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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**; **Nicole Cheuk**; **Rita Davis**; **Leslie L. Lilley**; **Thomas M. Moncure, Jr.**; **Christopher R. Nolen**; **Charles S. Sharp**; **Samuel T. Towell**; **Malfourd W. Trumbo**.

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 2020 through May 2021

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
36:15	February 26, 2020	March 16, 2020
36:16	March 11, 2020	March 30, 2020
36:17	March 25, 2020	April 13, 2020
36:18	April 8, 2020	April 27, 2020
36:19	April 22, 2020	May 11, 2020
36:20	May 6, 2020	May 25, 2020
36:21	May 20, 2020	June 8, 2020
36:22	June 3, 2020	June 22, 2020
36:23	June 17, 2020	July 6, 2020
36:24	July 1, 2020	July 20, 2020
36:25	July 15, 2020	August 3, 2020
36:26	July 29, 2020	August 17, 2020
37:1	August 12, 2020	August 31, 2020
37:2	August 26, 2020	September 14, 2020
37:3	September 9, 2020	September 28, 2020
37:4	September 23, 2020	October 12, 2020
37:5	October 7, 2020	October 26, 2020
37:6	October 21, 2020	November 9, 2020
37:7	November 4, 2020	November 23, 2020
37:8	November 16, 2020 (Monday)	December 7, 2020
37:9	December 2, 2020	December 21, 2020
37:10	December 14, 2020 (Monday)	January 4, 2021
37:11	December 28, 2020 (Monday)	January 18, 2021
37:12	January 13, 2021	February 1, 2021
37:13	January 27, 2021	February 15, 2021
37:14	February 10, 2021	March 1, 2021
37:15	February 24, 2021	March 15, 2021
37:16	March 10, 2021	March 29, 2021
37:17	March 24, 2021	April 12, 2021
37:18	April 7, 2021	April 26, 2021
37:19	April 21, 2021	May 10, 2021

*Filing deadlines are Wednesdays unless otherwise specified.

PETITIONS FOR RULEMAKING

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF NURSING

Agency Decision

Title of Regulation: 18VAC90-19. Regulations Governing the Practice of Nursing.

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

Name of Petitioner: Zenaida Laxa.

Nature of Petitioner's Request: To amend 18VAC90-19-130 to change the requirement for an applicant from another country to use the designation of "foreign nurse graduate" on a nametag to the designation of "RN Applicant."

Agency Decision: Request granted.

Statement of Reason for Decision: The board adopted an amendment to 18VAC90-19-130 to change the nametag requirement from "foreign nurse graduate" to "RN applicant."

Agency Contact: Jay P. Douglas, R.N., Executive Director, Board of Nursing, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4520, or email jay.douglas@dhp.virginia.gov.

VA.R. Doc. No. R20-16 Filed January 28, 2020, 2:24 p.m.

PERIODIC REVIEWS AND SMALL BUSINESS IMPACT REVIEWS

TITLE 24. TRANSPORTATION AND MOTOR VEHICLES

MOTOR VEHICLE DEALER BOARD

Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Motor Vehicle Dealer Board conducted a small business impact review of **24VAC22-11, Public Participation Guidelines**, and determined that this regulation should be retained in its current form. The Motor Vehicle Dealer Board is publishing its report of findings dated January 15, 2020, to support this decision in accordance with § 2.2-4007.1 F of the Code of Virginia.

On January 13, 2020, the Motor Vehicle Dealer Board approved the periodic review and continuation of this regulation. The board received no complaints or comments regarding the need to repeal or amend this regulation, and the regulation is written clearly and is easy to understand. This regulation does not overlap, duplicate, or conflict with any federal or state law or regulation, and this regulation was last reviewed on November 26, 2008.

Contact Information: William Childress, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, Richmond, VA 23220, telephone (804) 367-1100, FAX (804) 367-1053, or email william.childress@mvdv.virginia.gov.

Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Motor Vehicle Dealer Board conducted a small business impact review of **24VAC22-20, Motor Vehicle Dealer Fees**, and determined that this regulation should be retained in its current form. The Motor Vehicle Dealer Board is publishing its report of findings dated January 15, 2020, to support this decision in accordance with § 2.2-4007.1 F of the Code of Virginia.

On January 13, 2020, the Motor Vehicle Dealer Board approved the periodic review and continuation of this regulation. The board received no complaints or comments regarding the need to repeal or amend this regulation, and the regulation is written clearly and is easy to understand. This regulation does not overlap, duplicate, or conflict with any federal or state law or regulation. This regulation was amended and reviewed on September 10, 2014, to amend the 2014 General Assembly "Omnibus" MVDB bill. One of the features of this 2014 bill was to authorize the board to set most fees up to the limits allowed in the Code of Virginia without the need to adopt regulations. The only fees that were not included in the 2014 legislation are the registration fees for dealer license plates, which are spelled out specifically in the Code of Virginia.

Contact Information: William Childress, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, Richmond, VA 23220, telephone (804) 367-1100, FAX (804) 367-1053, or email william.childress@mvdv.virginia.gov.

Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Motor Vehicle Dealer Board conducted a small business impact review of **24VAC22-30, Motor Vehicle Dealer Advertising Practices and Enforcement Regulations**, and determined that this regulation should be retained in its current form. The Motor Vehicle Dealer Board is publishing its report of findings dated January 15, 2020, to support this decision in accordance with § 2.2-4007.1 F of the Code of Virginia.

On January 13, 2020, the Motor Vehicle Dealer Board approved the periodic review and continuation of this regulation. The board received no complaints or comments regarding the need to repeal or amend this regulation, and the regulation is written clearly and is easy to understand. This regulation does not overlap, duplicate, or conflict with any federal or state law or regulation, and this regulation had a comprehensive review for regulatory reform on December 1, 2015.

Contact Information: William Childress, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, Richmond, VA 23220, telephone (804) 367-1100, FAX (804) 367-1053, or email william.childress@mvdv.virginia.gov.

Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Motor Vehicle Dealer Board conducted a small business impact review of **24VAC22-40, Independent Motor Vehicle Dealer Operator Recertification Regulations**, and determined that this regulation should be retained in its current form. The Motor Vehicle Dealer Board is publishing its report of findings dated January 15, 2020, to support this decision in accordance with § 2.2-4007.1 F of the Code of Virginia.

On January 13, 2020, the Motor Vehicle Dealer Board approved the periodic review and continuation of this regulation. Recertification requirements for independent (used) car dealers help used car dealers keep up with Virginia Code and policy changes. This continuing education also refreshes their knowledge of all laws and regulations dealers need to comply with. Educated dealers are less likely to have problems with consumers and regulators, and education enhances the professionalism of the motor vehicle sales industry. The board received no complaints or comments regarding the need to repeal or amend this regulation, and the regulation is written clearly and is easy to understand. This regulation does not overlap, duplicate, or conflict with any federal or state law or regulation, and this regulation was last reviewed on September 2, 2010.

Contact Information: William Childress, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, Richmond, VA 23220, telephone (804) 367-1100, FAX (804) 367-1053, or email william.childress@mvdv.virginia.gov.

NOTICES OF INTENDED REGULATORY ACTION

TITLE 13. HOUSING

BOARD OF HOUSING AND COMMUNITY DEVELOPMENT

Withdrawal of Notice of Intended Regulatory Action

Notice is hereby given that the Board of Housing and Community Development has WITHDRAWN the Notice of Intended Regulatory Action (NOIRA) for **13VAC5-112, Enterprise Zone Grant Program Regulation**, which was published in [26:9 VA.R. 1186-1187 January 4, 2010](#). The Board of Housing and Community Development took action to withdraw the NOIRA at its January 28, 2020, meeting.

Statutory Authority: § 59.1-541 of the Code of Virginia.

Agency Contact: Kyle Flanders, Senior Policy Analyst, Department of Housing and Community Development, Main Street Centre, 600 East Main Street, Suite 300, Richmond, VA 23219, telephone (804) 786-6761, FAX (804) 371-7090, TTY (804) 371-7089, or email kyle.flanders@dhcd.virginia.gov.

VA.R. Doc. No. R10-2174; Filed February 3, 2020, 3:46 p.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

MARINE RESOURCES COMMISSION

Emergency Regulation

Title of Regulation: **4VAC20-620. Pertaining to Summer Flounder (amending 4VAC20-620-40).**

Statutory Authority: §§ 28.2-201 and 28.2-210 of the Code of Virginia.

Effective Dates: January 29, 2020, through February 28, 2020.

Agency Contact: Jennifer Farmer, Regulatory Coordinator, Marine Resources Commission, 380 Fenwick Road, Fort Monroe, VA 23651, telephone (757) 247-2248, or email jennifer.farmer@mrc.virginia.gov.

Preamble:

The amendments (i) change the dates of the off-shore commercial summer flounder spring season to February 24, 2020, through March 31, 2020, and (ii) raise the landing limit for the season to 12,500 pounds.

4VAC20-620-40. Commercial vessel possession and landing limitations.

A. It shall be unlawful for any person harvesting summer flounder outside of Virginia's waters to do any of the following, except as described in subsections B, C, D, E, and F of this section:

1. Possess aboard any vessel in Virginia waters any amount of summer flounder in excess of 10% by weight of Atlantic croaker or the combined landings, on board a vessel, of black sea bass, scup, squid, scallops and Atlantic mackerel.
2. Possess aboard any vessel in Virginia waters any amount of summer flounder in excess of 1,500 pounds landed in combination with Atlantic croaker.
3. Fail to sell the vessel's entire harvest of all species at the point of landing.

B. Nothing in this chapter shall preclude a vessel from possessing any North Carolina or New Jersey vessel possession limit of summer flounder in Virginia; however, no vessel that possesses the North Carolina or New Jersey vessel possession limit of summer flounder shall offload any amount of that possession limit, except as described in subsection K of this section.

C. From ~~March 1~~ February 24 through ~~April 19~~ March 31, it shall be unlawful for any person harvesting summer flounder outside of Virginia waters to do any of the following:

1. Possess aboard any vessel in Virginia waters any amount of summer flounder in excess of the combined total of the Virginia landing limit described in subdivision 2 of this subsection and the amount of the legal North Carolina or New Jersey landing limit or trip limit.
2. Land in Virginia more than a total of ~~40,000~~ 12,500 pounds of summer flounder.
3. Land in Virginia any amount of summer flounder more than once in any consecutive five-day period.

D. From October 1 through November 15, it shall be unlawful for any person harvesting summer flounder outside of Virginia waters to do any of the following:

1. Possess aboard any vessel in Virginia waters any amount of summer flounder in excess of the combined total of the Virginia landing limit described in subdivision 2 of this subsection and the amount of the legal North Carolina or New Jersey landing limit or trip limit.
2. Land in Virginia more than a total of 10,000 pounds of summer flounder.
3. Land in Virginia any amount of summer flounder more than once in any consecutive five-day period.

E. From November 16 through December 31, it shall be unlawful for any person harvesting summer flounder outside of Virginia waters to do any of the following:

1. Possess aboard any vessel in Virginia waters any amount of summer flounder in excess of the total of the Virginia landing limit described in subdivision 2 of this subsection and the amount of the legal North Carolina or New Jersey landing limit or trip limit.
2. Land in Virginia more than a total of 10,000 pounds of summer flounder.
3. Land in Virginia any amount of summer flounder more than once in any consecutive five-day period.

F. From January 1 through December 31, any boat or vessel issued a valid federal summer flounder moratorium permit and owned and operated by a legal Virginia Commercial Hook-and-Line Licensee that possesses a Restricted Summer Flounder Endorsement shall be restricted to a possession and landing limit of 200 pounds of summer flounder, except as described in 4VAC20-620-30 F.

G. Upon request by a marine police officer, the seafood buyer or processor shall offload and accurately determine the total weight of all summer flounder aboard any vessel landing summer flounder in Virginia.

H. Any possession limit described in this section shall be determined by the weight in pounds of summer flounder as customarily packed, boxed, and weighed by the seafood buyer or processor. The weight of any summer flounder in pounds found in excess of any possession limit described in this section shall be prima facie evidence of violation of this chapter. Persons in possession of summer flounder aboard any vessel in excess of the possession limit shall be in violation of this chapter unless that vessel has requested and been granted safe harbor. Any buyer or processor offloading or accepting any quantity of summer flounder from any vessel in excess of the possession limit shall be in violation of this chapter, except as described by subsection K of this section. A buyer or processor may accept or buy summer flounder from a vessel that has secured safe harbor, provided that vessel has satisfied the requirements described in subsection K of this section.

I. If a person violates the possession limits described in this section, the entire amount of summer flounder in that person's possession shall be confiscated. Any confiscated summer flounder shall be considered as a removal from the appropriate commercial harvest or landings quota. Upon confiscation, the marine police officer shall inventory the confiscated summer flounder and, at a minimum, secure two bids for purchase of the confiscated summer flounder from approved and licensed seafood buyers. The confiscated fish will be sold to the highest bidder, and all funds derived from such sale shall be deposited for the Commonwealth pending court resolution of the charge of violating the possession limits established by this chapter. All of the collected funds will be returned to the accused upon a finding of innocence or forfeited to the Commonwealth upon a finding of guilty.

J. It shall be unlawful for a licensed seafood buyer or federally permitted seafood buyer to fail to contact the Marine Resources Commission Operation Station prior to a vessel offloading summer flounder harvested outside of Virginia. The buyer shall provide to the Marine Resources Commission the name of the vessel, its captain, an estimate of the amount in pounds of summer flounder on board that vessel, and the anticipated or approximate offloading time. Once offloading of any vessel is complete and the weight of the landed summer flounder has been determined, the buyer shall contact the Marine Resources Commission Operations Station and report the vessel name and corresponding weight of summer flounder landed. It shall be unlawful for any person to offload from a boat or vessel for commercial purposes any summer flounder during the period of 9 p.m. to 7 a.m.

K. Any boat or vessel that has entered Virginia waters for safe harbor shall only offload summer flounder when the state

that licenses that vessel requests to transfer quota to Virginia, in the amount that corresponds to that vessel's possession limit, and the commissioner agrees to accept that transfer of quota.

L. After any commercial harvest or landing quota as described in 4VAC20-620-30 has been attained and announced as such, any boat or vessel possessing summer flounder on board may enter Virginia waters for safe harbor but shall contact the Marine Resources Commission Operation Center in advance of such entry into Virginia waters.

M. It shall be unlawful for any person harvesting summer flounder outside of Virginia waters to possess aboard any vessel, in Virginia, any amount of summer flounder, once it has been projected and announced that 100% of the quota described in 4VAC20-620-30 A has been taken.

VA.R. Doc. No. R20-6298; Filed January 29, 2020, 12:35 p.m.

Final Regulation

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

Title of Regulation: 4VAC20-950. **Pertaining to Black Sea Bass (amending 4VAC20-950-45).**

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

Effective Date: January 29, 2020.

Agency Contact: Jennifer Farmer, Regulatory Coordinator, Marine Resources Commission, 380 Fenwick Road, Fort Monroe, VA 23651, telephone (757) 247-2248, or email jennifer.farmer@mrc.virginia.gov.

Summary:

The amendment extends the February recreational fishery for sea bass until February 29, 2020.

4VAC20-950-45. Recreational possession limits and seasons.

A. It shall be unlawful for any person fishing with hook and line, rod and reel, spear, gig, or other recreational gear to possess more than 15 black sea bass. When fishing is from a boat or vessel where the entire catch is held in a common hold or container, the possession limit shall be for that boat or vessel and shall be equal to the number of persons on board legally licensed to fish, multiplied by 15. The captain or operator of the boat or vessel shall be responsible for that boat or vessel possession limit. Any black sea bass taken after the possession limit has been reached shall be returned to the water immediately.

B. Possession of any quantity of black sea bass that exceeds the possession limit described in subsection A of this section shall be presumed to be for commercial purposes.

C. The open recreational fishing season shall be from February 1 through February 28 29, May 15 through May 31, and June 22 through December 31.

D. It shall be unlawful for any person fishing recreationally to take, catch, or possess any black sea bass, except during an open recreational season.

E. From February 1 through February 28 29, it shall be unlawful for any person to possess or land any black sea bass harvested from a recreational vessel, unless the captain or operator of that recreational vessel has obtained a Recreational Black Sea Bass Permit from the Marine Resources Commission. The captain or operator shall be responsible for reporting for all anglers on the recreational vessel and shall provide his Marine Resources Commission identification (MRC ID) number, the date of fishing, the number of individuals on board, the mode of fishing, and the number of black sea bass kept or released. That report shall be submitted to the commission or to the Standard Atlantic Fisheries Information System, as described in this subsection. It shall be unlawful for any permittee to fail to report trips where black sea bass were caught, whether harvested, released, or possessed in accordance with this section, on forms provided by the commission or through the Virginia Saltwater Fisherman's Journal within seven days after the trip occurred. It shall be unlawful for any permittee to fail to report trips where black sea bass were targeted but not successfully caught by March 15 of the current calendar year. Any permittee who did not participate in the recreational black sea bass season during February shall notify the commission of his lack of participation by March 15 of the current calendar year.

F. It shall be unlawful for any permittee to fail to contact the Law Enforcement Operations at 1-800-541-4646 before or immediately after the start of each fishing trip. The permittee shall provide the Law Enforcement Operations with his name, MRC ID number, the point of landing, a description of the vessel, estimated return to shore time, and a contact phone number. Any authorized permittee shall allow commission staff to sample the catch to obtain biological information for scientific and management purposes only.

VA.R. Doc. No. R20-6297; Filed January 29, 2020, 12:26 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: **9VAC25-31. Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation.**

Contact Information: Gary Graham, Office of Regulatory Affairs, Virginia Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4103, or email gary.graham@deq.virginia.gov.

