



# Virginia Register of Regulations

VOL. 26 ISS. 13

PUBLISHED EVERY OTHER WEEK BY THE VIRGINIA CODE COMMISSION

MARCH 1, 2010

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# THE VIRGINIA REGISTER INFORMATION PAGE

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

## **ADOPTION, AMENDMENT, AND REPEAL OF REGULATIONS**

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

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

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

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

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

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

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

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

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

## **FAST-TRACK RULEMAKING PROCESS**

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

## **EMERGENCY REGULATIONS**

Pursuant to § 2.2-4011 of the Code of Virginia, an agency, upon consultation with the Attorney General, and at the discretion of the Governor, may adopt emergency regulations that are necessitated by an emergency situation. An agency may also adopt an emergency regulation when Virginia statutory law or the appropriation act or federal law or federal regulation requires that a regulation be effective in 280 days or less from its enactment. The emergency regulation becomes operative upon its adoption and filing with the Registrar of Regulations, unless a later date is specified. Emergency regulations are limited to no more than 12 months in duration; however, may be extended for six months under certain circumstances as provided for in § 2.2-4011 D. Emergency regulations are published as soon as possible in the *Register*.

During the time the emergency status is in effect, the agency may proceed with the adoption of permanent regulations through the usual procedures. To begin promulgating the replacement regulation, the agency must (i) file the Notice of Intended Regulatory Action with the Registrar within 60 days of the effective date of the emergency regulation and (ii) file the proposed regulation with the Registrar within 180 days of the effective date of the emergency regulation. If the agency chooses not to adopt the regulations, the emergency status ends when the prescribed time limit expires.

## **STATEMENT**

The foregoing constitutes a generalized statement of the procedures to be followed. For specific statutory language, it is suggested that Article 2 (§ 2.2-4006 et seq.) of Chapter 40 of Title 2.2 of the Code of Virginia be examined carefully.

## **CITATION TO THE VIRGINIA REGISTER**

The *Virginia Register* is cited by volume, issue, page number, and date. **23:7 V.A.R. 1023-1140 December 11, 2006**, refers to Volume 23, Issue 7, pages 1023 through 1140 of the *Virginia Register* issued on December 11, 2006.

*The Virginia Register of Regulations* is published pursuant to Article 6 (§ 2.2-4031 et seq.) of Chapter 40 of Title 2.2 of the Code of Virginia.

Members of the Virginia Code Commission: **R. Steven Landes**, Chairman; **John S. Edwards**, Vice Chairman; **Ryan T. McDougle**; **William R. Janis**; **Robert L. Calhoun**; **Frank S. Ferguson**; **E.M. Miller, Jr.**; **Thomas M. Moncure, Jr.**; **James F. Almand**; **Jane M. Roush**.

Staff of the Virginia Register: **Jane D. Chaffin**, Registrar of Regulations; **June T. Chandler**, Assistant Registrar.

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# PUBLICATION SCHEDULE AND DEADLINES

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This schedule is available on the *Register's* Internet home page (<http://register.state.va.us>).

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## March 2010 through November 2010

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
<b>INDEX 1 Volume 26</b>		<b>January 2010</b>
26:13	February 10, 2010	March 1, 2010
26:14	February 24, 2010	March 15, 2010
<b>INDEX 2 Volume 26</b>		<b>April 2010</b>
26:15	March 10, 2010	March 29, 2010
26:16	March 24, 2010	April 12, 2010
26:17	April 7, 2010	April 26, 2010
26:18	April 21, 2010	May 10, 2010
26:19	May 5, 2010	May 24, 2010
26:20	May 19, 2010	June 7, 2010
<b>INDEX 3 Volume 26</b>		<b>July 2010</b>
26:21	June 2, 2010	June 21, 2010
26:22	June 16, 2010	July 5, 2010
26:23	June 30, 2010	July 19, 2010
26:24	July 14, 2010	August 2, 2010
26:25	July 28, 2010	August 16, 2010
26:26	August 11, 2010	August 30, 2010
<b>FINAL INDEX Volume 26</b>		<b>October 2010</b>
27:1	August 25, 2010	September 13, 2010
27:2	September 8, 2010	September 27, 2010
27:3	September 22, 2010	October 11, 2010
27:4	October 6, 2010	October 25, 2010
27:5	October 20, 2010	November 8, 2010
27:6	November 3, 2010	November 22, 2010

\*Filing deadlines are Wednesdays unless otherwise specified.

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# PETITIONS FOR RULEMAKING

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## TITLE 2. AGRICULTURE

### PESTICIDE CONTROL BOARD

#### Agency Decision

**Title of Regulation: 2VAC20-51. Regulations Governing Pesticide Applicator Certification Under Authority of Virginia Pesticide Control Act.**

**Statutory Authority: § 3.2-3906 of the Code of Virginia.**

**Name of Petitioner: Cecil R. Harris, Jr., County Administrator, Hanover County; Kimberly A. Hynes, Executive Director, Central Virginia Waste Management Authority.**

**Nature of Petitioner's Request: Requesting that certain government employees who utilize FIFRA 25(b) minimum-risk pesticide products be exempt from the applicator certification requirements of the Virginia Pesticide Control Act when the only intended use of those products is to prevent immediate personal harm from stinging or biting insects.**

**Agency Decision: Request granted.**

**Statement of Reason for Decision: The Pesticide Control Board determined at its January 21, 2010, meeting that the requested exempt uses could be accomplished with minimal risk to the public health and safety. The board intends to hold a public hearing at its April 15, 2010, meeting prior to initiating regulatory action through the exempt process.**

**Agency Contact: Liza Fleeson, Program Manager, Office of Pesticide Services, Virginia Department of Agriculture and Consumer Services, Oliver Hill Building, 102 Governor Street, 1st Floor, Richmond, VA 23219, telephone (804) 371-6559, FAX (804) 786-9149, or email liza.fleeson.vdacs.virginia.gov.**

VA.R. Doc. No. R10-20; Filed January 28, 2010, 4:20 p.m.

**Name of Petitioner: Steven Shoon.**

**Nature of Petitioner's Request: Adjust the complaint resolution process to remove the director or director's designee from handling the Human Rights Complaint when the director or director's designee's conduct, position, or circumstances renders them unable to perform an impartial review of the Human Rights Complaint. This includes prohibiting the director of appointing a designee for handling the Human Rights Complaint.**

**Agency Decision: Take no action.**

**Statement of Reason for Decision: The program director or designee is the only person who has the authority to grant the person the relief requested. There is an appeal process available when a person does not agree with the program director or designee's decision.**

**Agency Contact: Linda B. Grasewicz, Senior Planner, Department of Behavioral Health and Developmental Services, 1220 Bank Street, Richmond, VA 23218-1797, telephone (804) 786-0040, FAX (804) 371-0092, or email linda.grasewicz@dbhds.virginia.gov.**

VA.R. Doc. No. R10-40; Filed December 10, 2010, 4:48 p.m.

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## TITLE 12. HEALTH

### STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

#### Agency Decision

**Title of Regulation: 12VAC35-115. Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by the Department of Mental Health, Mental Retardation and Substance Abuse Services.**

**Statutory Authority: § 37.2-202 and 37.2-400 of the Code of Virginia.**

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# REGULATIONS

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

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## Symbol Key

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

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## TITLE 1. ADMINISTRATION

### DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

#### Withdrawal of Proposed Regulation

Title of Regulation: **1VAC55-20. Commonwealth of Virginia Health Benefits Program (amending 1VAC55-20-160, 1VAC55-20-320, 1VAC55-20-350).**

Statutory Authority: § 2.2-2818 of the Code of Virginia.

The Department of Human Resource Management has WITHDRAWN the proposed regulation entitled, 1VAC55-20, Commonwealth of Virginia Health Benefits Program, which was published in 26:11 V.A.R. 1458-1463 February 1, 2010.

Agency Contact: Charles Reed, Associate Director, Department of Human Resource Management, 101 N. Fourteenth St., 13th Floor, Richmond, VA 23219, telephone (804) 786-3124, FAX (804) 371-0231, or email charles.reed@dhrm.virginia.gov.

V.A.R. Doc. No. R10-2223; Filed January 29, 2010, 5:06 p.m.

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## TITLE 8. EDUCATION

### GEORGE MASON UNIVERSITY

**REGISTRAR'S NOTICE:** George Mason University is exempt from the Administrative Process Act in accordance with § 2.2-4002 A 6 of the Code of Virginia, which exempts educational institutions operated by the Commonwealth.

#### Final Regulation

Titles of Regulations: **8VAC35-30. Space Utilization and Scheduling Policies and Procedures (repealing 8VAC35-30-10 through 8VAC35-30-240).**

**8VAC35-31. Space Use (adding 8VAC35-31-10 through 8VAC35-31-50).**

Statutory Authority: § 23-91.29 of the Code of Virginia.

Effective Date: February 3, 2010.

Agency Contact: Kenneth W. Hubble, Agency Regulatory Coordinator, George Mason University, 4400 University Drive, Fairfax, VA 22030, telephone (703) 993-3091, or email khubble@gmu.edu.

#### Summary:

*This action repeals the current space use regulation and promulgates a new space use regulation to incorporate university policies within designated areas. The only change made to the regulation since publication of the proposed regulation was grammatical.*

#### CHAPTER 31 SPACE USE

#### **8VAC35-31-10. Scope.**

This chapter applies to all George Mason University faculty, staff, students, university contractors, and the general public.

#### **8VAC35-31-20. Policy statement.**

George Mason University facilities are intended primarily for the use of its students, faculty, and staff in their efforts to advance the educational mission of the university. No use shall be permitted that is inconsistent with the mission of the university.

#### **8VAC35-31-30. Definitions.**

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

"Educational enclave" means that portion of university property in academic buildings, administrative office buildings, student residence buildings, dining facilities, athletic facilities, [ or ] child care facilities [ ; ] or that portion of university property in use for university-sponsored or university-sanctioned sporting, entertainment, or educational events.

"University property" means any property owned, leased, or controlled by George Mason University.

#### **8VAC35-31-40. Entry upon, and use of, university property.**

A. Entry upon, or use of, university property in the educational enclave shall be in accord with all applicable university policies.

B. Entry upon, or use of, university property outside the educational enclave for noncommercial purposes is permitted if otherwise lawful and does not interfere with educational functions.

C. Entry upon, or use of, university property for commercial purposes shall be in accord with all applicable university policies.

**8VAC35-31-50. Persons lawfully in charge.**

In addition to individuals authorized by university policy, George Mason University police officers are lawfully in charge for the purposes of forbidding entry upon or remaining upon university property in violation of this regulation.

VA.R. Doc. No. R10-2188; Filed February 1, 2010, 2:57 p.m.

**Final Regulation**

Title of Regulation: **8VAC35-40. Vending Sales and Solicitation (repealing 8VAC35-40-10 through 8VAC35-40-160).**

Statutory Authority: § 23-91.29 of the Code of Virginia.

Effective Date: February 3, 2010.

Agency Contact: Kenneth W. Hubble, Agency Regulatory Coordinator, George Mason University, 4400 University Drive, Fairfax, VA 22030, telephone (703) 993-3091, or email khubble@gmu.edu.

Summary:

*This action repeals the Vending Sales and Solicitation regulation. Activity proscribed in this regulation is either subject to other regulation or governed by contract.*

VA.R. Doc. No. R10-2192; Filed February 1, 2010, 3:00 p.m.

**Final Regulation**

Title of Regulation: **8VAC35-50. Poster Posting Policy and Procedures (repealing 8VAC35-50-10 through 8VAC35-50-180).**

Statutory Authority: § 23-91.29 of the Code of Virginia.

Effective Date: February 3, 2010.

Agency Contact: Kenneth W. Hubble, Agency Regulatory Coordinator, George Mason University, 4400 University Drive, Fairfax, VA 22030, telephone (703) 993-3091, or email khubble@gmu.edu.

Summary:

*This action repeals the Poster Posting Policy and Procedures regulation. Activity proscribed in the regulation is either subject to other regulation or governed by contract.*

VA.R. Doc. No. R10-2193; Filed February 1, 2010, 3:02 p.m.



**TITLE 12. HEALTH**

**STATE BOARD OF HEALTH**

**Final Regulation**

REGISTRAR'S NOTICE: The State Board of Health is claiming an exemption from the Administrative Process Act in accordance with § 2.2-4006 A 4 a of the Code of Virginia, which excludes regulations that are necessary to conform to changes in Virginia statutory law where no agency discretion is involved. The State Board of Health will receive, consider, and respond to petitions from any interested person at any time with respect to reconsideration or revision.

Title of Regulation: **12VAC5-20. Regulations for the Conduct of Human Research (amending 12VAC5-20-80, 12VAC5-20-100, 12VAC5-20-120).**

Statutory Authority: § 32.1-12.1 of the Code of Virginia.

Effective Date: March 31, 2010.

Agency Contact: Kathy Wibberly, PhD, Director, Division of Primary Care and Rural Health, Department of Health, 109 Governor Street, 10th Floor, Richmond, VA 23219, telephone (804) 864-7426, or email kathy.wibberly@vdh.virginia.gov.

Summary:

*The amendments conform the regulation to Chapter 754 of the 2002 Acts of Assembly, which (i) changes the definition of human research to include research development, testing, and evaluation and make the overall definition consistent with federal regulations; (ii) broadens the list of legally authorized representatives who can provide informed consent on behalf of a subject should a subject be deemed incapable of making an informed decision concerning participation in human research, including, in priority order, parent or parents of a minor, agents appointed under an advance directive that specifically authorizes research, legal guardians, spouses, children, parents of an adult subject, and adult siblings; (iii) prohibits a legally authorized representative to consent to (a) participation on behalf of a prospective subject if he knows that it is contrary to the religious beliefs or basic values of the prospective subject, and (b) research involving nontherapeutic sterilization, abortion, psychosurgery, or admission to a facility or hospital for the mentally ill or mentally retarded; and (iv) changes the terminology of "competent" and "not competent" to "capable" and "incapable" of making an informed decision and provides consistency between the standards of the human research review committee and other applicable sections of state law.*

*In addition, the amendments conform the regulation to Chapter 413 of the 2007 Acts of Assembly, which requires each human research review committee of a state institution or agency to ensure that an overview of*

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# Regulations

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*approved human research projects and the results of such projects are made public on the institution's or agency's website unless otherwise exempt from disclosure under the Virginia Freedom of Information Act.*

## 12VAC5-20-80. Elements of committee review process.

~~A. No human research shall be conducted or authorized by the institution or agency unless a research review committee has reviewed and approved the proposed human research project giving consideration to:~~

- ~~1. The necessity and utility of the research;~~
- ~~2. The adequacy of the description of the potential benefits and risks involved and the adequacy of the methodology of the research;~~
- ~~3. The degree of the risk, and, if the research is nontherapeutic, whether it presents greater than minimal risk;~~
- ~~4. Whether the rights and welfare of the participants are adequately protected;~~
- ~~5. Whether the risks to the participants are outweighed by the potential benefits of the research to them;~~
- ~~6. Whether the voluntary informed consent is to be obtained by methods that are adequate and appropriate to the individual's educational level and language of greatest fluency;~~
- ~~7. Whether the written consent form is adequate and appropriate in both content and wording for the particular research and for the particular participants of the research relative to their educational level and language of greatest fluency and whether the consent document reasonably reflects full explanation and adequate understanding;~~
- ~~8. Whether the persons proposing to supervise or conduct the particular human research are appropriately competent and qualified; and~~
- ~~9. Whether criteria for selection of participants are equitable, especially in research regarding the future development of mental or physical illness.~~

~~B. A.~~ The committee shall consider research proposals within 45 days after submission to the committee. In order for the research to be approved, it shall receive the approval of a majority of those members present at a meeting in which a quorum exists. A committee shall notify investigators and the institution in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure committee approval.

~~C. B.~~ During the committee review of research projects, no personal identifiers of present or potential ~~participants should~~ subjects shall be stated.

~~D. C.~~ The committee shall approve or develop a written description of the procedure to be followed when a ~~participant~~ subject has a complaint about a research project in which he is participating or has participated.

~~E. D.~~ Any ~~participant~~ subject who has a complaint about a research project in which he is participating or has participated shall be referred to the committee to determine if there has been a violation of the protocol.

~~F. E.~~ The committee shall require reports from approved research projects at least annually to ensure conformity with the approved proposal. The frequency of such reports shall be consistent with the nature and degree of risk of each research project. The committee shall also require a report from the research project at the conclusion of the project.

## 12VAC5-20-100. Informed consent.

~~A. To conduct human research, informed consent of the participant or his legally authorized representative must be obtained, subscribed to in writing by the participant or his legally authorized representative and supported by the signature of a witness not involved in the conduct of research, except as provided for in subsections F and H of this section. If the participant is a minor otherwise capable of rendering informed consent, consent shall be subscribed to in writing by both the minor and his legally authorized representative.~~

A. "Informed consent" means the knowing and voluntary agreement, without undue inducement or any element of force, fraud, deceit, duress, or other form of constraint or coercion, of a person who is capable of exercising free power of choice. For the purposes of human research, the basic elements of information necessary to such consent shall include:

1. A reasonable and comprehensible explanation to the person of the proposed procedures or protocols to be followed, their purposes, including descriptions of any attendant discomforts, and risks and benefits reasonably to be expected;
2. A disclosure of any appropriate alternative procedures or therapies that might be advantageous for the individual;
3. An instruction that the person may withdraw his consent and discontinue participation in the human research at any time without prejudice to him;
4. An explanation of any costs or compensation that may accrue to the person and, if applicable, the availability of third party reimbursement for the proposed procedures or protocols;
5. An offer to answer any inquiries by any individual concerning the procedures and protocols;
6. A statement that the study involves research, and an explanation that includes identification of any procedures that are experimental; the expected duration of the

individual's participation; a statement describing the extent, if any, to which confidentiality of records identifying the participant will be maintained; and if any data from this study are published, the individual will not be identified without his written permission;

7. A statement that there may be other risks not yet identified;

8. A disclosure of any appropriate alternative procedures or therapies that might be advantageous for the individual;

9. A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the individual is otherwise entitled, and the individual may discontinue participation at any time without penalty or loss of benefits to which he is otherwise entitled;

10. An explanation of whom to contact for answers to pertinent questions about the research and research participants' rights, and whom to contact in the event of a research-related injury; and

11. For research involving more than minimal risk, an explanation as to whether any compensation or medical care is available if injury occurs and, if so, what is included or where further information may be obtained.

Information shall be provided in a manner that is understandable to the individual with regard to his educational level and language of greatest fluency.

B. A legally authorized representative may not consent to nontherapeutic research unless it is determined by the committee that such research will present no more than a minor increase over minimal risk to the participant.

C. An investigator shall seek such consent only under circumstances that provide the prospective participant or the representative sufficient opportunity to consider whether or not to participate and that assures absence of coercion or undue influence. The information that is given to the participant or the representative shall be in language understandable to the participant or the representative with regard to his educational level and language of greatest fluency.

D. No informed consent form shall include any language through which the prospective participant waives or appears to waive any of his legal rights, including any release of any individual, institution or agency or any agents thereof from liability for negligence.

E. Notwithstanding consent by a legally authorized representative, no person who is otherwise capable of rendering informed consent shall be forced to participate in any human research. In the case of persons suffering from organic brain diseases causing progressive deterioration of cognition for which there is no known cure or medically

accepted treatment, the implementation of experimental courses of therapeutic treatment to which a legally authorized representative has given informed consent shall not constitute the use of force.

F. The committee may approve a consent procedure which omits or alters some or all of the elements of informed consent set forth in 12VAC5-20-10, or waives the requirement to obtain informed consent provided the committee finds and documents that:

1. The research involves no more than minimal risk to the participants;
2. The omission, alteration or waiver will not adversely affect the rights and welfare of the participants;
3. The research could not practicably be performed without the omission, alteration or waiver; and
4. Whenever appropriate, the participants will be provided with additional pertinent information after participation.

G. Except as provided in subsection H of this section, the consent form may be B. Consent may take the form of either of the following:

1. A written consent document that embodies the elements of informed consent required by 12VAC5-20-10 this section. This form may be read to the participant subject or the participant's subject's legally authorized representative, but, in any event, the investigator shall give either the participant subject or the representative adequate opportunity to read it before it is signed and witnessed; or
2. A short form written consent document stating that the elements of informed consent required by 12VAC5-20-10 has this section have been presented orally to the participant subject or the participant's subject's legally authorized representative. When this method is used, there shall be a witness to the oral presentation. Also, the committee shall approve a written summary of what is to be said to the participant subject or the representative. Only the short form itself is to be signed by the participant subject or the representative. However, the witness shall sign both the short form and a copy of the summary, and the person actually obtaining consent shall sign a copy of the summary. A copy of the summary and a copy of the short form shall be given to the participant subject or the representative.

H. The committee may waive the requirement that the investigator obtain written informed consent for some or all participants if it finds that the only record linking the participant and the research would be the consent document and the principal risk would be potential harm resulting from a breach of confidentiality. Each participant will be asked whether he wants documentation linking him to the research, and the participant's wishes shall govern. In cases where the documentation requirement is waived, the committee may



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~~require the investigator to provide participants with a written statement explaining the research.~~

## 12VAC5-20-120. Committee records.

A. Documentation of committee activities shall be prepared and maintained and shall include the following:

1. Copies of all research proposals reviewed, scientific evaluations that may accompany the proposals, approved sample consent documents, progress reports submitted by investigators, and reports of injuries to participants;
2. Minutes of committee meetings which shall be in sufficient detail to show attendance at the meetings; actions taken by the committee; the vote on these actions including the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussion of controversial issues and their resolution;
3. Records of continuing review activities;
4. Copies of all correspondence between the committee and the investigators;
5. A list of committee members;
6. Written procedures for the committee; and
7. Statements of significant new findings provided to participants.

B. The records required by this chapter shall be retained for at least three years, and records relating to research which is conducted shall be retained for at least three years after completion of the research. All records shall be accessible for inspection and copying by authorized employees or agents of the department at reasonable times and in a reasonable manner.

C. An overview of approved human research projects and the results of such projects will be made public on the department's website unless otherwise exempt from disclosure under the Virginia Freedom of Information Act (§ 2.2-3700 et seq. of the Code of Virginia).

