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The table printed below lists regulation sections, by Virginia Administrative Code (VAC) title, that have been amended, added or repealed in the *Virginia Register* since the regulations were originally published or last supplemented in VAC (the Fall 2002 VAC Supplement includes final regulations published through *Virginia Register* Volume 18, Issue 24, dated August 12, 2002). Emergency regulations, if any, are listed, followed by the designation "emer," and errata pertaining to final regulations are listed. Proposed regulations are not listed here. The table lists the sections in numerical order and shows action taken, the volume, issue and page number where the section appeared, and the effective date of the section.

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
Title 4. Conservation and Natural Resources			
4 VAC 5-30-200	Amended	19:9 VA.R. 1338	2/12/03
4 VAC 15-20-160	Amended	19:1 VA.R. 102	10/23/02
4 VAC 15-30-40	Amended	19:5 VA.R. 805	1/1/03
4 VAC 15-30-40	Amended	19:7 VA.R. 1074	11/25/02
4 VAC 15-320-20	Repealed	19:5 VA.R. 805	1/1/03
4 VAC 15-320-25	Added	19:5 VA.R. 805	1/1/03
4 VAC 15-320-30	Repealed	19:5 VA.R. 805	1/1/03
4 VAC 15-320-40	Amended	19:5 VA.R. 805	1/1/03
4 VAC 15-320-50	Amended	19:5 VA.R. 805	1/1/03
4 VAC 15-330-10	Amended	19:5 VA.R. 805	1/1/03
4 VAC 15-330-100	Amended	19:5 VA.R. 805	1/1/03
4 VAC 15-330-120	Amended	19:5 VA.R. 805	1/1/03
4 VAC 15-330-160	Amended	19:5 VA.R. 805	1/1/03
4 VAC 15-330-190	Amended	19:5 VA.R. 805	1/1/03
4 VAC 15-340-60	Amended	19:5 VA.R. 806	1/1/03
4 VAC 15-350-30	Amended	19:5 VA.R. 806	1/1/03
4 VAC 15-360-10	Amended	19:5 VA.R. 806	1/1/03
4 VAC 15-370-10	Repealed	19:5 VA.R. 807	1/1/03
4 VAC 15-370-30	Repealed	19:5 VA.R. 807	1/1/03
4 VAC 15-370-50	Amended	19:5 VA.R. 807	1/1/03
4 VAC 15-370-51	Added	19:5 VA.R. 807	1/1/03
4 VAC 15-370-70	Added	19:5 VA.R. 807	1/1/03
4 VAC 15-370-80	Added	19:5 VA.R. 807	1/1/03
4 VAC 15-380-10	Repealed	19:5 VA.R. 807	1/1/03
4 VAC 15-380-20	Repealed	19:5 VA.R. 807	1/1/03
4 VAC 15-380-30	Amended	19:5 VA.R. 807	1/1/03
4 VAC 15-380-40	Amended	19:5 VA.R. 807	1/1/03
4 VAC 15-380-50	Amended	19:5 VA.R. 807	1/1/03
4 VAC 15-380-60	Repealed	19:5 VA.R. 807	1/1/03
4 VAC 15-380-70	Amended	19:5 VA.R. 807	1/1/03
4 VAC 15-380-80 through 4 VAC 15-380-130	Added	19:5 VA.R. 807	1/1/03
4 VAC 15-390-10	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-390-11	Added	19:5 VA.R. 808	1/1/03
4 VAC 15-390-20	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-390-30	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-390-50	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-390-70	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-390-90	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-390-100	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-390-110	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-390-130	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-390-140	Added	19:5 VA.R. 808	1/1/03
4 VAC 15-390-150	Added	19:5 VA.R. 808	1/1/03
4 VAC 15-390-160	Added	19:5 VA.R. 808	1/1/03

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4 VAC 15-400-20	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-400-30	Amended	19:5 VA.R. 808	1/1/03
4 VAC 15-400-50	Added	19:5 VA.R. 808	1/1/03
4 VAC 15-420-10 through 4 VAC 15-420-120	Added	19:5 VA.R. 808	1/1/03
4 VAC 15-430-10 through 4 VAC 15-430-220	Added	19:5 VA.R. 809	1/1/03
4 VAC 15-440-10 through 4 VAC 15-440-60	Added	19:5 VA.R. 809	1/1/03
4 VAC 20-252-20	Amended	19:10 VA.R. 1485	1/1/03
4 VAC 20-252-130	Amended	19:10 VA.R. 1485	1/1/03
4 VAC 20-252-140	Amended	19:10 VA.R. 1486	1/1/03
4 VAC 20-252-150	Amended	19:10 VA.R. 1486	1/1/03
4 VAC 20-252-160	Amended	19:10 VA.R. 1487	1/1/03
4 VAC 20-280-30	Amended	19:10 VA.R. 1487	1/1/03
4 VAC 20-280-40	Amended	19:10 VA.R. 1488	1/1/03
4 VAC 20-430-20	Amended	19:3 VA.R. 432	10/1/02
4 VAC 20-530-10	Amended	19:10 VA.R. 1488	1/1/03
4 VAC 20-530-20	Amended	19:10 VA.R. 1488	1/1/03
4 VAC 20-530-23	Added	19:10 VA.R. 1488	1/1/03
4 VAC 20-530-26	Added	19:10 VA.R. 1488	1/1/03
4 VAC 20-530-29	Added	19:10 VA.R. 1488	1/1/03
4 VAC 20-562-10 through 4 VAC 20-562-50 emer	Added	18:25 VA.R. 3570	8/16/02-8/30/02
4 VAC 20-610-60	Amended	18:25 VA.R. 3548	8/1/02
4 VAC 20-670-30	Amended	18:25 VA.R. 3550	8/1/02
4 VAC 20-720-10 emer	Amended	19:8 VA.R. 1256	11/27/02-12/26/02
4 VAC 20-720-20	Amended	19:3 VA.R. 432	10/1/02
4 VAC 20-720-20 emer	Amended	19:8 VA.R. 1256	11/27/02-12/26/02
4 VAC 20-720-20	Amended	19:9 VA.R. 1339	12/27/02
4 VAC 20-720-40	Amended	19:3 VA.R. 433	10/1/02
4 VAC 20-720-40 emer	Amended	19:8 VA.R. 1257	11/27/02-12/26/02
4 VAC 20-720-40 through 4 VAC 20-720-80	Amended	19:9 VA.R. 1339-1342	12/27/02
4 VAC 20-720-50 through 4 VAC 20-720-80	Amended	19:3 VA.R. 434-436	10/1/02
4 VAC 20-720-50 emer	Amended	19:8 VA.R. 1257	11/27/02-12/26/02
4 VAC 20-720-70 emer	Amended	19:8 VA.R. 1258	11/27/02-12/26/02
4 VAC 20-720-80	Amended	19:5 VA.R. 809	11/1/02
4 VAC 20-720-110 emer	Amended	19:8 VA.R. 1258	11/27/02-12/26/02
4 VAC 20-752-20	Amended	19:1 VA.R. 102	9/1/02
4 VAC 20-754-10 emer	Amended	19:5 VA.R. 811	10/27/02-11/25/02
4 VAC 20-754-20 emer	Amended	19:5 VA.R. 811	10/27/02-11/25/02
4 VAC 20-754-30 emer	Amended	19:1 VA.R. 137	8/28/02-9/27/02
4 VAC 20-754-30 emer	Amended	19:5 VA.R. 811	10/27/02-11/25/02
4 VAC 20-754-30	Amended	19:3 VA.R. 440	9/26/02
4 VAC 20-754-30	Amended	19:8 VA.R. 1193	11/27/02
4 VAC 20-950-10	Amended	19:10 VA.R. 1489	1/1/03
4 VAC 20-950-40	Amended	19:10 VA.R. 1489	1/1/03
4 VAC 20-950-45	Amended	19:10 VA.R. 1489	1/1/03
4 VAC 20-950-46	Added	19:10 VA.R. 1490	1/1/03
4 VAC 20-950-47	Added	19:10 VA.R. 1491	1/1/03
4 VAC 20-950-48	Added	19:10 VA.R. 1491	1/1/03
4 VAC 20-950-49	Added	19:10 VA.R. 1491	1/1/03
Title 6. Criminal Justice and Corrections			
6 VAC 20-210-10 through 6 VAC 20-210-110 emer	Added	19:10 VA.R. 1511-1512	1/7/03-1/6/04
6 VAC 35-60-10	Amended	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-20	Repealed	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-30	Repealed	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-40	Amended	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-170	Amended	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-215	Amended	18:25 VA.R. 3551	11/1/02

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6 VAC 35-60-225	Added	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-236	Added	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-237	Added	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-280	Repealed	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-290	Amended	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-320	Amended	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-330	Amended	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-390	Amended	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-400	Repealed	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-410	Amended	18:25 VA.R. 3551	11/1/02
6 VAC 35-60-415	Added	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-440	Repealed	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-450	Amended	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-460	Repealed	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-480	Repealed	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-490	Repealed	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-495	Repealed	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-500	Amended	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-575	Added	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-580	Amended	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-600	Amended	18:25 VA.R. 3552	11/1/02
6 VAC 35-60-605	Repealed	18:25 VA.R. 3552	11/1/02
Title 8. Education			
8 VAC 20-650-10	Added	19:10 VA.R. 1492	3/1/03
8 VAC 20-650-20	Added	19:10 VA.R. 1492	3/1/03
8 VAC 20-650-30	Added	19:10 VA.R. 1492	3/1/03
Title 9. Environment			
9 VAC 5-40-90	Amended	19:6 VA.R. 996	2/1/03
9 VAC 5-40-120	Amended	19:6 VA.R. 996	2/1/03
9 VAC 5-50-90	Amended	19:6 VA.R. 997	2/1/03
9 VAC 5-50-120	Amended	19:6 VA.R. 997	2/1/03
9 VAC 5-50-400	Amended	19:6 VA.R. 998	2/1/03
9 VAC 5-50-410	Amended	19:6 VA.R. 998	2/1/03
9 VAC 5-50-420	Amended	19:6 VA.R. 1003	2/1/03
9 VAC 5-60-60	Amended	19:6 VA.R. 1003	2/1/03
9 VAC 5-60-90	Amended	19:6 VA.R. 1003	2/1/03
9 VAC 5-60-100	Amended	19:6 VA.R. 1003	2/1/03
9 VAC 5-60-120 through 9 VAC 5-60-180	Amended	19:3 VA.R. 441-454	12/1/02
9 VAC 5-91-380	Amended	19:3 VA.R. 455	12/1/02
9 VAC 5-220-10 through 9 VAC 5-220-60	Added	19:3 VA.R. 456	12/1/02
9 VAC 5-221-10 through 9 VAC 5-221-60	Added	19:3 VA.R. 456	12/1/02
9 VAC 5-510-10 through 9 VAC 5-510-250	Added	19:3 VA.R. 457-466	12/1/02
9 VAC 5-510-170	Erratum	19:7 VA.R. 1119	--
9 VAC 10-10-10	Amended	19:8 VA.R. 1194	1/29/03
9 VAC 10-10-20	Amended	19:8 VA.R. 1195	1/29/03
9 VAC 10-10-30	Amended	19:8 VA.R. 1195	1/29/03
9 VAC 10-10-40	Repealed	19:8 VA.R. 1197	1/29/03
9 VAC 20-60-1285	Erratum	18:25 VA.R. 3607	--
9 VAC 20-150-30	Amended	19:6 VA.R. 1008	11/13/02
9 VAC 20-150-40	Amended	19:6 VA.R. 1008	11/13/02
9 VAC 20-150-80	Amended	19:6 VA.R. 1008	11/13/02
9 VAC 20-150-100	Amended	19:6 VA.R. 1008	11/13/02
9 VAC 20-150-110	Amended	19:6 VA.R. 1008	11/13/02
9 VAC 20-150-130	Amended	19:6 VA.R. 1008	11/13/02
9 VAC 25-31-50	Amended	18:25 VA.R. 3552	9/25/02
9 VAC 25-31-100	Amended	18:25 VA.R. 3553	9/25/02

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
9 VAC 25-120-10	Amended	19:10 VA.R. 1493	2/26/03
9 VAC 25-120-20	Amended	19:10 VA.R. 1493	2/26/03
9 VAC 25-120-31	Repealed	19:10 VA.R. 1493	2/26/03
9 VAC 25-120-50 through 9 VAC 25-120-80	Amended	19:10 VA.R. 1493	2/26/03
9 VAC 25-180-10	Amended	19:4 VA.R. 629	12/4/02
9 VAC 25-180-20	Amended	19:4 VA.R. 629	12/4/02
9 VAC 25-180-40	Amended	19:4 VA.R. 629	12/4/02
9 VAC 25-180-50	Amended	19:4 VA.R. 629	12/4/02
9 VAC 25-180-55	Added	19:4 VA.R. 629	12/4/02
9 VAC 25-180-60	Amended	19:4 VA.R. 629	12/4/02
9 VAC 25-180-70	Amended	19:4 VA.R. 630	12/4/02
9 VAC 25-195	Repealed	19:10 VA.R. 1494	3/4/03
9 VAC 25-196-40 through 9 VAC 25-196-70	Amended	19:10 VA.R. 1495	3/2/03
9 VAC 25-196-80	Repealed	19:10 VA.R. 1495	3/2/03
9 VAC 25-260-5	Amended	18:20 VA.R. 2658	1/15/03 ¹
9 VAC 25-260-140	Amended	18:24 VA.R. 3289	²
9 VAC 25-260-140	Erratum	18:25 VA.R. 3607	--
9 VAC 25-260-155	Amended	18:24 VA.R. 3289	²
9 VAC 25-260-160	Amended	18:20 VA.R. 2658	1/15/03 ¹
9 VAC 25-260-170	Amended	18:20 VA.R. 2658	1/15/03 ¹
9 VAC 25-260-310	Amended	18:20 VA.R. 2659	²
9 VAC 25-260-390	Amended	18:20 VA.R. 2661	²
9 VAC 25-420	Repealed	18:26 VA.R. 3808	³
9 VAC 25-430	Repealed	18:26 VA.R. 3808	³
9 VAC 25-440	Repealed	18:26 VA.R. 3808	³
9 VAC 25-450	Repealed	18:26 VA.R. 3808	³
9 VAC 25-452	Repealed	18:26 VA.R. 3808	³
9 VAC 25-460	Repealed	18:26 VA.R. 3808	³
9 VAC 25-470	Repealed	18:26 VA.R. 3808	³
9 VAC 25-480	Repealed	18:26 VA.R. 3808	³
9 VAC 25-490	Repealed	18:26 VA.R. 3808	³
9 VAC 25-500	Repealed	18:26 VA.R. 3808	³
9 VAC 25-510	Repealed	18:26 VA.R. 3808	³
9 VAC 25-520	Repealed	18:26 VA.R. 3808	³
9 VAC 25-530	Repealed	18:26 VA.R. 3808	³
9 VAC 25-540	Repealed	18:26 VA.R. 3808	³
9 VAC 25-550	Repealed	18:26 VA.R. 3808	³
9 VAC 25-560	Repealed	18:26 VA.R. 3808	³
9 VAC 25-570	Repealed	18:26 VA.R. 3808	³
9 VAC 25-572	Repealed	18:26 VA.R. 3808	³
9 VAC 25-720-10 through 9 VAC 25-720-140	Added	18:26 VA.R. 3809-3852	³
9 VAC 25-750-10 through 9 VAC 25-750-50	Added	19:4 VA.R. 645-658	12/9/02
9 VAC 25-770-10 through 9 VAC 25-770-190 emer	Added	19:8 VA.R. 1260-1267	12/5/02-12/4/03
Title 10. Finance and Financial Institutions			
10 VAC 5-200-75	Added	19:9 VA.R. 1344	1/1/03
Title 11. Gaming			
11 VAC 10-130-80	Amended	19:3 VA.R. 478	9/27/02
Title 12. Health			
12 VAC 5-30	Repealed	19:3 VA.R. 478	1/15/03 ⁴
12 VAC 5-31-10 through 12 VAC 5-31-600	Added	19:3 VA.R. 479-493	1/15/03 ⁴
12 VAC 5-31-610	Added	19:3 VA.R. 493	⁵

¹ Notice of effective date published in 19:7 VA.R. 1074.

² 30 days after notice in the *Virginia Register* of EPA approval.

³ Effective date suspended at publication for further public comment.

⁴ Notice of change of effective date published in 19:9 VA.R. 1345.

⁵ Effective date suspended in 19:10 VA.R. 1495.

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 5-31-620	Added	19:3 VA.R. 494	⁵
12 VAC 5-31-630 through 12 VAC 5-31-720	Added	19:3 VA.R. 494-503	1/15/03 ⁴
12 VAC 5-31-730	Added	19:3 VA.R. 516	⁵
12 VAC 5-31-740 through 12 VAC 5-31-930	Added	19:3 VA.R. 494-503	1/15/03 ⁴
12 VAC 5-31-940	Added	19:3 VA.R. 503	⁵
12 VAC 5-31-950	Added	19:3 VA.R. 503	1/15/03 ⁴
12 VAC 5-31-960	Added	19:3 VA.R. 503	1/15/03 ⁴
12 VAC 5-31-970	Withdrawn	19:10 VA.R. 1495	--
12 VAC 5-31-980 through 12 VAC 5-31-1020	Added	19:3 VA.R. 503-504	1/15/03 ⁴
12 VAC 5-31-1030	Added	19:3 VA.R. 504	⁵
12 VAC 5-31-1040	Added	19:3 VA.R. 504	1/15/03 ⁴
12 VAC 5-31-1050	Withdrawn	19:8 VA.R. 1197	--
12 VAC 5-31-1060 through 12 VAC 5-31-1130	Added	19:3 VA.R. 504	1/15/03 ⁴
12 VAC 5-31-1140	Added	19:3 VA.R. 505	⁵
12 VAC 5-31-1150 through 12 VAC 5-31-2260	Added	19:3 VA.R. 516-529	1/15/03 ⁴
12 VAC 5-31-2090	Erratum	19:7 VA.R. 1119	--
12 VAC 5-220-10	Amended	19:8 VA.R. 1198	2/3/03
12 VAC 5-220-90	Amended	19:8 VA.R. 1202	2/3/03
12 VAC 5-220-105	Amended	19:8 VA.R. 1202	2/3/03
12 VAC 5-220-150	Repealed	19:8 VA.R. 1202	2/3/03
12 VAC 5-220-160	Amended	19:8 VA.R. 1202	2/3/03
12 VAC 5-220-180	Amended	19:8 VA.R. 1202	2/3/03
12 VAC 5-220-200	Amended	19:8 VA.R. 1202	2/3/03
12 VAC 5-220-230	Amended	19:8 VA.R. 1205	2/3/03
12 VAC 5-220-270	Amended	19:8 VA.R. 1206	2/3/03
12 VAC 5-220-280	Amended	19:8 VA.R. 1207	2/3/03
12 VAC 5-220-355	Amended	19:8 VA.R. 1207	2/3/03
12 VAC 5-220-385	Amended	19:8 VA.R. 1207	2/3/03
12 VAC 5-220-420	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-220-470	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-230-10	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-230-20	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-240-10	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-240-20	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-240-30	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-250-30	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-260-30	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-260-40	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-260-80	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-260-100	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-270-30	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-270-40	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-280-10	Amended	19:8 VA.R. 1209	2/3/03
12 VAC 5-280-30	Amended	19:8 VA.R. 1210	2/3/03
12 VAC 5-280-70	Amended	19:8 VA.R. 1210	2/3/03
12 VAC 5-290-10	Amended	19:8 VA.R. 1210	2/3/03
12 VAC 5-290-30	Amended	19:8 VA.R. 1211	2/3/03
12 VAC 5-300-30	Amended	19:8 VA.R. 1211	2/3/03
12 VAC 5-310-30	Amended	19:8 VA.R. 1211	2/3/03
12 VAC 5-320-50	Amended	19:8 VA.R. 1211	2/3/03
12 VAC 5-320-150	Amended	19:8 VA.R. 1211	2/3/03
12 VAC 5-320-430	Amended	19:8 VA.R. 1211	2/3/03
12 VAC 5-340-30	Amended	19:8 VA.R. 1211	2/3/03

⁴ Notice of change of effective date published in 19:9 VA.R. 1345.

⁵ Effective date suspended in 19:10 VA.R. 1495.

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 5-360-30	Amended	19:8 VA.R. 1211	2/3/03
12 VAC 5-360-40	Amended	19:8 VA.R. 1212	2/3/03
12 VAC 5-410-230	Amended	19:1 VA.R. 103	11/1/02
12 VAC 5-410-230	Erratum	19:3 VA.R. 549	--
12 VAC 5-410-390	Amended	19:1 VA.R. 103	11/1/02
12 VAC 5-410-1170	Amended	19:1 VA.R. 104	11/1/02
12 VAC 5-410-1180	Amended	19:1 VA.R. 104	11/1/02
12 VAC 30-70-201 emer	Amended	18:26 VA.R. 3906	9/1/02-8/31/03
12 VAC 30-70-425 emer	Added	18:25 VA.R. 3571	8/1/02-7/31/03
12 VAC 30-70-426 emer	Added	18:25 VA.R. 3571	8/1/02-7/31/03
12 VAC 30-80-20 emer	Amended	18:25 VA.R. 3571	8/1/02-7/31/03
12 VAC 30-80-30 emer	Amended	18:25 VA.R. 3573	8/1/02-7/31/03
12 VAC 30-80-30 emer	Amended	18:25 VA.R. 3576	8/1/02-7/31/03
12 VAC 30-90-18 emer	Added	18:25 VA.R. 3575	8/1/02-7/31/03
12 VAC 30-90-19 emer	Amended	18:25 VA.R. 3575	8/1/02-7/31/03
12 VAC 30-120-10 through 12 VAC 30-120-50	Amended	19:8 VA.R. 1212-1223	2/1/03
12 VAC 30-120-55	Added	19:8 VA.R. 1223	2/1/03
12 VAC 30-120-60	Amended	19:8 VA.R. 1224	2/1/03
12 VAC 30-120-210	Repealed	18:26 VA.R. 3853	10/16/02
12 VAC 30-120-211 through 12 VAC 30-120-219	Added	18:26 VA.R. 3855-3865	10/16/02
12 VAC 30-120-220	Repealed	18:26 VA.R. 3865	10/16/02
12 VAC 30-120-221 through 12 VAC 30-120-229	Added	18:26 VA.R. 3867-3875	10/16/02
12 VAC 30-120-230	Repealed	18:26 VA.R. 3875	10/16/02
12 VAC 30-120-231 through 12 VAC 30-120-237	Added	18:26 VA.R. 3878-3883	10/16/02
12 VAC 30-120-240	Repealed	18:26 VA.R. 3883	10/16/02
12 VAC 30-120-241 through 12 VAC 30-120-249	Added	18:26 VA.R. 3885-3893	10/16/02
12 VAC 30-120-249	Erratum	19:3 VA.R. 549	--
12 VAC 30-120-250	Repealed	18:26 VA.R. 3893	10/16/02
12 VAC 30-120-360	Amended	19:3 VA.R. 530	12/1/02
12 VAC 30-120-370	Amended	19:3 VA.R. 531	12/1/02
12 VAC 30-120-380	Amended	19:3 VA.R. 531	12/1/02
12 VAC 30-120-385	Repealed	19:3 VA.R. 531	12/1/02
12 VAC 30-120-390 through 12 VAC 30-120-420	Amended	19:3 VA.R. 531	12/1/02
12 VAC 30-120-700 (emer)	Amended	19:3 VA.R. 536	10/1/02-9/30/03
12 VAC 30-120-710 (emer)	Amended	19:3 VA.R. 539	10/1/02-9/30/03
12 VAC 30-120-720 (emer)	Amended	19:3 VA.R. 539	10/1/02-9/30/03
12 VAC 30-135-10 through 12 VAC 30-135-80 emer	Added	18:25 VA.R. 3579-3580	10/1/02-9/30/03
12 VAC 30-135-10 through 12 VAC 30-135-80 emer	Added	19:8 VA.R. 1268-1269	12/4/02-9/30/03
12 VAC 30-141-10 through 12 VAC 30-141-650 emer	Adding	19:1 VA.R. 138-150	9/1/02-8/31/02
12 VAC 30-141-10 through 12 VAC 30-141-650 emer	Added	18:25 VA.R. 3580-3590	8/1/02-7/31/03
12 VAC 35-105-20 emer	Amended	18:25 VA.R. 3591	9/19/02-9/18/03
12 VAC 35-105-30 emer	Amended	18:25 VA.R. 3597	9/19/02-9/18/03
12 VAC 35-105-280 emer	Amended	18:25 VA.R. 3598	9/19/02-9/18/03
12 VAC 35-105-590 emer	Amended	18:25 VA.R. 3598	9/19/02-9/18/03
12 VAC 35-105-660 emer	Amended	18:25 VA.R. 3598	9/19/02-9/18/03
12 VAC 35-105-800 emer	Amended	18:25 VA.R. 3599	9/19/02-9/18/03
12 VAC 35-190-10	Amended	19:7 VA.R. 1075	1/15/03
12 VAC 35-190-20	Repealed	19:7 VA.R. 1076	1/15/03
12 VAC 35-190-21	Added	19:7 VA.R. 1076	1/15/03
12 VAC 35-190-30	Amended	19:7 VA.R. 1076	1/15/03
12 VAC 35-190-40	Repealed	19:7 VA.R. 1076	1/15/03
12 VAC 35-190-41	Added	19:7 VA.R. 1076	1/15/03
12 VAC 35-190-50	Repealed	19:7 VA.R. 1076	1/15/03
12 VAC 35-190-51	Added	19:7 VA.R. 1076	1/15/03
Title 13. Housing			
13 VAC 10-20-20	Amended	19:2 VA.R. 349	9/20/02

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
13 VAC 10-20-40	Amended	19:2 VA.R. 349	9/20/02
13 VAC 10-20-90	Amended	19:2 VA.R. 349	9/20/02
13 VAC 10-40-20	Amended	19:2 VA.R. 349	9/20/02
13 VAC 10-50-90	Amended	19:2 VA.R. 349	9/20/02
Title 14. Insurance			
14 VAC 5-71-10 through 14 VAC 5-71-100	Amended	19:1 VA.R. 104	9/4/02
14 VAC 5-170-20	Amended	19:4 VA.R. 660	10/24/02
14 VAC 5-170-30	Amended	19:4 VA.R. 660	10/24/02
14 VAC 5-170-60	Amended	19:4 VA.R. 661	10/24/02
14 VAC 5-170-70	Amended	19:4 VA.R. 662	10/24/02
14 VAC 5-170-105	Amended	19:4 VA.R. 665	10/24/02
14 VAC 5-170-150	Amended	19:4 VA.R. 670	10/24/02
14 VAC 5-170-180	Amended	19:4 VA.R. 688	10/24/02
14 VAC 5-200-20	Amended	19:8 VA.R. 1232	⁶
14 VAC 5-200-30	Amended	19:8 VA.R. 1232	⁶
14 VAC 5-200-40	Amended	19:8 VA.R. 1232	⁶
14 VAC 5-200-60	Amended	19:8 VA.R. 1233	⁶
14 VAC 5-200-75	Amended	19:8 VA.R. 1235	⁶
14 VAC 5-200-77	Added	19:8 VA.R. 1235	⁶
14 VAC 5-200-150	Amended	19:8 VA.R. 1235	⁶
14 VAC 5-200-153	Added	19:8 VA.R. 1236	⁶
14 VAC 5-200-200	Amended	19:8 VA.R. 1238	⁶
14 VAC 5-210-70	Amended	18:26 VA.R. 3896	9/1/02
14 VAC 5-210-90	Amended	18:26 VA.R. 3896	9/1/02
14 VAC 5-350-20	Amended	19:1 VA.R. 107	9/1/02
14 VAC 5-350-30	Amended	19:1 VA.R. 107	9/1/02
14 VAC 5-350-40 through 14 VAC 5-350-80	Repealed	19:1 VA.R. 108	9/1/02
14 VAC 5-350-85	Added	19:1 VA.R. 108	9/1/02
14 VAC 5-350-95	Added	19:1 VA.R. 108	9/1/02
14 VAC 5-350-110 through 14 VAC 5-350-140	Repealed	19:1 VA.R. 108	9/1/02
14 VAC 5-350-150	Amended	19:1 VA.R. 108	9/1/02
14 VAC 5-350-155	Added	19:1 VA.R. 108	9/1/02
14 VAC 5-350-160	Amended	19:1 VA.R. 108	9/1/02
14 VAC 5-350-165	Added	19:1 VA.R. 108	9/1/02
14 VAC 5-350-170	Repealed	19:1 VA.R. 108	9/1/02
14 VAC 5-350-180	Repealed	19:1 VA.R. 108	9/1/02
14 VAC 5-350-210	Amended	19:1 VA.R. 108	9/1/02
14 VAC 5-350 (Forms)	Amended	19:5 VA.R. 814	--
14 VAC 5-385-10 through 14 VAC 5-385-150	Added	19:2 VA.R. 351	10/1/02
Title 16. Labor and Employment			
16 VAC 5-10-10	Amended	18:26 VA.R. 3897	11/3/02
16 VAC 5-10-20	Amended	18:26 VA.R. 3897	11/3/02
16 VAC 5-10-21	Added	18:26 VA.R. 3898	11/3/02
16 VAC 5-10-22	Added	18:26 VA.R. 3898	11/3/02
16 VAC 5-10-30	Amended	18:26 VA.R. 3898	11/3/02
16 VAC 5-20-10	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-20-20	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-32-10	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-32-20	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-60-10	Amended	18:26 VA.R. 3898	11/3/02
16 VAC 5-60-20	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-60-40	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-70-10	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-70-20	Amended	18:26 VA.R. 3900	11/3/02

⁶ Effective date suspended in 19:9 VA.R. 1345.

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
16 VAC 5-80-10	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-80-20	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-80-30	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 5-80-40	Amended	18:26 VA.R. 3900	11/3/02
16 VAC 20-10-10	Amended	19:8 VA.R. 1239	2/1/03
16 VAC 20-10-20	Amended	19:8 VA.R. 1239	2/1/03
16 VAC 20-10-40	Amended	19:8 VA.R. 1239	2/1/03
16 VAC 20-10-50	Amended	19:8 VA.R. 1239	2/1/03
16 VAC 20-10-80	Amended	19:8 VA.R. 1239	2/1/03
16 VAC 20-10-90	Amended	19:8 VA.R. 1239	2/1/03
16 VAC 20-10-100	Amended	19:8 VA.R. 1239	2/1/03
16 VAC 25-10-10	Amended	19:10 VA.R. 1496	3/1/03
16 VAC 25-10-20	Amended	19:10 VA.R. 1496	3/1/03
16 VAC 25-10-40	Amended	19:10 VA.R. 1496	3/1/03
16 VAC 25-10-50	Amended	19:10 VA.R. 1496	3/1/03
16 VAC 25-10-80	Amended	19:10 VA.R. 1496	3/1/03
16 VAC 25-10-90	Amended	19:10 VA.R. 1496	3/1/03
16 VAC 25-10-100	Amended	19:10 VA.R. 1496	3/1/03
16 VAC 25-10-120	Amended	19:10 VA.R. 1496	3/1/03
16 VAC 25-60-190	Amended	19:9 VA.R. 1346	3/1/03
16 VAC 25-60-290	Amended	19:9 VA.R. 1348	3/1/03
16 VAC 25-60-320	Amended	19:9 VA.R. 1348	3/1/03
16 VAC 25-85-1904.10	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.33	Added	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.34	Added	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.35 through 16 VAC 25-90-1910.38	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.39	Added	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.119	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.120	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.157	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.268	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.272	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.1047	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.1050	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-90-1910.1051	Amended	19:9 VA.R. 1349	3/1/03
16 VAC 25-100-1915.4	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.5	Amended	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.14	Amended	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.15	Amended	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.35	Amended	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.51	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.53	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.71 through 16 VAC 25-100-1915.75	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.77	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.92	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.97	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.112	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.115	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.116	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.118	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.131	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.134	Amended	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.152	Amended	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.158	Amended	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.159	Amended	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.160	Amended	19:9 VA.R. 1350	3/1/03

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
16 VAC 25-100-1915.163	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.165	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.172	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.181	Added	19:9 VA.R. 1350	3/1/03
16 VAC 25-100-1915.1001	Amended	19:9 VA.R. 1350	3/1/03
16 VAC 25-175-1926.200 through 16 VAC 25-175-1926.203	Amended	19:9 VA.R. 1351	3/1/03
Title 18. Professional and Occupational Licensing			
18 VAC 5-21-20	Amended	19:10 VA.R. 1496	2/28/03
18 VAC 10-10-10 through 18 VAC 10-10-90	Amended	19:10 VA.R. 1497	3/1/03
18 VAC 41-10-10 through 18 VAC 41-10-90	Added	19:10 VA.R. 1497	3/1/03
18 VAC 50-22-100	Amended	19:6 VA.R. 1011	1/1/03
18 VAC 50-22-140	Amended	19:6 VA.R. 1011	1/1/03
18 VAC 50-22-170	Amended	19:6 VA.R. 1011	1/1/03
18 VAC 50-22-250	Amended	19:6 VA.R. 1011	1/1/03
18 VAC 50-30-90 through 18 VAC 50-30-130	Amended	19:6 VA.R. 1011	1/1/03
18 VAC 50-30-150	Amended	19:6 VA.R. 1011	1/1/03
18 VAC 60-20-10	Amended	19:10 VA.R. 1498	2/26/03
18 VAC 60-20-250 through 18 VAC 60-20-331	Added	19:10 VA.R. 1498	2/26/03
18 VAC 60-20-20	Amended	19:10 VA.R. 1499	2/26/03
18 VAC 60-20-30	Amended	19:10 VA.R. 1499	2/26/03
18 VAC 65-30-10	Amended	19:10 VA.R. 1500	2/26/03
18 VAC 65-30-80	Amended	19:10 VA.R. 1500	2/26/03
18 VAC 65-40-340	Amended	19:10 VA.R. 1501	2/26/03
18 VAC 85-20-310 through 18 VAC 85-20-390 emer	Added	19:7 VA.R. 1114-1117	11/18/02-11/17/03
18 VAC 85-80-10	Amended	19:1 VA.R. 108	10/23/02
18 VAC 85-80-26	Added	19:1 VA.R. 108	10/23/02
18 VAC 85-80-35	Amended	19:1 VA.R. 108	10/23/02
18 VAC 85-80-40	Amended	19:1 VA.R. 108	10/23/02
18 VAC 85-80-45	Added	19:1 VA.R. 108	10/23/02
18 VAC 85-80-60 through 18 VAC 85-80-110	Amended	19:1 VA.R. 108	10/23/02
18 VAC 85-80-120	Repealed	19:1 VA.R. 109	10/23/02
18 VAC 85-101-10	Amended	19:1 VA.R. 109	10/23/02
18 VAC 85-101-60	Amended	19:1 VA.R. 109	10/23/02
18 VAC 85-101-70	Amended	19:1 VA.R. 110	10/23/02
18 VAC 85-101-150	Amended	19:1 VA.R. 110	10/23/02
18 VAC 85-110-10	Amended	19:10 VA.R. 1501	2/26/03
18 VAC 85-110-30	Repealed	19:10 VA.R. 1501	2/26/03
18 VAC 85-110-50	Amended	19:10 VA.R. 1501	2/26/03
18 VAC 85-110-60	Amended	19:10 VA.R. 1501	2/26/03
18 VAC 85-110-70	Repealed	19:10 VA.R. 1502	2/26/03
18 VAC 85-110-80	Amended	19:10 VA.R. 1502	2/26/03
18 VAC 85-110-150	Amended	19:10 VA.R. 1502	2/26/03
18 VAC 85-110-155	Amended	19:10 VA.R. 1502	2/26/03
18 VAC 85-110-160	Amended	19:10 VA.R. 1502	2/26/03
18 VAC 90-40-100	Amended	19:7 VA.R. 1076	1/15/03
18 VAC 90-40-110	Amended	19:7 VA.R. 1076	1/15/03
18 VAC 90-40-120	Amended	19:7 VA.R. 1076	1/15/03
18 VAC 90-50	Erratum	19:8 VA.R. 1273	--
18 VAC 90-50-10	Amended	19:7 VA.R. 1084	1/15/03
18 VAC 90-50-40	Amended	19:7 VA.R. 1084	1/15/03
18 VAC 90-50-50	Amended	19:7 VA.R. 1085	1/15/03
18 VAC 90-50-60	Amended	19:7 VA.R. 1085	1/15/03
18 VAC 90-50-70	Amended	19:7 VA.R. 1085	1/15/03
18 VAC 90-50-75	Added	19:7 VA.R. 1085	1/15/03
18 VAC 90-50-80	Amended	19:7 VA.R. 1086	1/15/03
18 VAC 90-50-90	Amended	19:7 VA.R. 1086	1/15/03

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
18 VAC 95-20-80	Amended	19:7 VA.R. 1094	1/15/03
18 VAC 105-20-10	Amended	19:7 VA.R. 1106	1/15/03
18 VAC 105-20-15	Amended	19:7 VA.R. 1106	1/15/03
18 VAC 105-20-20	Amended	19:7 VA.R. 1106	1/15/03
18 VAC 105-20-40 through 18 VAC 105-20-70	Amended	19:7 VA.R. 1106	1/15/03
18 VAC 105-30-90	Amended	19:7 VA.R. 1108	1/15/03
18 VAC 105-30-100	Amended	19:7 VA.R. 1108	1/15/03
18 VAC 105-30-120	Amended	19:7 VA.R. 1108	1/15/03
18 VAC 110-20-20	Amended	19:4 VA.R. 689	12/4/02
18 VAC 110-20-20	Amended	19:10 VA.R. 1502	2/26/03
18 VAC 110-20-101 through 18 VAC 110-20-106	Added	19:10 VA.R. 1504	2/26/03
18 VAC 110-20-111	Added	19:10 VA.R. 1504	2/26/03
18 VAC 110-20-270	Amended	19:10 VA.R. 1504	2/26/03
18 VAC 110-30-15	Amended	19:4 VA.R. 691	12/4/02
18 VAC 112-20-10	Amended	19:1 VA.R. 110	10/23/02
18 VAC 112-20-130	Amended	19:1 VA.R. 110	10/23/02
18 VAC 112-20-131	Added	19:1 VA.R. 110	10/23/02
18 VAC 112-20-135	Amended	19:1 VA.R. 110	10/23/02
18 VAC 112-20-136	Added	19:1 VA.R. 110	10/23/02
18 VAC 112-20-140	Amended	19:1 VA.R. 110	10/23/02
18 VAC 115-30-140	Amended	19:1 VA.R. 110	10/23/02
18 VAC 115-60-55	Added	19:10 VA.R. 1505	2/26/03
18 VAC 115-60-130	Amended	19:1 VA.R. 111	10/23/02
18 VAC 125-20-30	Amended	19:10 VA.R. 1506	2/26/03
18 VAC 125-20-120	Amended	19:10 VA.R. 1506	2/26/03
18 VAC 125-20-121	Amended	19:10 VA.R. 1506	2/26/03
18 VAC 125-20-130	Amended	19:10 VA.R. 1506	2/26/03
18 VAC 150-20-10	Amended	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-30	Amended	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-70	Amended	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-75	Amended	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-100	Amended	19:7 VA.R. 1113	1/15/03
18 VAC 150-20-100	Amended	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-110	Amended	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-120 through 18 VAC 150-20-140	Amended	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-171	Added	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-172	Added	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-180 through 18 VAC 150-20-200	Amended	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-181	Added	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-205	Repealed	19:9 VA.R. 1351	3/1/03
18 VAC 150-20-210	Amended	19:9 VA.R. 1351	3/1/03
Title 19. Public Safety			
19 VAC 30-20-10	Amended	19:10 VA.R. 1508	3/1/03
19 VAC 30-20-50	Amended	19:10 VA.R. 1508	3/1/03
19 VAC 30-20-80	Amended	19:10 VA.R. 1508	3/1/03
Title 20. Public Utilities and Telecommunications			
20 VAC 5-302-20	Amended	19:1 VA.R. 115	8/21/02
20 VAC 5-302-25	Added	19:1 VA.R. 117	8/21/02
20 VAC 5-302-35	Added	19:1 VA.R. 118	8/21/02
20 VAC 5-312-90	Amended	19:1 VA.R. 121	1/1/03
20 VAC 5-312-90	Erratum	19:5 VA.R. 819	--
20 VAC 5-312-100	Amended	18:26 VA.R. 3904	1/1/03
20 VAC 5-312-120	Added	18:26 VA.R. 3905	1/1/03
Title 22. Social Services			
22 VAC 5-10-10	Amended	19:1 VA.R. 124	10/23/02
22 VAC 5-10-20	Amended	19:1 VA.R. 124	10/23/02

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
22 VAC 5-10-100	Amended	19:1 VA.R. 124	10/23/02
22 VAC 5-20-20 through 22 VAC 5-20-100	Amended	19:1 VA.R. 124-132	10/23/02
22 VAC 5-20-110	Repealed	19:1 VA.R. 132	10/23/02
22 VAC 5-20-120	Amended	19:1 VA.R. 132	10/23/02
22 VAC 5-20-140	Amended	19:1 VA.R. 133	10/23/02
22 VAC 5-20-150	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-170	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-180	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-190	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-210	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-230	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-250	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-300	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-310	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-330	Amended	19:1 VA.R. 134	10/23/02
22 VAC 5-20-450	Amended	19:1 VA.R. 135	10/23/02
22 VAC 5-20-460	Amended	19:1 VA.R. 135	10/23/02
22 VAC 5-20-580	Amended	19:1 VA.R. 135	10/23/02
22 VAC 5-20-600	Amended	19:1 VA.R. 136	10/23/02
22 VAC 15-30 (Forms)	Amended	19:4 VA.R. 695	--
22 VAC 15-60-10 through 22 VAC 15-60-180	Repealed	19:2 VA.R. 351	11/6/02
22 VAC 20-20-10 through 22 VAC 20-20-110	Amended	19:4 VA.R. 694	1/1/03
22 VAC 30-50-10 through 22 VAC 30-50-110	Added	19:9 VA.R. 1352-1354	2/13/03
22 VAC 40-60 (Forms)	Amended	19:4 VA.R. 695	--
22 VAC 40-71-10	Amended	19:8 VA.R. 1240	3/28/03
22 VAC 40-71-20	Amended	19:8 VA.R. 1244	3/28/03
22 VAC 40-71-30	Amended	19:8 VA.R. 1244	3/28/03
22 VAC 40-71-45	Added	19:8 VA.R. 1244	3/28/03
22 VAC 40-71-50	Amended	19:8 VA.R. 1244	3/28/03
22 VAC 40-71-60	Amended	19:8 VA.R. 1245	3/28/03
22 VAC 40-71-80	Amended	19:8 VA.R. 1245	3/28/03
22 VAC 40-71-90	Amended	19:8 VA.R. 1245	3/28/03
22 VAC 40-71-110	Amended	19:8 VA.R. 1245	3/28/03
22 VAC 40-71-130	Amended	19:8 VA.R. 1245	3/28/03
22 VAC 40-71-150	Amended	19:8 VA.R. 1245	3/28/03
22 VAC 40-71-160	Amended	19:8 VA.R. 1248	3/28/03
22 VAC 40-71-170	Amended	19:8 VA.R. 1248	3/28/03
22 VAC 40-71-180	Amended	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-210	Amended	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-270	Amended	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-275	Added	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-280	Amended	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-290	Amended	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-310	Amended	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-330	Amended	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-360	Amended	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-410	Amended	19:8 VA.R. 1249	3/28/03
22 VAC 40-71-440	Amended	19:8 VA.R. 1250	3/28/03
22 VAC 40-71-450	Amended	19:8 VA.R. 1250	3/28/03
22 VAC 40-71-460	Amended	19:8 VA.R. 1250	3/28/03
22 VAC 40-71-480	Amended	19:8 VA.R. 1250	3/28/03
22 VAC 40-71-490	Amended	19:8 VA.R. 1250	3/28/03
22 VAC 40-71-530	Amended	19:8 VA.R. 1250	3/28/03
22 VAC 40-71-540	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-550	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-560	Amended	19:8 VA.R. 1251	3/28/03

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
22 VAC 40-71-570	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-580	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-590	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-600	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-630	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-640	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-650	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-660	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-670	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-680	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-690	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-71-700	Amended	19:8 VA.R. 1251	3/28/03
22 VAC 40-90-10	Amended	19:2 VA.R. 352	11/6/02
22 VAC 40-90-20	Amended	19:2 VA.R. 353	11/6/02
22 VAC 40-90-60	Amended	19:2 VA.R. 353	11/6/02
22 VAC 40-92-10 through 22 VAC 40-92-180	Repealed	19:3 VA.R. 531	11/20/02
22 VAC 40-680-20	Amended	19:10 VA.R. 1509	2/26/03
22 VAC 40-680-63	Added	19:10 VA.R. 1509	2/26/03
22 VAC 40-680-67	Added	19:10 VA.R. 1509	2/26/03
22 VAC 40-700-10	Amended	19:10 VA.R. 1509	2/26/03
22 VAC 40-700-30	Amended	19:10 VA.R. 1510	2/26/03
22 VAC 40-705-10	Amended	19:6 VA.R. 1011	1/1/03
22 VAC 40-705-30 through 22 VAC 40-705-160	Amended	19:6 VA.R. 1014-1023	1/1/03
22 VAC 40-705-180	Amended	19:6 VA.R. 1023	1/1/03
22 VAC 40-705-190	Amended	19:6 VA.R. 1023	1/1/03
22 VAC 40-720-10	Amended	19:3 VA.R. 531	11/20/02
22 VAC 40-730-10	Amended	19:3 VA.R. 532	11/20/02
22 VAC 40-730-20	Amended	19:3 VA.R. 533	11/20/02
22 VAC 40-730-40 through 22 VAC 40-730-90	Amended	19:3 VA.R. 533	11/20/02
Title 24. Transportation and Motor Vehicles			
24 VAC 30-270	Repealed	19:3 VA.R. 533	9/18/02
24 VAC 30-271-10	Added	19:3 VA.R. 533	9/18/02
24 VAC 30-271-20	Added	19:3 VA.R. 533	9/18/02

NOTICES OF INTENDED REGULATORY ACTION

Symbol Key

† Indicates entries since last publication of the *Virginia Register*

TITLE 1. ADMINISTRATION

DEPARTMENT OF THE TREASURY

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of the Treasury intends to consider amending regulations entitled: **1 VAC 75-40. Unclaimed Property Administrative Review Process**. The purpose of the proposed action is to allow any person asserting ownership of unclaimed property or any holder of unclaimed property who is aggrieved by a decision of the Administrator of the Uniform Disposition of Unclaimed Property Act the opportunity to file an application for an administrative review of the administrator's decision, all in compliance with § 55-210.27 of the Code of Virginia.

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

Statutory Authority: § 55-210.27 of the Code of Virginia.

Public comments may be submitted until February 12, 2003.

Contact: Vicki D. Bridgeman, Director of Unclaimed Property, Department of the Treasury, James Monroe Bldg., 101 N. 14th St., 4th Floor, Richmond, VA 23219, telephone (804) 225-3156, FAX (804) 786-4653, or e-mail vicki.bridgeman@trs.state.va.us.

VA.R. Doc. No. R03-98; Filed December 20, 2002, 2:34 p.m.



TITLE 3. ALCOHOLIC BEVERAGES

ALCOHOLIC BEVERAGE CONTROL BOARD

† Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to consider amending regulations entitled: **3 VAC 5-30. Tied-House**. The purpose of the proposed amendments is to (i) eliminate the restriction on Sunday merchandising activities, except in jurisdictions here local ordinances restrict Sunday sales of alcoholic beverages; (ii) remove the requirement that exchanges of wine or beer must be made with identical packages; (iii) allow sales of nonalcoholic merchandise and alcoholic beverages to appear on a single invoice, as long as the alcoholic beverage items are separately identified and totaled; (iv) repeal the section requiring a deposit on containers; (v) increase from \$5 to \$10 the maximum wholesale value of can or bottle openers given by a manufacturer, bottler, or wholesaler to a retailer, upon

which advertising matter regarding alcoholic beverages appear; (vi) remove the limits on the number of wine or beer brands that may appear on a table tent; (vii) raise the per day per person limit on the value of business entertainment provided by wholesalers or manufacturers to employees of retail licensees to \$400; and (viii) remove the prohibition of routine business entertainment that requires an overnight stay. In addition, the board will consider any additional changes to the regulation that may be deemed advisable based on information developed during the public comment period.

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

Statutory Authority: § 4.1-111 of the Code of Virginia.

Public comments may be submitted until March 12, 2003.

Contact: W. Curtis Coleburn, III, Chief Operating Officer, Department of Alcoholic Beverage Control, 2901 Hermitage Rd., Richmond, VA 23220, telephone (804) 213-4409, FAX (804) 213-4411, or e-mail wccolen@abc.state.va.us.

VA.R. Doc. No. R03-114; Filed January 22, 2003, 10:43 a.m.

† Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to consider amending regulations entitled: **3 VAC 5-40. Requirements for Produce Approval**. The purpose of the proposed amendments is to (i) remove the requirement for certification or analysis of wine products; (ii) extend the use of growlers to all licensees with the privilege of selling beer for on-and off-premises consumption (iii) remove the requirement for certification or analysis of beer products, and (vi) modify the provision referring to the depiction of any athlete, former athlete or athletic team on beer labels to allow such depictions to the extent they are permitted in point-of-sale advertising. In addition, the board will consider any additional changes to the regulation which may be deemed advisable based upon information developed during the public comment period.

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

Statutory Authority: § 4.1-111 of the Code of Virginia.

Public comments may be submitted until March 12, 2003.

Contact: W. Curtis Coleburn, III, Chief Operating Officer, Department of Alcoholic Beverage Control, 2901 Hermitage Rd., Richmond, VA 23220, telephone (804) 213-4409, FAX (804) 213-4411, or e-mail wccolen@abc.state.va.us.

VA.R. Doc. No. R03-115; Filed January 22, 2003, 10:43 a.m.



Notices of Intended Regulatory Action

TITLE 6. CRIMINAL JUSTICE AND CORRECTIONS

CRIMINAL JUSTICE SERVICES BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Criminal Justice Services Board intends to consider promulgating regulations entitled: **6 VAC 20-210. Regulations for the Implementation of the Law Permitting DNA Analysis upon Arrest for All Violent Felonies and Certain Burglaries.** The purpose of the proposed action is to comply with §§ 19.2-310.2:1 and 19.2-310.3:1 of the Code of Virginia, effective January 1, 2003, permitting DNA analysis upon arrest for all violent felonies and certain burglaries.

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

Statutory Authority: § 9.1-102 of the Code of Virginia.

Public comments may be submitted until February 27, 2003.

Contact: Katya Newton, Counsel for Division of Forensic Science, 700 N. Fifth Street, Richmond, VA 23219, telephone (804) 786-6848, FAX (804) 786-6857 or e-mail knewton@dfs.state.va.us.

VA.R. Doc. No. R03-111; Filed January 8, 2003, 10:52 a.m.

TITLE 9. ENVIRONMENT

STATE AIR POLLUTION CONTROL BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Air Pollution Control Board intends to consider amending regulations entitled: **9 VAC 5-20. General Provisions (Rev. C03).** The purpose of the proposed action is to enlarge the scope of volatile organic compound (VOC) emissions control areas in order to include potential new ozone nonattainment areas. This action is being taken to implement a program established by the U.S. Environmental Protection Agency (EPA) for areas potentially designated as nonattainment under the eight-hour ozone standard. This program enables such areas to avoid the nonattainment designation through early reduction credits. By avoiding the nonattainment designation, these areas will thus avoid new source review for major sources, including the requirement to make offsets, and conformity review. (See 19:9 VA.R. 1308-1311 January 13, 2003, for more detailed information.)

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

Statutory Authority: § 10.1-1308 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 12, 2003.

Contact: Karen G. Sabasteanski, Policy Analyst, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4426, FAX (804) 698-4510, or e-mail kgsabastea@deq.state.va.us.

VA.R. Doc. No. R03-101; Filed December 23, 2002, 12:03 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Air Pollution Control Board intends to consider amending regulations entitled: **9 VAC 5-140. Regulation for Emissions Trading (Rev. H02).** The purpose of the proposed action is to correct an EPA identified deficiency in the banking provisions of the NO_x Budget Trading Program regulation with regard to the start date for flow control. The regulation creates an enforceable mechanism to assure that collectively all affected sources will not exceed the total NO_x emissions budget established by EPA for the Commonwealth for the year 2007 ozone season and to provide the regulatory basis for a program under which the creation, trading (buying and selling) and registering of emission credits can occur. (See 19:9 VA.R. 1311-1314 January 13, 2003, for more detailed information.)

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

Statutory Authority: § 10.1-1308 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 12, 2003.

Contact: Mary E. Major, Environmental Program Manager, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4423, FAX (804) 698-4510, or e-mail mlmajor@deq.state.va.us.

VA.R. Doc. No. R03-102; Filed December 23, 2002, 12:03 p.m.

STATE WATER CONTROL BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to consider amending regulations entitled: **9 VAC 25-151. Virginia Pollutant Discharge Elimination System (VPDES) General Permit Regulation for Discharges of Storm Water Associated with Industrial Activity.** The purpose of the proposed action is to reissue the existing industrial activity storm water general permit, which expires on June 30, 2004. This general permit regulation governs the discharge of storm water from facilities with regulated industrial activities to surface waters. (See 19:9 VA.R. 1314 January 13, 2003, for more detailed information.)

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

Statutory Authority: § 62.1-44.15 (10) of the Code of Virginia.

Notices of Intended Regulatory Action

Public comments may be submitted until 4 p.m. on February 12, 2003.

Contact: Burt Tuxford, Storm Water Coordinator, Department of Environmental Quality, 629 E. Main St., Richmond, VA 23219, telephone (804) 698-4086, FAX (804) 698-4032, or e-mail brtuxford@deq.state.va.us.

VA.R. Doc. No. R03-96; Filed December 20, 2002, 12:46 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to consider amending regulations entitled: **9 VAC 25-180. Virginia Pollutant Discharge Elimination System (VPDES) General Permit Regulation for Discharges of Storm Water from Construction Activities.** The purpose of the proposed action is to reissue the existing storm water construction general permit, which expires on June 30, 2004. This general permit regulation governs the discharge of storm water from construction sites to surface waters. (See 19:9 VA.R. 1315 January 13, 2003, for more detailed information.)

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

Statutory Authority: § 62.1-44.15 (10) of the Code of Virginia.

Public comments may be submitted until 4 p.m. on February 12, 2003.

Contact: Burt Tuxford, Storm Water Coordinator, Department of Environmental Quality, 629 E. Main St., Richmond, VA 23219, telephone (804) 698-4086, FAX (804) 698-4032, or e-mail brtuxford@deq.state.va.us.

VA.R. Doc. No. R03-97; Filed December 20, 2002, 12:45 p.m.

TITLE 11. GAMING

VIRGINIA RACING COMMISSION

† Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Virginia Racing Commission intends to consider amending regulations entitled: **11 VAC 10-70. Period of Authority.** The purpose of the proposed action is to amend the regulation to specify the period of appointment for stewards.

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

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

Public comments may be submitted until April 14, 2003.

Contact: William H. Anderson, Director of Policy and Planning, Virginia Racing Commission, 10700 Horsemen's Rd., New Kent, VA 23124, telephone (804) 966-7404, FAX (804) 966-7418, or e-mail Anderson@vrc.state.va.us.

VA.R. Doc. No. R03-116; Filed January 22, 2003, 11:09 a.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS

† Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board for Waste Management Facility Operators intends to consider amending regulations entitled: **18 VAC 155-20. Waste Management Facility Operators Regulations.** The purpose of the proposed action is to (i) review all classes of waste management facility operator licenses, (ii) specifically review the current regulations' effectiveness regarding municipal solid waste composting facilities, (iii) specifically review the current regulations' effectiveness in regulating municipal waste combustor facilities, (iv) examine ways to enable the regulations to respond more effectively to emerging waste management technologies, and (v) to conduct a general review of the current regulations' effectiveness.

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

Statutory Authority: § 54.1-2211 of the Code of Virginia.

Public comments may be submitted until March 21, 2003.

Contact: Joseph Kossan, Assistant Administrator, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8507, FAX (804) 367-6128, or e-mail wastemgt@dpor.state.va.us.

VA.R. Doc. No. R03-113; Filed January 21, 2003, 3:39 p.m.

TITLE 22. SOCIAL SERVICES

STATE BOARD OF SOCIAL SERVICES

† Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to consider amending regulations entitled: **22 VAC 40-740. Adult Protective Services.** The purpose of the proposed action is to provide guidelines to local departments of social services for investigating reports and protecting the health, safety, and welfare of elders and adults with disabilities and to maximize statewide consistency in the implementation of the Adult Protective Services Program.

Notices of Intended Regulatory Action

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

Statutory Authority: §§ 63.2-217 and 63.2-1610 and § 2001 (3) of Title XX of the Social Security Act.

Public comments may be submitted until March 12, 2003.

Contact: Cindy Lee, Adult Services Program Consultant, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1264, FAX (804) 692-2215, or e-mail cm12@dss.state.va.us.

VA.R. Doc. No. R03-112; Filed January 21, 2003, 3:12 p.m.



PROPOSED REGULATIONS

For information concerning Proposed Regulations, see Information Page.

Symbol Key

Roman type indicates existing text of regulations. *Italic type* indicates proposed new text.
Language which has been stricken indicates proposed text for deletion.

TITLE 9. ENVIRONMENT

STATE WATER CONTROL BOARD

REGISTRAR'S NOTICE: The following regulation filed by the State Water Control Board is exempt from the Administrative Process Act in accordance with § 2.2-4006 A 9 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.), Chapter 24 (§ 62.1-242 et seq.) of Title 62.1 and Chapter 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 B; (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 F; and (iv) conducts at least one public hearing on the proposed general permit.

Title of Regulation: **9 VAC 25-193. General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Ready-Mixed Concrete Plants (amending 9 VAC 25-193-10 and 9 VAC 25-193-30 through 9 VAC 25-193-70; repealing 9 VAC 25-193-80).**

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

Public Hearing Date: March 17, 2003 - 2 p.m.

Public comments may be submitted until April 11, 2003.
(See Calendar of Events section
for additional information)

Agency Contact: Lily Choi, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4054, FAX (804) 698-4032 or e-mail lchoi@deq.state.va.us.

Summary:

The general permit regulation provides a general permit for point source discharges of storm water runoff and process wastewater associated with the operation of ready-mixed concrete plants. In 1998 the State Water Control Board issued the general permit that expires on September 30, 2003. The proposed amendments will reissue the general permit so that it will provide continued coverage for permittees.

The general permit consists of limitations and monitoring requirements on discharges of process wastewater for the following parameters: flow, pH (6.0 min, 9.0 max), total suspended solids (30 mg/l avg, 60 mg/l max), total petroleum hydrocarbons (15 mg/l max), total residual

chlorine (nondetectable max), ammonia-N, temperature (based on Water Quality Standards, max). Monitoring requirement for storm water discharge to surface water includes the following parameters: flow, pH, total suspended solids, total recoverable iron and total petroleum hydrocarbons. The regulation also sets forth the minimum information requirements for all requests for coverage under the general permit.

Some revisions have been made to the existing general permit regulation. Ammonia monitoring is required in cases where a discharge includes noncontact cooling water and chloramines are used for disinfection of the cooling water or its source. The reduced monitoring provision has been revised to require monitoring frequency revert to monthly should noncompliance occur. Requirements for a daily inspection for freeboard maintenance and an inspection log kept on site are added. A permit special condition is included to address reuse of treated wastewater on site for the purposes of dust control. In order to maintain consistency with the EPA NPDES Storm Water Multi-Sector General Permit issued on October 30, 2000, total recoverable iron has been added and chemical oxygen demand deleted from the parameter list for storm water discharges. Requirements for quarterly visual examination of storm water quality, allowable nonstorm water discharges, and releases of hazardous substances or oil in excess of reportable quantities have been added to the storm water management section. The sector-specific storm water pollution prevention plan requirements are incorporated into the general permit. These include a drainage area site map, good housekeeping and routine inspections.

9 VAC 25-193-10. Definitions.

The words and terms used in this chapter shall have the meanings defined in § 62.1-44.2 et seq. of the Code of Virginia (State Water Control Law) and ~~the VPDES Permit Regulation (9 VAC 25-31-10 et seq.~~ (VPDES Permit Regulation), unless the context clearly indicates otherwise, except that for the purposes of this chapter:

"Industrial activity" means facilities or those portions of a facility where the primary purpose is classified as Standard Industrial Classification (SIC) Code 3273 (Office of Management and Budget (OMB) SIC Manual, 1987), including both permanent and portable plants.

9 VAC 25-193-30. Delegation of authority.

The director of the Department of Environmental Quality, or ~~an authorized representative~~ *his designee*, may perform any act of the board provided under this chapter, except as limited by § 62.1-44.14 of the Code of Virginia.

Proposed Regulations

9 VAC 25-193-40. Effective date of the permit.

This general VPDES permit will become effective on October 1, 1998. ~~This general permit 2003, and it will expire five years from the effective date on September 30, 2008. With respect to a particular facility, this general permit is shall become effective as to any covered owner upon the facility owner's compliance with all the provisions of 9 VAC 25-193-50 and the receipt of this a copy of the general VPDES permit.~~

9 VAC 25-193-50. Authorization to discharge.

A. Any owner governed by this general permit is hereby authorized to discharge to surface waters of the Commonwealth of Virginia provided that the owner ~~files and receives acceptance by the board of~~ *has filed with the department* the registration statement ~~of described in 9 VAC 25-193-60, files has filed~~ the required permit fee, ~~complies has complied or will comply~~ with the effluent limitations and other requirements of 9 VAC 25-193-70, and ~~provided that has complied with the following conditions:~~

1. The owner shall not have been required to obtain an individual permit as may be required in the ~~VPDES Permit Regulation (9 VAC 25-31-10 et seq.)~~ 9 VAC 25-31-170 B; and

2. The owner shall not be authorized by this general permit to discharge to state waters specifically named in other board regulations or policies which prohibit such discharges.

B. Receipt of 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.

9 VAC 25-193-60. Registration statement.

A. *Deadlines for submitting registration statement.* The owner shall file a complete *General VPDES Permit* registration statement which shall serve as a notice of intent to be covered under the general VPDES permit for ready-mixed concrete plants. Any owner proposing a new discharge shall file ~~the a complete~~ registration statement at least 30 days prior to the date planned for commencing operation of the *ready-mixed* concrete plant. Any owner of an existing *ready-mixed* concrete plant covered by an individual VPDES permit who is proposing to be covered by this general permit shall file ~~the a complete~~ registration statement at least 180 days prior to the expiration date of the individual VPDES permit. Any owner of an existing *ready-mixed* concrete plant not currently covered by a VPDES permit who is proposing to be covered by this general permit shall file ~~this a complete~~ registration statement.

B. The ~~required owner shall submit a~~ registration statement shall ~~contain that contains~~ the following information:

VIRGINIA POLLUTANT DISCHARGE ELIMINATION
SYSTEM
GENERAL PERMIT REGISTRATION STATEMENT
FOR READY-MIXED CONCRETE PLANTS

1. APPLICANT INFORMATION

A. Name of facility: _____

B. Facility owner: _____

C. Owner's mailing address

a. Street or P.O. Box _____

b. City or town _____

c. State _____

d. Zip code _____

e. Phone number _____

D. Facility location: _____

Street no., route no., or other identifier

E. Is the operator of the facility also the owner?

Yes ___ No ___

If No, complete F. & G.

F. Name of operator: _____

G. Operator's mailing address

a. Street or P.O. Box _____

b. City or town _____

c. State _____

d. Zip code _____

e. Phone number _____

2. FACILITY INFORMATION

A. Primary standard industrial classification

(SIC) code: _____

Secondary SIC codes: _____

B. Nature of business: (provide a brief description)

C. Is this a proposed or existing facility?

Does this facility currently have a VPDES permit?

Yes ___ No ___

If yes, give permit number. _____

Does this facility currently have a No-Discharge Certificate or a VPA permit? Yes ___ No ___

If yes, give permit number. _____

D. Describe any type of wastewater treatment or reuse/recycle system(s); identify any system(s) which operates only in a "no discharge" mode:

If settling basins are used for treatment and control of process wastewater and commingled storm water, were

~~these basins constructed, or will they be constructed, on or after February 2, 1998? Yes ___ No ___~~

~~If Yes, are these basins lined with concrete or any other impermeable materials? Yes ___ No ___~~

~~E. Are there vehicle/equipment maintenance activities on site?~~

~~Yes ___ No ___~~

~~If yes, is there any process wastewater generated from these activities?~~

~~Yes ___ No ___~~

~~F. Will this facility discharge noncontact cooling water from a geothermal unit or other system? Yes ___ No ___~~

~~If yes, describe the source of noncontact cooling water.~~

~~_____~~

~~G. If any chemical additives are used in the geothermal or other system which discharges noncontact cooling water,~~

~~a. List the chemical additive to be employed and its purpose;~~

~~b. Give the proposed schedule and quantity of chemical usage, and the estimated concentration in the discharge;~~

~~c. Describe any wastewater treatment or retention (if any) to be provided during the use of the additives; and~~

~~d. Attach a Material Safety Data Sheet (MSDS) and available aquatic toxicity information for each additive proposed for use.~~

~~H. Describe any measures employed to reclaim, reuse or dispose of the waste concrete materials.~~

~~_____~~
~~_____~~

3. FACILITY DRAWING

~~Attach a schematic drawing showing the source(s) of water used on the property, the industrial operations contributing to or using water, and the conceptual design of the methods of treatment and disposal of wastewater and solids.~~

4. MAP

~~Attach a topographic map extending to at least one mile beyond property boundary. The map must show the outline of the facility, and the location of each of its existing and proposed intake and discharge points. Include all springs, rivers and other surface water bodies.~~

5. DISCHARGE INFORMATION

~~A. List all discharge outfalls by a number that is the same as on the map required in Question 4. Identify the processes which discharge through each outfall. Estimate the flow in gallons per day (gpd). Give the name of the waterbody receiving the discharge.~~

~~Outfall No. Operation Maximum Average Daily Flow (gpd) Receiving Stream~~

~~B. Identify the duration and frequency of the discharge for each separate discharge point:~~

~~—Outfall No. — hour/day — day/week~~

6. STORM WATER POLLUTION PREVENTION PLAN

~~If your facility is a proposed new one, as identified under Item 2 C, and includes storm water outfalls, as identified under Item 5 A, has a storm water pollution prevention plan been prepared?~~

~~Yes ___ No ___~~

7. 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.~~

~~Signature: _____ Date: _____~~

~~Name of person signing above: _____~~

~~(printed or typed)~~

~~Title: _____~~

REQUIRED ATTACHMENTS:

- ~~1. MSDS and available aquatic toxicity information for chemical additives (if applicable)~~
- ~~2. Facility drawing~~
- ~~3. Topographic map~~

~~For department use only:~~

~~Accepted/Not Accepted by: _____
Date: _____~~

~~Basin _____ Stream Class _____ Section _____~~

~~Special Standards _____~~

- ~~1. Name and location of the facility;~~
- ~~2. Name, mailing address, and telephone number of the facility owner;~~

Proposed Regulations

3. Name, mailing address, and telephone number of the operator if different than owner;
4. Facility's Standard Industrial Classification (SIC) Code(s);
5. Nature of business at facility;
6. Indicate if the facility is proposed or existing; if the facility has a current VPDES and/or VPA Permit; and Permit Number(s) for any current VPDES and/or VPA Permits;
7. Description of the wastewater treatment or reuse/recycle system(s); indicate if there are any system(s) which operates in a "no discharge" mode;
8. If settling basins are used for treatment and control of process wastewater and commingled storm water, indicate the original date of construction, and whether these basins are lined with concrete or any other impermeable materials;
9. Indicate if there are vehicle/equipment maintenance activities on site. If yes, indicate if there is any process wastewater generated from these activities;
10. Indicate if this facility discharges noncontact cooling water from a geothermal unit or other system. If yes, description of the source of noncontact cooling water;
11. Indicate if any chemical additives are used in the geothermal or other system which discharges noncontact cooling water. If yes, list of chemical additive employed and its purpose; proposed schedule and quantity of chemical usage, and estimated concentration in the discharge; description of any wastewater treatment or retention during the use of the additives, if applicable; and a Material Safety Data Sheet (MSDS) and available aquatic toxicity information for each additive proposed for use;
12. Description of any measures employed to reclaim, reuse or disposal of the waste concrete materials;
13. A schematic drawing which shows the source(s) of water used on the property, the industrial operations contributing to or using water, and the conceptual design of the methods of treatment and disposal of wastewater and solids;
14. A topographic map, extending to at least one mile beyond property boundary, which shows the outline of the facility, the location of each of its existing and proposed intake and discharge points, and the locations of any wells, springs, and other surface water bodies;
15. Discharge outfall information, including outfall number(s), processes involved, estimated flow (gallons per day), receiving water bodies, and duration and frequency of each discharge (hours per day and days per week);

16. The following certification: "I hereby grant to duly authorized agents of the Department of Environmental Quality, upon presentation of credentials, permission to enter the property where the treatment works is located for the purpose of determining compliance with or the suitability of coverage under the General Permit. 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."

The registration statement shall be signed in accordance with the requirements of 9 VAC 25-31-110.

9 VAC 25-193-70. General permit.

Any owner whose registration statement is accepted by the board will receive the following permit and shall comply with the requirements contained therein and be subject to all requirements of the ~~VPDES Permit Regulation~~ (9 VAC 25-31-40 ~~et seq.~~).

General Permit No.: VAG11

Effective Date: October 1, 2003

Expiration Date: September 30, 2008

GENERAL PERMIT FOR READY-MIXED CONCRETE PLANTS

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 thereto, owners of ready-mixed concrete plants are authorized to discharge to surface waters within the boundaries of the Commonwealth of Virginia, except those specifically named in board regulations or policies which prohibit such discharges.

The authorized discharge shall be in accordance with this cover page, Part I--Effluent Limitations and Monitoring Requirements, and Special Conditions, Part II--Storm Water Management, and Part III--Conditions Applicable to All VPDES Permits, as set forth herein.

PART I. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS.

A. Effluent limitations and monitoring requirements.

1. During the period beginning on the permit's effective date and lasting until the permit's expiration date, the permittee is authorized to discharge process wastewater which may contain input from vehicle/equipment maintenance activities, and may be commingled with noncontact cooling water or storm water associated with industrial activity. Samples taken in compliance with the monitoring requirements specified below shall be taken at the following location(s): outfall(s) serial number: _____.

Such discharges shall be limited and monitored by the permittee as specified below:

EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS			MONITORING REQUIREMENTS	
	Average	Maximum	Minimum	Frequency	Sample Type
Flow (MGD)	NL	NL	NA	(6)	Estimate
Total Suspended Solids (mg/l)	30	60	NA	(6)	Grab
pH (standard units)	NA	9.0 ⁽¹⁾	6.0 ⁽¹⁾	(6)	Grab
Total Petroleum Hydrocarbons ⁽²⁾ (mg/l)	NA	15	NA	1/3 Months	Grab
Total Residual Chlorine ⁽³⁾⁽⁴⁾ (mg/l)	NA	Nondetectable	NA	(6)	Grab
Ammonia-N ⁽³⁾⁽⁴⁾ (mg/l)	NA	NL	NA	(6)	Grab
Temperature ⁽³⁾ (°C)	NA	(5)	NA	(6)	Immersion Stabilization

NL = No limitation, monitoring required

NA = Not applicable

⁽¹⁾Where the Water Quality Standards (9 VAC 25-260-40 et seq.) establish alternate standards for pH in the waters receiving the discharge, those standards shall be the maximum and minimum effluent limitations.

⁽²⁾Total Petroleum Hydrocarbons limitation and monitoring are only required where a discharge contains process wastewater generated from the vehicle/equipment maintenance activities. Total Petroleum Hydrocarbons shall be analyzed in accordance with the photometric method specified in the Standard Methods, 18th edition, 5520 F using the Wisconsin Department of Natural Resources Modified Diesel Range Organics Method as specified in Wisconsin publication SW-141 (1995), or by EPA SW-846 Method 8015B (1996) for diesel range organics, or by EPA SW-846 Method 8270C (1996). If Method 8270C is used, the lab must report the combination of diesel range organics and polynuclear aromatic hydrocarbons.

⁽³⁾Chlorine and temperature limitation, and chlorine, ammonia and temperature monitoring are only required where a discharge contains noncontact cooling water.

⁽⁴⁾Chlorine limitation of nondetectable (<0.1 mg/l) and chlorine and ammonia monitoring are only required where the source of cooling water is chlorinated or where chlorine is added contains chloramines. Chlorine residual shall be measured using an EPA approved method that can reach a 0.1 mg/l level of detection.

⁽⁵⁾The effluent temperature shall not exceed a maximum 32°C for discharges to nontidal coastal and piedmont waters, 31°C for mountain and upper piedmont waters, 21°C for put and take trout waters, or 20°C for natural trout waters. No maximum temperature limit applies to discharges to estuarine waters.

For estuarine waters, nontidal coastal and piedmont waters, mountain and upper piedmont waters, and put and take trout waters, the effluent shall not cause an increase in temperature of the receiving stream of more than 3°C above the natural water temperature. For natural trout waters, the temperature of the effluent shall not cause an increase of 1°C above natural water temperature. The effluent shall not cause the temperature in the receiving stream to change more than 2°C per hour, except in the case of natural trout waters where the hourly temperature change shall not exceed 0.5°C.

Natural temperature is defined as that temperature of a body of water (measured as the arithmetic average over one hour) due solely to natural conditions without the influence of any point-source discharge.

⁽⁶⁾ For a facility that was covered by the previous general permit, and reduced monitoring was granted and compliance demonstrated, monitoring frequency shall be 1/quarter. In all other cases, monitoring frequency shall be 1/month in the first year of permit coverage. If the first year results demonstrate full compliance with the effluent limitations and the permittee receives authorization from the DEQ regional office, monitoring frequency shall be reduced to 1/quarter for the rest of the permit term. Should the permittee be issued a warning letter related to violation of effluent limitations, a notice of violation, or be the subject of an active enforcement action, monitoring frequency shall be reverted to 1/month, upon issuance of the letter or notice or initiation of the enforcement action and remain in effect until the permit's expiration date. Reports of quarterly monitoring shall be submitted to the DEQ regional office no later than the 10th day of April, July, October, and January.

Part I. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS.

A. Effluent limitations and monitoring requirements.

2. During the period beginning on the permit's effective date and lasting until the permit's expiration date, the permittee is authorized to discharge noncontact cooling water. Samples taken in compliance with the monitoring requirements specified below shall be taken at the following location(s): outfall(s) serial number _____.

Proposed Regulations

Such discharges shall be limited and monitored by the permittee as specified below:

EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS			MONITORING REQUIREMENTS	
	Average	Maximum	Minimum	Frequency	Sample Type
Flow (MGD)	NL	NL	NA	(4)	Estimate
pH (standard units)	NA	9.0 ⁽¹⁾	6.0 ⁽¹⁾	(4)	Grab
Total Residual Chlorine ⁽²⁾ (mg/l)	NA	Nondetectable	NA	(4)	Grab
Ammonia-N ⁽²⁾ (mg/l)	NA	NL	NA	(4)	Grab
Temperature (°C)	NA	(3)	NA	(4)	Immersion Stabilization

NL = No limitation, monitoring required

NA = Not applicable

⁽¹⁾Where the Water Quality Standards (9 VAC 25-260-40 et seq.) establish alternate standards for pH in the waters receiving the discharge, those standards shall be the maximum and minimum effluent limitations.

⁽²⁾Chlorine limitation of *nondetectable* (<0.1 mg/l) and *chlorine and ammonia* monitoring are only required where the source of cooling water is chlorinated or where chlorine is added contains chloramines. Chlorine residual shall be measured using an EPA approved method that can reach a 0.1/mg/l level of detection.

⁽³⁾The effluent temperature shall not exceed a maximum 32°C for discharges to nontidal coastal and piedmont waters, 31°C for mountain and upper piedmont waters, 21°C for put and take trout waters, or 20°C for natural trout waters. No maximum temperature limit applies to discharges to estuarine waters. For estuarine waters, nontidal coastal and piedmont waters, mountain and upper piedmont waters, and put and take trout waters, the effluent shall not cause an increase in temperature of the receiving stream of more than 3°C above the natural water temperature. For natural trout waters, the temperature of the effluent shall not cause an increase of 1°C above natural water temperature. The effluent shall not cause the temperature in the receiving stream to change more than 2°C per hour, except in the case of natural trout waters where the hourly temperature change shall not exceed 0.5°C. Natural temperature is defined as that temperature of a body of water (measured as the arithmetic average over one hour) due solely to natural conditions without the influence of any point-source discharge.

⁽⁴⁾ For a facility that was covered by the previous general permit, and reduced monitoring was granted and compliance demonstrated, monitoring frequency shall be 1/quarter. In all other cases, monitoring frequency shall be 1/month in the first year of permit coverage. If the first year results demonstrate full compliance with the effluent limitations and the permittee receives authorization from the DEQ regional office, monitoring frequency shall be reduced to 1/quarter for the rest of the permit term. Should the permittee be issued a warning letter related to violation of effluent limitations, a notice of violation, or be the subject of an active enforcement action, monitoring frequency shall be reverted to 1/month, upon issuance of the letter or notice or initiation of the enforcement action and remain in effect until the permit's expiration date. Reports of quarterly monitoring shall be submitted to the DEQ regional office no later than the 10th day of April, July, October, and January.

Part I. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS--STORM EVENT MONITORING.

A. Effluent limitations and monitoring requirements--storm event monitoring.

3. During the period beginning on the permit's effective date and lasting until the permit's expiration date, the permittee is authorized to discharge storm water associated with industrial activity which does not combine with other process wastewaters or noncontact cooling water prior to discharge. Samples taken in compliance with the monitoring requirements specified below shall be taken at the following location(s): outfall(s) serial number _____.

Such discharges shall be limited and monitored by the permittee as specified below:

EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS		MONITORING REQUIREMENTS	
	Maximum	Minimum	Frequency	Sample Type
Flow (MG)	NL	NA	1/Year	Estimate ⁽¹⁾
Total Petroleum Hydrocarbons ⁽³⁾ (mg/l)	NL	NA	1/Year	Grab ⁽²⁾
Chemical Oxygen Demand (mg/l)	NL	NA	1/Year	Grab⁽²⁾
Total Suspended Solids (mg/l)	NL	NA	1/Year	Grab ⁽²⁾
Total Recoverable Iron (mg/l)	NL	NA	1/Year	Grab ⁽²⁾

pH (standard units) NL NL 1/Year Grab⁽²⁾

NL = No limitation, monitoring required

NA = Not applicable

⁽¹⁾Estimate of the total volume of the discharge during the storm event *in accordance with the Operation and Maintenance Manual.*

⁽²⁾The grab sample shall be taken during the first 30 minutes of the discharge. If during the first 30 minutes it was impracticable, then a grab sample shall be taken during the first hour of discharge, *and the permittee shall submit with the Discharge Monitoring Report a description of why a grab sample during the first 30 minutes was impracticable.*

⁽³⁾Total Petroleum Hydrocarbons shall be analyzed ~~in accordance with the photometric method specified in the Standard Methods, 18th edition, 5520 F~~ *using the Wisconsin Department of Natural Resources Modified Diesel Range Organics Method as specified in Wisconsin publication SW-141 (1995), or by EPA SW-846 Method 8015B (1996) for diesel range organics, or by EPA SW-846 Method 8270C (1996). If Method 8270C is used, the lab must report the combination of diesel range organics and polynuclear aromatic hydrocarbons.*

4. All storm water samples shall be collected from the discharge resulting from a storm event that is greater than 0.1 inches in magnitude and that occurs at least 72 hours from the previously measurable (greater than 0.1 inch rainfall) storm event. *Specific storm event data shall be reported with the Discharge Monitoring Report in accordance with Part II A.*

5. Reports of annual monitoring shall be submitted to the DEQ regional office no later than the 10th day of ~~the month following the anniversary of the coverage of the general permit~~ *January of each year.*

6. *A quarterly visual monitoring shall be performed and recorded in accordance with Part II D.*

B. Special conditions.

1. There shall be no discharge of floating solids or visible foam in other than trace amounts.

2. Except as expressly authorized by this permit, no 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, byproduct or wastes, shall be handled, disposed of, or stored so as to permit a discharge of such product, materials, industrial wastes, or other wastes to surface waters.

3. Vehicles and equipment utilized during the industrial activity on a site must be operated and maintained in such a manner as to minimize the potential or actual point source pollution of surface waters. 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 ground waters of the state and in accordance with the applicable state and federal disposal regulations. Any spilled fluids shall be cleaned up to the maximum extent practicable and disposed of in a manner so as not to allow their entry into the surface or ground waters of the state.

4. There shall be no product mixing unit washout or truck washing activities conducted outside of the designated washdown and washout areas. All washout water shall be collected for recycle or treated prior to discharge.

5. Any waste concrete and dredged solids from the settling basins shall be managed within a designated area, and any wastewaters including storm water generated from these

activities shall be collected for recycle or treated prior to discharge.

6. No sewage discharges to surface waters are permitted under this general permit.

7. For geothermal or other system which discharges noncontact cooling water, the use of any chemical additives, except chlorine, without prior approval is prohibited under this general permit. Prior approval shall be obtained from the DEQ Regional Office before any changes are made to the chemical usage in the geothermal or other system. Requests for approval of chemical use shall be made in writing and shall include the following information:

- a. The chemical additive to be employed and its purpose;
- b. The proposed schedule and quantity of chemical usage, and the estimated concentration in the discharge;
- c. The wastewater treatment or retention (if any) to be provided during the use of the additive; and
- d. A Material Safety Data Sheet (MSDS) and available aquatic toxicity information for each additive proposed for use.

8. Within ~~six months~~ *180 days* after the date of coverage under this general permit, the permittee shall develop an Operations and Maintenance (O&M) Manual for the permitted facility. The O&M Manual shall include procedures and practices for the mitigation of pollutant discharges and for the protection of state waters from the facility's operations. The manual shall address, at a minimum, operations and maintenance practices for the wastewater treatment process units and chemical and material storage areas, solids management and disposal procedures, temporary and long-term facility closure plans, testing requirements and procedures, recordkeeping and

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reporting requirements and the duties and roles of responsible officials.

The permittee shall implement the O&M Manual procedures and practices as soon as possible but no later than 12 months after the date of coverage under this general permit. The manual shall be kept on site at the permitted facility and shall be made available to the department upon request.

For a facility that was covered by the previous permit, an O&M Manual was required to be developed and implemented for that facility. Within 90 days after the date of coverage under this general permit, the existing O&M Manual shall be reviewed and modified, as appropriate, to conform to the requirements of this permit. The existing O&M Manual shall continue to be implemented until the manual, if required, is revised and implemented.

9. If the ready-mixed concrete plant discharges through a municipal separate storm sewer system to surface waters, the permittee shall, within 30 days of coverage under this general permit, notify the owner of the municipal separate storm sewer system of the existence of the discharge and provide the following information: the name of the facility; a contact person and phone number; nature of the discharge; number of the outfalls; and the location of the discharge. *A copy of such notification shall be provided to the department.*

10. The permittee shall *conduct daily inspections while the facility is in operation*, to ensure that all basins and lagoons maintain a minimum freeboard of one foot at all times. Should the one-foot freeboard not be maintained, the permittee shall immediately notify the DEQ Regional Office, describe the problem and corrective measures taken to correct the problem. Within five days of notification, the permittee shall submit a written statement to the regional office of explanation and corrective measures taken. *The permittee shall maintain an inspection log including at least the date and time of inspection, the printed name and the handwritten signature of the inspector, the freeboard measurement in inches, a notation of observation made, and any corrective measures, if appropriate, taken. The log shall be kept onsite and be made available to the department upon request.*

11. For treatment systems which operate only in a "no discharge" mode, there shall be no discharge of pollutants to surface waters from these systems except in the case of a storm event which is greater than a 25 year-24 hour storm event. The operation of these systems shall not contravene the Water Quality Standards (9 VAC 25-260-40 et seq.), as adopted and amended by the board, or any provision of the State Water Control Law.

12. The permittee shall notify the department as soon as he knows or has reason to believe:

a. That any activity has occurred or will occur which would result in the discharge, on a routine or frequent basis, of any toxic pollutant which 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);

- (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 in accordance with 9 VAC 25-31-220 F.

b. That any activity has occurred or will occur which would result in any discharge, on a nonroutine or infrequent basis, of a toxic pollutant which 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);

- (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 in accordance with 9 VAC 25-31-220 F.

13. All settling basins used for treatment and control of process wastewater and commingled storm water that were constructed on or after February 2, 1998, shall be lined with concrete or any other impermeable materials prior to commencing operation.

14. *Treated wastewater may be used on site for the purposes of dust suppression. Dust suppression shall be carried out as a best management practice but not a wastewater disposal method. No ponding or surface runoff shall occur as a result of such activity.*

PART II. STORM WATER MANAGEMENT.

A. Recording of results. For each discharge measurement or sample taken pursuant to the storm event monitoring requirements of this permit, the permittee shall record and report with the Discharge Monitoring Report Reports (DMRs) the following information, ~~in addition to any applicable reporting requirements of Part III:~~

1. The date and duration (in hours) of the storm event(s) sampled;

2. The rainfall measurements or estimates (in inches) of the storm event which generated the sampled discharge; and

3. The duration between the storm event sampled and the end of the previous measurable (greater than 0.1 inch rainfall) storm event.

B. Representative discharge. When a facility has two or more exclusively storm water outfalls that, based on a consideration of industrial activity, significant materials, and management practices and activities within the area drained by the outfall, the permittee reasonably believes discharge substantially identical effluent, the permittee may test the effluent of one of such outfalls and include with the ~~Discharge Monitoring Report~~ DMRs an explanation that the quantitative data also

applies to the substantially identical outfalls provided that the permittee includes a description of the location of the outfalls and explains in detail why the outfalls are expected to discharge substantially identical effluent. In addition, for each exclusively storm water outfall that the permittee believes is representative, an estimate of the size of the drainage area (in square feet) and an estimate of the runoff coefficient of the drainage area (e.g., low (under 40%), medium (40% to 65%) or high (above 65%)) shall be provided.

C. Sampling waiver. When a permittee is unable to collect storm water samples for the storm event monitoring requirements required in Part I A or other applicable sections of this permit within a specified sampling period due to adverse climatic conditions, the permittee must submit with the Discharge Monitoring Report a description of why samples could not be collected, including available documentation of the event shall collect a substitute sample from a separate qualifying event in the next period and submit these data along with the data for the routine sample in that period. Adverse weather conditions which may prohibit the collection of samples include weather conditions that create dangerous conditions for personnel (such as local flooding, high winds, hurricane, tornadoes, electrical storms, etc.) or otherwise make the collection of a sample impracticable (drought, extended frozen conditions, etc.). Permittees are precluded from exercising this waiver more than once for each outfall during the permit term.

D. Quarterly visual examination of storm water quality. The permittee shall perform and document a visual examination of a storm water discharge associated with industrial activity from each outfall, except discharges exempted below. The visual examination(s) must be made during daylight hours (e.g., normal working hours), at least once in each of the following three-month periods: January through March, April through June, July through September, and October through December.

1. Examinations shall be made of samples collected within the first 30 minutes (or as soon thereafter as practical, but not to exceed one hour) of when the runoff or snowmelt begins discharging. The examination shall document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of storm water pollution. The examination must be conducted in a well lit area. No analytical tests are required to be performed on the samples. All such samples shall be collected from the discharge resulting from a storm event that is greater than 0.1 inches in magnitude and that occurs at least 72 hours from the previous measurable (greater than 0.1 inch rainfall) storm event. The required 72-hour storm event interval is waived where the preceding measurable storm event did not result in a measurable discharge from the facility. The required 72-hour storm event interval may also be waived where the permittee documents that less than a 72-hour interval is representative for local storm events during the season when sampling is being conducted. If no qualifying storm event resulted in discharge from the facility during a monitoring period, visual monitoring is exempted provided that the permittee document that no qualifying storm event occurred that resulted in storm water discharge during that

quarter. Where practicable, the same individual should carry out the collection and examination of discharges for the entire permit term.

2. Visual examination reports must be maintained onsite with the pollution prevention plan. The report shall include the outfall location, the examination date and time, examination personnel, the nature of the discharge (i.e., runoff or snow melt), visual quality of the storm water discharge (including observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of storm water pollution), and probable sources of any observed storm water contamination.

3. If the facility has two or more outfalls that, based on a consideration of industrial activity, significant materials, and management practices and activities within the area drained by the outfall, the permittee reasonably believes discharge substantially identical effluents, the permittee may collect a sample of effluent of one of such outfalls and report that the examination data also applies to the substantially identical outfall(s) provided that the permittee includes in the storm water pollution prevention plan a description of the location of the outfalls and explains in detail why the outfalls are expected to discharge substantially identical effluents. In addition, for each outfall that the permittee believes is representative, an estimate of the size of the drainage area (in square feet) and an estimate of the runoff coefficient of the drainage area (i.e., low (under 40%), medium (40 to 65%), or high (above 65%)) shall be provided in the plan.

4. When the permittee is unable to conduct the visual examination due to adverse climatic conditions, the permittee must document the reason for not performing the visual examination and retain this documentation onsite with the records of the visual examinations. 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, electrical storms, etc.) or otherwise make the collection of a sample impracticable (drought, extended frozen conditions, etc.).

E. Allowable nonstorm water discharges.

1. The following nonstorm water discharges are authorized by this permit provided the nonstorm water component of the discharge is in compliance with Part II E 2 below.

- a. Discharges from fire fighting activities;
- b. Fire hydrant flushings;
- c. Potable water including water line flushings;
- d. Uncontaminated air conditioning or compressor condensate;
- e. Irrigation drainage;
- f. Landscape watering provided all pesticides, herbicides, and fertilizer have been applied in accordance with manufacturer's instructions;
- g. Pavement wash waters where no detergents are used and no spills or leaks of toxic or hazardous materials

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have occurred (unless all spilled material has been removed);

h. Routine external building wash down which does not use detergents;

i. Uncontaminated ground water or spring water;

j. Foundation or footing drains where flows are not contaminated with process materials such as solvents;

k. 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).

2. Except for flows from fire fighting activities, the Storm Water Pollution Prevention Plan must include:

a. Identification of each allowable nonstorm water source;

b. The location where it is likely to be discharged; and

c. Descriptions of appropriate BMPs for each source.

3. If mist blown from cooling towers is included as one of the allowable nonstorm water discharges, the facility must specifically evaluate the potential for the discharges to be contaminated by chemicals used in the cooling tower. The permittee must determine that the levels of such chemicals in the discharges will not cause or contribute to a violation of an applicable water quality standard after implementation of the BMPs selected to control such discharges.

F. Releases of hazardous substances or oil in excess of reportable quantities. The discharge of hazardous substances or oil in the storm water discharge(s) from this facility shall be prevented or minimized in accordance with the applicable storm water pollution prevention plan for the facility. This permit does not authorize the discharge of hazardous substances or oil resulting from an onsite spill. Where a release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR Part 110 (1998), 40 CFR Part 117 (1998) or 40 CFR Part 302 (1998) occurs during a 24-hour period, the permittee is required to notify the department in accordance with the requirements of Part III G as soon as he has knowledge of the discharge. Where a release enters a municipal separate storm sewer system (MS4), the permittee shall also notify the owner of the MS4. In addition, the storm water pollution prevention plan required by this permit must be reviewed to identify measures to prevent the reoccurrence of such releases and to respond to such releases, and the plan must be modified where appropriate. This permit does not relieve the permittee of the reporting requirements of 40 CFR Part 110 (1998), 40 CFR Part 117 (1998) and 40 CFR Part 302 (1998) or § 62.1-44.34:19 of the Code of Virginia.

D. G. Storm water pollution prevention plans. A storm water pollution prevention plan shall is required to be developed for each the facility covered by this permit. Storm water pollution prevention plans The plan shall be prepared in accordance with good engineering practices. The plan, and shall identify potential sources of pollution which may reasonably be expected to affect the quality of storm water discharges associated with industrial activity from the facility. In addition,

the plan shall describe and ensure the implementation of practices which are to be used to reduce the pollutants in storm water discharges associated with industrial activity at the facility and to assure compliance with the terms and conditions of this permit. Facilities Permittees must implement the provisions of the storm water pollution prevention plan required under this part as a condition of this permit.

The storm water pollution prevention plan requirements of this permit may be fulfilled by incorporating by reference other plans or documents such as an erosion and sediment control plan, a spill prevention control and countermeasure (SPCC) plan developed for the facility under § 311 of the Clean Water Act or best management practices (BMP) programs otherwise required for the facility provided that the incorporated plan meets or exceeds the plan requirements of Part II G 4. If an erosion and sediment control plan is being incorporated by reference, it shall have been approved by the locality in which the activity is to occur or by another appropriate plan approving authority authorized under the Virginia Erosion and Sediment Control Regulation, 4 VAC 50-30. All plans incorporated by reference into the storm water pollution prevention plan become enforceable under this permit.

~~E.~~ 1. Deadlines for plan preparation and compliance.

~~4.~~ a. For a storm water discharge associated with industrial activity that is existing on or before the effective date of this permit, the storm water pollution prevention plan: shall be prepared and implemented as expeditiously as practicable, but not later than 270 days from the date of coverage under this permit. For a facility that was covered by the previous permit, a storm water pollution prevention plan was required to be developed and implemented for that facility. Within 120 days after the date of coverage under this permit, the existing storm water pollution prevention plan shall be reviewed and modified, as appropriate, to conform to the requirements of this permit. The existing storm water pollution prevention plans shall continue to be implemented until a new plan, if required, is developed and implemented.

~~a.~~ Shall be prepared within 180 days after the date of coverage under this permit; and

~~b.~~ Shall provide for implementation and compliance with the terms of the plan within 365 days after the date of coverage under this permit.

~~2.~~ b. The plan for any facility where industrial activity commences on or after the effective date of coverage under this permit, and except as provided elsewhere in this permit, shall be prepared, implemented and provide for compliance with the terms of the plan and this permit on or before the date of submission of a registration statement to be covered under this permit.

~~3.~~ Upon a showing of good cause, the board may establish a later date in writing for preparing and compliance with a plan for a storm water discharge associated with industrial activity that submits a registration statement in accordance with the registration requirements.

c. In cases where construction is necessary to implement measures required by the plan, the plan shall contain a

schedule that provides compliance with the plan as expeditiously as practicable, but no later than three years from the date of coverage under this permit. Where a construction compliance schedule is included in the plan, the schedule shall include appropriate nonstructural and/or temporary controls to be implemented in the affected portion(s) of the facility prior to completion of the permanent control measure.

~~F.~~ 2. Signature and plan review.

~~4.~~ a. The plan 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 (~~retention of 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.~~

~~2.~~ b. The permittee shall make ~~plans~~ the storm water pollution prevention plan, annual site compliance inspection report, or other information available to the department upon request.

~~3.~~ c. The ~~board~~ director, or his designee, may notify the permittee *in writing* at any time that the plan does not meet one or more of the minimum requirements of this part. Such notification shall identify those provisions of the permit which are not being met by the plan, and identify which provisions of the plan require modifications in order to meet the minimum requirements of this part. Within ~~30~~ 60 days of such notification from the ~~board~~ director, or as otherwise provided by the ~~board~~ director, 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.~~ 3. Keeping plans current. The permittee shall amend the plan whenever there is a change in design, construction, operation, or maintenance, which has a significant effect on the potential for the discharge of pollutants to surface waters of the state or if the storm water pollution prevention plan proves to be ineffective in eliminating or significantly minimizing pollutants from sources identified under Part II ~~H 2~~ (~~description of potential pollutant sources~~) G 4 b of this permit, or in otherwise achieving the general objectives of controlling pollutants in storm water discharges associated with industrial activity.

~~H.~~ 4. Contents of plan. The plan shall include, at a minimum, the following items:

~~4.~~ a. Pollution prevention team. Each plan shall identify a specific individual or individuals within the facility organization as members of a storm water pollution prevention team that are responsible for developing the storm water pollution prevention plan and assisting the facility or plant manager in its implementation, maintenance, and revision. The plan shall clearly identify the responsibilities of each team member. The activities and responsibilities of the team shall address all aspects of the facility's storm water pollution prevention plan.

~~2.~~ b. Description of potential pollutant sources. Each plan shall provide a description of potential sources which may reasonably be expected to add significant amounts of

pollutants to storm water discharges or which may result in the discharge of pollutants during dry weather from separate storm sewers draining the facility. Each plan shall identify all activities and significant materials which may potentially be significant pollutant sources. Each plan shall include, at a minimum:

~~a.~~ (1) Drainage. ~~(4)~~ A site map indicating an outline of the portions of the drainage area of each storm water outfall that are within the facility boundaries, each existing structural control measure to reduce pollutants in storm water runoff, surface water bodies, locations where significant materials are exposed to precipitation, locations where major spills or leaks identified under Part II ~~H 2-e~~ G 4 b (3) (~~spills and leaks~~) of this permit have occurred, and the locations of the following activities: fueling stations; vehicle and equipment maintenance and/or cleaning areas; loading/unloading areas; *bag house or other dust control device, recycle/sedimentation pond, clarifier or other device used for the treatment of process wastewater, and the areas that drain to the treatment device*, locations used for the ~~treatment~~, storage or disposal of wastes; liquid storage tanks; processing areas; and storage areas. ~~(2)~~ *The map must indicate the outfall locations and the types of discharges contained in the drainage areas of the outfalls; and for each area of the facility that generates storm water discharges associated with industrial activity with a reasonable potential for containing significant amounts of pollutants, a prediction of the direction of flow, and an identification of the types of pollutants which are likely to be present in storm water 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 storm water; and history of significant leaks or spills of toxic or hazardous pollutants. Flows with a significant potential for causing erosion shall be identified.*

~~b.~~ (2) Inventory of exposed materials. An inventory of the types of materials handled at the site that potentially may be exposed to precipitation. Such inventory shall include a narrative description of significant materials that have been handled, treated, stored or disposed in a manner to allow exposure to storm water between the time of three years prior to the date of coverage under this general permit and the present; method and location of on-site storage or disposal; materials management practices employed to minimize contact of materials with storm water runoff between the time of three years prior to the date of coverage under this general permit and the present; the location and a description of existing structural and nonstructural control measures to reduce pollutants in storm water runoff; and a description of any treatment the storm water receives.

~~c.~~ (3) Spills and leaks. A list of significant spills and significant leaks of toxic or hazardous pollutants that occurred at areas that are exposed to precipitation or that otherwise drain to a storm water conveyance at the facility after the date of three years prior to the date of

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coverage under this general permit. Such list shall be updated as appropriate during the term of the permit.

~~d-~~ (4) Sampling data. A summary of existing discharge sampling data describing pollutants in storm water discharges from the facility, including a summary of sampling data collected during the term of this permit.

e- (5) Risk identification and summary of potential pollutant sources. A narrative description of the potential pollutant sources from the following activities: loading and unloading operations; outdoor storage activities; outdoor manufacturing or processing activities; significant dust or particulate generating processes; and on-site waste disposal practices. The description shall specifically list any significant potential source of pollutants at the site and for each potential source, any pollutant or pollutant parameter (e.g., biochemical oxygen demand, etc.) of concern shall be identified.

3. c. Measures and controls. Each facility covered by this permit shall develop a description of storm water management controls appropriate for the facility, and implement such controls. The appropriateness and priorities of controls in a plan shall reflect identified potential sources of pollutants at the facility. The description of storm water management controls shall address the following minimum components, including a schedule for implementing such controls:

~~a-~~ (1) Good housekeeping. Good housekeeping requires the *clean and orderly* maintenance of areas ~~which~~ that may contribute pollutants to storm waters discharges ~~in a clean, orderly manner~~. *Particular attention should be paid to areas where raw materials are stockpiled, material handling areas, storage areas, liquid storage tanks, and loading/unloading areas. The plan shall describe procedures performed to minimize the discharge of: spilled cement, aggregate (including sand and gravel), fly ash, settled dust, or other significant material in storm water from paved portions of the site that are exposed to storm water. Regular sweeping or other equivalent measures to minimize the presence of these materials shall be employed. The frequency of sweeping or equivalent measures shall be specified in the plan based upon a consideration of the amount of industrial activity occurring in the areas and the frequency of precipitation, but it shall be a minimum of once a week if cement, aggregate, kiln dust, fly ash or settled dust are being handled/processed. Where practicable, efforts must be made to prevent the exposure of fine granular solids (cement, fly ash, etc.) to storm water by storing these materials in enclosed silos/hoppers, buildings or under other covering.*

~~b-~~ (2) Preventive maintenance. A preventive maintenance program shall involve timely inspection and maintenance of storm water management devices (e.g., cleaning oil/water separators, catch basins) ~~as well as~~ inspecting and testing facility equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of

pollutants to surface waters, and ~~ensuring~~ appropriate maintenance of such equipment and systems.

~~e-~~ (3) Spill prevention and response procedures. Areas where potential spills which can contribute pollutants to storm water discharges can occur, and their accompanying drainage points shall be identified clearly in the storm water pollution prevention plan. Where appropriate, specifying material handling procedures, storage requirements, and use of equipment such as diversion valves in the plan should be considered. Procedures for cleaning up spills shall be identified in the plan and made available to the appropriate personnel. The necessary equipment to implement a clean up should be available to personnel.

~~d-~~ (4) *Routine facility inspections. In addition to or as part of the comprehensive site compliance evaluation required under Part II H 4 of this permit, qualified facility Facility personnel who are familiar with the industrial activity, the BMPs and the storm water pollution prevention plan shall be identified to inspect designated equipment and areas of the facility at appropriate intervals specified in the plan. Inspections shall be conducted while the facility is in operation and include, but are not limited to, the following areas exposed to storm water: material handling areas, above ground storage tanks, hoppers or silos, dust collection/containment systems, and truck wash down/equipment cleaning areas. The inspection frequency shall be specified in the plan based on a consideration of the level of industrial activity at the facility, but it shall be a minimum of quarterly unless more frequent intervals are specified elsewhere in the permit. A set of tracking or followup procedures shall be used to ensure that appropriate actions are taken in response to the inspections. Records of inspections shall be maintained with the pollution prevention plan.*

~~e-~~ (5) Employee training. Employee training programs shall inform personnel responsible for implementing activities identified in the storm water pollution prevention plan or otherwise responsible for storm water management at all levels of responsibility of the components and goals of the storm water pollution prevention plan. Training should address topics such as spill response, good housekeeping and material management practices. A pollution prevention plan shall identify periodic dates for such training.

~~f-~~ (6) 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 storm water discharges shall be included in the plan ~~required under this part~~. Inspections and maintenance activities shall be documented and records of such activities shall be incorporated into the plan.

~~g-~~ (7) Sediment and erosion control. The plan shall identify areas which, due to topography, activities, or other factors, have a high potential for significant soil erosion, and identify structural, vegetative, and/or stabilization measures to be used to limit erosion.

~~h-~~ (8) Management of runoff. The plan shall contain a narrative consideration of the appropriateness of traditional storm water management practices (practices other than those which control the generation or source(s) of pollutants) used to divert, infiltrate, reuse, or otherwise manage storm water runoff in a manner that reduces pollutants in storm water discharges from the site. The plan shall provide that measures that the permittee determines to be reasonable and appropriate shall be implemented and maintained. The potential of various sources at the facility to contribute pollutants to storm water discharges associated with industrial activity (~~see Part II H 2 (description of potential pollutant sources) of this permit~~) shall be considered when determining reasonable and appropriate measures. Appropriate measures may include: vegetative swales and practices, reuse of collected storm water (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/retention devices; or other equivalent measures.

4. *d.* Comprehensive site compliance evaluation. Qualified facility personnel who are familiar with the industrial activity, the BMPs and the storm water pollution prevention plan shall conduct site compliance evaluations at appropriate intervals specified in the plan, but, in no case less than once a year. Such evaluations shall provide include the following:

~~a-~~ (1) Areas contributing to a storm water discharge associated with industrial activity shall be visually inspected for evidence of, or the potential for, pollutants entering the drainage system. Measures to reduce pollutant loadings shall be evaluated to determine whether they are adequate and properly implemented in accordance with the terms of the permit or whether additional control measures are needed. Structural storm water management measures, sediment and erosion control measures, and other structural pollution prevention measures identified in the plan shall be observed to ensure that they are operating correctly. A visual inspection of equipment needed to implement the plan, such as spill response equipment, shall be made.

~~b-~~ (2) Based on the results of the inspection evaluation, the description of potential pollutant sources identified in the plan in accordance with Part II H 2 (~~description of potential pollutant sources~~) of this permit G 4 b and pollution prevention measures and controls identified in the plan in accordance with Part II H 3 (~~measures and controls~~) of this permit G 4 c shall be revised as appropriate within ~~14 days~~ two weeks of such inspection evaluation and shall provide for implementation of any changes to the plan in a timely manner, but in no case more than ~~90 days~~ 12 weeks after the inspection evaluation.

~~e-~~ (3) A report summarizing the scope of the inspection, personnel making the inspection, the date(s) of the inspection, major observations relating to the

implementation of the storm water pollution prevention plan, and actions taken in accordance with Part II H 4 b of this permit G 4 d shall be made and retained as part of the storm water pollution prevention plan as required in Part III B. The report shall identify any incidents of noncompliance. Where a report does not identify any incidents of noncompliance, the report shall contain a certification that the facility is in compliance with the storm water pollution prevention plan and this permit. The report shall be signed in accordance with Part III K (~~signatory requirements~~) of this permit and retained as required in Part III B.

(4) Where compliance evaluation schedules overlap with inspections required under Part II G 4 c (4), the compliance evaluation may be conducted in place of one such inspection.

~~5. Consistency with other plans. Storm water pollution prevention plans may reflect requirements for Spill Prevention Control and Countermeasure (SPCC) plans developed for the facility under § 311 of the Clean Water Act, Best Management Practices (BMP) Programs otherwise required by a VPDES permit for the facility or any other plans required by the board's regulations as long as such requirement is incorporated into the storm water pollution prevention plan.~~

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.

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. Except for records of monitoring information required by this permit related to the permittee's sewage sludge use and disposal activities, which shall be retained for a period of at least five years, the permittee shall retain (i) records of

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all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, (ii) copies of all reports required by this permit, and (iii) 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.

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.

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 which 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 which the board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. The board 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 his 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, 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, for recreation, or for other uses.

G. Reports of unauthorized discharges. Any permittee who 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; 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, in no case later than 24 hours, the department by telephone 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 but are not limited to 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. The permittee shall report any noncompliance which may adversely affect state waters or may endanger public health.

1. 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 which shall be reported within 24 hours under this subdivision:

- a. Any unanticipated bypass; and
- b. Any upset which causes a discharge to surface waters.

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

- a. A description of the noncompliance and its cause;
- b. 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
- c. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

The board 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.

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

NOTE: The immediate (within 24 hours) reports required in Parts III G, H and I may be made to the department's regional office by telephone or by fax. For reports outside normal working hours, leave a message and this shall fulfill the immediate reporting requirement. For emergencies, the Virginia Department of Emergency Services maintains a 24 hour telephone service at 1-800-468-8892.

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 Clean Water Act which are applicable to such source; or

(2) After proposal of standards of performance in accordance with § 306 of Clean Water Act which 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 which 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 application 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 which may result in noncompliance with permit requirements.

K. Signatory requirements.

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

a. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means (i) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation or (ii) the manager of one or more manufacturing, production, or operating facilities ~~employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); 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 major capital investment recommendations, and initiating and directing other comprehensive measures to assure 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 application requirements; and where~~ if 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, etc. All reports required by permits, and other information requested by the board 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;

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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 Parts 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 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 Clean Water Act. Permit noncompliance is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or denial of a permit renewal application.

The permittee shall comply with effluent standards or prohibitions established under § 307(a) of the Clean Water Act for toxic pollutants and with standards for sewage sludge use or disposal established under § 405(d) of the Clean Water Act within the time provided in the regulations that establish these standards or prohibitions or standards for sewage sludge use or disposal, even if this permit has not yet been modified to incorporate the requirement.

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 a new permit. All permittees with a currently effective permit shall submit a new application at least 180 days before the expiration date of the existing permit, unless permission for a later date has been granted by the board. The board shall not grant permission for applications 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 does it authorize any injury to private property or invasion of personal rights, or any infringement of federal, state or local law 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 Clean Water Act. Except as provided in permit conditions on "bypassing" (Part III U), and "upset" (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) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes 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 which 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 which 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 which does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure 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.

3. Prohibition of bypass.

a. Bypass is prohibited, and the board 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 which 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 may approve an anticipated bypass, after considering its adverse effects, if the board determines that it will meet the three conditions listed above in Part III U 3 a.

V. Upset.

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 causes 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~~ *his designee*, 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 assuring permit compliance or as otherwise authorized by the 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 shall make an inspection unreasonable during an emergency.

X. Permit actions. Permits may be modified, revoked and reissued, or 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 permits.

1. Permits are not transferable to any person except after notice to the department. Except as provided in Part III Y 2, a permit may be transferred by the permittee to a new owner or operator only if the permit has been modified or revoked and reissued, or a minor modification made, to identify the new permittee and incorporate such other requirements as may be necessary under the State Water Control Law and the Clean Water Act.

2. As an alternative to transfers under Part III Y 1, 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;

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 does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue 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.

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~~9 VAC 25-193-80. Evaluation of chapter and petitions for reconsideration or revision. (Repealed.)~~

~~A. Within three years after October 1, 1998, the department shall perform an analysis on this chapter and provide the board with a report on the results. The analysis shall include (i) the purpose and need for the chapter, (ii) alternatives which would achieve the stated purpose of this chapter in a less burdensome and less intrusive manner, (iii) an assessment of the effectiveness of this chapter, (iv) the results of a review of current state and federal statutory and regulatory requirements, including identification and justification of requirements of this chapter which are more stringent than federal requirements, and (v) the results of a review as to whether this chapter is clearly written and easily understandable by affected entities. Upon review of the department's analysis, the board shall confirm the need to (i) continue this chapter without amendment, (ii) repeal this chapter, or (iii) amend this chapter. If the board's decision is to repeal or amend this chapter, the board shall authorize the department to initiate the applicable regulatory process to carry out the decision of the board.~~

~~B. The board shall receive, consider and respond to petitions by any interested person at any time with respect to reconsideration or revision of this chapter.~~

DOCUMENTS INCORPORATED BY REFERENCE

Standard Industrial Classification Manual, 1987, Office of Management and Budget.

Standard Methods for the Examination of Water and Wastewater, 18th Edition, 1992, American Public Health Association.

Method 8270C, Semivolatile Organic Compounds by Gas Chromatography/Mass Spectrometry (GC/MS), Revision 3, December 1996, U.S. Government Printing Office.

Method 8015B, Nonhalogenated Organics Using GC/FID, Revision 2, December 1996, U.S. Government Printing Office.

Modified DRO Method for Determining Diesel Range Organics, PUBL-SW-141, September 1995, Wisconsin Department of Natural Resources.

VA.R. Doc. No. R02-183; Filed January 22, 2003, 11 a.m.

TITLE 12. HEALTH

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Title of Regulation: 12 VAC 30-70. Methods and Standards for Establishing Payment Rates; Inpatient Hospital Care (amending 12 VAC 30-70-201).

Statutory Authority: §§ 32.1-324 and 32.1-325 of the Code of Virginia.

Public Hearing Date: N/A -- Public comments may be submitted until April 11, 2003.

(See Calendar of Events section for additional information)

Agency Contact: Peterson Epps, Analyst, Division of Reimbursement, Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 225-4591, FAX (804) 786-1680 or e-mail pepps@dmas.state.va.us.

Basis: Section 32.1-325 of the Code of Virginia grants to the Board of Medical Assistance Services the authority to administer and amend the Plan for Medical Assistance. Section 32.1-324 of the Code of Virginia authorizes the Director of the Department of Medical Assistance Services (DMAS) to administer and amend the Plan for Medical Assistance according to the board's requirements.

The Medicaid authority as established by § 1902 (a) of the Social Security Act (42 USC § 1396a) provides governing authority for payments for services.

Purpose: This proposed regulatory action is not necessary to protect the health, safety, or welfare of the citizens of the Commonwealth. The proposed change reduces reimbursement to hospitals for services rendered to achieve the mandatory savings as specified in Chapters 899 of the 2002 Acts of Assembly.

Substance: In accordance with 42 CFR 447.250 through 42 CFR 447.252, which implements § 1902(a)(13)(A) of the Social Security Act, the Department of Medical Assistance Services (DMAS) establishes payment rates for services that are reasonable and adequate to meet the costs that must be incurred by efficiently and economically operated facilities to provide services in conformity with state and federal laws, regulations, and quality and safety standards. The General Assembly has considered the hospital component of the Medicaid program and has determined that a total reduction of payments to hospitals participating in the Virginia Medicaid Program in the amount of \$8,935,825 and \$9,227,815 total funds for the respective state fiscal years of 2003 and 2004 is prudent and necessary.

Issues: The advantage to the Commonwealth of this change is that it saves general fund dollars and causes no disadvantages to the public.

Fiscal Impact: Approximately 99 enrolled hospitals will be affected by this change. The mandated payment reductions will achieve total fund savings to the Commonwealth of \$8,935,825 (\$4,400,000 GF) and \$9,227,815 (\$4,565,000 GF) for state fiscal years 2003 and 2004 respectively.

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 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with

the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

Summary of the proposed regulation. The proposed regulations will reduce inpatient hospital reimbursements by approximately \$8.9 million in fiscal year (FY) 2003 and \$9.2 million in FY 2004. The proposed reductions have been already in effect under the emergency regulations.

Estimated economic impact. These regulations contain rules for Medicaid inpatient hospital reimbursements. The types of inpatient services include acute care provided to persons suffering from acute trauma or illness, rehabilitation services to persons needing physical therapy, occupational therapy, and speech-language pathology, long-stay services to persons who require all day licensed nursing care or specialized equipment, and inpatient psychiatric care services provided in an institutional setting. The total Medicaid inpatient hospital reimbursements in FY 2002 were about \$524.4 million and there are approximately 80,799 Medicaid inpatient hospital patients.

Pursuant to the 2002 Appropriation Act¹, the Department of Medical Assistance Services (the department) proposes to reduce the inpatient hospital reimbursements by \$8,935,825 in FY 2003 and \$9,227,815 in FY 2004. These reductions will be distributed among hospitals proportional to their expected Medicaid inpatient revenues. This is estimated to amount to 3.24% reduction in inpatient revenues for each individual hospital in FY 2003 and FY 2004. The department also proposes a \$500,000 cap on the reductions so that the reduction may not exceed the cap for any one hospital. The proposed cap was the result of a negotiation with the Virginia Hospital and Healthcare Association. Approximately one quarter of mandated reductions have been already made under the emergency regulations.

Expected reductions for individual hospitals vary from no reductions up to \$500,000. The average reduction per hospital is approximately \$88,474 and there are three hospitals with the maximum \$500,000 reduction. Of the total reduction, about 91.4% will come from in-state acute care hospitals, 7.3% will come from out-of-state hospitals, and less than 2.0% will come from rehabilitation and psychiatric hospitals. The proposed reductions will be a loss for the hospitals from a projected Medicaid revenue increase that has a 6.1% inflation factor built in.

Lower reimbursements to hospitals represent costs to them, as they will not receive as much as otherwise they would for the same services they provide. Hospitals cannot respond to reduction in their revenues by reducing the services they offer since they are required to treat all patients. Instead, hospitals may choose to reduce the quality of services rather than the quantity of services they provide. Thus, low reimbursements have the potential to negatively affect Medicaid patients at the margin in terms of quality of care they receive. The expected effect is the difference in quality of care that would result with and without the proposed reduction in projected revenues.

On the other hand, the proposed changes will produce savings of approximately \$4.4 million in general funds and \$4.5 million in federal matching funds in FY 2003 and \$4.5 million in general funds and \$4.7 million in federal matching funds in FY 2004. With the proposed changes, the Commonwealth will be able to use these savings for other purposes.

Businesses and entities affected. The proposed changes will directly affect inpatient hospitals. Currently, there are 101 inpatient hospitals serving Medicaid patients in Virginia. All of these providers will likely experience a proportionate reduction in their projected reimbursements. The Medicaid patients may be indirectly affected and may experience some decrease in the quality of care they receive relative to that would result without the proposed reduction in funding. Approximately 80,799 Medicaid patients are provided inpatient hospital services in the Commonwealth annually.

Localities particularly affected. The proposed changes to the regulations apply throughout the Commonwealth.

Projected impact on employment. Approximately 3.2% reduction in reimbursements may cause a reduction in demand for labor at inpatient hospitals. However, hospitals are required to treat all patients regardless of their ability to pay, which is likely to limit the potential negative effect on the labor demand.

Effects on the use and value of private property. The value of private hospitals may decrease relative to what they would be without the proposed reductions. The proposed reduction in reimbursements is about \$8.9 million in FY 2003 and about \$9.2 million in FY 2004, or about 3.2% of the expected revenues. Lower reimbursements will likely negatively affect the profitability of private hospitals and the future profit stream and thus their value.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The agency concurs with the economic impact analysis summary prepared by the Department of Planning and Budget regarding the regulations concerning 12 VAC 30-70, Methods and Standards for Establishing Reimbursement Rates-Inpatient Hospital Care, Inpatient Hospital Reimbursement Reduction.

Summary:

The proposed amendments establish a methodology for reducing reimbursements to inpatient hospitals for state fiscal years 2003 and 2004 as mandated by Item 325KK of Chapter 899 of the 2002 Acts of Assembly.

12 VAC 30-70-201. Application of payment methodologies.

A. The state agency will pay for inpatient hospital services in general acute care hospitals, rehabilitation hospitals, and freestanding psychiatric facilities licensed as hospitals under a prospective payment methodology. This methodology uses both per case and per diem payment methods. Article 2 (12 VAC 30-70-221 et seq.) describes the prospective payment methodology, including both the per case and the per diem methods.

B. Article 3 (12 VAC 30-70-400 et seq.) describes a per diem methodology that applied to a portion of payment to general

¹ Chapter 899, Item 325 KK.

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acute care hospitals during state fiscal years 1997 and 1998, and that will continue to apply to patient stays with admission dates prior to July 1, 1996. Inpatient hospital services that are provided in long stay hospitals and state-owned rehabilitation hospitals shall be subject to the provisions of Supplement 3 (12 VAC 30-70-10 through 12 VAC 30-70-130).

C. Transplant services shall not be subject to the provisions of this part. Reimbursement for covered liver, heart, and bone marrow/stem cell transplant services and any other medically necessary transplantation procedures that are determined to not be experimental or investigational shall be a fee based upon the greater of a prospectively determined, procedure-specific flat fee determined by the agency or a prospectively determined, procedure-specific percentage of usual and customary charges. The flat fee reimbursement will cover procurement costs; all hospital costs from admission to discharge for the transplant procedure; and total physician costs for all physicians providing services during the hospital stay, including radiologists, pathologists, oncologists, surgeons, etc. The flat fee reimbursement does not include pre- and post-hospitalization for the transplant procedure or pretransplant evaluation. If the actual charges are lower than the fee, the agency shall reimburse the actual charges. Reimbursement for approved transplant procedures that are performed out of state will be made in the same manner as reimbursement for transplant procedures performed in the Commonwealth. Reimbursement for covered kidney and cornea transplants is at the allowed Medicaid rate. Standards for coverage of organ transplant services are in 12 VAC 30-50-540 through 12 VAC 30-50-580.

D. Reduction of payments methodology.

1. For state fiscal years 2003 and 2004, the Department of Medical Assistance Services (DMAS) shall reduce payments to hospitals participating in the Virginia Medicaid Program by \$8,935,825 total funds, and \$9,227,815 total funds respectively. For purposes of distribution, each hospital's share of the total reduction amount shall be determined as provided in this subsection.

2. Determine base for revenue forecast.

a. DMAS shall use, as a base for determining the payment reduction distribution for hospitals Type I and Type II, net Medicaid inpatient operating reimbursement and outpatient reimbursed cost, as recorded by DMAS for state fiscal year 1999 from each individual hospital settled cost reports. This figure is further reduced by 18.73%, which represents the estimated statewide HMO average percentage of Medicaid business for those hospitals engaged in HMO contracts, to arrive at net baseline proportion of non-HMO hospital Medicaid business.

b. For freestanding psychiatric hospitals, DMAS shall use estimated Medicaid revenues for the six-month period (January 1, 2001, through June 30, 2001), times two, and adjusted for inflation by 4.3% for state fiscal year 2002, 3.1% for state fiscal year 2003, and 3.7% for state fiscal year 2004, as reported by DRI-WEFA, Inc.'s, hospital input price level percentage moving average.

