field Operations Manual - Chapter 2 Use of Polygraphs In Certain Employment Situations, 10/30/2007

LEL - 03, Division of Labor and Employment Law Field Operations Manual - Chapter 3 Equal Pay, 1/20/2000

LEL - 04, Division of Labor and Employment Law Field Operations Manual - Chapter 4 Prevention of Employment, 1/30/2000

LEL - 05, Division of Labor and Employment Law Field Operations Manual - Chapter 5 Payment of Medical Exams as a Condition of Employment, 1/30/2000

LEL - 06, Division of Labor and Employment Law Field Operations Manual - Chapter 6 Right To Work, 3/1/2010

LEL - 07, Division of Labor and Employment Law Field Operations Manual - Chapter 7 Garnishment, 7/30/2009

LEL - 09, Division of Labor and Employment Law Field Operations Manual - Chapter 9 Child Labor, 8/9/2017

LEL - 10, Division of Labor and Employment Law Field Operations Manual - Chapter 10 Payment of Wage, 4/30/2015

LEL - 11, Individual Liability for Wage claims, 4/6/2015

LEL - 12, Administrative Subpoenas Issued in Accordance with Virginia Code, 4/30/2015

LEL - 13, Requesting Employment Records in Wage Claim Investigations, 5/2/2016

Safety and Health Codes Board

01-001C, Program Directive Development, Classification and Numbering System for VOSH, 5/1/2015

01-004SR, Responsibilities of the Central and Regional Office Directors and Managers, 5/1/2000

01-008, Statewide Settlement Agreements, 3/1/1996

01-009A, Citation Policy for Paperwork and Written Program Requirement Violations, 10/15/2007

01-010, Local Emphasis Programs: Development and Approval of Special Targeting Activities, 2/15/2014

01-015A, State Plan Policies and Procedures Manual (Through CH-5), 3/1/1996

01-017, Expedited Informal Settlement Agreement (EISA) Program, 3/1/2005

01-019, State Emphasis Programs: Development, Approval, Adoption, and Evaluation, 6/15/2018

01-020, OSHA Support of National Institute for Occupational Safety and Health Fatality Assessment and Control Evaluation (FACE) Program, 3/1/2005

02-003S, VOSH Procedures to comply with OSHA Enforcement Exemptions and Limitations under the Federal Appropriations Act, OSHA Instruction CPL 02-00-051 (formerly CPL 2-0.51J); Appendix, 6/15/2018

02-004A, Collection of OSHA-300 Log Data, 2/15/2004

02-006B, Abatement Verification Regulation, § 307 of the VOSH Administrative Regulations Manual (ARM) - Enforcement Policies and Procedures, 1/1/2010

02-009B, Prison Inmate Form Letter, 1/15/2014

02-010, Information to be Included in Closing Conferences, 8/15/1993

02-011, Temporary Help Supply Services Used by Employers, 10/1/1993

02-013, Compliance Policy for Emergency Action Plans and Fire Prevention Plans, 4/1/2003

02-016, Safety and Health Information Bulletins, 2/15/2004

02-020, VOSH Response to Significant Events of Potentially Catastrophic Consequence, 1/15/1994

02-021, Interpretative Rule Addressing OSHA's Policy on Employee Rescue Efforts, 29 CFR 1903.14, 8/15/1995

02-022A, 29 CFR 1913.10, Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records, 11/1/2009

02-023, Citation and IMIS Guidance for the Administrative Regulations Manual (ARM), 8/15/2009

02-024A, Severe Violator Enforcement Program (SVEP), 9/1/2013

02-026, Misclassification of Employees in VOSH Cases, 7/1/2017

02-028, State and Local Government Penalties, 12/1/2018

02-032, Guidelines for Implementing the Field Sanitation Standard, § 1928.110, 4/15/1993

02-050A, General Schedule Inspection Errors: Guidance for Inspection of Establishments, 12/15/2013

02-053C, Procedures for Photographs, Audio and Video Recordings Taken During VOSH Inspections or Investigations, 8/15/2011

- 02-054A, Process Safety Management of Highly Hazardous Chemicals, 1910.119 – Inspection Procedures and Interpretive Guidance, 8/1/1999
- 02-060B, Inspection Procedures for the Hazard Communication Standard, 1910.1200, 1915.99, 1917.28, 1918.90, 1926.59 and 1928.21, 2/1/2016
- 02-061, Citation Policy Regarding 29 CFR 1926.20, 29 CFR 1926.21 and Related General Safety and Health Provisions, 4/4/1988
- 02-062A, Application of the Permit-Required Confined Spaces (PRCS) Standards, § 1910.146, 4/1/2003
- 02-064A, Procedure for Handling Issuance of Citations to VDOT, 12/15/2007
- 02-065C, Virginia Construction and Telecommunications Industries Confined Space Standard Procedures and Interpretations Manual, CNSP 146 and 1910.268 (t), 6/1/2018
- 02-067D, Overhead High Voltage Line Safety Inspection Procedures and Interpretations, 5/1/2018
- 02-071, Inspection Guidelines for Post-Emergency Response Operations Under 29 CFR 1910.120, 9/15/1991
- 02-072B, Index of General Industry Standards Applicable to the Construction Industry, 5/15/1994
- 02-073B, Inspection Procedures for 29 CFR 1910.120 and 1926.65, Paragraph (q): Emergency Response to Hazardous Substance Releases, 10/1/2007
- 02-101, OSHA/U.S. Coast Guard Authority Over Vessels, 11/15/1998
- 02-105A, Inspection Scheduling for Construction, 1/15/2014
- 02-106, Nursing and Residential Care Facilities, Inspection Procedures, 6/1/2013
- 02-110, VOSH Enforcement Policy for New Reporting Requirements under § 40.1-51.1 D of the Code of Virginia and 16VAC25-85-1904, 7/1/2017
- 02-206A, Inspection of Grain Handling Facilities, § 1910.272, 11/15/1998
- 02-208A, Acceptance of U.S. Department of Transportation (DOT) Exemption DOT-E 8845 of the Select Fire Oil-Well Perforating System Detonator Interruption Device (DID), 9/1/1994
- 02-209, Fixed Ladders Used on Outdoor Advertising Structures or Billboards in the Outdoor Advertising Industry, 4/15/1993
- 02-210, Excavation and Trench Procedures and Interpretations Manual, 3/5/1990
- 02-211B, The Control of Hazardous Energy - Enforcement Policy and Inspection Procedures, 5/1/2008
- 02-213, Inspection Procedures and Guidelines for Lift-Slab Construction Operations, 9/1/1991
- 02-214, Home-Based Worksites, 10/1/2000
- 02-215, Enforcement Authority at the Department of Energy's Government Owned, Contractor Operated (GOCO) Sites, 5/1/1992
- 02-216, Electrical Safety-Related Work Practices - Inspection Procedures and Interpretive Guidelines, 7/15/1992
- 02-217, Guarding of Three-Roller Printing Ink Mills, 9/1/1994
- 02-218, Awareness Barriers Installed on Metal Cutting Shears, 9/1/1994
- 02-223, Abrasive Operations Using Cutoff Wheels and Masonry Saws, §§ 1910.215, 1926.303 and 1926.702(i), 8/15/1995
- 02-224B, Inspection Policy and Procedures for OSHA's Steel Erection Standards for Construction; Clarification of OSHA's Enforcement Policies relating to Floors/Nets and Shear Connectors; Cancellation of CPL 02-01-046, 12/1/2010
- 02-225D, Focused Inspections in Construction - Renewal, 7/1/2013
- 02-226A, Enforcement of Electric Power Generation, Transmission, and Distribution Standard, § 1910.269, 2/15/2004
- 02-228, Guidelines for Point of Operation Guarding of Power Press Brakes, 9/15/1998
- 02-230, Inspection Procedures for Enforcing Subpart L, Scaffolds Used in Construction - 29 CFR 1926.450-454, 3/15/1999
- 02-231B, Inspection Procedures for Accessing Communication Towers by Hoist, 9/30/2014
- 02-232A, Compliance Assistance for the Powered Industrial Truck Operator Training Standards, 2/1/2002
- 02-234A, 29 CFR Part 1910, Subpart T – Commercial Diving Operations, 9/1/2011
- 02-235, Slide-locks – Enforcement Policy, Inspection Procedures and Performance Guidance Criteria, 12/15/2007
- 02-240, Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97, Inspection Procedures and Interpretations, 9/15/2009
- 02-243A, Part 1910, Subpart I, Enforcement Guidance for Personal Protective Equipment (PPE) in General Industry, 1/15/2012
- 02-244, Tree Trimming Operations, 16VAC25-73, Inspection Procedures and Interpretations (corrected), 5/9/2011

Guidance Documents

- 02-245, Compliance Policy for Manufacture, Storage, Sale, Handling, Use and Display of Pyrotechnics, 1/15/2012
- 02-247, Compliance Directive for the Cranes and Derricks in Construction Standard, 1926.1400 through 1926.1442, 2/1/2016
- 02-390B, Compliance Guidance for Residential Construction, 6/15/2011
- 02-395, Logging Operations, Inspection Procedures and Interpretive Guidance Including Twelve Previously Stayed Provisions, 11/15/1998
- 02-399, Chocking of Tractor Trailer under the Powered Industrial Truck Standard, 8/15/2000
- 02-400C, Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens, 2/1/2014
- 02-403A, Compliance Dates for the Lead Standard with Clarification of the Implementation Schedule, 1910.1025, 1/15/1992
- 02-406, Air Contaminants Standard, 1910.1000 - Inspection Procedures and Enforcement Guidance Resulting from Court Decision Vacating 1989 PELs, 9/15/1993
- 02-407, Lead Exposure in Construction: Interim Final Rule; Inspection and Compliance Procedures, 5/1/1994
- 02-410, Brass and Bronze Ingot Manufacturing Industry Compliance Requirements and Dates under the Lead Standard, § 1910.1025, 5/15/1998
- 02-411A, Inspection Procedures for the Respiratory Protection Standard, 1910.134, 9/30/2014
- 02-413, Guidelines for Noise Enforcement; Appendix A, 11/15/2009
- 02-415, Inspection Procedures for Occupational Exposure to Methylene Chloride Final Rule, §§ 1910.1052, 1915.1052 and 1926.1152, 2/1/2002
- 02-419, Audiometric Testing Using Insert Phones, 5/12/1989
- 02-421, Technical Assistance and Guidelines for Superfund and Other Hazardous Waste Site Activities, 8/20/1986
- 02-422A, Inspection Procedures for Occupational Exposure to Asbestos Final Rule, §§ 1910.1001, 1926.1101 and 1915.1001, 8/15/1996
- 02-423, Occupational Exposure to Hazardous Chemicals in Laboratories, 6/15/1991
- 02-426A, Enforcement Procedures for Occupational Exposure to Formaldehyde, 5/1/1992
- 02-432, Inspection Procedures for Occupational Exposure to 1,3-Butadiene (BD), § 1910.1051, 11/15/1998
- 02-433A, Enforcement Procedures and Scheduling for Occupational Exposure to Tuberculosis, 8/15/2015
- 02-436, Enforcement of the Occupational Noise Exposure Standards, §§ 1910.95, 1926.52, and 1926.101, 2/1/2002
- 02-437, Technical Enforcement and Assistance Guidelines for Hazardous Waste Site and RCRA Corrective Action Clean-up Operations, 9/15/2006
- 02-439, Section 1910.1018, Inspection and Compliance Procedures for the Permanent Occupational Exposure Standard for Inorganic Arsenic Compounds, 9/15/2006
- 02-440, Inspection Procedures for the Chromium (VI) Standards, 5/1/2008
- 02-442, Inspection Procedures for Occupational Exposure to Beryllium in General Industry, Construction and Public Sector Maritime, 9/15/2018
- 02-800B, Longshoring and Marine Terminals "Tool Shed" Directive, 1/1/2013
- 02-801C, Shipyard Employment "Tool Bag" Directive, 9/1/2014
- 02-802A, Maritime Cargo Gear Standards and Part 1919 Certification, 2/15/2014
- 02-803A, 29 CFR Part 1915, Subpart B, Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment, 8/15/2011
- 02-804, Subpart I, Personal Protective Equipment (PPE) for Shipyard Employment (Public Sector)-Inspection Procedures and Interpretive Guidelines, 8/1/2011
- 03-001C, Consultation Policies and Procedures Manual, 10/1/2016
- 03-007, Consultation Policies and Procedures, Chapter 7: Relationship to Enforcement, Hazard Correction and Verification, 5/15/2007
- 03-100, Consultation for Wood Treatment Operations Utilizing Inorganic Arsenic Compounds, 12/12/1986
- 03-101, Guidelines on the Stability of Well Servicing Derricks, 9/15/1991
- 03-102, Changes in Reporting Hazard Correction Verification, 2/15/2004
- 04-001E, VOSH Whistleblower Investigation Manual, 7/1/2016
- 05-001, A Professional Development Training Program for VOSH Compliance and Consultation Personnel, 7/1/2000
- 06-002, Designated First Aid Providers - Applicability of Bloodborne Pathogens Standard in General Industry, 8/15/2000
- 06-003, Definition of "Employee" for Purposes of VOSH Enforcement Program, 5/13/1986