VA.R. Doc. No. R10-1415; Filed February 8, 2010, 2:26 p.m.

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## TITLE 16. LABOR AND EMPLOYMENT

### SAFETY AND HEALTH CODES BOARD

**REGISTRAR'S NOTICE:** The following regulations are exempt from the Administrative Process Act in accordance with § 2.2-4006A 4 c of the Code of Virginia, which excludes regulations that are necessary to meet the requirements of federal law or regulations, provided such regulations do not differ materially from those required by federal law or

regulation. The Safety and Health Codes Board will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

### Final Regulation

Titles of Regulations: **16VAC25-90. Federal Identical General Industry Standards (amending 16VAC25-90-1910.6, 16VAC25-90-1910.94, 16VAC25-90-1910.133, 16VAC25-90-1910.135, 16VAC25-90-1910.136, Appendix B to Subpart I to Part 1910, 16VAC25-90-1910.252).**

**16VAC25-100. Federal Identical Shipyard Employment Standards (amending 16VAC25-100-1915.5, 16VAC25-100-1915.153, 16VAC25-100-1915.155, 16VAC25-100-1915.156).**

**16VAC25-120. Federal Identical Marine Terminals Standards (amending 16VAC25-120-1917.3, 16VAC25-120-1917.91, 16VAC25-120-1917.93, 16VAC25-120-1917.94).**

**16VAC25-130. Federal Identical Longshoring Standards for Hazard Communications (amending 16VAC25-130-1918.3, 16VAC25-130-1918.101, 16VAC25-130-1918.103, 16VAC25-130-1918.104).**

Statutory Authority: § 40.1-22 of the Code of Virginia.

Effective Date: April 15, 2010.

Agency Contact: John J. Crisanti, Planning and Evaluation Manager, Department of Labor and Industry, Powers-Taylor Building, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-4300, FAX (804) 786-8418, TTY (804) 786-2376, or email john.crisanti@doli.virginia.gov.

### Summary:

*Federal OSHA issued this final rule to revise the personal protective equipment (PPE) sections of its general industry, shipyard employment, longshoring, and marine terminals standards (29 CFR 1910, 1915, 1917 and 1918 of the Code of Federal Regulation) regarding requirements for eye and face protective devices, head protection, and foot protection. Federal OSHA updated the references in its regulations to recognize more recent editions of the applicable national consensus standards, and deleted editions of the national consensus standards that PPE must meet if purchased before a specified date. Additionally, federal OSHA amended paragraph (a)(5)(v)[a] in 29 CFR 1910.94 that requires safety shoes to comply with a specific American National Standards Institute (ANSI) standard. It also amended paragraph (b)(2)(ii)(I) in 29 CFR 1910.252 that requires filter lenses and plates in eye-protective equipment to meet a test for transmission or radiant energy specified by another ANSI standard. In amending these paragraphs, federal OSHA will require this safety equipment to comply with the applicable PPE design provisions in 29 CFR 1910, subpart I.*

Note on Incorporation by Reference: Pursuant to § 2.2-4103 of the Code of Virginia, 29 CFR Part 1910, General Industry Standards; 29 CFR Part 1915, Shipyard Employment Standards; 29 CFR Part 1917, Marine Terminals Standards; and 29 CFR Part 1918, Longshoring Standards for Hazard Communications are declared documents generally available to the public and appropriate for incorporation by reference. For this reason the documents will not be printed in the Virginia Register of Regulations. Copies of the documents are available for inspection at the Department of Labor and Industry, 13 South 13th Street, Richmond, Virginia 23219, and in the office of the Registrar of Regulations, General Assembly Building, 9th and Broad Streets, Richmond, Virginia 23219.

On January 14, 2010, the Safety and Health Codes Board adopted federal OSHA's revised final rule on Updating OSHA Standards Based on National Consensus Standards; Personal Protective Equipment, as published in 74 FR 46350 on September 9, 2009, with an effective date of April 15, 2010.

Federal Terms and State Equivalents: When the regulations, as set forth in the revised final rule for Updating OSHA Standards Based on National Consensus Standards; Personal Protective Equipment, are applied to the Commissioner of the Department of Labor and Industry or to Virginia employers, the following federal terms shall be considered to read as follows:

<u>Federal Terms</u>	<u>VOSH Equivalent</u>
29 CFR	VOSH Standard
Assistant Secretary	Commissioner of Labor and Industry
Agency	Department
October 9, 2009	April 15, 2010

VA.R. Doc. No. R10-2316; Filed February 9, 2010, 1:31 p.m.

**Final Regulation**

Title of Regulation: **16VAC25-90. Federal Identical General Industry Standards (amending 16VAC25-90-1910.6, 16VAC25-90-1910.102).**

Statutory Authority: § 40.1-22 of the Code of Virginia.

Effective Date: April 15, 2010.

Agency Contact: John J. Crisanti, Planning and Evaluation Manager, Department of Labor and Industry, Powers-Taylor Building, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-4300, FAX (804) 786-8418, TTY (804) 786-2376, or email john.crisanti@doli.virginia.gov.

Summary:

*As part of the ongoing review of its regulations, federal OSHA revised its Acetylene Standard for general industry by updating references to national consensus standards published by standards developing organizations (SDO standards). This rulemaking is a continuation of federal OSHA's ongoing effort to update references to SDO standards used throughout its rules.*

*The revised standard requires that employers ensure that in-plant transfer, handling, storage, and use of acetylene cylinders comply with Compressed Gas Association Pamphlet G-1-2003, Acetylene. Piping systems, as well as facilities and equipment, used to generate acetylene or to fill acetylene cylinders are now required to comply with National Fire Protection Standard NFPA 51A, Standard for Acetylene Charging Plants.*

*References to publications that reference the Acetylene Standard are updated to reflect the latest edition of the publication.*

Note on Incorporation by Reference: Pursuant to § 2.2-4103 of the Code of Virginia, 29 CFR Part 1910, General Industry Standards, is declared a document generally available to the public and appropriate for incorporation by reference. For this reason the document will not be printed in the Virginia Register of Regulations. The document is available for inspection at the Department of Labor and Industry, 13 South 13th Street, Richmond, Virginia 23219, and in the office of the Registrar of Regulations, General Assembly Building, 9th and Broad Streets, Richmond, Virginia 23219.

On January 14, 2010, the Safety and Health Codes Board adopted federal OSHA's Direct Final Rule on Revising Standards Referenced in the Acetylene Standard for General Industry, 29 CFR 1910.102, and revisions to Incorporation by Reference, 29 CFR 1910.6, as published in 74 FR 40441 on August 11, 2009, with an effective date of April 15, 2010.

Federal Terms and State Equivalents: When the regulations, as set forth in the clarifications and correcting amendments to the final rule for the General Industry Standards, 29 CFR Part 1910, are applied to the Commissioner of the Department of Labor and Industry or to Virginia employers, the following federal terms shall be considered to read as follows:

<u>Federal Terms</u>	<u>VOSH Equivalent</u>
29 CFR	VOSH Standard
Assistant Secretary	Commissioner of Labor and Industry
Agency	Department
November 9, 2009	April 15, 2010

VA.R. Doc. No. R10-2315; Filed February 9, 2010, 1:33 p.m.

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# Regulations

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## TITLE 24. TRANSPORTATION AND MOTOR VEHICLES

### COMMONWEALTH TRANSPORTATION BOARD

#### Final Regulation

<p><b>REGISTRAR'S NOTICE:</b> The Commonwealth Transportation Board is claiming an exemption from the Administrative Process Act in accordance with § 2.2-4002 B 2 of the Code of Virginia, which exempts regulations relating to the award or denial of state contracts, as well as decisions regarding compliance therewith.</p>
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Titles of Regulations: **24VAC30-250. Guidelines for the Procurement and Management of Professional Services (repealing 24VAC30-250-10).**

**24VAC30-350. Administrative Manual/Procurement and Surplus Property Manual (repealing 24VAC30-350-10).**

**24VAC30-410. Professional and Nonprofessional Services (repealing 24VAC30-410-10).**

Statutory Authority: § 33.1-12 of the Code of Virginia.

Effective Date: February 4, 2010.

Agency Contact: Linda M. Cheatham, Director, Administrative Services Division, Department of Transportation, 1401 East Broad St., Richmond, VA 23219, telephone (804) 371-6716, or email linda.cheatham@vdot.virginia.gov.

Summary:

*This action repeals 24VAC30-250, Guidelines for the Procurement and Management of Professional Services, 24VAC30-350, Administrative Manual/Procurement and Surplus Property Manual, and 24VAC30-410, Professional and Nonprofessional Services based on a recommendation of the Office of the Attorney General's Government and Regulatory Reform Task Force to combine these regulations due to their common content areas. In response to this recommendation, the Virginia Department of Transportation (VDOT) reviewed all three regulations and determined that the content is out of date or the subject matter is addressed in other laws, regulations, and guidance documents.*

*The Guidelines for the Procurement and Management of Professional Services were reformatted as a document titled "Manual for the Procurement and Management of Professional Services," which is a VDOT guidance document pursuant to § 2.2-4001 of the Code of Virginia. The manual is available online at*

*[http://www.virginiadot.org/business/resources/2007Manual\\_Final\\_070920.pdf](http://www.virginiadot.org/business/resources/2007Manual_Final_070920.pdf).*

*The Administrative Manual was reformatted as a document titled "Administrative Services Division Procurement Manual," which is a VDOT guidance document pursuant to § 2.2-4001 of the Code of Virginia. The manual is currently being revised as a manual of exceptions to the Department of General Services' Agency Procurement and Surplus Property Manual (1VAC30-130).*

*The content of 24VAC30-410 is out of date. The topics addressed in this regulation are addressed in the Virginia Public Procurement Act (§ 2.2-4300 et seq. of the Code of Virginia), VDOT's Administrative Services Division Procurement Manual, and the Department of General Services' Construction and Professional Services Manual.*

VA.R. Doc. Nos. R10-2303, R10-2304, and R10-2306; Filed February 4, 2010, 10:18 a.m.

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# GUIDANCE DOCUMENTS

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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.

## BOARD OF ACCOUNTANCY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. at the Board of Accountancy, 9960 Mayland Drive, Suite 402, Richmond, VA 23233, telephone (804) 367-8505, FAX (804) 527-4409.

Questions regarding interpretation or implementation of these documents may be directed to Dreana L. Gilliam at the above address.

### Guidance Documents:

[Application Review Guidelines for Criminal History, rev. 5/6/2003](#)

[Board of Accountancy Rights and Responsibilities on FOIA, rev. 5/27/2009](#)

[Adjudication Manual, rev. 2/21/2008](#)

## DEPARTMENT OF ACCOUNTS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Department of Accounts, 101 N. 14th Street, 2nd Floor, Richmond, VA 23219. Copies are available online at the Department of Accounts website [www.doa.virginia.gov](http://www.doa.virginia.gov) and the respective document's specific web link is listed below with the document title. Hardcopies of all documents except the CAPP Manual may be obtained free of charge by contacting Michael E. Rider at P.O. Box 1971, Richmond, VA 23218-1971, telephone (804) 225-3051, or email at [michael.rider@doa.virginia.gov](mailto:michael.rider@doa.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to James W. Fisher, Director of Finance & Administration, at (804) 225-3045 or email at [jim.fisher@doa.virginia.gov](mailto:jim.fisher@doa.virginia.gov).

### Guidance Documents:

Agency Risk Management and Internal Control Standards (ARMICS), updated routinely.

[http://www.doa.virginia.gov/General\\_Accounting/ARMICS/ARMICS\\_Main.cfm](http://www.doa.virginia.gov/General_Accounting/ARMICS/ARMICS_Main.cfm)

This document provides risk management and internal control standards for state agencies and institutions.

Commonwealth Accounting Policies and Procedures (CAPP) Manual, continuously updated.

[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Main.cfm](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm)

This document is a compendium of information that provides accounting guidance for state agencies and institutions.

Financial Statement Preparation for Agencies and Institutions, updated annually.

[http://www.doa.virginia.gov/Financial\\_Reporting/Directives/Directives\\_Main.cfm](http://www.doa.virginia.gov/Financial_Reporting/Directives/Directives_Main.cfm)

There are two documents, one for agencies and one for institutions that provide financial statement preparation guidance.

Year End Closing Procedures, prepared annually.

[http://www.doa.virginia.gov/General\\_Accounting/Year\\_End\\_Close/Year\\_End\\_Memo.cfm](http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm)

This document provides guidance to agencies and institutions regarding proper procedures for closing the state accounting year.

## DEPARTMENT FOR THE AGING

Copies of the following documents may be viewed during regular workdays from 9 a.m. until 5 p.m. in the office of the Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, VA 23229. Copies may be obtained free of charge by contacting Janet James at the address above, telephone (804) 662-7049, FAX (804) 662-9354, or email [janet.james@vda.virginia.gov](mailto:janet.james@vda.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Janet James at the address above, telephone (804) 662-7049, FAX (804) 662-9354, or email [janet.james@vda.virginia.gov](mailto:janet.james@vda.virginia.gov).

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# Guidance Documents

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## Guidance Documents:

[\[VDA-1\] Aging Services - State Plan for Aging Services 2007 thru 2011](#) (10/30/08)

[\[VDA-6\] Procurement Guidelines - Minimum Procurement Guidelines \(2003\)](#) (6/1/03)

[\[VDA-10\] Service Standard - Legal Assistance Funded by Title III-B of the Older Americans Act \(2009\)](#) (1/1/09)

[\[VDA-11\] Virginia Long-Term Care Ombudsman Program](#) (9/30/03)

[\[VDA-2\] Care Coordination for Elderly Virginians](#) (1/28/04)

[\[VDA-3\] Caregiver Support Program - National Family Caregiver Support Program Guidelines](#) (12/14/07)

[\[VDA-4\] Client Appeals - Guidelines for a Client Appeals Process for Services](#) (2/24/04)

[\[VDA-5\] Cost Sharing and Fee for Service Policy, Older Americans Act \(2007\)](#) (5/29/07)

[\[VDA-7\] Senior Employment - Senior Community Services Employment Program \(2008 thru 2011\)](#) (7/1/08)

[\[VDA-8\] Service Standard - Title III and Title V Service Standards \(2003\)](#) (10/1/03)

[\[VDA-9\] Service Standard - Congregate and Home Delivered Meals \(2009\)](#) (10/1/09)

## DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, Virginia (or on the Regulatory Town Hall). For information about guidance documents of the Department of Agriculture and Consumer Services, including their interpretation, please contact:

For guidance documents relating to dairy and foods, contact Mr. Ryan Davis at (804) 786-8899.

For guidance documents relating to approved capture drugs and methods approved for animal euthanasia, contact Dr. Dan Kovich at (804) 786-2483.

For guidance documents relating to avian influenza, contact Dr. Charles Broaddus at (804) 786-2483.

For guidance documents relating to the State Milk Commission, contact Mr. Rodney Phillips at (804) 786-2013.

For guidance documents relating to agricultural stewardship, contact Mr. Roy E. Seward at (804) 786-3538.

For guidance documents relating to all other matters (including ginseng), contact Mr. Frank Fulgham at (804) 786-3523.

Costs associated with obtaining printed copies of these documents from the agency vary. Guidance documents are available electronically for no charge on the Town Hall.

## Guidance Documents:

### Board of Agriculture and Consumer Services

[Approved Capture Drugs and Drug Administering Equipment](#) (7/20/09)

[Avian Influenza \(H5 and H7\) Proclamation](#) (12/4/09)

[Dairy Services Procedure Manual](#) (12/14/09)

[Food Safety & Security Field Operations Manual](#) (6/15/06)

[Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws](#) (7/1/94)

[Guidelines for Enforcement of the Virginia Code Relating to Motor Fuels and Lubricating Oils - Civil Penalty Assessment Decision Matrix](#) (10/1/08)

[Guidelines for Enforcement of the Virginia Weights and Measures Law - Civil Penalty Assessment Decision Matrix](#) (10/1/08)

[Guidelines for the Virginia Ginseng Management Program](#) (12/1/09)

[Labeling of Certain Motor Fuel Dispensers](#) (6/29/09)

[Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements](#) (7/20/09)

[Multi-tier Pricing of Motor Fuels](#) (10/28/09)

[Virginia Cotton Boll Weevil Trapping Program, 2009 Guidelines](#) (12/1/09)

[Virginia Shipping Requirements for Package Bees and Queens](#) (11/1/09)

[\[1743\] Agricultural Stewardship Act Guidelines \(Part 1\)](#) (6/7/04)

[\[1744\] Agricultural Stewardship Act Guidelines \(Part 2\)](#) (6/7/04)

[\[751\] Virginia Cooperative Gypsy Moth Suppression Program, 2010 Guidelines](#) (9/1/09)

[\[756\] Virginia Entry Requirements for Honey Bee Hives and Appliances](#) (11/1/09)

### Pesticide Control Board

[Interpreting PPE Standards on Pesticide Labels](#) (9/1/99)

[Agents of the Virginia Cooperative Extension Program Proctoring Commercial Applicator Examinations](#) (5/5/03)

[Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores](#) (5/5/03)

[Applicator Recertification Options; Approval Procedures for Recertification Courses](#) (5/25/03)

[Applicator Testing in Order to Recertify](#) (5/5/03)

[Commercial Carpet Cleaners who Apply Pesticides for Flea and Tick Control](#) (5/5/03)

[Discontinuance Policy](#) (10/14/04)

[Guidelines for Enforcement of the Virginia Pesticide Control Act](#) (2/1/09)

[Product Registration: Submission of Labels](#) (11/12/08)

[Product Registration: When Two Pesticide Products May Be Registered for Single Fee](#) (6/24/09)

[Product Registration: Submission of 24\(c\) Special Local Need Registration](#) (3/25/08)

[Requests for Lists of Certified Applicators; Licensed Pesticide Businesses, and/or Registered Pesticide Products](#) (6/1/09)

[Supervision of Registered Technicians \(Including Government Employees and Not-for-Hire Individuals\)](#) (12/9/09)

## State Milk Commission

[\[2727\] Virginia State Milk Commission Monthly Report Audit Manual](#) (5/1/70)

[\[2728\] Informational Memorandum VASMC B92-1](#) (3/13/92)

[\[2729\] Informational Memorandum VASMC B92-2](#) (3/13/92)

[\[2730\] Informational Memorandum VASMC B93-2](#) (6/18/93)

[\[2730\] Informational Memorandum VASMC B93-3](#) (6/18/93)

[\[2732\] Informational Memorandum VASMC B93-4](#) (6/18/93)

[\[2733\] Informational Memorandum VASMC B93-5](#) (6/18/93)

## DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Copies of guidance documents may viewed during regular workdays from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, VA 23220. Copies may be obtained free of charge from and questions regarding interpretation or implementation of these documents may be directed to W. Curtis Coleburn, Chief Operating Officer, at the same address, telephone (804) 213-4409, FAX (804) 213-4411, or email at [curtis.coleburn@abc.virginia.gov](mailto:curtis.coleburn@abc.virginia.gov). Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall, [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

### Guidance Documents:

[Circular Letter 06-01](#) (2/14/06)

[Circular Letter 06-02](#) (6/29/06)

[Circular Letter 06-03](#) (9/15/06)

[Circular Letter 06-04](#) (9/1/06)

[Circular Letter 07-01](#) (4/23/07)

[Circular Letter 07-02](#) (6/1/07)

[Circular Letter 07-03](#) (6/29/07)

[Circular Letter 07-04](#) (7/1/07)

[Circular Letter 07-05](#) (7/1/07)

[Circular Letter 07-08](#) (12/15/07)

[Circular Letter 92-1](#) (5/22/92)

[Foam Board Advertising Approval](#) (2/12/06)

[Licensee Bulletin Vol. 56, No.2](#) (1/1/00)

[\[Issued Quarterly\] Licensee Newsletter - Spring 2003](#) (3/1/03)

[Application for ABC License](#) (1/1/98)

[Circular Letter 01-2](#) (2/1/01)

[Circular Letter 08-01](#) (12/5/08)

[Circular Letter 1-01](#) (1/1/01)

[Circular Letter 1-04](#) (1/1/05)

[Circular Letter 2-04](#) (1/1/05)

[Circular Letter 84-3](#) (1/1/84)

[Circular Letter 84-4](#) (12/26/84)

[Circular Letter 84-7](#) (12/26/84)

[Circular Letter 84-8](#) (12/26/84)

[Circular Letter 85-3](#) (2/6/85)

[Circular Letter 85-5](#) (3/26/85)

[Circular Letter 85-6](#) (5/31/85)

[Circular Letter 85-9](#) (1/1/85)

[Circular Letter 87-1](#) (1/28/87)

[Circular Letter 87-2](#) (3/19/87)

[Circular Letter 88-2](#) (7/22/88)

[Circular Letter 88-3](#) (9/7/88)

[Circular Letter 89-1](#) (4/14/89)

[Circular Letter 89-4](#) (10/13/89)

[Circular Letter 90-1](#) (3/1/90)

[Circular Letter 90-2](#) (3/1/90)

[Circular Letter 90-4](#) (6/27/90)

[Circular Letter 92-1](#) (5/22/92)

[Circular Letter 92-2](#) (11/23/92)

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# Guidance Documents

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[Circular Letter 94-1](#) (3/16/94)

[Circular Letter 98-1](#) (1/1/98)

[Circular Letter 98-2](#) (2/1/98)

[Farm Winery Remote – Festivals Bulletin](#) (7/19/01)

[Licensee Bulletin - Vol.56, No.1](#) (1/1/00)

[Licensee Bulletin Vol. 56, No. 4](#) (1/1/00)

[Licensee Bulletin Vol.56, No.3](#) (1/1/00)

[Retail Licensee Guide](#) (1/1/01)

[Virginia's Licensing Process](#) (1/1/02)

[Wholesale Licensee Bulletin](#) (9/1/97)

## ASSISTIVE TECHNOLOGY LOAN FUND AUTHORITY

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. to 5 p.m. in the office of the Assistive Technology Loan Fund Authority, 1602 Rolling Hills Drive, Suite 107, Richmond, VA 23229. Copies may be obtained free of charge by contacting Sandra Prince at the same address, by telephone or TTY at (804) 662-9000 or by FAX at (804) 662-9533.

