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THE VIRGINIA REGISTER INFORMATION PAGE

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

ADOPTION, AMENDMENT, AND REPEAL OF REGULATIONS

Unless exempted by law, an agency wishing to adopt, amend, or repeal regulations must follow the procedures in the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia). Typically, this includes first publishing 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 proposed regulation 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 of Regulations 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 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 the final regulation contains changes made after publication of the proposed regulation that 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*. Pursuant to § 2.2-4007.06 of the Code of Virginia, any person may request that the agency solicit additional public comment on certain changes made after publication of the proposed regulation. The agency shall suspend the regulatory process for 30 days upon such request from 25 or more individuals, 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 alternative to the standard process set forth in the Administrative Process Act for regulations deemed by the Governor to be noncontroversial. To use this process, the Governor's concurrence is required and advance notice must be provided to certain legislative committees. Fast-track regulations become effective on the date noted in the regulatory action if fewer than 10 persons object to using the process in accordance with § 2.2-4012.1.

EMERGENCY REGULATIONS

Pursuant to § 2.2-4011 of the Code of Virginia, an agency may adopt emergency regulations if necessitated by an emergency situation or when Virginia statutory law or the appropriation act or federal law or federal regulation requires that a regulation be effective in 280 days or fewer from its enactment. In either situation, approval of the Governor is required. The emergency regulation is effective upon its filing with the Registrar of Regulations, unless a later date is specified per § 2.2-4012 of the Code of Virginia. Emergency regulations are limited to no more than 18 months in duration; however, may be extended for six months under the circumstances noted in § 2.2-4011 D. Emergency regulations are published as soon as possible in the *Virginia Register* and are on the Register of Regulations website at register.dls.virginia.gov.

During the time the emergency regulation is in effect, the agency may proceed with the adoption of permanent regulations in accordance with the Administrative Process Act. 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: Ward L. Armstrong; Nicole Cheuk; Richard E. Gardiner; Ryan T. McDougle; Christopher R. Nolen; Steven Popp; Charles S. Sharp; Marcus B. Simon; Malfourd W. Trumbo; Amigo R. Wade.

Staff of the Virginia Register: Holly Trice, Registrar of Regulations; Anne Bloomsburg, Assistant Registrar; Nikki Clemons, Managing Editor; Erin Comerford, Regulations Analyst.

PUBLICATION SCHEDULE AND DEADLINES

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

May 2024 through May 2025

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
40:19	April 17, 2024	May 6, 2024
40:20	May 1, 2024	May 20, 2024
40:21	May 15, 2024	June 3, 2024
40:22	May 29, 2024	June 17, 2024
40:23	June 12, 2024	July 1, 2024
40:24	June 26, 2024	July 15, 2024
40:25	July 10, 2024	July 29, 2024
40:26	July 24, 2024	August 12, 2024
41:1	August 7, 2024	August 26, 2024
41:2	August 21, 2024	September 9, 2024
41:3	September 4, 2024	September 23, 2024
41:4	September 18, 2024	October 7, 2024
41:5	October 2, 2024	October 21, 2024
41:6	October 16, 2024	November 4, 2024
41:7	October 30, 2024	November 18, 2024
41:8	November 13, 2024	December 2, 2024
41:9	November 26, 2024 (Tuesday)	December 16, 2024
41:10	December 11, 2024	December 30, 2024
41:11	December 23, 2024 (Monday)	January 13, 2025
41:12	January 8, 2025	January 27, 2025
41:13	January 22, 2025	February 10, 2025
41:14	February 5, 2025	February 24, 2025
41:15	February 19, 2025	March 10, 2025
41:16	March 5, 2025	March 24, 2025
41:17	March 19, 2025	April 7, 2025
41:18	April 2, 2025	April 21, 2025
41:19	April 16, 2025	May 5, 2025
41:20	April 30, 2025	May 19, 2025

*Filing deadlines are Wednesdays unless otherwise specified.

PETITIONS FOR RULEMAKING

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD FOR CONTRACTORS

Initial Agency Notice

Title of Regulation: 18VAC50-30. Individual License and Certification Regulations.

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

Name of Petitioner: Patrick Jeffers.

Nature of Petitioner's Request: The petitioner requests the Department of Professional and Occupational Regulation and the Board for Contractors amend subdivision 11 of 18VAC50-30-190, which provides for prohibited acts.

18VAC50-30-190 states, in part:

"Any of the following are cause for disciplinary action:

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, non-marijuana 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;"

The petitioner requests that the term "sexual offense" in the prohibited act be stricken.

The petitioner contends that subdivision 11 of 18VAC50-30-190 invites the board to apply § 54.1-204 B of the Code of Virginia in a manner that exceeds the board's police power under §§ 54.1-100 and 54.1-201 A 5 of the Code of Virginia by allowing the board to divest tradesman applicants with certain criminal convictions of their fundamental right to pursue and practice their occupations of choice absent the board's legitimate protective need to prevent them from perpetrating deceptive or misleading trade practices or to ensure their continuing trade competency in contravention of the Constitution of the United States, the Constitution of Virginia, and federal and state statutory and common law.

The petition provides additional legal argument regarding the bases upon which the prohibited act exceeds the board's police power.

A copy of the petition is available from the agency.

Agency Plan for Disposition of Request: The petition for rulemaking will be published in the Virginia Register of Regulations on April 22, 2024. The petition will also be published on the Virginia Regulatory Town Hall at www.townhall.virginia.gov. Public comment on the petition will be received from April 22, 2024, to May 13, 2024. Upon conclusion of the public comment period, the board will consider all public comments received on the petition and make a decision to either grant or deny the petitioner's request at the board's next available meeting, which is expected to be held on June 18, 2024. The petitioner will be notified in writing of the board's decision.

Public Comment Deadline: May 13, 2024.

Agency Contact: Cameron Parris, Regulatory Operations Administrator, Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-9183, or email cameron.parris@dpor.virginia.gov.

VA.R. Doc. No. PFR24-31; Filed March 26, 2024, 8:09 a.m.

PERIODIC REVIEWS AND SMALL BUSINESS IMPACT REVIEWS

TITLE 1. ADMINISTRATION

COMMISSION ON LOCAL GOVERNMENT

Report of Findings

Pursuant to §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Commission on Local Government conducted a periodic review and a small business impact review of **1VAC50-11, Public Participation Guidelines**, and determined that this regulation should be retained as is. The commission is publishing its report of findings dated March 22, 2024, to support this decision.

The regulation is required by § 2.2-4007.02 of the Code of Virginia. It is further necessary to uniformly and effectively govern the process by which the public participates in the commission's proceedings and regulatory actions.

The commission will retain the regulation as is. There was no public comment regarding changes to the regulation and the regulation is governed by statute. No public comments were received. The regulation is not overly complex. The regulation is interpretive of state law as required by the Administrative Process Act, and the regulation includes specific reference to state code where applicable. The regulation was last amended in 2018, and a periodic review has not been conducted since. The statute governing this regulation has not changed since 2012.

There is no need to analyze the impact on small businesses because small businesses do not appear before the commission, and the commission's regulations do not directly impact small businesses.

Contact Information: LeGrand Northcutt, Senior Policy Analyst, Department of Housing and Community Development, Main Street Center, 600 East Main Street, Richmond, VA 23219, telephone (804) 310-7151, FAX (804) 371-7090, or email legrand.northcutt@dhcd.virginia.gov.

TITLE 6. CRIMINAL JUSTICE AND CORRECTIONS

CRIMINAL JUSTICE SERVICES BOARD

Agency Notice

Pursuant to §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the following regulation is undergoing a periodic review and small business impact review: **6VAC20-120, Regulations Relating to Criminal History Record Information Use and Security**. The review of this regulation will be guided by the principles in Executive Order 19 (2022).

The purpose of a periodic review is to determine whether the regulation should be repealed, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

Public comment period begins April 22, 2024, and ends May 13, 2024.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency.

Following the close of the public comment period, a report of both reviews will be posted on the Virginia Regulatory Town Hall and published in the Virginia Register of Regulations.

Contact Information: Kristi Shalton, Regulatory Coordinator, Department of Criminal Justice Services, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-7801, or email kristi.shalton@dcjs.virginia.gov.

TITLE 12. HEALTH

STATE BOARD OF HEALTH

Report of Findings

Pursuant to §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the State Board of Health conducted a periodic review and a small business impact review of **12VAC5-90, Regulations for Disease Reporting and Control**, and determined that this regulation should be amended. The board is publishing its report of findings dated February 28, 2024, to support this decision.

The regulation protects the public health, safety, and welfare of individuals in the Commonwealth of Virginia by ensuring that there is a uniform process for reporting diseases of public health importance occurring within the Commonwealth of Virginia so that appropriate control measures may be instituted to reduce the occurrence of disease.

The regulation sets clear guidance for all providers and health care entities on the appropriate procedures to follow when certain diseases are suspected or identified and clearly defines the protocol that the Virginia Department of Health (VDH) will follow to control or contain the disease in the interest of public safety.

VDH will amend the regulation through the issuance of a regulatory action. The regulation will be amended to align it

Periodic Reviews and Small Business Impact Reviews

with the Code of Virginia, current disease reporting and control recommendations put forth by the Centers for Disease Control and Prevention, and Virginia Register and Virginia Administrative Code style guidelines and to provide regulatory reduction where possible. Additionally, VDH will update the regulation to ensure the regulation is compliant with current practice in the field of communicable disease detection and control and provides maximum flexibility with respect to reporting requirements.

The regulation is essential to outline the protocols for disease reporting and control in the Commonwealth of Virginia, as required by § 32.1-12 and Chapter 2 (§ 32.1-25 et seq.) of Title 32.1 of the Code of Virginia. VDH did not receive any comments or concerns from the public during the periodic review. The regulation is clearly written and easily understandable. The regulation does not overlap, duplicate, or conflict with any other federal or state laws or regulations.

The regulation was last updated in 2023 through an emergency regulatory action to address changes in public health practice related to COVID-19. The periodic review decision to amend the regulation does not cause an adverse economic impact on small businesses in the Commonwealth of Virginia.

Contact Information: Karen Mask, Senior Policy Analyst, Office of Epidemiology, Virginia Department of Health, James Madison Building, 109 Governor Street, Richmond, VA 23219, telephone (804) 654-9351, or email karen.mask@vdh.virginia.gov.

Report of Findings

Pursuant to §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the State Board of Health conducted a periodic review and a small business impact review of **12VAC5-105, Rabies Regulations**, and determined that this regulation should be amended. The board is publishing its report of findings dated February 28, 2024, to support this decision.

The regulation protects the public health, safety, and welfare of individuals in the Commonwealth of Virginia by ensuring that the public is aware of approved rabies clinic locations and providing a model plan for rabies exposure response. The regulation sets clear guidance for all providers and localities on the appropriate use of rabies vaccine exemptions and describes a model plan for rabies exposure response, which clearly defines roles and responsibilities in the event of exposure to rabies.

The Virginia Department of Health (VDH) will amend the regulation through the issuance of a regulatory action. The regulation will be amended to align it with Chapter 121 of the 2023 Acts of Assembly and the Virginia Register and Virginia Administrative Code style guidelines and to provide regulatory reduction where possible. Additionally, VDH will update the regulation to reflect current practice and administrative forms.

The regulation is essential to provide guidance related to rabies prevention, control, and response efforts in support of Chapter 834 of the 2010 Acts of Assembly.

VDH did not receive any complaints or comments from the public during the periodic review. The regulation is clearly written and easily understandable. The regulation does not overlap, duplicate, or conflict with any other federal or state laws or regulations. Retaining the regulation does not appear to cause an adverse economic impact on small businesses in the Commonwealth of Virginia.

Contact Information: Karen Mask, Senior Policy Analyst, Office of Epidemiology, Virginia Department of Health, James Madison Building, 109 Governor Street, Richmond, VA 23219, telephone (804) 654-9351, or email karen.mask@vdh.virginia.gov.

Report of Findings

Pursuant to §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the State Board of Health conducted a periodic review and a small business impact review of **12VAC5-221, Regulations Governing Cooperative Agreements**, and determined that this regulation should be amended. The board is publishing its report of findings dated February 15, 2024, to support this decision.

The regulation is necessary for the protection of public health, safety, and welfare because it governs cooperative agreements between health systems that create health care monopolies and the active supervision of those agreements. Without oversight of these agreements, citizens in those areas covered by the cooperative agreement would be unprotected against abuse of the monopoly's powers, such as price gouging and the reduction or removal of resources. The regulation is clearly written and understandable; however, the language needs to be updated in order to conform to the style guidelines of the Virginia Register and Virginia Administrative Code.

The board has decided to amend the regulation to address the public comment received regarding ongoing supervision of already-approved cooperative agreements and to consider regulatory reduction where possible.

The regulation is essential because there is a current cooperative agreement in Virginia and the board is mandated to actively supervise cooperative agreements. The nature of the comment received concerning the regulation was focused on the ongoing active supervision of current cooperative agreements and was submitted by Ballad Health, the hospital system for which a cooperative agreement is currently in place. The regulation is neither complex nor overlaps, duplicates, or conflicts with federal or state law or regulation. The regulation has not been reviewed since 2018 when a final action was used to conform the regulation to statute. The current periodic review is the first conducted since the initial promulgation of the regulation in 2017. Ballad Health, the hospital system

Periodic Reviews and Small Business Impact Reviews

involved in the current cooperative agreement, does not qualify as a small business, and the Virginia Department of Health is not aware of any entities that could enter into a cooperative agreement and qualify as a small business.

Contact Information: Kim Beazley, Director, Virginia Department of Health, James Madison Building, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7190, FAX (804) 864-7022, or email kimberly.beazley@vdh.virginia.gov.

Agency Notice

Pursuant to §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the following regulation is undergoing a periodic review and small business impact review: **12VAC5-391, Regulations for the Licensure of Hospice**. The review of this regulation will be guided by the principles in Executive Order 19 (2022). The purpose of a periodic review is to determine whether the regulation should be repealed, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

Public comment period begins April 22, 2024, and ends May 13, 2024.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency.

Following the close of the public comment period, a report of both reviews will be posted on the Virginia Regulatory Town Hall and published in the Virginia Register of Regulations.

Contact Information: Val Hornsby, Policy Analyst, Virginia Department of Health, 9960 Mayland Drive, Richmond, VA 23233, telephone (804) 367-2102, FAX (804) 527-4502, or email regulatorycomment@vdh.virginia.gov.

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TITLE 4. CONSERVATION AND NATURAL RESOURCES

MARINE RESOURCES COMMISSION

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: 4VAC20-252. Pertaining to Atlantic Striped Bass (amending 4VAC20-252-80, 4VAC20-252-90, 4VAC20-252-100, 4VAC20-252-120, 4VAC20-252-150, 4VAC20-252-170; repealing 4VAC20-252-180 through 4VAC20-252-210).

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

Effective Date: April 1, 2024.

Agency Contact: Jennifer Farmer, Regulatory Coordinator, Marine Resources Commission, 380 Fenwick Road, Building 96, Fort Monroe, VA 23651, telephone (757) 247-2248, FAX (757) 247-2002, or email jennifer.farmer@mrc.virginia.gov.

Background: On January 24, 2024, the Atlantic States Marine Fisheries Commission Atlantic Striped Bass Management Board voted to approve Addendum II to Amendment 7 to the Interstate Fisheries Management Plan for Atlantic Striped Bass. The main goal of this addendum is to reduce fishing mortality in recreational and commercial striped bass fisheries. Addendum II implements a smaller recreational slot size limit for striped bass caught in the Chesapeake Bay and its tributaries and decreases all commercial striped bass quotas by 7.0%. Addendum II will continue the recreational ocean slot size limit put into place during the 2023 emergency action. Jurisdictions must implement compliance measures as soon as possible and no later than May 1, 2024.

Summary:

The amendments (i) change management measures to comply with Atlantic States Marine Fisheries Commission Addendum II to Amendment 7 for striped bass; (ii) change the recreational season for Potomac River tributaries summer/fall striped bass season; (iii) streamline the aquaculture of striped bass process; and (iv) remove all gear restrictions for commercial harvesters who hold striped bass quota.

4VAC20-252-80. Chesapeake Bay and its tributaries spring/summer striped bass recreational fishery.

A. The open season for the Chesapeake Bay and its tributaries spring/summer striped bass recreational fishery shall be May 16 through June 15, inclusive.

B. The minimum size limit shall be ~~20~~ 19 inches total length.

C. The maximum size limit shall be ~~28~~ 24 inches total length.

D. The daily possession limit shall be one fish per person.

4VAC20-252-90. Chesapeake Bay and its tributaries fall striped bass recreational fishery.

A. The open season for the Chesapeake Bay and its tributaries fall striped bass recreational fishery shall be October 4 through December 31, inclusive.

B. The minimum size limit shall be ~~20~~ 19 inches total length.

C. The maximum size limit shall be ~~34~~ 24 inches total length.

D. The daily possession limit shall be one fish per person.

4VAC20-252-100. Potomac River tributaries summer/fall striped bass recreational fishery.

A. The open season for the Potomac River tributaries summer/fall striped bass recreational fishery shall correspond to the open summer/fall season as established by the Potomac River Fisheries Commission for the mainstem Potomac River and shall be May 16 through July 6 and August 21 through December 31.

B. The minimum size limit shall be ~~20~~ 19 inches total length.

C. ~~From May 16 through June 15 the~~ The maximum size limit shall be ~~28~~ 24 inches total length.

~~D. From June 16 through December 31 the maximum size limit shall be 31 inches total length.~~

~~E. D.~~ The daily possession limit shall be one fish per person.

4VAC20-252-120. Concerning commercial fishing: general.

A. It shall be unlawful for any person to engage in the commercial fishery for striped bass without first having the necessary commercial fisherman's registration license and appropriate gear license as required by Title 28.2 of the Code of Virginia, and the special permit to fish for striped bass established in 4VAC20-252-130, except as provided in subsection G of 4VAC20-252-160.

B. It shall be unlawful for any person fishing commercially to possess any striped bass taken outside any open commercial season or area, or with gear inapplicable to the season and area, as specified in 4VAC20-252-140. Any striped bass caught contrary to this provision shall be returned to the water immediately.

C. It shall be unlawful for any person while actively fishing pursuant to a commercial fishery to possess any striped bass that is less than the minimum size limit applicable for the area and season then open and being fished. Any striped bass caught that does not meet the applicable minimum size limit shall be returned to the water immediately.

D. All striped bass in the possession of any person for the purpose of sale must be identified with a tamper-evident sealed

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tag that has been approved and issued by the appropriate authority in the jurisdiction of capture. Whole striped bass shall have tags attached directly to the fish. Processed or filleted striped bass must be accompanied by the tags removed from the fish when processed. Any person who possesses any amount of striped bass in excess of the maximum number allowed for a licensed recreational fisherman as described in 4VAC20-252-60 through 4VAC20-252-110, ~~inclusive~~, shall be considered as possessing all striped bass for the purpose of sale. When any person possesses striped bass in excess of the maximum number allowed a licensed recreational fisherman, all striped bass of said person shall be tagged, and the possession of any untagged striped bass shall be prima facie evidence of a violation of this chapter and subject to the provisions of 4VAC20-252-160 H and I and 4VAC20-252-230.

E. When the striped bass are in the possession of any person, other than the original harvester, for the purpose of resale, the striped bass shall be accompanied by a bill of sale, which shall include the name of the seller, the permit or license number of the seller if such permit or license is required in the jurisdiction of harvest, the date of sale, the pounds of striped bass in possession, the location of catch, and the gear type used to harvest the striped bass. If the striped bass product for sale is fillets, the bill of sale shall also specify the number of fillets.

~~F. It shall be unlawful for any person fishing commercially to harvest striped bass by any method other than gill net, pound net, haul seine, fyke net, or commercial hook and line.~~

4VAC20-252-150. Individual commercial harvest quota.

A. The commercial harvest quota for the Chesapeake Bay area shall be determined annually by the Marine Resources Commission in compliance with the Atlantic States Marine Fisheries Commission. The total allowable level of all commercial harvest of striped bass from the Chesapeake Bay and its tributaries and the Potomac River tributaries of Virginia for all open seasons and for all legal gear shall be 983,393 pounds of whole fish. At such time as the total commercial harvest of striped bass from the Chesapeake Bay area is projected to reach 983,393 pounds, and announced as such, it shall be unlawful for any person to land or possess striped bass caught for commercial purposes from the Chesapeake Bay area.

B. The commercial harvest quota for the coastal area of Virginia shall be determined annually by the Marine Resources Commission in compliance with the Atlantic States Marine Fisheries Commission. The total allowable level of all commercial harvest of striped bass from the coastal area for all open seasons and for all legal gear shall be ~~125,034~~ 116,282 pounds of whole fish. At such time as the total commercial harvest of striped bass from the coastal area is projected to reach ~~125,034~~ 116,282 pounds, and announced as such, it shall be unlawful for any person to land or possess striped bass caught for commercial purposes from the coastal area.

C. For the purposes of assigning tags to a person for commercial harvests in the Chesapeake Bay area as described in 4VAC20-252-160, the individual commercial harvest quota of striped bass in pounds shall be converted to an estimate in numbers of fish per individual harvest quota based on the average weight of striped bass harvested by the permitted person during the previous fishing year. The number of striped bass tags issued to each person will equal the estimated number of fish to be landed by that individual harvest quota, plus a number of striped bass tags equal to 10% of the total allotment determined for each person.

D. For the purposes of assigning tags to a person for commercial harvests in the coastal area of Virginia as described in 4VAC20-252-160, the individual commercial harvest quota of striped bass in pounds shall be converted to a quota in numbers of fish per individual commercial harvest quota, based on the reported average coastal area harvest weight of striped bass harvested by the permitted person during the previous fishing year, except as described in subsection E of this section. The number of striped bass tags issued to each person will equal the estimated number of fish to be landed by that individual harvest quota, plus a number of striped bass tags equal to 10% of the total allotment determined for each person.

E. For any person whose reported average coastal area harvest weight of striped bass in the previous fishing year was less than 12 pounds, a 12-pound minimum weight shall be used to convert that person's harvest quota of striped bass, in pounds of fish, to harvest quota in number of fish.

4VAC20-252-170. Aquaculture of striped bass; permit required.

~~A. It shall be unlawful for any person to operate a striped bass aquaculture facility without first obtaining a permit from the Marine Resources Commission (commission). Such This permit shall authorize and define the limits of activities concerning the purchase, possession, sale, giving, receiving, and transportation of striped bass or hybrid striped bass in accordance with the other rules contained in this chapter. B. The application for a striped bass aquaculture facility shall state the name and address of the applicant, the type and location of the facility, type of water supply, location of nearest tidal waters or tributaries to tidal water, and an estimate of production capacity. All aquaculture permits shall expire on December 31 of the year of issue and are not transferable. Permits shall be automatically renewed by the commission provided no structural changes in the facility have been made, the facility has been adequately maintained, and the permittee has complied with all of the provisions of this chapter. C. The original of each permit shall be maintained and prominently displayed at the aquaculture facility described therein. A copy of such permit may be used as evidence of authorization to transport striped bass or hybrid striped bass or to sell the fish away from the permitted facility under the conditions imposed in 4VAC20-252-210. Any person in violation of any permit~~

condition issued under this section may have the permit revoked at any time upon review by the commission. If the commission revokes any person's permit for an aquaculture facility, then that person shall not be eligible to apply for a like permit for a period of two years from the date of revocation.

4VAC20-252-180. ~~Water supply; outfall; prevention of entry and escape.~~ (Repealed.)

~~A. A striped bass or hybrid striped bass aquaculture facility may consist of one or more ponds, artificial impoundments, closed recirculating systems or a combination of the above.~~

~~B. No pond or impoundment used for striped bass or hybrid striped bass aquaculture may be constructed or situated on a natural water course that originates beyond the boundaries of private land upon which the pond or impoundment is located.~~

~~C. There shall be no direct and unscreened discharge from any facility to any natural watercourse. Except as provided in subsection D of this section, outfall from any pond or impoundment shall be processed according to one of the following systems:~~

- ~~1. The outfall shall pass over a dry ground percolation system in which ground absorption of the water is sufficient to prevent the formation of a watercourse which is capable of reaching any natural watercourse. The outfall shall pass through a screened filter box prior to entering the percolation area.~~
- ~~2. The outfall shall pass through a chlorination process and retention pond for dechlorination. The outfall shall pass through a filter box prior to entering the chlorination system.~~
- ~~3. Such facilities must also comply with regulations of the State Water Control Board.~~

~~D. If the outfall from an aquaculture facility does not conform to the systems described in subdivision C 1 or C 2 of this section, then all of the following conditions shall be required:~~

- ~~1. The aquaculture of striped bass or hybrid striped bass shall be restricted to the use of cage culture. Such cages shall be constructed of a vinyl coated wire or high density polyethylene mesh material sufficient in size to retain the fish, and all cages must be securely anchored to prevent capsizing. Covers shall be required on all cages.~~
- ~~2. The outfall from the pond or impoundment shall pass through a screened filter box. Such filter box shall be constructed of a mesh material sufficient in size to retain the fish and shall be maintained free of debris and in workable condition at all times.~~
- ~~3. The outfall from the screened filter box shall pass into a containment basin lined and filled with quarry rock or other suitable material to prevent the escape of the fish from the basin.~~

~~E. Those facilities utilizing embankment ponds shall maintain sufficient freeboard above the spillway to prevent overflow.~~

4VAC20-252-190. ~~Acquisition of fish, fingerlings, fry, and eggs.~~ (Repealed.)

~~Striped bass or hybrid striped bass fingerlings, fry, or eggs, may be obtained only from state permitted fish dealers and must be certified by the seller as having a disease free status. Each purchase or acquisition of striped bass or hybrid striped bass must be accompanied by a receipt or other written evidence showing the date, source, species, quantity of the acquisition and its destination. Such receipt must be in the possession of the permittee prior to transportation of such fish, fingerlings, fry, or eggs to the permitted facility. All such receipts shall be retained as part of the permittee's records. The harvesting of striped bass from the tidal waters of Virginia for the purpose of artificially spawning in a permitted aquaculture facility shall comply with all of the provisions of this chapter and state law including minimum size limits, maximum size limits, and closed harvesting seasons and areas.~~

4VAC20-252-200. ~~Inspection of facilities; diseased fish.~~ (Repealed.)

~~A. Inspections. Agents of the commission and the Department of Wildlife Resources are authorized to make periodic inspection of the facilities and the stock of each operation permitted under this section. Every person engaged in the business of striped bass aquaculture shall allow such inspection at any reasonable time.~~

~~B. Diseased fish. No person permitted under this chapter shall maintain in the permitted facility any fish which shows evidence of any contagious disease listed in the most current list by the United States Fish and Wildlife Service as "certifiable diseases," except for the period required for application of standard treatment procedures or for approved disposition.~~

~~C. Disposition. No person permitted under this chapter shall sell or otherwise transfer possession of any striped bass or hybrid striped bass which shows evidence of a "certifiable disease" to any person, except that such transfer may be made to a fish pathologist for examination and diagnosis.~~

4VAC20-252-210. ~~Sale, records, importation, release.~~ (Repealed.)

~~A. All striped bass or hybrid striped bass except fingerlings, fry, and eggs, which are the product of an aquaculture facility permitted under this section shall be packaged with a printed label bearing the name, address, and permit number of the aquaculture facility. When so packaged and labeled such fish may be transported and sold at retail or at wholesale for commercial distribution through normal channels of trade until reaching the ultimate consumer. Every such sale must be accompanied by a receipt showing the date of sale, the name, address and permit number of the aquaculture facility, the~~

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~~numbers and species of fish sold, and the name of the purchaser. Each subsequent resale must be accompanied by a receipt clearly identifying the seller by name and address, showing the number and species of the fish sold, the date sold, the permit number of the aquaculture facility and, if the sale is to other than the ultimate consumer, the name and address of the purchaser. The purchaser in possession of such fish must exhibit the receipt on demand of any law enforcement officer. A duplicate copy of each such receipt must be retained for one year by the seller as part of the records of each transaction.~~

~~B. Each permitted aquaculture facility operator shall maintain a chronological file of the receipts or copies thereof showing the dates and sources of acquisitions of striped bass or hybrid striped bass and quantities thereof, and a chronological file of copies of receipts of his sales required under subsection A of this section. Such records shall be segregated as to each permit year, shall be made available for inspection by any authorized agent of the commission or Department of Wildlife Resources, and shall be retained for at least one year following the close of the permit year to which they pertain.~~

~~C. Striped bass or hybrid striped bass which are the product of an approved and state permitted aquaculture facility in another state may be imported into Virginia for the consumer market. Such fish shall be packaged and labeled in accordance with the provisions contained in subsection A of this section. Any sale of such fish also shall be accompanied by receipts as described in subsection A of this section.~~

~~D. Release of live fish. Under no circumstance shall striped bass which are the product of an aquaculture facility located within or outside the Commonwealth of Virginia be placed into the waters of the Commonwealth without first having notified the commission and having received written permission from the Commissioner of Marine Resources.~~

VA.R. Doc. No. R24-7807; Filed March 26, 2024, 2:50 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: 4VAC20-620. Pertaining to Summer Flounder (amending 4VAC20-620-50).

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

Effective Date: April 1, 2024.

Agency Contact: Jennifer Farmer, Regulatory Coordinator, Marine Resources Commission, 380 Fenwick Road, Building 96, Fort Monroe, VA 23651, telephone (757) 247-2248, FAX (757) 247-2002, or email jennifer.farmer@mrc.virginia.gov.

Background: In December 2023, the Atlantic States Marine Fisheries Commission's Summer Flounder, Scup, and Black Sea Bass Board (board) and the Mid-Atlantic Fishery Management

Council (council) met jointly to set recreational measures for 2024 and 2025 for summer flounder and scup. The percent change approach, as implemented under Addendum XXXIV to the Summer Flounder, Scup, and Black Sea Bass Fishery Management Plan was used in conjunction with the recreation demand model (RDM) to determine that summer flounder and scup require a 28% and 10% reduction in harvest in 2024, respectively. For summer flounder, the board and council continued the regional conservation equivalency process as outlined in Addendum XXXII, which requires each region to implement summer flounder regulations that will achieve the cumulative required harvest reduction by weight. In December, the board specified that each region must take a 28% reduction. In January 2024, the Summer Flounder, Scup, and Black Sea Bass Technical Committee used the RDM to recommend options for 2024 and 2025 recreational measures for summer flounder to achieve a 28% reduction for the 2024 and 2025 season adjustments. On February 14, 2024, the board reviewed and approved a range of state or regional options for 2024 and 2025 summer flounder as developed by the RDM. The approved options achieve the required reductions.

Summary:

The amendment increases the recreational minimum size limit for summer flounder.

4VAC20-620-50. Minimum size limits.

A. The minimum size for summer flounder harvested by commercial fishing gear shall be 14 inches in total length.

B. The minimum size of summer flounder harvested by recreational fishing gear, including hook and line, rod and reel, spear, and gig, shall be 16 inches in total length January 1 through May 31 and 17.5 inches in total length June 1 through December 31, except that the minimum size of summer flounder harvested in the Potomac River tributaries shall be the same as established by the Potomac River Fisheries Commission for the mainstem Potomac River.

C. It shall be unlawful for any person to possess any summer flounder smaller than the designated minimum size limit.

D. Nothing in this chapter shall prohibit the landing of summer flounder in Virginia that were legally harvested in the Potomac River.

VA.R. Doc. No. R24-7808; Filed March 26, 2024, 2:51 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: 4VAC20-1090. Pertaining to Licensing Requirements and License Fees (amending 4VAC20-1090-30).

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

Effective Date: April 1, 2024.

Agency Contact: Jennifer Farmer, Regulatory Coordinator, Marine Resources Commission, 380 Fenwick Road, Building 96, Fort Monroe, VA 23651, telephone (757) 247-2248, FAX (757) 247-2002, or email jennifer.farmer@mrc.virginia.gov.

Summary:

The amendment requires the fee for public relaying of condemned shellfish from a general oyster planting ground be paid only once per year.

4VAC20-1090-30. License fees.

The following listing of license fees applies to any person who purchases a license for the purpose of harvesting for commercial purposes or fishing for recreational purposes during any calendar year. The fees listed below include a \$1.00 agent fee.

1. COMMERCIAL LICENSES	
Commercial Fisherman Registration License	\$190.00
Commercial Fisherman Registration License for a person 70 years or older	\$90.00
Delayed Entry Registration	\$190.00
Delayed Entry Registration License for a person 70 years or older	\$90.00
Seafood Landing License for each boat or vessel	\$175.00
For each Commercial Fishing Pier over or upon subaqueous beds (mandatory)	\$83.00
Seafood Buyer's License -- For each boat or motor vehicle	\$63.00
Seafood Buyer's License -- For each place of business	\$126.00
Clam Aquaculture Product Owner's Permit	\$10.00
Oyster Aquaculture Product Owner's Permit	\$10.00
Clam Aquaculture Harvester's Permit	\$5.00
Oyster Aquaculture Harvester's Permit	\$5.00
Nonresident Harvester's License	\$444.00
2. OYSTER RESOURCE USER FEES	
Any licensed commercial fisherman harvesting oysters by hand	\$50.00
For any harvester using one or more gear types to harvest oysters or for any registered commercial fisherman who solely harvests or possesses any bushel limit described in	\$300.00

4VAC20-720-80, only one oyster resource user fee; per year; shall be paid	
On any business shucking or packing no more than 1,000 gallons of oysters	\$500.00
On any business shucking or packing more than 1,000 but no more than 10,000 gallons of oysters	\$1,000.00
On any business shucking or packing more than 10,000 but no more than 25,000 gallons of oysters	\$2,000.00
On any business shucking or packing more than 25,000 gallons of oysters	\$4,000.00
On any oyster buyer using a single truck or location	\$100.00
On any oyster buyer using multiple trucks or locations	\$300.00
Commercial aquaculture operation, on riparian assignment or general oyster planting grounds	\$50.00
3. OYSTER HARVESTING, SHUCKING, RELAY, AND BUYERS LICENSES	
Any person purchasing oysters caught from the public grounds of the Commonwealth or the Potomac River, for a single place of business with one boat or motor vehicle used for buying oysters	\$50.00
Any person purchasing oysters caught from the public grounds of the Commonwealth or the Potomac River, for a single place of business with multiple boats or motor vehicles used for buying oysters	\$100.00
For each person taking oysters by hand, or with ordinary tongs	\$10.00
For each single-rigged patent tong boat taking oysters	\$35.00
For each double-rigged patent tong boat taking oysters	\$70.00
Oyster Dredge Public Ground	\$50.00
Oyster Hand Scrape	\$50.00
To shuck and pack oysters, for any number of gallons under 1,000	\$12.00
To shuck and pack oysters, for 1,000 gallons, up to 10,000	\$33.00

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To shuck and pack oysters, for 10,000 gallons, up to 25,000	\$74.00
To shuck and pack oysters, for 25,000 gallons, up to 50,000	\$124.00
To shuck and pack oysters, for 50,000 gallons, up to 100,000	\$207.00
To shuck and pack oysters, for 100,000 gallons, up to 200,000	\$290.00
To shuck and pack oysters, for 200,000 gallons or over	\$456.00
One-day permit to To relay condemned shellfish from a general oyster planting ground	\$150.00
4. BLUE CRAB HARVESTING AND SHEDDING LICENSES, EXCLUSIVE OF CRAB POT LICENSES	
For each person taking or catching crabs by dip nets	\$13.00
For ordinary trotlines	\$13.00
For patent trotlines	\$51.00
For each single-rigged crab-scrape boat	\$26.00
For each double-rigged crab-scrape boat	\$53.00
For up to 210 peeler pots	\$36.00
For up to 20 tanks and floats for shedding crabs	\$9.00
For more than 20 tanks or floats for shedding crabs	\$19.00
For each crab trap or crab pound	\$8.00
5. CRAB POT LICENSES	
For up to 85 crab pots	\$48.00
For over 85 but not more than 127 crab pots	\$79.00
For over 127 but not more than 170 crab pots	\$79.00
For over 170 but not more than 255 crab pots	\$79.00
For over 255 but not more than 425 crab pots	\$127.00
6. HORSESHOE CRAB, LOBSTER, AND SHRIMP LICENSES	
For each person harvesting horseshoe crabs by hand	\$16.00
For each boat engaged in fishing for or landing of lobster using less than 200 pots	\$41.00

For each boat engaged in fishing for or landing of lobster using 200 pots or more	\$166.00
For each person commercial shrimp trawling	\$100.00
7. CLAM HARVESTING LICENSES	
For each person taking or harvesting clams by hand, rake, or with ordinary tongs	\$24.00
For each single-rigged patent tong boat taking clams	\$58.00
For each double-rigged patent tong boat taking clams	\$84.00
For each boat using clam dredge (hand)	\$19.00
For each boat using clam dredge (power)	\$44.00
For each boat using hydraulic dredge to catch soft shell clams	\$83.00
For each person taking surf clams	\$124.00
Water Rake Permit	\$24.00
8. CONCH (WHELK) HARVESTING LICENSES	
For each boat using a conch dredge	\$58.00
For each person taking channeled whelk by conch pot	\$51.00
9. FINFISH HARVESTING LICENSES	
Each pound net	\$41.00
Each stake gill net of 1,200 feet in length or under, with a fixed location	\$24.00
All other gill nets up to 600 feet	\$16.00
All other gill nets over 600 feet and up to 1,200 feet	\$24.00
Each person using a cast net or throw net or similar device	\$13.00
Each fyke net head, weir, or similar device	\$13.00
For fish trotlines	\$19.00
Each person using or operating a fish dip net	\$9.00
On each haul seine used for catching fish, under 500 yards in length	\$48.00
On each haul seine used for catching fish, from 500 yards in length to 1,000 yards in length	\$146.00
For each person using commercial hook and line	\$31.00

For each person using commercial hook and line for catching striped bass only	\$31.00
For up to 100 fish pots	\$19.00
For over 100 but not more than 300 fish pots	\$24.00
For over 300 fish pots	\$62.00
For up to 100 eel pots	\$19.00
For over 100 but not more than 300 eel pots	\$24.00
For over 300 eel pots	\$62.00
For each person electrofishing catfish	\$100.00
10. MENHADEN HARVESTING LICENSES	
Any person purchasing more than one of the following licenses, as described in this subsection, for the same vessel, shall pay a fee equal to that for a single license for the same vessel.	
On each boat or vessel under 70 gross tons fishing for the purse seine menhaden reduction sector	\$249.00
On each vessel 70 gross tons or over fishing for the purse seine menhaden reduction sector	\$996.00
On each boat or vessel under 70 gross tons fishing for the purse seine menhaden bait sector	\$249.00
On each vessel 70 gross tons or over fishing for the purse seine menhaden bait sector	\$996.00
11. COMMERCIAL GEAR FOR RECREATIONAL USE	
Up to five crab pots with a terrapin excluder device	\$36.00
Up to five crab pots without a terrapin excluder device	\$46.00
Crab trotline (300 feet maximum)	\$10.00
One crab trap or crab pound	\$6.00
One gill net up to 300 feet in length	\$9.00
Fish dip net	\$7.00
Fish cast net	\$10.00
Up to two eel pots	\$10.00
12. SALTWATER RECREATIONAL FISHING LICENSE	
Individual, resident (one year)	\$17.50
Individual, resident (two years)	\$33.50
Individual, resident (three years)	\$49.50
Individual, resident (four years)	\$65.50

Individual, nonresident (one year)	\$25.00
Temporary 10-Day, resident	\$10.00
Temporary 10-Day, nonresident	\$10.00
Recreational boat, resident	\$48.00
Recreational boat, nonresident, provided a nonresident may not purchase a recreational boat license unless his boat is registered in Virginia	\$76.00
Head Boat/Charter Boat, resident, six or less passengers	\$190.00
Head Boat/Charter Boat, nonresident, six or less passengers	\$380.00
Head Boat/Charter Boat, resident, more than six passengers, plus \$5.00 per person, over six persons	\$190.00
Head Boat/Charter Boat, nonresident, more than six passengers, plus \$5.00 per person, over six persons	\$380.00
Rental Boat, resident, per boat, with maximum fee of \$703	\$14.00
Rental Boat, nonresident, per boat, with maximum fee of \$1270	\$18.00
Commercial Fishing Pier (Optional)	\$632.00
Disabled Resident Lifetime Saltwater License	\$10.00
Disabled Nonresident Lifetime Saltwater License	\$10.00
Reissuance of Saltwater Recreational Boat License	\$5.00
13. COMBINED SPORTFISHING LICENSE	
This license is to fish in all inland waters and tidal waters of the Commonwealth during open season.	
Residents	\$39.50
Nonresidents	\$71.00
14. COMBINED SPORTFISHING TRIP LICENSE	
This license is to fish in all inland waters and tidal waters of the Commonwealth during open season for five consecutive days.	
Residents	\$24.00
Nonresidents	\$31.00
15. TIDAL BOAT SPORTFISHING LICENSE	
Residents	\$126.00

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Nonresidents	\$201.00
16. LIFETIME SALTWATER RECREATIONAL FISHING LICENSES	
Individual Resident Lifetime License	\$276.00
Individual Nonresident Lifetime License	\$500.00
Individual Resident Lifetime License age 45 - 50	\$132.00
Individual Nonresident Lifetime License age 45 - 50	\$240.00
Individual Resident Lifetime License age 51 - 55	\$99.00
Individual Nonresident Lifetime License age 51 - 55	\$180.00
Individual Resident Lifetime License age 56 - 60	\$66.00
Individual Nonresident Lifetime License age 56 - 60	\$120.00
Individual Resident Lifetime License age 61 - 64	\$35.00
Individual Nonresident Lifetime License age 61 - 64	\$60.00
Individual Resident Lifetime License age 65 and older	\$5.00

VA.R. Doc. No. R24-7809; Filed March 26, 2024, 2:52 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: **4VAC20-1290. Pertaining to Restrictions on the Harvest of Shellfish and in Condemned Shellfish Areas (amending 4VAC20-1290-20, 4VAC20-1290-30, 4VAC20-1290-40).**

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

Effective Date: April 1, 2024.