- 06-005, Radford Arsenal and Radford Army Ammunition Plant: VOSH Cession of Enforcement Jurisdiction to Federal OSHA, 7/21/1986
- 06-008, Procedures for Requesting Interpretation of the Conflict of Interests Act, 4/4/1988
- 06-011A, Letter of Interpretation Concerning Volunteer Firefighters and 16VAC25-60-10 of the ARM, 5/15/2008
- 06-013, Standard Interpretation of 1926.50 (c); First Aid Training on Construction Sites, 5/18/1988
- 06-016A, Standard Interpretation: Applicability of Permit-Required Confined Space Standard for General Industry, § 1910.146, to Insurance Companies Employing Boiler and Pressure Vessel Safety Inspectors, 9/1/1994
- 06-104, Standard Interpretation of 1926.451(d)(7), Securing Scaffolding to a Building or Structure, 8/15/2005
- 06-150, Standard Interpretation of 1910.151(b), Medical and First Aid, 8/15/2005
- 06-201, Use of 1910.132(a) and 1926.95(a) to Require Use of Seat Belts in General Industry and Construction Vehicles Potentially Subject to Tip over Due to Operational or Workplace Hazards, 3/1/2005
- 06-222, Interpretations of Electrical Standard for Construction Industry (§§ 1926.432(a) and 1926.417(b)), 8/15/2005
- 07-006C, Public Participation Guidelines for the Safety and Health Codes Board, 7/1/2017
- 07-007, Amendment to Bylaws of the Safety and Health Codes Board, 7/1/2007
- 08-001, Exposure Control Plan for VOSH Personnel with Occupational Exposure to Bloodborne Pathogens, 3/15/2014
- 08-005A, Certified Safety and Health Official/Inspector Medical Examination Program, 9/1/2012
- 09-001, VOSH Field Operations Manual (FOM), 1/25/2018
- 09-002, State Program Requirements for Statistical Information on the Incidence of Occupational Injuries and Illnesses by Industry; on the Injured or Ill Worker; and on the Circumstances of the Injuries or Illnesses, 10/15/1992
- 09-004, Respiratory Protection Manual, 8/1/2012
- 09-010, Partnership Programs, 7/15/1997
- 09-050, VOSH Voluntary Protection Program Challenge Policies and Procedures Manual, 6/15/2018
- 09-052E, OSHA Technical Manual (OTM), 2/1/2018
- 09-060, Virginia BEST Policies and Procedures Manual, 12/1/2016
- 09-070, VOSH - VADOC Challenge Pilot Policies and Procedures Manual, 7/15/2018
- 09-104A, Recordkeeping Policies and Procedures Manual (RKM), 4/15/2014
- 09-425, OSHA Occupational Chemical Database (formerly Chemical Information Manual), 9/1/2012
- 10-001, Information Dissemination System for Ergonomic Inspections and Consultative Visits Resulting in Significant Benefits, 10/19/1990
- 11-201, Permanent Variance From § 1910.178(n)(7)(iii); Virginia Precast Corporation, 4/20/1990
- 12-003H, Administrative Regulations Manual (ARM) for the Virginia Occupational Safety and Health Program, 1/15/2019
- 12-005, VOSH Voluntary Protection Program, 6/15/2018
- 12-008, Access to Employee Exposure and Medical Records, § 1910.1020, 11/1/2009
- 12-013, Exit Routes, Emergency Action Plans, and Fire Prevention Plans, §§ 1910.33 through 1910.39, Subpart E; Final Rule and Changes to Related Standards, 4/1/2003
- 12-015M, Standards Improvement Project - Phase III (SIP - III) Parts 1910, 1915, 1917, 1918, 1919, and 1926, 11/1/2013
- 12-101, Amendments to the Applicability of Standards in 29 CFR Part 1910, § 1928.21, 4/1/1995
- 12-102E, Respiratory Protection Standard, § 1910.134, and Other Related Standards in Parts 1910 and 1926, 12/15/2012
- 12-105C, Lead Standard, General Industry, § 1910.1025; Amendments, 2/15/1996
- 12-108B, Commercial Diving Operations: Subpart T of Part 1910, 3/1/2005
- 12-114B, Mechanical Power-Transmission Apparatus, §§ 1910.219 and 1926.307; Mechanical Power Presses, § 1910.217; Telecommunications, § 1910.268; and Hydrogen, § 1910.103, 7/15/2014
- 12-115, Amendment to Virginia Commercial Diving Standard, 1910.430, 3/9/1987
- 12-118H, Occupational Exposure to Asbestos, General Industry, § 1910.1001, Shipyard Employment, § 1915.1001, and Construction, § 1926.1101; Revised Final Rule, 12/15/1998
- 12-119B, Confined Spaces in Construction, Part 1926, Subpart AA, §§ 1926.1200 through 1926.1213; and Other Related Provisions, § 1926.953, Enclosed Spaces; and § 1926.968, Definitions, 2/1/2016
- 12-120, Virginia Confined Space Standard for the Telecommunications Industry, 1910.268(t), 10/7/1987
- 12-122, Lead Exposure in Construction, § 1926.62, 8/1/1993

Guidance Documents

12-123C, Hazard Communication Standard, 1910.1200; and Other Related Standards in Parts 1910,1915, and 1926; Corrections and Technical Amendment, 6/1/2013

12-124B, Amendment to Permit-Required Confined Spaces Standard for General Industry, § 1910.146, 8/1/1999

12-125, Retention of Department of Transportation (DOT) Markings, Placards, and Labels: §§ 1910.1201, 1915.100, 1917.29, 1918.100, and 1926.61, 4/1/1995

12-126, Employer Payment for Personal Protective Equipment (PPE); Final Rule, 4/1/2008

12-127, Employer Duty to Provide Personal Protective Equipment (PPE) and Train Each Employee; Clarification of Final Rule; Parts 1910, 1915, 1917, 1918 and 1926; and Correction, 5/15/2009

12-151A, Incorporation into Part 1926 those Part 1910 General Industry Safety and Health Standards determined to be Applicable to Construction Work, 5/15/1997

12-152F, Occupational Injury and Illness Recording and Reporting Requirements, §§ 1904.0 through 1904.46; and Amendments, 9/1/2018

12-201, Fall Protection in General Industry: 1910.23(c)(1), (c)(3), 1910.132(a), 12/24/1985

12-202, Explosive Actuated Fastening Tools, 1/21/1986

12-205, Safety Standards for Signs, Signals, and Barricades, Subpart G, §§ 1926.200 through 1926.203, 4/1/2003

12-211, Amendment to the Flammable Liquid Standard for General Industry, § 1910.106, 1/15/2019

12-220A, Exemption for Religious Reasons for Wearing Hard Hats, 9/1/1994

12-226D, Grain Handling Facilities Standard, § 1910.272; Technical Amendment, 8/15/1996

12-227C, Personal Protective Equipment, Parts 1910, 1915, 1917, and 1926, 4/1/2018

12-228, Amendment Concerning Presence Sensing Device Initiation of Mechanical Power Presses, 1910.211 and 1910.217, 8/18/1988

12-230, Standard Concerning Safety Testing or Certification of Certain Workplace Equipment and Materials, 8/18/1988

12-231, Amendment Concerning Servicing of Single Piece and Multi-Piece Rim Wheels, 1/30/1989

12-234C, Underground Construction Standard, § 1926.800, 2/1/2016

12-238B, Excavations Standard, §§ 1926.650 - 1926.652, 2/1/2016

12-239C, Virginia Unique Construction Industry for Sanitation; in General, 16VAC25-160-10, and Field

Sanitation Standard, 16VAC25-180-10 [Agriculture], 8/1/2012

12-240, Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97, 8/15/2009

12-242B, Gases, Vapors, Fumes, Dusts, and Mists, 1926.55, 2/1/2018

12-243A, Welding, Cutting and Brazing Standard, §§ 1910.252 - 1910.257, 4/1/1995

12-244, Amendment Concerning Revision of Construction Industry Test and Inspection Records, 5/15/1991

12-245B, Safety Standards for Scaffolds Used in the Construction Industry, §§ 1926.450 through 1926.454; Repeal of § 1926.556, Aerial Lifts; Corrections to §§ 1926.451 and 1926.453; and Administrative Stay of § 1926.451(b), 2/1/2013

12-246A, Overhead High Voltage Line Safety Act (Va. Code §§ 59.1-406 through 59.1-414), 2/15/2004

12-247, Safety Standards for General Industry and Construction; Final Rule; and Technical Amendments, 3/1/1994

12-248E, Electric Power Generation, Transmission and Distribution and Amendments, Parts 1910 and 1926; Amendment to Electrical Protective Equipment Standard, § 1910.137; Correcting Amendments, 2/1/2018

12-249, Process Safety Management of Highly Hazardous Chemicals, § 1910.119, Amendment to Explosives and Blasting Agents, § 1910.109; and Corrections, 8/3/2017

12-250C, Logging Operations, General Industry, 1910.266; Corrections, 1/15/2015

12-251C, Safety Standards for Steel Erection, §§ 1926.750 through 1926.759, 1926.760 (d) and (e); and 1926.761; Revised Final Rule, 12/1/2010

12-252, 16VAC25-75, Virginia Unique General Industry Standard for Telecommunications, General, Approach Distances, 10/15/2007

12-253, Virginia Unique Safety Standards for Fall Protection in Steel Erection, Construction Industry, 16VAC25-145, in lieu of 29 CFR 1926.760(a), 1926.760(b) and 1926.760(c), 12/1/2010

12-254D, Cranes and Derricks in Construction, §§ 1926.1400 through 1926.1442, 5/1/2018

12-255, Tree Trimming Operations, 4/26/2011

12-256, Rigging Equipment for Material Handling Construction Standard, § 1926.251; Correction and Technical Amendment, 2/1/2013

- 12-257A, Vehicle-Mounted Elevating and Rotating Work Platforms, § 1910.67, 2/1/2018
- 12-258, Pulp, Paper, and Paperboard Mills, 4/1/2018
- 12-259, Textiles, § 1910.262 Amendment, 6/1/2018
- 12-260, Walking-Working Surfaces and Personal Protective Equipment (Fall Protection Systems), Final Rule; and Other Related Provisions, 8/15/2017
- 12-265, Sawmills, § 1910.265 Amendments, 4/1/2018
- 12-333D, Powered Industrial Trucks (PITs), Parts 1910, 1915, 1917.1, 1918.1 and 1926; Correction, 3/15/2018
- 12-334A, Electrical Standard, Subpart S of Part 1910, §§ 1910.302 through 1910.308, 5/15/2009
- 12-335A, Revising Standards Referenced in 16VAC25-90-1910.102, Acetylene Standard for General Industry, § 1910.102, 8/1/2012
- 12-337, Overhead and Gantry Cranes, 3/15/2018
- 12-401, Hazardous Waste Operations and Emergency Response §§ 1910.120 and 1926.65, 4/1/1995
- 12-402B, Occupational Exposure to Methylene Chloride ("MC"), General Industry, § 1910.1052; Shipyard Employment, § 1915.1052; and Construction, § 1926.1152; Revised Final Rule, 12/15/1998
- 12-403, Occupational Exposure to 1,3--Butadiene, General Industry, § 1910.1051; Final Rule, 6/6/1997
- 12-407, Ethylene Oxide Standard (Construction Industry), § 1926.1147; and Correction, 2/15/1994
- 12-410A, Occupational Exposure to Cotton Dust, § 1910.1043(n)(4), 1/15/2019
- 12-411A, Occupational Exposure to Bloodborne Pathogens, § 1910.1030, 12/15/2012
- 12-415B, Occupational Exposure to Hexavalent Chromium; Revising Notification Requirements in the Exposure Determination Provisions of Hexavalent Chromium Standards, paragraph (d)(4)(i) of § 1910.1026 - General Industry, § 1915.1026 - Shipyards, § 1926 - Construction, 12/1/2010
- 12-419H, Amendments to the Air Contaminants Standards, 2/15/2018
- 12-420, Special Provisions for Air Contaminants, § 1910.19; Amendment, 6/15/1997
- 12-421, Dipping and Coating Operations, General Industry, Revised Final Rule, §§ 1910.122 through 1910.126, 8/1/1999
- 12-422A, Methylenedianiline in Construction, § 1926.60; Correction, 9/1/2018
- 12-423, Occupational Exposure to Hazardous Chemicals in Laboratories, § 1910.1450: (Nonmandatory) Appendix A - National Research Council Recommendations concerning Chemical Hygiene in Laboratories; Technical Amendment, 6/1/2013
- 12-425A, Occupational Exposure to Respirable Crystalline Silica; and Correcting Amendment, 4/1/2018
- 12-427B, Occupational Exposure to Beryllium, General Industry, § 1910.1024, 1/15/2019
- 12-429, Air Contaminants in Public Sector Shipyard Employment, 2/1/2018
- 12-430, Amendment to Vinyl Chloride for General Industry, § 1910.1017; CFR Correction, 9/1/2018
- 12-432, Occupational Exposure to Beryllium, Construction Industry, § 1926.1124, 9/15/2018
- 12-801A, Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment, 1915.11 through 1915.16; and Corrections, 7/1/1995
- 12-802, Competent Person, Shipyard Employment, § 1915.7, 4/1/1995
- 12-803, Personal Protective Equipment (PPE) for Shipyard Employment, Part 1915; Amendment, 8/15/1996
- 12-804C, Longshoring and Marine Terminals, Parts 1910, 1917 and 1918, 7/15/2014
- 12-805, Occupational Safety and Health Standards for Shipyard Employment; Technical Amendments, 4/1/2003
- 12-806A, Fire Protection in Shipyard Employment, §§ 1915.501-1915.509, Public Sector Only, 3/1/2007
- 12-807, General Working Conditions in Shipyard Employment; Final Rule and Corrections, 12/1/2011
- 12-810, Occupational Exposure to Beryllium, Public-Sector Shipyard Employment Industry, § 1915.1024, 9/15/2018
- 13-001, DOLI Interagency Agreements for VOSH, 5/15/2008
- 13-002A, Areas of Direct Federal Enforcement by OSHA in Virginia, 1/1/2018
- 13-006, Memorandum of Understanding Between the Department of Transportation (VDOT) and the Department of Labor and Industry (DOLI), 1/15/2009
- 13-010A, Memorandum of Understanding between the Department of Labor and Industry (DOLI) and the Department of Professional and Occupational Regulation (DPOR), 7/1/2017
- 13-011, Memorandum of Understanding between the Department of Environmental Quality and the Department of Labor and Industry, 9/15/2008

Guidance Documents

13-016, Memorandum of Understanding between the Department of Labor and Industry (DOLI) and the Federal Occupational Safety and Health Administration (OSHA), 9/15/2008

13-018A, Alliance Between Virginia Department of Labor and Industry (DOLI) and The Virginia State Association of Occupational Health Nurses (VSAOHN), 11/1/2012

13-020, Memorandum of Understanding Between the Department of Mines, Minerals and Energy and the Virginia Department of Labor and Industry, 11/9/2017

13-057A, Memorandum of Understanding Between Department of Health and Department of Labor (4/26/86), 4/1/2003