FORMS (9VAC25-31)

[VPDES Sewage Sludge Permit Application Form \(rev. 9/2012\)](#)

[VPDES Sewage Sludge Permit Application for Permit Reissuance \(eff. 8/2012\)](#)

[Instructions for VPDES Sewage Sludge Permit Application Form \(rev. 9/2012\)](#)

~~Application Form 1—General Information, Consolidated Permits Program, EPA Form 3510-1 (rev. 8/90).~~

[Application Form 1 - General Information, NPDES Permitting Program, EPA Form 3510-1 \(rev. 3/2019\)](#)

[Virginia State Water Control Board Fish Farm Questionnaire \(rev. 4/2011\)](#)

~~Application Form 2A—NPDES Form 2A Application for Permit to Discharge Municipal Wastewater, EPA Form 3510-2A (eff. 1/99).~~

~~Form 2B—NPDES, Applications for Permit to Discharge Wastewater Concentrated Animal Feeding Operations and Aquatic Animal Production Facilities, EPA Form 3510-2B (rev. 11/08).~~

~~Application Form 2C—Wastewater Discharge Information, Consolidated Permits Program, EPA Form 3510-2C (rev. 8/90).~~

~~Application Form 2D—New Sources and New Dischargers: Application for Permit to Discharge Process Wastewater, EPA Form 3510-2D (rev. 8/90).~~

~~Application Form 2E – Facilities Which Do Not Discharge Process Wastewater, EPA Form 3510-2E (rev. 8/90).~~

~~Form 2F NPDES, Application for Permit to Discharge Stormwater, Discharges Associated with Industrial Activity, EPA Form 3510-2F (rev. 1/92).~~

[Application Form 2A - New and Existing Publicly Owned Treatment Works, NPDES Permitting Program, EPA Form 3510-2A \(rev. 3/2019\)](#)

[Application Form 2B - Concentrated Animal Feeding Operations and Concentrated Aquatic Animal Production Facilities, NPDES Permitting Program, EPA Form 3510-2B \(rev. 3/2019\)](#)

[Application Form 2C - Existing Manufacturing, Commercial, Mining, and Silvicultural Operations, NPDES Permitting Program, EPA Form 3510-2C \(rev. 3/2019\)](#)

[Application Form 2D - New Manufacturing, Commercial, Mining, and Silvicultural Operations That Have Not Yet Commenced Discharge of Process Wastewater, NPDES Permitting Program, EPA Form 3510-2D \(rev. 3/2019\)](#)

[Application Form 2E - Manufacturing, Commercial, Mining, and Silvicultural Facilities Which Discharge Only Nonprocess Wastewater, NPDES Permitting Program, EPA Form 3510-2E \(rev. 3/2019\)](#)

[Application Form 2F - Stormwater Discharges Associated with Industrial Activity, NPDES Permitting Program, EPA Form 3510-2F \(rev. 3/2019\)](#)

Local Government Ordinance Form (eff. 2000).

Local Government Certification Form for New Municipal Solid Waste Landfill Permits (eff. 2006).

VA.R. Doc. No. R20-6285; Filed February 4, 2020, 2:38 p.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD FOR BARBERS AND COSMETOLOGY

Notice of Objection to Fast-Track Rulemaking Action

REGISTRAR'S NOTICE: Pursuant to § 2.2-4012.1 of the Code of Virginia, the Board for Barbers and Cosmetology has filed a notice of objection to the fast-track rulemaking action published in [36:9 VA.R. 1077-1079 December 23, 2019](#). The board intends to proceed with the standard promulgation process set out in Article 2 (§ 2.2-4006 et seq.) of Chapter 40 of Title 2.2 of the Code of Virginia, with the initial publication of the fast-track regulation serving as the Notice of Intended Regulatory Action.

Titles of Regulations: 18VAC41-20. Barbering and Cosmetology Regulations (amending 18VAC41-20-260).

18VAC41-70. Esthetics Regulations (amending 18VAC41-70-260).

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

The Board for Barbers and Cosmetology has filed a notice of objection to the fast-track rulemaking action for 18VAC41-20, Barbering and Cosmetology Regulations, and 18VAC41-70, Esthetics Regulations. The fast-track action was published in [Volume 36, Issue 9, pages 1077 through 1079 of the Virginia Register of Regulations on December 23, 2019](#).

The board received more than the requisite 10 objections to the amendments. The objections pertained to the proposed amendment eliminating the requirement that apprentices wear badges to identify themselves as such. Due to the objections, the board has discontinued using the fast-track rulemaking process.

The board will proceed with adoption of the amendments using the standard process under Article 2 (§ 2.2-4006 et seq.) of the Administrative Process Act, and the publication on December 23, 2019, will serve as the Notice of Intended Regulatory Action in accordance with § 2.2-4012.1 of the Code of Virginia.

Agency Contact: Stephen Kirschner, Executive Director, Board for Barbers and Cosmetology, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8590, FAX (866) 245-9693, or email barbercosmo@dpor.virginia.gov.

VA.R. Doc. No. R20-5957; Filed December 3, 2019, 3:58 p.m.

BOARD FOR CONTRACTORS

Final Regulation

REGISTRAR'S NOTICE: The Board for Contractors is claiming an exemption from the Administrative Process Act in accordance with the second enactment of Chapter 726 of the 2019 Acts of Assembly, which exempts the actions of the board relating to the adoption of regulations necessary to implement the provisions of the act; however, the board is required to provide an opportunity for public comment on regulations prior to their adoption.

Title of Regulation: 18VAC50-30. Individual License and Certification Regulations (amending 18VAC50-30-10, 18VAC50-30-90, 18VAC50-30-120, 18VAC50-30-190; adding 18VAC50-30-41).

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

Effective Date: April 1, 2020.

Agency Contact: Eric L. Olson, Executive Director, Board for Contractors, 9960 Mayland Drive, Suite 400, Richmond, VA

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23233, telephone (804) 367-2785, FAX (866) 430-1033, or email contractors@dpor.virginia.gov.

Summary:

Pursuant to Chapter 726 of the 2019 Acts of Assembly, the amendments establish a certified automatic fire sprinkler inspector program, including (i) certification by a board-approved program for initial board certification, (ii) required fees, (iii) continuing education hours required for certificate renewal, and (iv) causes for disciplinary action.

Part I General

18VAC50-30-10. Definitions.

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

"Apprentice" means a person who assists tradesmen while gaining knowledge of the trade through on-the-job training and related instruction in accordance with the Virginia Voluntary Apprenticeship Act (§ 40.1-117 et seq. of the Code of Virginia).

"Backflow prevention device work" means work performed by a backflow prevention device worker as defined in § 54.1-1128 of the Code of Virginia ([13VAC5-63](#)).

"Building official/inspector" is an employee of the state, a local building department, or other political subdivision who enforces the Virginia Uniform Statewide Building Code.

"Certified accessibility mechanic" means an individual who is certified by the board who is engaged in erecting, constructing, installing, altering, servicing, repairing, testing, or maintaining wheelchair lifts, incline chairlifts, dumbwaiters with a capacity limit of 300 pounds, and private residence elevators.

"Certified automatic fire sprinkler inspector" means an individual who is certified by this chapter and whose work includes the inspection of sprinkler systems as defined in Section 3.6.4 of NFPA 25 (2014 edition), including subsections 3.6.4.1 through 3.6.4.6.

"Certified elevator mechanic" means an individual who is certified by the board who is engaged in erecting, constructing, installing, altering, servicing, repairing, testing, or maintaining elevators, escalators, or related conveyances in accordance with the Virginia Uniform Statewide Building Code.

"Division" means a limited subcategory within any of the trades, as approved by the department.

"Electrical work" consists of, but is not limited to, the following: (i) planning and layout of details for installation or modifications of electrical apparatus and controls including preparation of sketches showing location of wiring and

equipment; (ii) measuring, cutting, bending, threading, assembling, and installing electrical conduits; (iii) performing maintenance on electrical systems and apparatus; (iv) observation of installed systems or apparatus to detect hazards and need for adjustments, relocation, or replacement; and (v) repairing faulty systems or apparatus.

"Electrician" means a tradesman who does electrical work including the construction, repair, maintenance, alteration, or removal of electrical systems in accordance with the National Electrical Code and the Virginia Uniform Statewide Building Code.

"Formal vocational training" means courses in the trade administered at an accredited educational facility; or formal training, approved by the board, conducted by trade associations, businesses, the military, correspondence schools, or other similar training organizations.

"Gas fitter" means an individual who does gas fitting-related work usually as a division within the HVAC or plumbing trades in accordance with the Virginia Uniform Statewide Building Code. This work includes the installation, repair, improvement, or removal of liquefied petroleum or natural gas piping, tanks, and appliances annexed to real property.

"Helper" or "laborer" means a person who assists a licensed tradesman and who is not an apprentice as defined in this chapter.

"HVAC tradesman" means an individual whose work includes the installation, alteration, repair, or maintenance of heating systems, ventilating systems, cooling systems, steam and hot water heating systems, boilers, process piping, backflow prevention devices, and mechanical refrigeration systems, including tanks incidental to the system.

"Inactive tradesman" means an individual who meets the requirements of 18VAC50-30-73 and is licensed under that section.

"Incidental" means work that is necessary for that particular repair or installation and is outside the scope of practice allowed to the regulant by this chapter.

"Journeyman" means a person who possesses the necessary ability, proficiency, and qualifications to install, repair, and maintain specific types of materials and equipment utilizing a working knowledge sufficient to comply with the pertinent provisions of the Virginia Uniform Statewide Building Code and according to plans and specifications.

"Limited use/limited application endorsement" means an addition to the certification record of a certified accessibility mechanic authorizing the certificate holder to erect, construct, install, alter, service, repair, test, or maintain limited use/limited application elevators as defined by the Virginia Uniform Statewide Building Code.

"Liquefied petroleum gas fitter" means any individual who engages in, or offers to engage in, work for the general public for compensation in work that includes the installation, repair, improvement, alterations, or removal of piping, liquefied petroleum gas tanks, and appliances (excluding hot water heaters, boilers, and central heating systems that require a heating, ventilation and air conditioning, or plumbing certification) annexed to real property.

"Maintenance" means the reconstruction or renewal of any part of a backflow device for the purpose of maintaining its proper operation. This does not include the actions of removing, replacing, or installing, except for winterization.

"Master" means a person who possesses the necessary ability, proficiency, and qualifications to plan and lay out the details for installation and supervise the work of installing, repairing, and maintaining specific types of materials and equipment utilizing a working knowledge sufficient to comply with the pertinent provisions of the Virginia Uniform Statewide Building Code.

"Natural gas fitter provider" means any individual who engages in, or offers to engage in, work for the general public for compensation in the incidental repair, testing, or removal of natural gas piping or fitting annexed to real property, excluding new installation of gas piping for hot water heaters, boilers, central heating systems, or other natural gas equipment that requires heating, ventilation, and air conditioning or plumbing certification.

"Periodic inspection" means to examine a cross connection control device in accordance with the requirements of the locality to be sure that the device is in place and functioning in accordance with the standards of the Virginia Uniform Statewide Building Code.

"Plumber" means an individual who does plumbing work in accordance with the Virginia Uniform Statewide Building Code.

"Plumbing work" means work that includes the installation, maintenance, extension, or alteration or removal of piping, fixtures, appliances, and appurtenances in connection with any of the following:

1. Backflow prevention devices;
2. Boilers;
3. Domestic sprinklers;
4. Hot water baseboard heating systems;
5. Hydronic heating systems;
6. Process piping;
7. ~~Public/private~~ Public or private water supply systems within or adjacent to any building, structure, or conveyance;

8. Sanitary or storm drainage facilities;
9. Steam heating systems;
10. Storage tanks incidental to the installation of related systems;
11. Venting systems; or
12. Water heaters.

These plumbing tradesmen may also install, maintain, extend, or alter the following:

1. Liquid waste systems;
2. Sewerage systems;
3. Storm water systems; and
4. Water supply systems.

"Regulant" means an individual (i) licensed as a tradesman, liquefied petroleum gas fitter, or natural gas fitter provider or (ii) certified as a backflow prevention device worker, elevator mechanic, or water well systems provider, or fire sprinkler inspector.

"Reinstatement" means having a license or certification card restored to effectiveness after the expiration date has passed.

"Renewal" means continuing the effectiveness of a license or certification card for another period of time.

"Repair" means the reconstruction or renewal of any part of a backflow prevention device for the purpose of returning to service a currently installed device. This does not include the removal or replacement of a defective device by the installation of a rebuilt or new device.

"Supervisor" means the licensed master or journeyman tradesman who has the responsibility to ensure that the installation is in accordance with the applicable provisions of the Virginia Uniform Statewide Building Code, one of whom must be on the job site at all times during installation.

"Testing organization" means an independent testing organization whose main function is to develop and administer examinations.

"Trade" means any of the following: electrical, gas fitting, HVAC (heating, ventilation, and air conditioning), liquefied petroleum gas fitting, natural gas fitting, plumbing, and divisions within them.

"Water distribution systems" includes fire sprinkler systems, highway/heavy, HVAC, lawn irrigation systems, plumbing, or water purveyor work.

18VAC50-30-41. Evidence of ability and proficiency.

Pursuant to § 54.1-1147 B of the Code of Virginia, an applicant for certification as an automatic fire sprinkler inspector shall provide satisfactory proof to the board of a Level II or higher Inspection and Testing of Water-Based

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Systems Certificate issued through the National Institute for Certification in Engineering Technologies or a substantially similar certification from a nationally recognized training program approved by the board.

18VAC50-30-90. Fees for licensure and certification.

A. Each check or money order shall be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable and shall not be prorated. The date of receipt by the department or its agent is the date that will be used to determine whether or not it is on time. Fees remain active for a period of one year from the date of receipt and all applications must be completed within that time frame.

B. Fees are as follows:

Original tradesman license by examination	\$130
Original tradesman license without examination	\$130
Card exchange (exchange of locality-issued card for state-issued Virginia tradesman license)	\$95
Liquefied petroleum gas fitter	\$130
Natural gas fitter provider	\$130
Backflow prevention device worker certification	\$130
Elevator mechanic certification	\$130
Certified accessibility mechanic	\$130
<u>Certified automatic fire sprinkler inspector</u>	<u>\$130</u>
Water well systems provider certification	\$130
Residential building energy analyst license	\$130
Limited use/limited application endorsement	\$65

18VAC50-30-120. Renewal.

A. Licenses issued under this chapter to electricians, gas fitters, HVAC tradesmen, or plumbers shall expire three years from the last day of the month in which they were issued as indicated on the license.

B. All other licenses and certification cards issued under this chapter shall expire two years from the last day of the month in which they were issued as indicated on the license or certification card.

C. Effective with all licenses issued or renewed after December 31, 2007, as a condition of renewal or reinstatement and pursuant to § 54.1-1133 of the Code of Virginia, all individuals holding tradesman licenses with the trade designations of plumbing, electrical, and heating ventilation and cooling shall be required to satisfactorily complete three hours of continuing education for each

designation, and individuals holding licenses as liquefied petroleum gas fitters and natural gas fitter providers, one hour of continuing education, relating to the applicable building code, from a provider approved by the board in accordance with the provisions of this chapter. An inactive tradesman is not required to meet the continuing education requirements as a condition of renewal.

D. Certified elevator mechanics and certified accessibility mechanics, as a condition of renewal or reinstatement and pursuant to § 54.1-1143 of the Code of Virginia, shall be required to satisfactorily complete eight hours of continuing education relating to the provisions of the Virginia Uniform Statewide Building Code pertaining to elevators, escalators, and related conveyances. This continuing education will be from a provider approved by the board in accordance with the provisions of this chapter.

E. Certified water well systems providers, as a condition of renewal or reinstatement and pursuant to § 54.1-1129.1 B of the Code of Virginia, shall be required to satisfactorily complete eight hours of continuing education in the specialty of technical aspects of water well construction, applicable statutory and regulatory provisions, and business practices related to water well construction from a provider approved by the board in accordance with the provisions of this chapter.

F. Certified automatic fire sprinkler inspectors, as a condition of renewal and pursuant to § 54.1-1148 of the Code of Virginia, shall be required to satisfactorily complete eight hours of continuing education relating to changes and knowledge of the Virginia Statewide Fire Prevention Code (13VAC5-51). No renewal will be permitted once 30 days from the expiration date have passed. After that date, the applicant must apply for a new certification and meet the current entry requirements.

G. Renewal fees are as follows:

Tradesman license	\$135
Liquefied petroleum gas fitter license	\$90
Natural gas fitter provider license	\$90
Backflow prevention device worker certification	\$90
Elevator mechanic certification	\$90
Certified accessibility mechanic	\$90
<u>Certified automatic fire sprinkler inspector</u>	<u>\$90</u>
Water well systems provider certification	\$90
Residential building energy analyst license	\$90

All fees are nonrefundable and shall not be prorated.

Tradesman license renewal fees received on or before August 31, 2021, shall be \$115. For all other renewal fees received on or before August 31, 2021, the fee shall be \$75.

~~G. H.~~ The board will mail a renewal notice to the regulant outlining procedures for renewal. Failure to receive this notice, however, shall not relieve the regulant of the obligation to renew. If the regulant fails to receive the renewal notice, a photocopy of the tradesman license or backflow prevention device worker certification card may be submitted with the required fee as an application for renewal within 30 days of the expiration date.

~~H. I.~~ The date on which the renewal fee is received by the department or its agent will determine whether the regulant is eligible for renewal or required to apply for reinstatement.

~~I. J.~~ The board may deny renewal of a tradesman license or a backflow prevention device worker certification card for the same reasons as it may refuse initial issuance or discipline a regulant. The regulant has a right to appeal any such action by the board under the Virginia Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

~~J. K.~~ Failure to timely pay any monetary penalty, reimbursement of cost, or other fee assessed by consent order or final order shall result in delaying or withholding services provided by the department such as, but not limited to, renewal, reinstatement, processing of a new application, or exam administration.

~~K. L.~~ Residential building energy analysts, as a condition of renewal or reinstatement, shall provide documentation of continued membership, in good standing, of a certifying organization approved by the board and proof of insurance as required in 18VAC50-30-40 I 4.

18VAC50-30-190. Prohibited acts.