Agency Contact: Jennifer Farmer, Regulatory Coordinator, Marine Resources Commission, 380 Fenwick Road, Building 96, Fort Monroe, VA 23651, telephone (757) 247-2248, FAX (757) 247-2002, or email jennifer.farmer@mrc.virginia.gov.

Summary:

The amendments (i) update the name of a division of the Virginia Department of Health and (ii) disallow leasing as general oyster planting grounds all unassigned or vacant

state-owned bottomland designated as a condemned shellfish area.

4VAC20-1290-20. Definitions.

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

"Daily restricted shellfish area relay permit" means a one-day permit issued by the Marine Resources Commission for the relay of shellfish from a general oyster planting ground within a restricted shellfish area.

"Restricted shellfish area" means any area designated by the Virginia Department of Health, Division of Shellfish ~~Sanitation, Safety and Waterborne Hazards~~ wherein it shall be unlawful for any person, firm, or corporation to take shellfish for any purpose except by permit granted by the Marine Resources Commission as provided in § 28.2-810 of the Code of Virginia.

"Prohibited shellfish area" means any area designated by the Virginia Department of Health, Division of Shellfish ~~Sanitation, Safety and Waterborne Hazards~~ wherein it shall be unlawful for any person, firm, or corporation to take shellfish for any purpose.

4VAC20-1290-30. Restrict leasing of condemned shellfish areas.

All unassigned or vacant state-owned bottomland designated as a condemned shellfish area that is not assigned to or reserved for riparian owners ~~prior to June 1, 2015~~, by the Virginia Department of Health, and classified as either restricted shellfish area or prohibited shellfish area for the direct harvest of shellfish, shall not be leased as general oyster planting grounds.

4VAC20-1290-40. Permit to relay shellfish from restricted shellfish areas.

A. It shall be unlawful to relay shellfish from a general oyster planting ground within a restricted shellfish area without first obtaining a daily restricted shellfish area relay permit from the Marine Resources Commission.

B. The daily restricted shellfish area relay permit shall be valid for only one calendar day of shellfish relay activities. Shellfish area relay activities authorized by issuance of a daily restricted shellfish area relay permit shall not begin before 6 a.m. and shall not extend beyond 6 p.m.

C. A daily restricted shellfish area relay permit shall only be issued to a lawfully licensed oyster aquaculture product owner permittee or a clam aquaculture product owner permittee.

D. Any person whose commercial fisherman registration license, oyster aquaculture product owner permit, or clam aquaculture product owner permit is currently revoked or rescinded by the Marine Resources Commission pursuant to § 28.2-232 or 28.2-528 of the Code of Virginia shall not be authorized to possess a

daily restricted shellfish area relay permit. Any person who fails to pay at any time all fees, all costs, and the current annual rent for the general oyster planting ground identified for harvest or relay of shellfish shall be subject to either nonissuance or termination of that daily restricted shellfish area relay permit.

E. The daily restricted shellfish area relay permit shall include (i) the name, address, and telephone number of the permittee; (ii) the location of the Virginia Department of Health, Division of Shellfish ~~Sanitation, Safety and Waterborne Hazards~~ restricted shellfish area; (iii) the general oyster planting ground lease numbers from which the shellfish will be harvested ~~from~~; (iv) the location of the Virginia Department of Health, Division of Shellfish ~~Sanitation Safety and Waterborne Hazards~~ approved relay area; (v) the general oyster planting ground lease numbers on which the shellfish will be planted ~~on~~; (vi) the vessel identification for each vessel used to relay shellfish (Coast Guard documentation number, Virginia license number, or hull/VIN number); (vii) the vehicle identification number for each vehicle used to relay shellfish (Virginia license number or VIN number); (viii) the identification and address of any offloading location or facility; and (ix) if cages will be used and conform to the provisions established by ~~4VAC20-310~~, "Pertaining to the Relaying of Shellfish (4VAC20-310)."

F. Any harvesting of shellfish from a restricted shellfish area, including any loading of vessels or vehicles, and planting of shellfish from a restricted shellfish area shall be conducted under Marine Resources Commission staff supervision. All scheduling of harvesting and planting of shellfish from a restricted shellfish area shall be determined by the marine police area supervisors based on the availability of Marine Resources Commission staff and weather conditions. Permittees shall notify the marine police supervisors of the restricted shellfish harvest area and corresponding planting area no later than one week before any restricted shellfish area relay activities can occur.

G. ~~Upon~~ Prior to approval of any daily restricted shellfish area relay permit and before issuance of ~~said~~ such permit, the permittee shall pay the Marine Resources Commission a one-time fee of \$150.00 ~~for each day of planned shellfish relay activities for the calendar year in which the shellfish relay will occur.~~

VA.R. Doc. No. R24-7810; Filed March 26, 2024, 2:53 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: 4VAC20-1350. Pertaining to General Oyster Planting Ground Lease Renewal Fee (amending 4VAC20-1350-30).

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

Effective Date: March 28, 2024.

Agency Contact: Jennifer Farmer, Regulatory Coordinator, Marine Resources Commission, 380 Fenwick Road, Building 96, Fort Monroe, VA 23651, telephone (757) 247-2248, FAX (757) 247-2002, or email jennifer.farmer@mrc.virginia.gov.

Summary:

The amendments allow for online submission of (i) an application for renewal of a general oyster planting grounds lease and (ii) the associated fee.

4VAC20-1350-30. General oyster planting ground review form, fee, and denial.

A. Each leaseholder shall complete ~~the an~~ an application ~~form~~ for renewal of general oyster planting ground prior to the expiration of each 10-year lease term. ~~The form shall be sent to the leaseholder by regular postal mail and certified postal mail approximately two months prior to the 10-year lease renewal date.~~

B. A nonrefundable fee for review of the renewal application, as authorized by § 28.2-613 of the Code of Virginia, shall be \$150 per lease. This fee shall be submitted with the completed ~~form, application and the completed form and fee both~~ form, application and the completed form and fee both must be received or postmarked on or before the current 10-year lease expiration date.

C. The review for reassignment of a general oyster planting ground lease shall be conducted by the commissioner considering the requirements of § 28.2-613 of the Code of Virginia and all lease use or production requirements contained within either regulation or guidance as approved by the commission. Failure to meet use or production requirements or failure to return the completed ~~form~~ application and fee by the expiration date of the current 10-year term shall result in denial of the lease renewal.

D. ~~Any~~ The commissioner's decision to deny a lease renewal application shall be mailed by certified mail to the last known address for the applicant.

NOTICE: The following forms used in administering the regulation have been filed by the agency. Amended or added forms are reflected in the listing and are published following the listing. Online users of this issue of the Virginia Register of Regulations may also click on the name to access a form. The forms are also available from the agency contact or may be viewed at the Office of Registrar of Regulations, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, Virginia 23219.

FORMS (4VAC20-1350)

~~Application for Reassignment of Oyster Planting Ground Review Form (eff. 7/2019)~~

Oyster Planting Ground Lease Renewal Application, online web application (filed 3/2024)

VA.R. Doc. No. R24-7806; Filed March 26, 2024, 2:54 p.m.



TITLE 9. ENVIRONMENT

STATE WATER CONTROL BOARD

Final Regulation

REGISTRAR'S NOTICE: The State Water Control Board is claiming an exemption from the Administrative Process Act in accordance with § 2.2-4006 A 8 of the Code of Virginia, which exempts general permits issued by the State Water Control Board pursuant to the State Water Control Law (§ 62.1-44.2 et seq.) and Chapters 24 (§ 62.1-242 et seq.) and 25 (§ 62.1-254 et seq.) of Title 62.1 of the Code of Virginia if the board (i) provides a Notice of Intended Regulatory Action in conformance with the provisions of § 2.2-4007.01 of the Code of Virginia; (ii) following the passage of 30 days from the publication of the Notice of Intended Regulatory Action, forms a technical advisory committee composed of relevant stakeholders, including potentially affected citizens groups, to assist in the development of the general permit; (iii) provides notice and receives oral and written comment as provided in § 2.2-4007.03 of the Code of Virginia; and (iv) conducts at least one public hearing on the proposed general permit. The State Water Control Board will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

Title of Regulation: 9VAC25-190. Virginia Pollutant Discharge Elimination System (VPDES) General Permit Regulation for Nonmetallic Mineral Mining (amending 9VAC25-190-15, 9VAC25-190-20, 9VAC25-190-50, 9VAC25-190-60, 9VAC25-190-70).

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

Effective Date: July 1, 2024.

Agency Contact: Peter Sherman, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 659-2666, FAX (804) 698-4178, or email peter.sherman@deq.virginia.gov.

Background: The Virginia Pollutant Discharge Elimination System (VPDES) General Permit Regulation for Nonmetallic Mineral Mining (9VAC25-190) has existed since 1994. This general permit contains effluent limitations, monitoring requirements, and special conditions for discharges of process wastewater, which may be commingled with stormwater, and stormwater associated with industrial activity to surface waters. The changes to the regulation are being made to reissue this general permit and in response to technical advisory committee suggestions and staff requests to revise, update, and clarify the permit conditions.

Summary:

Amendments to the general permit regulation include (i) revising the term of the general permit regulation to July 1, 2024, through June 30, 2029; (ii) updating the name "Virginia Department of Mines, Minerals and

Energy" to "Virginia Department of Energy"; (iii) changing the following aspects of the registration statement requirements: replace facility operator with facility contact; add a National Association of Insurance Commissioners code requirement for permittees; revise the substantially identical and representative stormwater outfall language; add a requirement to indicate ownership type; and add a conditional electronic submittal requirement for registration statements, which provides for notice and a three-month period before it becomes effective; (iv) specifying that for visual monitoring of stormwater discharges, samples must be in a clean, colorless glass or plastic container and examined in a well-lit area; (v) revising the total maximum daily load (TMDL) special condition so it is not limited to stormwater and is consistent with VPDES requirements and other permits; (vi) adding discharge requirements for emergency dewatering during flooded conditions; (vii) revising the representative outfalls provision to coordinate with edits to the registration statement; (viii) under Stormwater Pollution Prevention Plan (SWPPP) deadlines, simplifying the reference to continuing coverage by removing the year of the general permit; (ix) supplementing the language triggering review and amendment of the SWPPP to include any other process, observation, or event results in a determination that modifications to the SWPPP are necessary; (x) for authorized non-stormwater discharges, clarifying that firefighting includes firefighting training activities managed in a manner to avoid an instream impact in accordance with § 9.1-207.1 of the Code of Virginia and that building washdown be managed in a manner to avoid an instream impact; (xi) under standard conditions, adding a conditional electronic submittal requirement for discharge monitoring reports that provides for notice and a three-month period before it becomes effective; (xii) under noncompliance reporting, revising the 24-hour reporting language and updating the link for online reporting; (xiii) specifying that online reporting is required for reporting outside of normal working hours; (xiv) for emergency calls, changing "Virginia Department of Emergency Services" to "Virginia Department of Emergency Management's Emergency Operations Center"; and (xv) for inspection and entry, clarifying that an authorized representative of the director includes an authorized contractor acting as a representative of the administrator.

Changes to the proposed regulation clarify provisions and respond to comments by the U.S. Environmental Protection Agency to improve consistency with federal regulations.

9VAC25-190-15. Applicability of incorporated references based on the dates that they became effective.

Except as noted, when a regulation of the U.S. Environmental

Protection Agency set forth in Title 40 of the Code of Federal Regulations is referenced or adopted in this chapter and incorporated by reference that regulation shall be as it exists and has been published as of July 1, 2018 [2022 2023].

9VAC25-190-20. Purpose; effective date of permit.

A. The purpose of this chapter is to establish General Permit Number VAG84 to regulate [process] wastewater and stormwater discharges to surface waters from nonmetallic mineral mines as follows:

1. For active and inactive nonmetallic mineral mining facilities in [SIC Standard Industrial Classification (SIC)] Major Group 14, this general permit covers discharges composed entirely of stormwater associated with industrial activity.

2. This general permit authorizes the discharge of process wastewater as well as stormwater associated with industrial activity from active and inactive mineral mines classified under:

- a. SIC Code 1411 - NAICS Code 212311,
- b. SIC Code 1422 - NAICS Code 212312,
- c. SIC Code 1423 - NAICS Code 212313,
- d. SIC Code 1429 - NAICS Code 212319,
- e. SIC Code 1442 - NAICS Code 212321,
- f. SIC Code 1455 - NAICS Code 212324,
- g. SIC Code 1459 - NAICS Code 212325, excluding bentonite and magnesite mines,
- h. SIC Code 1475 - [NAICS NAICS] Code 212392, and
- i. SIC Code 1499 - NAICS Code 212399, excluding gypsum, graphite, asbestos, diatomite, jade, novaculite, wollastonite, tripoli or asphaltic mineral mines.

3. Coal mining, metal mining, and oil and gas extraction are not covered by this general permit.

B. This general permit will become effective on July 1, 2019 2024, and will expire June 30, 2024 2029. For any covered owner, this general permit is effective upon compliance with all the provisions of 9VAC25-190-50 and the receipt of this general permit.

9VAC25-190-50. Authorization to discharge.

A. Any owner governed by this general permit is authorized to discharge process wastewater and stormwater as described in 9VAC25-190-20 A 1 and 2 to surface waters of the Commonwealth of Virginia provided that:

1. The owner submits a registration statement in accordance with 9VAC25-190-60, and that registration statement is accepted by the board department;
2. The owner submits the required permit fee;

3. The owner complies with the applicable effluent limitations and other requirements of 9VAC25-190-70;

4. The owner has and maintains during such authorization a mineral mining permit for the operation to be covered by this general permit that has been approved by the Virginia Department of ~~Mines, Minerals and~~ Energy, Division of Mineral Mining (or an associated waived program, locality, or state agency) under provisions and requirements of Title ~~45.1~~ 45.2 of the Code of Virginia. Mineral mines located in bordering states with discharges in Virginia shall provide documentation that they have a mining permit from the appropriate state authority. Mineral mines owned and operated by governmental bodies not subject to the provisions and requirements of Title ~~45.1~~ 45.2 of the Code of Virginia are exempt from this requirement; and

5. The board department has not notified the owner that the discharge is not eligible for coverage in accordance with subsection B of this section.

B. The board department will notify an owner that the discharge is not eligible for coverage under this general permit in the event of any of the following:

1. The owner is required to obtain an individual permit in accordance with 9VAC25-31-170 B 3 of the [VPDES Virginia Pollutant Discharge Elimination System (VPDES)] Permit Regulation;

2. The owner is proposing to discharge to state waters specifically named in other board regulations that prohibit such discharges;

3. The discharge violates or would violate the antidegradation policy in the water quality standards at 9VAC25-260-30; or

4. The discharge is not consistent with the assumptions and requirements of an approved [TMDL total maximum daily load (TMDL)] .

C. Compliance with this general permit constitutes compliance for purposes of enforcement with §§ 301, 302, 306, 307, 318, 403, and ~~405(b)~~ 405(a) and (b) of the federal Clean Water Act and the State Water Control Law, with the exceptions stated in 9VAC25-31-60 of the VPDES Permit Regulation. Approval for coverage under this general permit does not relieve any owner of the responsibility to comply with any other applicable federal, state, or local statute, ordinance, or regulation.

D. Continuation of permit coverage.

1. Permit coverage shall expire at the end of the applicable permit term. However, expiring permit coverages are automatically continued if the owner has submitted a complete registration statement at least 60 days prior to the expiration date of the permit, or a later submittal date established by the board department, which cannot extend

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beyond the expiration date of the permit. The permittee is authorized to continue to discharge until such time as the ~~board~~ department either:

- a. Issues coverage to the owner under this general permit; or
 - b. Notifies the owner that the discharge is not eligible for coverage under this general permit.
2. When the owner that was covered under the expiring or expired general permit has violated or is violating the conditions of that permit, the ~~board~~ department may choose to do any or all of the following:
- a. Initiate enforcement action based upon the general permit coverage that has been continued;
 - b. Issue a notice of intent to deny coverage under the reissued general permit. If the general permit coverage is denied, the owner would then be required to cease the discharges authorized by the continued coverage or be subject to enforcement action for discharging without a permit;
 - c. Issue an individual permit with appropriate conditions; or
 - d. Take other actions authorized by the VPDES Permit Regulation (9VAC25-31).

9VAC25-190-60. Registration statement.

A. Any owner seeking coverage under this general permit shall submit a complete VPDES [~~general permit registration statement~~ General Permit Registration Statement] in accordance with this section, which shall serve as a notice of intent for coverage under the VPDES general permit for nonmetallic mineral mining facilities.

1. New facilities. Any owner proposing a discharge shall submit a complete registration statement at least 60 days prior to the date planned for commencement of the discharge or a later submittal date established by the ~~board~~ department.
2. Existing facilities.
 - a. Any owner covered by an VPDES individual permit that is proposing to be covered by this general permit shall submit a complete registration statement at least 240 days prior to the expiration date of the individual VPDES permit.
 - b. Any owner that was authorized to discharge under the expiring VPDES general permit for nonmetallic mineral mining and that intends to continue coverage under this general permit shall submit a complete registration statement to the ~~board~~ department at least 60 days prior to the expiration of the existing permit or a later submittal date established by the ~~board~~ department.

B. Late registration statements. Registration statements for existing facilities covered under subdivision A 2 b of this

section will be accepted after the expiration date of this permit, but authorization to discharge will not be retroactive.

C. The required registration statement shall contain the following information:

1. Facility owner and ~~operator or other facility~~ contact name, address, email address, and telephone number;
2. Facility name, county, and location;
3. Description of mining activity;
4. Primary and secondary SIC and [~~NAIC NAICS~~] codes;
5. Discharge information including:
 - a. A list of outfalls identified by outfall numbers;
 - b. Characterization of the type of each listed outfall's discharge as either process wastewater, stormwater, or process wastewater commingled with stormwater;
 - c. Characterization of the source of each listed outfall's discharge as either mine pit dewatering, stormwater associated with industrial activity (see definition in 9VAC25-190-10), stormwater not associated with industrial activity, groundwater infiltration, [process] wastewater from vehicle or equipment degreasing activities, vehicle washing and return water from operations where mined material is dredged, mined material washing, noncontact cooling water, miscellaneous plant cleanup wastewater, colocated facility discharges (identify the colocated facility), other discharges not listed here (describe), or any combination of the ~~above~~ items listed in this subdivision c;
 - d. The receiving stream, including wetlands for each outfall listed;
 - e. The latitude and longitude for each outfall listed; and
 - f. Indicate which stormwater outfalls ~~will be representative outfalls that require a single discharge monitoring report (DMR). For stormwater outfalls that are to be represented by other outfall discharges, provide a description of the activities associated with those outfalls and explain why they are substantially the same as the representative outfall to be sampled; could operate as substantially identical or representative outfalls (if any). Provide the following for each:~~
 - (1) The locations of the outfalls; and
 - (2) Why the outfalls are expected to discharge substantially identical effluents including, where available, evaluation of monitoring data;
6. Indicate if the facility has a current VPDES permit and the permit number if it does;
7. Description of [process] wastewater treatment, reuse or recycle systems, or both;
8. List of any treatment chemicals added to [process] wastewater or stormwater that could be discharged. Include

safety data sheets, the maximum proposed dosing rates, and a demonstration that application or use will not result in aquatic toxicity;

9. List of colocated facilities;

10. Indicate if the facility is a hazardous waste treatment, storage, or disposal facility;

11. Schematic drawing showing water flow from source to water-using industrial operations to waste treatment and disposal; and disposal of any solids removed from [process] wastewater;

12. Aerial photo or scale map that clearly shows the property boundaries, plant site, drainage areas associated with each outfall, locations of all mine pit dewatering, existing, significant sources of materials exposed to precipitation, stormwater or process wastewater outfalls, and [~~the~~] receiving streams;

13. Evidence, such as the permit-license to operate a mine page, that the operation to be covered by this general permit has a mining permit that has been approved by the Virginia Department of ~~Mines, Minerals and~~ Energy, Division of Mineral Mining (or associated waived program) under the provisions and requirements of Title ~~45.1~~ 45.2 of the Code of Virginia (or appropriate bordering state authorization). Mineral mines owned and operated by governmental bodies not subject to the provisions and requirements of Title ~~45.1~~ 45.2 of the Code of Virginia are exempt from this requirement;

14. Mining permit number;

15. Whether the permitted facility will discharge to a municipal separate storm sewer system (MS4). If yes, the facility owner shall notify the MS4 owner of the existence of the discharge at the time of registration under this permit and include that notification with the registration statement. The notification shall include the following information: the name of the facility, a contact person and contact information, the location of the discharge, the nature of the discharge, and the facility's VPDES general permit number if assigned by DEQ;

16. Indicate if there are vehicle or equipment degreasing activities performed on site. If yes, indicate if there is any process wastewater generated from these activities;

17. Provide certification that the process wastewater system is designed to operate as "no discharge" if special condition 9VAC25-190-70 Part I B 15 is to apply to the facility. Identify the emergency outfall number;

18. State Corporation Commission entity identification number if the facility is required to obtain an entity identification number by law; ~~and~~

19. Ownership type, whether located on Indian lands, and existing [~~VPA~~ VPDES] permits; and

20. The following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

D. The registration statement shall be signed in accordance with 9VAC25-31-110.

E. Where to submit. The registration statement shall be delivered to the department by either postal or electronic mail and shall be submitted to the DEQ regional office serving the area where the industrial facility is located. Following notification from the department of the start date for the required electronic submission of Notice of Intent to Discharge forms (i.e., registration statements), as provided for in 9VAC25-31-1020, such forms submitted after that date shall be electronically submitted to the department in compliance with this section and 9VAC25-31-1020. There shall be at least a three-month notice provided between the notification from the department and the date after which such forms must be submitted electronically.

9VAC25-190-70. General permit.

Any owner whose registration statement is accepted by the ~~board~~ department will receive coverage under the following general permit and shall comply with the requirements in the general permit and be subject to all requirements of 9VAC25-31-190.

General Permit No.: VAG84
Effective date: July 1, ~~2019~~ 2024
Expiration date: June 30, ~~2024~~ 2029

GENERAL PERMIT FOR NONMETALLIC MINERAL MINING
AUTHORIZATION TO DISCHARGE UNDER THE VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM AND THE VIRGINIA STATE WATER CONTROL LAW

In compliance with the provisions of the Clean Water Act, as amended, and pursuant to the State Water Control Law and regulations adopted pursuant to it, owners of nonmetallic mineral mines are authorized to discharge to surface waters within the boundaries of the Commonwealth of Virginia, except those specifically named in board regulations that prohibit such discharges.

The authorized discharge shall be in accordance with the information submitted with the registration statement, this cover page, Part I - Effluent Limitations, Monitoring

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Requirements, and Special Conditions, Part II - Stormwater Management, and Part III - Conditions Applicable to All VPDES Permits, as set forth in this permit.

Part I

Effluent Limitations, Monitoring Requirements, and Special Conditions

A. Effluent limitations and monitoring requirements.

1. During the period beginning with the permittee's coverage under this general permit and lasting until the permit's expiration date, the permittee is authorized to discharge process wastewater and commingled stormwater associated with industrial activity from outfalls.

Such discharges shall be limited and monitored by the permittee as specified below in [the following table Table 1]:

[<u>TABLE 1</u>]					
EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS			MONITORING REQUIREMENTS	
	Monthly Average	Daily Minimum	Daily Maximum	Frequency ⁽¹⁾	Sample Type
Flow (MGD)	NL	NA	NL	1/3 Months	Estimate
Total Suspended Solids (mg/l) ⁽²⁾	30	NA	60	1/3 Months	Grab
pH (standard units) ⁽²⁾⁽³⁾	NA	6.0	9.0	1/3 Months	Grab

NL = No Limitation, monitoring required
 NA = Not Applicable
⁽¹⁾1/3 Months equals the following three-month periods each year of permit coverage: January through March, April through June, July through September, and October through December. Discharge Monitoring Reports (DMRs) of quarterly monitoring shall be submitted to the [DEQ department's applicable] regional office no later than the 10th day of April, July, October, and January.
⁽²⁾See Special Condition 18 with regard to conditions applicable to emergency dewatering.
⁽³⁾Where the Water Quality Standards (9VAC25-260) establish alternate standards for pH, [those standards the most stringent limits (technology-based or water quality-based)] shall be the minimum and maximum pH effluent limits.

2. During the period beginning with the permittee's coverage under the general permit and lasting until the permit's expiration date, the permittee is authorized to discharge stormwater associated with industrial activity that does not

combine with other [process] wastewaters prior to discharge from outfalls.

a. Such discharges shall be [limited and] monitored by the permittee as specified below in [the following table Table 2]:

[<u>TABLE 2</u>]					
EFFLUENT CHARACTERISTICS	[<u>DISCHARGE LIMITATIONS EVALUATION VALUE MONITORING</u>]			MONITORING REQUIREMENTS	
	Monthly Average	Daily Minimum	Daily Maximum	Frequency ⁽¹⁾	Sample Type
Flow (MG)	NA	NA	NL	1/Year	Estimate ⁽²⁾
Total Suspended Solids (mg/l)	NA	NA	[<u>NL 100</u>] ⁽³⁾	1/Year	Grab
pH (standard units)	NA	NL	NL	1/Year	Grab

NL = No Limitation, monitoring required
 NA = Not applicable
⁽¹⁾Discharge Monitoring Reports (DMRs) of yearly monitoring (January 1 to December 31) shall be submitted to the [DEQ department's applicable] regional office no later than the 10th day of January.

(2) Estimate of the total volume of the discharge during the storm event.

(3) Permittees shall review the results of the TSS monitoring required by Part I A 2 a to determine if changes to the [~~stormwater pollution prevention plan~~ Stormwater Pollution Prevention Plan] (SWPPP) may be necessary. If the [~~TSS total suspended solids~~ (TSS)] monitoring results are greater than the evaluation value [~~of 100 mg/l, indicated in Table 2~~] then the permittee shall perform a routine facility inspection within five days of becoming aware of the exceedance and maintain documentation as described in Part II H 3 d for that outfall. Any deficiencies noted during the inspection shall be corrected within 60 days of being identified.

b. The permittee shall conduct calendar quarterly visual monitoring of stormwater discharges associated with [the] industrial activity. The monitoring shall include examination of stormwater samples representative of storm event discharges from the facility and observation of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution. Samples will be in a clean, colorless glass or plastic container and examined in a well-lit area. Documentation of visual monitoring of stormwater shall be maintained onsite in the SWPPP and include the examination date and time, examination personnel, outfall location, the nature of the discharge (i.e., runoff or snowmelt), visual quality of the stormwater discharge [] and probable sources of any observed stormwater contamination. Part II A regarding monitoring instructions, Part II B regarding representative outfalls, and Part II C regarding sampling waivers shall apply to the taking of samples for visual monitoring except that the documentation required by these sections shall be retained with the SWPPP rather than submitted to the department. Calendar quarters equal the following three-month periods each year of permit coverage: January through March, April through June, July through September, and October through December.

B. Special conditions.

1. Vehicles and equipment utilized during the industrial activity on a site must be operated and maintained in such a manner as to prevent the potential or actual point source pollution of the surface or groundwaters of the state. Fuels, lubricants, coolants, and hydraulic fluids, or any other petroleum products; shall not be disposed of by discharging on the ground or into surface waters. Spent fluids shall be disposed of in a manner so as not to enter the surface or groundwaters of the state and in accordance with the applicable state and federal disposal regulations. Any spilled fluids shall be cleaned up and disposed of in a manner so as not to allow their entry into the surface or groundwaters of the state.
2. No sewage shall be discharged from this mineral mining activity except under the provisions of another VPDES permit specifically issued for that purpose.
3. There shall be no chemicals added to the discharge, other than those listed on the owner's approved registration

statement, unless prior approval of the chemical is granted by the ~~board~~ department.

4. The permittee shall submit a new registration statement if the mining permit approved by the Division of Mineral Mining (or associated waived program, or bordering state mine authority) is modified or reissued in any way that would affect the outfall location or the characteristics of a discharge covered by this general permit. Government owned and operated mines without mining permits shall submit the registration statement whenever outfall location or characteristics are altered. The new registration statement shall be filed within 30 days of the outfall relocation or change in the characteristics of the discharge.

5. The permittee shall notify the department as soon as they know or have reason to believe:

a. That any activity has occurred or will occur that would result in the discharge, on a routine or frequent basis, of any toxic pollutant that is not limited in this permit, if that discharge will exceed the highest of the following notification levels:

- (1) One hundred micrograms per liter (100 µg/l) of the toxic pollutant;
- (2) Two hundred micrograms per liter (200 µg/l) for acrolein and acrylonitrile; five hundred micrograms per liter (500 µg/l) for 2,4-dinitrophenol and for 2-methyl-4,6-dinitrophenol; and one milligram per liter (1 mg/l) for antimony;
- (3) Five times the maximum concentration value reported for that pollutant in the permit application; or
- (4) The level established by the ~~board~~ department.

b. That any activity has occurred or will occur that would result in any discharge, on a nonroutine or infrequent basis, of a toxic pollutant that is not limited in this permit, if that discharge will exceed the highest of the following notification levels:

- (1) Five hundred micrograms per liter (500 µg/l) of the toxic pollutant;
- (2) One milligram per liter (1 mg/l) for antimony;
- (3) Ten times the maximum concentration value reported for that pollutant in the permit application; or
- (4) The level established by the ~~board~~ department in accordance with 9VAC25-31-220 F.

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6. Any and all product, materials, industrial wastes, or other wastes resulting from the purchase, sale, mining, extraction, transport, preparation, or storage of raw or intermediate materials, final product, by-product, or wastes shall be handled, disposed of, or stored in such a manner and consistent with best management practices, so as not to permit a discharge of such product, materials, industrial wastes, or other wastes to state waters, except as expressly authorized.

7. There shall be no discharge of process wastewater pollutants from colocated asphalt paving materials operations. For the purposes of this special condition, process wastewater pollutants are any pollutants present in water used in asphalt paving materials manufacturing that come into direct contact with any raw materials, intermediate product, by-product, or product related to the asphalt paving materials manufacturing process.

8. Process [~~water wastewater~~] may be used on site for the purpose of dust suppression. Dust suppression shall be carried out as a best management practice but not as a [process] wastewater disposal method provided that ponding or direct runoff from the site does not occur during or immediately following its application. Dust suppression shall not occur during a storm event that results in an actual discharge from the site.

9. Process [~~water wastewater~~] from mine dewatering may be provided to local property owners for beneficial agricultural use.

10. There shall be no:

- a. Discharge of floating solids or visible foam in other than trace amounts from process [~~water wastewater~~] discharges;
- b. Solids deposition to surface water as a result of a discharge associated with industrial activity; or
- c. Oil sheen resulting from petroleum products discharged to surface water as a result of the industrial activity.

11. The permittee shall report at least two significant digits for a given parameter. Regardless of the rounding convention used (i.e., five always rounding up or to the nearest even number) by the permittee, the permittee shall use the convention consistently and shall ensure that consulting laboratories employed by the permittee use the same convention.

12. Discharges to waters ~~subject to TMDL wasteload allocations with an approved total maximum daily load (TMDL)~~. Owners of facilities that are a source of the specified pollutant of concern to waters ~~for which where a total maximum daily load (TMDL) wasteload allocation has been approved prior to the term of this permit shall incorporate implement~~ measures and controls ~~into the SWPPP required by Part II~~ that are consistent with the assumptions and requirements of the TMDL. The

department will provide written notification to the owner that a facility is subject to the TMDL requirements. If the TMDL establishes a numeric wasteload allocation that applies to discharges from the facility, the owner shall perform any required monitoring for the pollutant of concern in accordance with the monitoring frequencies in Part I A and implement measures necessary to meet that allocation. At permit reissuance, the permittee shall submit a demonstration with the registration statement to show the wasteload allocation is being met.

13. The discharges authorized by this permit shall be controlled as necessary to meet applicable water quality standards.

14. Inactive and unstaffed facilities (including temporarily inactive and unstaffed facilities).

a. A waiver of the process and stormwater monitoring and routine inspections may be exercised by the ~~board~~ department at a facility that is both inactive and unstaffed as long as the facility remains inactive and unstaffed. Such a facility is required to conduct ~~an annual~~ a site inspection in accordance with the requirements in Part II H 3 d. No DMR reports will be required to be submitted when a facility is approved as inactive and unstaffed.

b. An inactive and unstaffed sites waiver request shall be submitted to the ~~board~~ department for approval and shall include the name of the facility; the facility's VPDES general permit registration number; a contact person, ~~phone~~ telephone number, and email address (if available); the reason for the request; and the date the facility became or will become inactive and unstaffed. The waiver request shall be signed and certified in accordance with Part III K. If this waiver is granted, a copy of the request and the ~~board's department's~~ written approval of the waiver shall be maintained with the SWPPP.

c. To reactivate the site the permittee shall notify the department within 30 days or an alternate timeframe if written approval is received in advance from the ~~board~~ department, and all process and stormwater monitoring and routine inspections shall be resumed immediately. This notification must be submitted to the department, signed in accordance with Part III K, and retained on site at the facility covered by this permit in accordance with Part III B.

d. The ~~board~~ department retains the authority to revoke this waiver when it is determined that the discharge causes, has a reasonable potential to cause, or contributes to a water quality standards violation.

15. Process wastewater systems designed to operate as "no discharge" shall have no discharge of [process] wastewater or pollutants, except in storm events greater than a 25-year, 24-hour storm event. In the event of such a discharge, the permittee shall report an unusual or extraordinary discharge per Part III H of this permit. No sampling or DMR is

required for these discharges as they are considered to be discharging in emergency discharge conditions. These discharges shall not contravene the Water Quality Standards (9VAC25-260), ~~as adopted and amended by the board,~~ or any provision of the State Water Control Law. Any other discharge from this type of system is prohibited, and shall be reported as an unauthorized discharge per Part III G of this permit.

16. Best management practices for blasting. The permittee shall utilize best management practices to ensure that contaminants do not enter surface water as a result of blasting at the site.

17. Notice of termination.

a. The owner may terminate coverage under this general permit by filing a complete notice of termination. The notice of termination may be filed after one or more of the following conditions have been met:

(1) Operations have ceased at the facility and there are no longer discharges of process wastewater or stormwater associated with the industrial activity;

(2) A new owner has assumed responsibility for the facility. A notice of termination does not have to be submitted if a VPDES Change of Ownership Agreement Form has been submitted;

(3) All discharges associated with this facility have been covered by a VPDES individual permit or an alternative VPDES permit; or

(4) Termination of coverage is being requested for another reason, provided the ~~board~~ department agrees that coverage under this general permit is no longer needed.

b. The notice of termination shall contain the following information:

(1) Owner's name, mailing address, telephone number, and email address (if available);

(2) Facility name and location;

(3) VPDES general permit registration number for the facility; and

(4) The basis for submitting the notice of termination, including:

(a) A statement indicating that a new owner has assumed responsibility for the facility;

(b) A statement indicating that operations have ceased at the facility, and there are no longer discharges from the facility;

(c) A statement indicating that all discharges have been covered by a VPDES individual permit; or

(d) A statement indicating that termination of coverage is being requested for another reason (state the reason).

c. The following certification:

"I certify under penalty of law that all [process] wastewater and stormwater discharges from the identified facility that are authorized by this VPDES general permit have been eliminated, or covered under a VPDES individual or alternative permit, or that I am no longer the owner of the facility, or permit coverage should be terminated for another reason listed above. I understand that by submitting this notice of termination, that I am no longer authorized to discharge nonmetallic mineral mining [process] wastewater or stormwater in accordance with the general permit, and that discharging pollutants to surface waters is unlawful where the discharge is not authorized by a VPDES permit. I also understand that the submittal of this notice of termination does not release an owner from liability for any violations of this permit or the Clean Water Act."

d. The notice of termination shall be submitted to the [~~DEQ~~ department's applicable] regional office serving the area where the facility discharge is located and signed in accordance with Part III K.