3. Determine forecast revenue.

a. Each Type I hospital's individual state fiscal year 2003 and 2004 forecast reimbursement is based on the proportion of non-HMO business (see subdivision 2 a of this subsection) with respect to the DMAS forecast of SFY 2003 and 2004 inpatient and outpatient operating revenue for Type I hospitals.

b. Each Type II, including freestanding psychiatric, hospital's individual state fiscal year 2003 and 2004 forecast reimbursement is based on the proportion of non-HMO business (see subdivision 2 of this subsection) with respect to the DMAS forecast of SFY 2003 and 2004 inpatient and outpatient operating revenue for Type II hospitals.

4. Each hospital's total yearly reduction amount is equal to their respective state fiscal year 2003 and 2004 forecast reimbursement as described in subdivision 3 of this subsection, times 3.235857% for state fiscal year 2003, and 3.235857%, subject to revision by the DMAS annual budget forecast, for state fiscal year 2004, not to be reduced by more than \$500,000 per year.

5. Reductions shall occur quarterly in four amounts as offsets to remittances. Each hospital's payment reduction shall not exceed that calculated in subdivision 4 of this subsection. Payment reduction offsets not covered by claims remittance by May 15, 2003, and 2004, will be billed by invoice to each provider with the remaining balances payable by check to the Department of Medical Assistance Services before June 30, 2003, or 2004, as applicable.

VA.R. Doc. No. R02-332; Filed January 15, 2003, 11:33 a.m.

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Title of Regulation: 12 VAC 30-141. Family Access to Medical Insurance Security Plan (adding 12 VAC 30-141-10 through 12 VAC 30-141-660).

Statutory Authority: §§ 32.1-324 and 32.1-325 of the Code of Virginia.

Public Hearing Date: N/A -- Public comments may be submitted until April 11, 2003.

(See Calendar of Events section for additional information)

Agency Contact: Linda Nablo, Director, Child Health Programs, Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 225-4212, FAX (804) 786-1680 or e-mail lnablo@dmass.state.va.us.

Basis: Section 32.1-325 of the Code of Virginia grants to the Board of Medical Assistance Services (BMAS) the authority to administer and amend the Plan for Medical Assistance.

Purpose: These regulations are essential to protect the health of the children who participate in the FAMIS program. These regulations establish the FAMIS program's eligibility criteria, establish the covered services and the limitations on the covered services, establish the cost sharing requirements that apply to eligible families, and establish provider participation requirements.

Substance: The emergency regulation was substantially revised to incorporate programmatic changes. Many of these changes were incorporated in the emergency regulations issued by the agency and effective September 1, 2002. A discussion of the changes follows.

Definitions. The definitions have been revised as is appropriate for clarification purposes and to reflect other changes in the regulations.

Administration and outreach/public participation (12 VAC 30-141-20 and 12 VAC 30-141-30). Reference to premiums (other than with respect to ESHI) has been removed from this section because the FAMIS program will no longer be charging premiums to enrollees or their families.

Review of adverse actions (12 VAC 30-141-40, 12 VAC 30-141-50, 12 VAC 30-141-60, and 12 VAC 30-141-70). These sections provide for the handling of reviews of adverse actions. In the current FAMIS program, these sections list the MCHIPs, the central processing unit, and DMAS as the entities that may take adverse actions and to which requests for review of such actions may be submitted. These sections also specify the timeframe for sending written notices of adverse action. The revised language adds local departments of social services to the list of entities that can take adverse actions and to which requests for review can be submitted. The revised language also provides for enrollees to have a timely review of their files and other applicable information, to fully participate in the review process, and to receive written final decisions within 90 calendar days unless the applicants/enrollees request or cause delays. Review procedures stipulate that an MCHIP's review policies and procedures must comply the Commonwealth's MCHIP regulations and DMAS reviews and approves the procedures for adverse actions by MCHIPs for compliance therewith. This change is necessary to support standardized procedures for program enrollees in MCHIPs.

Eligibility determination and application requirements (12 VAC 30-141-100 through 12 VAC 30-141-150). The following changes and clarifications have been made to facilitate the application and enrollment process for children's health insurance.

12 VAC 30-141-100. Eligibility requirements. This section has been revised to address the use of a single "Child Health Insurance Application" form that will be accepted by either the FAMIS central processing unit or local departments of social services. Previously, separate application forms were required for FAMIS and for Medicaid and only the FAMIS CPU was permitted to determine FAMIS eligibility. Under these new regulations, local departments of social services will also determine eligibility for the FAMIS program. When a child health insurance application is received by a local department of social services, the local agency will first determine the child's eligibility for Medicaid and if the child is determined Medicaid ineligible, the local agency will proceed with a FAMIS eligibility determination and enroll eligible children in FAMIS.

Revisions have also been made to clarify that a child is considered to be uninsured if the child's insurance does not have a network of providers in the area where the child lives.

The good cause reasons for allowing a child to be enrolled in FAMIS when child health insurance has been discontinued in the six-month period prior to the application month have been added. One of the good cause reasons addresses the discontinuance of insurance due to "affordability." Good cause reasons for discontinuing health insurance previously were not included in the regulations.

12 VAC 30-141-110. Duration of eligibility. Technical changes have been made to this section to include an adult relative caretaker among the persons who may be responsible for reporting changes that affect a child's eligibility.

12 VAC 30-141-120. Children ineligible for FAMIS. A previous provision which prohibited children from participation in FAMIS when their absent parent was eligible for coverage under the State Employee Health Insurance Plan has been eliminated. Under this regulatory action, absent parents are not included in the child's family unit and information on their employment status is not collected on the new application form. Technical changes have also been made to this section to permit the adult relative caretaker to file an application on behalf of a child under age 18.

12 VAC 30-141-150. Application requirements. This section has been revised to (i) allow Child Health Insurance applications to be accepted at the FAMIS CPU and at local departments of social services, (ii) allow eligibility determinations for FAMIS to occur at either local departments of social services or at the FAMIS CPU, (iii) allow an adult relative caretaker to sign an application on behalf of a child, (iv) specify the time standards for processing applications received at local departments of social services and the FAMIS CPU, and (v) require that all FAMIS cases be maintained at the FAMIS CPU.

Medicaid Expansion of Eligibility to 133% of the Federal Poverty Level (FPL). The 2002 Acts of Assembly (Chapter 899, Item 324 D), increased the income limits for children ages six through 18 from 100% to 133% of the Federal Poverty Level (FPL). DMAS addressed this provision in its modification to 12 VAC 30-40-280 which was submitted to the Registrar of Regulations for publication at 18:23 VA.R., page 3099 (July 29, 2002).

Cost sharing and employer-sponsored health insurance (12 VAC 30-141-160 and 12 VAC 30-141-170). One of the DMAS goals is to enroll all eligible children in Virginia in the FAMIS and Medicaid programs so that all eligible children in Virginia will have health care coverage. It was determined that premiums constituted a hardship for FAMIS families and was serving as a barrier to children enrolling in the program. When the premiums were removed for FAMIS families, they were also removed for ESHI participants to ensure consistency across the program.

This section has been revised to eliminate the provision that required families with incomes above 150% of the Federal Poverty Level (FPL) to pay monthly premiums. In addition, because monthly premium payments will no longer be required, the provisions regarding disenrollment for failing to pay premiums has also been removed.

12 VAC 30-141-170. Employer-Sponsored Health Insurance (ESHI). This section has been revised to eliminate the

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provision that required ESHI families with incomes above 150% of the FPL to pay monthly FAMIS premiums. Previously, DMAS took into account any monthly premium the family would have paid had they not opted to participate in the ESHI component, and this amount was subtracted from the premium assistance which DMAS paid to the family to enable the family to enroll in their employer's plan. Because the elimination of these FAMIS premiums requires a change in the formula used to calculate the cost-effectiveness of ESHI, this part of the regulations has been revised as well.

Benefits and reimbursement (12 VAC 30-141-200 through 12 VAC 30-141-500).

12 VAC 30-141-200. This section establishes two benefit packages for FAMIS children. The first, based on the state employee plan under Title XXI, is available in areas where Managed Care Health Insurance Plans (MCHIPs) operate. The second benefit package, based on modified Title XIX benefits, is available to primary care case management (PCCM) and fee-for-service areas. This section also states that FAMIS children not in an MCHIP area will be enrolled in the FAMIS PCCM or fee-for-service program and will receive modified Title XIX look-alike benefits. This change is needed to clarify which benefits and delivery system will be provided in areas without MCHIPs.

Quality assurance and utilization control (12 VAC 30-141-560 through 12 VAC 30-141-650). This section establishes the legal liability for any adult who attempts to obtain benefits to which the enrollee is not entitled. Providers found to have billed DMAS inappropriately, have failed to maintain records and documentation of delivered services, or have billed DMAS for medically unnecessary services will be required to refund payments received. This section also establishes providers' rights to appeal pursuant to the Administrative Process Act and the DMAS' provider appeals regulations.

Issues: These changes generally benefit the public by improving access to health insurance coverage to eligible children through discontinuing premiums, providing for a single Medicaid and FAMIS application, authorizing persons, other than a parent or guardian, to file an application for a child, and by expanding the staff determining the eligibility.

The expedited appeals processes outlined in 12 VAC 30-141-70 is expected to create a negative fiscal impact to both the Commonwealth and to localities, in the form of increased costs.

Fiscal Impact: DMAS has estimated that the fiscal impact of the most significant items contained in this regulation (waiting period exception, caretaker/relative signing applications) to be \$220,645 (\$76,202 GF/\$144,443 NGF) in FY 2003. The estimated fiscal impact of the expansion of Medicaid eligibility to 133% of the Federal Poverty Level, as contained in a previously referenced regulatory action, is \$381,482 (\$131,922 GF/\$249,560 NGF) in FY 2003.

The expedited appeals processes outlined in 12 VAC 30-141-70 is expected to create a negative fiscal impact to both the Commonwealth and to localities, in the form of increased costs. The agency is not able to predict the extent of the fiscal impact at this time, because there have been no expedited

appeals of this nature to date. However, any impact is expected to be minimal.

DMAS estimated that the administrative costs associated with the collection of the premiums that were already in effect exceeded the amounts collected. Therefore, DMAS estimates that discontinuing premiums will reduce the use of General Funds, although the fiscal impact is expected to be minimal.

The reduction of copayments for vision services and an increase in the maximum reimbursement amount for orthodontic services (to be effective December 1, 2002, and subject to CMS approval of such state plan amendment) are estimated to have no fiscal impact to the Commonwealth, as capitation rates paid for FAMIS children assigned to MCHIPs have not changed.

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 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

Summary of the proposed regulation. The proposed regulations will permanently establish the Family Access to Medical Insurance Security (FAMIS) plan, which replaced the Children's Medical Security Insurance Plan (CMSIP) on August 1, 2001, under emergency regulations. Since then further modifications have been made to the FAMIS program which were implemented on September 1, 2002, under another set of emergency regulations. Compared to CMSIP, the proposed permanent FAMIS program modifies the maximum income eligibility levels, the application procedures, cost sharing requirements, the health benefits package, the outreach activities, and establishes a Medicaid look-alike reimbursement methodology. This report compares the former permanent regulations governing the CMSIP program and the FAMIS rules that became effective on August 1, 2001, while referencing most recent changes that became effective through an emergency regulation on September 1, 2002.

Estimated economic impact. These regulations contain rules for providing publicly subsidized health insurance coverage to uninsured children. The main goal of providing coverage to uninsured children is to improve low-income children's access to and utilization of basic health services. According to census data, 13.8% and 12% of children were uninsured in 1995 and 2000, respectively.^{1, 2} Also, the research in this area provides

¹ Weil, Alan, 1997, "The New Children's Health Insurance Program: Should States Expand Medicaid?" Urban Institute.

² Kaiser Commission on Medicaid and the Uninsured, 2002, "Health Coverage for Low-Income Children."

evidence that uninsured children's access to and utilization of basic health services are low.^{3, 4} For example, uninsured children are 18% more likely to have no usual source of care, 5.0% more likely to not receive or to postpone care, and their families are 17% more likely to feel not confident about getting the needed care relative to children enrolled under Medicaid. Similarly, it is found that uninsured children are 14% less likely to use medical services than insured children. Among children who use medical services, uninsured have 15% fewer physician visits than insured. Uninsured children receive 30% fewer outpatient visits and 15% to 25% fewer inpatient days relative to insured children. Uninsured children are also less likely to be immunized and more likely to be hospitalized for conditions that can be averted.

Additionally, the empirical research points out that the majority of uninsured children are members of low-income families. It is found that a little over half of the uninsured children (54%) live in households with income less than 185% of the federal poverty level and almost 23% of uninsured children live in households below the federal poverty level.⁵ This indicates that the number of uninsured is directly related to the level of income. As income decreases the risk of being uninsured increases. The risk also increases with the age of the child. The children age 13 to 18 are found to be 33% more likely to be uninsured relative to those under six.

The economic rationale for improving uninsured children's access to and utilization of basic health services relies on the notion that providing these services is a good investment for the society. Early prevention of illnesses through immunizations or basic care is most probably cost effective. If left untreated, even common illnesses can lead to more serious and costly health care services such as emergency room visits and hospitalizations. Healthy children could do better in schools and eventually be more productive members of the society. Additionally, the government-funded children's insurance provides some financial relief to working uninsured families. Government sponsored health coverage for uninsured children may also be justified on the grounds that while adults may choose to remain uninsured, children themselves are not responsible for decisions about their coverage. Finally, the federal dollars that are used for children's insurance under FAMIS probably substitute the high-cost emergency room visits paid by state indigent care funds and benefit the Commonwealth.

Background. In 1997, the federal government initiated the health coverage for uninsured children by creating the State Children's Health Insurance Program (CHIP) and authorized \$40 billion in federal matching dollars to low-income uninsured children. This is the largest expansion of health coverage provided by the federal government since 1965 when Medicaid and Medicare were created. Virginia's share from these federal funds is about \$70 million per year or about

\$692 million over the 1997-2007 ten-year authorization period.⁶ These funds are provided through Title XXI of the Social Security Act which has an enhanced match rate of 66% compared to Medicaid match rate of 51%. The goal of the program is to provide health insurance to uninsured children whose family income is too high to qualify for Medicaid.

The federal rules provide wide discretion to the states in program development and implementation. States have the option to expand the Medicaid program for uninsured children, design and create a new program, or do both. Both options have their advantages and disadvantages. Medicaid has an existing network of providers, an established system to handle enrollment, education, appeals, rate settings, claims payment, and fraud prevention. By expanding Medicaid, the Commonwealth may benefit from the existing program and delivery structure while losing flexibility of implementation since such a program must mirror Medicaid services to its other clients. In contrast, establishing a separate program would allow the Commonwealth to foster innovative strategies in service delivery, benefit package, cost sharing, reimbursement methods, application procedures, at the expense of forgoing the possible utilization of an existing structure and delivery system. As of June 2000, 16 states and the District of Columbia chose to expand Medicaid coverage, 16 states established a separate program, and 17 states combined both approaches.⁷

The Commonwealth's Children's Medical Security Insurance Program (CMSIP) became effective in October 1998. The CMSIP was a Medicaid look-alike program. Prior to CMSIP, Medicaid was the primary provider of healthcare to indigent children in Virginia. However, Medicaid is available only to children with family incomes below 100% of federal poverty line for older children and below 133% for younger children. According to 2001 data, there are more than 130,000 uninsured children with family incomes at or below 200% of the federal poverty line not covered by Medicaid.⁸

To serve these children, CMSIP was implemented in October 1998. The initial goal of the program was to enroll 63,200 uninsured children as quickly as possible. The number of enrolled children was 10,231 in June 1999, 23,587 in June 2000, and 31,905 in June 2001. The growth in enrollment was significant, but fell short of the initial objective. The performance of the CMSIP program was hindered by ineffective outreach efforts, problems in administration and design, stringent eligibility criteria, and a complicated enrollment process.⁹ CMSIP failed to reach its enrollment goal and resulted in forfeiture of \$55 million in federal matching dollars as of June 2001.

³ Ibid.

⁴ Holahan, John, 1997, "Expanding Coverage for Children," Urban Institute.

⁵ Dubay, Lisa and Genevieve M. Kenney, 1997, "Lessons from the Medicaid Expansions for Children and Pregnant Women: Implications for Current Policy," Testimony Before the House Committee on Ways and Means, Subcommittee on Health.

⁶ Joint Legislative Audit and Review Commission of the Virginia General Assembly, 2002, "A Review of Selected Programs in the Department of Medical Assistance Services."

⁷ Kaiser Commission on Medicaid and the Uninsured, 2001, "CHIP program Enrollment."

⁸ Joint Legislative Audit and Review Commission of the Virginia General Assembly, 2002, "A Review of Selected Programs in the Department of Medical Assistance Services."

⁹ Ibid.

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In response to low enrollment and program design issues, the 2000 General Assembly adopted legislation to restructure CMSIP, renaming the program the Family Access to Medical Insurance Security (FAMIS) plan. The FAMIS program was implemented under emergency regulations in August 2001. Where CMSIP was a Medicaid look-alike program, FAMIS has a Medicaid look-alike package in those areas without contracted managed care health insurance providers and has another package modeled after the private sector and resembling a private healthcare insurance plan, in areas where managed care providers are available. Also in September 2002, Medicaid eligibility was expanded to 133% of federal poverty level for children 6-19 through a separate regulatory action and FAMIS started covering children with higher income levels up to 200% of federal poverty level. This change shifted many children who would otherwise be served under FAMIS to Medicaid expansion group. The program still continues to operate under the emergency regulations. This proposed action will replace the emergency FAMIS regulations with permanent regulations.

This report primarily focuses on the changes that already took place during the transition from CMSIP to FAMIS as of August 1, 2001. In addition, some other changes became effective since then. These newer changes are the secondary focus of this report and are discussed where appropriate. FY 2001 is used as a reference year for CMSIP and FY 2002 is used as reference year for FAMIS. Since these changes have been in effect for a while, most of their economic effects are already realized. In FY 2002, the total FAMIS expenditures were approximately \$50.7 million. A synopsis of the children's insurance program under CMSIP and FAMIS is provided in the following table.

Summary Statistics: CMSIP vs. FAMIS

Group	Variable	CMSIP (FY 2001)	FAMIS (FY 2002)	Change
Total	Average Monthly Enrollment	28,551	37,007	29.6%
Fee-for-Service	Average Monthly Enrollment	18,542	13,456	-27.4%
	Average Annual Expenditure per Child Enrolled	\$1,343	\$1,552	15.6%
	Average Monthly Expenditure per Child Enrolled	\$114	\$147	28.9%
Managed Care	Average Monthly Enrollment	10,008	23,551	135.3%
	Average Annual Expenditure per Child Enrolled	\$1,023	\$1,245	21.7%
	Average Monthly Expenditure per Child Enrolled	\$85	\$101	18.8%

Source: The Department of Medical Assistance Services

These statistics indicate that the total enrollment in children's insurance grew by 29.6%. Although the fee-for-service

enrollment decreased by about 5,000, the increase in the managed care enrollment outweighed this decrease. Per capita average medical expenditures also appear to have increased significantly for both the fee-for-service and managed care populations.

One of the important economic effects expected from expansion of FAMIS insurance coverage is the substitution of publicly funded healthcare for private insurance. This is often referred to as "crowding out." Crowding out occurs when rational individuals substitute a costless alternative provided by the government for an otherwise costly service. For instance, if the government provides free bread, individuals would not purchase bread out of their pocket, but would rather rely on the government. In other words, government funds spent on bread would crowd-out, or replace out of pocket expenditures on bread.

Similarly, the FAMIS expenditures for children's insurance will likely replace, or crowd out some of the privately funded children's insurance. Crowding out is relevant because its presence may hinder improvements in access to care and may lead to higher program costs than expected. The magnitude of this effect would increase with the income eligibility level, the failure in preventing the substitution of FAMIS for private coverage, high premium cost sharing, and generosity of the benefit package.¹⁰ The challenging trade off is that without these features, the ability of FAMIS to reach its objective will be limited. There does not seem to be a solution in the current literature to eliminate this problem without creating inequities in access to coverage. Thus, some level of substitution of public coverage for private coverage may be an unavoidable effect of any program designed to make sure that those eligible individuals who need health coverage get it.

The FAMIS program contains a number of policies such as a waiting period to reduce crowding out. In addition, there do not appear to be any good empirical studies of the magnitude of substitution of publicly provided insurance for privately provided insurance resulting from this program. As noted elsewhere in this report, a large fraction of this population is not covered by private health insurance. This fact, by itself, greatly reduces the potential for substitution.¹¹ It is, then, quite possible that, while the incentives for crowding out do exist, their actual impact may be small.

While crowding out occurs with almost any programs that offer public assistance, economic effects of FAMIS crowding out may not be as significant for Virginia as those under other programs. The 200% of federal poverty level for FAMIS eligibility results in lower "acceptable" level of crowding out because most low-income families do not have children's insurance to begin with. More importantly, under FAMIS, potential crowding out of private coverage will be financed 66% from federal funds and the Commonwealth will finance

¹⁰ Dubay, Lisa and Genevieve M. Kenney, 1997, "Lessons from the Medicaid Expansions for Children and Pregnant Women: Implications for Current Policy," Testimony Before the House Committee on Ways and Means, Subcommittee on Health.

¹¹ Similarly, the sizes or significances of the potential crowding out associated with each particular change discussed later in this report are unknown due to lack of studies in this area.

only one third. One dollar crowding out in private insurance will save the families exactly one dollar which will increase the federal dollars coming to the Commonwealth by 66 cents, and increase state expenditures by 33 cents. Moreover, crowding out will likely provide some financial relief to parents with children, which could be considered as a form of subsidy to low-income families.

The remainder of this report provides individual analyses for changes in eligibility, application process, cost sharing requirements, employer sponsored health insurance, benefits package, outreach activities, and reimbursement methods.¹²

Eligibility. The eligibility criteria define the population of children who may qualify for health insurance assistance and consequently have a direct effect on the number of children enrolled. There are some notable differences in the eligibility criteria between CMSIP and FAMIS, which are summarized below.

The FAMIS plan increases the maximum income eligibility level from 185% to 200% of the federal poverty income guidelines. This income eligibility criterion is consistent with 36 other states that have set the eligibility criteria at or above 200% of federal poverty level.¹³ Currently, 200% of the federal poverty income level for a family of four is \$36,200 per year or \$3,017 per month. FAMIS also counts many sources of income disregarded (or excluded) under CMSIP. These include a \$90 earned income disregard per month, a disregard for childcare paid, and a disregard from child support income received. Increasing income eligibility and eliminating the income disregards at the same time have opposite effects on the number of eligible for enrollment. Since many families in CMSIP were able to use income disregards to reduce their countable income and therefore qualify, increasing the income eligibility level while removing income disregards is estimated to have a small effect on enrollment. Also, these changes do not apply to children enrolled under CMSIP. They may remain enrolled under FAMIS as long as they meet the old eligibility requirements under CMSIP program.

Differences in Eligibility Criteria: CMSIP vs. FAMIS

<i>CMSIP</i>	<i>FAMIS</i>
Family income less than 185% of federal poverty level, allowing certain income disregards	Family income less than 200% of federal poverty level, not allowing income disregards
Income does not include stepparents income	Income includes stepparents income
Child must be uninsured for 12 months (good cause)	Child must be uninsured for 6 months (good cause exceptions apply)
	Cooperation with child support enforcement is not required

¹² Most of the programmatic comparisons between CMSIP and FAMIS are adopted from the JLARC report.

¹³ Ross, Donna Cohen, Laura Cox, 2000, "Making It Simple: Medicaid for Children and CHIP Income Eligibility Guidelines and Enrollment Procedures," Kaiser Commission on Medicaid and the Uninsured.

exceptions apply)	<i>Changes in September 2002:</i>
Cooperation with child support enforcement required	Added an affordability exception for six-month waiting period
	Do not consider absent parents' employment or insurance status

Establishing an income cut off for FAMIS benefits rather than reducing benefits on a sliding scale may reduce some individuals' incentives to accept promotions and higher paying positions. A small change in income may qualify or disqualify some families if their income is slightly above or below the income cut off for eligibility. Those who are slightly above the cut off may intentionally reduce their income to qualify for FAMIS if the gains in insurance benefits exceed the lost income. Similarly, those who are slightly below the cut off may intentionally pass up opportunities to increase their income in order for not to lose the FAMIS coverage if the additional income does not exceed the FAMIS benefits. If this occurs, as expected, such a behavior would further crowd out private insurance. Shifting the income cut off from 185% of federal poverty level to 200% would expose different families to this potential disincentive to work. However, this change affects probably only a small number of families and consequently the size of the crowding out will likely be small.

In the new FAMIS plan, stepparents are included in the definition of family for financial eligibility purposes. CMSIP followed Medicaid policy and did not count the stepparent's income when determining eligibility of the child. The Department of Medical Assistance Services (the department) believes that stepparents are part of the family unit and their income should be used in determining the family's financial situation. Opponents of this policy note that stepparents are not legally responsible for the care of their stepchildren and that this policy discourages remarriage. Also, adding stepparents' income is likely to reduce the number of children potentially eligible for FAMIS thereby decrease enrollment in the program. This change illustrates an inherent trade-off between providing coverage for families who could otherwise afford insurance and excluding children whose stepparents choose not to provide health insurance. No empirical evidence can be found, however, to indicate which of these effects is larger.

CMSIP required a child to be uninsured for 12 months before becoming eligible for coverage; FAMIS reduces that period to six months. The standard used by 13 states is a six-month waiting period while the rest of the states with the exception of Alaska either have less than 3-month or no waiting period.¹⁴ The waiting period is designed to discourage families from dropping private health insurance and substituting state-supported insurance or to reduce potential crowding out. So, reducing the time children must be without insurance before being eligible for FAMIS would likely increase crowding out, but also contribute to enrollment of intended beneficiaries. The choice of the waiting period must be a balance between the potential effects. There is insufficient data to determine the

¹⁴ Ross, Donna Cohen, Laura Cox, 2002, "Enrolling Children and Families in Health Coverage: The Promise of Doing More," Kaiser Commission on Medicaid and the Uninsured.

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count of additional crowding out and additional enrollment, but both will undoubtedly occur.

The requirement for cooperating with the division of child support enforcement is no longer mandatory for eligibility as it was under CMSIP. Under CMSIP, failure on the part of custodial parents to cooperate meant that children would not be eligible to participate in the program. According to the department, this created a barrier for families to enroll in the program. Many of these parents had informal payment or support agreements with the absent parent and were unwilling to contact with the absent parent to secure an approval. The reason for unwillingness was that many of these families were concerned that these informal support agreements would be abandoned while trying to get the absent parent's approval. The statutory changes in 2001 removed this potential barrier and probably contributed to increased enrollment in the FAMIS program.

A recent change in FAMIS added an "affordability" exception as a good cause reason for skipping the six-month waiting period. With this change the child does not have to wait six months to be eligible for FAMIS if the family can document that the cost of the private insurance they dropped exceeds 10% of their income. This exception recognizes that some families may be paying high premiums and cannot continue to keep their insurance, and so the child should not be left uninsured. This exception explicitly provides for the substitution of public for private insurance when the financial burden on the family is too high and, in exchange, aims to provide some financial relief to the low-income families. Also, this amendment is expected to eliminate a potential barrier and contribute to enrollment in the program.

Similarly, another recent change removed the requirement to consider absent parents' insurance status when determining eligibility. Earlier emergency regulations prohibited children from participation in FAMIS when their absent parent was an employee of the state or a local governmental entity, had access to family coverage under the Virginia State Employees Health Insurance Plan and the employer contributed toward the cost of the family coverage. Under the new changes, information on the employment and insurance status of the absent parent are not collected. This change is also expected to eliminate a potential barrier and contribute to enrollment in FAMIS while reducing the incentive of absentee parent to provide coverage and could increase crowding out by some small but unknown amount. The department points out that counting coverage by an absent, and probably unwilling, parent as a condition for coverage would prevent coverage of a child for reasons substantially beyond the control of the present parent.

Application Process. Complexity of the application process has a direct effect on enrollment. As the complexity increases, the number of applications decreases. In fact, one of the main reasons for the failure of CMSIP reaching its enrollment goal is believed to be the cumbersome application process. The differences in application processing are summarized below.

Differences in Application Process: CMSIP vs. FAMIS

CMSIP	FAMIS
Single application for Medicaid and CMSIP	Separate application for Medicaid and FAMIS
Application is processed by local departments of social services	Application is processed by FAMIS call center (CPU) and application can be made over the phone (later mailed for signature), or by fax
Full Medicaid eligibility determination is conducted prior to determining eligibility for CMSIP	Screened for Medicaid eligibility first and Medicaid likely recipients are referred to Medicaid unit at CPU or local departments of social services
Eligibility is determined within 45 days	Upon receiving signed and completed application, for most, eligibility is determined within 10 days
Verification requirements are extensive	Verification requirements are minimal
	<i>Changes in September 2002:</i>
	Require the use of a single application for Medicaid and FAMIS
	Allow local departments of social services to process applications
	Allow an adult relative caretaker to file an application

CMSIP relied on local Departments of Social Services to process applications and enroll participants. This system was difficult to manage since it involved training personnel and distributing program information at over 120 local social services offices around the state. Monitoring implementation of the program and tracking the status of applications was also difficult under this system. FAMIS creates a central processing unit (CPU) for administration of the program. The CPU distributes applications and program information, maintains a call center and multiple electronic interfaces, responds to inquiries, receives and processes applications for eligibility, and provides personal assistance to callers, monitors cost sharing, provides reports, and is responsible for provider and health plan enrollment. The CPU was created to simplify eligibility determination and enrollment process.

Creating one centralized office for all aspects of the application process allows for specialized staffing and training and provides more access to detailed data on applications, including reasons for case denials. Due to the increased efficiency, the time period for processing an application decreased for most completed applications from 45 days to 10 days. Because it may take potential clients significant amounts of time to actually complete an application, the delay from the start of the application process to final approval can take considerably longer.

Changing the contact point for the program also reduces stigma associated with welfare or public assistance programs that might have existed when the program was administered by local departments of social services. Also, CPU responds to applications on the phone and mails the application forms for signature instead of conducting face-to-face interviews which was encouraged under CMSIP. Additionally, the documentation required for verification is minimal compared to CMSIP. For example, the verification of income disregards

was no longer a requirement under FAMIS. Relying on mail and minimal verification requirements reduces transaction costs and encourages enrollment.

As the transaction costs decrease, overall net benefits from the FAMIS program increase. Finally, there is a federal requirement that children be screened for Medicaid prior to completing the application for FAMIS. So, there is an additional spillover benefit of finding children eligible for Medicaid among the increased applications. Overall, the changes seem to have simplified and expedited the eligibility determination and application process and increased the enrollment in the FAMIS program.

Currently, CPU receives about 20,000 calls concerning status of applications, questions, or concerns about the providers and about 4,500 to 5,000 new or renewal applications per month for FAMIS. Approximately 40% of the new applications are determined to be more likely to be eligible for Medicaid and referred to the Medicaid unit located at the CPU.

A part of the costs associated with the new CPU is being funded with money that was previously provided to local social service agencies to assist with eligibility determinations and applications. Because the administrative costs increased from \$2.2 million to \$5 million with the increase in enrollment, the additional costs that can be solely attributed to changes in the application procedure cannot be isolated. However, in May 2001, the department paid \$3 million for a two-year contract to manage enrollment and application procedures.

Currently, there are approximately 30 full time and part time employees hired by the contractor. They are divided between the telephone operators, eligibility staff, mailroom, data entry, and administrative positions. The number of staff fluctuates to meet the high call volumes such as during back to school. The department also maintains a Medicaid unit at the CPU. The Medicaid unit is staffed by state employees because only a government employee can enroll a child in Medicaid, and the eligibility process is more complicated. There is a supervisor and five staff in this unit. They were all new hires. Most were hired with the implementation of FAMIS in August 2001 and others were added as FAMIS grew. The department also employs a contract monitor who is located at the CPU.

The newer changes aim to simplify the application process further and take advantage of the cooperation with the local departments of social services. One of these amendments will combine the application forms for Medicaid and FAMIS in a single document. Another change allows local departments of social services to process applications. Together these two changes result in a "no wrong door" application process for FAMIS and Medicaid eligible applicants. Under the earlier emergency regulations, separate application forms were required, FAMIS CPU received all applications, and local departments of social services were not involved in the FAMIS program. A family would have to guess whether their children would qualify for Medicaid or FAMIS, fill Medicaid or FAMIS application, and send it to FAMIS CPU or local departments of social services. Because eligibility rules such as counting stepparents' income and use of income disregards in Medicaid are different, this was not always an easy decision to make. If the family were wrong and applied to the wrong place, they would ultimately have to complete more forms and

submit them to another entity. This resulted in a loss of valuable time for the applicants and discouraged many to further pursue their applications.

Under the newer rules, local departments of social services also determine eligibility for the FAMIS program within 45 days of the date the application was received. When a local department of social services receives a child health insurance application, the local agency first determines the child's eligibility for Medicaid. If the child is determined Medicaid ineligible, the local agency proceeds with a FAMIS eligibility determination and enroll eligible children in FAMIS. With the new changes, either the FAMIS CPU or local agency determines eligibility for both programs and enroll the child in the correct plan. Thus, the transaction costs associated with the FAMIS program probably decreased. Additionally, having local departments of social services involved in the process provides a local contact in every community where a family can receive assistance with such applications if they prefer. These changes are expected to improve the application and enrollment processes further and increase access to FAMIS.

Another new change permits the adult relative caretaker to file an application on behalf of a child. This requirement is also likely to increase children's access to FAMIS especially when their parents are absent.

Cost-Sharing. The enrollment in the FAMIS program largely depends on whether and how much the enrollees are expected to pay. Based on the economic theory it can be reliably stated that as the cost sharing increases, the enrollment in the program would decrease. There are some significant differences in cost sharing requirements between the two programs, which may affect enrollment. These are described below.

Differences in Cost-Sharing: CMSIP vs. FAMIS

<i>CMSIP</i>	<i>FAMIS</i>
Copayments are not required	Copayments are required; annual copayment limit is \$180 per family with income at or below 150% below poverty, or maximum 2.5% of the family income, and \$350 per family with income above 150% poverty level, or maximum 5% of the family income. No copayments are required for well-child and preventive services and families participating employer sponsored health insurance
Monthly premiums are not required	Initially, monthly premiums were required. Later, this requirement was eliminated.

The CIMSIP program did not require any cost sharing by recipients. The FAMIS program implements copayments for some services received by FAMIS managed care recipients. There are no copays for the Medicaid look-alike benefit package, for preventive services such as well child check-ups, and for families participating in the employer sponsored health insurance plan. For most nonpreventive services, copays are \$2 or \$5 depending on the family income level. Copayments are higher for families with high incomes than for families with low incomes. Families with income below 150% federal

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poverty line pay \$2 and those above pay \$5. A few services such as hospital admissions require higher (e.g. \$15 or \$25) copays. The maximum amount of copays is \$180 per year for families with income below 150% federal poverty line, or maximum 2.5% of the family income, and \$350 for those above with income up to 200% federal poverty line, or maximum 5% of the family income.

The main reason for copayments is to encourage the efficient use of publicly funded healthcare resources. The economic theory indicates that free healthcare services will be used inefficiently. Charging a copayment for some medical services would reduce the demand for these services relative to the demand for free care and discourage unnecessary care. The effects of the copays depend on their size. The FAMIS copays appear to be nominal. Available studies suggest that the economically optimal structure for cost sharing includes "a low [or possibly even zero] monthly premium, a high deductible for inpatient care (except, perhaps for young children), and copayments targeting certain types of services (e.g. brand name vs. generic prescriptions) and certain sites of care (e.g. emergency room vs. physician office) to encourage a more cost-conscious use of resources."¹⁵ While the proposed copayment proposal reflects some aspects of the recommended structure, copays may be too small to significantly reduce overuse of expensive procedures. The FAMIS copays as a percent of income compare very favorably to standard copays required under private insurance plans. For example, for every dollar earned, a FAMIS recipient with a \$2-copay and a \$20,000-income pays four times less than a family with a \$20-copay and a \$50,000-income. Additionally, varying copayments according to income level are likely to reduce the healthcare burden (health expenditures per dollar of income) on low income families and provide a more equitable disincentive to families with high and low incomes.

Additionally, copays may make FAMIS coverage somewhat less attractive and may reduce crowding out relative to what would result without any copays. However, as mentioned, the copays are relatively small. This leads to the expectation that copays would reduce crowding out by only a small amount.

Further, the procedures to implement copay requirements seem to be cost effective. Providers collect copays. The department does not maintain a database for the copays actually paid. If a family documents to the FAMIS CPU that they reached the maximum limit, they are relieved of any further copayments for the remainder of the year. Note that it may take up to 90 visits for a low income FAMIS family to reach the maximum and be relieved of copays, which is not expected to occur in most cases. While most families would not reach the copay cap, assigning responsibility to families to track the annual copayments provides an option to families to take advantage of this provision while providing savings to the department in administrative costs that would otherwise be incurred.

Finally, the copays may reduce the stigma associated with the program. It is possible that some recipient families will feel

less like they are receiving assistance from a charity or from welfare. On the other hand, there is possibility that copays may create a barrier to some other families (especially to those with low incomes) to participate in the program. However, given the nominal copay structure, any such barrier will likely be very small.

Under the earlier emergency regulations, the FAMIS program implemented a set of monthly premiums ranging from \$15 up to \$45 for families with incomes above 150% federal poverty level to participate in the program. Similar to the copays the goal was to encourage efficient use of healthcare resources. However, monthly premiums constituted a significant barrier to enrollment and discouraged families from applying for FAMIS. Some other children lost their coverage because of failing to pay monthly premiums. Also, the department determined that the cost of collecting premiums exceeded the premium revenues. As a result, the FAMIS program does not charge premiums to enrollees or their families.

The removal of monthly premiums is likely to produce positive economic effects. It is worth noting that the success of premiums encouraging efficient use of resources is suspect. Once a family enrolls in FAMIS and pays premiums, it is a sunk cost for the family and unlikely to provide any incentives to use FAMIS insurance efficiently once the enrollment decision is made. Premiums would more likely discourage enrollment in the program. Also, a monthly premium is an instrument mainly to collect revenues. Since the objective of FAMIS cost sharing is to encourage efficient use of resources rather than collecting revenues from families, removing this requirement appear to be consistent with the overall program goal.

Employer-Sponsored Health Insurance. Employer sponsored insurance coverage is one of the largest sources of insurance for children nationwide. In 2000, 32% of low-income children were covered by employer-sponsored health insurance.¹⁶ FAMIS establishes a premium assistance program called Employer-Sponsored Health Insurance (ESHI) to provide coverage through this widely used source of children's insurance.

Differences in Premium Assistance: CMSIP vs. FAMIS

<i>CMSIP</i>	<i>FAMIS</i>
No assistance is available with premiums to utilize employer sponsored health insurance	Assistance with premiums to utilize ESHI when it is available and cost effective

The premium assistance program allows FAMIS-eligible families who have access to employer-sponsored health insurance coverage to enroll their children in their employers' health plan. The determination of eligibility for the ESHI component is somewhat labor-intensive. The department reimburses the family the cost of the premium payments if it determines that such enrollment is cost effective (i.e. the cost of covering the child under FAMIS would be more than the

¹⁵ Markus, Anne, Sara Rosenbaum, and Dylan Roby, 1998, "CHIP, Health Insurance Premiums and Cost-sharing: Lessons from the Literature," The George Washington University Medical Center, Washington, DC.

¹⁶ "Enrolling Uninsured Low-Income Children in Medicaid and CHIP," 2002, Kaiser Commission on Medicaid and the Uninsured.

total cost of covering the child under the employer sponsored plan) and if the employer contributes 40% of the cost of family coverage. Payment is not approved if the enrollment is not cost effective. The FAMIS plan also provides supplemental coverage (wrap around services) needed to ensure that FAMIS ESHI children have equivalent health benefits to those provided under FAMIS. Participation is voluntary, and families may opt out of ESHI at any time and enroll their eligible children in a FAMIS health plan.

The ESHI program represents an alternative way of providing FAMIS benefits. Currently, the participation in ESHI component is very low. There are 23 families enrolled in and the average premium assistance payment from the department is \$110. Low enrollment is partly attributed to the federal requirement that the employer contribute 40% of the family coverage. Employer contributions in many workplaces do not reach 40% of the total cost of coverage. Also, the participation in the ESHI component is generally not cost effective unless the family has an infant or several FAMIS eligible children. Finally, some families do not participate in the employer provided insurance because they cannot afford the employee share of the premium. Despite the low participation, ESHI provides an alternate way of providing FAMIS benefits and its is completely voluntary. Families who determine that the benefits from participation exceed the costs are expected to take advantage of this option. Similarly, the department will make payments only if the participation is cost effective. Thus, if chosen by the family and approved by the department, this program will likely provide a net benefit both to the FAMIS enrollees and the department.

Benefits Package. Another factor that affects the enrollment in FAMIS is the value attached to benefits offered. The economic theory suggests that as the perceived benefits increase, more families would be willing to participate in the program. Currently, FAMIS program consists of two benefit packages: (1) a Medicaid look-alike benefit package, (2) a managed care benefit package. Whether children receive Medicaid look-alike or managed care benefit package depends on whether they live in a geographic area where managed care providers are available. Children living in areas where these providers are not available receive Medicaid look-alike benefits. These children will continue to receive Medicaid benefits package and will not be affected. Children living in areas where managed care providers are available receive a different benefits package. Thus, the choice of implementing a private sector like program as opposed to expanding Medicaid has some implications on the type of benefits offered to some children.

Generally, Medicaid offers a more comprehensive benefits package compared to those offered by health management organizations (HMO). Significant differences in the benefits provided to managed care population are compared below.

CMSIP was a Medicaid look-alike plan and the benefits reflected those offered in Virginia's Medicaid program. For children in certain geographical locations, FAMIS creates a new benefit package modeled after the Key Advantage benefit package offered to state employees. Services are delivered by HMOs under contract with the department in areas of the state

where FAMIS HMOs exist and through fee-for-service providers in other parts of the Commonwealth.

Differences in Benefits for Managed Care Population: CMSIP vs. FAMIS

<i>CMSIP</i>	<i>FAMIS</i>
Same benefits as the Medicaid program Utilizes Medicaid providers or Medicaid managed care entities and their provider networks	Benefits similar to those found in the private sector, based on State Employees' Key Advantage Health Benefits Package. Includes enhancements such as well-child from age six through 18 and therapies for special education students, but imposes limits on some services and does not cover some other services Utilizes FAMIS managed care entities and their provider networks in most localities

For the managed care population, nonemergency transportation, case management services, intensive rehabilitative services, and the community behavioral health support services are no longer covered. Some of the mental health benefits have limitations not found under CMSIP. In short, there is likely to be a reduction in the amount of these services received by managed care children in the FAMIS program. While the reduction in the benefits reduces program costs, it also affects the perceived value of the program and reduces its appeal.

The department states that the proposed benefit package is intended to reflect services covered under a commercial insurance plan. It is not clear why this is a desirable objective. Reduction in benefits reduces costs under FAMIS because uncovered services are not paid. One motivation for a less comprehensive plan could be providing services to more children, as the cost of insurance per children is lower due to reduction in benefits. However, enrollment in the program is currently below its target (although growing fast) and the resources are more than enough to serve children expected to enroll in the program in the near future. Also, probably some children with healthcare needs may be treated in indigent care hospitals in Virginia for conditions not covered in the current FAMIS benefits package. The main concerns are whether the Commonwealth will be able to take advantage of all federal funds available through this program, how many children will forego needed medical and mental healthcare because it is not covered, and how this affects other publicly funded programs such as indigent care and comprehensive services act. In some cases, reduction in benefits package would increase costs to the Commonwealth because the Commonwealth would pay the full costs for indigent care at state hospitals. Additionally, for those who do not substitute indigent care for FAMIS, it is very likely that the cost of providing services to them would not outweigh their value to the Commonwealth since FAMIS services are offered at a 66% federal match rate. Since the care is being offered at a two-thirds discount from private costs, limiting FAMIS to a plan that mirrors a private plan may forgo significant potential economic gains. In short, unless the children's insurance coverage expanded to include currently uncovered services

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relative to those offered by Medicaid, choosing a commercial type of insurance may conflict somewhat with the goal of the program to increase children's access to healthcare.

Another feature of the FAMIS plan is that the proposed prescription drug benefit does not steer patients to generic drugs, a policy now frequently used to control prescription drug costs. Pharmaceutical costs to publicly funded health insurers such as Medicaid have been increasing dramatically in the last decade. Many alternative approaches are already developed and available to somewhat contain this rapid growth. One of the prominent approaches is to provide the generic equivalent of a brand name prescription drug whenever possible. Since the pharmaceutical expenditures under FAMIS will likely exhibit a similar growth pattern to that of Medicaid, there seems to be ample opportunity to increase the net benefits of the FAMIS program by containing pharmacy costs as much as possible through available means.

Outreach Activities. Outreach activities also affect participation in FAMIS as people become aware of the new program through these efforts. The fact that many FAMIS eligible children are currently not enrolled in the program highlights the significance of the outreach activities. According to a survey, about 88% of the families have heard of Medicaid or SCHIP and only 12% were unaware of both of the programs.¹⁷ Of the 88% who were aware, 76% did not inquire about the program because they thought the child was ineligible, did not know enough about the program, did not want to deal with administrative hassles, or did not need or want the program. Of the 24% who inquired, only 66% applied for the program. Also, most advertising for children's insurance across states carried the messages indicating that the program was affordable, the program was for working parents like them, children do need health coverage, it is easy to enroll, etc.¹⁸ This study suggests that outreach efforts could be improved by incorporating key elements such as the dollar amount for eligibility, key services covered under the program, a description of enrollment process, etc.

The changes in the FAMIS program appear to have improved the design and accessibility of the program and removed barriers to enrollment. These improvements need to be communicated to eligible population through outreach activities. These activities include advertising through media, developing brochures, posters, and pamphlets, and developing and maintaining partnerships with private entities. The differences in the outreach activities pursued under the two programs are compared below.

Differences in Outreach Activities: CMSIP vs. FAMIS

<i>CMSIP</i>	<i>FAMIS</i>
Outreach coordinated at the state level by the Department of Social Services	Outreach coordinated at the state level by the department; FAMIS Outreach Oversight Committee created
Outreach coordinated at the local level by the local departments of social services; the department provides limited funds for outreach and application assistance	No outreach coordinated by the local departments of social services and no funds provided; however some localities continue some activities

Under FAMIS, the outreach and oversight committee seems to help centralize outreach activities. Currently, the department structures an outreach campaign that builds a statewide infrastructure to support community based and locality specific outreach initiatives. For the local outreach activities, the department cooperates with the Virginia Health Care Foundation (VHCF) to provide funding to statewide Project Connect outreach sites. The VHCF received \$575,000 from the department for FY 2002 and 2003. There are 13 application assistance sites throughout the Commonwealth. Staff in these sites provides hands-on assistance to families applying for either FAMIS or Medicaid for their children and follow through with the case until the child is enrolled in the appropriate of the two programs. Additionally, these local outreach projects create or promote outreach in their communities through local media and community organizations.

In addition to the local projects, the department also supports more broad-based promotional campaigns (radio ads, bus ads, etc.) as well as other efforts through other state agencies or school systems. Recognizing the need for statewide awareness building initiatives and message consistency, the department contracted with the Ogilvy Worldwide Public Relations firm. The department required Ogilvy to conduct a statewide outreach campaign to include: (i) development of a clear and effective marketing message, (ii) development and dissemination of outreach materials, (iii) implementation of a statewide media campaign and regional outreach events, and (iv) statewide partnership building. The department has spent nearly \$100,000 on the child health insurance program's awareness campaign, marketing and materials development, media, and program message strategy thus far in FY 2002 and 2003. The department anticipates spending an additional \$200,000 through FY 2003. Because further program changes in this year's General Assembly session are anticipated, a major media campaign and the development of new promotional materials have been delayed until after the General Assembly session.

The department also works with Sign-Up Now (SUN) to provide community-based training sessions at the local level. These training sessions are targeted to community workers in a wide variety of local programs that are already working with families likely to have eligible children. Participants learn about both FAMIS and Medicaid for children, which children are eligible, how the community workers can help families

¹⁷ Kenney, Genevieve, Jennifer Haley, 2001, "Why Aren't More Uninsured Children Enrolled in Medicaid or SCHIP?" Urban Institute.

¹⁸ Perry, Michael, Vernon K. Smith, Catherine N. Smith, and Christina Chang, 2000, "Marketing Medicaid and SCHIP: A Study of State Advertising Campaigns," Kaiser Commission on Medicaid and the Uninsured.

apply, and how the workers can inform their clients, and conduct outreach in their community. The department committed \$75,000 for SUN activities to help bring workshops, resource materials, and quarterly newsletters to over 4,000 local workers. This local training was particularly important, as Virginia's SCHIP program has undergone major changes in its four-year history.

The department currently employs four part-time employees as Community Outreach Coordinators/Liaisons. These employees provide FAMIS presentations including program updates and changes; they attend, represent, and participate in local, regional and statewide coalition meetings; and they perform as program liaisons with other state agencies, grantees, and businesses in the coordination of outreach and enrollment activities throughout the state. These part-time positions will cost the state an estimated \$114,000 in FY 2002 and 2003 and these positions are a significant component of the outreach infrastructure in Virginia.

The department's outreach campaign is intended to serve as the infrastructure for local community-based outreach activities throughout the state. In addition, other outreach is supported through nonstate sources. Several Virginia foundations help support outreach in their communities. For instance, the Virginia Health Care Foundation has a 4-year grant from the Robert Wood Johnson Foundation to support State Children's Health Insurance Program outreach in Virginia. Many significant outreach contributions are made by local business leaders, faith-based organizations, managed care entities, the provider community, and other interested and concerned organizations.

While there is no direct link between most outreach activities and resulting enrollment, according to the department, substantial increases in enrollment were realized during this year's back-to-school campaign. Over the 3-month period (August-October) a 25% increase in call volume to the FAMIS CPU, and a 35% increase in new applications filed were generated. This resulted in a net increase of 16,000 new children being enrolled in FAMIS and Medicaid child health programs in Virginia. In short, a significant portion of the increase in enrollment under the FAMIS program can be attributable to increased outreach efforts.

Reimbursement Methods

Reimbursement rates for services provided under FAMIS program are also an essential part of the program. Currently, reimbursements are largely based on Medicaid rates. Contracts with managed care entities are signed each year. Currently, managed care per capita rates are \$107 per month for children with less than 150% of federal poverty level and \$104 for those with higher incomes. In comparison, Medicaid pays \$230 per month to HMOs per recipient. The cost of FAMIS managed care to the Commonwealth is considerably lower relative to Medicaid. Due to the federal matching rates, the state support for FAMIS is approximately \$35 per child while it is approximately \$117 under Medicaid. The FAMIS rate paid to HMOs is lower because it does not include aged, blind, and disabled population, there are more pregnancies with Medicaid population, there are copays with FAMIS, and fewer services covered under FAMIS. These differences reduce the reimbursement rates for services provided to

FAMIS children. Additionally, payments to FAMIS providers are final. There is no retrospective cost settlement. The decision to make all payments prospective and not require a cost settlement process was to provide administrative simplicity for the providers and the department. According to the department, collecting cost reports and completing cost settlements (requiring desk and field audits) is an expensive process for both providers and the department.

Significant improvements have been made since CMSIP especially in receiving applications, simplifying the eligibility process, and in outreach activities. The effects of these improvements seem to have increased enrollment so far and will likely to continue to do so even more. Many of these changes also reduce transaction costs, which further increases the enrollment and the net economic benefit per enrollment. However, these improvements focus on increasing enrollment prior to a child needing medical services and there is a limit on the potential increase in the enrollment that can be expected from this approach.

With these improvements, when the growth in enrollment reaches its plateau and if the actual enrollment is still below the desired enrollment at that time, perhaps reimbursement rates may be used as an additional tool to promote the use of healthcare resources by uninsured children. Such a hypothetical approach may focus on enrolling children or providing FAMIS benefits precisely when the children need medical services through cooperation of service providers. Possibilities include providing incentive payments to providers to refer uninsured children to FAMIS, or to provide services through FAMIS rather than indigent care. For example, in this hypothetical scenario, the department may provide a one-time incentive payment to providers and allow provider employees to perform initial processing of applications and all other necessary actions at an outstation except evaluating and making eligibility determinations. In this way, the providers would be offered a compensation for spotting potential FAMIS eligible children and helping enroll them exactly when the child needs healthcare services.

According to the department, providing incentive payments to providers on top of the Medicaid rates was not considered during the development of this proposal. Since there do not appear to be any obvious problems with conflicts of interest for those practitioners who may be in a position to recruit children into FAMIS, it may be hoped that some system of incentives may be considered in the future. Appropriately designed financial incentives have the theoretical potential to supplement the other outreach programs in a cost-effective way.

Businesses and entities affected. The proposed permanent regulations are expected to affect children enrolled in FAMIS, health care providers, the department, and the local departments of social services. As of June 2002, there were 43,681 children enrolled in FAMIS and the enrollment is expected to grow further.

Localities particularly affected. The proposed regulation will not uniquely affect any particular locality.

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Projected impact on employment. As the FAMIS program grows, we can expect to see an increase in demand for labor in Virginia's healthcare sector.

Effects on the use and value of private property. Similarly, as the FAMIS program grows, we can expect to see an increase in healthcare provider revenues, profits, and consequently the value of their businesses. In addition, crowding out employer-sponsored insurance may positively affect the value of business owned by employers of FAMIS families if employers realize significant savings in their share of insurance premiums.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Department of Medical Assistance Services has reviewed the economic impact analysis prepared by the Virginia Department of Planning and Budget and is in agreement with the overall conclusions of the report. The regulatory changes provided for in the transition from the former Children's Medical Security Insurance Program (CMSIP) to the Family Access to Medical Insurance Security (FAMIS) program, and the numerous programmatic enhancements implemented on September 1, 2002, have resulted in a more accessible program and a significant increase in enrollment. The department believes that the FAMIS program has an overall positive impact on the Commonwealth's economy, as it provides critical support to many of Virginia's working families and maximizes federal funding to cover vital health care services to eligible children.

Summary:

The proposed regulations permanently establish the Family Access to Medical Insurance Security (FAMIS) Plan, which is currently in place under emergency regulations. The proposed regulations establish maximum income eligibility levels, application procedures, cost sharing requirements, health benefits package, outreach activities, reimbursement methodology, and a review process for adverse actions.

CHAPTER 141.

FAMILY ACCESS TO MEDICAL INSURANCE SECURITY PLAN.

PART I.

GENERAL PROVISIONS.

12 VAC 30-141-10. Definitions.

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

"Act" means the Social Security Act.

"Adult caretaker relative" or "caretaker relative" means an individual who is age 18 or older, who is not the parent of, but who is related to, the child by blood or marriage, and who lives with and assumes responsibility for day-to-day care of the child in a place of residence maintained as his or their own home.

"Adverse action" means the denial of eligibility; failure to make a timely determination of eligibility; suspension or termination of enrollment; or delay, denial, reduction, suspension, or termination of health services, in whole or in part; provided,

however, that determination of eligibility to participate in and termination of participation in the employer-sponsored health insurance coverage (ESHI) program shall not constitute an adverse action.

"Agency" means a local department of social services, the central processing unit, or other entity designated by DMAS to make eligibility determinations for FAMIS.

"Agency error" means a person or persons received benefits to which they were not entitled as a result of an error on the part of an eligibility worker at a local department of social services or the central processing unit.

"Agent" means an individual designated in writing to act on behalf of a FAMIS Plan applicant or enrollee during the administrative review process.

"Applicant" means a child who has filed an application (or who has an application filed on his behalf) for child health insurance, who has been screened or determined to be ineligible for Medicaid and is awaiting a FAMIS eligibility determination. A child is an applicant until a child's eligibility has been determined for FAMIS.

"Authorized representative" means a person who is authorized to conduct the personal or financial affairs for an individual who is 18 years of age or older.

"Board" or "BMAS" means that policy board created by § 32.1-324 of the Code of Virginia to administer the plans established by the Social Security Act.

"CMSIP" means that original child health insurance program that preceded FAMIS.

"Central processing unit" or "CPU" means the private contractor that will determine eligibility for and administer part of the Family Access to Medical Insurance Security Plan or FAMIS.

"Child" means an individual under the age of 19 years.

"Child health insurance application" means the form or forms developed and approved by the Department of Medical Assistance Services that is used by local departments of social services and the FAMIS CPU for determining eligibility for Medicaid for poverty level children and for the Family Access to Medical Insurance Security Plan (FAMIS).

"Competent individual" means a person who has not been judged by a court to be legally incapacitated.

"Comprehensive health insurance coverage" means health benefits coverage, which includes the following categories of services at a minimum: inpatient and outpatient hospital services; physician's surgical and medical services; and laboratory and radiological services.

"Conservator" means a person appointed by a court of competent jurisdiction to manage the estate and financial affairs of an incapacitated individual.

"Continuation of enrollment" means ensuring an enrollee's benefits are continued until completion of the review process, with the condition that should the enrollee not prevail in the review process, the enrollee shall be liable for the repayment of all benefits received during the review process.

"Creditable health coverage" means that health coverage as defined in 42 USC § 1397jj(c)(2).

"Director" means the individual, or his designee, specified in § 32.1-324 of the Code of Virginia with all of the attendant duties and responsibilities to administer the State Plan for Medical Assistance and the State Plan for FAMIS.

"DMAS" or "department" means the Department of Medical Assistance Services.

"Employer-sponsored health insurance coverage" or "ESHI" means comprehensive employer-sponsored health insurance offered by the employer when the employer contributes at least 40% towards the cost of dependent or family coverage, or as otherwise approved by the Centers for Medicare and Medicaid Services (CMS). This component of FAMIS refers to the ability of DMAS to provide coverage to FAMIS children by providing premium assistance to families who enroll the FAMIS children in their employer's health plan.

"Enrollee" means a child who has been determined eligible to participate in FAMIS and is enrolled in the FAMIS program.

"External Quality Review Organization" means the independent contractor assigned by DMAS to handle quality reviews and to conduct final review of MCHIP adverse actions for FAMIS.

"Family" (when determining financial eligibility) means parents, including adoptive and stepparents, and their children under the age of 19, who are living in the same household. Family shall not mean grandparents or legal guardians. A child who is temporarily living outside the home while attending an educational or training program shall be considered to be living in the same household with his parents.

"Family" (when used in the context of the ESHI component) means a unit or group that has access to an employer's group health plan. Thus, it includes the employee and any dependents who can be covered under the employer's plan.

"FAMIS" means Family Access to Medical Insurance Security Plan.

"Federal poverty level" or "FPL" means that income standard as published annually by the U.S. Department of Health and Human Services in the Federal Register.

"Fee-for-service" means the traditional Medicaid health care delivery and payment system in which physicians and other providers receive a payment for each unit of service they provide.

"Fraud" means an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or some other person. It includes any act that constitutes fraud under applicable federal or state laws.

"Gross family income" means the total income of all family members in a household. Income includes, but is not necessarily limited to, before-tax earnings from a job, including cash, wages, salary, commissions, and tips, self-employment net profits, Social Security, Retirement Survivor Disability Insurance (RSDI), veterans benefits, Railroad Retirement, disability workers' compensation, unemployment

benefits, child support, alimony, spousal support, pensions, and retirement benefits, settlement benefits, rental income, and lottery/bingo winnings. Income excludes public assistance program benefits such as SSI and TANF payments, foster care payments, general relief, loans, grants, or scholarships for educational expenses or earned income of a child who is a student.

"Group health plan" or "health insurance coverage" means that health care coverage as defined in 42 USC § 1397jj(c)(3).

"Guardian" means a person appointed by a court of competent jurisdiction to be responsible for the affairs of an incapacitated individual, including responsibility for making decisions regarding the person's support, care, health, safety, habilitation, education, and therapeutic treatment, and if not inconsistent with an order of commitment, residence.

"Incapacitated individual" means person who, pursuant to an order of a court of competent jurisdiction, has been found to be incapable of receiving and evaluating information effectively or responding to people, events, or environments to such an extent that the individual lacks the capacity to (i) meet the essential requirements of his health, care, safety, or therapeutic needs without the assistance or protection of a guardian, or (ii) manage property or financial affairs or provide for his support or for the support of his legal dependents without the assistance or protection of a conservator.

"Legally emancipated" means that the parents and child have gone through the court and a judge has declared that the parents have surrendered the right to care, custody, and earnings of the child and have renounced parental duties. A married minor is not emancipated unless a court has declared the married minor emancipated from his parents.

"LDSS" or "local department" means the local department of social services.

"Managed care health insurance plan" or "MCHIP" as defined in § 32.1-137.1 of the Code of Virginia means an arrangement for the delivery of health care in which a health carrier means under contract with DMAS for Title XXI delivery systems, undertakes to provide, arrange and pay for, or reimburse any of the costs of health care services for a covered person on a prepaid or insured basis, which contains one or more incentive arrangements, including any credential requirements intended to influence the cost of the health care services between the health carrier and one or more providers, with respect to the delivery of health care services, and requires or creates benefit payment differential incentives for covered persons to use providers that are directly or indirectly managed, owned, under contract with or employed by the health carrier.

"Member of a family," for purposes of determining whether the child is eligible for coverage under a state employee health insurance plan, means a parent or parents, including stepparents with whom the child is living if the stepparent claims the child as a dependent on the employee's federal tax return .

"Premium assistance" means the portion of the family's cost of participating in the employer's plan that DMAS will pay to the

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family to cover the FAMIS children under the employer plan if DMAS determines it is cost effective to do so.

"Primary care case management (PCCM)" means a system under which a physician acting as a primary care case manager furnishes case management services to FAMIS enrollees pursuant to a contract with DMAS.

"Primary care provider" or "PCP" means a physician enrolled in the PCCM program as a primary case manager.

"Provider" means the individual, facility or other entity registered, licensed, or certified, as appropriate, and enrolled by an MCHIP, a PCCM, or in fee-for-service to render services to FAMIS enrollees eligible for services.

"Supplemental coverage" means additional coverage provided to FAMIS children covered under the ESHI component so that they can receive all of the FAMIS benefits and they are not required to pay any more cost sharing than they would have under FAMIS.

"Title XXI" means the federal State Children's Health Insurance Program as established by Subtitle J of the Balanced Budget Act of 1997.

"Virginia State Employee Health Insurance Plan" means a health insurance plan offered by the Commonwealth of Virginia to its employees and includes the Local Choice Program whereby local governmental entities elect to provide local employees' enrollment in the State Employee Health Insurance Plan.

12 VAC 30-141-20. Administration and general background.

A. The state shall use funds provided under Title XXI for obtaining coverage that meets the requirements for a State Child Health Insurance Plan (also known as Title XXI).

B. The DMAS director will have the authority to contract with entities for the purpose of establishing a centralized processing site, determining eligibility, enrolling eligible children into health plans, performing outreach, data collection, reporting, and other services necessary for the administration of the Family Access to Medical Insurance Security Plan and for employing state staff to perform Medicaid eligibility determinations on children referred by FAMIS staff.

C. Health care services under FAMIS shall be provided through MCHIPs, PCCMs, and through fee-for-service or through any other health care delivery system deemed appropriate by the Commonwealth.

12 VAC 30-141-30. Outreach and public participation.

A. DMAS will work cooperatively with other state agencies and contractors to ensure that federal law and any applicable federal regulations are met.

B. Pursuant to § 32.1-351.2 of the Code of Virginia, DMAS shall establish an Outreach Oversight Committee (committee) to discuss strategies to improve outreach activities. The committee members shall be selected by DMAS and shall be composed of representatives from community-based organizations engaged in outreach activities, advocates,

social services eligibility workers, the provider community, health plans, other state agencies, and consumers. The committee shall meet on a quarterly basis. As may be appropriate, the committee shall make recommendations regarding state-level outreach activities, the coordination of regional and local outreach activities, and procedures for streamlining and simplifying the application process, brochures, other printed materials, forms, and applicant correspondence.

C. The board, in consultation with the committee, shall develop a comprehensive, statewide community-based outreach plan to enroll children in the FAMIS program and, if so eligible, in Medicaid. The outreach plan shall include specific strategies for: (i) improving outreach and enrollment in those localities where enrollment is less than the statewide average and (ii) enrolling uninsured children in either the FAMIS or Medicaid programs.

D. DMAS shall develop a comprehensive marketing and outreach effort. The marketing and outreach efforts will be aimed at promoting the FAMIS and Medicaid programs and increasing enrollment, and may include contracting with a public relations firm, coordination with other state agencies, coordination with the business community, and coordination with health care associations and providers.

PART II. REVIEW OF ADVERSE ACTIONS.

12 VAC 30-141-40. Review of adverse actions.

A. Upon written request, all FAMIS Plan applicants and enrollees shall have the right to a review of an adverse action made by the MCHIP, local department of social services, CPU or DMAS.

B. During review of a suspension or termination of enrollment or a reduction, suspension, or termination of services, the enrollee shall have the right to continuation of coverage if the enrollee requests review prior to the effective date of the suspension or termination of enrollment or suspension, reduction, or termination of services.

C. Review of an adverse action made by the local department of social services, CPU or DMAS shall be heard and decided by an agent of DMAS who has not been directly involved in the adverse action under review.

D. Review of an adverse action made by the MCHIP must be conducted by a person or agent of the MCHIP who has not been directly involved in the adverse action under review.

E. After final review by the MCHIP, there shall also be opportunity for final independent external review by the external quality review organization.

F. There will be no opportunity for review of an adverse action to the extent that such adverse action is based on a determination by the director that funding for FAMIS has been terminated or exhausted. There will be no opportunity for review based on which type of delivery system (i.e., fee-for-service, MCHIP) is assigned. There will be no opportunity for review if the sole basis for the adverse action is a state or federal provision requiring an automatic change that affects all

applicants or enrollees or a group of applicants or enrollees without regard to their individual circumstances.

G. The burden of proof shall be upon the applicant or enrollee to show that an adverse action is incorrect.

H. At no time shall the MCHIP's, local department's of social services, the CPU's, or DMAS' failure to meet the time frames set in this chapter or set in the MCHIP's or DMAS' written review procedures constitute a basis for granting the applicant or enrollee the relief sought.

I. Adverse actions related to health benefits covered under an employer sponsored health insurance (ESHI) plan shall be resolved between the employer's plan and the ESHI enrollee, and are not subject to further review by DMAS or its contractors. Adverse actions made by an MCHIP, the local department of social services, the CPU, or DMAS shall be subject to the review process set forth in Part II (12 VAC 30-141-40 et seq.) of this chapter.

12 VAC 30-141-50. Notice of adverse action.

A. The local department of social services, the CPU, or DMAS shall send written notification to enrollees at least 10 calendar days prior to suspension or termination of enrollment.

B. The local department of social services, the CPU, DMAS or the MCHIP shall send written notification to applicants and enrollees of all other adverse actions within 10 calendar days of the adverse action.

C. Notice shall include the reasons for determination, an explanation of applicable rights to review of that determination, the standard and expedited time frames for review, the manner in which a review can be requested, and the circumstances under which enrollment may continue pending review.

12 VAC 30-141-60. Request for review.

A. Requests for review of MCHIP adverse actions shall be submitted in writing to the MCHIP.

B. Requests for review of adverse actions made by the local department of social services, the CPU, or DMAS shall be submitted in writing to DMAS.

C. Any written communication clearly expressing a desire to have an adverse action reviewed shall be treated as a request for review.

D. To be timely, requests for review of a MCHIP determination shall be received by the MCHIP no later than 30 calendar days from the date of the MCHIP's notice of adverse action.

E. To be timely, requests for review of a local department of social services, DMAS, or CPU determination shall be received by DMAS no later than 30 calendar days from the date of the CPU's, LDSS' or DMAS' notice of adverse action. Requests for review of a local department of social services, DMAS, or CPU determination shall be considered received by DMAS when the request is date stamped by the DMAS Appeals Division in Richmond, Virginia.

12 VAC 30-141-70. Review procedures.

A. At a minimum, the MCHIP review shall be conducted pursuant to written procedures as defined in § 32.1-137.6 of the Code of Virginia and as may be further defined by DMAS. Such procedures shall be subject to review and approval by DMAS.

B. The DMAS review shall be conducted pursuant to written procedures developed by DMAS.

C. The procedures in effect on the date a particular request for review is received by the MCHIP or DMAS shall apply throughout the review.

D. Copies of the procedures shall be promptly mailed by the MCHIP or DMAS to applicants and enrollees upon receipt of timely requests for review. Such written procedures shall include but not be limited to the following:

1. The right to representation by an attorney or other agent of the applicant's or enrollee's choice, but at no time shall the MCHIP, local department of social services, DSS, or DMAS be required to obtain or compensate attorneys or other agents acting on behalf of applicants or enrollees;

2. The right to timely review their files and other applicable information relevant to the review of the decision;

3. The right to fully participate in the review process, whether the review is conducted in person or in writing, including the presentation of supplemental information during the review process;

4. The right to have personal and medical information and records maintained as confidential; and

5. The right to a written final decision within 90 calendar days of receipt of the request for review, unless the applicant or enrollee requests or causes a delay.

6. For eligibility and enrollment matters, if the applicant's or enrollee's physician or health plan determines that the 90-calendar-day timeframe could seriously jeopardize the applicant's or enrollee's life or health or ability to attain, maintain, or regain maximum function, an applicant or enrollee will have the opportunity to expedited review. Under these conditions, a request for review shall result in a written final decision within three business days after DMAS receives, from the physician or health plan, the case record and information indicating that taking the time for a standard resolution of the review request could seriously jeopardize the applicant's or enrollee's life or health or ability to attain, maintain or regain maximum function, unless the applicant or enrollee or his authorized representative causes a delay.

7. For health services matters for FAMIS enrollees receiving services through MCHIPs, if the enrollee's physician or health plan determines that the 90-calendar-day timeframe could seriously jeopardize the enrollee's life or health or ability to attain, maintain, or regain maximum function, an enrollee will have the opportunity to expedited review. Under these conditions, a request for review shall result in a written decision by the external quality review organization within 72 hours from the time an enrollee requests expedited review, unless the applicant, enrollee, or

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authorized representative requests or causes a delay. If a delay is requested or caused by the applicant, enrollee, or authorized representative, then expedited review may be extended up to 14 calendar days.

8. For health services matters for FAMIS enrollees receiving services through fee-for-service and PCCM, if the enrollee's physician or health plan determines that the 90-calendar-day timeframe could seriously jeopardize the enrollee's life, health or ability to attain, maintain, or regain maximum function, an enrollee will have the opportunity to expedited review. Under these conditions, a request for review shall result in a written decision within 72 hours from the time an enrollee requests expedited review, unless the applicant, enrollee, or authorized representative requests or causes a delay. If a delay is requested or caused by the applicant, enrollee, or authorized representative, then expedited review may be extended up to 14 calendar days.

12 VAC 30-141-80 and 12 VAC 30-141-90. Reserved.

PART III. ELIGIBILITY DETERMINATION AND APPLICATION REQUIREMENTS.

12 VAC 30-141-100. Eligibility requirements.

A. This section shall be used to determine eligibility of children for FAMIS.

B. FAMIS shall be in effect statewide.

C. Eligible children must:

1. Be determined ineligible for Medicaid by a local department of social services or be screened by the FAMIS central processing unit and determined not Medicaid likely;
2. Be under 19 years of age;
3. Be residents of the Commonwealth;
4. Be either U.S. citizens, U.S. nationals or qualified noncitizens;
5. Be uninsured, that is, not have comprehensive health insurance coverage;
6. Not be a member of a family eligible for subsidized dependent coverage under any Virginia state employee health insurance plan on the basis of the family member's employment with a state agency;
7. Not be a member of a family eligible for health benefits coverage on the basis of a family member's employment with an agency that participates in the local choice program where the employer contributes to the cost of dependent health insurance;
8. Not be an inpatient in an institution for mental diseases (IMD), or an inmate in a public institution that is not a medical facility.

D. Income.

1. Screening. All child health insurance applications received at the FAMIS central processing unit must be screened to identify applicants who are potentially eligible for Medicaid. Children screened and found potentially

eligible for Medicaid cannot be enrolled in FAMIS until there has been a finding of ineligibility for Medicaid. Children who do not appear to be eligible for Medicaid shall have their eligibility for FAMIS determined. Children determined to be eligible for FAMIS will be enrolled in the FAMIS program. Child health insurance applications received at a local department of social services shall have a full Medicaid eligibility determination completed. Children determined to be ineligible for Medicaid due to excess income will have their eligibility for FAMIS determined. If a child is found to be eligible for FAMIS, the local department of social services will enroll the child in the FAMIS program.

2. Standards. Income standards for FAMIS are based on a comparison of gross family income to 200% of the Federal Poverty Level for the family size. Children who have gross family income at or below 200% of the Federal Poverty Level, but are ineligible for Medicaid due to excess income, will be income eligible to participate in FAMIS.

3. Grandfathered CMSIP children. Children who were enrolled in the Children's Medical Security Insurance Plan at the time of conversion from CMSIP to FAMIS and whose eligibility determination was based on the requirements of CMSIP shall continue to have their income eligibility determined using the CMSIP income methodology. If their gross family income exceeds the FAMIS standard, income eligibility will be based on countable income using the same income methodologies applied under the Virginia State Plan for Medical Assistance for children as set forth in 12 VAC 30-40-90. Income that would be excluded when determining Medicaid eligibility will be excluded when determining countable income for the former CMSIP children. Use of the Medicaid income methodologies shall only be applied in determining the financial eligibility of former CMSIP children for FAMIS and for only as long as the children meet the income eligibility requirements for CMSIP. When a former CMSIP child is determined to be ineligible for FAMIS, these former CMSIP income methodologies shall no longer apply and income eligibility will be based on the FAMIS income standards.

4. Spenddown. Deduction of incurred medical expenses from countable income (spenddown) shall not apply in FAMIS. If the family income exceeds the income limits described in this section, the individual shall be ineligible for FAMIS regardless of the amount of any incurred medical expenses.

E. Residency. The requirements for residency, as set forth in 42 CFR 435.403, will be used when determining whether a child is a resident of Virginia for purposes of eligibility for FAMIS.

F. Qualified noncitizen. The requirements for qualified aliens set out in Public Law 104-193, as amended, and the requirements for noncitizens set out in subdivisions 3 b and c of 12 VAC 30-40-10 will be used when determining whether a child is a qualified noncitizen for purposes of FAMIS eligibility.

G. Coverage under other health plans.

1. Any child covered under a group health plan or under health insurance coverage, as defined in § 2791 of the

Public Health Services Act (42 USC § 300gg-91(a) and (b)(1)), shall not be eligible for FAMIS.

2. No substitution for private insurance.

a. Only uninsured children shall be eligible for FAMIS. Each application for child health insurance shall include an inquiry about health insurance the child currently has or had within the past six months. If the child had health insurance that ended in the past six months, inquiry as to why the health insurance ended is made. Each redetermination of eligibility shall also document inquiry about current health insurance or health insurance the child had within the past six months. If the child has been covered under a health insurance plan other than through the ESHI component of FAMIS within six months of application for or receipt of FAMIS services, the child will be ineligible, unless the child, if age 18 or if under the age of 18, the child's parent, caretaker relative, guardian, legal custodian or authorized representative demonstrates good cause for discontinuing the coverage.

b. Health insurance does not include Medicaid nor insurance for which DMAS paid premiums under Title XIX through the Health Insurance Premium Payment (HIPP) Program.

c. Good cause. A child shall not be ineligible for FAMIS if health insurance was discontinued within the six month period prior to the month of application if one of the following good cause exceptions is met.

(1) The family member who carried insurance, changed jobs, or stopped employment, and no other family member's employer contributes to the cost of family health insurance coverage.

(2) The employer stopped contributing to the cost of family coverage and no other family member's employer contributes to the cost of family health insurance coverage.

(3) The child's coverage was discontinued by an insurance company for reasons of uninsurability, e.g., the child has used up lifetime benefits or the child's coverage was discontinued for reasons unrelated to payment of premiums.

(4) Insurance was discontinued by a family member who was paying the full cost of the insurance premium under a COBRA policy and no other family member's employer contributes to the cost of family health insurance coverage.

(5) Insurance on the child was discontinued by someone other than the child (if 18 years of age) or if under age 18, the child's parent, or stepparent, e.g., the insurance was discontinued by the child's grandparent, aunt, uncle, godmother, etc.

(6) Insurance on the child was discontinued because the cost of the premium exceeded 10% of the family's gross monthly income or exceeded 10% of the family's gross monthly income at the time the insurance was discontinued.

(7) Other good cause reasons may be established by the DMAS director.

12 VAC 30-141-110. Duration of eligibility.

A. The effective date of FAMIS eligibility shall be the first day of the month in which a signed application was received by either the FAMIS central processing unit or a local department of social services if the applicant met all eligibility requirements in that month. In no case shall a child's eligibility be effective earlier than the date of the child's birth.

B. Eligibility for FAMIS will continue for 12 months so long as the child meets all eligibility requirements. The parent, adult relative caretaker, legal guardian, or authorized representative of the child must report all changes affecting eligibility when such changes occur. A change in eligibility will be effective the first of the month following expiration of a 10-day advance notice. Eligibility will be redetermined no less often than annually.

C. Exception. If the child becomes an inpatient in an institution for mental disease or an inmate of a public institution, ineligibility will be effective the date that the child is admitted to the institution.

12 VAC 30-141-120. Children ineligible for FAMIS.

A. If a child is:

1. Eligible for Medicaid, or would be eligible if he applied for Medicaid, he shall be ineligible for coverage under FAMIS. A child found through the screening process to be potentially eligible for Medicaid but who fails to complete the Medicaid application process for any reason, cannot be enrolled in FAMIS;

2. A member of a family eligible for coverage under any Virginia state employee health insurance plan, including members of any family eligible for coverage under the Virginia state employee health insurance plan through the local choice program where the employer contributes towards the cost of dependent coverage, shall be ineligible for FAMIS;

3. An inmate of a public institution as defined in 42 CFR 435.1009 shall be ineligible for FAMIS; or

4. An inpatient in an institution for mental disease (IMD) as defined in 42 CFR 435.1009 shall be ineligible for FAMIS.

B. If a child's parent or other authorized representative does not meet the requirements of assignment of rights to benefits or requirements of cooperation with the agency in identifying and providing information to assist the Commonwealth in pursuing any liable third party, the child shall be ineligible for FAMIS.

C. If a child, if age 18, or if under age 18, a parent, adult relative caretaker, guardian, or legal custodian obtained benefits for a child or children who would otherwise be ineligible by willfully misrepresenting material facts on the application or failing to report changes, the child or children for whom the application is made shall be ineligible for FAMIS. An administrative hearing shall be held to present the facts and upon a finding of intentional misrepresentation, the child or children shall be excluded from participation for 12 months

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from the date of the finding. The child, if age 18, or if under age 18, the parent, adult relative caretaker, guardian, or legal custodian who signed the application shall be liable for repayment of the cost of all benefits issued as the result of the misrepresentation.

12 VAC 30-141-130. Nondiscriminatory provisions.

FAMIS shall be conducted in compliance with all civil rights requirements. FAMIS shall not:

1. Discriminate during the eligibility determination process on the basis of diagnosis;
2. Cover children of higher income without first covering children with a lower family income within a defined group of covered targeted low-income children; and
3. Deny eligibility based on a child having a preexisting medical condition.

12 VAC 30-141-140. No entitlement.

In accordance with § 2102(b)(4) of the Social Security Act and § 32.1-353 of the Code of Virginia, FAMIS shall not create any individual entitlement for, right to, or interest in payment of medical services on the part of any medically indigent child or any right or entitlement to participation.

12 VAC 30-141-150. Application requirements.

A. Availability of program information. DMAS or its designee shall furnish the following information in written form and orally as appropriate to all applicants and to other individuals who request it:

1. The eligibility requirements;
2. Summary of covered benefits;
3. Copayment amounts required; and
4. The rights and responsibilities of applicants and enrollees.

B. Opportunity to apply. DMAS or its designee must afford an individual, wishing to do so, the opportunity to apply for child health insurance. Child Health Insurance applications will be accepted at a central site designated by DMAS and at local departments of social services throughout the Commonwealth. Applicants may file an application for child health insurance by mail, by fax, or in person at local departments of social services. Applications filed at the FAMIS CPU can be submitted by mail, by fax or by phone. Face-to-face interviews for the program are not required. Eligibility determinations for FAMIS shall occur at either local departments of social services or at the DMAS designated central site.

C. Right to apply. An individual who is 18 years of age shall not be refused the right to complete a child health insurance application for himself and shall not be discouraged from asking for assistance for himself under any circumstances.

D. Applicant's signature. The applicant must sign state-approved application forms submitted, even if another person fills out the form, unless the application is filed and signed by the applicant's parent, adult relative caretaker, legal guardian

or conservator, attorney-in-fact or authorized representative or adult relative caretaker.

E. Authorized representative for individuals 18 years of age or older.

1. The authorized representative of an incapacitated individual shall be the individual's legally appointed conservator or guardian.

2. A competent individual may sign an application on his own behalf where appropriate, or he may designate anyone to be his authorized representative to file a child health insurance application on his behalf. If a competent individual wants another person to file a child health insurance application for him, he must designate the authorized representative in a written statement that is signed by the individual applicant. The authorized representative statement is valid for the life of the child health insurance application or until the applicant changes his authorized representative. If the child health insurance application is approved, the authorized representative statement is valid for any subsequent review and redetermination until the applicant's eligibility is cancelled. If the applicant reapplies for child health insurance, he must sign the application or a new authorized representative statement.

3. When an individual has given power-of-attorney to another person that includes the power to conduct the applicant's business affairs, the attorney-in-fact is considered the applicant's authorized representative.

4. For an individual who has not been determined by a court to be legally incapacitated, but who is reported to be mentally unable to sign his name or to make a mark, an application may be signed under the following circumstances: when it is reported that an individual cannot sign the application and the individual does not have an attorney-in-fact or authorized representative, the individual's inability to sign the application must be verified by a written statement from the individual's doctor that the individual is mentally unable to sign and file a child health insurance application because of the individual's diagnosis or condition.

F. Authorized representative for children under 18 years of age.

1. A minor child under 18 years of age who is a parent may apply for child health insurance for his own child.

2. An authorized employee of the public or private child placing agency that has custody of the child must sign the child health insurance application for a child under 18 years of age that is in foster care.

3. A child applicant who is under 18 years of age is not legally able to sign a child health insurance application for himself unless he is legally emancipated from his parents. If the child applicant is not legally emancipated, his parents shall sign the application on the child applicant's behalf. If the child applicant is married and the child applicant's spouse is 18 years of age or older, the spouse may sign the application on the child applicant's behalf. If the child applicant does not live with a parent or spouse who is 18

years of age or older, the adult relative caretaker with whom the child lives or the adult who has legal custody or who is the legal guardian of the child applicant must sign the application. A child applicant's parent, adult relative caretaker, guardian or legal custodian may designate an authorized representative to complete a child health insurance application on behalf of the child applicant. The authorization must be in writing in accordance with this section.

G. If no adult is the child applicant's guardian or adult relative caretaker, or no adult has legal custody of the child applicant, whoever is caring for the child applicant shall be responsible for seeking custody or guardianship of the child applicant:

1. If a motion has been filed in court to appoint a guardian or seek legal custody of the child, the child health insurance application shall be held in a pending status. If verification is received within 10 working days that court action has been initiated, the application will be continued until the guardian is appointed or custody is awarded. When the guardian has been appointed or custody awarded, the eligibility worker must provide the child health insurance application to the guardian or custodian. The guardian or custodian must return the signed application and documentation of his appointment within 10 working days. If the application or documentation is not returned by either 10-day deadline, the child's eligibility shall be denied.

2. If guardianship or custody procedures have not been filed with the court, the eligibility worker must refer the child to the appropriate child welfare service worker. The child health insurance application shall be held in a pending status until the service investigation is completed and any court proceedings are completed. If the court emancipated the child, the child must sign the application and return it to the eligibility worker within 10 working days. If a guardian has been appointed or custody awarded, the eligibility worker must provide the child health insurance application to the guardian or custodian. The guardian or custodian must return the signed application and documentation of his appointment within 10 working days. If the application or documentation is not returned by the deadline, eligibility shall be denied.

H. Persons prohibited from signing an application. An employee of, or an entity hired by, a medical service provider who stands to obtain FAMIS payments shall not sign a child health insurance application on behalf of an individual who cannot designate an authorized representative.

I. Written application. DMAS or its designee shall require a written application from the applicant if he is at least 18 years of age or older, or from a parent, adult relative caretaker, guardian, legal custodian, or authorized representative if the applicant is less than 18 years of age or the applicant is incapacitated. The application must be on a form prescribed by DMAS, and must be signed under a penalty of perjury. The application form shall contain information sufficient to determine Medicaid and FAMIS eligibility.

J. Assistance with application. DMAS or its designee shall allow an individual or individuals of the applicant's choice to

assist and represent the applicant in the application process, or a redetermination process for eligibility.

K. Timely determination of eligibility. The time processing standards for determining eligibility for child health insurance begin with the date a signed application is received either at a local department of social services or the FAMIS CPU. Child health insurance applications received at local departments of social services must have a full Medicaid eligibility determination and, when a child is determined to be ineligible for Medicaid due to excess income, a FAMIS eligibility determination performed, within Medicaid case processing time standards.

Except in cases of unusual circumstances as described below, child health insurance applications received at the FAMIS CPU and screened as ineligible for Medicaid, shall have a FAMIS eligibility determination completed within 10 business days of the date the complete application was received at the CPU. Applications that are screened as Medicaid likely will be processed within Medicaid case processing time standards.

1. Unusual circumstances include: administrative or other emergency beyond the agency's control. In such case, DMAS, or its designee, or the LDSS must document, in the applicant's case record, the reasons for delay. DMAS or its designee or the local department of social services must not use the time standards as a waiting period before determining eligibility or as a reason for denying eligibility because it has not determined eligibility within the time standards.

2. Incomplete applications shall be held open for a period of 30 calendar days to enable applicants to provide outstanding information needed for an eligibility determination. Any applicant who fails to provide, within 30 calendar days of the receipt of the initial application, information or verifications necessary to determine eligibility, shall have his application for FAMIS eligibility denied.

L. Notice of DMAS', its designee's or the local department of social services' decision concerning eligibility. DMAS, its designee or the local department of social services must send each applicant a written notice of the agency's/designee's decision on his application, and, if approved, his obligations under the program. If eligibility for FAMIS is denied, notice must be given concerning the reasons for the action and an explanation of the applicant's right to request a review of the adverse actions.

M. Case documentation. DMAS, its designee or the local department of social services must include in each applicant's record all necessary facts to support the decision on his application, and must dispose of each application by a finding of eligibility or ineligibility, unless (i) there is an entry in the case record that the applicant voluntarily withdrew the application and that the agency or its designee sent a notice confirming his decision; (ii) there is a supporting entry in the case record that the applicant has died; or (iii) there is a supporting entry in the case record that the applicant cannot be located.

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N. Case maintenance. All cases approved for FAMIS shall be maintained at the FAMIS CPU. Children determined by local departments of social services to be eligible for FAMIS shall have their cases transferred to the FAMIS CPU for ongoing case maintenance. The FAMIS CPU will be responsible for providing newly enrolled recipients with program information, benefits available, how to secure services under the program, a FAMIS handbook, and for processing changes in eligibility and annual renewals within established time frames.

O. Redetermination of eligibility. DMAS or the FAMIS CPU must redetermine the eligibility of enrollees with respect to circumstances that may change at least every 12 months. Enrollees must make timely and accurate reports of all changes in circumstances that may affect their eligibility. DMAS or the FAMIS CPU must promptly redetermine eligibility when it receives information about changes in a FAMIS enrollee's circumstances that may affect eligibility. If the FAMIS CPU has information about anticipated changes in a FAMIS enrollee's circumstances, it must redetermine eligibility at the appropriate time based on those changes.

P. Notice of decision concerning eligibility. DMAS or the FAMIS CPU must give enrollees timely notice of proposed action to terminate their eligibility under FAMIS. The notice must meet the requirements of 42 CFR 457.1180.

PART IV. COST SHARING.

12 VAC 30-141-160. Copayments for families not participating in employer-sponsored health insurance (ESHI).

A. Copayments shall apply to all enrollees in an MCHIP (above and below 150% of the Federal Poverty Level (FPL) Income Guidelines, as published by the U.S. Department of Health and Human Services in the Federal Register).

B. These cost-sharing provisions shall be implemented with the following restrictions:

1. Total cost sharing for each 12-month eligibility period shall be limited to (i) for families with gross incomes equal to or less than 150% of FPL, the lesser of (a) \$180 and (b) 2.5% of the family's income for the year (or 12-month eligibility period); and (ii) for families with incomes greater than 150% of FPL, the lesser of \$350 and 5.0% of the family's income for the year (or 12-month eligibility period).

2. The Commonwealth shall ensure that the annual aggregate cost sharing for all FAMIS enrollees in a family does not exceed the aforementioned caps.

3. Families will be required to submit documentation to DMAS or its designee showing that their maximum copayment amounts are met for the year.

4. Once the cap is met, DMAS or its designee will issue a new eligibility card excluding such families from paying additional copays.

C. Exceptions to the above cost-sharing provisions:

1. Copayments shall not be required for well-child, well baby services, and for families participating in ESHI. This shall include:

a. All healthy newborn inpatient physician visits, including routine screening (inpatient or outpatient);

b. Routine physical examinations, laboratory tests, immunizations, and related office visits;

c. Routine preventive and diagnostic dental services (i.e., oral examinations, prophylaxis and topical fluoride applications, sealants, and x-rays); and

d. Other preventive services as defined by the department.

2. Enrollees are not held liable for any additional costs, beyond the standard copayment amount, for emergency services furnished outside of the individual's managed care network. Only one copayment charge will be imposed for a single office visit.

3. No cost sharing will be charged to American Indians and Alaska Natives.

12VAC 30-141-170. Employer-sponsored health insurance (ESHI).

A. Enrollees in FAMIS who have access to employer sponsored health insurance coverage may, but shall not be required to, enroll in an employer's health plan if DMAS or its designee determines that such enrollment is cost effective, as defined in this section.

B. Eligibility determination. FAMIS children who have access to health insurance coverage under an employer-sponsored plan may elect to receive coverage under the employer plan and DMAS may elect to provide coverage by paying a portion of the premium if all of the following conditions are met:

1. The children are enrolled in FAMIS;

2. The employer's plan provides comprehensive health insurance coverage;

3. The employer contributes at least 40% of the cost of family or dependent coverage;

4. The cost of coverage for the child or children under ESHI is equal to or less than the Commonwealth's cost of obtaining coverage under FAMIS only for the eligible targeted low-income children involved. The cost-effectiveness determination methodology is described in subsection F of this section;

5. The family receives the full premium contribution from the employer; and

6. The applicant agrees to assign rights to benefits under the employer's plan to DMAS to assist the Commonwealth in pursuing these third party payments. When a child is provided coverage under an employer's plan, that plan becomes the primary payer for the services covered under that plan.

C. When more than one employer plan is available to the family, the family shall enroll in the plan that DMAS has determined to be the most cost effective for the Commonwealth.

D. DMAS will continually verify the child's or children's coverage under the employer's plan and will redetermine the eligibility of the child or children for the ESHI component when it receives information concerning an applicant's or enrollee's circumstances that may affect eligibility.

E. Application requirements.

1. DMAS shall furnish the following information in written form and orally, as appropriate, to the families of FAMIS children who have access to ESHI:

- a. The eligibility requirements;
- b. Summary of covered benefits and supplementation of employer benefits;
- c. Cost-sharing requirements; and
- d. The rights and responsibilities of applicants and enrollees.

2. DMAS may elect to provide health insurance coverage to FAMIS children by having FAMIS children and their families enroll in ESHI. Families with access to employer-sponsored coverage for family members will be identified through the child health insurance application. DMAS will provide these families with applications for ESHI.

3. A written application for the ESHI component shall be required from interested families.

4. DMAS shall determine eligibility for the ESHI component promptly, within 45 calendar days from the date of receiving an application which contains all information and verifications necessary to determine eligibility, except in unusual circumstances beyond the agency's control. Actual enrollment into the ESHI component may not occur for extended periods of time, depending on the ability of the family to enroll in the employer's plan.

5. Incomplete ESHI applications shall be held for a period of 30 calendar days to enable applicants to provide outstanding information needed for an ESHI eligibility determination. Any applicant who, within 30 calendar days of the receipt of the initial application, fails to provide information or verifications necessary to determine, ESHI eligibility shall have his application denied.

6. DMAS must send each applicant a written notice of the agency's decision on his application, and, if approved, his obligations under the program. If eligibility is denied, notice will be given concerning the reasons for the action.

F. Cost effectiveness. DMAS may elect to provide coverage to FAMIS children by paying a portion of the family's employer-sponsored health insurance premium if the cost of family coverage under ESHI is equal to or less than the Commonwealth's cost of obtaining coverage under FAMIS only for the eligible, targeted, low-income child or children involved. To the extent readily determinable by DMAS from the employer's plan documents, the portion of the premium associated with covering the FAMIS child only under the employer's plan will be used in determining the cost effectiveness. If DMAS is not able to fully isolate the cost of covering only the FAMIS child, premium assistance may result in the coverage of an adult or other relative/dependant;

however, this coverage shall be solely incidental to covering the FAMIS child. The cost-effectiveness determination will be conducted for individual families on a case-by-case basis.

1. To determine whether it is cost effective to cover the family, DMAS will compare the following two amounts:

(a) The sum of the premium assistance amount, plus the cost of supplemental coverage, plus the administrative cost; and

(b) The cost of covering the FAMIS child or children under FAMIS. The cost will be determined by using the capitated payment rate paid to MCHIPs, or an average cost amount developed by DMAS.

2. If (a) is less than or equal to (b), covering the child or children under the ESHI component is cost effective.

G. Enrollment and disenrollment.

1. FAMIS children with access to employer-sponsored health insurance will receive coverage under FAMIS until their eligibility for coverage under the ESHI component is established and until they are able to enroll in the employer-sponsored health plan.

2. The timing and procedures employed to transfer FAMIS children's coverage to the ESHI component will be coordinated between DMAS and the CPU to ensure continuation of health plan coverage.

3. Participation by families in the ESHI component shall be voluntary. Families may disenroll their child or children from the ESHI component as long as the proper timing and procedures established by DMAS are followed to ensure continued health coverage.

H. Premium assistance. When a child is determined eligible for coverage under the ESHI component, premium assistance payments shall become effective the month in which the FAMIS child or children are enrolled in the employer's plan. Payment of premium assistance shall end:

1. On the last day of the month in which FAMIS eligibility ends;

2. The last day of the month in which the child or children lose eligibility for coverage under the employer's plan;

3. The last day of the month in which the family notifies DMAS that they wish to dis-enroll their child or children from the ESHI component; or

4. The last day of the month in which adequate notice period expires (consistent with federal requirements) when DMAS has determined that the employer's plan is no longer cost effective.

I. Supplemental health benefits coverage will be provided to ensure that FAMIS children enrolled in the ESHI component receive all of the FAMIS benefits. FAMIS children can obtain these supplemental benefits through DMAS providers.

J. Cost sharing. ESHI families will not be responsible for copayments for FAMIS Title XXI benefits. DMAS will instruct providers to submit billings to DMAS or its designee for payment of applicable copayments. In situations where the

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provider under the ESHI component refuses to bill DMAS for the copayment amount, DMAS will reimburse the enrollee directly.

1. FAMIS children will have to pay copayments for any services covered under the employer's plan that are not FAMIS benefits. The cost sharing paid by families for these benefits do not count towards the cost-sharing cap.

2. ESHI families will pay deductibles, coinsurance, and enrollment fee amounts under their employers' plans up to the cost-sharing caps allowed for nonESHI FAMIS families (\$180 annually for those equal to or less than 150% FPL and \$350 annually for those over 150% FPL). After the family has reached its cost-sharing cap, DMAS will reimburse the family for any additional deductibles or coinsurance they incur for the FAMIS-enrolled children in the family for FAMIS Title XXI benefits received. Families will need to track their deductibles and coinsurance. Once the cost-sharing cap is reached for a family, that family will submit explanation of benefits forms, or other forms approved by DMAS, for reimbursement each time the family incurs a deductible or coinsurance amount for a FAMIS child for a FAMIS Title XXI benefit.

12 VAC 30-141-180. Liability for excess benefits; liability for excess benefits or payments obtained without intent; recovery of FAMIS payments.

A. Any person who, without the intent to violate this section, obtains benefits or payments under FAMIS to which he is not entitled shall be liable for any excess benefits or payments received. If the enrollee knew or reasonably should have known that he was not entitled to the excess benefits, he may also be liable for interest on the amount of the excess benefits or payments at the judgment rate as defined in § 6.1-330.49 of the Code of Virginia from the date upon which excess benefits or payments to the date on which repayment is made to the Commonwealth. No person shall be liable for payment of interest, however, when excess benefits or payments were obtained as a result of errors made solely by DMAS.

B. Any payment erroneously made on behalf of a FAMIS enrollee or former enrollee may be recovered by DMAS from the enrollee or the enrollee's income, assets, or estate unless state or federal law or regulation otherwise exempts such property.

12 VAC 30-141-190. Reserved.

PART V. BENEFITS AND REIMBURSEMENT.

12 VAC 30-141-200. Benefit packages.

A. The Commonwealth's Title XXI State Plan utilizes two benefit packages within FAMIS as set forth in the FAMIS State Plan, as many be amended from time to time. One package is a modified Medicaid look-alike component offered through a fee-for-service program and a primary care case management (PCCM) program; the other package is modeled after the state employee health plan and delivered by contracted MCHIPs.

B. The Medicaid look-alike plan is also used as a benchmark for the ESHI of FAMIS.

12 VAC 30-141-210 through 12 VAC 30-141-490. Reserved.

12 VAC 30-141-500. Benefits reimbursement.

A. Reimbursement for the services covered under FAMIS fee-for-service and PCCM and MCHIPs shall be as specified in this section.

B. Reimbursement for physician services, surgical services, clinic services, prescription drugs, laboratory and radiological services, outpatient mental health services, early intervention services, emergency services, home health services, immunizations, mammograms, medical transportation, organ transplants, skilled nursing services, well baby and well child care, vision services, durable medical equipment, disposable medical supplies, dental services, case management services, physical therapy/occupational therapy/speech-language therapy services, and hospice services shall be based on the Title XIX rates in effect as of July 1 of each year for the subsequent state fiscal year.

C. Reimbursement to MCHIPs shall be determined on the basis of the estimated cost of providing the MCHIP benefit package and services to an actuarially equivalent population. MCHIP rates will be determined annually and published 30 days prior to the effective date.

D. Exceptions.

1. Reimbursement for inpatient hospital services will be based on the Title XIX rates in effect for each hospital as of July 1 each year for the subsequent state fiscal year. Reimbursement shall not include payments for disproportionate share or graduate medical education payments made to hospitals. Payments made shall be final and there shall be no retrospective cost settlements.

2. Reimbursement for outpatient hospital services shall be based on the Title XIX rates in effect for each hospital as of July 1 each year for the subsequent state fiscal year. Payments made will be final and there will be no retrospective cost settlements.

3. Reimbursement for inpatient mental health services other than by free standing psychiatric hospitals will be based on the Title XIX rates in effect for each hospital as of July 1 each year for the subsequent state fiscal year. Reimbursement will not include payments for disproportionate share or graduate medical education payments made to hospitals. Payments made will be final and there will be no retrospective cost settlements.

4. Reimbursement for outpatient rehabilitation services will be based on the Title XIX rates in effect for each rehabilitation agency as of July 1 each year for the subsequent state fiscal year. Payments made will be final and there will be no retrospective cost settlements.

5. Reimbursement for outpatient substance abuse treatment services will be based on rates determined by DMAS for children ages 6 through 18. Payments made will be final and there will be no retrospective cost settlements.

6. Reimbursement for prescription drugs will be based on the Title XIX rates in effect as of July 1 each year for the

subsequent state fiscal year. Reimbursements for Title XXI do not receive drug rebates as under Title XIX.

12 VAC 30-141-510 through 12 VAC 30-141-550. Reserved.

PART VI.

QUALITY ASSURANCE AND UTILIZATION CONTROL.

12 VAC 30-141-560. Quality assurance.

A. Each provider entity shall meet requirements for the following either as administered by DMAS or as determined by contract with DMAS: access to, well-child health services, immunizations, provider network adequacy, a system to provide enrollees urgent care and emergency services, systems for complaints, grievances and reviews, a data management system and quality improvement programs and activities.

B. Each MCHIP shall meet requirements determined by the contract for the internal and external quality monitoring and reporting of access to services, timeliness of services, and appropriateness of services, as determined by DMAS.

12 VAC 30-141-570. Utilization control.

A. Each MCHIP shall implement a utilization review system as determined by contract with DMAS, or administered by DMAS.

B. For both the fee-for-service and PCCM programs, DMAS shall use the utilization controls already established and operational in the State Plan for Medical Assistance.

C. DMAS may collect and review comprehensive data to monitor utilization after receipt of services.

12 VAC 30-141-580 and 12 VAC 30-141-590. Reserved.

12 VAC 30-141-600. Recipient audit unit.

A. Pursuant to Chapter 9 (§ 32.1-310 et seq.) of Title 32.1 of the Code of Virginia, the recipient audit unit shall investigate allegations of acts of fraud or abuse, committed by persons enrolled in the FAMIS program or the parent, adult caretaker relative, guardian, legal custodian or authorized representative on behalf of a person or persons enrolled in the FAMIS program, which result in misspent funds.

B. Any FAMIS enrollee, parent, adult caretaker relative, guardian, legal custodian or authorized representative of a FAMIS enrollee who, on the behalf of others, attempts to obtain benefits to which the enrollee is not entitled by means of a willful false statement or by willful misrepresentation, or by willful concealment of any material facts, shall be liable for repayment of any excess benefits received and the appropriate interest charges.

C. Upon the determination that fraud or abuse has been committed, criminal or civil action may be initiated.

D. When determining the amount of misspent funds to be recovered, capitation fees shall be included for FAMIS enrollees who received benefits through managed care.

E. Access to FAMIS enrollees' records by authorized DMAS representatives shall be permitted upon request.

12 VAC 30-141-610 through 12 VAC 30-141-640. Reserved.

12 VAC 30-141-650. Provider review.

A. The provider review unit shall be responsible for reviewing enrolled FAMIS providers to identify potential inappropriate utilization of services and potential billing errors.

B. Providers agree to keep such records as DMAS determines necessary. The providers shall furnish DMAS, upon request, information regarding payments claimed for providing services under the State Plan for Title XXI.

C. Access to records and facilities by authorized DMAS representatives shall be permitted upon request.

D. Providers shall be required to refund payments made by DMAS if they are found to have billed DMAS contrary to policy, failed to maintain records or adequate documentation to support their claims, or billed for medically unnecessary services.

E. A review of adverse actions concerning provider reimbursement shall be heard in accordance with the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) and the Virginia Administrative Code, 12 VAC 30-10-1000 and 12 VAC 30-50-500 through 12 VAC 30-50-560.

F. MCHIPs shall be responsible for keeping provider profile and utilization mechanisms to monitor provider activities. MCHIPs shall be reviewed by DMAS.

12 VAC 30-141-660. Assignment to managed care.

A. All eligible enrollees shall be assigned in managed care through the department or the central processing unit (CPU) under contract to DMAS. FAMIS recipients, during the pre-assignment period to a PCP or MCHIP, shall receive Title XXI benefits via fee-for-service utilizing a FAMIS card issued by DMAS. After assignment to a PCP or MCHIP, benefits and the delivery of benefits shall be administered specific to the type of managed care program in which the recipient is enrolled.

1. MCHIPs shall be offered to enrollees in certain areas.
2. In areas with one contracted MCHIP, all enrollees shall be assigned to that contracted MCHIP.
3. In areas with multiple contracted MCHIPs or in PCCM areas without contracted MCHIPs, enrollees shall be assigned through a random system algorithm; provided however, all children within the same family shall be assigned to the same MCHIP or primary care provider (PCP), as is applicable.
4. In areas without contracted MCHIPs, enrollees shall be assigned to the primary care case management program (PCCM) or into the fee-for-service component.
5. Enrolled individuals residing in PCCM areas without contracted MCHIPs or in areas with multiple MCHIPs, will receive a letter indicating that they may select one of the contracted MCHIPs or primary care provider (PCP) in the PCCM program, in each case, which serve such area. Enrollees who do not select an MCHIP/PCP as described above, shall be assigned to an MCHIP/PCP as described in subdivision 3 of this section.

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6. Individuals assigned to an MCHIP or a PCCM who lose and then regain eligibility for FAMIS within 60 days will be re-assigned to their previous MCHIP or PCP.

B. Following their initial assignment to a MCHIP/PCP, those enrollees shall be restricted to that MCHIP/PCP until their next annual eligibility redetermination, unless appropriately disenrolled by the department.

1. During the first 90 calendar days of managed care assignment, an enrollee may request re-assignment for any reason from that MCHIP/PCP to another MCHIP/PCP serving that geographic area. Such re-assignment shall be effective no later than the first day of the second month after the month in which the enrollee requests re-assignment.

2. Re-assignment is available only in areas with the PCCM program or where multiple MCHIPS exist. If multiple MCHIPS exist, enrollees may only request re-assignment to another MCHIP serving that geographic area. In PCCM areas, an enrollee may only request re-assignment to another PCP serving that geographic area.

3. After the first 90 calendar days of the assignment period, the enrollee may only be re-assigned from one MCHIP/PCP to another MCHIP/PCP upon determination by DMAS that good cause exists pursuant to subsection C of this section.

C. Disenrollment for good cause may be requested at any time.

1. After the first 90 days of assignment in managed care, enrollees may request disenrollment from DMAS based on good cause. The request must be made in writing to DMAS and cite the reasons why the enrollee wishes to be re-assigned. The department shall establish procedures for good cause re-assignment through written policy directives.

2. DMAS shall determine whether good cause exists for re-assignment.

VA.R. Doc. No. R02-319; Filed January 22, 2003, 9:13 a.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF PHARMACY

Title of Regulation: 18 VAC 110-20. Regulations Governing the Practice of Pharmacy (amending 18 VAC 110-20-240, 18 VAC 110-20-320, 18 VAC 110-20-400, and 18 VAC 110-20-530; adding 18 VAC 110-20-255, 18 VAC 110-20-275, and 18 VAC 110-20-730; repealing 18 VAC 110-20-430).

Statutory Authority: §§ 54.1-2400 and 54.1-3307 of the Code of Virginia.

Public Hearing Date: February 19, 2003 - 1:15 p.m.
Public comments may be submitted until April 11, 2003.
(See Calendar of Events section for additional information)

Agency Contact: Elaine J. Yeatts, Agency Regulatory Coordinator, Department of Health Professions, 6603 W. Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

Basis: Regulations are promulgated under the general authority of Chapter 24 of Title 54.1 of the Code of Virginia. Section 54.1-2400 provides the board the authority to promulgate regulations to administer the regulatory system.

Purpose: The objective of the statutory revisions in Chapter 632 of the 2002 Acts of Assembly was to facilitate current pharmacy practice by providing more appropriate methods of practice and eliminating unnecessary barriers to best care and efficiencies in practice. The objective of the statutory revisions in Chapters 411, 666 and 707 of the 2002 Acts of Assembly was to expand the availability of drugs to indigent patients by allowing a nursing home to donate unused drugs or a physician to dispense donated drugs provided basic requirements for security, storage, labeling and recordkeeping have been observed to protect the safety, integrity and accountability of the drugs.

While the proposed regulations will expand the practice of pharmacy to address certain problems with patient access to prescription drugs and to accommodate newer technologies, they also contain requirements that address issues of drug security and integrity to ensure that the health and safety of the public is not compromised.

Substance:

18 VAC 110-20-240. Manner of maintaining records, prescriptions, inventory records.

A new subsection C is added to specify amended rules for chart orders to include hospice and home infusion patients as well as hospital and long-term care.

18 VAC 110-20-255. Other dispensing records.

A new section on dispensing records is added to conform requirements to the amended § 54.1-3412 of the Code of Virginia, which permits an alternative recordkeeping system as set forth in the pharmacy's policy and procedure manual.

18 VAC 110-20-275. Delivery of dispensed prescriptions.

A new section is added to require a pharmacy that delivers to an alternative site or entity (other than the patient) to have a written agreement for the delivery procedures and maintain a policy and procedure manual that sets out the method employed by the pharmacy for compliance with recordkeeping, counseling, storage, and confidentiality requirements. Only a person or entity that holds a license, permit, or registration with the board either as a pharmacy, a physician who is licensed to dispense, or a controlled substances registration for this purpose may act as an alternative delivery location.

18 VAC 110-20-320. Refilling of Schedule III through VI prescriptions.

The proposed regulation will implement the statutory provisions to allow for an alternative system for recording

dispensing information in accordance with § 54.1-3412 of the Code of Virginia and 18 VAC 110-20-255.

18 VAC 110-20-400. Returning of drugs and devices.

Amendments conform this section of regulations related to return of drugs and devices for resale to the new provisions of § 54.1-3411.1 of the Code of Virginia and remove any duplicative language. A written agreement between a pharmacy and a nursing home must be maintained as well as a current policy and procedure manual that outlines the method of tracking and delivery from the nursing home to the pharmacy, the procedure for determining the suitability and integrity of drugs for redispensing and a procedure for assigning a beyond-use date on redispensed drugs.

18 VAC 110-20-430. Chart orders (repealed).

This section (currently found in the part on regulations for hospital pharmacies) is repealed and replaced by subsection C of 18 VAC 110-20-240.

18 VAC 110-20-530. Pharmacy's responsibilities to long-term care facilities.

This section is amended to include provisions on the pharmacy's responsibility to long-term care facilities in the redispensing of donated drugs to the indigent.

18 VAC 110-20-730. Requirements for practitioner of medicine or osteopathy in free clinics.

This section is added to set forth the requirements for the practitioner who provides donated drugs in a free clinic to include acquisition of a controlled substance registration, a requirement for the practitioner to only accept donated drugs from an entity or practitioner who holds a license or permit from the board, compliance with packaging, labeling, recordkeeping and storage and security requirements and a prohibition on dispensing expired drugs. The practitioner may enter into an agreement with a pharmacy for dispensing, delivery and maintenance all or part of the donated stock of drugs segregated from the regular inventory.

Issues: The primary advantages to the public of implementing the amended regulations are as follows: (i) pharmacies will have the ability to fill chart orders for hospice or home infusion patients, rather than requiring individual prescriptions for multiple medications; (ii) with proper controls, prescriptions can be delivered to an alternative site rather than to the patient (such as a student health clinic); (iii) unused drugs from nursing homes may be donated to a free clinic for redispensing; and (iv) donated drugs may be more accessible to indigent patients.

There are no disadvantages to the public as all amendments are intended to provide better access to prescription drugs, update the methods for recordkeeping, and facilitate the safe storage and provision of drugs to indigent patients. Essential requirements for patient safety and the integrity and security of prescription drugs have been incorporated into the amended regulations.

There are no advantages or disadvantages to the agency; the amended regulations do not impose a new responsibility on the board. Since the number of practitioners who may apply

for a controlled substance registration in order to dispense donated drugs to their patients in a free clinic is expected to be very small, it does not involve additional cost or staff time.

Fiscal Impact: Projected cost to the state to implement and enforce:

Fund source: As a special fund agency, the board must generate sufficient revenue to cover its expenditures from nongeneral funds, specifically the renewal and application fees it charges to practitioners for necessary functions of regulation.

Budget activity by program or subprogram: There is no change required in the budget of the Commonwealth as a result of this program.

One-time versus ongoing expenditures: The agency will incur some one-time costs (less than \$1,000) for mailings to the Public Participation Guidelines mailing lists, conducting a public hearing, and sending copies of final regulations to regulated entities. Every effort will be made to incorporate those into anticipated mailings and board meetings already scheduled.

Projected cost on localities: There are no projected costs to localities.

Description of entities that are likely to be affected by regulation: The entities that are likely to be affected by these regulations would be licensed pharmacists, permitted pharmacies and physicians who may choose to obtain a controlled substance registration in order to maintain a stock of donated drugs to be provided to his patients through a free clinic.

Estimate of number of entities to be affected: There are 7,807 active pharmacists and 1,497 pharmacies that hold a Virginia license. Though not all will be affected by changes in rules on chart orders, alternative delivery sites, or indigent pharmacy programs, most of the retail pharmacies will benefit from the less restrictive requirement for recordkeeping on refills. There is no way to predict the number of practitioners who would seek a controlled substance registration to maintain a stock of donated drugs, but the number is expected to be very small.

Projected costs to the affected entities:

The current cost for a controlled substance registration is \$20. There are no other compliance costs.

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 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

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Summary of the proposed regulation. The Board of Pharmacy (board) proposes to: (i) allow chart orders for hospice or home infusion patients, (ii) allow pharmacists to record dispensing records by a combination of electronic and manual means, (iii) allow for delivery of prescription drugs to intermediate sites, (iv) allow nursing homes to donate unused pharmaceuticals to a pharmacy that will redispense those drugs to the indigent free of charge, and (v) allow physicians who do not possess a license to sell controlled substances to provide controlled substances to patients in a free clinic if they or the clinic obtain a controlled substances registration.

Estimated economic impact. The current regulations limit the use of chart orders, which contain multiple prescription orders on one sheet, to hospital and nursing home patients. Pharmacies that serve hospice patients and home infusion patients have a need for the use of chart orders for prescriptions because of the nature of the illnesses involved and the complexity of the drug therapy. Hospice patients usually receive a "kit" in addition to regularly administered drugs for use in end stages of their disease or for emergencies. The kit contains one to two doses of several drugs. The drugs for the kit are standardized and on a list with standard instructions for use. Additionally, many of these orders are either originally written upon discharge from a hospital on a chart order or are written as standing orders on a multiple prescription format. Under the current regulations, pharmacies must receive a separate prescription on a separate form for each individual drug to be placed in the kit. In order for these pharmacies to receive a separate prescription on a separate form for each drug order, someone must transcribe each ordered drug from the chart order to onto separate prescription blanks for the prescriber's signature. This process is costly because: (i) the probability for prescription errors increases due to the chance that transcription mistakes are made, (ii) the possibility of accidental deletion of one or more of the drugs from the multiple order, and (iii) the extra labor time required for the person doing the transcribing and the physician who must divert his activities to read and sign the separate sheets. According to the Department of Health Professions (department), it is not uncommon for pharmacies to receive chart orders for drugs prescribed to hospice patients and home infusion patients. When this happens, pharmacists and their staff must spend time finding the prescriber and informing him that he must reissue the chart order as a separate prescription. In these circumstances, there can be a significant delay in when the hospice patients and home infusion patients receive their medications.

The board proposes to permit pharmacies to accept chart orders for hospice patients and home infusion patients. Permitting pharmacies to accept chart orders will save the costs of labor time for physicians, transcribers, and pharmacy staff; remove the chance of transcription errors; and eliminate the occasional delays in patients receiving their medications due to pharmacies' inability to accept chart orders as under the current regulations. There are no apparent new costs associated with permitting pharmacies to accept chart orders for hospice patients and home infusion patients. Thus, this proposed amendment will create a net benefit.

The current regulations allow pharmacists to record dispensing information either manually on the prescription itself or in "an automated data processing system," but not a combination of both systems. According to the department, pharmacists have found inadequacies with their data processing software in that it fails to allow for accurate recording of partially filled prescriptions, etc. Thus, several licensees have indicated that in order to maintain accurate records and not be forced to switch to an entirely handwritten recordkeeping system, they need to be permitted to use a combination of the electronic system and handwritten supplemental records for the data that the software cannot handle. The board proposes to permit pharmacists to record dispensing records by a combination of electronic and manual means. Since the department is satisfied that the combination system can be accurate and will meet their review needs, the proposed amendment will create a net benefit.

The term "dispense" has been defined to mean the delivery of the drug to the ultimate user. Based on this definition, the board has prevented the use of intermediate delivery locations or "drop stations" where a pharmacy delivers a group of prescriptions to a central location for subsequent pick-up by patients. Pursuant to Chapter 411 of the 2002 Acts of Assembly, the board proposes to permit the delivery of prescriptions to intermediate locations under circumstances designed to: (i) ensure that the security and proper storage of the drugs are maintained until patient pickup, (ii) protect patient confidentiality, (iii) minimize the risk of mistakes in handing out the drugs, and (iv) ensure accountability by requiring accurate records be kept. Specifically, the proposed regulations permit that in addition to direct hand delivery to a patient or patient's agent or delivery to a patient's residence, a pharmacy may deliver prescriptions to another pharmacy, to a practitioner of the healing arts licensed to practice pharmacy or to sell controlled substances, or to an authorized person or entity holding a controlled substances registration issued for this purpose in compliance with ... applicable state or federal law.

Permitting delivery of prescription drugs through an intermediate location, rather than directly to the patient, may increase the chance that the drugs do not reach their intended patient due to the possibility that individuals intermediately involved may either mistakenly lose the drugs, deliver them to the wrong individual, or theft could occur. On the other hand, permitting the delivery of prescriptions to intermediate locations may allow for significant timesavings for patients in receiving the drugs. Some patients may have schedules that do not permit them to pickup or receive prescription drugs from a pharmacy in a timely fashion. Also, in some circumstances, using a well-run intermediate location will reduce the probability that drugs are stolen or rendered unsafe. According to the department, it is not uncommon for delivered drugs to be left inside a screen door, which may be ajar, when the recipient does not answer the door. The outdoor temperature or precipitation may render the drugs unsafe or ineffective in these circumstances. Also, the drugs are subject to a nontrivial probability of theft. Permitting that the drugs be delivered to a nearby well-run intermediate location would likely reduce the number of occurrences where drugs are left in these circumstances.

Under the current regulations, nursing homes may only return unused pharmaceuticals to the pharmacy from which it was originally dispensed. Pursuant to Chapter 632 of the 2002 Acts of Assembly, the board proposes to permit nursing homes to donate unused drugs to other pharmacies if those pharmacies dispense the donated drugs to the indigent, free of charge. The drugs must be in the manufacturers' original sealed containers or sealed individual dose or unit dose packaging and the return must comply with federal law. This proposed amendment will create a net benefit. Drugs that otherwise would likely be thrown away will be used by the indigent who may not otherwise have had access to the beneficial properties of the prescription drugs.

Pursuant to Chapters 666 and 707 of the 2002 Acts of Assembly, the board proposes to amend these regulations so that practitioners of medicine or osteopathy who do not possess a license to sell controlled substances may provide controlled substances to patients in a free clinic¹ if the drugs were donated, and they or the clinic obtain a controlled substances registration.² Controlled substances registration differs from licensure to sell controlled substances in several ways that reduce costs for volunteering physicians and free clinics. Unlike licensure, registration does not require that there be a separate room for dispensing. This, coupled with less stringent recordkeeping requirements, make registration less costly than licensure. Further, the annual registration fee is \$90 while the annual licensure fee is \$270. Since licenses apply to individuals while registration may be obtained for an entity whereby all practitioners of medicine or osteopathy within the entity are considered registered, the difference in fee costs can be substantially larger than \$180; for example, if a free clinic has four physicians that at various times volunteer in the clinic, the registration fee is only \$90 as compared to \$1,080 for the four licenses. These significant reductions in cost may make it more likely that free clinics will be able to be fully staffed with individuals who are legally qualified to provide donated drugs to patients. Using and dispensing donated drugs rather than purchasing drugs for their patients reduces operating costs for free clinics and allows them to serve more patients and stay open longer. On the other hand, not requiring a separate dispensing room and reduced recordkeeping requirements may increase the probability that drugs are lost or stolen.

Businesses and entities affected. The proposed amendments affect the 1,497 pharmacies and 7,807 pharmacists licensed in the Commonwealth, as well as their staff and customers. Physicians, their staff, and free clinics and their patients are affected as well.

Localities particularly affected. The proposed regulations affect localities throughout the Commonwealth, but areas with larger populations of elderly and the indigent will be particularly affected.

Projected impact on employment. The proposed amendments will not significantly affect employment levels.

¹ The controlled substances must be provided without charge.

² If the controlled substances are donated by a pharmaceutical manufacturer as described in subdivision 10 of Chapters 666 and 707 of the 2002 Acts of Assembly, then registration is not required.