Any of the following are cause for disciplinary action:

1. Failure in any material way to comply with provisions of Chapter 1 (§ 54.1-100 et seq.) or Chapter 11 (§ 54.1-1100 et seq.) of Title 54.1 of the Code of Virginia or the regulations of the board;
2. Furnishing substantially inaccurate or incomplete information to the board in obtaining, renewing, reinstating, or maintaining a license or certification card;
3. Where the regulant has failed to report to the board, in writing, the suspension or revocation of a tradesman, liquefied petroleum gas fitter or natural gas fitter provider license, certificate or card, or backflow prevention device worker, water well systems provider, elevator mechanic, or accessibility mechanic certification card, by another state or a conviction in a court of competent jurisdiction of a building code violation;
4. Negligence or incompetence in the practice of a tradesman, liquefied petroleum gas fitter, natural gas fitter provider, backflow prevention device worker, elevator mechanic, accessibility mechanic, ~~or~~ water well systems provider, or automatic fire sprinkler inspector;

5. Misconduct in the practice of a tradesman, liquefied petroleum gas fitter, natural gas fitter provider, backflow prevention device worker, elevator mechanic, accessibility mechanic, ~~or~~ water well systems provider, or automatic fire sprinkler inspector;

6. A finding of improper or dishonest conduct in the practice of a tradesman, liquefied petroleum gas fitter, natural gas fitter provider, backflow prevention device worker, elevator mechanic, accessibility mechanic, or water well systems provider by a court of competent jurisdiction;

7. For licensed tradesmen, liquefied petroleum gas fitters or natural gas fitter providers performing jobs under \$1,000, or backflow prevention device workers, elevator mechanics, accessibility mechanics, or water well systems providers performing jobs of any amount, abandonment, the intentional and unjustified failure to complete work contracted for, or the retention or misapplication of funds paid, for which work is either not performed or performed only in part (unjustified cessation of work under the contract for a period of 30 days or more shall be considered evidence of abandonment);

8. Making any misrepresentation or making a false promise of a character likely to influence, persuade, or induce;

9. Aiding or abetting an unlicensed contractor to violate any provision of Chapter 1 or Chapter 11 of Title 54.1 of the Code of Virginia; or these regulations; or combining or conspiring with or acting as agent, partner, or associate for an unlicensed contractor; or allowing one's license or certification to be used by an unlicensed or uncertified individual;

10. Where the regulant has offered, given or promised anything of value or benefit to any federal, state, or local government employee for the purpose of influencing that employee to circumvent, in the performance of his duties, any federal, state, or local law, regulation, or ordinance governing the construction industry;

11. Where the regulant has been convicted or found guilty, after initial licensure or certification, regardless of adjudication, in any jurisdiction of any felony or of a misdemeanor involving lying, cheating or stealing, sexual offense, drug distribution, physical injury, or relating to the practice of the profession, there being no appeal pending therefrom or the time of appeal having elapsed. Any pleas of guilty or nolo contendere shall be considered a conviction for the purposes of this subdivision. The record of a conviction certified or authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such guilt;

12. Having failed to inform the board in writing, within 30 days, that the regulant has pleaded guilty or nolo

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contendere or was convicted and found guilty of any felony or a misdemeanor involving lying, cheating, stealing, sexual offense, drug distribution, physical injury, or relating to the practice of the profession;

13. Having been disciplined by any county, city, town, or any state or federal governing body for actions relating to the practice of any trade, backflow prevention device work, elevator or accessibility work, or water well systems provider work, which action shall be reviewed by the board before it takes any disciplinary action of its own;

14. Failure to comply with the Virginia Uniform Statewide Building Code (13VAC5-63);

15. Practicing in a classification or specialty service for which the regulant is not licensed or certified;

16. Failure to obtain any document required by the Virginia Department of Health for the drilling, installation, maintenance, repair, construction, or removal of water wells, water well systems, water well pumps, or other water well equipment;

17. Failure to obtain a building permit or applicable inspection where required;

18. Failure to perform a residential building energy analysis consistent with the requirements set forth by the board, the U.S. Environmental Protection Agency, the U.S. Department of Energy, or the Energy Star Program; ~~and~~

19. Failure of a residential building energy analyst to maintain the general liability insurance required in 18VAC50-30-40 I 4; and

20. Failure of a certified automatic fire sprinkler inspector to continually maintain the certification required in § 54.1-1147 of the Code of Virginia.

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.

FORMS (18VAC50-30)

[Education Provider Listing Application, A501-27EDLIST-v3 \(rev. 12/2012\)](#)

[Education Provider Registration/Course Approval Application, A501-27EDREG-v5 \(rev. 12/2012\)](#)

[Tradesman Additional Designation & License Upgrade Application, A501-2710_ADDLIC-v2 \(rev. 12/2012\)](#)

[Tradesman Exam & License Application, A501-2710EXLIC-v2 \(rev. 12/2012\)](#)

[Tradesman Individual Experience Form, A501-2710EXP-v2 \(rev. 12/2012\)](#)

[Tradesman – Inactive/Activate License Application, A501-2710INAT-v1 \(eff. 1/2013\)](#)

[Backflow Prevention Device Worker Certification Application, A501-2717CERT-v2 \(rev. 12/2012\)](#)

[Certified Elevator Mechanic Application, A501-2718CERT-v3 \(rev. 7/2013\)](#)

[Temporary Elevator Mechanic Certification \(rev. 4/2010\)](#)

[Certified Water Well System Provider Application, A501-2719CERT-v2 \(rev. 12/2012\)](#)

[Certified Accessibility Mechanics Application, A501-2720CERT-v1 \(eff. 1/2014\)](#)

[Certified Accessibility Mechanics Limited Use/Limited Application \(LULA\) Endorsement Application, A501-2720LULA-v1 \(eff. 1/2014\)](#)

[Automatic Fire Sprinkler Inspector Certification Application, A501-2723FSI-v1 \(eff. 4/2020\)](#)

[Residential Building Energy Analyst License Application, Form A501-2722LIC-v4 \(rev. 7/2014\)](#)

[Residential Building Energy Analyst Experience Form, Form A501-2722EXP-v3 \(rev. 7/2013\)](#)

DOCUMENTS INCORPORATED BY REFERENCE (18VAC50-30)

NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2014 edition), National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471 (<http://www.nfpa.org/>)

VA.R. Doc. No. R20-6050; Filed January 27, 2020, 2:37 p.m.

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 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 period. The guidance document may also be withdrawn.

The following guidance documents have been submitted for publication by the listed agencies for 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.

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Title of Document: [Long Term Employment Support Services & Extended Employment Services Policy Manual.](#)

Public Comment Deadline: March 18, 2020.

Effective Date: April 1, 2020.

Agency Contact: Charlotte Arbogast, Senior Policy Analyst, Department for Aging and Rehabilitative Services, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7093, or email charlotte.arbogast@dars.virginia.gov.

Title of Document: [Child and Family Services Manual, Chapter J, Promoting Safe and Stable Families.](#)

Public Comment Deadline: March 18, 2020.

Effective Date: March 19, 2020.

Agency Contact: Keisha Williams, Program Consultant, Department of Social Services, 801 East Main Street, Richmond, VA 23219, telephone (804) 726-7550, or email k.williams@dss.virginia.gov.

STATE BOARD OF HEALTH

Title of Document: [Certification of Pollution Control Equipment for Tax Exemption Purposes.](#)

Public Comment Deadline: March 18, 2020.

Effective Date: March 19, 2020.

Agency Contact: Lance Gregory, Division Director, Virginia Department of Health, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7491, or email lance.gregory@vdh.virginia.gov.

STATE BOARD OF SOCIAL SERVICES

Title of Document: [Child and Family Services Manual Chapter A, Practice Foundations.](#)

Public Comment Deadline: March 18, 2020.

Effective Date: March 19, 2020.

Agency Contact: Em Parente, Assistant Director, Department of Social Services, 801 East Main Street, Richmond, VA 23219, telephone (804) 726-7538, or email em.parente@dss.virginia.gov.

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GUIDANCE DOCUMENTS

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, 8/22/2019](#)

[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, or Appeal, 12/31/2018](#)

[5979, VBOA Policy #10: Electronic Participation in Virginia Board of Accountancy Meetings, 12/31/2018](#)

[6132, Education Handbook, 9/1/2017](#)

[6208, CPE Violation Penalties - Guidelines, 2/8/2018](#)

[6259, CPE Credit for Certifications, Exams, and 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 link to the respective document 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.

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, 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 \(LTESS\) and 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](#), 10/1/2019

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 State Plan for Aging Services](#), 10/1/2019

5335, [Adult Services Assisted Living Facility Private Pay Assessment Manual](#), 12/1/2015

5343, [Adult Services Broadcast 5696 Revised Adult Protective Services \(APS\) Minimum Training Standards](#), 6/23/2009

5346, [Adult Services Auxiliary Grant Policy Manual Chapters A through L and Transmittals](#), 12/6/2018

5348, [Adult Services Assisted Living Facility Public Pay Assessment Manual](#), 11/14/2019

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](#), 4/4/2019

6496, [Pre-Employment Transition Services Manual](#), 12/12/2019

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 and Advisory Council Handbook for Virginia's Area Agencies on Aging](#), 12/23/2015

6500, [Auxiliary Grant in Supportive Housing: Provider Operating Manual](#), 8/22/2019

6501, [User Manual: Uniform Assessment Instrument](#), 2/1/2017

6504, [Assisted Living Facility Relocation Plan](#), 6/29/2018

6758, [Senior Community Service Employment Program Operations Manual](#), 12/26/2019

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 through 5](#), 1/1/2015

4534, [Personal Assistance Services Policy and Procedures Manual Chapters 6 through 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 and 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

5349, [Adult Services Manual, Chapters 1 through 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.

Guidance Documents

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 Care Civil Penalty Matrix, contactCarolynn Bissett at (804) 786-2483.

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 Gary Milton at (804) 786-1274.

For guidance documents relating to industrial coproducts, gypsy moths, or ginseng, contact David Gianino 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.

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, Information Regarding Commercial Dog Breeder Legislation](#), 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

[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

6126, Virginia Livestock and Poultry Law and Related Regulations Civil Penalty Matrix, 12/8/2016

6450, Certification of Individuals Treating Cooling Towers or Swimming Pools, 12/19/2018

6451, Guidelines for Home Manufactured Pet Foods and Treats, 12/19/2018

6479, Guidelines Governing Veterinary Protocols, 12/26/2018

1115, Industrial Coproducts Guidelines, 12/16/2016

1743, Agricultural Stewardship Act Guidelines, 4/1/2010

5034, Product Registration - Submission of 24(c)- Special Local Need Registration, 12/11/2014

751, Virginia Cooperative Gypsy Moth Suppression Program, 2019 Guidelines, 12/19/2018

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-watkins@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

19-02, Wine and Beer Wholesalers - Tastings, 9/19/2019

19-03, Manufacturing on Brewery Premises, 9/19/2019

19-04, Shared Equipment and Alternation of Premises between Manufacturing Types, 10/17/2019

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

Virginia Alcoholic Beverage Control Authority 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, 12/1/2017

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

Guidance Documents

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 THE 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. A copy may also be obtained free of charge by contacting Richard Foy at the same address, telephone (804) 786-5895, FAX (804) 786-6286, or email rfoy.vasap@state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Richard Foy, telephone (804) 786-5895, or rfoy@vasap.virginia.gov.

Guidance Documents:

6761, Ignition Interlock Process and Procedure Manual, 12/30/2019

6762, VASAP Operational Guidelines, 12/30/2019

VIRGINIA COMMISSION FOR THE ARTS

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Commission for the Arts, 600 East Main Street, Suite 330, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lucas Hall, Deputy Director, Virginia Commission for the Arts, 600 East Main Street, Suite 330, Richmond, VA 23219, telephone (804) 225-3132, or email lucas.hall@vca.virginia.gov.

These documents may be found on the Virginia Commission for the Arts website at <http://www.arts.virginia.gov>.

Questions regarding interpretation or implementation of these documents may be directed to Lucas Hall, Deputy Director, at

the address provided or via email at lucas.hall@vca.virginia.gov.

Guidance Documents:

Guidelines for Funding, revised July 1, 2019 - June 30, 2020, <http://www.arts.virginia.gov/Guidelines%20for%20Funding%202019-2020.pdf>

Strategic Plan, revised July 1, 2019 - June 30, 2020, <http://www.arts.virginia.gov/VaCommArtsFY2020BridgeStratPlan.docx>

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 SPEC19, Specifications for Audits of Authorities, Boards, and Commissions, 7/1/2019

CCT SPEC19, Specifications for Audits of Counties, Cities, and Towns, 7/1/2019

GRAcct19, General Receiver Accounting Manual, 8/1/2019

Sheriffs19, Virginia Sheriffs Accounting Manual, 7/1/2019

UFRM19, Uniform Financial Reporting Manual, 8/1/2019

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, Virginia Department of Aviation (DOAV) at telephone (804) 236-3636, email at 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 Virginia Department of Aviation, 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, 5/21/2019

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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 document. Questions regarding the posting of Department of Behavioral Health and Developmental Services guidance documents should be directed to Ruth Anne Walker, Director of Regulatory Affairs, email ruthanne.walker@dbhds.virginia.gov, telephone (804) 225-2252, or FAX (804) 371-4609.

Guidance Documents:

CSB MH-1, Discharge Protocols for Community Services Boards and State Mental Health Facilities, 11/15/2018

CSB MH-2, Discharge Assistance Program Manual, 11/30/2018

DD 1, 2018 Person-Centered Individual Support Plan 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 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

LIC12, Guidance for Certificate of Use and Occupancy, 6/9/2017

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

Guidance Documents

[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

VIRGINIA BIRTH-RELATED NEUROLOGICAL INJURY COMPENSATION PROGRAM

Copies of the following document may be viewed or obtained on regular work days from 8:30 a.m. until 5 p.m. at the office of the Virginia Birth-Related Neurological Injury Compensation Program, 7501 Boulders View Drive, Suite 201, Richmond, VA 23225, telephone (804) 330-2471, or FAX (804) 330-3054. There are no costs associated with obtaining copies of the document listed. The documents may be viewed using the link provided.

Please address any questions concerning the guidance document to George Deebo, Executive Director, telephone (804) 330-2471 or email gdeebo@vabirthinjury.com.

Guidance Document:

[6252, Administrative Guidance Regarding Changes in the Program's Manner of Processing Claims](#), 8/15/2017

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, 401 Azalea Avenue, Richmond, VA 23227. Note that Policy and Procedures Directives are issued occasionally for the purpose of updating program service manuals. General Memoranda are issued occasionally for the purpose of informing agency staff of policy development and other agency guidance and information pertaining to agency operations and services. Copies of these documents may be obtained at a cost of \$0.10 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, Senior Policy Analyst, 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

[DBVI-GM-19-02, DBVI Agency Policy 23 and the DBVI Bloodborne Pathogen Exposure Control Plan](#), 2/6/2019

[DS-19-01, RT-IL Chapter 8E Addition of Guidelines for Support Canes](#), 2/20/2019

[DS-19-02, Voter Registration Procedure](#), 2/25/2019

[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 and Independent Living Program](#), 12/12/2017

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

[DS-GM-17-09, Rehabilitation Teaching and 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 and 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 and 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 and 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](#)

[DS-PPD-19-03, College Training and Other Post-Secondary Training, 2/26/2019](#)

[DS-PPD-19-04, Order of Selection, 3/7/2019](#)

[DS-PPD-19-05, Revised College Policy 529 Plans, 3/19/2019](#)

[DS-PPD-19-06, Order of Selection, 4/17/2019](#)

[DS-PPD-19-07, Revised College Policy, 4/22/2019](#)

[DS-PPD-19-10, Updates to the Vocational Rehabilitation Policy and Procedures Manual, 12/18/2019](#)

[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 listed. Guidance documents 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 January 2019, §§ 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 Christopher Newport University guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the Office of Institutional Research, 1 Avenue of the Arts, Newport News, VA 23606. Copies may be obtained free of charge by contacting Tamra McGrath at

the same address, telephone (757) 594-7609, or email ir@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 contact points.

Guidance Documents:

[Catalog_01, Undergraduate Catalog 1920, 12/17/2019](#)

[Catalog_02, Graduate Catalog 1920, 12/17/2019](#)

[Handbook_01, University Handbook 1920, 12/17/2019](#)

[Handbook_02, Student Handbook 1920, 12/17/2019](#)

[Handbook_03, Residence Life Handbook 1920, 12/17/2019](#)

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 2019, §§ 2.2-4008 and 2.2-4103

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

Guidance Documents

200, Richmond, VA 23236, telephone (804) 819-4903, FAX (804) 819-4760, or email gdubois@vccs.edu.

Guidance Document:

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 and Family Income

Attachment G: Self-Certification and Telephone or 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:

Board of Conservation and Recreation

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

[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](#)

[DCR-NH-074, Virginia's Precious Heritage: A Report on the Status of Virginia's Natural Communities, Plants, and Animals, 12/1/2003](#)

- DCR-NH-075, Natural Heritage Resources of Virginia - Rare Plants, 3/1/2019
- DCR-PRR-001, 2018 Virginia Outdoors Plan, 1/1/2018
- DCR-PRR-002, Virginia Recreational Trails Program, 1/1/2019
- DCR-PRR-003, Land and Water Conservation Fund Application Manual, 1/1/2019
- 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, 4/25/2012
- 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-VLCF-002, Virginia Land Conservation Foundation's Grant Manual, 6/19/2019
- 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

Guidance Documents

[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-019, Virginia Soil and Water Conservation Board Guidance, 9/7/2016](#)

[DCR-VSWCB-020, 2020 Grant Manual for the Virginia Dam Safety, Flood Prevention, and Protection Assistance Fund, 11/1/2019](#)

[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-033, Financial Commitments For Establishment of a New Soil and 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](#)

[DCR-VSWCB-045, Impounding Structure Ownership, 9/7/2016](#)

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

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. Find business entity forms at <http://www.scc.virginia.gov/clk/formfee.aspx>. Find UCC forms at <http://www.scc.virginia.gov/clk/uccfile.aspx>.

Questions regarding interpretation or implementation of the 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:

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>

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 12, 2019, Concerning Annual Payphone Service Provider Registration for 2020 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 9, 2019, Concerning Annual Operator Service Provider Registration for 2020 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:

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. See Commission Order, Docket No. PUR-2018-00060. <http://www.scc.virginia.gov/docketsearch#DocketSearch/search>

Guidelines for Public School Excess Wind Solar Renewable Generation Pilot Programs, effective November 26, 2018. See Commission Order, Docket No. PUR-2018-00061. <http://www.scc.virginia.gov/docketsearch#DocketSearch/search>

Guidelines for Municipal Excess Renewable Generation Pilot Programs, effective December 1, 2019. See Commission Order, Docket No. PUR-2019-00182. <http://www.scc.virginia.gov/docketsearch#DocketSearch/search>

Bureau of Financial Institutions

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the 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 (including items such as annual reports, annual summary of operations, newsletters, bulletins and forms) are available online at the bureau's website at <https://www.scc.virginia.gov/bfi/>.