18. Discharge requirements for emergency dewatering during flooded conditions. For covered facilities except for those in SIC 1475, the monthly average and daily maximum discharge limitations for [TSS total suspended solids (TSS)] in Part I A 1 [Table 1] do not apply to mine pit dewatering discharges resulting from a storm equal to or greater than a 10-year, 24-hour storm event that has caused flood conditions within the mine such that normal operation at the active portion of the mine cannot continue. Rather, the TSS levels in such dewatering discharges shall not exceed a daily maximum of 100 mg/l during emergency dewatering. The operator must conduct such dewatering by pumping from the surface of the flooded area through a filtered mechanism to minimize the discharge of solids. The operator shall notify DEQ of such flooded conditions as an unusual or extraordinary discharge as described in Part III H of the permit. The emergency dewatering TSS limitation remains in effect until operation at the active portion of the mine resumes or the emergency dewatering activity has ceased, whichever occurs first. In no case shall the emergency dewatering TSS limit be applicable for more than 30 days from the beginning of the relevant 10-year, 24-hour storm event, unless otherwise approved by DEQ. The permittee shall take actions to maximize the settling of stormwater prior to and during dewatering. Cationic settling agents shall not be used during dewatering without prior DEQ approval of a demonstration that the use will not result in aquatic toxicity. During emergency dewatering, the permittee shall monitor for TSS daily and notify DEQ of any exceedances. Dewatering discharges shall not contravene the Water Quality Standards (9VAC25-260) or any provision of the State Water Control Law.

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Part II Stormwater Management

A. Monitoring instructions.

1. Collection and analysis of samples. Sampling requirements shall be assessed on an outfall-by-outfall basis. Samples shall be collected and analyzed in accordance with the requirements of Part III A.

2. When and how to sample.

a. In the case of snowmelt or a discharge from a stormwater management structure, a representative sample shall be taken at the time the discharge occurs.

b. For all other types of stormwater discharges, a minimum of one grab sample shall be taken resulting from a storm event that results in a discharge from the site (~~defined as a "measurable storm event"~~), [~~providing provided~~] the interval from the preceding measurable storm event discharge is at least 72 hours. The 72-hour storm interval is waived if the permittee is able to document with the discharge monitoring report (DMR) that less than a 72-hour interval is representative for local storm events during the sampling period. The grab sample shall be taken during the first 30 minutes of the discharge. If it is not practicable to take the sample during the first 30 minutes, the sample may be taken during the first three hours of discharge provided that the permittee explains with the DMR why a grab sample during the first 30 minutes was impracticable and maintains that documentation with the SWPPP.

B. Representative outfalls. If a facility has two or more exclusively stormwater outfalls that discharge substantially identical effluents, based on similarity of industrial activity, significant materials, frequency of discharges, and management practices and activities within the area drained by the outfalls, then the permittee may ~~submit information with the registration statement substantiating the request for only one DMR to be issued for the outfall to be sampled that represents one or more substantially identical outfalls~~ monitor the effluent stormwater of just one of the outfalls and report that the observations also apply to the substantially identical outfall. The permittee shall document representative outfalls in the SWPPP ~~and list on the DMR of the outfall to be sampled all outfall locations that are represented by the discharge~~. The representative outfall monitoring provisions apply to Part I A 2 a monitoring and quarterly visual monitoring.

The permittee must include the following information in the SWPPP:

1. The locations of the outfalls; and
2. An evaluation, including available monitoring data, indicating why the outfalls are expected to discharge substantially identical effluents.

C. Sampling waivers. When a permittee is unable to conduct quarterly stormwater monitoring required under Part I A 2 b within the specified sampling period due to no ~~measurable~~ storm event discharge or adverse weather conditions, documentation shall be submitted explaining the permittee's inability to conduct the stormwater monitoring. The documentation must include the dates and times that the outfalls were viewed and sampling was attempted. Adverse weather conditions that may prohibit the collection of samples include weather conditions that create dangerous conditions for personnel (such as local flooding, high winds, hurricane, tornadoes, or electrical storms, ~~—etc.~~). Acceptable documentation includes National Climatic Data Center weather station data, local weather station data, facility rainfall logs, and other appropriate supporting data. All documentation shall also be maintained with the SWPPP. This waiver is not applicable to annual monitoring required under Part I A 2 a.

D. Stormwater [~~pollution prevention plans (SWPPP)~~ Pollution Prevention Plan (SWPPP)]. [~~Ann A~~] SWPPP shall be developed and implemented for the facility. The plan shall include best management practices (BMPs) that are reasonable, economically practicable, and appropriate [~~in light of~~ considering] current industry practices. The BMPs shall be selected, designed, installed, implemented, and maintained in accordance with good engineering practices to eliminate or reduce the pollutants in all stormwater discharges from the facility. The SWPPP shall also include all control measures necessary for the stormwater discharges to meet applicable water quality standards.

The SWPPP requirements of this general permit may be fulfilled, in part, by incorporating by reference other plans or documents, such as an erosion and sediment control plan, a mine drainage plan as required by the Virginia [Department of Energy] Division of Mineral Mining, a [~~spill prevention control and countermeasure~~ Spill Prevention Control and Countermeasure] (SPCC) [~~plan~~ Plan] developed for the facility under § 311 of the federal Clean Water Act, or BMP programs otherwise required for the facility provided that the incorporated plan meets or exceeds the SWPPP requirements of Part II H (contents of SWPPP). All plans incorporated by reference into the SWPPP become enforceable under this permit. If a plan incorporated by reference does not contain all of the required elements of Part II H, the permittee must develop the missing SWPPP elements and include them in the required SWPPP.

E. Deadlines for SWPPP preparation and compliance.

1. Owners of existing facilities ~~that were covered under the 2014 Nonmetallic Mineral Mining General Permit~~ that are continuing coverage under this general permit shall update and implement any revisions to the SWPPP within 60 days of the ~~board~~ department granting coverage under this permit.
2. Owners of new facilities, facilities previously covered by an expiring individual permit, and existing facilities not

currently covered by a VPDES permit that elect to be covered under this general permit shall prepare and implement the SWPPP prior to submitting the registration statement.

3. Where the owner of an existing facility that is covered by this permit changes, the new owner of the facility shall update and implement any revisions to the SWPPP within 60 days of ownership change.

4. Upon a showing of good cause, the director may establish a later date in writing for the preparation and compliance with the SWPPP.

F. Signature and SWPPP review.

1. The SWPPP shall be signed in accordance with Part III K (signatory requirements), and be retained on site at the facility covered by this permit in accordance with Part III B (records) of this permit. When there are no on-site buildings or offices in which to store the plan, it shall be kept at the [~~nearest~~] company office [nearest to the facility location].

2. The permittee shall make the SWPPP, routine inspection documentation, or other information available to the department upon request.

3. The director, or an authorized representative, may notify the permittee at any time that the SWPPP, BMPs, or other components of the facility's stormwater program do not meet one or more of the requirements of this part. Such notification shall identify specific provisions of the permit that are not being met and may include required modifications to the stormwater program, additional monitoring requirements, and special reporting requirements. Within 60 days of such notification from the director, or as otherwise provided by the director, or an authorized representative, the permittee shall make the required changes to the plan and shall submit to the department a written certification that the requested changes have been made.

G. Maintaining an updated SWPPP. The permittee shall review and amend the SWPPP as appropriate whenever:

1. There is construction or a change in design, operation, or maintenance that has a significant effect on the discharge or the potential for the discharge of pollutants to surface waters;

2. Routine inspections determine that there are deficiencies in the BMPs;

3. Inspections by local, state, or federal officials determine or any other process, observation, or event results in a determination that modifications to the SWPPP are necessary;

4. There is a spill, leak, or other release at the facility; ~~or~~

5. There is an unauthorized discharge from the facility; or

6. The department notifies the permittee that a TMDL has been developed and applies to the permitted facility.

SWPPP modifications shall be made within 60 calendar days after discovery, observation, or an event requiring [~~an a~~] SWPPP modification. Implementation of new or modified BMPs (distinct from regular preventive maintenance of existing BMPs described in Part II H 3 b (preventative maintenance) shall be initiated before the next storm event if possible, but no later than 60 days after discovery, or as otherwise provided or approved by the director. The amount of time taken to modify a BMP or implement additional BMPs shall be documented in the SWPPP.

If the SWPPP modification is based on a release or unauthorized discharge, include a description and date of the release, the circumstances leading to the release, actions taken in response to the release, and measures to prevent the recurrence of such releases. Unauthorized releases and discharges are subject to the reporting requirements of Part III G of this permit.

H. Contents of SWPPP. The SWPPP shall include, at a minimum, the following items:

1. Pollution prevention team. Each plan shall identify the staff individuals by name or title who comprise the facility's stormwater pollution prevention team. The pollution prevention team is responsible for assisting the facility or plant manager in developing, implementing, maintaining, revising, and ensuring compliance with the facility's SWPPP. Specific responsibilities of each staff individual on the team shall be identified and listed.

2. Summary of potential pollutant sources. The SWPPP shall identify where industrial materials or activities at the facility are exposed to stormwater. The description shall include:

a. Site map. The site map shall document:

(1) An outline of the drainage area of each stormwater outfall that are within the facility boundaries, each existing structural control measure to reduce pollutants in stormwater run-off, surface water bodies, locations where materials are exposed to precipitation, locations where major spills or leaks identified under Part II H 2 c (spills and leaks) of this permit have occurred, and the locations of the following activities where such activities are exposed to precipitation: fueling stations, vehicle or equipment degreasing, cleaning areas, loading or unloading, locations used for the treatment, storage [~~]~~ or disposal of wastes and wastewaters, liquid storage tanks, processing areas, and storage areas. The map must indicate all outfall locations. The types of discharges contained in the drainage areas of the outfalls must be indicated either on the map or in an attached narrative.

(2) For each area of the facility that generates stormwater discharges associated with industrial activity, locations of stormwater conveyances, including ditches, pipes, swales,

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and inlets, and the directions of stormwater flow and an identification of the types of pollutants that are likely to be present in stormwater discharges associated with industrial activity. Factors to consider include the toxicity of the chemicals; quantity of chemicals used, produced, or discharged; the likelihood of contact with stormwater; and history of significant spills or leaks of toxic or hazardous pollutants. Flows with a potential for causing erosion shall be identified.

b. Inventory of exposed materials. A list of the industrial materials or activities, including material handling equipment or activities, industrial machinery, raw materials, industrial production and processes, intermediate products, by-products, final products, and waste products. Material handling activities include ~~to~~ the storage, loading and unloading, transportation, disposal, or conveyance of any raw material, intermediate product, final product, or waste product.

c. Spills and leaks. A list of significant spills and leaks of toxic or hazardous pollutants that occurred at areas that are exposed to precipitation or that otherwise drain to a stormwater conveyance at the facility after the date of three years prior to the date of coverage under this general permit. Such list shall be updated as appropriate during the term of the permit.

d. Sampling data. A summary of existing stormwater sampling data taken at the facility. The summary shall include, at a minimum, any data collected during the previous three years.

3. Stormwater controls. Control measures shall be implemented for all areas identified in Part II H 2 b (inventory of exposed materials) to prevent or control pollutants in stormwater discharges from the facility. All reasonable steps shall be taken to control or address the quality of discharges from the site that may not originate at the facility. The SWPPP shall describe the type, location, and implementation of all BMPs for each area where industrial materials or activities are exposed to stormwater. The BMPs shall also address the following minimum components, including a schedule for implementing such controls:

a. Good housekeeping. Good housekeeping requires the clean and orderly maintenance of areas that [~~may have the~~ potential to] contribute pollutants to stormwater discharges. The SWPPP shall describe procedures performed to minimize contact of materials with stormwater runoff. Particular attention should be paid to areas where raw materials are stockpiled, material handling areas, storage areas, liquid storage tanks, vehicle fueling and maintenance areas, loading or unloading areas, and vehicle entrance and exits. The permittee shall keep clean all exposed areas of the facility that are potential sources of pollutants in stormwater. The permittee shall sweep or vacuum paved surfaces of the site that are

exposed to stormwater at regular intervals or use other equivalent measures to minimize the potential discharge of these materials in stormwater. Indicate in the SWPPP the frequency of sweeping, vacuuming, or other equivalent measures.

b. Preventive maintenance. A preventive maintenance program shall involve regular inspection, testing, maintenance, and repairing of all industrial equipment and systems to avoid breakdowns or failures that could result in leaks, spills, and other releases. All BMPs identified in the SWPPP shall be maintained in effective operating condition. The SWPPP shall include a description of procedures and a regular schedule for preventive maintenance and observation of all BMPs and shall include a description of the back-up practices that are in place should a run-off event occur while a BMP is [~~off line~~ offline] or not operating effectively. The effectiveness of nonstructural BMPs shall also be maintained by appropriate means (e.g., spill response supplies available and personnel trained). If site inspections required by Part II H 3 d (routine facility inspections) identify BMPs that are not operating effectively, repairs or maintenance shall be performed before the next anticipated storm event. If maintenance prior to the next anticipated storm event is not possible, maintenance shall be scheduled and accomplished as soon as practicable. Documentation shall be kept with the SWPPP of maintenance and repairs of BMPs, including the dates of regular maintenance, dates of discovery of areas in need of repair or replacement, dates for repairs, dates that the BMPs returned to full function, and the justification for an extended maintenance or repair schedules. The maintenance program shall require periodic removal of debris from discharge diversions and conveyance systems. Permittees using settling basins to control their effluents must provide maintenance schedules for such basins in the SWPPP.

c. Spill prevention and response procedures. The SWPPP shall describe the procedures that will be followed for preventing and responding to spills and leaks, including barriers between material storage and traffic areas, secondary containment provisions, procedures for material storage and handling, response procedures for notification of appropriate facility personnel, emergency agencies, and regulatory agencies and procedures for stopping, containing, and cleaning up spills. Measures for cleaning up hazardous material spills or leaks shall be consistent with applicable RCRA regulations at 40 CFR Part 264 and 40 CFR Part 265. Employees who may cause, detect, or respond to a spill or leak shall be trained in these procedures and have necessary spill response equipment available. If possible, one of these individuals shall be a member of the pollution prevention team. Contact information for individuals and agencies that must be notified in the event of a spill shall be included in the

SWPPP and in other locations where it will be readily available.

d. Routine facility inspections.

(1) Personnel who are familiar with the mining activity, the best management practices, and the SWPPP shall be identified to conduct routine facility inspections. Such inspections must include all areas where industrial materials or activities are exposed to stormwater as identified in Part II H 2 b (inventory of exposed materials), including material storage and handling areas, areas where aggregate is stockpiled outdoors, liquid storage tanks, hoppers or silos, material handling vehicles, equipment, and processing areas; off-site tracking of industrial or waste materials or sediment where vehicles enter or exit the site; vehicle and equipment maintenance areas and cleaning and fueling areas; best management practices; and discharge points.

(2) The inspection frequency shall be specified in the SWPPP based upon a consideration of the level of industrial activity at the facility, but shall be a minimum of quarterly. Inspections of best management practices shall include inspection of stormwater discharge diversions, conveyance systems, sediment control and collection systems, containment structures, vegetation, serrated slopes, and benched slopes to determine their adequacy and effectiveness, the integrity of control structures, if soil erosion has occurred, or if there is evidence of actual or potential discharge of contaminated stormwater.

(3) Site inspection and best management practices inspection results must be documented and maintained on-site with the SWPPP.

(4) A set of tracking or followup procedures shall be used to ensure that appropriate actions are taken in response to the inspections. Such actions must include updating pollution sources, updating pollution prevention measures and controls, and updating the SWPPP as appropriate based on information developed during the inspections.

(5) The requirement for routine facility inspections is waived for facilities that have maintained an active [~~VEEP E3/E4 status~~ Virginia Environmental Excellence Program (VEEP) E3 (Exemplary Environmental Enterprise) or E4 (Extraordinary Environmental Enterprise) status].

e. Employee training. Employee training shall be conducted at least annually at active mining sites and at those temporarily inactive sites that are staffed. Employee training programs shall inform personnel responsible for implementing activities identified in the SWPPP or otherwise responsible for stormwater management at all levels of responsibility of the components and goals of the stormwater pollution prevention plan. Training should address topics such as spill response, good housekeeping,

and material management practices. All employee training shall be documented in the SWPPP.

f. Recordkeeping and internal reporting procedures. A description of incidents, such as spills, or other discharges, along with other information describing the quality and quantity of stormwater discharges, shall be included in the SWPPP required under this part. Inspections and maintenance activities shall be documented and records of such activities shall be incorporated into the SWPPP. Ineffective best management practices must be recorded and the date of their corrective action noted in the SWPPP.

g. Sediment and erosion control. The plan shall identify areas that, due to topography, land disturbance (e.g., construction, landscaping, site grading), or other factors, have a potential for soil erosion. The permittee shall identify and implement structural, vegetative, or stabilization BMPs to prevent or control on-site and off-site erosion and sedimentation.

h. Management of runoff. The SWPPP shall describe the stormwater runoff management practices (i.e., permanent structural BMPs) for the facility. These types of BMPs are typically used to divert, infiltrate, reuse, or otherwise reduce pollutants in stormwater discharges from the site. Appropriate measures may include: vegetative swales and practices, reuse of collected stormwater (such as for a process or as an irrigation source), inlet controls (such as oil/water separators), snow management activities, infiltration devices, and wet detention or retention devices.

i. Authorized nonstormwater discharges. The following nonstormwater discharges are authorized by this permit:

1. Discharges from emergency firefighting activities or firefighting training activities managed in a manner to avoid an instream impact in accordance with § 9.1-207.1 of the Code of Virginia;

2. Fire hydrant flushing, managed in a manner to avoid an instream impact;

3. Potable water, including water line flushing, managed in a manner to avoid instream impact;

4. Uncontaminated condensate from air conditioners, coolers, and other compressors and from the outside storage of refrigerated gases or liquids;

5. Irrigation drainage;

6. Landscape watering, provided all pesticides, herbicides, and fertilizers have been applied in accordance with approved labeling;

7. Routine external building washdown that does not use detergents or hazardous cleaning products and is managed in a manner to avoid an instream impact;

8. Pavement wash waters where no detergents or hazardous cleaning products are used and no spills or leaks of toxic or

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hazardous materials have occurred (unless all spilled material has been removed). Pavement wash waters shall be managed in a manner to avoid instream impacts;

9. Uncontaminated groundwater or spring water;
10. Foundation or footing drains where flows are not contaminated with process materials; and
11. Incidental windblown mist from cooling towers that collects on rooftops or adjacent portions of the facility; but not intentional discharges from the cooling tower (e.g., "piped" cooling tower blowdown or drains).

Part III

Conditions Applicable to All VPDES Permits

A. Monitoring.

1. Samples and measurements taken as required by this permit shall be representative of the monitored activity.
2. Monitoring shall be conducted according to procedures approved under 40 CFR Part 136 or alternative methods approved by the U.S. Environmental Protection Agency, unless other procedures have been specified in this permit.
3. The permittee shall periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals that will ensure accuracy of measurements.
4. Samples taken as required by this permit shall be analyzed in accordance with 1VAC30-45, Certification for Noncommercial Environmental Laboratories, or 1VAC30-46, Accreditation for Commercial Environmental Laboratories.

B. Records.

1. Records of monitoring information shall include:
 - a. The date, exact place, and time of sampling or measurements;
 - b. The individuals who performed the sampling or measurements;
 - c. The dates and times analyses were performed;
 - d. The individuals who performed the analyses;
 - e. The analytical techniques or methods used; and
 - f. The results of such analyses.
2. The permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the registration statement for this permit, for a period of at least three years from the date of the sample, measurement, report, or request for coverage. This period of retention shall be extended automatically during the course of any unresolved litigation regarding the regulated activity or

regarding control standards applicable to the permittee, or as requested by the ~~board~~ department.

C. Reporting monitoring results.

1. The permittee shall submit the results of the monitoring required by this permit not later than the 10th day of the month after monitoring takes place, unless another reporting schedule is specified elsewhere in this permit. Monitoring results shall be submitted to the department's regional office.
2. Monitoring results shall be reported on a discharge monitoring report (DMR) or on forms provided, approved or specified by the department. Following notification from the department of the start date for the required electronic submission of monitoring reports, as provided for in 9VAC25-31-1020, such forms and reports submitted after that date shall be electronically submitted to the department in compliance with this section and 9VAC25-31-1020. There shall be at least a three-month notice provided between the notification from the department and the date after which such forms and reports must be submitted electronically.
3. If the permittee monitors any pollutant specifically addressed by this permit more frequently than required by this permit using test procedures approved under 40 CFR Part 136 or using other test procedures approved by the U.S. Environmental Protection Agency or using procedures specified in this permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR or reporting form specified by the department.
4. Calculations for all limitations that require averaging of measurements shall utilize an arithmetic mean unless otherwise specified in this permit.

D. Duty to provide information. The permittee shall furnish to the department, within a reasonable time, any information that the ~~board~~ department may request to determine whether cause exists for terminating coverage under this permit or to determine compliance with this permit. The ~~board~~ department may require the permittee to furnish, upon request, such plans, specifications, and other pertinent information as may be necessary to determine the effect of the wastes from its discharge on the quality of state waters, or such other information as may be necessary to accomplish the purposes of the State Water Control Law. The permittee shall also furnish to the department, upon request, copies of records required to be kept by this permit.

E. Compliance schedule reports. Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.

F. Unauthorized discharges. Except in compliance with this permit or another permit issued by the ~~board~~ department, it shall be unlawful for any person to:

1. Discharge into state waters sewage, industrial wastes, other wastes, or any noxious or deleterious substances; or
2. Otherwise alter the physical, chemical, or biological properties of such state waters and make them detrimental to the public health, or to animal or aquatic life, or to the use of such waters for domestic or industrial consumption, ~~or~~ for recreation, or for other uses.

G. Reports of unauthorized discharges. Any permittee ~~who~~ that discharges or causes or allows a discharge of sewage, industrial waste, other wastes, or any noxious or deleterious substance into or upon state waters in violation of Part III F (unauthorized discharges); or who discharges or causes or allows a discharge that may reasonably be expected to enter state waters in violation of Part III F shall notify the department of the discharge immediately upon discovery of the discharge, but in no case later than 24 hours after said discovery. A written report of the unauthorized discharge shall be submitted to the department within five days of discovery of the discharge. The written report shall contain:

1. A description of the nature and location of the discharge;
2. The cause of the discharge;
3. The date on which the discharge occurred;
4. The length of time that the discharge continued;
5. The volume of the discharge;
6. If the discharge is continuing, how long it is expected to continue;
7. If the discharge is continuing, what the expected total volume of the discharge will be; and
8. Any steps planned or taken to reduce, eliminate, and prevent a recurrence of the present discharge or any future discharges not authorized by this permit.

Discharges reportable to the department under the immediate reporting requirements of other regulations are exempted from this requirement.

H. Reports of unusual or extraordinary discharges. If any unusual or extraordinary discharge, including a bypass or upset, should occur from a treatment works and the discharge enters or could be expected to enter state waters, the permittee shall promptly notify (see ~~NOTE in Part III I 3~~), in no case later than 24 hours, the department after the discovery of the discharge. This notification shall provide all available details of the incident, including any adverse effects on aquatic life and the known number of fish killed. The permittee shall reduce the report to writing and shall submit it to the department within five days of discovery of the discharge in

accordance with Part III I 2. Unusual and extraordinary discharges include any discharge resulting from:

1. Unusual spillage of materials resulting directly or indirectly from processing operations;
2. Breakdown of processing or accessory equipment;
3. Failure or taking out of service some or all of the treatment works; and
4. Flooding or other acts of nature.

I. Reports of noncompliance.

1. The permittee shall report any noncompliance that may adversely affect state waters or may endanger public health.

a. An oral report shall be provided within 24 hours from the time the permittee becomes aware of the circumstances. The following shall be included as information that shall be reported within 24 hours under this subdivision:

- (1) Any unanticipated bypass; and
- (2) Any upset that causes a discharge to surface waters.

b. A written report shall be submitted within five days and shall contain:

- (1) A description of the noncompliance and its cause;
- (2) The period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and
- (3) Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

The ~~board~~ department may waive the written report on a case-by-case basis for reports of noncompliance under Part III I if the oral report has been received within 24 hours and no adverse impact on state waters has been reported.

2. The permittee shall report all instances of noncompliance not reported under ~~Parts~~ Part III I 1 a or 2 1 b, in writing, at the time the next monitoring reports are submitted. The reports shall contain the information listed in Part III I 2 1 b.

~~NOTE: 3. The immediate (within 24 hours) reports required in Part III G, H, and I may shall~~ be made to the department's regional office. Reports may be made by telephone or online at ~~http://www.deq.virginia.gov/Programs/PollutionResponsePreparedness/MakingaReport.aspx~~ [~~https://www.deq.virginia.gov/get-involved/pollution-response~~ <https://www.deq.virginia.gov/our-programs/pollution-response>] (online reporting preferred). For reports outside normal working hours, ~~leave a message and this shall fulfill the immediate reporting requirement~~ the online portal shall be used. For emergencies, ~~call~~ the Virginia Department of Emergency Services ~~maintains a 24-hour telephone service~~ Management's Emergency Operations Center (24-hours) at 1-800-468-8892.

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J. Notice of planned changes.

1. The permittee shall give notice to the department as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:

a. The permittee plans alteration or addition to any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced:

(1) After promulgation of standards of performance under § 306 of the federal Clean Water Act that are applicable to such source; or

(2) After proposal of standards of performance in accordance with § 306 of the federal Clean Water Act that are applicable to such source, but only if the standards are promulgated in accordance with § 306 within 120 days of their proposal;

b. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants that are subject neither to effluent limitations nor to notification requirements specified elsewhere in this permit; or

c. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit registration process or not reported pursuant to an approved land application plan.

2. The permittee shall give advance notice to the department of any planned changes in the permitted facility or activity that may result in noncompliance with permit requirements.

K. Signatory requirements.

1. Registration statement. All registration statements shall be signed as follows:

a. For a corporation: by a responsible corporate officer. For the purposes of this section, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making capital investment recommendations; and initiating and directing other comprehensive measures to ~~assure~~ ensure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information

for permit registration requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

b. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or

c. For a municipality, state, federal, or other public agency, by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a public agency includes: (i) the chief executive officer of the agency or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

2. Reports and other information. All reports required by permits; and other information requested by the ~~board,~~ department shall be signed by a person described in Part III K 1 or by a duly authorized representative of that person. A person is a duly authorized representative only if:

a. The authorization is made in writing by a person described in Part III K 1;

b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. A duly authorized representative may thus be either a named individual or any individual occupying a named position; and

c. The written authorization is submitted to the department.

3. Changes to authorization. If an authorization under Part III K 2 is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Part III K 2 shall be submitted to the department prior to or together with any reports or information to be signed by an authorized representative.

4. Certification. Any person signing a document under Part III K 1 or 2 shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

L. Duty to comply. The permittee shall comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the State Water Control Law and the federal Clean Water Act, except that noncompliance with certain provisions of this permit may constitute a violation of the State Water Control Law but not the federal Clean Water Act. Permit noncompliance is grounds for enforcement action, for permit coverage termination, or for denial of permit coverage.

M. Duty to reapply. If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee shall apply for and obtain coverage under a new permit. All permittees with currently effective permit coverage shall submit a new registration statement at least 60 days before the expiration date of the existing permit, unless permission for a later date has been granted by the ~~board~~ department. The ~~board~~ department shall not grant permission for registration statements to be submitted later than the expiration date of the existing permit.

N. Effect of a permit. This permit does not convey any property rights in either real or personal property or any exclusive privileges, ~~nor~~. ~~This permit does not~~ authorize any injury to private property or invasion of personal rights or any infringement of federal, state, or local laws or regulations.

O. State law. Nothing in this permit shall be construed to preclude the institution of any legal action under, or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to, any other state law or regulation or under authority preserved by § 510 of the federal Clean Water Act. Except as provided in permit conditions on "bypass" ~~(as described in Part III U)~~ and "upset" ~~(as described in Part III V)~~, nothing in this permit shall be construed to relieve the permittee from civil and criminal penalties for noncompliance.

P. Oil and hazardous substance liability. Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under §§ 62.1-44.34:14 through 62.1-44.34:23 of the State Water Control Law.

Q. Proper operation and maintenance. The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) that are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also ~~includes~~ include effective plant performance, adequate funding, adequate staffing, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems that are installed by the permittee only when the operation is necessary to achieve compliance with the conditions of this permit.

R. Disposal of solids or sludges. Solids, sludges, or other pollutants removed in the course of treatment or management of pollutants shall be disposed of in a manner so as to prevent any pollutant from such materials from entering state waters.

S. Duty to mitigate. The permittee shall take all reasonable steps to minimize or prevent any discharge or sludge use or disposal in violation of this permit that has a reasonable likelihood of adversely affecting human health or the environment.

T. Need to halt or reduce activity not a defense. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

U. Bypass.

1. "Bypass" means the intentional diversion of waste streams from any portion of a treatment facility. The permittee may allow any bypass to occur that does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to ensure efficient operation. These bypasses are not subject to the provisions of Parts III U 2 and U 3.

2. Notice.

a. Anticipated bypass. If the permittee knows in advance of the need for a bypass, prior notice shall be submitted if possible at least 10 days before the date of the bypass.

b. Unanticipated bypass. The permittee shall submit notice of an unanticipated bypass as required in Part III I (reports of noncompliance).

3. Prohibition of bypass.

a. Bypass is prohibited, and the ~~board~~ department may take enforcement action against a permittee for bypass, unless:

(1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

(2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass that occurred during normal periods of equipment downtime or preventive maintenance; and

(3) The permittee submitted notices as required under Part III U 2.

b. The ~~board~~ department may approve an anticipated bypass, after considering its adverse effects, if the ~~board~~ department determines that it will meet the three conditions listed in Part III U 3 a.

V. Upset.

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1. An upset constitutes an affirmative defense to an action brought for noncompliance with technology-based permit effluent limitations if the requirements of Part III V 2 are met. A determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is not a final administrative action subject to judicial review.

2. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs or other relevant evidence that:

- a. An upset occurred and that the permittee can identify the cause of the upset;
- b. The permitted facility was at the time being properly operated;
- c. The permittee submitted notice of the upset as required in Part III I; and
- d. The permittee complied with any remedial measures required under Part III S.

3. In any enforcement proceeding, the permittee seeking to establish the occurrence of an upset has the burden of proof.

W. Inspection and entry. The permittee shall allow the director or an authorized representative (including an authorized contractor acting as a representative of the administrator), upon presentation of credentials and other documents as may be required by law, to:

1. Enter upon the permittee's premises where a regulated facility or activity is located or conducted or where records must be kept under the conditions of this permit;
2. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
3. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
4. Sample or monitor at reasonable times, for the purposes of ensuring permit compliance or as otherwise authorized by the federal Clean Water Act and the State Water Control Law, any substances or parameters at any location.

For purposes of this section, the time for inspection shall be deemed reasonable during regular business hours and whenever the facility is discharging. Nothing contained ~~herein~~ in this general permit shall make an inspection unreasonable during an emergency.

X. Permit actions. Permit coverage may be terminated for cause. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

Y. Transfer of permit coverage.

1. Permit coverage is not transferable to any person except after notice to the department.

2. Coverage under this permit may be automatically transferred to a new permittee if:

- a. The current permittee notifies the department at least 30 days in advance of the proposed transfer of the title to the facility or property unless permission for a later date has been granted by the department;
- b. The notice includes a written agreement between the existing and new permittees containing a specific date for transfer of permit responsibility, coverage, and liability between them; and
- c. The ~~board~~ department does not notify the existing permittee and the proposed new permittee of its intent to deny the permittee coverage under the permit. If this notice is not received, the transfer is effective on the date specified in the agreement mentioned in Part III Y 2 b.

Z. Severability. The provisions of this permit are severable, and if any provision of this permit or the application of any provision of this permit to any circumstance is held invalid, the application of such provision to other circumstances and the remainder of this permit shall not be affected thereby.

VA.R. Doc. No. R22-7006; Filed April 3, 2024, 9:41 a.m.

Final Regulation

REGISTRAR'S NOTICE: The State Water Control Board is claiming an exemption from Article 2 of the Administrative Process Act in accordance with § 2.2-4006 A 14 of the Code of Virginia, which exempts adoption, amendment, or repeal of wasteload allocations by the State Water Control Board pursuant to State Water Control Law (§ 62.1-44.2 et seq. of the Code of Virginia) if the board (i) provides public notice in the Virginia Register; (ii) if requested by the public during the initial public notice 30-day comment period, forms an advisory group composed of relevant stakeholders; (iii) receives and provides summary response to written comments; and (iv) conducts at least one public meeting.

Title of Regulation: **9VAC25-720. Water Quality Management Planning Regulation (amending 9VAC25-720-60, 9VAC25-720-80).**

Statutory Authority: § 62.1-44.15 of the Code of Virginia; 33 USC § 1313(e) of the Clean Water Act.

Effective Date: May 22, 2024.

Agency Contact: Justin L. Williams, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 659-1125, or email justin.williams@deq.virginia.gov.

Background: The Clean Water Act (CWA) and the U.S. Environmental Protection Agency (EPA) Water Quality Management and Planning Regulation (40 CFR 130) require states to identify waters that are in violation of water quality standards and to place these waters on the state's § 303(d) List

of Impaired Waters. Also, the CWA and the EPA enabling regulation require that a total maximum daily load (TMDL) be developed for those waters identified as impaired. In addition, § 62.1-44.19:7 C of the Code of Virginia requires DEQ to develop TMDLs for impaired waters. A TMDL is a determination of the amount of a specific pollutant that a waterbody is capable of receiving without violating water quality standards for that pollutant. TMDLs are required to identify all sources of the pollutant and calculate the pollutant loads from each source that are necessary for the attainment of water quality standards. 40 CFR § 130.7(d)(2) directs Virginia to incorporate TMDLs in the Water Quality Management Plan (9VAC25-720). Also, 40 CFR § 122.44(d)(1)(vii)(B) requires

that new or reissued Virginia Pollutant Discharge Elimination System (VPDES) permits be consistent with the TMDL wasteload allocation (WLA). This means that the WLA component of the TMDL incorporated into the regulation will be implemented through the requirements specified in the VPDES permits, for example, through numeric water quality based effluent limitations or in certain cases best management practices.

Summary:

The amendments add (i) two new TMDL WLAs in the James River Basin and (ii) four new TMDL WLAs in the Roanoke River Basin.

9VAC25-720-60. James River Basin.

A. Total maximum daily loads (TMDLs).

EDITOR'S NOTE: Rows numbered 1 through 182 of the TMDL table in subsection A of 9VAC25-720-60 are not amended; therefore, the text of those rows is not set out.

<u>183.</u>	<u>Moores Creek</u>	<u>Benthic TMDL Development for the Moores Creek and Mill Creek Watersheds Located in Rockbridge County, Virginia</u>	<u>Rockbridge, Augusta</u>	<u>I36R</u>	<u>Sediment</u>	<u>60,080</u>	<u>lbs/year</u>
<u>184.</u>	<u>Mill Creek</u>	<u>Benthic TMDL Development for the Moores Creek and Mill Creek Watersheds Located in Rockbridge County, Virginia</u>	<u>Rockbridge</u>	<u>I35R</u>	<u>Sediment</u>	<u>44,360</u>	<u>lbs/year</u>

Notes:

¹The total WLA can be increased prior to modification provided that the Department of Environmental Quality tracks these changes for bacteria TMDLs where the permit is consistent with water quality standards for bacteria.

²GS means growing season.

EDITOR'S NOTE: Subsections B and C of 9VAC25-720-60 are not amended; therefore, the text of those subsections is not set out.

9VAC25-720-80. Roanoke River Basin.

A. Total maximum daily loads (TMDLs).

EDITOR'S NOTE: Rows numbered 1 through 120 of the TMDL table in subsection A of 9VAC25-720-80 are not amended; therefore, the text of those rows is not set out.

<u>121.</u>	<u>Beaverdam Creek</u>	<u>Benthic TMDL Development for the Beaverdam Creek, Fryingpan Creek, Pigg River, and Poplar Branch Watersheds Located in Bedford, Franklin, and Pittsylvania Counties</u>	<u>Bedford</u>	<u>L07R</u>	<u>Sediment</u>	<u>51,410</u>	<u>lbs/year</u>
<u>122.</u>	<u>Fryingpan Creek</u>	<u>Benthic TMDL Development for the Beaverdam Creek, Fryingpan Creek, Pigg River, and Poplar Branch Watersheds Located in Bedford, Franklin, and Pittsylvania Counties</u>	<u>Pittsylvania</u>	<u>L18R</u>	<u>Sediment</u>	<u>6,593</u>	<u>lbs/year</u>

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<u>123.</u>	<u>Pigg River</u>	<u>Benthic TMDL Development for the Beaverdam Creek, Fryingpan Creek, Pigg River, and Poplar Branch Watersheds Located in Bedford, Franklin, and Pittsylvania Counties</u>	<u>Franklin</u>	<u>L14R</u>	<u>Sediment</u>	<u>39,200</u>	<u>lbs/year</u>
<u>124.</u>	<u>Poplar Branch</u>	<u>Benthic TMDL Development for the Beaverdam Creek, Fryingpan Creek, Pigg River, and Poplar Branch Watersheds Located in Bedford, Franklin, and Pittsylvania Counties</u>	<u>Franklin</u>	<u>L17R</u>	<u>Sediment</u>	<u>3,357</u>	<u>lbs/year</u>

Notes:

¹The total WLA can be increased prior to modification provided that DEQ tracks these changes for bacteria TMDLs where the permit is consistent with water quality standards for bacteria.

²WLAs from the Dan River TMDL report represent the WLA for the watershed, which may include North Carolina waters in addition to Virginia waters. Virginia permits will be issued in accordance with the Virginia water quality standard.

EDITOR'S NOTE: Subsection B of 9VAC25-720-80 is not amended; therefore, the text of this subsection is not set out.

VA.R. Doc. No. R24-7571; Filed April 3, 2024, 9:48 a.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF MEDICINE

Final Regulation

Title of Regulation: 18VAC85-80. Regulations Governing the Practice of Occupational Therapy (amending 18VAC85-80-10, 18VAC85-80-26, 18VAC85-80-70, 18VAC85-80-71).

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

Effective Date: May 22, 2024.

Agency Contact: Erin Barrett, Director of Legislative and Regulatory Affairs, Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4688, FAX (804) 915-0382, or email erin.barrett@dhp.virginia.gov.

Summary:

Pursuant to Chapter 242 of the 2021 Acts of Assembly, Special Session I, which mandates membership of the Commonwealth of Virginia in the Occupational Therapy Interjurisdictional Compact, the amendments (i) add definitions consistent with the compact; (ii) set the fee for a compact privilege to practice in Virginia; and (iii) specify that renewal of the privilege is based on adherence to compact rules for continued competency.

Summary of Public Comments and Agency's Response: No public comments were received by the promulgating agency.

18VAC85-80-10. Definitions.

A. The following words and terms when used in this chapter shall have the meanings ascribed to them in § 54.1-2900 of the Code of Virginia:

"Board"

"Occupational therapy assistant"

"Practice of occupational therapy"

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

"ACOTE" means the Accreditation Council for Occupational Therapy Education.