Questions regarding interpretation or implementation of these documents may be directed to Joey Wallace, Executive Director, Assistive Technology Loan Fund Authority, 8004 Franklin Farms Drive, Richmond, VA 23288, telephone (804) 662-9000, FAX (804) 662-9533 or email [joey.wallace@atlfa.org](mailto:joey.wallace@atlfa.org).

### Guidance Documents:

Assistive Technology Loan Fund Authority Loan Manual, issued April 1997 and revised April 2001, §§ 51.5-53 through 51.5-59.

Assistive Technology Loan Fund Authority Governance Manual, issued July 2007.

Assistive Technology Loan Fund Authority Organizational By Laws, issued September 2007.

## BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/aud/aud\\_guidelines.htm](http://www.dhp.virginia.gov/aud/aud_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie L. Knachel, Executive Director of the Board at the address

above or by telephone at (804) 367-4630. Copies are free of charge.

### Guidance Documents:

30-2, By-Laws of the Board of Audiology and Speech-Language Pathology, revised October 8, 2009

30-3, Board guidance on use of confidential consent agreements, re-adopted October 9, 2008

30-4, Board guidance for process of delegation of informal fact-finding to an agency subordinate, November 4, 2004

30-5, Board guidance on meeting continuing competency requirements, revised October 8, 2009

30-6, Board guidance on definition of active practice, adopted April 30, 2008

## 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 email [kimberly.via@apa.virginia.gov](mailto:kimberly.via@apa.virginia.gov).

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 email [kimberly.via@apa.virginia.gov](mailto:kimberly.via@apa.virginia.gov).

### Guidance Documents:

Specification for Audits of Counties, Cities, and Towns, revised July 2009. \$20 for manual. This document sets standards for audits of Virginia local governments as required by § 15.2-167 of the Code of Virginia.

Specification for Audits of Authorities, Boards, and Commissions, revised August 2007. \$20 for manual. This document sets standards for audits of Virginia governmental authorities, boards, and commissions as required by § 30-140 of the Code of Virginia.

Uniform Financial Reporting Manual, periodically updated, revised July 2008. \$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 Sheriffs Accounting Manual. \$10 for manual, revised March 2009. This document prescribes accounting procedures for funds collected by Virginia's sheriffs.

All the documents listed above are available electronically on the Internet at <http://www.apa.virginia.gov/LocalGovernment/manuals.cfm>.

## DEPARTMENT OF AVIATION

Copies of the referenced document may be viewed during normal business days from 8 a.m. until 5 p.m. at the Virginia Department of Aviation, 5702 Gulfstream Road, Richmond, VA 23250-2422. Single copies may be obtained free of charge by contacting Cherry A. Evans at the same address, telephone (804) 236-3631, FAX (804) 236-3635 or email [cherry.evans@doav.virginia.gov](mailto:cherry.evans@doav.virginia.gov). The referenced guidance document can also be found on-line at <http://www.doav.virginia.gov> in either text form or through links to source depositories.

Questions regarding interpretation of these documents may be directed to Cherry A. Evans, Director of Communications and Education, Virginia Department of Aviation, 5702 Gulfstream Road, Richmond, VA 23250-2422, telephone (804) 236-3631, FAX (804) 236-3635 or email [cherry.evans@doav.virginia.gov](mailto:cherry.evans@doav.virginia.gov).

### Guidance Document:

Commonwealth of Virginia Airport Program Manual updated April 2006, which includes reference to: Virginia Aviation Regulations (24VAC5-20). The Virginia Aviation Regulations (24VAC5-20) and the Airport Program Manual address all state requirements for topics including, but not being limited to (1) public airport sponsors, (2) private airport registration, (3) pilots, (4) aircraft owners, (5) aircraft licenses and insurance, (6) aerial applicators, (7) aircraft dealers, and associated businesses, and (8) obstructions to airspace.

## DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Questions regarding interpretation or implementation of these documents may be directed to the staff persons listed with each document. Any charge for obtaining copies is listed with each document. Copies of the following documents may be obtained by contacting Linda Grasewicz, Office of Planning and Development, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 786-0040, FAX (804) 371-0092 or email [linda.grasewicz@dbhds.virginia.gov](mailto:linda.grasewicz@dbhds.virginia.gov).

[Admission and Discharge Protocols for Persons with Mental Retardation Served in Mental Retardation Facilities](#), issued March 26, 2003, §§ 37.2-837 and 37.2-505, no charge, contact Susan Elmore (804) 786-0946 or email [susan.elmore@dbhds.virginia.gov](mailto:susan.elmore@dbhds.virginia.gov).

Buprenorphine Products for the Pharmacologic Management of Opioid Addiction, Office of Substance Abuse Services Bulletin No. 2004-01, issued July 14, 2004, 21 CFR Part 291, 42 CFR Part 8, § 54.1-3400 et seq. of the Code of Virginia, 12VAC 35-105-790, 18VAC110-20, no charge, contact

Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

[Comprehensive State Plan 2010-2016](#), issued December 8, 2009, § 37.2-315, no charge, contact Charline Davidson at (804) 786-7357 or email [charline.davidson@dbhds.virginia.gov](mailto:charline.davidson@dbhds.virginia.gov).

[Criminal History Background Checks for Direct Consumer Care Personnel in Adult Substance Abuse Treatment Programs](#), Office of Substance Abuse Bulletin No. 2005-01, issued March 28, 2005, §§ 37.2-416 and 37.2-506 of the Code of Virginia, no charge, contact Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

[CSB Procurement Procedures Manual](#), revised 2002, §§ 37.2-508 and 37.2-608, no charge, contact Joy Lazarus at (804) 786-4512 or email [joy.lazarus@dbhds.virginia.gov](mailto:joy.lazarus@dbhds.virginia.gov).

Determining the Status of Infant/Toddler Development in Relation to the Three Offices of Special Education Programs (OSEP) Outcomes, issued February 1, 2008, no charge, contact Mary Ann Discenza (804) 371-6592 or email [maryann.discenza@dbhds.virginia.gov](mailto:maryann.discenza@dbhds.virginia.gov).

[Discharge Protocols for Community Services Boards and State Mental Health Facilities](#), issued November 5, 2001, §§ 37.2-837 and 37.2-505, no charge, contact Russell Payne at (804) 786-1395 or email [russell.payne@dbhds.virginia.gov](mailto:russell.payne@dbhds.virginia.gov).

Financial Management Standards/Accounts Receivable and Reimbursement Procedures, Volume III, issued May 27, 2003, § 37.2-504, no charge, contact John F. Jackson at (804) 786-3942 or email [john.jackson@dbhds.virginia.gov](mailto:john.jackson@dbhds.virginia.gov).

Financial Management Standards Guide for Community Services Boards, revised July 2002, no charge, contact Ken Gunn at (804) 786-1555 or email [ken.gunn@dbhds.virginia.gov](mailto:ken.gunn@dbhds.virginia.gov).

FY 2010 Community Services Performance Contract; Central Office, State Facility, and Community Services Board Partnership Agreement; and Community Services Performance Contract General Requirements Document, issued May 1, 2009, § 37.2-508, no charge, also available on the Department's website at [www.dbhds.virginia.gov](http://www.dbhds.virginia.gov) or contact Paul R. Gilding at (804) 786-4982 or by email at [paul.gilding@dbhds.virginia.gov](mailto:paul.gilding@dbhds.virginia.gov).

Functional Outcomes/Indicators, issued by the Part C Early Intervention Office, January 10, 2008, no charge, contact Mary Ann Discenza at (804) 371-6592 or email [maryann.discenza@dbhds.virginia.gov](mailto:maryann.discenza@dbhds.virginia.gov).

[Guidelines for the Management of Individuals Found Not Guilty by Reason of Insanity](#), revised May 28, 2003, Chapter 11.1 of Title 19.2 of the Code of Virginia, no charge, contact Kathleen Sadler at (804) 786-8044 or email [kathleen.sadler@dbhds.virginia.gov](mailto:kathleen.sadler@dbhds.virginia.gov).



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## Guidance Documents

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[Human Rights Regulations-Restrictions on the Use of Telephones and Visitation Privileges](#), Office of Substance Abuse Services Guidance Bulletin No. 2003-02, issued April 2, 2003, 12VAC35-115, no charge, contact Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

Indicator Ratings, Virginia's System of Determination of Child Progress, issued January 10, 2008, no charge, contact Beth Tolley at (804)371-6595 or email [beth.tolley@dbhds.virginia.gov](mailto:beth.tolley@dbhds.virginia.gov).

Infant and Toddler Connection of Virginia Practice Manual, effective August 2009, no charge, contact Mary Ann Discenza at (804) 371-6592 or email [maryann.discenza@dbhds.virginia.gov](mailto:maryann.discenza@dbhds.virginia.gov).

Licensing Intensive In-Home Guidance, effective November 17, 2009, no charge, § 37.2-403, contact Les Saltzberg at (804) 786-1747 or email [les.saltzberg@dbhds.virginia.gov](mailto:les.saltzberg@dbhds.virginia.gov).

List of Standardized Measures of Intellectual Functioning, effective November 10, 2008 § 19.2-264.3:1.2, no charge, contact James Morris, Ph.D. at (804) 786-2615 or (804) 786-9044 or email [james.morris@dbhds.virginia.gov](mailto:james.morris@dbhds.virginia.gov).

Medicaid Documentation to Support Reimbursement for Integrated Treatment of Co-Occurring Mental Health and Substance Use Disorders in Community Mental Health Rehabilitation Services, Office of Substance Abuse Services Guidance Bulletin No. 2007-1, issued April 16, 2007, no charge, contact Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

[Managed Withdrawal Training Manual](#), Office of Substance Abuse Services Guidance Bulletin No. 2003-01, issued March 31, 2003, 12VAC35-105-1080, no charge, contact Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

Office of Human Rights, Protocols, Procedures and Practices Manual, revised effective January 2002, §§ 37.2-400 and 37.2-204, no charge, contact Margaret Walsh at (804) 786-3988 or email [margaret.walsh@dbhds.virginia.gov](mailto:margaret.walsh@dbhds.virginia.gov).

Office of Licensing: Protocols, latest revision June 4, 2007, §§ 37.2-505 and 37.2-411, no charge, contact Les Saltzberg at (804) 786-1747 or email [les.saltzberg@dbhds.virginia.gov](mailto:les.saltzberg@dbhds.virginia.gov).

Policies and Procedures for the Implementation of Part C of the Individuals with Disabilities Education Act (IDEA), last revision date August 2002, 34 CFR Part 303; §§ 2.2-5300 through 2.2-5308 and 2.2-2664, no charge, contact Mary Ann Discenza at (804) 371-6592 or email [maryann.discenza@dbhds.virginia.gov](mailto:maryann.discenza@dbhds.virginia.gov).

[Prevention Services and Personnel Supported by the Substance Abuse Prevention and Treatment Block Grant Prevention Set-Aside](#), Office of Substance Abuse Services Guidance Bulletin No. 2003-03, issued August 1, 2003,

45 CFR 96.125, no charge, contact Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

[Required Activities for Prevention Services Units Funded Wholly or in Part by the Substance Abuse Prevention and Treatment Block Grant Prevention Set-Aside](#), Office of Substance Abuse Services Guidance Bulletin No. 2003-04, issued August 1, 2003, contact Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

[Requirements for Federally Mandated Independent Peer Review](#), Office of Substance Abuse Services Guidance Bulletin No. 2002-01, issued October 7, 2002, 45 CFR 96.136, no charge, contact Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

[Special Treatment Needs of Individuals with Co-Occurring Substance Abuse Disorders and Traumatic Brain Injuries](#), Office of Substance Abuse Services Guidance Bulletin No. 2005-02, issued March 28, 2005, 12VAC35-105-150, no charge, contact contact Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

[Substance Abuse Residential Purchase of Services \(SARPOS\)](#), Office of Substance Abuse Services Guidance Bulletin No. 2007-03, issued July 26, 2007, no charge, contact Margaret Anne Lane at (804) 225-4649 or email [margaret.lane@dbhds.virginia.gov](mailto:margaret.lane@dbhds.virginia.gov).

Virginia's System of Determination of Child Outcomes Frequently Asked Questions, Infant & Toddler Connection of Virginia, issued July 7, 2008, contact Beth Tolley (804) 371-6595 or email [beth.tolley@dbhds.virginia.gov](mailto:beth.tolley@dbhds.virginia.gov).

Virginia's System for Determination of Child Progress, Implementation Instructions, issued January 14, 2008, no charge, contact Beth Tolley (804) 371-6595 or email [beth.tolley@dbhds.virginia.gov](mailto:beth.tolley@dbhds.virginia.gov).

### **VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE**

Copies of the following document may be viewed during regular workdays from 8 a.m. until 5 p.m. in the offices of the Virginia Department of Business Assistance, 1220 Bank Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Mr. Preston Wilhelm at the same address, telephone (804) 371-8132, FAX (804) 371-8137 or email [preston.wilhelm@vdba.virginia.gov](mailto:preston.wilhelm@vdba.virginia.gov).

Questions regarding interpretation or implementation of the Virginia Department of Business Assistance Workforce Services Jobs Investment Program Guidelines may be directed to Mr. Preston Wilhelm, Director, Virginia Jobs Investment Program, Virginia Department of Business Assistance, 1220 Bank Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Mr. Preston Wilhelm at the same address, telephone (804)

371-8132, FAX (804) 371-8137 or email [preston.wilhelm@vdba.virginia.gov](mailto:preston.wilhelm@vdba.virginia.gov).

## Guidance Documents:

Virginia Department of Business Assistance Workforce Services Jobs Investment Program Guidelines, June 30, 2006. § 2.2-902 A 1 of the Code of Virginia.

### STATE CERTIFIED SEED BOARD

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Certified Seed Board, 330 Smyth Hall, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Dr. Jim McKenna 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, 9225 Atlee Branch Lane, Mechanicsville, VA 23116, telephone (804) 746-4884 or FAX (804) 746-9447.

- State Certified Seed Board Annual Report, 2000
- State Certified Seed Board Annual Report, 2001
- State Certified Seed Board Annual Report, 2002 - 2003
- State Certified Seed Board Annual Report, 2004
- State Certified Seed Board Annual Report, 2005
- State Certified Seed Board Annual Report, 2006
- State Certified Seed Board Annual Report, 2007
- State Certified Seed Board Annual Report, 2008
- State Certified Seed Board Annual Report, 2009

### CHRISTOPHER NEWPORT UNIVERSITY

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Institutional Research, Analysis and Reports, 1 University Place, Newport News, VA 23606. Copies may be obtained free of charge by contacting Carol Safko, Director of Reports at the same address, FAX (757) 594-7508, telephone (757) 594-7609 or email [irar@cnu.edu](mailto:irar@cnu.edu) or through Town Hall. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of these documents may also be directed to Carol Safko, Director of Reports, at the same address.

## Guidance Documents:

Undergraduate Course Catalog and academic policies, revised May 2009 <http://undergradcatalog.cnu.edu/>

Graduate Course Catalog and academic policies, revised May 2009 <http://gradstudies.cnu.edu/gradcat.pdf>

Student Handbook, revised August 2009 <http://studentlife.cnu.edu/pdf/shandbook10.pdf>

Residence Life Handbook, revised August 2009 <http://studentlife.cnu.edu/pdf/reslifehndbk09.pdf>

University Handbook, revised May 2009 <http://public.cnu.edu/uhandbook/uhandbook10.pdf>

Adjunct Faculty Handbook, revised May 2009 [http://provost.cnu.edu/documents/09\\_adjunctfac\\_hndbk.pdf](http://provost.cnu.edu/documents/09_adjunctfac_hndbk.pdf)

Security Policies and Regulations, revised May 2009 <http://police.cnu.edu/annualreport.html>

### 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 Virginia Soil and Water Conservation Board, the Chesapeake Bay Local Assistance Board, the Virginia Cave Board, the Virginia Scenic River Board, the Chippokes Plantation Farm Foundation, the Virginia Land Conservation Foundation, and the Virginia Outdoors Foundation. Individual copies of listed publications may be obtained free of charge, unless a price is listed, by contacting the Regulatory Coordinator 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 David C. Dowling, Policy, Planning, and Budget Director, Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219, telephone (804) 786-2291 or FAX (804) 786-6141. Other staff may be assigned by the Director or Mr. Dowling to answer specific questions regarding these documents.

## Guidance Documents:

### Division of Dam Safety and Floodplain Management

DCR - DS - 006, The Floodplain Management Plan for the Commonwealth of Virginia, 2005 Revised Plan, 12/01/2005, §§ 10.1-600 through 10.1-603

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## Guidance Documents

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DCR - DS - 009, Virginia Citizen's Guide to Floodplain Management, 12/01/2005. §§ 10.1-600 through 10.1-603

DCR - DS - 010, Virginia Local Officials Guide to Floodplain Management, 12/01/2005, §§ 10.1-600 through 10.1-603

### **Division of Natural Heritage**

DCR - NH - 061, Natural Heritage Technical Document No. 95-9, North Landing River Natural Area Preserve Resource Management Plan, First Edition, 02/15/1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 062, Natural Heritage Technical Document No. 95-10, Bethel Beach Natural Area Preserve Resource Management Plan, First Edition, 02/15/1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 063, Natural Heritage Ranks - Definition of Abbreviations Used on Natural Heritage Resource Lists of the Virginia Department of Conservation and Recreation, 05/01/1996, §§ 10.1-209 through 10.1-217

DCR - NH - 064, Natural Heritage Resources of Virginia - Rare Animal Species, Natural Heritage Technical Report 06-10, 06/01/2006, §§ 10.1-209 through 10.1-217

DCR - NH - 065, The Natural Communities of Virginia: Classification of Ecological Community Groups - Second Approximation, Natural Heritage Technical Report 04 - 01, 01/01/2004, §§ 10.1-209 through 10.1-217

DCR - NH - 066, Natural Heritage Resource Fact Sheet - Conserving Endangered Species (brochure), 07/01/1997, §§ 10.1-209 through 10.1-217

DCR - NH - 067, Native Plants for Conservation, Restoration and Landscaping - Master List (comb-bound booklet), 07/01/1997, §§ 10.1-209 through 10.1-217

DCR - NH - 068, Virginia Natural Heritage Program Twelve Year Report, 06/01/1998, §§ 10.1-209 through 10.1-217

DCR - NH - 071, Bull Run Mountains Natural Area Preserve Resource Management Plan, First Edition, 12/01/2004, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 072, Chub Sandhill Natural Area Preserve Resource Management Plan, First Edition, 12/01/2004, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 073, Chotank Creek Natural Area Preserve Resource Management Plan, First Edition, 12/01/2004, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 074, Virginia's Precious Heritage: A Report on the Status of Virginia's Natural Communities, Plants, and Animals, and a Plan for Preserving Virginia's Natural Heritage Resources, 2003, §§ 10.1-209 through 10.1-217, cost: \$5 (dvd, shipping and handling included)

DCR - NH - 075, Natural Heritage Resources of Virginia - Rare Plants, Natural Heritage Technical Report 09-07, 04/01/2009, §§ 10.1-209 through 10.1-217

### **Division of Planning and Recreation Resources**

DCR - PRR - 001, 2007 Virginia Outdoors Plan, 2008 [a plan for meeting Virginia's outdoor recreational needs and conserving the environment (a 716 page document)], §§ 10.1-200 and 10.1-207, cost: \$48 plus \$7 for shipping and handling - CD Rom version available for \$2.50 plus \$1.50 shipping and handling

DCR - PRR - 002, Virginia Recreational Trails Fund Program, 11/01/2006 (project application for the grant program established for the purposes of providing and maintaining recreational trails and trails-related facilities), § 10.1-200

DCR - PRR - 003, Land & Water Conservation Fund Grant Application Manual 2007, 09/07/2007 (describes the Virginia Outdoors Fund Grant Program and provides appropriate application instructions and forms), § 10.1-200

DCR - PRR - 010, Bear Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 09/06/2002, and adopted by Joseph H. Maroon, 12/06/2002. The master plan was given a 5-year review, amended and presented to the Board of Conservation and Recreation on 04/28/2009 and adopted by Joseph H. Maroon on 06/10/2009. §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 011, Belle Isle State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 012, Caledon Natural Area Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 013, Chippokes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/02/1999, adopted by David G. Brickley, 05/16/2000. The master plan was revised and reviewed by the Board of Conservation and Recreation on 04/26/2006 and adopted by

Joseph H. Maroon on 11/14/2006, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 014, Claytor Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David Brickley, 03/06/2001. The master plan was revised and reviewed by the Board of Conservation and Recreation on 08/04/2006 and adopted by Joseph H. Maroon on 08/12/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 015, Douthat State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 016, False Cape State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 017, First Landing State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 09/27/1999, and adopted by David G. Brickley, 11/15/1999. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and renewed by Joseph H. Maroon on 12/17/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 018, Hungry Mother State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/06/2001. The master plan was given a 5-year review, amended and presented to the Board of Conservation and Recreation on 04/28/2009 and adopted by Joseph H. Maroon on 06/10/2009. §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 019, James River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 020, Kiptopeke State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/11/2001. The master plan was given a 5-year review, amended and presented to the Board of Conservation and Recreation on 04/28/2009 and adopted by Joseph H. Maroon on 06/10/2009. §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 021, Lake Anna State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2001, and adopted by David G. Brickley, 01/08/2002. The master plan was revised and reviewed by the Board of Conservation and Recreation on 11/04/2004 and adopted by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 022, Mason Neck State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/17/2003, and adopted by Joseph H. Maroon, 02/19/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 023, New River Trail State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 04/26/1999, and adopted by David G. Brickley, 11/15/1999. The master plan was revised and reviewed by the Board of Conservation and Recreation on 01/08/2004 and approved by Joseph H. Maroon on 09/09/2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 024, Natural Tunnel State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/02/1999, and adopted by David G. Brickley, 05/16/2000. The master plan was given a 5-year review, amended and presented to the Board of Conservation and Recreation on 04/28/2009 and adopted by Joseph H. Maroon on 06/10/2009. §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 025, Oconeechee State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/07/2002, and adopted by Joseph H. Maroon, 06/09/2003. The master plan was revised and reviewed by the Board of Conservation and Recreation on 01/04/2005 and adopted by Joseph H. Maroon on 03/14/2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 026, Pocahontas State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 027, Raymond R. "Andy" Guest Jr./Shenandoah River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/11/2001. The master plan was revised and reviewed by the Board of Conservation and Recreation on 04/29/2006 and adopted by Joseph H. Maroon on 11/14/2006, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 028, Sailor's Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 09/06/2002, and adopted by Joseph H. Maroon, 12/04/2002. The master plan was given a 5-year review, amended and presented to the Board of Conservation and Recreation on

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04/28/2009 and adopted by Joseph H. Maroon on 06/10/2009. §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 029, Sky Meadows State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/17/2003, and adopted by Joseph H. Maroon, 02/19/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 030, Smith Mountain Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/07/2002, and adopted by Joseph H. Maroon, 06/06/2003, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 031, Staunton River Battlefield State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 032, Wilderness Road State Park Master Plan (formerly Karlan State Park), Reviewed by the Board of Conservation and Recreation on 06/30/1998 and 12/07/1998, and adopted by David G. Brickley on 07/02/1998 and 12/14/1998, updated 03/21/2002. The master plan was given a 5-year review, amended and presented to the Board of Conservation and Recreation on 04/28/2009 and adopted by Joseph H. Maroon on 06/10/2009. §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 033, Grayson Highlands State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/08/2004, and adopted by Joseph H. Maroon, 09/09/2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 034, Leesylvania State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/08/2004, and adopted by Joseph H. Maroon, 09/09/2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 035, Holiday Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/06/2005, and adopted by Joseph H. Maroon, 12/20/2005, §§ 10.1-107, 10.1-200 and 10.1-200

DCR - PRR - 036, Twin Lakes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on January 6, 2005, and adopted by Joseph H. Maroon, 12/20/2005, §§ 10.1-107, 10.1-200 and 10.1-200.