The Administrative Letters can be found at https://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Guidance Documents

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

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

"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 (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-

Guidance Documents

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>

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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](#)

Guidance Documents

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](#)

Market Regulation Unit Guidance Documents:

Assigned Risk Workers' Compensation Rates, revised April 2018, http://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, § 55.1-1000 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 March 2019 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/ltclist.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_denial_s.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

Guidance Documents

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

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>

Individual License Cancellation Request Form, January 2018, <http://www.scc.virginia.gov/PublicForms/628/indcanc.pdf>

Agency License Cancellation Request, January 2018, <http://www.scc.virginia.gov/PublicForms/629/agcanc.pdf>

Title Instructor Certification and Affidavit of Course Completion, http://www.scc.virginia.gov/PublicForms/589/instr_cert.pdf

Nonlicensed 1033 Consent Waiver Form, July 2019, <http://www.scc.virginia.gov/PublicForms/639/1033.pdf>

Unlicensed Ocean Marine Disclosure Form, http://www.scc.virginia.gov/PublicForms/587/om_form.pdf

Annual Certification of Anti-Fraud, <http://www.scc.virginia.gov/PublicForms/627/viatcert.pdf>

Initiatives Form, <http://www.scc.virginia.gov/PublicForms/627/viatcert.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>

Forms for Title Settlement Agents and Agencies

Title Settlement Agent and Agency Financial Responsibility Certification Form, http://www.scc.virginia.gov/PublicForms/545/tsa_cert.pdf

Title Settlement Agent Surety Bond, revised October 2019, <http://www.scc.virginia.gov/PublicForms/546/tsasuretybond.pdf>

Waiver of Blanket Fidelity Bond or Employee Dishonesty Insurance Policy for Title Insurance Settlement Agents, <http://www.scc.virginia.gov/PublicForms/547/tsawaiver.pdf>

Settlement Agent Registration Form - Individual, March 2012, http://www.scc.virginia.gov/PublicForms/548/sareg_indiv.pdf

Settlement Agent Registration Form - Corporation or Other Legal Entity, March 2012, http://www.scc.virginia.gov/PublicForms/549/sareg_corp.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), <https://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 2007, <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>

Guidance Documents

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 (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 2017, <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), July 2017, <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>

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), March 2018, <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 the Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9980, FAX (804) 371-9734. 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

Guidance Documents

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 Código 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 Sutte 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 Patrick Carr, Scott Armstrong, or Carol Myers, 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 for certain documents are available. Contact the Division of Utility Accounting and Finance at (804) 371-9950 or by email at accounting@scc.virginia.gov.

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, 2019, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2019, § 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, 2019, § 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 5, 2019, 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 2018, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/teltax.pdf>

CCTD-7, Tax Report, Gas Companies, revised December 2018, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/gtax.pdf>

CCTD-8, Tax Report, Water Companies, revised December 2018, § 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 2018, § 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 2018, § 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 2018, § 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 2018, § 58.1-2663, <http://www.scc.virginia.gov/pst/forms.aspx/rntax.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>

Guidance Documents

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 2018 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

[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, and 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

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 Fiscal Year 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, [Court Appointed Special Advocates and Children's Justice Act 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](#)

DEPARTMENT FOR THE DEAF AND HARD-OF-HEARING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the offices of the Virginia Department for the Deaf and Hard of Hearing (VDDHH), 1602 Rolling Hills Drive, Suite 203, Richmond, VA 23229-5012. Copies may be obtained free of charge by contacting Leslie G. Hutcheson at the same address, telephone (804) 662-9703 (V/TTY), FAX (804) 662-9718, or email leslie.hutcheson@vddhh.virginia.gov.

Some of the documents may be available to be downloaded from the VDDHH homepage at <http://www.vddhh.org>.

Questions regarding interpretation or implementation of these documents may also be directed to Leslie Hutcheson.

Guidance Documents:

VDDHH Policies and Procedures implementing 22VAC20-20 (Regulations Governing Eligibility Standards and Application Procedures for the Distribution of Assistive Technology Devices); updated annually

VDDHH Policies and Procedures implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing); updated annually

Directory of Qualified Interpreters, implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing); updated monthly

Virginia Quality Assurance Screening Applicant Packet, implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing); updated annually

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 Tessy Schlemmer, Director of Human Resources, at P.O. Box 2069, Staunton, VA 24402, by telephone at (540) 332-9065, or by email at tessy.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 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 the VEDP office, 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](#)

Guidance Documents

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

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

Policies and Procedural Guidelines 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, FY2020, § 10.1-1237

Brownfield Restoration and Economic Redevelopment Assistance Fund Site Remediation Guidelines, FY2020, § 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

Certification of Companies Eligible to Modify Apportionment Factor, FY2020, § 58.1-405.1

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 and implementation may also be directed to Ms. Webb. 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:

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

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

Assessment, Process for School Divisions to Submit Locally-Developed 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, Students with Disabilities: Guidelines for Assessment Participation, 9/1/2014

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

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DEPARTMENT OF ELECTIONS

Copies of guidance documents authorized to be provided are subject to costs stated in the agency's Freedom of Information Act (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, Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. The Virginia State Board of Elections (SBE) is the policy making 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 number at (804) 864-8901 or toll free at (800) 552-9745, by email at info@elections.virginia.gov, or FAX at (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>.

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DEPARTMENT OF EMERGENCY MANAGEMENT

The guidance document may be viewed using the link provided, and the document may be printed without restrictions. Direct questions regarding interpretation or implementation of this document to Dillon Taylor, Deputy Director of External Affairs, Virginia Department of Emergency Management, 9711 Farrar Court, Suite 200, North Chesterfield, VA 23236, telephone (804) 543-0055, or email dillon.taylor@vdem.virginia.gov.

Guidance Document:

COVEOP, Commonwealth of Virginia Emergency Operations Plan, 09/2019

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 or through the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

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.

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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.

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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.

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23220, telephone (804) 340-1500, or email director@vmfa.museum.

Guidance Documents:

Smoking Policy 3-00, revised 2015

Gallery Guidelines Policy 7-00, revised 2019

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/>

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

Copies of the guidance documents can be retrieved free of charge via the agency's website at <http://www.vafire.com> under the Grants and Local Aid link and the State Fire Marshal's Office link or via the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

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Virginia Fire Services Board

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[3327, Live Fire Training Structure \(Burn Building\) Project Manual, 4/11/2013](#)

[3328, Training Mini-Grant Policy, 8/19/2010](#)

DEPARTMENT OF FORENSIC SCIENCE

The following document is available on the department's website at <http://dfs.virginia.gov> or through the Virginia Regulatory Town Hall at <http://www.townhall.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](#)

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> or through the Virginia Regulatory Town Hall at <http://www.townhall.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.

Please address any general question concerning the guidance documents to Faye DiFazio, telephone (434) 220-9055, or email faye.difazio@dof.virginia.gov.

For additional information about the Reforestation of Timberlands program or the Seed Law, including Alternate Management Plans, please contact a 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 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 or telephone (804) 367-1000. Links are provided for some of the documents.

Guidance Documents:

Hunting, Trapping, and Game Wildlife

Hunting and Trapping in Virginia, 2019–2020 Regulations (<https://www.dgif.virginia.gov/wp-content/uploads/2019-2020-Virginia-Hunting-and-Trapping-Regulations-Digest.pdf>), June 2019, §§ 29.1-103, 29.1-501 and 29.1-502

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

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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

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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

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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, 2019 (<https://www.dgif.virginia.gov/wp-content/uploads/2019-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

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

Guidance Documents

Special Legal Status Faunal Species in Virginia (<http://www.dgif.virginia.gov/wildlife/virginiatespecies.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

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 or through the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

Guidance Documents:

6170, Office of Fleet Management Policies and Procedures Manual, 1/11/2017

Agency Procurement and Surplus Property Manual, 7/1/2019

Department of General Services Directive 15 - Indoor Clean Air Act, 8/19/2015

Guidance Documents

[Department of General Services Directive 16 - Banning Open Carrying of Firearms, 11/13/2015](#)

[Department of General Services Parking Policies and Procedures for Use of Parking Facilities, 9/25/2012](#)

[Documents Incorporated by Reference, 1VAC30-41, 5/28/2013](#)

[Regulations for Capitol Square, 8/1/2007](#)

[Virginia Federal Property Agency State Plan of Operation, 3/24/2009](#)

[Vendors Manual, 7/1/2019](#)

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, <https://provost.gmu.edu/administration/policy>

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 (<https://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:

[6736, Guidance Memoranda and Policy 2019-01 Hardship Guidelines, 7/11/2019](#)

[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](#)

[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, 8/21/2018](#)

[EMS-3010, Medication Kit Storage Clarification Letter, 12/26/2013](#)

[EMS-3012, Emergency Vehicle Operations Course Equivalents, 5/8/2012](#)

[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-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
- 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(F)-2019-01, Certified Food Protection Manager Exemption Guidance under HB1663 (2019), 9/19/2019
- 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

Guidance Documents

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-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, 3/7/2017
- 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
- 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
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- 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

Guidance Documents

- 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, 5/16/2019
- 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, 4/1/2018
- 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, 6/20/2019
- FAM 402, Procedures Manual for the Virginia Congenital Anomalies Reporting and Education System, 9/1/2003
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- 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
- OIM-067, CCRC Historical Filing, 12/19/2014
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- OIM-072, Ambulatory Surgical Hospital Historical Filing, 12/2/2014
- OIM-073, Hospital Historical Filing, 12/2/2014
- OIM-074, Nursing Home Historical Filing, 12/2/2014
- OIM-075, Psychiatric Hospital Historical Filing, 12/2/2014
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- OIM-077, Ambulatory Surgical Hospital Indicator Definitions, 12/13/2011
- OIM-078, Hospital Indicator Definitions, 12/13/2011
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- OIM-080, Psychiatric Hospital Indicator Definitions, 12/13/2011
- OIM-081, Rehabilitation Hospital Indicator Definitions, 12/13/2011
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- 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
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- 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
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- ORH-720-F, Academic, Research and Development and other Licenses of Limited Scope, 3/9/2016

- ORH-720-G, Medical Licenses, 3/9/2016
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- ORH-754, Tamper Resistance and Other Good Practices for Radon Testing, 12/5/2018
- ORH-755, Radon Test Reports and Documentation, 12/5/2018
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- 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
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- 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
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- QHC-027, Frequently Asked Questions for Nursing Facilities, 7/1/2004
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- 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
- 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
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- QHC-056, Hospice Initial Licensure Checklist, 8/1/2010
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- QHC-064, Resident Transfer or Discharge, 12/3/2012
- QHC-065, Generator Testing in Nursing Facilities, 12/13/2012
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- 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, Hospice Frequently Asked Questions, 12/10/2015
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- 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
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- 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
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- 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
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- WTR-704(W), Abandonment of Waterworks, 3/11/1993

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- WTR-802(W), Pitless Adapters and Watertight Well Caps, 9/17/1998
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- WTR-813(W), Well Development, 3/24/2017
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- WTR-834(W), Consumer Confidence Report Implementation Instructions, 3/23/2012
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- WTR-839(W), Ultraviolet Disinfection Systems for Public Water Supplies, 6/10/2013
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- 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
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- 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
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- WTR-918(W), Disinfection of Water Mains, Distribution Storage Tanks, Wells and Treatment Facilities, 9/22/2015
- WTR-2019-01 (W), Source Water Manual, 10/31/2019
- WTR-2019-02 (W), Office of Drinking Water Guidance on Main Break Types and Responses, 10/31/2019

DEPARTMENT OF HEALTH PROFESSIONS

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Department Policies:

Access the following department policy documents and enforcement and inspection documents at 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

76-10.05, Reporting to the National Data Bank, revised May 14, 2018

Guidance Documents

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

76-10.17, 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, revised May 6, 2018

76-20.04, Disclosure of noninvestigative information, revised May 3, 2018

76-20.05, Disclosure of Information to Health Practitioner Monitoring Program, revised August 9, 2017

76-30.02, Procurement of professional services, revised October 19, 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 October 31, 2019

76-35, Rights and Responsibilities: The Virginia Freedom of Information Act, revised July 1, 2017

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 3, 2018

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 2, 2018

76-90.05, Principles and 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, or remodel pharmacy inspection report, December 2018

76-21.1:10, Controlled substance registration inspection, May 2019

76-21.1:12, Medical equipment supplier inspection report, September 2013

76-21.1:13, Controlled substance registration inspection report - alternative delivery sites, December 2010

76-21.1:14, Wholesale distributor inspection report, December 2010

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

76-21.1:16, Physicians selling drugs inspection report, October 2018

76-21.1:17, Permitted physicians inspection report, December 2009

76-21.1:18, Manufacturer, restricted and unrestricted, inspection report, April 2011

76-21.1:19, Third-party logistics provider inspection report, September 2017

76-21.1:30, Mixing, diluting or reconstituting of drugs for administration, July 2018

76-21.2:1, Veterinary establishment inspection report, October 2017

76-21.3:1, Funeral establishment inspection report, July 2018

76-21.3:2, Crematory inspection report, January 2019

76-24.3, Dental office inspection report, March 2018

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 the following guidance documents or requests for copies may be directed to Leslie L. Knachel, Executive Director of the Board of Audiology and Speech-Language Pathology, at the address provided or by telephone at (804) 367-4630. Copies are free of charge.

Guidance Documents:

Access the following board guidance documents at 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 April 17, 2019

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

30-12, Guidance on telepractice, effective September 19, 2019

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 the following guidance 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:

Access the following board guidance documents at http://www.dhp.virginia.gov/counseling/counseling_guideline_s.htm.

115-1.1, Possible Disciplinary or Alternative Actions for Noncompliance with Continuing Education Requirements, effective July 25, 2019

115-1.2, Bylaws of the Board, effective July 25, 2019

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

115-3, Frequently asked questions about credential appeals, effective July 25, 2019

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

115-10, Guidance on the practice of conversion therapy, effective June 30, 2019

115-11, Scopes of practice for persons regulated by the Board to provide substance abuse treatment, revised May 31, 2019

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,

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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 the following guidance 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:

Access the following board guidance documents at 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 September 13, 2019

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

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

60-8, Educational requirements for dental assistant II, revised December 11, 2015

60-10, 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

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

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 the following guidance documents or requests for copies may be directed to Corie Tillman Wolf, 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:

Access the following board guidance documents at https://www.dhp.virginia.gov/funeral/fun_guidelines.htm.

65-1, Guidance on time credit for continuing education, readopted April 17, 2018

65-2, Disposition of disciplinary cases for practicing on an expired license, readopted April 17, 2018

65-3, Processing applications for licensure, adopted October 18, 2016

65-4, Aiding and abetting unlicensed practice, re-affirmed January 24, 2019

65-5, Reciprocal agreement with the District of Columbia Board of Funeral Directors, revised July 11, 2019

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

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, revised January 24, 2019

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

65-19, Identification of funeral interns, adopted July 18, 2017

76-21.3:1, Inspection report for funeral establishments, revised January 4, 2019

76-21.3:2, Inspection report for crematories, revised January 11, 2019

Board of Health Professions

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Questions regarding interpretation or implementation of the following guidance 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:

Access the following board guidance documents at http://www.dhp.virginia.gov/bhp/bhp_guidelines.htm.

75-2, Policies and Procedures for the Evaluation of the Need to Regulate Health Occupations and Professions, revised February 2019

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

75-4, Bylaws of the Board of Health Professions, reaffirmed February 2019

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 the following guidance 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:

Access the following board guidance documents at 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

95-8, 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

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 the following guidance 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:

Access the following board guidance documents at http://www.dhp.virginia.gov/medicine/medicine_guidelines.htm.

Guidance Documents

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, revised October 18, 2018

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

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 the following guidance 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:

Access the following board guidance documents at 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 April 3, 2019

90-3, Continuing competency violations for nurses, revised April 3, 2019

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

90-9, Board Guidelines for Prescription Drug Administration Training Program for Child Day Care, reaffirmed September 17, 2019

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 April 3, 2019
- 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
- 90-21, 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 April 3, 2019
- 90-23, Decision-making Model for Determining RN/LPN Scope of Practice, reaffirmed November 13, 2018
- 90-31, Administration of a medication that has been transmitted orally or in writing by a pharmacist acting as the prescriber's agent, revised April 3, 2019
- 90-33, Authority of Licensed Nurse Practitioners to write Do Not Resuscitate Orders, revised May 16, 2019
- 90-34, Request for review and challenge of NCLEX, revised May 16, 2019
- 90-35, Noncompliance with board orders, revised April 3, 2019
- 90-36, Training of employees of school boards in the administration of insulin and glucagon, revised July 14, 2015
- 90-38, Disposition of cases against nurses or massage therapists practicing with expired licenses, revised April 3, 2019
- 90-39, Indefinite suspension timeframes, reaffirmed January 29, 2019
- 90-40, Surveillance activities required by the OHSA Respiratory Standards within the scope of practice of the registered nurse, reaffirmed November 13, 2018
- 90-41, Article on meaning of patient abandonment, revised May 16, 2019
- 90-42, Reinstatement after mandatory suspension, reaffirmed November 13, 2018
- 90-43, Attachment of scalp leads for internal fetal monitoring, reaffirmed November 19, 2019
- 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 September 17, 2019
- 90-52, Delegation of the removal of venous and arterial sheaths by registered nurses to unlicensed personnel not permitted, revised May 16, 2019
- 90-54, Process for delegation of informal fact-finding to an agency subordinate, reaffirmed September 17, 2019
- 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 September 17, 2019
- 90-59, Impact of Criminal Convictions on Licensure of Massage Therapists and Registration of Medication Aides, adopted May, 2010, reviewed December 2016
- 90-61, Disposition of cases against nurse aides or medication aides for practice on expired certificates or registrations, revised April 3, 2019
- 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 the following guidance documents or requests for copies may be

Guidance Documents

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:

Access the following board guidance documents at 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 April 3, 2019

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

BOARD OF PHARMACY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/pharmacy> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at pharmbd@dhp.virginia.gov.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Caroline D. Juran, Executive Director of the Board, at the address above or by telephone at (804) 367-4456. Copies are free of charge.