13-060, Building Excellence in Safety, Health and Training Program (Virginia BEST), 10/1/2016

13-070, VOSH - VADOC Challenge: A Strategic Partnership Program of the Virginia Occupational Safety and Health Program and the Virginia Department of Corrections, 7/15/2018

14-005C, First Report of Injuries and Illnesses (FRI) Local Emphasis Program (LEP), 12/18/2014

14-006, Injury and Illness Recordkeeping National Emphasis Program (RK NEP), 7/1/2011

14-201, Local Emphasis Program: "Fall Hazards," 4/1/2003

14-203, Special (National) Emphasis Program: Trenching and Excavation, 4/1/2003

14-204A, Local Emphasis Program: Scaffolding, 9/1/2018

14-205, Public Sector Local Emphasis Program; Public Work Shops, 4/1/2003

14-215, Logging and Sawmill Industries - Local Emphasis Program (LEP), 7/1/2011

14-216A, National Emphasis Program B Primary Metal Industries, 3/15/2015

14-219D, Local Emphasis Program: Reverse Signal Operation of Vehicles, Machinery and Equipment and Heavy Equipment (Generally), 9/1/2018

14-221E, Local Emphasis Program: Overhead High Voltage Line Safety for both General Industry and Construction, 5/1/2018

14-233B, National Emphasis Program on Amputations, 2/11/2016

14-234, Local Emphasis Program - Tree Trimming Operations, 4/26/2011

14-236A, National Emphasis Program – Combustible Dust (Reissued), 4/1/2008

14-405, Local Emphasis Program (LEP) -- Asbestos, 8/1/2012

14-411A, Process Safety Management (PSM) Covered Chemical Facilities National Emphasis Program, 5/1/2018

14-415, National Emphasis Program – Occupational Exposure to Isocyanates, 12/15/2013

14-430C, Local Emphasis Program - Wastewater and Water Treatment Facilities, 11/1/2013

14-437B, National Emphasis Program: Lead, 12/15/2014

14-440, National Emphasis Program – Facilities that Manufacture Food Flavorings Containing Diacetyl, 3/15/2010

14-441, National Emphasis Program – Hexavalent Chromium, 5/15/2010

BPV - 1, Boiler and Pressure Vessel Safety Compliance Operations Manual , 10/1/1999

BPV - 2, Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit A, 3/27/1974

BPV - 3, Application for Reciprocal Certificate of Competency and Identification Work Card, 11/10/2011

BPV - 4, Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit C, 4/1/2003

VOSH CCG, VOSH Closing Conference Guide, 6/1/2017

VOSH Consult. - 1, VOSH Consultation Policies and Procedures Manual, 10/1/2016

VOSH Consult. - 2, Job Safety and Health Protection Poster, 7/1/2016

VOSH ERG, Employer Responsibilities and Courses of Action Following a VOSH Inspection, 9/1/2018

VOSH FO 1979-80 SFY, 1979-80 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1979 - June 30, 1980, 12/10/2009

VOSH FO 1980-81 SFY, 1980-81 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1980 - June 30, 1981, 12/10/2009

VOSH 1981-82 SFY, 1981-82 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1981 - June 30, 1982, 12/10/2009

VOSH FO 1982-83 SFY, 1982-83 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational

[Safety and Health Act, July 1, 1982 - June 30, 1983, 12/10/2009](#)

[VOSH FO 1983-84 SFY, 1983-84 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1983 - June 30, 1984, 12/10/2009](#)

[VOSH FO 1984-85 SFY, 1984-85 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1984 - June 30, 1985, 12/10/2009](#)

[VOSH FO 1985-86 SFY, 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986, 12/10/2009](#)

[VOSH FO 1985-86 SFY, 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986, 12/10/2009](#)

[VOSH FO 1986-87 SFY, 1986-87 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1986 - June 30, 1987, 12/10/2009](#)

[VOSH FO 1987-88 SFY, 1987-88 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1987 - June 30, 1988, 12/10/2009](#)

[VOSH FO 1988-89 SFY, 1988-89 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1988 - June 30, 1989, 12/10/2009](#)

[VOSH FO 1989-90 SFY, 1989-90 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1989 - June 30, 1990, 12/10/2009](#)

[VOSH FO 1990-91 SFY, 1990-91 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1990 - June 30, 1991, 12/10/2009](#)

[VOSH FO 1991-92 SFY, 1991-92 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational](#)

[Safety and Health Act, July 1, 1991 - June 30, 1992, 12/10/2009](#)

[VOSH FO 1992-93 SFY, 1992-93 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1992 - June 30, 1993, 12/10/2009](#)

[VOSH FO 1993-94 SFY, 1993-94 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1993 - June 30, 1994, 12/10/2009](#)

[VOSH FO 1994-95 SFY, 1994-95 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1994 - June 30, 1995, 12/10/2009](#)

[VOSH FO 1995-96SFY, 1995-96 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1995 - June 30, 1996, 12/10/2009](#)

[VOSH FO 1996-97SFY, 1996-97 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1996 - June 30, 1997, 12/10/2009](#)

[VOSH FO 1997-98SFY, 1997-98 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1997 - June 30, 1998, 12/10/2009](#)

[VOSH FO 1998-99SFY, 1998-99 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1998 - June 30, 1999, 12/10/2009](#)

[VOSH FO 1999-2000SFY, 1999-2000 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 1999 - June 30, 2000, 12/10/2009](#)

[VOSH FO 2000-01, 2000-01 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 2000 - June 30, 2001, 12/10/2009](#)

[VOSH FO 2001-02SFY, 2001-02 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational](#)

Guidance Documents

[Safety and Health Act, July 1, 2001 - June 30, 2002, 12/10/2009](#)

[VOSH FO 2002-03 SFY, 2002-03 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 2002 - June 30, 2003, 12/11/2009](#)

[VOSH FO 2005, 2005 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 12/10/2009](#)

[VOSH FO 2006, 2006 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 12/11/2009](#)

[VOSH FO 2007, 2007 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 12/4/2009](#)

[VOSH FO 2008A, 2008 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 1/3/2018](#)

[VOSH FO 2009, 2009 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 1/3/2018](#)

[VOSH FO 2010, 2010 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 1/3/2018](#)

[VOSH FO 2011, 2011 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, 1/3/2018](#)

[VOSH FO 2012, 2012 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 1/3/2018](#)

[VOSH FO 2013, 2013 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 1/23/2018](#)

[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](#)

[VOSH FO 2015, 2015 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 1/23/2018](#)

[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](#)

[VOSH VPP - 1, Virginia Voluntary Protection Program \(VPP\) Policy and Procedures Manual, 4/1/2005](#)

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 lrc@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:

http://www.dhp.virginia.gov/nha/nha_guidelines.htm

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

95-2, Board procedures for auditing continuing education, revised 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

45(16), Virginia Lottery's Scratch Game 1605: "Bankroll Bonus" Final Rules for Game Operation, 3/4/2016

46(16), Virginia Lottery's Scratch Game 1602: "Money Bag Doubler" Final Rules for Game Operation, 3/4/2016

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

173(16), Virginia Lottery's Scratch Game 1771: "Gold Bar Bonanza" Final Rules for Game Operation, 12/9/2016

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

53(2017), Virginia Lottery's Scratch Game 1793: "Quick Cash" Final Rules for Game Operation, 4/7/2017 76(2017), Virginia Lottery's Scratch Game 1788: "Triple Your Money" Final Rules for Game Operation, 4/24/2017

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

87(2017), Virginia Lottery's Scratch Game 1779: "Aces and 8's" Final Rules for Game Operation, 5/23/2017

88(2017), Virginia Lottery's Scratch Game 1828: "\$5 Million Dollar Series" 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

124(2017), Virginia Lottery's Scratch Game 1773: "Jewel 7's" Final Rules for Game Operation, 8/4/2017 126(2017), Virginia Lottery's Computer-Generated Game "Powerball - Virginia-Specific" Final Rules for Game Operation, 8/12/2017

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, 9/21/2017

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

153(2017), Virginia Lottery's Scratch Game 1844: "Casino Cheer" 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
- 180(2017), Virginia Lottery's Scratch Game 1834: "Weekly Half Grand" Final Rules for Game Operation, 11/6/2017
- 181(2017), Virginia Lottery's Scratch Game 1835: "Weekly Grand" Final Rules for Game Operation, 11/6/2017
- 189(2017), Virginia Lottery's "Mega Millions - Virginia-Specific (replaces 137 (2017))" 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
- 195(2017), Virginia Lottery's Scratch Game 1863: "\$30 Million Cash Out" Final Rules for Game Operation, 11/27/2017
- 197(2017), Virginia Lottery's Scratch Game 1870: "Super Cash" Final Rules for Game Operation, 11/27/2017
- 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
- 15(2018), Virginia Lottery's Scratch Game 1858: "2X the Money" Final Rules for Game Operation, 2/13/2018
- 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
- 25(2018), Virginia Lottery's Scratch Game 1856: "Blockbuster Crossword" Final Rules for Game Operation, 2/28/2018
- 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 7's" 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
- 54(2018), Virginia Lottery's Scratch Game 1857: "7X The Money" Final Rules for Game Operation, 5/9/2018
- 55(2018), Virginia Lottery's Scratch Game 1894: "10X The Money" Final Rules for Game Operation, 5/31/2018
- 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
- 69(2018), Virginia Lottery's Scratch Game 1911: "Instant Jackpot" Final Rules for Game Operation, 5/31/2018
- 73(2018), Virginia Lottery's Scratch Game 1896: "5,555 Bonus Cash" Final Rules for Game Operation, 6/18/2018
- 74(2018), Virginia Lottery's Scratch Game 1898: "255,555 Bonus Cash" Final Rules for Game Operation, 6/18/2018

Guidance Documents

- 75(2018), Virginia Lottery's Scratch Game 1897: "55,555 Bonus Cash" Final Rules for Game Operation, 6/18/2018
- 76(2018), Virginia Lottery's Scratch Game 1900: "Cash Money" Final Rules for Game Operation, 6/18/2018
- 80(2018), Virginia Lottery's Computer-Generated Game: "Cash4Life" Final Rules for Game Operation, 6/29/2018
- 81(2018), Virginia Lottery's "Subscription Program Rules" for Virginia Lottery Computer-Generated Games Final Rules for Operation, 6/29/2018
- 82(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Ultimate 7's Bingo" Final Rules for Game Operation, 7/9/2018
- 83(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Super 7's Bingo" Final Rules for Game Operation, 7/9/2018
- 84(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Classic 7's Bingo" Final Rules for Game Operation, 6/29/2018
- 85(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Bonus 7's Bingo" Final Rules for Game Operation, 6/29/2018
- 94(2018), Virginia Lottery's Scratch Game 1904: "Creepy Cash" Final Rules for Game Operation, 6/18/2018
- 95(2018), Virginia Lottery's Scratch Game 1916: "5X the Money" Final Rules for Game Operation, 6/18/2018
- 98(2018), Virginia Lottery's Scratch Game 1899: "Win Either \$100 or \$200" Final Rules for Game Operation, 7/9/2018
- 99(2018), Virginia Lottery's "2 Ways 2 Win" Retailer Incentive Promotion Final Requirements for Operation, 9/10/2018
- 102(2018), Virginia Lottery's "Go for the Grand" Retailer Incentive Promotion Final Requirements for Operation, 9/10/2018
- 103(2018), Virginia Lottery's "Holiday Games Llama Sign" Retailer Incentive Promotion Final Requirements for Operation, 9/10/2018
- 106(2018), Virginia Lottery's "Enhanced Selling Bonus" Retailer Incentive Program, 6/29/2018
- 107(2018), Virginia Lottery's "FY19 eXTRA Chances Promotion" Final Rules for Operation, 7/17/2018
- 108(2018), Virginia Lottery's Computer-Generated Game: "Bank a Million" Final Rules for Game Operation, 7/17/2018
- 109(2018), Virginia Lottery's Computer-Generated Game: "Cash 5" Final Rules for Game Operation, 7/17/2018
- 110(2018), Virginia Lottery's Computer-Generated Game: "Pick 3" Final Rules for Game Operation, 7/17/2018
- 111(2018), Virginia Lottery's Computer-Generated Game "Pick 4" Final Rules for Game Operation, 7/17/2018
- 112(2018), Virginia Lottery's Scratch Game 1903: "Bingo Multiplier" Final Rules for Game Operation, 7/17/2018
- 113(2018), Virginia Lottery's Scratch Game 1889: "Super Bonus Crossword" Final Rules for Game Operation, 8/28/2018
- 114(2018), Virginia Lottery's "Game Guy Player Experience Promotion" Final Rules for Operation, 7/17/2018
- 120(2018), Virginia Lottery's "G.E.M. Go for the Grand" Retailer Incentive Promotion Final Requirements for Operation, 9/10/2018
- 122(2018), Virginia Lottery's "Retailer Recruitment - All Products FY19 Standing Rules" Retailer Incentive Program Final Requirements for Operation, 8/28/2018
- 123(2018), Virginia Lottery's "Retailer Recruitment - Mobile-Only FY19 Standing Rules" Retailer Incentive Program Final Requirements for Operation, 8/27/2018
- 124(2018), Virginia Lottery's "Player Awareness Program - Debit-at-Vending" Final Rules for Operation, 8/28/2018
- 125(2018), Virginia Lottery's "7 Eleven Spend \$10 Retailer Incentive Promotion" Final Requirements for Operation, 8/27/2018
- 134(2018), Virginia Lottery's Scratch Game 1902: "Win a Spin" Final Rules for Game Operation, 9/20/2018
- 135(2018), Virginia Lottery's Scratch Game 1945: "We're Game (promotional ticket)" Final Rules for Game Operation, 9/20/2018
- 136(2018), Virginia Lottery's Scratch Game 1928: "Diamond Multiplier" Final Rules for Game Operation, 10/1/2018
- 137(2018), Virginia Lottery's Scratch Game 1927: "2X the Money" Final Rules for Game Operation, 10/1/2018
- 138(2018), Virginia Lottery's Scratch Game 1940: "Blackjack" Final Rules for Game Operation, 10/1/2018
- 139(2018), Virginia Lottery's Scratch Game 1947: "Blazing 7's Crossword" Final Rules for Game Operation, 10/1/2018
- 140(2018), Virginia Lottery's Scratch Game 1946: "7X the Money" Final Rules for Game Operation, 10/1/2018
- 141(2018), Virginia Lottery's Scratch Game 1917: "Holiday Sparkle" Final Rules for Game Operation, 10/1/2018
- 142(2018), Virginia Lottery's Scratch Game 1918: "Gingerbread Doubler" Final Rules for Game Operation, 10/1/2018
- 143(2018), Virginia Lottery's Scratch Game 1919: "Winter Luck" Final Rules for Game Operation, 10/1/2018