Effects on the use and value of private property. Permitting pharmacies to accept chart orders will save the costs of labor time for physicians, transcribers, and pharmacy staff. This will marginally increase the value of pharmacies physicians' practices. Nursing homes will be able to donate more unused drugs to the indigent.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Pharmacy concurs with the analysis of the Department of Planning and Budget for amendments to regulations, 18 VAC 110-20, pursuant to statutory requirements for changes in pharmacy practice and provision of drugs to indigent patients.

Summary:

The proposed amendments (i) allow chart orders for hospice or home infusion; (ii) permit pharmacists to maintain alternative recordkeeping systems for dispensing records; (iii) allow for delivery of prescription drugs to alternative delivery locations; (iv) allow nursing homes to donate unused pharmaceuticals to a pharmacy that will redispense those drugs to the indigent free of charge; and (v) allow physicians who do not possess a license to sell controlled substances to provide controlled substances to patients in a free clinic if they or the clinic obtain a controlled substances registration.

18 VAC 110-20-240. Manner of maintaining records, prescriptions, inventory records.

A. Each pharmacy shall maintain the inventories and records of drugs as follows:

1. Inventories and records of all drugs listed in Schedules I and II shall be maintained separately from all other records of the pharmacy.
2. Inventories and records of drugs listed in Schedules III, IV, and V may be maintained separately or with records of Schedule VI drugs but shall not be maintained with other records of the pharmacy.
3. All records of Schedule II through V drugs shall be maintained at the same location as the stock of drugs to which the records pertain except that records maintained in an off-site database shall be retrieved and made available for inspection or audit within 48 hours of a request by the board or an authorized agent.
4. In the event that an inventory is taken as the result of a theft of drugs pursuant to § 54.1-3404 of the Drug Control Act, the inventory shall be used as the opening inventory within the current biennial period. Such an inventory does not preclude the taking of the required inventory on the required biennial inventory date.
5. All inventories required by § 54.1-3404 of the Code of Virginia shall be signed and dated by the person taking the inventory and shall indicate whether the inventory was taken prior to the opening of business or after close of business. A 24-hour pharmacy with no opening or closing of business shall clearly document whether the receipt or distribution of drugs on the inventory date occurred before or after the inventory was taken.

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6. All records required by this section shall be filed chronologically.

B. Prescriptions.

1. A hard copy prescription shall be placed on file for every initial prescription dispensed and be maintained for two years from the date of last refill. All prescriptions shall be filed chronologically by date of initial dispensing.

2. Schedule II drugs. Prescriptions for Schedule II drugs shall be maintained in a separate prescription file.

3. Schedule III through V drugs. Prescriptions for Schedule III through V drugs shall be maintained either in a separate prescription file for drugs listed in Schedules III, IV, and V only or in such form that they are readily retrievable from the other prescriptions of the pharmacy. Prescriptions will be deemed readily retrievable if, at the time they are initially filed, the face of the prescription is stamped in red ink in the lower right corner with the letter "C" no less than one inch high and filed in the prescription file for drugs listed in the usual consecutively numbered prescription file for Schedule VI drugs. However, if a pharmacy employs an automated data processing system or other electronic recordkeeping system for prescriptions which permits identification by prescription number and retrieval of original documents by prescriber's name, patient's name, drug dispensed, and date filled, then the requirement to mark the hard copy prescription with a red "C" is waived.

C. Chart orders.

1. A chart order written for a patient in a hospital or long-term care facility, a patient receiving home infusion services, or a hospice patient pursuant to § 54.1-3408.01 A of the Code of Virginia shall be exempt from having to contain all required information of a written prescription provided:

a. This information is contained in other readily retrievable records of the pharmacy; and

b. The pharmacy maintains a current policy and procedure manual that sets out where this information is maintained and how to retrieve it and the minimum requirements for chart orders consistent with state and federal law and accepted standard of care.

2. A chart order may serve as the hard-copy prescription for those patients listed in subdivision 1 of this subsection.

3. Requirements for filing of chart orders.

a. Chart orders shall be filed chronologically by date of initial dispensing with the following exception: If dispensing data can be produced showing a complete audit trail for any requested drug for a specified time period and each chart order is readily retrievable upon request, chart orders may be filed using another method. Such alternate method shall be clearly documented in a current policy and procedure manual.

b. If a single chart order contains both an order for a Schedule II drug and one or more orders for a drug in another schedule, where the Schedule II drug is not floor stocked, but is dispensed from the pharmacy pursuant to

this order for the specific patient, the original order must be filed with records of dispensing of Schedule II drugs and a copy of the order placed in the file for other schedules.

18 VAC 100-20-255. Other dispensing records.

Pursuant to § 54.1-3412 of the Code of Virginia, any other record used to record the date of dispensing or the identity of the pharmacist dispensing shall be maintained for a period of two years on premises. A pharmacy using such an alternative record shall maintain a current policy and procedure manual documenting the procedures for using the record, how the record is integrated into the total dispensing record system, and how the data included in the record shall be interpreted.

18 VAC 110-20-275. Delivery of dispensed prescriptions.

A. Pursuant to § 54.1-3420.2 B of the Code of Virginia, in addition to direct hand delivery to a patient or patient's agent or delivery to a patient's residence, a pharmacy may deliver prescriptions to another pharmacy, to a practitioner of the healing arts licensed to practice pharmacy or to sell controlled substances, or to an authorized person or entity holding a controlled substances registration issued for this purpose in compliance with this section and any other applicable state or federal law.

B. Delivery to another pharmacy.

1. One pharmacy may fill prescriptions and deliver the prescriptions to a second pharmacy for patient pickup or direct delivery to the patient provided the two pharmacies have the same owner, or have a written contract or agreement specifying the services to be provided by each pharmacy, the responsibilities of each pharmacy, and the manner in which each pharmacy will comply with all applicable federal and state law.

2. Each pharmacy using such a drug delivery system shall maintain and comply with all procedures in a current policy and procedure manual that includes the following information:

a. A description of how each pharmacy will comply with all applicable federal and state law;

b. The procedure for maintaining required, retrievable dispensing records to include which pharmacy maintains the hard-copy prescription, which pharmacy maintains the active prescription record for refilling purposes, how each pharmacy will access prescription information necessary to carry out its assigned responsibilities, method of recordkeeping for identifying the pharmacist or pharmacists responsible for dispensing the prescription and counseling the patient, and how and where this information can be accessed upon request by the board;

c. The procedure for tracking the prescription during each stage of the filling, dispensing, and delivery process;

d. The procedure for identifying on the prescription label all pharmacies involved in filling and dispensing the prescription;

e. The policy and procedure for providing adequate security to protect the confidentiality and integrity of patient information;

f. The policy and procedure for ensuring accuracy and accountability in the delivery process;

g. The procedure and recordkeeping for returning to the initiating pharmacy any prescriptions that are not delivered to the patient; and

h. The procedure for informing the patient and obtaining consent if required by law for using such a dispensing and delivery process.

3. Drugs waiting to be picked up at or delivered from the second pharmacy shall be stored in accordance with subsection A of 18 VAC 110-20-200.

C. Delivery to a practitioner of the healing arts licensed by the board to practice pharmacy or to sell controlled substances or other authorized person or entity holding a controlled substances registration authorized for this purpose.

1. A prescription may be delivered by a pharmacy to the office of such a practitioner or other authorized person provided there is a written contract or agreement between the two parties describing the procedures for such a delivery system and the responsibilities of each party.

2. Each pharmacy using this delivery system shall maintain a policy and procedure manual that includes the following information:

a. Procedure for tracking and assuring security, accountability, integrity, and accuracy of delivery for the dispensed prescription from the time it leaves the pharmacy until it is handed to the patient or agent of the patient;

b. Procedure for providing counseling;

c. Procedure and recordkeeping for return of any prescription medications not delivered to the patient;

d. The procedure for assuring confidentiality of patient information; and

e. The procedure for informing the patient and obtaining consent if required by law for using such a delivery process.

3. Prescriptions waiting to be picked up by a patient at the alternate site shall be stored in accordance with 18 VAC 110-20-710.

18 VAC 110-20-320. Refilling of Schedule III through VI prescriptions.

A. A prescription for a drug listed in Schedule III, IV, or V shall not be dispensed or refilled more than six months after the date on which such prescription was issued, and no such prescription authorized to be filled may be refilled more than five times.

1. Each refilling of a prescription shall be entered on the back of the prescription or on another record in accordance with § 54.1-3412 and 18 VAC 110-20-255, initialed and dated

by the pharmacist as of the date of dispensing. If the pharmacist merely initials and dates the prescription, it shall be presumed that the entire quantity ordered was dispensed.

2. The partial dispensing of a prescription for a drug listed in Schedule III, IV, or V is permissible, provided that:

a. Each partial dispensing is recorded in the same manner as a refilling;

b. The total quantity of drug dispensed in all partial dispensing does not exceed the total quantity prescribed; and

c. No dispensing occurs after six months after the date on which the prescription order was issued.

B. A prescription for a drug listed in Schedule VI shall be refilled only as expressly authorized by the practitioner. If no such authorization is given, the prescription shall not be refilled, except as provided in § 54.1-3410 C or subdivision 4 of § 54.1-3411 of the Code of Virginia.

A prescription for a Schedule VI drug or device shall not be dispensed or refilled more than two years after the date on which it was issued.

C. As an alternative to all manual recordkeeping requirements provided for in subsections A and B of this section, an automated data processing system as provided in 18 VAC 110-20-250 may be used for the storage and retrieval of all or part of dispensing information for prescription for drugs dispensed.

D. Authorized refills of all prescription drugs may only be dispensed in reasonable conformity with the directions for use as indicated by the practitioner; if directions have not been provided, then any authorized refills may only be dispensed in reasonable conformity with the recommended dosage and with the exercise of sound professional judgment.

18 VAC 110-20-400. Returning of drugs and devices.

~~A. Drugs or devices may be accepted for return or exchange by any pharmacist or pharmacy for resale after such drugs and devices have been taken from the premises where sold, distributed, or dispensed provided such drug or devices are in accordance with the provisions of § 54.1-3411.1 of the Code of Virginia. Devices may be accepted for return or exchange provided the device is in the manufacturer's original sealed containers or in a unit dose container which meets the U.S.P. N.F. Class A or Class B container requirement and provided such return or exchange is consistent with federal law and regulation packaging.~~

B. Any pharmacy accepting drugs returned from nursing homes for the purpose of redispensing to the indigent free of charge shall maintain a copy of a written agreement with the nursing home in accordance with § 54.1-3411.1 B of the Code of Virginia and a current policy and procedure manual describing the following:

1. Method of delivery from the nursing home to the pharmacy and of tracking of all prescription medications;

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2. Procedure for determining the suitability and integrity of drugs for redispensing to include assurance that the drugs have been stored according to official compendial standards; and

3. Procedure for assigning a beyond-use date on redispensed drugs.

18 VAC 110-20-430. ~~Chart order. (Repealed.)~~

~~A chart order for a drug to be dispensed for administration to an inpatient in a hospital shall be exempt from the requirement of including all elements of a prescription as set forth in §§ 54.1-3408.01 and 54.1-3410 of the Code of Virginia. A hospital pharmacy policy and procedures manual shall set forth the minimum requirements for chart orders consistent with federal and state law.~~

18 VAC 110-20-530. Pharmacy's responsibilities to long-term care facilities.

The pharmacy serving a long-term care facility shall:

1. Receive a valid order prior to the dispensing of any drug.
2. Ensure that personnel administering the drugs are trained in using the dispensing system provided by the pharmacy.
3. Ensure that the drugs for each patient are kept and stored in the originally received containers and that the medication of one patient shall not be transferred to another patient.
4. Ensure that each cabinet, cart or other area utilized for the storage of drugs is locked and accessible only to authorized personnel.
5. Ensure that the storage area for patients drugs is well lighted, of sufficient size to permit storage without crowding, and is maintained at appropriate temperature.
6. Ensure that poison and drugs for "external use only" are kept in a cabinet and separate from other medications.
7. Provide for the disposition of discontinued drugs under the following conditions:
 - a. Discontinued drugs may be returned to the pharmacy for resale or transferred to another pharmacy for redispensing to the indigent if authorized by § 54.1-3411.1 and 18 VAC 110-20-400, or destroyed by appropriate means in compliance with any applicable local, state, and federal laws and regulations.
 - b. Drug destruction at the pharmacy shall be witnessed by the pharmacist-in-charge and by another pharmacy employee. Drug destruction at the facility shall be witnessed by the director of nursing or, if there is no director, then by the facility administrator and by a pharmacist providing pharmacy services to the facility or by another employee authorized to administer medication.
 - c. A complete and accurate record of the drugs returned or destroyed or both shall be made. The original of the record of destruction shall be signed and dated by the persons witnessing the destruction and maintained at the long-term care facility for a period of two years. A copy of

the destruction record shall be maintained at the provider pharmacy for a period of two years.

d. All destruction of the drugs shall be done without 30 days of the time the drug was discontinued.

8. Ensure that appropriate drug reference materials are available in the facility units.

9. Ensure that a monthly review of drug therapy by a pharmacist is conducted for each patient in long-term care facilities except those licensed under Title 63.1 of the Code of Virginia. Such review shall be used to determine any irregularities, which may include but not be limited to drug therapy, drug interactions, drug administration or transcription errors. The pharmacist shall sign and date the notation of the review. All significant irregularities shall be brought to the attention of the attending practitioner or other party having authority to correct the potential problem.

18 VAC 110-20-730. Requirements for practitioner of medicine or osteopathy in free clinics.

A. Any practitioner of medicine or osteopathy who provides controlled substances that have been donated pursuant to subdivision 11 of § 54.1-3301 of the Code of Virginia shall apply for a controlled substances registration.

B. A practitioner in a free clinic may only accept donated drugs pursuant to this registration if they are donated by an entity or practitioner who holds a current active license, permit, or registration issued by the board authorizing the dispensing or distribution of drugs.

C. A practitioner shall store such donated drugs for dispensing in compliance with the storage and security requirements set forth in 18 VAC 110-20-710, and a drug that has exceeded its expiration date shall not be dispensed. A practitioner shall be responsible for maintaining and complying with a written procedure for reviewing inventory for the purpose of removing expired drugs.

D. A practitioner shall package any dispensed drugs in accordance with the provisions of §§ 54.1-3426 and 54.1-3427 of the Code of Virginia and 18 VAC 110-20-340 and 18 VAC 110-20-350.

E. A practitioner shall label any dispensed drugs in accordance with the provisions of §§ 54.1-3410 and 54.1-3463 of the Code of Virginia and 18 VAC 110-20-330 to include the free clinic name and address; name of the prescriber; patient name; date of dispensing; drug name to include the generic name if the drug has a single active ingredient; drug strength, if applicable; quantity; and directions for use.

F. A practitioner shall comply with all recordkeeping requirements of § 54.1-3404 of the Code of Virginia and shall also maintain a chronological record of all Schedule II through VI drugs dispensed showing patient name and address; date of dispensing; drug name, strength, and quantity dispensed; and name or initials of the dispensing practitioner.

G. A practitioner under this section may enter into a contract or written agreement with a pharmacy whereby the pharmacy maintains all or part of the donated stock, dispenses the

prescription pursuant to a written prescription by a prescriber at the free clinic, and delivers the dispensed prescription to the free clinic for pick up by the patient in accordance with subsection C of 18 VAC 110-20-275.

VA.R. Doc. No. R02-280; Filed January 14, 2003, 11:33 a.m.

BOARD OF SOCIAL WORK

Title of Regulation: 18 VAC 140-20. Regulations Governing the Practice of Social Work (amending 18 VAC 140-20-105 and 18 VAC 140-20-150).

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

Public Hearing Date: February 21, 2003 - 10 a.m.

Public comments may be submitted until April 11, 2003.

(See Calendar of Events section for additional information)

Agency Contact: Elaine J. Yeatts, Agency Regulatory Coordinator, Department of Health Professions, 6603 W. Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

Basis: Section 54.1-2400 of the Code of Virginia establishes the general powers and duties of health regulatory boards including the responsibility to promulgate regulations, levy fees, administer a licensure and renewal program, and discipline regulated professionals.

Purpose: Although the board has determined that the regulations are generally clear and easily understandable, it has identified areas where unnecessary or outdated language needs to be rescinded, and where new language is needed for clarification or improved consistency with the regulations of other behavioral science boards.

Specifically the board needs to amend the regulation and update the name of an organization that provides vital information to licensees of this profession. In that this organization provides vital information and services to current and potential licensees, this action is essential to protect the health, safety, or welfare of citizens.

Further, the board needs to amend the regulation to provide for a time period after the cessation or termination of professional services that a social worker may not engage in sexual intimacies with a supervisee, resident, therapy patient, client, or anyone included in collateral therapeutic services. Current language is open-ended and can be construed as never. The proposed amendment is less restrictive than that of counseling (five years) and equivalent to that of psychology. In that the licensee will bear the burden that there was not exploitation, this amendment is essential to protect the health, safety and welfare of citizens.

The Board of Social Work is charged with issuing licenses and regulating the practice of social work. As the regulating agency, the board has the duty to protect the public by establishing qualifications and requirements for licensure that are necessary to ensure the competence and integrity of license holders and by taking disciplinary action for violations to applicable law and regulations. Regulations are the

mechanisms by which the board sets forth qualifications and requirements for certification and standards of professional conduct that provide the basis for disciplinary action. The board considers the problems the regulations are intended to address, and utilizes professional expertise, review of requirements of other states and national associations, historical information and public comment to determine minimal requirements that will ensure competency of its licensees and protect the public health, safety and welfare.

Substance: The board is recommending amendments to its regulations for the licensure of social workers in order to update and clarify the regulations. The reference to the National Federation of Societies for Clinical Social Work in subsection B of 18 VAC 140-20-105 is outdated and should be changed to the Clinical Social Work Federation.

The board is also recommending that subdivision 9 of 18 VAC 140-20-150 be amended to include language that will limit to two years the period of time after cessation or termination of professional services that a social worker may not engage in sexual intimacies with a therapy patient, client, or those included in collateral therapeutic services.

Issues: There are no discernible advantages or disadvantages to the public or to individual private citizens or businesses of implementing the new or amended provisions.

Many practitioners hold multiple licenses under the Boards of Social Work, Psychology, and Counseling. Inconsistencies in the ethical standards among these boards sometimes result in discrepancies in the level of disciplinary action taken for the same offenses. In the interest of consistency, the board is recommending language that will allow for more equitable disciplinary action by the agency on behalf of the Commonwealth among the three boards.

There are no discernible disadvantages to the agency or the Commonwealth.

Fiscal Impact:

Projected cost to the state to implement and enforce:

Fund source: As a special fund agency, the board must generate sufficient revenue to cover its expenditures from nongeneral funds, specifically the renewal and application fees it charges to practitioners or entities for necessary functions of regulation.

Budget activity by program or subprogram: There is no change required in the budget of the Commonwealth as a result of this program.

One-time versus ongoing expenditures: The agency will incur some one-time costs (less than \$1,000) for mailings to the Public Participation Guidelines mailing lists, conducting a public hearing, and sending copies of final regulations to regulated entities. Every effort will be made to incorporate those into anticipated mailings and board meetings already scheduled.

Projected cost on localities: There are no projected costs to localities.

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Description of entities that is likely to be affected by regulation: The entities that are likely to be affected by these regulations would be social workers licensed by the Board of Social Work.

Estimate of number of entities to be affected: Currently, there are approximately 4,556 persons licensed in the Commonwealth as Social Workers.

Projected costs to the affected entities: There should be no additional costs associated with these changes.

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 § 2.2-400 7 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

Summary of the proposed regulation. The Board of Social Work (board), pursuant to its periodic review of this chapter, is proposing two small changes to the language of the chapter. First, the board is updating a list of certified providers of courses in this subject area to account for a change in the name of one of the organizations listed. Second, the board is adding language to the chapter prohibiting a social worker from engaging in sexual relations with a client for two years following the termination of the client-counselor relationship.

Estimated economic impact. Updating the name of an organization in a list of certified course providers is simply a matter of housekeeping and has no economic impact. The addition of a restriction on sexual relations between social workers and their clients could conceivably have some economic impact. It is possible that such relations between counselor and client could lack the quality of voluntariness under some circumstances due to the possible undue influence of a counselor over his or her client. Such transaction could easily result in emotional trauma and significant costs to the clients involved. It is also true, however, that this proposal may result in the prohibition of some genuinely voluntary sexual relationships that might arise from a counselor and client relationship. This prohibition would also impose costs. Staff at the Department of Health Professions indicates that no cases of inappropriate sexual conduct between social workers and their clients have been reported in recent years. Nor is there any evidence that any significant number of sexual relationships develop between social workers and their clients. Thus, it can be expected that this regulatory language will have little if any actual economic impact in the Commonwealth.

Businesses and entities affected. This regulation applies to approximately 4,556 licensed social workers in Virginia.

Localities particularly affected. This rule applies throughout the Commonwealth and is not expected to have any disproportionate effects on localities.

Projected impact on employment. There will be no impact on employment from this change.

Effects on the use and value of private property. It is unlikely that this regulation will have any effects whatsoever on the use and value of private property in Virginia.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Social Work concurs with the analysis of the Department of Planning and Budget for amendments to 18 VAC 140-20, pursuant to a periodic review of regulations.

Summary:

The proposed amendments (i) update the reference to the National Federation of Societies for Clinical Social Work, Inc., to the Clinical Social Work Federation and (ii) limit to two years the period of time after cessation or termination of professional services that a social worker may not engage in sexual intimacies with a supervisee, resident, therapy patient, client, or those included in collateral therapeutic services.

18 VAC 140-20-105. Continued competency requirements for renewal of an active license.

A. After April 25, 2003, licensed social workers and licensed clinical social workers shall be required to have completed a minimum of 30 contact hours of continuing education for each biennial licensure renewal. A minimum of two of those hours must pertain to the standards of practice and laws governing the profession of social work in Virginia, or the Code of Ethics of one of the social work professional associations listed under subdivision B 1 d.

1. The board may grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the licensee prior to the renewal date. Such extension shall not relieve the licensee of the continuing education requirement.

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

B. Hours may be obtained from a combination of board-approved activities in the following three categories:

1. Category I. Formally Organized Learning Activities. A minimum of 20 hours shall be documented in this category, which shall include one or more of the following:

a. Regionally accredited university or college academic courses in a behavioral health discipline. A maximum of 15 hours will be accepted for each academic course.

b. Continuing education programs offered by universities or colleges accredited by the Council on Social Work Education.

c. Workshops, seminars, conferences, or courses in the behavioral health field offered by federal, state or local social service agencies, public school systems or licensed health facilities and licensed hospitals.

d. Workshops, seminars, conferences or courses in the behavioral health field offered by an individual or organization that has been certified or approved by one of the following:

- (1) The Child Welfare League of America and its state and local affiliates.
- (2) The National Association of Social Workers and its state and local affiliates.
- (3) The Association of Black Social Workers and its state and local affiliates.
- (4) The Family Service Association of America and its state and local affiliates.
- (5) ~~The National Federation of Societies for Clinical Social Work, Inc. Federation~~ and its state and local affiliates.
- (6) Individuals or organizations who have been approved as continuing education sponsors by the Association of Social Work Boards or any state social work board.

2. Category II. Individual Professional Activities. A maximum of 10 of the required 30 hours may be earned in this category, which shall include one or more of the following:

- a. Participation in an Association of Social Work Boards item writing workshop. (Activity will count for a maximum of two hours.)
- b. Publication of a professional social work-related book or initial preparation/presentation of a social work-related course. (Activity will count for a maximum of 10 hours.)
- c. Publication of a professional social work-related article or chapter of a book, or initial preparation/presentation of a social work-related in-service training, seminar or workshop. (Activity will count for a maximum of five hours.)
- d. Provision of a continuing education program sponsored or approved by an organization listed under Category I. (Activity will count for a maximum of two hours and will only be accepted one time for any specific program.)
- e. Field instruction of graduate students in a Council on Social Work Education-accredited school. (Activity will count for a maximum of two hours.)
- f. Serving as an officer or committee member of one of the national professional social work associations listed under subdivision B 1 d of this section. (Activity will count for a maximum of two hours.)
- g. Attendance at formal staffings at federal, state or local social service agencies, public school systems or licensed health facilities and licensed hospitals. (Activity will count for a maximum of five hours.)

h. Independent or group study including listening to audio tapes, viewing video tapes, reading, professional books or articles. (Activity will count for a maximum of five hours.)

18 VAC 140-20-150. Professional conduct.

Persons licensed as social workers and clinical social workers shall:

1. Practice in a manner that is in the best interest of the public and does not endanger the public health, safety, or welfare.
2. Be able to justify all service rendered to clients as necessary for diagnostic or therapeutic purposes.
3. Practice only within the competency areas for which they are qualified by education or experience, or both.
4. Report to the board known or suspected violations of the laws and regulations governing the practice of social work.
5. Neither accept nor give commissions, rebates, or other forms of remuneration for referral of clients for professional services.
6. Ensure that clients are aware of fees and billing arrangements before rendering services.
7. Keep confidential their therapeutic relationships with clients and disclose client records to others only with written consent of the client, with the following exceptions: (i) when the client is a danger to self or others; or (ii) as required by law.
8. When advertising their services to the public, ensure that such advertising is neither fraudulent nor misleading.
9. Not engage in dual relationships with clients, former clients, supervisees, and supervisors that might compromise the client's, former client's, or supervisee's well-being, impair the social worker's or supervisor's objectivity and professional judgment or increase the risk of exploitation. This includes, but is not limited to, such activities as counseling close friends, sexual partners, employees or relatives, and engaging in business relationships with clients. Engaging in sexual intimacies with current clients or supervisees is prohibited. *For at least two years after cessation or termination of professional services, licensees shall not engage in sexual intimacies with a therapy client or those included in collateral therapeutic services. Since sexual or romantic relationships are potentially exploitative, licensees shall bear the burden of demonstrating that there has been no exploitation. A client or supervisee's consent to, initiation of or participation in sexual behavior or involvement with a practitioner does not change the nature of the conduct nor lift the regulatory prohibition.*
10. Maintain clinical records on each client. The record shall include identifying information to substantiate diagnosis and treatment plan, client progress, and termination. The clinical record shall be preserved for at least five years post termination.

Proposed Regulations

11. Ensure that clients have provided informed consent to treatment.

NOTICE: The forms used in administering 18 VAC 140-20, Regulations Governing the Practice of Social Work, are not being published due to the number of pages; however, the name of each form is listed below. The forms are available for public inspection at the Board of Social Work, 6603 W. Broad Street, Richmond, Virginia, or at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia.

FORMS

Registration of Supervision, ~~with Instructions~~ *Post-Graduate Degree Supervised Experience* (rev. ~~11/00~~ 12/02).

Social Worker Licensure Application (rev. ~~11/00~~ 12/02).

Clinical Social Worker Licensure Application (rev. ~~11/00~~ 12/02).

Verification of Clinical Supervision (rev. ~~11/00~~ 12/02).

Verification of Casework Management and Supportive Services (rev. ~~11/00~~ 12/02).

Renewal Notice and Application (rev. ~~11/00~~ 12/02).

Out of State Licensure Verification (rev. ~~11/00~~ 12/02).

Licensure Verification of Out-of-State Supervisor (rev. ~~11/00~~ 12/02).

Form for Reporting Social Work Attendance at Formal Staffing (~~eff. 11/00~~ rev. 12/02).

Form for Reporting Social Work Independent Study (~~eff. 11/00~~ rev. 12/02).

General Information for Licensure by Examination as a Licensed Social Worker, with Application Instructions (rev. ~~11/00~~ 12/02).

General Information for Licensure by Endorsement as a Licensed Social Worker, with Application Instructions (rev. ~~11/00~~ 12/02).

General Information for Licensure by Examination as a Clinical Social Worker, with Application Instructions (rev. ~~11/00~~ 12/02).

General Information for Licensure by Endorsement as a Clinical Social Worker, with Application Instructions (~~eff. 11/00~~ rev. 12/02).

Registration of Supervision Instructions (rev. ~~11/00~~ 12/02).

VA.R. Doc. No. R02-184; Filed January 14, 2003, 11:32 a.m.

TITLE 22. SOCIAL SERVICES

DEPARTMENT OF REHABILITATIVE SERVICES

Title of Regulation: **22 VAC 30-20. Provision of Vocational Rehabilitation Services (amending 22 VAC 30-20-90).**

Statutory Authority: § 51.5-14 of the Code of Virginia.

Public Hearing Date: March 12, 2003 - 3 p.m.

Public comments may be submitted until April 11, 2003.

(See Calendar of Events section for additional information)

Agency Contact: Elizabeth Smith, Policy and Planning Director, Department of Rehabilitative Services, 8004 Franklin Farms Drive, P.O. Box K-300, Richmond, VA 23288-0300, telephone (804) 662-7071, FAX (804) 662-7696, e-mail smithee@drs.state.va.us.

Basis: The authority to promulgate this regulation is found in § 51.5-14 of the Code of Virginia, which authorizes the Commissioner of Rehabilitative Services to promulgate regulations that are necessary to carry out the provisions of the laws of the Commonwealth administered by the department.

Purpose: In the event that the full range of vocational rehabilitation services cannot be provided to all persons determined to be eligible because of insufficient resources, this proposed regulatory action allows the Department of Rehabilitative Services to enter into an order of selection to provide services to eligible individuals in an efficient and economical manner. This action is needed to provide vocational rehabilitation services to the most significantly disabled when resources are limited to the point of not being able to serve all eligible individuals.

Substance: Eligible individuals will be placed into one of four separate priority categories based on the severity or significance of their disabilities. Eligible individuals with the most significant disabilities will be served first. As resources become available, the next priority category will be opened, and vocational rehabilitation services will be provided to all eligible individuals within that open priority category.

Issues: The primary disadvantage this proposed regulation may have to individual citizens is that it may require some eligible persons with disabilities to be placed on a waiting list for vocational rehabilitation services. The advantage to the agency is that it will allow the agency to provide services to the most significantly disabled in the event resources are limited. The disadvantage to the agency is that it will not be able to provide services to all eligible individuals and may disrupt relationships with referral sources.

Fiscal Impact:

Fund source: Any costs associated with the implementation and enforcement of the proposed regulation will be paid from the Vocational Rehabilitation federal grant (110 grant).

Budget activity by program or subprogram: There is no change required in the budget of the Commonwealth as a result of this amendment.

One-time versus on-going expenditures: The agency will incur a one-time cost (less than \$500) for mailings to individuals on the Public Participation Guidelines mailing list and to conduct a public hearing.

If order of selection became necessary, there will be one-time costs for implementation to include: staff time to program the Virginia Rehabilitation Information System (the vocational rehabilitation consumer database) to create and maintain waiting lists; expenses for conducting public hearings on the proposed amendment to the State Plan for Vocational Rehabilitation and Supported Employment; staff time to amend the State Plan and attend public hearings; a mailing to affected vocational rehabilitation consumers to notify them that order of selection is being implemented and provide information about their priority category; meetings of the State Rehabilitation Council and the Board of Rehabilitative Services to notify them of order of selection implementation; and staff training. The projected cost of these one-time expenditures is approximately \$10,000, paid from 110 grant funds.

In addition, during the enforcement phase (actual implementation), the agency could experience an increase in requests for administrative hearings because some consumers will likely challenge the decision about their priority category. Currently, the administrative hearing officers are paid at an hourly rate of \$53.41. At this juncture, there is no way of knowing how many, if any, additional administrative hearings would be generated by order of selection. Costs of fair hearings, however, would be paid from existing 110 grant funds.

All expenses relating to implementation and enforcement of these amendments can be absorbed in the existing budget of the department.

Projected cost on localities: Individuals who cannot be served during order of selection must be referred to other service providers for possible assistance. Accordingly, it is possible that there will be additional costs to localities to provide services to these individuals. The potential cost to localities is unknown, however, because there is no way to project how many consumers would choose to seek assistance from local agencies or how many local agencies could, in fact, provide assistance.

Description of entities that are likely to be affected by regulation: If order of selection is implemented, the regulation will affect individuals with disabilities who are applying for services and subsequently are placed on a waiting list for services because they do not meet the criteria for the open priority category(ies). In addition, consumers who have been determined eligible for services, but do not have a signed service plan at the time of implementation, will be placed on a waiting list for services if they do not meet the open priority category(ies). Order of selection also may affect service providers who could see a decrease in authorizations for services to their organization, business, etc., because of fewer consumers being served. These providers include employment services organizations, centers for independent living, physicians, mental health personnel, colleges and universities, and other public and private vendors.

Estimate of number of entities to be affected: In the event that order of selection is implemented, the estimate of the number of individuals with disabilities who will be affected will be dependent on the number of open priority categories. However, individuals in Priority Category IV who do not have a signed service plan at the time of implementation will not be served (except to receive diagnostic and assessment services for eligibility determination) until such time that the agency has sufficient resources to once again serve all eligible individuals. In FY 2002, approximately 860 consumers with nonsignificant disabilities were determined eligible for vocational rehabilitation services. The six-year average (1997-2002) was approximately 1,030.

Individuals with significant disabilities also will be affected if there are not sufficient resources to open either of these priority categories (Category II and III). In this event, the affected individuals will receive diagnostic and assessment services to determine eligibility and priority category placement. However, if they do not have a signed service plan in place at the time of implementation or if they are determined not to be in an open category (based on the number of serious functional limitations they have), development and implementation of a service plan will not occur. In FY 2002, approximately 5,500 consumers with significant disabilities were determined eligible for vocational rehabilitation services. The six-year average (1997-2002) was approximately 6,300.

Currently, there are approximately 13,000 active service providers for the vocational rehabilitation program. It is unknown how many of them will be affected by order of selection.

Projected costs to the affected entities: In the event an order is implemented, the costs to consumers who cannot be served and who choose to seek employment services elsewhere is unknown. It is known that in FY 2002, approximately \$1.5 million was spent for services provided to consumers with nonsignificant disabilities. This represents 8.6% of all FY 2002 case service expenditures. For consumers with significant disabilities, approximately \$10 million was spent on case services, representing 55.9% of all FY 2002 case service expenditures.

The potential fiscal impact on service providers also is unknown.

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 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

Proposed Regulations

Summary of the proposed regulation. The Department of Rehabilitative Services proposes to amend its order of selection system that prioritizes among individuals eligible for vocational rehabilitation services in the event that resources are not sufficient to provide services to all.

Estimated economic impact. These regulations contain order of selection rules in the event that resources are not available to meet the vocational rehabilitation needs of all eligible individuals. The vocational rehabilitation services are provided to eligible individuals with disabilities to help them prepare for, achieve, and retain employment. In general, the goal of the services is to overcome barriers to employment. Services may include, but are not limited to, vocational guidance and counseling, vocational training, restorative medical and psychological, assistive technology, supported employment, and job search and job placement. The Department of Rehabilitative Services (the department) provided vocational rehabilitation services to 33,720 people (including 19,700 open cases and 14,020 case closures) and spent about \$18 million for case services in fiscal year (FY) 2002 for 11,589 of these consumers.^{1, 2} Approximately 22% of the funds come from the general fund while the remaining 78% is funded by a federal grant.

Consistent with federal law and regulations,³ the proposed regulations will prioritize individuals within the current severely disabled category. In FY 2002, there were approximately 9,500 newly determined eligible individuals with most significant or significant disabilities. Currently, severely disabled category is one whole category without any priority order within itself. The proposed amendments will categorize individuals in this group into three subgroups and assign a priority order.

Pursuant to federal regulations, the highest priority will be given to individuals with the most significant disabilities. The severity of a disability will be determined, in part, based on serious limitations in seven functional capacity areas. These functional capacities are mobility, self-care, communication, work skills, work tolerance, interpersonal skills, and self-direction. An individual with a most significant disability means, in part, an individual who has a physical or mental impairment that seriously limits three or more functional capacities in terms of an employment outcome. In FY 2002, there were 4,012 newly determined eligible individuals in this group and another 2,040 whose cases were closed as either employed or not employed.⁴

Additionally, although not required by federal regulations, the department proposes to further categorize the remaining individuals with significant disabilities. The second priority group includes individuals with a significant disability that

results in a serious limitation in two functional capacities. The last priority within severely disabled group will be given to individuals with a significant disability whose impairment seriously limits one functional capacity. The total number of newly determined individuals in the last two categories in FY 2002 was about 5,500 and another 4,800 whose cases were closed as either employed or not employed.⁵ However, the department does not have separate estimates for the two categories at this time. Summary statistics for case services in FY 2002 is provided below.

Table: Summary Statistics for Case Services Provided in FY 2002 by Severity of Disability

	Most Significantly Disabled	Significantly Disabled	Overall
Total Costs case closures	\$5,135,314	\$10,860,906	\$15,996,220
Total Consumers with closed cases	2,040	4,800	6,840
Employed	1,069	2,534	3,603
Not Employed	971	2,266	3,237
Success Rate	52.4%	52.8%	52.7%
Cost Per Employed	\$3,243	\$2,788	\$2,923
Cost Per not Employed	\$1,719	\$1,675	\$1,688
Cost Per Job	\$4,804	\$4,286	\$4,440

Source: The Department of Rehabilitative Services

The department spent approximately \$5.1 million for 2,040 individuals in the most significantly disabled category whose cases were closed either with or without employment and about \$10.9 million for 4,800 individuals in the significantly disabled category whose cases were closed either with or without employment. Almost half of the consumers who received case services and whose cases were closed were able to obtain employment. What is striking is that the success rate in getting an employment position is almost the same for the two categories (52.4% vs. 52.7%). One would expect that the success rate would decrease as the severity of disability increases. A possible explanation for this might be the higher amount of resources spent on individuals with more severe disabilities. The cost per individual who obtained an employment position seems to increase as the level of disability increases (\$3,243 vs. \$2,788). Similarly, the amount of resources spent on individuals who were not able to secure a job seems to be slightly higher for more severely disabled individuals (\$1,719 vs. \$1,675). As a result each job provided through this program costs about \$500 more for an individual with a most significant disability (\$4,804 vs. \$4,286). Thus, the higher amount of resources allocated to individuals with more severe disabilities may be increasing the success level in obtaining an employment position and consequently the success rates become almost identical.

The order of selection will work in the following way. The department will first serve the individuals in the highest priority order as required by the federal regulations. Then depending on remaining available resources, next categories will be served; a category will not be opened until resources become

¹ Of the 33,720 individuals served during FY 2002, approximately 8,356 were classified as having less than a significant disability.

² With or without employment means rehabilitated (Status 26) and not rehabilitated (Statuses 28 and 30), respectively.

³ Rehabilitation Act of 1973 as amended in 1998, Title I, Section 101(a)(5), and federal regulation 34 CFR § 361.36(b).

⁴ Although it is possible, it is not likely that these numbers include overlap because the average time from eligibility to case closure is 16 months. If there is overlap, most likely occurred with the not employed.

⁵ Ibid.

available to serve all individuals in that category. The main effect of the proposed order of selection will be changing the likelihood of a person with a significant disability being served by available resources. Currently everyone who has at least one functional disability has the same chance of being served. The proposed changes will increase the chance of being served for individuals in the second category and decrease it for individuals in the third category when resources are limited.

The department does not anticipate entering into order of selection. However, it is possible that the selection process may be implemented if resources are depleted in FY 2003 or FY 2004. In the event the order of selection is implemented, eligible individuals who do not have a signed individualized plan for employment and who are not in an open category will be placed on a waiting list for vocational rehabilitation services. Some of these individuals will likely suffer economic losses in terms of delayed employment opportunities or disruption in an existing employment position due to proposed priority categories. Both delay and disruption in employment will likely have an immediate adverse impact on the stream of future income. These individuals may start increasing their debt and applying for welfare and/or social security benefits. Conversely, the proposed amendments will help some other individuals with relatively more severe disabilities to find employment sooner and to provide them with a stream of income. These individuals may experience some relief in terms of the need to borrow or to find an alternate source of income from welfare and social security programs.

Additionally, when the order of selection is activated, there is likely to be an increase in requests for administrative hearings on the priority list placements due to the increase in the number of priority categories. Administrative hearing costs include the staff time and the cost of administrative hearing officers. Although there is no estimate available on the size of these administrative costs, they would be paid 100% from the federal funds. Also, additional staff time and other department resources required for implementation and enforcement of the selection order with more categories are expected to be very small or insignificant.

Businesses and entities affected. The proposed regulations will prioritize among approximately 9,500 new individuals with most significant or significant disabilities expected annually who need vocational services from the Department of Rehabilitative Services.

Localities particularly affected. No localities are anticipated to be affected more than others.

Projected impact on employment. Last year, rates for a successful employment were approximately 52.4% for most significantly disabled and 52.8% for significantly disabled. This indicates that on average, individuals with more severe disabilities had about the same chance for a successful employment outcome relative to individuals with less severe disabilities upon receiving vocational services. However, individuals with more severe disabilities used up more resources from the department to obtain an employment position. Prioritizing available services to individuals with relatively more severe disabilities is likely to reduce the number of customers served and reduce the number of

consumers entering or maintaining employment through this program. Additionally, the longevity at a job may be lower for more severely disabled individuals though no data is available to support this conjecture. Shorter expected tenure at a job would also have a negative effect on employment. Thus, the proposed changes have the potential to negatively affect the labor supply, but no conclusive statements can be made about the size of such an effect.

Effects on the use and value of private property. The proposed regulations are not expected to have a significant effect on the use and value of private property.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Virginia Department of Rehabilitative Services concurs with the economic impact analysis performed by the Virginia Department of Planning and Budget.

Summary:

The proposed revisions amend the Department of Rehabilitative Services' order of selection system that prioritizes among individuals eligible for vocational rehabilitation services in the event that resources are not sufficient to provide services to all.

22 VAC 30-20-90. Order of selection for services.

In the event *that the full range of* vocational rehabilitation services cannot be provided to all eligible individuals who apply for services because of ~~unavailable~~ insufficient resources, ~~to all persons determined to be eligible, upon recommendation by the commissioner,~~ an order of selection system may be approved ~~by implemented by the commissioner following consultation with the State Rehabilitation Council and the board which.~~ The order of selection shall determine those persons for whom services may be purchased. It shall be the policy of the department to encourage referrals and applications of all persons with disabilities and, to the extent resources permit, provide services to all eligible persons.

The following order of selection is implemented when services cannot be provided to all eligible persons:

1. ~~Priority I.~~ Person eligible and presently receiving services under an individualized ~~written rehabilitation program plan~~ for employment.
2. ~~Priority II.~~ Those persons referred and needing diagnostic services to determine eligibility.
3. ~~Priority III.~~ Persons determined to be ~~severely disabled.~~ eligible for services shall be served according to the following order of priorities:
 - a. Priority I. An individual with a most significant disability in accordance with the definition in 22 VAC 30-20-10.
 - b. Priority II. An individual with a significant disability that results in serious functional limitations in two functional capacities.
 - c. Priority III. An individual with a significant disability that results in a serious functional limitation in one functional capacity.

Proposed Regulations

4. *d.* Priority IV. Other persons determined to be disabled, in order of eligibility determination.

In ~~all priorities~~ *each priority*, preference shall be given to providing services to disabled public safety officers disabled in the line of duty.

VA.R. Doc. No. R02-297; Filed January 22, 2003, 11:01 a.m.

STATE BOARD OF SOCIAL SERVICES

Title of Regulation: 22 VAC 40-11. Public Participation Guidelines (amending 22 VAC 40-11-10, 22 VAC 40-11-30, 22 VAC 40-11-40, and 22 VAC 40-11-50).

Statutory Authority: §§ 2.2-4007 and 63.2-217 of the Code of Virginia.

Public Hearing Date: N/A -- Public comments may be submitted until April 11, 2003.

(See Calendar of Events section for additional information)

Agency Contact: Richard Martin, Regulatory Coordinator, Department of Social Services, 730 E. Broad Street, Richmond, VA 23219-1849, telephone (804) 692-1825, FAX (804) 692-1814 or e-mail lrm2@dss.state.va.us.

Basis: Section 2.2-4007 D of the Code of Virginia mandates that the Department of Social Services promulgate public participation guidelines. Section 63.2-217 of the Code of Virginia vests the State Board of Social Services with the authority to promulgate regulations for programs administered and supervised by the Department of Social Services.

Purpose: This regulation establishes procedures to solicit input from interested parties prior to the formation and drafting of regulations and during the formation, promulgation and final adoption of regulations by the State Board of Social Services and the Department of Social Services. The Virginia Administrative Process Act requires that this regulation be in place before the State Board of Social Services can adopt any other regulation. This regulation permits the State Board of Social Services to execute its statutory responsibilities for promulgating regulations to carry out the purposes of Title 63.2 of the Code of Virginia.

The State Board of Social Services has promulgated approximately 90 regulations to administer various licensure programs, service programs, assistance programs, and child support enforcement programs provided for in Title 63.2 of the Code of Virginia. The intent of these programs is to protect and ensure the health, safety and welfare of all citizens of the Commonwealth.

The goal of these amendments is to increase participation, reduce cost and improve the speed of communication through the electronic transmission of public comment.

Substance: This regulatory action provides for the electronic transmission of information to include e-mail notifications, receiving public comment by e-mail and use of the Internet for dissemination and collection of comment on regulatory actions. The action also incorporates recent statutory changes that concern public participation in the regulatory process.

Issues: These regulations benefit the public by letting individuals and regulated entities know how they may be involved in the development and promulgation of the State Board of Social Services' regulations. These regulations benefit the Commonwealth by permitting the State Board of Social Services to fulfill its statutory mandate to promulgate regulations necessary to implement Title 63.2 of the Code of Virginia. This regulation creates no known disadvantage to the public or the Commonwealth.

Fiscal Impact: There is no projected cost to the state to implement the amendments proposed by this action. Additionally, there is no projected cost to localities. All citizens of the Commonwealth will be affected by this action. This action will be less burdensome on persons wishing to participate in promulgation of the State Board of Social Services' regulations, allowing participation in more cost-effective ways.

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 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

Summary of the proposed regulation. The State Board of Social Services proposes to amend its public participation guidelines to (i) permit electronic mailing lists to be maintained in addition to traditional paper lists, (ii) allow the use of electronic means (e.g., electronic mail, Internet, facsimile) for soliciting and receiving input from interested parties, and (iii) provide discretion to the Department of Social Services whether to publish proposed regulations in a newspaper of general circulation.

Estimated economic impact. Under the Administrative Process Act, all state agencies that promulgate regulations are required to maintain public participation mailing lists containing the names of all parties that have registered an interest in a particular regulation. Membership on these lists typically includes members of the regulated community, public interest groups, law firms, and individual citizens with an interest in a particular area of regulation.

The State Board of Social Services' (the board) current public participation guidelines are not flexible to allow participation of interested parties through electronic mail in the adoption, amendment, and repeal of regulations. One of the current requirements is to distribute regulatory action notices through regular mail. Also, it is not clear whether public comments must be considered if they are transmitted through electronic means. With the proposed changes, the department will be allowed to maintain an electronic list of interested parties, to solicit input from the public through electronic mail, and to

consider comments provided through Internet, facsimile, and other electronic means in addition to the regular mail. However, individuals may also choose to communicate with and remain on the traditional mailing lists, which will continue to be maintained by the board.

There are no disadvantages associated with these changes proposed by the board. On the contrary, the proposed changes have a high chance to produce benefits to the Department of Social Services (the department) because they will likely provide a less costly alternative for communication in rulemaking. If chosen, interested parties will be notified of regulatory actions electronically through the Virginia Regulatory Town Hall. Additionally, the department will utilize an existing Intranet for notification and comment by local departments of social services. If electronic notification and comment becomes more prevalent, there would be a reduction in printing and mailing costs incurred by the department. In addition to the potential fiscal benefits, these changes will also allow the board to increase the speed of notification and the amount of information readily available to interested parties, which will increase efficiency and may enhance public participation. It can be reliably inferred that the interested parties will prefer electronic communication if it is a better alternative than regular mail.

Finally, the proposed regulations will provide discretion to the department whether to publish a notice in a general circulation newspaper to solicit input. According to the department, it costs about \$200 to publish a notice in a local newspaper. In fiscal year 2002, there were 10 proposed regulations and the department spent approximately \$2,000 to publish 10 notices. Also, the department notes that only a few or no comments can be attributed to newspaper notifications. Thus, if the board chooses to not publish any newspaper notices, expected cost savings to the department would be about \$2,000 per year and the number of comments received may decrease by a few.

Businesses and entities affected. These changes may affect individuals and organizations interested in the regulations of the Board of Social Services. The department does not have an estimate for the total number of individuals on the mailing lists. Additionally, 121 local departments of social services, 29 local community action agencies, and 6,063 entities licensed by the department may be affected. These licensed entities include child day centers, family day homes, exempt child day centers, child day care systems, assisted living facilities, and adult day care centers.

Localities particularly affected. No localities are particularly affected by the proposed regulations.

Projected impact on employment. The proposed regulations are not expected to have a significant effect on employment.

Effects on the use and value of private property. The proposed regulations are not anticipated to have a significant effect on the use and value of private property.

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

Summary:

This regulation sets forth the procedures the State Board of Social Services uses to obtain public input when developing, revising or repealing a regulation. This regulation covers the following topics: petitions from interested parties, solicitation of input, public hearings, and withdrawal of regulations. The proposed amendments provide for electronic transmission of information and incorporate recent statutory changes.

PART I. GENERAL PROVISIONS.

22 VAC 40-11-10. Definitions.

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

"*Administrative Process Act (APA)*" means Chapter ~~4.4-4~~ 40 (§ ~~9-6.14-1~~ 2.2-4000 et seq.) of Title 9 2.2 of the Code of Virginia.

"*Approving authority*" means State Board of Social Services.

"*Board*" means State Board of Social Services.

"*Commissioner*" means the Commissioner of the Department of Social Services or his designee.

"*Department*" means Department of Social Services.

"*Division*" means organizational entity within the department, designated by the commissioner, which develops regulations subject to the Administrative Process Act.

"*Governor's Executive Order*" means any policy or procedure issued by the Governor under § ~~2.1-41.4~~ 2.2-103 or § ~~9-6.14:9.1-A~~ 2.2-4013 of the Code of Virginia establishing the administrative policy and procedures for gubernatorial review and regulatory actions governed by the Administrative Process Act.

"*Person*" means an individual, a corporation, a partnership, an association, a governmental body, a municipal corporation, or other legal entity.

PART II. PUBLIC PARTICIPATION.

22 VAC 40-11-30. General.

A. The procedures in ~~22 VAC 40-11-70~~ 22 VAC 40-11-50 shall be used for soliciting the input of interested persons in the initial formation and development, amendment or repeal of regulations in accordance with the Administrative Process Act. This chapter does not apply to regulations exempted or excluded from the provisions of the Administrative Process Act (§ ~~9-6.14:4.4~~ 2.2-4006 of the Code of Virginia).

B. The department shall follow the policies and procedures established by the Administrative Process Act and the Governor's Executive Order in developing emergency, proposed and final adoption, amendment or repeal of regulations.

C. At the discretion of the approving authority or the department, the public participation procedures in ~~22 VAC~~

Proposed Regulations

40-11-70 22 VAC 40-11-50 may be supplemented to provide additional public participation in the regulation adoption process or as necessary to meet federal requirements.

D. The failure of any person to receive any notice or copies of any documents provided under these guidelines shall not affect the validity of any regulations otherwise adopted in accordance with this chapter.

22 VAC 40-11-40. Petitions from interested parties.

Any person may petition the agency to develop a new regulation or to adopt, amend or repeal a regulation. The petition, at a minimum, shall contain the following information:

1. Name of petitioner;
2. Petitioner's mailing address and telephone number;
3. Petitioner's interest in the proposed action;
4. Recommended new regulation or addition, deletion, or amendment to a specific regulation or regulations;
5. Statement of need and justification for the proposed action;
6. Statement of impact on the petitioner and other affected persons; and
7. Supporting documents, as applicable.

The department shall provide a written response to such petition pursuant to the provisions of subsection A of § 2.2-4007 of the Code of Virginia.

22 VAC 40-11-50. Solicitation of input.

A. Each division of the department shall establish and maintain ~~a list~~ or lists consisting of persons expressing an interest in the adoption, amendment or repeal of regulations under its administration, management or supervision. Persons may request the addition of their name and address to the ~~list~~ lists at any time. *Persons who elect to be included on an electronic mailing list may also request that all mailings be sent in hard copy.* The lists will be updated as additional interested parties are identified. Deletions will be made when *either regular or electronic mail is returned undeliverable or a lack of interest is determined by the division as a result of periodic contact initiated by the division.*

B. The department may form an ad hoc advisory group or utilize a standing advisory committee to assist in the drafting, formation or review of a proposal when expertise is necessary to address a specific regulatory interest or issue, or when persons register an interest in the subject of the regulation and in working with the department.

C. Whenever a division identifies a need for the adoption, amendment or repeal of regulations under its administration, management or supervision, it may commence the regulation adoption process according to these procedures.

D. *Upon approval by the board*, the department shall issue a Notice of Intended Regulatory Action (NOIRA) which describes the subject matter and intent of the planned regulation for all regulatory proposals in accordance with the

Administrative Process Act. The NOIRA shall state whether the agency intends to hold a public hearing.

E. The commissioner shall disseminate the NOIRA to the public by:

1. Distribution to the Registrar of Regulations for publication in The Virginia Register, and
2. Distribution ~~by mail~~ to parties on the ~~list~~ lists established under subsection A of this section *by mail or electronic transmission as chosen by the parties.*

F. The agency shall consider public comment in drafting proposed regulations *and the department shall make provisions for receiving comment by regular mail, the Internet, facsimile and other electronic means.*

G. Upon approval by the board of the proposed regulations prepared by the department, the department shall solicit public comment through:

1. Distribution to the Registrar of Regulations for publication in The Virginia Register, *and*
- ~~2. Publication of a Notice of Comment Period in a newspaper of general circulation published at the state capital and such other newspapers as the department may deem appropriate, and~~
- ~~3.~~ 2. Distribution of a notice of comment ~~by mail~~ period to persons on the lists established under subsection A of this section.

H. At the discretion of the board, the department may solicit public comment on a proposed regulation through publication of a notice in any newspaper as determined by the board. Any notice published shall comply with the provisions of subsection F of § 2.2-4007 of the Code of Virginia.

I. The board shall consider public comment in approving final regulations. The department shall make provisions for receiving comment on the proposed regulation by regular mail, the Internet, facsimile and other electronic means. At the conclusion of the public comment period, the department shall provide that comment to the board.

VA.R. Doc. No. R02-302; Filed January 21, 2003, 3:12 p.m.

* * * * *

Title of Regulation: **22 VAC 40-685. Virginia Energy Assistance Program -- Home Energy Assistance Program (adding 22 VAC 40-685-10, 22 VAC 40-685-20, and 22 VAC 40-685-30).**

Statutory Authority: §§ 63.2-217 and 63.2-805 of the Code of Virginia.

Public Hearing Date: N/A -- Public comments may be submitted until April 11, 2003.

(See Calendar of Events section for additional information)

Agency Contact: Margaret Friedenber, Director of Special Projects, Department of Social Services, 730 E. Broad Street, Richmond, VA 23219, telephone (804) 692-1728, FAX (804) 692-1469 or e-mail mjf900@dcse.dss.state.va.us.

Basis: Pursuant to § 63.2-217 of the Code of Virginia, the State Board of Social Services has authority to promulgate rules and regulations necessary for operation of all assistance programs. The 2001 Acts of Assembly directed promulgation of an emergency regulation to establish the Home Energy Assistance Program (Chapter 676, 2001 Acts of Assembly). By law, the emergency regulations are effective for one year. This proposed regulation will replace the emergency regulations. The statutory authority for this program is § 63.2-805 of the Code of Virginia.

Purpose: The purpose of this regulation is to promulgate a permanent regulation to replace an emergency regulation that established the Home Energy Assistance Program and the Home Energy Assistance Fund. This regulation is required to protect the health and welfare of low-income Virginians by encouraging the continuation of the Home Energy Assistance Program.

Substance: The planned regulation establishes the Home Energy Assistance Program and the Home Energy Assistance Fund; authorizes the Department of Social Services to receive and disburse moneys from the fund; provides a financial resource for low-income families having difficulty meeting their home energy costs; and provides an opportunity for coordinated efforts between public agencies, private utility service providers, and charitable and community groups seeking to assist low-income families with their home energy needs.

Issues: The regulation establishes the Home Energy Assistance Program, which adds focus to the unmet needs of households requiring energy assistance, creates additional funding mechanisms for low-income assistance, and provides new leveraging opportunities to increase funding for Virginia's Low-Income Home Energy Assistance Program (LIHEAP) grant. The public, businesses, the Department of Social Services, and the Commonwealth benefit from this regulation because it affords an opportunity to provide an energy supplement to low-income citizens that promotes healthy and safe families and reduces customer account terminations by utility companies. Energy providers may benefit by increasing their revenue through payments for services through the fund.

The disadvantages of the program are the mandated functions for which no additional resources were provided. There is the potential for staffing issues due to increased caseload demands at local departments of social services and new administrative responsibilities at both the regional and central office levels. The program is funded solely by donations and contributions, state income tax refund check-off, or general funds appropriated by the General Assembly. At the present time, the Home Energy Assistance Program is unfunded.

Fiscal Impact: This regulation establishes a program and creates a fund supported solely by contributions and donations, state income tax refund checkoff or general funds appropriated by the General Assembly. When funded, up to 12% of the funds may be used to reimburse the department's administrative expenses.

Currently, the Home Energy Assistance Program is unfunded. Until contributions to this fund are received, there will be no fiscal impact. There may be costs to provide information about

the program and to solicit contributions. These can be controlled and are partially dependent on the department's capacity to find available funding. The department will consider low and no cost alternatives to make the public and potential contributors aware of the program and the fund.

When contributions are received, local departments of social services may experience an increase in applications for energy assistance. This increase could lead to additional transaction processing costs, more time dedicated to telephone inquiries, and increased staffing needs. The state will incur additional costs for the collection, processing and distribution of funds and for data collection and reporting. Another possibility is that this additional funding will simply increase the average benefit that is available to households participating in the program. Currently, the amount of benefits that a household receives is far below the actual energy costs for the household.

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 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

Summary of the proposed regulation. The proposed regulations will establish the Home Energy Assistance Program to help low-income Virginians meet their residential energy needs.

Estimated economic impact. Pursuant to Chapter 676 of the 2001 Acts of Assembly, the Board of Social Services (the board) promulgated emergency regulations to establish the Home Energy Assistance program to help meet the residential energy needs of low-income Virginians effective September 2002. The board also created the Home Energy Assistance Fund to facilitate the operation of the program. The proposed action will replace the emergency regulations with the permanent regulations.

The proposed rules will allow the Department of Social Services to receive and disburse monies from the fund. The sources of the fund include donations and contributions from private and public sources and monies appropriated by the General Assembly. Corporations, public agencies, private citizens, and other entities such as charitable and community groups and private utility service providers may contribute to the fund. Pursuant to the Code of Virginia, State Income Tax Refund check-off monies from 2003 earned income may also be contributed to the fund. Finally, the department may arrange special programs or fund raising projects to receive contributions.

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The proposed energy assistance program is the state/local-funded counterpart to an existing federal energy assistance program called Virginia Energy Assistance Program. The Virginia Energy Assistance program is a seasonal program that assists low-income households in meeting their energy needs. The program is fully funded by the federal Low Income Home Energy Assistance (LIHEA) block grant, which provides flexibility to the states in program administration. There are four components of the program: fuel assistance, crisis assistance, cooling assistance, and weatherization.

The purpose of the fuel assistance component is to partially offset the home heating costs of eligible households during the heating season. The crisis assistance component provides help to households in energy related emergencies that may include lack of heat, imminent utility cut-offs, and failing heating equipment. Households in these cases may be eligible for payment of utility security deposit or the bill, purchase or repair of heating equipment, and purchase of fuel. Cooling assistance component provides help with cooling needs, which may include purchase, installment, and repair of cooling equipment, payment of electric security deposit or the bill. Weatherization component provides assistance for home energy efficiency measures such as insulating and sealing air leaks, installing ventilation fans, repairing and replacing inefficient or unsafe heating and cooling systems. In federal fiscal year 2002, the federal energy assistance program provided help to 116,149 households in the amount of \$30.7 million. The average benefit per household served was \$264. The average benefits for fuel, crisis, cooling, and weatherization, assistance were \$214, \$361, \$213, \$3,552, respectively.¹

The purpose of the proposed Home Energy Assistance program is two fold. First, the monies in the fund may be directly used to supplement assistance provided through the federal energy assistance program (e.g., add the monies in the fund to federal grants). Second, the monies in the fund may be used to increase funds from the federal energy assistance program through leveraging.

Currently, the fund is yet to receive contributions. The department believes that any significant appropriations from the General Assembly are unlikely in the near future. The amount of funds that may be received from private and public donors is unknown. Similarly, the amount of contributions from income tax refund check-off is uncertain.² The fund did not receive any contributions from corporations, public agencies, individuals, or other sources. Due to lack of funds, the department is also unable to arrange any fund raising events. The economic impact of the proposed energy assistance program will greatly depend on the amount of funds received. Thus, significance of the proposed regulations cannot be predicted accurately at this time. Only the direction of potential economic effects may be discussed.

¹ Source: Report on the Effectiveness of Low Energy Assistance Programs, Report of the Virginia Department of Social Services, House Document No. 6, Commonwealth of Virginia, 2003.

² Contributions from 1999 taxable income to 18 income check-off programs/funds varied from \$0 to \$151,902. The average of these contributions was \$36,823. (Source: Annual Report, Virginia Department of Taxation, Fiscal Year 2001, p. 30.)

The proposed residential energy assistance program has the potential to affect donors, recipients, service providers, and the department. By contributing to the program, donors give up valuable resources that may be used to meet their other needs. The contributions are tax deductible from state and federal income taxes³ and may strengthen the incentives to contribute to this program rather than some other non-tax deductible alternatives. On the other hand these contributions may make them feel better about themselves. Since they have complete discretion on whether to contribute or not, by donating, they reveal that the benefits to them exceeds the costs.

The recipients of the program will likely realize net benefits also. The additional funds may increase the average benefit amount provided or may make the assistance available to more individuals. In any event, additional funds will benefit the recipient low-income families. The types of benefits may take many different forms depending on the household's consumption pattern. Households make choices on the allocation of available income between the energy needs and all other goods and services. While a household may prefer to spend the income on energy needs at the expense of all other goods and services, another may prefer other goods and services at the expense of the energy need.⁴ Thus, the benefits for those who will be qualified for the assistance may be in terms of newly available energy or additional goods and services that can be purchased by the assistance subsidy. While it is unfeasible to explore the effects associated with all other goods and services, the energy assistance may reduce health related illnesses and deaths. For example, high indoor temperatures may cause hyperthermia, heat cramps, heat exhaustion, heat rash, heat stroke, and deaths. Similarly, low indoor temperatures may cause health problems such as hypothermia, respiratory problems, and deaths. The Department of Health statistics indicate that Virginia suffered seven and four heat related deaths in 1999 and 2000, respectively and 27 and 17 cold related deaths in 1999 and 2000, respectively. In short, additional contributions to the energy assistance program may reduce the heat related health and safety risks to recipient households.

Finally, additional funds donated for energy assistance are likely to increase the revenues received by the vendors participating in the program. The types of vendors include electric, heating, and cooling equipment and service companies. Based on the cooling assistance historical data, it is estimated that vendors receive approximately 44% of the funds for electric security deposits and electric bills, 31% of the funds for equipment installation, 24% of the funds for equipment, and 2% for equipment repair.

³ Source: The Department of Social Services.

⁴ The demand for heating and cooling is probably more income inelastic than many other goods and services. In other words, the money spent on heating and cooling is unlikely to increase with increases in income. Thus, low-income households allocate a relatively large share of their income on heating and cooling needs while high-income households allocate a relatively small share of their income on heating and cooling needs. For indication of this, see page 7 of the Report on the Effectiveness of Low Energy Assistance Programs, Report of the Virginia Department of Social Services, House Document No. 6, Commonwealth of Virginia, 2003.

The proposed change also has the potential to increase the administrative costs due to potential increase in the number of individuals receiving energy assistance or additional activities that may be undertaken such as fund raising events to encourage donations. Since the department has more flexibility in administration of this state program relative to the federal program, the administrative costs are likely to be higher than the costs of administering the federal program. While no more than 10% of the federal grants may be spent on administrative costs, the proposed rules establish that up to 12% of the contributions may be spent on administrative expenses.

Businesses and entities affected. The proposed energy assistance program has the potential to affect the Department of Social Services, local departments of social services, households eligible for energy assistance, and vendors providing services. The number of affected households and vendors will depend on the amount of donations received, which is not known at this time.

Localities particularly affected. The proposed regulations will apply throughout the Commonwealth.

Projected impact on employment. The proposed program has the potential to increase the total energy assistance provided and increase repair, installment, and new equipment revenues of energy related businesses, which may positively affect demand for labor. However, there is no information to estimate the significance of these potential effects on private sector employment. Also, if the number of individuals served increases, the demand for human resources at the Department of Social Services and local departments will likely increase. Similarly, the significance of the potential impact on the staffing needs to administer the state component of energy assistance program is not known at this time.

Effects on the use and value of private property. The proposed program creates the chance for an increase in the vendor revenues. If significant, the increase in revenues will likely positively affect the values of vendor businesses. Additionally, if used for permanent energy equipment additions to homes and home energy improvements, the additional funds will likely positively affect the value of houses owned by the recipients served.

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

Summary:

The proposed regulation establishes a Home Energy Assistance Program and creates a Home Energy Assistance Fund to assist low-income Virginians in meeting their residential energy needs. This regulation will replace the emergency regulation that is effective September 1, 2002, through August 31, 2003.

CHAPTER 685.

VIRGINIA ENERGY ASSISTANCE PROGRAM -- HOME ENERGY ASSISTANCE PROGRAM.

22 VAC 40-685-10. Definitions.

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

"Department" means the Department of Social Services.

"Energy assistance program" includes fuel, crisis, cooling, and weatherization assistance.

"Fund" means the Home Energy Assistance Fund, which is based on contributions and donations, and moneys appropriated by the General Assembly for the purpose of funding the Home Energy Assistance Program.

"Home Energy Assistance Program" means the voluntary assistance program to supplement the Virginia Energy Assistance Program.

"Household" means an individual or group of individuals who occupy a housing unit and share residential energy in common.

"LIHEAP" means the Low-Income Home Energy Assistance Program, a federal block grant that is the basis for the Virginia Energy Assistance Program.

"Other entities" means community, nonprofit, private, or charitable organizations that administer energy assistance programs, and local departments of social services that administer energy assistance programs other than those offered through the Virginia Energy Assistance Program funded by the Low-Income Home Energy Assistance Program.

"Program" means the Home Energy Assistance Program.

"Virginia Energy Assistance Program" means the assistance program developed in Virginia to address the residential energy needs of low-income households. The program is funded by and in accordance with the federal LIHEAP requirements.

22 VAC 40-685-20. Home Energy Assistance Fund.

A. The Home Energy Assistance Fund is established on the books of the Comptroller in the Virginia State treasury as a nonreverting fund. Interest earned on moneys in the fund shall remain in the fund and be credited to it.

B. The purpose of the fund shall be to:

- 1. Supplement assistance provided through the Virginia Energy Assistance Program by assisting eligible low-income applicants with their residential energy needs;*
- 2. Provide matching funds when required by federal regulations for LIHEAP (Virginia Energy Assistance Program) or Weatherization Assistance Program; and*
- 3. Increase the amount of dollars the state may claim for a leveraging award through LIHEAP.*

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C. The fund shall consist of donations and contributions, moneys appropriated by the General Assembly, and interest earnings.

1. There shall not be restrictions placed on the amount of donations or contributions made to the fund.
2. Corporations, public agencies, individuals, and other entities may contribute to the fund.

D. Moneys received from public agencies, private utility service providers, charitable and community groups, and individuals seeking to assist low-income Virginians in meeting their residential energy needs shall be deposited into the fund and used in accordance with this chapter.

1. Special programs or fund raising projects may contribute monies to the fund.
2. State income tax refund checkoff moneys may be contributed to the fund.
3. General funds may be appropriated by the General Assembly into the fund.

E. The department shall disburse funds in one of the following two ways

1. Through the existing Virginia Energy Assistance Program.
2. Other means necessary to provide energy assistance to low-income individuals, at the discretion of the commissioner of the department.

F. Moneys in the fund not expended by June 30 of each year shall remain in the fund.

22 VAC 40-685-30. Home Energy Assistance Program.

A. The department shall establish the Home Energy Assistance Program for the following purposes:

1. Administer available funds from the Home Energy Assistance Fund;
2. Coordinate energy assistance efforts among agencies of the Commonwealth and nonstate organizations electing to participate in the Home Energy Assistance Program;
3. Conduct research regarding available private and governmental resources for low-income Virginians in need of energy assistance; and
4. Collect data and report on the amounts of energy assistance provided through the department.

B. The Home Energy Assistance Program shall:

1. Disburse funds from the Home Energy Assistance Fund through the existing Virginia Energy Assistance Program.
2. Disburse funds from the Home Energy Assistance Fund by means other than the Virginia Energy Assistance Program at the discretion of the commissioner of the department.
3. Lead and facilitate meetings with other agencies of the Commonwealth and nonstate organizations participating in the Home Energy Assistance Program.

4. Conduct the necessary research to report annually to the Governor and General Assembly on the effectiveness of low-income energy assistance programs in meeting the needs of low-income Virginians.

C. Upon mutually agreed terms, the department may administer the low-income energy assistance programs of public agencies, private utility service providers, and charitable and community groups.

VA.R. Doc. No. R02-300; Filed January 21, 2003, 3:14 p.m.

* * * * *

Title of Regulation: 22 VAC 40-910. General Provisions for Maintaining and Disclosing Confidential Information of Public Assistance, Child Support Enforcement, and Social Services Records (adding 22 VAC 40-910-10 through 22 VAC 40-910-110).

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

Public Hearing Date: N/A -- Public comments may be submitted until April 11, 2003.

(See Calendar of Events section for additional information)

Agency Contact: Lynette Isbell, Policy and Planning Manager, Department of Social Services, 730 E. Broad Street, Richmond, VA 23219, telephone (804) 692-1821, FAX (804) 692-2425 or e-mail lwi2@email1.dss.state.va.us.

Basis: This proposed regulation replaces an emergency regulation that expires on August 31, 2003. Chapter 518 of the 2001 Acts of Assembly directed promulgation of the emergency regulation.

Pursuant to § 63.2-102 of the Code of Virginia, except as provided by federal and state laws and regulations, no records or information concerning applicants for and recipients of public assistance or child support shall be made available except for purposes directly connected with the administration of the public assistance and child support enforcement programs.

In accordance with § 63.2-103 of the Code of Virginia, any records established pursuant to § 63.2-1902 of the Code of Virginia shall be available only for the enforcement of support of children and their caretakers and to the Attorney General, prosecuting attorneys, law-enforcement agencies, courts of competent jurisdiction and agencies in other states engaged in the enforcement of support of children and their caretakers.

Pursuant to §§ 63.2-104 and 63.2-105 of the Code of Virginia, social services records and information are confidential except they are accessible to persons having a legitimate interest.

Pursuant to § 63.2-217 of the Code of Virginia, the State Board of Social Services has authority to promulgate rules and regulations necessary for the operation of public assistance, child support enforcement, and social services programs.

Purpose: The public assistance, child support enforcement, and social services programs are essential to protecting the health, safety and welfare of citizens. Implementation of this regulation assists these programs in protecting the health,

safety and welfare of citizens by ensuring that public assistance, child support enforcement, and social services confidential client information will be protected and released only according to federal and state laws and regulations. The existing structure of confidentiality provisions does not effectively control information about individuals. There are a myriad of state laws and regulations pertaining to confidentiality of public assistance, child support enforcement, and social services information dispersed throughout the social services sections of the Code of Virginia and Virginia Administrative Code. Such a structure can result in the oversight of confidentiality requirements and the release of inappropriate identifiable personal information. This regulation establishes separate sections for public assistance, child support enforcement, and social services programs. Each section includes the applicable statutory and regulatory citations and/or provisions related to confidentiality. Separate comprehensive sections for public assistance, child support enforcement, and social services programs are necessary to ensure compliance with confidentiality requirements thereby affording greater protection of privacy to all Virginians.

Substance: The proposed regulation establishes separate sections for the confidentiality of public assistance, child support enforcement, and social services programs administered by the Department of Social Services and local departments of social services. Except as provided by federal and state laws and regulations, no records or information concerning applicants for and recipients of public assistance or child support are accessible except for purposes directly connected with the administration of the public assistance and child support enforcement programs. Social services records and information are confidential except they are accessible to persons having a legitimate interest in accordance with federal and state laws and regulations.

Issues: The primary advantage of the regulation to the public, the Department of Social Services and the Commonwealth is that it ensures that public assistance, child support enforcement, and social services client information will be protected and released only according to federal and state laws and regulations. Such a regulation affords greater protection of privacy to all Virginians. There are no known disadvantages of the regulation to the public or the Commonwealth.

Fiscal Impact: Implementation of the proposed regulation does not produce a fiscal impact on the Commonwealth.

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 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private

property. The analysis presented below represents DPB's best estimate of these economic impacts.

Summary of the proposed regulation. The proposed regulations will establish rules for disclosure of confidential information from the records of clients who receive public assistance, child support, and/or social services through programs administered by the Department of Social Services and local departments of social services.

Estimated economic impact. Local departments of social services collect information from clients prior to and while providing services. The majority of the services are offered through public assistance, social services, and child support programs. Public assistance is provided through programs such as Temporary Assistance for Needy Families, food stamps, Medicaid, and energy assistance. Social services include foster care, child protective services, adoptions, adoption assistance, adult services, adult protective services, domestic violence, and childcare. Child support program facilitates the determination of the amount of child support and exchange of monies from noncustodial parents to custodial parents in noncourt ordered cases. The identifying client information collected by the local departments pertaining to the recipients of these services is confidential and not accessible by the public.

The 2001 Acts of Assembly required the State Board of Social Services (the board) to promulgate regulations regarding the release of identifying client information to third parties. The board promulgated emergency regulations that were effective on September 1, 2002. These proposed permanent regulations will replace the emergency regulations. According to the department, the requirements in the proposed regulations were already in practice prior to the emergency regulations. Therefore, the proposed regulations will not create any significant change in the way identifying client records and information are protected. As a result, no significant economic effect is expected from the proposed regulations.

The main effect of the proposed changes is providing detailed information to the public regarding the release of identifying client information. The proposed regulations outline the rules on when and how identifying client data may be released. Additionally, one of the provisions clarifies that disclosure of information in violation of the Code of Virginia is a Class 1 misdemeanor. Some of the interested parties may find the proposed regulations informative and may benefit from them. On the other hand, the promulgation of these regulations introduces small printing, copying, and mailing costs.

Businesses and entities affected. The proposed regulations apply to Department of Social Services, including the 22 child support district offices, and the 121 local departments of social services.

Localities particularly affected. No locality will be affected more than others.

Projected impact on employment. The proposed regulations are unlikely to have any significant effect on employment.

Effects on the use and value of private property. No significant effect on the use and value of private property is expected.

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

Summary:

This proposed regulation replaces an emergency regulation that expires on August 31, 2003. The proposed regulation establishes separate sections for the confidentiality of public assistance, child support enforcement, and social services programs administered by the Department of Social Services and local departments of social services. Except as provided by federal and state laws and regulations, no records or information concerning applicants for and recipients of public assistance or child support are accessible except for purposes directly connected with the administration of the public assistance and child support enforcement programs. Social services records and information are confidential except they are accessible to persons having a legitimate interest in accordance with federal and state laws and regulations.

CHAPTER 910.

GENERAL PROVISIONS FOR MAINTAINING AND DISCLOSING CONFIDENTIAL INFORMATION OF PUBLIC ASSISTANCE, CHILD SUPPORT ENFORCEMENT, AND SOCIAL SERVICES RECORDS.

22 VAC 40-910-10. Definitions.

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

"Agency" means a local department of social services.

"Agent" means any individual authorized to act on behalf of or under the direction of the Commissioner of the Virginia Department of Social Services or State Board of Social Services for the sole purpose of accessing confidential client records in the administration of public assistance, child support enforcement, or social services programs.

"Client" means any applicant for or recipient of public assistance or social services or any individual about whom the child support enforcement division maintains information.

"Client record" or "client information" means any identifying or nonidentifying information, including information stored in computer data banks or computer files relating to a client.

"Department" means the Virginia Department of Social Services.

"Human research" means any formal and structured evaluation involving individuals in a special project, program, or study.

"Legally responsible person" means (i) the biological or adoptive parent or other relative with whom the child primarily resides and who has legal custody of the child; (ii) the biological or adoptive parent with whom the child does not primarily reside and who has legal custody of the child; or (iii) a committee or guardian appointed by a court to represent the interest of a client.

"Near fatality" means an act that, as certified by a physician, places the child in serious or critical condition. Serious or critical condition is a life-threatening condition or injury.

"Provider" means any person, agency or organization providing public assistance, child support enforcement services, or social services through a contract or an agreement with the department or agency.

"Public assistance" means Temporary Assistance for Needy Families (TANF); auxiliary grants to the aged, blind and disabled; medical assistance; energy assistance; food stamps; employment services; child care; and general relief.

"Research" means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to general knowledge, including research for the development of new knowledge or techniques that would be useful in the administration of public assistance, child support enforcement, or social services programs.

"Social services program" means foster care, adoption, adoption assistance, adult services, adult protective services, child protective services, domestic violence services, family preservation, or any other services program implemented in accordance with regulations promulgated by the State Board of Social Services.

22 VAC 40-910-20. General provisions.

A. Except as otherwise provided in these regulations or consistent with other federal and state laws or regulations, no person shall disclose or use, or authorize, permit or acquiesce to the use of any client information that is directly or indirectly derived from the client records of the department, agency, provider, or the State Board of Social Services. Exceptions to this provision are provided in 22 VAC 40-910-80, 22 VAC 40-910-90 and 22 VAC 40-910-100.

B. Protecting confidential information. All client records, which could disclose the client's identity, are confidential and must be protected in accordance with federal and state laws and regulations. Such client information includes, but is not limited to:

- 1. Name, address and any types of identification numbers assigned to the client and all individuals for whom the client receives assistance on behalf of, including but not limited to social security number;*
- 2. Public assistance, child support enforcement services, or social services provided to the client;*
- 3. Information received for verifying income and eligibility;*
- 4. Evaluation of the client's confidential information;*
- 5. Social and medical data about the client and all individuals for whom the client receives assistance on behalf of, including diagnoses and past histories of disease or disabilities;*
- 6. Information received from third parties such as an employer; and*
- 7. Information associated with processing and rendering appeals.*

C. Ownership of client records.

1. Client records are the property of the department or agency. Employees and agents of the department or agency must protect and preserve such records from dissemination except as provided herein.
2. Only authorized employees and agents may remove client records from the department or agency's premises.
3. The department and agency shall destroy client records pursuant to records retention schedules consistent with federal and state regulations.

D. Disclosure of client information.

1. Consent. As part of the application process for public assistance or social services, the client or legally responsible person must be informed of the need to consent to a third-party release of client information necessary for verifying his eligibility or information provided. Whenever a person or organization that is not performing one or more of the functions delineated in 22 VAC 40-910-80 C or does not have a legitimate interest pursuant to 22 VAC 40-910-100 requests client information, the person or organization must obtain written permission from the client or the legally responsible person for the release of the client information unless one of the conditions delineated in this subsection. A client's authorization for release of client information obtained by the department, agency or provider also satisfies this requirement.

Client records may be released without the client's written permission under the following conditions:

- a. A court of competent jurisdiction has ordered the production of client records and the department, agency or provider does not have sufficient time to notify the client or legally responsible person before responding to the order.
 - b. For research purposes as provided in 22 VAC 40-910-50.
2. The Commissioner of the Virginia Department of Social Services, the State Board of Social Services and their agents shall have the discretion to release nonidentifying statistical information. A client's written permission is not required in order to release nonidentifying statistical information.
 3. The Commissioner of the Virginia Department of Social Services, the State Board of Social Services and their agents do not have to obtain consent from the client to obtain or review client records.

22 VAC 40-910-30. Notification of release of confidential client information.

If one of the conditions in 22 VAC 40-910-20 D 1a is met and consent is not obtained before the release of the client records, the department, agency or provider must provide written notification to the client or legally responsible person within five business days after disclosure.

22 VAC 40-910-40. Consent process.

The consent for release of client information must contain the following:

1. The name of the entity supplying the information and the name of the requesting party;
2. The consent must be signed and dated by the client or legally responsible person. The client or legally responsible person may add other information, which may include, but is not limited to, a statement specifying the date, event or condition upon which the consent expires.

22 VAC 40-910-50. Release of client records for research purposes.

A. Prior to the initiation of research involving client records by any individual or institution that entered into an agreement with or is funded or licensed by the department or agency, a written plan outlining the proposed research must be submitted to the department or agency for review and approval. In the event client records are requested from multiple agencies or the department and an agency or agencies, the plan must be submitted to the department.

B. The plan must include:

1. The purpose of the proposed research;
2. A description of how client records will be used;
3. A provision that when the research is completed, client records will either be destroyed or returned to the department; and
4. A confidentiality agreement signed by the individual or institution's authorized representative, which includes that:
 - a. Client records will be used only for the purposes for which they are being provided;
 - b. Client records will not be released to any persons not connected with the research;
 - c. Security safeguards will be in place to protect against loss and unauthorized access, use, modification or disclosure of client records;
 - d. Authorized persons involved in the research are required to maintain confidentiality of all client records connected with the research;
 - e. Identifying information from client records must not be discussed with or released to anyone except authorized persons involved in the research;
 - f. Final product(s) of the research will not reveal any information that may serve to identify any person about whom information has been obtained through the department, agency or provider without written consent of such person and the department, agency or provider;
 - g. Authorized person(s) involved in the research who fail to comply with the terms of this confidentiality agreement will be immediately terminated from the research;
 - h. This confidentiality agreement must survive and continue after completion of the research. The individual

Proposed Regulations

or institution continues to be responsible for any breach; and

i. Disclosure of client records in violation of §§ 63.2-102 and 63.2-104 of the Code of Virginia is a Class 1 misdemeanor.

C. Client records will be released for research purposes if the following conditions are met:

1. For public assistance and social services, the Commissioner of the Virginia Department of Social Services or his designee(s), or agency director or his designee(s) authorizes the plan and the release of the client records; or

2. For child support enforcement, the Commissioner of the Virginia Department of Social Services or his designee(s), or the Director of Child Support Enforcement authorizes the plan and the release of the client records; and

3. The individual or institution complied with the appropriate security forms for the release of the client records or has entered into a contract with the department or agency that stipulates the department's or agency's requirements for the confidentiality of client records.

D. The confidentiality of human research activities involving public assistance, child support enforcement, and social services programs and clients is governed by 22 VAC 40-890, Human Subject Research Regulations, established pursuant to § 63.2-218 of the Code of Virginia.

22 VAC 40-910-60. Client's right of access to client information.

Any client has the right to obtain their client record upon written or verbal request. The client must be permitted to review or obtain a copy of his client record with the following exceptions:

1. Information that the department, agency or provider is required to keep confidential pursuant to federal and state laws or regulations.

2. Information that the department, agency or provider may withhold from the client pursuant to the Freedom of Information Act (§ 2.2-3700 et seq. of the Code of Virginia).

3. Information that would breach another individual's right to confidentiality. When the material requested includes confidential client information about individuals other than the client, the parts of the client record relating to other individuals will be redacted.

22 VAC 40-910-70. Publicizing safeguarding requirements.

The department, agency or provider shall inform clients in writing that client information shall be confidential pursuant to federal and state laws.

22 VAC 40-910-80. Confidential client information pertaining to public assistance.

A. Confidentiality of client information of public assistance programs is assured by §§ 63.2-102 and 63.2-805 G of the Code of Virginia.

B. Information may be released only for a purpose directly connected with the administration of a public assistance program, except as herein provided or pursuant to §§ 63.2-102 and 63.2-805 G of the Code of Virginia.

C. Purposes directly related to the administration of a public assistance program include but are not limited to:

1. Establishing eligibility;

2. Determining the amount of public assistance;

3. Providing services for public assistance clients; and

4. Conducting or assisting in an investigation or prosecution of a civil or criminal proceeding related to the administration of the public assistance program.

D. Release of client records to law-enforcement agencies and Commonwealth's and county or city attorneys is governed by 22 VAC 40-320.

22 VAC 40-910-90. Confidential client information pertaining to child support enforcement.

A. Confidentiality of child support enforcement client information is assured by §§ 63.2-102 and 63.2-103 of the Code of Virginia.

B. Information may be released only for a purpose directly connected with the administration of the child support enforcement program, except as herein provided or pursuant to §§ 63.2-102, 63.2-103, 63.2-1906 and 63.2-1940 of the Code of Virginia.

C. Purposes directly related to the administration of the child support enforcement program include but are not limited to:

1. Determining the amount of child support;

2. Providing child support enforcement services; and

3. Conducting or assisting in an investigation or prosecution of a civil or criminal proceeding related to the administration of the child support enforcement program.

D. The following regulatory provisions provide guidance on the release of child support enforcement client information:

1. Entities to whom the Division of Child Support Enforcement can release client information is governed by 22 VAC 40-880-520;

2. The release of client information to and from the Internal Revenue Service is governed by 22 VAC 40-880-530;

3. Request for client information from the general public is governed by 22 VAC 40-880-540;

4. Requests for client information from parents is governed by 22 VAC 40-880-550;

5. Release of health insurance information is governed by 22 VAC 40-880-560; and

6. Release of client records to law-enforcement agencies and Commonwealth's and county or city attorneys is governed by 22 VAC 40-320.

22 VAC 40-910-100. Confidential client information pertaining to social services programs.

A. Confidentiality of client information of social services programs is assured by §§ 63.2-104 and 63.2-105 of the Code of Virginia.

B. Releasing confidential social services information.

1. The Commissioner of the Virginia Department of Social Services, the State Board of Social Services and their agents shall have access to all social services client records pursuant to § 63.2-104 of the Code of Virginia.

2. Social services client records must be confidential and can only be released to persons having a legitimate interest in accordance with federal and state laws and regulations pursuant to § 63.2-104 of the Code of Virginia. Section 63.2-104 of the Code of Virginia does not apply to the disclosure of adoption records, reports and information. The disclosure of adoption records, reports and information is governed by § 63.2-1246 of the Code of Virginia.

3. The following statutory and regulatory provisions provide guidance on the definition of legitimate interest as applied to specific social services programs:

a. Adult Protective Services client records can be released to persons having a legitimate interest pursuant to 22 VAC 40-740-50 B.

b. Child Protective Services Client Records and Information Disclosure:

(1) Child protective services client records can be released to persons having a legitimate interest pursuant to § 63.2-105 A of the Code of Virginia.

(2) The public has a legitimate interest to limited information about child abuse or neglect cases that resulted in a child fatality or near fatality. Pursuant to the Child Abuse and Prevention Treatment Act (CAPTA), as amended (P.L. 104-235 (42 USC § 5106a)) states must have provisions that allow for public disclosure of the findings or information about the case of child abuse or neglect that has resulted in a child fatality or near fatality. Accordingly, agencies may release the following information to the public, providing that nothing disclosed would be likely to endanger the life, safety, or physical or emotional well-being of a child or the life or safety of any other person; or that may compromise the integrity of a Child Protective Services investigation, or a civil or criminal investigation, or judicial proceeding:

(a) The fact that a report has been made concerning the alleged victim child or other children living in the same household;

(b) Whether an investigation has been initiated;

(c) The result of the completed investigation;

(d) Whether previous reports have been made concerning the alleged victim child or other children living in the same household and the dates thereof, a summary of those previous reports, and the dates

and outcome of any investigations or actions taken by the agency in response to those previous reports of child abuse or neglect;

(e) The agency's activities in handling the case.

(3) Information regarding child protective services reports, complaints, investigation and related services and follow-up may be shared with the appropriate Family Advocacy Program representative of the United States Armed Forces as provided in 22 VAC 40-720, Child Protective Services Release of Information to Family Advocacy Representatives of the United States Armed Forces.

(4) The agency must release child protective services client records in the instances of mandatory disclosure as provided in 22 VAC 40-705-160. The local department may release the information without written consent.

4. Foster care client records about children in foster care or their parents can be released upon order of the court. For instance, client records may be released to the guardian ad litem and the court appointed special advocate who are appointed for a child as a result of a court order or to attorneys representing the child or the child's parents.

22 VAC 40-910-110. Other confidentiality regulatory provisions.

This regulation does not supersede existing regulations pertaining to the confidentiality of client records and should be read in conjunction with all public assistance, child support enforcement, and social services confidentiality regulations under Title 22 of the Virginia Administrative Code.

VA.R. Doc. No. R02-301; Filed January 21, 2003, 3:13 p.m.



GUIDANCE DOCUMENTS

Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require annual publication in the *Virginia Register* of guidance document lists from state agencies covered by the Administrative Process Act and the Virginia Register Act. A guidance document is defined as "...any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations..." Agencies are required to maintain a complete, current list of all guidance documents and make the full text of such documents available to the public.

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

DEPARTMENT FOR THE AGING

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department for the Aging, 1600 Forest Avenue, Suite 102, Richmond, VA 23229. Copies may be obtained free of charge by contacting Janet Honeycutt at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail jlhoneycutt@vdh.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Janet Honeycutt at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail jlhoneycutt@vdh.state.va.us.

Guidance Documents

State Plan for Aging Services: October 1, 1999, – September 30, 2003, effective October 1, 1999, revised February 2, 2001, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), § 2.2.703 A 3

Title III and Title V Service Standards, updated and re-issued July 1, 2002, interpreting 22 VAC 5-20-80

Case Management for Elderly Virginians Program, Policies and Procedures Manual, issued July, 1994

Senior Community Services Employment Program (Title V), Plan Instruction, issued July 1, 2002

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Office of Dairy and Foods

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Office of Dairy and Foods, Washington Building, Room 502, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained by contacting Sandra Linkous at the same address, telephone (804) 786-8899 or FAX (804) 371-7792.

Questions regarding interpretation or implementation of this document may be directed to Ryan W. Davis, Program Supervisor, Food Safety, Washington Building, Room 507, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3520 or FAX (804) 371-7792.

Guidance Documents:

Food Inspectors Manual, revised March 1998, (\$30.75)

Food Inspection Field Operations Manual, revised August, 2002, (\$23.85)

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Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Office of Dairy and Foods, Washington Building, Room 505, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained for \$50 by contacting John Beers at the same address, telephone (804) 786-1453 or FAX (804) 371-7792.

Questions regarding interpretation or implementation of this document may be directed to John Beers, Program Supervisor, Dairy Services, Washington Building, Room 505, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-1453 or FAX (804) 371-7792.

Guidance Document:

Dairy Services Procedure Manual, issued June 21, 1994, revised November 2002

Office of Meat and Poultry Services

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 Meat and Poultry Services, Washington Building, Suite 614, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Dr. David E. Cardin, Program Manager, at the same address, telephone (804) 786-4569 or FAX (804) 786-1003.

Questions regarding interpretation or implementation of these documents may be directed to Dr. David E. Cardin, Program Manager, Office of Meat and Poultry Services, Washington Building, Suite 614, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-4569 or FAX (804) 786-1003.

Guidance Documents:

Disposition of Violations of Meat and Poultry Laws and Regulations, Procedure 99-1, January 6, 1999

Office of Plant and Pest Services

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 Plant and Pest Services, Washington Building, Room 703,

1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Tonita Clark at the same address, telephone (804) 786-3515, FAX (804) 371-7793 or e-mail tclark@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Frank M. Fulgham, Program Manager, Office of Plant and Pest Services, Washington Building, Room 703, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793 or e-mail ffulgham@vdacs.state.va.us.

Guidance Documents:

Virginia Shipping Requirements for Queen and Package Bees, revised December 2002, § 3.1-610.14

Guidelines for Virginia Ginseng Management Program, revised December 2002, §§ 3.1-1020 through 3.1-1030

Invitation for Bids for Gypsy Moth Aerial Insecticide Spraying, revised February 2002, §§ 3.1-188.22 and 3.1-188.27

Guidelines for Participation in the Virginia Cooperative Gypsy Moth Suppression Program, revised September 2002, §§ 3.1-188.22 and 3.1-188.27

Invitation for Bids for the Gypsy Moth Trapping Program, revised February 2002, § 3.1-188.22

Invitation for Bids for the Cotton Boll Weevil Monitoring Program, revised May 2002, 2 VAC 5-440

Cotton Boll Weevil Trapping Guidelines, revised June 2002, 2 VAC 5-440

Office of Product and Industry Standards

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting G. Wes Diggs at the same address, telephone (804) 786-2476 or FAX (804) 786-1571.

Questions regarding interpretation or implementation of these documents may be directed to G. Wes Diggs, Program Supervisor, Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-2476 or FAX (804) 786-1571.

Guidance Documents:

2.4.1, Labeling of Cetane on Diesel Dispensers, revised January 1, 1993, § 59.1-167.1

2.9.6, Labeling and Method of Sale for Specific Retail Food Items, §§ 3.1-943 through 3.1-947

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Copies of the following document may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting J. Alan Rogers at the

same address, telephone (804) 786-2476 or FAX (804) 786-1571.

Questions regarding interpretation or implementation of this document may be directed to J. Alan Rogers, Program Supervisor, Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-2476 or FAX (804) 786-1571.

Guidance Document:

10.1, Guidelines for Approving Industrial Co-Products for Agricultural Use Under the Virginia Fertilizer and Agricultural Liming Materials Laws

Office of Pesticide Services

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the Office of Pesticide Services, Washington Building, Room 401, 1100 Bank Street, Richmond, VA, 23219. Copies may be obtained free of charge by contacting Rhonda Bates at the same address, telephone (804) 371-6558, FAX (804) 371-8598 or e-mail rbates@vdacs.state.va.us

Questions regarding interpretation or implementation of these documents may be directed to Robert E. Bailey, Supervisor, Enforcement and Field Operations, Office of Pesticide Services, Washington Building, Room 401, 1100 Bank Street, Richmond, VA 23219, telephone (804) 371-6560, FAX (804) 371-8598 or e-mail rbailey@vdacs.state.va.us.

Guidance Documents:

Administrative Procedure for Processing Violations for Civil Penalty Assessment and Actions on Certificates, Licenses, and Registrations, issued June 14, 1993

Guidelines for Enforcement of the Virginia Pesticide Control Act - Civil Penalty Assessment Decision Matrix, revised September 1995

Worker Protection Standard Self-Inspection Checklist, issued September 1999

Interpreting PPE Standards on Pesticide Labels, issued September 1999

USDA Restricted Use Pesticide Recordkeeping and WPS Pesticide Application Information Requirements, issued December 1999

Office of Veterinary Services

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the Division of Animal, Plant and Food Industry Services, Washington Building, Sixth Floor, 1100 Bank Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Dr. David E. Cardin at the same address, telephone (804) 786-2481 or FAX (804) 371-2380.

Questions regarding interpretation or implementation of these documents may be directed to Dr. David E. Cardin, Program Manager, Division of Animal, Plant and Food Industry Services, Washington Building, Sixth Floor, 1100 Bank Street,

Guidance Documents

Richmond, VA 23218, telephone (804) 786-2481 or FAX (804) 371-2380.

Guidance Documents:

Division Administration Directive 79-1, Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements, revised August 1, 2001, §§ 3.1-796.96 and 54.1-3425

Division Administration Directive 83-1, Approved Capture Drugs and Drug Administering Equipment, revised August 1, 2001, § 3.1-796.119

Guidelines for Enforcement of the Virginia Animal Pound and Shelter - Civil Penalty Assessment Decision Matrix, issued October 1, 2001

Office of Policy, Planning and Research

Copies of the following documents may be viewed during regular workdays from 9 a.m. until 5 p.m. in the Office of Policy, Planning and Research in the Virginia Department of Agriculture and Consumer Services, Washington Building, Second Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by writing to Joyce Knight at the same address, telephone (804) 786-3538, FAX (804) 371-2945 or e-mail: jknight@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Roy Seward, Office of Policy, Planning, and Research, Virginia Department of Agriculture and Consumer Services, Second Floor, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3538, FAX (804) 371-2945 or e-mail: rseward@vdacs.state.va.us.

Guidance Document:

Agricultural Stewardship Act Guidelines, April 1, 1997, amended July, 2000, § 10.1-559.9

VIRGINIA COMMISSION FOR THE ARTS

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Commission for the Arts, Lewis House, 2nd floor, 223 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lorraine Lacy at the same address, telephone (804) 225-3132, FAX (804) 225-4327 or e-mail arts@state.va.us. The document may be found on the Virginia Commission for the Arts home page (<http://www.arts.state.va.us>).

Questions regarding interpretation or implementation of this document may be directed to Peggy Baggett, Executive Director, at the address above, e-mail pbaggett.arts@state.va.us.

Guidance Document:

Guidelines For Funding, revised July 1, 2002 - June 30, 2004

BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at fanbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young, Executive Director of the Board, at the address above or by telephone at (804) 662-9111. Copies are free of charge.

Guidance Documents:

30-1, Order for Board of Audiology and Speech-Language Pathology v. Eve. H. Silverstein, case decision on practice using Auditory Integration Training ("AIT"), May 15, 1997

30-2, By-Laws of the Board of Audiology and Speech-Language Pathology, May 20, 1999

AUDITOR OF PUBLIC ACCOUNTS

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 Auditor of Public Accounts, 101 N. 14th Street, 8th Floor, Richmond, VA 23219. Copies may be obtained by contacting Kim Via at P.O. Box 1295, Richmond, VA 23218, telephone (804) 225-3350 (ext. 360) or e-mail kwvia@apa.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Kim Via, Auditor, Auditor of Public Accounts, telephone (804) 225-3350 (ext. 360) or e-mail kwvia@apa.state.va.us.

Guidance Documents:

Specification for Audits of Counties, Cities, and Towns, periodically updated, \$20 for manual. This document sets standards for audits of Virginia local governments as required by § 15.2-2511 of the Code of Virginia

Uniform Financial Reporting Manual, periodically updated, \$20 for manual. This document provides reporting requirements for Virginia local governments to follow in the preparation and submission of their Comparative Report of Local Government Revenues and Expenditures' transmittal forms. Section 15.2-2510 of the Code of Virginia requires this submission of data

VIRGINIA 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 Virginia Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227. Please note that Policy and Procedures Directives are issued occasionally for the purpose

of updating program service manuals. Copies of these documents, as well as, those listed below may be obtained at a cost of \$.10 per page by contacting William J. Pega at the same address, telephone (804) 371-3110, FAX (804) 371-3351 or e-mail pegawj@dbvi.state.va.us.

Questions regarding the interpretation or implementation of these documents may be directed to William J. Pega, Special Assistant to the Commissioner, Virginia Department for the Blind and Vision Impaired, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3351 or e-mail pegawj@dbvi.state.va.us.

Guidance Documents:

Randolph-Sheppard Vending Facility Program Operators Manual, issue March 1992, 22 VAC 45-20

Rehabilitation Teaching and Independent Living Rehabilitative Services Manual, Policy and Procedure Manual, revised August 2002, 22 VAC 45-70 and 22 VAC 45-80

Virginia Department for the Blind and Vision Impaired Library and Resource Application for Service, revised January 2001

Library and Resource Center Policy and Procedures Manual for Educators of the Visually Impaired, revised October 1999

Education Services Policy and Procedure Manual, revised February 2002, § 22.1-217

Virginia Rehabilitation Center for the Blind and Vision Impaired Operations Manual, revised July 1996, § 63.1-73.1

VRCBVI Student Handbook, revised October 2000

Vocational Rehabilitation Policies and Procedures Manual, revised November 2002, 22 VAC 45-50

Low Vision Policies and Procedures Manual, revised October 2001

Policy and Procedures Directives, issued periodically to update service program manuals

VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the offices of the Virginia Department of Business Assistance, 707 E. Main Street, Suite 300, Richmond, VA 23219. Copies may be obtained free of charge by contacting Rob R. Blackmore at the same address, telephone (804) 371-8260, FAX (804) 371-2115 or e-mail rblackmore@dba.state.va.us.

Questions regarding interpretation or implementation of the New Jobs Workforce Training Guidelines, the Small Business New Jobs Training Program and the Retraining Program may be directed to Preston Wilhelm, Director, Workforce Services, Department of Business Assistance, 707 E. Main Street, Richmond, VA 23219, telephone (804) 371-8132, FAX (804) 371-8137, or e-mail pwilhelm@dba.state.va.us.

Questions regarding interpretation or implementation of the 2002-2003 Program Guidelines and Application for Grants for Small Business Incubators may be directed to Rob

Blackmore, Senior Executive Assistant, Department of Business Assistance, 707 E. Main Street, Richmond, VA 23219, telephone (804) 371-8260, FAX (804) 371-2115 or e-mail rblackmore@dba.state.va.us.

Guidance Documents:

New Jobs Workforce Training Guidelines, revised August 2002

Small Business New Jobs Training Program Guidelines, developed August 2002

Retraining Program Guidelines, Developed August 2002

2002-2003 Program Guidelines and Application for Grants for Small Business Incubators, revised October 2002

CERTIFIED SEED BOARD

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Certified Seed Board, 330 Smyth Hall, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Dr. Steve Hodges at the same address, telephone (540) 231-9775 or FAX (540) 231-3431.

Questions regarding interpretation or implementation of this document may be directed to David Whitt, Agricultural Program Manager, 9142 Atlee Station Road, Mechanicsville, VA 23116, telephone (804) 746-4884 or FAX (804) 746-9447.

Guidance Documents:

State Certified Seed Board Annual Report, 2000

State Certified Seed Board Annual Report, 2001

CHARITABLE GAMING COMMISSION

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Charitable Gaming Commission, James Monroe Building, 101 N. 14th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Frances Jones, Administrative Staff Assistant, at the same address, telephone (804) 786-3014, FAX (804) 786-1079 or e-mail FJones@cg.state.va.us. This document can also be obtained from the commission's web page at www.state.va.us/cgchome/pubs.htm.

Questions regarding interpretation or implementation of this document may be directed to Morris W. Rooke, Licensing and Administration Manager, Charitable Gaming Commission, James Monroe Building, 101 N. 14th Street, 17th Floor, Richmond, VA 23219, telephone (804) 786-1681, FAX (804) 786-1079 or e-mail Rooke@cg.state.va.us.

Guidance Document:

Guidelines for Permitted Use of Charitable Gaming Proceeds (<http://www.state.va.us/cgchome/redbook.htm>), issued October 1, 1999

Guidance Documents

CHESAPEAKE BAY LOCAL ASSISTANCE DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Chesapeake Bay Local Assistance Department, 101 North 14th Street, 17th Floor, Richmond, VA 23219. Copies of these documents may be obtained for the costs indicated by contacting the department at the above address, telephone (804) 225-3440 or FAX (804) 225-3447. Unless a specific cost is indicated, the cost will be at the rate of \$0.05 per page for copying, plus the mailing cost. If someone desires to view one or more of these documents at the department's office, please provide at least 24 hours notice of the desired time of the visit.

Questions regarding interpretation or implementation of these documents may be directed to David Kovacs, Regulatory Coordinator, Chesapeake Bay Local Assistance Department, 101 North 14th Street, 17th Floor, Richmond, VA 23219, telephone (804) 786-1518, FAX (804) 225-3447 or e-mail dkovacs@cblad.state.va.us.

Attorney General Opinions:

1989 Atty. Gen. Ann. Rep, at 32 (to Delegate John G. Dicks, III, regarding vested rights), October 19, 1989, § 10.1-2115, 6 pages

1990 Atty. Gen. Ann. Rep, at 33 (to Prince William County Attorney Sharon E. Pandak, regarding septic system requirements), August 10, 1990, 9 VAC 10-20-120 (7), 3 pages

1991 Atty. Gen. Ann. Rep, at 31 (to Delegate John C. Watkins, regarding grandfathering), June 28, 1991, § 10.1-2115, 4 pages

1991 Atty. Gen. Ann. Rep, at 36 (to Delegate George F. Allen, regarding unconstitutional taking of agricultural land), July 2, 1991, 9 VAC 10-20-130 B 4, 6 pages

2001 Attorney General Opinion (letter to Michael D. Clower, CBLAD Executive Director) regarding the authority of the Chesapeake Bay Local Assistance Board to institute legal action to enforce the Chesapeake Bay Preservation Act and associated regulations, November 26, 2001, §§ 10.1-2103.10 and 10.1-2104, and 9 VAC 10-20-250, 6 pages

2002 Attorney General Opinion (letter to Leslie Kiduff, Jr., County Attorney for Northumberland County) regarding Equal Protection Clause of the Constitution of the United States, October 30, 2002, 9 VAC 10-20-120 and 9 VAC 10-20-130(5), 5 pages

Board Policies:

Board Determination of Consistency Regarding Local Designation of Resource Protection Areas, February 1992, 9 VAC 10-20-80

Procedural Policies for Local Program Review Policy, amended March 19, 2001, 9 VAC 10-20-231

Department Checklist Used to Evaluate the Consistency of Locally Adopted Ordinances With the Chesapeake Bay Preservation Act and CBLAB Regulations, § 10.1-2109 B

Department Checklist Used to Evaluate the Consistency of Locally Proposed or Adopted Comprehensive Plans, January 1992, § 10.1-2109 B

Board Document and Checklist: Local Program Compliance Evaluation Procedures, September 16, 2002

Board Guidance Document: Resource Protection Area – Onsite Buffer Area Delineation, September 16, 2002, 9 VAC 10-20-105

Board Guidance Document: Resource Protection Area – Buffer Area Encroachments, September 16, 2002, 9 VAC 10-20-130 (3)

Board Guidance Document: Stormwater Management Requirements, September 16, 2002, 9 VAC 10-20-120 (8)

Board Guidance Document: Agricultural Operations: Soil and Water Quality Conservation Assessment/Plans, December 9, 2002, 9 VAC 10-20-120 (9)

Board Guidance Document: Silvicultural Operations, September 16, 2002, 9 VAC 10-20-120 (10)

Board Guidance Document: Exceptions, September 16, 2002, 9 VAC 10-20-150 C

Board Guidance Document: Nonconforming Structures and Uses, September 16, 2002, 9 VAC 10-20-150 A

Specific Guidance – Septic Systems:

Letter to Mathews County, December 16, 1993, regarding septic system criteria, 9 VAC 10-20-120 (7), 2 pages

Letter to Fairfax County, January 12, 1994, regarding reserve drainfield requirements on existing lots, 9 VAC 10-20-120 (7), 3 pages

Letter to Virginia Department of Health, September 12, 1995, regarding septic pump-out provision for small spray irrigation systems, 9 VAC 10-20-120 (7), 2 pages

Letter to Mathews County, February 14, 1996, regarding application of septic system reserve drainfield requirement, 9 VAC 10-20-120 (7), 1 page

Specific Guidance – Resource Protection Areas:

Letter to the Town of Smithfield, April 5, 1994, regarding the inclusion of nontidal wetlands along intermittent streams as part of RPA, 9 VAC 10-20-80, 3 pages

Letter to Department of Environmental Quality, December 9, 1994, regarding delineation of RPA adjacent to new marina basin, 9 VAC 10-20-80, 2 pages

Letter to Fairfax County, October 2, 1995, regarding status of in-stream ponds as related to perenniality, 9 VAC 10-20-80, 2 pages

Letter to the Town of Smithfield, April 29, 1997, regarding fences within RPA buffers, 9 VAC 10-20-130, 1 page

Letter to Middlesex County, June 12, 1998, regarding buffer modifications, 9 VAC 10-20-130 B, 2 pages

Letter to Stafford County, November 16, 1998, regarding onsite RPA delineation, clarification of tributary streams, 9 VAC 10-20-110 B, 2 pages

Letter to James City County, November 30, 1998, regarding buffer modification and mitigation, 9 VAC 10-20-130 B, 3 pages

Letter to Arlington County, February 4, 1999, regarding buffer encroachment by cantilevers, 9 VAC 10-20-130 B, 1 page

Letter to City of Alexandria, June 28, 1999, regarding buffer modifications, 9 VAC 10-20-130 B, 2 pages

Letter to Chesterfield County, October 8, 1999, regarding buffer violation, 9 VAC 10-20-130 B, 2 pages

Letter to Caroline County, October 14, 1999, regarding expansion of RPA due to created wetlands, 9 VAC 10-20-80 B and 9 VAC 10-20-110 B, 2 pages

Letter to Henrico County, March 3, 2000, regarding the location of fences in the RPA, 9 VAC 10-20-130, 2 pages

Letter to Hanover County, April 20, 2000, regarding the location of fences in the RPA, 9 VAC 10-20-130, 1 page

Letter to Northampton County, August 28, 2000, regarding removal of buffer vegetation for fire protection, 9 VAC 10-20-130 B, 2 pages

Letter to City of Hampton, February 28, 2001, regarding removal of buffer vegetation, 9 VAC 10-20-130 B, 2 pages

Letter to Spotsylvania County, July 12, 2001, regarding onsite designation of RPA features, 9 VAC 10-20-110 B, 4 pages

Letter to Northampton County, October 23, 2001, regarding removal of vegetation through the use of herbicides in buffer, 9 VAC 10-20-130 B, 2 pages

Letter to City of Norfolk, January 24, 2002, regarding effective date of RPA buffer revisions, 9 VAC 10-20-130, 2 pages

Letter to Fairfax County, February 11, 2002, regarding appurtenant structures of sewage treatment facilities, 9 VAC 10-20-150 B, 2 pages

Letter to City of Poquoson, July 9, 2002, regarding tidal ditches, 9 VAC 10-20-80, 2 pages

Letter to Stafford County, September 19, 2002, regarding BMPs in RPAs, 9 VAC 10-20-130 1 e, 2 pages

Other Programmatic Guidance:

Letter to Northumberland County, May 5, 1999, regarding expansions of nonconforming structures, 9 VAC 10-20-150 A, 2 pages

Letter to Mr. Robert Moses, June 16, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC 10-20-150 B, 2 pages

Letter to Fairfax County, October 10, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC 10-20-150 B, 2 pages

Memorandum of Understanding between the Chesapeake Bay Local Assistance Department and the Department of Forestry, December 15, 2000, 9 VAC 10-120-10, 3 pages

Letter to Chesterfield County, February 13, 2001, regarding stormwater management requirements for redevelopment, 9 VAC 10-20-120, 2 pages

Letter to York County, February 16, 2001, regarding clarification of water dependent facilities, redevelopment and expansion of nonconforming structures, 9 VAC 10-20, 2 pages

Letter to James City County, February 22, 2001, regarding agricultural land uses, 9 VAC 10-120 (9), 2 pages

Letter to Fairfax County, January 2, 2002, regarding exemptions for cellular facilities, 9 VAC 10-20-150 B 1, 2 pages

CHRISTOPHER NEWPORT UNIVERSITY

Copies of the following documents may be viewed on regular working days from 8 a.m. to 5 p.m. in the office of the Provost, Christopher Newport University, 1 University Place, Newport News, VA 23606. Copies may be obtained free of charge by contacting Denise Moclair at the same address, telephone (757) 594-7933, FAX (757) 594-7508 or e-mail dmoclair@cnu.edu. Internet address for accessing the documents is found below.

Questions regarding interpretation or implementation of these documents may be directed to Office of the President, Christopher Newport University, 1 University Place, Newport News, VA 23606, telephone (757) 594-7002, FAX (757) 594-7864, or e-mail ptrible@cnu.edu.

Guidance Documents:

University Handbook
(<http://www.cnu.edu/public/2003handbook/toc.html>), revised May 2002, §§ 23-49.23 to 23-49.33

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, 2nd Floor, 910 Capitol Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 786-3591, FAX (804) 692-0625 or e-mail tedwards@leg.state.va.us. Internet addresses for accessing the documents are found below.

Questions regarding interpretation or implementation of these documents may be directed to Jane Chaffin, Registrar of Regulations, Virginia Code Commission, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, VA 23219, telephone (804) 786-3591, FAX (804) 692-0625 or e-mail jchaffin@leg.state.va.us.

Guidance Documents:

Virginia Register Form, Style and Procedure Manual
(http://register.state.va.us/download/styl8_95.rtf), revised August 1995, § 2.2-4104

Guidance Documents

Preparing and Filing Guidance Document Lists (<http://register.state.va.us/guidadoc.htm>), revised October 2002, §§ 2.2-4008 and 2.2-4103

DEPARTMENT OF CONSERVATION AND RECREATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Director of the Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219. The director's office serves as the central repository for the Department of Conservation and Recreation, the Board of Conservation and Recreation, the Board on Conservation and Development of Public Beaches, the Virginia Soil and Water Conservation Board, the Virginia Cave Board, all designated Scenic River Advisory Boards, the Chippokes Plantation Farm Foundation, the Virginia Land Conservation Foundation, the Virginia Outdoors Foundation, and the Virginia State Parks Foundation. Individual copies of listed publications may be obtained free of charge, unless a price is listed, by contacting Kathleen A. Carter at the above address, telephone (804) 786-6124 or FAX (804) 786-6141. Most manuals and reports listed without a price attached were produced in very limited quantities and are available for copying charges. For documents with a cost associated, please refer to the document listings. Individual copies of certain documents may also be viewed at the department's divisional headquarters and in some cases at regional or district offices or at Virginia State Parks.

Questions regarding interpretation or implementation of these documents may be directed to Leon E. App, Acting Deputy Director, Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219, telephone (804) 786-4570 or FAX (804) 786-6141. Other staff may be assigned by the director or Mr. App to answer specific questions regarding these documents.

Guidance Documents:

Division of Dam Safety

Rodent Control on Earthfilled Dams, revised April 1998, Department of Conservation and Recreation Fact Sheet No. 4, §§ 10.1-604 through 10.1-613

Virginia's Program for Safety of Dams, revised March 1998, Department of Conservation and Recreation Fact Sheet No. 1, §§ 10.1-604 through 10.1-613

Vegetation Control for Embankment Dams, revised March 1998, Department of Conservation and Recreation Fact Sheet No. 3, §§ 10.1-604 through 10.1-613

Dam Classification: What Does It Mean? Why Does It Change?, revised November 1998, Department of Conservation and Recreation Fact Sheet No. 2, §§ 10.1-604 through 10.1-613

Division of Natural Heritage

Managing Invasive Alien Plants in Natural Areas, Parks, and Small Woodlands (booklet), §§ 10.1-209 through 10.1-217

Native Plants for Conservation, Restoration, and Landscaping, Coastal Plain, 1997, §§ 10.1-209 through 10.1-217

Native Plants for Conservation, Restoration, and Landscaping, Piedmont Region, 1997, §§ 10.1-209 through 10.1-217

Native Plants for Conservation, Restoration, and Landscaping, Mountain Region, 1997, §§ 10.1-209 through 10.1-217

Natural Heritage Technical Document No. 95-9, North Landing River Natural Area Preserve Resource Management Plan, First Edition, February 15, 1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

Natural Heritage Technical Document No. 95-10, Bethel Beach Natural Area Preserve Resource Management Plan, First Edition, February 15, 1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

Natural Heritage Ranks - Definition of Abbreviations Used on Natural Heritage Resource Lists of the Virginia Department of Conservation and Recreation, May 1996, §§ 10.1-209 through 10.1-217

Natural Heritage Resources of Virginia - Rare Vascular Plants, Natural Heritage Technical Report 01-11, March 2001, §§ 10.1-209 through 10.1-217

Natural Heritage Resources of Virginia - Rare Animal Species, Natural Heritage Technical Report 01-16, June 2001, §§ 10.1-209 through 10.1-217

The Natural Communities of Virginia: Classification of Ecological Community Groups, Natural Heritage Technical Report 01-1, January 2001, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Natural Heritage Information Services, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Natural Area Dedication, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Natural Area Management Agreements, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Natural Area Registry, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Ecological Management, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Fire and Natural Areas, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Conserving Endangered Species (brochure), §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Barrier Beaches, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Sea-level Fens, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Tidal Freshwater Marshes, §§ 10.1-209 through 10.1-217

- Natural Heritage Resource Fact Sheet - Pocosins, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Baldcypress - Water Tupelo Swamps, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Turkey Oak Sandhills, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Seasonal Ponds, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Groundwater Seepage Wetlands, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Conserving Natural Communities, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Rare Beach Nesting Birds, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Rare Marsh Nesting Birds, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Migratory Songbird Habitat, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Rare Odonates, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Sensitive Joint-vetch, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Spreading Pogonia, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Purple Pitcher Plant, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Swamp Pink, §§ 10.1-209 through 10.1-217
- Natural Heritage Resource Fact Sheet - Virginia Sneezeweed, §§ 10.1-209 through 10.1-217
- Native Plants for Conservation, Restoration and Landscaping - Master List (comb-bound booklet), §§ 10.1-209 through 10.1-217
- Native Plants for Conservation, Restoration and Landscaping - Riparian Forest Buffers (brochure), §§ 10.1-209 through 10.1-217
- Native Plants for Conservation, Restoration and Landscaping - Grasslands (brochure), §§ 10.1-209 through 10.1-217
- Virginia Natural Heritage Program Twelve Year Report, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - List of Invasive Plant Species, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Alligatorweed, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Aneilema, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Asiatic Sand Sedge, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Autumn Olive and Russian Olive, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Bush Honeysuckle, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Canada Thistle, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Chinese Lespedeza, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Chinese Privet, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Common Reed, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Crown Vetch, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Eurasian Water-milfoil, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Garlic Mustard, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Giant Reed, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Hydrilla, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Japanese Honeysuckle, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Japanese Knotweed, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Japanese Stilt Grass, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Johnson Grass, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Kudzu, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Mile-a-Minute, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Multiflora Rose, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Oriental Bittersweet, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Parrot's Feather, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Porcelain Berry, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Purple Loosestrife, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Spotted Knapweed, §§ 10.1-209 through 10.1-217
- Invasive Alien Plant Species of Virginia - Tall Fescue, §§ 10.1-209 through 10.1-217

Guidance Documents

Invasive Alien Plant Species of Virginia - Tree-of-Heaven, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Winged Burning Bush, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Battling an Invasive Plant Species, §§ 10.1-209 through 10.1-217

Canoe Trail Guide - Alton's Creek, North Landing River Natural Area Preserve (brochure), §§ 10.1-209 through 10.1-217

Canoe Trail Guide - Pocaty Creek, North Landing River Natural Area Preserve (brochure), §§ 10.1-209 through 10.1-217

Division of Planning and Recreation Resources

2000 Virginia Outdoors Survey, 2000 (a survey of Virginians' use of and attitudes about the Commonwealth's natural and outdoor recreational resources), §§ 10.1-200 and 10.1-207 (2000 Survey to be released on the internet December 2002)

2002 Virginia Outdoors Plan, 2002 (a plan for meeting Virginia's outdoor recreational needs and conserving the environment (a 445 page document)), §§ 10.1-200 and 10.1-207, cost: \$20 plus \$7 for shipping and handling – CD Rom version available for \$10 plus \$1 shipping and handling

Virginia Recreational Trails Fund Program, Volume V (project application for the grant program established for the purposes of providing and maintaining recreational trails and trails-related facilities), § 10.1-200

Virginia Outdoors Fund Grant Program, January 1993 (describes the Virginia Outdoors Fund Grant Program and provides appropriate application instructions and forms), § 10.1-200

Virginia Outdoors Fund Revolving Loan Program, December 1992 (to facilitate the availability of outdoor recreation areas and facilities for all political jurisdictions in the Commonwealth of Virginia), Item 406, Chapter 893, Acts of Assembly of 1992

Virginia Land Conservation Foundation Manual, 2000 Virginia Land Conservation Fund Grant Program, October, 2000 (provides grants for fee simple title to and interest in real property for land conservation purposes in specified categories of open space and parks, natural area protection, historic area protection and farmlands and forest preservation), §§ 10.1-1017 through 10.1-1026

Two page briefing on the Scenic River program and a list of the current components of the Virginia Scenic Rivers System, §§ 10.1-400 and 10.1-402

Evaluation Criteria (evaluating and ranking of streams according to relative uniqueness or quality), § 10.1-401

The Goose Creek Scenic River Advisory Board (brochure describing board responsibilities to state and county governments), §§ 10.1-400, 10.1-402 and 10.1-411

Open Space Land Within the Shenandoah River Corridor and Use-Value Assessment, §§ 10.1-417 and 58.1-3230

Bear Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on September 6, 2002, and adopted by Joseph H. Maroon, December 6, 2002, §§ 10.107, 10.1-200 and 10.1-200.1

Belle Isle State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Caledon Natural Area Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Chippokes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 2, 1999, adopted by David G. Brickley, May 16, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

Claytor Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, and adopted by David Brickley, March 6, 2001, §§ 10.1-107, 10.1-200 and 10.1-200.1

Douthat State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

False Cape State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

First Landing State Park Master Plan, Reviewed by the Board of Conservation and Recreation on September 27, 1999, and adopted by David G. Brickley, November 15, 1999, §§ 10.1-107, 10.1-200 and 10.1-200.1

Hungry Mother State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

James River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Kiptopeke State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, and adopted by David G. Brickley, March 11, 2001, §§ 10.1-107, 10.1-200 and 10.1-200.1

Lake Anna State Park Master Plan, Reviewed by the Board of Conservation and Recreation on November 30, 2001, and adopted by David G. Brickley, January 8, 2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

New River Trail State Park Master Plan, Reviewed by the Board of Conservation and Recreation on April 26, 1999, and adopted by David G. Brickley, November 15, 1999, §§ 10.1-107, 10.1-200 and 10.1-200.1

Natural Tunnel State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 2, 1999,

adopted by David G. Brickley, May 16, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

Occoneechee State Park Master Plan, Reviewed by the Board of Conservation and Recreation on November 7, 2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

Pocahontas State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Raymond R. "Andy" Guest Jr./Shenandoah River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, and adopted by David G. Brickley, March 11, 2001, §§ 10.1-107, 10.1-200 and 10.1-200.1

Sailor's Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on September 6, 2002, and adopted by Joseph H. Maroon, December 4, 2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

Smith Mountain Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on November 7, 2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

Staunton River Battlefield State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Wilderness Road State Park Master Plan (formerly Karlan State Park), Reviewed by the Board of Conservation and Recreation on June 30, 1998, and December 7, 1998, and adopted by David G. Brickley, on July 2, 1998, and December 14, 1998, updated March 21, 2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

Division of Soil and Water Conservation

The Floodplain Management Plan for the Commonwealth of Virginia, April 29, 1991 (plan with 3-ring binder), 1991 plan out of print, revised plan pending, §§ 10.1-658 and 10.1-659, cost: per page copying

Virginia Erosion and Sediment Control Handbook, Third Edition, 1992, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: \$53 (shipping and handling included)

Virginia Erosion and Sediment Control Field Manual, Second Edition, 1995, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: \$25 (shipping and handling included)

Virginia Erosion and Sediment Control Handbook AutoCad Drawings, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: \$30 (shipping and handling included)

Virginia Nutrient Management Guidelines for Continuing Education Meetings, May 1997, 4 VAC 5-15-40 A

Virginia Nutrient Management Certification Education and Experience Guidelines, June 1997, 4 VAC 5-15-40 A

Virginia Nutrient Management Application Instruction Packet, October 1997, 4 VAC 5-15-40 A 1

Virginia Nutrient Management Standards and Criteria, November 1995, 4 VAC 5-15

Nutrient Management Handbook, Third Edition, 2002, 4 VAC 5-15, cost: \$10 (shipping and handling included)

Virginia Stormwater Management Handbook, 1999, § 10.1-603.1, cost: \$78 (shipping and handling included)

DCR Staff Guidance for Biosolids Use Regulations Site Reviews, October 1996, 12 VAC 5-585

DCR Staff Guidance for VPA Permit Nutrient Management Plans, October 2000, 9 VAC 25-192

Improving Water Quality, a Virginia Priority... A Local Option, Tax Incentives To Protect Wetlands, Riparian Buffers & To Promote Erosion Control Structures (Local Government version), November 1998, §§ 58.1-3230, 58.1-3665 and 58.1-3666

Improving Water Quality, a Virginia Priority... A Local Option, Tax Incentives To Protect Wetlands, Riparian Buffers And To Promote Erosion Control Structures (Landowner version), November 1998, §§ 58.1-3230, 58.1-3665 and 58.1-3666

DCR Guidance for Crop Nutrient Recommendations for Hay/Pasture Fields, January 2001, 4 VAC 5-15-150

DCR Guidance for Fall Applied Manure Nitrogen Rates for Small Grains, February 2001, 4 VAC 5-15-150

DCR Guidance for Manure Storage Facilities for Nutrient Management Plans Developed for a VPA Permit, January 2001, 9 VAC 25-192

DCR Guidance for Voluntary Nutrient Management Plans Developed for Non-permitted Operations Having Insufficient Manure Storage, January 2001, 4 VAC 5-15-150

DCR Guidance for Phosphorus Nutrient Management Planning Requirements of the Poultry Waste Management Act, August 2001, 9 VAC 25-630-70

Division of State Parks

The 2002 Virginia State Parks' Guide to Virginia State Parks, §§ 10.1-200 and 10.1-201

The 2002 Virginia State Parks' Guide to Outdoors Adventures, §§ 10.1-200 and 10.1-201

Virginia State Parks Fee Guide, April 2002, §§ 10.1-200 and 10.1-201

Virginia State Parks, Bear Creek Lake State Park, Cumberland Multi-Use Trail Map and Guide, April 2000, §§ 10.1-200 and 10.1-201

Virginia State Parks, Bear Creek Lake State Park Guide and Map, revised March 2000, §§ 10.1-200 and 10.1-201

Virginia State Parks, Bear Creek Lake State Park Trail Guide and Map, March 2000, §§ 10.1-200 and 10.1-201

Virginia State Parks, Belle Isle State Park Guide, May 1995, §§ 10.1-200 and 10.1-201

Guidance Documents

Virginia State Parks, Breaks Interstate Park & Conference Center Brochure, November 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Caledon Natural Area, Boyd's Hole Trail Guide, 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Caledon Natural Area Guide, 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Caledon Natural Area, Deer Herd Management Brochure, 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Chippokes Plantation State Park Guide, 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Chippokes Farm and Forestry Museum, §§ 10.1-200 and 10.1-201

Virginia State Parks, Claytor Lake State Park Guide, May 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Claytor Lake State Park, Shady Ridge Trail Interpretive Guide, 1988, §§ 10.1-200 and 10.1-201

Virginia State Parks, Claytor Lake State Park, William Christian Interpretive Brochure, 1992, §§ 10.1-200 and 10.1-201

Virginia State Parks, Douthat State Park Guide, December 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Douthat State Park Trail Guide, June 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Fairy Stone State Park Guide, December 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Fairy Stone State Park Trail Guide, December 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, False Cape State Park Guide, April 1993, §§ 10.1-200, 10.1-201, and 10.1-205

Virginia State Parks, First Landing/Seashore State Park and Natural Area Trail System Guide, May 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, First Landing/Seashore State Park and Natural Area Trail System Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Grayson Highlands State Park Guide, February 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Grayson Highlands State Park Hunting Guide, February 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Grayson Highlands State Park Horseback Riding Guide, February 1997, §§ 10.1-200 and 10.1-201.