Guidance Documents:

Access the following board guidance documents at http://www.dhp.virginia.gov/pharmacy/pharmacy_guidelines.htm.

110-1, List of categories of facility licenses and a brief description of each, revised November 28, 2019

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, re-adopted 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

110-6, Pharmacies within opioid treatment programs, effective November 28, 2019

110-7, Practitioner and patient relationship and the prescribing of drugs for family or self, revised November 28, 2019

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

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, revised August 8, 2019

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, re-adopted 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 the United States Pharmacopeia Standards for Compounding, revised November 28, 2019

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, December 18, 2018

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 November 28, 2019

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 the following guidance documents or requests for copies may be directed to Corie Tillman Wolf, 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:

Access the following board guidance documents at http://www.dhp.virginia.gov/PhysicalTherapy/physsther_guide_lines.htm.

112-1, Bylaws of the Board of Physical Therapy, revised October 3, 2019

112-2, Board guidance on the use of confidential consent agreements, revised March 29, 2017

112-3, Board guidance on receipt of verbal orders for medications by physical therapists, effective, effective October 3, 2019

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

Guidance Documents

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

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 regarding interpretation or implementation of the following guidance 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:

Access the following board guidance documents at 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

129-9, Guidance on practice of conversion therapy, adopted April 2, 2019

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 the following guidance 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:

Access the following board guidance documents at 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 September 20, 2019

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

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 September 20, 2019

140-12, Guidance on the practice of conversion therapy, effective June 15, 2019

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 the following guidance 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:

Access the following board guidance documents at http://www.dhp.virginia.gov/vet/vet_guidelines.htm.

150-1, Disposition of cases involving applicants practicing veterinary technology prior to licensure, adopted March 7, 2019

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

150-7, Disposition of cases involving failure of veterinarian-in-charge to notify board of establishment closure, adopted March 7, 2019

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 March 7, 2019

150-12, Administration of rabies vaccine, revised October 25, 2017

150-13, Controlled substances in veterinary practices, revised September 5, 2019

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, revised March 7, 2019

150-19, Delegation of dental polishing-cleaning, revised October 25, 2017

150-20, Duties of unlicensed assistants, revised October 25, 2017

150-21, Frequently asked questions about reporting to the Prescription Monitoring Program, effective September 5, 2019

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 October 31, 2019

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> or on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

Guidance Documents:

[2855, Policies and Procedures for Program Approval](#), 4/1/2016

[2857, Program Productivity or Viability at Public Institutions](#), 10/1/2019

[2858, Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes](#), 8/1/2013

Guidance Documents

2863, [Chart of Accounts for Virginia State-Supported Colleges and Universities](#), 12/14/2015

2868, [Higher Education Fixed Assets Guidelines for Educational and General Programs](#), 11/1/2010

2869, [Equipment Trust Funds Policies and Procedures](#), 6/26/2013

5272, [Guidelines on Course Registration Policies for Military-Related Students at Virginia Public Higher Education Institutions](#), 3/19/2013

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

6417, [Virginia Institutions of Higher Education Guidelines to Move Open Educational Resource 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 Advanced Placement, Cambridge, College-Level Examination Program, and International Baccalaureate](#), 1/31/2019

6755, [Passport and Uniform Certificate of General Studies Policy](#), 12/19/2019

3122, [Tuition Relief Guidelines](#), 9/21/2010

4044, [Domicile Guidelines](#), 10/25/2016

5452, [Domicile Guidelines - Addendum A](#), 1/12/2010

5453, [Domicile Guidelines - Addendum B](#), 10/15/2009

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

DEPARTMENT OF HISTORIC RESOURCES

Copies of these guidance documents are available during regular work days from 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221 or at any of its regional offices. Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from the agency archives manager, Quatro Hubbard, at the address provided, telephone (804) 482-6102 or FAX (804) 367-2391. All agency guidance documents are available electronically on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> and on the agency website at <http://www.dhr.virginia.gov>.

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): 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:

6469, [Easement Application Form](#), 12/21/2018

6470, [Historic Preservation Easement Program Administrative Fees Billing Statement](#), 12/11/2019

4630, [Historic Preservation Easement Program Policies \(1 through 12\)](#), 12/11/2019

4642, [Virginia Battlefield Preservation Fund Guidelines for Applications, Prioritization and Award of Grants](#), 12/11/2019

4643, [Virginia Battlefield Preservation Fund Grants Application Form](#), 12/11/2019

5684, [Easement Program Information Packet](#), 12/11/2019

Board of Historic Resources

- 4596, Preliminary Information Form for Historic Districts, 12/6/2017
- 4636, Permit for Application for Archaeological Removal of Human Burial, 7/1/1998
- 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 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 and 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, 12/11/2019

Department of Historic Resources

- 4596, Preliminary Information Form for Historic Districts, 12/6/2017
- 4629, Instructions to Apply For State and Federal Rehabilitation Tax Credits, 11/12/2010
- 4631, DHR State Collections Management Standards, 12/11/2019
- 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
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- 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, 12/11/2019
- 6472, Historical African American Cemetery and Graves Fund Application Form, 12/11/2019
- 6473, Cemetery Fund Acknowledgment of Reporting Requirements, 12/21/2018
- 6474, Cemetery Fund Maintenance Agreement, 12/11/2019
- 6737, State Funds for Historic Preservation Grant Application, 12/11/2019
- 6738, State Funds for Historic Preservation Grant Agreement, 12/11/2019
- 4593, Virginia's Historical Registers: A Guide for Property Owners, 12/6/2017
- 4594, Preliminary Information Form for Archaeological Sites, 12/6/2017
- 4595, Preliminary Information Form 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 and Virginia Landmarks Register Nominations in Virginia, 12/6/2017
- 4599, Photograph Guidance for National Register Nominations in Virginia, 12/7/2017
- 4600, National Register and 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

Guidance Documents

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> on the Virginia Regulatory Town Hall at <http://www.townhall.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.

Board of Housing and Community Development

Guidance Documents:

5890, [Indoor Plumbing Rehabilitation Program Manual](#), 10/1/2018

5892, [Vibrant Community Initiative](#), 10/1/2017

5903, [Affordable and Special Needs Housing - Consolidated Application Program Guidelines](#), 8/1/2018

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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

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CLG - CITY REVERS, [Commission on Local Government: Reversion from City to Town Status](#), 12/6/2017

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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 and telephone number provided.

Guidance Documents:

4368, [Multi-Family Development Policy and Procedures Manual](#), 12/20/2016

5629, [Homebuyer Handbook](#), 6/30/2019

5630, [Homebuyer Handbook - Spanish Version](#), 12/13/2016

5631, [Homeownership Originations Guide](#), 11/30/2019

5632, [Housing Choice Voucher Program Operations Manual](#), 5/1/2016

5633, [Low-Income Housing Tax Credit Manual](#), 2/14/2019

5634, [Compliance and Asset Management Operations Manual](#), 12/3/2018

5635, [Homeownership Originations Policies Manual](#), 12/7/2018

5932, [Mortgage Credit Certificates Program Guide](#), 10/31/2019

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, or by telephone at (804) 786-4045, FAX at (804) 371-0231, or by 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

[Employee Handbook](#), revised 2019

[Employee Recognition Program Handbook](#), revised February 2019

[Handbook for Agency Heads](#), revised February 2018

2020 - Compensation Authorizations

- [Authorizations and Compensation Activities for Fiscal Year 2020](#)

2019 - Compensation Authorizations

- [Revision Addendum: Authorizations and Compensation Activities for Fiscal Year 2019](#), published 4/26/19
- [Revision Addendum: FY19 Salary Adjustments - Frequently Asked Questions](#), updated 5/23/19

2019 – Compensation Authorizations – Posted July 6, 2018

- [Authorizations and Compensation Activities for Fiscal Year 2019](#)
- [FY19 Salary Adjustments - Frequently Asked Questions](#), 7/6/18

2018 - Compensation Authorizations — Posted May 11, 2017

- [Authorizations and Compensation Activities for Fiscal Year 2018](#)
- [2017 Salary Adjustments - Frequently Asked Questions](#)
- [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](#)

[PMIS Layoff Guide 2016](#)

[PMIS PSE200 Rollback Transaction 2016](#)

[Revised PMIS PSE001 Original Appointment Transaction 2016](#)

[HurBits Live Videos - PSE001 Original Appointment Transaction 2016](#)

[HurBits Live Videos - What's New in PMIS? 2016](#)

[Enhanced Retirement PMIS Keying Guide 2015](#)

[Accessing a Secure Message Outside COV Network 2015](#)

[PMIS Screen Changes Employee Time Status Guide 2015](#)

[Performance Management Guide 2015](#)

[New PMIS PSE200 Rollback Transaction 2015](#)

[EPR421 Faculty Keying Guide, 2012](#)

[PMIS Top Ten Transaction Guide, 2012](#)

[EPR Keying Guide, 2012](#)

[FAQs](#), published 2013

[PSE029 RESTORE New Transaction and Training Guide](#), published 2013

[PMIS Screen Changes Employee Time Status Guide](#), published October 2014

Guidance Documents

[Policies and Procedures Manual](#) (individual policies are updated on a regular basis), revised October 2014

[Salary Structure](#), revised June 10, 2019

[Salary Structure](#), revised August 10, 2015

Workforce Planning

[Workforce Planning Toolbox 2019](#)

[Talent Management](#)

[Telework and Alternate Work Schedule Guidance](#), revised April 2014

[Teleworking Work Mode Categories Guide](#), revised July 2014

[Mental Health Crisis Guides for the Workplace 2015](#)

[Workers' Compensation Agency Manual](#), October 2019

Equal Employment Dispute Resolution

[Grievance Procedure Manual](#), effective July 1, 2017

[Rules for Conducting Grievance Hearings](#), effective July 1, 2017

[Hearings Program Administration Policy](#), effective July 1, 2017

[Basic Skills for Presenting Your Case at Hearing](#), July 1, 2017

[Office of Equal Employment and Dispute Resolution Publication Policy](#), 2017

[Grievance Frequently Asked Questions](#), 2013

[Workplace Mediation Program Guidelines](#), July 2012

[Agency Workplace Mediation Coordinator Roles and Duties](#), May 2013

[Tips for Successful Mediation Participation](#), July 2012

[Information about the Mediation Process](#), July 2012

[Workplace Conflict Consultation Program Guidelines](#), 2016

State Health Benefits Program

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[Flexible Spending Account \(FSA\) Sourcebook](#), revised July 2019

[Health Benefits Eligibility and Enrollment System Guide for Administrators](#), September 2018

[Line of Duty Act \(LODA\) Plan 2017 Benefits Summary - Former LODA Employment and LODA Plan – Current LODA Employment](#), effective July 1, 2017

2018

- [2018 Annual Benefit Update \(grandfathered participants\)](#), July 31, 2018

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2019

- [2019 Benefits at a Glance](#)

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[Line of Duty Act \(LODA\) Plan 2017 Benefits Summary - Medicare Primary](#), effective July 1, 2017

[LODA PLAN 1 - Former Employment Member Handbook](#), effective July 1, 2017

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2018

- [2019 Medicare Primary Annual Benefit Update \(participating employers\)](#), December 14, 2018

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- [2019 Prescription Drug Formulary - Express Scripts, Inc.](#)

- [2019 Evidence of Drug Coverage](#)

- [2019 Prescription Drug Plan Overview](#)

State Retiree Health Benefits Program

- [Medicare-Coordinating Plans Member Handbook](#), July 2011
- [Medicare-Coordinating Plans Member Handbook 2017 Amendment](#)
- [Dental/Vision Handbook Insert](#), revised January 2017
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The Local Choice Health Benefits Program

- [2018 The Local Choice Key Advantage Member Handbook](#), published May 2018
- [2019 The Local Choice Key Advantage Expanded Benefits Summary Insert](#), effective July 1, 2019
- [2019 The Local Choice Key Advantage 250 Benefits Summary Insert](#), effective July 1, 2019
- [2019 The Local Choice Key Advantage 500 Benefits Summary Insert](#), effective July 1, 2019
- [2019 The Local Choice Key Advantage 1000 Benefits Summary Insert](#), effective July 1, 2019
- [2019 The Local Choice HDHP Benefits Summary Insert](#), effective July 1, 2019
- [2019 The Local Choice Kaiser Permanente Benefits Summary](#), effective July 1, 2019
- [2011 The Local Choice Member Handbook Medicare Coordinating Plans](#), revised 2011
- [2019 The Local Choice Advantage 65 Medical Only Benefits Summary Insert](#), effective January 1, 2019
- [2019 The Local Choice Advantage 65 with Dental/Vision Benefits Summary Insert](#), effective January 1, 2019
- [The Local Choice Dental/Vision Benefits Summary Insert](#), effective January 1, 2016
- [2019 The Local Choice Medicare Complementary \(Option I\) Benefits Summary Insert](#), effective January 1, 2019

VIRGINIA INDIGENT DEFENSE COMMISSION

Copies of the following documents may be viewed on regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Indigent Defense Commission, 1604 Santa Rosa Road, Suite 200, Richmond, VA 23229. Free copies may be accessed and downloaded from the commission's website at <http://www.indigentdefense.virginia.gov>.

Questions regarding interpretation and implementation of these documents may be directed to Maria Jankowski, Deputy Executive Director, 1604 Santa Rosa Road, Suite 200,

Richmond, VA 23229, telephone (804) 662-7249 ext. 144, FAX (804) 662-7359, or email mjankowski@adm.idc.virginia.gov.

Guidance Documents:

- [Court Appointed Attorney Initial Certification Application in Non-Capital Cases](#), updated Court Appointed Attorney Certification Application: Counsel in Capital Cases, and Waiver Attached
- [Court Appointed Attorney Initial Certification Application for Current Prosecutor in Non-Capital Cases](#)
- [Court Appointed Attorney Certification Renewal Application](#)
- [Standards of Practice for Indigent Defense Counsel](#)
- [Standards of Practice Complaint Process \(guidelines for removal of an attorney from the certified counsel list\)](#)
- [Standards of Practice Complaint Form](#)

VIRGINIA INFORMATION TECHNOLOGIES AGENCY

Copies of the following documents may be obtained free of charge on the Virginia Information Technologies Agency (VITA) website at <http://www.vita.virginia.gov/> or by clicking the links provided. Printed copies are not produced but are available by request; reasonable copying and mailing charges will not exceed VITA's actual costs. Requests and questions regarding these documents may be posed to VITA by contacting Joshua Heslinga, FOIA Officer, Virginia Information Technologies Agency, 11751 Meadowville Lane, Chester, VA 23836, telephone (804) 416-7706, or email foia@vita.virginia.gov.

Guidance Documents:

- [Rights and Responsibilities under the Virginia Freedom of Information Act \(VITA LLS\)](#), 2019
- [Information Technology Resource Management Policies, Standards, and Guidelines](#)
 - [Information Technology Resource Management Policy \(GOV102-02\)](#), 6/01/2016
 - [Policy, Standard, and Guideline Formulation Standard \(GOV101-02\)](#), 3/22/2016
 - [Commonwealth of Virginia Information Technology Resource Management Glossary](#), version 4.0, 5/2019
 - [Commonwealth of Virginia Information Technology Resource Management Policies, Guidelines, Standards Brief and Supporting Documents](#), 2/4/2019
- [Enterprise Architecture Policy \(EA 200-03.1\)](#), 2/21/2018
 - [Cloud Based Hosting Services Information Technology Solutions Policy \(EA300-01\)](#), 10/15/2018
 - [Enterprise Architecture Standard \(EA 225-14\)](#), 6/12/2019

Guidance Documents

[Cloud Based Hosting Topic Report](#), version 1.0, 2/4/2019

[Enterprise Data Standards](#), 2019

Information Technology Accessibility and Website Standards

[Website Topic Report](#), version 5.0, 9/21/2017

[Social Media Topic Report](#), version 2.0, 6/12/2019

[Information Technology Accessibility Topic Report \(GOV103-02\)](#), 9/21/2017

Geographic Information Systems and Virginia Geographic Information Network Geospatial Services

[Model Virginia Map Accuracy Standards Guideline \(Information Technology Resource Management Guideline OTH701-00\)](#) (03/15/2009)

[Virginia Geographic Information Network Administrative Boundary Data Standard \(OTH 702-00\)](#) (09/01/2015)

[Road Center Line Standard \(OTH 703-00\)](#) (03/22/2016)

[Address Points Geospatial Data Standard \(OTH 704-00\)](#) (09/21/2017)

[Public Safety Answering Point \(PSAP\) and Emergency Service Boundaries Geospatial Data Standard \(OTH 705-00\)](#) (09/21/2017)

9-1-1 Services

[Standard 9-1-1 Capabilities and Services for Virginia Public Safety Answering Points](#) (9/14/2017)

[SMS Text-to-9-1-1 Implementation Guide for Virginia's Public Safety Answering Points](#) (8/2019)

[Fiscal Year 2021 Public Safety Answering Point Grant Program Guidelines](#) (5/20/2019)

[Information Technology Operations Policies and Procedures](#)

[Third-Party Use Policy](#), 12/15/2016

[Information Technology Information Security Policy \(SEC519-00\)](#), 6/17/2014

[VITA Security Baseline Configurations \(Hardening Standards\)](#), undated

[VITA CSRM - Business Impact Analysis Policy](#), version 4.0, 2/3/2014

[VITA CSRM - Emergency Response Damage Assessment Procedure](#), version 4.0, 2/3/2014

[VITA CSRM - Emergency Response Employee Communications Procedure](#), version 4.0, 2/3/2014

[VITA CSRM - Enterprise Background Check Policy](#), version 1.0, 1/15/2014

[VITA CSRM - Information Resource Acceptable Use Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Security Incident Reporting Procedure](#), version 4.0, 2/3/2014