DCR - PRR - 037, York River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/02/2005 and adopted by Joseph H. Maroon on 01/10/2006, §§ 10.1-107, 10.1-200 and 10.1-200.

DCR - PRR - 038, Westmoreland State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/02/2005 and adopted by Joseph H. Maroon on 01/10/2006, §§ 10.1-107, 10.1-200 and 10.1-200

DCR- PRR- 039, Fairy Stone State Park Master Plan, Reviewed by the Board of Conservation and Recreation on

01/08/2004 and adopted by Joseph H. Maroon, 12/20/2005, §§ 10.1-107, 10.1-200 and 10.1-200

DCR- PRR- 040, Powhatan State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2006 and adopted by Joseph H. Maroon, 02/22/2007, §§ 10.1-107, 10.1-200 and 10.1-200

DCR- PRR- 041, High Bridge State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2006 and adopted by Joseph H. Maroon, 02/22/2007, §§ 10.1-107, 10.1-200 and 10.1-200

DCR- PRR- 042, Seven Bends State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 08/01/2008 and adopted by Joseph H. Maroon, 11/26/2008, §§ 10.1-107, 10.1-200 and 10.1-200

DCR - PRR - 043, Widewater State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 08/01/2008 and adopted by Joseph H. Maroon, 11/26/2008, §§ 10.1-107, 10.1-200 and 10.1-200

DCR – PRR – 044, Southwest Virginia Museum Master Plan, Reviewed by the Board of Conservation and Recreation on 04/28/2009 and adopted by Joseph H. Maroon on 06/10/2009. §§ 10.1-107, 10.1-200 and 10.1-200.1

### **Division of Soil and Water Conservation**

DCR - SW - 007, Virginia Nutrient Management Guidelines for Continuing Education Meetings, 05/01/1997, 4VAC5-15-40 A

DCR - SW - 008, Virginia Nutrient Management Certification Education and Experience Guidelines, Document currently under revision, 4VAC5-15-40 A

DCR - SW - 009, Virginia Nutrient Management Application Instruction Packet, 10/01/1997, 4VAC5-15-40 A 1

DCR - SW - 010, Virginia Nutrient Management Standards and Criteria, 10/01/2005, 4VAC5-15

DCR - SW - 014, DCR Guidance for Crop Nutrient Recommendations for Hay/Pasture Fields, 01/01/2001, 4VAC5-15-150

DCR - SW - 015, DCR Guidance for Fall Applied Manure Nitrogen Rates for Small Grains, Document currently under revision, 4VAC5-15-150

DCR - SW - 016, DCR Guidance for Manure Storage Facilities for Nutrient Management Plans Developed for a VPA Permit, 01/01/2001, 9VAC25-192

DCR - SW - 017, Grant Project Management Manual, 12/01/07

### **Division of State Parks**

DCR - SP - 001, Virginia State Parks, Bear Creek Lake State Park Guide, revised 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 002, Virginia State Parks, Belle Isle State Park Guide, 05/01/1995, §§ 10.1-200 and 10.1-201

DCR - SP - 003, Virginia State Parks, Caledon Natural Area Guide, 06/01/1995, §§ 10.1-200 and 10.1-201

DCR - SP - 004, Virginia State Parks, Chippokes Plantation State Park, 06/01/2003, §§ 10.1-200 and 10.1-201

DCR - SP - 005, Virginia State Parks, Claytor Lake State Park Guide, 12/01/2009, §§ 10.1-200 and 10.1-201

DCR - SP - 006, Virginia State Parks, Douthat State Park Facilities Guide, 10/01/2003, §§ 10.1-200 and 10.1-201

DCR - SP - 007, Virginia State Parks, Douthat State Park Trails Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 008, Virginia State Parks, Fairy Stone State Park Facilities Guide, 12/01/2007, §§ 10.1-200 and 10.1-201

DCR - SP - 009, Virginia State Parks, False Cape State Park Guide, 04/01/1993, §§ 10.1-200, 10.1-201, and 10.1-205

DCR - SP - 010, Virginia State Parks, First Landing State Park and Natural Area Trail Guide, 12/01/2008, §§ 10.1-200 and 10.1-201

DCR - SP - 011, Virginia State Parks, Grayson Highlands State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 012, Virginia State Parks, Holliday Lake State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 013, Virginia State Parks, Hungry Mother State Park Guide, 05/01/1998, §§ 10.1-200 and 10.1-201

DCR - SP - 014, Virginia State Parks, James River State Park Guide, 12/01/2009, §§ 10.1-200 and 10.1-201

DCR - SP - 015, Virginia State Parks, Kiptopeke State Park Guide, 12/01/2006, § 10.1-200 and 10.1-201

DCR - SP - 016, Virginia State Parks, Lake Anna State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 017, Virginia State Parks, Leesylvania State Park, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 018, Virginia State Parks, Mason Neck State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 019, Virginia State Parks, Natural Tunnel State Park Guide, 07/01/1996, §§ 10.1-200 and 10.1-201

DCR - SP - 020, Virginia State Parks, New River Trail State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 021, Virginia State Parks, Occoneechee State Park Guide, 12/01/2009, §§ 10.1-200 and 10.1-201

DCR - SP - 022, Virginia State Parks, Pocahontas State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 024, Virginia State Parks, Raymond R. "Andy" Guest, Jr./Shenandoah River State Park, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 025, Shot Tower Historical State Park, 09/01/1998, §§ 10.1-200 and 10.1-201

DCR - SP - 026, Virginia State Parks, Sky Meadows State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 027, Virginia State Parks, Smith Mountain Lake State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 028, Virginia State Parks, Staunton River State Park Guide, 04/01/1994, §§ 10.1-200 and 10.1-201

DCR - SP - 030, Virginia State Parks, Twin Lakes State Park Guide, 07/01/2003, §§ 10.1-200 and 10.1-201

DCR - SP - 032, Virginia State Parks, Westmoreland State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR - SP - 033, Wilderness Road State Park, 11/01/1999, §§ 10.1-200 and 10.1-201

DCR - SP - 034, Virginia State Parks, York River State Park Guide, 06/01/2000, §§ 10.1-200 and 10.1-201

DCR - SP - 035, Virginia State Parks, First Landing State Park and Natural Area Trail System Guide, 12/01/2008, §§ 10.1-200 and 10.1-201

DCR - SP - 036, The 2008 Virginia State Parks' Guide to Virginia State Parks, §§ 10.1-200 and 10.1-201

DCR - SP - 037, Virginia State Parks 2008 Outdoor Adventure Guide and Calendar, §§ 10.1-200 and 10.1-201

DCR - SP - 038, Virginia State Parks Fee Guide, 12/01/2008, §§ 10.1-200 and 10.1-201

DCR - SP - 039, Virginia State Parks, Bear Creek Lake State Park, Cumberland Multi-Use Trail Map and Guide, 04/01/2000, §§ 10.1-200 and 10.1-201

DCR - SP - 043, Virginia State Parks, Chippokes Farm and Forestry Museum, §§ 10.1-200 and 10.1-201

DCR - SP - 046, Virginia State Parks, Fairy Stone State Park Trail Guide, 10/01/2003, §§ 10.1-200 and 10.1-201

DCR - SP - 047, Virginia State Parks, First Landing State Park Facilities Guide, 12/01/2008, §§ 10.1-200 and 10.1-201

### **Chesapeake Bay Local Assistance Board**

DCR - CBLAB - 001, 1989 Atty. Gen. Ann. Rep, at 32 (to Delegate John G. Dicks, III, regarding vested rights), 10/19/1989, § 10.1-2115

DCR - CBLAB - 002, 1990 Atty. Gen. Ann. Rep, at 33 (to Prince William County Attorney Sharon E. Pandak, regarding septic system requirements), 09/10/1990, 9VAC10-20-120, subdivision 7

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DCR - CBLAB - 003, 1991 Atty. Gen. Ann. Rep, at 31 (to Delegate John C. Watkins, regarding grandfathering), 06/28/1991, § 10.1-2115

DCR - CBLAB - 004, 1991 Atty. Gen. Ann. Rep, at 36 (to Delegate George F. Allen, regarding unconstitutional taking of agricultural land), 07/02/1991, 9VAC10-20-130 B4

DCR - CBLAB - 005, 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, 11/26/2001, §§ 10.1-2103.10 and 10.1-2104, and 9VAC10-20-250

DCR - CBLAB - 006, 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, 10/30/2002, 9VAC10-20-120 and 9VAC10-20-130, subdivision 5

DCR - CBLAB - 007, Board Guidance Document: Agricultural Operations: Soil and Water Quality Conservation Assessment/Plans, 12/09/2002, 9VAC10-20-120, subdivision 9

DCR - CBLAB - 009, Board Determination of Consistency Regarding Local Designation of Resource Protection Areas, 02/01/1992, 9VAC10-20-80

DCR - CBLAB - 011, Department Checklist Used to Evaluate the Consistency of Locally Adopted Ordinances With the Chesapeake Bay Preservation Act and CBLAB Regulations, § 10.1-2109 B

DCR - CBLAB - 012, Department Checklist Used to Evaluate the Consistency of Locally Proposed or Adopted Comprehensive Plans, 01/01/1992, § 10.1-2109 B

DCR - CBLAB - 013, Board Guidance Document: Resource Protection Area - Onsite Buffer Area Delineation, 06/15/2009, 9VAC10-20-105

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DCR - CBLAB - 015, Board Guidance Document: Stormwater Management Requirements, 09/16/2002, 9VAC10-20-120, subdivision 8

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DCR - CBLAB - 017, Board Guidance Document: Exceptions, 09/16/2002, 9VAC10-20-150 C

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DCR - CBLAB - 019, Board Guidance Document: Determinations of Water Bodies with Perennial Flow, 12/10/2007, 9VAC10-20-105

DCR - CBLAB - 020, Board Guidance Document: Resource Protection Areas: Permitted Development Activities, 06/15/2009, 9VAC10-20-130

DCR - CBLAB - 021, Board Guidance Document: Administrative Procedures for the Designation and Refinement of Chesapeake Bay Preservation Area Boundaries, 09/15/2008, 9VAC10-20-60

DCR - CBLAB - 022, Guidance Manual: Riparian Buffers Modification & Mitigation Manual, 09/15/2003, 9VAC10-20-130

DCR - CBLAB - 023, Memorandum of Understanding between the Chesapeake Bay Local Assistance Department and the Department of Forestry, 12/15/2000, 9VAC10-20-120-10

DCR - CBLAB - 024, Letter to Henrico County, 03/03/2000, regarding the location of fences in the RPA, 9VAC10-20-130

DCR - CBLAB - 025, Letter to Hanover County, 04/20/2000, regarding the location of fences in the RPA, 9VAC10-20-130

DCR - CBLAB - 069, Letter to all Tidewater Administrators, Mayors and Town and City Managers, 04/14/2004, regarding stream and wetland restoration in RPAs and vesting issues, 9VAC10-20-130 1 b and § 15.2-2307

DCR - CBLAB - 080, Board Guidance Document: Agricultural Operations, Appendices, 12/09/2002, 9VAC10-20-120, subdivision 9

DCR - CBLAB - 085, Procedural Policies for Local Program Review, 06/16/2008, 9VAC10-20

DCR - CBLAB - 086, Resource Protection Areas: Nontidal Wetland, 12/10/2007, 9VAC10-20

### **Chippokes Plantation Farm Foundation**

DCR - CPFF - 003, Chippokes Calendar of Events brochure, §§ 3.1-22.6 through 3.1-22.12

DCR - CPFF - 006, Volunteering at the Chippokes Farm & Forestry Museum, 12/01/2002, §§ 3.1-22.6 through 3.1-22.12

DCR - CPFF - 007, Self-Guided Museum Tour Brochure, §§ 3.1-22.6 through 3.1-22.12

### **Virginia Land Conservation Foundation**

DCR - VLCF - 002, Virginia Land Conservation Foundation's 2008 Grant Program Manual, 09/01/2008, §§ 10.1-1017 through 10.1-1026

DCR - VLCF - 003, Virginia Land Conservation Foundation's Land Preservation Tax Credits, Conservation Value Review Criteria, adopted 11/21/2006, amended 08/07/2008, and updated on 03/27/2009, § 58.1-512

DCR - VLCF - 004, Procedural Guidelines for Land Conservation Tax Credits Conservation Value Review, 12/22/2006, § 58.1-512

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DCR - VLCF - 006, Land Preservation Tax Credit Questions and Answers, 02/01/2008, § 58.1-512

## Virginia Scenic River Board

DCR - VSRB- 002, Scenic River Designation Factsheet, 08/26/2005, §§ 10.1-400 and 10.1-402

DCR - VSRB - 003, A Guide to Citizen Involvement in the Scenic River Designation Process, 09/01/2005, §§ 10.1-400 and 10.1-402

DCR - VSRB - 004, Evaluation Criteria (evaluating and ranking of streams according to relative uniqueness or quality), § 10.1-401

DCR - VSRB - 006, Virginia's Scenic Rivers Program...its mission and process, 12/01/2006, §§ 10.1-400, 10.1-402 and 10.1-411

## Virginia Soil and Water Conservation Board

DCR - VSWCB - 002, Virginia Soil & Water Conservation Board Policy on Financial Assistance for Soil & Water Conservation Districts, 05/17/2007, §§ 10.1-502 through 10.1-505

DCR - VSWCB - 003, Financial Commitments for Establishment of a New Soil and Water Conservation District (SWCD/district), or Realignment of an Existing District, 10/15/2003

DCR - VSWCB - 011, Virginia Stormwater Management Handbook, 12/01/1999, § 10.1-603.1, cost: \$78 (shipping and handling included)

DCR - VSWCB - 012, Stormwater Management Enforcement Manual, 11/01/2005, 4VAC50-60

DCR - VSWCB - 013, Virginia Erosion and Sediment Control Handbook, Third Edition, 12/01/1992, 4VAC5-30, §§ 10.1-560 through 10.1-571, cost: \$53 (shipping and handling included)

DCR - VSWCB - 014, Virginia Erosion and Sediment Control Field Manual, Second Edition, 12/01/1995, 4VAC5-30, §§ 10.1-560 through 10.1-571, cost: \$25 (shipping and handling included)

DCR - VSWCB - 015, Virginia Erosion and Sediment Control Handbook AutoCad Drawings, 4VAC5-30, §§ 10.1-560 through 10.1-571, cost: \$30 (shipping and handling included)

DCR - VSWCB - 018, Virginia Dam Safety, Flood Prevention & Protection Assistance Fund Loan and Grant Manual, 06/30/2009, § 10.1-603.16 et seq.

DCR - VSWCB - 019, Guidance Document on Impounding Structure Ownership, 09/25/2008, § 10.1-603.16 et seq.

DCR - VSWCB - 020, Guidance Document on Stormwater Nonpoint Nutrient Offsets, 07/23/2009, § 10.1-603.8:1

## 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 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting the Clerk's Office by telephone at (804) 371-9733 or toll-free in Virginia at (866) 722-2551, or FAX (804) 371-9654. The forms may be downloaded from the Clerk's Office section on the State Corporation Commission's homepage ([www.scc.virginia.gov/clk/index.aspx](http://www.scc.virginia.gov/clk/index.aspx)).

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 East 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.

### Guidance Documents:

SCC 21.2, Expedited Service Request - Business Entity Filing, April 2009, § 12.1-21.2

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

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

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

SCC 619, Articles of Incorporation of a Virginia Stock Corporation, revised July 2005, § 13.1-619

SCC 631/830, Application for Reservation or for Renewal of Reservation of a Corporate Name, revised March 2008, §§ 13.1-631 and 13.1-830

SCC 632/831, Application for Registration or for Renewal of Registration of Corporate Name (foreign corporations), revised July 2005, §§ 13.1-632 and 13.1-831

SCC 635/834, Statement of Change of Registered Office and/or Registered Agent of a Corporation, revised July 2005, §§ 13.1-635, 13.1-764, 13.1-834 and 13.1-926



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SCC 636/835, Statement of Resignation of Registered Agent of a Corporation, revised July 2005, §§ 13.1-636, 13.1-765, 13.1-835 and 13.1-927

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

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

SCC 711, Guide for Articles of Restatement of a Virginia Stock Corporation, revised April 2008, § 13.1-711

SCC 720, Guide for Articles of Merger of a Virginia Stock Corporation, revised July 2009, § 13.1-720

SCC 722.4, Guide for Articles of Domestication (Foreign stock corporation intending to become a Virginia stock corporation), revised April 2008, § 13.1-722.4

SCC 722.5, Guide for Articles of Incorporation Surrender (Virginia stock corporation to be domesticated under the laws of another jurisdiction), revised April 2008, § 13.1-722.5

SCC 722.12 - CORP, Guide for Articles of Entity Conversion (Virginia limited liability company converting to a Virginia stock corporation), revised April 2008, § 13.1-722.12

SCC 722.12 - LLC, Guide for Articles of Entity Conversion (Virginia stock corporation converting to a Virginia limited liability company), revised April 2008, § 13.1-722.12

SCC 743, Articles of Dissolution (Virginia stock corporation), revised July 2007, § 13.1-743

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

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

SCC 751, Articles of Termination of Corporate Existence (By the initial directors or the incorporators of a Virginia stock corporation), revised July 2007, § 13.1-751

SCC 759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised July 2005, §§ 13.1-759 and 13.1-921

SCC 760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised July 2007, §§ 13.1-760 and 13.1-922

SCC 767/929, Application for a Certificate of Withdrawal of a Foreign Corporation Authorized to Transact Business in Virginia, revised July 2007, §§ 13.1-767 and 13.1-929

SCC 819, Articles of Incorporation - Virginia Nonstock Corporation, revised April 2008, § 13.1-819

SCC 888, Guide for Articles of Amendment - Nonstock Corporation, revised April 2008, § 13.1-888

SCC 888N, Articles of Amendment - Changing the Name of a Virginia Nonstock Corporation by Unanimous Consent of the Members or by the Directors Without Member Action, revised July 2007, § 13.1-888

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

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

SCC 898.4, Guide for Articles of Domestication (Foreign nonstock corporation intending to become a Virginia nonstock corporation), revised April 2008, § 13.1-898.4

SCC 898.5, Guide for Articles of Incorporation Surrender (Virginia nonstock corporation to be domesticated under the laws of another jurisdiction), revised April 2008, § 13.1-898.5

SCC 904, Articles of Dissolution (Virginia nonstock corporation), revised July 2007, § 13.1-904

SCC 905, Articles of Revocation of Dissolution (Virginia nonstock corporation), revised July 2007, § 13.1-905

SCC 912, Articles of Termination of Corporate Existence (Virginia nonstock corporation), revised July 2007, § 13.1-912

SCC 913, Articles of Termination of Corporate Existence (By the initial directors or the incorporators of a Virginia nonstock corporation), revised July 2007, § 13.1-913

SCC 1, 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 a Limited Partnership Name, revised July 2006, § 50-73.3

LPA-73.5, Statement of Change of Registered Office and/or Registered Agent of a Limited Partnership, revised July 2007, § 50-73.5

LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised July 2005, § 50-73.6

LPA-73.11, Certificate of Limited Partnership, revised April 2008, § 50-73.11

LPA-73.11:3, Certificate of Limited Partnership of a Domestic or Foreign Partnership Converting to a Virginia Limited Partnership, revised April 2008, § 50-73.11:3

LPA-73.12, Certificate of Amendment of a Certificate of Limited Partnership, revised April 2008, § 50-73.12

LPA-73.52:4, Certificate of Cancellation of a Virginia Limited Partnership, revised April 2009, § 50-73.52:4

LPA-73.54, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Partnership, revised April 2008, § 50-73.54