"Active practice" means a minimum of 160 hours of professional practice as an occupational therapist or an occupational therapy assistant within the 24-month period immediately preceding renewal or application for licensure, if previously licensed or certified in another jurisdiction. The active practice of occupational therapy may include supervisory, administrative, educational, or consultative activities or responsibilities for the delivery of such services.

"Advisory board" means the Advisory Board of Occupational Therapy.

"Compact" means the Occupational Therapy Interjurisdictional Licensure Compact.

"Compact privilege" means the same as the definition of the term in § 54.1-2956.7:1 of the Code of Virginia.

"Contact hour" means 60 minutes of time spent in continued learning activity.

"NBCOT" means the National Board for Certification in Occupational Therapy, under which the national examination for certification is developed and implemented.

"National examination" means the examination prescribed by NBCOT for certification as an occupational therapist or an occupational therapy assistant and approved for licensure in Virginia.

"Occupational therapy personnel" means appropriately trained individuals who provide occupational therapy services under the supervision of a licensed occupational therapist.

"Practitioner" means an occupational therapist or occupational therapy assistant licensed in Virginia or an occupational therapist or occupational therapy assistant practicing in Virginia with a compact privilege.

18VAC85-80-26. Fees.

- A. The following fees have been established by the board:
 1. The initial fee for the occupational therapist license shall be \$130; for the occupational therapy assistant, it shall be \$70.
 2. The fee for reinstatement of the occupational therapist license that has been lapsed for two years or more shall be \$180; for the occupational therapy assistant, it shall be \$90.
 3. The fee for active license renewal for an occupational therapist shall be \$135; for an occupational therapy assistant, it shall be \$70. The fees for inactive license renewal shall be \$70 for an occupational therapist and \$35 for an occupational therapy assistant. Renewals shall be due in the birth month of the licensee in each even-numbered year. For 2020, the fee for renewal of an active license as an occupational therapist shall be \$108; for an occupational therapy assistant, it shall be \$54. For renewal of an inactive license in 2020, the fees shall be \$54 for an occupational therapist and \$28 for an occupational therapy assistant.
 4. The additional fee for processing a late renewal application within one renewal cycle shall be \$50 for an occupational therapist and \$30 for an occupational therapy assistant.
 5. The fee for a letter of good standing or verification to another jurisdiction for a license shall be \$10.
 6. The fee for reinstatement of licensure pursuant to § 54.1-2408.2 of the Code of Virginia shall be \$2,000.
 7. The handling fee for a returned check or a dishonored credit card or debit card shall be \$50.
 8. The fee for a duplicate license shall be \$5.00, and the fee for a duplicate wall certificate shall be \$15.
 9. The fee for an application or for the biennial renewal of a restricted volunteer license shall be \$35, due in the licensee's

birth month. An additional fee for late renewal of licensure shall be \$15 for each renewal cycle.

10. The fee for issuance of a compact privilege or the biennial renewal of such privilege shall be \$75 for an occupational therapist and \$40 for an occupational therapy assistant.

B. Unless otherwise provided, fees established by the board shall not be refundable.

18VAC85-80-70. Biennial renewal of licensure.

A. An occupational therapist or an occupational therapy assistant shall renew his license biennially during his birth month in each even-numbered year by:

1. Paying to the board the renewal fee prescribed in 18VAC85-80-26;
2. Indicating that he has been engaged in the active practice of occupational therapy as defined in 18VAC85-80-10; and
3. Attesting to completion of continued competency requirements as prescribed in 18VAC85-80-71.

B. An occupational therapist or an occupational therapy assistant whose license has not been renewed by the first day of the month following the month in which renewal is required shall pay an additional fee as prescribed in 18VAC85-80-26.

C. In order to renew a compact privilege to practice in Virginia, the holder shall comply with the rules adopted by the Occupational Therapy Compact Commission in effect at the time of the renewal.

18VAC85-80-71. Continued competency requirements for renewal of an active license.

A. In order to renew an active license biennially, a ~~practitioner~~ licensee shall complete at least 20 contact hours of continuing learning activities as follows:

1. A minimum of 10 of the 20 hours shall be in Type 1 activities, which shall consist of an organized program of study, classroom experience, or similar educational experience that is related to a licensee's current or anticipated roles and responsibilities in occupational therapy and approved or provided by one of the following organizations or any of its components:
 - a. Virginia Occupational Therapy Association;
 - b. American Occupational Therapy Association;
 - c. National Board for Certification in Occupational Therapy;
 - d. Local, state, or federal government agency;
 - e. Regionally accredited college or university;
 - f. Health care organization accredited by a national accrediting organization granted authority by the Centers for Medicare and Medicaid Services to [~~assure~~ ensure] compliance with Medicare conditions of participation; or

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g. An American Medical Association Category 1 Continuing Medical Education program.

2. No more than 10 of the 20 hours may be Type 2 activities, which may include consultation with another therapist, independent reading or research, preparation for a presentation, or other such experiences that promote continued learning. Up to two of the Type 2 continuing education hours may be satisfied through delivery of occupational therapy services, without compensation, to low-income individuals receiving services through a local health department or a free clinic organized in whole or primarily for the delivery of health services. One hour of continuing education may be credited for three hours of providing such volunteer services as documented by the health department or free clinic.

B. A ~~practitioner~~ licensee shall be exempt from the continuing competency requirements for the first biennial renewal following the date of initial licensure in Virginia.

C. The ~~practitioner~~ licensee shall retain in ~~his~~ the licensee's records all supporting documentation for a period of six years following the renewal of an active license.

D. The board shall periodically conduct a representative random audit of its active licensees to determine compliance. The ~~practitioners~~ licensees selected for the audit shall provide all supporting documentation within 30 days of receiving notification of the audit.

E. Failure to comply with these requirements may subject the licensee to disciplinary action by the board.

F. The board may grant an extension of the deadline for continuing competency requirements for up to one year for good cause shown upon a written request from the licensee prior to the renewal date.

G. The board may grant an exemption for all or part of the requirements for circumstances beyond the control of the licensee, such as temporary disability, mandatory military service, or officially declared disasters.

VA.R. Doc. No. R22-6878; Filed March 29, 2024, 4:19 p.m.

BOARD OF PHARMACY

Proposed Regulation

Title of Regulation: **18VAC110-21. Regulations Governing the Licensure of Pharmacists and Registration of Pharmacy Technicians (amending 18VAC110-21-46).**

Statutory Authority: §§ 54.1-2400 and 54.1-3303.1 of the Code of Virginia.

Public Hearing Information:

May 2, 2024 - 9:06 a.m. - Department of Health Professions, 9960 Mayland Drive, Suite 201, Board Room 2, Henrico, Virginia 23233.

Public Comment Deadline: June 21, 2024.

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

Basis: Regulations of the Board of Pharmacy are promulgated under the general authority of § 54.1-2400 of the Code of Virginia. Section 54.1-3303.1 of the Code of Virginia sets forth the ability for pharmacists to initiate treatment for certain diseases and conditions.

Purpose: The purpose of the proposed regulation is to ensure that a pharmacist who initiates treatment for patients follows protocols that would render such treatment to be a low risk for patient harm. The rules establishing treatment protocols, appropriate notification of primary care providers, obtaining patient histories, and providing appropriate counseling of patients are necessary to ensure the health and safety of patients who receive treatment from pharmacists.

Substance: The substantive changes (i) require the pharmacist to have a bona fide pharmacist-patient relationship with the patient with whom the pharmacist initiates treatment; (ii) add nicotine replacement therapy and other tobacco-cessation therapies as drugs and therapies with which a pharmacist can initiate treatment for an adult 18 years of age or older; (iii) add a provision allowing a pharmacist to initiate treatment for patients three years of age and older by administering vaccines included on the Immunization Schedule published by the Centers for Disease Control and Prevention (CDC), vaccines for COVID-19, and tests for COVID-19 and other coronaviruses; (iv) ensure that practitioners will be provided notification of initiation of treatment with a patient even if no method exists to send the notification electronically in a manner compliant with the Health Insurance Portability and Accountability Act (42 USC § 1320d et seq.); and (v) require the treating pharmacist to obtain a patient history and, in the case of administration of vaccines to a minor, provide written notice to the minor's parent or guardian that the minor should visit a pediatrician annually.

Issues: The primary advantage to the public is access to health care for certain diseases and conditions at more locations, including a patient's local pharmacy. There are no disadvantages to the public. No primary advantages or disadvantages to the agency or the Commonwealth exist.

Department of Planning and Budget's Economic Impact Analysis:

The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 2.2-4007.04 of the Code of Virginia and Executive Order 19. The analysis presented represents DPB's best estimate of the potential economic impacts as of the date of this analysis.¹

Summary of the Proposed Amendments to Regulation. Among other changes, Chapters 790² and 791 of the 2022 Acts of

Assembly expanded the conditions for which pharmacists can initiate treatment. The Board of Pharmacy (board) therefore proposes to amend the Regulations Governing the Licensure of Pharmacists and Registration of Pharmacy Technicians to conform it with the amendments made by the legislation to the Code of Virginia.

Background. All of the proposed amendments to the regulation are essentially identical to the changes made to the Code of Virginia by the legislation.³ Those amendments include the following:

For persons 18 years of age or older, the list of drugs and devices that a pharmacist may initiate treatment with, dispense, or administer is expanded to include (i) vaccines for COVID-19; and (ii) nicotine replacement and other tobacco-cessation therapies, including controlled substances as defined in the Drug Control Act (§ 54.1-3400 et seq. of the Code of Virginia), together with appropriate patient counseling; and

Both the legislation and the proposed regulation also added that the pharmacist must have a bona fide pharmacist-patient relationship with the person 18 years of age or older. Section 54.1-3303 of the Code of Virginia states that a bona fide practitioner-patient relationship exists "if the practitioner has (i) obtained or caused to be obtained a medical or drug history of the patient; (ii) provided information to the patient about the benefits and risks of the drug being prescribed; (iii) performed or caused to be performed an appropriate examination of the patient, either physically or by the use of instrumentation and diagnostic equipment through which images and medical records may be transmitted electronically; and (iv) initiated additional interventions and follow-up care, if necessary, especially if a prescribed drug may have serious side effects."

In addition, for persons three years of age or older a pharmacist may initiate treatment with, dispense, or administer (i) vaccines included on the Immunization Schedule published by the Centers for Disease Control and Prevention and vaccines for COVID-19; and (ii) tests for COVID-19 and other coronaviruses.

Further, a pharmacist who administers a vaccination to a minor shall provide written notice to the parent or guardian that the minor should visit a pediatrician annually.

For a patient of any age, a pharmacist who initiates treatment with or dispenses or administers a drug or device shall notify the patient's primary health care provider, even if no method exists to send the notification electronically in a manner compliant with the federal Health Insurance Portability and Accountability Act, provided that the patient consents to such notification.

Pharmacists who initiate treatment with, dispense, or administer a drug, device, controlled paraphernalia, or other supplies or equipment shall obtain a history from the patient, including questioning the patient for any known allergies, adverse reactions, contraindications, or health diagnoses or conditions that would be adverse to the initiation of treatment, dispensing, or administration.

Finally, it is established that a pharmacist may initiate treatment with, dispense, or administer drugs, devices, controlled paraphernalia, and other supplies and equipment through telemedicine services, as defined in § 38.2-3418.16 of the Code of Virginia, in compliance with all requirements of § 54.1-3303 of the Code of Virginia and consistent with the applicable standard of care.

Estimated Benefits and Costs. In terms of requirements and opportunities, the proposed amendments to the regulation are essentially identical to the amendments in the legislation. Because the statutory language already requires these changes, amending the regulation would have no impact beyond better informing readers of the regulation of those requirements and opportunities.

Businesses and Other Entities Affected. The 1,756 pharmacies in the Commonwealth and the 16,064 licensed pharmacists in the Commonwealth, as well as patients with whom they initiate treatment, are potentially affected by the legislation.

The Code of Virginia requires DPB to assess whether an adverse impact may result from the proposed regulation.⁴ An adverse impact is indicated if there is any increase in net cost or reduction in net revenue for any entity, even if the benefits exceed the costs for all entities combined. As the proposed amendments neither increase costs nor reduce net revenue for any entity, no adverse impact is indicated.

Small Businesses⁵ Affected.⁶ The proposed amendments do not adversely affect small businesses.

Localities⁷ Affected.⁸ The proposed amendments neither disproportionately affect any particular localities nor introduce costs for local governments.

Projected Impact on Employment. The proposed amendments do not affect total employment.

Effects on the Use and Value of Private Property. The proposed amendments do not affect the use and value of private property or real estate development costs.

¹Section 2.2-4007.04 of the Code of Virginia requires that such economic impact analyses determine the public benefits and costs of the proposed amendments. Further the analysis should include but not be limited to: (1) the projected number of businesses or other entities to whom the proposed regulatory action would apply, (2) the identity of any localities and types of businesses or other entities particularly affected, (3) the projected number of persons and employment positions to be affected, (4) the projected costs to affected businesses or entities to implement or comply with the regulation, and (5) the impact on the use and value of private property.

²See <https://lis.virginia.gov/cgi-bin/legp604.exe?221+sum+SB672>.

³There are additional changes in the legislation that are not pertinent to the regulation.

⁴Pursuant to § 2.2-4007.04 D: In the event this economic impact analysis reveals that the proposed regulation would have an adverse economic impact on businesses or would impose a significant adverse economic impact on a locality, business, or entity particularly affected, the Department of Planning and Budget shall advise the Joint Commission on Administrative Rules, the House Committee on Appropriations, and the Senate Committee on Finance. Statute does not define "adverse impact," state whether only Virginia entities should be considered, nor indicate whether an adverse impact results from regulatory requirements mandated by legislation.

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⁵Pursuant to § 2.2-4007.04, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million."

⁶If the proposed regulatory action may have an adverse effect on small businesses, § 2.2-4007.04 requires that such economic impact analyses include: (1) an identification and estimate of the number of small businesses subject to the proposed regulation, (2) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the proposed regulation, including the type of professional skills necessary for preparing required reports and other documents, (3) a statement of the probable effect of the proposed regulation on affected small businesses, and (4) a description of any less intrusive or less costly alternative methods of achieving the purpose of the proposed regulation. Additionally, pursuant to § 2.2-4007.1 of the Code of Virginia, if there is a finding that a proposed regulation may have an adverse impact on small business, the Joint Commission on Administrative Rules shall be notified.

⁷"Locality" can refer to either local governments or the locations in the Commonwealth where the activities relevant to the regulatory change are most likely to occur.

⁸Section 2.2-4007.04 defines "particularly affected" as bearing disproportionate material impact.

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

Summary:

Pursuant to Chapters 790 and 791 of the 2022 Acts of Assembly, the proposed amendments expand the conditions for which a pharmacist can initiate treatment. The proposed amendments (i) require the pharmacist to have a bona fide pharmacist-patient relationship with the patient with whom the pharmacist initiates treatment; (ii) add nicotine replacement therapy and other tobacco-cessation therapies as drugs and therapies with which a pharmacist can initiate treatment for an adult 18 years of age or older; (iii) allow a pharmacist to initiate treatment for patients three years of age and older by administering vaccines included on the Immunization Schedule published by the Centers for Disease Control and Prevention, vaccines for COVID-19, and tests for COVID-19 and other coronaviruses; (iv) require practitioners to provide notification of initiation of treatment with a patient even if no method exists to send the notification electronically in a manner compliant with the Health Insurance Portability and Accountability Act (42 USC § 1320d et seq.); and (v) require the treating pharmacist to obtain a patient history and, in the case of administration of vaccines to a minor, provide the minor's parent or guardian written notice that the minor should visit a pediatrician annually.

18VAC110-21-46. Initiation of treatment by a pharmacist.

A. Pursuant to § 54.1-3303.1 of the Code of Virginia, a pharmacist may initiate treatment with, dispense, or administer the following drugs and devices to persons 18 years of age or older with whom the pharmacist has a bona fide pharmacist-patient relationship:

1. Naloxone or other opioid antagonist, including such controlled paraphernalia as defined in § 54.1-3466 of the Code of Virginia as may be necessary to administer such naloxone or other opioid antagonist;

2. Epinephrine;

3. Injectable or self-administered hormonal contraceptives, provided the patient completes an assessment consistent with the United States Medical Eligibility Criteria for Contraceptive Use;

4. Prenatal vitamins for which a prescription is required;

5. Dietary fluoride supplements, in accordance with recommendations of the American Dental Association for prescribing of such supplements for persons whose drinking water has a fluoride content below the concentration recommended by the U.S. Department of Health and Human Services;

6. Drugs and devices as defined in § 54.1-3401 of the Code of Virginia, controlled paraphernalia as defined in § 54.1-3466 of the Code of Virginia, and other supplies and equipment available over the counter covered by the patient's health carrier when the patient's out-of-pocket cost is lower than the out-of-pocket cost to purchase an over-the-counter equivalent of the same drug, device, controlled paraphernalia, or other supplies or equipment;

7. Vaccines included on the Immunization Schedule published by the Centers for Disease Control and Prevention ~~or that have a current emergency use authorization from the U.S. Food and Drug Administration~~ and vaccines for COVID-19;

8. Tuberculin purified protein derivative for tuberculosis testing; ~~and~~

9. Controlled substances for the prevention of human immunodeficiency virus, including controlled substances prescribed for pre-exposure and post-exposure prophylaxis pursuant to guidelines and recommendations of the Centers for Disease Control and Prevention;

10. Nicotine replacement and other tobacco-cessation therapies, including controlled substances as defined in the Drug Control Act (§ 54.1-3400 et seq. of the Code of Virginia), together with appropriate patient counseling; and

11. Tests for COVID-19 and other coronaviruses.

B. Notwithstanding the provisions of § 54.1-3303 of the Code of Virginia, a pharmacist may initiate treatment with, dispense, or administer the following drugs and devices to persons three years of age or older:

1. Vaccines included on the Immunization Schedule published by the Centers for Disease Control and Prevention and vaccines for COVID-19; and

2. Tests for COVID-19 and other coronaviruses.

The provisions of this subsection will become effective upon expiration of the provisions of the federal Declaration Under the Public Readiness and Emergency Preparedness Act for Medical Countermeasures Against COVID-19 related to the vaccination and COVID-19 testing of minors.

C. Pharmacists who initiate treatment with, dispense, or administer a drug or device, controlled paraphernalia, or other supplies or equipment pursuant to subsections A and B of this section shall:

1. Follow the statewide protocol adopted by the board for each drug, device, controlled paraphernalia, or other supplies or equipment.

2. Notify the patient's primary health care provider that treatment has been initiated with such drug, device, controlled paraphernalia, or other supplies or equipment or that such drug, device, controlled paraphernalia, or other supplies or equipment have been dispensed or administered to the patient, provided that the patient consents to such notification. No pharmacist shall limit the ability of notification to be sent to the patient's primary care provider by requiring use of email that is secure or compliant with the federal Health Insurance Portability and Accountability Act (42 USC § 1320d et seq.) (HIPAA). If the patient does not have a primary health care provider, the pharmacist shall counsel the patient regarding the benefits of establishing a relationship with a primary health care provider and, ~~upon request,~~ provide information regarding primary health care providers, including federally qualified health centers, free clinics, or local health departments serving the area in which the patient is located. If the pharmacist is initiating treatment with, dispensing, or administering injectable or self-administered hormonal contraceptives, the pharmacist shall counsel the patient regarding seeking preventative care, including (i) routine well-woman visits, (ii) testing for sexually transmitted infections, and (iii) pap smears. If the pharmacist is administering a vaccine pursuant to this section, the pharmacist shall report such administration to the Virginia Immunization Information System in accordance with the requirements of § 32.1-46.01 of the Code of Virginia.

3. Maintain a patient record for a minimum of six years following the last patient encounter with the following exceptions:

- a. Records that have previously been transferred to another practitioner or health care provider or provided to the patient or the patient's personal representative; or
- b. Records that are required by contractual obligation or federal law to be maintained for a longer period of time.

4. Perform the activities in a manner that protects patient confidentiality and complies with ~~the Health Insurance Portability and Accountability Act, 42 USC § 1320d et seq.~~ HIPAA.

5. Obtain a history from the patient, including questioning the patient for any known allergies, adverse reactions, contraindications, or health diagnoses or conditions that would be adverse to the initiation of treatment, dispensing, or administration.

6. If administering a vaccination to a minor pursuant to subdivision B 1 of this section, provide written notice to the minor's parent or guardian that the minor should visit a pediatrician annually.

D. A pharmacist may initiate treatment with, dispense, or administer drugs, devices, controlled paraphernalia, and other supplies and equipment pursuant to this section through telemedicine services, as defined in § 38.2-3418.16 of the Code of Virginia, in compliance with all requirements of § 54.1-3303 of the Code of Virginia and consistent with the applicable standard of care.

VA.R. Doc. No. R23-7339; Filed April 2, 2024, 4:32 p.m.



TITLE 22. SOCIAL SERVICES

STATE BOARD OF SOCIAL SERVICES

Final Regulation

Title of Regulation: **22VAC40-705. Child Protective Services (amending 22VAC40-705-160, 22VAC40-705-170).**

Statutory Authority: § 63.2-217 of the Code of Virginia.

Effective Date: May 22, 2024.

Agency Contact: Kristen Eckstein, Department of Social Services, 801 East Main Street, Richmond, VA 23219, telephone (804) 726-7897, or email kristen.eckstein@dss.virginia.gov.

Summary:

The amendments remove the notary requirement for the consent an individual signs requesting a search of the Central Registry System (CRS) to determine that an individual has no founded case of child abuse or neglect. The purpose of the amendments is to expedite searches by the Central Virginia Child Abuse and Neglect Central Registry Unit of CRS to make it less burdensome for individuals who wish to provide services or care to children through employment, foster care, adoption, or volunteer opportunities.

Summary of Public Comments and Agency's Response: No public comments were received by the promulgating agency.

22VAC40-705-160. Releasing information.

A. In the following instances of mandatory disclosure the local department shall release child protective services

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information. The local department may do so without any written release.

1. Report to attorney for the Commonwealth and law enforcement pursuant to § 63.2-1503 D of the Code of Virginia.
2. Report to the regional medical examiner's office pursuant to § 63.2-1503 E of the Code of Virginia.
3. Any individual, including an individual against whom allegations of child abuse or neglect were made, may exercise his rights under the Government Data Collection and Dissemination Practices Act (§ 2.2-3800 et seq. of the Code of Virginia) to access personal information related to himself that is contained in the case record, including, with the individual's ~~notarized~~ signed consent, a search of the Central Registry.
4. When the material requested includes personal information about other individuals, the local department shall be afforded a reasonable time in which to redact those parts of the record relating to other individuals.
5. Pursuant to the Child Abuse Prevention and Treatment Act, as amended (42 USC § 5101 et seq.), and federal regulations (45 CFR Part 1340), the local department shall provide case-specific information about child abuse and neglect reports and investigations to citizen review panels when requested.
6. Pursuant to the Child Abuse Prevention and Treatment Act, as amended (42 USC § 5101 et seq.), the department shall develop guidelines to allow for public disclosure in instances of child fatality or near fatality.
7. An individual's right to access information under the Government Data Collection and Dissemination Practices Act is stayed during criminal prosecution pursuant to § 63.2-1526 C of the Code of Virginia.
8. The local department shall disclose and release to the United States Armed Forces Family Advocacy Program child protective services information as required pursuant to 22VAC40-705-140.
9. Child protective services shall, on request by the Division of Child Support Enforcement, supply information pursuant to § 63.2-103 of the Code of Virginia.
10. The local department shall release child protective services information to a court appointed special advocate pursuant to § 9.1-156 A of the Code of Virginia.
11. The local department shall release child protective services information to a court-appointed guardian ad litem pursuant to § 16.1-266 G of the Code of Virginia.
12. In any case properly before a court having jurisdiction, if the court orders the local department to disclose information from a child abuse or neglect case record, the

local department must either comply with the order if permitted under federal and state law or appeal the order if such disclosure is contrary to federal and state law.

B. The local department may use discretion in disclosing or releasing child protective services case record information, investigative and ongoing services to parties having a legitimate interest when the local department deems disclosure to be in the best interest of the child. The local department may disclose such information without a court order and without a written release pursuant to § 63.2-105 of the Code of Virginia.

C. Prior to disclosing information to any individuals or organizations, and to be consistent with § 63.2-105 of the Code of Virginia, the local department must consider the factors described in subdivisions 1, 2, and 3 of this subsection as some of the factors necessary to determine whether a person has a legitimate interest and the disclosure of information is in the best interest of the child:

1. The information will be used only for the purpose for which it is made available;
2. Such purpose shall be related to the goal of child protective or rehabilitative services; and
3. The confidential character of the information will be preserved to the greatest extent possible.

D. In cases of abuse or neglect in which the person who is the subject of the founded report or complaint has appealed the finding and has submitted a written request for the local department's records in accordance with § 63.2-1526 of the Code of Virginia, the local department shall not disclose or release to such person the following information: (i) the name of the person reporting incidents of child abuse or neglect; (ii) any information that may endanger the well-being of a child if such information or records are disclosed or released; (iii) information that pertains to the identity of a collateral witness or any other person if such disclosure may endanger life or safety; or (iv) information that is otherwise prohibited from being disclosed or released by state or federal law or regulation.

E. In all complaints or reports that are being investigated jointly with law enforcement, the local department shall release child protective services information in accordance with the following:

1. Pursuant to § 63.2-1516.1 B of the Code of Virginia, no information in the possession of the local department from such joint investigation shall be released by the local department prior to the conclusion of the criminal investigation except as authorized by the investigating law-enforcement officer, the law-enforcement officer's supervisor, or the local attorney for the Commonwealth.
2. Pursuant to § 63.2-1503 D of the Code of Virginia, the local department shall provide the attorney for the Commonwealth and the local law-enforcement agency with

the information and records of the local department related to the investigation of the complaint, including records related to any complaints of abuse or neglect involving the victim or the alleged abuser or neglecter, and information or records pertaining to the identity of the person who reported the complaint of abuse or neglect.

F. Pursuant to §§ 63.2-1505 B and 63.2-1506 B of the Code of Virginia, the local department, upon request, must disclose to the child's parent or guardian the location of the child, provided that:

1. The investigation or family assessment has not been completed;
2. The parent or guardian requesting disclosure of the child's location has not been the subject of a founded report of child abuse or neglect;
3. The parent or guardian requesting disclosure of the child's location has legal custody of the child and provides to the local department any records or other information necessary to verify such custody;
4. The local department is not aware of any court order and has confirmed with the child's other parent or guardian or other person responsible for the care of the child that no court order has been issued that prohibits or limits contact by the parent or guardian requesting disclosure of the child's location with the child, the child's other parent or guardian or other person responsible for the care of the child, or any member of the household in which the child is located; and
5. Disclosure of the child's location to the parent or guardian will not compromise the safety of the child, the child's other parent or guardian, or any other person responsible for the care of the child.

22VAC40-705-170. Access to Central Registry.

A. The department will complete a search of the Central Registry upon request by a local department, upon receipt of a ~~notarized~~ signature of the individual whose name is being searched authorizing release of such information or a court order specifying a search of the Central Registry.

B. When the name being searched is found in the Central Registry, the department shall contact the local department responsible for the investigation to verify the information.

VA.R. Doc. No. R23-7198; Filed March 26, 2024, 7:14 a.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, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, Virginia 23219.

MARINE RESOURCES COMMISSION

Title of Document: [Guidelines for Establishment, Use, and Operation of Tidal Wetland Mitigation Banks.](#)

Public Comment Deadline: May 22, 2024.

Effective Date: July 1, 2024.

Agency Contact: Jennifer Farmer, Regulatory Coordinator, Marine Resources Commission, 380 Fenwick Road, Building 96, Fort Monroe, VA 23651, telephone (757) 247-2248, or email jennifer.farmer@mrc.virginia.gov.

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Title of Document: [Chapter 1: General Information \(for all manuals\).](#)

Public Comment Deadline: May 22, 2024.

Effective Date: May 23, 2024.

Agency Contact: Emily McClellan, Director, Policy Division, Department of Medical Assistance Services, 600 East Broad Street, Richmond, VA 23219, telephone (804) 371-4300, or email emily.mcclellan@dmas.virginia.gov.

STATE BOARD OF SOCIAL SERVICES

Title of Document: [Division of Child Support Enforcement Program Manual.](#)

Public Comment Deadline: May 22, 2024.

Effective Date: May 23, 2024.

Agency Contact: Matthew Gomez, Director, Program Operations - Policy and Initiatives, Department of Social Services, 801 East Main Street, Richmond, VA 23219, telephone (804) 726-7437, or email matthew.gomez@dss.virginia.gov.

ANNUAL LIST

Section 2.2-4103.1 of the Code of Virginia requires annual publication in the Virginia Register of Regulations of guidance document lists from state agencies. A guidance document is defined as "...any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations..." Agencies are required to maintain a complete, current list of all guidance documents and make the full text of such documents available to the public.

Generally, the format for the guidance document list is: document number (if any), title of document, date issued or last revised, and citation of Virginia Administrative Code regulatory authority or Code of Virginia statutory authority. Questions concerning documents or requests for copies of documents should be directed to the contact person listed by the agency.

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

All guidance documents are available at no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov

or from the department website where indicated. However, documents may be viewed during regular work days from 9 a.m. until 4 p.m. at the department's central office location at 8004 Franklin Farms Drive, Richmond, VA 23229. Contact the

individual listed under the individual document for more information. If no listing appears, contact Cara Kaufman, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 845-4765. Costs for printing hard copies of these documents vary with the document requested.

Guidance Documents:

Board for Aging and Rehabilitative Services

4519, [Virginia Guide to Supported Employment and Job Coach Training Services](#), 5/13/2015

4520, [Consumer's Guide to Self-Employment](#), 7/1/2012

4521, [Vocational Evaluation Best Practices Manual](#), 10/28/1993

4522, [Division of Rehabilitative Services \(DRS\) Policy and Procedure Manual](#), 9/15/2022

4525, [Long Term Employment Support Services \(LTESS\) and Extended Employment Services \(EES\) Policy Manual](#), 4/15/2023

4526, [2020-2023 Workforce Innovation and Opportunity Act Combined State Plan](#), 6/28/2022

4531, [Human Research Procedures Manual](#), 11/30/2021

4532, [Personal Assistance Services Program Handbook](#), 9/12/2011

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

4540, [State Plan for Independent Living](#), 10/1/2023

4541, [Centers for Independent Living General Policies and Procedures Manual](#), 1/10/2017

4545, [Wilson Workforce and Rehabilitation Center Governance Manual](#), 11/8/2018

5079, [Vendor Application for Licensed Behavioral Health Services Provider A1205](#), 8/1/2014

5081, [Guidance for Provision of Therapeutic Behavioral Services \(TBS\)](#), 1/1/2017

5100, [Virginia State Plan for Aging Services](#), 12/7/2023

5158, [Virginia Department for the Aging \(VDA\) 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](#), 5/11/2023

5162, [Criminal Background Check Policy for Area Agencies on Aging and Subcontractors](#), 7/1/2017

5335, [Adult Services Assisted Living Facility Private Pay Assessment Manual](#), 3/16/2023

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](#), 11/9/2023

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

5349, [Adult Services Manual, Chapters 1 through 9](#), 1/19/2023

6264, [Licensed Behavioral Health Services Guidance and Fees Document](#), 10/1/2013

6494, [Work Incentives Specialist Advocate \(WISA\) Manual](#), 3/2/2023

6495, [VDA Aging Services Standards: All Standards Combined](#), 4/4/2019

6496, [Pre-Employment Transition Services Manual](#), 3/16/2023

6497, [Office of State Long-Term Care Ombudsman Policies and Procedures](#), 8/1/2018

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](#), 3/16/2023

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

6883, [State Plan for Assistive Technology](#), 2/16/2023

6964, [Electronic Storage of Centers for Independent Living \(CIL\) Consumer Service Records](#), 3/6/2021

6992, [Electronic Signatures Guidance for Independent Living Centers](#), 5/13/2021

7199, [Senior Community Service Employment Program \(SCSEP\) State Plan Modification](#), 5/12/2022

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 interpretation, please contact:

Guidance Documents

For guidance documents relating to dairy and foods, contact Pamela Miles at (804) 786-0412.

For guidance documents relating to meat and poultry, contact JoAnn Connell at (804) 786-0412.

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 for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:

Charitable Gaming Board

[4309, Use of Proceeds](#), 12/1/2012

[4310, Progressive Games](#), 6/2/2010

[4311, Electronic Pull-Tab Game Displays, Themes, and Sounds](#), 11/14/2012

[5328, Model Ordinance for Use by Localities in Their Regulation of Charitable Solicitations](#), 9/13/2013

Board of Agriculture and Consumer Services

[750, Guidelines for the Virginia Ginseng Management Program](#), 12/16/2016

[756, Virginia Entry Requirements for Honey Bee Hives and Appliances](#), 12/16/2016

[1115, Industrial Coproducts Guidelines](#), 12/16/2016

[1743, Agricultural Stewardship Act Guidelines](#), 11/10/2022

[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

[4100, Office of Weights and Measures Technical Bulletin Number 2011-2 - Advertisement Signs and Posted Signs with Taxes Included or Excluded and the Total Price Displayed at the Pump](#), 7/1/2011

[4307, Information Regarding Commercial Dog Breeder Legislation](#), 1/20/2009

[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

[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

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

[5035, Production Registration - Submission of Labels](#), 12/11/2014

[5036, Registration Label Review](#), 8/24/2017

5037, [Supervision of Registered Technicians, Including Government Employees and Not-for-Hire Individuals](#), 12/19/2018

5328, [Model Ordinance for Use by Localities in Their Regulation of Charitable Solicitations](#), 9/13/2013

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

[CACL MATRIX, Virginia Comprehensive Animal Care Laws and Related Regulations Civil Penalty Matrix](#), 2/20/2020

[LIVESTOCK MATRIX, Virginia Livestock and Poultry Law and Related Regulations Civil Penalty Matrix](#), 2/20/2020

[OACER 2018-01, Guidelines Governing the Approval of Continuing Education Training for Animal Control Officers](#), 1/1/2018

[ODF EDIBLE MATRIX, Virginia Industrial Hemp Extract Intended for Human Consumption Law Civil Penalty Matrix](#), 7/10/2023

[OPIS 2020-01, Guidelines for Beehive Distribution Program](#), 7/31/2020

[OPIS Spongy Moth, Virginia Cooperative Spongy Moth Suppression Program, 2023 Guidelines](#), 9/15/2022

[OPS, 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

[Produce Safety Matrix, Virginia Produce Safety Law and Related Regulations Civil Penalty Matrix Guidelines for Enforcement](#), 3/4/2021

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, 7450 Freight Way, Mechanicsville, VA 23116. 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, Senior Legal Counsel, 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 for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:

Virginia Alcoholic Beverage Control Board of Directors

[Issued Quarterly, Licensee Newsletter Spring 2003](#), 3/1/2003

[1843, Farm Winery Remote Festivals Bulletin](#), 7/19/2001

[1847, Licensee Bulletin Vol. 56, No. 1; Mixed Beverage Restaurant](#), 1/1/2000

[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

[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

Guidance Documents

- 3394, Circular Letter 06-01; CO₂ Filters Provided to Retailers, 2/14/2006
- 3397, Circular Letter 06-04; Solicitor Tasting Permits, 9/1/2006
- 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
- 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 Alcoholic Beverage Control (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
- 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
- 6201, Brewery License Bulletin, 4/1/2014
- 16-03, Circular Letter 16-03; Licensees with On-Premises and Mixed-Beverage Privileges, 4/7/2016
- 17-01, Channel 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
- 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
- 20-01, Retail Licensee Bulletin Marketplace Licenses, 11/17/2020
- 21-01, 2021 Retail Licensee Bulletin, 5/3/2021
- 21-02, Approval of Outdoor Dining Areas, 7/22/2021
- 21-03, June 2021 Retail Licensee Bulletin (Expiration of Pre-reform licenses), 6/2/2021
- 22-01, Definitions for the Words "Designer" and "Vintage" as They are Used within the Context of 3VAC5-70-230, 5/5/2022
- 23-01, Label Approval for Cross-Over Products, 7/3/2023

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 Christopher Morris at email chris.morris@vasap.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Christopher Morris at email chris.morris@vasap.virginia.gov.

Guidance Documents:

2023COVCM, Commission on the Virginia Alcohol Safety Action Program (VASAP) Certification Manual, 1/3/2023

2023IIPPM, Ignition Interlock and Remote Alcohol Monitoring Process and Procedure Manual, 2/24/2023

6762, VASAP Operational Guidelines, 1/1/2022

AUDITOR OF PUBLIC ACCOUNTS

Copies of guidance documents for the Auditor of Public Accounts (APA) are available 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) 362-8436, or email rachel.reamy@apa.virginia.gov.

Guidance Documents:

[ABC SPEC23, Specifications for Audits of Authorities, Boards, and Commissions, 7/1/2023](#)

[CCT SPEC23, Specifications for Audits of Counties, Cities, and Towns, 7/1/2023](#)

[GRAcct23, General Receiver Accounting Manual, 8/1/2023](#)

[Sheriffs23, Virginia Sheriffs Accounting Manual, 8/1/2023](#)

[UFRM23, Uniform Financial Reporting Manual, 10/1/2023](#)

VIRGINIA DEPARTMENT OF AVIATION

For questions regarding the Airport Program Manual or to request a copy, please contact Susan Simmers with the Airport Services Division of the Virginia Department of Aviation (DOAV) at telephone (804) 236-3636, email susan.simmers@doav.virginia.gov, or postal mail 5702 Gulfstream Road, Richmond, VA 23250.

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

A printed copy of the Airport Program Manual may be viewed at the Virginia Department of Aviation (DOAV) office at 5702 Gulfstream Road, Richmond, VA 23250.

A printed copy may be obtained from DOAV at no charge.

Guidance Document:

[Airport Program Manual - August 2021, 8/1/2021](#)

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Included in the detailed listing for each Department of Behavioral Health and Developmental Services (DBHDS) guidance document is the name and contact information of the staff person who can respond to interpretive or implementation questions. All departmental guidance documents are available at no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov. There may be a nominal charge if an individual requests that the department mail a paper copy of any of these documents. Any questions regarding the posting of any DBHDS guidance documents should be directed to Ruth Anne Walker, Director of Regulatory Affairs, telephone (804)

225-2252, FAX (804) 371-4609, or email ruthanne.walker@dbhds.virginia.gov.