- 144(2018), Virginia Lottery's Scratch Game 1924: "2019" Final Rules for Game Operation, 10/1/2018
- 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
- 148(2018), Virginia Lottery's Scratch Game 1909: "Cash Payout" Final Rules for Game Operation, 9/28/2018
- 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
- 161(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Daily Crossword" Final Rules for Game Operation, 10/11/2018
- 162(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Diamond Club Crossword" Final Rules for Game Operation, 10/11/2018
- 163(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Gold Rush Crossword" 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
- 169(2018), Virginia Lottery's Scratch Game 1925: "Pac-Man" Final Rules for Game Operation, 11/26/2018
- 170(2018), Virginia Lottery's Scratch Game 1935: "\$100 Large" Final Rules for Game Operation, 11/26/2018
- 172(2018), Virginia Lottery's "Extreme 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
- 176(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
- 178(2018), Virginia Lottery's Scratch Game 1962: "Gingerbread Doubler" Final Rules for Game Operation, 11/26/2018
- 180(2018), Virginia Lottery's "Pac-Man" Promotion Final Rules for Operation, 12/4/2018
- 181(2018), Virginia Lottery's Scratch Game 1968: "2019" Final Rules for Game Operation, 11/28/2018
- 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
- 184(2018), Virginia Lottery's Scratch Game 1930: "Money Bag Doubler" Final Rules for Game Operation, 12/4/2018
- 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

190(2018), Virginia Lottery's "Thank a Teacher Art Contest Promotion" Final Rules for Operation, 12/24/2018

197(2018), Virginia Lottery's Scratch Game 1923: "777" Final Rules for Game Operation, 12/24/2018

198(2018), Virginia Lottery's Scratch Game 1958: "Win A Spin" Final Rules for Game Operation, 12/24/2018

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

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](#)

[5757, Medicaid Memos 2012, 6/22/2015](#)

[5758, Medicaid Memos 2011, 6/22/2015](#)

[5759, Medicaid Memos 2010, 6/22/2015](#)

[5760, Medicaid memos 2009, 6/22/2015](#)

[5761, Medicaid Memos 2008, 6/22/2015](#)

[5762, Medicaid Memos 2007, 6/22/2015](#)

[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](#)

[5778, Individual and Family Developmental Disabilities Waiver Services 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,

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-14-05-2015, 2015 Certification Examination Schedule, 8/27/2014](#)

[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-161.115, DM Chapter 14.3, Article 2, Section 45.1-161.115 D, Supplies of Materials for Supports, 4/10/2000](#)

[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-161.129, DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices, 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-161.141, DM Chapter 14.3, Article 6, Section 45.1-161.141 E, Self Propelled 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-161.165, DM Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings, 4/10/2000](#)

[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](#)

[DM-G-161.195A, DM Chapter 14.3, Article 11, Section 45.1-161.195 A, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, 4/15/2004](#)

Guidance Documents

- DM-G-161.195B, DM Chapter 14.3, Article 11, Section 45.1-161.195 B, C, D, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, 4/10/2000
- DM-G-161.196, DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment, 9/30/2002
- 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-161.202, DM Chapter 14.3, Article 13, Section 45.1-161.202 B, Emergency Response Plans; List of Next of Kin, 4/10/2000
- DM-G-161.205, DM Chapter 14.3, Article 13, Section 45.1-161.205 F, Storage and Use of Flammable Fluids and Materials, 9/30/2002
- 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-161.209, DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations, 4/10/2000
- DM-G-161.210, DM Chapter 14.3, Article 14, Section 45.1-161.210 J, Weekly Examinations, 4/10/2000
- 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-161.238, DM Chapter 14.3, Title 15, Section 45.1-161.238 D, Storage and Use of Flammable Fluids and Materials, 9/30/2002
- DM-G-161.251, DM Chapter 14.3, Article 16, Section 45.1-161.251 A, Employment of Inexperienced Underground Miners, 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-161.288, DM Chapter 14.4, Article 12, Section 45.1-161.288 and 45.1-161.290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, 4/10/2000
- DM-G-161.30A, DM Chapter 14.2, Article 3, Section 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons, Penalty, 4/10/2000
- DM-G-161.37A, DM Chapter 14.2, Article 3, Section 45.1-161.37 A, General Coal Miner Certification, 4/10/2000
- DM-G-161.38A, DM Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification, 4/10/2000
- DM-G-161.57A, DM Chapter 14.2, Article 5, Section 45.1-161.57 A, License Required for Operation of Coal Mines, 4/15/2004
- 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-161.83, DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records, 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 45.1-161.8, Definitions, Operators, 4/10/2000
- DM-G-161.8B, DM Chapter 14.2, Article 1, Section 45.1-161.8, 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-G-MED, DM Mine Emergency Directory, 4/1/2002
- 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-06-03A, DM Operator Memorandum 06-03A, Emergency Response Plans, 4/4/2006
- DM-M-06-03B, DM Operator Memorandum 06-03B, Generic Emergency Response Plan, 4/4/2006
- DM-M-06-03C, DM Operator Memorandum 06-03C, Self Contained Self Rescuer Outby Storage Plan, 4/4/2006
- DM-M-06-03D, DM Operator Memorandum 06-03D, Mine Emergency Evacuation and Firefighting Program of Instruction, 4/4/2006
- DM-M-06-03E, DM Operator Memorandum 06-03E, Mine Emergency Scenarios template, 4/3/2006
- DM-M-06-03F, DM Operator Memorandum 06-03F, Mine Emergency Addendum to Existing Training Plan, 4/4/2006
- DM-M-06-06, DM Operator Memorandum 06-06, Coalfield Employment Enhancement Tax Credit Production Labor Report, 10/12/2006
- DM-M-06-07, DM Operator Memorandum 06-07, Alternative Seal Designs, 10/12/2006
- DM-M-07-04, DM-07-04 Map Submittal, 7/1/2007
- 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, DM Fatal Mine Accident Investigations, 1/3/2003
- 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-05-97, DM/DMLR Memorandum of Agreement, Refuse Piles, Water and Silt Retaining Dams, 5/29/1997
- 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-MOU-10-98, DM Memorandum of Understanding between the Virginia Department of Mines, Minerals and Energy Divisions of Mined Land Reclamation and Mines and the U.S. Department of Labor Mine Safety and Health Administration District 5 Norton, Virginia, 12/5/2002
- 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
- DMME-M-02-15, Mineral Mining Electrical Repairman Certification, 8/1/2015
- DMME-FOIA, Responding to Requests for Information, 5/29/2015
- DMME-MMP-SMMP, State Minerals Management and Subaqueous Plans, 7/1/2007
- 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

Guidance Documents

DGO-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

DGO-G-12-02, DGO Landfarming Guidance Document, 12/1/2002

DGO-G-2, Bonding and Additional Financial Security Requirements Applicable to Wells Drilled in Tidewater Virginia, 12/28/2016

DGO-G-3, Fluid Reuse and Recycling, 8/30/2017

DGO-MOU-06-01, DGO 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-11-05, Roof Bolter Mounted Cooling Fans, 11/8/2011

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 Underground General Coal Miner Certification for Underground Mines and Surface Area of Underground Mines, 5/1/2003

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-SGCM, DM Surface General Coal Miner Certification for Surface Mines and Auger Mines Training Manual, 5/1/2003

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-161.158, DM Chapter 14.3, Article 5, Section 45.1-161.158 F, Hoisting, 4/15/2004

DM-G-161.62, DM Chapter 14.2, Article 5, Section 45.1-161.62 A, C, Licensing of Mines - Annual Reports, 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

DM-M-07-03, DM-07-03 Implementation of SB 1091 Changes to Coal Mine Safety Law, 7/5/2007

DM-M-07-05, DM-07-05 Examination Fees, 7/25/2007

DM-M-11-01, DM-11-01 Mine Incident Response, Rescue and Recovery Plan, 1/13/2011

DM-M-11-06, Mine Incident Response, Rescue and Recovery Plan, 11/22/2011

- DM-M-99-05, DM Operator Memorandum DM 99-05, Reciprocity Agreement with West Virginia, 5/7/1999
- DM-MOU-03-02, DM Commonwealth of Virginia Coal Mine Electrical Certification/Qualification Program - Memo of Agreement, 4/28/2002
- 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
- DM-T-D, DM Diesel Engine Mechanic Instructor Manual, 5/1/2003
- DM-T-GDT, DM Gas Detection Packet, 5/1/2003
- 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
- DMLR-G-09-04, DMLR Guidance Memo 9-04, Requirements for Permit Transfer, 2/17/2004
- DMLR-G-10-05, DMLR Guidance Memorandum No. 10-05, Requirements for Haulroad Construction and Design, 3/4/2005
- DMLR-G-11-05, DMLR Guidance Memorandum No. 11-05, Ground Control Plan, 6/13/2005
- DMLR-G-12-05, DMLR Guidance Memorandum No. 12-05, Permit Signs and Markers, 8/22/2005
- DMLR-G-14-05, DMLR Guidance Memorandum No. 14-05, Watersheds with Adopted Total Maximum Daily Loads, 11/23/2005
- DMLR-G-15-07, DMLR Guidance Memorandum No. 15-07, Potential Problem Discharges during Reclamation and Bond Release, 3/12/2007
- DMLR-G-16-07, DMLR Guidance Memorandum 16-07, Permitting and Bonding of Shared Facilities, 9/19/2007
- DMLR-G-17-07, DMLR Guidance Memorandum 17-07, Impoundments - Underground Mining, 10/16/2007
- DMLR-G-18-07, DMLR Guidance Memorandum 18-07, Completed Areas and DGO Permitted Operations, 10/16/2007

Guidance Documents

DMLR-G-19-07, DMLR Guidance Memorandum 19-07, Acreage Amendments, Anniversary Reports, and Temporary Cessations, 4/21/2008

DMLR-G-20-07, DMLR Guidance Memorandum 20-07, Permit Applications - Submittal of Corrections, Description of Attachments, and File Path Lengths, 11/28/2007

DMLR-G-21-07, DMLR Guidance Memorandum No. 21-07, Submittal of Electronic Engineers Signatures and Seals for Maps, Drawings and Plans, 8/27/2008

DMLR-G-22-08, DMLR Guidance Memo 22-08, Forestry Reclamation Approach, 2/1/2008

DMLR-G-23-08, DMLR Guidance Memorandum No. 23-08, Revisions: Insignificant versus Significant; Acreage Amendments; and Incidental Boundary, 6/24/2008

DMLR-G-24-08, DMLR Guidance Memorandum No. 24-08, Clarification of "Depth to Water" for Groundwater Monitoring Wells, 5/9/2008

DMLR-G-25-08, DMLR Guidance Memorandum No. 25-08, NPDES Permit and Anniversary Fees, 6/25/2008

DMLR-G-26-09, DMLR Guidance Memorandum 26-09, Aquatic Species-Specific Protective Measures, 2/17/2009

DMLR-G-26-09A, Aquatic Species-Specific Protective Measures Guide to Permitted Coal Mining Activities in Virginia, 2/17/2009

DMLR-G-28-09, Guidance Memorandum No. 28-09, Application Processing Time Limits, 9/24/2009

DMLR-G-29-09, Guidance Memorandum No. 29-09, Roads - Maintenance and Fugitive Dust Control, 10/22/2009

DMLR-G-31-10, Abandoned Mined Land Refuse/Gob Piles - Exploration and Recovery, 8/16/2010

DMLR-G-36-11, DMLR Guidance Memorandum 36-11, Coal Removal from Government Financed Projects, 9/9/2015

DMLR-G-37-12, DMLR Guidance Memorandum 37-12, Joint Mining and Monitoring Permits - Public Participation, 9/9/2015

DMLR-G-AMLWPR, DMLR Abandoned Mined Land Water Project Review Manual, 7/1/2007

DMLR-G-APA, DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, Administrative Hearings Procedures, 3/17/2008

DMLR-G-BIO, DMLR Biosolids Use Guidelines, 4/21/2008

DMLR-G-BOND, DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, A Guide to Bond Reduction/Release, 12/1/2002

DMLR-G-CCB, DMLR Coal Combustion By-Products Guidelines, 7/17/2008

DMLR-G-EP, DMLR General Instructions for Electronic Application Preparation, 8/14/2002

DMLR-G-GFC, DMLR Government Financed Construction Guidelines, 6/1/2005

DMLR-G-WRSR, DMLR Guide to Water Replacement and Subsidence Repair, 12/1/2002

DMLR-M-1-90, DMLR Memoranda to Operators No. 1-90, Baseline Hydrologic Data Requirements (PHC Assessment), 4/21/2008

DMLR-M-11-82, DMLR Memoranda to Operators No. 11-82, Archaeological Sites or Historic Places, 10/1/2001

DMLR-M-11-94, DMLR Memoranda to Operators No. 11-94, Public Notice and Comment Periods, 10/1/2001

DMLR-M-12-94, DMLR Memoranda to Operators No. 12-94, Application Corrections Submittal; Anniversary Fees, 4/21/2008

DMLR-M-13-86, DMLR Memoranda to Operators No. 13-86, Application Processing Time Limit, 10/1/2001

DMLR-M-2-85, DMLR Memoranda to Operators No. 2-85, Confidential Information, 4/21/2008

DMLR-M-2-91, DMLR Memoranda to Operators No. 2-91, Cost Bond - Long Term Facilities, 4/21/2008

DMLR-M-2-95, DMLR Memoranda to Operators No. 2-95, Coal Combustion By-Products Guidelines, 4/21/2008