- LPA-73.57, Amended Application for Registration as a Foreign Limited Partnership, revised April 2009, § 50-73.57
- LPA-73.58, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Partnership, revised April 2009, § 50-73.58
- LPA-73.67, Limited Partnership – 2009 Annual Registration Fee Assessment Notice, revised annually, § 50-73.67
- LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised April 2008, § 50-73.77
- LLC-1010.1, Articles of Organization for Conversion of a Domestic or Foreign Partnership or Limited Partnership to a Limited Liability Company, revised April 2008, § 13.1-1010.1
- LLC-1011, Articles of Organization of a Domestic Limited Liability Company, revised July 2006, § 13.1-1011
- LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Domestic Limited Liability Company, revised April 2008, § 13.1-1011.1
- LLC-1013, Application for Reservation or for Renewal of Reservation of a Limited Liability Company Name, revised July 2006, § 13.1-1013
- LLC-1014, Guide for Articles of Amendment - Virginia Limited Liability Company, revised April 2008, § 13.1-1014
- LLC-1014NP, Articles of Amendment - Changing the Name and/or the Principal Office Address of a Virginia Limited Liability Company - By the Members, July 2008, § 13.1-1014
- LLC-1014.1, Guide for Articles of Restatement of the Articles of Organization of a Virginia Limited Liability Company, revised April 2008, § 13.1-1014.1
- LLC-1016, Statement of Change of Registered Office and/or Registered Agent of a Limited Liability Company, revised July 2006, § 13.1-1016
- LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised July 2005, § 13.1-1017
- LLC-1050, Articles of Cancellation of a Virginia Limited Liability Company, revised April 2009, § 13.1-1050
- LLC-1052, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Liability Company, revised April 2009, § 13.1-1052
- LLC-1055, Amended Application for Registration as a Foreign Limited Liability Company, revised April 2009, § 13.1-1055
- LLC-1056, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Liability Company, revised April 2009, § 13.1-1056
- LLC-1062, Limited Liability Company Annual Registration Fee Assessment Notice, revised annually, § 13.1-1062
- LLC-1077, Guide for Articles of Domestication (Foreign limited liability company intending to become a Virginia limited liability company), revised April 2008, § 13.1-1077
- LLC-1078, Guide for Articles of Organization Surrender (Virginia limited liability company to be domesticated under the laws of another jurisdiction), revised April 2008, § 13.1-1078
- LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2006, § 13.1-1103
- UPA-93, Statement of Partnership Authority, revised April 2008, § 50-73.93
- UPA-94, Statement of Denial for a Partnership, revised August 2006, § 50-73.94
- UPA-115, Statement of Dissociation from a Partnership, revised January 2006, § 50-73.115
- UPA-121, Statement of Dissolution of a Partnership, revised January 2006, § 50-73.121
- UPA-83D-CANC, Cancellation of Partnership Statement (of any statement filed), revised January 2006, § 50-73.83 D
- UPA-83D-AMEND, Amendment to Partnership Statement (of any statement filed), revised January 2006, § 50-73.83 D
- UPA-83D-RENEW, Renewal of a Statement of Partnership Authority, revised May 2008, § 50-73.83 D
- UPA-132, Statement of Registration as a Domestic Registered Limited Liability Partnership, revised July 2003, § 50-73.132
- UPA-134, Annual Continuation Report of a Domestic or Foreign Registered Limited Liability Partnership, revised May 2009, § 50-73.134
- UPA-135, Certificate of Change of Registered Office and/or Registered Agent of a Registered Limited Liability Partnership, revised July 2005, § 50-73.135
- UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised July 2005, § 50-73.135
- UPA-136, Statement of Amendment of a Statement of Registration of a Domestic or Foreign Registered Limited Liability Partnership, revised April 2008, § 50-73.136
- UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised April 2006, § 50-73.137
- UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 2004, § 50-73.138
- UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised April 2006, § 50-73.139

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## Guidance Documents

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

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

BTA 1215, Application for Reservation or for Renewal of Reservation of a Business Trust Name, revised July 2006, § 13.1-1215

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

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

BTA 1221, Statement of Change of Registered Office and/or Registered Agent of a Business Trust, revised July 2005, § 13.1-1221

BTA 1222, Statement of Resignation of Registered Agent of a Business Trust, revised July 2005, § 13.1-1222

BTA 1238, Articles of Cancellation of a Virginia Business Trust, revised April 2009, § 13.1-1238

BTA 1242, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Business Trust, revised April 2009, § 13.1-1242

BTA 1245, Amended Application for Registration as a Foreign Business Trust, revised April 2009, § 13.1-1245

BTA 1246, Articles of Cancellation of a Certificate of Registration as a Foreign Business Trust, revised April 2009, § 13.1-1246

SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent, revised January 2006, § 12.1-19.1

UCC1, UCC Financing Statement, revised May 22, 2002, § 8.9A-509

UCC1Ad, UCC Financing Statement Addendum, revised May 21, 2009, § 8.9A-509

UCC1AP, UCC Financing Statement Additional Party, revised May 22, 2002, § 8.9A-509

UCC3, UCC Financing Statement Amendment, revised May 22, 2002, § 8.9A-512

UCC3Ad, UCC Financing Statement Amendment Addendum, revised July 29, 1998, § 8.9A-512

UCC3AP, UCC Financing Statement Amendment Additional Party, revised May 22, 2002, § 8.9A-512

UCC5, Statement of Claim, revised May 21, 2009, § 8.9A-518

UCC11, National Information Request, revised May 9, 2001, 5VAC5-30-40

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

Annual Corporation Requirements, revised March 2008, §§ 13.1-775, 13.1-775.1, 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, 8th Edition, revised 2005

Notice to Virginia Corporations, revised March 2008, § 13.1-601 et seq., § 13.1-801 et seq.

Notice to Foreign Corporations, revised March 2008, § 13.1-757 et seq., § 13.1-919 et seq.

Notice to Virginia Limited Liability Companies, revised April 2009, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, revised April 2009, § 13.1-1051 et seq.

EINFRM, Request for Refund, revised June 2009, §§ 13.1-615, 13.1-815, 13.1-1065, 13.1-1255, 50-73.70 and 50-73.83

### 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 the office of the Division of Communications, State Corporation Commission, 9th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained by contacting Ms. Sheryl Ward at the same address, telephone (804) 371-9536, FAX (804) 371-9069 or email ([sheryl.ward@scc.virginia.gov](mailto:sheryl.ward@scc.virginia.gov)). Questions regarding interpretation or implementation of these documents may also be directed to Ms. Sheryl Ward. There is no charge for copies of documents. Additional information regarding the Division of Communications may be obtained by visiting <http://www.scc.virginia.gov/puc>.

### Guidance Documents:

Virginia Local Telephone Companies Telecommunications "Bill of Rights" adopted by Final Order in Case No. PUC-2003-00110 dated September 30, 2005.

Letter, Director of Communications, dated November 1, 2006, Concerning and Clarifying the State Corporation Commission's new rules, effective December 1, 2006, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20VAC5-413.

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 April 19, 2001, Concerning Interconnection Agreements Filed with the SCC. 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, 2009, Concerning Annual Payphone Service Provider Registration for 2008 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407.

Letter, Director of Communications, dated December 16, 2009, Concerning Annual Operator Service Provider Registration for 2008 including the letter and the forms for the operator service provider annual registration, 20VAC5-407.

Application for Registration as an Operator Service Provider, January 21, 2005, 20VAC5-407.

Application for Registration as a Payphone Service Provider, January 21, 2005, 20VAC5-407.

Letter, Director of Communications, dated March 29, 2006, Concerning Telephone Company Sales and Use Tax Review and Verification.

Letter, Senior Telecommunications Specialist, dated November 24, 2009, Concerning Competitive Local Exchange Carrier/Interexchange Carrier Initial Tariff Preparation Instructions.

### **Division of Economics and Finance**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Division of Economics and Finance, State Corporation Commission, Tyler Building, 4th Floor, 1300 East 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 Freida Bomgardner at the same address, telephone (804) 371-9295, FAX (804) 371-9935 or email [econfin@scc.virginia.gov](mailto:econfin@scc.virginia.gov). Some of the documents may be downloaded from the division's website at <http://www.scc.virginia.gov/eaf>.

Questions regarding interpretation or implementation of these documents may be directed to Howard Spinner, Director of the Division of Economics and Finance, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9295, FAX (804) 371-9449 or email [econfin@scc.virginia.gov](mailto:econfin@scc.virginia.gov). The mailing address is P.O. Box 1197, Richmond, VA 23218.

### **Guidance Documents:**

Interest Rate to be Paid on Customer Deposits, revised December 15, 2009, 20VAC5-10-20, updated annually

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-598 and 56-599

Gas Utility Five-Year Forecast Information Requirements, revised September 17, 1998, § 56-248.1

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60

Instructions for Filing Securities Applications by Electric Cooperative Utilities, 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

Instructions and Forms for June 30th Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 20VAC5-417-60

Instructions and Forms for December 31st Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 20VAC5-417-60

Instructions for Interexchange Telecommunications Carriers Annual Reporting, November 5, 2001, 20VAC5-411-50

### **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 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Contact Sallie Holmes at the same address, telephone number (804) 371-9611, FAX (804) 371-9350 or email [sallie.holmes@scc.virginia.gov](mailto:sallie.holmes@scc.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Timothy 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.

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly

Guidelines re: application requirements for a certificate of public convenience and necessity for water and sewerage utilities, November 1, 2006, § 56-265.1 et seq.

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## Guidance Documents

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Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§ 56-46.1 and 56-265.1 et seq.

Letter to all electric and gas utilities re: collection of monthly bills (cold weather - termination of service) and filing of complaint procedures, November annually, § 56-247.1

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

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

Form NMIN, Net Metering Interconnection Notification, September 2006, 20VAC5-315

### **Bureau of Financial Institutions**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the 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 email [marylou.kelly@scc.virginia.gov](mailto:marylou.kelly@scc.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416 or email [bfquestions@scc.virginia.gov](mailto:bfquestions@scc.virginia.gov). The mailing address is P.O. Box 640, Richmond, VA 23218-0640.

Guidance documents and other information are available online at the Bureau's website: <http://www.scc.virginia.gov/bfi>.

### **Guidance Documents:**

#### Banking Act

BFI-AL-0201, Application for a Branch Office, revised and reissued July 1, 1999, §§ 6.1-39.3 and 6.1-194.26 of the Code of Virginia

BFI-AL-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.1-60.1 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued January 22, 1996, §§ 6.1-60.1, 6.1-194.69 and 6.1-194.136 of the Code of Virginia

BFI-AL-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.1-60.1 of the Code of Virginia

BFI-AL-0205, Securities Rating Services, issued June 21, 1978, § 6.1-61 of the Code of Virginia

BFI-AL-0206, Loans in Violation of § 6.1-61, issued December 16, 1977, § 6.1-61 of the Code of Virginia

BFI-AL-0207, Obligations Subject to the Limits Specified, issued November 1, 1978, § 6.1-61 of the Code of Virginia

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 of the Code of Virginia

BFI-AL-0209, Right of Offset by Holders of Subordinated Bank Debt, issued November 9, 1981, §§ 6.1-61 and 6.1-78 of the Code of Virginia

BFI-AL-0210, Loans Secured by Real Estate, revised and reissued August 8, 2005, §§ 6.1-63 through 6.1-66 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued September 30, 2002, §§ 6.1-90 and 6.1-194.79 of the Code of Virginia

BFI-AL-0214, Responsibility of Directors for Legal Lending Limit Violations, issued May 7, 1991, § 6.1-61 D of the Code of Virginia

BFI-AL-0215, Bank-Owned Life Insurance, revised and reissued April 1, 2004, §§ 6.1-6, 6.1-11, 13.1-627 A 14, 13.1-627 A 15, and 38.2-302 A 3 of the Code of Virginia

#### Savings Institutions Act

BFI-AL-0201, Application for a Branch Office, revised and reissued July 1, 1999, §§ 6.1-39.3 and 6.1-194.26 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued January 22, 1996, §§ 6.1-60.1, 6.1-194.69 and 6.1-194.136 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued September 30, 2002, §§ 6.1-90 and 6.1-194.79 of the Code of Virginia

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 (15) of the Code of Virginia

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-End Management Investment Companies, issued August 12, 1987, § 6.1-194.69 (14) of the Code of Virginia

## Credit Union Act

BFI-AL-0401, Investments of Funds by Credit Unions, reissued May 17, 1999, § 6.1-225.57 of the Code of Virginia

## Consumer Finance Act

BFI-AL-0601, Sales of Automobile Club Memberships, revised and reissued September 30, 2002, § 6.1-267 of the Code of Virginia

## Money and Interest

BFI-AL-0701, Judgment Rate of Interest, revised and reissued September 30, 2002, § 6.1-330.54 of the Code of Virginia

BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, revised and reissued January 20, 2004, § 6.1-330.71 of the Code of Virginia

BFI-AL-0703, Rebate of Unearned Installment Loan Interest by Banks - Rule of 78, reissued July 1, 1990, §§ 6.1-330.84, 6.1-330.85, 6.1-330.86 and 6.1-330.89 of the Code of Virginia

## Mortgage Lender and Broker Act

BFI-AL-1601, Mortgage Brokers as Named Payee on Mortgage Loan Notes, revised and reissued July 21, 2004, § 6.1-409 of the Code of Virginia

BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, issued July 3, 1990, § 6.1-409 of the Code of Virginia

BFI-AL-1604, Funds Available to Licensed Mortgage Lenders for Business Operation, issued March 21, 1991, §§ 6.1-415 and 6.1-425 of the Code of Virginia

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and issued September 30, 2002, § 6.1-429 of the Code of Virginia

BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued September 30, 2002, § 6.1-330.70 of the Code of Virginia

BFI-AL-1607, Fees Charged by Mortgage Brokers, issued December 1, 1995, § 6.1-422 B 4 of the Code of Virginia

BFI-AL-1609, Minimum Mortgage Lender and Broker Surety Bond, issued May 22, 2001, § 6.1-413 of the Code of Virginia

BFI-AL-1610, Prepayment Penalties in Alternative Mortgage Transactions, issued February 18, 2004, §§ 6.1-330.83 and 6.1-330.85 of the Code of Virginia

BFI-AL-1611, Nontraditional Mortgage Products, issued March 29, 2007

## Payday Loan Act

BFI-AL-1801, Prohibition on Additional Security for Payday Loans, revised and reissued August 8, 2005, § 6.1-459 of the Code of Virginia

BFI-AL-1802, Threatening Criminal Proceedings, issued October 26, 2007, § 6.1-459 of the Code of Virginia

## **Forms and Instructions:**

### Banks

Bank Directors Responsibilities, revised November 1996

CCB-1117, Bank Directors Responsibilities Certification, revised March 2008

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised March 2008

CCB-1122, Oath of Office for Multiple Directors, revised January 2000

CCB-1122A, Oath of Office for Single Director, revised January 2000

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1124, Application to Acquire a Virginia Bank Pursuant to Title 6.1, Chapter 14 of the Code of Virginia, revised March 2008

CCB-1125, Application of a Virginia Bank to Establish a Branch, revised March 2008

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.1 of the Code of Virginia, revised March 2008

CCB-1127, Application by a Bank to Engage in the Trust Business Pursuant to Title 6.1, Chapter 2, Article 3 of the Code of Virginia, revised March 2008

CCB-1128, Application for Approval of Merger Pursuant to Title 6.1 of the Code of Virginia, revised March 2008

CCB-1129, Application of a Subsidiary Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.1, Chapter 2, Article 3.1 of the Code of Virginia, revised March 2008

CCB-1131, Application of an Interim Institution to Begin Business in Virginia, revised March 2008

CCB-1133, Notice to Establish an EFT Terminal, revised March 2008

CCB-1137, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution Pursuant to § 6.1-383.1 of the Code of Virginia, revised March 2008

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CCB-1137A, Consent to Service of Process, revised December 2004

CCB-1138, Notice of Intent to Acquire a Bank Outside Virginia Pursuant to § 6.1-406 of the Code of Virginia, revised March 2008

CCB-1139, Application to Acquire a Virginia Bank Holding Company or Virginia Bank Pursuant to Title 6.1, Chapter 15 of the Code of Virginia, revised March 2008

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised March 2008

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1144, Application of a Bank Holding Company to Acquire a Federal Savings Institution Pursuant to § 6.1-194.40 of the Code of Virginia, revised March 2008

CCB-1146, Application to Convert Pursuant to Title 6.1 of the Code of Virginia, revised March 2008

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-9905, Application to Establish a Trust Office, revised March 2008

### Savings Institutions

Responsibilities of Savings Institutions' Directors, revised September 1991

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised March 2008

CCB-1122, Oath of Office for Multiple Directors, revised January 2000

CCB-1122A, Oath of Office for Single Director, revised January 2000

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.1 of the Code of Virginia, revised March 2008

CCB-1137A, Consent to Service of Process, revised December 2004

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised March 2008

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1146, Application to Convert Pursuant to Title 6.1 of the Code of Virginia, revised March 2008

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-2201, Application of a Virginia Savings Institution to Establish a Branch, revised March 2008

CCB-2206, Savings Institution Directors Responsibilities Certification, revised March 2008

CCB-2207, Application of a Savings Institution Holding Company for Acquisition of Control Pursuant to § 6.1-194.87 of the Code of Virginia and 10VAC5-30, revised March 2008

CCB-2209, Application by an Out-of-State Savings Institution to Transact a Savings Institution Business in Virginia Pursuant to Title 6.1, Chapter 3.01, Article 5 of the Code of Virginia, revised March 2008

CCB-2210, Application to Acquire a Virginia Savings Institution Holding Company or Virginia Savings Institution Pursuant to Title 6.1, Chapter 3.01, Article 11 of the Code of Virginia, revised March 2008

CCB-2211, Notice of Intent to Acquire a Savings Institution Outside Virginia Pursuant to § 6.1-194.105 of the Code of Virginia, revised March 2008

CCB-2212, Notice of Proposed Change of Location (Within One Mile) of a Main Office or Branch of a Savings Institution, revised March 2008

CCB-2213, Notice of Intent to Establish a Non-Depository Office by a Savings Institution Pursuant to § 6.1-194.26 of the Code of Virginia, revised January 2002

CCB-2215, Application for a Certificate of Authority to Begin Business as a Savings Bank Pursuant to Title 6.1, Chapter 3.01, Article 12 of the Code of Virginia, revised March 2008

### Credit Unions

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1137A, Consent to Service of Process, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-3302, Application for Permission to Establish and Operate a Credit Union Pursuant to § 6.1-225.14 of the Code of Virginia, revised March 2008

CCB-3304, Consent to Service of Process (Insurer of Shares), revised September 1996

CCB-3305, Application by an Out-of-State Credit Union to Conduct Business as a Credit Union in Virginia Pursuant to § 6.1-225.61 of the Code of Virginia, revised March 2008

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to § 6.1-225.27 of the Code of Virginia, revised March 2008

CCB-3307, Application of a Credit Union to Establish a Service Facility Pursuant to § 6.1-225.20 of the Code of Virginia, revised March 2008

CCB-3308, Credit Union Request for Field of Membership Expansion, revised March 2008

### Consumer Finance Companies

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised March 2008

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-4401, Annual Report of a Consumer Finance Company, revised December 2009

CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 6 of Title 6.1 of the Code of Virginia, revised March 2008

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised March 2008

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised March 2008

CCB-4407, Application for an Additional Office Pursuant to § 6.1-256.1 B of the Consumer Finance Act, revised March 2008

CCB-4408, Application for Permission to Acquire Control of a Consumer Finance Licensee Pursuant to § 6.1-258.1 of the Code of Virginia, revised March 2008

### Money Order Sellers and Money Transmitters

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised March 2008

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-5500, Application for a License to Engage in the Money Transmission and/or Money Order Sales Business Pursuant to Title 6.1, Chapter 12 of the Code of Virginia, revised July 2009

CCB-5507, Annual Report of Money Transmitters, revised December 2009

CCB-5509, Surety Bond for Money Order Sales and Money Transmission, revised September 2009

CCB-5511, Transaction Report of Money Order Sellers and Money Transmitters for the Semi-Annual Period, revised September 2008

CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised September 2008

CCB-5513, Deposit Agreement Under Virginia Code Title 6.1, Chapter 12 (Money Order Sales), revised August 1996

CCB-5514, Application for Permission to Acquire Control of a Money Transmitter Licensee Pursuant to § 6.1-378.2 of the Code of Virginia, revised March 2008

### Check Cashers

CCB-5510, Check Casher Registration Form, revised March 2008

### Payday Lenders

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised March 2008

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.1 of the Code of Virginia, revised March 2008

CCB-5516, Surety Bond Pursuant to § 6.1-448 of the Code of Virginia, revised March 2008

CCB-5517, Application for an Additional Office or Relocation of an Existing Office Pursuant to the Payday Lender Act, revised March 2008

CCB-5518, Application for Permission to Acquire Control of a Payday Lender Licensee Pursuant to § 6.1-452 of the Code of Virginia, revised March 2008

CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at Same Location, revised March 2008

CCB-5521, Annual Report of Payday Lenders, revised December 2008



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## Industrial Loan Associations

CCB-6602, Annual Report of Industrial Loan Associations, revised December 2009

## Credit Counseling Agencies

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

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

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-7700, Application to Engage in the Business of a Credit Counseling Agency Pursuant to Title 6.1, Chapter 10.2 of the Code of Virginia, revised March 2008

CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to the Credit Counseling Act, revised March 2008

CCB-7703, Surety Bond Pursuant to § 6.1-363.5 of the Code of Virginia, revised March 2008

CCB-7704, Application for Permission to Acquire Control of a Credit Counseling Licensee Pursuant to § 6.1-363.9 of the Code of Virginia, revised March 2008

CCB-7705, Semi-Annual Report of Credit Counseling Agencies, revised July 2009

CCB-7706, Annual Report of Credit Counseling Agencies, revised December 2009

## Mortgage Lenders and Mortgage Brokers

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised March 2008

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

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-8804, Application for a Mortgage Lender and/or Mortgage Broker License Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised August 2009

CCB-8805, Annual Report of Mortgage Lenders and Brokers, revised November 2007

CCB-8808, Application for Permission to Acquire Control of a Mortgage Lender/Broker Licensee Pursuant to § 6.1-416.1 of the Code of Virginia, revised March 2008

CCB-8809, Application for an Additional Office or Relocation of an Existing Office Pursuant to the Mortgage Lender and Broker Act, revised March 2008

CCB-8810, Application for Additional Authority for a Mortgage Lender or Mortgage Broker Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised August 2009

CCB-8811, Application for Exclusive Agent Qualification Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised March 2008

CCB-8812, Criminal History Records Consent and Fingerprinting Instructions, revised July 2008

CCB-8813, Surety Bond Pursuant to §§ 6.1-413 and 6.1-431.4 of the Code of Virginia, revised September 2009

## Mortgage Loan Originators

CCB-8813, Surety Bond Pursuant to §§ 6.1-413 and 6.1-431.4 of the Code of Virginia, revised September 2009

CCB-8814, Surety Bond Pursuant to § 6.1-431.4 of the Code of Virginia, revised June 2009

CCB-8815, Employment Verification Form, revised August 2009

CCB-8816, Virginia Mortgage Business Certification Form, revised July 2009

CCB-8817, MLO Personal Financial Report, revised November 2009

MUA, Uniform Individual Mortgage License/Registration and Consent Form, revised January 2008

## Trust Companies

CCB-1122, Oath of Office for Multiple Directors, revised January 2000

CCB-1122A, Oath of Office for Single Director, revised January 2000

CCB-1123, Personal Financial Report and Disclosure Statement, revised March 2008

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised March 2008

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-9900, Application of a Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.1, Chapter 2, Article 3.2 of the Code of Virginia, revised March 2008

CCB-9901, Certificate of a Control Person of a Trust Company Pursuant to § 6.1-32.20 of the Code of Virginia, revised January 2005

CCB-9902, Bond for a Trust Company, revised December 1999

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

CCB-9905, Application to Establish a Trust Office, revised March 2008

CCB-9906, Application for Permission to Acquire Voting Shares of a Trust Company Pursuant to § 6.1-32.19 of the Code of Virginia, revised March 2008

CCB-9907, Application of a Trust Company to Change the Location of a Main Office or Branch Pursuant to § 6.1-32.21 of the Code of Virginia, revised March 2008

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised March 2008

### Settlement Agents

CCB-10001, Settlement Agent Registration Form for a Financial Institution or its Affiliate or Subsidiary Pursuant to § 6.1-2.26 of the Code of Virginia, revised July 2009

### **Publications:**

"The Compliance Connection," a newsletter for consumer finance companies, mortgage lenders, mortgage brokers, and industrial loan associations, 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

"Payday Pre\$\$," a newsletter for payday lenders, published on an as-needed basis

### **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 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1157, Richmond, VA 23218. For general information call the Bureau of Insurance (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 website <http://www.scc.virginia.gov/boi>.