Guidance Documents:

[DD 1, 2021 Person-Centered Individual Support Plan Guidance, 6/7/2021](#)

[DD 4, Direct Support Professional \(DSP\) and DSP Supervisor Developmental Disability \(DD\) Waiver Orientation and Competencies Protocol, 3/27/2020](#)

[DD 5, DBHDS DD Support Coordination \(Case Management\) Handbook, 11/25/2021](#)

[DD 6, Supported Decision-Making Agreement Draft Sample, 7/15/2022](#)

[DD 7, The Individual and Family Support Funding Guidelines \(Fiscal Year 2023\), 1/9/2023](#)

[DD 8, Case Management Operational Guidelines 2023, 3/2/2023](#)

[FOR 1, Guidelines for the Management of Individuals Found Not Guilty By Reason of Insanity, 3/3/2022](#)

[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](#)

[FOR 5, Forensic Evaluation Oversight Manual, 8/24/2023](#)

[FOR 6, Additional Information on §§ 19.2-169.1 and 19.2-169.2 of the Code of Virginia, 11/9/2023](#)

[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](#)

[LIC 10, Guidance on Ceiling Height Requirements, 6/8/2017](#)

[LIC 12, Guidance for Certificate of Use and Occupancy, 6/9/2017](#)

[LIC 15, Guidance for Counseling in Medication-Assisted Opioid Treatment Services, 3/1/2018](#)

[LIC 16, Guidance for Quality Improvement Plan, 11/28/2020](#)

[LIC 17, Guidance for Serious Incident Reporting, 11/28/2020](#)

[LIC 18, Individuals with Developmental Disabilities with High-Risk Health Conditions, 6/1/2020](#)

[LIC 19, Corrective Action Plans \(CAPs\), 8/22/2020](#)

[LIC 20, Incident Reporting, 8/22/2020](#)

[LIC 21, Guidance for Risk Management, 8/27/2020](#)

Guidance Documents

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
MH-CSB 2, Discharge Assistance Program Manual, 11/30/2018
ORS-01, Certified Recovery Residences, 3/7/2020
Part C 5, Child Indicators Booklet, 12/20/2018
Part C 9, Early Intervention Practice Manual, 7/9/2021
Part C 10, Transition from Part C to Part B Questions and Answers, 12/28/2018

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. at the administrative headquarters building of the Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227. 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, Senior Policy Analyst, Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227, telephone (804) 371-3184, FAX (804) 371-3351, or email susan.davis@dbvi.virginia.gov.

Guidance Documents:

[7285, Vocational Rehabilitation Policy and Procedure Manual, 12/7/2022](#)
[7286, Education Services Policy and Procedure Manual, 12/7/2022](#)
[7287, Low Vision Policy and Procedures Manual, 12/7/2022](#)
[7289, Department for the Blind and Vision Impaired Orientation and Mobility Procedure Manual, 12/7/2022](#)
[7290, Department for the Blind and Vision Impaired Rehabilitation Technology Manual, 12/7/2022](#)
[7291, Department for the Blind and Vision Impaired Rehabilitation Teaching and Independent Living Policy and Procedures Manual, 12/7/2022](#)
[7292, Virginia Rehabilitation Center for the Blind and Vision Impaired Policy and Procedure Manual, 12/7/2022](#)
[7332, Virginia Enterprises Policies and Procedures, 12/16/2022](#)

[7351, Policy and Procedures Directive 22-01, Chapter 7.7 Transition Services, 12/19/2022](#)
[7352, Policy and Procedures Directive 22-03, Vocational Rehabilitation Policy Updates, 12/19/2022](#)
[7353, Policy and Procedures Directive 22-04, Referral, 12/19/2022](#)
[7355, Policy and Procedures Directive DS-22-05, Low Vision Manual Policy, 12/19/2022](#)
[7356, Policy and Procedures Directive DS-22-06, Change of Tutor Rates, 12/19/2022](#)
[7357, Policy and Procedures Directive DS-22-07, Low Vision Manual Update and Revised Forms, 12/19/2022](#)

VIRGINIA CANNABIS CONTROL AUTHORITY

Documents are available using the links provided or at no charge on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>. Please address any questions concerning the guidance documents to Jake Shuford at email jake.shuford@cca.virginia.gov.

Guidance Document:

[7555, Guidance Document Regarding Safe and Compliant Home Cultivation of Cannabis, 2/2/2023](#)

OFFICE OF CHILDREN'S SERVICES

Copies of the following documents may be viewed during regular work days from 9 a.m. to 5 p.m. at the Office of Children's Services, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229. Copies may be obtained by contacting Kristi Schabo at the same address, telephone (804) 662-9815, or FAX (804) 662-9831. Documents are available at no charge on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

Questions regarding interpretation or implementation of these documents may be directed to Kristi Schabo, Office of Children's Services, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229, telephone (804) 662-9815, or FAX (804) 662-9831.

Guidance Documents:

[Policy Manual 2023, Policy Manual for the Children's Services Act, 10/1/2023](#)
[Spec Ed and CSA, Special Education and the Children's Services Act, 8/1/2023](#)
[User Guide 2022, User Guide for the Children's Services Act , 12/1/2022](#)

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 on the Virginia Regulatory Town Hall at www.townhall.virginia.gov. Questions regarding interpretation or implementation of these documents may also be directed to Tamra McGrath at the same address and contact points.

Guidance Documents:

[Catalog 01, Undergraduate Catalog](#), 12/19/2023

[Catalog_02, Graduate Catalog](#), 12/19/2023

[Handbook, Student Handbook](#), 12/19/2023

[Handbook 01, University Handbook](#), 12/19/2023

[Handbook_03, Residence Life Handbook](#), 12/19/2023

VIRGINIA CODE COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Code Commission, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Erin Comerford at the same address, telephone (804) 698-1882, or email ecomerford@dls.virginia.gov.

Guidance Document:

[Form, Style, and Procedure Manual for Publication of Virginia Regulations](#), revised 2014, § 2.2-4104

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, FAX

(804) 786-6141, or email lisa.mcgee@dcr.virginia.gov. Other staff may be assigned to answer specific questions regarding documents.

Guidance Documents:

Board of Conservation and Recreation

[DCR-BCR-001, Community Flood Preparedness Fund Guidelines](#), 3/1/2021

[DCR-NH-064, Natural Heritage Resources of Virginia - Rare Animal Species](#), 9/1/2021

[DCR-NH-065, The Natural Communities of Virginia: Ecological Groups and Community Types](#), 7/1/2021

[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](#), 9/1/2021

[DCR-PRR-001, 2018 Virginia Outdoors Plan](#), 1/1/2018

[DCR-PRR-002, Virginia Recreational Trails Program](#), 8/1/2019

[DCR-PRR-003, Land and Water Conservation Fund Application Manual](#), 3/15/2022

[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](#), 5/12/2022

[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

Guidance Documents

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

DCR-PRR-025, Oconeechee 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, 5/12/2022

DCR-PRR-030, Smith Mountain Lake State Park Master Plan, 3/2/2020

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, 5/12/2022

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, 5/12/2022

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

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

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

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

DCR-PRR-047, Natural Bridge State Park Master Plan, 1/11/2022

DCR-VLCF-002, Virginia Land Conservation Foundation's Grant Manual, 7/12/2022

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, 1/10/2022

DCR-VLCF-006, Land Preservation Tax Credit Questions and Answers, 3/8/2022

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

Virginia Soil and Water Conservation Board

7638, 2024 Dam Safety, Flood Prevention, and Protection Assistance Fund Grant Manual, 10/12/2023

DCR-VSWCB-019, Virginia Soil and Water Conservation Board Guidance - Impounding Structure Ownership, 9/7/2016

DCR-VSWCB-021, Guidance Document on Credits and Refunds of Dam Safety Certificate Application Fees, 11/30/2010

DCR-VSWCB-022, Guidance Document on Agricultural Exemption, 11/30/2010

DCR-VSWCB-023, Guidance Document on Roadways on or below Impounding Structures, 11/30/2010

DCR-VSWCB-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](#)

[VSWCB-DCR-046, Design and Use of Devices to Lower the Reservoir Water Level, 12/16/2020](#)

[VSWCB-DCR-047, Methodology for Identifying Perennial Streams, 12/16/2020](#)

[VSWCB-DCR-048, 2022 Grant Manual for the Virginia Dam Safety, Flood Prevention, and Protection Assistance Fund, 9/23/2021](#)

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Most business entity and Uniform Commercial Code (UCC) documents may be viewed and printed from the online Clerk's Information System (CIS) at <https://cis.scc.virginia.gov/>. All business entity and Uniform Commercial Code documents are available 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. Copies of forms and documents may also be obtained free of charge by writing the Clerk's Office at P.O. Box 1197, Richmond, VA 23218-1197 or by contacting the Clerk's Office by telephone (804) 371-9733 or toll free (866) 722-2551.

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 <https://scc.virginia.gov/pages/Forms-and-Fees>. Find UCC forms at <https://scc.virginia.gov/pages/UCC-Forms-Fees>.

Questions regarding interpretation or implementation of the forms and documents may be directed to Bernard J. Logan, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9733, or toll free (866) 722-2551. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

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.

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, and May 4, 2021, §§ 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

Guidance Documents

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

Following listed documents without a link may be found at: <https://www.scc.virginia.gov/pages/Reports-Publications>, or contact the Bureau of Financial Institutions at telephone (804) 371-9657, FAX (804) 371-9416, or email bfiquestions@scc.virginia.gov.

"Bank Director Responsibilities," revised October 2010

"Annual Report of the Bureau of Financial Institutions - Banks, Credit Unions, Savings Institutions, and Trust Companies," published on an annual basis

"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

"Annual Report of the Bureau of Financial Institutions - Money Transmitters and Credit Counseling Agencies," published on an annual basis

"Annual Report of the Bureau of Financial Institutions - Consumer Finance Licensees," published on an annual basis

"Annual Report of the Bureau of Financial Institutions - Qualified Education Loan Services," published on an annual basis

"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>

"The Compliance Connection," regulatory news for Virginia mortgage lender, mortgage broker, and mortgage loan originator licensees

[The Consumer Services and Complaint Information brochure](#) (contains information about how the Bureau of Financial Institutions may assist consumers, how to file a complaint, an explanation of the complaint process, and general complaint guidelines), <https://www.scc.virginia.gov/pages/File-Complaint-Consumers>

File a Complaint, <https://www.scc.virginia.gov/pages/File-a-Financial-Complaint>

Are You Falling Behind on your Mortgage or Facing Foreclosure? <https://scc.virginia.gov/getattachment/12350d88-4fbb-4601-8748-a84370f2eca9/behind.pdf>

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Notice to Virginia Residents Regarding Virtual Currency,
<https://scc.virginia.gov/pages/Banks-Consumer-Lenders>

Other

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<https://scc.virginia.gov/pages/Confidentiality-Policy>

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<https://scc.virginia.gov/pages/BFI-On-Line-Payment>

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 at (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. Most of these documents are available online at the State Corporation Commission's website at <https://scc.virginia.gov/pages/Insurance>.

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Administrative Letter 2018-03, Foreign and Alien Life Insurer's Reserve Valuation Certificate, Issued May 31, 2018, Withdrawal of Administrative Letter 1990-17, <https://www.scc.virginia.gov/getattachment/dbccc43d-2195-474b-91b1-df8e3dd1bce3/18-03.pdf>

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Administrative Letter 2020-03, Implementation and Enforcement of House Bill 1503/Senate Bill 1031 § 38.2-

3418.17 of the Code of Virginia, as Amended, Issued April 22, 2020, <https://www.scc.virginia.gov/getattachment/ed03e991-d2ce-427d-befc-fe194137bf4d/2020-03.pdf>

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Administrative Letter 2020-07, Filing Procedures for Compliance with the Provisions of the Terrorism Risk Insurance Program Reauthorization Act of 2019; Withdrawal of Administrative Letter 2015-03, Issued September 1, 2020, <https://www.scc.virginia.gov/getattachment/6c79a5f6-f166-4c20-af80-44b9f89f14bb/AL2020-07.pdf>

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Financial Regulation Unit Guidance Documents:

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

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

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

Letter to Insurers Prior to an Examination Specifying the Date of the Upcoming Examination and Requesting Specific Documentation the Insurer is to Provide to the Bureau of Insurance Staff, revised December 2014, (This letter is available upon request from the Financial Examination Section of the Financial Regulation Division by calling (804) 371-9123).

The following documents are available at <https://www.scc.virginia.gov/pages/Company-Financial-Reporting>:

Notice of Certified Reinsurer Applications

List of Approved Certified Reinsurers

Qualified Jurisdictions

[Form CR-F](#) (Instructions for Form CR-F)

[Form CR-S](#) (Instructions for Form CR-S)

[National Association of Insurance Commissioners \(NAIC\) Certified and Reciprocal Jurisdiction Reinsurer Webpage](#)

List of Approved Reciprocal Jurisdiction Reinsurers

NAIC List of Reciprocal Jurisdictions

Reinsurance Financial Analysis Working Group (ReFAWG) Review Process for Passporting Certified and Reciprocal Jurisdiction Reinsurers

Process for Evaluating Qualified and Reciprocal Jurisdictions

The following documents are available at <https://www.scc.virginia.gov/pages/Company-Licensing-and-Amendments>:

Dental Plan Organizations Requirements for Organizing and Licensing in Virginia, revised January 2022, § 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 2022, § 38.2-4805.1

Requirements for Surplus Lines Approval in Virginia for a Foreign Carrier, revised November 2022, § 38.2-4805.1

Application for the Establishment of a Managed Care Health Insurance Plan (MCHIP), revised January 2022, § 38.2-5800

Home Protection Company Requirements for Organizing and Licensing in Virginia, revised March 2022, §§ 38.2-1024 and 38.2-2603

Captive Insurers Requirements for Organizing and Licensing in Virginia, revised March 2022, §§ 38.2-1024 and 38.2-1102

Health Services Plan Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4200

Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4301

Limited Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4301

Virginia Legal Services Organization Requirements for Organizing and Licensing in Virginia, revised August 2020, § 38.2-4413

Dental Services Plan Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4517

Optometric Services Plan Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4517

Insurance Premium Finance Company Requirements for Organizing and Licensing in Virginia, revised September 2022, § 38.2-4701

Community-Based Continuing Care Providers Registration and Disclosure Filing Guidelines, March 2022, § 38.2-4919

Continuing Care Providers Registration and Disclosure Filing Guidelines, revised March 2022, § 38.2-4901

Viatical Settlement Providers Requirements for Operating in Virginia, revised June 2022, § 38.2-6002

Multiple Employer Welfare Arrangements Requirements for Operating in Virginia, revised March 2022, Article 3 of Chapter 34 of Title 38.2

Requirements for Accredited Substantially Similar and Trusteed Reinsurers, December 2022, § 38.2-1316.2

Requirements for Certified Reinsurers, September 2022, § 38.2-1316.2 B

Requirements for Reciprocal Jurisdiction Reinsurers, § 38.2-1316.2 E

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, January 2022, § 38.2-5108

Information Concerning Risk Retention Group Registration, January 2022, §§ 38.2-5102 and 38.2-5103

Application for License as an Insurance Rating Organization, Advisory Organization, or Statistical Agent, July 2011, § 38.2-1914

The following document is available at https://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 [https://www.scc.virginia.gov/pages/Insurance-Holding-Companies-Forms-\(14VAC5-260\)](https://www.scc.virginia.gov/pages/Insurance-Holding-Companies-Forms-(14VAC5-260)):

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 <https://www.scc.virginia.gov/pages/Annual-License-Renewal-and-Financial-Filing-Submis>:

NAIC Financial Standard State Filing Checklists for filings due in 2021 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 R03, [Audited Financial Statements Exemption Affidavit](#)

Form R05, [Certificate of Assuming Insurer](#)

Form R05Q, [Certificate of Assuming Insurer Quarterly Update](#)

Form R06, [Costs of HMO's Indemnification and Nonparticipating Referral Provider Arrangements](#)

Form R08, [Producer-Controlled Insurer Report](#)

Form R09, [Report of Assessable Ocean and Inland Marine Premium](#)

Form R10, [Report of Assets Pledged, Hypothecated, or Encumbered](#)

Form R12, [Request for Information Regarding Reinsurance Intermediaries \(RIS\)](#)

Form R13, [Statement of Material Changes](#)

Form R14, [Supplementary Statement of Covered and Uncovered Expenses](#)

Form R15, [Certificate of Certified Reinsurer](#)

Form R16, [Surplus Lines Annual Filing Information](#)

Form R19, [Multiple Employer Welfare Arrangement Policy Verification](#)

Form R20, [CBCC and CCRC Demographic Information Form](#)

[Multiple Employer Welfare Arrangement Renewal](#)

[Purchasing Group Annual Renewal](#)

[Premium Finance Annual Statement Form](#)

[Reinsurance Intermediary License Renewal Application](#)

Market Regulation Unit Guidance Documents:

ACA Rate and Form Filing Information, <https://www.scc.virginia.gov/pages/ACA-Rate-Form-Filing-Information>

Assigned Risk Workers' Compensation Rates, <https://www.scc.virginia.gov/pages/Workers-Compensation>

Guidance Documents

Balance Billing, [https://www.scc.virginia.gov/pages/Balance-Billing-\(1\)](https://www.scc.virginia.gov/pages/Balance-Billing-(1))

Common Problems Found during Agent Investigations, revised July 2021, <https://www.scc.virginia.gov/getattachment/7dabf3ed-ad83-4854-8da7-4eec9a452c3f/comprob.pdf>

Common Problems Found during Life and Health Market Conduct Examinations, revised January 2023, https://www.scc.virginia.gov/getattachment/3a829497-4921-4493-a620-5ef4f604daf0/lh_prob.pdf

Common Problems Identified by the Property and Casualty Market Conduct and Consumer Services Sections, revised November 2021, https://www.scc.virginia.gov/getattachment/aac0469e-3bb6-43a8-9105-aa8ef47541ea/pc_prob.pdf

Common Problems for Real Estate Settlement Agents (RESA), updated periodically, § 55.1-1000 and 14VAC5-395, <https://www.scc.virginia.gov/getattachment/99dde81e-fb9b-461c-be1b-7cc893ccb36/agentresa.pdf>

Credit Insurance Experience Exhibits Questionnaire, revised January 10, 2020, https://www.scc.virginia.gov/getattachment/f4a7404e-abaa-4ee3-9fb5-8d8bb81934a8/ci_ques.pdf

Forms/Reports for Insurers: Long-Term Care (14VAC5-200), <https://www.scc.virginia.gov/pages/Long-Term-Care-Forms-Reports>

Medicare Supplement (14VAC5-170), <https://www.scc.virginia.gov/pages/Medicare-Supplement-Forms>

Mandated Benefits (Form MB-1 and instructions) (14VAC5-190), <https://www.scc.virginia.gov/pages/Mandated-Benefits-and-Mandated-Offers>

Mental Health and Substance Use Disorder Benefits Parity, <https://www.scc.virginia.gov/pages/Benefits-Parity>

Product Review Filing Checklists and Guidance Documents for Life and Health, <https://www.scc.virginia.gov/pages/NAIC-Product-Checklists>

Statistical Report Form (VA SRF-2), revised 2016, https://www.scc.virginia.gov/getattachment/83c31e87-af27-4868-96fd-2afe422da476/stat_rept.pdf

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

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

Virginia Property and Casualty Filing Guidelines Handbook, revised July 2023, https://www.scc.virginia.gov/getattachment/4e4d6de6-2b13-4bd7-9bfd-d5e5ed7f07ca/pc_handbook.pdf

Workers' Compensation Voluntary Market Loss Costs Multipliers, revised July 1, 2023,

https://www.scc.virginia.gov/getattachment/c4ef0b6d-0ed5-45da-b89b-fa19-285d803d/wclc_mult.pdf

Administration and Assessment Unit Guidance Documents:

Administrative Letter 2014-02, Premium Tax and Assessment Practices and Procedures, issued January 28, 2014, <https://www.scc.virginia.gov/getattachment/d49538bc-3fa3-40a7-b887-52a9147c301e/14-02.pdf>

Administrative Letter 2018-05 Assessment Practices and Procedures; Withdraws and Replaces Administrative Letter 2015-11, Issued October 1, 2018, <https://www.scc.virginia.gov/getattachment/16199393-1201-4ea9-ab54-ad8631292f9c/18-05.pdf>

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Life and Health Consumer Guides:

10 Tips to Help You Understand Your Coverage and Rights under Your Managed Care Health Insurance Plan, <https://www.scc.virginia.gov/pages/Ten-Tips-for-Managed-Care>

2023 Choosing a Medigap Policy: A Guide to Health Insurance for People with Medicare, published 2023, <https://scc.virginia.gov/getattachment/b6642990-6ce3-4377-bfb2-bf6eb7d9064f/02110-Medicare-Medigap-guide.pdf>

2024 Medicare Premiums, Deductibles, and Co-insurance, revised October 2023, <https://www.scc.virginia.gov/getdoc/7f958478-3b61-4ad3-8547-b98bb353901e/medchange.pdf>

2024 Part D Medicare Prescription Drug Plans in Virginia, revised September 2023, https://www.scc.virginia.gov/getdoc/bb6e605b-2879-4766-a08a-139f681a9e45/medcare_drug.pdf

2024 Part C Medicare Advantage Plans in Virginia, revised September 2023, <https://www.scc.virginia.gov/getdoc/23607e77-2779-42d4-ad4c-2af8d54c1949/medcarehlth.pdf>

2024 Special Needs Plans in Virginia, revised September 2023, <https://www.scc.virginia.gov/getdoc/a397e358-bbd3-4fb6-b063-a36935ee7806/SpecialNeedsPlanVA.pdf>

2023 Tax Qualified Long-Term Figures, revised December 2023, https://www.scc.virginia.gov/getattachment/98e9ea6a-7a1b-4307-b029-82455c1bc144/ltc_taxqual.pdf

A Shopper's Guide for Health Insurance in Virginia, revised October 2023, <https://www.scc.virginia.gov/getattachment/f5c76b90-9e05-4b34-8c23-b1e0ca0b2e81/HealthInsShopGuide.pdf>

A Shopper's Guide to Cancer Insurance, 2022, <https://content.naic.org/sites/default/files/publication-cax-pp-consumer-cancer.pdf>

- A Shopper's Guide to Long-Term Care Insurance, revised 2022, <https://content.naic.org/sites/default/files/publication-ltc-lp-shoppers-guide-long-term.pdf>
- Appointment of Authorized Representative, revised July 2011, <https://www.scc.virginia.gov/getattachment/00058346-9c98-433e-b8ec-c99f49a8edc9/216b.pdf>
- Consumer Assistance - Managed Care Health Insurance Plans, <https://www.scc.virginia.gov/pages/Managed-Care-Problems-and-Questions>
- Consumer Assistance Services; Consumer Outreach and Education Guide, revised August 2021, <https://www.scc.virginia.gov/getattachment/d528a0b5-14f5-415b-9abf-76e3301bc1d2/outreach.pdf>
- Facts about Long-Term Care Insurance in Virginia, revised May 2021, <https://www.scc.virginia.gov/getattachment/c2f1f25a-ad7d-4ae7-b0dd-7b3ca7750a7f/lcfacts.pdf>
- About the Affordable Care Act, <https://www.scc.virginia.gov/pages/About-the-Affordable-Care-Act>
- Forms to Request an Independent External Review of an Adverse Determination, <https://www.scc.virginia.gov/getattachment/35f5364a-c16f-4e6d-a559-8a0ae9a73acd/216a.pdf>
- Important Information Regarding Medicare Advantage Plan Marketing, revised August 2022, https://www.scc.virginia.gov/getattachment/f1c6d736-fa59-4d5e-b40a-9487503f1fbd/adv_mktng.pdf
- Know Your Rights Regarding Life and Health Insurance, <https://www.scc.virginia.gov/pages/L-H-Rights>
- Life and Health Complaint Form, revised January 2023, <https://www.scc.virginia.gov/getattachment/faa225c9-c8d4-47b4-b43b-52e13e4759e8/lhinquiry.pdf>
- State Corporation Commission, Pharmacy Benefits Management Complaint Form, June 2021, <https://www.scc.virginia.gov/getattachment/5438da96-4ad5-4850-9b8a-1dd55714cd18/PBM-Complaint-Form.pdf>
- Life and Health Options If You Leave or Lose Your Job, https://www.scc.virginia.gov/getattachment/b4880758-a1e1-47cc-b06a-0153af9f6edf/keep_ins.pdf
- National Association of Insurance Commissioners Life Insurance Policy Locator Service, <https://eapps.naic.org/life-policy-locator/#/welcome>
- List of Carriers with Recently Approved Individual Stand-Alone Dental Plans, 2022, revised November 9, 2023, https://www.scc.virginia.gov/getattachment/34cd73c2-72b1-4fb4-a2bf-56a37e241630/Dent_Ind24_.pdf
- List of Carriers with Recently Approved Small Employer Stand-Alone Dental Plans, 2022, revised October 5, 2023, https://www.scc.virginia.gov/getattachment/02d75de4-55f3-4568-a770-c6910354cf8b/dent_smal24-doc.pdf
- List of Long-Term Care Policies, and Companies with Approved Individual Long-Term Care Partnership Policies, revised May 2022, <https://www.scc.virginia.gov/getattachment/556a2cca-a455-428a-af10-9a588348c1bb/lc-list.pdf>
- List of Carriers with Approved Individual Health Benefit Plans, 2024, revised October 25, 2023, https://www.scc.virginia.gov/getattachment/0dc0fb4b-cfed-4eda-9fa6-c7ca694cf912/hbp_indv24.pdf
- List of Carriers with Approved Small Employer Health Benefit Plans, 2024, revised September 21, 2023, <https://www.scc.virginia.gov/getattachment/f9d8615a-138a-4faa-8b1c-3564cb0b6116/OnandOffMed-Group-24.pdf>
- List of Carriers with Recently Approved Stand-Alone Vision Plans - Individual and Group Markets, October 6, 2023, <https://www.scc.virginia.gov/getattachment/ebeee596-d0bf-4091-b081-ad2d8b4fbb97/Vision-Plans-in-Virginia-24.pdf>
- List of Carriers to Offer Individual Coverage On-Exchange in 2024, revised October 25, 2023, <https://www.scc.virginia.gov/getattachment/abc403a9-1d8b-4c32-8ea6-befcc8b950c9/Carrier-and-area-list-2024.pdf>
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- Short-Term Limited Duration Plan Information, revised February 2022, <https://www.scc.virginia.gov/getattachment/04558edf-ec72-4f02-a5bc-b98d4a9c4ae1/STlimitedinsinfo.pdf>
- Understanding Health Coverage Alternative Options, revised September 2022, <https://www.scc.virginia.gov/getattachment/5de69817-48d2-4cfc-8594-56048816edde/HealthCoverageAlts.pdf>
- Tips to Help You Appeal a Denial from Your Managed Care Health Insurance Plan (MCHIP), <https://www.scc.virginia.gov/getattachment/5fd9ac7e-4d83-4f2f-a2ff-b5428f2069d9/appealtips.pdf>
- Tips to Help You Appeal an Experimental Investigational Services Denial by Your MCHIP, <https://www.scc.virginia.gov/getattachment/a13ac2b5-efb6-4d1a-a1b5-a76bfbba4a86/exptips.pdf>

Guidance Documents

Do You Need Help with a Request or Appeal for Coverage of a Prescription Drug? <https://scc.virginia.gov/getattachment/c5d78d48-b184-4d58-9a25-56172bec8382/scriptips.pdf>

Mandated Benefits, Offers, and Reporting, <https://www.scc.virginia.gov/pages/Mandated-Benefits-and-Mandated-Offers>

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Frequently Asked Questions - Medigap Plans for Individuals Under Age 65, https://www.scc.virginia.gov/getattachment/ac15e602-4055-4151-a1a6-7974d744af03/FAQ_Medigap.pdf

Virginia Life Insurance Consumer's Guide, 2019, <https://scc.virginia.gov/getattachment/c75deec4-1883-44b1-ae72-905432c15ecf/lifeguide.pdf>

Property and Casualty Consumer Guides:

Auto Insurance Consumer's Guide, 2022, <https://scc.virginia.gov/getattachment/93774df3-1375-4978-8e58-1887da4944d3/autoguide.pdf>

Seguro de Automoviles, Guia para el Consumidor, revised 2006, https://scc.virginia.gov/getattachment/3cfc9635-23b8-465c-82b7-5392981db19b/auto_espanol.pdf

Consumer Assistance Services, Consumer Outreach and Education Guide, revised August 2021, <https://www.scc.virginia.gov/getattachment/d528a0b5-14f5-415b-9abf-76e3301bc1d2/outreach.pdf>

Insurance Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, 2020, <https://scc.virginia.gov/getattachment/ebe5df2d-2ea3-44dc-ac06-ea3f82694645/creditscor.pdf>

Virginia Homeowners Insurance Consumer's Guide, 2020, <https://scc.virginia.gov/getattachment/6daa4217-c84b-433b-aa6d-676ebc27a57e/hoguide.pdf>

Seguro para Propietarios de Viviendas - Guia para el Consumidor, 2006, https://scc.virginia.gov/getattachment/8892a0f2-f8c4-4e2d-bb63-c8213045e042/home_espanol.pdf

Renters Insurance Consumer's Guide, 2020, https://scc.virginia.gov/getattachment/10ff21bd-f3bd-4f34-b124-ecaee2e38566/va_rent.pdf

Seguro para Inquilinos, Guia del Cosumidor, https://scc.virginia.gov/getattachment/7eed90b6-7fc0-412c-9a7f-7ed93722b81a/va_inquilar.pdf

Forced-Placed Insurance Guide, 2020, https://www.scc.virginia.gov/getattachment/d3edbb7e-085b-47fd-b2ca-1d15fcef92bf/forcedplace_guide.pdf

State Corporation Commission, Bureau of Insurance, Property and Casualty Insurance Consumer Complaint Form, April 2020, https://scc.virginia.gov/getattachment/603f776e-964a-4445-94c3-50e029c80224/pc_fill.pdf

Teenager's Guide to Auto Insurance, 2020, https://scc.virginia.gov/getattachment/0cf385c3-6a45-49ea-8ba5-f01d6f132cd0/auto_teen.pdf

Title Insurance Consumer's Guide, 2020, <https://scc.virginia.gov/getattachment/321b8a51-e206-49a5-bf6a-6e08a739de89/titleguide.pdf>

Commercial Insurance Consumer's Guide, 2020, <https://scc.virginia.gov/getattachment/ba0948de-be5f-47f4-a5dd-ada6797054c6/commguide.pdf>

When a Disaster Strikes: What to Do after an Insured Commercial Property Loss, 2020, https://scc.virginia.gov/getattachment/396af389-ba2c-4077-8a2c-78c73e086a17/comm_dis.pdf

When a Disaster Strikes: What to Do after an Insured Homeowners Loss, 2020, https://scc.virginia.gov/getattachment/10abd708-1bdb-43c9-92b5-59f3bf28d98e/ho_dis.pdf

Forms and Guides Respecting Licensing of Individuals and Agencies:

Form 3001, Application for Individual Producer License, January 2021, <https://scc.virginia.gov/getattachment/7eb7faee-cfad-4725-bd7b-5b585f8ccefe/3001.pdf>

Form 4052, Application for Business Entity Insurance License, January 2021, <https://scc.virginia.gov/getattachment/5fb1dfd7-5e04-465b-b906-2fe05681d242/4052.pdf>

Form 4151, Appointment Form, January 2021, <https://scc.virginia.gov/getattachment/1ca03a26-9a68-4bbd-b3ec-4f3d0267afa6/4151.pdf>

Form 4921, Appointment Cancellation Form, January 2021, <https://scc.virginia.gov/getattachment/23442b30-7725-4c95-92e6-35cf9131710e/4921.pdf>

Form 5001, Virginia Service Request Form, September 2018, <https://scc.virginia.gov/getattachment/ca4f323c-e510-4be4-be29-3893b409fd04/5001.pdf>

Virginia Individual License Cancellation Request Form, revised January 31, 2018, <https://scc.virginia.gov/getattachment/47affc45-b706-4293-b733-904554f3dc81/indcanc.pdf>

Virginia Agency License Cancellation Request Form January 31, 2018, <https://scc.virginia.gov/getattachment/a68cae81-d710-4ae8-aa01-f7760d7bb089/agcanc.pdf>

Title Instructor Certification and Affidavit of Course Completion, https://scc.virginia.gov/getattachment/205290c0-98bc-47ee-bae1-c71bec320226/instr_cert.pdf

Nonlicensed 1033 Consent Waiver Form, January 2021, <https://scc.virginia.gov/getattachment/375dbf57-eb01-40c1-9327-ee7a9d0c5a28/1033.pdf>

Unlicensed Ocean Marine Disclosure Form, https://scc.virginia.gov/getattachment/c375e550-e604-407d-bb6f-938d5ae77b4b/om_form.pdf

Annual Certification of Anti-Fraud Initiatives Form, <https://scc.virginia.gov/getattachment/586e8ac9-a959-4478-bfc8-cf0527d99d69/viatcert.pdf>

Forms for Surplus Lines Insurance:

Form 3001, Application for Individual Insurance License, January 2021, <https://scc.virginia.gov/getattachment/7eb7faee-cfad-4725-bd7b-5b585f8ccef/3001.pdf>

Form 4052, Application for Business Entity Insurance License, January 2021, <https://scc.virginia.gov/getattachment/5fb1dfd7-5e04-465b-b906-2fe05681d242/4052.pdf>

Form SLB-2, Bond for Surplus Lines Insurance Broker, January 2004, <https://scc.virginia.gov/getattachment/a2e754f2-933f-4f5c-ab1d-6a241ce866cf/slb-2.pdf>

Annual Assessment Report, <https://scc.virginia.gov/boi/SLBAssessment>

Form SLB-9, Notice to Insured, effective August 2020, <https://scc.virginia.gov/getattachment/32e8a02c-b7a5-4dd2-90dd-ece667aa6549/slb-9.pdf>

Form Respecting Licensing of Public Adjusters:

Form PA-2, Bond for Public Adjusters, July 2014, <https://scc.virginia.gov/getattachment/733f647b-9429-4ca5-a169-48496d5d5cc3/pa2bond.pdf>

Forms for Title Settlement Agents and Agencies:

Title Settlement Agent and Agency Financial Responsibility Certification Form, https://scc.virginia.gov/getattachment/bc1b3a5d-15bf-4f2e-876f-f49b247ace54/tsa_cert.pdf

Title Settlement Agent Surety Bond, <https://scc.virginia.gov/getattachment/2ed8aa40-7ae5-4bfa-80d5-d783d60ac973/tsasuretybond.pdf>

Waiver of Blanket Fidelity Bond or Employee Dishonesty Insurance Policy for Title Insurance Settlement Agents, <https://scc.virginia.gov/getattachment/fb9249fe-98af-4356-af00-d0393c0bc5ef/tsawaiver.pdf>

Settlement Agent Official Registration Form, Individual, March 30, 2012, https://www.scc.virginia.gov/getattachment/6821971a-c914-430e-8cbe-173f7787cc9b/sareg_indiv.pdf

Settlement Agent Registration Form - Corporation or Other Legal Entity, March 30, 2012, https://scc.virginia.gov/getattachment/93a5296c-2bf3-4d1f-a051-260c9b04ce12/sareg_corp.pdf

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 Heather Barnes at the same address, telephone (804) 371-9855, FAX (804) 371-9797, or email heather.barnes@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 Heather Barnes, Principal Utility Appraiser, State Corporation Commission, Tyler Building, 9th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9855, (FAX) 804 371-9797, or email heather.barnes@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 December 2022, § 58.1-2628

CCTD-6, Tax Report, Telecommunications Companies, revised December 2022, § 58.1-2628

CCTD-7, Tax Report, Gas Companies, revised December 2022, § 58.1-2628

CCTD-8, Tax Report, Water Companies, revised December 2022, § 58.1-2628

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2022, § 58.1-2654

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2022, § 58.1-2663

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2022, § 58.1-2663

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2022, § 58.1-2663

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised January 2023, §§ 58.1-2901 and 58.1-2902

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised January 2023, §§ 58.1-2905 and 58.1-2906

Guidance Documents

Real Estate Transaction Form Purchase or Conveyance, 2022, § 58.1-2628

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 October 2022

Application for Registration as an Operator Service Provider, revised October 2022

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 October 2022, 20VAC5-407, [https://www.scc.virginia.gov/getdoc/b5396994-2267-406b-ae7f-abc36b860db6/osp-1\).doc](https://www.scc.virginia.gov/getdoc/b5396994-2267-406b-ae7f-abc36b860db6/osp-1).doc), or <https://www.scc.virginia.gov/getdoc/101c5495-c9d2-4b71-aa1a-3b58528963c1/osp.pdf>

Application for Registration as a Payphone Service Provider, Revised October 2022, 20VAC5-407, <https://www.scc.virginia.gov/getdoc/dc2cd230-868e-4303-86ff-708bc0eb6f01/psp.pdf>, or [https://www.scc.virginia.gov/getdoc/0cdab58b-b623-4cff-8088-f3ba05459429/psp-1\).doc](https://www.scc.virginia.gov/getdoc/0cdab58b-b623-4cff-8088-f3ba05459429/psp-1).doc)

Instructions and Form for Competitive Local Exchange Carrier Performance or Surety Bond, <https://scc.virginia.gov/getdoc/dcb2d463-c0dd-478c-bedc-92ab7a3ef7e5/bond-blank-clec>

Energy-Related Guidance Documents:

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly, <https://scc.virginia.gov/getattachment/bf4f4ccb-7564-456e-ab72-1fd48da25a9c/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., <https://scc.virginia.gov/getattachment/f8583d9c-e270-4b67-ba66-00040ebcfb98/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, <https://scc.virginia.gov/getattachment/181aaa64-2a7e-4fa2-83e9-0df0aa915058/cold.pdf>

Form NMIN, Agricultural Net Metering or Net Metering Interconnection Notification, revised March 1, 2020, 20VAC5-315, <https://scc.virginia.gov/getattachment/27638978-b63f-4440-b8d4-c910c091f9b7/formnmin.pdf>

Form PPAR, Self-Certification for Registration as a Third-Party Partial Requirements Power Purchase Agreement Registered Provider, 20VAC5-315-77, revised March 1, 2020, <https://scc.virginia.gov/getattachment/778c31a4-99e6-4c91-8fb7-e24e3084e3e7/ppar.pdf> or [https://scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-1\).doc](https://scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-1).doc)

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-598, and 56-599, <https://scc.virginia.gov/getattachment/2cd5741c-51d9-4003-b43f-85a6680a3608/irp.pdf>

Gas Utility Five-Year Forecast Information Requirements, revised August 2016, § 56-248.1, <https://scc.virginia.gov/getattachment/cfebaae9-45ea-4b58-a0e7-333eba38c7b9/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, <https://scc.virginia.gov/pages/Renewable-Energy-Pilot-Program>

Guidelines of Minimum Requirements for Transmission Line Applications Filed under Title 56 of the Code of Virginia, effective January 1, 2018, <https://scc.virginia.gov/getattachment/921b6b42-4e06-4ab5-b296-e73fdcd60cac/Trans.pdf>

Supplemental Guidelines to the Staff Guidelines for Transmission Line Applications - Applicable Only to Projects Pursuant to Chapter 488 of the 2022 Virginia Acts of Assembly (HB 894), <https://scc.virginia.gov/getdoc/5df1d9ad-69ff-4b31-87ac-b4994697d9b7/894-Supplemental-Guidelines>

Staff Guidance on Ordinary versus Non-Ordinary Extension Projects, effective January 1, 2018, <https://scc.virginia.gov/getattachment/e71dc224-567c-4a4a-9787-df1909168818/StaffGuidanceOrdvsNonOrd.pdf>

Guidelines Regarding Electric Power Storage Battery Pilot Programs, effective November 26, 2018. See Commission Order, Docket No. PUR-2018-00060, <https://scc.virginia.gov/docketsearch#caseDocs/138487>

Guidelines for Public School Excess Wind Solar Renewable Generation Pilot Programs, effective November 26, 2018. See Commission Order, Docket No. PUR-2018-00061, <https://scc.virginia.gov/docketsearch#caseDocs/138488>

Guidelines for Municipal Excess Renewable Generation Pilot Programs, effective December 1, 2019. See Commission Order, Docket No. PUR-2019-00182, <https://scc.virginia.gov/docketsearch#caseDocs/140283>

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 Mimi Carter 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 Carmen Clifford, Principal Training and Outreach Coordinator, at the same address, telephone (804) 371-1525, or FAX (804) 371-9911.