Virginia State Parks, Grayson Highlands State Park Mountain Bike Guide, February 1997, §§ 10.1-200 and 10.1-201.

Virginia State Parks, Holliday Lake State Park Guide, November 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Holliday Lake State Park, Sunfish Trail (Self-guided Boat Trail), §§ 10.1-200 and 10.1-201.

Virginia State Parks, Hungry Mother State Park Guide, February 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, James River State Park Guide, February 2000, §§ 10.1-200 and 10.1-201

Virginia State Parks, Kiptopeke State Park Guide, February 1997, § 10.1-200 and 10.1-201

Virginia State Parks, Lake Anna State Park Guide, February 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Lake Anna State Park Guide Fortune's Wheel, A history of the land surrounding Lake Anna State Park, §§ 10.1-200 and 10.1-201

Virginia State Parks, Lake Anna State Park Old Pond Trail, Self guided trail, §§ 10.1-200 and 10.1-201

Virginia State Parks, Lake Anna State Park Trail Guide, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park, A Potomac Legacy, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park, History of Leesylvania, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park, Lee's Woods Self Guided Trail, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park Map and Guide, May 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park, Powells Creek Self Guided Trail, §§ 10.1-200 and 10.1-201

Virginia State Parks, Mason Neck State Park Guide, February 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Natural Tunnel State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Natural Tunnel State Park Trail Guide, July 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, New River Trail State Park Guide, April 2000, §§ 10.1-200 and 10.1-201

Virginia State Parks, New River Trail State Park Trail User Guide, February 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Occoneechee State Park Guide, July 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Pocahontas State Park Bicycle Trails Guide, 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Pocahontas State Park Guide, May 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Sailor's Creek State Park Guide, 72 Hours Before the End, March 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Shot Tower Historical State Park Guide, September 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Raymond R. "Andy" Guest, Jr./Shenandoah River State Park/Brochure, §§ 10.1-200 and 10.1-201

Virginia State Parks, Sky Meadows State Park Guide, May 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Sky Meadows State Park, Sky Meadows Bird Checklist, 1992, §§ 10.1-200 and 10.1-201

Virginia State Parks, Sky Meadows State Park, 10 Good Reasons to Leash Your Dog, 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Sky Meadows State Park, Seasonal Interpretive Program Brochure (2001), §§ 10.1-200 and 10.1-201

Virginia State Parks, Smith Mountain Lake State Park Guide, August 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Staunton River Battlefield State Park, Civil-War Self-guided Trail Brochure Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Staunton River Battlefield State Park, Civil-War Trails (1999), §§ 10.1-200 and 10.1-201

Virginia State Parks, Staunton River Battlefield State Park, Edgewood Self-guided Interpretive Trail (1998), §§ 10.1-200 and 10.1-201

Virginia State Parks, Staunton River Battlefield State Park, Interpretive Programs Brochure (2001), §§ 10.1-200 and 10.1-201

Virginia State Parks, Staunton River Battlefield State Park, 2001 Interpretive Schedule, §§ 10.1-200 and 10.1-201

Virginia State Parks, Staunton River Battlefield State Park Trail Guide, April 1994, §§ 10.1-200 and 10.1-201

Virginia State Parks, Southwest Virginia Museum, A Story To Tell, Guide, September 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Southwest Virginia Museum, A Walk on the Grounds, 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Southwest Virginia Museum, Calendar of Events, 2001, §§ 10.1-200 and 10.1-201

Virginia State Parks, Southwest Virginia Museum, Victorian Parlor, 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Twin Lakes State Park Guide, August 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Twin Lakes State Park, Gallion Boot, Bike, Bridle Trail Guide, April 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Westmoreland State Park, Big Meadows Interpretive Brochure, 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Westmoreland State Park Guide, 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Westmoreland State Park Potomac River Retreat Publication, 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Westmoreland State Park Summer Interpretive Brochure, 2001, §§ 10.1-200 and 10.1-201

Virginia State Parks, Wilderness Road State Park Guide, November 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, York River State Park Guide, June 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Become a Volunteer, January 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks Facilities and Meeting Guide, August 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Nature's Image, Photography Field Workshops, §§ 10.1-200 and 10.1-201

Virginia State Parks, Trail Facts, §§ 10.1-200 and 10.1-201

Board of Conservation and Recreation

General Information for Board Members (3-ring notebook), July 1999, §§ 10.1-105 through 10.1-107, cost: per page copying

Board on Conservation and Development of Public Beaches

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-705 through 10.1-711, cost: per page copying

Virginia Soil and Water Conservation Board

General Information for Board Members (3-ring notebook), July 1999, §§ 10.1-502 through 10.1-505, cost: per page copying

Virginia Soil & Water Conservation Board Policy on Financial Assistance for Soil & Water Conservation Districts, March 15, 2001, §§ 10.1-502 through 10.1-505

Virginia Cave Board

General Information for Board Members (3-ring notebook), May 2000, §§ 10.1-1000 through 10.1-1008, cost: per page copying

Designated Scenic River Advisory Boards

Handouts to Scenic River Advisory Boards: these include a 2-page briefing on the Scenic Rivers Program, a copy of the Scenic River enabling legislation from the Code of Virginia, a list of the current components of the Virginia Scenic River System, a list of Virginia Register publication deadlines and schedules, Department of Conservation and Recreation guidance for meeting minutes, and a copy of the appropriate Scenic River Advisory Board Bylaws, §§ 10.1-400, 10.1-402 and 10.1-406

Chippokes Plantation Farm Foundation

Chippokes Farm and Forestry Museum brochure, 1992, §§ 3.1-22.6 through 3.1-22.12

Chippokes Calendar of Events brochure, §§ 3.1-22.6 through 3.1-22.12

Guidance Documents

General Information for Board Members (3-ring notebook), May 1997, §§ 3.1-22.6 through 3.1-22.12, cost: per page copying

Group Tour Guide, Chippokes Plantation State Park, §§ 3.1-22.6 through 3.1-22.12

Teachers' Program Guide, Chippokes Farm and Forestry Museum, §§ 3.1-22.6 through 3.1-22.12

Volunteering at the Chippokes Farm & Forestry Museum, 2002, §§ 3.1-22.6 through 3.1-22.12

Virginia Land Conservation Foundation

General Information for Board Members (3-ring notebook), October 2000, §§ 10.1-1017 through 10.1-1026, cost: per page copying

Virginia Land Conservation Foundation Manual, 2000 Virginia Land Conservation Fund Grant Program, October 2000 (provides grants for fee simple title to and interest in real property for land conservation purposes in specified categories of open space and parks, natural area protection, historic area protection and farmlands and forest preservation), §§ 10.1-1017 through 10.1-1026

Virginia Outdoors Foundation

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-1800 through 10.1-1804, cost: per page copying

Open-Space Easements in Virginia (brochure), 2001, §§ 10.1-1800 through 10.1-1804

The Open-Space Lands Preservation Trust Fund (brochure), 1997, §§ 10.1-1800 through 10.1-1804

Open-Space Lands Preservation Trust Fund Application (to be completed by the landowner), 1997, §§ 10.1-1800 through 10.1-1804

Regional Advisory Board Open Space Preservation Trust Fund Summary Ranking Sheet, to be compiled by the applicable Regional Advisory Board, 1997, §§ 10.1-1800 through 10.1-1804

Easement Donation Guidelines, 2002, §§ 10.1-1800 through 10.1-1804

Easement Approval Guidelines, 2002, §§ 10.1-1800 through 10.1-1804

Template Conservation Easement, 2002, §§ 10.1-1800 through 10.1-1804

Virginia State Parks Foundation

General Information for Board Members (3-ring notebook), revised December 1998, §§ 10.1-218 through 10.1-225, cost: per page copying

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Copies of the following forms and documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting the Clerk's Office by telephone (804) 371-9733 or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9133. The forms may be downloaded from the Clerk's Office section on the State Corporation Commission's Home page (www.state.va.us/scc).

Questions regarding interpretation or implementation of these forms/documents may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 E. Main Street, Richmond, VA 23219, telephone (804) 371-9834 or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9744. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Guidance Documents:

SCC544, Articles of Incorporation - Professional Corporation, revised May 2002, § 13.1-544

SCC607/807, Guide for Articles of Correction, revised June 2002, §§ 13.1-607 and 13.1-807

SCC615/815, Notice of Assessment of Registration Fee, revised annually, §§ 13.1-615 and 13.1-815

SCC619, Articles of Incorporation of a Virginia Stock Corporation, revised May 2002, § 13.1-619

SCC631/830, Application for Reservation or for Renewal of Reservation of a Corporate Name, revised October 2001, §§ 13.1-631 and 13.1-830

SCC632/831, Application for Registration or for Renewal of Registration of a Corporate Name (foreign corporations), revised October 2001, §§ 13.1-632 and 13.1-831

SCC635/834, Statement of Change of Registered Office/Registered Agent of a Corporation, revised September 2002, §§ 13.1-635 and 13.1-834

SCC636/835, Statement of Resignation of Registered Agent of a Corporation, revised June 2002, §§ 13.1-636 and 13.1-835

SCC710, Guide for Articles of Amendment - Stock Corporation, revised April 2002, § 13.1-710

SCC710N, Articles of Amendment - Changing the Name of a Corporation By Unanimous Consent of the Shareholders, revised June 2002, § 13.1-710

SCC720, Guide for Articles of Merger or Share Exchange - Stock Corporation, revised June 2002, § 13.1-720

SCC722.4, Guide for Articles of Domestication (Foreign Corporation to be domesticated as a Virginia corporation), revised July 2002, § 13.1-722.4

- SCC722.5, Guide for Articles of Incorporation Surrender (Virginia corporation to be domesticated under the laws of another jurisdiction), revised July 2002, § 13.1-722.5
- SCC722.12 – CORP, Guide for Articles of Entity Conversion (Virginia limited liability company converting to a Virginia corporation), revised July 2002, § 13.1-722.12
- SCC722.12 – LLC, Guide for Articles of Entity Conversion (Virginia corporation converting to a Virginia limited liability company), revised July 2002, § 13.1-722.12
- SCC743, Articles of Dissolution - Stock Corporation, revised June 2002, § 13.1-743
- SCC744, Articles of Revocation of Dissolution - Stock Corporation, revised June 2002, § 13.1-744
- SCC750, Articles of Termination of Corporate Existence - Stock Corporation, revised June 2002, § 13.1-750
- SCC751, Articles of Termination of Corporate Existence - By the Initial Directors or the Incorporators - Stock Corporation, revised June 2002, § 13.1-751
- SCC759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised May 2002, §§ 13.1-759 and 13.1-921
- SCC760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised October 2001, §§ 13.1-760 and 13.1-922
- SCC767/929, Application for a Certificate of Withdrawal, revised June 2002, §§ 13.1-767 and 13.1-929
- SCC819, Articles of Incorporation - Nonstock Corporation, revised May 2002, § 13.1-819
- SCC888, Guide for Articles of Amendment - Nonstock Corporation, revised June 2002, § 13.1-888
- SCC896, Guide for Articles of Merger - Nonstock Corporation, revised June 2002, § 13.1-896
- SCC904, Articles of Dissolution - Nonstock Corporation, revised June 2002, § 13.1-904
- SCC905, Articles of Revocation of Dissolution - Nonstock Corporation, revised June 2002, § 13.1-905
- SCC912, Articles of Termination of Corporate Existence - Nonstock Corporation, revised June 2002, § 13.1-912
- SCC913, Articles of Termination of Corporate Existence by the Initial Directors or the Incorporators - Nonstock Corporation, revised June 2002, § 13.1-913
- SCC1, Corporate Annual Report of Principal Office and Officers/Directors, revised annually, §§ 13.1-775 and 13.1-936
- LPA-73.3, Application for Reservation or for Renewal of Reservation of Limited Partnership Name, revised October 2001, § 50-73.3
- LPA-73.5, Statement of Change of Registered Agent/Registered Office of a Limited Partnership, revised September 2002, § 50-73.5
- LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised May 2002, § 50-73.6
- LPA-73.11, Certificate of Limited Partnership, revised May 2002, § 50-73.11
- LPA-73.12, Amendment to Certificate of Limited Partnership, revised June 2002, § 50-73.12
- LPA-73.13, Limited Partnership Certificate of Cancellation, revised June 2002, § 50-73.13
- LPA-73.54, Application for Registration of a Foreign Limited Partnership, revised July 2002, § 50-73.54
- LPA-73.57, Certificate of Correction for a Foreign Limited Partnership, revised June 2002, § 50-73.57
- LPA-73.58, Foreign Limited Partnership Certificate of Cancellation, revised May 2002, § 50-73.58
- LPA-73.67, Notice of Assessment of Registration Fee, revised annually, § 50-73.67
- LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised June 2002, § 50-73.77
- LLC-1010.1, Conversion of a Domestic or Foreign Partnership or Limited Partnership to a Limited Liability Company, revised October 2001, § 13.1-1010.1
- LLC-1011, Articles of Organization, revised May 2002, § 13.1-1011
- LLC-1011.1, Guide for Certificate of Correction to the Articles of Organization of a Domestic Limited Liability Company, June 2002, § 13.1-1011.1
- LLC-1013, Application for Reservation or Renewal of Reservation of Limited Liability Company Name, revised October 2001, § 13.1-1013
- LLC-1014, Guide for Articles of Amendment to Amend and/or Restate the Articles of Organization of a Domestic Limited Liability Company, revised April 2002, § 13.1-1014
- LLC-1016, Statement of Change of Registered Agent/Registered Office of a Limited Liability Company, revised September 2002, § 13.1-1016
- LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised June 2002, § 13.1-1017
- LLC-1050, Certificate of Cancellation of a Limited Liability Company, revised June 2002, § 13.1-1050
- LLC-1050.1, Articles of Reinstatement of a Domestic Limited Liability Company (Voluntarily Canceled), June 2002, § 13.1-1050.1
- LLC-1052, Application for Registration as a Foreign Limited Liability Company, revised May 2002, § 13.1-1052
- LLC-1055, Certificate of Correction for a Foreign Limited Liability Company, revised June 2002, § 13.1-1055
- LLC-1056, Cancellation of Certificate of Registration as a Foreign Limited Liability Company, revised June 2002, § 13.1-1056

Guidance Documents

LLC-1062, Notice of Assessment of Registration Fee, revised annually, § 13.1-1062

LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised May 2002, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised May 2002, § 50-73.93

UPA-94, Statement of Denial for a Partnership, revised October 2001, § 50-73.94

UPA-115, Statement of Dissociation for a Partnership, revised October 2001, § 50-73.115

UPA-121, Statement of Dissolution of a Partnership, revised October 2001, § 50-73.121

UPA-83D-CANC, Statement of Cancellation of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D

UPA-83D-AMEND, Statement of Amendment of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D

UPA-125, Certificate of Limited Partnership of a Partnership Converting to a Limited Partnership, revised June 2002, § 50-73.125

UPA-132, Statement of Registration as a Domestic Registered Limited Liability Partnership, revised October 2001, § 50-73.132

UPA-134, Annual Continuation Report of a Domestic or Foreign Registered Limited Liability Partnership, revised June 2002, § 50-73.134

UPA-135, Certificate of Change of Registered Agent/Registered Office of a Registered Limited Liability Partnership, revised September 2002, § 50-73.135

UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised June 2002, § 50-73.135

UPA-136, Statement of Amendment of a Statement of Registration of a Domestic or Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.136

UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised October 2001, § 50-73.137

UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.138

UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.139

Charter/Entrance Fee and Annual Registration Fee Schedule, revised July 2002, §§ 13.1-615.1, 13.1-616, 13.1-775, 13.1-775.1, 13.1-815.1, 13.1-816, 13.1-936, and 13.1-936.1

Business Registration Guide, A Cooperative Effort by the State Corporation Commission, The Virginia Employment

Commission and the Department of Taxation, 6th Edition, revised 2002

General Fee Schedule, revised July 2002

Name Distinguishability, revised February 1991, §§ 13.1-630 and 13.1-829

Division of Communications

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in office of the Division of Communications, State Corporation Commission, 9th Floor, Tyler Building, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained by contacting Ms. Judy Shapard at the same address, telephone (804) 371-9421, FAX (804)371-9069 or e-mail (jshapard@scc.state.va.us). Questions regarding interpretation or implementation of these documents may also be directed to Ms. Judy Shapard. There is no charge for copies of documents.

Guidance Documents:

Operating Service Criteria for Virginia Telephone Utilities, Revised 1985, Guidelines For Telecommunications Companies Operating In The State of Virginia Under The Jurisdiction of The Virginia State Corporation Commission, Supplemented By Rules At 20 VAC 5-400-80

Letter, Director of Communications, Dated October 25, 1990, Advising All Companies That All Local and Toll Billing Must Be Kept For A Minimum of Three Years

Letter, Director of Communications, Dated October 21, 1997, Advising All Telecommunications Companies That: (1) No Applicant Can Be Refused Telephone Service Because of Another Person's Indebtedness, And (2) A Utility May Not Disconnect Local Service For Nonpayment of International And/Or Interstate Dial-A-Porn/Pay-Per-Call Telephone Charges Billed By A Regulated Or Nonregulated Long Distance Carrier Since These Are Nonregulated Services

Letter, Director of Communications, Dated August 17, 1999, Concerning and Clarifying the State Corporation Commission's new rules, effective October 1, 1999, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20 VAC 5-400-151 (currently 20 VAC 5-413-10)

Letter, Director of Communications, dated April 19, 2001, Concerning Interconnection Agreements Filed with the SCC. It gives direction on (i) names on agreements, (ii) timely filing of agreements, (iii) notice requirements, and (iv) replacing existing agreements

Letter, Director of Communications, Dated December 16, 2002, Concerning Annual Payphone Service Provider Registration for 2003, including the letter and the forms for the payphone service provider annual registration

Letter, Director of Communications, Dated December 16, 2002, Concerning Annual Operator Service Provider Registration for 2003, including the letter and the forms for the operator service provider annual registration

Division of Economics and Finance

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Division of Economics and Finance, State Corporation Commission, Tyler Building, 4th Floor, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained free of charge by contacting Brenda Currin at the same address, telephone (804) 371-9295 or FAX (804) 371-9935.

Questions regarding interpretation or implementation of these documents may be directed to Richard Williams, Director of the Division of Economics and Finance, State Corporation Commission, Tyler Building, 4th Floor, 1300 E. Main Street, Richmond, VA 23219, telephone (804) 371-9295 or FAX (804) 371-9935. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

Interest Rate to be Paid on Customer Deposits, revised January 8, 2002, 20 VAC 5-10-20, updated annually

Electric Utility Resource Planning Information Requirements, revised December 5, 2001, § 56-234.3

Gas Utility Five-Year Forecast Information Requirements, revised September 17, 1998, § 56-248.1

Filing Securities Applications by Investor-Owned Utilities Instructions, revised June 20, 2000, § 56-60

Filing Securities Applications by Electric Cooperative Utilities Instructions, revised June 20, 2000, § 56-60

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56

Division of Energy Regulation

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the SCC's Division of Energy Regulation, 4th Floor, Tyler Building, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$1.00 each for the first two pages and \$0.50 for each page thereafter. Contact Sandy Estes at the same address, telephone number (804) 371-9611, FAX (804) 371-9350 or e-mail sestes@scc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Tim Faherty, Manager, Consumer Services, at the above address and telephone number.

Guidance Documents:

Memorandum to All Electric Utilities re: Underground electric distribution facilities, July 10, 1970, §§ 56-265.1 et seq., 2 pages

Memorandum to All Electric Utilities re: Utility Facilities Act, July 14, 1972, §§ 56-265.1 et seq., 21 pages

Letter to electric, gas, telephone, water and sewer utilities re: Filing of Complaint Procedures, April 29, 1977, § 56-247.1, 4 pages

Guidelines re: application requirements for a certificate of public convenience and necessity for water and sewerage utilities, October 17, 1988, §§ 56-265.1 et seq., 2 pages

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly, 1 page

Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§ 56-46.1 and 56-265.1 et seq., 22 pages

Letter to all electric and gas utilities re: collection of monthly bills (cold weather - termination of service), November annually, § 56-247.1, 1 page

Letter to electric cooperatives re: tree trimming items required to be compiled on an annual basis, February 26, 1990, House Joint Resolution No. 155 - 1989 Acts of Assembly, 2 pages

Letter to electric companies re: data required annually for tree trimming for utility line clearance, December 8, 1993, House Joint Resolution No. 155 - 1989 Acts of Assembly, 1 page

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 the Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting Mary Lou Kelly at the same address, telephone (804) 371-9659, FAX (804) 371-9416 or e-mail MLKelly@scc.state.va.us.

Documents listed as "applications" and "notices" are also available from the Bureau's website: <http://www.state.va.us/scc/division/banking/vabank.htm>.

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416 or e-mail jface@scc.state.va.us. The mailing address is P.O. Box 640, Richmond, VA 23218-0640.

Guidance Documents:

BFI-AL-0201, Application for a Branch Office, revised July 1999, §§ 6.1-39.3 and 6.1-194.26

BFI-AL-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.1-60.1

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Company, revised January 22, 1996, §§ 6.1-60.1, 6.1-194.69 and 6.1-194.136

BFI-AL-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.1-60.1

BFI-AL-0205, Securities Rating Services, issued June 21, 1978, § 6.1-61

Guidance Documents

BFI-AL-0206, Loans in Violation of Section 6.1-61, issued December 16, 1977, § 6.1-61

BFI-AL-0207, Obligations Subject to the Limits Specified, issued November 1, 1978, § 6.1-61

BFI-AL-0208, Exceptions to Lending Limits for State-Chartered Banks, issued December 16, 1977, §§ 6.1-61 A(2) and 6.1-61 A(7)

BFI-AL-0209, Right of Offset by Holders of Subordinated Bank Debt, issued November 9, 1981, §§ 6.1-61 and 6.1-78

BFI-AL-0210, Loans Secured by Real Estate, revised March 21, 1994, §§ 6.1-63 through 6.1-66

BFI-AL-0211, Graduated-Payment Mortgage Loans, revised November 2, 1987, § 6.1-63 B

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, issued August 20, 1992, §§ 6.1-90 and 6.1-194.79

BFI-AL-0214, Responsibility of Directors for Legal Lending Limit Violations, issued May 7, 1991, § 6.1-61 D

BFI-AL-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., issued February 12, 1987, §§ 6.1-194.4 and 6.1-194.69, subdivision 15

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-end Management Investment Companies, issued August 12, 1987, § 6.1-194.69, subdivision 14

BFI-AL-0401, Investments of Funds by State-Chartered Credit Unions, revised May 17, 1999, § 6.1-225.57

BFI-AL-0601, Sales of Automobile Club Memberships, revised and reissued August 3, 1998, § 6.1-267

BFI-AL-0701, Judgment Rate of Interest; Excessive Deferments, issued December 9, 1983, § 6.1-330.54

BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, issued April 6, 1990, § 6.1-330.71

BFI-AL-0703, Rebate of Unearned Installment Loan Interest by Banks--Rule of 78, revised July 1, 1990, §§ 6.1-330.84, 6.1-330.85, 6.1-330.86 and 6.1-330.89

BFI-AL-1601, Mortgage Brokers as Named Payee on Mortgage Loan Notes, revised February 28, 1991, § 6.1-409

BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, issued July 3, 1990, § 6.1-409

BFI-AL-1604, Funds Available to Licensed Mortgage Lenders for Business Operation, issued March 21, 1991, §§ 6.1-415 and 6.1-425

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, issued August 26, 1991, § 6.1-429

BFI-AL-1606, Charging "Assignment Fees" to Borrowers, issued July 2, 1993, § 6.1-330.70

BFI-AL-1607, Fees Charged by Mortgage Brokers, issued December 1, 1995, § 6.1-422 B 4

BFI-AL-1608, Exemption from Chapter 16 for Subsidiaries and Affiliates of Certain Depository Institutions, issued November 9, 1998, § 6.1-411

BFI-AL-1609, Minimum Mortgage Lender and Broker Surety Bond, issued May 22, 2001, § 6.1-413

"The Compliance Connection," a newsletter for small loan companies and mortgage lenders and brokers, published quarterly

"The Credit Union Reflection," a newsletter for state chartered credit unions, published quarterly

"The Virginia State Banker," a newsletter for state-chartered banks, published quarterly

Bureau of Insurance

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 4:30 p.m. in the office of the State Corporation Commission Bureau of Insurance, Tyler Building, 6th Floor, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1157, Richmond, VA 23218. For general information call the Bureau of Insurance (Bureau) at (804) 371-9741 or for in-state calls use the toll free number (800) 552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Special Assistant to the Commissioner of Insurance. Single copies of each document listed may be obtained free of charge by contacting Ms. Tompkins at the Bureau's mailing address, by telephone (804) 371-9694 or by FAX (804) 371-9873. Many of these documents are available online at the Bureau's Web Site <http://www.state.va.us/scc/division/boi>.

Administrative Letters:

Administrative Letter 1977-2, Monitoring Price Changes for Homeowners, Automobile Liability (B.I., P.D., etc.), and Automobile Physical Damage Coverage, issued February 25, 1977

Administrative Letter 1977-3, Insurance Problems Encountered by Handicapped or Disabled Persons, issued March 7, 1977

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1)

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1)

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§ 38.2-2118 (formerly § 38.1-279.49:1), 38.2-2204 (formerly § 38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly § 38.1-781)

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6)

Administrative Letter 1977-10, Lawyers Professional Liability Insurance, issued May 26, 1977

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7)

Administrative Letter 1977-12, Automobile Rating Territories, issued May 23, 1977

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-1928 (formerly § 38.1-279.56), 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1)

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1928 (formerly § 38.1-279.56)

Administrative Letter 1977-15, Amendment of Section 38.1-348.7 of the Code of Virginia Relating to Coverages for Mental Emotional or Nervous Disorders, Alcoholism and Drug Addiction, issued October 11, 1977, § 38.2-3412 (formerly § 38.1-348.7)

Administrative Letter 1977-16, 10% Set-Aside Clause - Local Public Works Act of 1977, issued November 14, 1977

Administrative Letter 1977-17, Medical Malpractice Liability Insurance Claims Report, issued December 21, 1977

Administrative Letter 1978-1, Use of Standard Automobile Insurance Forms Adopted by the State Corporation Commission, issued February 16, 1978, § 38.2-2220 (formerly § 38.1-384)

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978

Administrative Letter 1978-3, Notification Forms Regarding Refusal to Renew and Cancellation of Automobile, Fire and Homeowners Insurance Policies Pursuant to Section 38.1-381.5 and Section 38.1-371.2 of the Code of Virginia, issued May 25, 1978, §§ 38.2-2212 (formerly § 38.1-381.5) and 38.2-2114 (formerly § 38.1-371.2)

Administrative Letter 1978-4, Implementation of Section 38.1-52.11 of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued May 31, 1978, §§ 38.2-500 et seq. (formerly §§ 38.1-49 et seq.) and § 38.2-512 (formerly § 38.1-52.11)

Administrative Letter 1978-5, (1) Amendment of Sections 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2) Enactment of Section 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of Section 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits Under a Group Accident and Sickness Insurance Policy on a

Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable Under an Individual Policy or Contract, issued June 15, 1978, §§ 38.2-3412 (formerly § 38.1-348.7), 38.2-3413 (formerly § 38.1-348.8), 38.2-3414 (formerly § 38.1-348.9) and 38.2-3415 (formerly § 38.1-348.10)

Administrative Letter 1978-6, Motor Vehicle Safety Responsibility Act Financial Responsibility Requirements, issued June 8, 1978, §§ 38.2-2206 (formerly § 38.1-381 (b) and 46.2-100 (formerly § 46.1-1 (8))

Administrative Letter 1978-7, Policy Form Filings (for Maintenance of Mutual Assessment Fire Insurance Company Policy Form Filings), issued June 8, 1978

Administrative Letter 1978-8, The Use and Filing of Policy Forms (for Title Insurance Policies and Interim Binders), issued July 31, 1978, § 38.2-1003 (formerly § 38.1-76)

Administrative Letter 1978-9, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued August 14, 1978, § 38.2-512 (formerly § 38.1-52 (11))

Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1978-11, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued October 5, 1978, § 38.2-512 (formerly § 38.1-52 (11))

Administrative Letter 1978-12, ISO Copyright on Standard Forms, issued October 11, 1978

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978

Administrative Letter 1978-14, Special Call for Workmen's Compensation Insurance Experience Data, issued October 27, 1978, §§ 38.2-1300 et seq. (formerly §§ 38.1-159 et seq.)

Administrative Letter 1978-15, Surety Bond Guarantee Program - Small Business Administration (SBA), issued December 1, 1978

Administrative Letter 1978-16, Motor Vehicle Safety Responsibility Act Financial Responsibility Requirements, issued November 29, 1978

Administrative Letter 1979-1, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-2, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-3, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-5, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 19, 1979

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Administrative Letter 1979-7, Protection Against Uninsured Motorists Insurance, issued March 12, 1979

Administrative Letter 1979-8, Temporary Licenses for Life Agents, issued April 4, 1979, §§ 38.2-1830 (formerly § 38.1-310.4)

Administrative Letter 1979-9, Charges for Motor Vehicle Accident and Conviction Reports, issued March 19, 1979, §§ 38.2-310 (formerly § 38.1-337) and 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1979-10, Amendment to Administrative Letter 1979-7, issued March 27, 1979

Administrative Letter 1979-11, Amendments to Administrative Letters 1979-7 and 1979-10, issued March 30, 1979

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979

Administrative Letter 1979-13, Qualification and Licensing of Agents, issued May 3, 1979, §§ 38.2-1800 et seq. (formerly §§ 38.1-327 et seq.)

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident/Sickness Insurance, issued May 10, 1979, §§ 38.2-508.3 (formerly § 38.1-52 (7)(c)), 38.2-3407 (formerly § 38.1-347.2), 38.2-3408 (formerly § 38.1-347.1), 38.2-3412 (formerly § 38.1-348-7) and 38.2-3541 (formerly § 38.1-348-11)

Administrative Letter 1979-15, 1979 Legislation Pertaining to Fire Insurance, Homeowners Insurance and Motor Vehicle Insurance, issued May 18, 1979, §§ 38.2-2105 (formerly § 38.1-366), 38.2-2206 (formerly § 38.1-381), 38.2-2214 (formerly § 38.1-381.7), 8.01-66, 8.01-66.1 and 46.2-372 (formerly § 46.1-400)

Administrative Letter 1979-16, Revisions in the NAIC Program to Implement the President's Anti-Inflation Program, issued May 18, 1979

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979

Administrative Letter 1979-18, Commercial Multiple Peril Licensing and Filing Requirements, issued August 13, 1979

Administrative Letter 1979-19, Commercial Multiple Peril Licensing and Filing Requirements, issued August 14, 1979

Administrative Letter 1979-20, Adoption of Actuarial Guidelines by the Bureau of Insurance (for All Foreign Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6))

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6))

Administrative Letter 1979-22, The Arson Reporting-Immunity Act, issued August 30, 1979

Administrative Letter 1979-23, Readability of All Insurance (property and casualty) Policies in Virginia, issued September 27, 1979

Administrative Letter 1979-24, Readability of All Insurance (life and health) Policies in Virginia, issued September 27, 1979

Administrative Letter 1979-25, Single Interest, issued October 2, 1979

Administrative Letter 1980-1, Adoption of 14 VAC 5-320 (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980, 14 VAC 5-320 (formerly Insurance Regulation No. 15)

Administrative Letter 1980-2, Homeowners Insurance (Offer As An Option a Provision Insuring Against Loss Caused or Resulting From Water Which Backs Up Through Sewers or Drains), issued March 31, 1980, § 38.2-2120 (formerly § 38.1-335.2)

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980

Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980

Administrative Letter 1980-9, Certification of Insurance, issued July 7, 1980, §§ 38.2-513.2 (formerly § 38.1-52 (10a)) and 38.2-2105 (formerly § 38.1-366)

Administrative Letter 1980-10, 1980 Revisions in the NAIC Program to Implement the President's Anti-Inflation Program (COWPS), issued July 30, 1980

Administrative Letter 1980-11, Modification of Agents' Examination Schedule, issued August 29, 1980

Administrative Letter 1980-12, Assignment of Points - Safe Driver Insurance Plan, issued November 10, 1980, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1980-13, Deductibles and Coinsurance Options Required - Accident and Sickness Insurance and Prepaid Hospital, Medical, Surgical, Dental or Optometric Service Plans (Virginia Senate Bill 184-1980), issued November 17, 1980, § 38.2-3417 (formerly § 38.1-348.12)

Administrative Letter 1981-1, Termination of the President's Anti-Inflation Program (COWPS), issued March 10, 1981

Administrative Letter 1981-2, Deductible and Coinsurance Options, issued March 23, 1981, Repeals § 38.1-348.12 and Enacts § 38.2-3417 (formerly § 38.1-348.12:1)

Administrative Letter 1981-3, 1981 Legislation by the General Assembly of Virginia (Pertaining to All Insurance Companies, Fraternal Benefit Societies and Prepaid Health Care Plans Licensed in Virginia), issued May 1, 1981

Administrative Letter 1981-4, Virginia Insurance Information and Privacy Protection Act, issued May 13, 1981, §§ 38.2-600 (formerly § 38.1-52.14), 38.2-601 through 38.2-613 (formerly §§ 38.1-57.4 through 38.1-57.16), 38.2-617 (formerly § 38.1-57.24) and 38.2-618 (formerly § 38.1-57.25)

Administrative Letter 1981-5, 1981 Legislation - Effective July 1, 1981, (House Bill 1024/Pertaining to the Regulation of Insurance Premium Finance Companies) issued June 5, 1981, §§ 38.2-4700 et seq. (formerly §§ 38.1-735 through 38.1-745)

Administrative Letter 1981-6, 1981 Legislation - Effective July 1, 1981 (Reimbursement to Members for Expense Incurred for Emergency Road Service or Towing Service), issued June 5, 1981, § 13.1-400.1

Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981

Administrative Letter 1981-10, Risk Sharing Arrangements (replacement for Administrative Letter 1980-7), issued August 13, 1981, § 38.2-1314 (formerly § 38.1-173)

Administrative Letter 1981-11, Filing Affidavits in Compliance with Surplus Lines Insurance Law, issued August 18, 1981, § 38.2-4806 (formerly § 38.1-327.52)

Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages (clarification of Administrative Letter 1981-9), issued September 11, 1981

Administrative Letter 1981-13, Cancellation of Motor Vehicle Liability Policy for Non-Payment at the Request of Premium Finance Company, issued October 30, 1981, § 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative Amortization, issued September 30, 1981

Administrative Letter 1981-15, Adverse Underwriting Decision Notice, issued October 15, 1981, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1981-16, Adverse Underwriting Decision Notice (additional instructions to Administrative Letter 1981-15), issued October 22, 1981, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1981-19, Notice to Be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued November 30, 1981, § 38.2-4806 (formerly § 38.1-327.52)

Administrative Letter 1981-20, Adoption Date for the Revised "License Request" Form PIN050-A and Definition of the Conditions Under Which an "Interim Appointment" Form May be Utilized, issued December 16, 1981, § 38.2-1826 (formerly § 38.1-327.37)

Administrative Letter 1982-1, Notice to be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued January 7, 1982, § 38.2-1826 (formerly § 38.1-327.52)

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8)

Administrative Letter 1982-3, 14 VAC 5-340-10 et seq. (formerly Insurance Regulation No. 17) and the

Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982, 14 VAC 5-340 (formerly Insurance Regulation No. 17)

Administrative Letter 1982-4, Cancellation of Motor Vehicle Liability Insurance Policies by Insurers for Nonpayment of Premium Installments; or at the Request of Premium Finance Companies Because of Nonpayment of Premium Loan Installments, issued April 28, 1982, § 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982

Administrative Letter 1982-7, Competitive Pricing Rating Law Chapter 201 (S117), 1982 Acts of Assembly Rate-Making and Rate-Filing Obligations, issued May 28, 1982, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1908 (formerly § 38.1-279.36)

Administrative Letter 1982-9, Uninsured Motorists Rule and Rate Revisions - Revision to Forms VA CP-19 and VA CP-20, issued May 28, 1982

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§ 38.2-124 and 38.2-125 (formerly § 38.1-21)

Administrative Letter 1982-13, Competitive Pricing Rating Law Chapter 226 (H213), 1982 Acts of Assembly Rate Standards - Motor Vehicle Insurance, issued May 28, 1982, § 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1982-14, Collection of Unearned Commissions, issued November 5, 1982

Administrative Letter 1982-15, Administrative Order 7582, Entered August 6, 1982 - Uninsured Motorists Premium Modification Rule, issued November 15, 1982

Administrative Letter 1982-16, Vehicle Service Contract Reimbursement Policies - Contractual Liability Insurance, issued December 21, 1982

Administrative Letter 1982-17, Compilation of Experience Sections 38.1-261 and 38.1-279.46, issued December 21, 1982, §§ 38.2-2012 (formerly § 38.1-261) and 38.2-1919 (formerly § 38.1-279.46)

Administrative Letter 1983-1, 14 VAC 5-110-10 et seq. (formerly Insurance Regulation No. 18), 14 VAC 5-140 (formerly Insurance Regulation No. 19), (formerly Insurance Regulation No. 20, repealed), 14 VAC 5-120 (formerly Insurance Regulation No. 21), and 14 VAC 5-130 (formerly Insurance Regulation No. 22), issued March 31, 1983, 14 VAC 5-110 (formerly Insurance Regulation No. 18), 14 VAC 5-140 (formerly Insurance Regulation No. 19), 14 VAC 5-120 (formerly Insurance Regulation No. 21) and 14 VAC 5-130 (formerly Insurance Regulation No. 22)

Administrative Letter 1983-2, Bracketed by Duration Credit Accident and Sickness Rates, issued March 31, 1983, § 38.2-3725 (formerly § 38.1-482.7:1 D)

Administrative Letter 1983-3, 1983 Legislation by the General Assembly of Virginia, issued April 8, 1983

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Administrative Letter 1983-6, Adoption of New Mortality Tables Under 1982 Amendments to the Standard Nonforfeiture Law: Sections 38.1-456, 38.1-461, 38.1-462 and 38.1-464 through 38.1-467 of the Code of Virginia, as amended, issued July 28, 1983, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456), 38.2-3200 et seq. (formerly §§ 38.1-461, 38.1-462, and 38.1-464 through 38.1-467) of the Code of Virginia, as amended

Administrative Letter 1983-7, Property and Casualty Rule, Rate and Form Filings: Life, Accident and Sickness and All Other Filings Required by Section 38.1-342.1 of the Code of Virginia, issued October 19, 1983, § 38.2-316 (formerly § 38.1-342.1)

Administrative Letter 1983-8, Administrative Order No. 8255, issued October 19, 1983, § 38.2-317 (formerly § 38.1-279.48:1)

Administrative Letter 1983-9, Experience/Schedule Rating Plans - Application of Credits and Debits: Schedule Rating Plans - Expense Modification Application, issued November 4, 1983

Administrative Letter 1983-10, Company/Rate Service Organization Filing Effective Date Rules, issued November 4, 1983

Administrative Letter 1983-12, Manual Rules Which Waive Premium Refunds or Changes, issued December 7, 1983

Administrative Letter 1983-13, Surplus Lines Brokers - Gross Premium Tax Report Calendar Year - 1983, issued December 30, 1983

Administrative Letter 1984-1, 1984 Legislation by the General Assembly of Virginia, issued April 27, 1984

Administrative Letter 1984-2, Administrative Letter 1983-10 - Company/Rate Service Organization Filing Effective Date Rules, issued April 30, 1984

Administrative Letter 1984-3, Form Approval Requirements as Provided by Section 38.1-342.1 of the Code of Virginia, issued June 18, 1984, § 38.2-316 (formerly § 38.1-342.1)

Administrative Letter 1984-5, Virginia Insurance Rating Laws (for all companies licensed to write property and casualty insurance in Virginia), issued June 25, 1984, § 38.2-1831 (formerly § 38.1-327.43)

Administrative Letter 1984-6, Hospital Billing Procedures Commencing October 1, 1984, issued September 18, 1984

Administrative Letter 1985-1, Surplus Lines Brokers Gross - Premium Tax Report Calendar Year - 1984, issued January 18, 1985, § 38.2-4807 (formerly § 38.1-327.53)

Administrative Letter 1985-2, Safe Driver Insurance Plans Section 38.1-279.33(c) of the Code of Virginia, issued January 31, 1985, § 38.2-1904 (formerly § 38.1-279.33 (c))

Administrative Letter 1985-3, Application for License as Surplus Lines Broker, issued February 4, 1985

Administrative Letter 1985-4, Misstatement of Age or Sex Adjustments in Universal Life Insurance Policies, issued February 21, 1985

Administrative Letter 1985-5, Liability Policies - Defense Costs/Claims Expenses Included in the Limit of Liability - Liability Policies - Deductible Applying to Defense Cost/Claims Expense, issued February 25, 1985

Administrative Letter 1985-6, Copayment Requirements, issued March 1, 1985, § 38.2-4300 (formerly § 38.1-863)

Administrative Letter 1985-7, Revised Procedures for Reviewing Public Record Information - Rates and Forms Sections, issued March 1, 1985

Administrative Letter 1985-8, Revised Instructions for Filing the "Declaration of Estimated License Tax and Estimated Assessment," issued March 1, 1985, §§ 38.2-407 (formerly § 38.1-48.2), 58.1-2501 and 58.1-2520

Administrative Letter 1985-9, Legislation Enacted by the 1985 Session of the General Assembly of Virginia, issued April 23, 1985

Administrative Letter 1985-10, Pollution Liability Exclusion Endorsement, issued May 23, 1985

Administrative Letter 1985-11, "Refer to Company" Designations, issued May 30, 1985, § 38.2-1906 (formerly § 38.1-279.34)

Administrative Letter 1985-12, Improper Rules/Rating Plans Which Exempt the Filing of Rates - Facultative Reinsurance Costs-Automobile Liability and General Liability, issued May 30, 1985, § 38.2-1906 (formerly § 38.1-279.34)

Administrative Letter 1985-14, Alteration of Administrative Letter 1985-10 on Pollution Liability Exclusion Endorsement, issued July 8, 1985

Administrative Letter 1985-15, New Regulatory Requirements, issued July 22, 1985, §§ 38.2-4902 (formerly § 38.1-957) and 38.2-4905 (formerly § 38.1-960)

Administrative Letter 1985-16, Administrative Order Number 8926 - Revised Uninsured Motorists Rates, issued August 12, 1985

Administrative Letter 1985-17, Appraisal Conditions, issued October 10, 1985

Administrative Letter 1985-19, Changes in the Licensing Procedure of Agents in Accordance with House Bill 1715, issued December 19, 1985, § 38.2-218 (formerly § 38.1-40)

Administrative Letter 1986-1, New Monthly Report Form for Surplus Lines Brokers, issued January 10, 1986

Administrative Letter 1986-2, Surplus Lines Brokers - Gross Premiums Tax Report - Calendar Year 1985, issued January 10, 1986, § 38.2-4807 (formerly § 38.1-327.53)

Administrative Letter 1986-3, Application for License as Surplus Lines Broker, issued January 22, 1986, § 38.2-1800 (formerly § 38.1-327.1)

Administrative Letter 1986-4, Virginia Market Assistance Plan, issued January 31, 1986

Administrative Letter 1986-5, Prohibition Against Insuring Lives or Persons of Residents of States in Which Insurer Is

Not Licensed, issued April 30, 1986, § 38.2-3102 (formerly § 38.1-433)

Administrative Letter 1986-6, Legislation Enacted by the 1986 Session of the General Assembly of Virginia, issued May 11, 1986

Administrative Letter 1986-7, Cancellation of Vanpool Vehicles, issued May 19, 1986, § 38.2-2217.1 (formerly § 38.1-381.11)

Administrative Letter 1986-8, Appraisal Conditions, issued May 19, 1986

Administrative Letter 1986-9, Surplus Lines Insurance Law Effective July 1, 1986, issued May 27, 1986

Administrative Letter 1986-10, Cancellation of Commercial Liability Other Than Automobile Insurance Policies, issued June 4, 1986, § 38.2-231 (formerly § 38.1-43.01)

Administrative Letter 1986-11, Health Agent Study Course and Examination, issued June 4, 1986, §§ 38.2-1815 and 38.2-1816

Administrative Letter 1986-12, Guidelines for Approval of Copayment Requirements, issued June 20, 1986, §§ 38.2-4300 and 38.2-4302

Administrative Letter 1986-13, Requirements for Coverage for Mental Illness and Substance Abuse, issued June 26, 1986, §§ 38.2-3412, 38.2-3413 and 38.2-4300

Administrative Letter 1986-14, Senate Bill 250, Recodification of the Insurance Code - Title 38.2, issued July 1, 1986

Administrative Letter 1986-15, Health Agent Study Course - Administrative Letter 1986-11, issued June 30, 1986

Administrative Letter 1986-16, Administrative Order No. 9177 - Mobile Home Owners Policy - MH(C), Virginia Amendatory Endorsement - MH(C)-1, issued July 1, 1986

Administrative Letter 1986-18, Notice of Termination of Commercial Liability Other Than Automobile Insurance Policies, issued July 1, 1986, §§ 38.2-117 (formerly § 38.1-15) and 38.2-118 (formerly § 38.1-16)

Administrative Letter 1986-19 Prohibition Against the Payment or Receipt of Title Insurance Kickbacks, Rebates, Commissions and Other Payments, issued October 10, 1986, § 38.2-4614

Administrative Letter 1986-20, New Regulatory Requirements, revised November 10, 1986, § 38.2-4904.1

Administrative Letter 1986-21, Variable Contracts Examination, issued October 23, 1986, § 38.2-1817

Administrative Letter 1986-22, 1980 Smoker/Nonsmoker Mortality Tables for Use in Determining Minimum Reserve Liabilities and Nonforfeiture Benefits, issued December 18, 1986, §§ 38.2-3130.1 and 38.2-316

Administrative Letter 1986-23, Title Insurance Agents Examination, issued December 29, 1986, § 38.2-1814.1

Administrative Letter 1987-1, Gross Premiums Tax Report - Calendar Year 1986 Application for License, issued January 15, 1987

Administrative Letter 1987-2, § 55-210.4:01 of the Code of Virginia - Unclaimed Property - Change of Beneficiary Forms, issued March 3, 1987, § 55-210.4:01

Administrative Letter 1987-3, Chapter 12 of Title 37.1 of the Code of Virginia - Disclosure of Patient Information to Third Party Payors by Professionals, issued March 9, 1987, §§ 37.1-225 et seq. and 38.2-600 et seq.

Administrative Letter 1987-4, Appointment of the Clerk of the Commission as Agent for Service of Process, issued March 13, 1987, § 38.2-1216

Administrative Letter 1987-5, 14 VAC 5-350-10 et seq. (formerly Insurance Regulation No. 25) - Rules Governing Surplus Lines Insurance, issued March 26, 1987, 14 VAC 5-350 (formerly Insurance Regulation No. 25)

Administrative Letter 1987-6, Dissolution of the Virginia Market Assistance Plan, issued April 16, 1987

Administrative Letter 1987-7, Legislation Enacted by the 1987 Session of the General Assembly of Virginia, issued April 30, 1987

Administrative Letter 1987-9, Report of Acts Deemed Larceny, issued May 22, 1987, §§ 38.2-1810 and 18.2-111

Administrative Letter 1987-10, Revised Law and Procedures for Licensing and Appointment of Insurance Agents, issued June 1, 1987, §§ 38.2-126, 38.2-1800, 38.2-2503 and 38.2-3902

Administrative Letter 1987-11, Implementation of House Bill 1235, issued June 15, 1987, §§ 38.2-1904, 38.2-1912, 38.2-2003, 38.2-2005 and 38.2-2006

Administrative Letter 1987-12, Revision to Title Insurance Financial Responsibility Requirement, issued September 10, 1987, §§ 38.2-1814.1 and 38.2-1833

Administrative Letter 1987-13, Request for Assistance in Updating Agent Address Records, issued September 16, 1987, § 38.2-1826

Administrative Letter 1987-14, Implementation of Section 38.2-231 of the Code of Virginia, issued October 6, 1987, §§ 38.2-231, 38.2-311 and 38.2-1912

Administrative Letter 1987-15, 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28), issued October 7, 1987, § 38.2-4311 and 14 VAC 5-210 (formerly Insurance Regulation No. 28)

Administrative Letter 1987-16, Revised Form for the Appointment of Insurance Agents, issued November 24, 1987, § 38.2-1826

Administrative Letter 1988-1, Gross Premiums Tax Report - Calendar Year 1987 Application for License, issued January 15, 1988, §§ 38.2-400 and 38.2-403

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Administrative Letter 1988-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1, issued January 26, 1988, §§ 38.2-117, 38.2-118 and 38.2-2228.1

Administrative Letter 1988-3, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued January 26, 1988, §§ 38.2-117, 38.2-118, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1988-4, Withdrawal of Administrative Letter 1983-5 dated June 1, 1983 and Amendments to Administrative Letter 1983-5 dated August 22, 1983, issued March 15, 1988

Administrative Letter 1988-5, Title Insurance Agent Examination, issued April 5, 1988, § 38.2-1814.1

Administrative Letter 1988-6, Legislation Enacted by the 1988 Session of the General Assembly of Virginia, issued May 25, 1988

Administrative Letter 1988-7, Virginia Birth-Related Neurological Injury Compensation Program, issued May 10, 1988, § 38.2-5002

Administrative Letter 1988-8, Report of Certain Liability Claims Required by Virginia Code Section 38.2-2228.1, issued May 25, 1988, §§ 38.2-2228.1 and 38.2-2500

Administrative Letter 1988-9, Implementation of 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28) - Reporting Dates, issued June 1, 1988, 14 VAC 5-210 (formerly Insurance Regulation No. 28)

Administrative Letter 1988-10, House Bill 176 Requiring Notice to Accompany Policies, issued June 2, 1988, §§ 38.2-300 and 38.2-305

Administrative Letter 1988-11, Administrative Letter 1988-10 (rescinds the application of Administrative Letter 1988-10), issued June 30, 1988, § 38.2-305

Administrative Letter 1988-12, Withdrawal of Administrative Letter 1987-8, issued August 9, 1988, §§ 38.2-136 and 38.2-513

Administrative Letter 1988-13, Copayments for Inpatient Mental and Nervous Disorders, issued August 4, 1988

Administrative Letter 1988-14, Adoption of New Mortality Tables Pursuant to the 1982 Amendments to the Standard Nonforfeiture Law - Section 38.2-3209 K of the Code of Virginia, as amended, issued August 5, 1988, § 38.2-3209 K

Administrative Letter 1988-16, Modifications of Agent Licensing and Appointment Procedures, issued October 14, 1988, §§ 38.2-1812, 38.2-1825 A and 38.2-1836

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Administrative Letter 1989-5, Insurance Company Expenses, issued March 31, 1989, § 38.2-1904

Administrative Letter 1989-6, Market Conduct Examinations, issued April 21, 1989, §§ 38.2-200, 38.2-515, 38.2-614, 38.2-1317, 38.2-1809, and 38.2-4315

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Administrative Letter 1989-12, Long-Term Care Insurance Consumer's Guide, issued October 27, 1989, § 38.2-5207

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Administrative Letter 1990-6, Workers' Compensation and Employers' Liability Insurance Rate Deviations, issued May 4, 1990, § 38.2-2009

Administrative Letter 1990-7, Legislation Enacted by the 1990 Session of the General Assembly of Virginia, issued June 15, 1990

Administrative Letter 1990-9, Point Assignment Under a Safe Driver Insurance Plan, issued July 13, 1990, § 38.2-1905

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Administrative Letter 1990-11, Deductibles Reducing Policy Limits, issued July 17, 1990, § 38.2-317

Administrative Letter 1990-12, Senate Bill 131 - Coverage for Child Health Supervision Services, issued September 11, 1990, § 38.2-3411.1

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Administrative Letter 1990-14, Clarification of Virginia Insurance Code Section 38.2-4904 - Annual Disclosure Statements, issued August 17, 1990, § 38.2-4904

Administrative Letter 1990-15, Allocation of Group Premiums for Multijurisdictional Health Maintenance Organizations, issued October 1, 1990, § 38.2-400

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Administrative Letter 1990-21, Revisions to VA CP-12 (12/90), VA CP-19 (12/90), VA CP-20 (12/90) (and Revisions to Filing Procedures of These Forms), issued December 19, 1990

Administrative Letter 1990-22, Proposed Rules Governing Private Review Agents, issued November 13, 1990, § 38.2-5300

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Administrative Letter 1991-5, Effective Date of New Section 38.2-508.1 of the Code of Virginia, issued April 19, 1991, § 38.2-508.1

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Administrative Letter 1991-8, "Rules Governing Minimum Standards for Medicare Supplement Policies" - 14 VAC 5-170 (formerly Insurance Regulation No. 35), Effective December 1, 1990, issued June 10, 1991, 14 VAC 5-170 (formerly Insurance Regulation No. 35)

Administrative Letter 1991-9, Private Passenger Automobile Medical Expense Coverage Effective July 1, 1991, issued May 29, 1991, §§ 38.2-124 and 38.2-2201

Administrative Letter 1991-10, Virginia Workers' Compensation Profitability, issued June 3, 1991

Administrative Letter 1991-11, Legislation Enacted by the 1991 Session of the General Assembly of Virginia, issued June 17, 1991

Administrative Letter 1991-12, Unfair Trade Practices Concerning Automobile Glass Claims, issued October 31, 1991, § 38.2-510

Administrative Letter 1991-13, Preneed Funeral Contracts Funded by Life Insurance or Annuities, issued November 21, 1991, § 54.1-2820

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Administrative Letter 1992-4, Revisions to VA CP-19 (2/92) and VA CP-20 (2/92) (and Annual Submission of VA CP-12 (12/90)), issued February 7, 1992, §§ 38.2-124 and 38.2-2201

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Administrative Letter 1992-9, Credit Accident and Sickness Insurance Rates, issued April 21, 1992, §§ 38.2-1301 and 38.2-3727

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Administrative Letter 1992-18, New Chapter 37.1 of Title 38.2, Code of Virginia, issued August 31, 1992, §§ 38.2-3725, 38.2-3726, 38.2-3727 and 38.2-3730

Administrative Letter 1992-20, House Bill 660 - Effective July 1, 1992 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued October 15, 1992, §§ 38.2-316 and 38.2-3113.1

Administrative Letter 1992-21, Hurricane Andrew, issued October 30, 1992

Administrative Letter 1992-22, Compliance with Virginia Code Section 38.2-4311, issued October 30, 1992, § 38.2-4311

Administrative Letter 1992-23, New Chapter 37.1 of Title 38.2, Code of Virginia issued November 25, 1992, § 38.2-3725

Administrative Letter 1992-24, Actuarial Opinion Submissions in Company Annual Statements, issued November 10, 1992

Administrative Letter 1992-25, Assignment of Points Under Safe Drive Insurance Plans, issued December 15, 1992, §§ 38.2-602, 38.2-608, 38.2-609, 38.2-610 and 38.2-1905

Administrative Letter 1992-26, Administrative Letter 1992-20 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued December 11, 1992, §§ 38.2-1443.1 and 38.2-3113.1

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Administrative Letter 1993-4, Delayed Effects of Rate Filings for Certain Lines and Subclassifications of Commercial Liability Insurance, issued January 28, 1993, § 38.2-1912

Administrative Letter 1993-6, Installment Payment Plans, issued May 3, 1993

Administrative Letter 1993-7, Changes of Address and Telephone Numbers for the State Corporation Commission's Bureau of Insurance, issued March 25, 1993

Administrative Letter 1993-8, Special Data Call Due July 1, 1993, in Support of a Report to the General Assembly Pursuant to Section 38.2-1905.1 A of the Code of Virginia for Commercial Contractors Liability, Products and Completed Operations Liability, and Municipal Liability Insurance, issued April 27, 1993, §§ 38.2-218, 38.2-1905.1 A and 38.2-1905.2

Administrative Letter 1993-9, Building Ordinance or Law Coverage, issued April 19, 1993, § 38.2-2124

Administrative Letter 1993-10, Use of Final Rates Filed by Rate Service Organizations for Property and Casualty Lines of Insurance Other Than Workers' Compensation, issued April 29, 1993, § 38.2-1908

Administrative Letter 1993-11, Credit Involuntary Unemployment Insurance, issued May 27, 1993, §§ 38.2-122 and 38.2-233

Administrative Letter 1993-12, Long-Term Care Insurance Reporting Requirements, issued May 3, 1993

Administrative Letter 1993-13, Legislation Enacted by the 1993 Session of the Virginia General Assembly, issued June 3, 1993

Administrative Letter 1993-15, Distribution of Information on Insureds in the Workers' Compensation Insurance Plan, issued October 4, 1993, § 65.2-823

Administrative Letter 1993-16, Business Transacted with Producer-Controlled Property and Casualty Insurer Act, issued August 4, 1993, §§ 38.2-110 through 38.2-134, 38.2-1024, 38.2-1100 et seq., 38.2-1301.1, 38.2-1341 et seq., 38.2-1342, 38.2-1344, 38.2-1800 et seq., 38.2-2015 and 38.2-2700 et seq.

Administrative Letter 1993-18, Adoption of Loss Costs Filed by the National Council on Compensation Insurance, issued October 1, 1993, § 38.2-1912

Administrative Letter 1993-19, 14 VAC 5-320-10 et seq. (formerly Insurance Regulation No. 15) (Revised) - Rules Establishing Minimum Reserve Standards for Individual and Group Accident and Sickness Insurance Contracts, issued

November 5, 1993, 14 VAC 5-320 (formerly Insurance Regulation No. 15)

Administrative Letter 1994-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1994, issued January, 1994, §§ 38.2-117, 38.2-118, 38.2-119, 38.2-1905.1 and 38.2-1905.2

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Administrative Letter 1994-3, Medicare Supplement Insurance Premiums Comparison Lists, issued January 11, 1994

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Administrative Letter 1994-7, Mandatory Offer of Rental Reimbursement Coverage, issued July 5, 1994, §§ 38.2-2212 and 38.2-2230

Administrative Letter 1994-8, Freedom of Choice Requirements - Pharmacies and Ancillary Service Providers, issued October 17, 1994, §§ 38.2-316, 38.2-3407.7, 38.2-3407.8, 38.2-4209.1, 38.2-4209.2, 38.2-4312.1, and 38.2-4312.2

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Administrative Letter 1996-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1996, issued January 25, 1996, §§ 38.2-117, 38.2-118, 38.2-119, 38.2-218, 38.2-1905.1 and 38.2-1905.2

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Administrative Letter 1996-4, Reporting Requirements for Carriers Participating in the Primary Small Employer Market, issued March 11, 1996, § 38.2-3433

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Administrative Letter 1996-11, 14 VAC 5-180-10 et seq. (formerly Insurance Regulation No. 34) - Rules Governing Underwriting Practices and Coverage Limitations and Exclusions for Acquired Immunodeficiency Syndrome (AIDS), issued July 10, 1996, 14 VAC 5-180 (formerly Insurance Regulation No. 34)

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Administrative Letter 1996-13, 1996 House Bill 442 - § 38.2-3407.11 of the Code of Virginia, as amended - "Direct Access" to Obstetricians and Gynecologists, issued August 9, 1996, § 38.2-3407.11

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Administrative Letter 1996-16, 14 VAC 5-190-10 et seq. - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers: Coverage of Procedures Involving Bones and Joints, issued December 4, 1996, §§ 38.2-3418.2, 38.2-3419.1 and 14 VAC 5-190

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Administrative Letter 1997-5, Senate Bill No. 1104 (the Consumer Real Estate Settlement Protection Act), issued May 28, 1997

Administrative Letter 1997-6, Legislation Enacted by the 1997 Virginia General Assembly, issued June 6, 1997

Administrative Letter 1997-7, Mail Sent to the Bureau of Insurance, issued June 27, 1997

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Administrative Letter 1998-2, 14 VAC 5-190-10 et seq. - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 1997 Reporting Period, issued February 27, 1998, §§ 38.2-218, 38.2-3408 through 3418.1:1, 38.2-3419.1, 38.2-4221 and 14 VAC 5-190

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Administrative Letter 1998-4, Senate Bill 712 of the 1998 General Assembly Session, issued July 15, 1998, §§ 32.1-137.3, 38.2-3407, 38.2-4209, 28.2-4300, 38.2-5800 and 38.2-5801

Administrative Letter 1998-5, Legislation Enacted by the 1998 Virginia General Assembly, issued June 30, 1998

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Administrative Letter 1998-9, Amendments to Rules Governing Minimum Standards for Medicare Supplement Policies, issued August 28, 1998, 14 VAC 5-170

Administrative Letter 1998-10, Revised Guidelines for Conducting Title Insurance Company/Underwriter Analyses of Escrow Accounts Maintained by Title Insurance Settlement Agents (All changes to Administrative Letter 1998-1 are italicized), issued August 25, 1998, § 6.1-2.21 and 14 VAC 5-395-50 C

Administrative Letter 1998-11, Service Area Concerns and Notices of Material Transactions, issued November 10, 1998, §§ 32.1-137.1 et seq., 32-137.2, 32.137.7 et seq., 38.2-218, 38.2-3431, 38.2-4300 et seq. and 38.2-5800 et seq.

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Administrative Letter 1999-11, Custodians for Insurers' Securities Portfolio, issued September 30, 1999, §§ 38.2-218 and 38.2-1318

Administrative Letter 1999-12, NAIC Accounting Practices and Procedures Manual, 2001, issued October 19, 1999, §§ 38.2-1300, 38.2-1403 and 38.2-1407

Administrative Letter 1999-13, Sections 38.2-3412.1:01 F (iii) and 38.2-3432.2 A 2 of the Code of Virginia, issued November 4, 1999, §§ 38.2-3412.1:01 F (iii), 38.2-3432.2 A 2 and 38.2-4319

Administrative Letter 1999-14, Revised Guidelines for Conducting Title Insurance Company/Underwriter Analyses of Escrow Accounts Maintained by Title Insurance Settlement Agents (all changes to Administrative Letter 1998-10 are italicized), issued December 9, 1999, § 6.1-2.21 E 2 and 14 VAC 5-395-50 C

Administrative Letter 1999-15, Post Year 2000 Reporting Requirements and Performing Data Archives, issued December 2, 1999, §§ 38.2-1301, 38.2-1306 and 38.2-1317

Administrative Letter 2000-1, Credit Insurance Experience Exhibits § 38.2-3730 of the Code of Virginia, issued February 23, 2000, § 38.2-3730

Administrative Letter 2000-2, 14 VAC 5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 1999 Reporting Period, issued February 25, 2000, §§ 38.2-218, 38.2-3408 through 38.2-3418.7, 38.2-3419.1, 38.2-4221 and 14 VAC 5-190

Administrative Letter 2000-3, Regulation of Capitated Administrative Services Only (ASO) Agreements, issued March 30, 2000

Administrative Letter 2000-4, Seven Year Rotation of Certified Public Accountants Rules Governing Annual Audited Financial Reports (14 VAC 5-270-10 et seq.), issued April 20, 2000, 14 VAC 5-270

Administrative Letter 2000-5, 18 USC §§ 1033, 1034 -- Violent Crime Control and Law Enforcement Act of 1994, issued April 25, 2000, 18 USC §§ 1033 and 1034

Administrative Letter 2000-6, Rules Governing Independent External Review of Final Adverse Utilization Review Decisions (14 VAC 5-215-10 et seq.), issued May 25, 2000, 14 VAC 5-215

Administrative Letter 2000-7, Credit Property Insurance, Code of Virginia § 38.2-122.2, issued May 30, 2000, § 38.2-122.2

Administrative Letter 2000-8, Legislation Enacted by the 2000 Virginia General Assembly, issued June 5, 2000

Guidance Documents

Administrative Letter 2000-9, Medicare Supplement Insurance, issued June 23, 2000, 14 VAC 5-170

Administrative Letter 2000-10, Equity Indexed Annuities - Equity Indexed Life Insurance Products (replaces Administrative Letter 1997-4), issued June 30, 2000

Administrative Letter 2000-11, Individual Health Insurance Coverage Provided in Virginia, issued September 20, 2000, §§ 38.2-3430.3 and 38.2-3432.3

Administrative Letter 2000-12, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2001, issued September 27, 2000, §§ 38.2-3725, 38.2-3728, 38.2-3729 and 38.2-3730

Administrative Letter 2000-13, Compliance with the Privacy Provisions of the Gramm-Leach-Bliley Act; Extension of Compliance Date, issued September 29, 2000, §§ 38.2-600 et seq. and 15 USC 6801 through 6827

Administrative Letter 2000-14, 14 VAC 5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers Notification of Additional Reporting Requirements for the 2000 Reporting Period, issued November 7, 2000, §§ 38.2-3412.1:01, 38.2-3418.1:2, 38.2-3418.8, 38.2-3418.9, 38.2-3418.10, 38.2-3418.11 and 14 VAC 5-190

Administrative Letter 2001-1, Ethics and Fairness in Carrier Business Practices, issued January 29, 2001, § 38.2-3407.15

Administrative Letter 2001-2, 14 VAC 5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers – 2000 Reporting Period, issued February 15, 2001, §§ 38.2-218, 38.2-3408 through 38.2-3418.11, 38.2-3419.1, 38.2-4221 and 14 VAC 5-190

Administrative Letter 2001-3, Legislation Enacted by the 2001 Virginia General Assembly, issued May 10, 2001

Administrative Letter 2001-4, Rules Governing Independent External Review of Final Adverse Utilization Review Decisions (14 VAC 5-215-10 et seq.), issued May 14, 2001, §§ 38.2-5900 et seq., 14 VAC 5-125-120, and 14 VAC 5-215

Administrative Letter 2001-5, House Bill No. 2157, issued May 14, 2001, Title 38.2, Chapter 5 of the Code of Virginia

Administrative Letter 2001-6, Rule, Rate and Form Submission Checklists, issued August 1, 2001

Administrative Letter 2001-7, Voluntary Expedited Filing Procedures for Insurance Applications Developed to Allow Depository Institutions to Meet Their Disclosure Obligations Under Section 305 of the Gramm-Leach-Bliley Act, issued August 17, 2001, § 38.2-316 and 14 VAC 5-110

Administrative Letter 2001-8, Events of September 11, 2001, issued September 28, 2001, §§ 38.2-508.1, 38.2-2205.1 and 14 VAC 5-140-50 E

Administrative Letter 2001-9, SCC Advises Agents to Beware When Selling Health Insurance Coverage, issued October 10, 2001, § 38.2-1802

Administrative Letter 2001-10, Executive Order Blocking Property and Prohibiting Transactions with Persons Who Permit, Threaten to Commit, or Support Terrorism, issued November 1, 2001

Administrative Letter 2001-11, 14 VAC 5-210-80 B 2 – Notice of Termination Upon Loss of Eligibility for Coverage, issued November 2, 2001, 14 VAC 5-210-80 B 2 and 14 VAC 5-210-100 B 17

Administrative Letter 2001-12, Schedule Rating Plans/Individual Risk Premium Modification Plans Documentation for the Application of Debits and Credits, issued December 3, 2001, §§ 38.2-1904 C and 38.2-1906 D

Administrative Letter 2001-13, 14 VAC 5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers Notification of Additional Reporting Requirements for the 2001 Reporting Period, issued December 7, 2001, §§ 38.2-3411.3, 38.2-3418.7:1, 38.2-3418.12, 38.2-3418.13 and 14 VAC 5-190

Administrative Letter 2002-1, Procedures to Recognize Military Call-up to Active Duty-Agent Licensing and Agent Appointment Processes, issued January 2002, §§ 38.2-1816, 38.2-1817, 38.2-1818, 38.2-1819, 38.2-1825, 38.2-1830 and 38.2-1870

Administrative Letter 2002-2, Withdrawing Requirement to Provide Paper Copies of Certain Administrative Letters to Appointed Agents; Use of Bureau of Insurance Web Site, issued February 2002

Administrative Letter 2002-3, 14 VAC 5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2001 Reporting Period, issued March 2002, §§ 38.2-3408 through 38.2-3418.13, 38.2-4221, 14 VAC 5-190 and 14 VAC 5-190-40

Administrative Letter 2002-4, USA Patriot Act of 2001, issued April 2002

Administrative Letter 2002-5, Legislation Enacted by the 2002 Virginia General Assembly, issued May 2002

Administrative Letter 2002-6, Use of Credit Scoring Models in Rating Auto and Homeowners Insurance Policies, issued June 2002, §§ 38.2-1906 and 38.2-1907

Administrative Letter 2002-7, Requirements for Foreign and Alien Insurance Companies Seeking Admission to Do Business in Virginia, issued June 2002, §§ 38.2-1024, 38.2-1028, 38.2-1029, 38.2-1030, 38.2-1031, 38.2-1206, 38.2-1213, 38.2-1300 and 38.2-4129

Administrative Letter 2002-8, Changes in Laws Governing Licensing of Various Types of Insurance Agents and Producers, issued July 2002, §§ 38.2-218, 38.2-1800, 38.2-1802, 38.2-1818, 38.2-1820, 38.2-1821, 38.2-1824, 38.2-1831 through 38.2-1834, 38.2-1836 and 38.2-1869

Administrative Letter 2002-9, Insurance Activities Requiring Persons to be Licensed, issued July 2002, §§ 38.2-1800, 38.2-1812, 38.2-1821, 38.2-1822, 38.2-1833, 38.2-4224, 38.2-4313, 38.2-4415 and 38.2-4519

Administrative Letter 2002-10, Licensing of Reinsurance Intermediaries, issued August 2002, §§ 38.2-136, 38.2-1322, 38.2-1347 et seq., 38.2-1348 through 38.2-1354, 38.2-1360, 38.2-1846 et seq. and 38.2-4230 et seq.

Administrative Letter 2002-11, Licensing of Managing General Agents, issued August 2002, §§ 38.2-1322 et seq., 38.2-1358 et seq., 38.2-1360, 38.2-1361, 38.2-1858 et seq. and 38.2-4230 et seq.

Administrative Letter 2002-12, Rules Governing Independent External Review of Final Adverse Utilization Review Decisions (14 VAC 5-215-10 et seq.), issued October 2002, 14 VAC 4-215

Administrative Letter 2002-13, Insurer Affiliation Survey, issued October 2002

Administrative Letter 2002-14, 14 VAC 5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers Notification of Additional Reporting Requirements for the 2002 Reporting Period, issued December 2002, §§ 38.2-3408, 38.2-3411.4, 38.2-4221 and 14 VAC 5-190

Administrative Letter 2002-15, Filing Procedures for Compliance with the Provisions of the Terrorism Risk Insurance Act of 2002, issued December 18, 2002, § 38.2-317

Financial Regulation Unit Guidance Documents:

Memorandum to All Health Maintenance Organizations re Reporting Format for Costs Relating to Indemnifications and Nonparticipating Referral Provider Arrangements, October 1992

Letter re Future Year-end Reserve Valuation Submissions to the Virginia Bureau of Insurance, January 1993

Letter re Future Year-end Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, September 2002

Requirements for Organization and Licensing of a Home Protection Company, revised March 2001, §§ 38.2-1024 and 38.2-2603

Uniform Certificate of Authority Application, September 2001, §§ 38.2-1024 and 38.2-1206

Requirements for Organization and Licensing of a Captive Insurer, revised December 1996, § 38.2-1102

Requirements for Organization and Licensing of a Health Services Plan, revised, March 2001, § 38.2-4200

Requirements for Organizing and Licensing of a Health Maintenance Organization, revised, February 2001, § 38.2-4301

Requirements for Organizing and Licensing of a Limited Health Maintenance Organization, revised, February 2001, § 38.2-4301

Requirements for Organizing and Licensing of a Virginia Legal Services Plan, revised March 2001, § 38.2-4413

Requirements for Organization and Licensing of a Dental Services Plan, revised March 2001, § 38.2-4517

Requirements for Organization and Licensing of an Optometric Services Plan, revised March 2001, § 38.2-4517

Requirements for Admission to Transact Business as an Insurance Premium Finance Company in Virginia, revised February 2001, § 38.2-4701

Requirements for Entities Interested in Becoming Continuing Care Providers, revised April 2000, § 38.2-4901

Viatical Settlement Provider Requirements for Operating in Virginia, issued February 2002, § 38.2-5701

Requirements for Organizing and Licensing of an Automobile Club, revised September 2001, § 13.1-400.2

Multiple Employer Welfare Arrangements (MEWA) Statutory Guidelines and Information Packet, revised, January 2001, Article 3 of Chapter 34 of Title 38.2

Requirements for Accredited Reinsurers, June 1996, §§ 38.2-1316.2 and 38.2-1316.3

Requirements for Organizing and Licensing of a Group Self-Insurance Association, issued January 2000, § 65.2-802

Managing General Agents Licensing Procedures, Application and Biographical Affidavit, September 2002

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 1997

C006, Annual Renewal Instructions - Multiple Employer Welfare Arrangements, December 2002, 14 VAC 5-410-40 D

C009, Annual Renewal Instructions - Purchasing Groups, February 2002, § 38.2-5108

E040, Annual Renewal Instructions - Foreign Life and Health Insurance Companies, December 2002, § 38.2-1025

E041, Annual Renewal Instructions - Foreign Property and Casualty Insurance Companies, December 2002, § 38.2-1025

E042, Annual Renewal Instructions - Risk Retention Groups, December 2002, § 38.2-5103

E043, Annual Renewal Instructions - Premium Finance Companies, December 2002, § 38.2-4703

E044, Annual Renewal Instructions - Workers' Compensation Group Self-Insurers, December 2002, § 65.2-802

E045, Annual Renewal Instructions - Accredited Reinsurers, December 2002, §§ 38.2-1316.2 and 38.2-1316.3

E046, Annual Renewal Instructions - Authorized Reinsurers, December 2002, §§ 38.2-1316.2 and 38.2-1316.3

E047, Annual Renewal Instructions - All Foreign Companies Except Foreign Property and Casualty and Foreign Life and Health, December 2002, § 38.2-1025

E048, Annual Renewal Instructions - Health Maintenance Organization, December 2002, § 38.2-4318

E049, Annual Renewal Instructions - All Domestic Companies, December 2002, § 38.2-1025

Guidance Documents

E053, Annual Renewal Instructions - Automobile Clubs, December 2002, § 13.1-400.3

Biennial Renewal Instructions - Viatical Settlement Provider, issued January 2002, § 38.2-5701

Annual Filing Requirements - Viatical Settlement Provider, issued December 2002, § 38.2-5704

Market Regulation Unit Guidance Documents:

Common Problems Found During Agents Investigations, published September 2002

Common Problems Found During Life and Health Market Conduct Examinations, published September 2000

Common Problems Found During Property and Casualty Market Conduct Examinations, published August 1997

Consumer Real Estate Settlement Protection Act (CRESPA), issued June 2001, §§ 6.1-2.19 et seq. and 14 VAC 5-395

Forms/Reports for Insurers: Long Term Care (14 VAC 5-200), Small Employer (14 VAC 5-234), Medicare Supplement (14 VAC 5-170) and Mandated Benefits (Form MB-1 and instructions)

Letter to Newly Licensed Insurers Advising the Insurers of the Applicable Insurance Rules and Regulations in the Commonwealth of Virginia, revised 2001

NAIC Product Review Filing Checklists for Life and Health

NAIC Product Review Filing Checklists for Property and Casualty

Statistical Agent Reporting Form (VA SRF-2), Declaring the Name of the Statistical Agent to Whom the Insurer Reports its Statistics, revised October 2001, §§ 38.2-1919 and 38.2-2012

Virginia CP-9 Form, Which Permits Insurers to Use the Policy Forms and Endorsements Filed and Approved for a Rate Service Organization, such as the Insurance Services Office, issued June 1991

Virginia Property and Casualty Rules, Rates and Forms Filing Guidelines Handbook, published August 2001

Virginia Reference Filing Authorization Terrorism Exclusion Endorsements

Worker's Compensation Deductible Plans Filing Instructions, issued July 1997

Administration and Taxation Unit Guidance Documents:

Instructions for Filing the Virginia Declaration of Estimated License Tax and Estimated Assessment, revised December 2002

Virginia Premium License Tax/Assessments Reports for Year Ended December 31, 2002, revised December 2002

Virginia Surplus Lines Filing Instructions, revised September, 1996, electronic version revised February 2000

Consumer Guides:

Life and Health Guides

2002 Guide to Health Insurance for People with Medicare, updated 2002

2002 Virginia Medicare Supplement Insurance Premium Comparison Guide, updated May 2002

A Shopper's Guide to Long-Term Care Insurance, updated 2002

Consumer Complaint & Outreach Services Brochure, updated 2002

List of Carriers that have Registered with the State Corporation Commission as Small Employer Carriers, updated June 2002

List of Insurance Companies Licensed to Sell Individual Health Insurance, updated May 2002

List of Long-Term Care and Tax-Qualified Long-Term Care Policies in Virginia, updated September 2002

List of Medicare Health Maintenance Organizations in Virginia, updated January 2001

List of Medicare Supplement and Medicare Select Insurance Companies in Virginia, updated March 2002

The Office of the Managed Care Ombudsman, published July 1999

The Office of the Managed Care Ombudsman - 10 Tips to Help you Understand Your Coverage and Rights Under Your Manage Care Health Insurance Plan, published October 1999

Pharmacy Drug Discount Cards, updated March 2002

Virginia Health Insurance Consumer's Guide, published 1994

Virginia Life Insurance Consumer's Guide, published 1998

Property and Casualty Guides

Auto Insurance Consumer's Guide, published 2002

Auto Insurance Sample Premium Tables 2000, published 2002

Consumer Complaint & Outreach Services, updated 2002

Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, published 2002

Don't Leave Your Insurance Questions Unanswered! Give Us a Call, published 2000

Homeowners Insurance Consumer's Guide, published 2002

Homeowners Insurance Sample Premium Tables 2002, published 2002

Renters Insurance - What Can You Afford To Lose?, published 2002

State Corporation Commission Bureau of Insurance Consumer Complaint Form

Teenager's Guide to Auto Insurance, updated 1999

Virginia Commercial Insurance Consumer's Guide, published 1995

When a Disaster Strikes: What To Do After an Insured Commercial Property Loss, updated 2001

When a Disaster Strikes: What To Do After an Insured Homeowners Loss, updated 2001

Forms and Instructions Respecting Licensing of Individuals and Agencies:

Initial Application for Managing General Agent License, September 2002

PIN3001, Application for Individual License, September 2002

PIN3701, Application for Consultants License and Viatical Settlement Brokers, September 2002

PIN3702, Application for Agency Consultants License and Viatical Settlement Brokers, September 2002

PIN4051, Application for Limited Lines License, September 2002

PIN4052, Application for Agency License, September 2002

PIN4151, Appointment Form, September 2002

PIN4921, Appointment Cancellation Form, September 2002

Information and Procedures for Becoming Licensed as an Insurance Consultant in Virginia, September 2002

Information and Procedures for Becoming Licensed as a Viatical Settlement Broker in Virginia, September 2002

Licensing Procedures for Managing General Agents to Obtain Authority in Virginia, September 2002

Licensing Procedures for Nonresident Insurance Agents to Obtain Authority in Virginia, September 2002

Forms for Surplus Lines Insurance:

Form SLB-1, Application for License as Surplus Lines Broker, November 1999

Form SLB-2, Bond for Surplus Lines Broker, November 1999

Form SLB-3, Quarterly Combined Affidavit by Surplus Lines Broker, effective September 1999

Form SLB-4, Annual Combined Affidavit by Surplus Lines Broker, effective September 1999

Form SLB-5, Surplus Lines Quarterly Report, effective September 1999

Form SLB-6, Surplus Lines Annual Report, effective September 1999

Form SLB-7, Quarterly Gross Premiums Tax Report, effective September 1999

Form SLB-8, Annual Gross Premium Tax Report, effective September 1999

Form SLB-9, Notice of Insured, effective September 1996

Form SLB-10, Commercial Insured Waiver, effective September 1996

Division of Public Service Taxation

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Public Service Taxation Division of the State Corporation Commission, Tyler Building, 4th Floor, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained free of charge by contacting Alene Katz at the same address, telephone (804) 371-9679, FAX (804) 371-9797, or e-mail AKatz@scc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to R. H. Adams, Principal Utility Appraiser, Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 E. Main Street, Richmond, VA 23219, telephone (804) 371-9182, FAX 804 371-9797, or e-mail Radams@scc.state.va.us. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

State Tax Bills, all updated annually, Chapter 26 of Title 58.1

CCTD-3, Tax Report, Electric Companies, 2000, § 58.1-2628

CCTD-6, Tax Report, Telecommunications Companies, 2000, § 58.1-2628

CCTD-7, Tax Report, Gas Companies, 2001, § 58.1-2628

CCTD-8, Tax Report, Water Companies, 2000, § 58.1-2628

CCTD-9, Report for Certificated Motor Vehicle Carriers Rolling Stock Tax, 1963, § 58.1-2654

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, 1963, § 58.1-2663

CCTD-11, Report for Special Tax on Virginia Pilots Association, 1963, § 58.1-2663

CCTD-12, Report for Special Tax on Railroad Companies, 1963, § 58.1-2663

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, 1998, §§ 58.1-2640 and 58.1-2647

CCTD-DPR, Telecommunications Relay Service Monthly Report, 2001, § 56-484.6

CCTD-RVP, Registration Procedure for Persons subject to the Video Programming Excise Tax, revised 1998, § 58.1-3818.3 G

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, 2000, §§ 58.1-2901 and 58.1-2902

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, 2000, §§ 58.1-2905 and 58.1-2906

Real Estate Transaction Form for Purchase and Conveyance, 1998, § 58.1-2628

Motor Vehicle Carriers Rolling Stock, Tax Report, Urban-Suburban Statement for the Special Tax Exemption for Passenger Vehicles, 1963, § 58.1-2663

Guidance Documents

Division of Securities and Retail Franchising

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission's Division of Securities and Retail Franchising, Ninth Floor, Tyler Building, 1300 E. Main Street. Copies may be obtained free of charge by contacting Ilse Goff at the same address, telephone number (804) 371-9784 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Questions regarding interpretation or implementation of these documents may be directed to Amanda Blanks, Investor Education Coordinator, at the same address, telephone number (804) 371-9088 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

Capital Formation Alternatives for Small Business in Virginia, August 2002

Uniform Franchise Offering Circular Filing Reminders, February 1999, § 13.1-561

Securities Consumer's Guide, March 2001 (Virginia Securities Act)

Consumer Complaints, September 2002 (Virginia Securities Act)

Tips for Online Investors, September 2002 (Virginia Securities Act)

Investor "Bill of Rights," September 2002 (Virginia Securities Act)

10 Do's and Don'ts for Investors, September 2002 (Virginia Securities Act)

When Your Broker Calls, Take Notes, September 2002 (Virginia Securities Act)

Understanding Your Brokerage Account Statements, September 2002 (Virginia Securities Act)

Division of Public Utility Accounting

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the Virginia State Corporation Commission's Division of Public Utility Accounting, 1300 E. Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Please contact Robin Spruill at (804) 371-9708 to make an appointment. Copies may be obtained at the cost of \$1.00 per page for the first 2 pages and \$0.50 for each additional page. Contact Robin Spruill at the above address or facsimile your request to (804) 371-9447.

Questions regarding interpretation or implementation of these documents may be directed to Ronald A. Gibson, Director, Division of Public Utility Accounting, 1300 E. Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-3708 or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

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

Uniform System of Accounts for Electric Utilities, promulgated by the Federal Energy Regulatory Commission, § 56-249

Uniform System of Accounts for Natural Gas Companies, promulgated by the Federal Energy Regulatory Commission, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 148 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 66 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 149 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 65 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, revised January 1, 2000, 192 pages, § 56-249

Annual Financial and Operating Report for electric companies, consisting of the Federal Energy Regulatory Commission Form 1 of 122 pages and supplemental information of 27 pages, § 56-249

Annual Financial and Operating Report for electric cooperatives, 38 pages, § 56-249

Annual Financial and Operating Report for gas companies, consisting of the Federal Energy Regulatory Commission Form 2 of 156 pages and supplemental information of 15 pages, § 56-249

Annual Financial and Operating Report for telephone companies, consisting of the Federal Communications Commission Form M of 85 pages and supplemental information of 21 pages, § 56-249

Annual Financial and Operating Report for class A water and/or sewer companies, National Association of Regulatory Utility Commissions Form, 62 pages, § 56-249

Annual Financial and Operating Report for class C water and/or sewer companies, National Association of Regulatory Utility Commissions Form, 22 pages, § 56-249

Guidelines on the recording and recovery of regulatory assets, issued March 29, 1995, 2 pages, § 56-249

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4 (Public Utilities Affiliates Law) and Chapter 5 (Utility Transfers Act)) as follows:

Guidelines for Filing Applications, 1 page, §§ 56-76 through 56-92

Chapter 4 - Transaction Summary for applications involving the receipt of services/goods (including intangibles), 1 page, §§ 56-76 through 56-87

Chapter 4 - Transaction Summary for applications involving the provision of services/goods (including intangibles), 1 page, §§ 56-76 through 56-87

Chapter 5 - Transaction Summary, 1 page, §§ 56-88 through 56-92

Division of Utility and Railroad Safety

The Division of Utility and Railroad Safety assists the Commission in administering safety programs involving the jurisdictional natural gas and hazardous liquid pipeline facilities, railroads, and underground utility damage prevention. The Pipeline Safety section of the Division conducts inspections of natural gas and hazardous liquid pipeline facilities jurisdictional to the Commission. The Railroad section of the Division conducts inspections of railroad facilities including track and equipment to ensure safe operation of jurisdictional railroads within Virginia. (The Commission is also vested with the duty of regulating railroad companies to the extent provided by the Virginia Constitution, Article IX, § 2.) The Damage Prevention section investigates all reports of "probable violations" of the Underground Utility Damage Prevention Act and presents its findings and recommendations to the Commission's Damage Prevention Advisory Committee. The Committee makes enforcement recommendations to the Commission.

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 Commission's Division of Utility and Railroad Safety, 4th Floor, Tyler Building, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$1.00 each for the first two pages and \$0.50 for each page thereafter. To obtain copies, contact Pat Guthrie at the same address, telephone number (804) 371-9368, FAX (804) 371-9734 or e-mail pguthrie@scc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to James Hotinger, Senior Utilities Engineer, Division of Utility and Railroad Safety, 1300 E. Main Street, 4th Floor, Richmond, VA 23219, telephone number (804) 371-9843, FAX (804) 371-9734 or e-mail jhotinger@scc.state.va.us. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

Gas Pipeline Safety Inspection Procedures, revised September 2000, § 56-5.1, 54 pages

Underground Utility Damage Prevention Investigation and Enforcement Procedures, May 1997, § 56-265.14, 22 pages

Damage Prevention Advisory Committee Bylaws, July 1999, § 56-265.31 et seq., 7 pages

**The State Corporation Commission issues an annual report each year which contains the leading matters disposed of by formal orders that year. The Annual Reports of the commission may be viewed during regular work days from

8:15 a.m. until 5 p.m. in the State Corporation Commission Clerk's Office, 1st Floor, Tyler Building, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained for \$54 (price may vary depending on the year of the report) by contacting Rebecca Otey at the same address, telephone (804) 371-9030, or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9912.

Questions regarding interpretation of the annual reports may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 E. Main Street, Richmond, VA 23219, telephone (804) 371-9834, or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

BOARD OF COUNSELING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at coun@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the board at the address above or by telephone at (804) 662-9912. Copies are free of charge.

Guidance Documents:

115-2, Newsletters

115-2.1, Resolution that hypnosis is an appropriate counseling tool, an opinion that the term "psychotherapy" can be used by licensed professional counselors, and guidance in the use of educational credentials and unlicensed counselors, 1987

115-2.2, Guidance on when a fee can be charged, 1990

115-2.3, Guidance on supervision, 1991

115-2.4, Guidance on the supervision requirement, dual relationships, 1995

115-2.5, Summary of Virginia statutes regarding maintenance and release of client records, May 2000

115-2.6 Guidance on dual relationships, Part 1, Fall 2000

115-2.7 2001 Guidance on dual relationships Part 2, Fall 2001

115-3, Assistant Attorney General Opinions

115-3.1, Interpretation of statutes pertaining to marriage and family therapists licensure, August 9, 1995

115-3.2, Interpretation of statutes pertaining to release of health care records, April 7, 1997

Guidance Documents

115-3.3, Interpretation of statutes pertaining to rehabilitation provider certification (reviewed and approved by AAG, but issued through the board office), October 1997

115-3.4, Interpretation of Virginia's Health Records Privacy Act, January 1999

115-4, Minutes of Board Meetings

115-4.1, Guidance to the credentials reviewer to accept schools accredited by the Association of Theological Schools in the United States and Canada, February 17, 1995

115-4.2, Guidance that criminal history not be considered as a point of rejection for a certified substance abuse counselor, and that the board refer the application to the Credentials Review Committee to determine eligibility, May 19, 1995.

115-4.3, Regulatory Committee minutes - Assistant Attorney General interpretation of statutes pertaining to development of "substantially equivalent" requirements for licensure of substance abuse treatment practitioners and interpretation of scope of practice for these practitioners, October 27, 1998

115-4.4, Determination that a Bachelor of Individual Study degree from James Madison University would satisfy the degree requirement for rehabilitation provider certification, February 19, 1999

115-4.5, Credentials Committee minutes - Determination that applicants holding a marriage and family therapist license from California would not be automatically eligible for endorsement, but would be considered on a case-by-case basis for Virginia's marriage and family therapist license, May 14, 1999

115-4.6, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, August 27, 1999

115-4.7, Determination that licensed professional counselors who hold specialty designation in substance abuse counseling, but do not have 60 graduate hours in counseling would be considered on a case-by-case basis for endorsement as licensed substance abuse treatment practitioners, November 19, 1999

115-4.8, February 18, 2000. Attachment to minutes. Interpretation of the meaning of "state-approved facility" as used in § 54.1-3500, and interpretation of what type of facilities may hire certified substance abuse counselors.

115-4.9, May 5, 2000. Guidance regarding practica or internships completed in distance learning programs.

DEPARTMENT OF CRIMINAL JUSTICE SERVICES

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 Department of Criminal Justice Services, 805 E. Broad Street, 10th Floor, Richmond, VA 23219. Copies may be obtained by contacting Judy Kirkendall at the same address,

telephone (804) 786-8003. Fees vary depending upon document.

Questions regarding interpretation or implementation of these documents may be directed to Judy Kirkendall, Department of Criminal Justice Services, 805 E. Broad Street, Richmond, VA 23219, telephone (804) 786-8003 or e-mail jkirkendall@dcjs.state.va.us.

Guidance Documents:

Training Desk Reference, revised September 1999, § 9.1-102

Certification and De-certification of Law Enforcement Officers, revised July 1, 1996, §§ 15.2-1706 and 15.2-1709

Combined Training School Policy, revised September 1994, § 9.1-102

Training Exemption Guidelines, revised September 1998, § 9.1-116

Instructor Certification/Recertification Process, September 1999, 6 VAC 20-80

Partial In-service Credit Policy Guidelines, revised February 1993, 6 VAC 20-30

Q-Target Policy, revised November 1991, 6 VAC 20-30

Waiver of Minimum Qualifications Guidelines, revised May 1, 1994, § 15.2-1705

Electronic Media In-service Training Guidelines, issued December 1993, 6 VAC 20-30

Physical Examination Policy, revised September 1994, 6 VAC 20-20 and 6 VAC 20-50

Guidelines for Auxiliary and Part-time Officers, issued January 1993, §§ 9.1-114 and 15.2-1731

Academy Certification Standards, revised November 1997

Academy Recertification Standards, revised November 1997

Regional Academy Funding Policy, revised July 1998

Guidelines for Approval of College Courses and Programs, issued December 3, 1996, 6 VAC 20-30

Model Field Training Guide for Law Enforcement Officers, issued September 1, 1993

Model Field Training Guide for Jail Officers, issued March 1994

Guidelines for Allowing Individuals to Attend Criminal Justice Mandated Training Prior to Employment, revised November 1994

Radar Operator Training Guidelines, revised March 15, 1995, § 9.1-102

Private Security Training Exemption Guidelines, revised August 1, 1996, 6 VAC 20-170

Private Security Criminal History Waiver Guidelines, issued July 1, 1993, 6 VAC 20-170

Private Security Sanctions Publication Guidelines, issued August 29, 1996, 6 VAC 20-170

Private Security Compliance Agent Experience Guidelines, issued February 10, 1997, 6 VAC 20-170

Topical Outlines and Learning objectives for Private Security, 6 VAC 20-170

Criminal Justice Services Board Regional Criminal Justice Training Academy Policy, revised May 3, 1995, 6 VAC 90

Grants for Community-Oriented Justice, issued December 1997

Child Witness Testimony in Court: Using Closed Circuit Equipment, revised July 2002

Child Witness Testimony in Court: Protocol for Using Closed Circuit Equipment, to be reissued 2003.

2000 Criminal History Records Improvement Program Guide, issued September 2001

An Informational Guide for Domestic Violence Victims in Virginia, issued 1997, updated 2000

An Informational Guide to Virginia's Crime Victim and Witness Rights Act, revised November 1997

STOP Violence Against Women Grant Program, issued July 18, 1997

Victim Assistance Program Guide and Application Procedures (FY 1998), issued March 10, 1997

Sexual Assault Grant Guidelines and application; issued February 2001

Supplemental Information Victim/Witness Grant Program, issued March 7, 1997

Victim/Witness Grant Program Codebook and Progress Report Forms, revised July 1996

Program Guide: Comprehensive Community Corrections Act for Local-Responsible Offenders and Pretrial Services Act, 2002, issued February 2001, §§ 19.2-152.2 through 19.2-152.7 and 9.1-173 through 9.1-183.

Preparing a Community-Based Corrections Plan, issued April 4, 1995

Community Criminal Justice Boards of Virginia: Information and Ideas for New and Continuing Members, issued 2000, § 9.1-178

Monthly Reporting Requirements and Instructions: Pretrial Services Act and Comprehensive Community Corrections Act for Local-Responsible Offenders, issued July 1997, §§ 19.2-152.2 and 9.1-173

"Bench Card" for PSA and CCCA, revised December 2001, §§ 9.1-173 through 9.1-183 and 19.2-303.2

Program Brief: At-Risk Youth, issued 1998

Program Guide: Virginia School Resource Officer Incentive Grants Program Guidelines, issued 2001

Court Appointed Special Advocate (CASA) Program Guide, issued 1997, to be reissued 2003

Juvenile Justice and Delinquency Prevention (Title II) Program Guide, issued 2001

Juvenile Justice and Delinquency Prevention (Title V) Program Guide, to be reissued 2003

Breath Test Operators Training Manual: Intoxilizer Model 5000, issued August 25, 1999, § 18.2-268.9

Intoxilizer 5000 Monthly Preventive Maintenance/Simulator Solution Change Checklist, issued March 1998, § 18.2-268.9

Operational Checklist for Intoxilizer 5000, issued August 1997, § 18.2-268.9

Intoxilizer 5000 Instructor Manual, December 5, 2000, 6 VAC 20-190-120, revised December 2001

Evidence Handling, issued 1997

Laboratory Capabilities Guide, issued August 1997

Serious or Habitual Offender Comprehensive Action Program (SHOCAP) Guidelines, issued April 1999, revised 2001

Forfeited Asset Sharing Program, issued 1990, § 18.2-249

Money Laundering, § 18.2-246, issued July 1999

Sample Directives Manual for Law Enforcement Agencies, revised 1999, updated October 2001, available only on the DCJS website

School Resource Officer Facts Book, issued June 2000, reissue due March 2002

Evaluation of Grant Funded SRO Programs, issued March 2000, reissue due February 2002

Juvenile Law Handbook for School Administrators, issued 2001

Certified Crime Prevention Community Program Manual, updated 2001

School Resource Reporting Requirements Manual, issued June 2001

VIRGINIA 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, the Ratcliffe Building, Suite 203, Richmond, VA 23229-5012. Copies may be obtained free of charge by contacting Leslie Hutcheson Prince at the same address, telephone (804) 662-9703 (V/TTY), FAX (804) 662-9718 or e-mail hutchelg@ddhh.state.va.us. Some of the documents may be available to be downloaded from the VDDHH Home page (<http://www.vddhh.org>).

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

Guidance Documents:

VDDHH Policies and Procedures implementing 22 VAC 20-20 (Regulations Governing Eligibility Standards and Application

Guidance Documents

Procedures of the Distribution of Technological Assistive Devices), revised December 1999

VDDHH Policies and Procedures implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised July 2002

Directory of Qualified Interpreters, implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised monthly

Virginia Quality Assurance Screening Applicant Packet, implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised 2002

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at denbd@dhp.state.va.us. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the Board at the address above or by telephone at (804) 662-9906. Copies are free of charge.

Guidance Documents:

60-7, Board guidance on practice names, adopted May 3, 2002

60-8, Special bulletin on clarification of general supervision, September 30, 2002

60-9, Bulletin article regarding dental office inspection form, Fall/Winter 1996

60-10, Board minutes on Infection Control, October 1, 1993, September 14, 1991, and August 1, 1991

60-11, Board minutes, Completion of treatment of patient if fees not paid, October 1-2, 1997

60-16, Letter from Marcia J. Miller to Michael Vernon regarding sale of vitamins, December 10, 1997

60-17, Advertising Guidelines adopted by the Board of Dentistry, January 23, 1998

60-18, Letter from Howard Casway, Assistant Attorney General to Dr. M. Alan Bagden regarding Ownership of Dental Practices, February 23, 1998

60-19, Perio Guidelines Recommendations adopted by the Board of Dentistry, April 28, 2000

60-20, Bulletin article-Notice to all licensees regarding Code of Virginia § 54.1-2718, April 28, 2000

VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

Copies of the following documents may be viewed on regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Economic Development Partnership, 19th Floor, Riverfront Plaza West, 901 E. Byrd Street, Richmond, VA 23218. Requests for copies or questions regarding the interpretation or implementation of these documents may be directed to John B. Sternlicht, General Counsel and Legislative Director, at the same address, by telephone at (804) 371-8106, or by FAX at (804) 371-8112. Copies will be provided at no charge.

Guidance Documents:

Guidelines for use of the Governor's Opportunity Fund, revised October 2002, § 2.2-115

Guidelines for use of the Virginia Investment Partnership, revised July 2000, § 2.2-5100-5104

DEPARTMENT OF EDUCATION

The documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. at the Department of Education, 101 North 14th Street, 25th Floor, Richmond, VA 23219. Copies may be obtained at no cost by contacting Dr. Margaret N. Roberts at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2540 or e-mail mroberts@mail.vak12ed.edu. Questions may also be directed to Dr. Roberts.

Guidance Documents:

Charter Schools

List of Board of Education Regulations Identified as Waivable for Charter School Purposes, June 1999

Comprehensive Services

Comprehensive Services Act (CSA) for At Risk Youth and Families Implementation Manual, revised 2001

Driver's Education

Curriculum and Administrative Guide for Driver Education in Virginia, 2001

Family Life Education

Board of Education Guidelines for Family Life Education Programs, 2002

Gifted Education Programs

The Virginia Plan for the Gifted, 2001

Governor's Schools

Procedures for Initiating an Academic Year Governor's School, 1998

Health and Physical Fitness

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV), 1990

Virginia School Health Guidelines, 1998

Guidelines for Specialized Health Care Procedures: Superintendent's Memo number 196, 1996

Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon, July 1999

Guidelines for Suicide Prevention, September 1999

Licensure and Teacher Preparation

The Virginia License Renewal Manual, 1998

Local Eligibility License Guidelines, September 2000

Guidelines for the Evaluation of Superintendents, Teachers, and Administrators and Instructional Central Office Personnel, January 2000

Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation, June 2000

Literary Fund

Use of Literary Fund Loan Proceeds, Supts. Memo. No. 6, Regulatory, May 31, 1996

Miscellaneous

Handbook for Homebound Service, January 1990

Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students, September 2000

Acceptable Use Policy: A Handbook, 2001

Guidelines: Minute of Silence, June 2000

Guidelines for Honorary High School diplomas for Veterans of World War II, the Korean War, and the Vietnam War, 2002

Pledge of Allegiance and Flag Etiquette

Guidelines on the Recitation of the Pledge of Allegiance, July 2001

Religious Activity in the Schools

Guidelines Concerning Religious Activity in Public Schools, June 22, 1995

School Nutrition Programs

Uniform Policy Statement for Free and Reduced Price Meals, Supts. Memo, 2002 (updated annually)

Guidelines for Accommodating Children with Special Dietary Needs in School Nutrition Programs, October 2002.

School Safety

Model School Crisis and Emergency Management Plan, November 2000

School Safety audits: Protocol, Procedures, and Checklists, July 2000

Policy Regarding Medication Recommendation by School Personnel, August 2002.

Special Education

Rights and Procedural Safeguards for Special Education Related to Free and Appropriate Public Education, February 2001

Discipline of Students with Disabilities, 2000

Guidelines for the Participation of Students with Disabilities in the Assessment Component of Virginia's Accountability System, 2002

Guidelines for Participation of Students with Disabilities in Alternate Assessments, 2002

Standards of Accreditation

Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia, November 30, 2000

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students, 2002

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

Interpretation of Regulations for Certain Transfer Students, 2002

Standards of Learning and Instructional Programs

Criteria for Character Education Programs, February 2000

Objectives for Personal Living and Finance, April 1999

Guidelines for the K-3 Record for Reading and Mathematics, May 1999

Guidelines for Banking-in-School Demonstration Partnership Programs, 2002

Standards of Learning Testing Program

Guidelines for Participation of Limited English Proficient Students in the SOL Assessments, October 1997

Student Discipline

Student Conduct Policy Guidelines, 2001

Student Records

Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools, July 1998

Guidance Documents

Student Transportation

Chassis Specifications for 2001 Model School Buses, October 2001 (updated annually)

Uniforms

Model Guidelines for the Wearing of Uniforms in Public Schools, May 23, 1996

Virginia State Assessment Program

Virginia State Assessment Program, Inclusion and Accommodation Guidelines for Students with Disabilities, February 1997

Implementation of the No Child Left Behind Act of 2001

Persistently Dangerous Schools and Unsafe School Choice options, 2002

Guidelines for the Provision of Public School Choice for Students in Title I Schools that are Identified for Improvement Status Under the No Child Left Behind Act of 2001, 2002

Criteria for the Providers of Supplemental Education Services Under the No Child Left Behind Act of 2001, 2002

Resolutions of the Board of Education

Subsequent to promulgating a regulation, additional questions may arise regarding the "intent" of the board regarding a regulation or section of a regulation. The Board of Education may then adopt a resolution to explain to the public its "intent" regarding the regulation or section of a regulation.

DEPARTMENT OF EMERGENCY MANAGEMENT

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 Department of Emergency Management, 10501 Trade Court, Richmond, VA 23236-3713. These laws are also contained in the Code of Virginia.

The contents of the documents may also be reviewed and copied at The Library of Virginia or other selected libraries in local communities within the Commonwealth of Virginia and online at www.vdem.state.va.us.

Questions regarding the document may be directed to Mary G. Camp, Director, Preparedness and Mitigation Division, Department of Emergency Management, 10501 Trade Court, Richmond, VA 23236-3713, telephone (804) 897-6500 extension 6583 or FAX (804) 897-6526.

Guidance Documents:

Commonwealth of Virginia Emergency Services and Disaster Laws, VDES, 1999 Edition, §§ 44-146.13 through 44-146.40

Commonwealth of Virginia Emergency Operations Plans:

Volume 1, Emergency Operations Plan (Basic Plan), VDES, May 1997 (under revision)

Volume 2, Disaster Recovery Plan, VDEM, March 1999

Volume 3, Radiological Emergency Response Plan, VDEM, March 2002

Volume 4, Oil and Hazardous Materials Emergency Response Plan, VDEM, December 2001

Volume 5, Virginia Hurricane Emergency Response Plan, VDEM, August 2001

Hampton Roads Hurricane Traffic Control Plan, VDOT, April 2001

Volume 6, Hazard Mitigation Management Plan, VDES, July 2001

Volume 7, Virginia Department of Transportation Emergency Operations Plan, VDOT/VDEM, July 2001

Volume 8, Terrorism Consequence Management Plan, VDES, April 1999

General Publications Available to the Public

Virginia Department of Emergency Services Search and Rescue Brochure

Virginia Department of Emergency Services (Agency) Brochure

"What to do in an Emergency," VDES (pamphlet)

Commonwealth of Virginia Radiological Information for Farmers and Growers (brochure)

Virginia Department of Emergency Services Technological Hazards (pamphlet)

Emergency Management Update, VDES (newsletter, published monthly)

VIRGINIA EMPLOYMENT COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the central office of the Virginia Employment Commission, 703 E. Main Street, Richmond, VA 23219. Copies of Unemployment Insurance Program documents may be obtained by contacting M. Coleman Walsh, Jr., at the Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-7554 or FAX (804) 786-9034. Copies of Workforce Investment Act documents are available on the VEC's Internet site at <http://www.vec.state.va.us/wia.cfm?loc=wia&info=vaplans> or by contacting Caprichia Thurston at the Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 371-5365 or FAX (804) 225-2190. Unless otherwise indicated, there is a \$1 per document copying charge.

Questions regarding interpretation or implementation of Unemployment Insurance documents may be directed to M. Coleman Walsh, Jr., Chief Administrative Law Judge, Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-7554 or FAX (804) 786-9034. Questions regarding interpretation or implementation of Workforce Investment Act

documents may be directed to Caprichia Thurston at the Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 371-5365 or FAX (804) 225-2190.