### **Administrative Letters:**

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

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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

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 14VAC5-320 (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980, 14VAC5-320 (formerly Insurance Regulation No. 15)

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 1980-3, Regulation Numbering System, issued June 26, 1980

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 1980-8, Insurance Regulation No. 13, issued June 16, 1980 (replaced Administrative Letter 1980-4)

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

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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 1981-17, 1981 Legislation by the General Assembly of Virginia, issued November 19, 1981

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, 14VAC5-340 (formerly Insurance Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982, 14VAC5-340 (formerly Insurance Regulation No. 17)

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 1982-6, Changes in the Insurance Code of Virginia Regarding Credit Life Insurance and Credit Accident and Sickness Insurance, issued May 6, 1982

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, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), (formerly Insurance Regulation No. 20, repealed), 14VAC5-120 (formerly Insurance Regulation No. 21), and 14VAC5-130 (formerly

Insurance Regulation No. 22), issued March 31, 1983, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), 14VAC5-120 (formerly Insurance Regulation No. 21) and 14VAC5-130 (formerly Insurance Regulation No. 22)

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

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 1983-12, Manual Rules Which Waive Premium Refunds or Charges, 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 1984-3, 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 1984-4, Insurance in Connection with Variable Rate Loans, issued June 20, 1984 (replaced Administrative Letter 1983-11)

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 1985-6, Copayment Requirements, issued March 1, 1985, § 38.2-4300 (formerly § 38.1-863)

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 1985-13, Rules Governing Group Self-Insurers of Liability under the Virginia Workers' Compensation Act, issued June 10, 1985

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 1985-18, Reporting of Medical Malpractice Claims, § 38.2-389.3:1, issued November 20, 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)

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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 1986-9, Surplus Lines Insurance Law Effective July 1, 1986, issued May 27, 1986

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 1986-19 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, 14VAC5-350 (formerly Insurance Regulation No. 25) - Rules Governing Surplus Lines Insurance, issued March 26, 1987, 14VAC5-350 (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 1987-12, 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 1987-15, 14VAC5-210 (formerly Insurance Regulation No. 28), issued October 7, 1987, § 38.2-4311 and 14VAC5-210 (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

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, §§ 38.2228.1 and 38.2-2500

Administrative Letter 1988-9, Implementation of 14VAC5-210 (formerly Insurance Regulation No. 28) - Reporting Dates, issued June 1, 1988, 14VAC5-210 (formerly Insurance Regulation No. 28)

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

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Teenager's Guide to Auto Insurance, revised 2006

Title Insurance Consumer Guide, 2009

Virginia Commercial Insurance Consumer's Guide, revised 2003

When a Disaster Strikes: What To Do After an Insured Commercial Property Loss, revised 2005

When a Disaster Strikes: What To Do After an Insured Homeowners Loss, revised 2005

### **Forms and Instructions Respecting Licensing of Individuals and Agencies:**

Form 3001, Application for Individual License, March 2008

Form 4052, Application for Business Entity Insurance License, March 2008

PIN4151, Appointment Form, September 2008

PIN4921, Appointment Cancellation Form, September 2008

Licensing Procedures and Information for Insurance Consultants, July 2008

Licensing Procedures for Nonresident Insurance Agents to Obtain Authority in Virginia, July 2008

Licensing and Renewal Procedures for Nonresident Surplus Lines Brokers, July 2008

Licensing and Renewal Procedures for Vatical Settlement Brokers, July 2008

### **Forms for Surplus Lines Insurance:**

Form 3001, Application for Individual Surplus Lines Broker License, March 2008

Form 4052, Application for Agency Surplus Lines Broker License, March 2008

Form SLB-2, Bond for Surplus Lines Broker, January 2004

Form SLB-3, Quarterly Combined Affidavit by Surplus Lines Broker, revised June 2008

Form SLB-5, Surplus Lines Quarterly Report, effective September 1999

Form SLB-7, Quarterly Gross Premiums Tax Report, effective September 1999

Form SLB-8, Annual Gross Premium Tax Report, revised May 2006

Form SLB-9, Notice of Insured, effective September 1996

Form SLB-10, Commercial Insured Waiver, effective September 1996

### **Division of Securities and Retail Franchising**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission's Division of Securities and Retail Franchising, Ninth Floor, Tyler Building, 1300 East Main Street, Richmond, VA. Copies may be obtained free of charge by contacting Kathy O'Sullivan 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

NASAA Statements of Policy, July 2009 (Virginia Securities Act, 21VAC5-30-80)

### **Investor Education Publications**

Securities Consumer's Guide, March 2001 (Virginia Securities Act)

Securities Complaints, June 2003 (Virginia Securities Act)

### **Forms: (Virginia Securities Act)**

#### **Broker-Dealer Forms**

Uniform Application for Broker-Dealer Registration (Form # BD), revised January 2008

Broker-Dealer's Surety Bond (Form # S.A. 11), July 1999

Application for Renewal of a Broker-Dealer's Registration (Form # S.A. 2), July 1999

Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form #BDW), November 2000

#### **Broker-Dealer Agent Forms**

Application for Renewal of Registration as an Agent of an Issuer (Form # S.D. 4), 1997

Non-NASD Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form #S.D. 4 A), 1974

Non-NASD Broker-Dealer or Issuer Agents to be Canceled with no disciplinary history (Form # S.D. 4 B), 1974

Non-NASD Broker-Dealer or Issuer Agents to be Canceled with disciplinary history (Form # S.D. 4 C), 1974

Uniform Application for Securities Industry Registration or Transfer (Form # U-4), June 2003

Uniform Termination Notice for Securities Industry Registration (Form # U-5), June 2003

Affidavit Regarding SCOR Offering (Form # Aff), July 1999

### **Investment Advisor Forms**

Uniform Application for Registration of Investment Advisors (Form # ADV), October 2003

IA Surety Bond Form (Form # IA-sure), July 1999

Notice of Withdrawal from Registration as Investment Advisor (Form # ADV-W), October 2003

### **Investment Advisor Representative Forms**

Uniform Application for Securities Industry Registration or Transfer (Form # U-4), June 2003

Uniform Termination Notice for Securities Industry Registration (Form # U-5), June 2003

Investment Advisor Representative Multiple Employment Agreement (Form # S.A. 15), July 1998

Affidavit for Waiver of Examination (Form # S.A. 3), July 1999

### **Securities Registration Forms**

Uniform Application to Register Securities (Form # U-1), July 1981

Uniform Consent to Service of Process (Form # U-2), July 1981

Uniform Form of Corporate Resolution (Form # U-2a), July 1999

Small Company Offering Registration (Form # U-7), September 1999

Registration by Notification - Original Issue (Form # S.A. 4), November 1996

Registration by Notification - Non-Issuer Distribution (Form # S.A. 5), November 1996

Registration by Notification - Pursuant to 21VAC5-30-50 Non-Issuer Distribution "Secondary Trading" (Form # S.A. 6), 1989

Registration by Qualification (Form # S.A. 8), July 1991

Escrow Agreement (Form # S.A. 12), 1971

Impounding Agreement (Form # S.A. 13), July 1999

Notice of Limited Offering of Securities (Form # VA-1), November 1996

Uniform Investment Company Notice Filing (Form # NF), April 1997

Form D, Notice of Exempt Offering of Securities (Form # SEC Form D), revised September 2008

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form # Model Form), July 1999

Application for Coordinated State Review (Form # CR-Equity-1), August 2003

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form # CR-SCOR Mid-Atlantic), May 2002

### **Forms: (Virginia Retail Franchising Act)**

Uniform Franchise Registration Application (Form # A), July 2008

Franchisor's Costs and Sources of Funds (Form # B), July 2008

Uniform Consent to Service of Process (Form # C), July 2008

Affidavit of Compliance - Franchise Amendment/Renewal (Form # E), July 2008

Guarantee of Performance (Form # F), July 2008

Franchisor's Surety Bond (Form # G), July 1999

Notice of Claim of Exemption (Form # H), July 2008

Escrow Agreement (Form # K), July 2007

Application for Coordinated Review of Franchise Registration (Form # CR-FRAN), June 1999

### **Forms: (Virginia Trademark Act)**

Application for Registration of a Trademark or Service Mark (Form # TM1), July 1999

Application for Renewal of a Trademark or Service Mark (Form # TM2), July 1999

Certificate of Name Change of an Applicant or Registrant (Form # TM3), July 1999

### **Division of Utility and Railroad Safety**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the Commission's Division of Utility and Railroad Safety, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$.50 a page. To obtain copies, contact Renee Salmon at the same address, telephone number (804) 371-9947, FAX (804) 371-9734 or email [renee.salmon@scc.virginia.gov](mailto:renee.salmon@scc.virginia.gov). Some of the

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## Guidance Documents

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documents may be downloaded from the Division website at <http://www.scc.virginia.gov/urs>.

Questions regarding interpretation or implementation of these documents may be directed to James Hotinger, Assistant Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone number (804) 371-9843, FAX (804) 371-9734 or email [james.hotinger@scc.virginia.gov](mailto:james.hotinger@scc.virginia.gov). The mailing address is P.O. Box 1197, Richmond, VA 23218.

### Guidance Documents:

Gas Pipeline Safety Inspection Procedures, revised July 2009, § 56-257.2, 70 pages

Damage Prevention Advisory Committee Bylaws, July 2009, § 56-265.31 et seq., 5 pages

Virginia Professional Excavator's Manual, revised April 2007, 83 pages

Virginia Underground Utility Marking Standards, March 2004, 20 pages

Virginia Care: A Guide for Safe Excavation or Demolition, May 2007, 2 pages

Virginia Guia para Excavar o Demoler sin Peligro, May 2007, 2 pages

Exposing Underground Utility Lines: Requirements and Best Practices, English and Spanish versions, June 2005, 12 pages

Impact Mole Best Practices, English and Spanish versions, August 2005, 9 pages

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

Plumbers Beware: A Safety Precautions Brochure, July 2007

### Division of Public Utility Accounting

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Virginia State Corporation Commission's Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Please contact Barbara Hayek at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of \$.50 a page.

Questions regarding interpretation or implementation of these documents may be directed to Ronald A. Gibson, Director, Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9950 or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218. Some of the listed documents may be downloaded from the Division of Public Utility Accounting section on the State Corporation Commission's homepage (<http://www.scc.virginia.gov>).

### Guidance Documents:

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2008 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2009, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2009, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249

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

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

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

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2009, § 56-249

### Forms for annual reports:

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

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

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company

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

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

**Guidelines:**

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 Affiliates Interests Act) and Chapter 5 (Utility Transfers Act)) as follows:

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92

Supplemental Guidelines for Filing Applications Under Streamlined Review (Under Title 56, Chapter 5, Utility Transfers Act), 1 page, §§ 56-88 through 56-92

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87

Chapter 5 - Transaction Summary, 11 pages, §§ 56-88 through 56-92

**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 East 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) 371-9480, FAX (804) 371-9797, or email [alene.katz@scc.virginia.gov](mailto:alene.katz@scc.virginia.gov). Many of these forms are available on our website: [www.scc.virginia.gov/pst](http://www.scc.virginia.gov/pst).

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 East Main Street, Richmond, VA 23219, telephone (804) 371-9182, FAX 804 371-9797, or email [roy.adams@scc.virginia.gov](mailto:roy.adams@scc.virginia.gov). The mailing address is P.O. Box 1197, Richmond, VA 23218.

**Guidance Documents:**

CCTD-1, State Tax Bills, all updated annually, Chapter 26 of Title 58.1

CCTD-3, Tax Report, Electric Companies, revised December 2009, § 58.1-2628

CCTD-6, Tax Report, Telecommunications Companies, revised December 2009, § 58.1-2628

CCTD-7, Tax Report, Gas Companies, revised December 2009, § 58.1-2628

CCTD-8, Tax Report, Water Companies, revised December 2009, § 58.1-2628

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2009, § 58.1-2654

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2009, § 58.1-2663

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2009, § 58.1-2663

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2009, § 58.1-2663

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, November 1998, §§ 58.1-2640 and 58.1-2647

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised December 2004, §§ 58.1-2901 and 58.1-2902

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised December 2004, §§ 58.1-2905 and 58.1-2906

Real Estate Transaction Form Purchase/Conveyance, 1998, § 58.1-2628

Motor Vehicle Carriers, Urban-Suburban Statement for Special Tax Exemption, 1963, § 58.1-2660

Application for Registration as a Payphone Service Provider, revised October 14, 2009

Application for Registration as an Operator Service Provider, revised October 14, 2009

\*\*The State Corporation Commission issues an annual report each year that contains the leading matters disposed of by formal orders that year. The Annual Reports of the commission may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. Annual Reports for the years 2002 through 2008 are available on the commission website at [www.scc.virginia.gov](http://www.scc.virginia.gov). Click on the Quick Link labeled [Learn more about the Commission](#), then select [Annual Reports](#) for the list of available years. Hard copies of annual reports may be obtained for approximately \$85 (price may vary depending on the year of the report) by contacting Tamara Harver at the address below, 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 East 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.



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# Guidance Documents

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## DEPARTMENT OF CORRECTIONS

Copies of guidance documents may be viewed at Virginia Department of Corrections Headquarters during normal business hours (8 a.m. to 5 p.m., Monday through Friday). The office is located at 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained, at a cost of 20 cents per page, by contacting Janice Dow, Department of Corrections, Regulatory Coordinator at the above address, (804) 674-3303 x1128 or [janice.dow@vadoc.virginia.gov](mailto:janice.dow@vadoc.virginia.gov).

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

### Guidance Documents:

[\[BOC Policy 10-1\] Board of Corrections Policy Process](#) (7/16/03)

[\[BOC Policy 10-3\] Equal Employment Opportunity](#) (7/16/03)

[\[BOC Policy 10-4\] Budget](#) (7/16/03)

[\[BOC Policy 10-5\] Sale Or Lease Of Gas, Oil, or Minerals](#) (7/16/03)

[\[BOC Policy 10-6\] Real and Personal Property](#) (7/16/03)

[\[BOC Policy 10-7\] Negotiations With Low Bidder](#) (7/16/03)

[\[BOC Policy 10-8\] Volunteer Program](#) (7/16/03)

[\[BOC Policy 20-10\] Agribusiness](#) (7/16/03)

[\[BOC Policy 20-11\] Correctional Enterprises](#) (7/15/03)

[\[BOC Policy 20-12\] Procurement](#) (7/16/03)

[\[BOC Policy 20-2\] Sentence Reductions](#) (7/16/03)

[\[BOC Policy 20-3\] Entry into Correctional Facilities](#) (7/16/03)

[\[BOC Policy 20-6\] Record of Convictions and Register To Be Kept](#) (7/16/03)

[\[BOC Policy 20-7\] Inmate Pay](#) (7/16/03)

[\[BOC Policy 20-8\] Extending Limits of Confinement for Work & Educational Programs](#) (7/16/03)

[\[BOC Policy 20-9\] Good Conduct Allowance and Earned Sentence Credits](#) (7/16/03)

[\[BOC Policy 30-1\] Local Correctional Facility Standards](#) (7/16/03)

[\[BOC Policy 30-5\] Purchase of Services Authorized](#) (7/16/03)

[\[BOC Policy 30-6\] Cost of Maintenance of Jails](#) (7/16/03)

[\[Joint Policy 1-1\] Graduated Release From Confinement](#) (7/16/03)

[\[BOC Policy 10-2\] Board of Corrections Regulations](#) (7/16/03)

[\[BOC Policy 30-2\] Furlough, Work, Educational & Rehabilitative Releases from Local Correctional Facilities](#) (7/16/03)

## BOARD OF COUNSELING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/counseling/counseling\\_guidelines.htm](http://www.dhp.virginia.gov/counseling/counseling_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [coun@dhp.virginia.gov](mailto:coun@dhp.virginia.gov). 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) 367-4610. Copies are free of charge.

### Guidance Documents:

115-1.1, Possible Disciplinary or Alternative Actions for Non-Compliance with Continuing Education Requirements, February 17, 2006

115-1.2, By-Laws of the Board, adopted June 3, 2005

115-1.3, Guidance on Meeting Degree Program Requirements for Professional Counseling Licensure, adopted August 8, 2008

115-1.4, Guidance on Technology-Assisted Counseling and Technology-Assisted Supervision, adopted August 8, 2008

115-1.5, Instruction Manual for Use of Sanction Reference Points in Disciplinary Cases, adopted June 5, 2009

115-2.1, Excerpt from 1987 Newsletter, guidance that hypnosis is an appropriate counseling tool, re-adopted August 8, 2008

115-2.2, Guidance on participation by substance abuse counselors in interventions, published in Newsletter June 1990, revised June 5, 2009

115-4.2, Guidance on criminal history in consideration of an application for licensure or certification, revised August 9, 2008.

115-4.6, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to a member of the Discipline Committee for appropriate disposition, adopted August 27, 1999, revised June 5, 2009

115-4.11, Board guidance on use of confidential consent agreements, February 27, 2004

115-4.12, Board guidance on the process of conducting informal fact-finding proceedings by an agency subordinate, November 5, 2004

### DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Criminal Justice Services, 1100 Bank Street, 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, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-8003 or email [judith.kirkendall@dcjs.virginia.gov](mailto:judith.kirkendall@dcjs.virginia.gov).

#### Guidance Documents:

- 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, 6VAC20-80
- Partial In-service Credit Policy Guidelines, revised February 1993, 6VAC20-30
- Q-Target Policy, revised November 1991, 6VAC20-30
- Waiver of Minimum Qualifications Guidelines, revised May 1, 1994, § 15.2-1705
- Physical Examination Policy, revised September 1994, 6VAC20-20 and 6VAC20-50
- 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, 6VAC20-30
- 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 November 13, 2003, 6VAC20-170
- Private Security Criminal History Waiver Guidelines, issued December 10, 2003, 6VAC20-170
- Private Security Sanctions Publication Guidelines, revised September 4, 2003, 6VAC20-170
- Private Security Compliance Agent Experience Guidelines, issued February 10, 1997, 6VAC20-170
- Topical Outlines and Learning Objectives for Private Security, revised August 22, 2003, 6VAC20-170
- Criminal Justice Services Board Regional Criminal Justice Training Academy Policy, revised May 3, 1995, 6VAC20-90
- Byrne Justice Assistance Grant Program for New Projects Starting July 1, 2010, Request for Proposals and Application Guidelines issued October, 2009
- Child Witness Testimony in Court: Using Closed Circuit Equipment, revised September 2004, reprinted December 2005
- Use of Closed-Circuit Television in Virginia Courtrooms: 1994-2003, issued December 2005
- An Informational Guide for Domestic Violence Victims in Virginia, issued 1997, updated 2004 (currently under revision)
- An Summary of Virginia's Crime Victim and Witness Rights Act, revised August 2005 (reprinted January 2006)
- STOP Violence Against Women Grant Program, issued July 2009
- Victim/Witness Grant Program Fiscal Years 2007 and 2008 Program Guidelines, issued April 2006
- Victim/Witness Grant Program Fiscal Years 2009 and 2010 Program Guidelines, issued March 2008
- An Informational Guide for Sexual Assault Victims in Virginia, issued 1989, revised April 2004, reprinted June 2006 (currently under revisions)
- Sexual Assault Grant Guidelines and Application, issued February 2007
- Sexual Assault Program Codebook developed 1999, revised 2002
- Victim/Witness Grant Program Codebook, revised March 2007
- Stalking: A Guide for Victims issued May 2001
- Virginia Domestic Violence Victim Fund Program Codebook for Prosecution Grantees, developed February 2005, updated September 2006
- Virginia Domestic Violence Victim Fund Program Codebook for Victim Service Grantees, developed July 2005, updated August 2005
- Virginia Domestic Violence Victim Fund 2009-2010 Prosecution Grant Guidelines, developed September 2008

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## Guidance Documents

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Virginia Domestic Violence Victim Fund 2009-2010 Competitive Grant Guidelines, developed July 2008

Domestic Violence Protective Orders: A Guide for Victims of Domestic Violence in Virginia, updated July 2004 (currently under revision)

Protective Orders: A Guide for Victims of Stalking or Serious Bodily Injury in Virginia, updated September 2004

Community Criminal Justice Boards of Virginia: Information and Ideas for New and Continuing Members, issued 2000, § 9.1-178

Program Guide: Comprehensive Community Corrections Act for Local-Responsible Offenders and Pretrial Services Act, FY 2010 - 2011, issued January 2009, §§ 19.2-152.2 through 19.2-152.7 and 9.1-173 through 9.1-183

"Bench Card" for PSA and CCCA, revised February 2009, §§ 9.1-173 through 9.1-183, 19.2-303.2, and 19.2-152.2 through 19.2-152.7

Virginia School Resource Officer Program Guide, 2004 Edition

2009 School Resource Officer Incentive Grants Fund Program for New SRO Projects Guidelines and Application Procedures for Projects Starting July 2009, issued February, 2009

Court Appointed Special Advocate (CASA) Program Guide, issued 1997, to be reissued 2010

Child Abuse: Virginia Statutes and Case Law, 3rd revision, issued December 2003

Information Sharing and the Multidisciplinary Child Abuse Team, issued April 2005

Juvenile Justice and Delinquency Prevention Grant information about current offerings is available on the DCJS website at <http://www.dcjs.virginia.gov>

Evidence Handling and Laboratory Capabilities Guide, revised November 2003

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 2008, available only on the DCJS website, <http://www.dcjs.virginia.gov>

Juvenile Law Handbook for School Administrators, issued 2001

Certified Crime Prevention Community Program Manual, updated 2007

School Resource Reporting Requirements Manual, issued June 2001

Three-year Plan Update, 2006 - 2008, Under the Juvenile Justice and Delinquency Prevention Act (currently under revision)

### BOARD OF DENTISTRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/dentistry/dentistry\\_guidelines.htm](http://www.dhp.virginia.gov/dentistry/dentistry_guidelines.htm) or the Virginia Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [denbd@dhp.virginia.gov](mailto:denbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the board at the address above or by telephone at (804) 367-4538. Copies are free of charge.