North American Securities Administrators Association Statements of Policy, September 2019, (Virginia Securities Act, 21VAC5-30-80), <https://law.lis.virginia.gov/admincode/title21/agency5/chapter30/section80/>

Investor Education Publications:

Be an Informed Franchisee, September 2021, <https://www.scc.virginia.gov/pages/SRF-Publications-Resources>

Invest in Your Future: A Guide to Investment Planning, May 2016, <https://scc.virginia.gov/pages/SRF-Publications-Resources>

Protect Your Future: A Guide to Investment Planning, May 2016, <https://scc.virginia.gov/pages/SRF-Publications-Resources>

Securities Complaint Form, June 2003 (Virginia Securities Act), <https://scc.virginia.gov/pages/File-SRF-Complaint>

Virginia Securities Act Forms:

Find all forms for the Virginia Securities Act (§ 13.1-501 et seq. of the Code of Virginia) at <https://scc.virginia.gov/pages/SRF-Forms>.

Broker-Dealer

Uniform Application for Broker-Dealer Registration (Form BD), revised January 2008

Broker-Dealer's Surety Bond (Form SA 11), July 1999

Application for Renewal of a Broker-Dealer's Registration (Form SA 2), July 1999

Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form BDW), January 2008

Affidavit of Undertaking to the Virginia Division of Securities and Retail Franchising (Form AFF 1), April 2007

Broker-Dealer Agent

Application for Renewal of Registration as an Agent of an Issuer (Form SD 4), 1997

Non-FINRA Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form SD 4 A), 1974

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with no Disciplinary History (Form SD 4 B), 1974

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with Disciplinary History (Form SD 4 C), 1974

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009

Agent Multiple Employment Agreement (Form SA 16), July 2007

Affidavit Regarding Small Corporate Offering Registration Offering (Form AFF), July 1999

Investment Advisor

Uniform Application for Registration of Investment Advisors (Form ADV), September 2019

Investment Advisor's Surety Bond Form (Form IA-sure), July 1999

Notice of Withdrawal from Registration as Investment Advisor (Form ADV-W), July 2017

Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 2), April 2015

Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 3), April 2015

Guidance Documents

Investment Advisor Representative

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009

Investment Advisor Representative Multiple Employment Agreement (Form SA 15), July 2007

Affidavit for Waiver of Examination (Form SA 3), July 1999.

Securities Registration

Intrastate Crowdfunding Exemption (ICE) Notice Filing Form (Form ICE), July 2020

Uniform Notice of Federal Crowdfunding Offering Form (Form U-CF), December 2017

Uniform Application to Register Securities (Form U-1), December 2017

Uniform Consent to Service of Process (Form U-2), June 2016

Uniform Form of Corporate Resolution (Form U-2a), July 1999

Small Company Offering Registration (SCOR) (Form U-7), July 2019

NASAA-SCOR-Form (U-7 SCOR), May 2019

Registration by Notification - Original Issue (Form SA 4), November 1996

Registration by Notification - Non-Issuer Distribution (Form SA 5), November 1996

Registration by Notification - Pursuant to 21VAC5-30-50 Non-Issuer Distribution "Secondary Trading" (Form SA 6), 1989

Registration by Qualification (Form SA 8), July 1991

Escrow Agreement (Form SA 12), 1971

Impounding Agreement (Form SA 13), July 1999

Notice of Limited Offering of Securities (Form VA-1), November 1996

Uniform Investment Company Notice Filing (Form NF), April 1997

Notice of Exempt Offering of Securities (Form SEC Form D), revised May 2017

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form Model Form), July 1999

Application for Coordinated State Review Coordinated Review-Equity (Form CR-Equity-1), August 2003

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form CR-SCOR Mid-Atlantic), May 2002

Uniform Notice of Regulation A - Tier 2 Offering, February 2017

Virginia Retail Franchising Act Forms:

Uniform Franchise Registration Application (Form A), July 2008

Franchisor's Costs and Sources of Funds (Form B), July 2008

Uniform Franchise Consent to Service of Process (Form C), July 2008

Affidavit of Compliance Franchise Amendment and Renewal (Form E), July 2008

Guarantee of Performance (Form F), March 2013

Notice of Claim of Exemption (Form H), March 2018

Escrow Agreement (Form K), July 2007**Virginia Trademark Act Forms:**

Application for Registration of a Trademark or Service Mark (Form TM1), November 2014

Application for Renewal Registration of a Trademark or Service Mark (Form TM2), November 2014

Certificate of Name Change of an Applicant or Registrant (Form TM3), November 2014

Assignment of Trademark or Service Mark Registration (Sample TM4), November 2014

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 \$0.50 per page.

Questions regarding interpretation or implementation of these documents may be directed to Kimberly Pate, Director, or Patrick Carr, Scott Armstrong, Andrea Macgill, 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 <https://www.scc.virginia.gov/pages/Guidelines-Rules>.

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2022, § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2022, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2022, § 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, 2023, § 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, <https://scc.virginia.gov/pages/Telephone-Utilities>

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, <https://scc.virginia.gov/pages/Water-and-Sewer-Companies>

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>

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

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 8, 2022, 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 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 \$0.50 per page. To obtain copies, contact Jennifer Fisher at the same address, telephone (804) 371-9484, or email jennifer.fisher@scc.virginia.gov. Some of the documents may be downloaded from the division website at <http://www.scc.virginia.gov/urs/mutility/pubs.aspx>.

Guidance Documents

Questions regarding interpretation or implementation of these documents may be directed to Lauren Govoni, Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9750, FAX (804) 371-9734, or email lauren.govoni@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Outreach Documents:

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

Virginia Professional Excavator's Manual, revised May 2019, 86 pages, <https://scc.virginia.gov/urs/excavatormanual.pdf>

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

Virginia Underground Utility Marking Standards, February 2020, 24 pages, https://scc.virginia.gov/mutility/docs/va_uums.pdf

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

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

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

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

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

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

Procedural Guidelines for Enforcement of Pipeline Safety Standards, June 2022, 4 pages, <https://scc.virginia.gov/urs/pipe/enfpps.pdf>

Pipeline Safety Program Metrics, January 2022, 18 pages, <https://www.scc.virginia.gov/getattachment/579295f0-1932-448a-8306-61ec9916fafa/Pipeline-Safety-Program-Metrics-2022.pdf>

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

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

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

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

Advisory Committee Information:

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

La informacion en Espanol:

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

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

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. Copies may be obtained by contacting Jackson Miller at the address provided, telephone (804) 225-4300, FAX (804) 786-0588, or email jackson.miller@dcjs.virginia.gov. Copies of guidance documents are free and can be accessed on the agency's website at <http://www.dcjs.virginia.gov> or the Virginia Regulatory Town Hall at www.townhall.virginia.gov. Questions regarding interpretation or implementation of these documents may be directed to Jackson Miller, Director, at the address provided, telephone (804) 225-4300, FAX (804) 786-0588, or email jackson.miller@dcjs.virginia.gov.

Criminal Justice Services Board

Guidance Documents:

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

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

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

5482, Comprehensive Community Corrections Act and Pretrial Services Act, 2/15/2022

5483, Local Community-based Probation and Pretrial Services Grant Application Guide for Fiscal Year 2015–2016 Continuation Funding, 2/27/2015

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

[7225, Forfeited Asset Sharing Program Manual - July 2022, 8/4/2022](#)

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 Eric Raff at the same address, telephone (804) 662-9502 (V/TTY), FAX (804) 662-9718, or email eric.raff@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 Eric Raff.

Guidance Documents:

[VDDHH-1, VDDHH Technology Assistance Program Procedures \(Implementing 22VAC20-20, Regulations Governing Eligibility Standards and Application Procedures for the Distribution of Assistive Technology Devices\), 12/31/2008](#)

[VDDHH-2, VDDHH Interpreter Services Procedures \(Implementing 22VAC20-30, Regulations Governing Interpreter Services for the Deaf and Hard of Hearing\), 7/1/2008](#)

[VDDHH-3, VDDHH Directory of Qualified Interpreters Procedures \(Implementing 22VAC20-30, Regulations Governing Interpreter Services for the Deaf and Hard of Hearing\), 4/30/2015](#)

[VDDHH-4, VDDHH Virginia Quality Assurance Screening Applicant Packet \(Implementing 22VAC20-30, Regulations Governing Interpreter Services for the Deaf and Hard of Hearing\), 12/31/2011](#)

DEPARTMENT OF EDUCATION

For copies of documents and questions about interpretation and implementation, please contact Joseph Crook at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 750-8719, or email joseph.crook@doe.virginia.gov. Additionally, most of these guidance documents are available for no charge through the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

Guidance Documents:

[7521, Guidelines for Recycling Materials in Public Schools, 3/2/2023](#)

[7633, Guidelines for Local Alternative Assessments: 2023-2024 and Beyond, 11/9/2023](#)

[Adult Education, Individual Student Alternative Education Plan \(ISAEP\) Program Guidelines, 9/27/2012](#)

[Adult Education, High School Equivalency \(HSE\) Examination Guidelines, 9/22/2016](#)

[Assessment, English Learners: Guidelines for Participation in the Virginia Assessment Program, 8/22/2018](#)

[Assessment, Protocol for State-Directed Investigations of Testing Irregularities, 4/30/2008](#)

[Assessment, Guidelines for Instruction-Based Assessments, 12/31/2004](#)

[Assessment, Guidelines for the Use of Local Performance Assessments to Verify Credits in Writing, 9/20/2018](#)

[COVID-19, Emergency Career and Technical Education Work-Based Learning Guidelines for Internship and Cooperative Education Experiences, 7/9/2020](#)

[COVID19, Emergency Guidance on Graduation Requirements, Awarding of Credits and Continuity of Learning Due to COVID-19, 5/28/2020](#)

[COVID19, Emergency Guidelines for Local Alternatives to Awarding Standard Units of Credit, 5/28/2020](#)

[COVID19, Emergency Guidelines for Locally-Awarded Verified Credits, 4/1/2021](#)

[COVID19, Joint Guidance for Student Placements Reimbursed by the Children's Services Act, 5/28/2020](#)

[COVID19, Emergency Guidelines for the Use of Local Performance Assessments to Verify Credits in Writing for the 2020-2021 School Year, 2/4/2021](#)

[Early Childhood, Virginia's Definition of School Readiness, 4/30/2008](#)

[Early Childhood, Virginia Preschool Initiative Virtual Instruction Guidance for 2021-2022, 6/24/2021](#)

[Early Childhood, Guidelines for Practice Year 2 of the Early Childhood Unified Measurement and Improvement System, 10/12/2023](#)

[Early Childhood, Child Care Subsidy Program Guidance Manual, 8/3/2023](#)

[Employment and License, Virginia License Renewal Manual, 2/17/2022](#)

[Employment and License, Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas, 8/7/2001](#)

[Employment and License, Virginia's High Objective Uniform State Standard of Evaluation \(HOUSSE\) for Experienced Teachers, 4/30/2005](#)

Guidance Documents

Employment and License, Virginia High Objective Uniform State Standard of Evaluation (HOUSSE) for Visiting International Faculty (VIF) Cultural Exchange Teachers, 3/30/2007

Employment and License, Guidelines for Prescribed Professional Teacher's Examinations, 3/3/2022

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

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

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

Employment and License, Advancing Virginia's Leadership Agenda Guidance Document: Standards and Indicators for School Leaders and Documentation for the Principal of Distinction (Level II) Administration and Supervision Endorsement, 9/27/2012

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

Employment and License, Procedural Guidelines for Conducting Licensure Hearings, 2/4/2021

Employment and License, Guidelines for Alternate Routes to Licensure, 12/22/2022

Employment and License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, 7/1/2021

Employment and License, Recertification Guidance Document for Virginia Career Switcher Programs, 9/16/2021

Employment and License, Virginia Teacher Performance Evaluation System Handbook, 8/19/2021

Employment and License, Board of Education Guidance on Cultural Competency Training for Teachers and Other Licensed School Board Employees in Virginia Public Schools, 1/5/2022

Employment and License, Guidelines for Mentor Teacher Programs for Beginning and Experienced Teachers, 2/3/2022

Employment and License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents, 5/12/2022

Employment and License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals, 5/12/2022

Facilities, Guidelines for the Operation of Electronic Room Partitions, 3/5/2020

Finance and Operations, Use of Literary Fund Proceeds, 6/29/2007

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

Finance and Operations, Eligibility Criteria and Procedures for Supplemental Funding for School Divisions in the Commonwealth of Virginia That Enter into Cost-Saving or Service-Sharing Agreements, 7/23/2009

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

Finance and Operations, Guidelines for Providing Loan Interest Rate Subsidy Grant Payments for the Virginia Public School Authority Pooled Bond Program (Revised September 2019), 11/14/2019

Flag/Moment of Silence, Guidelines on the Recitation of the Pledge of Allegiance, Including Guidelines for Appropriate Etiquette and Conventions for Respecting the Dignity of the Flag, 7/26/2001

Flag/Moment of Silence, Guidelines on the Minute of Silence Requirements, 6/13/2000

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

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

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

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

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

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

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

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

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

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

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

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

- Instruction, Guidelines and Standards of Learning for Family Life Education, 7/9/2020
- Instruction, Virginia's Textbook Review Process, 3/24/2011
- Instruction, Guidelines for Local Textbook Approval, 9/22/2011
- Instruction, List of Board of Education Regulations Identified as Waivable for Charter School Purposes, 6/30/1999
- Instruction, Guidelines for Academic and Career Plans, 9/17/2009
- Instruction, Physical Education and Physical Activity Program Guidelines for Public Elementary and Middle Schools, 6/28/2018
- Instruction, Board of Education Approved Industry Certifications, Occupational Competency Assessments, and Professional Licenses, 9/14/2023
- Instruction, High School to Work Partnerships Guidelines and Model Liability Waiver, 6/26/2014
- Instruction, Guidelines for the Use of Computer Science Courses to Satisfy Graduation Requirements, 10/13/2022
- Instruction, Guidelines for Graduation Requirements: Local Alternative Paths to Standard Units of Credit (Alternatives to the 140-Clock-hour Requirement), 10/22/2015
- Instruction, Guidelines for Using Supplementary Written Materials to Teach the Documents of Virginia History and the United States Constitution, 1/22/2015
- Instruction, Guidelines for Issuing a Virginia Seal of Biliteracy, 6/25/2015
- Instruction, Virginia Public Charter School Application, 9/22/2016
- Instruction, Criteria Checklist for Virginia Public Charter School Applications, 9/22/2016
- Instruction, Board of Education-approved Criteria for Awarding the Science, Technology, Engineering, and Mathematics (STEM) Diploma Seal, 10/18/2018
- Instruction, STEM Competition Team Grant Initiative: Guidance for Submission of Application, 9/19/2019
- Instruction, Career and Technical Education Work-Based Learning Guide, 9/28/2023
- Instruction, Definition of Students with Limited or Interrupted Formal Education, 5/27/2021
- Instruction, Digital Devices in the Classroom - Health and Safety Guidelines, 6/25/2021
- Instruction, Guidance for Successful Virtual Learning, 6/24/2021
- Instruction, Guidance for Unscheduled Remote Learning Days, 9/2/2021
- Instruction, Curriculum Guidelines for Instruction on the Safe Use of and Risks of Abuse of Prescription Drugs, 8/19/2021
- Instruction, Model Policies Concerning Instructional Materials with Sexually Explicit Content, 8/4/2022
- Instruction, Board of Education Approved Courses to Satisfy Graduation Requirements for the Standard, Advanced Studies, and Modified Standard Diplomas in Virginia Public Schools, 9/14/2023
- Military, Guidelines for Honorary High School Diplomas for Veterans of World War II, The Korean War, and the Vietnam War, 10/25/2010
- School Calendar, Guidelines for Considering and Approving Requests for Pre-Labor Day Openings, 9/19/2019
- School Facilities, Guidelines for Considering and Approving Requests for Year-Round Instructional Program Waivers Pursuant to § 22.1-79.1, 9/19/2019
- School Facilities, Guidelines for Implementing New Appropriation Act Provisions for Literary Fund School Construction Loans in the 2022-2024 Biennium, 11/10/2022
- School Facilities, Model Guidelines for the Wearing of Uniforms in Public Schools, 7/1/1996
- School Facilities, Guidelines for School Facilities in Virginia's Public Schools, 4/1/2021
- School Facilities, Guidelines for a Water Management Program to Prevent Legionella Pneumophila Growth in Public School Buildings, 6/24/2021
- School Safety, Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, 9/16/2021
- School Safety, Virginia School Search Resource Guide, Including Student Search Guidelines, 10/1/2000
- School Safety, Guidance for Accommodating Children with Special Dietary Needs in School Nutrition Programs, 10/11/2002
- School Safety, Guidelines for Management of the Student's Scholastic Record, 5/1/2004
- School Safety, Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus, 12/30/1990
- School Safety, Model School Crisis and Emergency Management Plan, 11/30/2007
- School Safety, Persistently Dangerous Schools and Unsafe School Choice Option, 4/30/2003
- School Safety, Diabetes Management in Schools: Manual for Unlicensed Personnel, 11/25/2021

Guidance Documents

[School Safety, Guidelines for Student Drug-Testing in the Public Schools, 6/30/2004](#)

[School Safety, Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools, 3/24/2011](#)

[School Safety, Guidelines for Policies on Concussions in Students, 5/13/2021](#)

[School Safety, Elementary School Gun Safety Guidelines and Curriculum, 7/31/2011](#)

[School Safety, Persistently Dangerous Schools Identification Process and Criteria, 4/29/2003](#)

[School Safety, Model Policy to Address Bullying in Virginia's Schools, 10/24/2013](#)

[School Safety, Guidelines for School Division Policy Regarding Service Dogs in Virginia's Public Schools, 12/31/2011](#)

[School Safety, Resource Document for Local Screening Requirements in Virginia's Public Schools, 9/30/2009](#)

[School Safety, Guidelines for Recognition and Treatment of Anaphylaxis in the School Setting, 12/30/2014](#)

[School Safety, Manual for the Training of Public School Employees in the Administration of Medication, 6/1/2012](#)

[School Safety, Approved Training Programs for the Treatment of Students with a Seizure Disorder, 12/23/2021](#)

[School Safety, Guidelines for Use of Designated Stock Albuterol in Schools, 2/3/2022](#)

[School Safety, Guidelines for Policies on Heat-Related Illness Prevention, 9/29/2022](#)

[School Safety, Guidelines for Policies on Sudden Cardiac Arrest Prevention in Student Athletes, 11/10/2022](#)

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

[SOA, Interpretation of Regulations for Certain Transfer Students, 12/20/2002](#)

[SOA, Substitute Tests Approved for Awarding Verified Credit, 7/27/2017](#)

[SOA, Guidelines on Exemplar School Recognition, 4/26/2018](#)

[SOA, Guidance Document Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia, 11/25/2021](#)

[Special Education, Discipline of Students with Disabilities, 12/30/2010](#)

[Special Education, Your Family's Special Education Rights – Virginia Procedural Safeguards Notice, 9/30/2013](#)

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

[Special Education, Alternative Special Education Staffing Plan Procedures, 12/11/2015](#)

[Special Education, Procedures for Receiving and Resolving Complaints which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities, 2/25/2000](#)

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

[Special Education, Standard Diploma Credit Accommodations for Students with Disabilities, 9/20/2018](#)

[Special Education, Guidelines for Educating Students with Specific Learning Disabilities \(SLD\), 2/28/2017](#)

[Special Education, Parent's Guide to Special Education, 12/31/2010](#)

[Special Education, Parents' Guide to Special Education Dispute Resolution, 12/31/2008](#)

[Special Education, Guidance on Prior Written Notice in the Special Education Process, 5/31/2013](#)

[Special Education, Guidance for Military Families with Students in Special Education, 8/31/2014](#)

[Special Education, Guidance Document on Manifestation Determination New Requirements, 11/30/2006](#)

[Special Education, Extended School Year Services, 12/31/2007](#)

[Special Education, Guidance Document on the Implementation of the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 8/31/2009](#)

[Special Education, Guidance Document for Implementing New Special Education Requirements for the Definition of Parent, 5/31/2009](#)

[Special Education, Guidelines for School Division Transfer of Assistive Technology Devices, 9/6/2013](#)

[Special Education, Functional Behavioral Assessment, Behavior Intervention Plans, and Positive Intervention and Supports, 12/31/2015](#)

[Special Education, Guidelines for Working with Students Who Are Blind or Visually Impaired In Virginia Public Schools, 12/15/2017](#)

- Special Education, Guidelines for Working with Students Who Are Deaf or Hard of Hearing In Virginia Public Schools, 2/20/2020
- Special Education, Speech-Language Pathology Services in the Schools: Guidelines for Best Practice, 12/31/2018
- Special Education, Educational Interpreting Services, 12/31/2010
- Special Education, Guidance on Evaluation and Eligibility for the Special Education and Related Services, 1/31/2018
- Special Education, Guidance Document for Standards-based Individualized Education Plans, 3/31/2016
- Special Education, Special Education in Local and Regional Jails: Guidelines for Best Practice, 3/3/2022
- Special Education, Guidance for the Development of Postsecondary Goals 3/3/2022
- Special Education, Transfer of Rights for Students with Disabilities upon Reaching the Age of Majority in Virginia, 9/2/2021
- Special Education, Handbook for Occupational and Physical Therapy Services in the Public Schools of Virginia, 12/31/2010
- Special Education, Handbook for Educators of Students Who Are English Language Learners with Suspected Disabilities, 2/6/2020
- Special Education, Guidelines for Educating Students with Autism Spectrum Disorders, 10/31/2010
- Special Education, Models of Best Practice in the Education of Students with Autism Spectrum Disorders, 5/31/2011
- Special Education, Virginia Alternative Assessment Program (VAAP) Participation Criteria and the Determination of Significant Cognitive Disabilities, 2/20/2020
- Special Education, Virginia Early Childhood Inclusion Guidance Document, 2/16/2018
- Special Education, Guidelines for the Provision of Behavior Analysis in Public Schools, 2/18/2021
- Special Education, VDOE Supplemental Guidance for Evaluation and Eligibility in Special Education and Sample Eligibility Forms and Disability Worksheets, 9/16/2021
- Special Education, Guidelines for the Consideration of the Need for Age and Developmentally Appropriate Instruction, 5/27/2021
- Standards of Quality, Guidance Regarding Maximum Class Size and Student-Teacher Ratios in the Standards of Quality, 1/16/2014
- Student Services, Suicide Prevention Guidelines, 9/3/2020
- Student Services, Policy Regarding Medication Recommendation by School Personnel, 8/16/2002
- Student Services, Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines, 5/13/2021
- Student Services, Eating Disorders Awareness in the Public School Setting, 8/6/2020
- Student Services, Guidelines for Training on the Prevention of Trafficking of Children, 6/28/2018
- Student Services, Guidelines for the Prevention of Suspension and Expulsion of Young Children: Supporting Children with Challenging Behaviors in Early Childhood Settings, 12/6/2018
- Student Services, Virginia Community School Framework, 1/23/2020
- Student Services, Guidance and Model Policy for the Notification of Protective Orders in Public Elementary and Secondary Schools, 12/24/2020
- Student Services, Model Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia's Public Schools, 7/19/2023
- Student Services, Virginia Social Emotional Learning Standards, 6/26/2021
- Student Services, Guidance for the Provision of Specialized Student Support Positions in Virginia Public Schools, 7/8/2021
- Tax Credits, Guidelines for the Education Improvement Scholarship Tax Credits Program, 6/13/2019
- Tax Credits, Guidelines for the Neighborhood Assistance Act Tax Credit Program for Education, 6/10/2021
- Teacher Education, Accountability Measurement of Partnerships and Collaborations Based on PreK-12 School Needs Required by the Regulations Governing the Review and Approval of Education Programs in Virginia, 11/29/2012
- Teacher Education, Definitions of At-Risk of Becoming Low-Performing and Low-Performing Institutions of Higher Education in Virginia as Required by Title II of the Higher Education Act (HEA), 3/23/2017
- Teacher Education, Criteria for Identifying Alternative Routes to Teacher Licensure as "Low Performing" or "At Risk of Becoming Low Performing" Required by Title II of the Higher Education Opportunity Act, 2/17/2011
- Technology, Acceptable Use Policy: A Handbook, 1/1/2001
- Technology, Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by Schools Boards to Students, 10/20/2000
- Transportation, Virginia School Bus Specifications, 5/30/2019

Guidance Documents

DEPARTMENT OF ELECTIONS

The Virginia Department of Elections is located in the Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. The Virginia State Board of Elections (SBE) is the policymaking board responsible for approving regulations, forms, and guidance documents. Copies of guidance documents authorized to be provided are subject to costs stated in the agency's FOIA policy published on its website and may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. Questions regarding interpretation or implementation of these documents may be directed to the office address in person, by telephone (804) 864-8901 or toll free (800) 552-9745, by email info@elections.virginia.gov, or by FAX (804) 371-0194. Questions will be directed to the appropriate staff member for response.

To obtain the most up-to-date information on many of the SBE and Department of Elections guidance documents, visit the Department of Elections website at <http://www.elections.virginia.gov>. Additionally, most of these guidance documents are available for no charge through the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:

[6945, State Board of Elections \(SBE\) Policies and Election Laws, 12/30/2022](#)

[7135, Campaign Finance Laws and Policies, 12/30/2022](#)

[7136, Candidate Information, 12/30/2022](#)

[7137, Freedom of Information Act Policy, 12/30/2022](#)

[DEL-1, 2021 Delegations, 7/3/2023](#)

[FW-2021, Forms Warehouse, 12/30/2022](#)

[GREB Handbook, the Handbook, 7/1/2022](#)

DEPARTMENT OF EMERGENCY MANAGEMENT

The guidance documents may be viewed using the links provided. Copies of the guidance document may be viewed at <https://www.vaemergency.gov/attachments/cova-emergency-operations-plan>. The document may be printed without restrictions, except as such rules may apply in accordance with the Virginia Register.

Questions regarding interpretation or implementation of this document may be directed to Caitlin Barbieri, Virginia Department of Emergency Management, 9711 Farrar Court, Richmond, VA 23236, telephone (804) 543-0055, or email caitlin.barbieri@vdem.virginia.gov.

Guidance Document:

[COVEOP, Commonwealth of Virginia Emergency Operations Plan, 9/1/2011](#)

DEPARTMENT OF ENVIRONMENTAL QUALITY

Copies of documents are available for free on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>. Copies of any of the documents listed are considered a request for information under the Freedom of Information Act (FOIA). For FOIA requests, please contact the department's FOIA Officer at (804) 698-4085. For more information, please go to <https://www.deq.virginia.gov/get-involved/about-deq/freedom-of-information-act>. Copies may also be requested by writing to: FOIA Officer, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218. There may be a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy. Requests for copies or questions regarding interpretation of the Litter Prevention and Recycling documents should be directed to: Manager, Waste Planning, Data and Reporting, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4193.

Guidance Documents:

Air Pollution Control Board

[4186, Memorandum of Agreement between the Department of Mines, Minerals and Energy and the Department of Environmental Quality, 2/19/2010](#)

[4455, Fugitive Dust Control from Mining Operations, 6/9/2011](#)

[00-2016, Chain of Custody Policy and Procedures - Amendment 1, 3/14/2006](#)

[ACG-001, Guidance for the Use of a Diluent Cap for Continuous Emission Monitoring Systems \(CEMS\) Emission Calculations, 2/23/2015](#)

[ACG-002, Guidance for Implementing the EPA Stationary Source Audit Sampling Program \(SSASP\), 1/2/2017](#)

[ACG-003, Guidance for Decommissioning or Maintenance of Stage II Vapor Recovery Systems at Gasoline Dispensing Facilities in the Northern Virginia and Richmond Volatile Organic Compound Control Emission Control Areas, 1/1/2016](#)

[ACG-004, Guidance for Approval of Existing Sewage Sludge Incineration \(SSI\) Operator Training Pursuant to 9VAC5-40 Article 55 and 40 CFR 60 Subpart Mmmm, 5/23/2016](#)

[ACG-005, Guidance for the Interpretation of the Duration of Violations when Applying Criteria 2, 3, and 4 of EPA's 2014 Policy for High Priority Violations, 5/13/2016](#)

[ACG-006, Guidance for Reporting NOx Excess Emissions for Facilities Subject to 40 CFR 60, Subparts GG and KKKK, 9/1/2016](#)

[ACG-007, Guidance for Approval of New Sewage Sludge Incineration \(SSI\) Operator Training Pursuant to 40 CFR 60 Subpart LLLL, 5/23/2016](#)

- ACG-008, [Air Compliance Guidance for Non-Qualifying Sources](#), 1/25/2017
- ACG-009, [Air Compliance Guidance Regarding Non-Hazardous Secondary Materials](#), 3/14/2017
- ACG-010, [Air Compliance Guidance for Implementation of 40 CFR Part 60 Subpart WWW and 40 CFR Part 60 Subpart Cf.](#), 8/30/2018
- ACG-012, [Air Compliance Guidance for the Approval of Open Burning for Firefighter Training and Instruction Pursuant to 9VAC5-130-40 A](#), 8/15/2018
- ACG-013, [Air Compliance Guidance for the Testing, Monitoring, and Certification Provisions of 9VAC-5-40 Part II Article 37 Requiring Approval or Acceptance by the Board](#), 9/7/2018
- ACG-014, [Air Compliance Guidance for Violations of 9VAC5-40 Part II Article 37 and Related Federal Rules in Accordance with EPA Letters regarding No Action Assurance dated September 13, 2018](#), 9/24/2018
- ACG-015, [Air Compliance Guidance for the Implementation of the Permitting Exemption for Qualified Fumigation Facilities](#), 12/26/2018
- APG-101, [Interim Guidance, Shell Buildings](#), 1/30/1987
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DEPARTMENT OF FIRE PROGRAMS

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

Please contact the agency's grant and local aid manager at (804) 371-0220 or toll free at 1-866-4VAFIRE for interpretive or implementation questions regarding the Virginia Fire Services Board guidance documents.

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

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

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VIRGINIA DEPARTMENT OF HEALTH

Questions regarding interpretation or implementation of these documents may be directed to Michael Capps, Regulatory Coordinator, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7190, or email michael.capps@vdh.virginia.gov. Questions will be redirected to knowledgeable program administrators.

This process is free and is the most efficient means by which citizens and others may obtain access to these documents. The provision by the agency of a paper copy of a guidance document, upon request, may involve a fee.

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DEPARTMENT OF HEALTH PROFESSIONS

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Guidance Documents

Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

- [76-10.01, Delegation to Agency Subordinates, 10/13/2022](#)
- [76-10.02, Providing Sanction Reference Point Worksheets, 5/3/2018](#)
- [76-10.03, Subpoenas for Disciplinary Hearings, 12/22/2022](#)
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- [76-40.01, Receipt and Investigation of Allegations of Misconduct, 1/5/2023](#)
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Board of Audiology and Speech-Language Pathology

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Guidance Documents:

- [30-1, Sanctioning Reference Points; Instruction Manual, 11/3/2011](#)
- [30-2, Bylaws of the Board of Audiology and Speech-Language Pathology, 4/16/2020](#)
- [30-3, Use Of Confidential Consent Agreements, 5/11/2023](#)
- [30-4, Supervision of Speech-Language Assistants, 4/28/2022](#)
- [30-5, Equivalent Accrediting Body for Audiology Educational Programs, 5/11/2023](#)
- [30-6, Board Definition of Active Practice, 4/1/2021](#)
- [30-8, Speech-language Pathology Practice and the Need for Licensure, 4/1/2021](#)
- [30-9, Continuing Education Audits and Sanctioning, 10/26/2023](#)
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Board of Counseling

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Guidance Documents:

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- [115-1.8, Examinations Acceptable for Certification as a Rehabilitation Provider, 11/22/2019](#)
- [115-1.9, Certifications Approved by the Board for Certification as a Substance Abuse Counselor, 7/7/2022](#)
- [115-2, Impact of Criminal Convictions, Impairment, and Past History on Licensure, Certification, or Registration, 9/1/2022](#)
- [115-3, Frequently Asked Questions about Credentials Appeals, 7/25/2019](#)
- [115-4.1, Evidence of Clinical Practice for Licensure by Endorsement, 7/7/2022](#)
- [115-4.3, Direct Client Hours in an Internship, 2/5/2021](#)
- [115-4.11, Board Guidance on Use of Confidential Consent Agreements, 7/7/2022](#)
- [115-5, Conduct of an Informal Conference by an Agency Subordinate, 5/18/2018](#)
- [115-6, Guidance on Emotional Support Animals, 4/2/2020](#)
- [115-7, Supervised Experience for Delivery of Clinical Services for Professional Counselor Licensure, 10/15/2020](#)
- [115-8, Approved Degrees in Human Services and Related Fields for QMHP Registration, 10/14/2021](#)
- [115-9, Board-Recognized Entity for Licensure by Endorsement, 11/2/2018](#)
- [115-10, Guidance on Conversion Therapy, 6/30/2019](#)
- [115-11, Scopes of Practice in Substance Abuse Counseling or Treatment, 1/23/2020](#)
- [115-12, Acceptance of Training and Participation as a Disaster Mental Health Worker for Continuing Competency, 1/23/2020](#)

Board of Dentistry

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

requested by email at denbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

- [60-1, Board Policy on Confidential Consent Agreements, 11/10/2022](#)
- [60-2, Sanction Reference Point Instruction Manual, 11/14/2019](#)
- [60-4, Questions and Answers about Sedation, 2/6/2020](#)
- [60-5, Auditing for Continuing Education and Sanctioning, 8/5/2021](#)
- [60-6, Closing of a Dental Practice on Death of a Dentist, 11/11/2021](#)
- [60-7, Chart on Delegable Duties to Dental Assistants, 2/3/2022](#)
- [60-8, Educational Requirements for Dental Assistants II, 11/11/2021](#)
- [60-9, Policy on Sanctioning for Practicing with an Expired License, 8/4/2022](#)
- [60-10, Guidance on Sanctioning for Advertising Violations, 8/5/2021](#)
- [60-12, Clinical Competency Requirements for Applicants for Licensure, Reactivation, or Reinstatements, 2/2/2023](#)
- [60-13, Remote Supervision of Dental Hygienists, 2/6/2020](#)
- [60-14, Bylaws of the Board, 5/13/2021](#)
- [60-17, Policy on Recovery of Disciplinary Costs, 2/3/2022](#)
- [60-18, Dental Laboratory Work Order, 8/5/2021](#)
- [60-19, Dental Laboratory Subcontractor Work Order, 8/5/2021](#)
- [60-20, Radiation Certification, 9/10/2021](#)
- [60-22, Policy on Sanctioning for Failure to Comply with Insurance and Billing Practices, 8/5/2021](#)
- [60-23, Teledentistry, 12/13/2019](#)
- [60-24, Guidance for Dental Practices, 11/11/2021](#)
- [60-25, Dental Clinical Competency Examination for Licensure, 5/12/2022](#)
- [60-26, Dental Hygiene Clinical Competency Examination, 5/12/2022](#)
- [60-27, Guidance on Sedation Inspections and Permits, 5/11/2023](#)

Guidance Documents

Board of Funeral Directors and Embalmers

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at fanbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

[65-1, Time Credit for Continuing Education Courses, 12/22/2023](#)

[65-2, Disposition of Cases for Practicing on an Expired License, 12/22/2022](#)

[65-3, Processing Applications for Licensure, 9/14/2023](#)

[65-4, Aiding and Abetting Unlicensed Practice, 9/14/2023](#)

[65-7, Guidance for Education and Pathology Coursework for Licensure as a Funeral Director, 3/18/2021](#)

[65-10, Bylaws of the Board, 9/16/2021](#)

[65-11, Inspection Guidance Document, 3/18/2021](#)

[65-12, Confidential Consent Agreements, 12/9/2021](#)

[65-14, Sanction Reference Points Instruction Manual, 4/17/2018](#)

[65-15, Guidance for Internship Extensions, 9/15/2022](#)

[65-16, Auditing for Continuing Competency Requirements, 12/9/2021](#)

[65-17, Disciplinary Actions against Funeral Homes for Failing to Initiate Corrective Action, 12/22/2022](#)

[65-18, Guidance on Surface Transportation and Removal Services in Virginia, 9/28/2023](#)

[65-20, Participation in Virginia Department of Treasury Unclaimed Property Audit, 12/9/2021](#)

Board of Health Professions

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

interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

[75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, 2/25/2019](#)

[75-4, Bylaws of the Board of Health Professions, 5/26/2022](#)

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 lta@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

[95-1, Qualifying for Licensure: Required Content for College Coursework and Approval of Nursing Home Administrators \(NHA\) Administrator-in-Training \(AIT\) Training Hours, 12/7/2023](#)

[95-2, Board Procedures for Auditing Continuing Education, 12/23/2021](#)

[95-3, Sanction Reference Manual, 6/28/2018](#)

[95-4, Board Policy on Confidential Consent Agreements, 12/23/2021](#)

[95-8, Bylaws of the Board of Long-Term Care Administrators, 11/12/2020](#)

[95-9, Continuing Education for Dual Licensees, 9/1/2022](#)

[95-11, Disposition of Cases for Practicing on an Expired License, 9/1/2022](#)

[95-12, Processing Applications for Licensure: Examination, Endorsement, and Reinstatement, 12/23/2021](#)

[95-13, Guidance on Completion of Continuing Education, 12/23/2021](#)

Board of 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/medicine> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at medbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

76-21.1 30, [Mixing, Diluting, or Reconstituting of Drugs for Administration](#), 7/1/2018

85-1, [Bylaws of the Board of Medicine](#), 12/8/2022

85-2, [Assistant Attorney General \(AG\) Opinion on Who Can Do a School Physical Examination](#), 12/8/2022

85-3, [Bylaws for Advisory Boards of the Board of Medicine](#), 9/29/2022

85-4, [Acceptance of Continuing Education in Chiropractic](#), 12/8/2022

85-5, [Guidance on Questions Concerning Medical Records](#), 2/17/2022

85-6, [Competency Assessment for Three Paid Claims](#), 12/8/2022

85-7, [Guidance on Conversion Therapy](#), 12/12/2019

85-8, [Authority of Physician Assistants to Write Do Not Resuscitate \(DNR\) Orders](#), 12/8/2022