Unemployment Insurance Guidance Documents:

- Precedent Decision Manual, revised January 1997, § 60.2-100 et seq. and 16 VAC 5-10, \$90
- Guide for Effective Unemployment Insurance Adjudication, revised September 1994, § 60.2-100 et seq., \$90
- A Digest of Virginia Unemployment Insurance Tax Law, revised June 1990, Va. Code Anno., Title 60.2 Chapters 2 and 5, \$43
- Field Operations Bulletin Manual, revised January 29, 1997, Title 60.2 Chapters 2 and 6, 16 VAC 5-10, \$10
- Interoffice Communication on The 28-Day Rule, issued July 11, 1996, 16 VAC 5-60-10 F
- Interoffice Communication on Interpretation of the Two-Week Limitation on Benefits Set Out in Section 60.2-612(8) of the Code of Virginia, issued January 3, 1997, § 60.2-612(8)
- Interoffice Communication on Party Tape Recording Hearing, issued March 19, 1997, § 60.2-623
- Commission Decision 54991-C, Meade v. Buster Brown Apparel, Inc., issued November 25, 1997, § 60.2-229(A)
- Commission Decision 41251-C, Williams v. U.S. Army, issued March 19, 1993, § 60.2-604
- Commission Decision 47602-C, Sikka v. Cater Air International Corp., issued March 22, 1995, § 60.2-604
- Commission Decision 45419-C, In re Purvis, issued June 13, 1994, § 60.2-608
- Commission Decision 12665-C, Picard v. Hayes, Seay, Mattern and Mattern, issued October 4, 1979, § 60.2-612
- Commission Decision 22777-C, Moore v. Klate Holt Company, issued January 24, 1984, § 60.2-612
- Commission Decision 25950-C, Heldreth v. Southwest Virginia Enterprise, issued July 11, 1986, § 60.2-612
- Commission Decision 46472-C, Duncan v. Department of Corrections, issued November 15, 1994, § 60.2-612
- Commission Decision 50908-C, In re Parnell, issued April 17, 1996, § 60.2-612(1)
- Commission Decision 36809-C, Coy v. Philip Morris, Inc., issued November 20, 1991, § 60.2-612(5)
- Commission Decision 23806-C, Sysco v. Virginia Stage Company, issued August 31, 1984, § 60.2-612(7)
- Commission Decision 38556-C, Copeland v. U.S. Navy, issued July 1, 1992, § 60.2-612(7)
- Commission Decision 47764-C, Lilliam v. Commonwealth Health Care, issued April 4, 1995, § 60.2-612(7)
- Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, § 60.2-612(7)
- Decision SUA-3, Fulk v. Rocco Farm Foods, issued August 11, 1975, § 60.2-612(7)
- Decision UI-76-393, Corbett v. C and P Telephone Company, issued January 24, 1977, § 60.2-612(7)
- Commission Decision 3153-C, Weaver v. Ideal Laundry and Dry Cleaners, issued October 16, 1957, § 60.2-618(1)
- Commission Decision 5909-C, Mahew v. Capitol Concrete Rental Corporation, issued March 12, 1973, § 60.2-618(1)
- Commission Decision 6514-C, Thompson v. Dow Badische Company, issued November 26, 1974, § 60.2-618(1)
- Commission Decision 8298-C, Gross v. Command Deliveries, Inc., issued August 16, 1976, § 60.2-618(1)
- Commission Decision 16998-C, Johnson v. Hall and Taylor Body Shop, issued November 6, 1981, § 60.2-618(1)
- Commission Decision 24302-C, Young v. Mick or Mack, issued December 13, 1984, § 60.2-618(1)
- Commission Decision 26561-C, Bartley v. Atlantic Research Corp., issued February 28, 1986, § 60.2-618(1)
- Commission Decision 27729-C, Rasnake v. Pepsi Cola Bottling of Norton, issued July 31, 1987, § 60.2-618(1)
- Commission Decision 33298-C, Pugh v. Christian Children's Fund, issued June 29, 1990, § 60.2-618(1)
- Commission Decision 34957-C, Edwards v. Landmark Builders of the Triad, issued January 18, 1991, § 60.2-618(1)
- Commission Decision 36673-C, Winisky v. Fauquier County School Board, issued December 2, 1991, § 60.2-618(1)
- Commission Decision 37072-C, Boardwine v. Tennessee Investment Casting Company, issued December 20, 1991, § 60.2-618(1)
- Commission Decision 37487-C, Beckner v. Harris Teeter Super Markets, issued April 2, 1992, § 60.2-618(1)
- Commission Decision 38232-C, Wright v. Prince Edward County Department of Social Services, issued June 15, 1992, § 60.2-618(1)
- Commission Decision 40365-C, Hampe v. Krisp-Pak Company, Inc., issued March 3, 1994, § 60.2-618(1)
- Commission Decision 40827-C, Meador v. Bunker Hill Packing Corp., issued April 1, 1993, § 60.2-618(1)
- Commission Decision 40968-C, Fields v. Bristol Home Health Services, issued May 12, 1993, § 60.2-618(1)
- Commission Decision 41241-C, Jennings v. Craddock-Terry, Inc., issued March 24, 1993, § 60.2-618(1)
- Commission Decision 43248-C, Zumbaugh v. GTE Government Systems, Inc., issued October 1, 1993, § 60.2-618(1)
- Commission Decision 46659-C, Alsip v. Department of the Army, issued October 27, 1994, § 60.2-618(1)
- Commission Decision 46964-C, Barrington v. Virginia Power, issued January 17, 1995, § 60.2-618(1)

Guidance Documents

Commission Decision 50372-C, Fedelez v. Bell Atlantic Virginia, Inc., issued March 9, 1996, § 60.2-618(1)

Commission Decision 5585-C, Newkirk v. Virginia National Bank, issued February 18, 1972, § 60.2-618(2)

Commission Decision 7340-C, Porter v. Wilson Trucking Company, issued January 5, 1976, § 60.2-618(2)

Commission Decision 7446-C, McAfee v. Harvey's Chevrolet Corp., issued February 2, 1976, § 60.2-618(2)

Commission Decision 11446-C, Wertz v. Russell Transfer, Inc., issued January 10, 1979, § 60.2-618(2)

Commission Decision 14088-C, Lee v. City of Roanoke, issued January 13, 1981, § 60.2-618(2)

Commission Decision 25853-C, Stevens v. Copy Systems, issued December 12, 1985, § 60.2-618(2)

Commission Decision 26734-C, Dawson v. Old Dominion Job Corps, issued March 28, 1986, § 60.2-618(2)

Commission Decision 28159-C, Cornett v. Harry C. Sutherland, CPA, issued April 23, 1987, § 60.2-618(2)

Commission Decision 28209-C, Garrett v. Chester Drugs, Inc., issued March 1, 1993, § 60.2-618(2)

Commission Decision 29748-C, Shelton v. Department of Labor, issued April 12, 1988, § 60.2-618(2)

Commission Decision 30052-C, Johnston v. Kennedy's Piggly Wiggly Stores, issued June 28, 1988, § 60.2-618(2)

Commission Decision 30317-C, Hodge v. Sentara Nursing Center, issued May 2, 1992, § 60.2-618(2)

Commission Decision 30397-C, Blount v. D.G.S.C., issued June 30, 1988, § 60.2-618(2)

Commission Decision 30470-C, Summers v. Turn-Key Homes, Inc., issued July 8, 1988, § 60.2-618(2)

Commission Decision 30524-C, Thomas v. Family Fashions by Avon, Inc., issued August 26, 1988, § 60.2-618(2)

Commission Decision 30609-C, Hogan v. Commonwealth of Virginia, issued September 12, 1988, § 60.2-618(2)

Commission Decision 30974-C, Garner v. Accomack County School Board, issued December 2, 1988, § 60.2-618(2)

Commission Decision 33438-C, Davis v. Stone Container Corp., issued January 18, 1991, § 60.2-618(2)

Commission Decision 34000-C, Busler v. Rapoca Energy Company, issued December 14, 1990, § 60.2-618(2)

Commission Decision 34061-C, Spencer v. Regis Hair Stylists, issued February 6, 1991, § 60.2-618(2)

Commission Decision 34343-C, Carr v. Conagra, Inc., issued November 9, 1990, § 60.2-618(2)

Commission Decision 34603-C, Lambert v. Department of the Army, issued November 29, 1990, § 60.2-618(2)

Commission Decision 35174-C, Thomas v. Steven J. Chavis, issued February 11, 1991, § 60.2-618(2)

Commission Decision 35294-C, Baker v. Norfolk Shipbuilding and Drydock, issued ??, § 60.2-618(2)

Commission Decision 35309-C, Morrison v. J.T.M. Pizza, Inc., issued March 2, 1992, § 60.2-618(2)

Commission Decision 35866-C, Bishop v. Crown Central Petroleum Corp., issued June 24, 1991, § 60.2-618(2)

Commission Decision 35909-C, Culpepper v. Quality Cleaners, issued July 1, 1991, § 60.2-618(2)

Commission Decision 35999-C, Simmons v. Numanco, issued July 11, 1991, § 60.2-618(2)

Commission Decision 36195-C, Mallory v. J. A. Jones Construction Company, issued August 19, 1991, § 60.2-618(2)

Commission Decision 36310-C, Holloway v. Pearle Vision Center and The Price Club, issued August 29, 1991, § 60.2-618(2)

Commission Decision 36653-C, Parker v. Roadway Express, issued July 22, 1992, § 60.2-618(2)

Commission Decision 36655-C, Simonson v. Sligh Plumbing and Heating Company, issued November 27, 1991, § 60.2-618(2)

Commission Decision 36794-C, Jordan v. Newport News Shipbuilding, Inc., issued December 17, 1991, § 60.2-618(2)

Commission Decision 37114-C, Neil v. Newport News Shipbuilding, Inc., issued December 24, 1991, § 60.2-618(2)

Commission Decision 37615-C, Robinson v. Smithfield Packing Co., Inc., issued March 6, 1992, § 60.2-618(2)

Commission Decision 37762-C, Critton v. Sola Optical U.S.A., issued April 25, 1992, § 60.2-618(2)

Commission Decision 37934-C, Jefferson v. Heritage Garden Center, Inc., issued April 17, 1992, § 60.2-618(2)

Commission Decision 39082-C, Perry v. Newport News Shipbuilding, Inc., issued September 12, 1992, § 60.2-618(2)

Commission Decision 39702-C, Butts v. Jones, Blechman, Woltz and Kelly, P.C., issued October 15, 1992, § 60.2-618(2)

Commission Decision 39703-C, Kao v. Gordon Boulevard Services, Inc., issued November 3, 1992, § 60.2-618(2)

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- Commission Decision 42091-C, Hurley v. Wallace, issued July 10, 1993, § 60.2-618(2)
- Commission Decision 42493-C, Layne v. Leslie G. Rowland, issued July 16, 1993, § 60.2-618(2)
- Commission Decision 42703-C, Lee v. Gam Industries, Inc., issued July 30, 1993, § 60.2-618(2)
- Commission Decision 42977-C, Bland v. Bristol Newspapers, Inc., issued August 28, 1993, § 60.2-618(2)
- Commission Decision 43306-C, Stover v. Pulaski Furniture Corporation, issued October 2, 1993, § 60.2-618(2)
- Commission Decision 43933-C, Yousef v. Avis Rent-A-Car System, Inc., issued January 7, 1994, § 60.2-618(2)
- Commission Decision 44291-C, Liberty v. Hampton Roads Vending and Food Service, Inc., issued February 12, 1994, § 60.2-618(2)
- Commission Decision 44375-C, Turner v. Christiansburg Garment Co., Inc., issued March 29, 1994, § 60.2-618(2)
- Commission Decision 45948-C, Robins v. Security Transcontinental, Inc., issued August 26, 1994, § 60.2-618(2)
- Commission Decision 45991-C, Sydenstricker v. Boddie-Noell Enterprises, issued July 28, 1994, § 60.2-618(2)
- Commission Decision 47019-C, Agnew v. Memorial Hospital of Martinsville, issued February 28, 1995, § 60.2-618(2)
- Commission Decision 49303-C, Broad v. Town of Grottoes, issued September 23, 1995, § 60.2-618(2)
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- Commission Decision 50577-C, Billings v. Regional Enterprises, issued June 25, 1996, § 60.2-618(2)
- Commission Decision 52458-C, Larrabee v. The Sealaw Group, issued June 16, 1996, § 60.2-618(2)
- Commission Decision UCFE-246, Pryor v. Department of Defense, issued April 25, 1975, § 60.2-618(2)
- Commission Decision 34269-C, Coleman v. Clinchfield Coal Company, issued February 6, 1991, § 60.2-618(3)
- Commission Decision 43652-C, Hearn v. U.S. Army, issued November 30, 1993, § 60.2-618(3)
- Commission Decision 47442-C, Jones v. Northside Electric Company, issued March 27, 1995, § 60.2-618(3)
- Commission Decision 30679-C, Russell v. Richard T. Traylor, issued August 24, 1988, § 60.2-618(4)
- Commission Decision 39904-C, Warren v. Orion Associates, Inc., issued November 19, 1992, § 60.2-618(5)
- Commission Decision 45555-C, Fuller v. Banner Masonry, issued June 3, 1994, § 60.2-618(5)
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- Commission Decision 18398-C, Crone v. Kitchens Equipment Company, issued July 1, 1982, § 60.2-619(A) and (C)
- Commission Decision 25734-C, Randolph v. Huff-Cook, MBA, issued July 11, 1986, § 60.2-619(A) and (C)
- Commission Order 38616-C, Melton v. Monroe Systems for Business, Inc., issued June 26, 1992, § 60.2-619(A) and (C)
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- Commission Decision 51475-C, Crisman v. Select Staffing Services, Inc., issued June 14, 1996, § 60.2-619(C)
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- Commission Decision 43043-C, Olabosipo v. Electronics Boutique, issued October 4, 1993, § 60.2-620(A)
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- Commission Decision 42124-C, Lasalle v. Great Falls Shell, issued June 29, 1993, § 60.2-620(B)
- Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, 16 VAC 5-60-20 F
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- Commission Decision L-1941-1, In re Lula T. Herman, issued December 19, 1941, Predecessor to Va. Code Anno. § 60.2-212
- Commission Decision L-1942-1, In re Jane S. Brinkley, issued February 2, 1942, Predecessor to Va. Code Anno. § 60.2-212
- Commission Decision L-1950-1, In re Brunswick Rubber Company, Incorporated, issued June 1, 1950, Predecessor to Va. Code Anno. §§ 60.2-210 and 60.2-211
- Commission Decision L-1950-2, In re L. R. Barnes Lumber Company, Incorporated, issued August 23, 1950, Predecessor to Va. Code Anno. § 60.2-212
- Commission Decision L-1950-3, In re Virginia Mill and Lumber Company, Incorporated, issued September 11, 1950, Predecessor to Va. Code Anno. § 60.2-212
- Commission Decision L-1953-1, In re Malvern Manor Corporation, Cary Malvern Corporation, Nathan S. Gumenick, et al, issued July 15, 1953, Predecessor to Va. Code Anno. §§ 60.2-210 and 60.2-211

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Commission Decision L-1963-3, In re Dominion Signal Company, Inc., issued November 19, 1963, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1963-4, In re Secrafone Corporation, issued November 27, 1963, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1964-1, In re North Sea, Incorporated, issued March 24, 1964, Predecessor to Va. Code Anno. §§ 60.2-212 and 60.2-219(5)

Commission Decision L-1965-1, In re James W. McTighe, t/a Ben Franklin Reading Club, issued May 26, 1965, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1965-2, In re Lustre Craft of Virginia, Inc., issued May 26, 1965, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1966-1, In re Vienna Cab Company, issued March 11, 1966, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1966-3, In re Crump Floor and Tile, Incorporated, issued April 6, 1966, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1966-4, In re D. Gale Martone, t/a French Reweaving Company, issued April 6, 1966, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1966-5, In re Dennie L. Spencer, issued July 18, 1966, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1967-1, In re Congressional Publishing, Inc., issued April 10, 1967, Predecessor to Va. Code Anno. §§ 60.2-210 and 60.2-211

Commission Decision L-1968-1, In re Annie T. Barnes, t/a Anne's Styling Studio, issued February 23, 1968, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1968-2, In re Communication Services, Inc., issued October 18, 1968, Predecessor to Va. Code Anno. §§ 60.2-210 and 60.2-212

Commission Decision L-1969-1, In re Tidewater Maintenance Products Co., Inc., issued August 8, 1969, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1969-2, In re Newton's Bus Service, Inc., issued October 6, 1969, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1970-1, In re Charles R. Stephenson, t/a Kimco Carpet Installation, issued February 13, 1970, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1970-2, In re Donald E. Goodman, t/a Goodman Sunoco, issued March 18, 1970, Predecessor to Va. Code Anno. § 60.2-210

Commission Decision L-1970-4, In re Clarke Godfrey, t/a Clarke Godfrey and His Music, issued August 27, 1970, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1970-6, In re Richard S. Thompson, t/a AAMCO Transmissions, issued September 11, 1970, Predecessor to Va. Code Anno. § 60.2-535

Commission Decision L-1970-7, In re Clayton T. Thorne, issued August 12, 1970, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1971-1, In re Leonard G. Kessler, t/a Bull Run Pharmacy, issued January 14, 1971, Predecessor to Va. Code Anno. §§ 60.2-210 and 60.2-212

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Commission Decision L-1973-2, In re William H. Whitmore, M.D., issued April 24, 1973, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1, In re Lottie H. Smith, t/a Lottie's Beauty Salon, issued January 8, 1974, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-2, In re United Paperworkers International Labor Union, Local 675, issued January 28, 1974, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-3, In re Saul B. Schultz, t/a Henrico Cab Service, issued August 19, 1974, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-4, In re Westhaven Lodge Dinner Theatre, Inc., issued June 20, 1975, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-5, In re Roanoke Health Clubs, issued April 6, 1976, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-6, In re Columbia Music, Inc., issued July 20, 1976, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-7, In re Robert Burns Ellis, t/a Ellis Drywall Company, issued June 7, 1976, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-8, In re Alexandria Yellow Cab, Incorporated, issued August 30, 1976, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-11, In re Grubstake, Inc., t/a Kemper Carpet Care Specialist, issued February 23, 1977, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-12, In re O. Wade Lanier, t/a T.V. Facts of Roanoke, issued April 4, 1977, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-14, In re Alive!, Inc., t/a Alive Child Development Center, issued September 19, 1977, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-15, In re Diamond Cab Company of Arlington, Inc., issued November 15, 1977, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-16, In re J. William Stephens, t/a Foreign Car Works, Inc., issued November 18, 1977, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-17, In re Nils Sletten, issued March 22, 1978, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-18, In re Edward R. White, t/a Nucky's Cab, issued June 14, 1978, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-19, In re Gary T. Fowler, t/a Gary's, issued August 9, 1978, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-20, In re Commonwealth of Virginia, t/a Tidewater Community College, issued September 5, 1978, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-21, In re Kirby Center of Newport News, Inc., issued October 12, 1978, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-22, In re Eldercare Convalescent Service of Roanoke Valley, Inc., issued November 2, 1978, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-24, In re Judy Veal, t/a The Jones Boys, issued December 29, 1978, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-25, In re Prestige Contractors, Incorporated, issued January 5, 1979, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-26, In re Zalma Altman Slawsky, t/a Berger and Altman, issued February 22, 1979, Predecessor to Va. Code Anno. §§ 60.2-210 and 60.2-212

Commission Decision L-27, In re Owen W. and Wanda T. Lofthus Partnership, undated, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-28, In re Broadway Baptist Church, issued April 4, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-29, In re Calvary Baptist Church, issued April 4, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-30, In re Grace Baptist Temple, issued April 4, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-31, In re Tidewater Gook, Inc., issued May 10, 1979, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-32, In re Citation Homes, Inc., issued June 29, 1979, Predecessor to Va. Code Anno. § 60.2-219(13)

Commission Decision L-33, In re Commonwealth Builders, Incorporated, issued September 27, 1979, Predecessor to Va. Code Anno. §§ 60.2-210 and 60.2-212

Commission Decision L-35, In re U.S. Construction Company, Incorporated, issued July 23, 1979, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-36, In re the Lutheran Church-Missouri Synod, on Behalf of Six Member Lutheran Church Schools in Virginia, issued August 23, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-37, In re West End Christian School, issued September 14, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-38, In re Great Republic Organization, Incorporated, issued January 7, 1980, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-39, In re Victory Christian Day School, issued November 30, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-40, In re Memorial Christian School, issued October 15, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-42, In re The Potomac Conference of Seventh-Day Adventists, issued July 29, 1980, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-43, In re Environmental Enterprises, Incorporated, issued February 15, 1980, Predecessor to Va. Code Anno. § 60.2-210

Commission Decision L-44, In re Miss Elsie W. Lewis, issued February 7, 1980, Predecessor to Va. Code Anno. § 60.2-219(4)

Commission Decision L-45, In re Meadowood Christian School Corporation, issued February 8, 1980, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-46, In re Martinsville Christian School, issued March 7, 1980, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-48, In re Joseph Carpenter and I. Luie Fass, et al, t/a Virginia Pride Associates, issued September 10, 1980, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-49, In re Richard Gaskill, Jr., issued January 7, 1981, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-50, In re Faith Baptist School, issued July 25, 1980, Predecessor to Va. Code Anno. § 60.2-219(B)(1)

Commission Decision L-51, In re E. Russell Minetree, Jr., t/a E. E. Titus Machine Shops, issued July 30, 1980, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-54, In re Quality Home Food Service, Incorporated, issued November 26, 1980, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-55, In re Clarion Virginia Marine, Inc., issued June 4, 1981, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-56, In re A.I.M., Incorporated, issued June 4, 1981, Predecessor to Va. Code Anno. § 60.2-212

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Commission Decision L-57, In re Trinity Lutheran School, issued June 25, 1981, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-58, In re National Freight, Incorporated, issued June 5, 1981, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-59, In re Granite Christian Academy, issued June 24, 1981, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-60, In re Ty-West Deliveries, Inc., issued May 7, 1981, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-61, In re Landmark Christian School, issued June 24, 1981, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-62, In re Northside Christian School, Incorporated, issued November 13, 1980, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-64, In re County of Fairfax, issued September 1, 1981, Predecessor to Va. Code Anno. §§ 60.2-212 and 60.2-219(19)

Commission Decision L-65, In re Thomas A. Imerson, t/a Tom's Truck City, issued April 8, 1982, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-66, In re County of Sussex, issued April 30, 1981, Predecessor to Va. Code Anno. §§ 60.2-219(1) and 60.2-501

Commission Decision L-68, In re Metropolitan Pharmaceutical Services, Incorporated, t/a Annandale Apothecary and Health Center, issued May 7, 1981, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-71, In re University of Virginia, issued May 12, 1981, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-72, In re Les Malachuk, t/a East Rep Organization-Les Malachuk Promotions, Incorporated, issued September 17, 1981, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-74, In re William E. O'Neill, Jr., P.C., issued July 27, 1982, Predecessor to Va. Code Anno. § 60.2-535

Commission Decision L-77, In re Town of Quantico, issued October 13, 1981, Predecessor to Va. Code Anno. § 60.2-213(B)(6)

Commission Decision L-78, In re Mick-or-Mack Stores Company, Incorporated, issued July 29, 1982, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-81, In re Institute for Resource Management, Inc., issued June 28, 1982, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-82, In re Cavalier Weatherseal Corporation, issued March 25, 1982, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-83, In re Wilson T. Crandall, t/a Ardmoor Animal Hospital, issued September 3, 1982, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-84, In re Reginald H. Pettus, issued April 8, 1982, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-85, In re Court Control, Inc., issued September 3, 1982, Predecessor to Va. Code Anno. § 60.2-210

Commission Decision L-86, In re Mar-Ja Enterprises, Inc., t/a The Happy Housekeepers and/or Custom Carpet Cleaning, issued March 3, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-87, In re Universal Furniture Industries, Incorporated, issued December 16, 1982, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-88, In re James R. Robertson, t/a Physical Inspections and Physical Inspections, Incorporated, issued October 7, 1982, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-89, In re Atlantic Shell Fisheries Company, t/a Virginia Keydet, issued March 30, 1983, Predecessor to Va. Code Anno. § 60.2-212

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Commission Decision L-91, In re William S. Wells, Jr. and William S. Wells, III, t/a Carolina Clipper, issued March 30, 1983, Predecessor to Va. Code Anno. §§ 60.2-212 and 60.2-524

Commission Decision L-92, In re William S. Wells, Jr. t/a Wells Scallop Company, issued March 30, 1983, Predecessor to Va. Code Anno. §§ 60.2-212 and 60.2-524

Commission Decision L-93, In re Truitt Brothers, Incorporated, issued September 14, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-94, In re International Alliance of Theatrical Stagehand Employees, Local #55, issued February 4, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-95, In re The Varsity Company, issued February 4, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-96, In re Cinema Sound, Ltd., issued August 10, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-97, In re Ramira, Incorporated, t/a Friendship Inn, issued March 17, 1983, Predecessor to Va. Code Anno. § 60.2-535

Commission Decision L-98, In re Kellum Brothers, Incorporated, issued March 4, 1983, Predecessor to Va. Code Anno. § 60.2-219(6)

Commission Decision L-99, In re Nova Delivery, Incorporated, issued March 17, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-100, In re Larry E. Lloyd, t/a Kirby Company, issued May 26, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-101, In re America's Development Foundation, Incorporated, issued June 29, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-102, In re Hampton D. Batton, t/a Hampton Drywall Company, issued July 14, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-103, In re K-Kennels International, Incorporated, issued August 8, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-104, In re Judge E. Newberry, t/a New Virginian Taxicab Co., Greyhound Bus Station and Western Union Agent, issued August 8, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-106, In re American Real Estate Associates, Inc., issued August 25, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-107, In re A. Lewis Allen, R. C. Hastings, et al, issued September 2, 1983, Predecessor to Va. Code Anno. § 60.2-210

Commission Decision L-109, In re Carter Glass Newspapers, Inc., issued December 29, 1983, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-110, In re Frederick Edwards, Esquire, issued February 2, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-111, In re Mr. Claude A. Davis, t/a Piney Forest Beauty Salon, issued August 16, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-112, In re Jeffrey L. Hawkins, issued February 23, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-113, In re John R. Chitwood, III, t/a The Chitwood Company, issued October 18, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-115, In re P and G Oil Company, t/a P and G Trucking Company, issued August 23, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-116, In re John B. Spiers and D. E. Mink, t/a Spiers, Spiers and Mink, issued February 3, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-118, In re Albert T. Fisher, t/a Val-Pak of Southern Virginia, issued November 30, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-119, In re NVCC Child Care Centers, Inc., issued September 20, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-121, In re Dominion Trust Company, issued April 12, 1984, Predecessor to Va. Code Anno. § 60.2-535

Commission Decision L-122, In re Marvin A. Rosman and Irwin A. Heller, t/a Rosman and Heller, issued April 20, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-123, In re Frances D. Bowman, CPA, issued April 20, 1984, Predecessor to Va. Code Anno. § 60.2-535

Commission Decision L-124, In re Keith Whitt and James R. McCullen, Partners, t/a M and W Drywall, issued May 4, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-125, In re J. L. Ruffner, t/a Washington Post Distributor, issued May 31, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-126, In re William A. Thacker, Jr., issued October 17, 1984, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-127, In re Simlick Enterprises, Inc., issued August 2, 1984, Predecessor to Va. Code Anno. § 60.2-212

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Commission Decision L-130, In re F. B. Newcomb, Incorporated, issued January 10, 1985, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-131, Clinton's Transfer and Storage, Incorporated v. V.E.C. [Remand from February 7, 1986 decision of the same style], issued April 28, 1989, Predecessor to Va. Code Anno. § 60.2-212.1

Commission Decision L-132, Anthony Kell and Frederick W. Meyer, t/a Drs. Kell and Meyer v. V.E.C., issued February 1, 1985, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-133, Mr. E. Staley Clements, Jr., t/a E. Staley Clements, Jr., Surveyor v. V.E.C., issued March 1, 1985, Predecessor to Va. Code Anno. § 60.2-212

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Commission Decision L-135, Rovon Enterprises, Incorporated v. V.E.C., issued August 9, 1985, Predecessor to Va. Code Anno. § 60.2-212

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Commission Decision L-138, Cummins Atlantic, Inc. v. V.E.C., issued August 22, 1986, Predecessor to Va. Code Anno. § 60.2-535

Commission Decision L-139, Heritage Shops, Inc. v. V.E.C., issued April 19, 1985, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-140, Roanoke Transportation Museum, Incorporated v. V.E.C., issued June 13, 1985,

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Commission Decision L-472, C-Lutions, Inc. v. V.E.C., issued August 20, 1998, § 60.2-212

Workforce Investment Act Guidance Documents:

All documents provide interpretive guidance for P.L. 105-220 and 20 CFR Part 652.

Virginia's Negotiated Levels of Performance

Virginia's Unified WIA Plan, revised according to USDOL comments, and re-submitted on 5/30/200

Index to Unified Plan Revisions; 5/30/2000

Virginia's Abbreviated Transition Plan for Youth Activities

99-1 Designation of Local Workforce Investment Areas

99-2 Establishment of Local Workforce Investment Board

00-1 Local Workforce Investment Board Focus, Staffing and Service Restrictions.

00-2 Youth Councils Under Title I of the Workforce Investment Act

00-3 Public Participation and Collaboration in the Development and Implementation of the Commonwealth's Workforce Investment System

00-4 One Stop Service Delivery System

00-5 Youth Programs Under Title I of the Workforce Investment Act

00-6 Universal Access, Adult Eligibility and Priority of Services

00-7 Certification Process for WIA Training Providers

00-8 Virginia's Training Voucher System Under WIA

00-9 One Stop Chartering Process

00-10 Equal Opportunity Policy

00-11 Continuous Improvement, Incentives and Sanctions for the WIA

00-12 Assessment Services for Adult, Dislocated Workers and Youth Programs

01-01 WIA Methods of Administration, 29 CFR Part 37

01-02 Discrimination Policy

01-03 National Emergency Grant

01-04 Process for Additional Funding of Dislocated Worker Activities

02-01 Processing Grievances and Complaints

02-02 Recaptured Workforce Investment Act Title I Local Formula Funds

Virginia Workforce Training Oversight Assessment Guide

PY03 Local Plan Guidance

PY2001-PY2003 Local Planning Guidance, as approved by the Virginia Workforce Council

Virginia Memorandum of Understanding Guide

FGM #00-01 Consumer Reports System

FGM # 00-02 Implementation of Interim Data Collection and Reporting System

FGM #01-01 Follow-up Services

FGM #01-02 Employed Worker Response

FGM #01-03 Memoranda of Understanding Guidelines

FGM #01-04 Local WIA Program Policy Implementation

FGM #02-01 FGM Board Staff Costs

FGM #02-02 Clarification of the Term "School Dropout"

FGM #02-03 Carrying Over WIA Funds

FGM #02-04 Local Area WIA Funds Transfer Procedures

FGM #02-05 Sanctions for Unacceptable Performance

FGM #02-06 2002 Poverty and 70% Lower Living Standard Income Levels

FGM #02-07 Definition of Family

Q&A DOL WIA Transition and Implementation Issues

Q&A WIA Local Roles and Responsibilities

Q&A WIA Title I Funding to Localities in Virginia

Q&A Transition to a One Stop System in Virginia

Q&A Youth and Summer Program 2000 Guidance

Q&A Transition to WIA

Q&A WIA Overview for Virginia

DEPARTMENT OF EMPLOYMENT DISPUTE RESOLUTION

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. at the Department of Employment Dispute Resolution, 830 E. Main Street, Suite 400, Richmond, VA 23219. Copies may be obtained free of charge by contacting Doris Harris-Price at the same address, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or e-mail administrator@edr.state.va.us.

Questions regarding interpretation or implementation of the documents may be directed to Claudia T. Farr, Director, Department of Employment Dispute Resolution, 830 E. Main Street, Suite 400, Richmond, VA 23219, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or e-mail administrator@edr.state.va.us.

Guidance Documents:

Grievance Procedure Manual, revised July 1, 2001, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Rules for Conducting Grievance Hearings, revised July 1, 2001, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Mediation Guidelines, revised October 18, 2002, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

DEPARTMENT OF ENVIRONMENTAL QUALITY

The Department of Environmental Quality has numerous documents in use which guide staff in the implementation of the regulations adopted by the three boards: State Air Pollution Control Board, Virginia Waste Management Board and State Water Control Board. In accordance with state law, the department will publish an annual list of guidance documents.

Guidance Documents

The list which follows contains documents prepared by the department. It does not include documents which merely restate regulatory provisions in a different format such as checklists or boilerplates, nor does it include guidance documents developed by other federal and state agencies.

Requests for copies of any of the documents listed are considered a request for information under the Freedom of Information Act. There is a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA policy.

Requests for copies or questions regarding interpretation of Waste Division Guidance should be directed to: Central Office Waste Division, 629 E. Main Street, P.O. Box 10009, Richmond, VA 23240, telephone (804) 629-4147.

Requests for copies or questions regarding interpretation of the FOIA policy should be directed to: Central Office FOIA Coordinator, 629 E. Main Street, P.O. Box 10009, Richmond, VA 23240, telephone (804) 629-4531 or (804) 698-4315.

Requests for copies or questions regarding interpretation of the Litter Prevention and Recycling documents should be directed to: Coordinator, Litter Control and Recycling, Department of Environmental Quality, 629 E. Main Street, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4003.

Requests for copies or questions regarding interpretation of any of the other guidance documents should be directed to the appropriate regional office:

Abingdon Regional Office, 355 Deadmore Street, P.O. Box 1688, Abingdon, VA 24210, telephone (540) 676-4800.

Valley Regional Office, 4411 Early Road, Harrisonburg, VA 22801, telephone (540) 574-7800.

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

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

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

Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3800.

South Central Regional Office, 7705 Timberlake Road, Lynchburg, VA 24502 (434) 582-5120.

Copies may also be requested by writing to: FOIA Coordinator, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240.

Ground Water Withdrawal Guidance Documents:

93-005, Preliminary Ground Water Withdrawal Application Guidance, May 12, 1993, 9 VAC 25-610, 4 pages with 2 attachments

94-004, Procedures to Issue Ground Water Withdrawal Permits Based on Historic Use, April 21, 1994, 9 VAC 25-610, 4 pages with 7 attachments

99-2005, Ground Water Withdrawal Permit Procedures Manual, June 1, 1999, 9 VAC 25-610, 21 pages, 32 attachments

Water Permit Support Guidance Documents:

90-011, Interpretation of Nutrient Policy, Holt, April 20, 1990, 4 pages

90-016, Use of State Model by Consultants, Phillips, July 2, 1990, 1 page

91-004, Permits/Certificates Approved at Board Meetings, Ayers, February 1, 1991, 2 pages

91-006, Purchase of Sample Containers, Cook, February 20, 1991, 5 pages

91-007, Sample Volumes for Nonmetals Lab, Cook, February 20, 1991, 1 page

91-020, Modifications to September 8, 1989 Guidance Memo "VPDES Permitting Strategy for Discharges Resulting From UST Remediation Projects and Similar Projects," Buehler, October 1, 1991, 1 page

91-026, Oil and Grease Analysis Manual, Purcell, November 18, 1991, 25 pages

91-028, Procedure for Assigning Numbers to Permits, Buehler, December 10, 1991, 1 page

92-005, Pretreatment Program Priorities, Lawson, February 27, 1992, 3 pages

92-006, Authorization to Issue Certifications for Tax Exemptions, Lawson, March 9, 1992, 27 pages

92-013, Reporting of BOD5 Results for VPDES Monitoring, Purcell, April 21, 1992, 2 pages

92-016, Virginia Pollution Abatement (VPA) Permit Manual, June 1992

92-018, VPA Permit Program, Lawson, August 28, 1992, 3 pages

93-007, VPA Manual Update-New PAN Uptake Tables, Wells, April 7, 1993, 3 pages

93-008, DEQ Water Division Water Purification Systems Contaminants, McMillan, April 20, 1993, 4 pages

93-023, Procedures for Processing VPA Permits for the Food Processing Category, Ferguson, September 20, 1993, 45 pages

93-029, Procedures for Implementing the TMProgram, Lawson, December 20, 1993, 201 pages

93-030, Procedures for Approving Plans and Specification for Sewerage Systems and Sewage Treatment Works and Concept Engineering Designs for Industrial Facilities, Lawson, December 21, 1993, 25 pages

94-003, Classification of Effluent/Water Quality Limiting Segments and Relationship with Antidegradation Tiers, Phillips, March 22, 1994, 4 pages

94-012, Calcium Carbonate Equivalence (CCE) Testing Requirements, Holt, October 20, 1994, 13 pages

- 94-014, Implementation of the VPA General Permit for Confined Animal Feeding Operations (VPG1), Ayers, November 16, 1994, 36 pages
- 94-017, VPA Farm Fertilizer and Chemical Dealerships, Holt, December 22, 1994, 12 pages
- 95-002, VPA Land Application of Water Treatment Plant Residuals, Choi, January 19, 1995, 50 pages
- 95-006, Updated Technical Criteria for VPA Industrial Land Application Program, Choi, September 28, 1995, 37 pages
- 95-008, General Permits, Ayers, November 3, 1995, 5 pages
- 95-009, Nutrient Management Plans for Activities Covered Under the VPA General Permit for Confined Animal Feeding Operations, Ayers, November 6, 1995, 1 page
- 95-010, VPA Permit Application Forms Revision, Choi, November 6, 1995, 32 pages
- 96-001, Storm Water Permitting, Ferguson, March 15, 1996, 3 pages
- 96-002, OandG/TPH Limits for Certain Effluents, Phillips, April 9, 1996, 3 pages
- 96-006, Wastewater Works Licensed Operator Requirements, issued September 10, 1996, 4 pages with 5 attachments
- 96-007, Evaluation of Calibration Curve Linearity, Issued September 18, 1996, 9 pages
- 96-009, Obtaining Dissolved Metals Data, 11/19/96, 37 pages, Amendment # 1, issued December 2, 1996, 5 pages
- 97-001, VPDES Toxic Management Program, issued January 3, 1997, 3 pages
- 97-002, Holding Time Requirements, issued March 14, 1997, 3 pages
- 97-003, Permit Fee for Conversion from No-Discharge Certificates to VPA Permits, issued April 29, 1997, 2 pages
- 97-2003, Standard Operating Procedure for the Electronic File Transfer of Data Sets from the National Computing Center Store Database to a PC, September 12, 1997, 1 page with 1 attachment
- 97-2005, Development of Total Maximum Daily Loads (TMDL), October 16, 1997, 2 pages with 1 attachment
- 98-2001, Implementation of VPDES general Permit for Discharges from Petroleum Contaminated Sites, 9 VAC 25-120, February 5, 1998, 53 pages
- 98-2002, Implementation of VPDES General Permit for Cooling Water Discharges VAG25, 9 VAC 25-196, February 27, 1998, 47 pages
- 98-2005, Reduced Monitoring, May 4, 1998, 8 pages
- 98-2007, Evaluation of Calibration Curve Linearity/B. Ziomek, September 16, 1998, 12 pages
- 98-2009, Implementation of VPDES General Permit for Ready-Mixed Concrete Plants VAG11/L. Choi, 9 VAC 25-193, September 29, 1998, 76 pages
- 98-2010, VPDES Permit and VPA Permit Ground Water Monitoring Plans/R. Goode, 9 VAC 25-31 and 9 VAC 25-32, September 30, 1998, 106 pages
- 98-2011, Inspection Checklists for Analyses of Mercury by Cold Vapor and Metals/B. Ziomek, November 14, 1998, 10 pages
- Regional Water Quality Model for Free Flowing Streams - Version 4.1, April 2001, 9 VAC 25-260-50, 26 pages
- Development of an Expert System Based on a Tidal Prism Water Quality Model for Small Coastal Basins in Virginia, March 2000, 9 VAC 25-260-50, 69 pages
- 99-2001, Confined Animal Feeding Operations General Permit/R. Ayers, January 13, 1999, 33 pages
- 99-2002, Board for Waterworks Wastewater Works Operators Exception for Operational Experience, J. Vanderland, February 3, 1999, 5 pages
- 99-2003, Use of Method 1664 for Total Petroleum Hydrocarbons (TPH) Determination in VPDES Permits/B. Ziomek, February 26, 1999, 2 pages
- 99-2005, Ground Water Withdrawal Permit Procedures Manual/S. Bruce, June 16, 1999, 171 pages
- 99-2007, Implementation Guidance for Reissued VPDES General permit VAG84, Non-Metallic Mineral Mining/M. Gregory, June 29, 1999, 7 pages
- 99-2008, Implementation Guidance for the Reissuance of the VPDES General Permit VAR4, Storm Water Discharges from Construction Sites/B. Tuxford, July 16, 1999, 60 pages
- 99-2008, Amendment #1, Implementation Guidance for the Reissuance of the VPDES General Permit VAR4 (now VAR10), Storm Water Discharges From Construction Sites – Addition of Small Construction Activities/ B. Tuxford, December 19, 2002; 70 pages
- 99-2009, Implementation of the VPDES General Permit for Discharges of Storm Water Associated with Industrial Activity VAR5/B. Tuxford, July 16, 1999, 219 pages
- 00-2001, Revised Joint Permit Application Addendum for Virginia Water Protection Permit, E. Gilinsky, January 21, 2000, 6 pages
- 00-2002, Permit Reapplication Requirements for Municipal Separate Storm Sewer Systems, B. Tuxford, January 24, 2000, 4 pages
- 00-2003, Wetland Compensation Ratios, E. Gilinsky, February 1, 2000, 5 pages
- 00-2005, VPA General permit Eligibility Dairy Operations, S. Haley, March 23, 2000, 6 pages
- 00-2006, Spiking Requirements for Metals Analysis, B. Ziomek, March 23, 2000, 2 pages
- 00-2008, Notification of Acceptance for Coverage by a General Permit, L. Lawson, May 12, 2000, 3 pages

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- 00-2010, Protocol for DEQ Action in the Event Unpermitted Discharges Are Identified, J. van Soestbergen, August 22, 2000, 3 pages
- 00-2011, Guidance on Preparing VPDES Permit Limits, D. Phillips, August 24, 2000, 118 pages
- 00-2011, QL Related Update to Guidance Memo 00-2011, Amendment #1/Dale Phillips, September 4, 2001, 2 pages
- 00-2011, QL Related Update to Guidance Memo 00-2011, Amendment #2/Dale Phillips, October 3, 2001, 2 pages
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- 00-2012, Toxics Management Program Implementation Guidance, D. DeBiasi, August 24, 2000, 161 pages
- 00-2015, Implementation Guidance for July 2000 Revisions to the VPDES Permit Regulation, R. Ayers, September 27, 2000, 112 pages
- 00-2016, Chain of Custody Policy & Procedures, J. Hutchinson, October 23, 2000, 10 pages
- 00-2018, Implementation of the VPA General Permit Regulation for Poultry Waste Management, 9 VAC 25-630, R. Ayers, November 30, 2000, 45 pages
- 01-2001, Use of USGS 1980 Hydrologic Unit Map of the United States to Determine Appropriate Hydrologic Unit Code (HUC) for Compensatory Mitigation Using Mitigation Bank Credits, E. Gilinsky, January 8, 2001, 3 pages, § 62.1-44.15:5
- 01-2002, Implementation Guidance for Financial Assurance Regulation, 9 VAC 25-650, J. van Soestbergen, January 10, 2001, 19 pages
- 01-2003, SOP for Clean Metals Sampling/R. Stewart, March 5, 2001, 29 pages
- 01-2005, Interim Guidance for Spray Irrigation & Reuse of Wastewater/D. Phillips, January 18, 2001, 40 pages
- 01-2006, Revised Commercial Laboratory Inspection Procedures/B. Purcell, March 6, 2001, 4 pages
- 01-2007, Implementation Guidance for December 2000 Revisions to the VPDES Permit Regulation./R. Ayers, March 15, 2001, 23 pages
- 01-2008, Numbering of Outfalls for VPDES Permits/M. Ferguson, March 21, 2001, 1 page
- 01-2010, VPDES Permit Manual/R. Ayers, April 9, 2001, 1 page
- 01-2010, VPDES Permit Manual, Amendment 1/R. Ayers, December 4, 2001, 3 pages
- 01-2011, Monitoring Toxic Trace Metals in Surface Waters/R. Stewart, April 16, 2001, 6 pages
- 01-2012, Siting of Storm Water BMPs in Surface waters and the Application of Temperature Standard to Impoundments/D. Phillips & E. Gilinsky, April 18, 2001, 5 pages
- 01-2013, Checklists for Wastewater Laboratory Inspections/B. Ziomek, May 3, 2001, 3 pages
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- 01-2016, Implementation Guidance for Reissuance of the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day/L. Choi, May 17, 2001, 60 pages
- 01-2016, Addendum #1, Local Government Notification and Operation and Maintenance Plan Requirements for the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day/L. Choi, July 26, 2001, 6 pages
- 01-2017, DEQ Staff Biosecurity Procedures and Response to Suspected and/or Confirmed Outbreak of Foot and Mouth Disease (GMD) S. Haley, May 21, 2001, 6 pages
- 01-2018, Implementation of the Reissued VPDES General Permit Regulation for Seafood Processing Facilities VAG52/M. Gregory, June 5, 2001, 128 pages
- 01-2019, Implementation of Amendments to the VPA General Permit Regulation for Confined Animal Feeding Operations - New Registration Statement/R. Ayers, July 17, 2001, 4 pages
- 01-2020, Implementation of Amendments to the VPDES Permit Regulation and the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD-Local Government Ordinance Form/R. Ayers, July 17, 2001, 8 pages
- 01-2021 Virginia Department of Transportation Interagency Transfer Process for Permit Application Fees/E. Gilinsky, July 26, 2001, 5 pages
- 01-2026, Pretreatment Program Guidance Manual/D. DeBiasi, November 15, 2001, 202 pages
- 01-2027, EPA Review of VPDES Permits/D. Phillips, December 4, 2001, 17 pages
- 02-2001, Confined Animal Feeding Operation (CAFO) Inspection Checklist/S. Haley, January 23, 2002, 15 pages
- 02-2002, Fish Kill Guidance Manual Second Edition/R. Browder, March 4, 2002
- 02-2003, 2002 Water Quality Assessment Guidance Manual/H. Augustine, April 8, 2002, 107 pages
- 02-2004, Targeted Lake & Reservoir Monitoring/J. Gregory, April 8, 2002, 19 pages
- 02-2005, Virginia Water Protection Permit Manual/E. Gilinsky, May 1, 2002, 498 pages, 9 VAC 25-210
- 02-2006, VPDES-VPA Inspection Strategy/B. Purcell, May 6, 2002, 17 pages
- 02-2007, Guidance for CEDs Core Users/Data Entry Rules/L. Lawson, May 14, 2002, 16 pages
- 01-2013, Checklists for Wastewater Laboratory Inspections, Amendment #2/B. Ziomek, May 10, 2002, 3 pages
- 02-2008, Authorization of Remediation Equipment for Reimbursement Using Lease Versus Purchase Analysis/F. Cunningham, May 23, 2002, 15 pages

02-2009, Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume II, 4th Edition/F. Cunningham, May 23, 2002, 126 pages

02-2010, Water Compliance Auditing Manual/S. Tragesser, May 23, 2002, 77 pages

02-2011, Clarification of Farm or Stock Pond Exemption from Virginia Water Protection Permit Program Requirements/E. Gilinsky, July 3, 2002, 4 pages, 9 VAC 25-210-60

02-2012, Determination of Service Areas for Compensatory Mitigation Banks/E. Gilinsky, July 12, 2002, 6 pages, § 62.1-44.15:5

02-2003, 2002 Water Quality Assessment Guidance Manual, Amendment #1/H. Augustine, July 14, 2002, 2 pages

02-2013, Evaluation of Vapor Monitoring Data for Petroleum Storage Tank Release Detection/J. Barnett, July 17, 2002, 24 pages

02-2014, Guidance for CEDS and PCS/S. Tragesser, August 9, 2002, 4 pages

02-2015, Repeal of the Sewerage Regulations & VDH's Adoption of the Sewage Collection and Treatment Regulations - Changes in Coordination Between DEQ & VDH/L. Choi, August 7, 2002, 10 pages

02-2016, Issuance of Virginia Water Protection Permits for Surface Water Impacts in the Potomac River/E. Gilinsky, August 7, 2002, 7 pages, § 62.1-44.15:5

02-2017, Implementation of the Reissued VPDES General Permit for Car Wash Facilities VAG75/G. Cosby, August 21, 2002, 59 pages

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02-2018, Revision to Petroleum Clean-Up AAF Verification Procedures/J. Barnett, October 24, 2002, 7 pages

02-2019, Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume II, 5th Edition/S. Williams, November 4, 2002, 130 pages

01-2027, EPA Review of VPDES Permits for Federal FY 03/M. Gregory, November 19, 2002, 3 pages

02-2020, MTBE Corrective Action Requirements/J. Barnett, November 20, 2002, 4 pages

Environmental Research and Standards Guidance Documents:

New Standards Interpretation, February 24, 1992, 9 VAC 25-260, 2 pages

Water Quality Standards Interpretation of Biologically Based Flows, Low Flow Application and Mixing Zones, November 2, 1992, 9 VAC 25-260-20, 9 VAC 25-260-40, 9 VAC 25-260-140 B, 4 pages

Guidance for Exceptional Surface Waters Designations in Antidegradation Policy Section of Water Quality Standards, Gregory, November 4, 1997 (text revised April 25, 2001;

timeline revised October 18, 2002), 9 VAC 25-260-30, 8 pages

Interpretation of Fecal Coliform Bacteria and Mixing Zones, April 20, 1993, 9 VAC 25-260-170, 2 pages

Interpretation of Water Quality Standard for Cyanide, November 1, 1994, 9 VAC 25-260-140 B, 1 page

Guidance on Application of Public Water Supply Designations, November 2, 1994, 9 VAC 25-260-390 et seq., 2 pages

Quality Assurance/Quality Control Project Plan for the Fish Tissue and Sediment Monitoring Program, § 62.1-44.19:5, G. Darkwah and R. Browder, August 1998, 1271 pages

Aboveground/Underground Storage Tank and Vessel Program Guidance Documents:

03-017, Ability to Pay Policy/Estate, August 1994, 8 pages

Frequently Asked Questions: Underground Storage Tanks and Financial Responsibility, December 2001, 11 pages

Financial Responsibility Demonstration Requirements for Local Governments, January 1997, 23 pages

Third Party Disbursements Guidelines

Virginia Petroleum Storage Tank Fund Cost Recovery for Petroleum Underground and Aboveground Storage Tanks

Virginia Petroleum Storage Tank Fund Cost Recovery for Discharges from Non-Tank Sources

Federal LUST Trust Fund Cost Recovery

94-002, Groundwater Characterization Guidelines, February 1994, 18 pages

AST Permanent Closure

AST Closure Site Assessment, Fact Sheet

99-2006, DEQ Storage Tank Program Quality Management Plan/J. Barnett, June 23, 1999, 31 pages

00-2004, Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual Volume 1/Application Process, 152 pages

00-2013, Quality Assurance Project Plan for Alternate Water Supply Program, J. Barnett, September 13, 2000, 39 pages

00-2014, Quality Assurance Project Plan for the State Lead Program, J. Barnett, September 13, 2000, 212 pages

01-2024, Storage Tank Program Technical Manual 3rd Edition, J. Barnett, October 4, 2001, 772 pages

01-2025, Storage Tank Program, Compliance Manual, October 12, 2001, 375 pages

02-2008, Authorization of Remediation Equipment for Reimbursement Using Lease Versus Purchase Analysis/S. Williams, May 23, 2002, 15 pages

02-2013, Evaluation of Vapor Monitoring Data for Petroleum Storage Tank release Detection/J. Barnett, July 17, 2002, 24 pages

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02-2018, Revision to Petroleum Clean-up Verification Procedures/F. Cunningham, October 24, 2002, 7 pages

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Underground Storage Tank Notification Form 7530-1, July 1997, 5 pages

Aboveground Storage Tank Registration Form 7540-AST, June 1998, 9 pages

Guidelines and Applications for Tank Vessel Financial Responsibility and Tank Vessel Oil Discharge Contingency Plans, revised July 1999, 17 pages

AIR DIVISION

Air Permit Support Guidance Documents:

APG-01: 97-1001, Emergency Generators - Permit Exemption Guidance, December 2, 1997, 9 VAC 5-80-11, 4 pages with 3 attachments

APG-03: 97-1004, EPA's White Papers on Streamlining of Title V Operating Permit Applications and Improved Implementation of Title V Operating Permits Program, Article 1 (9 VAC 5-80-50 et seq.) or Article 3 (9 VAC 5-80-360 et seq.) of Part II of 9 VAC 5 Chapter 80, 8/19/97, 24 pages

APG-04: 98-1001, Utilization of the Wood Furniture Manufacturing Title V Permit Boilerplate, February 17, 1998, Article 1 (9 VAC 5-80-50) of Part II of 9 VAC 5 Chapter 80, 1 page with 3 attachments

APG-05: 98-1002, Common Control Determinations for Title V Permit Applicability, March 5, 1998, Article 1 (9 VAC 5-80-50 et seq.) or Article 3 (9 VAC 5-80-360 et seq.) of Part II of 9 VAC 5 Chapter 80, 12 pages

APG-06: 98-1003, Primary Authority for Implementation and Enforcement of the 40 CFR Part 63 Standards to Virginia, December 3, 1998, Article 3 (9 VAC 5-60-120 et seq.) of Part II of 9 VAC 5 Chapter 60, 1 page

APG-08: Memo No. 99-1002, Promulgation of New Title V Procedures Manual, June 15, 1999, Article 1 (9 VAC 5-80-50 et seq.) or Article 3 (9 VAC 5-80-360 et seq.) of Part II of 9 VAC 5 Chapter 80, 2 pages

APG-09: Memo No. 99-1003, Promulgation of Shut-Down Procedures and Revised Model Letters, June 22, 1999, 9 VAC 5-20-220, 2 pages

APG-10: Memo No. 99-1004, Public Participation Requirements Prior to Issuing Any Permit for the Construction of a New Major Stationary Source or for a Major Modification to an Existing Source pursuant to § 10.1-1307.01 (Localities Particularly Affected), August 19, 1999, 3 pages

APG-11: Memo No. 99-1006, Promulgation of State Operating Permits Manual, October 21, 1999, Article 5 (9 VAC 5-80-800 et seq.) of Part II of 9 VAC 5 Chapter 80, 2 pages

APG-13: Title V Air Permits Guidance Manual, May 10, 1999, Article 1 (9 VAC 5-80-50 et seq.) or Article 3 (9 VAC 5-80-360

et seq.) of Part II of 9 VAC 5 Chapter 80, 66 pages of text with 65 pages of appendices (23 appendices) (See Memo No. 99-1002 above)

APG-14: State Operating Permits Manual, September 30, 1999, Article 5 (9 VAC 5-80-800 et seq.) of Part II of 9 VAC 5 Chapter 80, 46 pages of text with 34 pages of appendices (17 appendices) (See Memo No. 99-1006 above)

APG-15: Memo No. 99-1005, Promulgation of Municipal Solid Waste Landfill Procedures and Boilerplate Permits, September 1, 1999, 9 VAC 5 Chapter 80 (9 VAC 5-80), 2 pages

APG-16: March 31, 1993, MOU with National Park Service: Memorandum of understanding establishing procedures for notification of and interaction with Shenandoah National Park regarding PSD permitting issues, Article 8 (9 VAC 5-80-1700 et seq.) of Part II of 9 VAC 5 Chapter 80, 7 pages

APG-17: March 30, 1993, MOU with Jefferson National Forest: Memorandum of understanding establishing procedures for notification of and interaction with Jefferson National Forest regarding PSD permitting issues, Article 8 (9 VAC 5-80-1700 et seq.) of Part II of 9 VAC 5 Chapter 80), 6 pages

APG-18: July 9, 2000, NSR Permit Manual: New Source Review Permits Program Manual, 114 pages, 9 VAC 5 Chapter 80 (9 VAC 5-80), 113 pages, Appendices

APG-19: September 30, 2000, 112(g) Implementation Guidance, Article 7 (9 VAC 5-80-1400 et seq.) of Part II of 9 VAC 5 Chapter 80, 14 pages plus cover memo

APG-20: Municipal Solid Waste Landfill Procedures and Boilerplate Permits, September 1, 1999, 9 VAC 5 Chapter 80 (9 VAC 5-80), 24 pages with 18 pages of appendices and 21 pages of boilerplate permit terms (See Memo 99-1005 above)

APG-21: Air Division Policy Statement No. 2-96, Procedures for Permitting and Other Activities Associated With Coal Processing Plants, April 22, 1996, 9 VAC 5 Chapter 80 (9 VAC 5-80), 2 pages

APG-22: APG96239, August 26, 1996, Permit Rescission guidance document, 9 VAC 5 Chapter 80 (9 VAC 5-80), 3 pages

APG-23: Asphalt Plant Procedure for Writing New and Modified Permits, 9 VAC 5 Chapter 80 (9 VAC 5-80), June 2, 1999, 14 pages

APG-24: Stone Processing Procedure for Writing New and Modified Permits, 9 VAC 5 Chapter 80 (9 VAC 5-80), October 17, 1998, 13 pages

APG-25: Coal Preparation Procedure for Writing New and Modified Permits, 9 VAC 5 Chapter 80 (9 VAC 5-80), April 21, 1998, 6 pages

APG-26: Concrete Plant Procedure for Writing New and Modified Permits, 9 VAC 5 Chapter 80 (9 VAC 5-80), 7 pages, February 22, 1999

APG-27: Incinerator Procedure for Writing New and Modified Permits, 9 VAC 5 Chapter 80 (9 VAC 5-80), 6 pages, February 24, 1998

APG-28: Miscellaneous Coatings Procedure for Writing New and Modified Permits, 9 VAC 5 Chapter 80 (9 VAC 5-80), 15 pages, August 10, 2000

APG-29: Natural Gas and Distillate Oil Procedure for Writing New and Modified Permits for Boilers, 9 VAC 5 Chapter 80 (9 VAC 5-80), 13 pages, November 4, 1998

APG-30: Printing Procedure for Writing New and Modified Permits, 9 VAC 5 Chapter 80 (9 VAC 5-80), 32 pages, August 10, 2000

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SBAP-03: Fact Sheet - Wood Furniture Operations - Final Draft, December 13, 1996, A lay guide to compliance with the federal wood furniture facility NESHAP, 8 pages

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SBAP-05: Fact Sheet - Flexographic, Rotogravure, and Publication Rotogravure Printing Lines - Final Draft, July 1996, A lay guide to compliance with Virginia's new air rule 4-36 (9 VAC 5-40), RACT requirements for the Flexographic and Rotogravure sources, 19 pages

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05-2002 Guidance for Review of Environmental Assessments and Environmental Impact Statements Required by the National Endowment Policy Act 42 USC § 4321

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Virginia Agricultural BMP Loan Program Guidelines, FY2000 adopted by the State Water Control Board, D. Wampler, revised June 1, 2001, 15 pages

DEPARTMENT OF FORESTRY

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 Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 1144, Charlottesville, VA 22903. Copies of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Becky Woodson at the same address, telephone (434) 977-6555 or FAX (434) 296-2369.

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberlands Policy may be directed to Phil Grimm, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555, FAX (434) 296-2369 or e-mail grimm@dof.state.va.us.

Copies of the Water Quality Enforcement documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 2108, Charlottesville, VA

22903. Copies may be obtained free of charge by contacting Brenda Taylor at the same address, telephone (434) 977-6555 or FAX (434) 977-7749.

Questions regarding interpretation or implementation of Water Quality Enforcement documents may be directed to Matt Poirot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555, FAX (434) 296-2369 or e-mail poirotm@dof.state.va.us.

Guidance Documents:

Procedure, Alternate Management Plans (AMP) Form 3.74A, revised December 31, 2001, §§ 10.1-1162 et seq.

Procedure, Reforestation of Timberlands Policy, revised December 31, 2001, §§ 10.1-1170 et seq.

Procedure, Water Quality Enforcement, revised August 1, 2002, § 10.1-1181.1

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at fanbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young, Executive Director of the Board at the address above or by telephone at (804) 662-9907. Copies are free of charge.

Guidance Documents:

65-3, Board opinion on what constitutes training sites for resident trainee, adopted January 10, 1995

65-4, Board instituted procedure allowing funeral service establishment voluntary compliance of noted deficiencies during routine inspections, adopted September 12, 1995

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

65-6, Board procedures on the application process of the Resident Trainee Program, adopted April 18, 1997

65-7, Memorandum of Understanding with the Virginia Department of Agriculture and Consumer Services, May 11, 1998

65-8, Board opinion on casket stores in the Commonwealth of Virginia, adopted on June 10, 1998

65-9, Memorandum of Understanding Between the Cemetery Board of the Department of Professional and Occupational Regulation and the Board of Funeral Directors and Embalmers of the Department of Health Professions, April 2, 1999

65-10, By-Laws of the Board, adopted March 8, 2000

65-11, Inspection Guidance Document, adopted January 17, 2001

DEPARTMENT OF GAME AND INLAND FISHERIES

Copies of the following Department of Game and Inland Fisheries (DGIF) guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the office of the Department of Game and Inland Fisheries, 4010 W. Broad Street, Richmond, VA 23230. Copies of most documents listed below may be obtained at no charge. Documents listed below which are followed by an indication of the number of pages may be obtained at a cost of \$0.25 per page for copying and handling.

Requests for copies, and questions regarding interpretation or implementation of these documents, may be directed to the agency policy analyst and regulatory coordinator, Phil Smith, 4010 West Broad Street, Richmond, VA 23230, telephone (804) 367-1000 or FAX (804) 367-0488.

Guidance Documents:

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Board Policy A-5-93 on Financial Management Guidance, amended July 1997, §§ 29.1-101 and 29.1-101.1

Board Policy A-6-95, on Real Estate Authorizations and Documents, July 1995, § 29.1-103

Board Policy C-2-90, on Naming of Department Facilities, October 1990, § 29.1-103

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Board Policy Statement on Delegation of Leasing Authority for Leases of \$5000 or Less, July 1991, §§ 29.1-103 and 29.1-105

Capital Programs Administrative Procedures Manual (on capital budgeting, capital outlay, boating access site selection process, boating access maintenance, DGIF dam safety program, outdoor signage of department facilities, building permit policy for construction of state owned buildings and structures, environmental and historical investigation process, acquisition of real property, leasing real property, (real property) licenses and other temporary agreements, easements, trespass and boundary, surplus and disposal of real property, transfers to other state agencies, land record research, and real property management appendices; appendices include but are not limited to purchase contract, acquisition project statement, real property scoring worksheet, antennae policy, special use permit, shoreline management plan, trespass notice letter, and boundary marking guide sheets), October 2000, §§ 29.1-103 and 29.1-105, 325 pages

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Application for Virginia Resident Disabled Veteran's Lifetime State License to Hunt and Freshwater Fish in Inland Waters and Virginia Resident Disabled Veteran's Lifetime State License to Trap, revised May 14, 2001, §§ 29.1-302 and 29.1-309.1

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Disabled Resident Hunting and Freshwater Fishing Licenses Physician's Affidavits, revised May 18, 2000, §§ 29.1-302.1 and 29.1-302.2

Replacement Application for Disabled Resident Lifetime License or Saltwater Lifetime License, revised July 1, 2002, § 29.1-334

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2002-2003 Virginia Migratory Waterfowl Seasons and Bag Limits, August 2002, § 29.1-103

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Virginia Deer Management Plan, July 1998, § 29.1-103

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A Guide to Virginia's Wildlife Management Areas, revised July 1996, § 29.1-103, 68 pages, five dollars

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2003 Virginia Freshwater Fishing Regulations, January 2003, §§ 29.1-103, 29.1-501 and 29.1-502

Board Policy B-1-90, on Wild Trout Conservation, October 1990, § 29.1-103

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Fish Division Procedure and Criteria for Issuing Fish Stocking Authorizations, revised July 31, 1998, § 29.1-103

Fish Division "Kid's Fishing Day" trout-stocking policy, July 31, 1998, § 29.1-103

Threatened and Endangered Species and Wildlife Diversity (reviewed 2002)

Board Policy E-1-90, on Permits to Take Threatened and Endangered Species, October 1990, §§ 29.1-563 through 29.1-568 and § 29.1-570

Endangered/Threatened Species Permit Application and Permit Information, revised March 24, 1998, §§ 29.1-412, 29.1-417, and 29.1-568

Special Status Species in Virginia, January 2001, §§ 29.1-563 through 29.1-568 and § 29.1-570

2001 Official Listing of Native and Naturalized Fauna in Virginia, January 2001, § 29.1-100

Bald Eagle Protection Guidelines for Virginia, last updated May 15, 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Plan to Provide Safe Harbor Assurances to Landowners in Virginia Who Voluntarily Agree to Enhance Habitat for the Endangered Red-Cockaded Woodpecker, April 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

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Canebrake Rattlesnake Recovery Plan, approved February 1, 1991, §§ 29.1-563 through 29.1-568 and § 29.1-570

Eastern Big-Eared Bat Recovery Plan, approved July 16, 1990, §§ 29.1-563 through 29.1-568 and § 29.1-570

Wilson's Plover Recovery Plan, approved May 28, 1991, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Bog Turtle, No. 030061.1, November 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Canebrake Rattlesnake, No. 030013.1, October 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Eastern Hellbender, No. 020020.1, November 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Eastern Tiger Salamander, No. 020052.1, October 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Spotted Salamander, No. 020049.1, November 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Environmental Review (reviewed 2002)

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

Permitting (updated 2002)

Animal Population Control Permit for Furbearing Animals, Application and Permit Information, August 30, 2000, § 29.1-501

Permit Application to Collect Snapping Turtles, Crayfish, and Hellgrammites for Sale, and Permit Conditions, revised September 18, 2001, § 29.1-412

Verification of Permanent Disability to Hunt with a Crossbow, revised July 8, 1998, § 29.1-519

Dog Field Trial Permit Application and Conditions, revised August 17, 1998, §§ 29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised August 30, 2002, §§ 29.1-412 and 29.1-417

Import and Possess Certain Non-Native (Exotic) Wildlife in Virginia Permit Application and Permit Conditions, revised May 30, 2000, §§ 29.1-412, 29.1-417 and 29.1-542

Exotic Species - Import Certain Non-Native Wildlife (Tilapia, Clawed Frog) Permit Application and Permit Information, revised October 2, 1997, § 29.1-542

Exotic Species – Permit to Import Certified Triploid Grass Carp for Aquatic Vegetation Control in Private Ponds Application and Permit Information, revised December 1, 2000, § 29.1-542

Falconry Permit Application, revised August 21, 1998, §§ 29.1-412 and 29.1-419

Falconry Regulations, Facilities and Equipment Examination Guidance Document, June 1, 2001, §§ 29.1-412 and 29.1-419

Permit Application to Operate a Foxhound Training Preserve and Annual Reporting Form, revised June 20, 2000, §§ 29.1-103, 29.1-412 and 29.1-417

Permit Conditions for the Operation of Foxhound Training Preserves in Virginia, revised November 14, 2001, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Deal in Furs Application and Permit Conditions, revised May 9, 2001, Title 29.1, Chapter 4

Gill Net Permit Application and Permit Conditions, revised April 6, 2001, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 1, 2001, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 1, 2001, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 1, 2001, §§ 29.1-412 and 29.1-416

Permit to Hold and Sell Certain Fish, Snakes, Snapping Turtles, Crayfish, and Hellgrammites For Sale Application and Permit Conditions, revised May 2, 2001, §§ 29.1-412 and 29.1-471

Nonresident Harvester's Permit Application to Take or Catch Fish in Back Bay and its Tributaries, revised August 1, 2001, §§ 29.1-412 and 29.1-416

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Fisheries, Wildlife, Raptors) Application and Permit Conditions, revised May 2, 2001, November 20, 2002, and October 16, 2001, §§ 29.1-103, 29.1-412 and 29.1-417

Raccoon Hound Field Trial Permit Application and Permit Conditions, August 16, 1998, §§ 29.1-417 and 29.1-422

Wildlife Rehabilitator Permit Application, revised November 30, 2000, §§ 29.1-412 and 29.1-417

Wildlife Rehabilitator Permit Conditions, revised November 30, 2002, §§ 29.1-412 and 29.1-417

Scientific Collection or Salvage Permit Application and Permit Information, revised March 24, 1998, §§ 29.1-412, 29.1-417, 29.1-418

Physician's Affirmation as to One's Permanent Inability to Walk to Shoot from a Stationary Vehicle, revised August 1994, § 29.1-521.3

Guidance Documents

Licensed Shooting Preserve Permit Application and Permit Conditions, revised May 14, 2001, §§ 29.1-514, 29.1-544

Striped Bass Fishing Tournament Application/Permit, 4 VAC 15-320-140

Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation Application and Taxidermy Permit General Conditions, revised May 31, 2001, Title 29.1, Chapter 4

Boating (reviewed 2002)

Virginia Watercraft Owner's Guide, revised 2001, § 29.1-701

Watercraft Dealer Licensing Fact Sheet, revised January 2000, § 29.1-818

Boat Virginia, A Course on Responsible Boating, 2001, § 29.1-701

Youth Boating and Water Safety Activities, Third and Fourth Grade Unit, June 1999, § 29.1-701

Personal Watercraft in Virginia, A Course for a Safe and Responsible Ride, 1999, § 29.1-701

Personal Watercraft - PWC - Safety Brochure, revised 2001, § 29.1-701

PWC (Personal Watercraft) Rental Information, January 2000, § 29.1-701

Law Enforcement (reviewed 2002)

Board Policy B-2-90, on Game and Fish Replacement Values, July 1, 2000, § 29.1-551

Board Policy D-1-90, on Duties of Game Wardens, October 1990, §§ 29.1-103, 29.1-109 and 29.1-200 through 29.1-218

Sportsman's Pledge, Release of Landowner from Liability, and Landowner's Permission to Hunt card, 1992, §§ 29.1-103, 29.1-509 and 29.1-521

DEPARTMENT OF GENERAL SERVICES

Division of Engineering and Buildings

Bureau of Capital Outlay Management

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Capital Outlay Management, 8th Floor, 805 E. Broad Street, Richmond, VA 23219. Copies may be obtained for \$45. per copy by writing to the Department of General Services, Construction and Professional Services Manual (CPSM), 202 North 9th Street, Suite 209, Room 201, Richmond, VA 23219, or by personal appearance at the same address. Payment can be made by check, money order, or cash. Checks and money orders should be made payable to the Treasurer of Virginia.

Questions regarding interpretation of these documents may be directed to Mr. William W. Scott, Acting Director, Bureau of Capital Outlay Management, 8th Floor, 805 E. Broad Street, Richmond, VA 23219, telephone (804) 786-6292, FAX (804) 225-4709 or e-mail bscott@dgs.state.va.us.

Guidance Documents:

Construction and Professional Services Manual for Architects/Engineers, December 1996, with Revisions 1 – 5, § 2.2-1132

Construction and Professional Services Manual for Agencies, December 1996, § 2.2-1132

Bureau of Facilities Management

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 Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ms. Janie Flannagan, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807 or FAX (804) 371-7974.

Questions regarding interpretation or implementation of these documents may be directed to Mr. Bruce E. Brooks, Director, Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807, FAX (804) 371-7974 or e-mail bbrooks@dgs.state.va.us.

Guidance Documents:

Department of General Services Directive No. 14, Policies and Procedures for the Use of Parking Facilities, February 1, 1996

Department of General Services Directive 3-90, Cable Installation, March 1990, § 2.2-1129 et seq.

Department of General Services Directive No. 15, Indoor Clean Air, September 1, 1997, § 15.2-2800 et seq.

Bureau of Real Property Management

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Real Property Management, 805 E. Broad Street, Suite 102, Richmond, VA 23219. Copies may be obtained for \$10 per copy by contacting Mrs. Betty Hancock at the Bureau of Real Property Management, 805 E. Broad Street, Suite 102, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 371-7934, or e-mail bhancock@dgs.state.va.us. Payment can be made by check, money order, or cash. Checks and money orders should be made payable to the Treasurer of Virginia.

Questions regarding interpretation or implementation of these documents may be directed to Mr. John E. Forrest, Director, Bureau of Real Property Management, 805 E. Broad Street, Suite 102, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 371-7934 or e-mail eforrest@dgs.state.va.us.

Guidance Documents:

Department of General Services, Division of Engineering and Buildings, Directive No.1 (revised) dated June 15, 1984, Attachments K and L, revised August 12, 1986

Real Property Management Manual, Chapter One: Acquisition by Lease, issued December 15, 1993

Real Property Management Manual - Chapter 5 dated December 19, 1997, "Leasing Land And Space For Placement

of Communication Towers And Antennas On State-Owned Property," issued December 19, 1997

Division of Purchases and Supply

The following document is available at no cost at www.state.va.us/dps. This publication is only available electronically.

Questions regarding interpretation or implementation of this document may be directed to Mr. Mark Bolton, Director, Bureau of Supply and Asset Management, 1910 Darbytown Road, Richmond, VA 23231, telephone (804) 236-3675, FAX (804) 236-3663 or e-mail mbolton@dgs.state.va.us.

Guidance Document:

DPS Surplus Showcase (Eligible participants in the federal surplus program)

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The following document is available at no cost at www.eva.state.va.us. This daily publication of statewide procurement opportunities is only available in electronic format. Questions should be directed to Mrs. Mary Fleming, 805 E. Broad Street, Richmond, VA 23219 telephone (804) 786-1310, FAX (804) 225-3707 or e-mail m Fleming@dgs.state.va.us.

Questions regarding interpretation of this document may be directed to Ms. Linda C. Hardwicke, Programs Manager, Marketing and Procurement Support, 805 E. Broad Street, Richmond, VA 23219 telephone (804) 225-3796, FAX (804) 371-8937 or e-mail lhardwicke@dgs.state.va.us.

Guidance Document:

Virginia Business Opportunities (VBO) Ads

DEPARTMENT OF HEALTH

Copies of the following documents are available from the various program offices of the Virginia Department of Health in Richmond. Unless a charge for a copy of a document is specified below, one copy each of five or fewer documents may be obtained free of charge by contacting the Regulatory Coordinator, Office of the State Health Commissioner, Virginia Department of Health, 1500 E. Main Street, Suite 214, Richmond, VA 23219, telephone (804) 786-3561 or FAX (804) 786-4616. One copy each of six or more documents may be obtained at a charge of \$.25 per page or \$3.00 per document, whichever is less as applicable to each document, unless a charge for a particular document is specified below.

Copies may be viewed during regular work days, excluding state holidays, from 9 a.m. until 4:30 p.m. in the program offices of the Virginia Department of Health, 1500 E. Main Street, Richmond, VA 23219. Notice of intent to visit these offices for viewing will facilitate the availability of desired documents. The department requests such notice by contacting the Regulatory Coordinator at the address or a number listed above. Copies of many of the following documents are, and all will shortly be, available for electronic viewing by setting an Internet browser to:

www.townhall.state.va.us, and thereafter navigating to the regulatory page of the State Board of Health, and clicking on "Guidance Documents."

Questions regarding interpretation or implementation of these documents may be directed to the Regulatory Coordinator at the address and numbers above.

Guidance Documents:

ADJ-003, Guidelines and Policies for Informal Fact-Finding Conferences (IFFCs) to Consider Applications for Certificates of Public Need (COPNs), revised effective November 1, 2002, § 32.1-102.6

CME-001, Handbook: the Medical Examiner's Handbook, issued 1982, §§ 32.1-277 through 32.1-288

COM-001, Memorandum: Interpretation of and Compliance with the Law Relating to Guidance Documents, issued October 29, 1997, §§ 2.2-4001, 2.2-4008, 2.2-4100 and 2.2-4103

COM-002, Memorandum, Records Management; New Procedure for the Disposal of Public Records, issued July 22, 1998, § 42.1-77 et seq.

COM-003, Memorandum, Ensuring Effective Public Records Management, etc., issued May 5, 1997, § 42.1-77 et seq.

EMS-1001, Guide: Virginia Disaster Medical Response Operations Guide, issued October 27, 1997, §§ 44-146.18, 44-146.24 and 44-146.28:1

EMS-1002, Plan: Plan For Coordination of Health And Medical Response To Catastrophic Casualty Events, issued December 1, 1997, §§ 44-146.18 and 44-146.24

EMS-1010, Checklist: Virginia EMS Disaster Task Forces Task Force Commander Checklist, issued October 20, 1997, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24 and 44-146.28:1

EMS-1011, Standard Operating Procedure: Standard Operating Procedure For Virginia EMS Task Forces, issued June 10, 1997, §§ 2.1-555, 2.1-557, 44-146.18 and 44-146.24

EMS-1012, Standard Operating Procedure: Standard Operating Procedure, Emergency Health and Medical Coordination Team (C Team), issued November 21, 1997, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24 and 44-146.28:1

EMS-1013, TRANSAID Voice Message Format Guide, Edition 1.1, issued February 1998, §§ 44-146.18 and 44-146.24

EMS-1014, Standard Operating Procedure: Standard Operating Procedure, Critical Incident Stress Management Strike Teams, issued October 24, 2000, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1

EMS-1030, Standard Operating Procedure and Reference Guide: Standard Operating Procedure, Virginia Health and Medical Operations Center Staff, issued July 14, 2000, §§ 44-146.18 and 44-146.24

EMS-3000, Continuing Education Booklets, (EMT-Basic, EMT-Shock Trauma, EMT-Cardiac, EMT-Paramedic, issued May 1, 1997, § 6.2, Part A, EMS Training Programs, Rules and Regulations Governing Emergency Medical Services

Guidance Documents

EMS-3001, Program Review for Paramedic Programs in Virginia, issued June 1, 1996, § 6.2, Part B, Standards for Approved Programs, Rules and Regulations Governing Emergency Medical Services

EMS-3002, Application for Virginia EMS Advanced Life Support Training Funds, issued January 1, 1998, Rules and Regulations Governing Emergency Medical Services

EMS-3003, Procedures and Guidelines for Basic Life Support Training Programs, issued July 1, 1990, § 6.3, Application and Issuance, Rules and Regulations Governing Emergency Medical Services

EMS-3004, Procedures and Guidelines for Basic Life Support Training Programs, issued July 1, 1990, § 6.3, Application and Issuance, Rules and Regulations Governing Emergency Medical Services

EMS-3005, Consolidated Test Site and Certification Examiners Procedures Manual, effective November 1, 1998, § 32.1-111.5

EMS-3006, Policy Statement, Ability of Certified EMS Providers to Lift and Move Patients, issued October 27, 1998, § 32.1-111.5

EMS-3007, Policy Statement, Basic Life Support Examination Lifting Policy, issued October 14, 1998, § 32.1-111.5

EMS-3008, Policy Statement, Loss of Certification Review Policy, issued October 27, 1998, § 32.1-111.5

EMS-3009, Interpretation, EMS Certification Examiner, Test Site Coordinator and Evaluator Participation Guidelines, effective November 9, 1998, § 32.1-111.5

EMS-3010, Policy Statement, EMS Medication Kit Storage Requirements, issued December 1, 1999, § 32.1-111.6

EMS-3011, Policy Statement, EVOC Course Requirements, issued May 30, 2000, § 32.1-111.6

EMS-3012, Policy Statement, EVOC Course Approved Equivalents, issued January 10, 2000, § 32.1-111.6

EMS-4000, Rules and Regulations Governing Financial Assistance for Emergency Medical Services, effective July 1, 1990, § 32.1-111.12

EMS-4001, Rescue Squad Assistance Fund Grant Programs, General Fund and ALS Equipment Fund Program Outline and Application Forms, effective June 1997, § 32.1-111.2

EMS-5000, Virginia Statewide Trauma Center Designation Program - A Resource Manual for Hospitals, issue date June 1, 2001, § 32.1-111.3 (A) (10)

EMS-5001, Virginia Statewide Trauma Registry Resource Manual for State Trauma Registrars, issue date prior to January 1996 (actual date not recorded), § 32.1-116.1 (B)

EMS-6000, Rules and Regulations Governing Emergency Medical Service, effective July 1, 1990, §§ 32.1-111.4 and 32.1-111.5

EMS-6001, Procedures and Guidelines: Agency Vehicle Licensure for Emergency Medical Services, effective July 1, 1990, §§ 32.1-111.4 through 32.1-111.6

EMS-6002, EMS Vehicle Marking Designations, issued October 10, 1991, §§ 32.1-111.4 and 32.1-111.6

EMS-6003, EMS Agency Licensure Guidelines, issued January 24, 1996, § 32.1-111.6

EMS-6004, Guidelines for EMS Agency Classification, issued January 24, 1996, § 32.1-111.6

EMS-6005, First Responder EMS Agency Licensure Requirements, issued January 24, 1996, § 32.1-111.6

EMS-6006, EMS Vehicle Liability Insurance Coverage Requirements, issued January 1997, § 32.1-111.4

EMS-6007, Medical Wheelchair Transport Vehicles, issued January 1997, § 32.1-111.4

EMS-6008, DMV Permits for Emergency Vehicles, issued April 1997, § 46.2-681

EMS-6009, Variance/Exemption Review Criteria, issued August 1, 1996, § 32.1-111.9

EMS-6010, Functional Position Description for Emergency Medical Technician, issued January 1995, § 32.1-111.5

EMS-6011, Americans With Disabilities Act Accommodation Policy, issued January 1993, § 32.1-111.5

EMS-6011F, Americans With Disabilities Act Accommodation Form, issued January 1993, § 32.1-111.5

EMS-6012, Pre-Hospital Patient Care Report User Manual, issued July 2000, § 32.1-116.1

EMS-6012F, Pre-Hospital Patient Care Report Form, issued July 2000, § 32.1-116.1

EMS-6013F, Pre-Hospital Patient Data Report Form, issued July 2000, § 32.1-116.1

EMS-6014, Local Government Need and Approval, issued December 21, 2000, § 32.1-111.3

EMS-6015, Federal EMS Agency Exemption, issued April 11, 2001, § 32.1-111.2

EMS-6016, Sample Federal EMS/OEMS Agreement, issued June 27, 2001, § 32.1-111.2

ENV-001, Private Well Regulations Implementation Manual, issued September 1, 1990, 12 VAC 5-630 et seq., §5.

ENV-002, Alternative Discharging Regulations Implementation Manual, issued July 1, 1992, 12 VAC 5-640 et seq., §5.

ENV-003, Time Limit to Appeal Certain Case Decisions, issued August 26, 1997, 12 VAC 5-610, 12 VAC 5-630, 12 VAC 5-640

ENV-004, Tire Chip Aggregate, issued August 21, 1997, 12 VAC 5-610-930

ENV-005, ATU Approval Update, issued June 19, 1997, 12 VAC 5-640-350

ENV-006, Approval of ADS-3000 Pipes, issued June 18, 1997, 12 VAC 5-610-750

- ENV-007, Whitewater Filter/Drip System, issued May 13, 1997, 12 VAC 5-610-370 D
- ENV-008, Perc-Rite Drip Disposal, issued May 13, 1997, 12 VAC 5-610-370 D
- ENV-009, CULTEC Chamber System, issued April 28, 1997, 12 VAC 5-610-370 D
- ENV-011, Approval of Septic Tanks, issued July 16, 1996, 12 VAC 5-610
- ENV-012, FORTA NYLON and FORTA CFP Fibers in Place of Welded Fabric in Precast Septic Tanks, issued July 16, 1996, 12 VAC 5-610-810 D
- ENV-013, Variance from Maintenance Contract Requirements in Discharge Regulations, issued May 17, 1996, 12 VAC 5-640-500
- ENV-014, Terra Lift, issued May 19, 1996, 12 VAC 5-610-240
- ENV-016, Variances for the Use of High Rate Sandfilters, issued November 17, 1995, 12 VAC 5-610-370 D
- ENV-017, Approval of AK Industries Polyethylene Septic Tank, issued August 22, 1995, 12 VAC 5-610
- ENV-018, Approval of Xactics Polyethylene Septic Tanks, issued August 16, 1995, 12 VAC 5-610, Part 4, Article 3
- ENV-019, Permanent Pump and Haul - General Permit, issued August 15, 1995, 12 VAC 5-610-410
- ENV-020, Spray Irrigation Sewage Systems, issued July 14, 1995, 12 VAC 5-610-370 D
- ENV-021, Tuf-Tite Distribution Boxes, issued June 30, 1995, 12 VAC 5-610-920
- ENV-022, Mass Drainfield Reviews, issued June 29, 1995, 12 VAC 5-610-250
- ENV-023, Contracting with Authorized Onsite Soil Evaluators, issued June 16, 1995, § 32.1-163
- ENV-024, Preliminary Approval of Sewage Discharge Systems, issued June 13, 1995, 12 VAC 5-640-350
- ENV-025, § 1.7 of the Sewage Handling and Disposal Regulations, Grandfather Clause, issued April 19, 1995, 12 VAC 5-610-70
- ENV-026, Approval of Infiltrator and Envirochamber, issued January 25, 1995, 12 VAC 5-610-370 D
- ENV-027, Approval of Avgol Polypropylene Spunbound Non-woven Filter Fabric, issued January 9, 1995, 12 VAC 5-610-930
- ENV-028, Approved Bentonite Grout Materials, issued November 3, 1994, 12 VAC 5-630-410
- ENV-029, Questions from the Field on Senate Bill 415, issued October 25, 1994, §§ 32.1-163 and 32.1-164
- ENV-030, Fees for Closed-loop Heat Pump Wells, issued September 29, 1994, 12 VAC 5-630-410 and 12 VAC 5-620-70
- ENV-031, Water Softener Regeneration Discharge into Drainfields, issued August 11, 1994, 12 VAC 5-610
- ENV-032, Defining Onsite Sewage Permit Construction Backlogs, issued June 24, 1994, §§ 32.1-163 and 32.1-164
- ENV-033, Authority When Inspecting Pump Station Electrical Controls, issued June 20, 1994, 12 VAC 5-610, Part 4, Article 4
- ENV-034, Procedure for issuing certification letters in lieu of sewage disposal system construction permits under the Sewage Handling and Disposal Regulations; validity and renewal of permits, issued June 16, 1994, §§ 32.1-163 and 32.1-164
- ENV-035, Procedure for prioritizing applications for onsite sewage disposal system construction permits and certification letters under the Sewage Handling and Disposal Regulations, issued June 16, 1994, 12 VAC 5-610-250
- ENV-036, Old Sand Filter Systems Which Do Not Discharge Which Were Permitted Under LHS-120 Permits or Constructed Before Permits Were Required, issued May 17, 1994, 12 VAC 5-640-30
- ENV-037, Sand Filter Systems Permitted Under Individual VPDES of NPDES Permits Which Do Not Discharge, issued May 17, 1994, 12 VAC 5-640-30
- ENV-038, Discharging Sewage Treatment Systems not Registered Under the VPDES General Permit Operating Without a Current Individual VPDES Permit, issued May 17, 1995, 12 VAC 5-640-30
- ENV-039, Fee Collection for Conditional Permit Applications, issued May 5, 1994, 12 VAC 5-620-30
- ENV-040, Mirafi 140N Drainage Fabric, issued April 27, 1994, 12 VAC 5-610-930
- ENV-041, Procedure for Applying for an Experimental Permit Under § 2.25 of the Sewage Handling and Disposal Regulations, issued March 17, 1994, 12 VAC 5-610-370
- ENV- 042, Approval of Incinolet Electric Toilet, issued March 11, 1994, 12 VAC 5-610, Part 4, Article 6
- ENV-043, Using New or Unconventional Methods, Processes and Equipment Where Conventional Onsite System Has Failed, issued December 22, 1993, 12 VAC 5-610-370 D
- ENV-044, Approval of Norwesco Polyethylene Septic Tanks, issued December 20, 1993, 12 VAC 5-610
- ENV-045, Guidelines for Designating Prohibited Discharge Areas, issued December 21, 1993, 12 VAC 5-640-420
- ENV-046, Approval of the United Baffle and Gas Deflector, issued October 4, 1993, 12 VAC 5-610
- ENV-047, Revalidation of Permits - Expired or Unexpired, issued September 10, 1993, 12 VAC 5-610-280
- ENV-048, Estimated versus Real Water Use as it Relates to Soil Absorption Field Design, issued September 21, 1993, 12 VAC 5-610

Guidance Documents

ENV-049, Approval of Polylok Pipe Seals, issued January 18, 1993, 12 VAC 5-610

ENV-050, Policy for Permitting Sewage Disposal Systems in Utility Company Rights-of-Way or Easements, issued June 28, 1993, 12 VAC 5-610-700

ENV-051, Approval for Use of PTI 4-Foot Diameter Double Wall Pipe as a Gravity Main in Undisturbed Soil, issued June 23, 1993, 12 VAC 5-610-730 through 12 VAC 5-610-770

ENV-052, Construction Standards for Existing Discharging Sewage Treatment Systems Now Coming Under General Permit, issued June 22, 1993, 12 VAC 5-640-30

ENV-053, Sampling Port Requirements, issued June 7, 1993, 12 VAC 5-640-470

ENV-054, Enforcement of 10/10 Effluent Standards, issued June 2, 1993, 12 VAC 5-640-450

ENV-055, Interpretation to § 1.3 of the Alternative Discharging Sewage Treatment System Regulations for Individual Single Family Dwellings, issued April 28, 1993, 12 VAC 5-640-30

ENV-057, Preliminary Approval of Discharge Systems, issued March 2, 1993, 12 VAC 5-640-350

ENV-058, Plan Review and Evaluation Process for Type II and Type III Onsite Wastewater Treatment Systems, issued February 22, 1993, 12 VAC 5-610-250

ENV-059, CAPROLAN-RC Nylon Fibers in Place of Welded Fabric in Precast Septic Tanks, issued January 21, 1993, 12 VAC 5-610

ENV-060, Non-Licensed Well Drillers Enforcement, issued December 15, 1992, § 54.1-1100

ENV-061, Approval of TBA, Inc. Pipe, issued December 21, 1992, 12 VAC 5-610-930

ENV-062, Approval of Tuff-Tite Connectors, issued November 23, 1992, 12 VAC 5-610-930

ENV-063, Use of Primer on PVC-DWV Foam Core Pipe, issued October 16, 1992, 12 VAC 5-610-930

ENV-064, Use of "Flow Divider Tee," issued October 14, 1992, 12 VAC 5-610-930

ENV-065, Use of SDR 35 in Building Sewers, issued September 4, 1992, 12 VAC 5-610-930

ENV-066, Environmental Health Considerations of Sewage, issued September 4, 1992, 12 VAC 610

ENV-067, Enforcement of the Well Regulations, issued December 12, 1991, 12 VAC 620

ENV-068, Fees for Replacement Wells, issued June 3, 1991, 12 VAC 5-620-80

ENV-069, Fees for Heat Pump Wells, issued April 29, 1991, 12 VAC 5-620-70

ENV-070, Closed-Loop Ground-Source Heat Pump Wells, issued January 3, 1991, 12 VAC 5-630-410

ENV-071, Bored Well Abandonment Interpretation, issued December 21, 1990, 12 VAC 5-630-450

ENV-072, Variances for Class III and IV Wells, issued September 21, 1990, 12 VAC 5-630-410

ENV-073, Variances for Class IV Wells, issued August 31, 1990, 12 VAC 5-630-410

ENV-074, Percolation Rates, issued April 16, 1990, 12 VAC 5-610, Appendix G

ENV-075, A.D.S. N-12 Corrugated Sewer and Drain Pipe, issued April 13, 1991, 12 VAC 5-610-930

ENV-076, Approval of American Manufacturing Distribution Box, issued January 11, 1990, 12 VAC 5-610-930

ENV-077, Tripdrain and Contactor Approval for Use, issued December 22, 1989, 12 VAC 5-610-370 D

ENV-078, Sand Criteria for Elevated Sand Mounds, issued June 30, 1989, 12 VAC 5-610-960

ENV-079, Interpolation of Minimum Installation Depth on Sloping Sites, Guidance in Estimating Percolation Rates, and Determining when a Percolation Test Will be Performed, issued April 24, 1989, 12 VAC 5-610-490, 12 VAC 5-610-950 and 12 VAC 5-610 Appendix G,

ENV-080, Easements, issued April 24, 1989, 12 VAC 5-610-700

ENV-081, Interpretation of Definition of Sewage (related to Hot Tub Use), issued October 14, 1988, 12 VAC 5-610-120

ENV-082, Interpretation of Percolation Test Procedure, issued February 1, 1988, 12 VAC 5-610 Appendix G

ENV-083, Hi-Tech Polyester Fibers, issued June 8, 1987, 12 VAC 5-610-810 D

ENV-084, Speed Levelers, issued January 30, 1987, 12 VAC 5-610-930

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WTR-308 (SF), Memorandum: Monitoring Program/Laboratory – Bacterial Source Tracking (BST), issued September 16, 2002, §§ 28.2-800 through 28.2-811

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WTR-310 (SF), Memorandum: Use of Truck Bodies/Trailers for Storage and Refrigeration, issued September 18, 2002, §§ 28.2-800 through 28.2-811

BOARD OF HEALTH PROFESSIONS

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Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the board at the address above or by telephone at (804) 662-9910. Copies are free of charge.

Guidance Documents:

75-1, Recommended Policy and Procedures in Disciplinary Cases Involving Board Members, adopted October 1993

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

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

DEPARTMENT OF HEALTH PROFESSIONS

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Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Robert Nebiker, Director of the department at the address above or by telephone at (804) 662-9919. Copies are free of charge.

Department Directives:

76-1, Mission Statement of the Department (Directive 1.1), July 1, 1996

76-2, Agency Staff Titles (Directive 1.4), September 1, 2002

76-3, Promulgation of Rules (Directive 2.1), July 1, 1996

76-4, Publication of Regulations and Statutes (Directive 2.2), July 1, 1996

76-5, Execution of Disciplinary Orders (Directive 3.1), February 28, 2002

76-6, Petition for Reinstatement of License or Modification of Disciplinary Orders (Directive 3.2), July 1, 1996

76-7, Subpoenas for Disciplinary Hearings (Directive 3.3), October 1, 1996

76-8, Complainant Notification of Case Proceedings (Directive 3.4), July 1, 1996

76-9, Complaint Receipt and Investigation of Allegations of Misconduct (Directive 4.1), July 1, 1996

76-10, Unlicensed Activity (Directive 4.2), July 1, 1996

76-11, Reports to National Practitioner Data Bank (Directive 4.3), August 14, 1996

76-12, Requesting Information from The National Practitioner Data Bank (Directive 4.4), August 14, 1996

76-13, Tampering Threat Procedures (Directive 4.5), July 1, 1996

76-14, Procurement of Nonprofessional Services (Directive 5.1), July 1, 1996

76-15, Procurement of Goods (Directive 5.2), July 1, 1996

76-16, Sole Source Approval for Examination Services (Directive 5.3), July 1, 1996

76-16.1, Equal Opportunity in Agency Procurement (Directive 5.8), October 1, 2002

76-17, Recruitment and Filling Vacant Positions (Directive 6.1), July 1, 1996

76-18, Indoor Clean Air (Directive 7.1), August 18, 1997

76-19, Records Management (Directive 7.3), July 1, 1996

76-25, Compensation for Members of Appointed Bodies (Directive 5.4), July 1, 1998

76-28, Disclosure of Information (Directive 1.6), January 18, 2000

76-29, Disclosure of Information to Health Practitioner Intervention Program (Directive 1.7), February 17, 2000

76-30, Conduct of Surveys (Directive 1.8), August 21, 2000

76-31, Principles/Establishment of Fees (Directive 5.5), November 8, 2000

76-32, Letter to Sentara on Confidentiality Agreements, April 24, 2002

76-33, Foreign Applicants; Requirement to Provide Social Security Numbers, September 5, 2002

Enforcement Documents:

76-20, Adjudication Manual - Disciplinary Process, October 13, 1998

Frequently-Cited Inspection Deficiencies:

76-20.1, Community Pharmacies, August 1, 2002

76-20.2, Hospital Pharmacies, September 1, 2002

76-20.3, Funeral Facilities, September 1, 2001

Inspection Plans and Inspection Reports:

76-21.1 Board of Pharmacy, December 1993

76-21.1:1, Community Pharmacy, July 1, 1999

76-21.1:2, Hospital Pharmacy, July 1990

Guidance Documents

- 76-21.1:3, Physicians Licensed to Dispense Drugs, January 1989
- 76-21.1:4, Humane Society, November 9, 2001
- 76-21.1:5, Wholesaler, January 1989
- 76-21.1:6, Medical Equipment Suppliers, November 9, 2001
- 76-21.1:7, Warehouser
- 76-21.1:8, Manufacturers, January 1989
- 76-21.1:9, Practitioners Licensed to Sell Controlled Substances
- 76-21.1:10, Controlled Substance Registration Inspection Report A, November 9, 2001
- 76-21.1:11, Controlled Substance Registration Inspection Report B, November 9, 2001
- 76-21.2, Board of Veterinary Medicine, December 1, 1993
 - 76-21.2:1, Animal Facility Inspection Report, December 1997
- 76-21.3, Board of Funeral Directors and Embalmers, December 1, 1993
 - 76-21.3:1, Funeral Establishment Inspection Report, July 1, 2000
 - 76-21.4, Compliance Notice, July 1995
- 76-22, Case Intake Manual, 1998
- 76-23, Investigators Manual, 1993
- 76-24, Case Format Guidelines, February 1997
 - 76-24.1, Inspection Guidelines, September 2000
 - 76-24.2, Dental Office Inspection Report, July 12, 1993
 - 76-24.3, Dental Office Inspection Report, July 12, 1993

(NOTE: 76-21 through 76-24 are maintained in the Enforcement Division of the Department. For copies or questions, contact Faye Lemon at the address above or at (804) 662-9902.)

DEPARTMENT OF HISTORIC RESOURCES

Copies of the following documents are available during regular work days from 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221, or at any of its regional offices. Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from Pam Doak in the main office at the address above, telephone (804) 367-2323 x101 or FAX (804) 367-2391.

The department also prepares occasional research, survey and preservation planning reports of general interest and materials of an advisory or educational nature. For a listing of such publications with prices contact Deborah Woodward at the address above.

Agency forms, information in the documents listed below and the agency publication lists are also available on the agency web site at <http://www.dhr.state.va.us>.

Regional office addresses and phone numbers are as follows:

Capital Regional Preservation Office, Department of Historic Resources, 19B Bollingbrook Street, Petersburg, VA 23803, telephone (804) 863-1620.

Portsmouth Regional Preservation Office, Department of Historic Resources, 612 Court Street, 3rd Floor, Portsmouth, VA 23704, telephone (757) 396-6709.

Roanoke Regional Preservation Office, Department of Historic Resources, 1030 Penmar Avenue, SE, Roanoke, VA 24013, telephone (540) 857-7585.

Winchester Regional Preservation Office, Department of Historic Resources, 107 N. Kent Street, Suite 203, Winchester, VA 22601, telephone (540) 722-3427.

Guidance Documents:

Virginia's Historical Registers: A Guide for Property Owners, prepared 1995, revised 2000, 17 VAC 5-30-10 and 17 VAC 10-20-10

Preliminary Information Forms for Archaeological Sites, Architectural Properties, and Historic Districts

State and Federal Regulations Related to the Preservation of Historic Properties in the Commonwealth of Virginia, prepared 1996, revised 2001

Rehabilitation Tax Credits: A Taxpayer's Guide, revised 2000, § 10.1-2202.13

Rehabilitation Tax Credits: Frequently Asked Questions, issued 2000, updated 2002, § 58.1-339.2

Tax Credit Information and Resources on the Internet, issued 2001, § 58.1-339.2

Sample Description of Rehabilitation Proposal, updated August 1996, § 58.1-339.2

Application Checklist (tax credit program), issued 1997, updated 2002, § 58.1-339.2

Vision and Choice: Protecting Your Historic Landmark, published 1990, revised 2001, § 10.1-2202.9

Virginia's Cost Share Program, Virginia Department of Historic Resources, § 10.1-2202.6

The Certified Local Government Program in Virginia, 36 CFR Part 61

How to Apply for Designation as a Certified Local Government in Virginia, 36 CFR Part 61

State Grants for Historic Properties, § 10.1-2213

Application for Historic Preservation Funds, § 10.1-2213

How to Complete Virginia Department of Historic Resources Archaeological Site Inventory Forms, revised 1993, § 10.1-2202.6

Putting Virginia's History to Work: Virginia's Comprehensive Historic Preservation Plan, published 2001, 36 CFR Part 61

State-Owned Historic Landmarks Manual for Property Administrators: Review of Rehabilitation and Renovation Projects Pursuant to the 1990 Appropriations Act and Engineering and Building Directive #1, prepared 1990

Virginia Department of Historic Resources Standards for Archaeological Field Investigations, prepared 1991, § 10.1-2202.15

Virginia Department of Historic Resources State Curation Standards, revised 1998, § 10.1-2202.15

Guidelines for Conducting Cultural Resource Survey in Virginia: Additional Guidance for the Implementation of the Federal Standards Entitled "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines" (48 CFR 44742, September 29, 1983), issued 1999, Revised 2001

Permit Application for Archaeological Removal of Human Burials (Application Form), issued 1998, § 10.1-2305

Permit Application for Archaeological Investigations on State Lands (Application Form), issued 1998, § 10.1-2304

Instructions for Completing the Project Review Application, issued 2000, 36 CFR 800

Cell Tower Review Process and Application, issued 2001, 36 CFR 800

Archives Search Request and User Agreement (form), issued 2000, revised 2001

Instructions for Release of State Grants to Nonstate Entities, issued July 2000, § 2.1-394.1 and Item 571 and § 4-5.07 of the 2000 Appropriation Act (Chapter 1073 of the Acts of Assembly of 2000)

Criteria for Virginia Historical Highway Markers, issued December 1993, § 10.1-2204

Virginia Historical Highway Marker Program: Procedure for Placement of New Markers, August 2002, § 10.1-2204

Virginia Historical Highway Marker Program: Writing Style, August 2001, § 10.1-2204

Virginia Historical Highway Marker Program: Criteria for Marker Placement, August 2002, § 10.1-2204

Local Historical Highway Marker Programs, August 2002, § 10.1-2210

Instructions for Release of State Grants to Nonstate Entities, issued July 2002, and Item 532 and § 4-5.07 of the 2002 Appropriation Act (Chapter 899 of the Acts of Assembly of 2002)

Virginia Department of Historic Resources, Data Sharing System User Manual, February 2002

Guidelines for Electronic Submission of Archaeological and Architectural Survey data, June 2002

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the Department of Housing and Community Development, 501 N. Second Street, Richmond, VA 23219. Copies may be obtained at agency cost by contacting Stephen W. Calhoun at the same address or by telephone at (804) 371-7015.

Questions regarding interpretation or implementation of these documents may be directed to Stephen Calhoun at the above address or telephone number.

Guidance Documents:

Single Family Regional Loan Fund Manual, revised December 2001, § 36-141 et seq.

Affordable Housing Production and Preservation Manual, revised August 2002, § 36-141 et seq.

State Homeless Housing Assistance Resources (SHARE) Program Manuals:

SHARE Expansion Program Manual, revised September 1997

SHARE Homeless Intervention Program Manual, revised August 2000

SHARE Federal Shelter Grant Manual, revised July 2002

SHARE Shelter Support Grant Manual, revised August 2001

Child Care for Homeless Children Manual, September 1998

HOME Match Funds for the Supportive Housing Program Manual, revised January 2002

Child Services Coordinator Program Manual, November 2000

Housing Opportunities for Persons with AIDS Program Manual, revised August 2002

Community Housing Development Organization Certification Procedures, revised November 2001

Community Housing Development Organization Assistance Program Manual, revised November 2001

Pre-Development Loan Program Manual, revised November 2001

Emergency Home Repair Program Manual, revised November 2001

Weatherization and Low-Income Housing Energy Assistance Program Manual, May 1998, 13 VAC 5-100

Virginia Community Development Block Grant Program: Program Design Manual, revised November 2000, 24 CFR Part 570

Community Improvement Grant Contract Negotiation Guide, revised September 2000, 24 CFR Part 570

Community Improvement Grant Management Manual, revised September 2000, 24 CFR Part 570

Planning Grant Management Manual, revised August 2000

Guidance Documents

Indoor Plumbing Rehabilitation Loan Program Management Manual, October 1999

Virginia Enterprise Zone Program Instruction and Application Manuals:

Instructions for Requesting State Tax Credits for Qualified Zone Investments, revised August 2001, 13 VAC 5-111

Instructions for Requesting State Tax Credits for Real Property Improvements, revised August 2001, 13 VAC 5-111

Instructions for Requesting State Tax Credits for New Businesses, revised August 2001, 13 VAC 5-111

Instructions for Requesting State Tax Credits for Existing Businesses, revised August 2001, 13 VAC 5-111

Instructions for Requesting State Tax Credits for State Job Grants, revised August 2001, 13 VAC 5-111

Program Guidelines for the Regional Competitiveness Program, August 2001, § 15.2-1306 et seq.

Request for Qualification: Regional Competitiveness Program, August 2001, § 15.2-1306 et seq.

Request for Requalification, Regional Competitiveness Program, August 2001, § 15.2-1306 et seq.

Main Street Program Guidelines, August 2001

Industrial Site Development Fund Planning Grant Program Design, 2000

Industrial Site Development Fund Construction Grant Program Design, 2000

Virginia Enterprise Initiative Program Design, 2000

Virginia Individual Development Account Program Design, 2000

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the offices of the Virginia Housing Development Authority, 601 S. Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Judson McKellar at the same address or by telephone at (804) 343-5540.

Questions regarding interpretation or implementations of these documents may be directed to Judson McKellar at the above address or telephone number.

Guidance Documents:

3.1-3.23, Single-Family Processing Guide, April 1999, 13 VAC 10-40

Single-Family Exhibits Guide, May 2001, 13 VAC 10-40

Single-Family Loan Documents Guide, February 2001, 13 VAC 10-40

Single-Family Realtors Guide, January 1997, 13 VAC 10-40

Single-Family Policy and Procedures Manual, March 2001, 13 VAC 10-40

Single-Family Regional Loan Fund Administrative Procedures Manual (VHDA/DHCD), October 2000, 13 VAC 10-40 and Chapter 9 (§ 36-141 et seq.) of Title 36 of the Code of Virginia

Single-Family FasTrak Users Guide, March 28, 2000, 13 VAC 10-40

Single-Family Loan Reservation Systems Guide, April 4, 2000, 13 VAC 10-40

Single-Family Servicing Guide, April 1997, 13 VAC 10-40

Homeownership Education Guide, July 2002, 13 VAC 10-40

Single Family Consumer Guide-Making Homeownership a Reality, September 2002, 13 VAC 10-40

Home Improvement Loan Program Manual (Title I-FHA Program), May 21, 1996, 13 VAC 10-50

Home Improvement and Special Programs Procedure Manual, September 28, 1993, 13 VAC 10-50 and 13 VAC 10-60

Multi-Family Loan Policy and Lending Guidelines, May 15, 2001, 13 VAC 10-20

Servicing and Compliance Asset Management Operations Manual, October 1, 2002, 13 VAC 10-20

Operating Procedures, Assisted Multi-Family Program Compliance, November 28, 2000, 13 VAC 10-20

Operating Procedures, Conventional Multi-Family Program Compliance, November 28, 2000, 13 VAC 10-20

Section 8 Existing/Moderate Rehabilitation Programs Operations Manual, February 1998, 13 VAC 10-70 and 13 VAC 10-80

8-528-1, Subsidy Standards, August 1996, 13 VAC 10-70 and 13 VAC 10-80

8-910-1, Interim Reporting Requirements, January 1997, 13 VAC 10-70 and 13 VAC 10-80

8-1002-1, Owner Termination of Tenancy Requirements, January 1997, 13 VAC 10-70 and 13 VAC 10-80

8-1012-1, Crime and Alcohol Abuse by Family Member, July 1997, 13 VAC 10-70 and 13 VAC 10-80

8-1040-1, Informal Reviews for Applicants, July 1996, 13 VAC 10-70 and 13 VAC 10-80

8-1041-1, Informal Hearing Procedures for Participants, July 1996, 13 VAC 10-70 and 13 VAC 10-80

8-1400-1, Portability Notice for Families, June 1996, 13 VAC 10-70

8-545-2, Family's Guide to Rental Vouchers, March 1999, 13 VAC 10-70

VHDA Administrative Plan for Tenant Based Rental Assistance, July 2002, 13 VAC 10-70

VHDA PHA Plan, July 2002, 13 VAC 10-70

Application Manual - Low Income Housing Tax Credit Program, January 8, 2002, 13 VAC 10-180

Federal Low-Income Housing Tax Credit Program, Compliance Monitoring Manual, January 2002, 13 VAC 10-180

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, 13th Floor, 101 North 14th Street, Richmond, VA 23219. Copies may be obtained by contacting Linda C. Morton at the same address, by e-mail at lmorton@dhrm.state.va.us, telephone (804) 786-6432 or FAX (804) 371-0231. Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Linda C. Morton.

Guidance Documents:

Personnel Management Information System User's Manual, revised September 2000

Policies and Procedures Manual, revised September 1993

Human Resource Management Manual, revised 2000

Salary Structure and Job Structure, revised September 2000

Health Insurance Manual, revised January 2002, \$20

The Local Choice Administrative Manual, revised July 1997, \$20

Flexible Reimbursement Accounts Program Administrative Handbook for Benefits Administrators, revised January 2003, \$10

Workers' Compensation Claims Procedural Manual, revised August 2002

DEPARTMENT OF INFORMATION TECHNOLOGY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department of Information Technology, 3rd Floor, 110 South 7th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Tim Moore at the same address, telephone (804)371-5972, FAX (804)371-5505 or e-mail tmoore@dit.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Tim Moore, Purchasing and Support Services Manager, Department of Information Technology, 3rd Floor, 110 South 7th Street, Richmond, VA 23219, telephone (804)371-5972, FAX (804)371-5505, or e-mail tmoore@dit.state.va.us.

Guidance Document:

Memorandum Titled "Information Technology and Telecommunications Procurements," issued July 2002, § 2.2-1303.1

DEPARTMENT OF JUVENILE JUSTICE

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Certification Unit, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ken Bailey at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0737 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Ken Bailey, Certification Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0737 or FAX (804) 371-0773.

Guidance Documents:

Standards Manual for Interdepartmental Regulation of Residential Facilities for Children, July 1, 2000, 22 VAC 42-10

Compliance Manual for Standards for Juvenile Residential Facilities as Applicable to Secure Detention Facilities, First Edition, June 1998, 6 VAC 35-140

Compliance Manual for Standards for Juvenile Residential Facilities as Applicable to Group Homes, June 1998, 6 VAC 35-140

Compliance Manual for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts, 1998, 6 VAC 35-150

Compliance Manual for Standards for Delinquency Prevention and Youth Development Act Grant Programs, issued May 15, 1998, 6 VAC 35-60-20 et seq.

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lloyd Schieldge, Capital Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-1107 or FAX (804) 786-1557.

Questions regarding interpretation or implementation of this document may be directed to Susan Gholston, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0716 or e-mail gholstse@djj.state.va.us.

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 the department's regional offices.)

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Research

Guidance Documents

and Evaluation Section at the Central Office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lynette Greenfield at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Lynette Greenfield, Research and Evaluation Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 786-0773.

Guidance Documents:

Review and Approval of External Research Proposals, Procedure 07-006.1, effective October 10, 1998

Admission Procedures for Intermediate Sanction Juvenile Boot Camps, November 1997, § 16.1-278.8(4a)

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donald Carignan at the same address, telephone (804) 371-0743 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of these documents may be directed to Angela Valentine, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219, telephone (804) 225-3911 or FAX (804) 692-0865.

Guidance Document:

School Re-enrollment Plan Procedures, issued January 1997, § 16.1-293

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the certification unit, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge through e-mail (if available) or paper copy by contacting Donielle Langhorne, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or e-mail langhoda@djj.state.va.us.

Questions regarding interpretation or implementation of this document may be directed to Ken Miller, Western Regional Office, 5427 Peters Creek Road, Suite 300, Roanoke, VA 24019-3889, telephone (540) 561-7456; Sue Ann Morgan, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 367-2220; Carolyn Stewart, 27 West Queensway, Suite 301, Hampton, VA 23669, telephone (757) 727-4730 or FAX (757) 727-4673.

Guidance Documents related to the Virginia Juvenile Community Crime Control Act (VJCCCA) (§ 16.1-309.2 et seq.):

VJCCCA: Local Plan Instructions, issued annually, with related forms

VJCCCA: Annual Review of Expenditures and Surplus Funds, issued annually

VJCCCA: Program Resource Guide, issued October 1997

VJCCCA: Amendment and Fiscal Adjustment to Local Plans, issued annually

* * *

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Certification Unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or e-mail langhoda@djj.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Susan Gholston, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 804-371-0716 or e-mail gholstse@djj.state.va.us.

Guidance Documents related to Detention and other programs:

Department of Juvenile Justice Procedure 02-004 Reportable Incidents (and required reporting forms), effective February 3, 1998

Detention Mental Health Reimbursement Procedures, issued annually

Detention Transportation Reimbursement Procedures, issued annually

Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, revised March 2001, § 16.1-309.5

Annual Block Grant Expenditure Reports (for detention homes and former block grant programs), issued annually

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the State and Local Partnerships Unit of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Susan Gholston at the same address, telephone (804) 371-0745 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of the document may be directed to Susan Gholston, State and Local Partnerships Manager, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219, telephone (804) 371-0745 or FAX (804) 371-0773.

Guidance Document:

Virginia Department of Juvenile Justice Community Population System: COPS JC-34; COPS JC-2000; forms and instructions for reporting child-care days and for tracking the use of funds in a variety of community-based juvenile justice programs, issued annually, § 16.1-322.3

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Interstate Compact Unit of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Michelle Latter at the same address, telephone (804) 692-0167 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of these documents may be directed to Michelle Latter, Interstate Compact Coordinator, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219, telephone (804) 692-0167 or FAX (804) 371-0773.

Guidance Documents:

Form I, Requisition for Runaway Juvenile or Child Removed from Jurisdiction of Court, issued August 21, 1996, § 16.1-323

Form II, Requisition for Escapee or Absconder, issued August 21, 1996, § 16.1-323

Form III, Consent for Voluntary Return by Runaway, Escapee or Absconder, issued August 21, 1996, § 16.1-323

Requesting a Pre-Dispositional/Social History Report, issued October 28, 1996, §§ 16.1-323 through 16.1-330

Requesting Courtesy Supervision for a Parolee, issued August 21, 1996, §§ 16.1-323 through 16.1-330

Requesting Courtesy Supervision for a Probationer, issued August 21, 1996, §§ 16.1-323 through 16.1-330

Home Evaluation Report

DEPARTMENT OF LABOR AND INDUSTRY

Apprenticeship Program

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Virginia Department of Labor and Industry (DOLI) headquarters office at 13 South Thirteenth Street, Richmond, VA 23219 or at any DOLI regional office. Copies may be obtained free of charge from the headquarters office by contacting Jennifer Nolen at the same address or by telephone at (804) 786-8009 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of these documents may be directed to Jennifer Nolen, Apprenticeship Program Manager, at the same address, telephone (804) 786-8009 or FAX (804) 786-8418.

Guidance Documents:

Standards of Apprenticeship Nail Technicians developed by the Virginia Board of Cosmetology and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised August 1995, Title 40.1, Chapter 6, Code of Virginia

Standards of Apprenticeship for Cosmetologists developed by the Virginia Board of Cosmetology and the Division of

Apprenticeship Training, Virginia Department of Labor and Industry, revised 1999, Title 40.1, Chapter 6, Code of Virginia

Standards of Apprenticeship for Barbers developed by the Virginia Board for Barbers and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised February 1995, Title 40.1, Chapter 6, Code of Virginia

Standards of Apprenticeship for Opticians developed by the Virginia State Board of Opticians and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised June 1992, Title 40.1, Chapter 6, Code of Virginia

Apprenticeship Opportunities brochure, 1998

Student Apprenticeship Opportunities brochure, 1998

Registered Apprenticeship Program brochure, 1998

Bylaws of the Virginia Apprenticeship Council, 1999

Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U.S. Department of Labor, revised July 2002

Boiler Safety Compliance Division

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Labor and Industry, Powers-Taylor Building, 13 South Thirteenth Street, Richmond, VA 23219. Copies may be obtained from Sheila Taylor at the same address, telephone (804) 371-2321 or FAX (804) 371-2324.

Questions regarding interpretation or implementation of this document may be directed to Frederick P. Barton, Boiler Chief Inspector, Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-3262 or FAX (804) 371-2324.

Guidance Document:

Operations Manual for Boiler Safety Compliance, Chapter One - Organization and Administrative Procedures, Chapter Four - Inspection Procedures, Chapter Seven - Penalties, Chapter Eight - Post Violation and Penalty Issuance Processes, and Chapter Nine - Legal Process, revised October 1999, §§ 40.1-51.5 through 40.1-51.19, copies \$.10 per page, 21 pages

State Labor and Employment Law Division

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Department of Labor and Industry, Central Office, 13 South Thirteenth Street, Richmond, VA 23219 or at any of the department's regional offices. Copies may be obtained by contacting Jeannine Rose at the Central Office, telephone (804) 371-0463, FAX (804) 371-2324.

Questions regarding interpretation or implementation of these documents may be directed to Ellen Marie Hess, Labor and Employment Law, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-3224 or FAX (804) 371-2324.

Guidance Documents

Guidance Documents:

Guide for the Employment of Teenagers (Child Labor), September 4, 1996; 16 VAC 15-30, Virginia Rules and Regulations Declaring Hazardous Occupations; 16 VAC 15-40, Virginia Hours of Work for Minors; 16 VAC 15-50, Regulations Governing the Employment of Minors on Farms, In Gardens and In Orchards; copies free

What Every Child Should Know About Virginia's Child Labor Laws, 1997; 16 VAC 15-30, Virginia Rules and Regulations Declaring Hazardous Occupations; 16 VAC 15-40, Virginia Hours of Work for Minors; 16 VAC 15-50, Regulations Governing the Employment of Minors on Farms, In Gardens and In Orchards; copies free

State Labor Law Compliance Division Policy Manual, 1997; 16 VAC 15-30, Virginia Rules and Regulations Declaring Hazardous Occupations; 16 VAC 15-40, Virginia Hours of Work for Minors; 16 VAC 15-50, Regulations Governing the Employment of Minors on Farms, In Gardens and In Orchards; copies \$.10 per page, 500 pages

Office of Cooperative Programs

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219.

Voluntary Protection Program

Copies of the Voluntary Protection Program Manual may be obtained free of charge by contacting Robert Rickman at the Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-4751 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of the program or use of the manual may be directed to Robert Rickman, VPP Coordinator, at the same address.

Guidance Document:

OSHA Instruction TED 8.1a Voluntary Protection Program (VPP) Policies and Procedures Manual, revised May 24, 1996, available on OSHA's web site at www.osha.gov, click on "VPP" under Cooperative Programs, click on VPP Policies and Procedures Manual

OSHA Directive 01-02 (TED 3.5) Interim Guidance for Voluntary Protection Program (VPP), April 18, 2001, available on OSHA's website at www.osha.gov, go to "Cooperative Programs", click on "VPP" and click on "Guidance for Implementing New VPP Requirements"

Consultation Program

Copies of the following documents may be obtained free of charge by contacting Warren Rice at the Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-6613 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of the program may be directed to Warren Rice, Consultation Program Manager at the same address.

Guidance Documents:

OSHA Instruction TED 3.6 Consultation Policy and Procedures Manual, August 6, 2001, available on OSHA web site, www.osha.gov, under "compliance" click on "consultation," in the search box, enter TED 3.6

Job Safety and Health Poster, March 2002, available on DOLI's website under publications

Training Requirements/OSHA Standards and Training Guidelines, 1998, 16 VAC 25-90 through 16 VAC 25-130, 16 VAC 25-175 and 16 VAC 25-190, available on OSHA's website at www.osha.gov, go to newsroom and click on publications

Occupational Health Compliance Division

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the library of the Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219. Copies of requests up to 20 pages may be obtained free of charge, and for requests 21 pages or more for \$.05 per page by contacting the Occupational Health Compliance Division at the same address, telephone (804) 371-0295 or FAX (804) 371-6524.

Questions regarding interpretation or implementation of these documents may be directed to the Director of Occupational Health Compliance, Virginia Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-0574 or FAX (804) 371-6524.

Guidance Documents:

Interpretive memorandum and letters on specific VOSH Federal Identical Construction Industry Health Regulations, November 30, 1988, through October 1, 2002, 16 VAC 25-175-1926 et seq.

Interpretive memorandum and letters on specific VOSH Federal Identical General Industry Health Regulations, November 30, 1988, through October 1, 2002, 16 VAC 25-90-1910 et seq.

Occupational Safety Compliance Division

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the library of the Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219. Copies of requests up to 20 pages may be obtained free of charge, and for requests 21 pages or more for \$.05 per page by contacting the program director at the same address, telephone (804) 786-2391 or FAX (804) 371-6524.

Questions regarding interpretation or implementation of these documents may be directed to the Director of Safety Compliance, Virginia Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-2391 or FAX (804) 371-6524.

Guidance Documents:

Interpretive memorandums and letters on specific VOSH Federal Identical Construction Industry Safety Regulations, November 30, 1988, through October 1, 2002, 16 VAC 25-175-1926 et seq.

Interpretive memorandums and letters on specific VOSH Federal Identical General Industry Safety Regulations, November 30, 1988, through October 1, 2002, 16 VAC 25-90-1910 et seq.

Interpretive memorandums and letters on VOSH Agriculture Field Sanitation Regulation, November 30, 1988, through October 1, 2002, 16 VAC 25-180-10 (1928)

Virginia Occupational Safety and Health Program

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the Central Office of the Department, 13 South Thirteenth Street, Richmond, VA 23219, or at any of the regional or field offices of the department statewide. Copies may be obtained by contacting Regina Cobb at the above address, or at (804) 786-0610 or FAX (804) 786-8418. Documents may also be requested on the department's home page <http://www.doli.state.va.us>.

Questions regarding interpretation or implementation of these documents may be directed to John Crisanti, at the same address, or at (804) 786-4300 or FAX (804) 786-8418.

Guidance Documents:

VOSH Program Directives Manual, revised through September 15, 2002, 16 VAC 25-10 through 16 VAC 25-30 and 16 VAC 25-60 through 16 VAC 25-190, copies \$.10 per page, 7,515 pages

VOSH Field Operations Manual, revised December 2001, 16 VAC 25-10 through 16 VAC 25-30 and 16 VAC 25-60 through 16 VAC 25-190, copies \$.10 per page, 439 pages

Virginia Migrant and Seasonal Farmworkers Board

Copies of the Virginia Migrant and Seasonal Farmworkers Board and Interagency Migrant Worker Policy Committee documents may be obtained free of charge by contacting Betty B. Jenkins, Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-2391 or FAX (804) 371-6524.

Questions regarding interpretation or implementation of these documents may be directed to Betty B. Jenkins, Administrator, Migrant and Seasonal Farmworkers Board, at the same address.

Guidance Documents:

Migrant and Seasonal Farmworkers Board By-Laws, amended December 2, 1998, Chapter 24, Code of Virginia

Migrant and Seasonal Farmworkers Board Policy No. 2-92, Consideration of Grant Applications/Proposals, effective April 8, 1992, (rescinded Board Policy Statement No. 1-90), Chapter 24, Code of Virginia

Gubernatorial Memorandum Establishing Interagency Migrant Worker Policy Committee, Outlining Responsibilities and Composition of Same, March 31, 1995

THE LIBRARY OF VIRGINIA

Library Development and Networking Division

Copies of the following 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 E. Broad Street, Richmond, VA 23219-8000. Copies may be obtained free of charge for ten pages and for requests of 11 pages or more for \$.25 per page by contacting Nelson Worley, at the above address, telephone (804) 692-3773, FAX (804) 692-3771, e-mail nworley@lva.lib.va.us.

Questions regarding interpretation or implementation of this document may be directed to Wayne Modlin, Public Library Consultant, Library Development and Networking, at the above address, telephone (804) 692-3763, FAX (804) 692-3771, e-mail wmodlin@lva.lib.va.us.

Information Regarding Public Library Trustees:

Virginia Public Library Trustees Handbook, 1999

Questions regarding interpretation or implementation of these documents may be directed to Nelson Worley, Director, Library Development and Networking, at the above address, telephone (804) 692-3773, FAX (804) 692-3771, e-mail nworley@lva.lib.va.us.

Information Regarding Public Libraries:

Public Library Directors' Manual, 2000

Planning for Library Excellence, 2000

Records Management and Imaging Services Division

Copies of the following 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 E. Broad Street, Richmond, VA 23219-8000.

Copies may be obtained free of charge for ten pages and for requests of 11 pages or more for \$.25 per page by contacting John Breeden, Records Analysis Director, at the above address, telephone (804) 692-3612, FAX (804) 692-3603 or e-mail jbreed@lva.lib.va.us or Robert Nawrocki, Electronic Records Coordinator, at the above address, telephone (804) 692-3505, FAX (804) 692-2603 or e-mail rnawrocki@lva.lib.va.us.

Information Regarding Records Management and Imaging:

Questions regarding interpretation or implementation of this document may be directed to either John Breeden, Records Analysis Director, at the above address, telephone (804) 692-3612, FAX (804) 692-3603 or e-mail jbreed@lva.lib.va.us or Robert Nawrocki, Electronic Records Coordinator, at the

Guidance Documents

above address, telephone (804) 692-3505, FAX (804) 692-2603 or e-mail mrawrocki@lva.lib.va.us.

Imaging Services Branch Procedural Manual, revised September 1997

COMMISSION ON LOCAL GOVERNMENT

Copies of the following documents may be reviewed during regular work days from 8:30 a.m. to 5 p.m. in the office of the Commission on Local Government, 900 E. Main Street, Suite 103, Richmond, VA 23219. Copies may be obtained free of charge by contacting Alda Wilkinson at the same address, telephone (804) 786-6508, FAX (804) 371-7999 or e-mail awilkinson@clg.state.va.us.

Questions about interpretation or implementation of these documents may be directed to Ted McCormack, Deputy Director, Commission on Local Government, 900 E. Main Street, Suite 103, Richmond, VA 23219, telephone (804) 786-6508, FAX (804) 371-7999 or e-mail tmccormack@clg.state.va.us.

Guidance Documents:

Guidelines for Advisory Review of Voluntary Economic Growth-Sharing Agreements, adopted November 1996, § 15.2-1301

Guidelines for Submissions in City-to-Town Transitions, adopted January 1997, §§ 15.2-2907, 15.2-2908 and 15.2-4100 et seq.

Information Sheets:

1. Agreements Defining Town Annexation Rights
2. Alternative Approaches To Interlocal Concerns
3. Alternative Forms of County Government in Virginia
4. Annulment of Town Charter
5. Boundary Changes of Towns and Cities
6. Boundary Line Adjustment by Agreement
7. Consolidation of Local Governmental Units
8. Functional Authority of Virginia Local Governments
9. Post-Boundary Change Actions
10. Reversion of a City to Town Status
11. Taxing Powers Granted to Virginia Counties, Cities, and Towns
12. Town Incorporation
13. Voluntary Settlements of Annexation, Transition, or Immunity Issues
14. Discretionary Authorities and Special Districts Available to Local Governments in Virginia

STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Legislative and Regulatory Affairs Office of the State Lottery Department, 900 E. Main Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of these documents and requests for copies may be directed to Barbara Robertson; Board, Legislative and Regulatory Coordinator; at the same address, telephone (804) 692-7903, FAX (804) 692-7905 or e-mail brobertson@valottery.state.va.us.