#### Guidance Documents:

60-1, Board policy on confidential consent agreements, adopted July 11, 2003

60-2, Sanction reference point instruction manual, adopted July 22, 2005

60-3, Board guidance on the meaning of an "updated health history," adopted December 9, 2005

60-4, Board guidance on the meaning of "morbidity" for reporting of adverse reactions, adopted March 3, 2006

60-5, Board policy on sanctioning for failure to meet continuing education requirements, March 3, 2006

60-6, Board policy on sanctioning for practicing with an expired license, December 12, 2008

60-8, Special bulletin on clarification of general supervision, adopted September 30, 2002, revised December 2006

60-8.1, Bulletin article on general supervision, Spring 2003

60-9, Code of conduct for Board members, June 12, 2009

60-10, Policy on sanctioning for failure to comply with advertising guidelines, September 12, 2008

60-11, Guidance on treatment of patient if fees not paid, revised September 12, 2008

60-12, Board guidance on administration of topical oral fluorides by dental hygienists in the Virginia Department of Health, revised September 7, 2007

60-13, Administering sedation or anesthesia in a dental practice, adopted September 11, 2009

60-14, Bylaws of the Board of Dentistry, revised September 11, 2009

60-19, Guidelines on periodontal diagnosis and treatment, revised September 12, 2008

60-21, Board guidance for process of delegation of informal fact-finding to an agency subordinate, November 19, 2004

## **VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP**

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 Economic Development Partnership, 19th Floor of Riverfront Plaza, 901 East Byrd Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Kim Ellett at the same address, telephone (804) 545-5610, FAX (804) 545-5611, or email [kellestt@yesvirginia.org](mailto:kellestt@yesvirginia.org).

Questions regarding interpretation or implementation of this document may be directed to Sandi McNinch, General Counsel, at the address above or email [smcninch@yesvirginia.org](mailto:smcninch@yesvirginia.org).

### **Guidance Documents:**

Guidelines for use of the Governor's Opportunity Fund, revised July 2009, § 2.2-115

Guidelines for use of the Virginia Investment Partnership, revised July 2009, §§ 2.2-5100 through 2.2-5104

Guidelines for use of the Major Eligible Employer Grant, revised and split from Guidelines for Virginia Investment Partnership July 2009, §§ 2.2-5100 through 2.2-5104

Guidelines for use of the Virginia Economic Development Investment Grant, revised July 2009, §§ 2.2-5100 through 2.2-5104

## **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. Single 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, FAX (804) 225-2524, or email [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov). Questions may also be directed to Dr. Roberts. The documents are also available on the Department of Education's website, as shown below, or at: <http://www.doe.virginia.gov/VDOE/PC/guidance.shtml>

### **Guidance Documents:**

#### **Administration and Governance**

List of Board of Education Regulations Identified as Waivable for Charter School Purposes

([http://www.doe.virginia.gov/VDOE/Instruction/boe\\_waivable\\_cs.pdf](http://www.doe.virginia.gov/VDOE/Instruction/boe_waivable_cs.pdf)), June 1999, § 22.1-16

Use of Literary Fund Loan Proceeds, Supts. Memo. No. 130, Informational

(<http://www.doe.virginia.gov/VDOE/suptsmemos/2007/inf130.html>), June 29, 2007, 8VAC20-100

Pupil Transportation Specifications for School Buses ([http://www.doe.virginia.gov/boe/regulations/state/approvedbus\\_specs09.pdf](http://www.doe.virginia.gov/boe/regulations/state/approvedbus_specs09.pdf)) October 2009 (updated annually), Article VIII, § 4, Constitution of Virginia; §§ 22.1-176, 22.1-177, 22.1-178, 22.1-181, and 22.1-186

Model Guidelines for the Wearing of Uniforms in Public Schools (<http://www.doe.virginia.gov/VDOE/PC/uniforms.pdf>), 1996, § 22.1-79.2

Guidelines on the Recitation of the Pledge of Allegiance, (<http://www.pen.k12.va.us/VDOE/suptsmemos/2001/inf107a.pdf>), 2001, § 22.1-202

Guidelines Concerning Religious Activity in Public Schools (<http://www.doe.virginia.gov/VDOE/PC/religion.pdf>), 1995, § 22.1-280.3

Acceptable Use Policy: A Handbook (<http://www.doe.virginia.gov/VDOE/Technology/AUP/home.shtml>), revised 2001, § 22.1-70.2

Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students (<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf197a.pdf>), 2000, § 22.1-199.1 B 4

Guidelines: Minute of Silence (<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf122a.pdf>), 2000, § 22.1-203

Guidelines for Honorary High School Diplomas for Veterans of World War II, the Korean War, and the Vietnam War (<http://www.doe.virginia.gov/instruction/adulted/veterans/index.shtml>), Revised 2009, §§ 22.1-17.4 and 2.2-3309.1

Criteria and Process for the Board of Education to Review Charter School Applications, Consistent with Existing State Law ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2004/jul21min.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2004/jul21min.pdf)), Pages 143-145, July 2004, § 22.1-212.9

Guidelines for Establishing Joint or Regional Continuation High Schools or Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2004/inf118a.pdf>) Supts. Memo No. 118, Informational, May 28, 2004, § 22.1-26

Criteria for Review of Private Educational Management Companies ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/)

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# Guidance Documents

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[2005/ItemC-apr.pdf](#)), April 2005, Section 1116(b)(7)(C)(iv) of the No Child Left Behind Act of 2001

Eligibility Criteria for Cost-Saving and Service-Sharing Agreements Between School Divisions in the Commonwealth of Virginia ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2005/ItemJ-jul.pdf](#)), July 2005, § 22.1-98.2

Process for Initiating a Governor's Career and Technical Academy ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2007/nov-itemE.pdf](#)), November 2007

Criteria for Making Distributions from the Public Charter School Fund ([http://www.doe.virginia.gov/VDOE/Instruction/OCP/charter\\_school\\_fund.pdf](#)), January 10, 2008, § 22.1-212.5:1

Eligibility Criteria for Cost-Saving and Service-Sharing Agreements between School Divisions in the Commonwealth of Virginia ([http://www.doe.virginia.gov/boe/meetings/2009/07\\_jul/agenda\\_items/item\\_g.pdf](#)), July 2009, § 22.1-98.2

## Graduation and School Accreditation

Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia ([http://www.doe.virginia.gov/VDOE/Accountability/soa-guidance-doc.pdf](#)), Revised July 2007, 8VAC 20-131

Delegating the Approval of Other States' Comprehensive Subject Area Assessments as Substitute Tests, Pursuant to the Board of Education's Guidance Document Governing Certain Provisions of the Regulations Establishing Standards of Accrediting Public Schools in Virginia ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2007/may30agenda.pdf](#)), May 2007, 8VAC 20-131

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students ([http://www.doe.virginia.gov/VDOE/Verified\\_credit.pdf](#)), July 2002, 8VAC20-131-50 B

Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations ([http://www.pen.k12.va.us/VDOE/suptsmemos/2002/adm045a.pdf](#)), 2002, 8VAC20-131

Interpretation of Regulations for Certain Transfer Students ([http://www.pen.k12.va.us/VDOE/suptsmemos/2002/int002.html](#)), 2002, 8VAC20-131-50

Criteria for Identifying Schools for School-Level Academic Reviews ([http://www.doe.virginia.gov/VDOE/suptsmemos/2005/inf202a.pdf](#)), September 2005, 8VAC20-131

## Health, Safety, and Student Discipline

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV) ([http://www.longwood.edu/vchetrc/HIVSchoolGuidelines.htm](#)), 1990, § 22.1-271.3

Virginia School Health Guidelines ([http://www.doe.virginia.gov/VDOE/Instruction/Health/home.html](#)), Revised May 1999

Guidelines for Specialized Health Care Procedures ([http://www.doe.virginia.gov/VDOE/Instruction/Health/home.html](#)), Revised 2004

Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon ([http://www.doe.virginia.gov/VDOE/Instruction/Health/insulin-glucagon.pdf](#)), September 1999, §§ 8.01-225, 22.1-274, 22.1-275.1, 54.1-2901, 54.1-3001, 54.1-3005, and 54.1-3408

Guidelines for Suicide Prevention ([http://www.pen.k12.va.us/VDOE/Instruction/prevention.pdf](#)), Revised 2003, § 22.1-272.1

Guidelines for Student Drug-Testing in the Public Schools ([http://www.pen.k12.va.us/VDOE/PC/DrugTestingGuidelines.pdf](#)), June 2004, §§ 22.1-279.6 and 22.1-279.7

Student Conduct Policy Guidelines ([http://www.doe.virginia.gov/info\\_centers/administrators/superintendents\\_memos/2009/211-09.shtml](#)), Revised 2009, § 22.1-279.6

Virginia School Search Resource Guide (includes student search guidelines) ([http://www.safeanddrugfreeva.org/SearchGuideJul00.pdf](#)), October 2000, § 22.1-277.01:2

School Safety Audits: Protocol, Procedures, and Checklists ([http://www.pen.k12.va.us/VDOE/Instruction/schoolsafety/safetyaudit.pdf](#)), June 2000, § 22.1-278.1

Policy Regarding Medication Recommendation by School Personnel ([http://www.pen.k12.va.us/VDOE/suptsmemos/2002/adm054.html](#)), August 2002, § 22.1-274.3

Resource Guide for Crisis Management and Emergency Response in Virginia Schools ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2007/nov-itemH.pdf](#)), November 2007, § 22.1-278.1

Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines ([http://www.doe.virginia.gov/VDOE/suptsmemos/2003/inf209a.pdf](#)), 2003, § 22.1-298

Guidelines for Managing Asthma in Virginia Schools: A Team Approach ([http://www.doe.virginia.gov/VDOE/Instruction/PE/ManagingAsthmaGuidelines.pdf](#)), 2003, § 22.1-274.2

**Instruction**

Guidelines for the K-3 Record for Reading and Mathematics (<http://www.doe.virginia.gov/VDOE/suptsmemos/1999/inf128.html>), 1999, 8VAC20-131-80

Objectives for Personal Living and Finance (<http://www.doe.virginia.gov/VDOE/Instruction/CTE/persfin.pdf>), Revised 2006, § 22.1-253.13:1 B

Criteria for Character Education Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2000/inf045.html>), 2000, § 22.1-208.01

Guidelines and Standards of Learning for Family Life Education (<http://www.doe.virginia.gov/VDOE/studentsrvcs/familylife/guidelines.pdf>), Revised July 2009, § 22.1-207.1

Curriculum and Administrative Guide for Driver Education in Virginia ([http://www.doe.virginia.gov/VDOE/Instruction/PE/ca\\_guide.html](http://www.doe.virginia.gov/VDOE/Instruction/PE/ca_guide.html)), 2001, § 22.1-205

Guidelines for Banking-at-School Demonstration Partnership Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/inf092a.pdf>), 2002, § 22.1-208.2:3

Individual Student Alternative Education Plan (ISAE) Program Guidelines (<http://www.doe.virginia.gov/VDOE/suptsmemos/2003/inf041a.pdf>), Revised February 2003, § 22.1-254

Guidelines for Alternatives to Animal Dissection ([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2004/2004-35.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2004/2004-35.html)), July 2004, § 22.1-200.01

Virginia's Definition of School Readiness ([http://www.doe.virginia.gov/boe/meetings/2008/04-apr/agenda\\_items/item\\_j.pdf](http://www.doe.virginia.gov/boe/meetings/2008/04-apr/agenda_items/item_j.pdf)), April 2008

Guidelines for the Academic and Career Plan ([http://www.doe.virginia.gov/info\\_centers/administrators/superintendents\\_memos/2009/336-09.shtml](http://www.doe.virginia.gov/info_centers/administrators/superintendents_memos/2009/336-09.shtml)), September 2009, 8VAC20-131-5 et seq.

Criteria for the Virginia Index of Performance, Virginia's Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence ([http://www.doe.virginia.gov/boe/meetings/2009/06\\_jun/agenda\\_items/item\\_f.pdf](http://www.doe.virginia.gov/boe/meetings/2009/06_jun/agenda_items/item_f.pdf)), Revised June 2009, 8VAC20-131-325

**Licensure and Teacher Preparation**

The Virginia License Renewal Manual (<http://www.doe.virginia.gov/VDOE/Compliance/TeacherED/remanual.pdf>), Revised September 2007, § 22.1-298

Local Eligibility License Guidelines (<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf125.html>), September 2000, §§ 22.1-298, 22.1-299, 22.1-299.3 and 22.1-303

Guidelines for Uniform Evaluation of Superintendents, Teachers, and Administrators and Instructional Central Office Personnel (<http://www.doe.virginia.gov/VDOE/newvdoe/evaluation.pdf>), January 2000, §§ 22.1-253.13:5, 22.1-293, 22.1-294, 22.1-295, 22.1-298, 22.1-303, 22.1-303.1, 22.1-305, 22.1-305.1, 22.1-60.1, 22.1-299.2 and 23-9.2:3.4

Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation (<http://www.doe.virginia.gov/VDOE/newvdoe/legislat.PDF>), June 2000, § 22.1-305.1

Standards Governing the Issuance of a Regular Five Year License to Individuals Holding a Local Eligibility License (<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf125.html>), September 2000, §§ 22.1-298, 22.1-299, 22.1-299.3 and 22.1-303

Implementation of Legislation Authorizing the Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas (<http://www.doe.virginia.gov/VDOE/suptsmemos/2001/inf111.html>), August 7, 2001, § 51.1-155

The Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-To-Staff Schools (<http://www.doe.virginia.gov/VDOE/suptsmemos/2006/inf169.html>), June 2004

Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Experienced Teachers (<http://www.doe.virginia.gov/VDOE/newvdoe/BOEItemIIonHOUSSE.pdf>), Revised April 2005, No Child Left Behind (NCLB) Act of 2001

Virginia's Definition of Alternate Route for Highly Qualified Teachers ([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2004/2004-21.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2004/2004-21.html)), April 2004, No Child Left Behind (NCLB) Act of 2001

Virginia Requirements to Be a Highly Qualified Special Education Teacher ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2006/ItemP-sep.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2006/ItemP-sep.pdf)), Revised September 2006, No Child Left Behind (NCLB) Act of 2001

Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Visiting International Faculty (VIF) Cultural Exchange Teachers ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2007/mar-itemG.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/mar-itemG.pdf)), March 2007

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# Guidance Documents

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Guidelines for Prescribed Professional Teacher's Examinations ([http://www.doe.virginia.gov/VDOE/newvdoe/prof\\_teacher\\_assessment.pdf](http://www.doe.virginia.gov/VDOE/newvdoe/prof_teacher_assessment.pdf)), Updated August 2008, § 22.1-298, 8VAC20-22-10 et seq.

High-Quality Professional Development Criteria (<http://www.doe.virginia.gov/VDOE/nclb/HOPDCriteria4-04.pdf>), April 2004, No Child Left Behind Act of 2001

Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure ([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2005/2005-18.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2005/2005-18.html)), October 2005, § 22.1-298

Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment ([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2005/2005-23.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2005/2005-23.html)), November 2005

Virginia Standards for the Professional Practice of Teachers ([http://www.doe.virginia.gov/info\\_centers/superintendents\\_memos/2008/06\\_jun/inf150.html](http://www.doe.virginia.gov/info_centers/superintendents_memos/2008/06_jun/inf150.html)), May 2008

Accountability Measurement of Partnerships and Collaborations Based on PreK-12 School Needs Required by the Regulations Governing the Review and Approval of Education Programs in Virginia ([http://www.doe.virginia.gov/boe/meetings/2008/10\\_oct/agenda\\_items/item\\_e.pdf](http://www.doe.virginia.gov/boe/meetings/2008/10_oct/agenda_items/item_e.pdf)), October 2008, 8VAC20-542-40

Definitions of At-Risk of Becoming Low-Performing and Low-Performing Institutions of Higher Education in Virginia as Required by Title II of the Higher Education Act (HEA) ([http://www.doe.virginia.gov/boe/meetings/2008/11\\_nov/agenda\\_items/item\\_c.pdf](http://www.doe.virginia.gov/boe/meetings/2008/11_nov/agenda_items/item_c.pdf)), November 2008, Section 207 of Title II, Higher Education Act (HEA)

Advancing Virginia's Leadership Agenda Guidance Document: Standards and Indicators for School Leaders and Documentation for the Principal of Distinction (Level II) Administration and Supervision Endorsement ([http://www.doe.virginia.gov/boe/meetings/2008/11\\_nov/agenda\\_items/item\\_d.pdf](http://www.doe.virginia.gov/boe/meetings/2008/11_nov/agenda_items/item_d.pdf)), November 2008, 8VAC20-22-10 et seq.

## No Child Left Behind Act of 2001

Persistently Dangerous Schools and Unsafe School Choice Options (<http://www.doe.virginia.gov/VDOE/nclb/nclbdangerousschools.pdf>), April 2003, No Child Left Behind Act of 2001

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 (<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/inf110a.pdf>), 2002

Criteria for the Providers of Supplemental Education Services Under the No Child Left Behind Act of 2001 ([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2002/2002-24.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2002/2002-24.html)), July 2002

Criteria and Process for Adoption of Instructional Models/Programs that Include Instructional Methods to Satisfy Provisions in Regulations Establishing Accrediting Standards for Public Schools in Virginia (<http://www.doe.virginia.gov/VDOE/suptsmemos/2004/inf069.html>), Revised January 2004

Revision to the Terminology Used in the Criteria and Disclaimers to Identify and Select Instructional Interventions in Regulations Establishing Standards for Accrediting Public Schools in Virginia ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/3\\_5+6+7+5+4+7+2007/feb-itemD.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/3_5+6+7+5+4+7+2007/feb-itemD.pdf)), February 2007, 8VAC20-131-10 et seq.

Guidelines for School Division Rewards Allowable Under the No Child Left Behind Act of 2001 (<http://www.pen.k12.va.us/VDOE/suptsmemos/2004/inf151a.pdf>), July 2004, No Child Left Behind Act of 2001

Guidelines for Sanctions/Corrective Actions for Virginia School Divisions in Improvement Status as Required by the No Child Left Behind Act of 2001 ([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2004/2004-44.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2004/2004-44.html)), October 2004

Process for Submitting Locally Developed and/or Selected English Language Proficiency Assessments for Board of Education Approval ([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2003/2003-1.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2003/2003-1.html)), January 2003

## School Nutrition Programs

Agreement to Participate in the School Nutrition Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2006/reg001.html>), Updated annually, May 2006, 7 CFR 210.16 Para. a. 5

Guidelines for Accommodating Children with Special Dietary Needs in School Nutrition Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/reg008.html>), October 2002

## Special Education

Rights and Procedural Safeguards for Special Education Related to Free and Appropriate Public Education (<http://www.doe.virginia.gov/VDOE/Instruction/Sped/procedure.pdf>), Revised November 2007, Individuals with Disabilities Education Improvement Act (IDEA), P.L. 108-446, 20 USC § 1400 et seq.

Discipline of Students with Disabilities, 2000 (Currently under revision)

Guidelines for the Development of Policies and Procedures for Managing Student Behaviors in Emergency Situations: Focusing on Physical Restraint and Seclusion (<http://www.doe.virginia.gov/VDOE/sess/EmergBehaviorGd.pdf>), November 2005, § 22.1-276 et seq., § 22.1-279.1, 8VAC20-80-10

Required Modifications to Local Procedures and Policies (<http://www.doe.virginia.gov/VDOE/sess/spedannualplan/guidancedocument.pdf>), November 2005, IDEA '04 § 1412(a)(11)(A)(iii), § 1412(a)(24), and 1412(a)(25)

Alternative Special Education Staffing Plan Procedures (<http://www.doe.virginia.gov/VDOE/sped/AltStfPln-ProceduresReqForm.doc>), January 2001, 8VAC20-80-45

Procedures for Receiving and Resolving Complaints which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities ([http://www.doe.virginia.gov/VDOE/Instruction/complaint\\_res\\_proceed.pdf](http://www.doe.virginia.gov/VDOE/Instruction/complaint_res_proceed.pdf)), February 2000, 34 CFR 300.151, et. seq.; § 22.1-214 E, 8VAC20-80-78

Guidelines for Schools for Students with Disabilities Fund ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2007/jun28-itemD.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/jun28-itemD.pdf)), June 2007, Appropriation Act (Item 5.06, Chapter 3, 2006 Special Session I)

Guidelines for Neighborhood Assistance Act Tax Credit Program for Education (<http://www.doe.virginia.gov/VDOE/sess/naa/guidelines.pdf>), July 2009, §§ 58.1-439.18, 58.1-439.20, 58.1-439.21, 58.1-439.22, 58.1-439.23, and 58.1-439.24

## Special Programs

The Virginia Plan for the Gifted (<http://www.doe.virginia.gov/VDOE/Instruction/Gifted/VAPIanforGifted1996.pdf>), 1996, 22.1-253.13:1 - Standard 1, 8VAC20-40.