DMLR-M-27-09, DMLR Memoranda to Operators No. 27-09, Electronic Permitting, Digital Mapping Guidelines, 10/1/2009

DMLR-M-3-83, DMLR Memoranda to Operators No. 3-83, Certificates of Deposit, 10/1/2001

DMLR-M-3-89, DMLR Memoranda to Operators No. 3-89, Filing Application - Public Participation Process, 4/21/2008

DMLR-M-3-90, DMLR Memoranda to Operators No. 3-90, Standardized Reporting Form (Quarterly Acid-Base Monitoring), 10/1/2001

DMLR-M-3-92, DMLR Memoranda to Operators No. 3-92, Updating Ownership and Control Info, 4/21/2008

DMLR-M-3-98, DMLR Memoranda to Operators No. 3-98, Permit Streamline Procedures, 4/21/2008

DMLR-M-3-99, DMLR Memoranda to Operators No. 3-99, Groundwater Monitoring Frequency, 10/1/2001

DMLR-M-31-10, Abandoned Mined Land Refuse/Gob Piles - Exploration and Recovery, 8/23/2010

DMLR-M-34-11, Guidance Memorandum 34-11 Groundwater Monitoring of Fill Underdrains, 2/1/2011

- DMLR-M-35-11, Receipt of Electronic Correspondence from the Agency, 4/1/2011
- DMLR-M-4-84, DMLR Memoranda to Operators No. 4-84, Permit Renewals, 4/21/2008
- DMLR-M-4-85, DMLR Memoranda to Operators No. 4-85, Notice of Effluent Noncompliance Reports, 10/1/2001
- DMLR-M-4-98, DMLR Memoranda to Operators No. 4-98, Remining Incentives, 10/1/2001
- DMLR-M-5-84, DMLR Memoranda to Operators No. 5-84, Reclamation Fees, 10/1/2001
- DMLR-M-5-93, DMLR Memoranda to Operators No. 5-93, Contractor Information in Public Notices, 10/1/2001
- DMLR-M-5-95, DMLR Memoranda to Operators No. 5-95, Highwall Settlement Guidelines, 10/1/2001
- DMLR-M-6-88, DMLR Memoranda to Operators No. 6-88, Waiver to Mine within 300 Feet, 10/1/2001
- DMLR-M-6-95, DMLR Memoranda to Operators No. 6-95, Biosolids Use Guidelines, 4/21/2008
- DMLR-M-7-92, DMLR Memoranda to Operators No. 7-92, Public Notices, 4/21/2008
- DMLR-M-7-94, DMLR Memoranda to Operators No. 7-94, NPDES Monitoring and Reporting Requirements, 10/1/2001
- DMLR-M-8-82, DMLR Memoranda to Operators No. 8-82, Air Pollution Control Plan, 10/1/2001
- DMLR-M-8-85, DMLR Memoranda to Operators No. 8-85, NPDES Enforcement Policy, 10/1/2001
- DMLR-M-8-92, DMLR Memoranda to Operators No. 8-92, NPDES Permits/Stormwater Discharge, 10/1/2001
- DMLR-M-9-89, DMLR Memoranda to Operators No. 9-89, Mining Operations Near Facilities, 10/1/2001
- DMLR-M-9-92, DMLR Memoranda to Operators No. 9-92, DMLR Blasters Endorsement Certification, 4/21/2008
- DMLR-M-9-93, DMLR Memoranda to Operators No. 9-93, Company Structure Master File, 10/1/2001
- DMLR-M-9-98, DMLR Memoranda to Operators No. 9-98, Permit Streamline Procedures - Forms, 4/21/2008
- DMLR-MOU-10-02, DMLR Guidance Document between Virginia Department of Mines, Minerals and Energy, Division of Mined Land Reclamation and the Department of Forestry, Effective October 1, 2002, 11/7/2008
- DMLR-P-1.1.01, DMLR Procedure No. 1.1.01, Training Events, 4/17/2006
- DMLR-P-1.2.02, DMLR Procedure No. 1.2.02, Hazardous/Toxic Waste Reporting, 9/25/2006
- DMLR-P-1.2.03, DMLR Procedure No. 1.2.03, Work Hours and Reporting, 4/17/2006
- DMLR-P-1.2.04, DMLR Procedure No. 1.2.04, Mailing Administrative Decisions, 9/10/2007
- DMLR-P-2.1.03, DMLR Procedure No. 2.1.03, Unpermitted/Exempted Sites, 4/17/2006
- DMLR-P-2.1.04, DMLR Procedure No. 2.1.04, Exemption for Extraction of Coal When it is Incidental to Extraction of Other Minerals, 4/17/2006
- DMLR-P-2.1.06, DMLR Procedure No. 2.1.06, Exemptions for Government Financed Projects, 6/20/2005
- DMLR-P-2.2.01, DMLR Procedure No. 2.2.01, Permit Review Quality and Completeness Check, 10/7/2002
- DMLR-P-2.2.02, DMLR Procedure No. 2.2.02, Confidentiality of Permit Application Information, 4/17/2006
- DMLR-P-2.2.03, DMLR Procedure No. 2.2.03, Proof of Application Filing, 4/17/2006
- DMLR-P-2.2.04, DMLR Procedure No. 2.2.04, Application Processing Time Limit, 4/17/2006
- DMLR-P-2.2.05, DMLR Procedure No. 2.2.05, Applicant Violator System (AVS) and Ownership/Control, 2/21/2007
- DMLR-P-2.2.05A, DMLR Procedure No. 2.2.05A, Office of Surface Mining Applicant Violator System - Ownership and Control Investigations, 8/18/2000
- DMLR-P-2.2.06, DMLR Procedure No. 2.2.06, Applications with Violations, 3/12/1997
- DMLR-P-2.2.07, DMLR Procedure No. 2.2.07, Relinquishments, 8/18/2000
- DMLR-P-2.2.09, DMLR Procedure No. 2.2.09, Name Changes on Applications, 8/18/2000
- DMLR-P-2.2.10, DMLR Procedure No. 2.2.10, Mining under State Boundaries, 8/17/2000
- DMLR-P-2.2.12, DMLR Procedure No. 2.2.12, Terms of Issuance (TOI) Terms of Approval (TOA), 4/17/2006
- DMLR-P-2.3.01, DMLR Procedure No. 2.3.01, Permanent Program - Revision Applications, 2/21/2007
- DMLR-P-2.3.02, DMLR Procedure No. 2.3.02, Permittee - Official Changes, 3/12/1997
- DMLR-P-2.3.03, DMLR Procedure No. 2.3.03, Anniversary Fees/Reports, 10/11/2005
- DMLR-P-2.3.04, DMLR Procedure No. 2.3.04, Temporary Cessation, 8/18/2000
- DMLR-P-2.3.05, DMLR Procedure No. 2.3.05, Midterm Permit Evaluation, 6/20/2002

Guidance Documents

- DMLR-P-2.3.06, DMLR Procedure No. 2.3.06, Permit Renewals, 8/2/1999
- DMLR-P-2.3.07, DMLR Procedure No. 2.3.07, Completion Letters, 4/17/2006
- DMLR-P-2.3.09, DMLR Procedure No. 2.3.09, Bond Release, 8/2/2005
- DMLR-P-2.3.10, DMLR Procedure No. 2.3.10, Permit Transfers, Assignment, or Sale of Rights, 3/12/1997
- DMLR-P-2.3.11, DMLR Procedure No. 2.3.11 Ground Control Plans, 4/17/2006
- DMLR-P-2.3.12, DMLR Procedure No. 2.3.12, Inspections of DM designated "RZ" sites, 8/2/2005
- DMLR-P-2.3.13, DMLR Procedure No. 2.3.13, Performance Bond Review and Approval, 8/16/2007
- DMLR-P-2.4.01, DMLR Procedure No. 2.4.01, Checks Returned for Nonpayment, 3/6/1997
- DMLR-P-3.1.01, DMLR Procedure No. 3.1.01, Daily Reports, 2/21/2007
- DMLR-P-3.1.03, DMLR Procedure No. 3.1.03, Monthly/Quarterly Reports, 4/17/2006
- DMLR-P-3.1.04, DMLR Procedure No. 3.1.04, Radio Contact, 4/17/2006
- DMLR-P-3.1.05, DMLR Procedure No. 3.1.05, Photographic Documentation, 4/17/2006
- DMLR-P-3.1.06, DMLR Procedure No. 3.1.06, Citizen Complaint Investigation, 9/23/2005
- DMLR-P-3.3.01, DMLR Procedure No. 3.3.01, Permanent Program (Chapter 19) Enforcement and Inspection Procedures, 8/18/2000
- DMLR-P-3.3.02, DMLR Procedure No. 3.3.02, Numbering and Encoding Reports - Enforcement Action, 8/18/2000
- DMLR-P-3.3.03, DMLR Procedure No. 3.3.03, Approving Regrading, 9/26/2002
- DMLR-P-3.3.04, DMLR Procedure No. 3.3.04, Water Rights and Replacement, 10/1/1998
- DMLR-P-3.3.05, DMLR Procedure No. 3.3.05, NPDES Permits, 4/17/2006
- DMLR-P-3.3.06, DMLR Procedure No. 3.3.06, Coal Exploration, 4/17/2006
- DMLR-P-3.3.07, DMLR Procedure No. 3.3.07, Certification of Ponds, Roads, Fills and Stream Channel Diversions, 2/26/2003
- DMLR-P-3.3.08, DMLR Procedure No. 3.3.08, Alternative Enforcement Action, 3/12/1997
- DMLR-P-3.3.09, DMLR Procedure No. 3.3.09, Performance Bond Forfeiture, 2/11/2002
- DMLR-P-3.3.10, DMLR Procedure No. 3.3.10, Show Cause Order and Permit Suspension/Revocation, 2/11/2002
- DMLR-P-3.3.11, DMLR Procedure No. 3.3.11, Operations on Federal Lands (USFS - Federal Land Management Agency), 4/17/2006
- DMLR-P-3.3.12, DMLR Procedure No. 3.3.12, Coal Surface Mining Reclamation Fund (Pool Bond Fund) Tax Reporting/Payment, 2/27/2002
- DMLR-P-3.3.13, DMLR Procedure No. 3.3.13, Third Party Disturbances of Reclaimed Sites, 8/18/2000
- DMLR-P-3.3.14, DMLR Procedure No. 3.3.14, Certificate of Liability Insurance, 8/18/2000
- DMLR-P-3.3.15, DMLR Procedure No. 3.3.15, Temporary Structures, 9/26/2002
- DMLR-P-3.3.16, DMLR Procedure No. 3.3.16, Sediment Pond Effluent limits, 4/4/2003
- DMLR-P-3.3.17, DMLR Procedure No. 3.3.17, Tree Planting, 8/30/2005
- DMLR-P-3.3.18, DMLR Procedure 3.3.18, Road Maintenance - Fugitive Dust Control, 10/22/2009
- DMLR-P-3.3.19, Inspector Receipt, Review and Processing of Permit Materials, 9/9/2015
- DMLR-P-3.4.01, DMLR Procedure No. 3.4.01, Suspension and Revocation of DMLR Blaster Endorsement Certification, 4/17/2006
- DMLR-P-3.5.01, DMLR Procedure No. 3.5.01, Bond Forfeiture Reclamation, 4/17/2006
- DMLR-P-3.7.01, DMLR Procedure No. 3.7.01, Coal Surface Mining Control and Reclamation Act and Clean Water Act Violations - Settlement Agreements, 8/2/2005
- DMLR-P-4.01.04, DMLR Procedure No. 4.01.04, Abandoned Mine Land (AML) Enhancement Projects, 9/9/2015
- DMLR-P-4.01.06, DMLR Procedure No. 4.1.06, AML Procedure Guidelines, 9/9/2015
- DMLR-P-4.01.07, DMLR Procedure No. 4.1.07, Invoice Processing, 9/9/2015
- DMLR-P-4.1.01, DMLR Procedure No. 4.1.01, Reclamation Project - Eligibility, 4/17/2006
- DMLR-P-4.1.02, DMLR Procedure No. 4.1.02, Realty Procedures, 6/1/2005
- DMLR-P-4.1.03, DMLR Procedure No. 4.1.03, Abandoned Mine Land Inventory System Data Entry, 8/2/2005