85-9, [Policy on United States Medical Licensing Examination \(USMLE\) Step Attempts](#), 8/4/2022

85-10, [Disclosures by Licensed Midwives for High-Risk Pregnancies](#), 10/26/2023

85-11, [Sanctioning Reference Points Instruction Manual](#), 8/15/2011

85-12, [Telemedicine](#), 8/19/2021

85-13, [Guidelines on Performing Procedures on the Newly Deceased for Training Purposes](#), 12/8/2022

85-14, [Continuing Competency Violations](#), 4/9/2021

85-15, [Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures](#), 12/8/2022

85-16, [Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine](#), 12/8/2022

85-17, [Supervisory Responsibilities of an Occupational Therapist](#), 8/18/2022

85-20, [AG Opinion on Employment of Surgeon by Nonprofit Corporation](#), 12/8/2022

85-21, [AG Opinion on Employment of Physician by For-Profit Corporation](#), 12/8/2022

85-23, [Policy on the Use of Confidential Consent Agreements](#), 12/8/2022

85-26, [Compliance with Law for Licensed Midwives](#), 10/18/2018

85-27, [Role of Licensed Midwives in Newborn Hearing Screening](#), 10/18/2018

85-28, [Authority of Licensed Midwives to Order Tests](#), 10/18/2018

90-11, [Boards' Guidance on Continuing Competency Violations for Nurse Practitioners](#), 2/4/2021

90-33, [Authority of Licensed Nurse Practitioners \(LNPs\) to Write DNR Orders](#), 5/16/2019

90-56, [Practice Agreement Requirements for Licensed Nurse Practitioners](#), 2/2/2023

90-64, [Telemedicine for Nurse Practitioners](#), 8/11/2021

Board of Nursing

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/nursing> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at nursebd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

90-1, [Registered or Licensed Practical Nurses \(LNPs\) as First Assistant in Surgery](#), 11/13/2018

90-2, [Transmittal of Third-Party Orders](#), 1/29/2019

90-3, [Continued Competency Violations for Nurses](#), 9/28/2023

90-4, [Opinion on How Licensure as a Nurse Relates to Service on a Volunteer Rescue Squad](#), 7/8/2021

90-5, [Guidance on Conversion Therapy](#), 12/10/2020

90-6, [Peripherally Inserted Central Catheters and Removal by Registered Nurses](#), 9/28/2023

90-7, [Sanctioning Reference Points Instruction Manual](#), 10/13/2022

90-9, [Board Guidelines for Prescription Drug Administration Training Program for Child Day Care](#), 7/17/2019

90-10, [Board Guidelines for Processing Applications for Licensure](#), 7/7/2022

Guidance Documents

90-11, [Boards' Guidance on Continuing Competency Violations for Nurse Practitioners](#), 2/4/2021

90-12, [Delegation of Authority to Board of Nursing Registered Nurse Staff](#), 1/29/2019

90-13, [Applying for Initial Approval of a Nursing Education Program](#), 12/23/2021

90-14, [Continued Approval of a Nursing Education Program](#), 12/23/2021

90-16, [Adult Immunization Protocols](#), 2/4/2021

90-22, [Requests for Accommodations for NCLEX and NNAAP Testing](#), 1/29/2023

90-23, [Decision-Making Model for Determining Registered or Licensed Practical Nurse Scope of Practice](#), 11/13/2018

90-33, [Authority of LNPs to Write Do Not Resuscitate Orders](#), 5/16/2019

90-35, [Noncompliance with Board Orders](#), 1/29/2019

90-36, [Training of Employees of School Boards in the Administration of Insulin and Glucagon](#), 12/10/2020

90-38, [Disposition of Cases against Nurses or Massage Therapists Practicing with Expired Licenses](#), 8/3/2023

90-41, [Patient Abandonment](#), 5/16/2019

90-46, [Administration of over-the Counter Drugs by Certified Nurse Aides](#), 11/13/2018

90-47, [Massage Therapy Practice and Use of Titles](#), 11/14/2019

90-52, [Delegation of Removal of Venous and Arterial Sheaths to Unlicensed Personnel Not Permitted](#), 5/16/2019

90-55, [Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia](#), 2/4/2021

90-56, [Practice Agreement Requirements for Licensed Nurse Practitioners](#), 2/2/2023

90-57, [Bylaws of the Board of Nursing](#), 3/18/2020

90-58, [Bylaws of the Advisory Board on Massage Therapy](#), 11/14/2019

90-59, [Impact of Criminal Convictions on Registration of Medication Aides and Licensure of Massage Therapists](#), 2/4/2021

90-62, [Medication Administration Training Curriculum](#), 8/3/2023

90-63, [Registered Nurses and Procedural Sedation](#), 7/8/2021

90-64, [Telemedicine for Nurse Practitioners](#), 8/11/2021

110-8, [Information on Prescriptive Authority in Virginia](#), 8/17/2021

110-18, [Advance Preparation for Administration](#), 12/9/2019

Board of Optometry

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/optometry> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at optbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

105-1, [Guidance on Telepractice in Optometry](#), 9/17/2020

105-2, [Guidance on Light Adjustable Lens](#), 9/28/2023

105-9, [Processing Licensure Applications](#), 9/16/2021

105-10, [End of a Contact Lens Fitting](#), 10/27/2022

105-11, [Cases Involving Practice with an Expired License](#), 5/12/2022

105-12, [Continuing Education Audits and Sanctions](#), 4/3/2019

105-13, [Free Eye Screenings](#), 10/27/2022

105-14, [Bylaws of the Board of Optometry](#), 12/9/2021

105-28, [Instruction Manual for Use of Sanction Reference Points](#), 7/20/2011

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 Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at pharmbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

110-1, [List of Categories of Facility Licenses and a Brief Description of Each](#), 11/25/2021

110-2, [Instructions for Applicants for Pharmacist Licensure](#), 8/5/2021

- 110-3, [Guidance on Alternative Delivery of Prescriptions, Pharmacy to Physician or Pharmacy to Controlled Substance Registrant](#), 9/16/2021
- 110-4, [Continuing Education Guide for Pharmacists](#), 3/18/2021
- 110-5, [Instructions and Forms for Reporting of Thefts or Losses of Drugs](#), 11/25/2021
- 110-6, [Guidance for Pharmacies within Opioid Treatment Programs](#), 10/27/2022
- 110-7, [Practitioner/Patient Relationship and the Prescribing of Drugs for Family or Self](#), 8/17/2021
- 110-8, [Information on Prescriptive Authority in Virginia](#), 8/17/2021
- 110-9, [Pharmacy Inspection Deficiency Monetary Penalty Guide](#), 11/23/2023
- 110-10, [Dispensing Drugs from a Mobile Van](#), 2/2/2023
- 110-11, [Proof of Identity for Schedule II Drugs](#), 2/2/2023
- 110-12, [Bylaws of the Board of Pharmacy](#), 11/12/2020
- 110-13, [Guidance on Use of Collaborative Agreements](#), 2/4/2021
- 110-14, [Proximity of a School or Daycare to a Cannabis Dispensing Facility](#), 5/27/2021
- 110-15, [Delegation of Authority for Disciplinary Action to the Executive Director of the Board](#), 2/6/2020
- 110-16, [Performing Inventories](#), 8/6/2020
- 110-17, [Instructions for Graduates of Foreign Schools of Pharmacy](#), 8/5/2021
- 110-18, [Advance Preparation for Administration](#), 12/9/2019
- 110-19, [Use of Automated Dispensing Devices in Certain Facilities](#), 11/25/2021
- 110-20, [Criminal Background Checks of Material Owners of Pharmaceutical Processors or Cannabis Dispensing Facilities](#), 10/27/2022
- 110-21, [Sanction Reference Manual](#), 12/10/2018
- 110-22, [Use of Dispensing Records to Identify Pharmacist Responsible for Dispensing Error](#), 8/6/2020
- 110-23, [Inspection Deficiency Monetary Penalty Guide for Physicians Selling Drugs](#), 2/6/2020
- 110-24, [Guidance for Setting NAPLEX Passing Score](#), 2/2/2023
- 110-25, [Guidance for Life of a Prescription after a Prescriber No Longer in Practice](#), 10/27/2022
- 110-26, [Pharmacy Working Conditions](#), 5/12/2022
- 110-27, [Pharmacist-In-Charge Responsibilities](#), 5/27/2021
- 110-28, [Guidance for Free Clinic Pharmacy Permit Applicants](#), 2/2/2023
- 110-29, [Guidance Document for Practitioner Dispensing](#), 2/4/2021
- 110-30, [Drugs within Animal Shelters](#), 11/25/2021
- 110-31, [Approved Capture Drugs and Drug Administering Equipment, Directive from the State Veterinarian](#), 11/25/2021
- 110-32, [Cannabis: Potential Drug Interactions](#), 8/4/2022
- 110-33, [Pharmacy Interns as Pharmacy Technicians; Pharmacy Technician Ratio](#), 11/26/2022
- 110-34, [Manufacturer and Wholesale Distributor License](#), 11/25/2021
- 110-35, [Requirements for Prescriptions](#), 10/27/2022
- 110-36, [Compliance with USP Standards for Compounding](#), 11/28/2019
- 110-37, [Access to Prescriptions during Unanticipated Shortened Hours](#), 6/8/2023
- 110-38, [Requirement for Non-Resident Pharmacies to Submit Inspection Report](#), 3/30/2021
- 110-39, [Hours of Continuous Work and Breaks for Pharmacists](#), 2/4/2021
- 110-40, [Guidance on Access to the Premises of a Pharmaceutical Processor by Contractor](#), 2/4/2021
- 110-41, [Guidance on Emergency Medical Services Drug Kits](#), 11/25/2021
- 110-42, [Continuing Education Audit and Recommended Sanctions](#), 2/3/2022
- 110-43, [Dispensing with an Authorized Generic](#), 2/2/2023
- 110-44, [Protocol for the Prescribing and Dispensing of Naloxone](#), 6/8/2023
- 110-45, [Approved Chemicals for Use as Hydrocarbon or Other Flammable Solvents](#), 9/28/2023
- 110-46, [Delivery of Dispensed Drugs](#), 12/11/2017
- 110-47, [Provision of Counseling and Information by Pharmacists on Proper Drug Disposal](#), 2/2/2023
- 110-48, [Verification Sources for a Pharmaceutical Processor](#), 8/6/2020
- 110-49, [Credentials for Nonresident Pharmacy Dispensing Only for Animals](#), 8/6/2020
- 110-50, [Pharmacy Administration Records](#), 6/8/2023
- 110-51, [Cannabis Product Packaging Requirements](#), 9/28/2023

Guidance Documents

Board of Physical Therapy

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/physicaltherapy> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at ptboard@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

- [112-1, Bylaws of the Board of Physical Therapy, 10/3/2019](#)
- [112-2, Confidential Consent Agreements, 5/25/2021](#)
- [112-3, Guidance on Receipt of Verbal Orders for Medications by Physical Therapists, 10/3/2019](#)
- [112-4, Licensure Requirement for Instructors in Physical Therapy Program; Guidance on Use of Professional Degree in Conjunction with Licensure Designation; Functional Capacity Evaluations by PTAs, 7/6/2023](#)
- [112-5, Credentialing and TOEFL Requirements for Physical Therapy Graduates of Non-approved Schools, 9/30/2021](#)
- [112-12, Physical Therapy Services in Home Health, 12/22/2022](#)
- [112-13, Approval of a Traineeship, 7/22/2021](#)
- [112-14, Electromyography \(EMG\) and Sharp Debridement in Practice of Physical Therapy, 12/22/2022](#)
- [112-15, Supervision of Unlicensed Persons in Any Setting, 12/22/2022](#)
- [112-17, Sanction Reference Manual, 11/11/2018](#)
- [112-18, Discipline for Practicing with an Expired License, 12/22/2022](#)
- [112-21, Telehealth for Physical Therapy, 12/22/2022](#)
- [112-22, Procedures for Auditing Continued Competency Requirements, 12/22/2022](#)
- [112-23, Processing Applications for Licensure, 1/9/2020](#)

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 these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

- [125-1, Accreditation Bodies Acceptable to the Board, 8/18/2022](#)
- [125-2, Impact of Criminal Convictions, Impairment, and Past History on Licensure or Certification, 8/18/2022](#)
- [125-3.1, Submission of Evidence of Completion of Graduate Work, 8/18/2022](#)
- [125-3.9, Policy on the Use of Confidential Consent Agreements in Lieu of Disciplinary Action by the Board, 11/24/2022](#)
- [125-5.1, Possible Disciplinary Action for Noncompliance with Continuing Education Requirements, 8/18/2022](#)
- [125-5.2, Sanction Reference Manual, 9/30/2016](#)
- [125-6, Bylaws, 5/12/2022](#)
- [125-7, Electronic Communication and Telepsychology, 11/24/2022](#)
- [125-8, Use of Assessment Titles and Signatures, 11/24/2022](#)
- [125-10, Preparing for Expected and Unexpected Departures from the Operation of a Psychological Practice, 5/27/2021](#)
- [125-11, Guidance Document on Psychologists' Use of Social Media, 5/12/2022](#)

Board of Social Work

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/social> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at socialwork@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address listed or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

- [140-1, Confidential Consent Agreements, 11/24/2022](#)
- [140-2, Impact of Criminal Convictions, Impairment, and Past History on Social Work Licensure in Virginia, 9/20/2019](#)
- [140-3, Guidance on Technology-Assisted Therapy and the Use of Social Media, 2/2/2023](#)

140-4.2, Possible Disciplinary or Alternative Actions in Response to Noncompliance with Continuing Education Requirements, 11/24/2022

140-6, Bylaws for the Advisory Board on Music Therapy, 5/13/2021

140-7, Bylaws of the Board of Social Work, 8/4/2022

140-8, Sanction Reference Manual, 7/1/2016

140-9, Training for Supervisors, 5/14/2020

140-11, Disposition of Disciplinary Cases Involving Practicing on an Expired License, 9/20/2019

140-13, Guidance on Emotional Support Animals, 9/16/2021

Board of Veterinary Medicine

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/vet> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at vetbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address listed or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents:

76-21.2:1, Inspection Report for Veterinary Establishments, 6/24/2021

150-1, Disposition of Cases Involving Applicants Practicing Veterinary Technology Prior to Licensure, 5/2/2019

150-2, Expanded Duties for Veterinary Technicians, 10/24/2017

150-3, Preceptorships and Externships for Veterinary Technicians, 3/11/2021

150-4, "Chip" Clinics Outside Approved Facilities, 12/23/2021

150-5, Use of Compounded Drugs in Veterinary Practices, 7/1/2018

150-7, Disposition of Cases Involving Failure of Veterinarian-in-charge to Notify Board of Establishment Closure, 3/11/2021

150-8, Disposition of Cases Involving Practice on an Expired License or Permit, 12/8/2022

150-9, Content of a Medical Record, 12/8/2022

150-10, Allowances to Purchase, Possess, and Administer Drugs within an Animal Shelter, 12/23/2021

150-11, Continuing Education (CE) Audits and Sanctioning for Failure to Complete CE, 5/2/2019

150-12, Administration of Rabies Vaccine, 7/29/2021

150-13, Controlled Substances in Veterinary Practices, 5/13/2021

150-14, Process for Delegation of Informal Fact-Finding to an Agency Subordinate, 12/23/2021

150-15, Disposition of Routine Inspection Violations, 4/28/2022

150-16, Protocol for Loss or Theft of Drugs at a Veterinary Facility, 3/11/2021

150-17, Sanction Reference Points Instruction Manual, 6/1/2014

150-18, Bylaws of the Board of Veterinary Medicine, 9/30/2021

150-19, Delegation of Dental Polishing-Cleaning, 12/23/2021

150-20, Duties of Unlicensed Assistants, 12/23/2021

150-21, Frequently Asked Questions about Reporting to the Prescription Monitoring Program, 4/28/2022

150-22, Veterinarians and Wildlife Rehabilitators - Prescription Drugs, 12/23/2021

150-23, Disposal of Deceased Animals, 3/11/2021

150-24, Guidelines for Processing Applications for Licensure, 12/23/2021

150-25, Guidance for Telehealth in the Practice of Veterinary Medicine, 9/17/2020

150-26, Guidance on the Regulations for Veterinary Establishments, 5/13/2021

DEPARTMENT OF HISTORIC RESOURCES

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

Interpretation or implementation questions should be addressed to staff working in the appropriate program area. A staff listing by unit and program area can be found on the agency website at http://www.dhr.virginia.gov/homepage_features/staff3.htm.

Regional office addresses and phone numbers are as follows (the Capital Regional Preservation Office is collocated at the

Guidance Documents

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:

Board of Historic Resources

[4593, Virginia's Historical Registers: A Guide for Property Owners](#), 12/6/2017

[4598, Notification and Public Participation Processes for National Register/Virginia Landmarks Register Nominations in Virginia](#), 12/19/2022

[4599, Photographic Guidance for National Register Nominations in Virginia](#), 12/19/2022

[4600, National Register/Virginia Landmarks Register Process as Managed by the VDHR](#), 12/17/2020

[4630, Historic Preservation Easement Program Policies \(1 through 12\)](#), 12/19/2022

[4642, Virginia Battlefield Preservation Fund Guidelines for Applications, Prioritization and Award of Grants](#), 12/21/2021

[5684, Easement Program Information Packet](#), 12/19/2022

[7343, Historical Highway Marker Program Policies](#), 12/19/2022

Department of Historic Resources

[4631, Department of Historic Resources State Collections Management Standards](#), 12/11/2019

[4632, Guidelines for Conducting Historic Resources Survey in Virginia](#), 9/1/2017

[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

[6465, Virginia Department of Historic Resources Certified Local Government Grants Manual](#), 12/19/2022

[6471, Historical African American Cemetery and Graves Fund Program Manual](#), 12/19/2022

[7512, Historic Rehabilitation Tax Credit Guidance Documents](#), 1/31/2023

[7513, Historic Rehabilitation Tax Credit Financial Report Guidance and Templates](#), 1/31/2023

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 Fred Bryant at the same address or by telephone at (804) 343-5837. All of these documents are available for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Questions regarding interpretation or implementations of these documents may be directed to Fred Bryant at the address or telephone number provided.

Guidance Documents:

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

[5361, Homeownership Originations Guide](#), 12/1/2022

[5365, Homeownership Originations Policies Manual](#), 12/7/2020

[5629, Homebuyer Handbook](#), 4/30/2020

[5630, Homebuyer Handbook - Spanish Version](#), 7/30/2020

[5632, Housing Choice Voucher Program Administrative Manual](#), 1/3/2022

[5633, Low-Income Housing Tax Credit Manual](#), 1/3/2022

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

[5932, Mortgage Credit Certificates \(MCC\) Program Guide](#), 12/1/2022

[7126, Virginia Homeowner Assistance Fund Plan](#), 3/1/2022

[7127, Virginia Mortgage Relief Consolidated Term Sheet](#), 6/30/2022

[7386, Virginia Homeowner Assistance Fund Plan - Spanish Version](#), 3/1/2022

[7387, Virginia Mortgage Relief Consolidated Term Sheet - Spanish Version](#), 6/30/2022

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office

of Health Benefits, James Monroe Building, 101 North 14th Street, 12th Floor, Richmond, VA 23219. Copies may be obtained by contacting Mecca Hall at the same address, by telephone at (804) 773-0247, FAX at (804) 371-0231, or by email at mecca.hall@dhrm.virginia.gov. Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Mecca Hall.

Guidance Documents:

- 6506, [COVA Care Member Handbook](#), 7/1/2016
- 6507, [COVA Care Member Handbook Amendment](#), 7/1/2018
- 6508, [COVA Care Member Handbook Amendment](#), 7/1/2017
- 6509, [COVA High Deductible Health Plan Member Handbook](#), 7/1/2017
- 6510, [COVA High Deductible Health Plan Member Handbook Amendment](#), 7/1/2018
- 6511, [COVA HealthAware Member Handbook](#), 7/1/2016
- 6512, [COVA HealthAware Member Handbook Amendment](#), 7/1/2018
- 6513, [COVA HealthAware Member Handbook Amendment](#), 7/1/2017
- 6514, [Flexible Spending Account \(FSA\) Sourcebook](#), 7/1/2022
- 6515, [Line of Duty Act \(LODA\) Plan - Current LODA Employment](#), 7/1/2017
- 6516, [Line of Duty Act \(LODA\) Plan - Former LODA Employment](#), 7/1/2017
- 6518, [Line of Duty Act \(LODA\) Health Benefits Plan - Medicare Primary Summary Plan Description](#), 7/1/2017
- 6519, [Medicare-Coordinating Plans Member Handbook](#), 1/1/2020
- 6520, [Medicare-Coordinating Plans Member Handbook Amendment](#), 1/1/2017
- 6521, [Medicare-Coordinating Plans Dental/Vision Member Handbook Insert](#), 1/1/2021
- 6522, [Medicare-Coordinating Plans Prescription Drug Member Handbook Insert](#), 1/1/2021
- 6523, [Human Resource Policy Manual](#), 10/1/2014
- 6524, [Employee Recognition Program Handbook](#), 2/1/2019
- 6525, [Employee Handbook](#), 10/1/2014
- 6526, [Handbook for Agency Heads](#), 2/1/2014
- 6527, [FAQs - Work Hours Limitation for Wage Employees](#), 4/1/2013
- 6528, [Human Resource Management Manual](#), 7/1/2003
- 6542, [Mental Health Crisis Guides for the Workplace](#), 1/1/2015
- 6543, [Workers' Compensation Agency Manual](#), 12/1/2021
- 6544, [Grievance Procedure Manual](#), 7/1/2020
- 6545, [Rules for Conducting Grievance Hearings](#), 7/1/2020
- 6546, [Hearings Program Administration Policy](#), 7/1/2020
- 6547, [Office of Equal Employment and Dispute Resolution Publication Policy](#), 1/1/2017
- 6548, [Basic Skills for Presenting Your Case at Hearing](#), 7/1/2020
- 6549, [Grievance Frequently Asked Questions](#), 9/1/2019
- 6550, [Workplace Mediation Program Guidelines](#), 3/1/2019
- 6551, [Agency Workplace Mediation Coordinator Roles and Duties](#), 3/1/2019
- 6552, [Tips for Successful Mediation Participation](#), 3/1/2019
- 6553, [Information about the Mediation Process](#), 7/1/2017
- 6554, [Workplace Conflict Consultation Program Guidelines](#), 1/1/2016
- 6556, [2018 The Local Choice Key Advantage Member Handbook](#), 7/1/2018
- 7393, [COVA Care Member Handbook](#), 7/1/2020
- 7394, [COVA Care Member Handbook Amendment](#), 1/1/2021
- 7395, [COVA Care Member Handbook Amendment](#), 1/1/2022
- 7396, [COVA High Deductible Health Plan \(HDHP\) Member Handbook](#), 7/1/2020
- 7397, [COVA HDHP Member Handbook Amendment](#), 1/1/2021
- 7398, [COVA HDHP Member Handbook Amendment](#), 1/1/2022
- 7399, [COVA HDHP Member Handbook Amendment](#), 7/1/2019
- 7400, [COVA HealthAware Member Handbook](#), 7/1/2019
- 7401, [COVA HealthAware Member Handbook Amendment](#), 1/1/2021
- 7402, [COVA HealthAware Member Handbook Amendment](#), 7/1/2020
- 7403, [Flexible Spending Account \(FSA\) Sourcebook](#), 7/1/2021
- 7404, [Flexible Spending Account \(FSA\) Sourcebook](#), 7/1/2020
- 7406, [Line of Duty Act \(LODA\) Plan - Annual Benefit Update - Grandfathered Participants](#), 7/1/2018

Guidance Documents

- 7407, Line of Duty Act (LODA) Plan - Annual Benefit Update - Non-Grandfathered Participants, 7/1/2018
- 7408, Line of Duty Act (LODA) Plan - 2019 Benefits at a Glance, 7/1/2019
- 7409, Line of Duty Act (LODA) Plan - Annual Benefit Update - Grandfathered Participants, 7/1/2019
- 7410, Line of Duty Act (LODA) Plan - Annual Benefit Update - Non-Grandfathered Participants, 7/1/2019
- 7411, Line of Duty Act (LODA) Plan - 2020 Benefits at a Glance, 7/1/2020
- 7412, Line of Duty Act (LODA) Plan - Annual Benefit Update - Grandfathered Participants, 7/1/2020
- 7413, Line of Duty Act (LODA) Plan - Annual Benefit Update - Non-Grandfathered Participants, 7/1/2020
- 7414, Line of Duty Act (LODA) Plan - 2021 Benefits at a Glance, 7/1/2021
- 7415, Line of Duty Act (LODA) Plan - Annual Benefit Update - Grandfathered Participants, 7/1/2021
- 7416, Line of Duty Act (LODA) Plan - Annual Benefit Update - Non-Grandfathered Participants, 7/1/2021
- 7417, Line of Duty Act (LODA) Plan - 2022 Benefits at a Glance, 7/1/2022
- 7418, Line of Duty Act (LODA) Plan - Annual Benefit Update - Grandfathered Participants, 7/1/2022
- 7419, Line of Duty Act (LODA) Plan - Annual Benefit Update - Non-Grandfathered Participants, 7/1/2022
- 7420, Line of Duty Act (LODA) Plan - Former LODA Employment - Summary Plan Description, 7/1/2017
- 7421, Line of Duty Act (LODA) Plan - Former LODA Employment - Summary of Material Modifications, 7/1/2018
- 7422, Line of Duty Act (LODA) Plan - Current Employment - Summary Plan Description, 7/1/2017
- 7423, Line of Duty Act (LODA) Plan - Current Employment - Material Modifications, 7/1/2018
- 7424, Medicare-Coordinating Plans Member Handbook Amendment, 1/1/2016
- 7425, Medicare Prescription Plan - 2023 Evidence of Coverage - Express Scripts, 1/1/2023
- 7426, Medicare Prescription Plan - 2023 Express Scripts Formulary, 1/1/2023
- 7427, Medicare Prescription Plan - 2022 Evidence of Coverage - Express Scripts, 1/1/2022
- 7428, Medicare Prescription Plan - 2022 Express Scripts Formulary, 1/1/2022
- 7429, 2021 The Local Choice Key Advantage Expanded Benefits Summary Insert, 7/1/2021
- 7430, 2021 The Local Choice Key Advantage 250 Benefits Summary Insert, 7/1/2021
- 7431, 2021 The Local Choice Key Advantage 500 Benefits Summary Insert, 7/1/2021
- 7432, 2021 The Local Choice Key Advantage 1000 Benefits Summary Insert, 7/1/2021
- 7433, The Local Choice Key Advantage Plans Prescription Benefits, 2/1/2020
- 7434, 2021 The Local Choice High Deductible Health Plan (HDHP) Benefits Summary Insert, 7/1/2021
- 7435, The Local Choice High Deductible Health Plan (HDHP) Prescription Benefits, 2/1/2020
- 7436, 2021 The Local Choice Kaiser Permanente Benefits Summary, 7/1/2021
- 7437, 2021 The Local Choice Optima Health Benefits Summary, 7/1/2021
- 7438, 2011 The Local Choice Member Handbook Medicare Coordinating Plans, 1/1/2011
- 7439, 2021 The Local Choice Advantage 65 Benefits Summary Insert - Medical Only, 1/1/2021
- 7440, 2021 The Local Choice Advantage 65 Benefits Summary Insert - Dental/Vision, 1/1/2021
- 7441, 2021 The Local Choice - Medicare Complementary (Option 1) - Benefits Summary Insert, 1/1/2021
- 7442, 2022 The Local Choice Key Advantage Expanded Benefits Summary Insert, 7/1/2022
- 7443, 2022 The Local Choice Key Advantage 250 Benefits Summary Insert, 7/1/2022
- 7444, 2022 The Local Choice Key Advantage 500 Benefits Summary Insert, 7/1/2022
- 7445, 2022 The Local Choice Key Advantage 1000 Benefits Summary Insert, 7/1/2022
- 7446, 2022 The Local Choice High Deductible Health Plan (HDHP) Benefits Summary Insert, 7/1/2022
- 7447, 2022 The Local Choice Kaiser Permanente Benefits Summary, 7/1/2022
- 7448, 2022 The Local Choice Optima Health Benefits Summary, 7/1/2022
- 7449, 2022 The Local Choice Advantage 65 Benefits Summary Insert - Medical Only, 1/1/2022
- 7450, 2022 The Local Choice Advantage 65 Benefits Summary Insert - Dental/Vision, 1/1/2022

- 7451, 2022 The Local Choice - Medicare Complementary (Option 1) - Benefits Summary Insert, 1/1/2022
- 7452, Cardinal - BN361 Benefits Quick Reference Guide, 10/1/2022
- 7453, Cardinal - Course Materials, 10/1/2022
- 7454, Cardinal - Job Aids, 10/1/2022
- 7455, Line of Duty Act (LODA) Plan - 2019 Medicare Annual Benefit Update - Participating Employers, 1/1/2019
- 7456, Line of Duty Act (LODA) Plan - 2019 Medicare Annual Benefit Update - Non-Participating Employers, 1/1/2019
- 7457, Line of Duty Act (LODA) Plan - 2019 Medicare Annual Notice of Prescription Drug Changes, 1/1/2019
- 7458, Line of Duty Act (LODA) Plan - 2019 Medicare Prescription Drug Plan Formulary - Express Scripts, 1/1/2019
- 7459, Line of Duty Act (LODA) Plan - 2019 Medicare Prescription Drug Plan Overview, 1/1/2019
- 7460, Line of Duty Act (LODA) Plan - 2019 Medicare Prescription Drug Plan Evidence of Coverage, 1/1/2019
- 7461, Line of Duty Act (LODA) Plan - 2020 Medicare Annual Benefit Update - Participating Employers, 1/1/2020
- 7462, Line of Duty Act (LODA) Plan - 2020 Medicare Annual Benefit Update - Non-Participating Employers, 1/1/2020
- 7463, Line of Duty Act (LODA) Plan - 2020 Medicare Annual Notice of Prescription Drug Changes, 1/1/2020
- 7464, Line of Duty Act (LODA) Plan - 2020 Medicare Prescription Drug Plan Formulary - Express Scripts, 1/1/2020
- 7465, Line of Duty Act (LODA) Plan - 2020 Medicare Prescription Drug Plan Evidence of Coverage, 1/1/2020
- 7466, Line of Duty Act (LODA) Plan - 2020 Medicare Prescription Drug Plan Overview, 1/1/2020
- 7467, Line of Duty Act (LODA) Plan - 2021 Medicare Annual Benefit Update - Participating Employers, 1/1/2021
- 7468, Line of Duty Act (LODA) Plan - 2021 Medicare Annual Benefit Update - Non-Participating Employers, 1/1/2021
- 7469, Line of Duty Act (LODA) Plan - 2021 Medicare Annual Notice of Prescription Drug Changes, 1/1/2021
- 7470, Line of Duty Act (LODA) Plan - 2021 Medicare Prescription Drug Plan Formulary - Express Scripts, 1/1/2021
- 7471, Line of Duty Act (LODA) Plan - 2021 Medicare Prescription Drug Plan Overview, 1/1/2021
- 7472, Line of Duty Act (LODA) Plan - 2022 Medicare Annual Benefit Update - Participating Employers, 1/1/2022
- 7473, Line of Duty Act (LODA) Plan - 2022 Medicare Annual Benefit Update - Non-Participating Employers, 1/1/2022
- 7474, Line of Duty Act (LODA) Plan - 2022 Medicare Annual Notice of Prescription Drug Changes, 1/1/2022
- 7475, Line of Duty Act (LODA) Plan - 2022 Medicare Prescription Drug Plan Formulary - Express Scripts, 1/1/2022
- 7476, Line of Duty Act (LODA) Plan - 2022 Medicare Prescription Drug Plan Overview, 1/1/2022
- 7477, Line of Duty Act (LODA) Plan - 2023 Medicare Annual Benefit Update - Participating Employers, 1/1/2023
- 7478, Line of Duty Act (LODA) Plan - 2023 Medicare Annual Benefit Update - Non-Participating Employers, 1/1/2023
- 7479, Line of Duty Act (LODA) Plan - 2023 Medicare Annual Notice of Prescription Drug Changes, 1/1/2023
- 7480, Line of Duty Act (LODA) Plan - 2023 Medicare Prescription Drug Plan Evidence of Coverage, 1/1/2023
- 7481, Line of Duty Act (LODA) Plan - 2023 Medicare Prescription Drug Plan Overview, 1/1/2023
- 7482, COVID-19 Resources and Vaccine Safety, 1/1/2020
- 7483, Compensation Authorizations - Fiscal Year 2022 Authorizations and Compensation Activities, 7/1/2021
- 7484, Compensation Authorizations - Fiscal Year 2023 Authorizations and Compensation Activities, 7/1/2022
- 7485, Classified Compensation Plans, 7/31/2021
- 7486, Authorizations and Compensation Activities Memos, 7/1/2017
- 7487, Fiscal Year 2022 Compensation Changes - Frequently Asked Questions (FAQs), 7/1/2021
- 7488, Overtime Pay Guidance, 7/1/2010
- 7489, Virginia Overtime Wage Act, 7/1/2021
- 7490, Salary Structure - Pay Bands, 6/10/2021
- 7491, Compensation and Classification (virginia.gov), 1/1/2022
- 7492, Workforce Planning, 1/1/2022
- 7493, Exit Survey, 1/1/2021
- 7494, Talent Acquisition, 1/1/2022
- 7495, Online (Video) Interview Services, 1/1/2020
- 7496, Registered Apprenticeship Opportunities for Employers - Department of Labor and Industry, 1/1/2021
- 7497, Handshake Job Aid (College and University Online Recruiting Platform), 1/1/2021
- 7498, Minority Publications List, 1/1/2021
- 7499, COVA Executive Search Consulting Services, 10/1/2019

Guidance Documents

7500, Virginia Talent + Opportunity Partnership Internship Connection Resource, 1/1/2021

7501, RMS Resources and Information, 1/1/2021

7502, Diversity, Equity, and Inclusion Equal Employment Opportunity (EEO) Appeals Manual, 1/1/2021

7504, Job Structure, 9/1/2000

GEORGE MASON UNIVERSITY

Copies of the following documents may be viewed by appointment during regular work days from 9 a.m. to 4 p.m. in the Office of Diversity, Equity, and Inclusion, 369 Aquia Hall, George Mason University, 4400 University Drive, Fairfax, VA 22030. Copies may be obtained free of charge by contacting the University Policy Manager at the same address, by telephone (703) 993-8730, FAX (703) 993-8899, or email dei@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 the University Policy Manager.

Guidance Documents:

7262, Board of Visitors Bylaws, 2/7/2022

7263, Faculty Handbook, 7/1/2022

7264, University Catalog, 6/1/2022

7265, Employee Handbooks, 1/1/2022

7266, Code of Student Conduct, 8/17/2022

7267, Housing and Residence Life Policies, 7/1/2022

7268, Annual Security and Fire Safety Report, 10/1/2022

7269, Parking and Transportation Policies and Procedures, 1/1/2022

7270, Freedom of Speech Webpage, 1/1/2022

7271, University Policies, 1/1/2022

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 William Efird at email wefird@vadefenders.org.

Guidance Documents:

7167, Standards of Practice, 3/4/2022

7168, Initial Certification Application, 3/4/2022

7169, Standards of Practice Complaint Form, 3/4/2022

7170, Standards of Practice Complaint Process, 3/4/2022

7171, Recertification Application, 3/4/2022

7172, Initial Application for Prosecutors, 3/4/2022

VIRGINIA INFORMATION TECHNOLOGIES AGENCY

The Virginia Information Technologies Agency (VITA) produces policies, standards, and guidelines in furtherance of VITA's statutory responsibilities. VITA has no regulations, and not all VITA documents are guidance documents. Copies of VITA guidance documents may be obtained free of charge from the Virginia Regulatory Town Hall website at <https://www.townhall.virginia.gov/>. Copies of other VITA documents may be obtained free of charge from VITA's website at <https://www.vita.virginia.gov/>. VITA documents may also be requested by writing to foia@vita.virginia.gov.

Guidance Documents:

7309, Information Technology Contingent Labor Policy for Procuring and Managing Contingent Labor Resources, 10/26/2023

7314, Information Technology Procurement Policy for Enhancing and Expanding Contracting Opportunities for Small, Women-owned, and Minority-owned Businesses, 12/7/2020

7317, Information Technology Procurement: Emergency Procurement, 7/1/2021

7319, Information Technology Procurement: Sole Source Policy, 7/1/2020

7320, Information Technology Procurement: Joint and Cooperative Procurement Policy, 7/1/2022

7321, Information Technology Procurement: Small Purchase Policy, 12/7/2023

7323, Information Technology Procurement: Telecommunications Waiver Policy, 8/8/2018

7324, Information Technology Procurement: Authority and Delegation Policies, 7/1/2021

7326, Information Technology Procurement Manual (Buy IT), 7/1/2022

7383, Commonwealth Security and Cloud Requirements, 7/1/2018

CPM 110-04, Project Management Guideline, 11/15/2021

CPM 111-05, Project Manager Selection and Training Standard, 4/19/2022

CPM 112-04.2, Project Management Standard, 11/22/2021

CPM 516-03, Information Technology Investment Management Standard, 10/1/2021

EA 200-03.1, Enterprise Architecture Policy, 2/21/2018

EA 225-15.2, Enterprise Architecture Standard, 10/31/2019

EA 300-01, Cloud-Based Hosting Services Information Technology Solutions Policy, 10/15/2018

GOV 101-03, Policy, Standard, and Guideline Formulation Standard, 1/1/2021

GOV 102-02, Information Technology Resource Management Policy, 6/1/2016

SEC503-02.2, Secure Remote Access to Online Court Documents Standard, 6/21/2017

SEC505-00.2, Virginia Real Property Electronic Recording Standard, 5/21/2021

OFFICE OF THE STATE INSPECTOR GENERAL

Copies of the following documents may be viewed or obtained on regular work days from 8 a.m. until 4:30 p.m. at the Office of the State Inspector General, James Monroe Building, 101 North 14th Street, 7th Floor, Richmond, VA 23219, telephone (804) 625-3255, or FAX (804) 786-2341. There are no costs associated with obtaining printed copies of the documents listed. These documents may be viewed using the links provided.

Guidance Documents:

HotlineGD2021, State Fraud, Waste, and Abuse Hotline Policies and Procedures Manual, 7/1/2021

IAOTSDirective2023, Oversight of State and Specific Nonstate Agencies' Internal Audit Programs, 10/1/2023

WhistleBlowerGD2021, The Fraud and Abuse Whistle Blower Protection Act Policies and Procedures Manual, 7/1/2021

DEPARTMENT OF JUVENILE JUSTICE

Please address any questions concerning the guidance document list to Ken Davis at email kenneth.davis@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 these 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, Compliance Manual Regulation for Nonresidential Services, 7/1/2011

3710, Compliance Manual Regulation Governing Juvenile Group Homes and Halfway Houses, 1/1/2014

3720, Compliance Manual Regulation Governing Juvenile Correctional Centers, 1/1/2014

3730, Compliance Manual Regulation Governing Juvenile Secure Detention Centers, 1/1/2014

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, 2/4/2023

4226, Guidelines for Approval and Reimbursement for Local Facility Construction, 3/20/2001

Design and Construction of Juvenile Facilities

Copies of the following documents may be obtained free of charge by contacting Dakota Tomlin, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 655-8852, or email dakota.tomlin@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed Dakota Tomlin, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 655-8852, or email dakota.tomlin@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

(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 Dakota Tomlin, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 655-8852, or email dakota.tomlin@djj.virginia.gov.)