Director's Orders:

All director's orders are issued by the department's director as administrative orders. These orders interpret and implement 11 VAC 5-30-40, 11 VAC 5-30-250, 11 VAC 5-30-260, 11 VAC 5-30-280, 11 VAC 5-30-330 through 11 VAC 5-30-740, 11 VAC 5-40-20 through 11 VAC 5-40-100, 11 VAC 5-40-130, and 11 VAC 5-40-310 through 11 VAC 5-40-700. The following director's orders are active as of the date of this filing:

31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, issued 8/15/94

48(97), Virginia Lottery Retailer Cashing Bonus Program and Rules, issued 12/1/97

02(99), Establishment of a Sliding Scale for Surety Bonding Requirements, issued 2/22/99

37(99), Virginia's Third On-Line Game Lottery; "Pick 4," Final Rules for Game Operation; Second Revision, issued 9/17/99

59(99), Virginia's Instant Game Lottery 445; "Super BlackJack," Final Rules for Game Operation, issued 9/21/99

26(00), Virginia's Instant Game Lottery 186; "Double Doubler," Final Rules for Game Operation, issued 4/28/00

28(00), Virginia's Instant Game Lottery 451; "\$100,000 Jackpot," Final Rules for Game Operation, issued 5/8/00

41(00), Virginia's Instant Game Lottery 460; "Jumbo Bucks," Final Rules for Game Operation, issued 7/28/00

59(00), Virginia's Instant Game Lottery 469; "High Stakes," Final Rules for Game Operation, issued 10/18/00

66(00), Virginia's Instant Game Lottery 471; "Cowboy Cash," Final Rules for Game Operation, issued 11/21/00

04(01), Virginia's Instant Game Lottery 205; "Crazy 8's," Final Rules for Game Operation, issued 1/29/01

10(01), Virginia's Instant Game Lottery 208; "Kickin' Cash," Final Rules for Game Operation, issued 1/30/01

15(01), Virginia's Instant Game Lottery 478; "Looking for the Green," Final Rules for Game Operation, issued 2/26/01

17(01), Virginia's Instant Game Lottery 203; "Blackjack," Final Rules for Game Operation, issued 3/6/01

18(01), Virginia's Instant Game Lottery 480; "Lucky 7's Blackjack," Final Rules for Game Operation, issued 3/6/01

- 20(01), Virginia's Instant Game Lottery 210; "Congratulations," Final Rules for Game Operation, issued 4/2/01
- 23(01), Virginia's Instant Game Lottery 211; "Fast 50's," Final Rules for Game Operation, issued 4/13/01
- 24(01), Virginia's Instant Game Lottery 213; "Sunny Money," Final Rules for Game Operation, issued 4/23/01
- 26(01), Virginia's Instant Game Lottery 481; "Lucky Jackpot," Final Rules for Game Operation, issued 5/14/01
- 28(01), Virginia's Instant Game Lottery 483; "Diamond Doubler," Final Rules for Game Operation, issued 5/14/01
- 31(01), Virginia's Instant Game Lottery 485; "Super Lucky 7's," Final Rules for Game Operation, issued 5/22/01
- 32(01), Virginia's Instant Game Lottery 216; "Money Money Money," Final Rules for Game Operation, issued 5/25/01
- 33(01), Virginia's Instant Game Lottery 487; "Roll Them Bones," Final Rules for Game Operation, issued 5/31/01
- 41(01), Virginia's Instant Game Lottery 489; "Slots of Cash," Final Rules for Game Operation; Revised, issued 7/27/01
- 44(01), Virginia's Instant Game Lottery 212; "Cha-Ching!," Final Rules for Game Operation; Revised, issued 7/27/01
- 45(01), Virginia's Instant Game Lottery 215; "Hot Cards," Final Rules for Game Operation; Revised, issued 7/27/01
- 47(01), Virginia's Instant Game Lottery 214; "Ace in the Hole," Final Rules for Game Operation, issued 9/4/01
- 48(01), Virginia's Instant Game Lottery 317; "Classic Bingo," Final Rules for Game Operation, issued 9/4/01
- 51(01), Virginia's Instant Game Lottery 493; "Virginia's Lucky 13 Anniversary Celebration," Final Rules for Game Operation, issued 9/4/01
- 53(01), Virginia's Instant Game Lottery 496; "High Roller," Final Rules for Game Operation, issued 9/4/01
- 54(01), Virginia's Instant Game Lottery 220; "Wizard of Odds," Final Rules for Game Operation, issued 9/4/01
- 57(01), Virginia's Eighth On-Line Game Lottery; "Lotto South," Final Rules for Game Operation, issued 9/1/01
- 58(01), Virginia's Instant Game Lottery 219; "Double Down," Final Rules for Game Operation, issued 9/10/01
- 59(01), Virginia Lottery Retailer "Big Game" and "Lotto South" Bonus Program and Rules, issued 9/4/01
- 61(01), Virginia's First On-Line Lottery Game; "Pick 3," Final Rules for Game Operation; Sixth Revision, issued 9/9/01
- 62(01), Virginia's Fourth On-Line Lottery; "Cash 5," Final Rules for Game Operation; Sixth Revision, issued 09/09/01
- 64(01), Virginia's Instant Game Lottery 497; "Elvis," Final Rules for Game Operation, issued 9/21/01
- 68(01), Virginia's Instant Game Lottery 495; "3 Card Cash," Final Rules for Game Operation, issued 10/10/01
- 69(01), Virginia's Instant Game Lottery 222; "Pure Platinum," Final Rules for Game Operation, issued 10/24/01
- 70(01), Virginia's Instant Game Lottery 318; "Lots O' Spots Bingo," Final Rules for Game Operation, issued 10/24/01
- 73(01), Virginia's Instant Game Lottery 501; "Lottery Lucky Stars," Final Rules for Game Operation, issued 10/30/01
- 74(01), Virginia's Instant Game Lottery 223; "Cut the Deck," Final Rules for Game Operation, issued 11/5/01
- 75(01), Virginia's Instant Game Lottery 225; "Dollars and Scents," Final Rules for Game Operation, issued 11/7/01
- 76(01), Virginia's Instant Game Lottery 502; "Hot Dice," Final Rules for Game Operation, issued 11/7/01
- 77(01), Virginia's Instant Game Lottery 504; "Sweet Rewards," Final Rules for Game Operation, issued 11/7/01
- 78(01), Virginia's Instant Game Lottery 505; "The Whole Enchilada," Final Rules for Game Operation, issued 11/28/01
- 79(01), Virginia's Instant Game Lottery 484; "\$1,000,000 Blackjack," Final Rules for Game Operation, issued 11/28/01
- 80(01), Virginia's Instant Game Lottery 503; "Poker Night," Final Rules for Game Operation, issued 11/28/01
- 82(01), Virginia's Instant Game Lottery 224; "Magic Money," Final Rules for Game Operation, issued 12/5/01
- 83(01), Virginia's Instant Game Lottery 227; "Aces and 8's," Final Rules for Game Operation, issued 12/19/01
- 84(01), Virginia's Instant Game Lottery 507; "Go For The Green," Final Rules for Game Operation, issued 12/19/01
- 01(02), Virginia's Instant Game Lottery 509; "Tons of Cash," Final Rules for Game Operation, issued 1/11/02
- 02(02), Virginia's Instant Game Lottery 226; "Bank Shot," Final Rules for Game Operation, issued 1/11/02
- 03(02), Virginia's Instant Game Lottery 319; "Special Edition Bingo," Final Rules for Game Operation, issued 1/11/02
- 04(02), Virginia's Instant Game Lottery 506; "Fat Cat Cash," Final Rules for Game Operation, issued 1/28/02
- 06(02), Virginia's Instant Game Lottery 228; "Heads or Tails," Final Rules for Game Operation, issued 2/8/02
- 07(02), Virginia's Instant Game Lottery 500; "Paydirt," Final Rules for Game Operation, issued 2/11/02
- 08(02), Virginia's Instant Game Lottery 229; "Wild Hare," Final Rules for Game Operation, issued 2/11/02
- 10(02), Virginia's Instant Game Lottery 508; "Fast Cash," Final Rules for Game Operation, issued 3/05/02
- 11(02), Virginia's Instant Game Lottery 512; "Monte Carlo," Final Rules for Game Operation, issued 03/05/02
- 12(02), Virginia's Instant Game Lottery 511; "Face Cards," Final Rules for Game Operation, issued 3/8/02
- 14(02), Virginia Lottery "Million Dollar Bonus," Promotional Rules, issued 3/1/02

Guidance Documents

- 15(02), Virginia's Instant Game Lottery 230; "Nifty 50's," Final Rules for Game Operation, issued 4/2/02
- 16(02), Virginia's Instant Game Lottery 513; "Triple Tripler," Final Rules for Game Operation, issued 4/2/02
- 18(02), Virginia's Instant Game Lottery 231; "Luck of the Dice," Final Rules for Game Operation, issued 4/30/02
- 19(02), Virginia's Instant Game Lottery 514; "10 Times the Money," Final Rules for Game Operation, issued 4/30/02
- 20(02), Virginia's Instant Game Lottery 515; "Cash Blast," Final Rules for Game Operation, issued 5/2/02
- 21(02), Virginia's Instant Game Lottery 518; "Solitaire," Final Rules for Game Operation, issued 5/2/02
- 22(02), Virginia's Instant Game Lottery 519; "Wild Money," Final Rules for Game Operation, issued 5/2/02
- 23(02), Virginia's Instant Game Lottery 516; "Las Vegas Boulevard," Final Rules for Game Operation, issued 5/8/02
- 24(02), Virginia's Instant Game Lottery 490; "Hidden Treasures," Final Rules for Game Operation, issued 5/16/02
- 25(02), Virginia's Instant Game Lottery 491; "\$100,000 Casino," Final Rules for Game Operation, issued 5/16/02
- 26(02), Virginia's Ninth Online Game Lottery; "Mega Millions," Final Rules for Game Operation, issued 5/14/02
- 28(02), Virginia's Instant Game Lottery 320; "Bonus Number Bingo," Final Rules for Game Operation, issued 5/22/02
- 29(02), Virginia's Instant Game Lottery 232; "Give Me Five," Final Rules for Game Operation, issued 5/30/02
- 30(02), Virginia's Instant Game Lottery 235; "Blackjack," Final Rules for Game Operation, issued 5/30/02
- 31(02), Virginia's Instant Game Lottery 233; "Fish Bowl," Final Rules for Game Operation, issued 6/20/02
- 33(02), Virginia's Instant Game Lottery 538; "Blackjack Bonanza," Final Rules for Game Operation, issued 7/17/02
- 34(02), Virginia's Instant Game Lottery 234; "Red Hot \$100's," Final Rules for Game Operation, issued 7/23/02
- 35(02), Virginia's Instant Game Lottery 520; "Win For Life," Final Rules for Game Operation, issued 8/1/02
- 36(02), Virginia's Instant Game Lottery 521; "Double Luck," Final Rules for Game Operation, issued 8/9/02
- 37(02), Virginia's Instant Game Lottery 522; "75 Grand," Final Rules for Game Operation, issued 8/1/02
- 38(02), Virginia's Instant Game Lottery 523; "\$500,000 Table Stakes," Final Rules for Game Operation, issued 7/23/02
- 39(02), Virginia's Instant Game Lottery 533; "Monster Money," Final Rules for Game Operation, issued 7/31/02
- 40(02), Virginia's Instant Game Lottery 237; "Rock Paper Scissors," Final Rules for Game Operation, issued 8/1/02
- 41(02), Virginia's Instant Game Lottery 526; "Triple Roll," Final Rules for Game Operation, issued 8/1/02
- 42(02), Virginia's Instant Game Lottery 236; "Card Shark," Final Rules for Game Operation, issued 8/9/02
- 43(02), Virginia's Instant Game Lottery 510; "Money Bags," Final Rules for Game Operation, issued 8/9/02
- 44(02), Virginia's Instant Game Lottery 541; "Gold Rush," Final Rules for Game Operation, issued 8/9/02
- 45(02), Certain Virginia Instant Game Lotteries; End of Games, issued 8/23/02
- 46(02), Virginia's Instant Game Lottery 531; "Millionaire Party II," Final Rules for Game Operation, issued 9/23/02
- 47(02), Virginia's Instant Game Lottery 240; "Diamond Card," Final Rules for Game Operation, issued 9/30/02
- 48(02), Virginia's Instant Game Lottery 527; "Money Talks," Final Rules for Game Operation, issued 9/30/02
- 49(02), Virginia's Instant Game Lottery 528; "\$20,000 Cashword," Final Rules for Game Operation, issued 9/30/02
- 50(02), Virginia's Instant Game Lottery 535; "Season's Greetings," Final Rules for Game Operation, issued 9/30/02
- 51(02), Virginia's Instant Game Lottery 536; "Winter Action," Final Rules for Game Operation, issued 9/30/02
- 52(02), "Jingle Bills" Virginia Lottery Retailer Incentive Program Rules, issued 10/25/02
- 53(02), Certain Virginia Lottery Instant Game Lotteries; End of Games, issued 10/10/02
- 54(02), Virginia's Instant Game Lottery 532; "Blazin Eights," Final Rules for Game Operation, issued 10/11/02
- 55(02), Virginia's Instant Game Lottery 238; "Lucky Break," Final Rules for Game Operation, issued 10/25/02
- 56(02), Virginia's Instant Game Lottery 530; "Joker's Wild," Final Rules for Game Operation, issued 10/25/02
- 57(02), Virginia's Instant Game Lottery 534; "24K," Final Rules for Game Operation, issued 10/25/02
- 58(02), Virginia's Instant Game Lottery 539; "\$25,000 Jackpot," Final Rules for Game Operation, issued 10/25/02
- 59(02), Virginia's Instant Game Lottery 517; "One for the Money," Final Rules for Game Operation, issued 10/31/02
- 60(02), Virginia's Instant Game Lottery 524; "Lucky Shuffle," Final Rules for Game Operation, issued 10/31/02
- 61(02), Virginia's Instant Game Lottery 525; "Ancient Treasures," Final Rules for Game Operation, issued 10/31/02
- 62(02), Virginia's Instant Game Lottery 529; "Beetle Bailey," Final Rules for Game Operation, issued 10/31/02
- 63(02), Virginia's Instant Game Lottery 239; "Happy Holidays," Final Rules for Game Operation, issued 11/7/02
- 64(02), Virginia's Instant Game Lottery 537; "Cash Vault," Final Rules for Game Operation, issued 11/21/02
- 65(02), Virginia's Instant Game Lottery 540; "Lucky Dice," Final Rules for Game Operation, issued 11/21/02

66(02), Virginia's Instant Game Lottery 241; "3 Sows & Bucks," Final Rules for Game Operation, issued 11/21/02

67(02), Virginia's Instant Game Lottery 550; "Bouquet of Bucks," Final Rules for Game Operation, issued 11/25/02

Policies/Procedures:

Clerk Activated Terminal Policy, issued 7/1/01, 11 VAC 5-40

Criteria for Lottery Advertising, issued 7/31/99, 11 VAC 5-20-60

Lotto South Drawings, issued 9/4/01, 11 VAC 5-40-40

Mail Claims Processing, issued 1/1/97, 11 VAC 5-30-330 through 11 VAC 5-30-740 and 11 VAC 5-40-310 through 11 VAC 5-40-690

On-Line Game Drawings (#007, rev. 8), issued 9/7/01, 11 VAC 5-40-40

Release of Payroll and Other Personal Data, issued 8/9/96, DPT Policy #6.05

Regional Scratch Ticket Sales to Retailers, issued 5/1/00, 11 VAC 5-30-300

Scratch Ticket Returns, issued 12/3/01, 11 VAC 5-30-320

Virginia Lottery Retailer Manual, issued 2001, 11 VAC 5-30 and 11 VAC 5-40

MARINE RESOURCES COMMISSION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the offices of the Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607. Copies may be obtained free of charge by contacting Wilford Kale at the same address, telephone (757) 247-2269 or FAX (757) 247-2020.

Habitat Documents:

Questions regarding interpretation or implementation of habitat documents may be directed to Robert W. Grabb, Chief, Habitat Management Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2252 or FAX (757) 247-8062.

Wetlands Guidelines, revised December 1982, § 28.2-1301 D

Subaqueous Guidelines subtitled Guidelines for the Permitting of Activities which Encroach In, On or Over the Submerged Lands of the Commonwealth of Virginia, revised February 1986, § 28.2-1200 et seq.

Coastal Primary Sand Dune/Beaches Guidelines subtitled Guidelines for the Permitting of Activities which Encroach Into Coastal Primary Sand Dunes/Beaches, revised June 1986, § 28.2-1401 C

Law Enforcement Document:

Questions regarding interpretation or implementation of law enforcement documents may be directed to Colonel Steve Bowman, Chief, Law Enforcement Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2278 or FAX (757) 247-2020.

Guidelines on Repeat Offenders, revised July 1996, § 28.2-232

MARY WASHINGTON COLLEGE

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of Human Resources, 1301 College Avenue, George Washington Hall, Room 24, Fredericksburg, VA 22401. Copies may be obtained free of charge by contacting Sabrina Johnson, Assistant Vice President for Human Resources, at the same address, telephone (540) 654-1046.

Questions regarding interpretation or implementation of this document also may be directed to Sabrina Johnson, Assistant Vice President for Human Resources, at the same address.

Guidance Document:

Smoking Policy, August 15, 1989

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. to 5 p.m. in the office of the Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, VA 23219. Copies of the Medicaid Memos, booklets, and brochures may be obtained at the specified charge by contacting the Freedom of Information Act (FOIA) staff at the same address, telephone (804) 371-6391 or FAX (804) 371-4981. Copies of the provider manuals and updates may be downloaded free of charge from the Internet at www.dmas.state.va.us or printed copies may be purchased by calling Commonwealth Mailing at (804) 780-0076 to obtain an order blank. The order blank includes the manual prices for both paper and compact disc (CD) copies. The paper copies of manuals are priced individually (as noted by each manual on this list), and CDs are \$18 per CD. Charges for paper copies are the cost of the individual manual, plus 4.5% sales tax, and \$5 per manual for shipping and handling. Charges for CDs are \$18 per CD, plus 4.5% sales tax and \$5 for shipping and handling regardless of the quantity of CDs ordered. Provider manual updates are also available on the Internet free of charge (at the web address above) and from Commonwealth Mailing for \$15 per update, plus 4.5% sales tax, and \$5 shipping and handling per manual update.

Questions regarding interpretation or implementation of policies contained in these documents should be directed to the FOIA staff, at the numbers specified above, who will determine the appropriate staff person to respond and then direct the caller to that appropriate individual.

DMAS Medicaid Memos, Booklets, and Brochures:

Special 7/31/95 Medicaid Memo, Nursing Facility and Community-Based Care Enrollment, Reimbursement, and Provision of Community-Based Care Services, issued July 31, 1995, 12 VAC 30-60-360 and 12 VAC 30-120, Part I, no charge for copy

Guidance Documents

Special 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12 VAC 30-80-170, no charge for copy

Special 2/16/96 Medicaid Memo, Time Frames by Which Cases Remanded by the Department of Medical Assistance Services (DMAS) Hearing Officers Must Be Completed, issued February 16, 1996, 12 VAC 30-110, unavailable in electronic format

Special 8/1/96 Medicaid Memo, Medicaid Payment of Medicare Parts A and B Coinsurance, issued August 1, 1996, 12 VAC 30-20-80, no charge for copy

Special 9/13/96 Medicaid Memo, Contents of Notices to Medicaid Recipients, issued September 13, 1996, 12 VAC 30-10-410, no charge for copy

Brochures 8/1/01, You Are Being Enrolled in the Medicaid Client Medical Management Program, issued December 5, 1996, 12 VAC 30-130-800 et seq., no charge for copy

Booklet 5/1/97, Virginia Medicaid Handbook, issued May 1, 1997, 12 VAC 30-10, revised annually, no charge for copy

Special 5/21/97 Medicaid Memo, Certification of Coverage Required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), issued May 21, 1997, Public Law 104-191, no charge for copy

Special 7/14/97 Medicaid Memo, Reimbursement to Audiologists for Services Provided to Adults, issued July 14, 1997, 12 VAC 30-50-95 et seq., no charge for copy, not available electronically

Special 1/16/98 Medicaid Memo, Placement of Individuals with Mental Retardation and Mental Illness in the Elderly and Disabled Waiver, issued January 16, 1998, 12 VAC 30-120, no charge for copy

Letter 5/26/99, HCFA Report for the Elderly and Disabled Waiver, issued May 26, 1999, 12 VAC 30-120-10 through 12 VAC 30-120-70, no charge for copy

Special 5/29/98 Medicaid Memo, Use of the Uniform Assessment Instrument for Preadmission Screening for the AIDS Waiver and Technology Assisted Waiver, issued May 29, 1998, 12 VAC 30-120-140 through 12 VAC 30-120-200 and 12 VAC 30-120-70 through 12 VAC 30-120-130, no charge for copy

Special 7/13/98 Medicaid Memo, Billing for the Completion of the Assessment of Active Treatment Needs for Individuals With MI or MR Who Request Services Under the Elderly and Disabled Waiver and New Order Number for the Revised Assessment Document, issued July 13, 1998, 12 VAC 30-120, no charge for copy

Special 11/15/00 Medicaid Memo, Hospital-Based Ambulance Services Changes, issued November 15, 2000, 12 VAC 30-50-300 and 12 VAC 30-50-530, no charge for copy

Special 12/8/2000 Medicaid Memo, Clarification of Reimbursement for Physician Direction of Mental Health Clinics, issued December 8, 2000, 12 VAC 30-50-226, no charge for copy

Special 01/18/01 Medicaid Memo, School-Based Health Services Recognized by the Department of Medical Assistance Services, issued January 18, 2001, 12 VAC 30-50-229.1, no charge for copy

Special 5/4/01 Medicaid Memo, Systems Specifications for Point of Services Claims Submission Information Alert, issued May 4, 2001, 12 VAC 30-80-40, no charge for copy

Special 10/22/01 Medicaid Memo, Medallion II Expansion Within Virginia, issued October 22, 2001, 12 VAC 30-120-360 through 12 VAC 30-120-420, no charge for copy

Special 4/26/2002 Medicaid Memo, Clarification of Medicaid Reimbursable Transportation Services, issued April 26, 2002, 12 VAC 30-50-510, no charge for copy

Special 5/21/2002 Medicaid Memo, Clarification of DMAS Reimbursement of School-Based Services, issued May 21, 2002, 12 VAC 30-50-229.1, no charge for copy

Special 8/8/2002 Medicaid Memo, New Virginia Medicaid Management Information System (MMIS) and HIPAA Update, issued August 8, 2002, 42 CFR § 433.10 et seq., no charge for copy

Special 10/18/2002 Medicaid Memo, Implementation of the New Virginia Medicaid Management Information System (MMIS), issued October 18, 2002, 42 CFR § 433.10 et seq., no charge for copy

Special 11/8/2002 Medicaid Memo, Changes in the Distribution of Virginia Medicaid Provider Manuals, issued November 8, 2002, 42 CFR § 431.18, no charge for copy

Special 12/3/02 Medicaid Memo, Preauthorization of Outpatient and Orthotic Services, issued December 3, 2002, 12 VAC 30-50-110, no charge for copy

Special 12/24/02 Medicaid Memo, HIPAA Transactions and Code Sets, no charge for copy

DMAS Provider Manuals:

Manual #8024, AIDS Waiver Case Management Services Manual, issued 1988/substantially revised 1991/continuously revised, 12 VAC 30-120, Part III, \$20

Manual #8031, Assisted Living Services Manual, second edition issued November 1, 2000/continuously revised, 12 VAC 30-120-450 through 12 VAC 30-120-480, \$24

Manual #8018, Baby Care Manual/second edition issued June 24, 1999/continuously revised, \$24

Manual #8035, Community Mental Health Rehabilitative Services Manual, first edition issued August 1, 2000/continuously revised, \$24

Manual #8007, Dental Manual, second edition issued July 15, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual #8010, Freestanding Renal Dialysis Clinic Manual, second edition issued May 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual #8006, Durable Medical Equipment and Supplies Manual, second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual #8021, Elderly and Disable Waiver Manual, first edition issued July 1, 2002/continuously revised, \$28

Manual #8029, Elderly Case Management Services Manual, second edition issued September 8, 2000/continuously revised, 12 VAC 30-50-460, \$20

Manual #8014, Home Health Manual, second edition issued June 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual #8023, Hospice Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual #8001, Hospital Manual, second edition issued November 1, 2000/continuously revised, 12 VAC 30-50-95 et seq. and 12 VAC 30-70, Part V, \$32

Manual #8008, Independent Laboratory Manual, second edition issued June 15, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$23

Manual #8009, Mental Health Clinic Manual, second edition issued April 14, 2000/continuously revised, \$24

Manual #8036, Mental Retardation Community Services, first edition issued May 1, 2001/continuously revised, \$28

Manual #8017, Nursing Home Manual, second edition issued April 15, 2000/continuously revised, 12 VAC 30-90, Part II, \$32

Manual #8019, Nursing Home Pre-Admission Screening Manual, second edition issued June 7, 2000/continuously revised, 12 VAC 30-130, Part III, \$24

Manual #8005, Personal/Respite Care, first edition issued February 1, 1994, \$28

Manual #8015, Pharmacy Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual #8002, Physician Manual, second edition issued February 15, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$32

Manual #8012, Podiatry Manual, second edition issued May 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual #8020, Prosthetic Device Manual, second edition issued January 4, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$20

Manual #8029, Psychiatric Services Manual, second edition issued April 28, 2000/continuously revised, \$24

Manual #8013, Rehabilitation Manual, second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual #8027, School Division Provider Manual, second edition issued June 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual #8034, State/Local Hospitalization Program Manual, second edition issued December 1998/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual #8026, Technology-Assisted Waiver and Private Duty Nursing Services Manual, first edition issued November 1, 2000/continuously revised, 12 VAC 30-120, Part II, \$24

Manual #8004, Transportation Manual, second edition issued February 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual #8003, Vision Manual, second edition issued July 15, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

BOARD OF MEDICINE

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's web page at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at medbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to William L. Harp, M.D., Executive Director of the Board at the address above or by telephone at (804) 662-9908. Copies are free of charge.

Guidance Documents:

85-1 Listing of examinations which are accepted for each of the professions regulated by the Board of Medicine, revised October 1995

85-2 Assistant Attorney General opinion of October 25, 1986, on who can do a school physical examination

85-3 Listing of foreign medical schools whose graduates are required to provide additional information, revised March 1996

85-4 Listing of approved schools for physician assistant licensure and prescriptive authority, June 1994

85-5 Staff guide for responding to calls concerning medical records, November 2001

85-6 Board Briefs #60, Summer 2000, Section III.F, Ownership of health care records

85-7 Board Briefs #52, Spring 1997, Pharmacotherapy for weight loss

85-8 Board Briefs #60, Summer 2000, Section III.C, Physician/patient relationship and the prescribing of drugs for family and self

85-9 Board Briefs #49, Spring 1995, Pain management

85-10 Board Briefs #43, Fall 1991, Recommendation for preventing transmission of HIV or hepatitis B virus to patients during exposure, prone invasive procedures

85-11 Deleted. (See Guidance Document 85-14)

85-12 Consumer Guide to the Virginia Board of Medicine, approved by the board at its meeting on February 5, 1998

Guidance Documents

85-13 Board Briefs, Special Edition, March 1998, Information on new Impaired Practitioner Program

85-14 Board Briefs #54, Spring 1998, Pain Management Guidelines

85-15 Board Briefs #56, Spring 1999, Guidelines Concerning the Ethical Practice of Surgeons and Surgery Interns and Residents

85-16 Board Briefs #59, Winter 1999, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine

85-17 Rules for the placement and use of equipment necessary for recording or broadcasting a hearing, revised 12/2000

85-18 Practitioners' Help Section, November 2002 – Definitions and explanations for terminology used in Practitioner Profile System and Frequently Asked Questions

85-19 Practitioner Information System, November 2002 – glossary of terms

85-20 Official Opinion of the Attorney General December 1992: Employment of surgeon by a nonstock, nonprofit corporation

85-21 Official Opinion of the Attorney General May 1995: Employment of physician by a for profit corporation

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the DMHMRSAS library on the 3rd floor of the Jefferson Building, 1220 Bank Street, Richmond, VA. Copies may be obtained by contacting Wendy Brown, Office of Planning and Development, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 225-2252 or FAX (804) 371-0092.

Questions regarding interpretation or implementation of these documents may be directed to the staff persons listed with each document. Any cost for obtaining copies is listed with each document.

Guidance Documents:

Admission and Discharge Protocols for Persons with Mental Retardation Served in Mental Retardation Facilities, issued November 5, 2001, §§ 37.1-98 and 37.1-197.1, no cost, contact Cynthia Smith (804) 786-0946

CSB Procurement Procedures Manual, revised 2002, §§ 37.1-198 and 37.1-248.1, no cost, contact Horace Ford, (804) 786-5812

Community Services Board Waiting List, Service Wait Times, and Prevention Priorities Database, Guidance for Input to the Comprehensive State Plan for 2004-2010 and the Olmstead's Task Force's Populations and Services Information, issued December 11, 2002, § 37.1-48.1, no cost, contact Charline Davidson (804) 786-7357

Comprehensive State Plan 2002-2008, issued November 30, 2001, § 37.1-48.1, no cost, contact Charline Davidson (804) 786-7357

Discharge Protocols for Community Services Boards and State Mental Health Facilities, issued November 5, 2001, §§ 37.1-98 and 37.1-197.1, no cost, contact Russell Payne, (804) 786-1395

Financial Management Standards/Accounts Receivable and Reimbursement Procedures, Volume III, issued April 1990, § 37.1-197.7, no cost, contact John F. Jackson or Barry A. Mason, (804) 786-3942

Financial Management Standards for Community Services Boards, revised July 2002, no cost, contact Ken Gunn, (804) 786-1555

Guidelines for the Management of Individuals Found Not Guilty by Reason of Insanity, revised 1997, §§ 19.2-167 through 19.1-182 and 19.2-182.2 through 19.2-182.16, \$30, contact James Morris, Ph.D., (804) 786-2614

Office of Human Rights, Protocols, Procedures and Practices Manual, revised effective January 2002, §§ 37.1-84.1 and 37.1-84.3, no cost, contact Margaret Walsh, (804) 786-3988

Office of Licensing: Protocols, latest revision December 26, 2001, §§ 37.1-179.1 and 37.1-182, no cost, contact Leslie Anderson, (804) 786-1747

Policies and Procedures for the Implementation of Part C of the Individuals with Disabilities Education Act (IDEA), last revision date August 2002, 34 CFR 303; §§ 2.2-5300 through 2.2-5308 and § 2.2-2664, no cost, contact Shirley Ricks, (804) 786-0992

Priority Populations Implementation Guidelines, issued July 1, 2001, no cost, contact J. Randy Koch, Ph.D., (804) 225-3394

Procedures for Continuity of Care Between Community Services Boards and State Psychiatric Facilities, revised February 3, 1997, §§ 15.2-1704, 15.2-1710, 15.2-1724, 15.2-1727, 16.1-275, 16.1-280, 16.1-338, 16.1-339, 16.1-341 through 16.1-345, 19.2-169.6 and 19.2-177.1, 37.1-48 through 37.1-197.1 and 63.1-174.001, no cost, contact Michael Shank, (804) 371-2480

SFY 2003 Community Services Performance Contract Package, issued May 6, 2002, § 37.1-198, no cost, contact Paul R. Gilding, (804) 786-4982

STATE MILK 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 State Milk Commission, Ninth Street Office Building, 200 North Ninth Street, Suite 915, Richmond, VA 23219. Copies may be obtained free of charge by contacting Edward C. Wilson at the same address, telephone (VOICE/TTY) (804) 786-2013, FAX (804) 786-3779, or e-mail ewilson@smc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Edward C. Wilson, Deputy Administrator, State Milk Commission, Ninth Street Office

Building, 200 North Ninth Street, Suite 915, Richmond, VA 23219, telephone (VOICE/TTY) (804) 786-2013, FAX (804) 786-3779, or e-mail ewilson@smc.state.va.us.

Guidance Documents:

Virginia State Milk Commission Monthly Report Audit Manual, May 1970, 2 VAC 15-20-70

Informational Memorandum VASMC B92-1, March 13, 1992, 2 VAC 15-20-40

Informational Memorandum VASMC 92-2, March 13, 1992, 2 VAC 15-20-100

Informational Memorandum VASMC 93-2, June 18, 1993, 2 VAC 15-20-70

Informational Memorandum VASMC 93-3, June 18, 1993, 2 VAC 15-20-110

Informational Memorandum VASMC 93-4, June 18, 1993, 2 VAC 15-20-90

Informational Memorandum VASMC 93-5, June 18, 1993, 2 VAC 15-20-70

DEPARTMENT OF MINES, MINERALS AND ENERGY

The list is divided into sections by DMME division and type of document. Forms used by agency staff are listed by form number. The list provides, as applicable, the document number, document name, date issued or last revised, statute or regulation that the document interprets or implements, and the number of pages. The locations where these guidance documents are available for public inspection and the name of the person to contact with questions regarding the documents are provided in each section of this list.

Unless otherwise noted, the first 20 pages of any guidance document or group of documents needing to be copied are free of charge, and subsequent pages cost \$.25 per page.

This list meets the requirements of §§ 2.2-4008 and 2.2-4101 of the Code of Virginia. Questions regarding this list of guidance documents may be directed to Cheryl Cashman, Department of Mines, Minerals and Energy, 202 North Ninth Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3213, FAX (804) 692-3237, or cxc@mme.state.va.us.

For TTY contacts to the department regarding all guidance documents on this list, call the Virginia Relay Center at 1-800-828-1120.

General DMME Documents

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy's Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Lola Varner or Cindy Ashley at the same address, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Mike Abbott, Public Relations

Manager, Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8146 or FAX (276) 523-8148.

Guidance Documents:

Responding to Requests for Information, revised October 23, 2002, § 2.1-340 et seq., 7 pages

DMME-IR-1, Requests for Information Under FOIA, December 28, 1999, § 2.1-340 et seq., 1 page

Minerals Management Plan, revised May 1991, § 2.1-512.1, 59 pages (Also see the Subaqueous Minerals Management Plan of the Marine Resources Commission, April 1991, § 28.2-1208, 6 pages)

Division of Mines (DM)

Board of Coal Mining Examiners

The following documents may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. by contacting Lola Varner or Cindy Ashley at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chairman, Board of Coal Mining Examiners, Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8226 or FAX (276) 523-8239.

Guidance Documents:

List of Board of Coal Mining Examiners Certification Requirements, revised July 1999, 4 VAC 25-20

Advanced First Aid, September 2002, 2 pages

Advanced First Aid Instructor, September 2002, 2 pages

Automatic Elevator Operator, 1 page

Board of Coal Mining Examiners Instructor, March 2001, 2 pages

Chief Electrician (Surface), April 2001, 2 pages

Chief Electrician (Surface and Underground), April 2001, 2 pages

Dock Foreman, April 2001, 1 page

Electrical Maintenance Foreman (Surface), April 2001, 2 pages

Electrical Maintenance Foreman (Surface and Underground), April 2001, 2 pages

First Class Mine Foreman, June 2002, 2 pages

First Class Shaft or Slope Foreman, April 2001, 2 pages

General Coal Miner, November 2002, 1 page

Hoisting Engineer, April 2001, 1 page

Guidance Documents

Mine Inspector, July 2001, 2 pages
Preparation Plant Foreman, May 2002, 1 page
Qualified Gas Detection, November 2002, 1 page
Surface Blaster, April 2001, 1 page
Surface Electrical Repairman, October 2001, 2 pages
Surface Facilities Foreman for Shops, Labs, and Warehouses, April 2001, 1 page
Surface Foreman, April 2002, 1 page
Top Person, April 2001, 1 page
Underground Diesel Engine Mechanic, April 2001, 2 pages
Underground Diesel Engine Mechanic Instructor, April 2001, 2 pages
Underground Electrical Repairman, March 2002, 2 pages
Underground Shot Firer, April 2001, 1 page
Notice to All Applicants for Certification Examination, May 1999, 1 page

Division of Mines Study and Instruction Material

The following study and instruction materials are available on diskette, free of charge, at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material may be directed to Carroll Green, Inspector Supervisor, Division of Mines at the same address, telephone (276) 523-8232 or FAX (276) 523-8239; or Rebecca Moore, Office Services Specialist, Division of Mines, at the same address, telephone (276) 523-8227, same FAX number.

Guidance Documents:

Surface Mine Foreman Continuing Education, September 2001, Board of Coal Mining Examiners' Requirements
First Class Underground Mine Foreman Continuing Education, March 2001, Board of Coal Mining Examiners' Requirements
Gas Detection Packet, January 1999, § 45.1-161.37, Coal Mine Safety Laws of Virginia
General Coal Miner Surface and Underground, Coal Mine Safety Laws of Virginia, January 1999, § 45.1-161.37
Diesel Engine Mechanic Instructor Manual, June 1998, Board of Coal Mining Examiners' Requirements
Underground Annual Retraining Instructor Manual, January 1998
Surface Annual Retraining Instructor Manual, January 1998
Advanced First Aid Certification, Instructor, 24-Hour Class (Outline), June 1996, § 45.1-161.199

Division of Mines Notices and Memoranda To Operators

The following documents may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405

Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chief, Division of Mines at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Guidance Documents:

Department of Mines, Minerals and Energy, Division of Mines Personnel with Assigned Area and Telephone Numbers (Updated as changes to DM personnel occur. Copies are either mailed or hand-delivered by DM personnel to coal mine operators.), § 45.1-161.97 A, C, and D, 3 pages

Operator Memorandum, DM 02-07, Submittal of Annual Report and Tax Affidavits, December 16, 2002, 2 pages (updated annually)

Operator Memorandum DM 02-05, DMME-Division of Mines Rescue and Recovery Plan, October 28, 2002, (updated annually), 8 pages

Operator Memorandum DM 02-04, 2003 Certification Examination Schedule, September 13, 2002, 1 page (updated annually)

Operator Memorandum DM 02-01, State-Designated Mine Rescue, January 29, 2002, 6 pages (updated annually)

Operator Memorandum DM 01-07, Surface Mining Within 200 Feet of a Gas Well or Pipeline, December 17, 2001, 1 page

Operator Memorandum DM 01-04, Verification of Current Mine Foreman Certifications, October 3, 2001, 1 page

Operator Memorandum DM 00-02, On-Shift Examination of All Mobile Equipment, January 4, 2000, 1 page

Operator Memorandum DM 99-08, Update of Virginia's Mine Foremen Continuing Education Activities, October 1, 1999, § 45.1-161.33 and Board of Coal Mining Examiners Requirements, 2 pages

Operator Memorandum DM 99-06, Practical Exercises For Examinations, May 14, 1999, Board of Coal Mining Examiners, 4 pages

Operator Memorandum DM 99-05, Reciprocity Agreement With West Virginia, May 7, 1999, § 45.1-161.33 and Board of Coal Mining Examiners Requirements, 4 VAC 25-20-40, 4 pages

Operator Memorandum DM 99-03, Required Submittal of Annual Affidavits to the Department of Mines, Minerals and Energy, February 26, 1999, 1 page

Operator Memorandum DM 97-18, Advanced First Aid Trainees, December 12, 1997, § 45.1-161.199, 10 pages

Operator Memorandum DM 97-17, On-Site Examination of Mine Foremen by a Mine Inspector, December 5, 1997, § 45.1-161.35, 12 pages

Operator Memorandum DM 97-15, Certification Examination - First Aid Section, November 7, 1997, 4 VAC 25-20-10, 2 pages

DMME-Division of Mines, Mine Emergency Directory, revised April 1, 2002, § 45.1-161.77 F, 22 pages

Division of Mines Procedures

The following procedures may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these procedures may be directed to Frank A. Linkous, Chief, Division of Mines at the same address, telephone (276) 523-8226, or FAX (276) 523-8239. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Guidance Documents:

Procedure No. 1.03.01, Emergency Response Team, January 1, 1999, 10 pages

Procedure No. 1.03.02, Rescue and Recovery Plan, revised October 1, 2000, 6 pages (updated plan only)

Procedure No. 1.03.03, State Designated Mine Rescue, January 1, 1997, 4 pages

Procedure No. 1.04.01, Inspections of Coal Mines, October 1, 2000, 3 pages

Procedure No. 1.04.02, 5-Day Spot Inspection, January 13, 1999, 4 pages

Procedure No. 1.04.03, Reopening Inspection, August 18, 1998, 5 pages

Procedure No. 1.04.04, Regular Inspections, October 1, 2000, 7 pages

Procedure No. 1.04.05, Spot Inspection, October 1, 2000, 2 pages

Procedure No. 1.04.06, Risk Assessment, January 1, 1997, 3 pages

Procedure No. 1.04.07, Independent Contractors, January 1, 1997, 2 pages

Procedure No. 1.04.08, Smoking Articles Inspection, January 27, 2000, 5 pages

Procedure No. 1.04.09, Administrative Review of Notices of Violation, January 1, 1997, 8 pages

Procedure No. 1.04.10, Impoundment Inspections, July 18, 2001, 2 pages

Procedure No. 1.05.01, Investigation of Accidents and Incidents, October 1, 2000, 2 pages

Procedure No. 1.05.02, Inundation of Water and Gas, October 1, 2000, 2 pages

Procedure No. 1.05.03, Methane Ignition, October 1, 2000, 3 pages

Procedure No. 1.05.04, Serious Personal Injury, October 1, 2000, 2 pages

Procedure No. 1.05.05, Unintentional Roof Falls, October 1, 2000, 2 pages

Procedure No. 1.05.06, Unlicensed Mine Sites, October 1, 2000, 2 pages

Procedure No. 1.05.07, Safety Complaints, October 1, 2000, 2 pages

Procedure No. 1.05.08, Blasting Complaints, January 1, 1997, 1 page

Procedure No. 1.05.09, Investigation Documents File, May 3, 1999, 2 pages

Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities, August 1, 2000, 3 pages

Procedure No. 1.06.01, Plan Approvals, September 1, 2002, 3 pages

Procedure No. 1.06.02, Map Submittals, October 1, 2000, 3 pages

Procedure No. 1.06.03, Mining Near Gas Wells, October 1, 2000, 4 pages

Procedure No. 1.07.01, Technical Instruction, January 29, 1999, 3 pages

Procedure No. 1.07.02, Small Mine Safety Service, January 29, 1999, 4 pages

Procedure No. 1.07.03, Training and Accident Reduction, January 29, 1999, 3 pages

Procedure No. 1.08.01, Licensing, October 1, 2000, 4 pages

Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites, October 1, 2000, 2 pages

Procedure No. 1.08.03, Requests Through the Freedom of Information Act, April 30, 2002, 2 pages

Procedure No. 1.08.04, Other Requests for Assistance, October 1, 2000, 2 pages

Procedure No. 1.09.01, Certification of Miners, October 1, 2000, 5 pages

Procedure No. 1.09.02, Recertification Requirements, January 1, 1997, 3 pages

Procedure No. 1.09.03, Revocation of Certification, January 1, 1997, 1 page

Procedure No. 1.09.04, Certification Requiring On-Site Observation, January 1, 1997, 1 page

Division of Mines Forms

The following forms may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these forms may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239. These forms are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Guidance Documents

Guidance Documents:

DM-CM-3S, Inspection Report, March 1999, 1 page
DM-C1-1S, Complaint Investigation, March 1999, 1 page
DM-DC-01, Operator Assistance Request Form, November 2001, 1 page
DM-DE-01-S, Diesel Equipment Approval, March 1999, 1 page
DM-F-1-S, Accident Investigation Report, March 1999, 1 page
DM-F-2-S, Roof Fall Investigation Report, March 1999, 1 page
DM-IGN-1-S, Ignition Investigation Report, March 1999, 1 page
DM-IMP-1-S, Impoundment Inspection Form, March 1999, 1 page
DM-IU-1-S, Inundation Investigation Report, March 1999, 1 page
DM-LIC-01, License to Operate a Mine, January 1997, 1 page
DM-RAS-1-S, Surface Mine, Auger, Highwall Miner Risk Assessment, March 1999, 1 page
DM-RAU-1-S, Underground Mine Risk Assessment, March 1999, 1 page
DM-RV-1-S, Report of Violation, March 1999, 1 page
DM-TS-1-S, Field Report, March 1999, 1 page
DM-V-1-S, Notice of Violation, March 1999, 2 pages
DM-V-1-S-CO, Closure Order, March 1999, 1 page
DM-V-2-S, Correct, Modify, Vacate, Continue, March 1999, 1 page
DM-WI-1-S, Special Written Instructions, March 1999, 1 page

Guidelines For Application of Regulatory Standards

The following documents may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Chapter 14.2, Article 3, § 45.1-161.37.A, General Coal Miner Certification, April 10, 2000, 1 page

Chapter 14.3, Article 2, § 45.1-161.109 A, Roof Control Plans, August 1, 2001, 3 pages

Chapter 14.3, Article 11, § 45.1-161.193, Electric Equipment, August 1, 2001, 2 pages

Chapter 14.3, Article 11, § 45.1-161.195 A, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, September 30, 2002, 1 page

Chapter 14.3, Article 11, § 45.1-161.195 B, C and D, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, April 10, 2000, 2 pages

Chapter 14.3, Article 12, § 45.1-161.199, Certified Emergency Medical Services Personnel, April 10, 2000, 5 pages

Chapter 14.3, Article 13, § 45.1-161.207 B, Welding and Cutting, August 1, 2001, 1 page

Chapter 14.2, Article 1, § 45.1-161.8, Definitions, Accidents, April 10, 2000, 1 page

Chapter 14.2, Article 1, § 45.1-161.8, Definitions, Operator, April 10, 2000, 1 page

Chapter 14.2, Article 1, § 45.1-161.8, Definitions, Surface Coal Mine and Underground Coal Mine, April 10, 2000, 1 page

Chapter 14.2, Article 1, §§ 45.1-161.8, 45.1-161.28 through 45.1-161.30, Operator/Independent Contractor (Examinations and Record Keeping), September 30, 2002, 2 pages

Chapter 14.2, Article 2, § 45.1-161.23, Technical Specialist, April 10, 2000, 1 page

Chapter 14.2, Article 3, § 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons; Penalty, April 10, 2000, 1 page

Chapter 14.2, Article 3, § 45.1-161.38 A, First Class Mine Foreman Certification, April 10, 2000, 1 page

Chapter 14.2, Article 5, § 45.1-161.57 A, License Required for Operation of Coal Mines; Term, April 10, 2000, 1 page

Chapter 14.2, Article 5, § 45.1-161.63.B and C, Notices to Department: Resumption of Mining Following Discontinuance, April 10, 2000, 2 pages

Chapter 14.2, Article 7, § 45.1-161.77 A, Reports of Explosions and Mine Fires, April 10, 2000, 1 page

Chapter 14.2, Article 7, § 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department, April 10, 2000, 2 pages

Chapter 14.2, Article 8, § 45.1-161.83, Review of Inspection Reports and Records, April 10, 2000, 1 page

Chapter 14.2, Article 8, § 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets, April 10, 2000, 1 page

Chapter 14.2, Article 8, § 45.1-161.85 A, Scheduling of Inspections, April 10, 2000, 1 page

Chapter 14.2, Article 9, § 45.1-161.90 A, Notices of Violation, April 10, 2000, 3 pages

Chapter 14.3, Article 2, § 45.1-161.115 D, Supplies of Materials for Supports, April 10, 2000, 1 page

Chapter 14.3, Article 4, § 45.1-161.124 A, Shop and Other Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 5, § 45.1-161.129, Blasting Practices: Penalty, April 10, 2000, 1 page

Chapter 14.3, Article 6, § 45.1-161.139, Inspection of Underground Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 6, § 45.161.141 E, Self-Propelled Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 6, § 45.1-161.143 A and B, Transportation of Material, April 10, 2000, 1 page

Chapter 14.3, Article 6, § 45.1-161.147, Operation of Equipment, April 10, 2000, 1 page

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Chapter 14.3, Article 7, § 45.1-161.159 A and C, Hoisting Engineer, April 10, 2000, 1 page

Chapter 14.3, Article 8, § 45.1-161.162 A, Mine Openings, September 30, 2002, 1 page

Chapter 14.3, Article 8, § 45.1-161.165, Maintenance of Mine Openings, April 10, 2000, 1 page

Chapter 14.3, Article 11, § 45.1-161.189 E, Circuit Breakers and Switches, September 30, 2002, 1 page

Chapter 14.3, Article 11, § 45.1-161.196, Repairs to Circuits and Electric Equipment, September 30, 2002, 1 page

Chapter 14.3, Article 12, § 45.1-161.197, First Aid Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 13, § 45.1-161.202 B, Emergency Response Plans; List of Next of Kin, April 10, 2000, 1 page

Chapter 14.3, Article 13, § 45.1-161.205 F, Storage and Use of Flammable Fluids and Materials, September 30, 2002, 1 page

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Chapter 14.3, Article 14, § 45.1-161.209, On-Shift Examinations, April 10, 2000, 2 pages

Chapter 14.3, Article 14, § 45.1-161.210 J, Weekly Examinations, April 10, 2000, 1 page

Chapter 14.3, Article 14, § 45.1-161.221 D, Coursing of Air, April 10, 2000, 1 page

Chapter 14.3, Article 14, § 45.1-161.222, Actions for Excessive Methane, April 10, 2000, 2 pages

Chapter 14.3, Article 15, § 45.1-161.238 D, Storage and Use of Flammable Fluids and Materials, September 30, 2002, 1 page

Chapter 14.3, Article 16, § 45.1-161.251 A, Employment of Inexperienced Underground Miners, April 10, 2000, 1 page

Chapter 14.4, Article 2, §§ 45.1-161.256 and 45.1-161.257, Safety Examinations, April 10, 2000, 2 pages

Chapter 14.4, Article 2, § 45.1-161.258, Areas with Safety or Health Hazards, April 10, 2000, 1 page

Chapter 14.4, Article 4, § 45.1-161.262, First Aid Equipment, April 10, 2000, 2 pages

Chapter 14.4, Article 5, § 45.1-161.267 L, Storage and Use of Flammable Fluids and Materials, September 30, 2002, 1 page

Chapter 14.4, Article 12, §§ 45.1-161.288 and 45.1-161.290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, April 10, 2000, 1 page

Division of Mined Land Reclamation (DMLR)

Division of Mined Land Reclamation Memoranda

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Gavin M. Bledsoe, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8157 or FAX (276) 523-8163.

Guidance Documents:

Memorandum No. 5-02, Updated Application Submittal Procedures, December 9, 2002, 4 VAC 25-130-773.13, 2 pages

Guide to Water Replacement and Subsidence Repair, December 1, 2002, 4 VAC 25-130-816/817.41 and 4 VAC 25-130-817.121, 10 pages

Memorandum No. 4-02, Approximate Original Contour Guidelines, March 22, 2002, 9 pages

Memorandum No. 2-01, Reforestation Reclamation Practices, May 29, 2001, 8 pages

Memorandum No. 3-01, Permit Applications/Priority Reviews, December 12, 2001, 3 pages

Memorandum No. 3-99, Groundwater Monitoring Frequency, revised October 1, 2001, 1 page

Memorandum No. 2-99, Reduction in Copies of Complete Application Submittal, revised October 1, 2001, 1 page

Memorandum No. 9-98, Permit Streamline Procedures – Forms, revised October 1, 2001, 4 VAC 25-130-773, 4 VAC 25-130-774.11, 4 VAC 25-130-774.15, 2 pages

Memorandum No. 5-98, Permit Information – Acreage Amendments, revised October 1, 2001, 4 VAC 25-130.774.13, 1 page

Memorandum No. 4-98, Remining Incentives, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 3-98, Permit Streamline Procedures, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 3-96, Guidelines for Husbandry and Reclamation Practices, revised October 1, 2001, 4 VAC 25-130-816/817.116, 2 pages

Guidance Documents

Memorandum No. 6-95, Biosolids Use Guidelines, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 5-95, Highwall Settlement Guidelines, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 2-95, Coal Combustion By-Products Guidelines, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 12-94, Application (Corrections) Submittal; Anniversary Fees, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 11-94, Public Notice and Comment Periods, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 7-94, NPDES Monitoring and Reporting Requirements, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 9-93, Company Structure Master File, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 5-93, Contractor Information in Public Notices, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 9-92, DMLR Blasters Enforcement Certification, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 8-92, NPDES Permits for Storm Water Discharges, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 7-92, Public Notices, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 3-92, Updating Ownership and Control Information, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 5-91, Certification of Maps, Plans and Cross-Sections, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 2-91, Cost Bond--Long-Term Facilities, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum 3-90, Standardized Reporting Form (Quarterly Acid-Base Monitoring), revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum 1-90, Baseline Hydrologic Data Requirements (PHC Assessment), revised October 1, 2001, 4 VAC 25-130, 2 pages

Memorandum 9-89, Mining Operations Near Facilities (Oil and Gas Lines, Telephone Lines, etc.), revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 3-89, Filing Application--Public Participation Process, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 6-88, Waivers to Mine Within 300 Feet, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 1-87, Significant and Insignificant Revisions, revised October 1, 2001, 4 VAC 25-130, 2 pages

Memorandum No. 13-86, Application Processing Time Limit, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 8-85, NPDES Enforcement Policy, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 4-85, Notice of Effluent Non-Compliance Reports, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 2-85, Confidential Information, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 5-84, Reclamation Fees, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 4-84, Permit Renewals, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum No. 12-83, Permit Revisions, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum 3-83, Certificates of Deposits, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum 11-82, Archaeological Sites or Historic Places, revised October 1, 2001, 4 VAC 25-130, 1 page

Memorandum 8-82, Air Pollution Control Plan, revised October 1, 2001, 4 VAC 25-130, 1 page

Division of Mined Land Reclamation Procedures

The following documents may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Gavin M. Bledsoe, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, (276) 523-8157 or FAX (276) 523-8163.

Guidance Documents:

Procedure No. 1.2.01, Threatening, Abusing, or Impeding a Division Employee, revised March 12, 1997, § 45.1-257, 2 pages

Procedure No. 1.2.02, Hazardous/Toxic Waste Reporting, revised August 18, 2000, § 45.1-228, 2 pages

Procedure No. 2.1.03, Unpermitted/Exempted Sites, revised March 12, 1997, § 45.1-234, 4 pages

Procedure No. 2.1.04, Exemption for Extraction of Coal when it is Incidental to Extraction of Other Minerals, revised March 12, 1997, 4 VAC 25-130-702, 2 pages

Procedure No. 2.1.06, Exemptions for Government Financed Projects, revised March 12, 1997, 4 VAC 25-130-707, 4 pages

Procedure No. 2.2.01, Permit Review Quality and Completeness Check, revised October 7, 2002, § 45.1-238, 8 pages

Procedure No. 2.2.02, Confidentiality of Permit Application Information, revised March 12, 1997, § 45.1-235F, 2 pages

Procedure No. 2.2.03, Proof of Application Filing, revised March 12, 1997, 4 VAC 25-130-773.13(a), 1 page

- Procedure No. 2.2.04, Application Processing Time Limit, revised March 12, 1997, 4 VAC 25-130-773.15, 1 page
- Procedure No. 2.2.05, Applicant Violator System (AVS) and Ownership/Control, revised August 18, 2000, § 45.1-238 C, 6 pages
- Procedure No. 2.2.05A, AVS-O/C Investigations, revised August 18, 2000, § 45.1-238 C, 5 pages
- Procedure No. 2.2.06, Applications with Violations, revised March 12, 1997, § 45.1-238 C, 1 page
- Procedure No. 2.2.07, Relinquishments, revised August 18, 2000, 4 VAC 25-130-774.13, 1 page
- Procedure No. 2.2.08, Corrections on Applications, revised August 18, 2000, 4 VAC 25-130-773.15, 1 page
- Procedure No. 2.2.09, Name Changes on Applications, revised August 18, 2000, 4 VAC 25-130-773.15, 2 pages
- Procedure No. 2.2.10, Mining Under State Boundaries, revised August 17, 2000, 4 VAC 25-130-773.12, 2 pages
- Procedure No. 2.2.11, Priority Review of Applications, revised March 12, 1997, 4 VAC 25-130-773.15, 2 pages
- Procedure No. 2.2.12, Terms of Issuance (TOI) Terms of Approval (TOA), revised August 18, 2000, 4 VAC 25-130-773.17, 2 pages
- Procedure No. 2.3.01, Permanent Program - Revision Applications, revised August 18, 2000, 4 VAC 25-130-774.13, 3 pages
- Procedure No. 2.3.02, Permittee - Official Changes, revised March 12, 1997, 4 VAC 25-130-774.13, 1 page
- Procedure No. 2.3.03, Anniversary Fees/Reports, revised March 12, 1997, § 45.1-235 E, 1 page
- Procedure No. 2.3.04, Temporary Cessation, revised August 18, 2000, 4 VAC 25-130-816.131 and 4 VAC 25-130-817.131, 3 pages
- Procedure No. 2.3.05, Midterm Permit Evaluation, revised June 20, 2002, 4 VAC 25-130-774.11, 3 pages
- Procedure No. 2.3.06, Permit Renewals, revised August 2, 1999, 4 VAC 25-130-774.15, 3 pages
- Procedure No. 2.3.07, Completion Letters, revised August 18, 2000, § 45.1-235 E, 2 pages
- Procedure No. 2.3.08, Completion Review, revised August 18, 2000, § 45.1-235 E, 1 page
- Procedure No. 2.3.09, Bond Release, revised August 18, 2000, § 45.1-247, 4 VAC 25-130-800.40 and 4 VAC 25-130-801.17, 4 pages
- Procedure No. 2.3.10, Permit -Transfers, Assignments, or Sale of Rights, revised March 12, 1997, 4 VAC 25-130-774.17, 1 page
- Procedure No. 3.1.06, Citizen Complaint Investigation, revised August 18, 2000, 4 VAC 25-130-842, 6 pages
- Procedure No. 3.3.01, Permanent Program (Chapter 19) Enforcement and Inspection Procedures, revised August 18, 2000, Parts 4 VAC 25-130-840 through 4 VAC 25-130-843, 5 pages
- Procedure No. 3.3.03, Approving Regrading, revised September 26, 2002, 4 VAC 25-130-816.102 and 4 VAC 25-130-817.102, 3 pages
- Procedure No. 3.3.04, Water Rights and Replacement, revised October 1, 1998, 4 VAC 25-130-816.41(h)/4 VAC 25-130-817.41(j), 3 pages
- Procedure No. 3.3.05, NPDES Permits, revised August 18, 2000, 4 VAC 25-130-816/4 VAC 25-130-817.42, 3 pages
- Procedure No. 3.3.06, Coal Exploration, revised August 18, 2000, 4 VAC 25-130-772, 4 pages
- Procedure No. 3.3.07, Certification of Ponds, Roads, Fills, etc., revised August 10, 2000, 4 VAC 25-130-816/4 VAC 25-130-817.49; 71; 83; 107; 150, 3 pages
- Procedure No. 3.3.08, Alternative Enforcement Actions, revised March 12, 1997, § 45.1-245, 1 page
- Procedure No. 3.3.09, Forfeiture of Performance Bond, revised February 11, 2002, 4 VAC 25-130-800.50 and 4 VAC 25-130-801.19, 3 pages
- Procedure No. 3.3.10, Show Cause Order, Permit Suspension/Revocation, revised February 11, 2002, 4 VAC 25-130-843.13, 4 pages
- Procedure No. 3.3.11, Operations on Federal Lands, revised March 12, 1997, 4 VAC 25-130-740, 4 pages
- Procedure No. 3.3.12, Coal Surface Mining Reclamation Fund Tax Reporting/Payment, revised February 27, 2002, 4 VAC 25-130-801.14, 3 pages
- Procedure No. 3.3.13, Third Party Disturbance of Reclaimed Sites, revised August 18, 2000, 4 VAC 25-130-843.13(a)(1) and 4 VAC 25-130-843.18, 1 page
- Procedure No. 3.3.14, Certificate of Liability Insurance, revised August 18, 2000, §§ 45.1-235 G and 45.1-258 E, 1 page
- Procedure No. 3.3.15, Temporary Structures, September 26, 2002, 4 VAC 25-130-816/4 VAC 25-130-817.133, 1 page
- Procedure No. 3.4.01, Suspension and Revocation of DMLR Blaster Endorsement Certification, revised August 18, 2000, 4 VAC 25-130-850.15(b), 4 pages
- Procedure No. 3.5.01, Bond Forfeiture Reclamation, revised September 24, 2001, § 45.1-247, 6 pages
- Procedure No. 3.6.01, Certification of Pollution Control Equipment, revised March 12, 1997, § 58.1-3660, 1 page
- Procedure No. 4.1.01, Reclamation Project - Eligibility, revised March 12, 1997, § 45.1-262, 1 page
- Procedure No. 4.1.02, Realty Procedures, May 28, 1998, § 45.1-263 A, 7 pages
- Guide to Bond Reduction/Release, revised December 2002, 4 VAC 25-130-800.40 and 4 VAC 25-130-801.18, 24 pages

Guidance Documents

Administrative Hearings Manual, revised March 27, 2002, § 9-6.14.1 et seq., and §§ 45.1-239, 45.1-240, 45.1-246, 45.1-249, 45.1-250, 45.1-251, 9 pages

Civil Penalty Assessment Manual, revised November 2002, 4 VAC 25-130-845 and 4 VAC 25-130-846, 24 pages

A Citizen's Guide to Coal Mine Complaint Resolution, January 2002, 4 VAC 25-130-842, 2 pages

General Instructions for Electronic Application Preparation, August 2002, 4 VAC 25-130-772 through 4 VAC 25-130-795, 77 pages

Division of Mined Land Reclamation -- Other Documents

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of the following documents may be directed to Roger L. Williams, Abandoned Mined Land Manager, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8208 or FAX (276) 523-8247.

Guidance Documents:

Commonwealth of Virginia, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation Abandoned Mine Reclamation Plan, revised July 3, 1997, Article IV of Chapter 19 of Title 45.1, 60 pages

Abandoned Mined Land Water Project Review Manual, revised June 1, 2002, Article 4 of Chapter 19 of Title 45.1, 14 pages

Payments/Coal Surface Mining Reclamation Fund Collections

The following document may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Office of Financial Services, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of this document may be directed to Frank M. Hampton, Fiscal Director, same address, telephone (276) 523-8107 or FAX (276) 523-8111.

Guidance Documents:

Bond Administration to Include Coal Surface Mining Reclamation Fund Procedures/Tax Collection, revised May 15, 2002, Article 5 of Chapter 19 of Title 45.1, 7 pages

Division of Mined Land Reclamation Forms

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone

Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Gavin M. Bledsoe, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8157 or FAX (276) 523-8163. These forms are used by agency staff to implement 4 VAC 25-130.

Guidance Documents:

DMLR-AML-001, AML Project Approval Sheet, revised April 1, 1997, 1 page

DMLR-AML-007, AML-External Mine Portal Investigation (Bat Habitat Suitability), April 1, 1997, 2 pages

DMLR-AML-090, Standard Bid Bond, August 2002, 2 pages

DMLR-AML-130, Reclamation Construction Inspection Report (Abandoned Mined Lands), April 1, 1997, 1 page

DMLR-AML-147, Complaint Investigation Report, April 1, 1997, 3 pages

DMLR-AML-168, AML Suspend/Resume Work Order, April 1, 1997, 1 page

DMLR-AML-170, Notice of Bond Release, April 1, 1997, 1 page

DMLR-AML-171, Reclamation Construction Final Inspection Report, September 1, 2000, 1 page

DMLR-AML-260, AML Site Evaluation Matrix, March 1, 1998, 2 pages

DMLR-AML-301, Public Notice of Intent to Enter to Conduct Reclamation Activities (Virginia Abandoned Mine Land Program), March 1, 1998, 2 pages

DMLR-AML-302, Landowner Contact, March 1, 1998, 1 page

DMLR-AML-303, Realty Completion Memorandum, March 1, 1998, 1 page

DMLR-AML-304, Notice of Lien, March 1, 1998, 2 pages

DMLR-AML-305, Lien Waiver, March 1, 1998, 1 page

DMLR-AML-306, Request for Title Search Services, March 1, 1998, 2 pages

DMLR-AML-307, Property Owner List, March 1, 1998, 1 page

DMLR-AML-308, Lien Determination, March 1, 1998, 1 page

DMLR-AML-309, Estates to be Appraised, March 1, 1998, 1 page

DMLR-AML-310, Review of Appraisal Report, March 1, 1998, 2 pages

DMLR-AML-311, Realty Analysis Justification of Lien Waiver, March 1, 2000, 3 pages

DMLR-DT-000, Certification Checklist: Pollution Control Equipment and Facilities, § 58.1-3660, February 1, 1996, 1 page

DMLR-ENF-032S, Complaint Investigation, September 1, 1998, 2 pages

DMLR-ENF-044S, Inspection Report, September 1, 1998, 1 page

DMLR-ENF-045S, Notice of Violation, September 1, 1998, 2 pages

DMLR-ENF-046S, Cessation Order, September 1, 1998, 2 pages

DMLR-ENF-047S-RON, Revision Order, Modification, Termination, and Vacation, September 1, 1998, 3 pages

DMLR-ENF-047S-NOV, Notice of Violation, Modification, Termination, and Vacation, September 1, 1998, 3 pages

DMLR-ENF-047S-CO, Cessation Order, Modification, Termination, and Vacation, September 1, 1998, 3 pages

DMLR-ENF-099, Addendum—Complaint Form (Blasting), June 1, 1997, 2 pages

DMLR-ENF-194S, Revision Order Notice, September 1, 1998, 2 pages

DMLR-PT-008, Application Checklist and Routing Slip, revised September 1, 2000, 2 pages

DMLR-PT-019, Combined Permit To Conduct Coal Surface Mining Operations (CSMO) and to Discharge Under the National Pollutant Discharge Elimination System (NPDES), January 1993, 1 page

DMLR-PT-026, Example (form letter to banks issuing a certificate of deposit as performance bond), January 1, 1995, 1 page

DMLR-PT-028, Anniversary Notification, January 1, 1995, 1 page

DMLR-PT-237, Written Findings, 4 VAC 25-130-773.15 (c), September 2002, 14 pages

DMLR-PT-256, Midterm Review Checklist, revised February 1999, 2 pages

Division of Mineral Mining (DMM)

Division of Mineral Mining Documents and Communication Memoranda

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Tina R. Knight at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Guidance Documents:

2002 Risk Assessment, July 26, 2002, § 45.1-161.292:55, 8 pages

Division of Mineral Mining Rescue and Recovery Plan, November 20, 2002, § 45.1-161.292:50 F, 14 pages

Communication Memorandum No. 10-00; Employee Exposure to Noise Limits, 4 VAC 25-40-770, September 13, 2000, 2 pages

Communication Memorandum No. 03-99; pertains to submittal of contractor information needed to perform risk assessments; July 16, 1999, §§ 45.1-161.292:32 A 5 and 45.1-161.292:55, 4 pages

Communication Memorandum No. 02-99; pertains to reporting of contractor information required as part of the mine license application; July 16, 1999, § 45.1-161.292:32 A 3, 3 pages

Communication Memorandum No. 01-99; pertains to reporting of non-serious and non-fatal personal injuries; June 14, 1999, 4 VAC 25-40-50, 6 pages

Communication Memorandum No. 01-98; pertains to reporting of serious and/or potentially serious personal injuries; November 11, 1998, 4 VAC 25-40-50, 3 pages

Communication Memorandum No. 2-93; pertains to temporary cessation, May 12, 1993, 4 VAC 25-30-400, 3 pages

Communication Memorandum No. 01-93; Reclamation Schedule, March 20, 1993, 4 VAC 25-30-170, 6 pages

Record Book for Mineral Mine Operators; a book of forms and information to assist mine operators in the keeping of required mine records; June 1, 1999, Mineral Mine Safety Laws of Virginia-1999 Edition—various code sections as identified in the Record Book, 64 pages

Contractors Memorandum: Independent Contractors Annual Report to the Division of Mineral Mining, December 29, 2000, § 45.1-161.292:32.3, 3 pages

Operators Memorandum addressing proof of the legal authority of persons signing permit applications and alternative blasting criteria, March 1, 1990, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 4 pages

Operators Memorandum: Annual Tonnage Reports, December 29, 2000, § 45.1-161.292:35, 2 pages

Operators Memorandum: Transferability of Mineral Mining Permits, June 28, 1996, § 45.1-181, 9 pages

Operators Memorandum: Waste Materials Brought onto Mine Sites, January 25, 1993, §§ 45.1-182.1 and 45.1-184, 1 page

Surface Foreman Certification Study Guide; March 1, 2002, § 45.1-161.292:19, 115 pages

Surface Blaster's Certification Study Guide, March 1, 2001, § 45.1-161.292:19, 78 pages

General Mineral Miner Training Course Guide, March 2001, § 45.1-161.292:28 and 4 VAC 25-35-120, 48 pages

Board of Mineral Mining Examiners Certification Requirements (Summary Sheets), September 1, 2001, 2 pages

Guidance Documents

Surface and Underground Foreman Certification, July, 1996, 4 VAC 25-35-10 and 4 VAC 25-35-20; 4 VAC 25-35-50 and 4 VAC 25-35-60, 1 page

Surface and Underground Blaster Certification, July, 1996, 4 VAC 25-35-10 and 4 VAC 25-35-20; 4 VAC 25-30-80 and 4 VAC 25-30-90, 1 page

Mineral Mine Electrician Certification Directions, November 2001, § 45.1-161.292:19 and 4 VAC 25-35-100, 4 pages

Waivered Program Performance Evaluation, revised November 1997, § 45.1-197, 4 pages

Non-Point Source Pollution Protocol and Orphaned Mined Land Site Investigation Report, revised October 2000, §§ 45.1-197.3 through 45.1-197.7, 22 pages

Orphaned Mined Land Advisory Committee By-Laws, revised June 14, 2000, §§ 45.1-197.3 through 45.1-197.7, 3 pages

Public Hearings Informational Brochure, revised 1998, § 45.1-184.1 et seq., 2 pages

Education and Training Plan for Mineral Mining, January 1, 1996, §§ 45.1-161.292:71 and 45.1-161.292:72, 50 pages

Information for Mine Maps, December 9, 1994, revised October 11, 1995, § 45.1-161.292:37, 8 pages

Underground Blaster Certification Study Guide, November 1994, § 45.1-161.292:19, 42 pages

Inspectors' Guidelines for Materials Brought onto Mine Sites, February 1993, 4 VAC 25-30-170, 7 pages

Excavation Activity Evaluation Chart, February 20, 1991, § 45.1-180 et seq., 1 page

Internal Communication and Directive Regarding Broken or Damaged Windows on Mobile Equipment and Haulroad Dust Control Measures, August 20, 1990, 4 VAC 25-40-1360, 2 pages

Acknowledgment of Certificate of Deposit as Bond, issued prior to 1989, 4 VAC 25-30-170, 1 page

Division of Mineral Mining Procedures

The following procedures may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Tina R. Knight at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler at the same address, telephone (434) 951-6312 or FAX (434) 951-6325. These procedures are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Guidance Documents:

Procedure No. 2.1, Operator Assistance, revised May 21, 1997, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 1 page

Procedure No. 2.4, Inspections, revised May 21, 1997, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 1 page

Procedure No. 2.5, Inspection Frequency: Safety, May 21, 1997, § 45.1-161.292:1 et seq., 3 pages

Procedure No. 2.6, Inspection Frequency: Reclamation, revised May 21, 1997, § 45.1-180 et seq., 1 page

Procedure No. 2.7, Inspection Reports, revised May 21, 1997, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 3 pages

Procedure No. 2.8, Special Orders/Notices of Violation, revised May 21, 1997, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 3 pages

Procedure No. 2.9, Notice of Non-Compliance, revised May 21, 1997, § 45.1-180 et seq., 2 pages

Procedure No. 2.10, Closure Orders, revised May 21, 1997, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 1 page

Procedure No. 2.11, Recommending Bond Forfeitures, revised May 21, 1997, § 45.1-180 et seq., 2 pages

Procedure No. 2.12, Safety/Health/Reclamation Complaints, revised May 21, 1997, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 2 pages

Procedure No. 2.13, Blasting Complaint Investigations, revised May 21, 1997, § 45.1-161.292:1 et seq., 2 pages

Procedure No. 2.14, Accident/Fire Investigations, revised May 21, 1997, § 45.1-161.292:1 et seq., 6 pages

Procedure No. 2.15, Unlicensed Mine Sites, revised May 21, 1997, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 2 pages

Procedure No. 3.1, General Procedures for Reclaiming Orphaned Land Sites, revised February 24, 1998, § 45.1-180 et seq., 1 page

Procedure No. 4.1, Relinquishments and Repermitting, revised September 10, 1991, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 1 page

Procedure No. 4.2, Permit Renewal and Progress Reports, revised September 10, 1991, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 3 pages

Procedure No. 4.3, Additional Bond Required at Anniversary Time, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.4, Bond Reduction and Release, revised September 10, 1991, § 45.1-180 et seq., 2 pages

Procedure No. 4.5, Completion Material/Permit Close-out, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.6, Amendments, September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.7, Change in Operating Officials, revised September 10, 1991, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 1 page

Procedure No. 4.8, Temporary Cessation of Surface Mines, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.9, Exemption for Extraction of Coal Incidental to the Extraction of Other Minerals, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.10, Field Approval, January 8, 1996, § 45.1-180 et seq., 4 pages

Procedure No. 4.11, Initial Site Inspection, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.12, Mineral Mining Quarrying Schedule (Tonnage Report), revised September 10, 1991, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.13, Permit Application Review, revised September 10, 1991, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 2 pages

Procedure No. 4.14, Hearing Procedures, revised September 10, 1991, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 6 pages

Procedure No. 4.15, Termination of License Requirement, October 24, 1995, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 1 page

Procedure No. 4.18, Contractor Information, January 8, 1996, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.19, Confidential Files, March 24, 1997, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.20, Permit Transfers, January 8, 1996, §§ 45.1-161.292:1 et seq. and 45.1-180 et seq., 1 page

Procedure No. 5.1, Training and Certification of Mineral Mining Personnel, September 12, 2002, § 45.1-161.292.1:1 et seq., 4 pages

Procedure No. 5.2, Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners, September 1, 2002, § 45.1-161.292:1 et seq., 9 pages

Procedure No. 5.6, Accident Reports and Posting, September 12, 2002, § 45.1-161.292:1 et seq., 2 pages

Procedure No. 5.7, Education and Training Plan and Service, September 12, 2002, § 45.1-161.292:1 et seq., 1 page

Division of Mineral Mining Forms

The following forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Tina R. Knight at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these forms may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325. These forms are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Guidance Documents:

DMM-102, Initial Site Investigation, revised September 1999, 2 pages

DMM-104, Inspection Report, July 1, 1994, 1 page

DMM-104A, Inspection Report Continuation Sheet, July 1, 1994, 1 page

DMM-104B, Notice/Order Form, May 1, 1995, 1 page

DMM-104BS, Violation Form - Computer Generated Form Used To Generate Special Orders, Non-Compliance, Violations, And Closure Orders From The Automated DMM Enforcement System, October 1998, 5 pages

DMM-104C, Accident Report, revised September 1999, 1 page

DMM-104D, Bond Release Inspection, September 1999, 1 page

DMM-104E, Blasting Complaint Investigation Data, September 1999, 1 page

DMM-104F, Complaint Investigation Form, September 1999, 1 page

DMM-104FS, Complaint Investigation - Computer Generated Form Used To Generate Complaint Investigation Reports From The Automated DMM Enforcement System. This Form Is Used For All Complaints Including Blasting Complaints, October 1998, 2 pages

DMM-104Fs-s, Inspection Report, Computer generated form used to generate inspection reports from the automated DMM inspection system, October 1998, 1 page

DMM-104s, Inspection Report (Computer), October 1998, 1 page

DMM-106, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106a, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106b, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106c, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106e, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106f, Renewal Notice, December 1, 1995, 1 page

DMM-106g, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106h, Renewal - Minerals Reclamation Fund, December 1, 1995, 1 page

DMM-106I, Renewal - Bond/No License, December 1, 1995, 1 page

DMM-106j, Renewal - Restricted Permit/No License, December 1, 1995, 1 page

DMM-106k, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106m, Renewal - Reclamation Fund 1st Year, December 1, 1995, 1 page

DMM-106n, Renewal - Special Order Notice, December 1, 1995, 1 page

Guidance Documents

DMM-106p, Renewal - Restricted/No License, December 1, 1995, 1 page

DMM-110, Notice of Non-Compliance, September 1999, 1 page

DMM-111, Release of Bond, September 1999, 1 page

DMM-115, Permit/License for Mineral Mining, July 1, 1994, 1 page

DMM-135, Reclamation Construction Inspection Report, March 1, 1993, 1 page

DMM-141, Final Inspection Report, September 1, 1989, 1 page

DMM-148, DMM Application Checklist, revised December 2001, 6 pages

DMM-153, Red Tag Closure Order, March 1, 1991, 1 page

DMM-162s, Contractor Contact Report, January 2002, 1 page

DMM-163, Permit Renewal Checklist, October 2002, 2 pages

DMM-165, Mineral Mine Contractor Annual Report WorkSheet, October 2002, 1 page

DMM-166, Contractor Identification Form, July 2000, 1 page

DMM-167, Surety Bond Rider, December 2002, 1 page

Division of Gas and Oil (DGO)

Division of Gas and Oil Memoranda to Operators and Bulletins

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these documents may be directed to Bob Wilson, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

Client Assistance Bulletin, Landfarming of Drill Cuttings, December 2002, 2 pages

Division of Gas and Oil Forms

The following forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these forms may be directed to Bob Wilson, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

DGO-11-S, Incident Report, February 1991, 1 page

DGO-GO-AP, Application for Payment, November 1996, 1 page

DGO-CI-S, Complaint Investigation, February 1999, 1 page

DGO-CO, Closure Order, February 1999, 1 page

DGO-CO-E, Expiration of Closure Order, February 1999, 1 page

DGO-CO-L, Lifting of Closure Order, February 1999, 1 page

DGO-CO-M, Modification of Closure Order, February 1999, 1 page

DGO-CO-V, Vacation of Closure Order, February 1999, 1 page

DGO-IR-S, Inspection Report, October 2001, 1 page

DGO-NOV, Notice of Violation, November 1998, 1 page

DGO-NOV-C, Cancellation of Violation, February 1999, 1 page

DGO-NOV-E, Extension of Violation, February 1999, 1 page

DGO-NOV-M, Modification of Violation, February 1999, 1 page

DGO-NOV-V, Vacation of Violation, February 1999, 1 page

DGO-P, Permit for Gas and Oil Operations, December 1, 1991, 1 page

DGO-GO-PA, Approval of Payment, November 1996, 1 page

DGO-ROWB, Release of Well Operator's Bond, August 2, 1993, 1 page

VIRGINIA DEPARTMENT OF MINORITY BUSINESS ENTERPRISE

You may view copies of the following guidance documents during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Minority Business Enterprise, 200-202 North Ninth Street, 11th floor, Richmond, VA 23219. You may obtain copies free of charge by contacting Erick Riley at the same address, telephone (804) 786-3104, FAX (804) 371-7359 or e-mail eriley@dmbe.state.va.us. You may direct questions about interpretation or implementation of these documents to Erick Riley. You may download these documents from the DMBE website at www.dmb.e.state.va.us.

Guidance Documents:

P.A.C.E. Program: Loan Loss Reserve Fund Program Manual and Application, issued December 2000, § 2.2-1402

P.A.C.E. Program: Loan Guarantee Program Manual and Application, issued December 2000, § 2.2-1402

P.A.C.E. Program: Loan Guarantee Approval Process, issued December 2000, § 2.2-1402

P.A.C.E. Program: Qualification as a Disadvantaged Business, issued December 2000, § 2.2-1402

MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the Motor Vehicle Dealer Board's (MVDB) Office, 2201 W. 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 or toll free at 877-270-0203, ext. 3001, e-mail dboard@mvb.state.va.us or FAX (804) 367-1053.

Questions regarding interpretation or implementation of these documents may be directed to Bruce Gould, Executive Director, Motor Vehicle Dealer Board at the same address and telephone numbers noted above.

Guidance Documents: Dealer Practices

PR010-97, Variance for Hours of Operation, May 1997, § 46.2-1533

PR020-97, Off-Site Storage of Records, May 1997, § 46.2-1529

PR030-97, Temporary Supplemental Licenses for Used Car Sales, December 1997, § 46.2-1516; and Temporary Supplemental Licenses for Used Car Sales (Rev.1), August 2000

PR050-97, Wholesale Sales Agreement, December 1997, § 46.2-1530

"Dealers Who Are Not Maintaining Hours", MVDB Meeting Summary from July 1998

"Procedures For Violations of Minimum Hours And Established Place of Business" MVDB Meeting Summary from July 1998

Guidance Documents: Dealer Licensing

LI010-97, Certificate of Qualification, December 1997, §§ 46.2-1511 and 46.2-1512

LI020-01, Dual Licensing Process, July 2001

"Guidelines for Review of Applicants Who Have a Criminal History" (March 17, 1998)

"Process for Determining Sanctions" (July 1999)

"Salesperson and Dealer-Operator Test," MVDB Meeting Summaries from March 1996, May 1996, and September 1996

"Review of the Dealer's Buyer's Order," MVDB Meeting Summary from January 1996, § 46.2-1530

"Delegation of Authority to the Executive Director and Office Manager," Meeting Summaries from March 1996, September 1996, September 1997, and July 1999

Guidance Documents: Dealer Advertising

AV010-00, Deviations from Standard Practices, June 2000

"Delegation of Authority to the Executive Director and Office Staff for Enforcing Regulations and Determining Civil Penalties," MVDB Meeting Summaries, January 1996, and November 1998

Guidance Documents: Administration

AD010-95, Board Meetings (Parliamentary Guidelines), May 1997

AD020-95, Board Meetings (Public Comment), May 1997

AD030-96, Board meetings (Meeting Documentation), Rev. December 2002

AD040-95, Board Meetings (Vice-Chair), May 1997

AD050-96, Board meetings (Meeting Dates and Times), December 2001

AD060-95, Executive Director (Office Supplies), May 1997

AD070-95, Executive Director (Board Guidance), May 1997

AD075-99, MVDB 800 Toll Free Customer Service Line, May 1999

AD080-00, MVDB American Express Purchase Policy, September 2000

AD090-00, MVDB Annual Loss Analysis Policy, September 2000

AD0100-00, MVDB Internet Privacy Policy, October 2000

AD0-105-01, MVDB Purchasing Policy

AD110-02, MVDB, Internal Database System Data Manipulation, Storage, Mainframe and Record Deletion Policy

AD111-02, MVDB Freedom of Information Act Compliance

AD120-02, MVDB Minority, Women and Small Business Source Procurement Policy

Guidance Documents: Internal Process

MVDB-01, Qualifications, October 1999

MVDB-02, Initial Salesperson Licensing, October 1999

MVDB-03, Monthly Renewals, November 1999

MVDB-04, Dealer Licensing, October 1999

MVDB-05, Nonprofit Organization Consignment Processing, April 2000

MVDB-06, Permanent and Temporary Supplemental Licensing, May 2000

MVDB-07, Field Inspections, June 2000

MVDB-08, Plate and Decal Inventory, August 2000

DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular business hours, Monday through Friday, 8:30 a.m. until 5 p.m. in Legislative Services, Room 724, at the Department of Motor Vehicles, 2300 W. Broad Street, Richmond, VA 23220. Copies totaling under ten pages may be obtained for no charge. Copies totaling ten pages or more may be obtained at a cost of \$.50 a page. Requests for copies of these documents may be made by contacting Marc

Guidance Documents

Copeland at the same address, telephone (804) 367-1875, FAX (804) 367-6631 or e-mail dmvjmc@dmv.state.va.us.

Guidance Documents:

1999 Personal Property Tax Relief Guidelines for Local Government Officials, revised September 2001, § 58.1-3532

1999 Technical Specifications for the Personal Property Tax Relief Guidelines for Local Government Officials, revised September 2001, § 58.1-3532

A DMV Guide for Family Members and Friends of the Recently Deceased, revised July 2000

AD 107, Request for Use of DMV Facilities, revised April 25, 1994

AD 305, Resolving Contractual Disputes, revised January 14, 1984, § 11-69

AD 305.1, Resolving Contractual Disputes: How to Handle Contractual Disputes, issued October 14, 1983

AD 307, Contractor Contracts: Bids for Contracts Under \$100,000, issued December 6, 1985, § 11-57

AD 308, Contractor Contracts: Negotiations with Low Bidder, issued December 6, 1985

AD 309, Procurement Records Searching and Copying Charges, issued December 6, 1985, § 2.1-342

AD 509, CommuniPlate Issuance Guidelines, issued October 30, 1997, § 46.2-726

DMV Seizure/Black-out Policy, revised November 1986, § 46.2-322

DMV 141, Acceptable Documents for Obtaining a Driver's License or Photo Identification Card, revised October 24, 2002

DMV 142, Basic Steps to Your Driver's License, issued August 2002

DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, issued July 2002, § 46.2-323.1

DMV 144, If You Hold a Photo ID card, issued July 2002, § 46.2-345

DOIM-HQ, Dissemination of Information/Materials on DMV Property, issued March 1, 1993

Driver Licensing Guide, revised November 2000

Financial Responsibility Insurance Filing Via Internet, Issued January 1999

Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566

Insurance Verification Activities Annual Report

Licensee Responsibilities Regarding Recordkeeping Requirements in Accordance with the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA), issued June 1996

MCTS247, Motor Carrier Guidelines, revised July 2002, §§ 58.1-2700 et al., 46.2-703, 46.2-2000 et al., and 46.2-2100 et al.

MED 5, Minimum Vision Requirements for Licensed Drivers of Motor Vehicles, revised June 2001, § 46.2-311

MED 12, Virginia Parking Placards and Plates for Customers with Disabilities, revised April 2002, §§ 46.2-731, 46.2-732, 46.2-739 and 46.2-1241

MED 31, Conditions of Variance for CDL Drivers to Haul Hazardous Materials, revised September 1998, §§ 10.1-1402(11), 10.1-1405, 10.1-1450 and 46.2-341.9:1

MED 44, Driver Licensing Information for Wearers of Biotopic Telescopic Lens, revised June 2001, § 46.2-312

Memorandum from Richard D. Holcomb to All DMV Investigators Re: Sale of Trailer Kits and Trailers, dated August 13, 1996, § 46.2-1992.6 et seq.

Memorandum from Richard D. Holcomb to All On-line Dealers Re: Processing Fee, dated November 21, 1995

Memorandum from Richard D. Holcomb to Holders of Drive-Away License Plates Re: Drive-Away License Plate Usage, dated May 23, 1994, § 46.2-733

Memorandum from Richard D. Holcomb to Motor Vehicle Dealers, DMV Personnel, CVR Personnel Re: Transfer of License Plates to Leased Vehicles, dated September 7, 1995

DMV 2, Virginia Motorcycle Operator Manual, December 2002

DMV 7, Virginia webCAT—Virginia's Electronic Motor Carrier Solution, July 2001

DMV 16, Parents in the Driver's Seat, January 2002

DMV 34, Alternate Motorcycle Skill Test, December 2002

DMV 34A, Alternate Motorcycle Skill Test (for smaller testing area), December 2002

DMV 35, Alternative Services, November 2002

DMV 36, Virginia Driver's Manual 2002-2003 (Spanish version), September 2002

DMV 39, Virginia Driver's Manual 2002-2003, September 2002

DMV 52, Saving Lives Through Organ and Tissue Donation, July 2001

DMV 60, Virginia Commercial Driver's Manual, July 2000

DMV 72, Automobile Liability Insurance Reporting Requirements, April 2000

DMV 105, DMV Guide for Family Members and Friends of the Recently Deceased, July 2001

DMV 106, What Can I Do Online?, July 2002

DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, August 2002

DMV 114, The Virginia Driver Improvement Program, A Different Kind of Crash Course, revised July 2002, § 46.2-489 et seq.

DMV 114A, Different Kind of Crash Course, The Virginia DI Program, December 2002

DMV 115, The Virginia Driver Improvement Program, Moving Violations and Point Assessments, revised July 2002, §§ 46.2-491 through 46.2-494

DMV 137, Does Your Vehicle Qualify for Personal Property Tax Relief?, September 2002

DMV 138, Congratulations On Your New Driver's License!, July 2002

DMV 140, New to Virginia?, July 2002

DMV 141, Acceptable Documents for Obtaining a Driver's License or Photo Identification Card, October 24, 2002, (online only)

DMV 142, Basic Steps to your Driver's License, August 2002

DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, July 2002

DMV 144, If You Hold a Photo ID Card..., July 2002

DMV 166, To Protect Our Citizens, Virginia Law Requires Insurance Coverage for All Motor Vehicles, July 2001

DMV 168, Virginia is Tough on Drunk and Drugged Drivers, December 2002

RDT131, International Fuels Tax Agreement Guidebook, July 2002, § 58.1-2700 et seq.

Recommended Guidelines of the Medical Control Advisory Board, Administrative Procedures, revised November 1995, §§ 46.2-200, 46.2-203, 46.2-204 and 46.2-322.

SB97-005A, Mechanics and Storage Lien: Program Enhancements Special Bulletin, issued August 15, 1997, §§ 43-32 through 43-34

Special Employee Identification Card Program for Agencies/Organizations in State and Local Governments Information Sheet, revised October 2002, § 46.2-345

US531A, Information Use Agreement, revised September 1, 2001, § 46.2-208

US531E, Application for Extranet Transaction Access, revised March 2002, § 46.2-208

Vehicle Registration Guidebook, revised November 1997

Virginia Fuels Tax Act Guidelines, dated August 2000, § 58.1-2200 et al.

Virginia International Registration Plan, issued September 1997, § 46.2-703

Virginia Fuels Tax Act Guidelines, dated August 2000

Virginia International Registration Plan, issued September 1997

Virginia Motor Vehicle Dealer Manual, revised July 1997

Virginia Department of Motor Vehicles Electronic Liens Participant Package, issued June 1, 1998, §§ 46.2-216.1 and 46.2-216.2

Virginia Motor Vehicle Rental Tax Questions and Answers Guidelines for Rentors, revised July 1997, §§ 58.1-2400 through 58.1-2426, 24 VAC 20-100

In addition to the above documents, the following documents are continuously updated:

Bulletins Relating to Fuels Tax Issues and Requirements, updated throughout the year

Bulletins Relating to Motor Carrier Issues and Requirements, updated throughout the year

DMV Web Site Contents updated weekly. As of December 2002, Site Contents include:

WHAT CAN I DO ONLINE?

- Change an Address
- Change Organ Donor Status
- Create a Plate
- Order a Souvenir Plate
- PIN Administration
- Provide Insurance Verification
- Purchase an ID Card
- Purchase a Plate
- Renew Driver's License
- Renew Vehicle Registration
- Replace your Driver's License
- Replace Your Registration Card
- Report a Vehicle Sold or Traded
- Request an Administrative Hearing
- Request your DMV Record
- Take a Sample Knowledge Exam
- Trip Permit Purchase
- What Have I Done Online

CITIZEN SERVICES

Driver's Licensing

- Driver's License
- Eligibility
- Applying for a License
- Renewing your License
- Obtaining Replacement License
- Driver Education Requirements
- Virginia Driver's Manual
- Sample Knowledge Exam
- Do You Know Your Signs
- Images of Driver's Licenses & Identification Cards
- Learner's Permit
- Eligibility
- Learner's Permit Information
- Apply for a Learner's Permit
- Virginia Driver's Manual
- Sample Knowledge Exam
- GMU Young Drivers Study
- Commercial Drivers License
- What is a Commercial Motor Vehicle
- Who are Commercial Drivers
- Applying for a Commercial Driver's License or Instruction Permit

Guidance Documents

CDL Classifications, Endorsements and Restrictions

Taking the CDL Test
CDL Disqualifications
Virginia Commercial Driver's Manual
Motorcycle License
Operating a Motorcycle in Virginia
Obtaining a Class M License
Registering Your Motorcycle
Virginia Rider Training Program
Motorcycle Safety
Mobile Motorcycle Training Unit
Virginia Motorcycle Operator Manual
General Driver Information
Driver Improvement Clinics
Commercial Driver Improvement Clinics
Computer-based Driver Improvement Clinics
Commercial Driver Training Schools
Organ Donation
Driving Laws for Virginia Teens
Teaching Your Teen to Drive
Points and Violations
Virginia Traffic Crash Facts
Medical Review

Vehicle Services

Vehicle Titling
Titling a Vehicle in Virginia
Titling an Imported Vehicle
Obtaining a copy of Vehicle Title
Sales and Use Tax
Vehicle Registration
Vehicle Registration Information
Insurance
Emissions Inspections
First Time Registration
Vehicle Color Codes
Disabled License Plates
Antique Motor Vehicle
Trip Permit
License Plates
Create A Plate
Search/View Specialized Plates
Purchase License Plates
Order a Souvenir Plate
General Vehicle Information
Car Tax Information
Vehicle Sunshading Allowances
Selling A Vehicle
Declaring a Vehicle as Salvage
Overload Permits
Boats, Jet Skis, Personal Watercraft, etc.
Safety Inspection
Abandoned Motor Vehicle
Lemon Law
Liens

ID Services

Adult I.D. Cards
Children's I.D. Cards
Hearing Impaired Photo I.D. Cards
Obtaining a Photo I.D. Card
Purchasing an ID Card Online

Disability Services

Special Assistance for customer's visiting our offices or taking the D.L. exam
Special Assistance for hearing impaired customers
Parking Placards and Plates for customers with disabilities

Family of Deceased

Clearing the Driver's License or Photo I.D. Card Record
Transferring Vehicle Ownership
Transferring the Vehicle Registration
Documents Checklist

Medical Information

Medical Review Information
Vision Screening
Bioptic Telescopic Lens Wearers
Conditions of Variance for CDL Drivers to Haul Hazardous Materials
Vehicle Sunshading Medical Waivers
Medical Forms

Forms and Fees

Forms (see FORMS)
Fees
Passenger Vehicle Registration
Trailer Registration
Motorcycle Registration
Duplicate/Reissue Registration Card
Duplicate/Reissue Overload Permit
Duplicate/Reissue IRP Card
Duplicate/Reissue Dealer Registration Card
Original Title
Substitute Title
Replacement Title (with no changes)
Supplemental Lien Title
Vehicle Record
Driving Record
Driver's License Only (per year)
Combined Learner's Permit/Driver's
90-Day Temporary Driver's License
Motorcycle Class
Motorcycle Learner's Permit
Commercial Driver's License
CDL Class
CDL Endorsements
CDL Instruction Permit
Replacement License
Replacement Learner's Permit
Replacement CDL Instruction Permit
Driver's License Name or Address Change
Photo ID
Re-examination Fee
Temporary or Permanent Disabled Parking Placard

Record Services

Change of Address or Name
Release of DMV Information
Request a Copy of Your Driver or Vehicle Record
Obtain Vehicle History
Operating Authorities
Fuels Tax Refund

NEW TO VIRGINIA

New To Virginia

COMMERCIAL SERVICES

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FORMS

DMV Forms

BDLA-553, Application for Commercial Driver's License Third Party Tester Certification
BDLA-554, Application for Commercial Driver's License Third Party Examiner Certification
CDT001, Application for Commercial Driver Training School License
CDT002, Application for Commercial Driver Training School Instructor License
CDT005, Certificate of Insurance
CDT006, Surety Bond
CDT012, Commercial Driver Training School Student Questionnaire
CRD-93, Information Request
DI03, Driver Improvement Clinic (DI) Student Questionnaire

Guidance Documents

DI15, Application for DI Clinic Certification/& Agreement (and Instructions)
DI505, Driver Improvement Clinic Instructor Personal Data Sheet
DL-1M, Driver's License Identification Card and Motor Voter Registration Application
DL005, Identification Card Application for Minors Under Age 15
DL7, Foreign License Exchange France or Germany
DL015, Private Trucking Drivers Status Report
DL18, Parental Withdrawal Request
DL015, Private Trucking Drivers Status Report
DL029, Private School and Day Care Status Report
DL030, Driver Status Report
DL032, School Bus Drivers Status Report
DL034, Public/Private School Driver Education Instructors
DL045, Headquarters Signature Card
DL055, Request for NDR File Check on Current or Prospective Employee
DL056, Individual Request for NDR Check
DL140, Vehicle Inspection Study Guide - Tractor Trailer
DL141, Vehicle Inspection Study Guide - Straight Truck/School Bus
DL142, Vehicle Inspection Study Guide - Coach/Transit Bus
DMV65, Credit Card Charge Request
DMV141, Acceptable Documents for Obtaining a Driver's License or Photo Identification Card
DMV142, Basic Steps to Your Driver's License
DMV143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception
DMV144, If You Hold a Photo ID Card...
DSD02, Motor Vehicle Dealer Bond
DSD04, Dealer Application for Temporary Registration/Transport Plates
DSD05, Temporary Transport Certificate
DSD05A, Temporary Transport Certificate
DSD07, Application for Certificate of Qualification/Salesperson's license
DSD09, Application for Dealer/Drive-away/Office Trailers Plates
DSD10, Motor Vehicle Dealer License Application for Initial License or Renewal
DSD10A, Salvage Dealer, Demolisher, Rebuilder, Pool, Vehicle Remover Operator Application
DSD12, Application for Reissue or Exchange of Dealer /Drive-away Plates
DSD13, Application for Temporary or Permanent Dealer License
DSD14, Foreign Motor Vehicle Dealer Certificate of Registration Application for Initial or Renewal
DSD14A, Manufactured Home Dealer Certificate of Registration Application
DSD15, Watercraft Trailer Dealer Certificate of Registration Application
DSD21, Record of All Wholesale Sales and Retail Sales Registered Out of State
DSD27, Permission to Use Dealer's License Plates
DSD27A, Permission to Use Dealer Transport License Plates on Laden Vehicles
DSD27B, Permission to Use Drive Away License Plates
DSD36, Dealer Request for DMV Forms
DSD65, Certificate of Zoning Compliance
DSD65A, Certificate of Zoning Compliance
FMS210, Application for Vehicle Registration Refund
FR02, Owner Statement of Insurance
FR200, Voluntary Report of an Accident
FSPA2, Architect/Engineer Services Invoice
FSPA3, Hold Harmless Agreement
FT213, Virginia Fuels Tax Application
FT214, Virginia Fuels Tax Notice of Tax Payment Default
FT215, Diversion Registration Input Sheet
FT216, Application for Fuels Tax Refund
FT218, Tax and Tank Fee Assessment
FT219, Schedule of Diversion Corrections
FT220, Interstate Fuel Diversion Fax Notification Application
FT441, Fuel Alcohol Provider's Report
FT442, Fuel Alcohol Provider's Schedule of Disbursements
FT443, Fuel Alcohol Provider's Schedule of Receipts
FT445, Alternative Fuel Report
FT446, Alternative Fuel Schedule of Disbursements
FT447, Alternative Fuel Schedule of Receipts
FT448, Distributor's Report
FT449, Distributor's Schedule of Disbursements
FT450, Distributor's Schedule of Receipts
FT451, Supplier's Report
FT455, Supplier's Schedule of Disbursements
FT456, Supplier's Schedule of Tax-Paid Receipts
FT457, Terminal Report
FT458, Terminal Operator's Schedule of Disbursements
FT459, Securities Filing in Lieu of Bond
FT460, Terminal Operator's Schedule of Receipts
FT461, Motor Fuel Transporter's Report
FT462, Fuels Tax Bond
FT463, Motor Fuel Transporter's Schedule of Deliveries
FT464, Alternative Fuel License Certificate Application
FT465, Aviation Consumer's Report
FT466, Aviation Consumer's Schedule of Disbursements
FT467, Aviation Consumer's Schedule of Receipts
FT468, Importer's Report
FT469, Importers Schedule of Disbursements
FT470, Importer's Schedule of Receipts
FT471, Blender's Report
FT472, Blender's Schedule of Receipts
FT477, Motor Fuels and Alternative Fuels Tax Irrevocable Letter of Credit
FT486, Schedule of Defaulted Tax Payments Receipts
FT521, Self Insured Accident Involvement Quarterly Report
IRP1, Virginia Apportioned Registration Application
IRP3, Apportioned Registration Jurisdiction Weight Schedule
IS22A, Request for Repaired or Rebuilt Salvage Vehicle Examination
VSA-41, Mechanic's or Storage Lien Vehicle Information Request
VSA-56, Rebuilt Salvage Vehicle Disclosure Statement
MCTS270, Individual Vehicle Mileage And Fuel Report (VMR)
MCTS271, Application For Virginia IRP and/or Fuel Trip Permit
RDT121, IFTA Quarterly Tax Report
MC122, Motor Fuel Road Tax Quarterly Report
RDT131, Motor Carrier Guidebook
RT420, Motor Vehicle Rental Tax Return
RT421, Rentor's Tax Bond
RT424, Motor Vehicle Rental Tax Schedule of Additional Tax
MCTS247, Motor Carrier Guidelines

MED02, Customer Medical Report
 MED03, Medical Review Request
 MED04, Vision Screening Report
 MED05, Minimum Vision Requirements for Licensed Drivers of Motor Vehicles
 MED10, Disabled Parking Plates or Placard Application
 MED11, Institutional/Organizational Permanent Placard Application
 MED12, Disability Parking Application Information
 MED20, Sunshading Medical Waiver Application
 MED21, Sunshading Removal Certification
 MED30, Application for CDL Disability Waiver or Hazardous Materials Variance
 MED31, Conditions of Variance for CDL Drivers to Haul Hazardous Materials
 MED40, Vision Examination Form for Wearers of Biotopic Telescopic Lens
 MED41, Certification for Use of Biotopic Telescopic Lens
 MED44, Driver Licensing Information for Biotopic Telescopic Lens Wearers
 MVB21, Criminal History Check Data Form
 OA141, For-Hire Intrastate Operating Authority Certificate or License Application
 OA142M, For-Hire Intrastate Operating Authority Permit and Decal Application
 OA435, Passenger Carrier and Passenger Broker Bond
 OA436, Household Goods Carrier Bond
 OA437, Broker for the Transportation of Property Bond
 PPTR09, Personal Property Tax Relief Guidelines
 PPTR10, Personal Property Tax Relief Technical Reference Guide
 PRO02, Virginia Motorcycle Operator Manual
 PRO03, Newcomer's Guide to Virginia
 PRO05, DMV Guide for Family Members and Friends of the Recently Deceased
 PRO 9, Size, Weight, and Equipment Requirement for Trucks, Trailers and Other Towed Vehicles
 PRO13, New Driver's License Look
 DMV114, A Different Kind of Crash Course DI Program
 DMV115, Moving Violations and Point Assessment
 PRO17, It's Cool to Know the Rules
 PRO19, Display Them With Pride Brochure
 PRO19A, License Plate Poster
 PRO34, Alternative Motorcycle Skill Test
 PRO39, Driver's Manual
 PRO39I, Driver's Manual Insert
 PRO60, Virginia Commercial Driver's Manual
 PRO66, Insurance Card
 PRO68, Drinking and Driving Card
 PRO72, VA Automobile Liability Insurance Reporting Requirements
 RDT120, IFTA Licensing Application
 RDT121, IFTA Quarterly Tax Report
 RDT123, IFTA License Renewal or Additional Decal Application
 RDT382, IFTA Fee Schedule
 RT423, Motor Vehicle Rental Tax Application
 RT427, Virginia Rental Tax Bad Debt Report
 SSRS040, Single State Registration Application
 SSRS041, RS2 - SSR Fee Schedule - Virginia
 SSRS360, R2 - SSR Fee Schedule - Delaware
 SSRS361, RS2 - SSR Fee Schedule - Florida
 SSRS362, RS2 - SSR Fee Schedule - Maryland
 SSRS363, RS2 - SSR Fee Schedule - New Jersey
 SSRS364, RS2 - SSR Fee Schedule - Pennsylvania
 SUT01, (A)Supplemental Information for Procurement of Title (B) Seller's Statement of Sales Price
 SUT02, Application for Refund of Erroneous Payment of Sales and Use Tax
 SUT03, Purchaser's Statement of Tax Exemption
 SUT04, Transfer of Certification of Lien Information
 SUT05, Certification of exemption from Sales and Use Tax for Special Equipment
 TSS1, Virginia Crash Facts
 TSS2, Alcohol-Related Motor Vehicle Statistics for 1978-2001
 TSS3, Motor Vehicle Statistics for 1966-2001
 TSS10, Application for Highway Safety Project Grant
 TSS10A, Guidelines for the Submission of Highway Safety Grant Applications
 TSS12, Safety Project Agreement
 TSS13, Application for Highway Safety Mini-Grant
 TSS14, Project Monitoring/Evaluation Report
 TSS15, Expenditure and Reimbursement Voucher
 TSS16, Expenditure Documentation Summary
 TSS17, Application for Child Safety Seat Mini-Grant
 TSS18, Application for Occupant Protection Checkpoint Mini-Grant
 TSS19, Application for Checkpoint Strikeforce Mini-Grant
 US002, Extranet Login ID Request Form
 US531A, Information Use Agreement
 US531C, DMV Information Criteria
 US531E, Application for Extranet Transaction Access
 VSA005, Odometer Disclosure Sheet
 VSA006, Color Chart
 VSA009, Application for Disabled Personalized Plates
 VSA010, Communiplate Application
 VSA012, Affidavit in Lieu of Title Certificate
 VSA014, Application for Registration
 VSA015, Application for Special Registration
 VSA016, Registration Information Sheet
 VSA017A, Application for Certificate of Title and Registration
 VSA022, Application for Assigned Vehicle Identification Number
 VSA024, Statement of Authority to Assign Title
 VSA040, Abandoned Motor Vehicles
 VSA-41, Mechanic's or Storage Lien Vehicle Information Request
 VSA054, Veteran Certification of Disability
 VSA-56, Application for Salvage Certificate
 VSA-57, Application for Non-Repairable Certificate
 VSA-58, Notification of Owner Retained Late Model Vehicle
 VSA-59, Rebuilt Salvage Vehicle Disclosure Statement
 VSA061, Special Revenue Sharing Series Application
 VSA064, Required Evidence of Ownership
 VSA066, Application for Supplemental Lien, Transfer of Lien, Replacement Title or Substitute Title
 VSA070, Power of Attorney
 VSA071, Change of Status Application
 VSA079, How to Transfer Title from Deceased Person
 VSA086, How to Title and License a Motor Vehicle
 VSA094, Application for License Plates or Decals for Deaf Person
 VSA124, Fire Department/Rescue Squad License Plate Application

Guidance Documents

VSA145, Overload Permit Application
CSS Authorization Information
Guidelines For The Submission of Highway Safety Grant Applications
Hold Harmless Agreement
Request for Administrative Hearing
IRP Manual
Motor Vehicle Statistics in Virginia
Buyer's Order Check List
Virginia Fuels Tax Guidelines
Virginia Traffic Crash Facts
Invitation for Bids (IFBs)
Request for Proposals (RFPs)
Virginia Motor Vehicle Rental Tax Q&A

Copies of Motor Carrier Services bulletins relating to motor carrier issues and requirements totaling under ten pages may be obtained for no charge. Copies of these documents totaling ten pages or more may be obtained at a cost of \$.50 a page. Requests for copies of these documents may be made by contacting Department of Motor Vehicles, Motor Carrier Services, 2300 W. Broad Street, Richmond, VA 23220-0001, telephone (804) 367-0040, FAX (804) 367-1746 or e-mail mconline@dmv.state.va.us.

The DMV Web Site Contents documents may be viewed and downloaded at no charge by visiting www.dmv.state.va.us. These Site Contents documents provide general information to the public about DMV, its administrative processes and procedures and the services it offers. For more information about the DMV Web Site, please contact Tully Welborn, Department of Motor Vehicles, Web Services, Room 632, 2300 W. Broad Street, Richmond, VA 23220, telephone (804) 367-2431, FAX (804) 367-6631 or e-mail dmtgw@dmv.state.va.us.

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at nursebd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Nancy Durrett, R.N., Executive Director of the Board at the address above or by telephone at (804) 662-9909. Copies are free of charge.

Guidance Documents:

90-1, Policy statement on Registered Nurses as first assistant in surgery, adopted by the Joint Committee of the Boards of Nursing and Medicine, June 30, 1976

90-2, Guidelines for agency to use regarding transmittal of third-party orders, accepted by the Boards of Nursing and Medicine, December 1982

90-3, Opinion on the necessity of physicians order for the measurement and recording of urine output, adopted September 16, 1985

90-4, Opinion on how licensure as a nurse relates to service on a volunteer rescue squad, letter by Executive Director, C. Dorsey, January 20, 1988

90-5, Board opinion of the administration of neuromuscular blocking agents by nurses, adopted November 1990

90-6, Guidance statement by board regarding peripherally inserted central catheters, adopted January 27, 1993

90-8, Board opinion regarding the delegation of task of obtaining specimens to unlicensed personnel, adopted January 1993

90-9, Board opinion on the delegation of nursing activities, adopted September 1993

90-10, Board guidelines for processing applications for licensure by examination, endorsement and reinstatement, accepted 1985, revised 1993

90-11, Administration of Versed by nurses, letter by Executive Director, C. Dorsey, November 1993

90-12, Board motion on Licensed Practical Nurses acting as first assistants in the operating room, adopted January 1994

90-13, Authority granted to Special Conference Committees to approve or deny applicants, adopted on March 26, 1995

90-14, Disposal of narcotics in the home following death of a patient, internal, memo of November 25, 1996

90-15, Insertion of Prostaglandin E2 Gel by Registered Nurses, letter by Executive Director, N. Durrett, August 27, 1996

90-16, Evaluation form for adult immunization protocols, developed by staff, August 1996

90-17, Opinion of cutting of corns and warts with a scalpel by Licensed Practical Nurses, December 16, 1996

90-18, Opinion regarding prescriptive authority in Virginia, prepared by Elizabeth Russell, revised April 1997, and September 2000.

90-19, Board interpretative statement on bolusing epidural anesthesia by Registered Nurses, adopted September 23, 1997, amended September 22, 1998

90-20, Requirement for licensure by endorsement by Licensed Practical Nurses, affirmed September 1997

90-21, Preparation of medications, letter from Corinne Dorsey, October 2, 1990

90-22, Execution of a Do Not Resuscitate Order, letter from Nancy Durrett, February 19, 1998

90-23, Decision-making Model for Determining RN/LPN Scope of Practice, adopted by the board September 24, 1996

90-24, Scope of nurse aide practice, letter from Corinne Dorsey, June 3, 1994

90-25, Transcribing a physician order to a prescription, letter from Nancy Durrett, May 27, 1998

90-26, Board opinion on reinstatement applications for individuals with revoked certificates based on a finding of abuse, neglect or misappropriation of resident property, adopted July 23, 1996

90-27, Board opinion on reinstatement requests by individuals with lapsed certificates who have findings of abuse, neglect or misappropriation of resident property, adopted May 20, 1998

90-28, Board opinion on authority to amend board orders requiring participation in Peer Assistance for Chemically Dependent Nurses, adopted March 24, 1998

90-29, Definition of the term "administer" for patient in private residence and for students on a school field trip, adopted by the Board of Pharmacy on June 11, 1998, with concurrence of the Board of Nursing on July 21, 1998

90-30, Ability of registered nurses to take orders from physician assistants, letter from Nancy K. Durrett, September 3, 1998

90-31, Drug orders conveyed by pharmacists, letter from Nancy K. Durrett, September 8, 1998

90-32, Board opinion on adverse findings of neglect by certified nurse aides, adopted September 23, 1998

90-33, Board motion on applicants who are enrolled in the Health Practitioner Intervention Program, adopted July 20, 1999

90-34, Board motion on review and challenge of NCLEX, adopted July 20, 1999

90-35, Board motion authorizing staff to offer pre-hearing consent orders to certified nurse aides for patient abandonment, adopted September 28, 1999

90-36, Guidelines for the training of employees of school boards in the administration of insulin and glucagon, August 1999

90-37, Board motion on requesting strategies for improvement for nursing education programs having less than 80% passing rate on the licensure examination for at least two years, adopted March 24, 1998

90-38, Board motion on disposition of cases against nurses practicing with expired licenses, adopted May 11, 1999

90-39, Board motion authorizing staff to offer pre-hearing Consent Orders in cases of noncompliance or dismissal in Health Practitioners' Intervention Program cases, adopted September 26, 2000

90-40, Board opinion that the surveillance activities required by the OSHA Respiratory Standards are within the scope of practice of the registered nurse, adopted November 15, 2000

90-41, Board motion adopting article on patient abandonment by Dr. Shelley Conroy in the Spring 2001 Nursing Notes, adopted March 20, 2001

90-42, Board opinion on the delegation of circulating duties in the operating room to unlicensed persons, adopted July 17, 2001

90-43, Board opinion on attachment of scalp leads for internal fetal monitoring, adopted October 22, 1983

90-44, Board opinion on reinstatement authority to a Special Conference Committee, adopted November 1, 1992

90-45, Board opinion on practice of nursing by failed licensure candidates and nursing students employed as nursing assistants, adopted November 28, 1983

90-46, Board opinion on administration of over-the counter drugs by certified nurse aides, adopted March 19, 2002

90-47, Board motion authorizing staff to offer pre-hearing consent orders for reprimand in cases involving a one-time failure to provide an acceptable standard of care, adopted May 21, 2002

90-48, Board motion authorizing staff to offer pre-hearing consent orders in additional scenarios, adopted September 24, 2002

90-49, Board motion authorizing staff to modify probation orders, adopted September 24, 2002

90-50, Board motion authorizing staff to issue order following successful completion of the Health Practitioners Intervention Program, adopted September 24, 2002

BOARD OF NURSING HOME 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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at nhabd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the Board at the address above or by telephone at (804) 662-7457. Copies are free of charge.

Guidance Documents:

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, adopted by board on April 28, 1989

95-3, Board guidelines on disciplinary case intake requirements, adopted February 27, 1996

95-5, Document of Department of Health; Common understanding of definitions and terms used to identify resident mistreatment, April 17, 2000

OLD DOMINION UNIVERSITY

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

Guidance Documents

Assistant to the Vice President for Administration and Finance, Koch Hall, Room 225A, 49th Street and Hampton Boulevard, Norfolk, VA 23529. Copies may be obtained, free of charge, by contacting Donna Meeks at the same address, telephone (757)683-3072, FAX (757)683-5679 or e-mail dmeeks@odu.edu. The documents may be downloaded from the Old Dominion University website (<http://web.odu.edu>).

Questions regarding interpretation or implementation of these guidance documents may be directed to Ms. Donna Meeks, Assistant to the Vice President for Administration and Finance, Old Dominion University, Norfolk, VA 23529, telephone (757) 683-3073, FAX (757) 683-5679 or e-mail dmeeks@odu.edu.

Guidance Documents:

Faculty Handbook

Student Handbook

Board of Visitors Policies and Procedures

Parking Regulations

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at optbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the Board at the address above or by telephone at (804) 662-9910. Copies are free of charge.

Guidance Documents:

105-1, Consent Order for Richard D. Ayuso, O.D.; September 26, 1990, Practice in mercantile establishment; advertising

105-2, Order by the Board for Eustace F. Bourne, O.D.; January 5, 1990, Practice in mercantile establishment; advertising

105-3, Consent Order for Paul T. Edwards, O.D.; December 19, 1994, Practice in mercantile establishment

105-4, Consent Order for Louis A. Espejo, O.D.; October 24, 1995, Practice in mercantile establishment

105-5, Consent Order for Nava Ezra, O.D.; August 21, 1996, Practice in mercantile establishment; indirect control and supervision over practice by sublessor

105-6, Consent Order for Solomon Holsveig, O.D.; May 15, 1997, Practice in mercantile establishment

105-7, Consent Order for Barry M. Lebowitz, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist

105-8, Consent Order for Marcia K. Leverett, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist; advertising

105-9, Consent Order for Blake A. Mitvick, O.D.; January 26, 1996, Practice in mercantile establishment

105-10, Consent Order for Gilbert J. Nelson, O.D.; February 17, 1995, Practice in mercantile establishment

105-11, Consent Order for Jane Atkinson Trump, O.D.; October 18, 1995, Practice in mercantile establishment

105-12, Consent Order for David A. Tufts, O.D.; February 2, 1997, Practice in mercantile establishment

105-13, Consent Order for Michael E. Zalar, O.D.; November 4, 1995, Practice in mercantile establishment

105-14, Matrix of disciplinary sanctions, January 1993 to November 29, 1999

105-15, Newsletter, January 1995, Prescription release and expiration dates; record keeping.

105-16, Newsletter, July 1996, Record keeping

105-17, Board minutes, February 7, 1997, Advertising guidelines

105-19, Consent Order for Jack David Cadenhead, O.D.; July 12, 1996, Mercantile practice

105-20, Consent Order for Lynne A. Chintala, O.D.; November 13, 1997, Mercantile practice

105-21, Consent Order for Robert Fornilli, O.D.; March 12, 1998, Mercantile practice

105-22, Consent Order for Christopher A. McGlone, O.D.; October 1, 1998, Mercantile practice

105-23, Consent Order for Mary Vaughan-Camp, O.D.; March 12, 1998, Mercantile practice

105-24, Consent Order for Thomas Hwa-Hong, O.D.; July 26, 1999, Mercantile practice

105-25, Current Procedural Terminology (CPT) Codes for Optometry, January 25, 2002

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at pharmbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Scott Russell, Executive Director of the Board at the address above or by telephone at (804) 662-9911. Copies are free of charge.

Guidance Documents:

- 110-1, List of categories of facility licenses and a brief description of each, April 2001
- 110-2, Application information for the pharmacist examination, December 2002
- 110-3, Guidance on alternative delivery of prescriptions, pharmacy to physician type of delivery, August, 2002
- 110-5, Instructions and forms for reporting of thefts or losses of drugs, May 24, 2002
- 110-6, Instructions and forms for destruction of drugs by pharmacies, May 24, 2002
- 110-7, Guidelines of the Virginia Board of Medicine on physician/patient relationship and the prescribing of drugs for family or self, revised June 1996
- 110-8, Information on prescriptive authority in Virginia, revised July 2001
- 110-10, Compilation of Board sanctions, August 1992 through December 1996
- 110-11, Compilation of Board sanctions, 1973 through July 1992
- 110-12, Consent Order for the Board of Pharmacy v. Grover E. Hughes, case decision on the possession of FDA unapproved biologicals in a pharmacy for use in compounding, April 13, 1994
- 110-13, Consent Order for the Board of Pharmacy v. CVS/pharmacy, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, October 9, 1997
- 110-14, Consent Order for the Board of Pharmacy v. Eckerd Corporation, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, August 19, 1997
- 110-15, Orders for the Board of Pharmacy v. Jerome A. Danoff, case decision involving violations of laws related to dispensing in good faith, pursuant to a valid prescription, June 4, 1996 and August 21, 1997
- 110-16, Guidance for pharmacies on returning drugs to stock from "will-call," February 20, 2002
- 110-17, Instructions for graduates of foreign schools of pharmacy, revised April 26, 1999
- 110-18, Interpretation of "administer" to include preparation for administration, June 11, 1998
- 110-19, Guidance for sanctions for violations of continuing education requirements, November 27, 2000.
- 110-20, Guidance for pharmacies providing prescriptions blanks to prescribers, December 8, 1998
- 110-21, Guidance for clarification of the term "on duty" as used in 18 VAC 110-20-190 (C) of the Regulations Governing the Practice of Pharmacy, April 21, 1999

- 110-22, Guidance for waivers for free clinics related to restricted access, February 2, 2001
- 110-23, Repackaging medications into unit dose or compliance packaging for long term care facilities when one pharmacy dispenses and a second pharmacy repackages, June 15, 1999
- 110-24, Guidance for setting NAPLEX passing score, October 5, 1999
- 110-25, Guidance for life of a prescription after a prescriber no longer in practice, October 5, 1999
- 110-26, Inspection Violations - suggested sanctions, June 13, 2000.
- 110-27, Pharmacist-In-Charge responsibilities, June 2000
- 110-28, Guidance for free clinic pharmacy permit applicants, July 2000
- 110-29, Guidance Document for physician dispensing, September 2000
- 110-30, Methods prescribed or approved for animal euthanasia and competency certification requirements, Directive from the State Veterinarian, December 1, 2000
- 110-31, Approved capture drugs and drug administering equipment, Directive from the State Veterinarian, December 1, 2000
- 110-32, Regulatory Information for New Pharmacies, March 2000

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at ptboard@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young, Executive Director of the Board at the address above or by telephone at (804) 662-9911. Copies are free of charge.

Guidance Documents:

- 112-1, By-Laws of the Board of Physical Therapy, adopted September 22, 2000

DEPARTMENT OF PLANNING AND BUDGET

Contact for questions or to obtain a copy: James B. Cook, Jr., 200 North Ninth Street, Room 418, Richmond, VA 23219, telephone (804) 786-0212 or e-mail jcook@dpb.state.va.us. Copies may be obtained at no charge at <http://www.dpb.state.va.us/forms/forms.cfm> or at the above address.

Guidance Documents

Guidance Document:

Nonstate Agency Budget Request Instructions and Form, updated July 11, 2002, §§ 2.2-1505 and 2.2-4343 A 14; 2002 Appropriation Act (Chapter 899), Item 532 A & B and § 4-5.07

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Policy, Planning and Public Records Systems Section of the Department of Professional and Occupational Regulation, 5th Floor, 3600 W. Broad Street, Richmond, VA 23230. Copies may be obtained by contacting Dawn Waters at the same address, telephone (804) 367-8583, FAX (804) 367-2475 or e-mail recordsmgt@dpor.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Policy, Planning and Public Records Director, Department of Professional and Occupational Regulation, 5th Floor, 3600 W. Broad Street, Richmond, VA 23230, telephone (804) 367-8583, FAX (804) 367-2475, or e-mail waters@dpor.state.va.us.