- DMLR-P-4.1.05, DMLR Procedure No. 4.1.05, AML Contract Provisions, Ground Control Plan, 4/27/2006
- DMLR-SRP, DMLR State Reclamation Plan, 9/1/1999
- DMLR-T-CPA, DMLR Civil Penalty Assessment Manual, 4/17/2006
- DMM Op Manual, DMM Mineral Mine Operator's Manual, 4/6/2007
- DMM-C-B, DMM Certification Requirements for Blaster, 3/1/2001
- DMM-C-E, DMM Mineral Mine Electrician Certification, 5/1/2003
- DMM-C-F, DMM Certification Requirements for Foreman, 9/1/2001
- DMM-C-SBF, DMM Surface Blaster Certification Student Guide, 3/1/2001
- DMM-C-SF, DMM Surface Foreman's Certification Study Guide, 3/1/2002
- DMM-C-SUFB, DMM Board of Mineral Mining Examiners Certification Requirements (Summary Sheets), 9/1/2001
- DMM-G-06-96, DMM Operators Memorandum, Transferability of Mineral Mining Permits, 6/28/1996
- DMM-G-EAE, DMM Excavation Activity Evaluation Chart, 2/20/1991
- DMM-G-ETP, DMM Education and Training Plan for Mineral Mining, 1/1/1996
- DMM-G-MERR, DMM Mineral Mine Emergency, Rescue and Recovery Plan, 10/20/2009
- DMM-G-OLAC, DMM Bylaws of Orphaned Land Advisory Committee, 6/14/2000
- DMM-G-OLP, DMM Abandoned Mineral Mining Inventory Protocol, 6/1/2003
- DMM-M-01-05, DMM Communication Memorandum No. 01-05, Electronic Blast Detonator Systems, 3/28/2005
- DMM-M-01-08, DMM Communication Memoranda Nos. 01-08, 02-08, and 03-08, DMM e-Forms Center Enhancements, 8/11/2008
- DMM-M-01-93, DMM Communication Memorandum No. 01-93, Reclamation Schedule, 3/20/1993
- DMM-M-01-98, DMM Communication Memorandum No. 01-98, 11/11/1998
- DMM-M-01-99, DMM Communication Memorandum No. 01-99, 6/14/1999
- DMM-M-02-93, DMM Communication Memorandum 02-93, 5/12/1993
- DMM-M-02-99, DMM Communication Memorandum No. 02-99, 7/16/1999
- DMM-M-03-01-90, DMM Operator's Memorandum 03-01-90, 3/1/1990
- DMM-M-03-99, DMM Communication Memorandum No. 03-99, 7/16/1999
- DMM-M-04-08, DMM Communication Memorandum No. 04-08, Standardized Formatting of Paper Documents, 8/11/2008
- DMM-M-10-00, DMM Communication Memorandum No. 10-00, 9/13/2000
- DMM-M-12-94, DMM Operators Memorandum, Mine Safety Maps, 12/9/1994
- DMM-M-93-01, DMM Operator Memorandum, Waste Materials Brought onto Mine Sites, 1/25/1993
- DMM-M-C, DMM Contractor Memorandum Regarding Annual Reports, 1/2/2003
- DMM-P-2.1, DMM Procedure No. 2.1, Operator Assistance, 5/21/1997
- DMM-P-2.10, DMM Procedure No. 2.10, Closure Orders, 5/21/1997
- DMM-P-2.11, DMM Procedure No. 2.11, Recommending Bond Forfeitures, 5/21/1997
- DMM-P-2.12, DMM Procedure No. 2.12, Safety/Health/Reclamation Complaints, 5/21/1997
- DMM-P-2.13, DMM Procedure No. 2.13, Blasting Complaint Investigations, 5/21/1997
- DMM-P-2.14, DMM Procedure No. 2.14, Accident/Fire Investigations, 5/21/1997
- DMM-P-2.15, DMM Procedure No. 2.15, Unlicensed Mine Sites, 5/21/1997
- DMM-P-2.4, DMM Procedure No. 2.4, Inspections, 5/21/1997
- DMM-P-2.5, DMM Procedure No. 2.5, Inspection Frequency; Safety, 5/21/1997
- DMM-P-2.6, DMM Procedure No. 2.6, Inspection Frequency; Reclamation, 5/21/1997
- DMM-P-2.7, DMM Procedure No. 2.7, Inspection Reports, 5/21/1997
- DMM-P-2.8, DMM Procedure No. 2.8, Special Orders/Notices of Violation, 5/21/1997
- DMM-P-2.9, DMM Procedure No. 2.9, Notice of Noncompliance, 5/21/1997
- DMM-P-3.1, DMM Procedure No. 3.1, General Procedures for Reclaiming Orphaned Land Sites, 2/24/1998

Guidance Documents

[DMM-P-4.1, DMM Procedure No. 4.1, Relinquishments and Repermitting, 9/10/1991](#)

[DMM-P-4.10, DMM Procedure No. 4.10, Field Approval, 1/8/1996](#)

[DMM-P-4.11, DMM Procedure No. 4.11, Initial Site Inspection, 9/10/1991](#)

[DMM-P-4.12, DMM Procedure No. 4.12, Mineral Mining Quarrying Schedule \(Tonnage Report\), 9/10/1991](#)

[DMM-P-4.13, DMM Procedure No. 4.13, Permit Application Review, 9/10/1991](#)

[DMM-P-4.14, DMM Procedure No. 4.14, Hearing Procedure, 9/10/1991](#)

[DMM-P-4.15, DMM Procedure No. 4.15, Termination of License Requirement, 10/24/1995](#)

[DMM-P-4.18, DMM Procedure No. 4.18, Contractor Information, 1/8/1996](#)

[DMM-P-4.19, DMM Procedure No. 4.19, Confidential Files, 3/24/1997](#)

[DMM-P-4.2, DMM Procedure No. 4.2, Permit Renewal and Progress Reports, 9/10/1991](#)

[DMM-P-4.20, DMM Procedure No. 4.20, Permit Transfers, 1/8/1996](#)

[DMM-P-4.3, DMM Procedure No. 4.3, Additional Bond Required at Anniversary Time, 9/10/1991](#)

[DMM-P-4.4, DMM Procedure No. 4.4, Bond Reduction and Release, 9/10/1991](#)

[DMM-P-4.5, DMM Procedure No. 4.5, Completion Material/Permit Close-Out, 9/10/1991](#)

[DMM-P-4.6, DMM Procedure No. 4.6, Amendments, 1/8/1996](#)

[DMM-P-4.7, DMM Procedure No. 4.7, Change in Operating Officials, 9/10/1991](#)

[DMM-P-4.8, DMM Procedure No. 4.8, Temporary Cessation of Surface Mines, 9/10/1991](#)

[DMM-P-4.9, DMM Procedure No. 4.9, Exemption for Extraction of Coal Which is Incidental to the Extraction of Other Minerals, 9/10/1991](#)

[DMM-P-5.1, DMM Procedure 5.1, Training and Certification of Mineral Mining Industry Personnel, 9/12/2002](#)

[DMM-P-5.2, DMM Procedure No. 5.2, Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners, 9/1/2002](#)

[DMM-P-5.6, DMM Procedure No. 5.6, Accident Reports and Posting, 9/12/2002](#)

[DMM-P-5.7, DMM Procedure No. 5.7, Education and Training Plan and Service, 9/12/2002](#)

[DMM-T-GMM, DMM General Mineral Miner Training Course Guide, 3/1/2001](#)

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@mvdv.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@mvdv.virginia.gov.

Guidance Documents:

[AD010-99, Process for Determining Sanctions, 12/29/2016](#)

[AD020-95, Public Comment Policy, 12/27/2016](#)

[AD030-16, Meeting Documentation Policy, 9/15/2002](#)

[AD050-10, Meeting Dates and Times Policy, 12/28/2016](#)

[AD060_17, Motor Vehicle Dealer Board Board Meeting Cancellation/Inclement Weather Policy, 2/15/2017](#)

[AD100-16, Internet Privacy Policy, 12/28/2016](#)

[AD111-16, Freedom of Information Act Compliance, 12/27/2016](#)

[AD130-96, Adjudicated Cases Policy, 12/27/2016](#)

[AV010-16, Advertising Policy: Deviations from Standard Practices, 12/22/2016](#)

[AV020-09, Advertising Display/Show Versus Display for Sale, 12/27/2016](#)

[AV030-15, Rebate Advertising Guidelines, 12/27/2016](#)

[AV040-17, Advertising - Vehicle Location, 1/8/2018](#)

[AV050-17, Charges for Freight, Shipping, Delivery, or Destination, 1/8/2018](#)

[AV060-17, Transfer Fees, 1/8/2018](#)

[AV070-17, Advertising - Removal of Vehicles from Website, 1/8/2018](#)

[LI010-98, Guidelines for Review of Applicants Who Have a Criminal History, 12/27/2016](#)

LI020-18, Salespersons Must Be Employees, 8/21/2018

LI025-11, Independent Dealer-Operator Program Guidelines, 12/29/2016

LI026-18, Guidance on Independent Dealer-Operator Recertification, 12/7/2016

LI030-16, Salesperson and Dealer-Operator Test, 12/27/2016

PR010-16, Variance for Hours of Operation, 12/22/2016

PR021-07, Guidelines for Maintaining Records and Storing Records Off-Site, 12/22/2016

PR030-16, Temporary Supplemental License (Off-Site) Sales, 12/28/2016

PR035-00, Bonding Requirements, 12/27/2016

PR040-05, Resolution on Educational and Warning Letters, 12/27/2016

PR045-12, TrueCar, Dealix and Insurance, 12/27/2016

PR050-97, Wholesale Sales Agreement Policy, 12/26/2016

PR060-16, Motor Vehicle Dealer Board Guidance Memorandum for Virginia Dealers Having Internet Connection and Email Address, 12/27/2016

PR070-18, Maintaining Business Hours, 3/1/2018

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>

DMV Seizure/Blackout Policy, 8/10/15, <https://www.dmv.virginia.gov/drivers/medical/seizure.asp>

DMV Substance Abuse Policy, 7/28/15, <https://www.dmv.virginia.gov/drivers/medical/substance.asp>

DMV Cognitive Impairment Policy, 7/30/16, <https://www.dmv.virginia.gov/drivers/medical/cognitive.asp>

DMV Policy for Drivers with Uncontrolled Diabetes, 9/19/18, <https://www.dmv.virginia.gov/drivers/medical/diabetes.asp>

DMV Pain Management Policy, 7/28/15, <https://www.dmv.virginia.gov/drivers/medical/painmgt.asp>

DMV Visual Field Policy, 8/2/16, <https://www.dmv.virginia.gov/drivers/medical/visualfield.asp>

DMV Policy for Drivers with Heart-Assist Devices, 7/30/16, https://www.dmv.virginia.gov/drivers/medical/heart_assist.asp

DMV Policy for Drivers with Respiratory Conditions Requiring Supplemental Oxygen and/or Sleep Disorders, 7/30/18, <https://www.dmv.virginia.gov/drivers/medical/oxygen.asp>

DMV Transient Ischemic Attack and/or Cerebral Vascular Accident Policy, 7/28/15, <https://www.dmv.virginia.gov/drivers/medical/tia.asp>

DMV Vaso-Vagal Syncope Policy, 7/28/15, <https://www.dmv.virginia.gov/drivers/medical/vaso.asp>

DMV Policy for Drivers with Psychiatric Disorders, 7/28/15, <https://www.dmv.virginia.gov/drivers/medical/psych.asp>

DMV 28, Frequently Asked Questions about Farm Vehicles, 7/1/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv28.pdf>

DMV 72, Automobile Liability Insurance Reporting Business Guide, 1/1/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv72.pdf>

DMV 115, Moving Violations and Point Assessments, the Virginia Driver Improvement Program, 7/1/15, <https://www.dmv.virginia.gov/webdoc/pdf/dmv115.pdf>

DMV 115S, Infracciones de la Circulación y Cálculo de Puntos, Programa de mejoramiento para conductores de Virginia, 7/1/15, <https://www.dmv.virginia.gov/webdoc/pdf/dmv115s.pdf>

DMV 132, Virginia Fuels Tax Act Guidelines, 8/1/00, <https://ps1.dmv.virginia.gov/intranet/forms/pdf/dmv132.pdf>

DMV 141, Obtaining a Virginia Driver's License or Identification (ID) Card, 12/03/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv141.pdf>

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>

DMV 143, Reestablishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, 12/28/10, <https://www.dmv.virginia.gov/webdoc/pdf/dmv143.pdf>

Guidance Documents

DMV 172, Virginia's Secure Children's Identification Cards, 9/5/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv172.pdf>

DMV 172SP, Las Tarjetas de Identificación para los niños de Virginia de alta seguridad, 9/5/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv172s.pdf>

DMV 177, Acceptable Documents for an Individual Titling a Vehicle in Virginia, 11/9/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv177.pdf>

DMV 177S, Documentos aceptables Para obtener el título de un vehículo en Virginia, 11/9/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv177s.pdf>

DMV 206, Military Guide, 7/23/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv206.pdf>

DMV 226, Virginia Motorcycle Rider Training Program, Virginia Rider Training Program Policy and Procedures, 1/24/14, <https://www.dmv.virginia.gov/webdoc/pdf/dmv226.pdf>

DMV 230, Reason For Driver Improvement Courses, 12/1/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv230.pdf>

DMV 248, Virginia Motor Carrier Manual, 1/1/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv248.pdf>

DMV 252A, Veterans Indicator, 7/1/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv252a.pdf>

DMV 255, Virginia Troops to Trucks, 6/14/18, <https://www.dmv.virginia.gov/webdoc/pdf/dmv255.pdf>

DMV 269, Vital Records at DMV, 9/21/15, <https://www.dmv.virginia.gov/webdoc/pdf/dmv269.pdf>

DMV 270, Red Flags of Medically At-risk Drivers, 7/29/14, <https://www.dmv.virginia.gov/webdoc/pdf/dmv270.pdf>

Driver's Manual Course Curriculum 10/1/15

Driver Training School Operations Manual

DTS 30, Commercial Driver Training School Curriculum Requirements, 8/1/17, <https://www.dmv.virginia.gov/webdoc/pdf/dts30.pdf>

HP 405, Virginia Escort Vehicle Driver's Manual, 1/1/14, <https://www.dmv.virginia.gov/webdoc/pdf/hp405.pdf>

HS 3, Home-Schooled In-Car Driver Education Information Sheet, 7/1/18, <https://www.dmv.virginia.gov/webdoc/pdf/hs3.pdf>

HS 4 Home-Schooled Reexamination Requirements Information Sheet, 4/25/14, <https://www.dmv.virginia.gov/webdoc/pdf/hs4.pdf>

MCTS 247, Motor Carrier Guidelines, 1/1/18, <https://www.dmv.virginia.gov/webdoc/pdf/mcts247.pdf>

MED 4, Customer Vision Report, 2/10/18, <https://www.dmv.virginia.gov/webdoc/pdf/med4.pdf>

MED 80, Medical Fitness for Safe Driving, 7/1/17, <https://www.dmv.virginia.gov/webdoc/pdf/med80.pdf>

MED 80A Medical Fitness Frequently Asked Questions, 11/20/18, <https://www.dmv.virginia.gov/webdoc/pdf/med80a.pdf>

OA 448, Sample Tariff for Common Carriers over Irregular Routes, 11/1/03, <https://www.dmv.virginia.gov/webdoc/pdf/oa448.pdf>

OA 449, Sample Tariff and Time Schedule for Common Carriers over Regular Routes, 11/1/03, <https://www.dmv.virginia.gov/webdoc/pdf/oa449.pdf>

OA 450, Sample Tariff for Household Goods Carriers, 2/16/05, <https://www.dmv.virginia.gov/webdoc/pdf/oa450.pdf>

Personalized License Plate Guidelines and Restrictions, https://www.dmv.virginia.gov/vehicles/#personalized_policy.asp

Sample Virginia Addendum

TPT 555, Third-Party Tester Agreement, 2/17/17, <https://www.dmv.virginia.gov/webdoc/pdf/tpt555.pdf>