[VITA CSRM - Information Security Incident Response Procedure](#), version 6.0, 2/3/2014

[VITA CSRM - Information Security Program Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Security Roles and Responsibilities Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology Configuration Management Policy](#), version 4.0, 2/3/2014

[VITA CSRM - Information Technology Contingency Planning Policy](#), version 4.0, 2/3/2014

[VITA CSRM - Information Technology Identification and Authentication Policy](#), version 7.0, 2/3/2014

[VITA CSRM - Information Technology Incident Response Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology Media Protection Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology Personnel Security Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology Risk Assessment Policy](#), version 3.0, 2/3/2014

[VITA CSRM - Information Technology Security Assessment and Authorization Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology Security Audit, Monitoring, and Logging Policy](#), version 1.0, 2/3/2014

[VITA CSRM Information Technology - Security Exception and Exemptions Policy](#), version 6.0, 2/3/2014

[VITA CSRM - Information Technology System and Communications Encryption Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology System and Communications Protection Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology System and Data Classification Policy](#), version 4.0, 2/3/2014

[VITA CSRM - Information Technology System and Information Integrity Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology System and Services Acquisition Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology System Maintenance Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Information Technology System Security Planning Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Logical Access Controls Policy](#), version 6.0, 2/3/2014

[VITA CSRM - Mobile Device Access Controls Policy](#), version 1.0, 2/3/2014

[VITA CSRM - Physical and Environmental Protection Policy](#), version 2.0, 7/16/2014

[VITA CSRM - Remote and Wireless Access Controls](#), version 1.0, 2/3/2014

[VITA CSRM - Security Awareness and Training Policy](#), version 4.0, 2/3/2014

[VITA SS - Disaster Recovery Staffing Policy](#), version 2.0, 2/3/2014

Information Security Standards

[Hosted Environment Information Security Standard](#) (SEC525-04.1), 08/29/2019

[Information Security Standard](#) (SEC501-11.1), 08/29/2019

[Information Technology Risk Management Standard](#) (SEC520-01), 03/21/2019

[Information Technology Security Audit Standard](#) (SEC502-03), 06/12/2019

[Information Technology Standard Use of Non-Commonwealth Computing Devices to Telework](#) (SEC511-00.01), 12/08/2016

[Removal of Commonwealth Data from Electronic Media Standard](#) (SEC514-05), 07/11/2019

[Secure Remote Access to Online Court Documents Standard](#) (SEC503-02.2), 06/21/2017

[Virginia Real Property Electronic Recording Standard](#) (SEC505-00.1), 12/08/2016

Information Security Guidelines

[Information Systems Facilities Security Guideline](#) (SEC517-00), 4/27/2009

[Information Technology Contingency Planning Guideline](#) (SEC508-00), 4/18/2007

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[Information Technology Logical Access Control Guideline](#) (SEC509-00), 4/18/2007

[Information Technology Personnel Security Guideline](#) (SEC513-00), 2/15/2008

[Information Technology Security Audit Guideline](#) (SEC512-01), 7/1/2013

[Information Technology Security Threat Management Guideline](#) (SEC510-00), 7/1/2007

[Information Technology Systems Asset Management Guideline](#) (SEC518-00), 4/27/09

[Information Technology Systems Security Guideline](#) (SEC515-00), 7/17/2008

Security Tools and Templates, available at <https://www.vita.virginia.gov/it-governance/itrm-policies-standards/>

Project Management

[Commonwealth Project Management Guideline](#) (CPM110-04), 9/21/2017

[Project Management Standard](#) (CPM112-04.3), 9/25/2019

[Project Manager Selection and Training Standard](#) (CPM111-03), 12/21/2015

Project Management Templates and Tools

[Program Management Standard](#) (CPM301-02), 11/10/2016

[Program Management Guideline](#) (CPM302-00), 2/20/2015

Technology Management

[Technology Management Policy](#) (GOV105-05), 7/9/2018

[Information Technology Investment Management Information Technology Investment Management Standard](#) (CPM516-02), 1/31/2017

Supply Chain Management (SCM)

"Buy IT" Procurement Manual, revision effective 08/01/2019

[FAQs Regarding Changes to Procurement Laws](#), revision effective 7/15/2019

[Contract Renewal Procedure](#), effective 7/17/2019

Supply Chain Management Policies

[Authority and Delegation Policies](#), revision effective 7/1/2019

[Information Technology Contingent Labor Policies and Guidelines](#), 4/17/2019

[Telecommunications Waiver Policy](#), rev. 06, 9/27/2017 (effective 8/8/2018)

[VITA Supply Chain Management Memo European Union Data Privacy](#), 11/6/2018

[Small Purchase Policy](#), revision effective 7/1/2019

[Joint and Cooperative Procurement Policy](#) (including GSA), revision effective 7/15/2019

[How to Get an Information Technology Joint and Cooperative Procurement Approved](#), 9/24/2019

[Sole Source Procurement Policy](#), revision effective 7/1/2019

Guidance Documents

[How to Get an Information Technology Sole Source Procurement Approved](#), 9/24/2019

[Emergency Procurement Policy](#), revision effective 7/1/2019

[IT Procurement Policy for Enhancing Opportunities for Small, Women-Owned and Minority-Owned Businesses](#), revision effective 7/15/2019

[Small Purchase Charge Card Program Policy](#), revision effective 7/15/2019

[Summary of VITA's Procurement Delegation](#), effective 7/01/2015

[Alternative Dispute Resolution](#)

[Mandatory Contract Terms](#), 7/1/2019

[Minimum Contractual Requirements for Major Technology Projects and Delegated Procurements](#), 9/24/2019

Information Technology Procurement Tools

[Contract Administration Checklist](#), undated

[Statement of Work Template](#), 6/5/2019

[Service Level Agreement Tool](#), 8/8/2018

[A General Guide to Commonwealth Expectations for Software License Agreements](#), 7/1/2019

[Reference Table of Special Terms and Conditions for Information Technology Contracts](#), undated

[Guidance on Source Code Escrow and Escrow Agreements](#), 9/30/2017

[Special Terms and Conditions for Information Technology Goods and Services](#), undated

[Commonwealth Security and Cloud Requirements for Solicitations and Contracts: What Commonwealth Procurement Officers Need to Know](#), 7/18/2018

[Enterprise Cloud Oversight Service Procedure Checklist for Cloud Solution Solicitations and Contracts](#), 8/13/2019

[Enterprise Cloud Oversight Service Process Flow Diagram](#), 4/16/2018

[VITA Procurement Approval Requirements and Processes Guide for Procurement Officers and Buyers](#), 3/19/2019

[Information Technology Contingent Labor User Resources](#)

[Staff Augmentation or Statement of Work: How to Decide](#), undated

[Operations and Maintenance Frequently Asked Questions](#), undated

[Staff Augmentation Users Guide](#), 4/2019

[Statement of Work Users Guide](#), 4/2019

[eVA Instructions: Guidance on Ordering Information Technology Contingent Labor through eVA](#), undated

[ITCL Statewide Contract Fact Sheet for Virginia Private Nonprofit Institutions of Higher Education](#), undated

[Supplier and Vendor Reporting Requirements](#), undated

[Place an Order](#), undated

[Procedures for Ordering Information Technology Goods and Services for In-Scope Executive Branch Agencies](#), 7/2019

[Procedures for Ordering Information Technology Goods and Services for Nonexempt Institutions of Higher Education](#), 7/2019

[Procedures for Ordering Information Technology Goods and Services for Localities and Other Public Bodies](#), 7/2019

[VITA's Information Technology Goods and Services List](#), 7/1/2017

[VITA's Guidance on Printers, Copiers, Multifunction Devices, Scanners, and Plotters](#), 3/27/2019

[Teacher Personal Computer Purchase Program](#), undated

[E-Rate Program for Universal Service Schools and Libraries Program](#), applicable through 6/30/2020

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. 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 Kate Hourin, Communications Coordinator, telephone (804) 625-3276, or email kate.hourin@osig.virginia.gov.

Guidance Documents:

[IAOTS GD2020, OSIG Directive - Oversight of State and Specific Nonstate Agencies' Internal Audit Programs](#), 3/16/2015

[Hotline GD2020, State Fraud, Waste, and Abuse Hotline Policies and Procedures Manual](#), 12/26/19

[WBPA GD2020, The Fraud and Abuse Whistle Blower Protection Act Regulations, Policies, and Procedures Manual](#), 12/26/19

[Investigations GD2020, Investigative Authority of the Office of the State Inspector General](#), 6/21/19

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

Attached is the guidance document list from the Department of Juvenile Justice. Please address any questions concerning the attached list to Kristen Peterson, at 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 Policy and Planning Division 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

[3652, Guidelines for Transporting Juveniles in Detention](#), 9/8/2004

[4225, Guidelines for Determining the Length of Stay of Juveniles Indeterminately Committed to the Department of Juvenile Justice](#), 10/15/2015

[4226, Guidelines for Approval and Reimbursement for Local Facility Construction](#), 7/27/2010

Design and Construction of Juvenile Facilities

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office of the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Bob Wilburn, Capital Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3847, FAX (804) 786-1557, or email robert.wilburn@djj.virginia.gov.

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

Guidance Document:

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, revised January 10, 2001, § 16.1-309.5 (see Detention Homes and other services)

(NOTE: This document is also included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement, and Renovation, which may be obtained from Angela Valentine, Chief Deputy Director, at telephone (804) 588-3903, or email angela.valentine@djj.virginia.gov).

Virginia Juvenile Community Crime Control Act

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 documents may be directed to Beth Stinnett, Statewide Program Manager, Department of Juvenile Justice, P.O. Box

Guidance Documents

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

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, 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 Center, 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 - Jennifer Rose, telephone (804) 786-7776, or email jennifer.rose@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 Trice telephone (804) 786-2641, or email holly.trice@doli.virginia.gov

Voluntary Protection Program - Milford Stern, telephone (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, 6/12/2018](#)

[APP - 03, Virginia Surveyor Apprenticeship Standards, 7/2/2019](#)

[APP - 05, Standards of Apprenticeship for Opticians, 4/15/2019](#)

[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, 10/18/2018](#)

[APP-21, Youth Registered Apprenticeship Overview, 2/21/2019](#)

[APP-22, Virginia Esthetics and Master Esthetics Apprenticeship Standards, 6/12/2018](#)

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 8/8/2019](#)

[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](#)

Guidance Documents

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

02-003T, 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, 5/30/2019

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

02-028A, State and Local Government Penalties, 9/19/2019

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
- 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

Guidance Documents

- 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) , 8/8/2019

- 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
- 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
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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 Walt Mercer at the same address, telephone (804) 236-7890, or email walter.l.mercer.nfg@mail.mil, or Russell Woodlief at russell.w.woodlief.civ@mail.mil or telephone (434) 236-7898.

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

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 at <http://townhall.virginia.gov>.

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

Guidance Documents

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](#)

[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

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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

DMM-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

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

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- 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
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MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed on regular work days between the hours of 8:30 a.m. and 4:30 p.m. in the office of the Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, Richmond, VA 23220. Copies may be obtained free of charge by contacting Alice Weedon at the same address, telephone (804) 367-1100; ext. 3001, FAX (804) 367-1053, or email alice.weedon@mvdv.virginia.gov. The documents are also available using the links shown on the document list and on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>.

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. Alternate contact: Ann Majors, Motor Vehicle Dealer Board, telephone (804) 367-1100; ext. 3016, or email ann.majors@mvdv.virginia.gov.

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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 or 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

PR021-16, Guidelines for Maintaining Records and Storing Records Off-Site, 12/22/2016

PR030-16, Temporary Supplemental License for 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

Guidance Documents

DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular business hours, Monday through Friday, 8:30 a.m. until 5 p.m. in Legislative Services, Room 724, Department of Motor Vehicles, 2300 West Broad Street, Richmond, VA 23220. Many of these documents are available on the Department of Motor Vehicles website at <https://www.dmv.virginia.gov/forms/>. 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 \$0.10 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:

- [6582, DMV Seizure or Blackout Policy, 8/10/2015](#)
- [6583, DMV Substance Abuse Policy, 7/28/2015](#)
- [6584, DMV Cognitive Impairment Policy, 7/30/2016](#)
- [6585, DMV Policy for Drivers with Uncontrolled Diabetes, 9/19/2018](#)
- [6586, DMV Pain Management Policy, 7/28/2015](#)
- [6587, DMV Visual Field Policy, 8/2/2016](#)
- [6588, DMV Policy for Drivers with Heart-Assist Devices, 7/30/2016](#)
- [6589, DMV Policy for Drivers with Respiratory Conditions Requiring Supplemental Oxygen or Sleep Disorders, 7/30/2018](#)
- [6590, DMV Transient Ischemic Attack or Cerebral Vascular Accident Policy, 7/28/2015](#)
- [6591, DMV Vaso-Vagal Syncope Policy, 7/28/2015](#)
- [6592, DMV Policy for Drivers with Psychiatric Disorders, 7/28/2015](#)
- [6624, Personalized License Plate Guidelines and Restrictions, 12/31/2018](#)
- [6633, Sample Virginia Addendum, 5/6/2019](#)
- [6636, Virginia Medical Waiver Guidance, 10/23/2018](#)
- [6734, Driver's Manual Course Curriculum, 10/1/2015](#)
- [6735, Driver Training School Manual, 7/26/2010](#)
- [DI 15, Driver Improvement Clinic License Application, 8/10/2012](#)
- [DMV 115, Moving Violations and Point Assessments, the Virginia Driver Improvement Program, 7/1/2015](#)
- [DMV 115S, Infracciones de la Circulación y Cálculo de Puntos, Programa de mejoramiento para conductores de Virginia, 7/1/2015](#)
- [DMV 141, Obtaining a Virginia Driver's License or Identification \(ID\) Card, 12/3/2018](#)
- [DMV 141S, Obtención de una licencia de conducción de Virginia o una tarjeta de identificación \(ID\), 12/31/2018](#)
- [DMV 143, Reestablishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, 12/28/2010](#)
- [DMV 172, Virginia's Secure Children's Identification Cards, 9/5/2018](#)
- [DMV 172SP, Las Tarjetas de Identificación para los niños de Virginia de alta seguridad, 9/5/2018](#)
- [DMV 177, Acceptable Documents for an Individual Titling a Vehicle in Virginia, 11/9/2018](#)
- [DMV 177S, Documentos aceptables Para obtener el título de un vehículo en Virginia, 11/9/2018](#)
- [DMV 206, Military Guide, 7/1/2019](#)
- [DMV 226, Virginia Motorcycle Rider Training Program, Virginia Rider Training Program Policy and Procedures, 1/24/2014](#)
- [DMV 230, Reason for Driver Improvement Courses, 12/31/2018](#)
- [DMV 248, Virginia Motor Carrier Manual, 9/24/2019](#)
- [DMV 252A, Veterans Indicator, 7/1/2018](#)
- [DMV 255, Virginia Troops to Trucks, 7/1/2019](#)
- [DMV 269, Vital Records at DMV, 9/21/2015](#)
- [DMV 270, Red Flags of Medically At-Risk Drivers, 7/29/2014](#)
- [DMV 28, Frequently Asked Questions about Farm Vehicles, 7/1/2018](#)
- [DMV 72, Automobile Liability Insurance Reporting Business Guide, 1/1/2018](#)
- [DTS 30, Commercial Driver Training School Curriculum Requirements, 7/1/2019](#)
- [DTS 30A, Class A Third Party Tester Driving School Curriculum Requirements, 11/28/2019](#)
- [DTS 31, Class A Driver Training School Contract Requirements, 11/28/2019](#)
- [DTS 32E, Online Driver's Manual Course Requirements, 8/8/2019](#)
- [HP 405, Virginia Escort Vehicle Driver's Manual, 1/1/2014](#)
- [HS 3, Home-Schooled In-Car Driver Education Information Sheet, 7/1/2018](#)
- [HS 4, Home-Schooled Reexamination Requirements Information Sheet, 4/25/2014](#)

[MCTS 247, Motor Carrier Guidelines, 7/1/2019](#)
[MED 4, Customer Vision Report, 2/10/2018](#)
[MED 80, Medical Fitness for Safe Driving, 7/1/2017](#)
[MED 80A, Medical Fitness Frequently Asked Questions, 11/20/2018](#)
[OA 448, Sample Tariff for Common Carriers over Irregular Routes, 11/1/2003](#)
[OA 449, Sample Tariff and Time Schedule for Common Carriers over Regular Routes, 11/1/2003](#)
[OA 450, Sample Tariff for Household Goods Carriers, 2/16/2005](#)
[TPT 555, Third-Party Tester Agreement, 2/17/2017](#)
[TPT 556, Surety Bond Affidavit and Acknowledgment of Surety, 7/1/2015](#)
[US 531C, DMV Information Use Criteria, 11/8/2004](#)

NORFOLK STATE UNIVERSITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Harrison B. Wilson Archives, 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)
[University Policy Library](#) (Revised December 16, 2019, updated continuously)
[Safety and Campus Security](#) (Last updated October 1, 2019)

Academic Guidance Documents:

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)
[Administrative and Professional Faculty Handbook](#) (Revised December 14, 2001)
[NSU Graduate Catalogue](#) (Last updated: December 2019)
[NSU Undergraduate Catalogue](#) (Last updated: December 2019)

OLD DOMINION UNIVERSITY

Copies of the following documents may be viewed on regular work days from 8 a.m. until 5 p.m. in the office of the University Policy Manager and Executive Secretary to the Board of Visitors, Koch Hall, Room 2010 E, Norfolk, VA 23529. Copies may be obtained, free of charge, by contacting Donna Meeks at the same address, telephone (757) 683-3072, or email dmeeks@odu.edu. The documents are also available using the links provided. Questions regarding interpretation or implementation of these guidance documents should also be directed to Donna Meeks.

Guidance Documents:

[Board of Visitors Bylaws](#)
[Board of Visitors Policies](#)
[University Policies and Procedures](#)
[Teaching and Research Faculty Handbook](#)
[Adjunct Faculty Handbook](#)
[Administrative and Professional Faculty Guidebook](#)
[Classified Employee Guidebook](#)
[Wage Employee Guidebook](#)
[Undergraduate Catalog](#)
[Graduate Catalog](#)
[Parking and Traffic Procedures](#)

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

The documents 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. The documents are available online at <http://www.vaboard.org/grants.htm> or via clicking on the links provided.