Guidance Documents:

Policy Manual, revised November 13, 2002, §§ 54.1-302 through 54.1-306, \$65.00

Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects

APELSCIDLA Board Sanction Guidelines for Violations that occurred before July 1, 1999, issued June 8, 2000, §§ 54.1-201 and 54.1-202 and 18 VAC 10-20-790

APELSCIDLA Board Sanction Guidelines for Violations that occurred after July 1, 1999, issued June 8, 2000, §§ 54.1-201 and 54.1-202 and 18 VAC 10-20-790

Asbestos and Lead

Procedures Manual for Asbestos Licensing, issued May 2001, 18 VAC 15-20

Procedures Manual for Lead Based Paint Activities Certification, issued March 2001, 18 VAC 15-30

Barbers and Cosmetology

Procedures Handbook for Barbers, issued June 1999, 18 VAC 40-20, \$18.75

Procedures Handbook for Cosmetology, issued July 1999, 18 VAC 55-10, \$18.75

Contractors

Virginia Contractor Transaction Recovery Act Claim Packet, revised July 1999, § 54.1-1118 et seq.

Hearing Aid Specialists

Procedures Handbook for the Board for Hearing Aid Specialists, issued September 1999, 18 VAC 80-20, \$18.75

Opticians

Procedures Handbook for the Board for Opticians, issued August 1999, 18 VAC 100-10, \$18.75

Real Estate Appraisers

Real Estate Appraiser Desk Procedures, revised 2002, 18 VAC 130-20

Real Estate Appraiser Sanction Manual, revised May 1998, 18 VAC 130-20-160

Real Estate

Real Estate Sanctions Manual, revised October 1997, 18 VAC 135-20, \$25.50

Virginia Real Estate Transaction Recovery Act Claim Packet, revised January 2000, § 54.1-2112 et seq.

Waste Management Facility Operators

Procedures Manual for Waste Management Facility Operator Licensing, issued November 1997, 18 VAC 155-20

Waterworks and Wastewater Works Operators

Waterworks and Wastewater Works Operators Procedural Manual, March 2001, 18 VAC 160-20

VIRGINIA OFFICE FOR PROTECTION AND ADVOCACY

Guidance documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the department's central office located at 202 North Ninth Street, 9th Floor, Richmond, VA 23219. For questions about interpretation or implementation of any guidance document, or to request a copy free of charge, please contact the Program Operations Coordinator at the above address or by calling (804) 225-2061 or (800) 552-3962. TTY users may call (804) 225-2042 or (800) 552-3962.

Guidance Documents:

Client Assistance Program, revised July 2002

Developmental Disabilities (DD) Program, revised October 2002

Protection and Advocacy for Beneficiaries of Social Security (PABSS) Program (Ticket to Work Incentives Improvement Act), printed July 2002

Protection and Advocacy for Individuals with Mental Illness (PAIMI) Program, revised October 2002

VOPA Policy 1.1, Services, revised July 6, 2002

VOPA Policy 1.2, Service Access and Eligibility, revised July 16, 2002

VOPA Policy 1.3, Service Requests, revised July 16, 2002

VOPA Policy 1.4, Caseload Sizes, revised July 16, 2002

VOPA Policy 1.5, Conditions of Representation, revised July 16, 2002

VOPA Policy 1.6, Assignment of Legal Contract Counsel, revised July 16, 2002

VOPA Policy 1.7, Consumer Appeals, revised July 16, 2002

VOPA Policy 1.8, Complaints Regarding VOPA Services, revised July 16, 2002

VOPA Policy 1.9, Coordination with Other Agencies, Individuals and Organizations, revised July 16, 2002

VOPA Policy 1.10, Use of Experts, revised July 16, 2002

VOPA Policy 1.11, Costs to be Assumed by Client, revised July 16, 2002

VOPA Policy 1.12, Critical Incident Reporting, revised July 16, 2002

VOPA Policy 2.1, Case File Management, revised July 16, 2002

VOPA Policy 2.2, Response to Subpoenas/Judicial Orders, revised July 16, 2002

VOPA Policy 2.3, Confidentiality, revised July 16, 2002

VOPA Policy 2.4, Mediation, revised July 16, 2002

VOPA Policy 2.5, Conflicts of Interest, revised July 16, 2002

VOPA Policy 2.8, Case Transfers, revised July 16, 2002

VOPA Policy 2.9, Case Closure, revised July 16, 2002

VOPA Strategic Plan for FY 2000-2004, effective July 1, 2000

Developmental Disabilities Program, revised October 2001

Protection and Advocacy for Individuals with Mental Illness (PAIMI) Program, revised October 2001

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at psy@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the Board at the address above or by telephone at (804) 662-9913. Copies are free of charge.

Guidance Documents:

125-2, Assistant Attorney General Opinions

125-2.1, Interpretation of statutes pertaining to release of health care records, April 7, 1997

125-3, Minutes of the Board

125-3.1, Residency requirements applied to both exempt and non-exempt work settings, May 21, 1992

125-3.2, Clarification that a residency can not begin until approved by the board, November 19, 1992

125-3.3, Clarification that applicants are required to file registrations of residency and applications for licensure concurrently, and receive approval before starting the residency. Clarification that applications are not considered complete until all requirements have been met, January 12, 1993

125-3.4, Determination that the Chair of the Examination Committee would have the authority to make decisions on special accommodation requests, January 18, 1994

125-3.5, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, March 23, 1999

125-3.6, Policy that all forms within the applicant's control be received prior to the examination deadline in order for applicants to be deemed eligible for the examination, June 8, 1999

125-3.7, Table outlining reporting requirements for health care practitioners, April 2000

125-4, Newsletters of the Board

125-4.1, Guidance from the Assistant Attorney General on how to provide services while under supervision for sex offender treatment provider certification, Summer 1998

125-4.2, Guidance regarding mandatory reporting of impaired practitioners who may present a danger to the public. Summary of Virginia statutes regarding maintenance and release of client records, Fall 2000

PUBLIC DEFENDER COMMISSION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Public Defender Commission located at 701 E. Franklin Street, Suite 1416, Richmond, VA 23219. Copies may be obtained free of charge by contacting Jane Chittom, Appellate Defender, at the same address or by telephone (804) 786-4960 or FAX (804) 371-8326.

Questions regarding interpretation or implementation of these documents may also be directed to Ms. Chittom.

Guidance Document:

Standards for the Qualifications of Appointed Counsel in Capital Cases, issued January 1, 2002, § 19.2-163.8 E

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the office of

Guidance Documents

the Department of Rail and Public Transportation, 1313 E. Main Street, Suite 300, P.O. Box 590, Richmond, VA 23218-0590. Single copies may be obtained free of charge by contacting Sheryl B. Armstrong at the same address, telephone (804) 786-3701, FAX (804) 225-3664 or e-mail sarmstrong@drpt.state.va.us. Copies of all guidance documents are available to view or download at the DRPT website: www.drpt.state.va.us.

Questions regarding the interpretation or implementation of these documents may be directed to Karen J. Rae, Department of Rail and Public Transportation, at the same address, telephone (804) 786-1051, FAX (804) 225-3664 or e-mail krae@drpt.state.va.us; or to Charles M. Badger, Assistant Director, at the same address, telephone (804) 786-8135, FAX (804) 225-3664 or e-mail cbadger@drpt.state.va.us.

Guidance Documents:

Public Transportation (Transit, Paratransit, and Vanpools):

State Aid for Public Transportation: Grant Application Package, December 2002, § 33.1-391.5

Federal Transit Administration Section 5303 (Metropolitan Planning) Program: Grant Application Package, revised December 2002, § 33.1-391.5

Federal Transit Administration Section 5310 (Elderly and Persons with Disabilities) Program: Information and Application Package, revised December 2002, § 33.1-391.5

Vanpooling Made Easy: An Informational Sourcebook, First Edition, revised June 2002, § 33.1-391.5

Rail:

Official State Railroad Map, revised April 2000, § 33.1-391.5

Rail Industrial Access Program: Application Procedures and Forms, revised September 2002, § 33.1-391.5

Rail Preservation Program: Application Procedures and Forms, revised April 2002, § 33.1-391.5

DEPARTMENT OF REHABILITATIVE SERVICES

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23288-0300. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000 (toll free 1-800-552-5019). TTY users call (804) 662-9040 (toll free 1-800-464-9950).

Vocational Rehabilitation Program, including Supported Employment Guidance Documents:

State Plan for the State Vocational Rehabilitation Services Program, updated July 1, 2002, Elizabeth Smith (Also available on DRS Web site)

Your Path To Work Through Vocational Rehabilitation: A Guide to the Virginia DRS Vocational Rehabilitation Program

(customer handbook), revised November 1999, Aileen Colorado (Also available on DRS Web site)

Virginia Guide to Supported Employment and Job Coach Training Services manual, revised January 2002, Scott Fraley (Available on DRS Web site)

Long Term Employment Support Services Guide, revised July 2000, Jack Hayek or Judy Hill

Virginia DRS Fair Hearing Officer Manual, revised June 1999, Mary Lutkenhaus (Also available on DRS Web site)

New Counselor Skills Supervisor's Checklist, revised 2001, Brenda Adkins or Susan Burns

Best Practices Manual for Vocational Evaluation, issued 1995, Dale Batten

Self Employment Enterprise Handbook, issued 1999, Ben Blumenthal (Also available on DRS Web site)

The following vocational rehabilitation program guidance documents are updated monthly:

Field Rehabilitation Services Policy and Procedures Manual, first 10 pages front and back are free and \$.15 each additional page (number of pages varies by policy), Liz Smith or Rhonda Earman (Also available on DRS Web site)

Training and Facilities Manual, Erica Lovelace for colleges, Carrie Worrell for ESOs, Kenna Bayer for all other

Services Reference Manual, Robert Johnson or Carrie Worrell

Independent Living Services Program Guidance Documents, Theresa Preda:

State Plan for Independent Living, effective October 1, 2001, through September 30, 2004

Virginia DRS Centers for Independent Living Title VII, Part B Procedures Manual, revised November 2000 (currently under revision)

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised January 2000

DRS/CIL Fiscal Manual, revised September 1997 (currently under revision)

State Personal Assistance Services Program Guidance Documents, Susan Payne or Teresa Wingold (also available on DRS Web site):

Personal Assistant Services Policy Manual, revised February 1999

Personal Assistance Services brochure, issued March 2000

Personal Assistance Services fact sheet, issued March 2000

Consumer and Personal Assistant Handbook, issued October 2001

Brain Injury Direct Services (BIDS) Fund Guidance Documents, Patricia Goodall:

BIDS Fund Eligibility Criteria, revised November 2002

Consumer Service Fund Guidelines and Application, revised February 2002, Mike Scione

Disability Services Boards Member Handbook, issued October 2001, LaDonna Rogers

Rehabilitation Services Incentive Fund Guidelines and Application, revised September 2001, LaDonna Rogers

Woodrow Wilson Rehabilitation Center

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

Medical Services Guidance Documents, Paige Moore:

Admissions Criteria for Short Term Rehabilitation Unit, revised November 2001

Career and Life Services Guidance Documents, Kathy Trossi:

PERT Manual, revised October 1, 1999

Student Life Guidance Documents, Bob Edmiston:

Student Handbook, revised January 2002

Other WWRC Guidance Documents:

WWRC Services listing/fee schedule, WWRC Fiscal Manager
WWRC Guide to Programs and Services, revised 2001, Kathy Trossi

WWRC Brochure, revised 2000, Wendell Coleman

WWRC Policies and Procedures Manual, revised monthly as needed, Wayne Heatwole

Unified Case Management Operations Manual, revised July 1999, Tom Blosser

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 E. Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ann Black, Communications Manager, at the same address, telephone (804) 649-8059, FAX (804) 786-1541 or e-mail ablack@vrs.state.va.us. The documents may be downloaded from the Virginia Retirement System home page (www.varetire.org).

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Bo Harris, Deputy Director, Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219, telephone (804) 649-8059, FAX (804) 786-1541 or e-mail bo@vrs.state.va.us.

Guidance Documents:

Virginia Retirement Act, revised August 2002

Benefits Manual, Title 51.1, Code of Virginia, Chapters 1-7, 12, 15, 16, revised July 2002

Employer Payroll Manual, revised December 1994, Code of Virginia, Chapters 1-7

Handbook for Members, summary plan description, revised November 2001, Code of Virginia, Chapters 1-7, 10, 11, 13, 14

Guidelines to Retirement (Information Series #3), revised November 1999, Code of Virginia, Title 51.1, Chapters 1, 3

Disability Retirement (Information Series #6), revised November 1999, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Group Life Insurance (Information Series #7), revised November 1999, Code of Virginia, Title 51.1, Chapter 5

Optional Group Life Insurance (Information Series #9), revised December 1998, Code of Virginia, Title 51.1, Chapter 5

Member Benefit Profile, last published September 2002, Code of Virginia, Title 51.1, Chapters 1-7, 10

Defined Contribution Plans Manual, revised February 2001, Code of Virginia, Title 51.1, Chapter 6

The VRS Deferred Compensation and Cash Match Plans Planning Guide, revised January 1, 2002, Code of Virginia, Title 51.1, Chapter 6

Fund Profile Sheets, revised September 2002, Code of Virginia, Title 51.1, Chapter 6

Deferred Compensation Plan and Match Plans Plan Features and Highlights, revised August 2002, Code of Virginia, Chapter 6

Emergency Withdrawal Procedures (deferred compensation), revised April 1998, Code of Virginia, Title 51.1, Chapter 6

Virginia Defined Contributions Plan Investment Option Guide, revised February 2002, Code of Virginia, Title 51.1, Chapter 6

Optional Retirement Plan for Political Appointees or School Superintendents—Plan Features and Highlights, February 8, 2002, Code of Virginia, Title 51.1, Chapter 2

Explorations, published quarterly, Code of Virginia, Title 51.1, Chapter 6

VRS Retirement Benefits and Divorce, revised May 1996, Code of Virginia, Title 51.1, Chapter 1

Virginia Sickness and Disability Program Handbook, revised August 2002, Code of Virginia, Title 51.1, Chapter 11

Employer Update, published bi-monthly, Code of Virginia, Title 51.1, Chapters 1-7

Member Bulletin, published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News, published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Guidance Documents

Direct Deposit Factsheet, revised July 1997, Code of Virginia

Disability Factsheet, revised November 2001, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Refund Factsheet, revised September 1998, Code of Virginia, Title 51.1

Refund Factsheet for Disability Retirement Compensable Under Workers' Compensation, published July 1997, Code of Virginia, Title 51.1

Retiree Handbook, Code of Virginia, revised November 2002, Title 51.1, Chapters 1-7

VRS Annual Report, December 2002, published annually, Code of Virginia, Title 51.1, Chapters 1-7

What's Quick, Easy And Only A Phone Call Away? (VIPS For VRS Members), published June 2000, Code of Virginia, Title 51.1, Chapters 1-7

What's Quick, Easy And Only A Phone Call Away? (VIPS For VRS Retirees), published June 2000, Code of Virginia, Title 51.1, Chapters 1-7

What's Quick, Easy And Only A Phone Call Away? (VIPS For VRS Employers), published June 2000, Code of Virginia, Title 51.1, Chapters 1-7

RICHARD BLAND COLLEGE OF THE COLLEGE OF WILLIAM AND MARY

Copies of the following documents may be viewed or downloaded from the Richard Bland College Intranet as indicated. Questions regarding these documents should be addressed to Patricia Harvey, Director of Institutional Research and Program Assessment, same address, telephone (804) 863-1629 or FAX (804) 863-1666.

Guidance Documents:

Richard Bland College Faculty Handbook, 2002
<http://www.rbc.edu/fac-handbook.pdf>

Richard Bland College Student Handbook, 2002
<http://www.intranet.rbc.edu/1/Home/Handbooks/Student+Handbook+%26+Policies/STDHB2.html>

Richard Bland College Employee Handbooks and Manuals
<http://www.dpt.state.va.us/handbooks.htm>

Richard Bland College Classified Employee Handbook, 2002
<http://www.intranet.rbc.edu/1/Home/Handbooks/Employee+Handbook+&+Policies/CLASS.htm>

Richard Bland College Emergency Response Manual, 2002
<http://www.intranet.rbc.edu/1/Home/Handbooks/EMERGENCY+RESPONSE+MANUAL.htm>

Richard Bland College Catalogue 2002-2004
<http://www.rbc.edu/RBC%20Cat.pdf>

Richard Bland College Computer Use Manual, 2002
http://www.intranet.rbc.edu/1/Home/Handbooks/Computer+Policies/rbccp_rev021102R.htm

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Copies of the following document may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of the Registrar, Maze Hall, Richard Bland College, Petersburg, VA 23805. Questions regarding this document should be addressed to Lois Wray, Registrar, same address, telephone (804) 862-6206 or FAX (804) 863-1666. This document may be viewed/downloaded from the Richard Bland College Home Page (<http://www.rbc.edu>) by clicking **RBC Intranet**, clicking **Richard Bland College Handbooks and Policies**, and then clicking RBC Transfer Guide.

Guidance Document:

Richard Bland College Transfer Guide
<http://199.111.38.200/1/home/handbooks/RBC+Transfer+Guide/TGUIDE-INTRO.htm>

VIRGINIA SMALL BUSINESS FINANCING AUTHORITY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Financial Services Division, 707 E Main Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Barbara Carter at the same address, telephone (804) 371-8254, FAX (804) 225-3384, or e-mail bcarter@dba.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Patricia S. Thorne, Financial Services Division, 707 E Main Street, 3rd Floor, Richmond, VA 23219, (804) 371-8208, FAX (804) 225-3384, or e-mail pthorne@dba.state.va.us.

Guidance Documents:

BONDS

Virginia Private Activity Bond Allocation Guidelines, revised January 2003, Chapter 50 (§§ 15.2-5000 through 15.2-5005) of Title 15.2 of the Code of Virginia (PABGuidelines.doc)

Bond Overview, revised January 2003, Virginia Small Business Financing Authority: Industrial Development Bonds, Tax-exempt Bonds and Taxable Bonds, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia. Applications revised January 2003, (TaxableBondApp.doc., TaxExemptBondapp.doc, and bondoverview.doc)

Umbrella Bond Program Information sheet, revised January 2003, Virginia Small Business Financing Authority: Industrial Development Bonds, Umbrella Bond Program, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia (UMBInfosheet.doc)

REVOLVING LOAN FUND

Revolving Loan Fund Information, revised January 2003, Virginia Small Business Financing Authority: Virginia Economic Development Revolving Loan Fund and Virginia Defense Conversion Revolving Loan Fund, Chapter 28 (§§ 9-197 through 9-235 and 9-249.1) of the Code of Virginia. Application revised January 2003, (RLFguidance.doc. and RLFtotalapp.doc)

LOAN GUARANTY PROGRAM

Loan Guaranty Program Information, revised January 2003, Virginia Small Business Financing Authority: Loan Guaranty Program, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia. Application and agreements revised January 2003, (LGPBankGuaranty.doc, LGPBorrowersAgreement.doc, LGPGuidance.doc, and LGPTotalapp.doc.)

CHILD DAY CARE PROGRAM

Child Day Care Information, revised January 2003, Virginia Small Business Financing Authority: Child Day Care Financing Program: Child Day Center Loans and Family Home Provider Loans, Title 63.1, Chapter 10 § 63.1-195 and Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia. Applications and information materials revised January 2003, (CDCGuidance.doc, CDCInfoSheet.doc., Centersapp.doc, and FHPapp.doc.)

VIRGINIA CAPITAL ACCESS PROGRAM

Virginia Capital Access Program Manual, revised January 2003, Virginia Small Business Financing Authority: Virginia Capital Access Program - Program Manual, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia. Application material revised January 2003, (TotalBkPartAgmt.doc, VCAPInfoSheet.doc, VCAPprogramManual.doc)

EXPORT ASSISTANCE PROGRAM

Program discontinued in 2002

ENVIRONMENTAL COMPLIANCE ASSISTANCE FUND

Environment Compliance Assistance Fund information, revised January 2003, Virginia Small Business Financing Authority. Environment Compliance Assistance Fund. Chapter 11.1, Title 10.1, Article 4, § 10.1-1197.1 et seq. of the Code of Virginia. Application revised January 2003, (ECAFTotalapp.doc, ECAFattachment.doc, and ECAFguidance.doc)

DEPARTMENT OF SOCIAL SERVICES

To obtain copies or to arrange viewing of the following documents, contact the FOIA Coordinator at the offices of the Department of Social Services, Office of Communications, 730 E. Broad Street, Richmond, VA 23219-1849, telephone (804) 692-1900 or FAX (804) 692-0319.

If there are costs for any of the listed documents, they are indicated below. Where documents are available free of charge, it is for a single copy of the document. There may be charges for multiple copies.

Copies of the following documents may be viewed during regular business hours, 8:30 a.m. until 5 p.m. on normal work days, at the above address. Some of the listed documents are available for viewing in Department of Social Services' regional and district offices located throughout the Commonwealth. Other documents may be viewed in local departments of social services serving every city and county in the state.

Questions concerning interpretation or implementation of these documents may be directed to Richard Martin, Regulatory Coordinator, Department of Social Services, Room 930, 730 E. Broad Street, Richmond, VA 23219-1849, telephone (804) 692-1825, FAX (804) 692-1814 or e-mail lrm2@dss.state.va.us.

You may obtain the most up-to-date information on the Department of Social Services' guidance documents on the department's Internet home page (<http://www.dss.state.va.us/>).

The Department of Social Services provides administrative support to the Office of Interdepartmental Regulation of Children's Residential Facilities and to the Family and Children's Trust Fund. You may contact the above persons concerning these agencies' guidance documents.

Guidance Documents:

Appeals and Fair Hearings

Administrative Disqualification Hearings, Virginia Department of Social Services, October 1, 2002, free

Benefits and Services Appeals, Virginia Department of Social Services, October 1, 2002, free

Virginia Department of Social Services Appeals and Fair Hearings Unit Child Protective Services Section; October 1, 2002, free

Child Support Enforcement Appeals, Virginia Department of Social Services; October 1, 2002, free

Benefit Programs

Aid to Families with Dependent Children-Foster Care (AFDC-FC) Policy Manual, June 2002, \$54.60

Volume IX, Energy Assistance Policy Manual, revised June 2002, 22 VAC 40-680, \$22.90

Energy Assistance Program Quick Reference Guide, revised June 2002, 22 VAC 40-680, \$3.10

Volume V, Food Stamp Certification Policy Manual, October 2001, § 63.2-801, \$81 (can also be accessed via the Internet @ www.dss.state.va.us/benefit/foodstamp.html)

Food Stamp Program Quick Reference Guide, October 2002, § 63.2-801, \$3.60

Volume XIII, Medicaid Policy Manual, October 2002, § 32.1-323 et seq., \$78.75

Volume II, Part V, State-Local Hospitalization, General Relief and Auxiliary Grants Policy Manual, February 1995, § 32.1-343 et seq., \$52.10

Temporary Assistance For Needy Families (TANF) Policy Manual (VIEW included), October 2002, § 63.2-600, \$54.60

Virginia Electronic Benefits Transfer (EBT) Policies and Procedures Guide, June 2002, free

Guidance Documents

Child Support Enforcement

Division of Child Support Enforcement Program Manual, November 1, 2000, 22 VAC 40-880, initial CD-ROM at \$35 annually which includes updates each 60 days

Communications

Statewide Human Services Information and Referral Manual, June 2002, § 63.2-222, free

Community Programs and Resources

Neighborhood Assistance Program Donor Fact Sheet, revised July 2000, § 63.2-2000 et seq., free

Neighborhood Assistance Program Project Fact Sheet, revised July 2000, § 63.2-2000 et seq., free

Neighborhood Assistance Program Contribution Notification Forms, A, B, C, D, and E, revised July 2000, § 63.2-2000 et seq., free

Virginia AmeriCorps Policy Supplement, revised September 2000, free

Virginia Refugee Resettlement Program manual, free

Welfare-to-Work (WTW) Guidelines and Procedures, Transmittal #1, July 1999, free

Finance and Administration

Final Allocations for Local Departments of Social Services - Fiscal Year Ending June 30, 2002, free

Finance and Administration Guidelines Manual for LDSS, revised May 16, 2002, free

LASER Expenditure Guidelines Manual, free

Virginia Department of Social Services Information Security Policy, revised April 3, 2001, § 63.2

Virginia Department of Social Services Internet Policy, October 2000, free and available at <http://www.dss.state.va.us/geninfo/privacy.html>

Human Resource Management

Administrative Manual for Local Departments of Social Services, revised September 2001, § 63.2-219, free

State Compensation Plan for Local Department of Social Services, December 2000, § 63.2-330, free

Agency Salary Administration Plan, March 28, 2001, free

Standard Operating Procedure 1.1, Alcohol and Other Drugs; October, 2001, free

Standard Operating Procedure 1.2, Awards of Length of State Service, October, 2001, free

Standard Operating Procedure 1.3, Emergency Office Closings, October 2001, free

Standard Operating Procedure 1.4, Hours of Work, October 2001, free

Standard Operating Procedure 1.5, Layoff, October 2001, free

Standard Operating Procedure 1.6, Performance Planning and Evaluation, October 2001, free

Standard Operating Procedure 1.7, Probationary Period, October 2001, free

Standard Operating Procedure 1.8, Standards of Conduct, October 2001, free

Standard Operating Procedure 1.9, Temporary Work Force Reduction, October 2001, free

Standard Operating Procedure 1.10, Termination/Separation from Service, October 2001, free

Standard Operating Procedure 1.11, Employment Eligibility Verification, October 2001, free

Standard Operating Procedure 1.12, Criminal History Checks, October 2001, free

Standard Operating Procedure 1.13, Identification Badges, October 2001, free

Standard Operating Procedure 1.14, Parking, October 2001, free

Standard Operating Procedure 1.15, Telecommuting, October 2001, free

Standard Operating Procedure 1.16, Wage Employees, October 2001, free

Standard Operating Procedure 2.1, Equal Employment Opportunity, October 2001, free

Standard Operating Procedure 2.2, Recruitment, Screening and Selection, October 2001, free

Standard Operating Procedure 2.3, Temporary Help, October 2001, free

Standard Operating Procedure 2.4, Harassment, October 2001, free

Standard Operating Procedure 3.1, Compensation Guidelines, October 2001, free

Standard Operating Procedure 4.1, Training and Development, October 2001, free

Standard Operating Procedure 4.2, Tuition Reimbursement, October 2001, free

Recruitment and Selection Handbook for Supervisors, May 2002, free

Licensing Programs

Adverse Enforcement: Goals, Principles, Guidelines, and Office Procedures, October 28, 1999, \$4.00

Adverse Enforcement: Goals, Principles, Guidelines, and Office Procedures, October 28, 1999, \$4.00

Criteria for Training, February 1999, free

Curriculum Outline for Assisted Living Facility Administrators, February 1997, 22 VAC 40-71, free

Curriculum Outline for Assisted Living Facility Direct Care Staff Training, November 2002, 22 VAC 40-71, free

Curriculum Form for First Aid and Cardiopulmonary Resuscitation (CPR) for Licensed Child Day Centers, December 2001, 22 VAC 15-30, free

First Aid Curriculum Form for Minimum Standards for Licensed Family Day Homes, August 2000, 22 VAC 40-110, free

First Aid and CPR Curriculum Form for Standards and Regulations for Licensed Assisted Living Facilities, January 2002, 22 VAC 40-71, free

Implementation Procedures for Processing Allowable Variance Requests, revised July 1995, free

Operations Implementation Memorandum No. 1 - Family Day Home Abbreviated Study, July 1995, free

Operations Implementation Memorandum No. 3 - Use of Modification When Family Day Homes Change Location, April 1996, free

Requirements for Proof of Child Identity and Age for Licensed Child Day Centers & Certified Preschools, July 1999, § 63.2-1809, free

Performance-based Licensing and Monitoring, July 10, 1999, free

Program Operations Guidance: Facility Closure, November 1997, free

Operations Implementation Memorandum #5 - Incomplete and New Application Information, free

Requirements for Proof of Child Identify and Age for Licensed Family Day Homes, February 1999, § 63.2-1809, free

Summary of Information for Religiously Exempt Child Day Centers, § 63.2-1716, free

Technical Assistance Questions and Answers for Standards and Regulations for Licensed Assisted living Facilities, May 1999, 22 VAC 40-71, \$6.00

Technical Assistance Questions and Answers for Minimum Standards for Licensed Family Day Homes, May 2000, 22 VAC 40-110, free

Technical Assistance Questions and Answers for Minimum Standards for Licensed Child Day Centers, July 1999, 22 VAC 15-30, free

Waiver Guidelines for Criminal Convictions for Child Welfare Agencies, June 2001, § 63.2-17233, free

Program Integrity

Fraud Reduction and Elimination Effort (Fraud FREE) Policy Manual, revised September 2001, § 63.2-526 and 22 VAC 40-325, free

Family Services

Assisted living Facility Assessment Manual, revised November 2002, 22 VAC 40-745, free

Volume VII, Social Services Policy Manual, various, those sections of Title 63.2 pertaining to adult services, adult protective services, adoption, child care, child protective

services, domestic violence prevention services, interstate/intercountry placement of children, foster care, independent living, and family preservation/support services, \$104.70 plus actual shipping and handling

User's Manual: Virginia Uniform Assessment Instrument (UAI), revised April 1998, 22 VAC 40-745, free

User's Manual: Virginia Uniform Assessment Instrument (UAI) for Private Pay Residents of Adult Care Residences, revised April 1998, 22 VAC 40-71-170 et seq. and 22 VAC 40-745, free

Virginia's Guide to the Interstate Compact on the Placement of Children, updated November 2002, §§ 63.2-100, 63.2-1000, and 63.2-1100 through 63.2-1105, free

Parental Placement for Adoption and the Interstate Compact on the Placement of Children, revised November 2002, §§ 63.2-1230 through 63.2-1240, free

Virginia's Guide to Intercountry Placement: Virginia's Preadoptive Requirements, updated November 2002, § 63.2-1104, free

Request to Place Virginia youth Out-of-Commonwealth, updated November 2002, §§ 16.1-286 A, 63.2-100, 63.2-1000, 63.2-1100, 63.2-1105, and 22.1-218.1, free

032-01-300, Access to Information From A finalized Adoption Record in Virginia, December 1995, free

Adoption in Virginia booklet, 2000, \$2.00

032-01-926/1, Parental Placement Adoptions in Virginia, April 1990, free

Permanency Unit (Adoption/Family Preservation/Foster Care) Broadcast Notebook, 2002

Child Care Maximum Reimbursement Rates, free

Family and Children's Trust Fund

Small Grant Awards Policy Statement, revised November 1997, § 63.2-2103, free

Interdepartmental Regulation of Children's Residential Facilities

Procedures for Conducting Background Investigations Required by § 63.2-1726 of the Code of Virginia on Employees, Volunteers, and Contractual Service Providers Affiliated with Children's Residential Facilities, August 26, 2002, § 63.2-1726, free

Addendum to Background Investigation Procedures Required by § 37.1-183.3 of the Code of Virginia, August 26, 2002, § 37.1-183.3, free

Standards Manual for Interdepartmental Regulation of Children's Residential Facilities, July 1, 2000, 22 VAC 42-10, free

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

Guidance Documents

the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at bsw@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the Board at the address above or by telephone at (804) 662-9914. Copies are free of charge.

Guidance Documents:

140-2, Newsletters

140-2.1, Interpretation of work settings exempted from licensure requirements by state law. Clarification of standards of practice pertaining to dual relationships, record keeping and competency areas, 1995

140-2.2, Summary of Virginia statutes regarding maintenance and release of client records, 2000

140-3, Assistant Attorney General Opinions

140-3.1, Interpretation of § 32.1-127.1:02 regarding the release of medical records, September 20, 1995

140-3.2, Interpretation of § 32.1-127.1:03 pertaining to release of health care records, April 7, 1997

140-4, Minutes of the Board

140-4.1, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, February 26, 1999

DEPARTMENT OF STATE POLICE

Copies of the following document may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the headquarters of the State Police, 7700 Midlothian Turnpike, Richmond, VA 23225. Mail inquiries should be submitted to the Department of State Police, Firearms Transaction Unit, P.O. Box 27472, Richmond, VA 23261. Copies may be obtained for a fee of \$5. by contacting our Firearms Transaction Manager, at the same address, telephone (804) 674-2210 or FAX (804) 674-2105.

Questions concerning interpretation or implementation of this document may be directed to the Criminal Justice Information Services Division Officer, Department of State Police, P.O. Box 27472, Richmond, VA 23261, telephone (804) 674-2147 or FAX (804) 674-2105.

Guidance Document:

Virginia Firearms Transaction Program, *Procedures Manual for Firearms Dealers*, revised July 1, 2001, § 18.2-308.2:2

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Copies of the following document may be obtained from any of the Department of State Police, Field Division Headquarters, or by writing to the Internal Affairs Section,

Professional Standards Unit, Department of State Police, P.O. Box 27472, Richmond, VA 23261-7472.

Questions concerning the contents of the document may be directed to the Internal Affairs Manager at the above address or at telephone (804) 323-2383.

Guidance Document:

Brochure entitled *How the Complaint Process Works*

SUPREME COURT OF VIRGINIA

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:45 p.m. in the Office of the Executive Secretary of the Supreme Court of Virginia, 100 North Ninth Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge unless otherwise noted by contacting Sandi Robison at the same address, telephone (804) 786-6455 or FAX (804) 786-4542.

Questions regarding interpretation or implementation of these documents may be directed to Robert N. Baldwin, Executive Secretary, Supreme Court of Virginia, 100 North Ninth Street, Third Floor, Richmond, VA 23219, telephone (804) 786-6455 or FAX (804) 786-4542.

Guidance Documents:

Guidelines on Release of Information to the News Media, revised January 1999, updated as required

Handbook for Grand Jurors, revised November 1998, updated as required

Handbook for Judges and Clerks in Virginia, revised July 2000, call for pricing

The Judicial Council of Virginia Public Information Goals and Objectives, March 1994

A Handbook for Jurors, revised July 1997, updated as required

Jury Service: Cornerstone of Justice (videotape), \$10, 1987

A Statement of Principles and Recommended Judicial Practices to Assure Fair Treatment of Crime Victims and Witnesses, revised March 1987

Virginia Courts in Brief, revised November 1998, updated as required

Supreme Court of Virginia Information Pamphlet, revised June 2001, updated as required

Virginia Court of Appeals Information Pamphlet, revised April 2001, updated as required

Virginia Circuit Court Information Pamphlet, revised June 2001, updated as required

Virginia General District Court Information Pamphlet, June 2001, updated as required

Virginia Juvenile & Domestic Relations District Court Information Pamphlet, revised November 2001, updated as required

Virginia Magistrate Information Pamphlet, revised September 2001, updated as required

Committee on District Courts: Review of Methodology for Determining the Need for New Judgeships in the District Courts

Hearing Officer System Rules of Administration, revised July 1995

Virginia District Court Manual, \$203.32 for two volumes, \$35.35 for updates, revised July 2002, updated annually

Circuit Court Clerk's Duties List, \$10, revised June 2002, updated annually

Circuit Court Clerk's Manual – Criminal, \$65 for complete set, \$25 for updates, revised July, updated annually

Circuit Court Clerk's Manual – Civil, \$65 for complete set, \$25 for updates only, revised July, updated annually

Virginia Magistrate's Manual, \$65 for complete set, \$25 for updates only, revised July, updated annually

General District Judges Benchbook, updated annually, call for pricing

District Court Accounting Manual, \$130 complete w/binders, tabs, \$30.12 for update only, revised July 1997, updated as required

Court Appointed Attorney Manual, revised June, updated annually

Purchasing Manual, revised July, updated annually

Payroll Manual, revised December 1997, updated as required

Criminal Fund Guidelines – Chart of Allowances, revised July 1997, updated as required

Involuntary Mental Commitment Guidelines, revised July 1997, updated as required

Travel Regulations, revised July 2001, published annually

General Accounting Processing Guidelines, revised July 1997, updated as required

Judicial Inquiry & Review Commission Pamphlet, reprinted January 2001, updated as required

Virginia Sentencing Guidelines Manual, \$95, \$25 through \$35 for annual updates, revised July 2002

General Information Relating to the Courts Within Each Circuit and District Within Virginia, revised July, updated annually

Virginia Courthouse Facility Guidelines, revised as needed

Benchbook for Juvenile and Domestic Relations District Court Judges, call for pricing

DEPARTMENT OF TAXATION

Copies of the following documents may be obtained from TAX's internet website, <http://www.tax.state.va.us/>, or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, Department of Taxation, 3600

W. Broad Street, Richmond, VA 23230. These forms are used to implement the return filing requirements for the taxes administered by the Virginia Department of Taxation. Primarily, these return filing requirements are found in Title 58.1 of the Code of Virginia. The Department of Taxation is also required to collect certain agricultural commodity taxes found under Title 3.1 of the Code of Virginia. Copies may be obtained by contacting the Forms Request Unit at the Department of Taxation, P.O. Box 1317, Richmond, VA 23218-1317, telephone (804) 236-2760 or (804) 236-2761.

Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Relations, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 367-8031, (804) 367-8036, (804) 367-8037, or (804) 786-0884 or FAX (804) 786-2670.

Guidance Documents:

Form R-1, Combined Registration Application Form, revised March 2002

Form R-3, Registration Change Request, revised January 1999

Form R-1, Instructions for Completing Combined Registrations, revised April 2001

Form R-5, Nonresident Real Property Owner Registration, revised July 2000

Form R-5E, Nonresident Real Property Owner Exemption Certificate, revised July 2000

Form R-5P, Nonresident Real Property Owner Shareholder/Partner Schedule, revised April 1992

Form ST-9, Dealer's Retail Sales and Use Tax Return, revised December 2002

Form ST-9A, Dealer's Worksheet for Computing State and Local Retail Sales and Use Tax, revised December 2000

Form ST-9B, Schedule of Local Sales and Use Taxes, revised April 2001

Instructions for Form ST-9B, revised June 2000

Form ST-6, Direct Pay Permit Sales and Use Tax Return, revised January 2001

Form ST-6A, Direct Pay Permit Sales and Use Tax Return Worksheet, revised February 2001

Form ST-6B, Schedule of Local Taxes, revised April 2001

Form ST-7, Consumer's Use Tax Return, revised January 2000

Form ST-7A, Business Consumer's Use Tax Return Worksheet, revised January 2000

Form ST-8, Out-of-State Dealer's Use Tax Return, revised December 2002

Form ST-8A, Out-of-State Dealer's Work Sheet for Computing Use Tax, revised April 2000

Revised Virginia Sales Tax Table, revised January 1987

4% Virginia Sales Tax Table, January 2000

Guidance Documents

Form ST-10, Sales and Use Tax Certificate of Exemption - for use by VA dealer who purchases tangible property for resale, revised October 1999

Form ST-10A, Printed Materials Exemption, June 1995

Form ST-11, Sales and Use Tax Certificate of Exemption - Manufacturing, revised June 1995

Form ST-11A, Sales and Use Tax Certificate of Exemption - Construction, Nonmanufacturing, revised June 1999

Form ST-12, Sales and Use Tax Certificate of Exemption - for use by the Commonwealth of VA, November 1999

Form ST-13, Sales and Use Tax Certificate of Exemption - for use for medical-related products, revised August 2001

Form ST-13A, Sales and Use Tax Certificate of Exemption - for use by nonprofit Churches, revised June 1995

Form ST-14, Sales and Use Tax Certificate of Exemption - for use exclusively by out of state dealers who purchase tangible personal property in VA for immediate transport out of VA for resale outside of VA, revised March 1999

Form ST-14A, Sales and Use Tax Certificate of Exemption - for use exclusively by out of state dealers who purchase tangible personal property in VA for immediate transport out of VA for resale outside of VA, revised January 1999

Form ST-15, Sales and Use Tax Certificate of Exemption - Individuals purchasing heating oil, revised September 1981

Form ST-16, Sales and Use Tax Certificate of Exemption - for use by watermen, revised February 2000

Form ST-17, Sales and Use Tax Certificate of Exemption - for use by harvesters of forest products, revised July 1999

Form ST-18, Sales and Use Tax Certificate of Exemption - for use by a farmer for purchase of tangible personal property for use in producing agricultural products for market, revised January 1999

Form ST-19, Sales and Use Tax Certificate of Exemption - for use by shipping lines engaged in interstate or foreign commerce, revised December 2000

Form ST-20, Sales and Use Tax Certificate of Exemption - for use by certain public service corporations, commercial radio and television companies, revised June 1999

Form ST-20A, Sales and Use Tax Certificate of Exemption - for use by production companies, revised July 1995

Form TT-12, Tobacco Stamps Credit, June 1992

Form TT-13, Monthly Report of Cigarette Sales, November 2001

Form TT-14, Monthly Report of NR Tobacco, November 2001

Form TT-18 & TT-18A, Monthly Report of Cigarette Manufacturer, created June 2002

Form 200, Litter Tax Return, revised August 1998

Litter Tax Worksheet/Instructions, revised December 1998

Form 301, Enterprise Zone Credit - Individual, annually

Form 301, Enterprise Zone Credit - Corporation, annually

Form 301, Enterprise Zone Credit - State Bank Franchise Tax, annually

Form 304, Major Business Facility Job Tax Credit, annually

Form PAR 101, Power of Attorney and Release, revised December 2002

Form 305, Clean Fuel Vehicles Job Creation Tax Credit, annually

Form 306, Coalfield Employment Enhancement Tax Credit, annually

Form 500-NOLD, Corporation Application for Refund, annually

Form 500-V, Corporation Income Tax Payment Voucher, revised October 2002

Form 500 E, Corporation Income Tax Extension Payment Voucher and Tentative Tax Return, revised October 2002

Form 500-EC Modified Net Income Tax Return for Electric Cooperatives, annually

Form 500ES Forms and Instructions for Declaration of Estimated Income Tax, annually

Form 500-X, Amended Corporation Income Tax Return, annually

Form 500, Corporation Income Tax Return, annually

Form 500S, Small Business Corporation Return of Income, annually

Form 500/500S Instructions, annually

Form 500CR, Credit Computation Schedule for Form 500, annually

Schedule A (Form 500), Multistate Corporation Tax Return, annually

Form 500C, Underpayment of VA Estimated Tax by Corporations, annually

Form 500T, Telecommunications Company's Minimum Tax and Credit Schedule, annually

Form 559A, Transmittal Form For Estimated Income Tax, 1997

Form 559C, Recapitulation Sheet, 1997

Form 559S, Report Collections of Estimated State Income Tax, February 1998

Form 559, Memorandum of Assessment of Estimated State Income Tax, revised August 1988

Form 760, Individual Income Tax Return, annually

Form 760 Instructions, annually

Schedule ADJ, annually

Form CU-7, Consumer's Use Tax Return for Individuals, annually

- Form 760ES, Estimated Income Tax Payment Vouchers for Individuals, Estates, and Trusts, annually
- Form 763, Special Nonresident Claim for Individual Income Tax Withheld, annually
- Form 763 Instructions, annually
- Form 763S Instructions, annually
- Form 760 PY, Individual Income Tax Return for Part-Year, annually
- Form 763PY Instructions, annually
- Form 762, Return of Tangible Personal Property, Machinery and Tools, and Merchants' Capital, annually
- Form 760E, Tentative Tax Return and Application for Extension of Time to File Individual or Fiduciary Income Tax Returns, annually
- Schedule CR, Schedule of Credits for use with Forms 760, 760PY and 763, annually
- Form 770, Virginia Fiduciary Income Tax Return, annually
- Form 770, Virginia Fiduciary Income Tax Instructions, annually
- Form 760C, Computations Relating to the Underpayment of Estimated Income Tax By Individuals, annually
- Form 760CH, Income Tax Correction Form for Individuals, Estates and Trusts, revised May 1988
- Form 760F, Underpayment of Estimated Tax by Farmers and Fisherman, annually
- Form CX-1, Cotton Assessment, revised May 1999
- Form VA-4, Personal Exemption Worksheet, revised June 1999
- Form VA-5, Employer's Return of Income Tax Withheld, revised September 2002
- Form VA-6, Employer's Annual or Final Summary of Income Tax Withheld, revised 2002
- Form VA-6A, Employer's Copy of Annual or Final Summary of Income Tax Withheld, revised 2001
- Form VA-15, Employer's Voucher for Payment of Virginia Income Tax Withheld, revised 2002
- Form VA-16, Employer's Payment Quarterly Reconciliation and Return of Income Tax Withheld, revised 2002
- Form VM-1, Dealer's Application for Certificate of Registration for Sales Through Vending Machines, revised October 1996
- Form VM-2, Vending Machine Dealer's Sales Tax Return, revised November 1998
- Form VM-2A, Dealer's Worksheet for Computing Tax on Sales Through Vending Machines, revised March 2002
- Form VM-2B, Schedule of Local Vending Machine Sales Tax, revised May 2001
- Form VM-3, Certificate of Registration for Sales Through Vending Machines, revised March 1995
- Form WCT-1, Watercraft Sales and Use Tax Dealer's Application for Registration, revised January 1999
- Form WCT-2, Watercraft Sales and Use Tax Return, revised September 1997
- Form WCT-2A, Dealer's Worksheet for Computing Watercraft Sales and/or Use Tax, revised September 1997
- Form WCT-3A, Individual Watercraft Tax Worksheet, revised September 1997
- Form WCT-Refund, Consumer's Application for Refund
- Form FT-100, Motor Vehicle Fuel Sales Tax Dealer's Application for Certificate of Registration, revised March 1998
- Form FT-101, Dealer's Worksheet for Computing Only the Vehicle Fuel Sales Tax, revised October 1997
- Form FT-102, Motor Fuel Sales Tax Return, revised February 2000
- Form FT102-A, Schedule of Motor Vehicle Fuel Sales Tax, revised May 1990
- Form FT-102B, Schedule of Retailer Purchases for Resale, revised December 2000
- FT-106, Motor Vehicle Fuel Sales Tax Bracket System, revised June 1990
- Form FT-200, Certificate of Exemption for Use by Persons Who Purchase Fuel in the Cities of Alexandria, Manassas, Manassas Park, Fredericksburg, Fairfax or Falls Church or the Counties of Arlington, Prince William, Stafford or Fairfax Exclusive of the Special Fuels Tax Under a Supplier's License Issued by DMV, revised February 1996
- Form 1034, Forest Products Tax Return, revised October 2002
- Instructions for Preparing Forest Products Tax Return, revised September 1998
- Form 1035, Forest Products Tax Return Small Manufacturers and Certain Small Severers, revised October 2002
- Form 404, Soft Drink Excise Tax Return, revised July 2002
- Form CO-1, Corn Tax Return, revised July 1997
- Form PN-1, Peanut Excise Tax Return, revised January 1999
- Form PT-1, Probate Tax Return, revised August 1999
- Form EST-80, Estate Tax Return, revised July 2002
- Form SG-1, Small Grains Assessment, revised May 1996
- Form SH-1, Sheep Assessment, revised April 1995
- Form T-1, Tire Tax Return, revised November 1996
- Form T-1A, Dealer's Worksheet for Computing Tire Tax, revised October 2000
- Form ST-M, Dealer's Filing Multiple Returns, April 1989

Guidance Documents

Form AST-1, Application for Exclusion Under the Virginia Aircraft Sales and Use Tax Act, revised September 1998

Form AST-2, Dealer's Aircraft Sales and Use Tax Return, revised January 1998

Form AST-3, Aircraft Sales and Use Tax Return, revised September 1995

Form OIC-Business, Offer in Compromise, revised May 1998

Form OIC-Individual, Offer in Compromise, revised May 1998

Form CS-21, Collection Information Statement for Businesses, revised December 1997

Financial Information for Individuals, revised May 1998

Form CS-7, Collections - Lien Insert, revised March 1999

Form ML-1, Memorandum of Lien, revised February 1994

Form RML-1, Release of Memorandum of Lien, revised February 1994

Form FS-2, Notice to Appear in Lieu of Summons, revised May 1994

Form PL-1, Final Demand for Payment and Notice of Intent to Padlock, revised June 1995

Form PL-2, Order to Padlock and Notice of Dstraint, revised June 1995

Form PL-3, Final Demand for Payment, Notice of Intent to Padlock and Revocation of Certification of Registration, revised January 1995

Form EG-1, Egg Tax Return, revised March 1996

Form EG-2, Worksheet for VA Egg Board and Conversion Calculations for Egg Products, revised June 2002

Form PF-1, Public Facilities Sales Tax Return, revised March 1995

Form PF-1A, Dealer's Worksheet for Computing Public Facility Sales Tax, revised March 1995

Form DT-36, Waiver of Time Limitation on the Assessment of Taxes, revised March 1995

Virginia Taxpayer Bill of Rights, revised May 2000

Form 307, Credit for Employers of Individuals with Disabilities, annually

Form QBA, Qualified Business Application for the Qualified Equity and Subordinated Debt Investments Tax Credit, revised December 2002

Form WRC, Worker Retraining Credit, revised November 2001

Form EDC, Taxpayer Application for the Qualified Equity and Subordinated Debt Investments Tax Credit, revised November 2002

Form DEC, Certification of Rehabilitative Services for the Virginia Credit for Employers of Individuals with Disabilities, revised December 2001

Form HAC, Taxpayer Application for the Home Accessibility Features for the Disabled Tax Credit, November 2002

Virginia Individual Income Tax Telefile Instruction Booklet, annual

Virginia Bank Franchise Packet, annual

Form TCPL, Transfer of the Income Tax Credit for Preservation of Land, December 2002

Form GFD, General Fund Donation voucher, December 2002

Electronic Funds Transfer Guide, June 2002

Employer Income Tax Withholding Instructions, December 2002

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Copies of the following documents may be obtained from TAX's internet website, <http://www.tax.state.va.us/>, or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Policy and Administration, Policy Development, Department of Taxation, 2220 W. Broad Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting the Office of Policy and Administration, Policy Development, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-2423 or FAX (804) 367-0045.

Questions regarding interpretation or implementation of these documents may be directed to the Office of Policy and Administration, Policy Development, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-2423 or FAX (804) 367-0045.

Guidance Documents:

Estimates of: 1) Wine Tax, 2) Alcoholic Beverage Profits, 3) State Sales and Use Tax, 4) Local Option 1% Sales and Use Tax, 5) Recordation and Grantor's Tax to be Distributed to Localities, annually, § 15.1-159.9

Virginia Local Tax Rates Bulletin*, annually, § 58.1-210

The Virginia Assessment Sales Ratio Study*, annually, § 58.1-207

Taxable Sales In Virginia Counties and Cities Based On Retail Sales Tax Revenue*, annually and quarterly

Virginia Department of Taxation Annual Report*, annually

* The most recent issue of this document is no longer available in hard copy. It may be downloaded from the department's website (www.tax.va.us/publications.htm).

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Copies of the following documents may be obtained from TAX's internet website, <http://www.tax.state.va.us/>. Additionally, 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 Policy and Administration, Appeals and Rulings, Department of Taxation, 2220 W. Broad Street, Richmond, VA 23220. These documents provide the department's interpretation of Title 58.1 of the Code of Virginia. Copies may be obtained free of charge by contacting the Office of Policy

and Administration, Appeals and Rulings, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8010 or FAX (804) 367-0045.

Questions regarding interpretation or implementation of these documents may be directed to the Office of Policy and Administration, Appeals and Rulings, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8010 or FAX (804) 367-0045.

Guidance Documents:

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

Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia Department of Taxation and Richmond District Internal Revenue Service, September 15, 1986

Agreements, Reciprocal Income Tax Agreement Between State of West Virginia and Commonwealth of Virginia, October 20, 1988

Agreements, Reciprocal Personal Income Tax Agreement Between Commonwealth of Pennsylvania and Commonwealth of Virginia, no date

Agreements, Withholding Instructions, Memorandum to Forms Committee Leader Planning and Management Services Division from Director Tax Policy Division, November 2, 1988

Aircraft, Sales and Use Tax, Memorandum to Supervisor Taxpayer Assistance Section from Director of Tax Policy, July 24, 1985

Aircraft, Application of the Aircraft Sales Tax to Aircraft Sold at Washington National Airport, Memorandum to Supervisor Taxpayer Assistance Section from Director of Tax Policy, October 19, 1987

Corporate Tax, Abatement of 100% Penalty Assessed Under § 58-44.1; Abatement of Corporate or Partnership Liability, Memorandum to Director Field Services Division from Director of Tax Policy, August 22, 1983

Corporate Tax, Investment in Euro Dollars, Foreign Source Income Subtraction, Memorandum to Supervisor Technical Services Section, Office Services Division from Director Tax Policy Division, November 28, 1984

Corporate Tax, Sales Factor and Form 4797 Proceeds, Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, March 31, 1987

Corporate Tax, Financial Corporation Apportionment Factor, Memorandum to Interstate Audit Supervisor from Director Tax Policy Division, March 17, 1988

Corporate Tax, Short Period Corporate Income Tax Returns, Memorandum to Supervisor Technical Services Section from Director Tax Policy Division, July 31, 1990

Corporate Tax, Application of Penalty to Corporate and Individual Income Tax Audits, Memorandum to Director Field Services Division and Director Office Services Division from Director Tax Policy Division, October 26, 1990

Corporate Tax, ACRS Carryovers and Refunds: Statute of Limitations, Policy Recommendation from Assistant Commissioner Tax Policy, July 27, 1993

Corporate Tax, Enterprise Zones, Memorandum to Office of Tax Policy and Office of Fiscal Research, from Tax Policy Analyst, November 30, 1995

Corporate Tax, Revised Virginia Energy Plan, Memorandum from Tax Commissioner to Department of Mines, Minerals and Energy, September 11, 1998

Individual Tax, Interest on Estimated Individual Income Tax Underpayments, Memorandum to Supervisor Technical Services Section Office Services Division from Director Tax Policy Division, October 14, 1982

Individual Tax, Set-Off Debt Collection Program, Amending Filing Status 4 Returns, Memorandum to Supervisor Technical Services Section Office Services Division from Director Tax Policy Division, April 25, 1982

Individual Tax, Public Law 98-259 - Forgiveness of Federal Income Tax for U.S. Military and Civilian Employees Killed in Terrorist Action, Memorandum to Supervisor Technical Services Section Office Services Division from Director Tax Policy Division, December 28, 1984

Individual Tax, Taxability of Title VII Benefits (Conrail Benefits and Termination Allowances), Memorandum to Supervisor Technical Services Section from Director Tax Policy Division, April 22, 1985

Individual Tax, Form 760C (Individual Underpayments of Estimated Tax), Memorandum to Supervisor Technical Services Section Office Services Division, November 24, 1986

Individual Tax, Names to Appear on Assessments, Memorandum to Information Services Division from Director Tax Policy Division, December 22, 1986

Individual Tax, Personal Exemptions/Dependent Children, Memorandum to Supervisor Technical Services Section Office Services Division, August 20, 1987

Individual Tax, Head of Household Filing Status, Memorandum to Supervisor Error Resolution Unit from Director Tax Policy Division, June 24, 1988

Individual Tax, State and Federal Tax Incentives for Child Care, Presentation to the HJR 27 Study Committee On Child And Day Care, December 13, 1989

Individual Tax, Filing Extensions, Application of Penalty and Interest, June 29, 1988

Individual Tax, Non-Resident Income from the Rental or Sale of Virginia Real Estate, Important Notice from The Virginia Department of Taxation, August 6, 1990

Individual Tax, Application of Penalty to Corporate and Individual Income Tax Audits, Memorandum to Director Field Service Division and Director Office Services Division from Director Tax Policy, October 26, 1990

Individual Tax, Computation of Income Tax Penalty and Interest, Memorandum to Supervisor Technical Services

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Section Office Services Division, from Director Tax Policy Division, November 29, 1990

Individual Tax, Virginia Taxes and Lottery Winnings, January 1991

Individual Tax, Policy Recommendations: HB 1830 Increase in Late Filing/Payment Penalties, Memorandum to Director Information Systems Division from Director Tax Policy Division, May 1, 1991

Individual Tax, HB 1830: Application of Penalties to Pre-1990 Income Tax Returns, Memorandum to Director Information Systems Division from Director Tax Policy Division, May 24, 1991

Individual Tax, Reciprocity Status of Michigan for individual Income Tax Purposes, Memorandum to Tax Commissioner from Acting Assistant Tax Commissioner Office of Tax Policy, August 7, 1992

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Virginia Tax Bulletin No. 94-9, Application of the Watercraft Sales and Use Tax to the Sale of Boat Motors, June 27, 1994

Virginia Tax Bulletin No. 94-10, Application of the Sales Tax to Disposal Fees on Waste Tires and Other Environmentally Hazardous Materials, December 1, 1994

- Virginia Tax Bulletin No. 94-11, Federal Retiree Settlement Legislation, July 13, 1994
- Virginia Tax Bulletin No. 94-12, Interest Rates, Fourth Quarter 1994, September 23, 1994
- Virginia Tax Bulletin No. 94-13, Retail Sales and Use Tax: Legislative Consideration of Exemption Request, September 30, 1994
- Virginia Tax Bulletin No. 94-14, Interest Rates, First Quarter 1995, December 15, 1994
- Virginia Tax Bulletin No. 95-4, Interest Rates, Third Quarter 1995, June 21, 1995
- Virginia Tax Bulletin No. 95-5, Major Sales Tax Legislation Passed by the 1995 General Assembly, June 23, 1995
- Virginia Tax Bulletin No. 96-1, Interest Rates, Second Quarter 1996, March 20, 1996
- Virginia Tax Bulletin No. 96-2, Operation Joint Endeavor, April 23, 1996
- Virginia Tax Bulletin No. 96-3, Interest Rates, Third Quarter 1996, June 19, 1996
- Virginia Tax Bulletin No. 96-4, Virginia Egg Excise Tax, August 23, 1996
- Virginia Tax Bulletin No. 96-5, Employer Withholding by Electronic Fund Transfer (EFT), September 27, 1997
- Virginia Tax Bulletin No. 96-6, Retail Sales and Use Tax: Film Purchased by Commercial Photographers, September 27, 1997
- Virginia Tax Bulletin No. 96-7, Interest Rates, Fourth Quarter 1996, September 27, 1996
- Virginia Tax Bulletin No. 96-8, Interest Rates, First Quarter 1997, December 18, 1996
- Virginia Tax Bulletin No. 97-1, Coalfield Employment Enhancement Credit, February 18, 1997
- Virginia Tax Bulletin No. 97-2, Interest Rates, Second Quarter 1997, March 20, 1997
- Virginia Tax Bulletin No. 97-3, Interest Rates, Third Quarter 1997, June 20, 1997
- Virginia Tax Bulletin No. 97-4, Interest Rates, Fourth Quarter 1997
- Virginia Tax Bulletin No. 97-5, Watercraft Tax, December 19, 1997
- Virginia Tax Bulletin No. 97-6, Interest Rates Bulletin, First Quarter
- Virginia Tax Bulletin No. 98-1, Major Business Facility Job Tax Credit, January 13, 1998
- Virginia Tax Bulletin No. 98-2, Payment of Taxes By Electronic Funds Transfer Now Mandatory Some Business Taxpayers, March 16, 1998
- Virginia Tax Bulletin No. 98-3, Interest Rates, Second Quarter, March 30, 1998
- Virginia Tax Bulletin No. 98-4, Exemption for Nonprescription Drugs and Proprietary Medicine, May 8, 1998
- Virginia Tax Bulletin No. 98-5, Interest Rates, Third Quarter, June 26, 1998
- Virginia Tax Bulletin No. 98-6, Interest Rates, Fourth Quarter
- Virginia Tax Bulletin No. 98-7, Forest Products Tax, October 1, 1998
- Virginia Tax Bulletin No. 99-1, Personal Property Tax Relief Act of 1998, Income Tax Treatment of Tax Relief, January 4, 1999
- Virginia Tax Bulletin No. 99-2, Interest Rates, First Quarter, January 6, 1999
- Virginia Tax Bulletin No. 99-3, Interest Rates, Second Quarter, April 4, 1999
- Virginia Tax Bulletin No. 99-4, Worker Retraining Tax Credit, April 5, 1999
- Virginia Tax Bulletin No. 99-5, Operation Allied Force, May 1, 1999
- Virginia Tax Bulletin No. 99-6, Major Business Facility Job Tax Credit Economically Distressed Areas for 1998, May 1, 1999
- Virginia Tax Bulletin No. 99-7, Interest Rates, Third Quarter, June 11, 1999
- Virginia Tax Bulletin No. 99-8, Hearing Aid Batteries, June 11, 1999
- Virginia Tax Bulletin No. 99-9, Sales and Use Tax on Registration for Nonprofit Organizations, June 18, 1999
- Virginia Tax Bulletin No. 99-10, Interest Rates, Fourth Quarter, September 27, 1999
- Virginia Tax Bulletin No. 99-11, Retail Sales and Use Tax, Food Tax Reduction Program, October 1, 1999
- Virginia Tax Bulletin No. 00-1, Interest Rates, Second Quarter, March 28, 2000
- Virginia Tax Bulletin No. 00-2, Tobacco Settlement, June 16, 2000
- Virginia Tax Bulletin No. 00-3, Modular Housing, June 20, 2000
- Virginia Tax Bulletin No. 00-4, Interest Rates, Third Quarter, June 29, 2000
- Virginia Tax Bulletin No. 00-5, Qualified Equity and Subordinated Debt Investment Tax Credit, July 31, 2000
- Virginia Tax Bulletin No. 00-6, Interest Rates, Third Quarter, September 26, 2000
- Virginia Tax Bulletin No. 00-7, Interest Rates, First Quarter, December 27, 2000
- Virginia Tax Bulletin No. 01-1, Taxation of Electric Cooperatives, January 4, 2001
- Virginia Tax Bulletin No. 01-2, Interest Rates, Second Quarter, March 26, 2001

Guidance Documents

Virginia Tax Bulletin No. 01–3, Interest Rates, Third Quarter, June 29, 2001

Virginia Tax Bulletin No. 01–4, Interest Rates, Fourth Quarter, September 19, 2001

Virginia Tax Bulletin No. 01–5, Interest Rates, First Quarter, December 21, 2001

Virginia Tax Bulletin No. 02–1, Interest Rates, Second Quarter, March 20, 2002

Virginia Tax Bulletin No. 02–2, Virginia Income Tax Fixed Date Conformity, March 20, 2002

Virginia Tax Bulletin No. 02–3, Additional Information on Fixed Date Conformity, April 8, 2002

Virginia Tax Bulletin No. 02–4, Interest Rates, Third Quarter, June 29, 2002

Virginia Tax Bulletin No. 02–5, Interest Rates, Fourth Quarter, September 26, 2002

Additionally, the Department of Taxation is required under § 58.1-204 of the Code of Virginia to publish (i) orders of the Tax Commissioner under §§ 58.1-1822 and 58.1-1824, (ii) final orders entered by a circuit court under § 58.1-1826 or § 58.1-1827, and any written opinion or memorandum of the court; and (iii) any written ruling or other interpretation of Virginia law which the Tax Commissioner believes may be of interest to taxpayers and practitioners. These public documents interpret both law (Title 58.1 of the Code of Virginia) and regulations (Title 23 of the Virginia Administrative Code) as they apply to taxpayers. Since 1984, the department has published over 4,500 public documents and adds an additional 40 to 50 documents to this list each month.

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 Customer Relations/Compliance/Audit, Department of Taxation, 3600 W. Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of \$0.10 per page by contacting Richard Dotson at the Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087

Questions regarding interpretation or implementation of these documents may be directed to Richard Dotson, Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Guidance Documents:

Office of Compliance, Sales and Use Tax Audit Procedures Manuals, revised November 1998, Vols. 1 through 4, 2,000 pages

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 Customer Relations/Compliance/Collections Support, Department of Taxation, 3600 W. Broad Street, Richmond, VA

23230. Copies may be obtained for a per page copy fee of \$0.10 per page by contacting Mickey Toombs, Office of Customer Relations/Compliance/Collections Support, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2157 or FAX (804) 786-2087.

Questions regarding interpretation or implementation of these documents may be directed to Mickey Toombs, Office of Customer Relations/Compliance/Collections Support, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2157 or FAX (804) 786-2087.

Guidance Documents:

Office of Compliance, Field Representative Manual, 1978 (revised 1990), 1,500 pages

Office of Compliance, Padlocking Procedures Manual, April 1990 (revised 1993), 200 pages

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 Customer Relations/Compliance/Collections, Department of Taxation, 3600 W. Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of \$0.10 per page by contacting David Jordan, Office of Customer Relations/Compliance/Collections, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Questions regarding interpretation or implementation of these documents may be directed to David Jordan, Office of Customer Relations/Compliance/Collections, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Guidance Documents:

Collections Manual, Virginia Department of Taxation, August 1996 (Rev 96.1), 55 pages

Commonwealth of Virginia, Department of Taxation, Office of Compliance, Procedures for Safeguarding Federal Tax Information, July 1981, revised September 2000, 16 pages

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the office of the Virginia Department of Taxation, 3600 W. Broad Street, Richmond, VA 23230. Copies may be obtained free of charge by contacting Kerry Williams, Office of Customer Relations, Channel Support/Electronic Filing Unit, Virginia Department of Taxation, P.O. Box 27423, Richmond, VA 23261-7423, telephone (804) 367-6100, FAX (804) 367-0224, or e-mail ELFCoordinator@tax.state.va.us. Internet addresses for accessing the documents are found below.

Questions regarding interpretation or implementation of these document may be directed to Kerry Williams, Office of Customer Relations, Channel Support/Electronic Filing Unit, Virginia Department of Taxation, P.O. Box 27423, Richmond,

VA 23261-7423, telephone (804) 367-6100, FAX (804) 367-0224, or e-mail ELFCoordinator@tax.state.va.us.

Guidance Documents:

Handbook for Electronic Filers of Individual Income Tax Returns, Publication VA-1345 (<http://www.tax.state.va.us/site.cfm?alias=SoftwareDevelopers>), revised annually

Electronic Filing of Individual Income Tax Returns Information for Software Developers, Publication VA-1346 (<http://www.tax.state.va.us/site.cfm?alias=SoftwareDevelopers>), revised annually

Electronic Filing Software Vendor Test Package, Publication VA-1436 (<http://www.tax.state.va.us/site.cfm?alias=SoftwareDevelopers>), revised annually

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, Registration Unit, Department of Taxation, 3600 Centre, 3610 W. Broad Street, Richmond, VA 23230. Copies may be obtained free of charge by contacting the Office of Customer Relations, Registration Unit, Department of Taxation, P.O. Box 1114, Richmond, VA 23218-1114, telephone (804) 786-3195 or FAX (804) 786-2642. The Internet address for accessing the document is found below.

Questions regarding interpretation or implementation of this document may be directed to Elizabeth Harvey, Office of Customer Relations, Customer Service, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 786-3130 or 786-3132, FAX (804) 367-2603 or e-mail ehanvey@tax.state.va.us.

Guidance Document:

Electronic Funds Transfer Program Implementation Guide, (http://www.tax.state.va.us/Web_PDFs/taxforms/1999/99EFTguide.pdf), revised June 2002, § 58.1-9

VIRGINIA TOURISM AUTHORITY

dba VIRGINIA TOURISM CORPORATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Tourism Corporation, 901 E. Byrd Street, Riverfront Plaza, West Tower, 19th Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Carol Coats at the same address, telephone (804) 371-8162, FAX (804) 786-1919 or e-mail ccoats@virginia.org. The documents may be downloaded from the Virginia Tourism Corporation's industry website at www.vatc.org.

Questions regarding interpretation or implementation of these documents may be directed to Ralph Earnhardt, Grants Administrator, at the same address, telephone (804) 371-0048, FAX (804) 786-1919 or e-mail rearnhardt@virginia.org.

Guidance Documents:

Cooperative Marketing Program FY 2004 Application and Reporting Guidelines, issued July 24, 2002, § 2.2-2319

Cooperative Marketing Program FY 2003 Application and Reporting Guidelines, issued August 6, 2002, § 2.2-2319

DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the work unit (division, district, or residency) that issued or has custody of the document. VDOT recently completed a reorganization to establish clearer lines of authority, responsibility, and accountability with better alignment of related functions. The reorganization includes new organizational units designed to meet the changing needs and conditions of the 21st century. The documents listed below have been, or will be, updated to reflect new titles, divisions, and responsibilities as necessary.

Asset Management Division — Administration

The former Maintenance Division was divided into the Asset Management and Security Management Divisions. Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 4 p.m. in the VDOT's Asset Management Division, located at 1221 E. Broad Street, 4th Floor, Richmond, VA 23219. Up to five copies of any document or a combination of documents may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 786-2849 or FAX (804) 786-7987. Six or more copies may be received at a cost of \$0.15 per page, checks are to be made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Quintin D. Elliott, Asset Management Division Administrator, VDOT, 1401 E. Broad Street, Richmond, VA 23219, telephone (804) 786-2847, FAX (804) 225-4979 or e-mail Quintin.Elliott@VirginiaDOT.org.

Truck Weigh operations have been transferred to the Department of Motor Vehicles. Contact the Department of Motor Vehicles for guidance documents referring to this subject.

Guidance Documents:

Abandoned Vehicles, 1991 Maintenance Guidelines Manual, Section 3.260 (2 pages), § 46.2-1210

Bridge Impediments, 1991 Maintenance Guidelines Manual, Section 12.501 (1 page), § 33.1-207, 24 VAC 30-20-90

Contracts, Maintenance Policy Manual 4-1 (1 page), January 1994, "Maintenance Funded Contracts" Memorandum CD-93-2/M-300-93 (1 page), February 16, 1993, "Hired Equipment Funded From Maintenance Allocations" Memorandum (2 pages), February 15, 1993, "Hired Equipment" Memorandum (10 pages), May 29, 1990, "Extra Contract Work" Memorandum CD-97-15 (8 pages), September 17, 1997, Chapter 7, Title 11, of the Code of Virginia

Guidance Documents

Driveways of Volunteer Fire Departments and Rescue Squads, 1991 Maintenance Guidelines Manual, Section 11.207 (2 Pages), § 33.1-200.1

Dump Creating Fire Hazard to Public Bridges, 1991 Maintenance Guidelines Manual, Section 9.126 (1 page), § 33.1-347

Entrances, Maintenance Policy Manual 6-1 (1 page), January 1994, 1991 Maintenance Guidelines Manual, Sections 7.202 (3 pages) and 7.450 (1 page), §§ 33.1-197 through 33.1-199

Ferries, Bridges, and Turnpikes, Maintenance Policy Manual 18-1 (3 pages) and 19-1 (2 pages), January 1994, §§ 33.1-252 and 33.1-268

Hauling Permits, Maintenance Policy Manual 8-1 (1 page), January 1994, §§ 33.1-12(3), 46.2-652, 46.2-653, 46.2-1139 through 46.2-1149, 24 VAC 30-20-30 and 24 VAC 30-20-40

Inmate Labor, Maintenance Policy Manual 10-1 (1 page), January 1994, 1991 Maintenance Guidelines Manual, Chapter 13 (12 pages), §§ 53.1-56, 53.1-57, and 53.1-58

Land Use Permits, Maintenance Policy Manual 11-1 (1 page), January 1994, § 33.1-12, 24 VAC 30-20-20 through 24 VAC 30-20-80 and 24 VAC 30-20-130

Litter and Debris, 1991 Maintenance Guidelines Manual Sections 9.122 (2 pages), 9.123 (1 page), "Disposal of Animals Killed on Rights-of-Way" Memorandum (1 page), November 29, 1990, §§ 10.1-1424, 18.2-323, 18.2-324, and 33.1-346

Newspaper Boxes, 1991 Maintenance Guidelines Manual, Section 3.242 (1 page), § 33.1-206 and 24 VAC 30-20-110

Pesticide Use, 1991 Maintenance Guidelines Manual, Section 8.360 (5 pages), Virginia Pesticide Control Act, Title 3.1, Chapter 14.1, Articles 1 and 2 of the Code of Virginia

Posted Roads and Bridges, Maintenance Policy Manual 19-1 (2 pages), January 1994, 1991 Maintenance Guidelines Manual, Sections 3.400 (5 pages) and 12.100 (1 page), "Instructions for Posted Bridge Signs" Memorandum M-272-90 (6 pages), March 15, 1990, § 46.2-1104

Railroad Grade Crossings, 1991 Maintenance Guidelines Manual, Sections 3.511 (1 page) and 3.522 (2 pages), §§ 56-405 and 56-406.2

Railroads, Maintenance Division Policy Manual 13-1 (1 page), January 1994, §§ 56-405 and 56-406.2, 24 VAC 30-20-130

Rest Areas and Waysides, Maintenance Policy Manual 18-1 (3 pages), January 1994, 1991 Maintenance Guidelines Manual, Section 9.200 (3 pages), "Rest Area Identification Signing" Memorandum M-290-91 (2 pages), August 29, 1991, "Rest Area Women's Restrooms" Memorandum M-277-90 (1 page), June 27, 1990, §§ 33.1-12(3) and 33.1-218, 24 VAC 30-20-140 and 24 VAC 30-50-10

Roads in State Institutions, 1991 Maintenance Guidelines Manual, Section 3.631 (2 pages), § 33.1-33

Sale of Materials, Rental of Equipment and Performance of Work for State Agencies, Local Governmental Units and Federal Agencies, Maintenance Policy Manual 12-1 (2 pages),

January 1994, 1991 Maintenance Procedures Manual, Section 3.300 (3 pages), "Disposal of Material" Memorandum M-293-92 (1 page), February 13, 1992, §§ 5.1-49, 5.1-50 and 33.1-195

School Zone Signs, 1991 Maintenance Guidelines Manual, Section 10.135 (1 page), § 46.2-873

Sledding Play Areas Designated by Local Governments, 1991 Maintenance Guidelines Manual, Section 11.213 (1 page), § 46.2-1302

Snow Emergency Routes, 1991 Maintenance Guidelines Manual, Section 11.211 (1 page), § 46.2-1302

Speed Limits, 1991 Maintenance Guidelines Manual, Section 14.101 (1 page), § 46.2-878

Unauthorized Signs/Advertising, 1991 Maintenance Guidelines Manual, Sections 3.210 (2 pages) and 3.215 (2 pages), § 33.1-373

Construction Management and Scheduling and Contract Development Divisions

The Construction Division has been reorganized into separate Construction Management and Scheduling and Contract Development Divisions. Assignment of specific responsibility for the documents listed below has not been completed. Pending completion of this task, copies of the following documents may be viewed during regular work days from 8:15 until 4:30 p.m. in the office of the Virginia Department of Transportation's Construction Management Division, 1401 E. Broad St., 12th Floor, Richmond, VA 23219. Copies may be obtained either free of charge, or at the specified cost by contacting the Construction Management Division Administrator at the same address, telephone (804) 786-2907 or FAX (804) 786-7778.

Questions regarding interpretation or implementation of these documents may be directed to the Construction Management Division Administrator at the same address, telephone, and FAX numbers given above.

The documents below are issued pursuant to § 33.1-13 of the Code of Virginia. The Post Construction Manual and the Instructional Memoranda are available at the following Internet address:

<http://www.virginiadot.org/business/const>

Guidance Documents:

VDOT Construction and Maintenance Claims Manual, issued 1992, no charge

VDOT Emergency Contract Manual, issued May 2000, no charge

VDOT Post Construction Manual (Imperial and Metric), revised 1997, no charge

VDOT Construction Manual, issued 1996, \$11

VDOT Construction Phase Inspection Manual, revised November 2001, no charge

VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

VDOT Construction Division Memoranda, issued 1994 - 2001, \$0.15 per page.

These documents are generally two pages or less in length, and pertain to construction activities such as documentation requirements, design guidelines, specification interpretation, and contractual issues. Memoranda are revised, rescinded, or issued throughout the year, generally every two or three months. For copies, contact the Construction Management Division Administrator at the address and phone number shown above.

Financial Planning Division

Note: The former Financial Planning and Debt Management Division was divided into the Financial Planning and Innovative Finance and Revenue Operations Divisions. 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's Financial Planning Division, located on the 4th Floor of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or via telephone at (804) 786-6065 or FAX (804) 786-2564.

Questions regarding interpretation or implementation of the VDOT Annual Budget and Supplement may be directed to John W. Lawson, Director of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-2454, FAX (804) 786-2564 or e-mail john.lawson@virginiadot.org.

Guidance Document:

Virginia Department of Transportation Fiscal Year 2002 Annual Budget, (updated annually at the end of the fiscal year as required by the Code of Virginia, § 33.1-12(9)). This item may also be viewed at the VDOT website at the following address:

http://www.virginiadot.org/infoservice/resources/CTB-SYP-AnnualBudget_02-03.pdf

Innovative Project Delivery Division

The former Financial Planning & Debt Management Division was divided into the Financial Planning and Innovative Finance & Revenue Operations Divisions, and some functions were transferred to the Innovative Project Delivery Division. The Commonwealth of Virginia Public-Private Transportation Act of 1995 (PPTA) Guidelines, dated April 4, 2001, issued pursuant to § 56-556 of the Code of Virginia, are currently undergoing revision in conjunction with the transfer. Questions about the PPTA should be referred to Malcolm T. Kerley, Chief Engineer for Program Development, telephone (804) 786-4798 or e-mail Mal.Kerley@VirginiaDOT.org.

Local Assistance Division

The former Secondary Roads and Urban Divisions combined some functions of the former Programming and Scheduling Division to become the Local Assistance Division. Copies of the following document may be viewed during regular work

days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting W.R. Dandridge, Transportation Engineer Senior, at the same address, telephone (804) 786-2745 (or Hugh W. Adams, Transportation Engineering Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603.

Guidance Document:

Guide For The Industrial Access Program, revised April 2002, § 33.1-221, 24 VAC 30-270 (Industrial Access Policy)

(former Programming and Scheduling Division entry)

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219.

For more information on this program or to obtain a copy of the application packet, please contact our Transportation Enhancement Program Staff, at 1-800-444-7832. In the Richmond area, please call (804) 786-2872 or (804) 786-2264, FAX (804) 786-2603 or e-mail Robert.Terrell@VirginiaDOT.org, H.Chenault@VirginiaDOT.org, Pamela.Liston@VirginiaDOT.org, or Cynthia.Clark@VirginiaDOT.org.

Guidance Document:

Transportation Enhancement Program Guidelines, issued 2002, § 33.1-12(9) and (11)

(Former Urban Division entry)

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, 4th Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Local Assistance Division at the same address, telephone (804) 786-2585 or FAX (804) 371-0847.

Questions regarding interpretation or implementation of this document may be directed to the Assistant Division Administrator at the same address, telephone number, and FAX number given above.

Guidance Document:

Urban Division Manual, May 2001, 24 VAC 30-320-10 (Urban Street Payment Program), 24 VAC 30-330-10 (Urban Construction Program)

Location and Design Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design

Guidance Documents

Division, Public Involvement Section, located in Room 713 of the VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Patsy Napier at the same location and mailing address, telephone (804) 786-2566 or FAX (804) 786-9311. Questions regarding interpretation or implementation of this document may be directed to Patsy Napier.

Guidance Document:

VDOT Public Involvement Policy and Procedure Manual, issued 1999, § 33.1-18, no charge

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, Engineering Services Section, located in Room 603 of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting the Engineering Services Section Manager at the same location and mailing address, telephone (804) 786-2543 or FAX (804) 225-3686. Questions regarding interpretation or implementation of this document may be directed to the Engineering Services Section Manager.

Guidance Document:

Instructional and Informational Memorandum LD-55, Curb Ramps for Persons with Mobility Impairments, issued January 26, 2001, § 15.2-2021, no charge

Management Services Division

The former Quality Assurance and Strategic Management Division was renamed the Management Services Division. Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Management Services Division, Room 712, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Management Services Division Administrator at the same address, telephone (804) 786-7712 or FAX (804) 371-0074.

Questions regarding interpretation or implementation of this document may be directed to the Management Services Division Administrator.

Guidance Document:

VDOT Value Engineering Program Administration Manual, revised February 21, 2002, § 33.1-190, no charge.

Mobility Management Division

The former Traffic Engineering Division has been renamed the Mobility Management Division. Copies of the Mobility Management Memoranda (1966-2002), issued pursuant to authority set forth in §§ 33.1-12 (3) and (5), and which deal with traffic signs, signals, and control devices, along with related safety issues, may be viewed during regular work days from 8 a.m. until 4:30 p.m. in Room 1308A of the Virginia Department of Transportation's Mobility Management Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon

request by contacting Mr. Mansour Mahbanoozadeh at the same address, telephone (804) 786-7983.

Guidance Documents:

Mobility Management Division Memoranda, issued 1966 – 2002, §§ 33.1-12(3) and (5), 24 VAC 30-520 (Classifying, Designating and Marking State Highways)

Questions regarding interpretation or implementation of these documents may be directed to the Mobility Management Division Administrator, 2nd Floor, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

Transportation and Mobility Planning Division

The former Transportation Planning Division has been renamed the Transportation and Mobility Planning Division. Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Transportation and Mobility Planning Division Administrator, 1st Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Kenneth E. Lantz, Jr., at the same address, telephone (804) 786-2964 or FAX (804) 225-4785; however, the copying charges are significant due to the document being out of print.

Questions regarding interpretation or implementation of these documents may be directed to Kenneth E. Lantz, Jr., Transportation and Mobility Planning Division Administrator, at the same address, telephone, and FAX number given above.

Guidance Document:

1989 State Highway Needs Assessment, (separate volume for each district - Bristol, Culpeper, Fredericksburg, Lynchburg, Northern Virginia, Richmond, Salem, Staunton, Suffolk (now Hampton Roads)), § 33.1-23.03

Programming Division

The former Programming and Scheduling Division has been renamed the Programming Division. Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Programming Division, Room 404, 1401 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Six-Year Program (SYP) may also be viewed on the Internet at www.VirginiaDOT.org - access the " Six-Year Program" link.

Questions regarding interpretation or implementation of these documents may be directed to the Programming Division Administrator at (804) 786-2587 or FAX (804) 371-0847.

Guidance Document:

Virginia Transportation Six Year Program, implemented July 1, 2002, § 33.1-12(9)

Office of Public Affairs

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of

the Virginia Department of Transportation's Office of Public Affairs, located in the VDOT Hospital Building, 2nd Floor, 1201 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 786-5595, FAX (804) 786-5323 or e-mail bryan.kelley@VirginiaDOT.org.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

Guidance Documents:

Interagency (State Transportation) Map Committee Policy, revised February 1993, § 33.1-36, no charge

Statement on the Use of VDOT County Map Series Digital Files, August 2001, § 33.1-84, no charge

Right of Way and Utilities Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way and Utilities Division, located in the VDOT Annex Building, 5th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting the State Utilities Engineer, at the same address, telephone (804) 786-2979 or FAX (804) 786-1706.

Questions regarding interpretation or implementation of this document may be directed to the State Utilities Engineer.

Guidance Document:

Utility Relocation Policies and Procedures Manual, Volume II, revised May 1996, 24 VAC 30-210-10 (Policy on Placing Utilities Underground)

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Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way and Utilities Division, located in the VDOT Annex Building, 5th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting B. D. Fulwider, Relocation Program Manager, at the same address, telephone (804) 786-4366 or FAX (804) 786-1706.

Guidance Document:

Guidance Document for Determination of Certain Financial Benefits For Displacees, effective November 21, 2001, 24 VAC 30-41 (Rules and Regulations Governing Relocation Assistance)

Security and Emergency Management Division — Transportation Emergency Operations Center

Functions from the former Administrative Services and Maintenance Divisions were combined to form the Security and Emergency Management Division. Copies of the following documents may be viewed at the Emergency Operations Center (EOC) within VDOT's Security Management Division,

located at 1221 E. Broad Street, 4th Floor, South Wing, Richmond, VA 23219. The EOC is staffed on a 24-hour basis, so arrangements may be made to view the documents as needed. Any document or a combination of documents may be obtained free of charge by contacting the Emergency Operations Center at the same address, telephone (804) 786-2848, FAX (804) 225-4979, or e-mail Perry.Cogburn.@VirginiaDOT.org.

Questions regarding interpretation or implementation of these documents may be directed to Perry Cogburn at the same addresses, telephone, and FAX number shown above.

The following documents are related to Title 44 (Military and Emergency Laws) of the Code of Virginia: Chapters 3.2 (Emergency Services and Disaster Law), 3.3 (Transportation of Hazardous Radioactive Materials), 3.4 (Funding for State and Local Government Radiological Emergency Preparedness), and 3.5 (Virginia Hazardous Materials Emergency Response Program).

Guidance Documents:

Volume 7 (Transportation) of the Commonwealth of Virginia Emergency Operations Plan, September 1997, (a seven-volume set of plans promulgated by Executive Order # 73 (97), and published under the auspices of the Virginia Department of Emergency Management)

VDOT Hurricane Guidance Manual, March 1997

Structure and Bridge Division

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Structure and Bridge Division, located in the VDOT Annex Building, 10th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Lisa Bodette at the same address, telephone (804) 786-2637 or FAX (804) 786-2988.

Questions regarding interpretation or implementation of this document may be directed to W. F. (Fred) Dotson at the same address given above, telephone (804) 786-2853 or FAX (804) 786-2988.

Guidance Document:

Structure and Bridge Division Instructional and Informational Memorandum 02-27.5, Bridge Safety Inspections, issued 2002, § 33.1-12

Transportation Research Council

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 Transportation Research Council, 530 Edgemont Drive, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting the Virginia Transportation Research Council Librarian at the same address, telephone (804) 293-1959 or FAX (804) 293-1990. Copies may also be obtained by submitting a request via electronic mail to imc6s@virginia.edu. The document is accessible through VDOT's Internet website at the following address:

Guidance Documents

http://www.virginia.gov/vtrc/main/online_reports/02-tar8.pdf

Questions regarding interpretation or implementation of this document may be directed to the Research Director, Virginia Council, Transportation Research Council, 530 Edgemont Drive, Charlottesville VA 22903, telephone (804) 293-1938 or FAX (804) 293-1990.

Guidance Document:

Intellectual Property Handbook, Third Edition, issued March 2002, § 2.1-20.1:1, no charge

Districts:

Staunton District

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, Staunton District Office, Rt. 11 Bypass/Commerce Rd., Staunton, VA 24401. Copies may be obtained free of charge by contacting Guy Tudor, Transportation Engineer, at the same address, telephone (540) 332-9120 or FAX (540) 332-9267.

Questions regarding interpretation or implementation of this document may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

Guidance Document:

VDOT General Notes and Subdivision Checklist for Subdivisions in the Staunton District, revised May 2000, 24 VAC 30-90 (Subdivision Street Requirements)

Residencies:

Sandston Residency

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the Sandston Residency office of the Virginia Department of Transportation, 6000 Elko Tract Road, Sandston, VA 23150. Single copies may be obtained free of charge by contacting the Resident Engineer at P.O. Box 219, Sandston, VA 23150, telephone (804) 328-3044 or FAX (804) 328-3041.

Questions regarding interpretation or implementation of this document may be directed to the Resident Engineer, at the same address, telephone, and FAX numbers given above.

Guidance Document:

Board of Supervisors Reference Manual, revised February 6, 2000, § 33.1-70.01

DEPARTMENT OF THE TREASURY

General 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 the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of these documents may be directed to Connie O. Vaughan at telephone (804) 225-2268, FAX (804) 225-3187 or e-mail at connie.vaughan@trs.state.va.us. Copies may be obtained free of charge.

Guidance Documents:

Department of the Treasury Policy and Procedures Manual, revised continually

Department Purchasing Manual, revised continually

Debt 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 the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to the Director of Debt Management at telephone (804) 225-4927 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

Alternative Construction and Financing Guidelines, dated July 1, 1992, §§ 2.2-2416 and 53.1-82.23

List of Approved Rating Agencies, dated October 31, 2000, § 2.2-4902

Revenue Bond Project Financing Guidelines, dated September 1988

Treasury Board Guidelines for the Issuance of Appropriation-Supported Debt, dated July 1, 1992, as supplemented August 20, 1997, November 14, 1997, and November 14, 2001, §§ 2.2-2416, 23-19 and 33.1-12

Treasury Board Guidelines for Credit Purchases of Equipment and Energy Projects by State Agencies, Institutions, Boards and Authorities, dated May 17, 1995, § 2.2-2416

Treasury Board Guidelines for Regional Jail Projects Reimbursement, dated February 19, 1998, §§ 53.1-80 through 53.1-82

Virginia College Building Authority By-Laws, dated October 15, 1996, § 23-30.31

Virginia College Building Authority Statement of Policy and Procedures for Loans to Private, Non-Profit Institutions of Higher Education, dated August 1, 2002

Virginia Public Building Authority By-Laws, dated July 25, 2002, § 2.2-2263

Virginia Public Building Authority Debt Issuance and Management Guidelines, dated August 25, 1994

Virginia Public Building Authority Guidelines for Jail Projects Reimbursements, dated July 16, 1996, §§ 2.2-2263 and 53.1-80 through 53.1-82

Virginia Public School Authority By-Laws, dated December 18, 1962, and amended January 25, 1988, § 22.1-171

Virginia Public School Authority General Pooled Bond Policy, dated June 23, 1997

Virginia Public School Authority Stand Alone Bond Policy, dated June 23, 1997

Virginia Public School Authority 1987 General Fund Balance Policy, dated as of September 27, 1999

Cash Management and Investments

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 the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Belinda Blanchard at telephone (804) 225-3166 or FAX (804) 225-3478. Copies may be obtained free of charge.

Guidance Documents:

General Account Investment Policy and Guidelines, revised April 1, 2000, §§ 2.2-4500 et al.

Local Government Investment Pool Policy and Guidelines, revised June 17, 1998, §§ 2.2-4500 et al.

Local Government Investment Pool Investment Circular, revised July, 2001, §§ 2.2-4600 et al.

Operations

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 the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of these documents may be directed to Kristin Reiter at telephone (804) 225-3240 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

Security for Public Deposits Handbook, dated November 18, 1993, 1 VAC 75-20

State Non-Arbitrage Program Information Statement, dated November 1, 2002

Division of Risk Management

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ms. Joyce E. Palmer at the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219, telephone (804) 225-4621 or FAX (804) 371-8400 or e-mail Joyce.Palmer@trs.state.va.us.

Questions regarding this document may be directed to Joyce E. Palmer at the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA

23219, telephone (804) 225-4621 or FAX (804) 371-8400 or e-mail Joyce.Palmer@trs.state.va.us.

Guidance Documents:

Virginia Risk Management Plan, revised March 9, 2001, § 2.2-1837

Virginia Property Risk Management Plan, revised March 9, 2001, § 2.2-1836

Virginia Faithful Performance of Duty Bond Plan, revised March 9, 2001, § 2.2-1840

Virginia Constitutional Officer Risk Management Plan "VaRISK," revised March 9, 2001, § 2.2-1839

Virginia Local Government Risk Management Plan "VaRISK 2," revised March 9, 2001, § 2.2-1840

Unclaimed Property

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 the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219.

Questions regarding these documents may be directed to the Accounting Manager, telephone (804) 225-2393 or FAX (804) 786-4653. Copies may be obtained free of charge.

Guidance Document:

Unclaimed Property Holder Reporting Package, revised July, 2002, §§ 55-210.1 through 55-210.30

UNIVERSITY OF VIRGINIA

Office of the Vice President for Finance

Unless noted otherwise, the documents below are used in interpreting the Code of Virginia, § 23-76.

Department of Parking and Transportation Services

Copies of the following document may be viewed Monday through Friday from 7:30 a.m. until 5 p.m. at the Department of Parking and Transportation Services, 1101 Millmont Street, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Rebecca White, Director of Parking and Transportation Services at the Department of Parking and Transportation Services, P.O. Box 400000, Charlottesville, VA 22904-4000, telephone (434) 924-6763, FAX (434) 924-3980 or e-mail rwc6j@virginia.edu.

The policies may also be viewed at the University of Virginia's website (http://www.virginia.edu/registrar/records/ugradrec//chapter5/c_hapter5-2.htm#parking). Questions concerning interpretation or implementation of the policies may be directed to Rebecca White (same telephone and address as above).

Guidance Documents

Guidance Document:

University of Virginia Graduate and Undergraduate Record, Chapter 5 (UVA Parking Regulations), revised August 2001, § 23-9.2:3

Conference Services

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the UVA Housing Division Conference Services, P.O. Box 400734 Charlottesville, VA 22904-4734. Copies may be obtained free of charge by contacting Sheri States, Director for Conference Services, at the same address, telephone (434) 924-4479, FAX (434) 924-1027 or e-mail ssstates@virginia.edu.

Questions concerning interpretation or implementation of the policies may be directed to Sheri States (same address and telephone number as above).

Web address: <http://www.virginia.edu/housing/conferences/>

Guidance Documents:

Conference Services Agreement, revised 2002

Cavalier Inn Reservation Form

Office of the Vice President and Provost

Copies of the University of Virginia's Undergraduate Prospectus (also known as the Viewbook) can be viewed at the Office of Admission, Miller Hall, Charlottesville, VA, Monday through Friday from 8:30 a.m. to 5 p.m. Questions regarding viewing may be directed to Marjorie Schiff, Assistant Dean of Admission, Miller Hall, Charlottesville, VA, telephone (434) 982-3200, or e-mail at mas4ys@virginia.edu.

The document may also be viewed at the University of Virginia's home page (<http://www.virginia.edu/OfStud.html>).

Copies may be obtained at no charge by contacting Carol Craig, Office of Admission, P.O. Box 400160, Charlottesville, VA 22904-4160, telephone (434) 982-3383.

Questions regarding interpretation or implementation of this document may be directed to Marjorie Schiff at the above telephone number, e-mail, and address.

Copies of the Undergraduate and Graduate records can be viewed in the Office of the Vice President and Provost, Madison Hall, Charlottesville, VA, Monday through Friday from 8:30 a.m. to 5 p.m. Questions regarding viewing may be directed to Laura Hawthorne, Executive Assistant to the Vice President and Provost, Madison Hall, P.O. Box 400226, Charlottesville, VA 22904-4226, telephone (434) 982-2362, or e-mail at lhf4c@virginia.edu.

Individuals eligible to receive a complimentary copy of the Undergraduate and Graduate Records should contact Heather Burns, Office of the University Registrar, P.O. Box 9009, Charlottesville, VA 22906-9009, telephone (434) 924-6378, or e-mail at burns@virginia.edu. Other persons may obtain a copy of the Undergraduate and Graduate Records from the University Bookstore at (434) 924-3721, or write to the University of Virginia Bookstore, Charlottesville, VA 22904-4820. The cost is \$6.

The documents may also be viewed at the University of Virginia's home page (<http://www.virginia.edu/docs.html>).

Questions regarding interpretation and implementation of these documents may be directed to Laura Hawthorne at the above telephone number, e-mail, and address.

Copies of the Faculty Handbook may be viewed at Alderman Library, McCormick Road at University Avenue, Charlottesville, VA, Monday through Thursday from 8 a.m. to 12 a.m., Friday from 8 a.m. to 9 p.m., Saturday from 9 a.m. to 6 p.m., and Sunday from 12 p.m. to 12 a.m. (Times may vary, so check prior to coming.) Assistance in locating a computer terminal is available at the circulation desk.

Hard copies of the Faculty Handbook are no longer available.

The document may also be viewed at the University of Virginia's home page <http://www.virginia.edu/provost/>.

Questions regarding the interpretation and implementation of the Faculty Handbook may be directed to Laura Hawthorne at the above telephone number and address.

Guidance Documents:

University of Virginia's Undergraduate Prospectus (Viewbook), Fall 2002

University of Virginia Undergraduate and Graduate Record, revised 2002-2003

University of Virginia Faculty Handbook, last revised paper date 1994

Claude Moore Health Sciences Library

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Gretchen Arnold, Claude Moore Health Sciences Library, 2nd Floor, Room 2237C, Charlottesville, VA 22908. Copies may be obtained free of charge by contacting Gretchen Arnold at the same address, telephone (434) 924-0194, or e-mail: gvn8r@virginia.edu.

The documents may also be viewed at the University of Virginia's Claude Moore Health Sciences Library home page (<http://www.med.virginia.edu/hs-library/admin/lbypolicies.html>).

Questions regarding interpretation or implementation of these documents may be directed to Gretchen Arnold at the above telephone number, e-mail, and address.

Guidance Document:

University of Virginia Claude Moore Health Sciences Library User Eligibility Policy, revised September 2002

Libraries

Copies of the following document may be viewed at any University library public information desk during regular library hours (hours vary by facility). Copies may be obtained free of charge by contacting Diane Walker, Associate University Librarian for University Services, telephone (434) 924-4606, or e-mail dpw@virginia.edu. The documents may also be viewed

at the University of Virginia's home page (<http://www.lib.virginia.edu/policies/>).

Questions concerning interpretation or implementation of the policies may be directed to Diane Walker (same address and telephone number as above).

Guidance Document:

University Library Policies, July 2002

Office of the Vice President for Management and Budget

Facilities Management

Copies of the Higher Education Capital Outlay Manual (HECOM) may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Facilities Planning and Construction, University of Virginia, 575 Alderman Road, Charlottesville, VA 22903. Copies may be obtained for \$30 per copy from Kim Morris at the same address, telephone (434) 982-4615, FAX (434) 982-4628 or e-mail: kbm4n@virginia.edu.

Questions regarding interpretation or implementation of this document may be directed to Richard Dickman, Capital Outlay Program Assistant Director, University of Virginia, 575 Alderman Road, Charlottesville, VA 22903, telephone (434) 982-5177, FAX (434) 982-4628 or e-mail: rjd6f@virginia.edu.

Guidance Document:

Higher Education Capital Outlay Manual, Edition 2, August 1, 2002, §§ 11-36 through 11-80.

Procurement Services

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at Procurement Services, Carruthers Hall, 1001 N. Emmet Street, P.O. Box 400202, Charlottesville, VA 22904-4202. Copies may be obtained free of charge by contacting Eric Denby, Director of Procurement Services, at the above address, telephone (434) 924-4019, FAX (434) 982-2690 or e-mail: end@virginia.edu. This document and other relevant information as to how the University conducts business in the areas of purchasing, accounts payable, surplus property, and minority procurement is also available on the University of Virginia's Procurement Services website (<http://www.virginia.edu/procurement/>).

Questions concerning interpretation or implementation of the policies may be directed to Eric Denby (same address and telephone number as above).

Guidance Document:

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors, July 2000.

Senior Vice President for Development and Public Affairs

Office of University Development

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the University Development Office, 400 Ray C. Hunt Drive, #100, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Charles Fitzgerald, Associate Vice President for Development, University Development Office, at the above address, telephone (434) 924-3245 or FAX (434) 924-0556.

Interpretive or implementation questions may be directed to Charles Fitzgerald (same address and telephone number as above).

Guidance Document:

University Development Mission and Values Statement, October 1991

Vice President for Student Affairs

Division of Student Affairs

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Vice President for Student Affairs, S.W. Wing, the Rotunda, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Patricia M. Lampkin at the same address, telephone (434) 924-7984, FAX (434) 924-1002, or e-mail: vpsa@virginia.edu. The documents may be printed from Chapter 5 of the University's Graduate and Undergraduate Record websites (<http://www.virginia.edu/~regist/gradrec/> and <http://www.virginia.edu/~regist/ugradrec/>, respectively).

Questions regarding interpretation or implementation of these documents may be directed to Patricia M. Lampkin, Office of the Vice President for Student Affairs, S.W. Wing, the Rotunda, Charlottesville, VA 22903, telephone (434) 924-7984, FAX (434) 924-1002 or e-mail: vpsa@virginia.edu.

Guidance Documents:

Alcohol and Drug Policy, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 2002

Discriminatory Harassment Policy, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Sexual Assault, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 2002

Use of University Equipment, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Use of University Facilities, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Guidance Documents

University Services and Activities, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Copyright Law, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Vice President and Chief Information Officer Office of Information Technologies/Department of Information Technology and Communication

Electronic versions of the following documents are accessible for viewing at and may be printed from the URLs listed below.

Questions regarding interpretation or implementation of these documents may be directed to Robert Reynolds, Vice President and Chief Information Officer, University of Virginia, 108 Cresap Road, P.O. Box 400217, Charlottesville, VA 22904-4217, telephone (434) 982-2249, FAX (434) 924-3579 or e-mail: oit@virginia.edu.

Guidance Documents:

Commonwealth of Virginia Department of Technology Publications, Data, and Links (<http://www.dtp.state.va.us/pubs/dtp-pubs.htm>)

University of Virginia university-wide computing policies and procedures; Department of Information Technology and Communication policies (<http://www.itc.virginia.edu/policy>)

Vice President and Chief Executive Officer of the Medical Center

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of the Vice President and Chief Executive Officer, McKim Hall, 3rd Floor, Room 3004, Charlottesville, VA 22908-0788. Copies may be obtained free of charge by contacting Sally Barber at the same address, telephone (434) 243-5920 FAX (434) 243-9328 or by e-mail: -snb4af@virginia.edu.

Questions regarding interpretation or implementation of these documents may be directed to Sally Barber at the address and phone number above.

Guidance Document:

Medical Center Policy Manual, revised 2002

Medical Center Materiel Support Services

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Materiel Support Services, Medical Center Level 0, Room G-525, P.O. Box 800690, Charlottesville, VA 22908. Copies may be obtained free of charge by contacting James P. Keathley, Administrator, Materiel Support Services, at the same address, telephone (434) 982-0274, FAX (434) 982-1796 or e-mail: jpk7a@virginia.edu.

Questions regarding interpretation or implementation of these documents may be directed to James P. Keathley, Administrator, Materiel Support Services Medical Center, Level 0, Room G-525, P.O. Box 800690, Charlottesville, VA

22908, telephone (434) 982-0274, FAX (434) 982-1796 or e-mail: jpk7a@virginia.edu.

Guidance Document:

Medical Center Policy #0189, Purchasing Guidelines, January 1, 2001, 8 VAC 85-10

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by e-mail at vetbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the board at the address above or by telephone at (804) 662-9915. Copies are free of charge.

Guidance Documents:

150-1, Newsletter of January 1988, Drug record-keeping at shared facilities

150-2, Newsletter of June 1997, Acceptable duties for unlicensed assistants

150-3, Board minutes of February 10, 1993, Delegation of dental procedures; inoculations of animals outside approved facilities

150-4, Board minutes of June 15, 1994, "Chip" clinics outside approved facilities

150-5, Board minutes of January 31, 1995, Criteria for an approved rabies clinic

150-6, Board minutes of December 19, 1995, Mobile facilities allowed to change location without an inspection

150-7, Board minutes of August 13, 1996, Use of term "specialist" or "specialty"

150-8, Board minutes of October 8, 1996, Acceptable duties for unlicensed assistants

150-9, Board minutes of May 28, 1997, Acceptable duties for equine dentists; acceptable duties for unlicensed assistants

150-10, Listing of acceptable duties for unlicensed assistants, updated November 1997

150-11, Matrix of disciplinary sanctions, December 1993, to December 2002

150-12, Newsletter of December 1999, Unannounced inspections and veterinary facilities acting as pharmacies

150-13, Board opinion on veterinary prescriptions, May 16, 2002

VIRGINIA WORKERS' COMPENSATION COMMISSION

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 Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220. Copies may be obtained free of charge by contacting Ann Beverly at the same address, telephone (804) 367-8269, toll-free in Virginia at 1-877-664-2566, or e-mail ann.beverly@vwc.state.va.us. The documents are available on the commission's website (<http://www.vwc.state.va.us>).

Guidance Documents:

A Brief Guide to Workers' Compensation for Employees, § 65.2-100 et seq.

A Brief Guide to Workers' Compensation for Employees (minor injury cases), § 65.2-100 et seq.

Workers' Compensation Requirements for Employers in Virginia, § 65.2-100 et seq.

Mediation Services Brochure

Requirements for Individual Self-Insurance Under the Virginia Workers' Compensation Act, 16 VAC 30-80

Workers' Compensation Notice, Workplace Placard, § 65.2-100 et seq.

Notice To All Employers Regarding Mandatory Insuring Requirement, § 65.2-800

Help For Crime Victims/Criminal Injuries Compensation Fund, § 19.2-368.1 et seq.

GENERAL NOTICES/ERRATA

CRIMINAL JUSTICE SERVICES BOARD

Changes in Entry-Level Law-Enforcement Standards

The Committee on Training of the Criminal Justice Services Board has approved changes to the training objectives, criteria, and lesson plan guides of the Compulsory Minimum Training Standards for Entry-Level Law-Enforcement Officers as part of its annual review under 6 VAC 20-20-25. Copies of the changes may be obtained by contacting Judith Kirkendall at the Department of Criminal Justice Services, 805 East Broad Street, Richmond, VA 23219, or jkirkendall@dcs.state.va.us.

DEPARTMENT OF HEALTH

Financial and Construction Assistance Programs

Drinking Water State Revolving Fund Program Drinking Water Funding

Construction applications may be submitted year round. However, applications received after the due date stated below will be considered for funding in the following cycle. As described below, funding is made possible by our Drinking Water State Revolving Fund (DWSRF) Program. We anticipate having at least \$13 million. Also the enclosed attachment describes our Water Supply Assistance Grant Fund Program. Our FY 2004 DWSRF Intended Use Plan will be developed using your input on these issues.

(1) 1452(k) Source Water Protection Initiatives - (Yellow application) Must be postmarked by April 11, 2003. This provision allows VDH to loan money for activities to protect important drinking water resources. Loan funds are available to: (1) community and nonprofit noncommunity waterworks to acquire land/conservation easements and (2) to community waterworks only to establish local, voluntary incentive-based protection measures.

(2) Construction Funds - (Cream application) Must be postmarked by April 11, 2003. Private and public owners of community waterworks and nonprofit noncommunity waterworks are eligible to apply for construction funds. VDH makes selections based on criteria described in the Program Design Manual, such as existing public health problems, noncompliance, affordability, regionalization, the availability of matching funds, etc. Readiness to proceed with construction is a key element. A Preliminary Engineering Report must be submitted if required by VDH. An instruction packet and Construction Project Schedule are included.

(3) Set-Aside Suggestion Forms - (White form) Must be postmarked by April 11, 2003. Anyone has the opportunity to suggest new or continuing set-aside (nonconstruction) activities. Set-aside funds help VDH assist waterworks

owners to prepare for future drinking water challenges and assure the sustainability of safe drinking water.

(4) Planning and Design Grants - (Gray application) Must be postmarked by August 27, 2003. Private and public owners of community waterworks are eligible to apply for these grant funds. Grants can be up to \$25,000 per project for small, rural, financially stressed community waterworks serving fewer than 3,300 persons. Eligible projects may include preliminary engineering planning, design of plans and specifications, performance of source water quality and quantity studies, drilling test wells to determine source feasibility, or other similar technical assistance projects. These funds could assist the waterworks owner in future submittals for construction funds.

The VDH's Program Design Manual describes the features of the above opportunities for funding. After receiving the aforementioned public input, VDH will develop a draft Intended Use Plan for public review and comment. When developed in August 2003, the draft Intended Use Plan will describe specific details for use of the funds. A public meeting is planned for the fall of 2003 and written comments will be accepted before we submit a final version to the USEPA for approval.

Request the applications, set-aside suggestion form, Program Design Manual and information and forward any comments by writing, calling, or faxing to Financial and Construction Assistance Programs, Department of Health, 1500 E. Main Street, Room 109, Richmond, VA 23219, telephone (804) 786-1087 or FAX (804) 225-4539. The applications are also accessible on the Internet at www.vdh.state.va.us/ddw.

Water Supply Assistance Grant Fund Program Drinking Water Funding

Funding is made possible by our Water Supply Assistance Grant Fund with the availability of about \$360,000. This is all grant funding.

The 1999 General Assembly created the Water Supply Assistance Grant (WSAG) Fund in § 32.1-171.2 of the Code of Virginia. The purpose of the WSAG is to make grant funds available to localities and owners of waterworks to assist in the provision of drinking water.

Funds are available by submitting an application postmarked on or before the dates indicated for the following three project types.

(1) Planning grants - Application must be postmarked by August 27, 2003.

Of available funding, \$60,000 or 16.67% will be used for planning needs. Your application cannot exceed this amount.

In ranking of applications, preference is given to those that address problems of small, rural, community waterworks with multijurisdictional support. The applicant submits the current DWSRF planning application to VDH. To promote coordination of funding and streamline the process for applicants, grants are prioritized in accordance with rating criteria of the current DWSRF Program. For WSAGF funding

purposes only, up to 50 extra points are added to the DWSRF rating criteria relative to the Stress Index rank.

Eligible activities may include (but not be limited to): capacity building activities addressing regionalization or consolidation, performance of source water quality and quantity studies, drilling test wells to determine source feasibility, income surveys, preliminary engineering planning, design and preparation of plans and specifications, or other similar technical assistance projects.

(2) Surface Water Development or Improvement Grants - Application must be postmarked by April 11, 2003.

Of available funding, \$200,000 or 55.55% will be used for community waterworks surface source water development or improvement activities. Your application cannot exceed this amount.

The applicant submits the current DWSRF construction application to VCH. In ranking of applications, preference is given to those that address problems of small, rural, community waterworks with multijurisdictional support.

Eligible activities may include: land purchase, options to purchase land, general site development costs, and dam upgrade and construction.

(3) Small Project Construction Grants -Application must be postmarked by April 11, 2003.

Of available funding, \$100,000 or 27.78% will be used for small project construction that is defined as a project whose total cost does not exceed \$50,000. Eligible activities may include (but not be limited to): upgrade or construction of well or spring sources, waterlines, storage tanks, and treatment.

The applicant submits the current construction application to VDH. To promote coordination of funding and streamline the process for applicants, grants are prioritized in accordance with rating criteria of the current DWSRF Program. For WSAGF purposes only, up to 30 extra points are added to the DWSRF rating criteria relative to the Stress Index rank. Preference is given to community waterworks. This priority system ensures that all eligible acute or chronic health/SDWA compliance projects are funded before any other eligible project.

The VDH's WSAGF Program Guidelines describes the features of the above opportunities for funding.

Request the applications or Program Guidelines by writing, calling, or faxing to Financial and Construction Assistance Programs, Department of Health, 1500 E. Main Street, Room 109, Richmond, VA 23219, telephone (804) 786-1087 or FAX (804) 225-4539. The applications are also accessible on the Internet at www.vdh.state.va.us/ddw.

STATE LOTTERY DEPARTMENT

The following Director's Orders of the State Lottery Department were filed with the Virginia Registrar of Regulations on October 18, 2002. The orders may be viewed at the State Lottery Department, 900 E. Main Street, Richmond, Virginia or at the office of the Registrar of

Regulations, 910 Capitol Street, 2nd Floor, Richmond, Virginia.

DIRECTOR'S ORDER NUMBER FIFTY-TWO (02)

"Jingle Bills" Virginia Lottery Retailer Incentive Program Rules (effective 10/25/02).

DIRECTOR'S ORDER NUMBER FIFTY-FIVE (02)

Virginia's Instant Game Lottery 238; "Lucky Break," Final Rules for Game Operation (effective 10/25/02).

DIRECTOR'S ORDER NUMBER FIFTY-SIX (02)

Virginia's Instant Game Lottery 530; "Joker's Wild," Final Rules for Game Operation (effective 10/25/02).

DIRECTOR'S ORDER NUMBER FIFTY-SEVEN (02)

Virginia's Instant Game Lottery 534; "24k," Final Rules for Game Operation (effective 10/25/02).

DIRECTOR'S ORDER NUMBER FIFTY-EIGHT (02)

Virginia's Instant Game Lottery 539; "\$25,000 Jackpot," Final Rules for Game Operation (effective 10/25/02).

DIRECTOR'S ORDER NUMBER FIFTY-NINE (02)

Virginia's Instant Game Lottery 517; "One for the Money," Final Rules for Game Operation (effective 10/31/02).

DIRECTOR'S ORDER NUMBER SIXTY (02)

Virginia's Instant Game Lottery 524; "Lucky Shuffle," Final Rules for Game Operation (effective 10/31/02).

DIRECTOR'S ORDER NUMBER SIXTY-ONE (02)

Virginia's Instant Game Lottery 525; "Ancient Treasures," Final Rules for Game Operation (effective 10/31/02).

DIRECTOR'S ORDER NUMBER SIXTY-TWO (02)

Virginia's Instant Game Lottery 529; "Beetle Bailey," Final Rules for Game Operation (effective 10/31/02).

DIRECTOR'S ORDER NUMBER SIXTY-THREE (02)

Virginia's Instant Game Lottery 239; "Happy Holidays," Final Rules for Game Operation (effective 11/7/02).

DIRECTOR'S ORDER NUMBER SIXTY-FOUR (02)

Virginia's Instant Game Lottery 537; "Cash Vault," Final Rules for Game Operation (effective 11/21/02).

DIRECTOR'S ORDER NUMBER SIXTY-FIVE (02)

Virginia's Instant Game Lottery 540; "Lucky Dice," Final Rules for Game Operation (effective 11/21/02) (RESCINDED).

DIRECTOR'S ORDER NUMBER SIXTY-SIX (02)

Virginia's Instant Game Lottery 241; "3 Sows & Bucks," Final Rules for Game Operation (effective 11/21/02).

DIRECTOR'S ORDER NUMBER SIXTY-SEVEN (02)

Virginia's Instant Game Lottery 550; "Bouquet of Bucks," Final Rules for Game Operation (effective 11/25/02).

DIRECTOR'S ORDER NUMBER SIXTY-EIGHT (02)

Virginia's Instant Game Lottery 542; "Harley Davidson," Final Rules for Game Operation (effective 12/18/02).

DIRECTOR'S ORDER NUMBER SIXTY-NINE (02)

Virginia's Instant Game Lottery 242; "Cold Hard Cash," Final Rules for Game Operation (effective 12/31/02).

General Notices/Errata

DIRECTOR'S ORDER NUMBER SEVENTY (02)

Virginia's Instant Game Lottery 545; "Looking for More Green," Final Rules for Game Operation (effective 12/31/02).

DIRECTOR'S ORDER NUMBER SEVENTY-ONE (02)

Virginia's Instant Game Lottery 540; "Lucky Dice," Final Rules for Game Operation (effective 12/31/02).

DIRECTOR'S ORDER NUMBER SEVENTY-TWO (02)

Virginia's Instant Game Lottery 543; "Slingo," Final Rules for Game Operation (effective 12/31/02).

DIRECTOR'S ORDER NUMBER SEVENTY-THREE (02)

Virginia's Instant Game Lottery 544; "10 Times Lucky," Final Rules for Game Operation (effective 12/31/02).

STATE WATER CONTROL BOARD

Consent Special Order Amendment G.U. Webb

Doyles Mobile Home Park Sewage Lagoon

The State Water Control Board (SWCB) proposes to issue a Consent Special Order Amendment to Ms. G.U. Webb for Doyles Mobile Home Park Sewage Lagoon regarding settlement of a civil enforcement action under the Permit Regulation. The SWCB will consider written comments relating to this settlement for thirty days after the date of publication of this notice. Comments must include your name, address, and phone number and can be E-mailed to rpsteele@deq.state.va.us or mailed to Robert Steele, DEQ - West Central Regional Office, 3019 Peters Creek Road, Roanoke, VA 24019.

The amendment is available at www.deq.state.va.us/enforcement/notices.html and at the above office during regular business hours. You may also request copies from Mr. Steele at the address above or at (540) 562-6777.

Proposed Consent Special Order AquaSource Utility Incorporated

The State Water Control Board (board) proposes to issue a Consent Special Order (order) to AquaSource Utility Incorporated (AquaSource) regarding the Land Or' sewage treatment plant (STP) located in Caroline County, Virginia.

The proposed order requires that AquaSource enhance the STP's aeration system to ensure compliance with permit effluent limits for total Kjeldahl nitrogen ("TKN") and complete construction of the upgrade of the STP by July 1, 2003.

On behalf of the board, the Department of Environmental Quality's Northern Virginia Regional Office will receive comments relating to the order through March 12, 2003. Please address comments to Elizabeth Anne Crosier, Northern Virginia Regional Office, Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193. Please address comments sent via e-mail to eacrosier@deq.state.va.us. In order to be considered, comments provided by e-mail must include the commenter's

name, address, and telephone number. Please write or visit the Woodbridge address, or call (703) 583-3886, in order to obtain or examine a copy of the order.

Proposed Consent Special Order Barbara Camp

The State Water Control Board proposes to issue a consent special order to Barbara Camp – Underground Storage Tank Facility No. 4009154 to resolve certain alleged violations of environmental laws and regulations occurring at their facility in Colonial Beach, Virginia. The proposed order requires corrective action and payment of a civil charge.

On behalf of the State Water Control Board, the Department of Environmental Quality will receive for 30 days from the date of publication of this notice written comments related to the proposed consent special order. Comments should be addressed to Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060-6295; or sent to the e-mail address of felupini@deq.state.va.us. All comments received by e-mail must include the commenter's name, address and phone number. A copy of the order may be obtained in person or by mail from the above office.

Proposed Consent Special Order Commander, Navy Region, Mid-Atlantic/Yorktown Naval Weapons Station Town of Cape Charles

The State Water Control Board proposes to take enforcement actions against the legal entities listed above for violations that occurred in the following municipalities:

Cape Charles: Town of Cape Charles,
York County: Yorktown Naval Weapons Station

The proposed enforcement actions are consent special orders that will require corrective actions and/or the payment of civil charges to settle violations of the Virginia Water Control Law.

The Department of Environmental Quality will receive written comments relating to the board's proposed consent special orders from February 10, 2003 through March 12, 2003. Comments should be addressed to David S. Gussman, Department of Environmental Quality - Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, and should refer to one of the orders specified above. Comments may also be submitted by e-mail to dsgussman@deq.state.va.us. In order for e-mail comments to be considered they must include the sender's name, address and phone number. The proposed order may be examined at the above address and copies of the order may be obtained in person, by mail or by e-mail.

Proposed Consent Special Order Ecolochem, Incorporated

The State Water Control Board proposes to take an enforcement action against Ecolochem, Inc. Ecolochem, Inc. owns and operates a facility that regenerates ion exchange

resin used in the process of demineralization of water supplies for industrial applications in Norfolk, Virginia. The proposed enforcement action is a consent special order that will require the payment of a \$1,000 civil charge to settle violations of the Virginia Water Control Law.

The Department of Environmental Quality will receive written comments relating to the board's proposed consent special order from February 10, 2003 through March 12, 2003. Comments should be addressed to David S. Gilbert, Department of Environmental Quality - Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, and should refer to the order specified above. Comments may also be submitted by e-mail to dsgilbert@deq.state.va.us. In order for e-mail comments to be considered, they must include the sender's name, address and telephone number. The proposed order may be examined at the above address and copies of the order may be obtained in person, by mail or by e-mail.

Proposed Consent Special Order Harbour East Village

The State Water Control Board proposes to issue a consent special order to Harbour East Village to resolve certain alleged violations of environmental laws and regulations occurring at their facility in Chester, Virginia. The proposed order requires Harbour East Village to execute corrective action and pay a \$1,000 civil charge.

On behalf of the State Water Control Board, the Department of Environmental Quality will receive for 30 days from the date of publication of this notice written comments related to the proposed consent special order. Comments should be addressed to Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060-6295, or sent to the e-mail address of felupini@deq.state.va.us. All comments received by e-mail must include the commenter's name, address and phone number. A copy of the order may be obtained in person or by mail from the above office.

Proposed Consent Special Order Honeywell International Inc.

The State Water Control Board proposes to issue a consent special order to Honeywell International Inc. to resolve certain alleged violations of environmental laws and regulations which occurred at the Honeywell Facility located at Bermuda Hundred Road in Chesterfield County, Virginia. The proposed order requires that Honeywell International Inc. pay a civil charge in settlement of the alleged violations.

On behalf of the State Water Control Board, the Department of Environmental Quality will receive for 30 days from the date of publication of this notice written comments relating to the proposed consent special order. Comments should be addressed to Cynthia Akers, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060; or sent to the e-mail address of ecakers@deq.state.va.us. All comments received by e-mail must include the commenter's name, address and phone

number. A copy of the order may be obtained in person or by mail from the above office.

Proposed Consent Special Order Omega Net, Inc. d/b/a Omega Protein, Inc.

The State Water Control Board proposes to issue a consent special order to Omega Protein, Inc. to resolve certain alleged violations of environmental laws and regulations occurring at their facility in Reedville, Virginia. The proposed order requires corrective action and payment of a civil charge.

On behalf of the State Water Control Board, the Department of Environmental Quality will receive for 30 days from the date of publication of this notice written comments related to the proposed consent special order. Comments should be addressed to Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060-6295; or sent to the e-mail address of felupini@deq.state.va.us. All comments received by e-mail must include the commenter's name, address and phone number. A copy of the order may be obtained in person or by mail from the above office.

Proposed Consent Special Order Red Hill Mobile Home Park

The State Water Control Board proposes to issue a consent special order to Red Hill Mobile Home Park to resolve certain alleged violations of environmental laws and regulations occurring at their facility in Prince George County, Virginia. The proposed order requires corrective action and payment of a civil charge.