TPT 556, Surety Bond Affidavit and Acknowledgment of Surety, 7/1/15, <https://www.dmv.virginia.gov/webdoc/pdf/tpt556.pdf>

US 531C, DMV Information-Use Criteria, 11/8/04, <https://www.dmv.virginia.gov/webdoc/pdf/US531c.pdf>

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 atallbritton@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:

Board of Visitors Bylaws (Revised 11/10/2017), <https://www.nsu.edu/Assets/websites/bov/documents/By-Laws.pdf>

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>

Administrative and Professional Faculty Handbook (Revised December 14, 2001), https://www.nsu.edu/getattachment/About/Leadership-and-Initiatives/Office-of-the-President/NSUPolicy-Library/Handbooks/A-P-Faculty-Handbook_2001.pdf.aspx?lang=en-US

NSU Graduate Catalogue (Last updated: December 2018), <https://www.nsu.edu/Academics/Academic-Resources/NSU-Catalog/files/graduate/Graduate-Catalog2018-2020.aspx>

NSU Undergraduate Catalogue (Last updated: December 2018), <https://www.nsu.edu/Undergraduate-Catalog-2018-2020.aspx>

BOARD OF NURSING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/nursing> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at nursebd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jay Douglas, R.N., Executive Director of the Board of Nursing, at the address provided or by telephone at (804) 367-4515. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/nursing/nursing_guidelines.htm

90-1, Policy statement on Registered Nurses or Licensed Practical Nurses as first assistants in surgery, adopted 1976 and 1994, revised November 13, 2018

90-2, Transmittal of third-party orders to nurses, revised September 11, 2012

90-3, Continuing competency violations for nurses, adopted May 16, 2017

90-4, Opinion on how licensure as a nurse relates to service on a volunteer rescue squad, revised by board motion, revised November 18, 2003 and reviewed August 22, 2012

90-6, Peripherally inserted central catheters and removal by registered nurses, revised November 14, 2017

90-7, Sanctioning Reference Points Instruction Manual, revised January 1, 2017

90-8, Delegation of task of obtaining specimens to unlicensed personnel, revised September 11, 2012

90-9, Board Guidelines for Prescription Drug Administration Training Program for Child Day Care, revised 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

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 OSHA 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

90-59, Impact of Criminal Convictions on Licensure of Massage Therapists and Registration of Medication Aides, adopted May, 2010, reviewed December 2016

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 November 14, 2017

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

110-1, List of categories of facility licenses and a brief description of each, revised December 11, 2017

110-2, Instructions for applicants for pharmacist licensure, revised March 28, 2018

110-3, Guidance on alternative delivery of prescriptions, pharmacy to physician or pharmacy to controlled substance registration type of delivery, readopted December 18, 2018

110-4, Continuing Education Guide for Pharmacists, revised December 11, 2017

110-5, Instructions and forms for reporting of thefts or losses of drugs, revised March 29, 2018

110-7, Practitioner/patient relationship and the prescribing of drugs for family or self, revised September 2015

110-8, Information on prescriptive authority in Virginia, revised January 15, 2016

110-9, Pharmacy Inspection Deficiency Monetary Penalty Guide, revised June 22, 2018

110-10, Board guidance on dispensing of drugs from mobile vans, revised June 21, 2018

110-11, Board guidance on proof of identity for Schedule II drugs, revised June 21, 2018

110-12, Bylaws of the Board of Pharmacy, revised September 26, 2017

110-15, Delegation of authority in disciplinary matters, revised March 25, 2016

110-16, Board guidance on performing inventories, revised June 21, 2018

110-17, Instructions for graduates of foreign schools of pharmacy, revised October 12, 2016

110-18, Advance preparation of medications for administration, revised September 29, 2015

110-19, Transferring valid orders between medical equipment providers, revised June 21, 2018

110-20, Practice as a pharmacy technician trainee, revised March 21, 2017

110-21, Sanction Reference Points Manual, revised December 2018

110-22, Dispensing records; identification of pharmacist, revised June 21, 2018

110-23, Monetary penalties for inspection deficiencies for physicians selling controlled substances, adopted March 26, 2014

110-24, 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:

http://www.dhp.virginia.gov/PhysicalTherapy/physther_guide_lines.htm

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, 2/10/2012](#)

[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

- [4498, Asbestos Regulation Interpretation - Aug 23, 2011, 8/23/2011](#)
- [4499, Lead Regulation Interpretation - Aug 23, 2011, 8/23/2011](#)
- [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](#)
- [6266, Home Inspector Regulations; Meaning of Describe, 11/9/2017](#)
- [6374, Renewing Asbestos Workers License with Asbestos Supervisor Refresher Training, 5/17/2018](#)

Auctioneers Board

See guidance documents applicable to all board and the department.

Board for Barbers and Cosmetology

- [5238, Assessment of a Student's Competence in Esthetics, 2/11/2013](#)
- [5318, Nontraditional Classroom Instruction, 2/8/2016](#)
- [5502, Guidance Document - Barber and Cosmetology School Awarding Credits or Hours to Transfer Students, 5/12/2014](#)
- [5503, Guidance Document - Substantial Equivalence, 8/11/2014](#)
- [5593, Endorsement Candidate from State Offering Only One Licensing Exam, 11/17/2014](#)
- [5594, Cosmetology Examiners, 11/17/2014](#)
- [6057, School Locations, 11/14/2016](#)
- [6176, License Required for Certain Procedures, 5/7/2018](#)

- [6215, Esthetics - Cleaning Multi-Use Items that Cannot Be Immersed, 5/8/2017](#)
- [6217, Tattoo and Body Piercer Health Education Guidance, 5/8/2017](#)
- [6262, Barbering Scope of Practice, 8/21/2017](#)
- [6272, Endorsement Applicants Not Eligible for Temporary Permits, 11/6/2017](#)
- [6372, Chemical Exfoliation, 5/7/2018](#)
- [6373, 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](#)
- [5752, Financial Report and Report Prepared by Independent Certified Public Accountant, 6/16/2015](#)

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

3178, Proof of Financial Responsibility for Board-Approved Education Providers, 7/19/2007

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

4058, Broker Price Opinion Guidance Document, 12/4/2009

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

5721, Waste Management Facility Operators Criminal History Review Matrix, 5/23/2013

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

125-5.2, Sanction Reference Manual, revised September 30, 2016

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 23141, 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

APP5, Child Protective Services Appeals Handbook, 12/3/2007

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

BI7, 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

BP3, Supplemental Nutrition Assistance Program Quick Reference Guide, 12/16/2016

BP4, Virginia Electronic Benefits Transfer (EBT) Policies and Procedures Guide, 11/1/2012

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

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

ORP1, 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:

http://www.dhp.virginia.gov/social/social_guidelines.htm

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

140-4.2, 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, 2013–2014

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.

The documents are available electronically online for no charge from the Virginia Regulatory Town Hall at <http://townhall.virginia.gov> or the Virginia State Police website at <http://www.vsp.virginia.gov>.

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.

5845, [VCheck User's Guide](#), 3/1/2015

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, Set Off Debt Collection Procedures, Taxpayers in Bankruptcy, 4/17/1991
- 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, Administration, Assessment of Penalty and Interest on Miscellaneous Taxes, 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, Land Preservation Tax Credit: Guidelines for Qualified Appraisals, 1/9/2007
- 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, Barge and Rail Usage 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, Research and Development Expenses Tax Credit Guidelines (TY 2015 and Earlier), 10/3/2016
- 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

Guidance Documents

- Individual, Interest on Refunds Delayed by Set Off Debt Collection, 11/24/1987
- Individual, Individual Tax, Interest on Estimated Individual Income Tax Underpayments, 10/14/1982
- Individual, Individual Tax, Set-Off Debt Collection Program, Amending Filing Status 4 Returns, 4/25/1984
- Individual, Individual Tax, Public Law 98-259 Forgiveness of Federal Income Tax for U.S. Military and Civilian Employees Killed in Terrorist Action, 12/28/1984
- Individual, Individual Tax, Taxability of Title VII Benefits (Conrail Benefits and Termination Allowances), 4/22/1985
- Individual, Individual Tax, Form 760C (Individual Underpayments of Estimated Tax), 11/24/1986
- Individual, Individual Tax, Names to Appear on Assessments, 12/22/1986
- Individual, Individual Tax, Personal Exemptions/Dependent Children, 8/20/1987
- Individual, Individual Tax, Head of Household Filing Status, 6/24/1988
- Individual, Individual Tax, State and Federal Tax Incentives for Child Care, 12/13/1988
- Individual, Individual Tax, Nonresident Income from the Rental or Sale of Virginia Real Estate, 8/6/1990
- Individual, Individual Tax, Computation of Income Tax Penalty and Interest, 11/29/1990
- Individual, Individual Tax, Virginia Taxes and Lottery Winnings, 1/1/1991
- Individual, Individual Tax, Application of 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties to Pre-1990 Income Tax Returns, 5/24/1991
- Individual, Individual Tax, Execution of Extensions, 2/17/1993
- Individual, Individual Tax, Home Accessibility Features for the Disabled Tax Credit, 9/29/2000
- Individual, Individual Tax, The Virginia Age Deduction under House Bill 5018 (2004), 7/30/2004
- Individual, Real Estate Transactions: Impact on Taxable Income, 2/16/1995
- Individual, First-Time Homebuyer Savings Account Guidelines, 10/3/2016
- Individual, Achieving a Better Life Experience Account Deduction Guidelines, 9/21/2017
- Insurance Premiums, Order Waiving Penalty and Interest For Quarterly Reports and Premium License Payments Required by Certain Surplus Lines Brokers, 6/11/2012
- Insurance Premiums, Insurance Premiums License Tax Guidelines, 7/1/2013
- Local, Guidelines for Appealing Local Business Taxes, 6/25/2004
- Local, 2000 Business, Professional, and Occupational License (BPOL) Guidelines Guidelines (Part 1 of 4), 1/1/2000
- Local, 2000 BPOL Guidelines (Part 2 of 4), 1/1/2000
- Local, 2000 BPOL Guidelines (Part 3 of 4), 1/1/2000
- Local, 2000 BPOL Guidelines (Part 4 of 4), 1/1/2000
- Local, Guidelines for Appealing Local Mobile Property Taxes, 6/10/2005
- Local, Personal Property Tax Relief Act Compliance Program Guidelines, 11/1/2002
- Local, Use of Tax Stamps as Evidence of Payment of Local Cigarette Taxes, 12/27/2005
- Local, Guidelines for the Local Taxation of Idle Machinery and Tools, 1/1/2008
- Local, Study on Local Cigarette Tax Enforcement Policies, 11/22/2011
- 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., 1/31/2008
- M.V. Fuels Sales, Guidelines and Rules for the Motor Vehicle Fuel Sales Tax, 6/22/2010
- M.V. Rental, Rental Tax Guidelines, 12/11/2012
- M.V. Rental, 2013 Rental Tax Updated Guidelines, 7/1/2013
- M.V. Repair, Guidelines and Rules for the Motor Vehicle Repair, Labor and Services Sales and Use Tax That Has Been Declared Invalid, 11/1/2007
- Sales and Use, Extensions, 9/8/1982
- Sales and Use, Allocation of Local Sales and Use Tax Where Business Property is Located in More Than One Locality, 1/9/1984
- Sales and Use, Disallowance of Sales Tax Dealer's Discount When Tax Not Paid in Full, 4/1/1985
- Sales and Use, Registration of Persons Making Nontaxable Sales, 4/1/1985
- Sales and Use, Status of Conrail Under the Sales and Use Tax, 6/6/1985
- Sales and Use, Preponderance of Use, 12/9/1985
- Sales and Use, Refunds to Businesses Located in Urban Enterprise Zones, 6/24/1986

- [Sales and Use, Inclusion of Federal Manufacturers Excise Taxes in Sales Price of Goods Sold, 7/23/1987](#)
- [Sales and Use, Advertising Exemption, 8/21/1987](#)
- [Sales and Use, Repair/Replacement Parts Purchased by Motor Vehicle Lessors, 1/26/1988](#)
- [Sales and Use, Tangible Personal Property Purchased by Foreign Army in Virginia, 3/8/1989](#)
- [Sales and Use, Implementation of SB 741 \(Dealer's Discount\),, 3/27/1989](#)
- [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, 1991 SB 524: Sales and Use Tax Exemption for REACT Organizations, 5/3/1991](#)
- [Sales and Use, Virginia Supreme Court Decision: Real Estate Publications, 1/24/1995](#)
- [Sales and Use, Memo regarding Steuart Petroleum Company, 12/23/1998](#)
- [Sales and Use, Memorandum to Office of Customer Services and Office of Compliance from Assistant Commissioner for Tax Policy Regarding Vepco v. SCC, 219 Va. 894 \(1979\), 4/21/1999](#)
- [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, Energy Star Sales Tax Holiday Guidelines, 9/21/2007](#)
- [Sales and Use, 2009 Hurricane Preparedness Sales Tax Holiday Guidelines and Rules, 4/22/2009](#)
- [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, 2014 Accelerated Sales Tax Guidelines, 4/28/2014](#)
- [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, Tobacco Products Tax Guidelines and Rules \(1/1/2011\), 12/17/2010](#)
- [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](#)
- [Wireless E-911, Guidelines and Rules for the Prepaid Wireless E-911 Fee, 1/5/2011](#)
- [Withholding, Withholding, Voluntary Virginia Income Tax Withholding From Civil Service Annuities, 9/21/1982](#)
- [Withholding, Withholding, Accelerated Federal Withholding Payments, 8/28/1990](#)
- [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, Reciprocal Personal Income Tax Agreement Between Commonwealth of Pennsylvania and Commonwealth of Virginia, 11/17/1982](#)

[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, Reciprocal Income Tax Agreement Between Commonwealth of Virginia and State of Maryland, 12/27/2006](#)

[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](#)

[Individual, Memorandum Regarding Treatment of Extension for Certain Members of the Armed Services Mandated by House Bill 1024 \(2008\), 6/23/2008](#)

[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, Audit Limitations, House Bill 846 \(1983, Chapter 104\), 6/9/1983](#)

[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, Hurricane Preparedness Sales Tax Holiday Guidelines and Rules, 4/29/2008](#)

[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

AMR-FAQ, Frequently Asked Questions on the Access Management. Regulations and Standards, 11/1/2014

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

ENV-TNIA, Highway Traffic Noise Impact Analysis Guidance Manual, July 13, 2011 (amended July 14, 2015), 7/14/2015

FAQ-LUPR-1, Frequently Asked Questions - Land Use Permits, 10/2/2014

LAD-AA, Airport Access Program Guide, 10/1/2014

LAD-EDA, Economic Development Program Access 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

LD-PPM, VDOT Policy Manual for Public Participation in Transportation Projects, 11/21/2016

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

TCG-2017, Traffic Calming Guide for Neighborhood Streets, 11/1/2017

TED-IIMs, VDOT Traffic Engineering Division Instructional and Informational Memoranda, 11/6/2017

TIA-ADG, Traffic Impact Analysis Regulations Administrative Guidelines, 6/1/2017

TMPD-LDIDBPM, Land Development Inspection Documentation Best Practices Manual, 12/18/2014

VDOT, Guidance Document for Determination of Certain Financial Benefits to Displacees, 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.