Questions regarding implementation of these documents 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" and the "Letters of Interest and Proposal Submission Tips" documents are revised and updated on an as-needed basis or when an RFP is issued, and are posted online at the VBPD website at <https://vaboard.org/grants.htm>.

Guidance Documents

Guidance Documents:

[Grants Manual, Revised December 2019](#)

[Letters of Interest and Proposal Submission Tips, Released June 2019](#)

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 Freedom Of Information Act (FOIA) requests, contact Joe Harris, Virginia Port Authority 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 09/13/2019](#)

[Virginia Port Authority Travel Policy, Supplement, Revised 1/1/2009](#)

[State Travel Policy, Revised 10/1/2014](#)

[Virginia Port Authority Aid to Local Ports Policy, Revised 11/18/14](#)

[Virginia Waterway Maintenance Fund, approved 07/30/2018](#)

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, 2019-20 New Board Member Manual, 7/1/2019](#)

[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 #100-11, Internet Website, 6/8/2017](#)

[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, 7/1/2018](#)

[Policy #300-03, Expedited Licensing of Military Spouses, 10/7/2016](#)

[Policy #500-01, Purchasing, 7/1/2018](#)

[Policy #500-02, Contract and Purchase Order Modifications, 7/1/2018](#)

[Policy #600-01, Examination Fees, 10/17/2018](#)

[Policy #600-02, Examination Site Conduct, 12/1/2019](#)

[Policy #600-03, Restricted Participation in Examination Development and Review, 6/3/2014](#)

[Policy #700-03, Accounts Receivable and Debt Collection, 7/1/2018](#)

[Policy #700-04, Revenue Refunds, 7/1/2018](#)

[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

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

6630, Requirement to Take the Virginia Lead Law Examination, 4/4/2019

6655, Inspections of Specific Components of a Residential Building, 7/11/2019

6663, Guidance Document Regarding Inspections of Specific Components of a Residential Building, 7/11/2019

6709, Guidance Document Regarding Continuing Professional Education for Home Inspectors with the New Residential Structure Specialty, 10/17/2019

Auctioneers Board

See guidance documents applicable to all boards 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

6262, Barbering Scope of Practice, 8/21/2017

6272, Endorsement Applicants Not Eligible for Temporary Permits, 11/6/2017

6373, Barber and Cosmetology Application Review Matrix, 5/7/2018

6637, Barber Schools Previously Approved to Teach Training Equivalent to the Master Barber Curriculum, 4/15/2019

6638, Approved Health Education Certifying Agencies, 4/15/2019

6639, Cosmetology Instructors May Teach Nail or Wax Instructor Programs, 4/15/2019

6640, Master Barber Applicants who have Already Completed Training Equivalent to the Master Barber Curriculum, 4/15/2019

6664, Board for Barbers and Cosmetology Guidance Regarding Interpretation of 18VAC41-20-30 - License by Endorsement, 7/25/2019

Guidance Documents

Policy #800-03, Random Inspections of Board for Barbers and Cosmetology Licensees, 7/10/2009

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 Common Interest Community 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 § 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, Common Interest Community 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 Property Owners Association Act 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

6652, Opticians Approved Related Technical Instruction, 6/13/2019

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

6670, Real Estate Appraiser Board Proposed Guidance Document Regarding Hybrid Appraisals, 6/27/2019

6671, Real Estate Appraisal Guidance Document on Hybrid Appraisals, 6/27/2019

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, [Online 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

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, 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

RADFORD UNIVERSITY

Copies of the following documents may be viewed on regular work days between the hours of 8 a.m. and 5 p.m. in the Office of the President, Third Floor, Martin Hall, Radford University, Radford, VA 24142. Copies may be obtained free of charge by contacting the Secretary to the Board of Visitors, P.O. Box 6890, Radford University, Radford, VA 24142, telephone (540) 831-5426, or email kcasteel@radford.edu.

Questions regarding interpretation or implementation of these documents may be directed to Karen Castele, Secretary to the Board of Visitors, P.O. Box 6890, Radford, VA 24142, telephone (540) 831-5426, or email kcasteel@radford.edu.

Copies of the following documents may also be viewed at www.radford.edu and by clicking the following links provided.

Guidance Documents:

[Administrative and Professional Faculty Handbook](#)

[Board of Visitors Bylaws](#)

[Classified Staff Handbook](#)

[Graduate Catalog](#)

[Teaching and Research Faculty Handbook](#)

[Undergraduate Catalog](#)

[University Policies](#)

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4 p.m. at the Virginia Department of Rail and Public Transportation (DRPT), 600 East Main Street, Suite 2102, Richmond, VA 23219. Copies may be obtained (a fee may apply). DRPT may be contacted at (804) 786-4440. Additional information is available online at www.drpt.virginia.gov.

Guidance Documents:

[Public Transportation and Transportation Demand Management Grant Program and Application Guidance Fiscal Year 2020](#)

Guidance Documents

Capital Assistance Help Document

Demonstration Project Assistance Help Document

Federal Transit Administration (FTA) Section 5303 - Metropolitan Planning Program Help Document

FTA Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Program Help Document

FTA Section 5317 - New Freedom Program Help Document

I-95 Hot lanes - Capital Help Document

I-95 Hot lanes - Operating Grant Program and Application Guidance Fiscal Year 2019

Intercity Operating and Capital Fund Program Guidance

Mid-Cycle Grant Application Program Guidance

Operating Assistance Help Document

Public Transportation Internship Program Help Document

Rail Enhancement Fund Program Guidance

Rail Industrial Access Program Guidance

Rail Preservation Fund Program Guidance

Rural Transportation Assistance Program Grant Program and Application Guidance Fiscal Year 2019

Senior Transportation Help Document

Small Urban Training Program Grant Program and Application Guidance Fiscal Year 2019

Transportation Demand Management Operating Help Document

Technical Assistance Help Document

Transportation Management Project Help Document

VIRGINIA RESOURCES 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 Resources Authority, 1111 East Main Street, Suite 1920, Richmond, VA 23219. Copies may be obtained free of charge by contacting Jean Bass at the same address or by telephone at (804) 644-3100. All of these documents are available electronically for no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov> and on the Virginia Resources Authority's website at <http://www.virginiareources.org/page/vra-underwriting-guidelines/>.

Questions regarding interpretation of these documents may be directed to Jean Bass at the address and telephone number provided.

Guidance Documents:

Revenue Credit Guidelines, 3/12/2013

Regional Authorities Guidelines, 3/12/2013

Lease Transactions Guidelines, 3/12/2013

Parity Bonds Guidelines, 12/14/2010

Restructuring Guidelines, 3/12/2013

Regional Jail Guidelines, 3/12/2013

Subordinate Debt Guidelines, 3/10/2009

Tax Supported Debt Evaluation Guidelines, 3/12/2013

Appropriation-Only-Back Transaction Guidelines, 3/25/2014

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

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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 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.

State Board of Social Services

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](#)
[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 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, 11/28/2019](#)
[BP7, Fraud Manual and Procedures, 12/16/2016](#)
[BP8, Virginia Electronic Benefits Transfer \(EBT\) Guidance Manual 2019, 8/22/2019](#)
[CCD1, Child Care Subsidy Guidance Transmittal, 7/1/2019](#)
[CS1, Virginia State Plan for Child Support Enforcement, 7/1/2015](#)
[CVS1, Neighborhood Assistance Program Donor Fact Sheet, 5/30/2019](#)
[FA1, Family and Trust Fund's \(FACT\) Framework for Building and Maintaining a Trauma-Informed Community Network, 12/12/2019](#)

[FS6, Child and Family Services Manual Chapter E - Foster Care, 7/25/2019](#)
[FS8, Child and Family Services Manual Chapter F - Adoption, 8/22/2019](#)
[FS10, Child and Family Services Manual, Chapter D, Resource Family Home Approval, 10/31/2019](#)
[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 and Timely Placement of Children Act - Interstate Compact on the Placement of Children \(ICPC\), 12/10/2007](#)
[FS22, Child and 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 and Family Services Manual - Chapter C - Child Protective Services, 8/22/2019](#)
[FS7, Generic Policy - Volume II, Section I, Chapter B, 1/1/1998](#)
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[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](#)
[OD1, Administrative HR Manual Introduction and Chapter 1 Equal Employment Opportunity, 10/19/2011](#)
[OD2, Administrative HR Manual Chapter 2 Classification and Compensation, 12/1/2016](#)
[OD3, Administrative HR Manual Chapter 3 Recruitment and Selection, 7/25/2018](#)
[OD4, Administrative HR Manual Chapter 4 Leave, 5/1/2015](#)
[OD5, Administrative HR Manual Chapter 5 Operations of the Local Departments of Social Services, 3/1/2014](#)
[OD6, Administrative HR Manual Chapter 6 Performance Evaluation & Standards of Conduct, 11/1/2013](#)

Guidance Documents

[OD7, Administrative HR Manual Chapter 7 Discipline and Termination of Employment, 11/1/2013](#)

[OD8, Administrative HR Manual Chapter 8 Personnel Records, 7/1/2014](#)

[OPR13, Disclosure Standards Research Determined Exempt, 2/9/2017](#)

[ORP1, Virginia Department of Social Services \(VDSSS\) 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 \(DOJ\) 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 Checklist 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](#)

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

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 a guidance document, please use the contact information provided with the listed document and be prepared to provide the name of the document.

Guidance Documents:

[6431, Procedure Manual for Firearms Dealers, 8/1/2017](#)

Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, (804) 674-2000

[3246, How the Complaint Process Works, 8/25/2008](#)

Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, (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.

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](#)

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[6562, Draft Debt Buyer Apportionment Guidelines, 1/8/2019](#)

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- Administration, Field Collection Guide, 11/30/2006
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- Corporate, Single Sales Factor Election for Manufacturers Guidelines, 1/7/2013
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- 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
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- Corporate/Individual, Motion Picture Production Tax Credit Guidelines, 3/23/2015
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- Corporate/Individual, Food Crop Donation Tax Credit Guidelines, 12/15/2016
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- Local, Guidelines for the Local Taxation of Idle Machinery and Tools, 1/1/2008
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- M.V. Fuels Sales, Guidelines and Rules for the Motor Vehicle Fuel Sales Tax, 6/22/2010
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- Sales and Use, Repair/Replacement Parts Purchased by Motor Vehicle Lessors, 1/26/1988
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- Sales and Use, Storage Tanks, 5/22/1989
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- Sales and Use, Industrial Processing Exemption Retail/Photo-Processing Operations, 9/8/2000
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- Sales and Use, 2004 Rate Increase Guidelines, 8/1/2004
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- 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
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- Sales and Use, 2013 Hurricane Preparedness Guidelines, 5/14/2013
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Tobacco, Tobacco Products Tax Guidelines and Rules (1/1/2011), 12/17/2010

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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

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Agreements, Agreements, Coordination of Tax Administration Between the Virginia Tax Department and the IRS, 5/10/1977

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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

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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

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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

Many of the Virginia Department of Transportation's guidance documents have unique viewing locations and contact information for copies and questions; therefore this information is provided on each document. A URL is indicated for documents that are available online.

Commonwealth Transportation Board

Guidance Documents:

[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](#)
[DM-14-1, Criteria for Transferring Secondary Roads to the Primary System, 4/15/2014](#)
[FAQ-LUPR-1, Frequently Asked Questions - Land Use Permits, 10/2/2014](#)
[GUIDE-AAD, Guide for Administering Additions, Abandonments, and Discontinuances of the System of State Highways, 1/27/2015](#)
[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, 12/2/2019](#)
[LAD-RG, Recreational Access Program Guide, 10/1/2014](#)
[LAD-RSPG, Revenue Sharing Program Guidelines, 7/1/2017](#)
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[LAD-UCM, Urban Construction and Maintenance Program \(Urban Manual\), 8/1/2017](#)

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[MAP-1, Virginia Official State Transportation Map Policy and Procedures, 11/13/2012](#)
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[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](#)
[VTIB-1, The Virginia Transportation Infrastructure Bank: Program Overview, Guidelines and Selection Criteria, 9/1/2016](#)

DEPARTMENT OF THE TREASURY

Copies of documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 101 North 14th Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge.

Many agency documents and forms may be found on Treasury's website at <https://www.trs.virginia.gov/About-Us/Forms>.

General questions regarding these documents may be directed to William Watt, telephone (804) 371-6242, FAX (804) 225-3187, or email william.watt@trs.virginia.gov.

Questions regarding specific Treasury divisions should be directed to:

Debt Management: Janet Aylor, telephone (804) 371-6006, FAX (804) 225-3187, or email janet.aylor@trs.virginia.gov. Division documents and forms can be found at <https://trs.virginia.gov/Bond-Finance>.

Cash Management and Investments: Judy Milliron, telephone (804) 225-3167, FAX (804) 225-3478, or email judy.milliron@trs.virginia.gov. Division documents and forms related to the Local Government Investment Pool can

Guidance Documents

be found at <https://www.trsvirginia.gov/Cash-Management-Investments/LGIP> and for State Non-Arbitrage Program at <https://www.vasnap.com/forms-and-documents.aspx>.

Operations: Kristin Reiter, telephone (804) 225-3240, FAX (804) 225-3187, or email kristin.reiter@trsvirginia.gov. Division documents and forms can be found at <https://www.trsvirginia.gov/Operations>.

Risk Management: Brian Parker, telephone (804) 225-4620, FAX (804) 371-8400, or email brian.parker@trsvirginia.gov. Division documents and forms can be found at <https://www.trsvirginia.gov/Risk-Management>.

Unclaimed Property: William Dadmun, telephone (804) 225-2547, FAX (804) 786-4653, or email william.dadmun@trsvirginia.gov. Division documents and forms can be found at <https://www.vamoneysearch.org/Report/Forms>.

Guidance Documents:

[6324, General Account Investment Guidelines, 4/16/2014](#)

[6325, Debt Calendar, 12/1/2019](#)

[6326, Tobacco Indemnification and Community Revitalization Endowment Investment Guidelines: Taxable, 7/1/2014](#)

[6327, Tobacco Indemnification and Community Revitalization Endowment Investment Guidelines: Tax-Exempt, 7/1/2014](#)

[6329, Debt Capacity Advisory Committee Reports 2002 to Present, 12/18/2019](#)

[6763, Local Government Investment Pool Investment Circular, 6/30/2019](#)

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. Documents are available using the links provided, and copies of guidance documents are available for no charge.

Guidance Documents:

[UVA-01, University of Virginia Policy Directory, 11/29/2012](#)

[UVA-02, Higher Education Capital Outlay Manual, 5/17/2011](#)

[UVA-03, Medical Center Policy Manual, 12/1/2011](#)

[UVA-04, Health Sciences Library Policies, 12/21/2011](#)

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@dsv.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](#)

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 Chief Ethics and Compliance Officer, telephone (804) 828-2336, unless a different contact is designated.

Guidance Documents:

[VCU Code of Conduct](#)

[VCU Board of Visitor's Bylaws](#)

[VCU Board of Visitors Ethical Leadership Policy](#)

Questions concerning interpretation or implementation of the Student Handbook may be directed to Dean of Students, Dr. Reuban Rodriguez, telephone (804) 828-8940.

[Student Handbook, the VCU Insider](#)

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.

[Faculty Handbook](#)

VIRGINIA MILITARY INSTITUTE

Copies of the following documents may be viewed on regular work days between the hours of 8 a.m. and 4:30 p.m. in the office of the Chief of Staff, 201 Smith Hall, Lexington, VA 24450. Copies may be obtained free of charge by contacting Katrina Butner at the same address, telephone (540) 464-7104, FAX (540) 464-7660, or email butnerkk@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](#), revised May 6, 2017

[General Orders \(Policies and Procedures\)](#), policies reviewed on rotating basis and updated as needed

[Overarching Institute Regulations](#), revised May 2015

[Institute Regulations Part I](#), revised September 2012

[Institute Regulations Part II](#), revised November 2014

[Academic Regulations](#), revised May 2019

[Athletic Regulations](#), revised July 2016

[Faculty Handbook](#), revised September 2019

[Administrative and Professional Faculty Handbook](#), revised September 2018

[Classified Employee Handbook](#), revised July 2017

[2019-2020 Academic Catalogue](#)

[2019 Annual Security Report](#)

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](#), amended August 2018

[Faculty Handbook](#), revised August 2019

[Virginia Department of Human Resource Management Policies for Staff](#)

[Undergraduate Catalog and Academic Policies, 2018-19](#)

[Graduate Catalog, Policies, Procedures, Academic Programs, 2019-20](#)

[Hokie Handbook \(student handbook\), 2019-20](#)

[2018 Jeanne Clery Disclosure Report](#)

[Parking and Traffic Operational Manual, 2019-20](#)

[University Policies](#)

[Human Subjects Research Policy](#)

[Speech on Campus](#)

[Statement of Business Conduct Standards](#)

[Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and Their Vendors](#)

[Commonwealth Accounting Policies and Procedures \(CAPP\) Manual](#), revised November 2019

[Commonwealth of Virginia Executive Order 35 Advancing Equity for Small, Women, Minority, and Service Disabled Veteran Owned Businesses in State Contracting](#), July 2019

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 \(revised September 2018\)](#)

[University Policies](#)

[Faculty Handbook and Academic Procedures Manual \(revised 2013\)](#)

[Student Handbook 2019-2020](#),

[Student-Athlete Handbook 2018-2019](#)

[Student Organization Handbook 2017-2018](#)

[Department of Student Activities Recreation and Leisure Handbook](#)

[Students with Disabilities Program Handbook](#)

[Department of Social Work Bachelor of Social Work Program Student Handbook 2017-2018](#)

[Undergraduate and Graduate Catalogs 2018-2020](#)

[Parking Manual Rules and Regulations 2019-2020](#)

[Annual Security and Fire Safety Report 2016-2018 Calendar Years \(Published September 2019\)](#)

[Academic Credits Committee and Policies and Petitions Committee Procedures Manual \(May 7, 2013\)](#)

Guidance Documents

[Virginia State University Safety Handbook \(January 2014\)](#)

[Virginia State University Design Guidelines \(January 2014\)](#)

THE COLLEGE OF WILLIAM AND MARY

Information for obtaining copies of the guidance documents are provided. Use the link provided with the document to view each document. General questions about these guidance documents may be directed to Carla Costello, telephone (757) 221-1254 or email cacostello@wm.edu.