On behalf of the State Water Control Board, the Department of Environmental Quality will receive for 30 days from the date of publication of this notice written comments related to the proposed consent special order. Comments should be addressed to Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060-6295; or sent to the e-mail address of felupini@deq.state.va.us. All comments received by e-mail must include the commenter's name, address and phone number. A copy of the order may be obtained in person or by mail from the above office.

Proposed Consent Special Order Royster-Clark Resources LLC

The State Water Control Board proposes to issue a consent special order to Royster-Clark Resources LLC to resolve certain alleged violations of environmental laws and regulations occurring at their Petersburg AgriTerminal facility in Prince George, Virginia. The proposed order requires Royster-Clark to execute corrective action and pay a \$15,400 civil charge.

On behalf of the State Water Control Board, the Department of Environmental Quality will receive for 30 days from the date of publication of this notice written comments related to the proposed consent special order. Comments should be

General Notices/Errata

addressed to Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060-6295, or sent to the e-mail address of felupini@deq.state.va.us. All comments received by e-mail must include the commenter's name, address and phone number. A copy of the order may be obtained in person or by mail from the above office.

Proposed Consent Special Order Town of Middletown

The State Water Control Board proposes to enter into a consent special order with the Town of Middletown to resolve violations of the State Water Control Law and regulations at the Town of Middletown wastewater treatment plant in Frederick County, Virginia. The facility discharges to Meadow Brook Run in the Shenandoah River subbasin and the Potomac River basin.

In October 2001 the facility began to experience difficulty complying with the permit's effluent limitations for ammonia. The facility has experienced chronic effluent limitation violations for ammonia since that time.

The proposed consent special order settles outstanding Notices of Violation and incorporates a schedule of compliance to upgrade the plant to ensure consistent compliance with all the permit requirements. The order also assesses a civil charge for the violations.

The board will receive written comments relating to the proposed consent special order for 30 days from the date of publication of this notice. Comments should be addressed to Steven W. Hetrick, Department of Environmental Quality, P.O. Box 3000, Harrisonburg, VA 22801, and should refer to the consent special order. Comments may also be submitted via electronic mail to swhetrick@deq.state.va.us. In order to be considered, electronic comments must be received prior to the close of the comment period and must include the name, address, and telephone number of the person making the comment.

The proposed order may be examined at the Department of Environmental Quality, Valley Regional Office, 4411 Early Road, Harrisonburg, Virginia 22801. A copy of the order may be obtained in person or by mail from this office.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Mailing Address: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219, FAX (804) 692-0625.

Forms for Filing Material for Publication in *The Virginia Register of Regulations*

All agencies are required to use the appropriate forms when furnishing material for publication in the Virginia Register of Regulations. The forms may be obtained from: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219, telephone (804) 786-3591.

Internet: Forms and other Virginia Register resources may be printed or downloaded from the Virginia Register web page: <http://register.state.va.us>

FORMS:

NOTICE of INTENDED REGULATORY ACTION - RR01
NOTICE of COMMENT PERIOD - RR02
PROPOSED (Transmittal Sheet) - RR03
FINAL (Transmittal Sheet) - RR04
EMERGENCY (Transmittal Sheet) - RR05
NOTICE of MEETING - RR06
AGENCY RESPONSE TO LEGISLATIVE OBJECTIONS - RR08
PETITION FOR RULEMAKING - RR13

ERRATA

BOARD OF PHARMACY

Title of Regulation: **18 VAC 110-20. Regulations Governing the Practice of Pharmacy.**

Publication: 19:10 VA.R. 1502-1504 January 27, 2003.

Correction to Final Regulation:

Page 1504, following "**18 VAC 110-20-101 through 18 VAC 110-20-111. [No change from proposed.]**" insert "**18 VAC 110-20-270. [No change from proposed.]**"

STATE BOARD OF SOCIAL SERVICES

Title of Regulation: **22 VAC 40-71. Standards and Regulations for Licensed Assisted Living Facilities.**

Publication: 19:8 VA.R. 1239-1255 December 30, 2002.

Correction to Final Regulation:

Page 1244, 22 VAC 40-71-20 B 3, lines 2 and 3, change "Chapter 10 (§ 63.2-100 et seq.) of Title 63.2" to "Chapter 17 (§ 63.2-1700 et seq.) of Title 63.2"

Page 1251, Part VI, Article 3, change the title to read: "Additional Requirements for Facilities Licensed for Assisted Living Care that Care for Adults with Serious Cognitive Impairments."

Page 1253, 22 VAC 40-71-700 C 2, line 7 of the "NOTE," change "22 VAC 40-71-60" to "22 VAC 40-71-160"

CALENDAR OF EVENTS

Symbol Key

- † Indicates entries since last publication of the *Virginia Register*
♿ Location accessible to persons with disabilities
☎ Teletype (TTY)/Voice Designation

NOTICE

Only those meetings which are filed with the Registrar of Regulations by the filing deadline noted at the beginning of this publication are listed. Since some meetings are called on short notice, please be aware that this listing of meetings may be incomplete. Also, all meetings are subject to cancellation and the *Virginia Register* deadline may preclude a notice of such cancellation. If you are unable to find a meeting notice for an organization in which you are interested, please check the Commonwealth Calendar at www.vipnet.org or contact the organization directly.

For additional information on open meetings and public hearings held by the standing committees of the legislature during the interim, please call Legislative Information at (804) 698-1500 or Senate Information and Constituent Services at (804) 698-7410 or (804) 698-7419/TTY☎, or visit the General Assembly web site's Legislative Information System (<http://leg1.state.va.us/lis.htm>) and select "Meetings."

VIRGINIA CODE COMMISSION

EXECUTIVE

COMMONWEALTH COUNCIL ON AGING

† **March 6, 2003 - 9 a.m.** -- Open Meeting
Virginia Department for the Aging, 1600 Forest Avenue, Suite 102, Richmond, Virginia.♿ (Interpreter for the deaf provided upon request)

A regular business meeting of the Public Relations Committee. Public comments are welcome.

Contact: Robin Brannon, Communications Director, Virginia Department for the Aging, 1600 Forest Ave., Suite 102, Richmond, VA 23229, telephone (804) 662-9323.

† **March 6, 2003 - 10 a.m.** -- Open Meeting
Virginia Department for the Aging, 1600 Forest Avenue, Suite 102, Richmond, Virginia.♿ (Interpreter for the deaf provided upon request)

A regular business meeting. Public comments are welcome.

Contact: Marsha Mucha, Administrative Staff Assistant, Virginia Department for the Aging, 1600 Forest Ave., Suite 102, Richmond, VA 23229, telephone (804) 662-9312.

STATE BOARD OF AGRICULTURE AND CONSUMER SERVICES

March 13, 2003 - 9 a.m. -- Open Meeting
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia.♿

The board will meet to discuss issues related to Virginia agriculture and consumer services. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Roy Seward at least five days before the meeting date so that suitable arrangements can be made.

Contact: Roy E. Seward, Board Secretary, Department of Agriculture and Consumer Services, Washington Bldg., 1100 Bank St., Richmond, VA 23219, telephone (804) 786-3538, FAX (804) 371-2945, e-mail jknight@vdacs.state.va.us.

March 13, 2003 - 10 a.m. -- Public Hearing
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor Board Room, Richmond, Virginia.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to amend regulations entitled: **2 VAC 5-320. Rules and Regulations for the Enforcement of the Endangered Plant and Insect Species Act.** The purpose of the proposed action is to review the regulation for effectiveness and continued need, including the following: amending the regulation to (i) remove the currently named plants that are no longer considered globally rare and (ii) add those threatened or endangered plant and insect species that are considered rare both globally and in Virginia.

Statutory Authority: § 3.1-1025 of the Code of Virginia.

Contact: Frank M. Fulgham, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 703, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793 or e-mail ffulgham@vdacs.state.va.us.

March 13, 2003 - 10 a.m. -- Public Hearing
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor Board Room, Richmond, Virginia.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to amend regulations entitled: **2 VAC 5-360. Regulations for the Enforcement of the Virginia Commercial Feed Act.** The purpose of the proposed action is to amend the current regulation to

Calendar of Events

incorporate the changes made to the commercial feed industry standards by the Association of American Feed Control Officials in the last decade and statutory changes made to Virginia's Commercial Feed Law in 1994.

Statutory Authority: § 3.1-828.4 of the Code of Virginia.

Contact: J. Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 371-1571 or e-mail jrogers@vdacs.state.va.us.

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March 13, 2003 - 10 a.m. -- Public Hearing

Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor Board Room, Richmond, Virginia.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to amend regulations entitled: **2 VAC 5-440. Rules and Regulations for Enforcement of the Virginia Pest Law - Cotton Boll Weevil Quarantine.** The purpose of the proposed regulatory action is to amend the regulation to (i) establish the fixed date of July 1 as the official reporting and payment date for acreage assessment, (ii) reduce penalties assessed on farm operators for the late payment or nonpayment of fees from \$10 to \$5.00 per acre, and (iii) eliminate the mandate for destruction of the cotton crop for nonpayment of fees and assessments by farm operators.

Statutory Authority: § 3.1-188.23 of the Code of Virginia.

Contact: Frank M. Fulgham, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 703, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793 or e-mail ffulgham@vdacs.state.va.us.

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March 13, 2003 - 10 a.m. -- Public Hearing

Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor Board Room, Richmond, Virginia.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to **repeal** regulations entitled: **2 VAC 5-500. Rules and Regulations Governing the Cooling, Storing, Sampling, and Transporting of Milk or Milk Samples from the Farm to the Processing Plant or Laboratory** and **adopt** regulations entitled: **2 VAC 5-501. Regulations Governing the Cooling, Storing, Sampling, and Transporting of Milk.** The purpose of the proposed action is to (i) make the regulations applicable to the milk of goats, sheep, water buffalo, and other mammals if the milk or dairy products are intended for human consumption and (ii) require permits for milk pickup trucks, milk transport tanks, laboratories, persons testing milk samples for pay purposes, persons collecting official milk samples in dairy plants, and milk tank truck cleaning facilities.

Statutory Authority: §§ 3.1-530.1, 3.1-530.2, 3.1-535, and 3.1-535.1 of the Code of Virginia.

Contact: John A. Beers, Program Supervisor, Department of Agriculture and Consumer Services, 1100 Bank St., Room 505, Richmond, VA 23219, telephone (804) 786-1453, FAX (804) 371-7792 or e-mail jbeers@vdacs.state.va.us.

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March 13, 2003 - 10 a.m. -- Public Hearing

Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor Board Room, Richmond, Virginia.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to **repeal** regulations entitled: **2 VAC 5-530. Rules and Regulations Governing the Production, Handling and Processing of Milk for Manufacturing Purposes and Establishing Minimum Standards for Certain Dairy Products to be Used for Human Food** and **adopt** regulations entitled: **2 VAC 5-531. Regulations Governing Milk for Manufacturing Purposes.** The purpose of the proposed action is to adopt regulations consistent with the most recent USDA recommendations on milk for manufacturing purposes and regulate manufactured milk and milk products from goats, sheep, water buffalo and other noncow sources in the interest of public health and safety.

Statutory Authority: §§ 3.1-530.1 and 3.1-530.2 of the Code of Virginia.

Contact: John A. Beers, Program Supervisor, Department of Agriculture and Consumer Services, 1100 Bank St., Room 505, Richmond, VA 23219, telephone (804) 786-1453, FAX (804) 371-7792 or e-mail jbeers@vdacs.state.va.us.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

May 13, 2003 - 10 a.m. -- Public Hearing

Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor Board Room, Richmond, Virginia.

May 15, 2003 - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Agriculture and Consumer Services intends to amend regulations entitled: **2 VAC 5-20. Standards for Classification of Real Estate as Devoted to Agricultural Use and to Horticultural Use under the Virginia Land Use Assessment Law.** The purpose of the proposed action is to review the regulation for effectiveness and continued need, including amending the regulation to satisfy the statutory amendment made by Chapter 705 of the 2001 Acts of Assembly. Under that provision, localities are authorized to waive, with respect to real estate devoted to the production of crops that require more than two years from initial planting until commercially feasible harvesting, any requirement contained in the

regulation that requires the real estate to have been used for a particular purpose for a minimum length of time before qualifying as real estate devoted to agricultural or horticultural use. The Commissioner of Agriculture and Consumer Services is to promulgate regulations to carry out the provisions of the act.

Statutory Authority: § 58.1-3230 of the Code of Virginia; Chapter 705 of the 2001 Acts of Assembly.

Contact: Lawrence H. Redford, Regulatory Coordinator, Department of Agriculture and Consumer Services, 1100 Bank St., Room 211, Richmond, VA 23219, telephone (804) 371-8067, FAX (804) 371-2945, or e-mail redford@vdacs.state.va.us.

Virginia Bright Flue-Cured Tobacco Board

† **February 21, 2003 - 9:30 a.m.** -- Open Meeting
Sheldon's Restaurant, Business Route 15 and 360, Keysville, Virginia. 

The board will meet to review and consider approval of Minutes of the last meeting. In addition, the board's financial statement will be reviewed and the budget for FY03 approved. During the meeting, the board will consider funding proposals for research, promotion, and education projects pertaining to the Virginia flue-cured tobacco industry. Other business that may come before the board will be considered as well. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact D. Stanley Duffer at least five days before the meeting date so that suitable arrangements can be made.

Contact: D. Stanley Duffer, Board Secretary, Department of Agriculture and Consumer Services, P.O. Box 129, Halifax, VA 24558, telephone (434) 572-4568, FAX (434) 572-8234.

Virginia Corn Board

February 12, 2003 - 8 a.m. -- Open Meeting
Wyndham Hotel and Conference Center, 4700 South Laburnum Avenue, Richmond, Virginia. 

The board will discuss checkoff revenues resulting from sales of the 2002 corn crop and approve previous meeting minutes. The board will hear FY 2002-2003 projects reports and will receive FY 2003-2004 project proposals. Following all the presentations, the group will make funding decisions for the fiscal year beginning on July 1, 2003. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Philip T. Hickman at least five days before the meeting date so that suitable arrangements can be made.

Contact: Philip T. Hickman, Program Director, Department of Agriculture and Consumer Services, 1100 Bank St., Room 1005, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786, e-mail phickman@vdacs.state.va.us.

Virginia Cotton Board

March 10, 2003 - 9:15 a.m. -- Open Meeting
Tidewater Agriculture Research and Extension Center, 6321 Holland Road, Suffolk, Virginia. 

The board's agenda will include discussions and approval of contractual arrangements with national and regional organizations, reports of programs and projects funded over the past year, hearing of Project Proposal Grant Requests on cotton by VPI and SU, VSU, and other groups for the year 2003-04. During the meeting, financial reports will be heard and approved. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Gail Moody Milteer at least five days before the meeting date so that suitable arrangements can be made.

Contact: Gail Moody Milteer, Program Director, Virginia Cotton Board, 1100 Armory Dr., Suite 120, Franklin, VA 23851, telephone (757) 569-1100, FAX (757) 562-6104.

Virginia Egg Board

† **February 20, 2003 - 10 a.m.** -- Open Meeting
Martha Washington Inn, 150 West Main Street, Abingdon, Virginia. 

A meeting to review the financial statements of the Virginia Egg Council, minutes and programs for FY 2002 and future programs for FY 2002-2003.

Contact: Cecilia Glembocki, Secretary, Virginia Egg Board, 911 Saddleback Court, McLean, VA 22102, telephone (703) 790-1984, toll-free 1-800-779-7759, FAX (703) 562-6104 or e-mail virginiaeggcouncil@erols.com.

Virginia Plant Pollination Advisory Board

February 14, 2003 - 10 a.m. -- Open Meeting
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, Second Floor Board Room, Richmond, Virginia. 

The annual meeting of the board. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact the person identified in this notice at least five days before the meeting date, so that suitable arrangements can be made for any appropriate accommodation.

Contact: Keith R. Tignor, Board Secretary, Virginia Plant Pollination Advisory Board, 1100 Bank Street, Room 703, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793, (800) 828-1120/TTY 

Virginia Soybean Board

March 6, 2003 - 8 a.m. -- Open Meeting
Williamsburg Marriott, 50 Kingsmill Road, Williamsburg, Virginia. 

Calendar of Events

The board will discuss checkoff revenues resulting from sales of the 2002 soybean crop and approve previous meeting minutes. As well, the board will hear project reports for FY 2002-2003 and project proposals for FY 2003-2004. Then, funding decisions will be made for the fiscal year which begins July 1, 2003. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Philip T. Hickman at least five days before the meeting date so that suitable arrangements can be made.

Contact: Philip T. Hickman, Program Director, Department of Agriculture and Consumer Services, 1100 Bank St., Room 1005, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786, e-mail phickman@vdacs.state.va.us.

Virginia Winegrowers Advisory Board

† **February 13, 2003 - 10 a.m.** -- Open Meeting
The Omni Hotel, Preston Point Room, 235 West Main Street, Charlottesville, Virginia. 

The minutes from the previous board meeting will be read and approved. The financial statement will be presented. The board will hear reports from the ABC Board and the viticulture, enology, marketing, and tourism committees. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Mary Davis-Barton at least two days before the meeting date so that suitable arrangements can be made.

Contact: Mary Davis-Barton, Board Secretary, Department of Agriculture and Consumer Services, 1100 Bank Street, 9th Floor, Richmond, VA 23219, telephone (804) 371-7685, FAX (804) 786-3122, e-mail mdavis-barton@vdacs.state.va.us.

STATE AIR POLLUTION CONTROL BOARD

February 12, 2003 - 9 a.m. -- Open Meeting
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia. 

A meeting to receive comments on the State Air Pollution Control Board's notice of intended regulatory action, the purpose of which is to enlarge the scope of volatile organic compound (VOC) emissions control areas in order to include potential new ozone nonattainment areas (Rev. C03). This action is being taken to implement a program established by the U.S. Environmental Protection Agency (EPA) for areas potentially designated as nonattainment under the 8-hour ozone standard. This program enables such areas to avoid the nonattainment designation through early reduction credits. By avoiding the nonattainment designation, these areas will thus avoid new source review for major sources, including the requirement to make offsets, and conformity review.

Contact: Karen G. Sabasteanski, State Air Pollution Control Board, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4426, FAX (804) 698-4510, (804) 698-4021/TTY , e-mail kgsabastea@deq.state.va.us.

ALCOHOLIC BEVERAGE CONTROL BOARD

February 10, 2003 - 9 a.m. -- Open Meeting
February 24, 2003 - 9 a.m. -- Open Meeting
March 10, 2003 - 9 a.m. -- Open Meeting
March 24, 2003 - 9 a.m. -- Open Meeting
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia. 

A meeting for receipt and discussion of reports and activities from staff members. Other matters are not yet determined.

Contact: W. Curtis Coleburn, III, Secretary to the Board, Alcoholic Beverage Control Board, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4409, FAX (804) 213-4442, e-mail wccolen@abc.state.va.us.

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

February 11, 2003 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 

A meeting of the Land Surveyors Section to conduct board business.

Contact: Mark N. Courtney, Assistant Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8537, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail courtney@dpor.state.va.us.

† **February 11, 2003 - 1:30 p.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 

Informal fact-finding conferences. Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the department at least 10 days prior to this meeting so that suitable arrangements can be made for appropriate accommodations. The department fully complies with the Americans with Disabilities Act.

Contact: Ilona LaPaglia, Legal Assistant, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2394, FAX (804) 367-0194, (804) 367-9753/TTY , e-mail LaPaglia@dpor.state.va.us.

February 13, 2003 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 

A meeting of the Interior Designers Section to conduct board business.

Contact: Mark N. Courtney, Assistant Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad

St., Richmond, VA 23230, telephone (804) 367-8537, FAX (804) 367-2475, (804) 367-9753/TTY ☎, e-mail courtney@dpor.state.va.us.

† **March 12, 2003 - 9 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Conference Room 4W, Richmond, Virginia. ♿

A meeting to conduct board business.

Contact: Mark N. Courtney, Assistant Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY ☎, e-mail apelsla@dpor.state.va.us.

ART AND ARCHITECTURAL REVIEW BOARD

March 7, 2003 - 10 a.m. -- Open Meeting
April 4, 2003 - 10 a.m. -- Open Meeting
† **May 2, 2003 - 10 a.m.** -- Open Meeting
Science Museum of Virginia, 2500 West Broad Street, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A monthly meeting to review projects submitted by state agencies. AARB submittal forms and submittal instructions can be downloaded by visiting the DGS forms center at www.dgs.state.va.us. Request submittal form # DGS-30-905 or Submittal Instructions form # DGS-30-906.

Contact: Richard L. Ford, AIA, Chairman, Art and Architectural Review Board, 1011 E. Main Street, #221, Richmond, VA 23219, telephone (804) 643-1977, FAX (804) 643-1981, (804) 786-6152/TTY ☎, e-mail rlfia@aol.com.

VIRGINIA BOARD FOR ASBESTOS, LEAD, AND HOME INSPECTORS

† **February 10, 2003 - 1:30 p.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿

Informal fact-finding conferences. Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the department at least 10 days prior to this meeting so that suitable arrangements can be made for appropriate accommodations. The department fully complies with the Americans with Disabilities Act.

Contact: Ilona LaPaglia, Legal Assistant, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2394, FAX (804) 367-0194, (804) 367-9753/TTY ☎, e-mail LaPaglia@dpor.state.va.us.

March 25, 2003 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿

A meeting to conduct board business.

Contact: David Dick, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595, FAX (804) 367-2475, (804) 367-9753/TTY ☎, e-mail asbestos@dpor.state.va.us.

ASSISTIVE TECHNOLOGY LOAN FUND AUTHORITY

† **February 20, 2003 - 10 a.m.** -- Open Meeting
Ratcliffe Building, 1602 Rolling Hills Drive, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A quarterly business meeting. The public is invited to attend and to participate in the public comments session. The board will go into closed session and review loan applications or decisions. Closed session is required to protect the confidentiality of loan applicants.

Contact: Shilpa Joshi, Assistive Technology Loan Fund Authority, P.O. Box K-091, Richmond, VA 23288, telephone (804) 662-9000, FAX (804) 662-9533, toll-free (866) 835-5976, (804) 662-9000/TTY ☎, e-mail loanfund@erols.com.

OFFICE OF COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND FAMILIES

State Executive Council

February 26, 2003 - 9 a.m. -- Open Meeting
March 26, 2003 - 9 a.m. -- Open Meeting
† **April 30, 2003 - 9 a.m.** -- Open Meeting
Department of Social Services, 730 East Broad Street, Lower Level Room 3, Richmond, Virginia. ♿

The meeting is generally held the last Wednesday of each month at the Department of Social Services, Lower Level Room 3. For traveling directions, please call (804) 692-1100.

Contact: Alan G. Saunders, Director, Office of Comprehensive Services for At-Risk Youth and Families, 1604 Santa Rosa Rd., Richmond, VA 23229, telephone (804) 662-9815, FAX (804) 662-9831, e-mail ags992@central.dss.state.va.us.

BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

† **February 13, 2003 - 9:30 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 3, Richmond, Virginia. ♿

A general business meeting to include regulatory and disciplinary items as may be presented on the agenda.

Contact: Elizabeth Young, Executive Director, Board of Audiology and Speech-Language Pathology, Alcoa Building, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9111, FAX (804) 662-9523, (804) 662-7197/TTY ☎, e-mail elizabeth.young@dhp.state.va.us.

Calendar of Events

VIRGINIA AVIATION BOARD

† **February 18, 2003 - 3 p.m.** -- Open Meeting
† **February 19, 2003 - 9 a.m.** -- Open Meeting
Ivory Massey Building, Huntsman Road, Richmond International Airport, Richmond, Virginia. ♿

A regular bimonthly meeting. Applications for state funding will be presented to the board and other matters of interest to the Virginia aviation community will be discussed. Individuals with disabilities should contact Carolyn Toth 10 days prior to the meeting if assistance is needed.

Contact: Carolyn Toth, Administrative Assistant, Virginia Aviation Board, 5702 Gulfstream Rd., Richmond, VA 23250, telephone (804) 236-3627, FAX (804) 236-3635, toll-free (800) 292-1034, (804) 236-3624/TTY ☎, e-mail toth@doav.state.va.us.

BOARD FOR BARBERS AND COSMETOLOGY

† **February 18, 2003 - 10 a.m.** -- Open Meeting
Pocahontas Correctional Unit, 6900 Courthouse Road Chesterfield, Virginia ♿ (Interpreter for the deaf provided upon request)

† **February 18, 2003 - 1:30 p.m.** -- Open Meeting
VA Correctional Center for Women, 2841 River Road West, Goochland, Virginia ♿ (Interpreter for the deaf provided upon request)

† **February 18, 2003 - 3:30 p.m.** -- Open Meeting
Fluvanna Correctional Center for Women, Route 250, Troy, Virginia. ♿

Informal fact-finding conferences for cosmetology. Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the department at least 10 days prior to this meeting so that suitable arrangements can be made for appropriate accommodations. The department fully complies with the Americans with Disabilities Act.

Contact: Ilona LaPaglia, Legal Assistant, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2394, FAX (804) 367-0194, (804) 367-9753/TTY ☎, e-mail LaPaglia@dpor.state.va.us.

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

Statewide Rehabilitation Council for the Blind

† **March 8, 2003 - 10 a.m.** -- Open Meeting
Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

The council meets quarterly to advise the department on matters related to vocational rehabilitation services for the blind and visually impaired citizens of the Commonwealth.

Contact: James G. Taylor, VR Program Director, Department for the Blind and Vision Impaired, 397 Azalea Ave., Richmond, VA 23227, telephone (804) 371-3111, FAX (804) 371-3390, toll-free (800) 622-2155, (804) 371-3140/TTY ☎, e-mail taylorjg@dbvi.state.va.us.

CEMETERY BOARD

February 26, 2003 - 9:30 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿

A meeting to conduct board business.

Contact: Christine Martine, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, (804) 367-9753/TTY ☎, e-mail cemetery@dpor.state.va.us.

CHESAPEAKE BAY LOCAL ASSISTANCE BOARD

February 18, 2003 - 10 a.m. -- Open Meeting
James Monroe Building, 101 North 14th Street, 17th Floor, Conference Room B, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A general business meeting of the Northern Area Review Committee that will include review of local Chesapeake Bay Preservation Area programs for the Northern Area.

Contact: Carolyn J. Elliott, Administrative Assistant, Chesapeake Bay Local Assistance Board, James Monroe Building, 101 N. 14th St., 17th Floor, Richmond, VA 23219, telephone (804) 371-7505, FAX (804) 225-3447, toll-free (800) 243-7229, (800) 243-7229/TTY ☎, e-mail celliott@cblad.state.va.us.

† **February 18, 2003 - 11 a.m.** -- Open Meeting
James Monroe Building, Main Level, 101 North 14th Street, 17th Floor, Conference Room B, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A meeting of the Policy Committee to consider (i) Draft Regulatory Guidance Documents for recommendation of approval by the full board at their meeting on March 24, 2003; (ii) Resource Protection Areas: Permitted Development Activities; and (iii) Resource Protection Areas: Onsite Nontidal Wetland Delineation. Public comment will be taken at this meeting.

Contact: Carolyn J. Elliott, Administrative Assistant, Chesapeake Bay Local Assistance Board, James Monroe Building, 101 N. 14th St., 17th Floor, Richmond, VA 23219, telephone (804) 371-7505, FAX (804) 225-3447, toll-free (800) 243-7229, (800) 243-7229/TTY ☎, e-mail celliott@cblad.state.va.us.

February 18, 2003 - 2 p.m. -- Open Meeting
James Monroe Building, 101 North 14th Street, 17th Floor, Conference Room B, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A general business meeting of the Southern Area Review Committee that will include review of local Chesapeake Bay Preservation Area programs for the Southern Area.

Contact: Carolyn J. Elliott, Administrative Assistant, Chesapeake Bay Local Assistance Board, James Monroe Building, 101 N. 14th St., 17th Floor, Richmond, VA 23219, telephone (804) 371-7505, FAX (804) 225-3447, toll-free (800) 243-7229, (800) 243-7229/TTY ☎, e-mail celliott@cblad.state.va.us.

COMPENSATION BOARD

February 19, 2003 - 11 a.m. -- Open Meeting
Ninth Street Office Building, 202 N. 9th Street, 10th Floor, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A monthly board meeting.

Contact: Cindy P. Waddell, Administration Staff Assistant, Compensation Board, P.O. Box 710, Richmond, VA 23218, telephone (804) 786-0786, FAX (804) 371-0235, e-mail cwaddell@scb.state.va.us.

DEPARTMENT OF CONSERVATION AND RECREATION

Cave Board

February 22, 2003 - 11 a.m. -- Open Meeting
Endless Caverns, New Market, Virginia. ♿ (Interpreter for the deaf provided upon request)

Committee meetings will begin at 11 a.m. A regular meeting of the board will begin at 1 p.m.

Contact: Larry Smith, Natural Area Protection Manager, Department of Conservation and Recreation, 203 Governor St., Richmond, VA 23219, telephone (804) 371-6205, FAX (804) 371-2674, e-mail lsmith@dcr.state.va.us.

Falls of the James Scenic River Advisory Board

February 13, 2003 - Noon -- Open Meeting
Richmond City Hall, 900 East Broad Street, 5th Floor, Planning Commission Conference Room, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A regular business meeting.

Contact: Derral Jones, Planning Bureau Manager, Department of Conservation and Recreation, 203 Governor St., Suite 326, Richmond, VA 23219, telephone (804) 786-9042, FAX (804) 371-7899, e-mail djones@dcr.state.va.us.

Virginia Soil and Water Conservation Board

† **March 20, 2003 - 9:30 a.m.** -- Open Meeting
Department of Forestry, 470 George Dean Drive, Old Route 29 South and Fontaine Avenue, Charlottesville, Virginia.

A regular business meeting.

Contact: Leon E. App, Acting Deputy Director, Department of Conservation and Recreation, 203 Governor St., Suite 302,

Richmond, VA 23219, telephone (804) 786-6124, FAX (804) 786-6141, e-mail leonapp@dcr.state.va.us.

BOARD FOR CONTRACTORS

February 12, 2003 - 1:30 p.m. -- Open Meeting

February 19, 2003 - 9 a.m. -- Open Meeting

February 25, 2003 - 9 a.m. -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

February 27, 2003 - 10 a.m. -- Open Meeting

Town of Wytheville, Government Center, 150 E. Main Street, Wytheville, Virginia. ♿ (Interpreter for the deaf provided upon request)

† **March 5, 2003 - 2:30 p.m.** -- Open Meeting

March 11, 2003 - 9 a.m. -- Open Meeting

March 25, 2003 - 9 a.m. -- Open Meeting

April 1, 2003 - 9 a.m. -- Open Meeting

April 8, 2003 - 9 a.m. -- Open Meeting

† **April 29, 2003 - 9 a.m.** -- Open Meeting

† **May 6, 2003 - 9 a.m.** -- Open Meeting

† **May 7, 2003 - 1:30 p.m.** -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

Informal fact-finding conferences. Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the department at 804-367-0946 at least 10 days prior to this meeting so that suitable arrangements can be made for appropriate accommodations. The department fully complies with the Americans with Disabilities Act.

Contact: Earlyne Perkins, Legal Assistant, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-0946, FAX (804) 367-0194, (804) 367-9753/TTY ☎, e-mail perkins@dpor.state.va.us.

Contractor Recovery Fund

† **February 12, 2003 - 1:30 p.m.** -- Open Meeting

† **March 18, 2003 - 9 a.m.** -- Open Meeting

† **April 22, 2003 - 9 a.m.** -- Open Meeting

† **May 7, 2003 - 1:30 p.m.** -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

Informal fact-finding conferences. Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the department at 804-367-0946 at least 10 days prior to this meeting so that suitable arrangements can be made for appropriate accommodations. The department fully complies with the Americans with Disabilities Act.

Contact: Victoria S. Traylor, Legal Assistant, Department of Professional and Occupational Regulation, 3600 W. Broad St.,

Calendar of Events

Richmond, VA 23230, telephone (804) 367-8561, FAX (804) 367-0194, (804) 367-9753/TTY ☎, e-mail perkins@dpor.state.va.us.

BOARD OF CORRECTIONAL EDUCATION

† **February 21, 2003 - 10 a.m.** -- Open Meeting
James Monroe Building, 101 North 14th Street, 7th Floor, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A meeting to discuss general business.

Contact: Patty Ennis, Board Clerk, Department of Correctional Education, James Monroe Bldg., 101 N. 14th St., 7th Floor, Richmond, VA 23219, telephone (804) 225-3314, FAX (804) 786-7642, (804) 371-8647/TTY ☎, e-mail paennis@dce.state.va.us.

BOARD OF COUNSELING

† **February 28, 2003 - 10:15 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. ♿

A general business meeting, including reports from standing committees and adoption of proposed regulations for continuing education. Public comment will be received at the beginning of the meeting.

Contact: Evelyn B. Brown, Executive Director, Board of Counseling, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9912, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail evelyn.brown@dhp.state.va.us.

BOARD OF DENTISTRY

February 14, 2003 - 9 a.m. -- Open Meeting
February 28, 2003 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia. ♿

The Special Conference Committee will hold informal hearings. There will not be a public comment period.

Contact: Cheri Emma-Leigh, Operations Manager, Department of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9906, FAX (804) 662-7246, (804) 662-7197/TTY ☎, e-mail CEmma-Leigh@dhp.state.va.us.

February 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Dentistry intends to amend regulations entitled: **18 VAC 60-20. Regulations Governing the Practice of Dentistry and Dental Hygiene.** The purpose of the proposed action is to replace emergency regulations for voluntary practice by out-of-state

dentists or dental hygienists and for temporary permits for dentists.

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

Public comments may be submitted until February 28, 2003, to Sandra K. Reen, Executive Director, Board of Dentistry, 6603 W. Broad St., Richmond, VA 23230-1712.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or e-mail elaine.yeatts@dhp.state.va.us.

DESIGN-BUILD/CONSTRUCTION MANAGEMENT REVIEW BOARD

February 20, 2003 - 11 a.m. -- Open Meeting
March 20, 2003 - 11 a.m. -- Open Meeting
April 17, 2003 - 11 a.m. -- Open Meeting
8th Street Office Building, 3rd Floor, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A meeting to review requests submitted by localities to use D-B or Construction Management type contracts. Please contact Div. of Engineering and Buildings to confirm meeting. Board Rules and Regulations can be obtained online at www.dgs.state.va.us under the DGS Forms, Form # DGS-30-904.

Contact: Freddie M. Adcock, Administrative Assistant, Department of General Services, 805 E. Broad St., Rm. 101, Richmond, VA 23219, telephone (804) 786-3263, FAX (804) 371-7934, (804) 786-6152/TTY ☎, e-mail fadcock@dgs.state.va.us.

BOARD OF EDUCATION

† **February 10, 2003 - 7 p.m.** -- Public Hearing
Abingdon High School, 705 Thompson Drive, Abingdon, Virginia. ♿ (Interpreter for the deaf provided upon request)

Fairfax High School, 3500 Old Lee Highway, Fairfax, Virginia. ♿ (Interpreter for the deaf provided upon request)

Manchester Middle School, 7401 Hull Street Road, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

Mary Passage Middle School, 15316 Warwick Boulevard, Newport News, Virginia. ♿ (Interpreter for the deaf provided upon request)

A public hearing on the proposed English curriculum framework. The public is urged to confirm arrangements prior to each meeting by viewing the Department of Education's public meeting calendar at <http://www.pen.k12.va.us/VDOE/meetings.html>. This site will contain the latest information on the meeting arrangements and will note any last-minute changes in time or location. Please note that persons requesting the services of an interpreter for the deaf are asked to do so at least 72 hours in advance so that the appropriate arrangements may be made.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Board of Education, P.O. Box 2120, James Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

February 26, 2003 - 9 a.m. -- Open Meeting

March 26, 2003 - 9 a.m. -- Open Meeting

James Monroe Building, 101 N. 14th Street, Rooms C and D, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

† **April 29, 2003 - 9 a.m.** -- Open Meeting

† **April 30, 2003 - 9 a.m.** -- Open Meeting

† **May 1, 2003 - 9 a.m.** -- Open Meeting

Richmond, Virginia area; location to be announced.

A regular business meeting of the board. Persons who wish to speak or who require the services of an interpreter for the deaf should contact the agency 72 hours in advance. Public comment will be received.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Department of Education, P.O. Box 2120, James Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

Advisory Board on Teacher Education and Licensure

March 17, 2003 - 9 a.m. -- Open Meeting

George Mason University, Fairfax, Virginia.

April 21, 2003 - 9 a.m. -- Open Meeting

Hilton Garden Inn, Richmond Innsbrook, 4050 Cox Road, Glen Allen, Virginia.  (Interpreter for the deaf provided upon request)

A regular meeting. Persons requesting the services of an interpreter for the deaf should do so at least 72 hours in advance. This will be a work session and public comment will not be received.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Department of Education, P.O. Box 2120, 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

DEPARTMENT OF ENVIRONMENTAL QUALITY

February 10, 2003 - 4 p.m. -- Open Meeting

Spotswood High School, 368 Blazer Drive, Penn Laird, Virginia. 

The first and final public meeting on the development of a TMDL for benthics for an approximately 4.89-mile segment of Quail Run in Rockingham County. The comment period closes on March 5, 2003.

Contact: Sandra Mueller, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4324, FAX (804) 698-4116, e-mail stmueller@deq.state.va.us.

February 19, 2003 - 7 p.m. -- Open Meeting

Varina Branch Henrico Public Library, 2001 Library Road (off Laburnum Avenue in eastern Henrico County), Richmond, Virginia. 

A public meeting to receive comment on the technical aspects of the Charles City Road Sanitary Landfill facility's ground water monitoring program that sets standard procedures for the sampling, analysis and statistical review of ground water data. The public comment period closes on March 6, 2003.

Contact: Geoff Christe, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4283, e-mail gxchriste@deq.state.va.us.

February 20, 2003 - 7 p.m. -- Open Meeting

Goochland Public Library, 2931 River Road, Goochland, Virginia. 

A public meeting to receive comments on the technical aspects of the Goochland County Sanitary Landfill facility's ground water monitoring program that sets standard procedures for the sampling, analysis and statistical review of ground water data. The public comment period closes on March 7, 2003.

Contact: Geoff Christe, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4283, e-mail gxchriste@deq.state.va.us.

† **March 4, 2003 - 7 p.m.** -- Public Hearing

Chase City Butler Memorial Public Library, 515 North Marshall Street, Chase City, Virginia. 

A public hearing to receive comments on the technical aspects of the facility's ground water monitoring program that sets standard procedures for the sampling, analysis and statistical review of ground water data. The comment period closes on March 19, 2003.

Contact: Geoff Christe, Department of Environmental Quality, P.O. Box 10009 Richmond, VA 23240, telephone (804) 698-4283, e-mail gxchriste@deq.state.va.us.

Ground Water Protection Steering Committee

† **March 18, 2003 - 9 a.m.** -- Open Meeting

Department of Environmental Quality, 629 East Main Street, Richmond, Virginia. 

A regular meeting of the Ground Water Protection Steering Committee, an interagency advisory committee formed to stimulate, strengthen and coordinate ground water protection activities in the Commonwealth. The meeting is open to the public and additional information is available from the contact listed below.

Contact: Mary Ann Massie, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4042, e-mail mamassie@deq.state.va.us.

Calendar of Events

VIRGINIA FIRE SERVICES BOARD

February 20, 2003 - 9 a.m. -- Open Meeting
Virginia Beach Pavilion, 1900 Pavilion Drive, Virginia Beach, Virginia.  (Interpreter for the deaf provided upon request)

- Committee on Fire Education and Training (FEandT) -- 9 a.m.
- Committee on Administration and Policy (AandP) -- 10 minutes after conclusion of FEandT
- Committee on Fire Prevention and Control (FPandC) -- 10 minutes after conclusion of AandP
- Committee on Finance -- 10 minutes after conclusion of FPandC.

NOTE: VFSB Members will attend a reception hosted by the Virginia Fire Chiefs Executive Committee on the evening of Thursday, February 20, 2003, from 5 p.m. until 7 p.m. No official business will be discussed during this reception.

Contact: Christy L. King, VFSB Clerk, Virginia Fire Services Board, 101 North 14th Street, 18th Floor, Richmond, VA 23219, telephone (804) 371-0220, FAX (804) 371-0219, e-mail cking@vdfp.state.va.us.

February 21, 2003 - 9 a.m. -- Open Meeting
Virginia Beach Pavilion, 1900 Pavilion Drive, Virginia Beach, Virginia.  (Interpreter for the deaf provided upon request)

A meeting of the board to be held in conjunction with the Virginia Fire Chiefs Association's Mid-Atlantic Expo and Symposium. During the Expo, VFSB members will be attending training classes and events, but NO official public business will be discussed. A schedule of events can be found on the Virginia Fire Chiefs web site (www.sfcav.org). The Expo will run from February 19th through February 23rd. For more information, please contact Christy King.

Contact: Christy L. King, VFSB Clerk, Virginia Fire Services Board, 101 North 14th Street, 18th Floor, Richmond, VA 23219, telephone (804) 371-0220, FAX (804) 371-0219, e-mail cking@vdfp.state.va.us.

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

February 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Funeral Directors and Embalmers intends to amend regulations entitled: **18 VAC 65-20. Regulations of the Board of Funeral Directors and Embalmers.** The purpose of the proposed action is to establish criteria for locating a branch establishment, to update requirements for a preparation room, and to provide greater assurance that all state and federal rules related to the provision of funeral services are being followed.

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

Public comments may be submitted until February 28, 2003, to Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, 6603 West Broad Street, Richmond, VA 23230-1717.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

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February 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Funeral Directors and Embalmers intends to amend regulations entitled: **18 VAC 65-20. Regulations of the Board of Funeral Directors and Embalmers.** The purpose of the proposed action is to comply with Chapter 270 of the 2002 Acts of Assembly mandating the board to promulgate regulations to establish continuing education requirements for renewal of a license to ensure competency of the practitioners.

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

Public comments may be submitted until February 28, 2003, to Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, 6603 West Broad Street, Richmond, VA 23230-1717.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

BOARD OF GAME AND INLAND FISHERIES

March 6, 2003 - 9 a.m. -- Open Meeting
Department of Game and Inland Fisheries, 4000 West Broad Street, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

The board will meet and intends to propose amendments to regulations governing game wildlife, hunting and trapping. This is the regular biennial review for these regulations, with the resulting amended regulations intended to be in effect July 2003 through June 2005. The board is exempted from the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) in promulgating wildlife management regulations, including the length of seasons, bag limits and methods of take set on the wildlife resources within the Commonwealth of Virginia. Under board procedures, regulatory actions occur over two sequential board meetings. At the March 6 meeting, Department of Game and Inland Fisheries' staff will present recommendations for regulatory amendments, the board will solicit and hear comments from the public in a public hearing, and the board then intends to propose regulations or regulation amendments. Any proposed regulatory actions will be published in the Virginia Register of Regulations, posted on the internet at www.dgif.state.va.us, and summaries advertised in newspapers. A public comment period on any proposed regulations begins March 6 and closes May 1, 2003. Adoption of any regulations or regulation amendments as final will take place at the subsequent board meeting, to be held May 1, 2003. The board is required by § 2.2-4031 of the Code of Virginia to publish all

proposed and final regulations. The board also may: discuss general and administrative issues; hold a closed session at some time during the March 6 meeting; and elect to hold a dinner Wednesday evening, March 5, 2003, at a location and time to be determined.

Contact: Phil Smith, Policy Analyst, Department of Game and Inland Fisheries, 4010 West Broad Street, Richmond VA 23230, telephone (804) 367-1000, FAX (804) 367-0488, e-mail Regcomments@dgif.state.va.us.

GEORGE MASON UNIVERSITY

† **May 8, 2003 - 9 a.m.** -- Open Meeting
George Mason University, Mason Hall, Lower Level, Fairfax, Virginia. ♿

A meeting of the Board of Visitors. Please call for agenda information.

Contact: Mary Roper, Secretary pro tem, George Mason University, MSN 3A1, 4400 University Dr., Fairfax, VA 22030, telephone (703) 993-8703, FAX (703) 993-8707, e-mail mroper@gmu.edu.

STATE HAZARDOUS MATERIALS EMERGENCY RESPONSE ADVISORY COUNCIL

February 19, 2003 - 1 p.m. -- Open Meeting
Doubletree Hotel, 1900 Pavilion Drive, Virginia Beach, Virginia. ♿

A meeting of the Training Committee to discuss hazardous materials training curriculum.

Contact: Ron Hargrave, Training Director, Department of Emergency Management, 10501 Trade Court, Richmond, VA 23236, telephone (804) 897-6500-6573.

STATE BOARD OF HEALTH

April 1, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Health intends to adopt regulations entitled: **12 VAC 5-218. Rules and Regulations Governing Outpatient Health Data Reporting.** The purpose of the proposed action is to establish requirements and procedures for the reporting of outpatient patient level data.

Statutory Authority: §§ 32.1-12 and 32.1-276.6 of the Code of Virginia.

Contact: Calvin Reynolds, Director, Health Statistics, Department of Health, 1601 Willow Lawn Drive, Suite 237, Richmond, VA 23230, telephone (804) 662-6276, FAX (804) 662-7261 or e-mail: creynolds@vdh.state.va.us.

April 25, 2003 - 9 a.m. -- Open Meeting
Department of Health, Main Street Station, 1500 East Main Street, 3rd Floor Conference Room, Richmond, Virginia. ♿

A general business and working meeting.

Contact: Rene Cabral-Daniels, Director, Office of Health Policy, Department of Health, 1500 E. Main St., Richmond, VA 23219, telephone (804) 786-3561.

State Emergency Medical Services Advisory Board

† **May 8, 2003 - 3 p.m.** -- Open Meeting
Office of EMS, 1538 East Parham Road, Richmond, Virginia.

A meeting of the Regulation and Policy Committee.

Contact: David E. Cullen, Jr., Manager, Division of Enforcement and Compliance, Advisory Board of State Emergency Medical Services, 1538 E. Parham Rd., Richmond, VA 23228, telephone (804) 371-3500, FAX (804) 371-3543, toll-free (800) 523-6019, e-mail dcullen@vdh.state.va.us.

† **May 9, 2003 - 1 p.m.** -- Open Meeting
The Place at Innsbrook, 4036-C Cox Road, Glen Allen, Virginia.

A quarterly meeting.

Contact: Gary R. Brown, Director, Department of Health, 1538 E. Parham Rd., Richmond, VA 23228, telephone (804) 371-3500, FAX (804) 371-3543, toll-free (800) 523-6019, e-mail gbrown@vdh.state.va.us.

DEPARTMENT OF HEALTH PROFESSIONS

† **February 18, 2003 - 10 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. ♿

A meeting of the Enforcement Committee to receive information on the sanctions reference study and consider other matters as may be presented on the agenda. Public comment will be received at the beginning of the meeting.

Contact: Elizabeth A. Carter, Ph.D., Executive Director, Board of Health Professions, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-7691, FAX (804) 662-9504, (804) 662-7197/TTY ♿, e-mail elizabeth.carter@dhp.state.va.us.

† **February 18, 2003 - Noon** -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. ♿

The board will receive reports, hear a presentation from the Practitioner Intervention Program and consider other matters as may be presented on the agenda. Public comment will be received at the beginning of the meeting.

Contact: Elizabeth A. Carter, Ph.D., Executive Director, Board of Health Professions, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-7691, FAX (804) 662-9504, (804) 662-7197/TTY ♿, e-mail elizabeth.carter@dhp.state.va.us.

February 21, 2003 - 9 a.m. -- Open Meeting
April 18, 2003 - 9 a.m. -- Open Meeting

Calendar of Events

Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 3, Richmond, Virginia. ☎

A bimonthly meeting of the Intervention Program Committee for the Health Practitioners' Intervention Program.

Contact: Donna P. Whitney, Intervention Program Manager, Department of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9424, FAX (804) 662-7358, e-mail donna.whitney@dhp.state.va.us.

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February 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Health Professions intends to adopt regulations entitled: **18 VAC 76-30. Public Participation Guidelines.** The purpose of the proposed action is to provide guidelines for public participation in the process of developing and promulgating regulations to implement programs under the authority of the Director of the Department of Health Professions. These regulations are also intended to enable electronic communication, notification and comment in the development of regulations and to provide for involvement and advice from persons with specialized interest and knowledge.

Statutory Authority: § 2.2-4007 of the Code of Virginia.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

BOARD OF HOUSING AND COMMUNITY DEVELOPMENT

† **March 17, 2003 - 10 a.m.** -- Open Meeting
Department of Housing and Community Development, 501 North 2nd Street, Richmond, Virginia. ☎

A regular business meeting of the board. The board is scheduled to review and evaluate public comment and requested amendments to proposed regulations and adopt final regulations for the following regulations: Virginia Certification Standards (13 VAC 5-21), Virginia Amusement Device Regulations (13 VAC 5-31), Virginia Uniform Statewide Building Code (13 VAC 5-61), Standards Governing Operations of Individual and Regional Code Academies/1990 (13 VAC 5-80), and the Statewide Fire Prevention Code (13 VAC 5-51).

Contact: Stephen W. Calhoun, Regulatory Coordinator, Department of Housing and Community Development, The Jackson Center, 501 N. 2nd St., Richmond, VA 23219-1321, telephone (804) 371-7000, FAX (804) 371-7090, (804) 371-7089/TTY ☎, e-mail scalhoun@dhcd.state.va.us.

Codes and Standards Committee

† **February 27, 2003 - 9 a.m.** -- Open Meeting
Department of Housing and Community Development, 501 North 2nd Street, Richmond, Virginia. ☎

The committee is scheduled to review and evaluate public comment and requested amendments to proposed regulations and develop recommendations for the full board for final regulations for the following regulations: Virginia Certification Standards (13 VAC 5-21), Virginia Amusement Device Regulations (13 VAC 5-31), Virginia Uniform Statewide Building Code (13 VAC 5-61), Standards Governing Operations of Individual and Regional Code Academies/1990 (13 VAC 5-80), and the Statewide Fire Prevention Code (13 VAC 5-51). Public comment will not be taken at this meeting.

Contact: Stephen W. Calhoun, Regulatory Coordinator, Department of Housing and Community Development, The Jackson Center, 501 N. 2nd St., Richmond, VA 23219-1321, telephone (804) 371-7000, FAX (804) 371-7090, (804) 371-7089/TTY ☎, e-mail scalhoun@dhcd.state.va.us.

INNOVATIVE TECHNOLOGY AUTHORITY

Board of Directors

† **February 12, 2003 - 10 a.m.** -- Open Meeting
Center for Innovative Technology, 2214 Rock Hill Road, Suite 600, Herndon, Virginia. ☎

A meeting to elect officers.

Contact: June Portch, Operations Manager, Innovative Technology Authority, 2214 Rock Hill Rd., Herndon, VA 20170, telephone (703) 689-3049, FAX (703) 464-1708, e-mail jportch@cit.org.

STATE BOARD OF JUVENILE JUSTICE

February 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Juvenile Justice intends to adopt regulations entitled: **6 VAC 35-160. Regulations Governing Juvenile Record Information and the Virginia Juvenile Justice Information System.** The purpose of the proposed action is to establish standards governing the form and content of juvenile record information submitted to the Virginia Juvenile Justice Information System, ensuring the integrity of the data, protecting the confidentiality of the juvenile record information, and governing the dissemination of information in accordance with law.

Statutory Authority: §§ 16.1-223 and 66-10 of the Code of Virginia.

Contact: Donald Carignan, Regulatory Coordinator, Department of Juvenile Justice, 700 Centre, 700 E. Franklin St., 4th Floor, Richmond, VA 23219, telephone (804) 371-0743, FAX (804) 371-0773 or e-mail carigndr@djj.state.va.us.

STATE LIBRARY BOARD

March 17, 2003 - 8:15 a.m. -- Open Meeting
The Library of Virginia, 800 East Broad Street, Richmond, Virginia. 

Meetings of the board to discuss matters pertaining to The Library of Virginia and the board. Committees of the board will meet as follows:

8:15 a.m. - Public Library Development Committee, Orientation Room;
Publications and Educational Services Committee, Conference Room B;
Records Management Committee, Conference Room C.

9:30 a.m. - Archival and Information Services Committee, Orientation Room;
Collection Management Services Committee, Conference Room B;
Legislative and Finance Committee, Conference Room C.

10:30 a.m. - Library Board, Conference Room 2M.

Contact: Jean H. Taylor, Executive Secretary to the Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-2000, telephone (804) 692-3535, FAX (804) 692-3594, (804) 692-3976/TTY , e-mail jtaylor@lva.lib.va.us.

VIRGINIA MANUFACTURED HOUSING BOARD

† **February 20, 2003 - 10 a.m.** -- Open Meeting
Jackson Center Board Room, 501 North Second Street, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A regular meeting to review complaints and claims against licensees and carry out the administration of the Licensing and Recovery Fund programs.

Contact: Curtis Mclver, State Building Code Administrator, Virginia Manufactured Housing Board, State Building Code Administrative Office, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7160, FAX (804) 371-7092, (804) 371-7089/TTY , e-mail cmciver@dhcd.state.va.us.

MARINE RESOURCES COMMISSION

February 25, 2003 - 9:30 a.m. -- Open Meeting
Marine Resources Commission, 2600 Washington Avenue, 4th Floor, Newport News, Virginia.  (Interpreter for the deaf provided upon request)

A monthly commission meeting.

Contact: Ginny Chappell, Commissioner's Secretary, Marine Resources Commission, 2600 Washington Ave., 1st Floor, Newport News, VA 23607, telephone (757) 247-2206, FAX (757) 247-2020, toll-free (800) 541-4646, (757) 247-2292/TTY , e-mail gchappell@mrc.state.va.us.

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

February 14, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to adopt regulations entitled: **12 VAC 30-110. Eligibility and Appeals.** The purpose of the proposed action is to promulgate state regulations concerning which individuals are authorized to sign Medicaid applications to ensure that applications are only filed with the full knowledge and consent of the applicant or be someone legally acting on his behalf.

Statutory Authority: §§ 32.1-324 and 32.1-325 of the Code of Virginia.

Contact: Pat Sykes, Policy Division, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-7958, FAX (804) 786-1680, or e-mail psykes@dmas.state.va.us.

March 28, 2003 - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-70. Methods and Standards for Establishing Payment Rates; Inpatient Hospital Care** and **12 VAC 30-80. Methods and Standards for Establishing Payment Rates; Other Types of Care.** The purpose of the proposed action is to retain the outpatient hospital reimbursement methodology prior to Medicare's conversion to its current APC methodology and to promulgate a Graduate Medical Education methodology to provide an appropriate apportionment of these costs related to interns and residents at the state teaching hospitals.

Statutory Authority: §§ 32.1-324 and 32.1-325 of the Code of Virginia.

Contact: Peterson Epps, Reimbursement Analyst, Division of Reimbursement, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 225-4591, FAX (804) 786-1680, or e-mail pepps@dmas.state.va.us.

March 28, 2003 - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-80. Methods and Standards for Establishing Payment Rates; Other Types of Care.** The purpose of the proposed action is to comply with the legislative mandate contained in Chapter 899 of the 2002 Acts of Assembly, Item 3325 FF and JJ(2), to modify the reimbursement methodology for

Calendar of Events

pharmacy services. These changes entail discounting the average wholesale price (AWP) by 10.25% and redefining Virginia Maximum Allowable Cost methodology to include all products that participate in pharmaceutical manufacturers' rebate programs.

Statutory Authority: §§ 32.1-324 and 32.1-325 of the Code of Virginia.

Contact: Alissa Nashwinter, Manager, Division of Program Operations, Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 225-2973, FAX (804) 786-1680 or e-mail anashwinter@dmas.state.va.us.

March 28, 2003 - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-80. Methods and Standards for Establishing Payment Rates; Other Types of Care.** The purpose of the proposed action is to provide supplemental payments to Type I physicians who are members of group practices affiliated with either a state academic health system or an academic health system that operates under a state authority.

Statutory Authority: §§ 32.1-324 and 32.1-325 of the Code of Virginia.

Contact: William Lessard, Analyst, Division of Reimbursement, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 225-4593, FAX (804) 786-1680, or e-mail wlessard@dmas.state.va.us.

March 28, 2003 - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-90. Methods and Standards for Establishing Payment Rates for Long-Term Care.** The purpose of the proposed action is to comply with the legislative mandate of Chapter 899, Item 325 HH to decrease the indirect patient care operating ceiling and eliminate increase for inflation for indirect patient case rates and peer group ceilings for indirect costs in SFY 2003. This action also proposes to institute the requirement that nursing facilities file reports when they have credit balances.

Statutory Authority: §§ 32.1-324 and 32.1-325 of the Code of Virginia.

Contact: James Branham, Analyst, Division of Reimbursement, Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 225-4587, FAX (804) 786-1680 or e-mail jbranham@dmas.state.va.us.

† **April 11, 2003** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-70. Methods and Standards for Establishing Payment Rates; Inpatient Hospital Care.** The purpose of the proposed action is to conform the state plan to the mandate of the 2002 Session of the General Assembly in Chapter 899 of the 2002 Acts of Assembly, Item 325 KK.

Statutory Authority: §§ 32.1-324 and 32.1-325 of the Code of Virginia.

Public comments may be submitted until April 11, 2003, to Peterson Epps, Reimbursement Analyst, Division of Reimbursement, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219.

Contact: Victoria P. Simmons, Regulatory Coordinator, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-7959, FAX (804) 786-1680, or e-mail vsimmons@dmas.state.va.us.

† **April 11, 2003** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to adopt regulations entitled: **12 VAC 30-141. Family Access to Medical Insurance Security Plan.** The purpose of the proposed action is to promulgate service coverages, eligibility requirements, fair hearings, utilization review requirements and payment standards.

Statutory Authority: §§ 32.1-324 and 32.1-325 of the Code of Virginia.

Public comments may be submitted until April 11, 2003, to Linda Nablo, Director, Child Health Program, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219.

Contact: Victoria P. Simmons, Regulatory Coordinator, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-7959, FAX (804) 786-1680, or e-mail vsimmons@dmas.state.va.us.

Drug Utilization Review Board

† **February 13, 2003 - 2 p.m.** -- Open Meeting
Department of Medical Assistance Services 600 East Broad Street, Suite 1300, Board Room, Richmond, Virginia. ☎

A meeting to conduct routine business.

Contact: Alissa Nashwinter, Special Programs Manager, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 225-2873, FAX (804) 786-1680, (800) 343-0634/TTY ☎, e-mail anashwinter@dmas.state.va.us.

BOARD OF MEDICINE

February 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Medicine intends to amend regulations entitled: **18 VAC 85-20. Regulations Governing the Practice of Medicine, Osteopathy, Podiatry, and Chiropractic; 18 VAC 85-40. Regulations Governing the Practice of Respiratory Care Practitioners; 18 VAC 85-80. Regulations Governing the Licensure of Occupational Therapists; 18 VAC 85-101. Regulations Governing the Licensure of Radiologic Technologists and Radiologic Technologists-Limited; 18 VAC 85-110. Regulations Governing the Practice of Licensed Acupuncturists; and 18 VAC 85-120. Regulations Governing the Certification of Athletic Trainers.** The purpose of the proposed action is to establish criteria for registration of out-of-state practitioners to practice in Virginia on a voluntary basis.

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

Public comments may be submitted until February 28, 2003, to William L. Harp, M.D., Executive Director, Board of Medicine, 6603 West Broad Street, Richmond, VA 23230.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

March 14, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Medicine intends to amend regulations entitled: **18 VAC 85-50. Regulations Governing the Practice of Physician Assistants.** The purpose of the proposed action is to set forth the information and documentation that must be provided prior to such service to ensure compliance with Chapter 740 of the 2002 Acts of Assembly, which mandates that the board promulgate regulations for an out-of-state practitioner to be exempt from licensure or certification to volunteer his services to a nonprofit organization that has no paid employees and offers health care to underprivileged populations throughout the world. Chapter 387 of the 2002 Acts of Assembly mandates that the board promulgate regulations to implement provisions related to the supervision of a physician assistant and the protocol between the assistant and the physician. In accordance with the statute, regulations provide for continuous supervision but do not require the physical presence of the physician.

Statutory Authority: §§ 54.1-2400 and 54.1-2912.1 of the Code of Virginia.

Public comments may be submitted until March 14, 2003, to William L. Harp, M.D., Executive Director, Board of Medicine, 6603 West Broad Street, Richmond, VA 23230.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

March 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Medicine intends to amend regulations entitled: **18 VAC 85-20. Regulations Governing the Practice of Medicine, Osteopathy, Podiatry, and Chiropractic.** The purpose of the proposed action is to amend the regulations to comply with a statutory mandate found in § 54.1-2910.1 as amended by Chapter 38 of the 2002 Acts of Assembly. The statute requires certain changes to the practitioner profile system for doctors of medicine, osteopathy and podiatry to include the addition of telephone numbers, e-mail and FAX numbers for dissemination of emergency information and information on felony convictions.

Statutory Authority: §§ 54.1-2400 and 54.1-2910.1 of the Code of Virginia.

Public comments may be submitted until March 28, 2003, to William L. Harp, M.D., Executive Director, Board of Medicine, 6603 West Broad Street, Richmond, VA 23230.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

Informal Conference Committee

† **February 26, 2003 - 9:30 a.m.** -- Open Meeting
† **March 19, 2003 - 9:15 a.m.** -- Open Meeting
Clarion Hotel, 3315 Ordway Drive, Roanoke, Virginia.

February 27, 2003 - 9:15 a.m. -- Open Meeting
† **March 27, 2003 - 9:15 a.m.** -- Open Meeting
Holiday Inn Select, 2801 Plank Road, Fredericksburg, Virginia.

† **March 5, 2003 - 8:45 a.m.** -- Open Meeting
† **April 9, 2003 - 8:45 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street, Richmond, Virginia.

† **April 23, 2003 - 9:30 a.m.** -- Open Meeting
Williamsburg Marriott Hotel, 50 Kingsmill Road, Williamsburg, Virginia.

A meeting to inquire into allegations that certain practitioners may have violated laws and regulations governing the practice of medicine and other healing arts in Virginia. The committee will meet in open and closed sessions pursuant to the Code of Virginia. Public comment will not be received.

Contact: Peggy Sadler or Renee Dixon, Staff, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230,

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telephone (804) 662-7332, FAX (804) 662-9517, (804) 662-7197/TTY ☎, e-mail Peggy.Sadler@dhp.state.va.us.

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

† **February 12, 2003 - 11:30 a.m.** -- Open Meeting
North Park Library, 8508 Franconia Road, Henrico County. ♿
(Interpreter for the deaf provided upon request)

A meeting of the Educating the Public, Consumers and Families Issues Team of the Olmstead Task Force.

Contact: Fran M. Sadler, Administrative Specialist, Department of Mental Health, Mental Retardation and Substance Abuse Services, P.O. Box 1797, Richmond, VA 23218, telephone (804) 786-8019, FAX (804) 786-9248, (804) 371-8977/TTY ☎, e-mail fsadler@dmhmrsas.state.va.us.

† **February 18, 2003 - 10 a.m.** -- Open Meeting
Virginia Office for Protection and Advocacy, 202 North 9th Street, 9th Floor, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A meeting of the Accountability Issues Team of the Olmstead Task Force.

Contact: Fran M. Sadler, Administrative Specialist, Department of Mental Health, Mental Retardation and Substance Abuse Services, P.O. Box 1797, Richmond, VA 23218, telephone (804) 786-8019, FAX (804) 786-9248, (804) 371-8977/TTY ☎, e-mail fsadler@dmhmrsas.state.va.us.

March 7, 2003 - 9 a.m. -- Open Meeting
Department for the Deaf and Hard-of-Hearing, Ratcliffe Building, 1602 Rolling Hills Drive, Richmond, Virginia. ♿
(Interpreter for the deaf provided upon request)

A meeting of the Steering Committee of the Olmstead Task Force.

Contact: Fran M. Sadler, Administrative Specialist, Department of Mental Health, Mental Retardation and Substance Abuse Services, P.O. Box 1797, Richmond, VA 23218, telephone (804) 786-8019, FAX (804) 786-9248, (804) 371-8977/TTY ☎, e-mail fsadler@dmhmrsas.state.va.us.

STATE MILK COMMISSION

February 12, 2003 - 10:30 a.m. -- Open Meeting
Compensation Board, Ninth Street Office Building, 200 North 9th Street, 10th Floor Conference Room, Richmond, Virginia.

A regular meeting to consider industry issues, distributor licensing, base transfers, and reports from staff. The commission offers anyone in attendance an opportunity to speak at the conclusion of the agenda. Those persons requiring special accommodations should notify the agency meeting contact at least five working days prior to the meeting date so that suitable arrangements can be made.

Contact: Edward C. Wilson, Jr., Deputy Administrator, State Milk Commission, Ninth St. Office Bldg., 202 N. Ninth St.,

Room 915, Richmond, VA 23219, telephone (804) 786-2013, FAX (804) 786-3779, e-mail ewilson@smc.state.va.us.

DEPARTMENT OF MINES, MINERALS AND ENERGY

February 14, 2003 - 1 p.m. -- Open Meeting
Department of Mines, Minerals and Energy, Buchanan-Smith Building, 3405 Mountain Empire Road, Conference Room #116, Big Stone Gap, Virginia. ♿ (Interpreter for the deaf provided upon request)

A meeting to give interested persons an opportunity to be heard in regard to the FY2003 Abandoned Mine Land Consolidated Grant Application to be submitted to the Office of Surface Mining. Special accommodations for the disabled will be made available at the public meeting or hearing on request. Anyone needing special accommodations should contact the Department of Mines, Minerals and Energy at least seven days prior to the meeting or hearing date.

Contact: Roger Williams, Abandoned Mine Land Services Manager, Department of Mines, Minerals and Energy, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8208, FAX (276) 523-8247, (800) 828-1120/TTY ☎, e-mail rlw@mme.state.va.us.

DEPARTMENT OF MOTOR VEHICLES

Medical Advisory Board

March 12, 2003 - 8 a.m. -- Open Meeting
Department of Motor Vehicles, 2300 West Broad Street, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A regular business meeting.

Contact: Jacquelin Branche, R. N., Assistant Division Manager, Department of Motor Vehicles, 2300 W. Broad St., Richmond, VA 23220, telephone (804) 367-0531, FAX (804) 367-1604, e-mail dmvj3b@dmv.state.va.us.

VIRGINIA MUSEUM OF FINE ARTS

† **February 19, 2003 - 9 a.m.** -- Open Meeting
Virginia Museum of Fine Arts, CEO Building Parlor, 2800 Grove Avenue, Richmond, Virginia. ♿

The following committees will meet:

- 9 a.m. - Museum Expansion Committee
- 11 a.m. -- Exhibitions Committee
- Noon - Legislative Committee
- 1:30 p.m. - Program Review Committee
- 2 p.m. - Education and Programs Committee
- 3:15 p.m. - Communications and Marketing Committee

Public comment will not be received. The meeting will be held in closed session.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221,

telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY ☎, e-mail sbroyles@vmfa.state.va.us.

† **February 20, 2003 - 8:30 a.m.** -- Open Meeting
Virginia Museum of Fine Arts, CEO Building, 2800 Grove Avenue, 2nd Floor, Conference Room, Richmond, Virginia. ♿

The following committees will meet:

8:30 a.m. - Buildings and Grounds Committee
9:30 a.m. - Collections Committee
11 a.m. - Finance Committee
12:30 p.m. - Board of Trustees

Public comment will not be received. The meeting will be held in closed session.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY ☎, e-mail sbroyles@vmfa.state.va.us.

† **March 4, 2003 - 8 a.m.** -- Open Meeting

† **April 1, 2003 - 8 a.m.** -- Open Meeting

Virginia Museum of Fine Arts, 2800 Grove Avenue, Main Lobby Conference Room, Richmond, Virginia. ♿

A monthly meeting of the Executive Committee for staff to update trustees. Public comment will not be heard.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Avenue, Richmond, Virginia 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY ☎, e-mail sbroyles@vmfa.state.va.us.

BOARD OF NURSING

February 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Nursing intends to amend regulations entitled: **18 VAC 90-20. Regulations Governing the Practice of Nursing.** The purpose of the proposed action is to replace emergency regulations for voluntary practice by out-of-state nurses.

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

Public comments may be submitted until February 28, 2003, to Jay Douglas, R.N., Deputy Executive Director, Board of Nursing, 6603 West Broad Street, Richmond, VA 23230.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

March 17, 2003 - 9 a.m. -- Open Meeting

March 19, 2003 - 9 a.m. -- Open Meeting

March 20, 2003 - 9 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ♿

A panel of the board will conduct formal hearings with licensees or certificate holders. Public comment will not be received.

Contact: Nancy K. Durrett, R.N., Executive Director, Board of Nursing, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail nursebd@dhp.state.va.us.

Special Conference Committee

February 11, 2003 - 9 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 3, Richmond, Virginia. ♿

February 13, 2003 - 9 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ♿

February 18, 2003 - 9 a.m. -- Open Meeting

February 24, 2003 - 9 a.m. -- Open Meeting

February 25, 2003 - 9 a.m. -- Open Meeting

April 2, 2003 - 9 a.m. -- Open Meeting

April 7, 2003 - 9 a.m. -- Open Meeting

April 8, 2003 - 9 a.m. -- Open Meeting

April 14, 2003 - 9 a.m. -- Open Meeting

April 22, 2003 - 9 a.m. -- Open Meeting

† **April 29, 2003 - 9 a.m.** -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 3, Richmond, Virginia. ♿

A Special Conference Committee, comprised of two or three members of the Virginia Board of Nursing, will conduct informal conferences with licensees and/or certificate holders. Public comment will not be received.

Contact: Jay P. Douglas, R.N., M.S.M., C.S.A.C., Executive Director, Board of Nursing, 6603 West Broad Street, 5th Floor, Richmond, VA 23230, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail nursebd@dhp.state.va.us.

BOARD OF NURSING HOME ADMINISTRATORS

February 19, 2003 - 8:30 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia. ♿

The Special Conference Committee will meet to hold informal hearings. There will not be a public comment period.

Contact: Cheri Emma-Leigh, Operations Manager, Department of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9906, FAX (804) 662-7246, (804) 662-7197/TTY ☎, e-mail CEmma-Leigh@dhp.state.va.us.

OLD DOMINION UNIVERSITY

February 17, 2003 - 3 p.m. -- Open Meeting

March 17, 2003 - 3 p.m. -- Open Meeting

Old Dominion University, Webb University Center, Norfolk, Virginia. ♿

Regular meeting of the executive committee of the governing board of the institution to discuss business of the board and the institution as determined by the Rector and

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the President. Public comment will not be received by the board.

Contact: Donna Meeks, Executive Secretary to the Board of Visitors, Old Dominion University, 204 Koch Hall, Norfolk, VA 23529, telephone (757) 683-3072, FAX (757) 683-5679, e-mail dmeeks@odu.edu.

April 11, 2003 - 1:30 p.m. -- Open Meeting
Old Dominion University, Webb University Center, Norfolk, Virginia. 

A quarterly meeting of the governing board of the institution to discuss business of the board and the institution as determined by the Rector and the President. Public comment will not be received. Standing committees will meet on April 10 and 11 prior to the full board meeting.

Contact: Donna Meeks, Executive Secretary to the Board of Visitors, Old Dominion University, 204 Koch Hall, Norfolk, VA 23529, telephone (757) 683-3072, FAX (757) 683-5679, e-mail dmeeks@odu.edu.

BOARD OF OPTOMETRY

February 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Optometry intends to amend regulations entitled: **18 VAC 105-20. Regulations Governing the Practice of Optometry.** The purpose of the proposed action is to replace emergency regulations for voluntary practice by out-of-state optometrists.

Statutory Authority: §§ 54.1-2400 and 54.1-3202 of the Code of Virginia.

Public comments may be submitted until February 28, 2003, to Elizabeth A. Carter, Ph.D., Executive Director, Board of Optometry, 6603 West Broad Street, Richmond, VA 23230.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

BOARD OF PHARMACY

February 10, 2003 - 9 a.m. -- Public Hearing
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. 

February 28, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Pharmacy intends to amend regulations entitled: **18 VAC 110-20. Regulations Governing the Practice of Pharmacy.** The purpose of the proposed action is to replace emergency regulations for voluntary practice by out-of-state pharmacists.

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

Public comments may be submitted until February 28, 2003, to Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6603 West Broad Street, Richmond, VA 23230.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

February 10, 2003 - 9:15 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. 

A general business meeting, including consideration of regulatory, legislative, and disciplinary matters as may be presented on the agenda. Public comment will be received at the beginning of the meeting following adoption of the agenda.

Contact: Elizabeth Scott Russell, RPh, Executive Director, Board of Pharmacy, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9911, FAX (804) 662-9313, (804) 662-7197/TTY , e-mail scotti.russell@dhp.state.va.us.

† February 19, 2003 - 1 p.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia. 

A meeting of the Regulation Committee.

Contact: Elizabeth Scott Russell, RPh, Executive Director, Board of Pharmacy, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9911, FAX (804) 662-9313, (804) 662-7197/TTY , e-mail scotti.russell@dhp.state.va.us.

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† February 19, 2003 - 1:15 p.m. -- Public Hearing
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia. 

† April 11, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Pharmacy intends to amend regulations entitled: **18 VAC 110-20. Regulations Governing the Practice of Pharmacy.** The purpose of the proposed action is to implement the changes in requirements for pharmacy practice pursuant to Chapter 632 of the 2002 Acts of Assembly to allow chart orders for hospice or home infusion, to permit different methods of keeping dispensing records and to allow for delivery of prescription drugs to alternative sites. Statutory revisions in Chapters 411, 666 and 707 of the 2002 Acts of Assembly require amendments to allow a nursing home to donate unused drugs or a physician to dispense donated drugs provided basic requirements for security, storage, labeling and recordkeeping have been observed to protect the safety, integrity and efficacy of the drugs.

Statutory Authority: §§ 54.1-2400 and 54.1-3307 of the Code of Virginia.

Public comments may be submitted until April 11, 2003, to Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6603 West Broad Street, Richmond, VA 23230.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

† **February 26, 2003 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia. 

A panel will discuss disciplinary matters. Public comments will not be received.

Contact: Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9911, FAX (804) 662-9313.

Special Conference Committee

† **February 13, 2003 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia. 

† **February 27, 2003 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia. 

The Special Conference Committee will discuss disciplinary matters. Public comments will not be received.

Contact: Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9911, FAX (804) 662-9313.

VIRGINIA OFFICE FOR PROTECTION AND ADVOCACY

Board for Protection and Advocacy

† **February 19, 2003 - 9 a.m.** -- Open Meeting
Crowne Plaza Hotel, 555 East Canal Street, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A general meeting. Public comment is welcome and will be received beginning at 9:30 a.m. Public comment will also be accepted by telephone. If you wish to provide public comment via telephone, you must call Claunita Jackson at 1-800-552-3962 (voice/TTY) or e-mail her at jacksoa@vopa.state.va.us no later than February 12.

Contact: Claunita Jackson, Administrative Assistant, Virginia Office for Protection and Advocacy, Ninth Street Office Building, 202 N. 9th St., Richmond, VA 23219, telephone (804) 225-3220, FAX (804) 225-3221, toll-free (800) 552-3962, (804) 225-2042/TTY  e-mail jacksoa@vopa.state.va.us.

Protection and Advocacy for Individuals with Mental Illness

† **February 11, 2003 - 10 a.m.** -- Open Meeting
Crowne Plaza Hotel, 555 East Canal Street, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A regular quarterly meeting. Public comment is welcome and will be received at approximately 10:15 a.m.

Contact: Kim Ware, Program Operations Coordinator, Virginia Office for Protection and Advocacy, 202 N. 9th St., 9th Floor, Richmond, VA 23219, telephone (804) 225-2061, FAX (804) 225-3221, toll-free (800) 552-3962, (804) 225-2042/TTY  e-mail wareka@vopa.state.va.us.

BOARD OF PSYCHOLOGY

February 25, 2003 - 10 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. 

Informal administrative hearings to hear possible violations of Board of Psychology regulations and statutes. No public comment will be heard.

Contact: Evelyn B. Brown, Executive Director, Board of Psychology, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9913, FAX (804) 662-7250, (804) 662-7197/TTY  e-mail evelyn.brown@dhp.state.va.us.

VIRGINIA PUBLIC BROADCASTING BOARD

† **February 26, 2003 - 10 a.m.** -- Open Meeting
† **March 19, 2003 - 10 a.m.** -- Open Meeting
Ninth Street Office Building, 202 North Ninth Street, Room 639, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A meeting of the board's Planning Committee.

Contact: Jim Roberts, Deputy Secretary of Administration, Virginia Public Broadcasting Board, 202 N. 9th St., Richmond, VA 23219, telephone (804) 786-1201, FAX (804) 371-0038, e-mail jroberts@gov.state.va.us.

† **March 26, 2003 - 10 a.m.** -- Open Meeting
State Capitol, House Room 1, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A regular meeting.

Contact: Jim Roberts, Deputy Secretary of Administration, Virginia Public Broadcasting Board, 202 N. 9th St., Richmond, VA 23219, telephone (804) 786-1201, FAX (804) 371-0038, e-mail jroberts@gov.state.va.us.

VIRGINIA RACING COMMISSION

† **February 19, 2003 - 9:30 a.m.** -- Open Meeting
Tyler Building, 1300 East Main Street, Richmond, Virginia. 

A monthly meeting. The commission will consider the request for live harness racing days at Colonial Downs. The

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licensee is seeking 15 days commencing on October 4, 2003, and concluding on October 27, 2003. Public comment will be received.

Contact: William H. Anderson, Director of Policy and Planning, Virginia Racing Commission, 10700 Horsemen's Rd., New Kent, VA 23124, telephone (804) 966-7404, FAX (804) 966-7418, e-mail Anderson@vrc.state.va.us.

REAL ESTATE APPRAISER BOARD

February 18, 2003 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation,
3600 West Broad Street, Richmond, Virginia. 

A meeting to conduct board business.

Contact: Christine Martine, Assistant Director, Real Estate Appraiser Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail reappraisers@dpor.state.va.us.

REAL ESTATE BOARD

February 19, 2003 - 9 a.m. -- Open Meeting

February 20, 2003 - 9 a.m. -- Open Meeting

April 9, 2003 - 9 a.m. -- Open Meeting

April 10, 2003 - 9 a.m. -- Open Meeting

Department of Professional and Occupational Regulation,
3600 West Broad Street, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A meeting to conduct informal fact-finding conferences. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Debbie Amaker, Legal Assistant, Real Estate Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8582, FAX (804) 367-0194, (804) 367-9753/TTY , e-mail amaker@dpor.state.va.us.

DEPARTMENT OF REHABILITATIVE SERVICES

† March 12, 2003 - 3 p.m. -- Public Hearing
Department of Rehabilitative Services, Lee Building, 8004 Franklin Farms Drive, Conference Room, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

† April 11, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Rehabilitative Services intends to amend regulations entitled: **22 VAC 30-20. Provision of Vocational Rehabilitation Services**. The purpose of the proposed action is to allow the department to enter into an order of selection to provide services to eligible individuals in an efficient and economical matter in the event that the full range of vocational rehabilitation services

cannot be provided to all persons determined to be eligible because of unavailable resources.

Statutory Authority: § 51.5-14 of the Code of Virginia.

Contact: Elizabeth Smith, Policy and Planning Director, Department of Rehabilitative Services, 8004 Franklin Farms Dr., P.O. Box K-300, Richmond, VA 23288-0300, telephone (804) 662-7071, FAX (804) 662-7696, toll-free (800) 552-5019, (800) 464-9950/TTY , e-mail smithe@drs.state.va.us.

VIRGINIA RESOURCES AUTHORITY

February 11, 2003 - 9 a.m. -- Open Meeting

† April 8, 2003 - 9 a.m. -- Open Meeting
Virginia Resources Authority, 707 East Main Street, 13th Floor, Suite 1350, Richmond, Virginia. 

† March 11, 2003 - 9 a.m. -- Open Meeting

Virginia Resources Authority, 707 East Main Street, 2nd Floor, Conference Room, Richmond, Virginia. 

A regular meeting of the Board of Directors to (i) review and, if appropriate, approve the minutes from the most recent monthly meeting; (ii) review the authority's operations for the prior month; (iii) review applications for loans submitted to the authority for approval; (iv) consider loan commitments for approval and ratification under its various programs; (v) approve the issuance of bonds; (vi) review the results of bond sales; and (vii) consider such other matters and take such other actions as it may deem appropriate. Various committees of the Board of Directors may also meet immediately before or after the regular meeting and consider matters within their purview. The planned agenda of the meeting and any committee meetings will be available at the offices of the authority one week prior to the date of the meeting. Any person who needs any accommodation in order to participate in the meeting should contact the authority at least 10 days before the meeting so that suitable arrangements can be made.

Contact: Bonnie R. C. McRae, Executive Assistant, Virginia Resources Authority, 707 E. Main St., Richmond, VA 23219, telephone (804) 644-3100, FAX (804) 644-3109, e-mail bmcr@vra.state.va.us.

SEWAGE HANDLING AND DISPOSAL APPEAL REVIEW BOARD

† February 26, 2003 - 10 a.m. -- Open Meeting
Henrico County Government Center, 8600 Dixon Powers Drive, Human Resource Board Room, Richmond, Virginia.

A meeting to hear appeals of health department denials of septic tank permits.

Contact: Susan C. Sherertz, Secretary to the Board, Sewage Handling and Disposal Appeal Review Board, 1500 E. Main St., Room 115, Richmond, VA 23219, telephone (804) 371-4236, FAX (804) 225-4003, e-mail ssherertz@vdh.state.va.us.

VIRGINIA SMALL BUSINESS FINANCING AUTHORITY

† **February 25, 2003 - 11 a.m.** -- Open Meeting
Department of Business Assistance, 707 East Main Street,
3rd Floor, Richmond, Virginia. 

A meeting to review applications for loans submitted to the authority for approval and to conduct general business of the board. The meeting time is subject to change depending upon the agenda of the board.

Contact: Scott E. Parsons, Executive Director, Department of Business Assistance, P.O. Box 446, Richmond, VA 23218-0446, telephone (804) 371-8256, FAX (804) 225-3384, e-mail sparsons@dba.state.va.us.

STATE BOARD OF SOCIAL SERVICES

† **April 11, 2003** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to amend regulations entitled: **22 VAC 40-11. Public Participation Guidelines**. The purpose of the proposed action is to make editorial changes throughout the regulation to improve clarity. Code of Virginia citations will be corrected to reflect the recodification of Title 2.2 and Title 63.2 of the Code of Virginia. 22 VAC 40-11-40 will be amended to reflect the provisions of Chapter 241 of the 2002 Acts of Assembly. 22 VAC 40-11-50 will be amended to provide electronic transmission of information to include e-mail notifications, receiving public comment by e-mail and use of the Internet for dissemination and collection of comment on regulatory actions. This section will also be revised to reflect the statutory changes of Chapter 717 of the 1995 Acts of Assembly, which make publication of proposed regulations in a newspaper of general circulation discretionary rather than mandatory.

Statutory Authority: §§ 2.2-4007 and 63.2-217 of the Code of Virginia.

Contact: Richard Martin, Regulatory Coordinator, Department of Social Services, 730 E. Broad St., Richmond, VA 23219-1849, telephone (804) 692-1825, FAX (804) 692-1814, or e-mail lrm2@dss.state.va.us.

† **April 11, 2003** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to adopt regulations entitled: **22 VAC 40-685. Virginia Energy Assistance Program -- Home Energy Assistance Program**. The purpose of the proposed action is to promulgate regulations to implement the Home Energy Assistance Program. The Home Energy Assistance Program was established pursuant to Chapter 676 of the 2001 Acts of Assembly (House Bill 2473). These regulations replace emergency regulations.

Statutory Authority: §§ 63.2-217 and 63.2-805 of the Code of Virginia.

Contact: Margaret Friedenbergh, Director, Special Programs, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1728, FAX (804) 692-1469, or e-mail mjf900@dcse.dss.state.va.us.

† **April 11, 2003** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to adopt regulations entitled: **22 VAC 40-910. General Provisions for Maintaining and Disclosing Confidential Information of Public Assistance, Child Support Enforcement, and Social Services Records**. The purpose of the proposed action is to replace an emergency regulation that expires on August 31, 2003. The proposed regulation establishes separate sections for the confidentiality of public assistance, child support enforcement, and social services programs administered by the Department of Social Services and local departments of social services. Except as provided by federal and state laws and regulations, no records or information concerning applicants for and recipients of public assistance or child support are accessible except for purposes directly connected with the administration of the public assistance and child support enforcement programs. Social services records and information are confidential except they are accessible to persons having a legitimate interest in accordance with federal and state laws and regulations.

Statutory Authority: §§ 63.2-102, 63.2-103, 63.2-104, 63.2-105, 63.2-217 of the Code of Virginia.

Contact: Lynette Isbell, Policy and Planning Manager, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1821, FAX (804) 692-2425, or e-mail lwi2@email1.dss.state.va.us.

DEPARTMENT OF SOCIAL SERVICES

March 20, 2003 - 1:30 p.m. -- Open Meeting
Department of Social Services, 730 East Broad Street,
Richmond, Virginia. 

New board member orientation for the Family and Children's Trust Fund Board.

Contact: Nan McKenney, Executive Director, Department of Social Services, 760 E. Broad St., 8th Floor, Richmond, VA 23219, telephone (804) 692-1823, FAX (804) 692-1869, e-mail fct900@dss.state.va.us.

March 21, 2003 - 10 a.m. -- Open Meeting
Department of Social Services, 730 East Broad Street,
Richmond, Virginia. 

A regular meeting of the Family and Children's Trust Fund Board.

Calendar of Events

Contact: Nan McKenney, Executive Director, Department of Social Services, 760 E. Broad Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-1823, FAX (804) 692-1869, e-mail fct900@dss.state.va.us.

April 12, 2003 - 10 a.m. -- Open Meeting
Hotel Roanoke, Roanoke, Virginia.

A quarterly meeting of the Virginia Commission on National and Community Service. The commission will discuss issues regarding the commission's federal mandate from the Governor, the Corporation for National and Community Service, and the Commission Chair.

Contact: Felicia Jones, Administrative Assistant, Department of Social Services, 730 E. Broad St., 8th Floor, Richmond, VA 23219, telephone (804) 692-1998, FAX (804) 692-1999, toll-free (800) 638-3839.

BOARD OF SOCIAL WORK

† **February 21, 2003 - 10 a.m.** -- Public Hearing
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 1, Richmond, Virginia ☎

† **April 11, 2003** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Social Work intends to amend regulations entitled: **18 VAC 140-20. Regulations Governing the Practice of Social Work**. The purpose of the proposed action is to amend regulations regarding dual relationships and specify a time of two years post termination of the therapeutic relationship with the burden of proof on the clinician and to revise the name of one organization recognized as an approved provider of continuing education.

Statutory Authority: §§ 54.1-2400 and Chapter 37 (§ 54.1-3700 et seq.) of Title 54.1 of the Code of Virginia.

Public comments may be submitted until April 11, 2003, to Evelyn B. Brown, Executive Director, Board of Social Work, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

† **February 21, 2003 - 10:15 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 1, Richmond, Virginia ☎

A general business meeting including consideration of regulatory and disciplinary issues as may be presented on the agenda. Public comment will be received at the beginning of the meeting.

Contact: Evelyn B. Brown, Executive Director, Board of Social Work, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9914, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail evelyn.brown@dhp.state.va.us.

STATE CERTIFIED SEED BOARD

February 19, 2003 - 1:30 p.m. -- Open Meeting
Williamsburg Hospitality House, 415 Richmond Road, Lower Level, Berkley Room, Williamsburg, Virginia ☎

A meeting to consider the ramifications of 2002 summer drought and fall rains on peanut and soybean seed quality for 2003 spring planting and temporarily amend any regulations if warranted, and to review program structure and the relationship between this board, Virginia Tech, and Virginia Crop Improvement Association.

Contact: David L. Whitt, Liaison Officer, State Certified Seed Board, 9142 Atlee Station Rd., Mechanicsville, VA 23116, telephone (804) 746-4884, FAX (804) 746-9447, e-mail dwhitt@vt.edu.

DEPARTMENT OF TECHNOLOGY PLANNING

Virginia Geographic Information Network Advisory Board

March 6, 2003 - 1:30 p.m. -- Open Meeting

† **May 1, 2003 - 1:30 p.m.** -- Open Meeting
Richmond Plaza Building, 110 South 7th Street, 3rd Floor Training Room, Richmond, Virginia ☎

A regular meeting.

Contact: Bill Shinar, VGIN Coordinator, Department of Technology Planning, 110 S. 7th St., Suite 135, Richmond, VA 23219, telephone (804) 786-8175, FAX (804) 371-2795, e-mail bshinar@vgin.state.va.us.

Virginia Research and Technology Advisory Commission

March 10, 2003 - 2 p.m. -- Open Meeting
Washington, DC; location to be determined.

A quarterly meeting to coincide with Capitol Hill Day.

Contact: K.C. Das, Department of Technology Planning, 110 S. 7th Street, Suite 135, Richmond, VA 23219, telephone (804) 371-5599, FAX (804) 371-2795, e-mail kcdas@dit.state.va.us.

Wireless E-911 Services Board

February 26, 2003 - 10 a.m. -- Open Meeting
Richmond Plaza Building, 110 South 7th Street, 3rd Floor Conference Room, Richmond, Virginia ☎ (Interpreter for the deaf provided upon request)

A regular monthly meeting.

Contact: Steven Marzolf, Public Safety Communications Coordinator, Department of Technology Planning, 110 South 7th Street, Richmond, VA 23219, telephone (804) 371-0015, e-mail smarzolf@ntp.state.va.us.

COUNCIL ON TECHNOLOGY SERVICES

February 12, 2003 - 9:30 a.m. -- Open Meeting

March 12, 2003 - 9:30 a.m. -- Open Meeting

April 9, 2003 - 9:30 a.m. -- Open Meeting

Department of Motor Vehicles, 2300 West Broad Street, 7th Floor, Executive Conference Room, Richmond, Virginia. 

A regular monthly meeting of the Change Management Workgroup. Agenda and details available at www.cots.state.va.us.

Contact: Jenny Hunter, COTS Executive Director, Council on Technology Services, Department of Technology Planning, 110 S. 7th St., Suite 135, Richmond, VA 23219, telephone (804) 786-9579, FAX (804) 786-9584, e-mail jhunter@gov.state.va.us.

February 20, 2003 - 3 p.m. -- Open Meeting

March 20, 2003 - 3 p.m. -- Open Meeting

April 17, 2003 - 3 p.m. -- Open Meeting

Department of Rehabilitative Services, 8004 Franklin Farms Drive, Lee Building, Rooms 101, 103, and 105, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A regular monthly meeting of the Security Workgroup. Agenda and more details can be found at www.cots.state.va.us.

Contact: Jenny Hunter, Executive Director, Council on Technology Services, Department of Technology Planning, 110 S. 7th St., Suite 135, Richmond, VA 23219, telephone (804) 786-9579, FAX (804) 786-9584, e-mail jhunter@gov.state.va.us.

March 6, 2003 - 2 p.m. -- Open Meeting

April 3, 2003 - 2 p.m. -- Open Meeting

† May 1, 2003 - 2 p.m. -- Open Meeting

Department of Information Technology, 110 South 7th Street, 3rd Floor, Executive Conference Room, Richmond, Virginia.

A regular monthly meeting of the Executive Committee. Agenda and meeting information available at www.cots.state.va.us.

Contact: Jenny Hunter, COTS Executive Director, Council on Technology Services, Department of Technology Planning, 110 S. 7th St., Richmond, VA 23219, telephone (804) 786-9579, FAX (804) 786-9584, e-mail jhunter@gov.state.va.us.

March 13, 2003 - 1:30 p.m. -- Open Meeting

Virginia Department of Transportation, 1221 East Broad Street, Auditorium, Richmond, Virginia. 

A regular bimonthly meeting. Agenda and meeting details available at www.cots.state.va.us

Contact: Jenny Hunter, Executive Director, Council on Technology Services, Department of Technology Planning, 110 S. 7th St., Suite 135, Richmond, VA 23219, telephone (804) 786-9579, FAX (804) 786-9584, e-mail jhunter@gov.state.va.us.

VIRGINIA TOBACCO SETTLEMENT FOUNDATION

March 18, 2003 - 1:30 p.m. -- Open Meeting

VCU Siegel Center, 1200 West Broad Street, Richmond, Virginia.

A meeting of the Board of Trustees to receive program updates.

Contact: Eloise Burke, Administrative Specialist, Virginia Tobacco Settlement Foundation, 701 E. Franklin St., Suite 501, Richmond, VA 23219, telephone (804) 786-2523, FAX (804) 225-2272, e-mail eburke@tsf.state.va.us.

COMMONWEALTH TRANSPORTATION BOARD

February 19, 2003 - 2 p.m. -- Open Meeting

Department of Transportation, 1221 East Broad Street, Auditorium, Richmond, Virginia. 

A work session of the Commonwealth Transportation Board and the Department of Transportation staff.

Contact: Sandra M. Mills, Assistant Legislative Coordinator, Commonwealth Transportation Board, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 225-4701, FAX (804) 225-4700, e-mail Sandee.Mills@VirginiaDOT.org.

February 20, 2003 - 9 a.m. -- Open Meeting

Department of Transportation, 1221 East Broad Street, Auditorium, Richmond, Virginia. 

A monthly meeting to vote on proposals presented regarding bids, permits, additions and deletions to the highway system, and any other matters requiring board approval. Public comment will be received at the outset of the meeting on items on the meeting agenda for which the opportunity for public comment has not been afforded the public in another forum. Remarks will be limited to five minutes. Large groups are asked to select one individual to speak for the group. The board reserves the right to amend these conditions. Separate committee meetings may be held on call of the chairman. Contact VDOT Public Affairs at (804) 786-2715 for schedule.

Contact: Sandra M. Mills, Assistant Legislative Coordinator, Commonwealth Transportation Board, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 225-4701, FAX (804) 225-4700, e-mail Sandee.Mills@VirginiaDOT.org.

Long Range Multimodal Transportation Policy Committee

† February 20, 2003 - 11 a.m. -- Open Meeting

Department of Transportation, 1221 East Broad Street, Auditorium, Richmond, Virginia. 

A meeting to discuss long-range multimodal policy for the Commonwealth.

Contact: Sandra M. Mills, Assistant Legislative Coordinator, Commonwealth Transportation Board, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 225-4701, FAX (804) 225-4700, e-mail Sandee.Mills@VirginiaDOT.org.

Calendar of Events

DEPARTMENT OF THE TREASURY

February 20, 2003 - 9 a.m. -- Open Meeting
James Monroe Building, 101 N. 14th Street, 3rd Floor,
Treasury Board Room, Richmond, Virginia. 

A meeting of the Treasury Board.

Contact: Melissa Mayes, Treasury Board Secretary,
Department of the Treasury, 101 N. 14th St., 3rd Floor,
Treasury Board Room, Richmond VA 23219, telephone (804)
371-6011, e-mail melissa.mayes@trs.state.va.us.

BOARD OF VETERINARY MEDICINE

February 12, 2003 - 9:15 a.m. -- Public Hearing
Department of Health Professions, 6603 West Broad Street,
5th Floor, Board Room 2, Richmond, Virginia. 

March 14, 2003 - Public comments may be submitted until
this date.

Notice is hereby given in accordance with § 2.2-4007 of the
Code of Virginia that the Board of Veterinary Medicine
intends to amend regulations entitled: **18 VAC 150-20.
Regulations Governing the Practice of Veterinary
Medicine.** The purpose of the proposed action is to
establish requirements for registration of out-of-state
practitioners to engage in voluntary practice of veterinary
medicine.

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

Public comments may be submitted until March 14, 2003, to
Elizabeth Carter, Ph.D., Executive Director, Board of
Veterinary Medicine, 6603 West Broad Street, Richmond, VA
23230-1717.

Contact: Elaine J. Yeatts, Regulatory Coordinator,
Department of Health Professions, 6603 W. Broad St.,
Richmond, VA 23230, telephone (804) 662-9918, FAX (804)
662-9114 or e-mail elaine.yeatts@dhp.state.va.us.

† **February 12, 2003 - 11 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street,
5th Floor, Board Room 3, Richmond, Virginia. 

A general business meeting including consideration of
regulatory and disciplinary matters as may be presented on
the agenda. Public comment will be received at the
beginning of the meeting.

Contact: Elizabeth A. Carter, Ph.D., Executive Director, Board
of Veterinary Medicine, Alcoa Bldg., 6603 W. Broad St., 5th
Floor, Richmond, VA 23230-1712, telephone (804) 662-9915,
FAX (804) 662-9504, (804) 662-7197/TTY , e-mail
elizabeth.carter@dhp.state.va.us.

Special Conference Committee

† **February 13, 2003 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6603 West Broad Street,
5th Floor, Conference Room 4, Richmond, Virginia. 

Informal disciplinary hearings. Public comment will not be
received.

Contact: Terri Behr, Administrative Assistant, Board of
Veterinary Medicine, 6603 W. Broad St., 5th Floor, Richmond,
VA 23230, telephone (804) 662-9915, FAX (804) 662-7098,
(804) 662-7197/TTY , e-mail terri.behr@dhp.state.va.us.

VIRGINIA INFORMATION PROVIDERS NETWORK AUTHORITY

February 27, 2003 - Noon -- Open Meeting
Library of Virginia, 800 East Broad Street, Richmond, Virginia.


A general meeting of the board. There will be a
teleconferencing site available in Northern Virginia at Dolly
Oberoi's office, C2 Technologies, 7700 Leesburg Pike,
Suite 219, Falls Church, VA 22043-2615, telephone (703)
748-2780.

Contact: Will Prible, Assistant to the Director, Virginia
Information Providers Network Authority, 110 S. 7th Street,
Suite 135, Richmond, VA 23219, telephone (804) 786-4583,
FAX (804) 371-2795, e-mail wprible@vipnetboard.state.va.us.

VIRGINIA WASTE MANAGEMENT BOARD

March 6, 2003 - 10 a.m. -- Public Hearing
Department of Environmental Quality, Piedmont Regional
Office, 4949-A Cox Road, Glen Allen, Virginia. 

March 28, 2003 - Public comments may be submitted until 5
p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the
Code of Virginia that the Virginia Waste Management Board
intends to amend regulations entitled: **9 VAC 20-60.
Virginia Hazardous Waste Management Regulations.**
The purpose of the proposed action (Amendment 16) is to
increase the permit application fees for transporters, new
TSD facilities, permit modifications, minor permit
modifications and emergency permits.

Statutory Authority: § 10.1-1402 of the Code of Virginia.

Contact: Robert G. Wickline, Virginia Waste Management
Board, Department of Environmental Quality, P.O. Box 10009,
Richmond, VA 23240, telephone (804) 698-4213 or e-mail
rgwickline@deq.state.va.us.

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March 6, 2003 - 10 a.m. -- Public Hearing
Department of Environmental Quality, Piedmont Regional
Office, 4949-A Cox Road, Glen Allen, Virginia. 

March 28, 2003 - Public comments may be submitted until 5
p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the
Code of Virginia that the Virginia Waste Management Board
intends to amend regulations entitled: **9 VAC 20-90. Solid
Waste Management Facility Permit Fees.** The purpose of
the proposed action is to increase fees for solid waste
management facilities.

Statutory Authority: §§ 10.1-1402 and 10.1-1402.1 of the Code of Virginia

Contact: Melissa Porterfield, Virginia Waste Management Board, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4238 or e-mail mporterfi@deq.state.va.us.

STATE WATER CONTROL BOARD

March 6, 2003 - 10 a.m. -- Public Hearing
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia. ☎

March 28, 2003 - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to amend regulations entitled: **9 VAC 25-20. Fees for Permits and Certificates.** The purpose of the proposed action is to increase the fees charged for processing applications for permits and certificates issued by the State Water Control Board.

Statutory Authority: § 62.1-44.15:6 of the Code of Virginia.

Contact: Jon G. Van Soestbergen, State Water Control Board, Department of Environmental Quality, P.O. Box 10009 Richmond, VA 23240, telephone (804) 698-4117 or e-mail jvansoest@deq.state.va.us.

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† **March 17, 2003 - 2 p.m.** -- Public Hearing
Department of Environmental Quality Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia. ☎

† **April 11, 2003** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to amend regulations entitled: **9 VAC 25-193. General Virginia Pollutant Discharge Elimination System Permit for Ready-Mixed Concrete Plants.** The purpose of the proposed action is to reissue the existing general permit that expires on September 30, 2003. The general permit will establish limitations and monitoring requirements for point source discharges of storm water and process wastewater from ready-mixed concrete plants.

Statutory Authority: § 62.1-44.15 of the Code of Virginia.

Contact: Lily Choi, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4054, FAX (804) 698-4032, e-mail ychoi@deq.state.va.us..

VIRGINIA WORKFORCE COUNCIL

† **March 27, 2003 - 10 a.m.** -- Open Meeting
Lewis Ginter Botanical Gardens, 1800 Lakeside Avenue, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

WIA workforce first, self-sufficiency and limited funds policies; WIA 10% statewide budget; additional state performance measures; General Assembly workforce actions; incumbent worker policy.

Contact: Gail Robinson, Virginia Workforce Council Liasion, Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 225-3070, FAX (804) 225-2190, (800) 828-1120/TTY ☎, e-mail grobinson@vec.state.va.us.

INDEPENDENT

STATE LOTTERY BOARD

February 14, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Lottery Board intends to amend regulations entitled: **11 VAC 5-10. Guidelines for Public Participation in Regulation Development and Promulgation.** The purpose of the proposed action is to delete nonessential language, to simplify the regulation, and to add a section regarding the periodic review of the regulations.

Statutory Authority: §§ 2.2-4007 and 58.1-4007 of the Code of Virginia

Public comments may be submitted until 5 p.m. on February 14, 2003.

Contact: Barbara L. Robertson, Board, Legislative and Regulatory Coordinator, State Lottery Department, 900 E. Main St., Richmond, VA 23219, telephone (804) 692-7105, FAX (804) 692-7775, or e-mail: brobertson@valottery.state.va.us.

† **March 5, 2003 - 9:30 a.m.** -- Open Meeting
Pocahontas Building, 900 East Main Street, Richmond, Virginia. ☎

A regular meeting to include a public hearing for proposed regulations: Administration (11 VAC 5-20), Licensing (11 VAC 5-31), and Lottery Game (11 VAC 5-41).

Contact: Barbara L. Robertson, Board, Legislative and Regulatory Coordinator, State Lottery Department, 900 E. Main St., Richmond, VA 23219, telephone (804) 692-7903, FAX (804) 692-7905, e-mail brobertson@valottery.state.va.us.

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March 5, 2003 - 9:30 a.m. -- Public Hearing
Lottery Headquarters, 900 East Main Street, Richmond, Virginia.

February 14, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Lottery Board intends to amend regulations entitled: **11 VAC 5-20. Administration**

Calendar of Events

Regulations. The purpose of the proposed action is to simplify and clarify the regulations and eliminate redundant and unnecessary language. Amendments under consideration include, but are not limited to (i) clarifying definitions, (ii) providing for winner participation in press conferences; (iii) clarifying licensing appeal procedures; (iv) transferring specific, detailed procurement procedures from regulations to department manuals which will be incorporated by reference; and (v) reducing unnecessary or duplicative regulations regarding board and department operations, specifically, committee membership, election of officers, percentage allocation of lottery revenue, audit schedules and depositories for ticket transfer.

Statutory Authority: § 58.1-4007 of the Code of Virginia

Public comments may be submitted until 5 p.m. on February 14, 2003.

Contact: Barbara L. Robertson, Board, Legislative and Regulatory Coordinator, State Lottery Department, 900 E. Main St., Richmond, VA 23219, telephone (804) 692-7105, FAX (804) 692-7775, or e-mail: brobertson@valottery.state.va.us.

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March 5, 2003 - 9:30 a.m. -- Public Hearing
Lottery Headquarters, 900 East Main Street, Richmond, Virginia.

February 14, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Lottery Board intends to repeal regulations entitled: **11 VAC 5-30. Instant Game Regulations.** The purpose of the proposed action is to reorganize current lottery regulations by combining instant licensing and game provisions with those for on-line games and incorporate all in new licensing and lottery game regulations.

Statutory Authority: § 58.1-4007 of the Code of Virginia

Public comments may be submitted until 5 p.m. on February 14, 2003.

Contact: Barbara L. Robertson, Board, Legislative and Regulatory Coordinator, State Lottery Department, 900 E. Main St., Richmond, VA 23219, telephone (804) 692-7105, FAX (804) 692-7775, or e-mail: brobertson@valottery.state.va.us.

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March 5, 2003 - 9:30 a.m. -- Public Hearing
Lottery Headquarters, 900 East Main Street, Richmond, Virginia.

February 14, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Lottery Board intends to adopt regulations entitled: **11 VAC 5-31. Licensing**

Regulations. The purpose of the proposed action is to create a chapter containing lottery retailer licensing requirements, including eligibility requirements, application procedure, bonding and bank account requirements, licensing terms and fees, retailer compensation, retailer standards of conduct, license denial or revocation, and audit of records.

Statutory Authority: § 58.1-4007 of the Code of Virginia

Public comments may be submitted until 5 p.m. on February 14, 2003.

Contact: Barbara L. Robertson, Board, Legislative and Regulatory Coordinator, State Lottery Department, 900 E. Main St., Richmond, VA 23219, telephone (804) 692-7105, FAX (804) 692-7775, or e-mail: brobertson@valottery.state.va.us.

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March 5, 2003 - 9:30 a.m. -- Public Hearing
Lottery Headquarters, 900 East Main Street, Richmond, Virginia.

February 14, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Lottery Board intends to repeal regulations entitled: **11 VAC 5-40. On-Line Game Regulations.** The purpose of the proposed action is to reorganize current lottery regulations by combining on-line licensing and game provisions with those for instant games and incorporate all in new licensing and lottery game regulations.

Statutory Authority: § 58.1-4007 of the Code of Virginia

Public comments may be submitted until 5 p.m. on February 14, 2003.

Contact: Barbara L. Robertson, Board, Legislative and Regulatory Coordinator, State Lottery Department, 900 E. Main St., Richmond, VA 23219, telephone (804) 692-7105, FAX (804) 692-7775, or e-mail: brobertson@valottery.state.va.us.

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March 5, 2003 - 9:30 a.m. -- Public Hearing
Lottery Headquarters, 900 East Main Street, Richmond, Virginia.

February 14, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Lottery Board intends to adopt regulations entitled: **11 VAC 5-41. Lottery Game Regulations.** The purpose of the proposed action is to create a new chapter containing procedures specifically related to all types of lottery games, including operational parameters for the conduct of games, validation requirements and payment of prizes.

Statutory Authority: § 58.1-4007 of the Code of Virginia

Public comments may be submitted until 5 p.m. on February 14, 2003.

Contact: Barbara L. Robertson, Board, Legislative and Regulatory Coordinator, State Lottery Department, 900 E. Main St., Richmond, VA 23219, telephone (804) 692-7105, FAX (804) 692-7775, or e-mail: brobertson@valottery.state.va.us.

VIRGINIA RETIREMENT SYSTEM

February 18, 2003 - Noon -- Open Meeting
VRS Investment Department, Bank of America Building, 1111 East Main Street, 4th Floor, Richmond, Virginia. 

A regular meeting of the Corporate Governance Task Force.

Contact: Phyllis Henderson, Investment Department Administrative Assistant, Virginia Retirement System, 1111 E. Main St., Richmond, VA 23219, telephone (804) 697-6675, FAX (804) 786-1541, toll-free (888) 827-3847, e-mail phenderson@vrs.state.va.us.

February 19, 2003 - 11 a.m. -- Open Meeting
March 19, 2003 - 11 a.m. -- Open Meeting
Bank of America Building, 1111 East Main Street, 4th Floor Conference Room, Richmond, Virginia. 

A regular meeting of the Investment Advisory Committee. No public comment will be received at the meeting.

Contact: Phyllis Henderson, Virginia Retirement System, 1111 E. Main St., Richmond, VA 23219, telephone (804) 649-8059, FAX (804) 786-1541, toll-free (888) 827-3847, (804) 344-3190/TTY , e-mail phenderson@vrs.state.va.us.

February 19, 2003 - 3 p.m. -- Open Meeting
VRS Headquarters, 1200 East Main Street, Richmond, Virginia. 

The following committees will meet:

- 3 p.m. - Benefits and Actuarial Committee
- 4 p.m. - Audit and Compliance

Contact: Darla K. Glazier, Office Manager, Virginia Retirement System, P.O. Box 2500, Richmond, VA 23218, telephone (804) 649-8059, FAX (804) 786-1541, toll-free (888) 827-3847, (804) 344-3190/TTY , e-mail dkestner@vrs.state.va.us.

February 20, 2003 - 9 a.m. -- Open Meeting
March 20, 2003 - 9 a.m. -- Open Meeting
VRS Headquarters, 1200 East Main Street, Richmond, Virginia. 

A regular meeting of the Board of Trustees. No public comment will be received.

Contact: Darla K. Glazier, Office Manager, Virginia Retirement System, P.O. Box 2500, Richmond, VA 23218, telephone (804) 649-8059, FAX (804) 786-1541, toll-free (888) 827-3847, (804) 344-3190/TTY , e-mail dkestner@vrs.state.va.us.

VIRGINIA WORKERS' COMPENSATION COMMISSION

February 20, 2003 - 10 a.m. -- Public Hearing
Virginia Workers' Compensation Commission, 1000 DMV Drive, Courtroom A, Richmond, Virginia. 

March 14, 2003 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Virginia Workers' Compensation Commission intends to amend regulations entitled: **16 VAC 30-50. Rules of the Virginia Workers' Compensation Commission.** The purpose of the proposed action is comply with the General Assembly's mandate (Chapter 538 of the 2002 Acts of Assembly), directing that it promulgate rules and regulations by July 1, 2003, "instituting an expedited calendar for the administration of claims under the Virginia Workers' Compensation Act in which the employer's denial of benefits satisfies criteria establishing that delays will cause an injured employee to incur severe economic hardship."

Statutory Authority: § 65.2-201 of the Code of Virginia; Chapter 538 of the 2002 Acts of Assembly.

Public comments may be submitted until 5 p.m. on March 14, 2003.

Contact: Mary Ann Link, Chief Commissioner, Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 367-8664, FAX (804) 367-9740, or e-mail: maryann.link@vwc.state.va.us.

LEGISLATIVE

Notice to Subscribers

Legislative meetings held during the Session of the General Assembly are exempted from publication in *The Virginia Register of Regulations*. You may call Legislative Information for information on standing committee meetings. The number is (804) 698-1500.

CHRONOLOGICAL LIST

OPEN MEETINGS

- February 10**
Alcoholic Beverage Control Board
† Asbestos, Lead, and Home Inspectors, Board for Environmental Quality, Department of Pharmacy, Board of
- February 11**
Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
- Land Surveyors Section
Nursing, Board of
- Special Conference Committee

Calendar of Events

- † Protection and Advocacy, Virginia Office for
 - Protection and Advocacy for Individuals with Mental Illness
- Resources Authority, Virginia
 - Board of Directors

February 12

- Agriculture and Consumer Services, Department of
 - Virginia Corn Board
- Air Pollution Control Board, State
- † Contractors, Board for
- † Innovative Technology Authority
 - Board of Directors
- † Mental Health, Mental Retardation and Substance Abuse Services, Department of
- Milk Commission, State
- Technology Services, Council on
 - Change Management Workgroup
- † Veterinary Medicine, Board of

February 13

- † Agriculture and Consumer Services, Department of
 - Virginia Winegrowers Advisory Board
- Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
 - Interior Designers Section
- † Audiology and Speech-Language Pathology, Board of
- Conservation and Recreation, Department of
 - Falls of the James Scenic River Advisory Board
- † Medical Assistance Services, Department of
 - Drug Utilization Review Board
- Nursing, Board of
 - Special Conference Committee
- † Pharmacy, Board of
 - Special Conference Committee
- † Veterinary Medicine, Board of
 - Special Conference Committee

February 14

- Agriculture and Consumer Services, Department of
 - Virginia Plant Pollination Advisory Board
- Dentistry, Board of
 - Special Conference Committee
- Mines, Minerals and Energy, Department of

February 16

- † Medicine, Board of
 - Informal Conference Committee

February 17

Old Dominion University

February 18

- † Aviation Board, Virginia
- † Barbers and Cosmetology, Board for
- † Chesapeake Bay Local Assistance Board
 - Northern Area Review Committee
 - Policy Committee
 - Southern Area Review Committee
- † Health Professions, Board of
 - Enforcement Committee
- † Mental Health, Mental Retardation and Substance Abuse Services, Department of
- Nursing, Board of
 - Special Conference Committee
- Real Estate Appraiser Board
- Retirement System, Virginia

February 19

- † Aviation Board, Virginia
- Compensation Board
- Contractors, Board for
- Environmental Quality, Department of
- Hazardous Materials Emergency Response Advisory Council, State
- † Museum of Fine Arts, Virginia
 - Communications and Marketing Committee
 - Education and Programs Committee
 - Exhibitions Committee
 - Museum Expansion Committee
 - Legislative Committee
 - Program Review Committee
- Nursing Home Administrators, Board of
 - Special Conference Committee
- † Pharmacy, Board of
 - Regulation Committee
- † Protection and Advocacy, Board for
- † Racing Commission, Virginia
- Real Estate Board
- Retirement System, Virginia
 - Audit and Compliance Committee
 - Benefits and Actuarial Committee
 - Investment Advisory Committee
- State Certified Seed Board
- Transportation Board, Commonwealth

February 20

- † Agriculture and Consumer Services, Department of
 - Virginia Egg Board
- † Assistive Technology Loan Fund Authority
 - Board of Directors
- Design-Build/Construction Management Review Board
- Environmental Quality, Department of
- Fire Services Board, Virginia
- † Manufactured Housing Board, Virginia
- † Museum of Fine Arts, Virginia
 - Board of Trustees
 - Buildings and Grounds Committee
 - Collections Committee
 - Finance Committee
- Real Estate Board
- Retirement System, Virginia
 - Board of Trustees
- Technology Services, Council on
 - Security Workgroup
- † Transportation Board, Commonwealth
 - Long Range Multimodal Transportation Policy Committee
- Treasury Board

February 21

- † Agriculture and Consumer Services, Department of
 - Virginia Bright Flue-Cured Tobacco Board
- † Correctional Education, Board of
- Fire Services Board, Virginia
- Health Professions, Department of
 - Intervention Program Committee
- † Social Work, Board of

February 22

- Conservation and Recreation, Department of
 - Cave Board

February 24

Alcoholic Beverage Control Board
Nursing, Board of
- Special Conference Committee

February 25

Contractors, Board for
Marine Resources Commission
Nursing, Board of
- Special Conference Committee
Psychology, Board of
† Small Business Financing Authority, Virginia

February 26

At-Risk Youth and Families, Office of Comprehensive
Services for
- State Executive Council
Cemetery Board
Education, Board of
† Medicine, Board of
- Informal Conference Committee
† Pharmacy, Board of
† Public Broadcasting Board, Virginia
- Planning Committee
† Sewage Handling and Disposal Appeal Review Board
Technology Planning, Department of
- Wireless E-911 Services Board

February 27

Contractors, Board for
† Housing and Community Development, Department of
- Codes and Standards Committee
Medicine, Board of
- Informal Conference Committee
† Pharmacy, Board of
- Special Conference Committee
Virginia Information Providers Network Authority

February 28

† Counseling, Board of
Dentistry, Board of
- Special Conference Committee

March 4

† Museum of Fine Arts, Virginia
- Executive Committee

March 5

† Contractors, Board for
† Lottery Board, State
† Medicine, Board of
- Informal Conference Committee

March 6

† Aging, Commonwealth Council on
- Public Relations Committee
Agriculture and Consumer Services, Department of
- Virginia Soybean Board
Game and Inland Fisheries, State Board of
Technology Planning, Department of
- Virginia Geographical Information Network Advisory
Board
Technology Services, Council on
- Executive Committee

March 7

Art and Architectural Review Board
Mental Health, Mental Retardation and Substance Abuse
Services, Department of

March 8

† Blind and Vision Impaired, Department for the
- Statewide Rehabilitation Council for the Blind

March 10

Agriculture and Consumer Services, Department of
- Virginia Cotton Board
Alcoholic Beverage Control Board
Technology Planning, Department of
- Virginia Research and Technology Advisory
Commission

March 11

Contractors, Board for
† Resources Authority, Virginia
- Board of Directors

March 12

† Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for
Motor Vehicles, Department of
- Medical Advisory Board
Technology Services, Council on
- Change Management Workshop

March 13

Agriculture and Consumer Services, State Board of
Technology Services, Council on

March 17

Education, Board of
- Advisory Board on Teacher Education and Licensure
† Housing and Community Development, Department of
Library Board, State
- Archival and Information Services Committee
- Collection Management Services Committee
- Legislative and Finance Committee
- Publications and Education Services Committee
- Public Library Development Committee
- Records Management Committee
Nursing, Board of
Old Dominion University

March 18

† Contractors, Board for
† Environmental Quality, Department of
- Ground Water Protection Steering Committee
Tobacco Settlement Foundation, Virginia
- Board of Trustees

March 19

† Medicine, Board of
- Informal Conference Committee
Nursing, Board of
† Public Broadcasting Board, Virginia
- Planning Committee
Retirement System, Virginia
- Investment Advisory Committee

March 20

† Conservation and Recreation, Department of
- Virginia Soil and Water Conservation Board
Design-Build/Construction Management Review Board
Nursing, Board of
Retirement System, Virginia
- Board of Trustees
Social Services, Department of
- Family and Children's Trust Fund Board

Calendar of Events

- Technology Services, Council on
- Security Workgroup
- March 21**
Social Services, Department of
- Family and Children's Trust Fund Board
- March 24**
Alcoholic Beverage Control Board
- March 25**
Asbestos, Lead, and Home Inspectors, Virginia Board for
Contractors, Board for
- March 26**
At-Risk Youth and Families, Office of Comprehensive
Services for
- State Executive Council
Education, Board of
† Public Broadcasting Board, Virginia
- March 27**
† Medicine, Board of
- Informal Conference Committee
† Workforce Council, Virginia
- April 1**
Contractors, Board for
† Museum of Fine Arts, Virginia
- Executive Committee
- April 2**
Nursing, Board of
- Special Conference Committee
- April 3**
Technology Services, Council on
- Executive Committee
- April 4**
Art and Architectural Review Board
- April 7**
Nursing, Board of
- Special Conference Committee
- April 8**
Contractors, Board for
Nursing, Board of
- Special Conference Committee
† Resources Authority, Virginia
- Board of Directors
- April 9**
† Medicine, Board of
- Informal Conference Committee
Real Estate Board
Technology Services, Council on
- Change Management Workshop
- April 10**
Real Estate Board
- April 11**
Old Dominion University
- April 12**
Social Services, Department of
- Virginia Commission on National and Community
Service
- April 14**
Nursing, Board of
- Special Conference Committee
- April 17**
Design-Build/Construction Management Review Board
Technology Services, Council on
- Security Workgroup
- April 18**
Health Professions, Department of
- Intervention Program Committee
- April 21**
Education, Board of
- Advisory Board on Teacher Education and Licensure
- April 22**
† Contractors, Board for
Nursing, Board of
- Special Conference Committee
- April 23**
† Medicine, Board of
- Informal Conference Committee
- April 25**
Health, State Board of
- April 29**
† Contractors, Board for
† Education, Board of
† Nursing, Board of
- Special Conference Committee
- April 30**
† At-Risk Youth and Families, Office of Comprehensive
Services for
- State Executive Council
† Education, Board of
- May 1**
† Education, Board of
† Technology Planning, Department of
- Executive Committee
- VGIN Advisory Board
- May 2**
† Art and Architectural Review Board
- May 6**
† Contractors, Board for
- May 7**
† Contractors, Board for
- May 8**
† George Mason University
- Board of Visitors
† Health, Department of
- State Emergency Medical Services Advisory Board
- May 9**
† Health, Department of
- State Emergency Medical Services Advisory Board

PUBLIC HEARINGS

- February 10**
† Education, Board of
Pharmacy, Board of
- February 12**
Veterinary Medicine, Board of
- February 19**
† Pharmacy, Board of
- February 20**
Workers' Compensation Commission, Virginia
- February 21**
† Social Work, Board of
- March 4**
† Environmental Quality, Department of
- March 5**
Lottery Board, State

March 6

Waste Management Board, Virginia
Water Control Board, State

March 12

† Rehabilitative Services, Department of

March 13

Agriculture and Consumer Services, State Board of
Agriculture and Consumer Services, Department of

March 17

† Water Control Board, State