Faculty Handbook, Graduate Catalog and Undergraduate Catalog, - Office of the Provost, telephone (540) 654-1241

Staff Handbook - Office of Human Resources, telephone (540) 654-1214

Student Handbook - Office of Student Affairs, telephone (540) 654-1062

Guidance Documents:

Board of Visitors Bylaws, <http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=9DEKBR50C809>

University Policies, <http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=8U3MK5BAA44>

Guidance Documents

Faculty Handbook,
<http://publications.umw.edu/facultyhandbook>

Staff Handbook, <http://adminfinance.umw.edu/hr/handbooks-forms-policies/>

Student Handbook, <http://publications.umw.edu/student-handbook/>

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/uvapolicies/>. Questions regarding interpretation or implementation of this document may be directed to Lynn Mitchell at the address, telephone number, or email provided.

[UVA-02, Higher Education Capital Outlay Manual](#), 5/17/2011

Current and past versions of the Higher Education Capital Outlay Manual (HECOM) may be viewed online at <https://www.fm.virginia.edu/depts/fpc/hecomannual.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 carriann.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:

http://www.dhp.virginia.gov/vet/vet_guidelines.htm

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

150-17, Sanctioning Reference Points Instruction Manual, revised June, 2014

150-18, Bylaws of the Board of Veterinary Medicine, reaffirmed October 24, 2017

150-19, Delegation of dental polishing-cleaning, revised October 25, 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:

[Form, Style and Procedure Manual for Publication of Virginia Regulations](#), revised 2014, § 2.2-4104.

[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:

VCU Code of Conduct, <https://acs.vcu.edu/integrity-and-compliance-office/vcu-code-of-conduct/>

VCU Board of Visitor's Bylaws, <https://www.president.vcu.edu/pdfs/FINAL-VCU-BYLAWS-mnsshjq-fin10-31.pdf>

VCU Board of Visitors Ethical Leadership Policy, https://www.president.vcu.edu/pdfs/BOV_Ethical_Leadership_Policy_final.pdf

Student Handbook, the VCU Insider, <https://guidebook.com/guide/93446/>

Questions concerning interpretation or implementation of the Student Handbook may be directed to Dean of Students, Dr. Reuban Rodriguez, telephone (804) 828-8940.

Faculty Handbook, <https://provost.vcu.edu/media/provostdevelopment/faculty-affairs/TheFacultyHandbookFINALUPDATED12.4.17.pdf>

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

Guidance Documents

at the same address, telephone (540) 464-7104, FAX (540) 464-7660, or email butnerkk@vmi.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:

Board of Visitors Bylaws, [https://www.vmi.edu/media/content-assets/documents/bov/BOV-Bylaws-May-2017-\(approved\).pdf](https://www.vmi.edu/media/content-assets/documents/bov/BOV-Bylaws-May-2017-(approved).pdf), revised 6 May 2017.

General Orders (Policies and Procedures), <http://www.vmi.edu/about/administration/general-orders/>, policies reviewed on rotating basis and updated as needed.

Overarching Institute Regulations, <https://www.vmi.edu/media/content-assets/documents/institute-regulations/OverarchingRegulationsMay2015.pdf>, revised May 2015.

Institute Regulations Part I, <https://www.vmi.edu/media/content-assets/documents/institute-regulations/VMI-Regs-Part-I.pdf>, revised September 2012.

Institute Regulations Part II, <https://www.vmi.edu/media/content-assets/documents/institute-regulations/VMI-Regulations-Part-II.pdf>, revised November 2014.

Academic Regulations, <https://www.vmi.edu/media/content-assets/documents/academics/Academic-Regulations-May-2018.pdf>, revised May 2018.

Athletic Regulations, <https://www.vmi.edu/media/content-assets/documents/institute-regulations/Athletic-Regulations-Part-IV.pdf>, revised July 2016.

Faculty Handbook, <https://www.vmi.edu/media/content-assets/documents/human-resources/Teaching-Faculty-Handbook.pdf>, revised January 2017.

Administrative and Professional Faculty Handbook, <https://www.vmi.edu/media/content-assets/documents/human-resources/AP-Handbook-FY19-FINAL.pdf>, revised September 2018.

Classified Employee Handbook, <https://www.vmi.edu/media/content-assets/documents/human-resources/Classified-Handbook---Jul-17.pdf>, revised July 2017.

2018-2019 Academic Catalog, <http://catalog.vmi.edu/index.php>

2018 Annual Security Report, <https://www.vmi.edu/media/content-assets/documents/police/VMI-Right-to-Know-2018.pdf>

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/>

Child Protection Guidelines: <https://vmfa.museum/youth-studio/child-protection-guidelines/>

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

Virginia Department of Human Resource Management Policies for Staff, <https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html>

Undergraduate Catalog and Academic Policies, 2018-19, <http://www.undergradcatalog.registrar.vt.edu/1819/index.html>

Graduate Catalog, Policies, Procedures, Academic Programs, 2018-19, http://secure.graduateschool.vt.edu/graduate_catalog/

Hokie Handbook (student handbook), 2018-19, <http://www.hokiehandbook.vt.edu/>

2017 Jeanne Clery Disclosure Report, https://police.vt.edu/content/dam/police_vt_edu/clery-reports/2017-clery-act-annual-campus-security-and-fire-safety-report.pdf

Parking and Traffic Operational Manual, 2018-19, https://parking.vt.edu/content/dam/parking_vt_edu/Virginia%20Tech,%20Parking%20and%20Traffic%20Operational%20Manual.pdf

University Policies, <http://www.policies.vt.edu/index.php>

Human Subjects Research Policy, <http://www.policies.vt.edu/13040.pdf>, revised August 2014

Speech on Campus, <https://policies.vt.edu/speechoncampus.html>

Statement of Business Conduct Standards, https://caf.vt.edu/content/dam/caf_vt_edu/buscondstand/Statement_Business_Conduct_Standards.pdf

Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and Their Vendors, <https://procurement.vt.edu/vendor/manual.html>, revised May 2018

Commonwealth Accounting Policies and Procedures (CAPP) Manual, https://www.doa.virginia.gov/reference/CAPP/CAPP_Summary_Cardinal.shtml, revised November 2018

Commonwealth of Virginia Executive Order 20 Advancing Equity for Small, Women, and Minority Owned Businesses, July 2014, https://www.sbsd.virginia.gov/wp-content/uploads/2018/10/SWaM-EO20_2014.pdf

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:

Procurement and Capital Outlay Manual, Revised 05/14/2018, http://www.portofvirginia.com/wp-content/uploads/2018/07/PCOM_July2018.pdf

Virginia Port Authority Travel Policy, Supplement Revised 01/01/2009.

State Travel Policy Revised 10/01/2014.

Virginia Port Authority Aid to Local Ports Policy, Revised 11/18/14, <http://www.portofvirginia.com/stewardship/economic-development/aid-to-local-ports-grant-program/>.

Virginia Waterway Maintenance Fund, approved 07/30/2018, http://www.portofvirginia.com/pdfs/stewardship/VA_Waterway_Maintenance_Fund_Guidelines.pdf

VIRGINIA RETIREMENT SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 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 of benefit plan provisions 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 (888) 827-3847, 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 – Plan 1 – the Optional Retirement Plan for School Superintendents, Membership Date: Before July 1, 2010, revised January, 2017, Code of Virginia, Title 51.1-126.6

Choosing Your Retirement Plan – Plan 2 – Optional Retirement Plan for School Superintendents, Membership Date: July 1, 2010 – December 31, 2013, revised January 2017, Membership Date: Before July 1, 2010, revised January 2017, Code of Virginia, Title 51.1-126.6

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, 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, Optional Retirement 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, 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

Model Language for Domestic Relations Orders – Defined Contribution Plan Accounts, published July 2007, Code of Virginia, Title 51.1, Chapters 1-7

Model Language for Domestic Relations Orders – Optional Retirement Plan for Employees of Institutions of Higher Education Accounts, published July 2007, 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 11.1

Virginia Local Disability Program Employer Manual, revised July 2018, Code of Virginia, Title 51.1, Chapter 11.1

Virginia Retirement System Disability Retirement Handbook for Members – Plans 1 and 2, revised January 2017, Addendum July 2018, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Sickness and Disability Program – Handbook for State Employees in the Virginia Retirement System, State Police Officers' Retirement System and Virginia Law Officers' Retirement System, revised February 2018, Addendum September 2018, Code of Virginia, Title 51.1, Chapter 11

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.vfdb.k12.va.us/vfdb/> or by using the links provided. For assistance with accessing documents, contact Tessa Schlemmer, Director of Human Resources, P.O. Box 2069, Staunton, VA 24402, by telephone at (540) 332-9065, or email at tessa.schlemmer@vsdb.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 email bholmes@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:

Board of Visitors Bylaws, revised September 2018, <http://www.vsu.edu/files/docs/bov/board-membership/vsu-bylaws.pdf>

University Policies, <http://www.vsu.edu/hr/policies.php>

Faculty Handbook and Academic Procedures Manual, revised 2013, <http://www.vsu.edu/files/docs/faculty-staff/faculty-handbook.pdf>

Student Handbook 2017-2018, <http://www.vsu.edu/files/docs/student-activities/student-handbook.pdf>

Student-Athlete Handbook 2018-2019, <http://online.fliphtml5.com/gjar/cfzv/#p=1>

Student Organization Handbook 2017-2018, <http://www.vsu.edu/files/docs/clubs-and-organizations/student-organization-handbook.pdf>

Department of Student Activities Recreation and Leisure Handbook, <http://www.vsu.edu/files/docs/student-activities/recreation-leisure-handbook.pdf>

Department of Social Work Bachelor of Social Work Program Student Handbook 2017-2018, <http://www.sola.vsu.edu/files/docs/bsw-student-handbook.pdf>

Undergraduate Catalog and Academic Regulations and Procedures 2016-2018, <http://www.vsu.edu/files/docs/academics/catalog/undergraduate-catalog-2016-2018.pdf>

Graduate Catalog 2016-2018, <http://www.vsu.edu/files/docs/academics/catalog/graduate-catalog-2016-2018.pdf>

Parking Manual Rules and Regulations 2018-2019, <http://www.vsu.edu/files/docs/police/vsu-parking-manual.pdf>

Annual Security and Fire Safety Report 2015-2017 Calendar Years (Published September 2018), <http://www.vsu.edu/files/docs/police/asr.pdf>

Academic Credits Committee and Policies and Petitions Committee Procedures Manual, May 7, 2013, <http://www.vsu.edu/files/docs/faculty-staff/acc-pcc-procedures-manual.pdf>

Virginia State University Safety Handbook, January 2014, <http://www.vsu.edu/files/docs/police/contractor-safety-handbook.pdf>

Virginia State University Design Guidelines, January 2014, <http://www.vsu.edu/files/docs/capital-outlay/vsu-design-guidelines.pdf>

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

6566, [Electronic Billing and Payment Companion Guide](#), 1/29/2019

GENERAL NOTICES/ERRATA

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.

Public comment period: February 18, 2019, to March 20, 2019.

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:

1) Main Street Office, Suite 1400, 1111 East Main Street, Richmond, VA, telephone (804) 698-4070 and

2) Northern Regional Office, 13901 Crown Court, Woodbridge, VA, telephone (703) 583-3800.

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 VA.R. 1888](#) on June 15, 2015.

Statutory Authority: §§ 9.1-1101, 18.2-267, and 18.2-268.9 of the Code of Virginia.

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.
6. The ALCOVISOR JUPITER, ALCOVISOR MERCURY, and MARK V, manufactured by PAS Systems International, Inc., Fredericksburg, Virginia.

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@dfs.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 (Item 74 C 3a of 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.

General Notices/Errata

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

TESTING CATEGORY	FEE (\$)
Microbiological testing	
1 - 2 methods	647
3 - 5 methods	754
6+ methods	862
Inorganic chemistry, nonmetals testing	
1 - 2 methods	700
3 - 5 methods	915
6 - 8 methods	1132
9+ methods	1347
Inorganic chemistry, metals testing	
1 - 2 methods	1077
3 - 5 methods	1292
6+ methods	1506
Organic chemistry	
1 - 2 methods	1132
3 - 5 methods	1347
6 - 8 methods	1561
9+ methods	1778
Radiochemistry	

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

address, or submitted electronically, if available: DCLS, Attn: Lab Certification, 600 North 5th Street, Richmond, VA 23219. A fee payment form is available on the Drinking Water page of the DCLS website at <http://www.dgs.virginia.gov/dcls>.

Contact Information: Rhonda Bishton, Director's Executive Administrative Assistant, Department of General Services, 1100 Bank Street, Suite 420, Richmond, VA 23219, telephone (804) 786-3311, FAX (804) 371-8305, or email rhonda.bishton@dgs.virginia.gov.

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 sunseting language from the State Plan related to quarterly supplemental payments for qualifying private hospitals for inpatient and outpatient services rendered during the quarter. This sunseting 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.

BOARD OF PHARMACY

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-

General Notices/Errata

4456, FAX (804) 527-4472, or email caroline.juran@dhp.virginia.gov.

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/cumulatab.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.