Training Standards

Copies of the following document may be obtained free of charge by contacting Guillermo Novo, 7093 Broad Neck Road, Hanover, VA 23069, telephone (804) 537-6660, or email guillermo.novo@djj.virginia.gov.

Guidance Documents

Questions regarding interpretation or implementation of this document may be directed to Guillermo Novo, 7093 Broad Neck Road, Hanover, VA 23069, telephone (804) 537-6660, or email guillermo.novo@djj.virginia.gov.

Guidance Document:

[7190, Guidance Document Interpreting 6VAC35-210, 3/18/2022](#)

Virginia Juvenile Community Crime Control Act

Copies of the following document may be obtained free of charge by contacting Katherine Farmer, VJCCCA Supervisor, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 291-7083, or email katherine.farmer@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to Katherine Farmer, VJCCCA Supervisor, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 291-7083, or email katherine.farmer@djj.virginia.gov.

Guidance Document:

[7552, Virginia Juvenile Community Crime Control Act \(VJCCCA\) Manual, 9/1/2023](#)

Research Proposal Requests

Copies of the following documents may be obtained free of charge by contacting Nina Hyland, Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 339-8036, or email nina.hyland@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Nina Hyland, Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 339-8036, or email nina.hyland@djj.virginia.gov.

Guidance Documents:

[HRRC, Confidentiality Agreement Form, 4/15/2021](#)

[HRRC, Research Agreement, 4/15/2021](#)

[HRRC, Research Proposal Summary Form, 4/15/2021](#)

[7017, Guidance Document Interpreting 6VAC35-170, Review and Approval of Data Requests and Research Proposals, 6/24/2021](#)

DEPARTMENT OF LABOR AND INDUSTRY

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

Boiler and Pressure Vessel Safety - Kimberly Adkins, email kimberly.adkins@doli.virginia.gov.

Cooperative Programs - Jennifer Rose, email jennifer.rose@doli.virginia.gov.

Labor and Employment Law - Division of Labor and Employment Law, email laborlaw@doli.virginia.gov.

Occupational Health - Ron Graham, email ron.graham@doli.virginia.gov.

Occupational Safety - Jeffrey Cabral, email jeffrey.cabral@doli.virginia.gov.

Registered Apprenticeship - Carrie Roth, email carrie.roth@dwda.virginia.gov.

Virginia Occupational Safety and Health (VOSH) Program - for copies of documents, Cristin Bernhardt, email cristin.bernhardt@doli.virginia.gov.

Voluntary Protection Program - Milford Stern, email milford.stern@doli.virginia.gov.

Copies of these guidance documents may be viewed during regular work days 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:

Apprenticeship Council

[APP - 01, Bylaws of the Virginia Apprenticeship Council, 3/18/2021](#)

[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](#)

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APP - 15, Apprenticeship Directive 03-05, Guidelines Governing Out-of-State Businesses, 3/21/2002

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APP-20, Orientation for Registered Apprenticeship Workforce Partners, 10/18/2018

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02-006B, Abatement Verification Regulation, § 307 of the VOSH Administrative Regulations Manual (ARM) - Enforcement Policies and Procedures, 1/1/2010

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- 02-209, Fixed Ladders Used on Outdoor Advertising Structures/Billboards in the Outdoor Advertising Industry, 4/15/1993
- 02-210, Excavation and Trench Procedures and Interpretations Manual, 3/5/1990
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- 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
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- 02-244, Tree Trimming Operations, 16VAC25-73, Inspection Procedures and Interpretations (corrected), 5/9/2011
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LIBRARY OF VIRGINIA

Guidance documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000.

Copies of documents may be obtained free of charge for up to 10 pages, and for requests of 11 pages or more for \$0.25 per page by contacting Taylor Melton at telephone (804) 692-3535 or email taylor.melton@lva.virginia.gov. Copies of the documents are available electronically for no charge on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov/>.

Questions regarding interpretation or implementation of the documents relating to public libraries, trustees, or state aid may be directed to Kim Armentrout at telephone (804) 692-3601 or email kim.armentrout@lva.virginia.gov.

Questions regarding the documents relating to records management and the timely destruction of records may be directed to Patrice Morgan at telephone (804) 692-3600 or email patrice.morgan@lva.virginia.gov.

Guidance Documents:

[LVA-LDND-001, Virginia Public Library Trustees Handbook, 6/24/2019](#)

[LVA-LDND-002, Planning for Library Excellence, 6/24/2019](#)

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BOARD OF LOCAL AND REGIONAL JAILS

Copies of guidance documents may be viewed at Virginia Department of Corrections Headquarters during regular work

days from 8 a.m. to 5 p.m. at 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained, at a cost of \$0.10 per page, by contacting Mary-Huffard Kegley, Regulatory Coordinator at the address provided, telephone (804) 887-9589, or email mary-huffard.kegley@vadoc.virginia.gov.

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

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[BOC Policy 10-1, Board of Local and Regional Jails Policy Process, 6/1/2013](#)

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MARINE RESOURCES COMMISSION

Documents are available on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>. Questions regarding interpretation or implementation of habitat documents may be directed to Randy Owen, Chief, Habitat Division, Virginia Marine Resources Commission, Fort Monroe, VA 23651, telephone (757) 247-2251 or FAX (757) 247-8062.

Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Matthew Rogers, Chief, Law-Enforcement Division, Marine Resources Commission, Fort Monroe, VA 23651, telephone (757) 247-2278, or FAX (757) 247-2020.

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DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

To obtain copies of the 2023 agency guidance document list, contact Meredith Lee, Policy, Regulations, and Manuals Supervisor, Department of Medical Assistance Services, 600 East Broad Street, Richmond, VA 23219, email meredith.lee@dmas.virginia.gov, or telephone (804) 371-0552.

Agency Guidance Documents are available on the Virginia Regulatory Town Hall at no charge at www.townhall.virginia.gov. The documents are also available for no cost on the DMAS website. Find Medicaid Memos at <https://vamedicaid.dmas.virginia.gov/> by clicking on "Provider Services." Then select "Memos/Bulletins Library," under the Provider Menu on the left. The Memos and Bulletins are listed by year on the right, or you can use the "Search Terms" bar to find specific Memos or Bulletins. Medicaid Memos are also available at <https://vamedicaid.dmas.virginia.gov/>. Click on "Providers." Then select "Manual Library" under the Provider Menu on the left. The Provider Manuals are listed in alphabetical order.

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- 6872, Department of Medical Assistance Services Recognition of Certified Substance Abuse Counselor Supervisees, 9/18/2019
- 6873, Authorization of Personal Assistance Services in the Developmental Disability Waiver, 9/18/2019
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[7627, Chapter 2 \(Provider Requirements\), 12/7/2023](#)

[7628, Psychiatric Services Manual, Chapter 6, 12/7/2023](#)

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[Cardinal Care - Virginia's Medicaid Program, 5/11/2023](#)

[Changes to Hospice Procedures under Cardinal Care - Virginia's Medicaid Program, Effective July 1, 2023, 5/11/2023](#)

[Virginia Medicaid Preferred Drug List / Common Core Formulary Changes, 90-Day Supply List Changes, FDA Approval of Over-the-Counter Naloxone, and Drug Utilization Review Board Approved Drug Service Authorizations, 7/6/2023](#)

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 provided 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.

Guidance Documents:

[AD010-99, Process for Determining Sanctions, 12/29/2016](#)

[AD020-95, Public Comment Policy, 12/27/2016](#)

[AD030-16, Meeting Documentation Policy, 9/15/2002](#)

[AD050-10, Meeting Dates and Times Policy, 12/28/2016](#)

[AD060-17, Motor Vehicle Dealer Board Meeting Cancellation/Inclement Weather Policy, 2/15/2017](#)

[AD100-16, Internet Privacy Policy, 12/28/2016](#)

[AD111-16, Freedom of Information Act Policy, 6/8/2023](#)

[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](#)

[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](#)

[PRO41-21, Maximum Civil Penalty for Unlicensed Salespersons, 1/11/2021](#)

[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](#)

[PR070-19, Maintaining Business Hours, 10/1/2019](#)

[PRO80-20, Dealer Tag Liability Insurance Requirement, 5/8/2020](#)

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. at the Department of Motor Vehicles (DMV), 2300 West Broad Street, Legislative Services, Room 724, Richmond, VA 23220. Many of these documents are available on the DMV website at <https://www.dmv.virginia.gov/forms/>. Copies totaling under 10 pages may be obtained for no charge. Copies totaling 10 pages or more may be obtained at a cost of \$0.10 a page. Requests for copies of these documents may be made by contacting Nicholas Megibow at the same address, telephone (804) 367-6701, FAX (804) 367-4336, or email nicholas.megibow@dmv.virginia.gov.

Guidance Documents:

- [6582, DMV Seizure or Blackout Policy, 7/6/2023](#)
- [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](#)
- [6788, DMV Policy for Drivers Experiencing a Crash Due to a Pedal Application Error, 2/6/2020](#)
- [6789, DMV Policy for Adaptive Equipment and Certified Driving Rehabilitation Specialist \(CDRS\) Referrals, 2/6/2020](#)
- [6829, DMV Social Media Rules of Engagement, 4/16/2020](#)
- [6967, Virginia DMV Title VI Program Compliance Plan, 3/4/2021](#)
- [6969, Disability Accommodations Process and Guidelines, 3/4/2021](#)
- [6998, Manufacturer and Distributor Licensing Letter, 5/13/2021](#)
- [7247, Class A Driver Training School Background Check Policy, 9/15/2022](#)
- [7248, Class B Driver Training School Background Check Policy, 9/15/2022](#)
- [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, 8/19/2020](#)
- [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 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, 12/7/2023](#)
- [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 299, REAL ID - You Have a REAL Choice, 12/23/2021](#)
- [DMV 300, REAL ID - A REAL Choice for Virginians, 12/23/2021](#)
- [DMV 303, Get on Board with REAL ID, 12/23/2021](#)

[DMV 309, Obtaining a Virginia Driver Privilege Card, 12/24/2020](#)

[DMV 309S, Obtención de una Tarjeta de Privilegio de Conductor en Virginia, 12/24/2020](#)

[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](#)

[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 499, Agreement and Designation for Use of RoadTest Tablets, 12/23/2021](#)

[TPT 555, Third-Party Tester Agreement, 2/17/2017](#)

[TPT 556, Surety Bond Affidavit and Acknowledgment of Surety, 7/1/2015](#)

[TSS 96, Virginia Rider Training Program Training Site License Application, 2/18/2021](#)

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

The following documents are available online at <http://www.vaboard.org/grants.htm>. 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. To view the documents in person or obtain copies free of charge, please contact Jason Withers,

Grants, Contracts, and Program Information Manager, in advance by emailing jason.withers@vbpd.virginia.gov or calling (804) 786-9375, or for TTY/Voice at (804) 846-4464. Alternate formats are available upon request.

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 (LOI) and Proposal Submission Tips" documents are revised and updated on an as-needed basis when an RFP is issued and are posted online at the VBPD website at <https://vaboard.org/grants.htm>.

VBPD also considers requests for event support on a quarterly basis. The board will develop a new guidance document in early 2024 to reflect changes that the board approved in September 2023 to the purpose of this funding. Once developed, the guidance document will be posted online at the VBPD website at <https://vaboard.org/grants.htm>. VBPD is required to evaluate the impact of its activities. A series of three tip sheets for grantees on survey design is revised and updated on an as-needed basis and posted online at the VBPD website at <https://vaboard.org/grants.htm>.

Guidance Documents:

[Accessible Survey Design, Revised June 2022](#)

[Demographic Data Collection, Revised October 2023](#)

[Event Support Procedures, Revised July 2019](#)

[Grants Manual, Revised September 2023](#)

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

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5:00 p.m. at the customer service desk of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Richmond, Virginia 23233. Copies may be obtained by contacting Public Records 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 Joseph C. Haughwout, Jr., Regulatory Affairs Manager, Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, Virginia 23233, telephone (804) 367-8500, or email joseph.haughwout@dpor.virginia.gov.

Guidance Documents

Guidance Documents (applicable to all boards and department):

5534, Restricted Participation in Examination Development and Review, 6/3/2014

5816, 2023-24 New Board Member Manual, 7/1/2023

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, 11/9/2023

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/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 Regulators, 3/5/2010

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

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

6903, Property Lines Along Public Roads without Recorded Fee Simple Right of Way, 12/1/2020

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 Asbestos, Lead, and Home Inspectors (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 Phase Contrast Microscopy (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, New Residential Structure (NRS) Specialty for Inspections Conducted by a Home Inspector on Homes under Construction, 8/17/2017

6266, Home Inspector Regulations - Meaning of Describe, 11/9/2017

6374, Renewing Asbestos Workers License with Asbestos Supervisor Refresher Training, 5/17/2018

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

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

6709, Guidance Document Regarding Continuing Professional Education (CPE) for Home Inspectors with the NRS Specialty, 10/17/2019

6833, Meaning of "Direct Supervision" in 18VAC15-40-32 of the Home Inspector Licensing Regulations, 4/16/2020

6834, Clarification Regarding Asbestos Abatement Projects that Require a Project Monitor, 4/16/2020

7090, Inspections without a Written Evaluation (Report) Conducted by a Home Inspector, 10/28/2021

7208, Verification of Course Completion Certificates Awarded to Training Program Managers and Principal Instructors, 7/7/2022

7209, Electronic Delivery of Asbestos and Lead Refresher Courses, 7/7/2022

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, Non-Traditional Classroom Instruction, 9/17/2020

5503, Substantial Equivalence, 12/8/2022

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

6373, Barber/Cosmetology Application Review Matrix, 6/9/2022

6638, Approved Health Education Certifying Agencies, 9/1/2022

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

6880, Definition of Clock Hours, 9/17/2020

7329, Frequency of Providing School Rosters, 3/16/2023

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

7116, Cemetery Board Criminal History Review Matrix, 12/8/2021

Common Interest Community Board

4190, Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by Common Interest Community (CIC) Manager Applicant, 3/2/2010

4382, Definition of Employee in § 54.1-2347 A of the Code of Virginia, 12/2/2010

5048, Applicability of the Common Interest Community Ombudsman Regulations on Solely Commercial Condominiums, 12/10/2020

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, 12/10/2020

5308, Letters of Credit in Lieu of Bonds, 12/10/2020

5311, Maximum Fees for Disclosure Packets and Resale Certificates Preparation, 3/10/2023

5331, CIC Waiver of Filing Fee for Final Adverse Decision, 12/10/2020

5603, Required Documentation to Accompany Disclosure of Personal Adverse Financial History, 12/3/2014

5897, Best Practices for Property Owners' Association Act (POAA) Declarations, 12/10/2015

6256, Summary of Board Interpretations, Policies, and Guidance Documents, 12/10/2020

6390, Determining Value of Blanket Surety Bonds Filed by Developers in Lieu of Escrow Deposits, 12/10/2020

Guidance Documents

6391, Distribution of Time-Share Public Offering Statements and Purchaser Opportunity to Review Public Offering Statement Prior to Execution of a Contract, 4/29/2021

6885, Guidelines for the Development of Reserve Studies for Capital Components, 9/5/2019

6891, Form: Disclosure Form for Special Meeting to Extend Declarant Control Period, 10/1/2019

6911, Procedure for Determination of Compliance with §§ 55.1-2220 and 55.1-2234, 12/10/2020

7092, Common Interest Community Association Registration – Interpretive Guidance for 18VAC48-60-60, 11/25/2021

7192, Procedure for Consideration of Claims for Recovery from the Common Interest Community Management Recovery Fund, 4/28/2022

7545, Bulletin: Maximum Allowable Preparation Fees - Condominium Unit Owners', Property Owners', and Cooperative Proprietary Lessees' Associations, 7/1/2023

7546, Form: Common Interest Community Association Resale Certificate, 7/1/2023

Board for Contractors

2959, Board for Contractors Policies and Interpretations, 12/24/2020

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

6790, Contractor License Requirement for Onsite Sewage System Maintenance, 12/26/2019

7260, Contractor License Specialty Requirement for Well Abandonments, 1/19/2023

Fair Housing Board

6045, Reasonable Accommodation Requests for Assistance Animals, 3/1/2017

6978, Housing Discrimination on the Basis of Source of Funds, 4/16/2021

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, 9/13/2023

7524, Application Review Matrix, 3/16/2023

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

7122, Real Estate Appraiser Board Application Review Matrix, 6/4/2021

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 Pre-License 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

6978, Housing Discrimination on the Basis of Source of Funds, 4/16/2021

7123, Real Estate Board Application Review Matrix, 2/8/2021

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](#)

[6790, Contractor License Requirement for Onsite Sewage System Maintenance, 12/26/2019](#)

[7020, Guidance Regarding Waterworks and Wastewater Works Operators and Onsite Sewage System Professional \(WWWOSSP\) Licensees Earning CPE Credit for Attending WWWOSSP Board Meetings, 6/24/2021](#)

[7178, License Requirements for Operators of Alternative Systems Exceeding 10,000 Gallons per Day, 12/23/2021](#)

[7210, License Requirements for Operators of Small Wastewater Treatment Facilities, 7/7/2022](#)

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 documents may be directed to David Lermond, Executive Secretary, Virginia Racing Commission, 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250, telephone (804) 966-7404, or email david.lermond@vrc.virginia.gov.

Guidance Documents:

[VRC-001, Association of Racing Commissioners International Uniform Classification Guidelines for Foreign Substances, 2/13/2018](#)

[VRC-002, Association of Racing Commissioners International Multiple Violations Penalty System, 12/9/2016](#)

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. at the Department of Rail and Public Transportation, 600 East Main Street, Suite 2102, Richmond, VA 23219.

Copies may be obtained by contacting Andrew Wright at the same address, telephone (804) 241-0301, or email andrew.wright@drpt.virginia.gov.

Documents are available at no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:

[112, Transit Ridership Incentive Program Guidelines, 8/7/2021](#)

[7065, Freight Rail Enhancement to Increase Goods and Highway Throughput Guidelines and Procedures, 11/11/2021](#)

[7087, Rail Preservation Program Guidance and Procedures, 12/1/2021](#)

[7088, Rail Industrial Access Program Guidelines and Procedures, 12/1/2021](#)

[7089, Transit and Commuter Assistance Grant Application Manual, 12/1/2021](#)

[7112, Department of Rail and Public Transportation \(DRPT\) Transit Development Plan Guidelines, 12/7/2021](#)

[7113, DRPT Strategic Plan Guidelines, 12/8/2021](#)

[7114, DRPT Multimodal System Design Guidelines, 12/8/2021](#)

[7120, Grant Application Guidance and Grant Management Procedures for Federal Transit Administration Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities Programs, 12/9/2021](#)

[7166, Commuter Assistance Program Strategic Plan Requirements and Guidance, 3/3/2022](#)

Guidance Documents

[7213, Grant Administration Guidance for Public Transportation and Commuter Services, 7/21/2022](#)

[7259, State Management Plan, 1/19/2023](#)

VIRGINIA RETIREMENT SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Wendy Jenkins at the same address, telephone (804) 775-3499, or email wjenkins@varetire.org. The documents may be downloaded from the Virginia Retirement System website at www.varetire.org and www.varetire.org/hybrid.

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Sandy Jack, Director of Policy, Planning and Compliance, Virginia Retirement System, 1200 East Main Street, Richmond, VA 23219, telephone (888) 827-3847, or email sjack@varetire.org.

Guidance Documents:

[2023 Legislative Summary](#), published May 2023, Code of Virginia, Title 51.1, Chapters 1-7

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- [Hybrid Retirement Plan Features and Highlights Brochure](#), revised September 2023, Code of Virginia, Title 51.1-169
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[Workforce Transition Act Retirement Checklist for Employers](#), revised September 2022, Code of Virginia, Title 2.2, Chapter 32

DEPARTMENT OF SOCIAL SERVICES

Requests for printed copies of guidance documents and interpretive or implementation questions about the guidance documents may be directed to 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 at no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov. Costs associated with obtaining printed copies vary depending on the document.

Guidance Documents:

State Board of Social Services

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[7048, Temporary Assistance for Needy Families Manual, 7/22/2021](#)

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DEPARTMENT OF TAXATION

The Department of Taxation's guidance documents are listed and posted on the Virginia Regulatory Town Hall at www.townhall.virginia.gov. The guidance documents list provides links to the Department of Taxation's website, <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, or FAX (804) 786-2670.

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- Sales and Use, Inclusion of Federal Manufacturers Excise Taxes in Sales Price of Goods Sold, 7/23/1987
- Sales and Use, Advertising Exemption, 8/21/1987
- Sales and Use, Repair/Replacement Parts Purchased by Motor Vehicle Lessors, 1/26/1988
- Sales and Use, Tangible Personal Property Purchased by Foreign Army in Virginia, 3/8/1989
- Sales and Use, Implementation of SB 741 (Dealer's Discount), 3/27/1989
- Sales and Use, Storage Tanks, 5/22/1989
- Sales and Use, Leases between Affiliated Corporations, 8/31/1989
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- Sales and Use, Member Fees, 1/11/1991
- Sales and Use, 1991 SB 524: Sales and Use Tax Exemption for REACT Organizations, 5/3/1991
- Sales and Use, Virginia Supreme Court Decision: Real Estate Publications, 1/24/1995
- Sales and Use, Memorandum Regarding Steuart Petroleum Company, 12/23/1998
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- Sales and Use, Industrial Processing Exemption Retail/Photo-Processing Operations, 9/8/2000
- Sales and Use, Sales and Use Tax, Virginia Tire Tax, Recall of Firestone Tires by Ford Motor Co, 7/31/2001
- Sales and Use, Public Service Corporation Exemption Repeal Guidelines, 8/30/2004
- Sales and Use, Federal Government Credit Card Purchases, 7/12/2002
- Sales and Use, Successor Liability, 4/30/1998
- Sales and Use, Internet Tax Freedom Act (H.R. 4105), 7/10/1998
- Sales and Use, Department of Taxation v. Chesapeake Hospital Authority, 12/20/2001
- Sales and Use, Nonprescription Drug Exemption Question and Answer Summary, 9/2/1998
- Sales and Use, Field Audit Procedures Guidelines, 4/1/2023
- Sales and Use, Clarification Regarding PD 04-122, Public Service Corporation Exemption Repeal Guidelines, 2/14/2008
- 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, House Bill 2313 Sales Tax Transition Guidelines, 5/1/2013
- Sales and Use, Guidelines for Retail Sales and Use Tax Refund Claims Procedures, 6/12/2017
- Sales and Use, Guidelines for the Retail Sales and Use Tax Exemption Certificate for Stamped Cigarettes Purchased for Resale, 8/21/2017
- Sales and Use, Guidelines for the Combined Sales Tax Holiday, 9/15/2023
- Sales and Use, Guidelines for the Accelerated Sales Tax Payment, 6/13/2019
- Sales and Use, Guidelines for Remote Sellers and Marketplace Facilitators, 6/27/2019
- Sales and Use, Guidelines for the Retail Sales and Use Tax Exemption for Personal Protective Equipment, 3/24/2022
- Sales and Use, Guidelines for the Application of the Retail Sales and Use Tax to Sales of Accommodations Facilitated by Accommodations Intermediaries, 9/30/2021

Guidance Documents

[Sales and Use, Guidelines for Accelerated Sales Tax Payments for Periods Beginning After June 30, 2021, 6/17/2022](#)

[Sales and Use, 2022 Guidelines for the Application of the Retail Sales and Use Tax to Sales of Accommodations Facilitated by Accommodations Intermediaries, 9/29/2022](#)

[Sales and Use, Retail Sales and Use Tax Refund Claim Procedures, 4/3/2023](#)

[Tobacco, Guidelines and Rules for the Tobacco Products Tax, 6/25/2020](#)

[Watercraft, Watercraft Sales and Use Tax, Federal Fee on Recreational Boaters, 3/4/1991](#)

[Watercraft, Watercraft Sales and Use Tax, Documented Boats Briefing Paper, 7/1/1987](#)

[Wireless E-911, Guidelines and Rules for the Prepaid Wireless E-911 Fee, 1/5/2011](#)

[Withholding, Voluntary Virginia Income Tax Withholding From Civil Service Annuities, 9/21/1982](#)

[Withholding, Accelerated Federal Withholding Payments, 8/28/1990](#)

[Withholding, Due Date Extension: Seasonal Employers Filing Monthly Returns, 8/22/2007](#)

[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](#)

[Withholding, Guidelines for the Classification of Workers, 10/12/2023](#)

DEPARTMENT OF TRANSPORTATION

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 Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Costs associated with obtaining printed copies of these documents from the agency vary. Guidance documents are available for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Steven Jack, Regulatory Manager, Governance and Legislative Affairs Division, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-3885, or email steven.jack@vdot.virginia.gov.

Guidance Documents:

Commonwealth Transportation Board

[AMR-FAQ, Frequently Asked Questions on the Access Management Regulations and Standards, 11/1/2014](#)

[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 to Highway System Changes, 3/30/2023](#)

[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, 7/21/2021](#)

[LAD-RG, Recreational Access Program Guide, 10/1/2014](#)

[LAD-RSPG, Revenue Sharing Program Guidelines, 7/1/2017](#)

[LAD-TAPG, Transportation Alternatives Program Guide, 10/26/2023](#)

[LAD-UCM, Urban Construction and Maintenance Program \(Urban Manual\), 8/1/2017](#)

[LD-PPM, VDOT Policy Manual for Public Participation in Transportation Projects, 11/21/2016](#)

[MAP-1, Virginia Official State Transportation Map Policy and Procedures, 2/2/2023](#)

[MAP-3, Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, 2/2/2023](#)

[PMPS-01, Manual for the Procurement and Management of Professional Services, 7/1/2017](#)

[PPTA-1, Public-Private Transportation Act Implementation Manual and Guidelines, 10/1/2017](#)

[SSAR-GD, Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, 6/1/2018](#)

[TCG-2017, Traffic Calming Guide for Neighborhood Streets, 11/1/2017](#)

[TIA-ADG, Traffic Impact Analysis Regulations Administrative Guidelines, 10/13/2022](#)

[TMPD-LDIDBPM, Land Development Inspection Documentation Best Practices Manual, 3/30/2023](#)

[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.trsvirginia.gov/About-Us/Forms>.

General questions regarding these documents may be directed to William Watt, telephone (804) 836-8523, FAX (804) 225-3187, or email william.watt@trsvirginia.gov.

Questions regarding specific Treasury divisions should be directed to:

Debt Management: Brad Jones, telephone (804) 225-4929, FAX (804) 225-3187, or email bradley.jones@trsvirginia.gov. Division documents and forms can be found at <https://trsvirginia.gov/Bond-Finance>.

Cash Management and Investments: Judy Milliron, telephone (804) 225-3167, FAX (804) 225-3478, or email judy.milliron@trsvirginia.gov. Division documents and forms related to the Local Government Investment Pool can be found at <https://www.trsvirginia.gov/Cash-Management-Investments/LGIP> and for State Non-Arbitrage Program at <https://www.vasnapp.com>.

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: Bradley Earl, telephone (804) 807-0073, FAX (804) 786-4653, or email bradley.earl@trsvirginia.gov. Division documents and forms can be found at <https://www.vamoneysearch.org/Report/Forms>.

Guidance Documents:

6325, Debt Calendar, 11/1/2023

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

6926, Security for Public Deposits Act (SPDA), 12/15/2022

7315, General Account Investment Guidelines, 7/1/2022

7592, Debt Capacity Advisory Committee Reports 2022, 12/20/2022

7593, Debt Capacity Advisory Committee Reports 2021, 12/21/2021

7594, Debt Capacity Advisory Committee Reports 2020, 12/17/2020

7595, Debt Capacity Advisory Committee Reports 2019, 12/18/2019

7596, Debt Capacity Advisory Committee Reports 2018, 12/20/2018

7597, Local Government Investment Pool (LGIP) Circular, 6/30/2023

7598, Local Government Investment Pool Portfolio, 9/30/2023

7599, Local Government Investment Pool EM Portfolio, 9/30/2023

7600, Local Government Investment Pool Rated 'AAAm' by Standard and Poor's, 11/14/2023

7602, Local Government Investment Pool EM Rated 'AAAf/S1+' by Standard and Poor's, 9/30/2023

7606, Local Government Investment Pool Financial Statements, 9/30/2023

7607, Local Government Investment Pool Newsletter, 6/30/2023

7608, Local Government Investment Pool EM Quarterly Performance Report, 6/30/2023

7609, Security for Public Deposits Act (SPDA) Online User Manual, 12/1/2016

7611, Escrow Agent Online User Manual, 7/1/2010

7612, Frequently Asked Questions, 11/14/2023

7613, Monthly Listing of Qualified Banks, 11/14/2023

7614, Qualified Escrow Agents, 11/14/2023

7615, Security for Public Deposits Act Annual Audit Certification Guidelines, 11/14/2023

7616, Security for Public Deposits Act Collateral Requirements, 12/18/2008

7617, Certification Letter, 11/14/2023

7618, Collateral Change Request, 11/14/2023

7619, Letter of Credit Format, 11/14/2023

7620, Security for Public Deposits Act Letters of Credit Guidelines, 11/14/2023

7621, Security for Public Deposits Act Letter of Credit Resolution, 11/14/2023

7622, Security for Public Deposits Act Letter of Credit Final Agreement, 11/14/2023

7601, Local Government Investment Pool Standard and Poor's Fund Profile, 9/30/2023

Guidance Documents

[7603, Local Government Investment Pool EM Standard and Poor's Pool Profile, 9/30/2023](#)

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. For questions regarding interpretation or implementation of the document or to obtain copies free of charge, please contact Claudia Flores, Virginia Department of Veterans Services, 101 North 14th Street, 17th Floor, Richmond, VA 23219, telephone (804) 225-4716, or email claudia.flores@dvs.virginia.gov.

Guidance Document:

[7176, Policy and Guidelines for Commissioners of the Revenue and Other Assessing Officials, 5/1/2023](#)

UNIVERSITY OF VIRGINIA

For general questions about the University of Virginia's guidance documents, contact Penny Cabaniss at email pqc2f@virginia.edu or telephone (434) 982-2674. Contact information is provided for each document for copies or questions regarding the interpretation or implementation of the respective guidance document. If available, links are provided for electronic copies of guidance documents and are available for no charge.

Guidance Documents:

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

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

[UVA-03, UVA Health Policy Directory, 12/1/2011](#)

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

VIRGINIA COMMONWEALTH UNIVERSITY

Copies of the Faculty Handbook, Student Conduct Policies are all available free of charge from Virginia Regulatory Town Hall at www.townhall.virginia.gov. Copies of these documents are also available from the university's website at <https://vcu.public.doctract.com>. The Faculty Handbook may be viewed Monday through Friday from 8 a.m. until 4 p.m. in the Office of the Vice Provost for Academic and Faculty Affairs, 901 West Franklin Street, Richmond, VA 23219. Questions concerning interpretation or implementation of the Faculty Handbook may be directed to Dr. Mangala Subramaniam, Senior Vice Provost for Faculty Affairs, P.O. Box 842527, Richmond, VA 23284 or telephone (804) 828-6162. Copies of the Student Handbook and Resource Guide may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the Office of the Associate Vice Provost and Dean of Student Affairs, 901 Floyd Avenue, Richmond, VA 23219. Questions concerning interpretation or implementation of the Student Handbook and Resource Guide may be directed to Dr.

Reuban Rodriguez at (804) 828-8940. Additional questions may be directed to Dr. Jason Block in the Integrity and Compliance Office at (804) 828-2336.

Guidance Documents:

[7093, Code of Conduct, 11/30/2021](#)

[7094, Board of Visitor Bylaws, 12/13/2019](#)

[7095, VCU Board of Visitors Ethical Leadership Policy, 12/13/2013](#)

[7096, Interim Student Code of Conduct, 84/10/2022](#)

[7097, Student Honor System and Standards of Academic Conduct, 12/11/2020](#)

[7098, Faculty Handbook, 8/2/2021](#)

GENERAL NOTICES

DEPARTMENT OF ENVIRONMENTAL QUALITY

Proposed Enforcement Action for the City of Richmond Department of Public Utilities

The Department of Environmental Quality (DEQ) is proposing an enforcement action for the City of Richmond Department of Public Utilities for violation of State Water Control Law and regulations at the Richmond wastewater treatment plant. The proposed consent order is available from the DEQ contact or at <https://www.deq.virginia.gov/permits/public-notices/enforcement-orders>. The DEQ contact will accept written comments from April 22, 2024, to May 22, 2024.

Contact Information: Matt Richardson, Enforcement Specialist, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia 23060, or email matthew.richardson@deq.virginia.gov.

Public Comment Opportunity on the 2024 §§ 305(b) and 303(d) Water Quality Assessment Integrated Report

The Virginia Department of Environmental Quality (DEQ) will release the Draft 2024 §§ 305(b) and 303(d) Water Quality Assessment (integrated report) on April 22, 2024, for public comment.

The integrated report combines both the § 305(b) Water Quality Assessment and the § 303(d) Report on Impaired Waters. Both are required by the federal Clean Water Act and the state Water Quality Monitoring Information and Restoration Act (§ 62.1-44.19:4 et seq. of the Code of Virginia). The report will be available for download on the DEQ website at <https://www.deq.virginia.gov/our-programs/water/water-quality/assessments/integrated-report> throughout the public comment period, which will end May 22, 2024.

A public webinar summarizing the integrated report is scheduled for May 2, 2024, at 1 p.m. The public is invited to submit questions pertaining to the report during this event. All submitted questions will be addressed in a comment response document that will be subsequently posted on the DEQ website. Registration information for the webinar can be found at <https://attendee.gotowebinar.com/register/4622324231096970840>.

As required by the Environmental Protection Agency 2022-2032 Vision for Clean Water Act Section 303(d) Program, the 2024 integrated report also includes an update to the § 303(d) Program Prioritization Framework, which describes long-term planning priorities for water quality restoration. Sections 6.1 and 6.2 outline DEQ's priorities and approach to the § 303(d) Program. Section 6.1 and Appendix 8 include a listing of impaired waters prioritized for total maximum daily load or advance restoration plan development through 2026.

Written comments on the draft integrated report can be sent to Sandra Mueller, DEQ Water Monitoring and Assessment Program, at P.O. Box 1105, Richmond, Virginia 23218, or via email at deqecology@deq.virginia.gov. Please include the commenter's name, mailing address, telephone number, and email address.

Contact Information: Rachael Harrell, Board Coordinator, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 801-2932, or email deqecology@deq.virginia.gov.

DEPARTMENT OF GENERAL SERVICES

Revision to Fees for Drinking Water Laboratory Certification – Final Notice

The Department of General Services, Division of Consolidated Laboratory Services (DCLS) published a general notice (40:14 V.A.R. 1250-1251 February 26, 2024) seeking comment on the revision to fees charged for certifying drinking water laboratories under 1VAC30-41-270 I 2.

No comments were received on the revision to the fees. The revision to the fees will stand as published. The following fees are effective for May 1, 2024, through April 30, 2025, for drinking water laboratory certification under 1VAC30-41-270.

TESTING CATEGORY		FEE (\$)
Microbiological testing		
1 - 2 methods		785
3 - 5 methods		915
6+ methods		1046
Inorganic chemistry, nonmetals testing		
1 - 2 methods		849
3 - 5 methods		1109
6 - 8 methods		1373
9+ methods		1632
Inorganic chemistry, metals testing		
1 - 2 methods		1305
3 - 5 methods		1568
6+ methods		1826

General Notices

Organic chemistry	
1 - 2 methods	1373
3 - 5 methods	1632
6 - 8 methods	1894
9+ methods	2156
Radiochemistry	
1 - 2 methods	1437
3 - 5 methods	1698
6+ methods	1959
Asbestos	
1 - 2 methods	1175
3 - 5 methods	1437
6+ methods	1698

HOW FEES ARE CALCULATED

DCLS calculates a laboratory's total fee by adding the fees for the number of test methods in each category in the fee table for which the laboratory is certified or applies to be certified. Contact lab_cert@dgs.virginia.gov for more information about the fee category for a specific method.

ADDITIONAL FEES

Additional fees apply when a laboratory:

1. Applies for modification of certification under 1VAC30-41-110;
2. Is moving its location when the move requires DCLS to perform an onsite assessment; or
3. Requests reinstatement of certification when DCLS requires an onsite assessment.

Hourly review fee and calculation of total fee: The fee is the sum of the total hourly charges for all reviewers plus any onsite assessment costs incurred. The hourly charge per reviewer is \$80. The charge per reviewer is determined by multiplying the number of hours expended in the review by \$80.

Onsite review and travel expenses: If an onsite review is required, travel time and onsite review time will be charged at the same hourly rate of \$80 and any travel expenses will be added.

WHEN TO PAY

Payment is due when the initial application is processed or annually thereafter upon receipt of the invoice from DCLS. Annual billing precedes the expiration of the current certificate.

HOW TO PAY

Fees may be paid by check or credit card via an electronic payment portal provided by DCLS. Other payment arrangements may be made by contacting lab_cert@dgs.virginia.gov. All payments are made after an invoice is issued by DCLS in accordance with instructions on the invoice or in accordance with special arrangements made by contacting DCLS.

Contact Information: Rhonda Bishton, Executive Administrative Assistant, Department of General Services, 1100 Bank Street, Suite 420, Richmond, VA 23219, telephone (804) 786-3311, FAX (804) 371-8305, or email rhonda.bishton@dgs.virginia.gov.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Contact Information: Mailing Address: Virginia Code Commission, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, VA 23219; Telephone: (804) 698-1810; Email: varegs@dls.virginia.gov.

Meeting Notices: Section 2.2-3707 C of the Code of Virginia requires state agencies to post meeting notices on their websites and on the Commonwealth Calendar at <https://commonwealthcalendar.virginia.gov>.

Cumulative Table of Virginia Administrative Code Sections Adopted, Amended, or Repealed: A table listing regulation sections that have been amended, added, or repealed in the Virginia Register of Regulations since the regulations were originally published or last supplemented in the print version of the Virginia Administrative Code is available at <http://register.dls.virginia.gov/documents/cumultab.pdf>.

Filing Material for Publication in the Virginia Register of Regulations: Agencies use the Regulation Information System (RIS) to file regulations and related items for publication in the Virginia Register of Regulations. The Registrar's office works closely with the Department of Planning and Budget (DPB) to coordinate the system with the Virginia Regulatory Town Hall. RIS and Town Hall complement and enhance one another by sharing pertinent regulatory information.