Guidance Document:

Copies of the following document may be obtained free of charge from the college's website at https://www.wm.edu/about/administration/bov/_documents/bylaws/bylaws.pdf.

The bylaws may also be obtained free of charge by contacting Sandra Wilms at telephone (757) 221-1257 or email sjwilms@wm.edu. Questions regarding interpretation or implementation of the bylaws should also be directed to Ms. Wilms.

[Board of Visitors Bylaws](#), revised September 2019

Guidance Document:

Copies of the following document may be obtained free of charge from the college's website at https://www.wm.edu/offices/deanofstudents/services/communityvalues/studenthandbook/student_handbook19-20.pdf. The handbook may also be obtained free of charge by contacting David M. Gilbert, Associate Dean of Students and Director of Community Values and Restorative Practices, at telephone (757) 221-2509, FAX (757) 221-2538, or email dmgil2@wm.edu. Questions regarding interpretation or implementation of the handbook should also be directed to Mr. Gilbert.

[Student Handbook](#), revised August 2019

Guidance Document:

Copies of the following document may be obtained free of charge from the college's website at https://www.wm.edu/offices/deanofstudents/services/communityvalues/studenthandbook/student_code_of_conduct/.

Copies may also be obtained free of charge by contacting David M. Gilbert, Associate Dean of Students and Director of Community Values and Restorative Practices, at telephone (757) 221-2509, FAX (757) 221-2538, or email dmgil2@wm.edu. Questions regarding interpretation or implementation of the handbook should also be directed to Mr. Gilbert.

[Student Code of Conduct](#)

Guidance Document:

Copies of the following document may be obtained free of charge from the college's website at <http://catalog.wm.edu/>. The academic regulations may also be obtained free of charge by contacting Sara L. Marchello, University Registrar, at telephone (757) 221-2801, FAX (757) 221-2151, or email slmarc@wm.edu. Questions regarding interpretation or implementation of the regulations should also be directed to Ms. Marchello.

[Academic Regulations](#), revised effective August 2019

Guidance Document:

Copies of the following document may be obtained free of charge from the college's website at <https://www.wm.edu/about/administration/provost/forfacstaff/faculty-handbook/faculty-handbook.pdf>. The handbook may also be obtained free of charge by contacting Christy Fielder, Executive Assistant to the Provost, at telephone (757) 221-1993, FAX (757) 221-2791, or email ceflied@wm.edu. Questions regarding interpretation or implementation of the Handbook should also be directed to Ms. Fielder.

[Faculty Handbook](#), revised April 2019

Guidance Document:

Copies of the following document may be obtained free of charge from the college's website at https://www.wm.edu/offices/compliance/_documents/campus_safety_report_.pdf. The report may also be obtained free of charge by contacting Deborah Cheesebro, Chief of William and Mary Police, at telephone (757) 221-4596, FAX (757) 221-1153, or email dcheesebro@wm.edu. Questions regarding interpretation or implementation of the report should also be directed to Chief Cheesebro.

[Campus and Fire Safety Report](#), October 2019

Guidance Document:

Copies of the following document may be obtained free of charge from the college's website at <https://www.wm.edu/offices/compliance/policies/index.php>.

Copies may be obtained free of charge by contacting Pamela Mason, Chief Compliance Officer/Title IX Coordinator, at telephone (757) 221-3167, FAX (757) 221-1764, or email pmmaso@wm.edu.

[University Policies and Procedures](#)

Guidance Document:

Copies of the following document may be obtained free of charge from the college's website at https://www.wm.edu/offices/auxiliary/parkingandtransportation/parking/shared_pages/parking_regulations/index.php.

Copies may be obtained free of charge by contacting William Horacio, Director of Parking and Transportation Services, at

(757) 221-4764 FAX (757) 221-4625, or email wxhora@wm.edu.

[Parking Rules and Regulations](#)

Guidance Document:

Copies of the following document may be obtained free of charge on the college's website at https://www.wm.edu/offices/compliance/university-compliance-requirement/freedom_of_expression/index.php.

Copies may be obtained free of charge by contacting Pamela Mason, Chief Compliance Officer and Title IX Coordinator, at (757) 221-3167, FAX (757) 221-1764, or email phmaso@wm.edu.

[Freedom of Expression on Campus](#)

VIRGINIA WORKERS' COMPENSATION COMMISSION

Documents are available using the links provided or electronically at no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>. Please address any questions concerning the guidance documents to Evelyn V. McGill, telephone (804) 205-3603, or email evelyn.mcgill@workcomp.virginia.gov.

Guidance Documents:

[5198, Employees Guide, 1/3/2013](#)

[5200, Out of State Lawyers, 1/3/2013](#)

[6330, 2018 Workers' Compensation Medical Fee Schedules, 11/14/2017](#)

[6331, 2018 Medical Fee Schedule Ground Rules, 11/14/2017](#)

[6566, Electronic Billing and Payment Companion Guide, 1/29/2019](#)

[6765, Self-Insurance, 1/4/2019](#)

[6766, Employer's Guide, 12/9/2019](#)

[6767, 2020 Medical Fee Schedule Ground Rules, 1/1/2020](#)

[6768, 2020 Workers' Compensation Medical Fee Schedules, 1/1/2020](#)

[6769, Electronic Data Interchange Implementation Guide Version 5.0.7, 11/14/2019](#)

GENERAL NOTICES/ERRATA

STATE AIR POLLUTION CONTROL BOARD

State Implementation Plan Revision - Proposed Plan for RACT for 2008 Ozone NAAQS in the Northern Virginia Emissions Control Area

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments 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. The Commonwealth 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 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 17, 2020, to March 19, 2020.

Public hearing: A public hearing will be conducted if a request is made in writing to the listed contact. In order to be considered, the request must include the full name, address, and telephone number of the person requesting the hearing and be received by DEQ by the last day of the comment period. Notice of the date, time, and location of any requested public hearing will be announced in a separate notice, and another 30-day comment period will be conducted.

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. Permit conditions for certain facilities ensuring that RACT requirements for the 2008 ozone NAAQS will be contained in Virginia's SIP.

Federal information: This notice is being given to satisfy the public participation requirements of federal regulations (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 the listed contact person.

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 listed 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

Contact Information: Doris A. McLeod, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4197, FAX (804) 698-4319, or email doris.mcleod@deq.virginia.gov.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Caden Energix New Kent LLC Notice of Intent for Small Renewable Energy Project (Solar) - New Kent County

Caden Energix New Kent LLC has provided the Department of Environmental Quality a notice of intent to submit the necessary documentation for a permit by rule for a small renewable energy project (solar) in New Kent County. The project is located on three contiguous parcels totaling approximately 504 acres on Route 618, Olivet Church Road. Latitude: 37.492256; Longitude: -77.06389. The project will have a rated capacity of 20-megawatt alternating current and include approximately 67,000 photovoltaics solar panels.

Contact Information: Mary E. Major, Department of Environmental Quality, 1111 East Main Street, Suite 1400,

P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4423, FAX (804) 698-4319, or email mary.major@deq.virginia.gov.

Virginia Electric and Power Company Roanoke Withdrawal of Notice of Intent for Small Renewable Energy Project (Solar) - James City County

Virginia Electric and Power Company d/b/a Dominion Energy has withdrawn the notice of intent to submit the necessary documentation for a permit by rule for a small renewable energy project (solar) in James City County to be located to the east of Richmond Road (Highway 60) and to the west of Roanoke Drive. The notice of intent was published in the Virginia Register of Regulations on February 3, 2020.

Contact Information: Mary E. Major, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4423, FAX (804) 698-4319, or email mary.major@deq.virginia.gov.

STATE BOARD OF HEALTH

Drinking Water State Revolving Loan Funds

The Virginia Department of Health (VDH) is pleased to announce several opportunities for funding drinking water infrastructure. All applications may be submitted year round; however, VDH will conduct one round of evaluations for those applications submitted by the deadlines indicated in this notice. VDH will consider applications postmarked or received after the stated deadlines for funding in the following round. Funding is made possible by the Drinking Water State Revolving Fund (DWSRF) Program and the Water Supply Assistance Grant Fund (WSAG) Program (if funds are available). The FY 2021 DWSRF intended use plan will be developed using the public's input on these issues.

1. Public comments and set-aside suggestions invited (submission deadline April 10). To identify ways to improve the program, VDH seeks meaningful input from the public, the waterworks industry, or any other interested party. Anyone may make comments or recommendations to support or revise the DWSRF and WSAG programs. Anyone has the opportunity to suggest new or continuing set-aside (nonconstruction) activities. Set-aside funds help VDH assist waterworks owners prepare for future drinking water challenges and assure the sustainability of safe drinking water.

2. Construction, consolidation, and refinance fund requests (application deadline April 10). Owners of community waterworks and nonprofit noncommunity waterworks are eligible to apply for construction funds. VDH makes selections based on criteria described in the DWSRF Program Design Manual, such as existing public health problems, noncompliance, affordability, regionalization,

and the availability of matching funds. VDH anticipates a funding level of \$30 million.

3. Section 1452(k) (application deadline April 10). Loan funds are available to (i) community and nonprofit noncommunity waterworks to acquire land or conservation easements and (ii) community waterworks to establish local voluntary incentive-based protection measures.

4. Lead Service Line (LSL) Replacement Program (application deadline April 10). In an effort to accelerate the removal of lead in drinking water, the DWSRF Program has made funding available for the complete removal of the public or private portion of LSLs. In conjunction with other available funds, this program intends to provide up to \$5,000 dollars as grant funds (of which up to \$500 may be eligible as an administrative fee) for each service line replaced on the homeowner's side of the meter. The LSL includes pipe entry into the structure (up to shutoff valve) but excludes the premise plumbing.

VDH's DWSRF Program Design Manual describes the features of the listed opportunities for funding. After receiving public input, VDH will develop an intended use plan (IUP) for public review and comment. When developed, the IUP will describe specific details for use of the funds. A public meeting is planned, and written comments will be accepted before submittal of a final version to the U.S. Environmental Protection Agency for approval.

Applications, set-aside suggestion forms, program design manuals, and information materials are available on VDH's website at <http://www.vdh.virginia.gov/drinking-water/financial-construction-assistance-programs/drinking-water-funding-program-details/>. This information can also be obtained from Kelly Ward, FCAP Director, by telephone (804) 864-7500, FAX (804) 864-7521, or postal mail to Office of Drinking Water, Virginia Department of Health, 109 Governor Street, 6th Floor, Richmond, VA 23219. Any comments should be directed to Ms. Ward.

Additionally, VDH will offer a drinking water construction funding workshop informational meeting via webcast. The workshop has been recorded. The link will be provided on VDH's website at a later date.

Material will focus on drinking water construction funding available through VDH, and staff will discuss the DWSRF Program. The workshop will also include information about program criteria, program applications, and the project scheduling steps needed for smooth project implementation.

Contact Information: Kelly Ward, FCAP Director, Office of Drinking Water, Department of Health, 109 Governor Street, 6th Floor, Richmond, VA 23219, telephone (804) 864-7201, or email kelly.ward@vdh.virginia.gov.

General Notices/Errata

Drinking Water State Revolving Fund Program Intended Use Plan

Under the Safe Drinking Water Act, Congress authorizes capitalization grants to states through the Drinking Water State Revolving Loan Fund (DWSRF) Program. As part of the annual DWSRF grant application process, Virginia seeks meaningful public involvement through input, review, and comments. The Virginia Department of Health's (VDH's) Office of Drinking Water (ODW) has prepared a draft intended use plan (IUP) that explains the goals of the program, funding priorities, how VDH intends to use the grant funds, and other important information submitted from the funding requests and set-aside suggestions.

VDH received numerous funding requests and set-aside suggestions following the January DWSRF funding solicitation announcement. The draft 2020 IUP and draft project lists are open for review and comment by the public for a period of 30 days. The document entitled "Virginia Drinking Water State Revolving Fund Program Design Manual" (dated January 2020) is a part of the intended use plan and is available by request or online, announced in the Virginia Register of Regulations, and on VDH's website. The program design manual provides information on VDH's project prioritization criteria and methodologies.

VDH will hold a public meeting to solicit comments and recommendations regarding the IUP on Thursday, March 19, 2020, from 2 p.m. to 3 p.m. at the Office of Drinking Water, 6th Floor Library, 109 Governor Street, VA 23219. Those individuals planning to attend the public meeting should contact Theresa Hewlett at telephone (804) 864-7501 by the close of business on March 18, 2020.

Any written comments from the public are to be submitted by March 19, 2020, the close of the public comment period. VDH will consider all meaningful public input and comments and make revisions to the IUP and project priority list if necessary. Please direct requests for information and forward written comments to Kelly Ward, Office of Drinking Water, Virginia Department of Health, James Madison Building, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7500, FAX (804) 864-7521.

- [VDH's FY2020 Draft IUP](#)
- [VDH's FY2020 Preliminary Project Priority List/2020 Comprehensive Project List](#)

The IUP is subject to change depending on the U.S. Environmental Protection Agency's award allocations.

BOARD OF PSYCHOLOGY

Board of Psychology Quarterly Meeting

By mistake, the April 7, 2020, Board of Psychology quarterly meeting was previously listed as canceled and still appears on the Virginia Regulatory Town Hall as canceled. Because

notice of the meeting has gone out, the board cannot correct this mistake on the Town Hall website. As such, the board has rescheduled the meeting for the same date.

As of January 16, 2020, this quarterly board meeting will be held on April 7, 2020, beginning at 9:55 a.m.

Please contact the board with any questions, and the board apologizes for any confusion. Thank you for your patience.

Contact Information: Jaime Hoyle, Executive Director, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4406, FAX (804) 327-4435, or email jaime.hoyle@dhp.virginia.gov.

STATE WATER CONTROL BOARD

Proposed Consent Order for American Stone Virginia LLC

An enforcement action has been proposed for American Stone Virginia LLC for violations of the State Water Control Law and regulations at the American Stone Virginia facility located in Ladysmith, Virginia. The State Water Control Board proposes to issue a consent order to resolve violations associated with the American Stone Virginia facility. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Benjamin Holland will accept comments by email at benjamin.holland@deq.virginia.gov or by postal mail at Department of Environmental Quality, Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, from February 18, 2020, through March 19, 2020.

Proposed Enforcement Action for Glass Machinery and Excavation Inc.

An enforcement action has been proposed for Glass Machinery and Excavation Inc. for violations of the State Water Control Law in Scott County, Virginia. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Ralph T. Hilt will accept comments by email at ralph.hilt@deq.virginia.gov, FAX at (276) 676-4899, or postal mail at Virginia Department of Environmental Quality, Southwest Regional Office, 355-A Deadmore Street, Abingdon, VA 24210, from February 18, 2020, through March 18, 2020.

Proposed Enforcement Action for Mr. Nasir Jafri

An enforcement action has been proposed for Mr. Nasir Jafri for violations of the State Water Control Law and regulations at the 5 Twelve facility located in Stafford County, Virginia. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Jim Datko will accept comments by email at james.datko@deq.virginia.gov or postal mail at Department of Environmental Quality, Northern Regional

Office, 13901 Crown Court, Woodbridge, VA 22193, from February 18, 2020, through March 19, 2020.

Proposed Consent Special Order for Kenbridge Construction Co. for Prince George County Fire Station No. 7

An enforcement action is proposed for Kenbridge Construction Co. for Prince George County Fire Station No. 7 for alleged violations of the State Water Control Law occurring in Prince George, Virginia. The State Water Control Board proposes to issue a consent special order to Kenbridge Construction Co. that is available for review and comment at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Comments can be made from February 18, 2020, to March 18, 2020 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.

Proposed Enforcement Action for Mr. Anthony C. Kim

An enforcement action has been proposed for Mr. Anthony C. Kim for violations of the State Water Control Law and regulations at the Phoenix Automotive facility located in Culpeper County, Virginia. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Jim Datko will accept comments by email at james.datko@deq.virginia.gov or postal mail at Department of Environmental Quality, Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, from February 18, 2020, through March 19, 2020.

Proposed Judicial Consent Decree for Virginia True Corporation

The Commonwealth of Virginia is proposing to enter into a judicial consent decree with Virginia True Corporation to settle certain alleged violations of the State Water Control Law and regulations related to construction activities in Richmond County, Virginia. The proposed consent decree is available at www.deq.virginia.gov or by submitting a request for the document to comment-virginiatrue@deq.virginia.gov. Written comments will be accepted from February 17, 2020, through March 20, 2020 and should be submitted to comment-virginiatrue@deq.virginia.gov or by postal mail to Enforcement, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218, or hand delivery by close of business to Enforcement, Department of Environmental Quality, 1111 East Main Street, Suite 1400, Richmond, VA 23219.

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.

ERRATA

STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Title of Regulation: 12VAC35-260. **Certified Recovery Residences.**

Publication: 36:11 VA.R. 1333-1336, January 20, 2020.

To correct the chapter number of the VAC citation, make the following changes:

Corrections to Title of Regulation:

Page 1333, after "Regulation:" replace "**12VAC35-270.**" with "**12VAC35-260.**"

Page 1333, after "**(adding)**" replace "**12VAC35-270-10 through 12VAC35-270-40.**" with "**12VAC35-260-10 through 12VAC35-260-40.**"

Corrections to Fast-Track Regulation:

Page 1136, top of column 1, after "CHAPTER" replace "270" with "260"

In the catchline for 12VAC35-270-10, after "12VAC35" replace "-270-10." with "-260-10."

General Notices/Errata

In the catchline for 12VAC35-270-20, after "12VAC35" replace "-270-20." with "-260-20."

In the catchline for 12VAC35-270-30, after "12VAC35" replace "-270-30." with "-260-30."

In 12VAC35-270-30 C, end of line 4, replace "12VAC35-270-20" with "12VAC35-260-20"

In the catchline for 12VAC35-270-40, after "12VAC35" replace "-270-40." with "-260-40."

In column 2, after "FORMS (12VAC35" replace "-270)" with "-260)"

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