Procedures for Initiating an Academic Year Governor's School (<http://www.doe.virginia.gov/VDOE/Instruction/Govschools/boeavgsprocess.pdf>), 1998, 8VAC20-40

Criteria for Establishing Governor's Career and Technical Academies ([http://www.doe.virginia.gov/info\\_centers/superintendents\\_memos/2008/02\\_feb/inf043.html](http://www.doe.virginia.gov/info_centers/superintendents_memos/2008/02_feb/inf043.html)), February 2008

Standards for the Governor's Career and Technical Education Exemplary Standards Awards Program ([http://www.doe.virginia.gov/boe/meetings/2008/03\\_mar/agenda\\_items/item\\_c.pdf](http://www.doe.virginia.gov/boe/meetings/2008/03_mar/agenda_items/item_c.pdf)), March 2008

Guidelines Establishing an Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence, ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2007/jul-itemI.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/jul-itemI.pdf)), July 2007, 8VAC20-131-325

## Standards of Learning Testing Program

Guidelines for Participation of Limited English Proficient Students in the SOL Assessments (<http://www.doe.virginia.gov/VDOE/Assessment/LEPStudentparticipationguidelines.pdf>), Updated 2008, No Child Left Behind Act of 2001 (NCLB), Section 1111 (b) (3) (C) (v) (II)

Procedures for Participation of Students with Disabilities in the Assessment Component of Virginia's Accountability System (<http://www.doe.virginia.gov/VDOE/Assessment/Assess.PDF/SWDsol.pdf>), 2002, No Child Left Behind Act of 2001, 8VAC20-80-10 et seq.

Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2005/ItemI-oct.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2005/ItemI-oct.pdf)), Revised October 2005, Title I, Part A of the No Child Left Behind Act of 2001

Comprehensive Services Act (CSA) for At Risk Youth and Families Implementation Manual (<http://www.doe.virginia.gov/VDOE/studentrvcs/csa-funding.pdf>), Revised 2002, Individuals with Disabilities Education Act (IDEA) 20 USC §§ 1400, et. seq., 8VAC20-80

Handbook for Homebound Services (<http://www.doe.virginia.gov/VDOE/sess/Homebound.pdf>), Revised June 2007, 8VAC20-131-100, 8VAC20-131-180

Protocol for State-Directed Investigations of Testing Irregularities ([http://www.doe.virginia.gov/info\\_centers/superintendents\\_memos/2008/05\\_may/inf118.html](http://www.doe.virginia.gov/info_centers/superintendents_memos/2008/05_may/inf118.html)), April 2008, §§ 22.1-253.13:3, 22.1-19.1, 22.1-292.1, 2.2-3705.3

World-Class Instructional Design and Assessment (WIDA) English Language Proficiency (ELP) Standards ([http://www.doe.virginia.gov/boe/meetings/2008/03\\_mar/agenda\\_items/item\\_d.pdf](http://www.doe.virginia.gov/boe/meetings/2008/03_mar/agenda_items/item_d.pdf)), March 2008, No Child Left Behind Act of 2001

## Student Records

Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools (<http://www.doe.virginia.gov/VDOE/studentrvcs/MSSRedit.pdf>), Revised May 2004, §§ 2.1-377-386, 20-124.6, 34 CFR Part 99, 8VAC20-150

## 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. All actions and resolutions of the Board of Education as they relate to implementation of policy may be viewed at



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# Guidance Documents

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<http://www.doe.virginia.gov/boe/resolutions/index.shtml>

## Guidance to Local School Officials

The Virginia Department of Education provides ongoing regulatory and nonregulatory guidance to local school boards and superintendents. The official communications are made in weekly Superintendent's Memoranda, which may be viewed at <http://141.104.22.210/VDOE/suptsmemos/2008/>

## DEPARTMENT OF EMERGENCY MANAGEMENT

Copies of the subject document may be viewed at <http://www.vaemergency.com/library/plans/index.cfmregular>. The document may be printed without restrictions, except as such rules as may apply in accordance with the Virginia Register.

If there are any questions, please contact George O' N. Urquhart, Virginia Department of Emergency Management, 10501 Trade Court, Richmond, VA 23236, telephone (804) 897-6500, or email [george.urquhart@vdem.virginia.gov](mailto:george.urquhart@vdem.virginia.gov). Questions regarding interpretation or implementation of this document may be directed to George O' N. Urquhart at the address given above.

### Guidance Document:

[\[COVEOP\] Commonwealth of Virginia Emergency Operations Plan \(9/1/07\)](#)

## VIRGINIA EMPLOYMENT COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the central office of the Virginia Employment Commission, 703 East Main Street, Richmond, VA 23219. Copies of 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.

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.

### Guidance Documents:

Precedent Decision Manual, revised January 1997, § 60.2-100 et seq. and 16VAC5-10, \$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, Title 60.2 Chapters 2 and 5, \$43

Field Operations Bulletin Manual, revised January 29, 1997, Title 60.2 Chapters 2 and 6, 16VAC5-10, \$10

Interoffice Communication on the 28-Day Rule, issued July 11, 1996, 16VAC5-60-10 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)
- 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)

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## Guidance Documents

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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 (unknown), § 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)

Commission Decision 39862-C, Lauzonis v. Holiday Inn-South, issued December 7, 1992, § 60.2-618(2)

Commission Decision 40195-C, Slacum v. R. H. Walker and Associates, issued January 11, 1993, § 60.2-618(2)

Commission Decision 41247-C, Osborne v. Transit Management of Alexandria, Inc., issued June 4, 1993, § 60.2-618(2)

Commission Decision 41966-C, Cobble v. United Consumers, Inc., issued June 28, 1993, § 60.2-618(2)

Commission Decision 42083-C, Girma v. News Emporium, Inc., issued June 7, 1993, § 60.2-618(2)

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)

Commission Decision 49590-C, Vanwinkle v. Ammars, Incorporated, issued July 25, 1996, § 60.2-618(2)

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)

Commission Decision 10619-C, In re Ardizzone, issued August 2, 1978, § 60.2-619(A) and (C)

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)

Commission Decision 43213-C, Forehand v. J. B. Denny Company, et al, issued September 10, 1993, § 60.2-619(C)

Commission Decision 51475-C, Crisman v. Select Staffing Services, Inc., issued June 14, 1996, § 60.2-619(C)

Commission Decision 53842-C, Wilson v. Four J's, Inc., issued December 12, 1997, § 60.2-619(C)

Commission Decision 40782-C, Luther v. Dynamic Engineering, Inc., et al, issued March 2, 1993, § 60.2-620(A)

Commission Decision 43043-C, Olabosipo v. Electronics Boutique, issued October 4, 1993, § 60.2-620(A)

Commission Order 42777-C, Royster v. Halifax-South Boston Community Hospital, § 60.2-620(A)

Commission Decision 33733-C, Gonzalez v. Thornhill, issued June 22, 1990, § 60.2-620(B)

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, 16VAC5-60-20 F

Commission Decision 39240-C, Edwards v. Newport News Shipbuilding, Inc., issued August 31, 1992, 16VAC5-80-20 I

Commission Decision 42406-C, Singleton v. Wilds, issued July 8, 1993, 16VAC5-80-20 I

Commission Decision 33733-C, Gonzalez v. Thornhill, issued June 22, 1990, 16VAC5-80-30 A 1

## DEPARTMENT OF EMPLOYMENT DISPUTE RESOLUTION

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Department of Employment Dispute Resolution (EDR), Main Street Centre, 600 E. Main Street, Suite 301, Richmond, VA 23219. A single copy 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 email [administrator@edr.virginia.gov](mailto:administrator@edr.virginia.gov). EDR reserves the right to charge a reasonable fee for multiple copies. All documents are posted on EDR's website at [www.edr.virginia.gov](http://www.edr.virginia.gov). EDR does not charge for the downloading of these documents.

Questions regarding interpretation or implementation of the documents may be directed to Claudia T. Farr, Director, Department of Employment Dispute Resolution, Main Street Centre, 600 E. Main Street, Suite 301, Richmond, VA 23219, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or email [administrator@edr.virginia.gov](mailto:administrator@edr.virginia.gov).

### Guidance Documents:

[Grievance Procedure Manual](#), revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

[Rules for Conducting Grievance Hearings](#), revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

[Frequently Asked Grievance Questions](#), October 24, 2006

[Mediation Guidelines](#), revised October 18, 2002, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Note: EDR publishes fact-specific grievance rulings and hearing decisions on EDR's website at <http://www.edr.virginia.gov>. EDR does not charge for the downloading of rulings or decisions.

## 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.

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.

The majority of the guidance documents are available, at no charge, on the Virginia Regulatory Town Hall website: [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

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## Guidance Documents

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Requests for copies of those documents not available electronically on the Town Hall or 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 1105, Richmond, VA 23218, telephone (804) 629-4147.

Requests for copies or questions regarding interpretation of the FOIA Policy should be directed to: Central Office FOIA Officer, 629 E. Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 629-4035.

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 1105, Richmond, VA 23218, 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:

Southwest Regional Office, 355 Deadmore Street, P.O. Box 1688, Abingdon, VA 24210, telephone (276) 676-4800.

Valley Regional Office, 4411 Early Road, P.O. Box 3000, Harrisonburg, VA 22801, telephone (540) 574-7800.

Piedmont Regional Office, 4949 A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5020.

Blue Ridge 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.

Blue Ridge Regional Office, 7705 Timberlake Road, Lynchburg, VA 24502, telephone (434) 582-5120.

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

### **Guidance Documents:**

[Division of Enforcement Case Referrals](#) (8/20/09)

[Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency](#) (9/1/05)

[Regulatory Guidance Development](#) (4/17/06)

[\[4-2009\] Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 4-2009](#) (12/8/08)

[\[CEM-01\] Civil Enforcement Manual - Introduction](#) (4/28/09)

[\[CEM-02\] Civil Enforcement Manual - Chapter One - Enforcement Policy](#) (4/28/09)

[\[CEM-03\] Civil Enforcement Manual - Chapter Two - General Enforcement Procedures](#) (9/25/08)

[\[CEM-04\] Civil Enforcement Manual - Chapter Two - General Enforcement Procedures \(Continued\)](#) (12/1/99)

[\[CEM-05\] Civil Enforcement Manual - Chapter Two - General Enforcement Procedures \(Continued\)](#) (6/29/07)

[\[CEM-05a\] Civil Enforcement Manual - Chapter Two - General Enforcement Procedures - Case Closure Amendments](#) (11/24/09)

[\[CEM-06\] Civil Enforcement Manual - Chapter Three - Priority, Timeliness and Certainty of Enforcement Actions](#) (12/1/99)

[\[CEM-07\] Civil Enforcement Manual - Chapter Four - Civil Charges and Penalties](#) (12/15/09)

[\[CEM-08\] Civil Enforcement Manual - Chapter Five - Incentives for Identifying and Resolving Violations](#) (9/19/06)

[\[CEM-09\] Civil Enforcement Manual - Chapter Five Continued - Voluntary Environmental Assessments](#) (6/13/06)

[\[CEM-10\] Civil Enforcement Manual - Chapter Six - Adversarial Administrative Actions](#) (12/1/99)

[\[CEM-11\] Civil Enforcement Manual - Chapter Six Continued - Formal Hearings](#) (12/20/07)

### **Air Pollution Control Board**

[Vegetative Waste Burning at Closed Landfills](#) (1/8/07)

[\[APG-100\] Air Permitting Guidelines, New and Modified Sources](#) (1/5/96)

[\[APG-101\] Interim Guidance, Shell Buildings](#) (1/30/87)

[\[APG-102\] Public Participation Requirements prior to issuing any permit for the construction of a new major stationary source or major modification to an existing source pursuant to Section 10.1-1307.01 \(Localities Particularly Affected\) \(Memo No. 99-1004\)](#) (8/19/99)

[\[APG-103\] Guidance on Permit Applicability - PM and PM-10 Sources \(Memo No. 01-1002\)](#) (11/2/01)

[\[APG-105\] Procedures for Shutting Down Sources \(Memo No. 03-1006\)](#) (10/1/03)

[\[APG-106\] Nitrogen Oxides Emissions during Fuel Transfers for GE Frame 7FA Turbines \(Memo No. 03-1009\)](#) (11/22/03)

[\[APG-150\] Air Permit Application Fee Guidance \(Memo No. 05-1001\)](#) (7/29/05)

[\[APG-200A\] Title V Air Permits Guidance Manual](#) (12/19/05)

- [\[APG-202\] EPA's White Papers on Title V Operating Permit Program \(Memo No. 97-1004\) \(8/19/97\)](#)
- [\[APG-203\] Utilization of the Wood Furniture Manufacturing Title V Permit Boilerplate \(Memo No. 98-1001\) \(2/17/98\)](#)
- [\[APG-204\] Common Control Determinations for Title V Permit Applicability \(Memo No. 98-1002\) \(3/5/98\)](#)
- [\[APG-206\] Existing Source Startup, Shutdown, and Malfunction Opacity Exclusion for Title V Permits \(3/16/09\)](#)
- [\[APG-213\] Sample MACT Place Holder Conditions \(3/5/04\)](#)
- [\[APG-214\] T5 NSR Conflicts \(9/30/04\)](#)
- [\[APG-250\] Permit Writer's Guide to Acid Rain Permitting \(Memo No. 03-1002\) \(3/26/03\)](#)
- [\[APG-251\] Title V Acid Rain Permit Conversion and Boilerplate \(Memo No. 02-1007\) \(9/20/02\)](#)
- [\[APG-252\] Title V Acid Rain Permits, September 20, 2002 \(9/20/02\)](#)
- [\[APG-301\] Memorandum Of Understanding Between Shenandoah National Park And Commonwealth Of Virginia Regarding PSD Permitting Issues \(3/31/93\)](#)
- [\[APG-302\] Memorandum of Understanding between Jefferson National Forest and Commonwealth of Virginia Regarding PSD Permitting Issues \(3/30/93\)](#)
- [\[APG-303\] PSD Definitions \(9/14/09\)](#)
- [\[APG-304\] Interpretation of "Designed to Accommodate" in the New Source Review Definition of "Modification" \(10/16/98\)](#)
- [\[APG-306\] Relocation of Portable Non-Diesel Engines \(10/25/02\)](#)
- [\[APG-307\] Interim Implementation of New Source Review for PM<sub>2.5</sub> \(10/10/06\)](#)
- [\[APG-350\] New Source Review Permits Program Manual \(4/1/02\)](#)
- [\[APG-350A\] Article 6 - Minor New Source Review Permit Program Manual, Draft \(10/6/05\)](#)
- [\[APG-352\] Permit and BACT Applicability under Chapter 80 Article 6 Permitting \(Memo. No. 03-1004\) \(9/26/03\)](#)
- [\[APG-353\] Alternative Fuel Permitting \(7/2/08\)](#)
- [\[APG-354\] Article 6 – Uncontrolled Emissions Calculation \(3/17/09\)](#)
- [\[APG-354A\] Article 6 - Determining Minor NSR Permitting & BACT Applicability \(3/17/09\)](#)
- [\[APG-400\] Promulgation of State Operating Permits Manual \(Memo No. 99-1006\) \(10/21/99\)](#)
- [\[APG-400A\] State Operation Permits Manual \(9/30/99\)](#)
- [\[APG-450\] Primary Authority for Implementation and Enforcement of 40 CFR Part 63 Standards in Virginia \(Memo No. 98-1003\) \(12/3/98\)](#)
- [\[APG-452\] Section 112\(g\) Implementation Guidance \(Policy No. 99-1007\) \(9/30/00\)](#)
- [\[APG-453\] Implementation Guidance for Incorporating State Toxics Requirements in Air Permits \(Memo No. 02-1001\) \(2/11/02\)](#)
- [\[APG-454\] Policy for Formaldehyde Emission Estimates \(12/27/88\)](#)
- [\[APG-456\] Regulation of Federal HAPs Under the State Toxics Program and State NSR Programs \(9/1/04\)](#)
- [\[APG-500\] Nitrogen Oxides Budget Trading Program State Implementation Plan - Permit Application \(Memo No. 02-1006\) \(9/6/02\)](#)
- [\[APG-501\] Permit Writer's Guide to the NO<sub>x</sub> Budget Trading Program \(Memo No. 03-1001\) \(6/9/03\)](#)
- [\[APG-551\] Procedures for Permitting and Other Activities Associated with Coal Processing Plants \(ADP Statement No. 2-96\) \(9/18/08\)](#)
- [\[APG-552\] Evaluation and Air Permitting Requirements for Landfills in Virginia \(ADP Statement No. 1-96\) \(4/23/96\)](#)
- [\[APG-553\] Promulgation of Municipal Solid Waste Landfill Procedures and Boilerplate Permits \(Memo No. 99-1005\) \(9/1/99\)](#)
- [\[APG-553A\] Municipal Solid Waste Landfill Procedures and Boilerplate Permits \(9/1/99\)](#)
- [\[APG-554\] Permitting and Compliance Issues for Non-road Internal Combustion Engines \(12/1/99\)](#)
- [\[APG-554A\] Internal Combustion Engine \(12/1/99\)](#)
- [\[APG-555\] Boilerplate and Procedures for Poultry Incinerator Permits \(Memo No. 02-1005\) \(7/11/02\)](#)
- [\[APG-556\] Exemption for Poultry Incinerators \(Memo No. 03-1008\) \(10/31/03\)](#)
- [\[APG-557\] Incinerator Procedure for Writing New and Modified Permits \(2/24/98\)](#)
- [\[APG-558\] Stone Processing Operations \(1/3/05\)](#)
- [\[APG-559\] Coal Preparation Procedure for Writing New and Modified Permits \(4/21/98\)](#)
- [\[APG-560\] Wood Fired Boiler Procedure for Writing New and Modified Permits \(8/14/98\)](#)
- [\[APG-561\] Residual Oil Procedure for Writing New and Modified Permits for Boilers \(9/17/98\)](#)
- [\[APG-562\] Natural Gas and Distillate Oil Procedure for Writing New and Modified Permits for Boilers \(8/18/08\)](#)

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[\[APG-564\] Wood Working Procedure for Writing New and Modified Permits \(11/5/98\)](#)

[\[APG-565\] Concrete Plant Procedure for Writing New and Modified Permits \(7/7/09\)](#)

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[\[APG-569\] Guidance to Implement and Enforce Non-delegated Federal Regulations \(12/2/08\)](#)

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[\[ASOP-02\] Inspections \(9/14/01\)](#)

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[\[MSOP-14\] On-Road Emissions \(ORE\) Program Procedures \(6/19/09\)](#)  
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[Planning District Commission Technical Assistance Grant Minimum Standards \(12/17/07\)](#)  
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[Guidance for Citizen Nomination of State Surface Waters for Inclusion in Annual Water Quality Monitoring Plan \(12/14/09\)](#)  
[Procedural Guidelines for Virginia's Wastewater Revolving Loan Fund \(2/1/04\)](#)

[Procedure for Uncontested Termination of Ground Water Withdrawal Permits and Special Exceptions \(3/8/05\)](#)  
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[Quality Assurance Project Plan for the Alternate Water Supply Program \(7/13/09\)](#)  
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[\[00-2010\] Protocol for DEQ Action in the Event Unpermitted Discharges are Identified \(8/22/00\)](#)  
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[\[91-006\] Purchase of Sample Containers](#) (2/20/91)

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[\[WQS-1\] Water Quality Standards Interpretation - New Standards \(1992\)](#) (2/24/92)

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## Guidance Documents

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[\[WQS-2\] Water Quality Standards Interpretation of Biologically Based Flows, Low Flow Application and Mixing Zones](#) (11/2/92)

[\[WQS-3\] Water Quality Standards Interpretation of Fecal Coliform Bacteria and Mixing Zones](#) (4/20/93)

[\[WQS-4\] Water Quality Standards Interpretation of Cyanide Standard](#) (11/2/94)

### Virginia Waste Management Board

[Public Comments at Virginia Waste Management Board Meetings](#) (2/25/04)

[Vegetative Waste Burning at Closed Landfills](#) (1/8/07)

[\[01-1994\] Gas Condensate Recirculation](#) (11/1/02)

[\[01-1995\] Policy for Handling Investigation Derived Waste](#) (9/1/03)

[\[01-1997\] Discarded Sandblast Grit Policy](#) (2/14/97)

[\[01-1999\] Guidance for Determining Eligibility of Sites for the Voluntary Remediation Program](#) (5/5/99)

[\[01-2001\] Terminating Sites in the Voluntary Remediation Program](#) (2/3/01)

[\[01-2002\(01\)\] Submission Instruction 01 - Procedural Requirements](#) (8/23/05)

[\[01-2002\(02\)\] Submission Instruction 02 - Module III, IV and V Landfill Design Report](#) (5/21/02)

[\[01-2002\(04\)\] Submission Instruction 04 - Design Plans and Report for Other Storage and Treatment Units](#) (5/21/02)

[\[01-2002\(05\)\] Submission Instruction 05 - Groundwater Monitoring and Sampling and Analysis Plans for New Solid Waste Disposal Facilities](#) (5/21/02)

[\[01-2002\(06\)\] Submission Instruction 06 - Closure and Post Closure Requirements](#) (5/21/02)

[\[01-2002\(07\)\] Submission Instruction 07 - Emergency \(Contingency\) Plans](#) (5/21/02)

[\[01-2002\(08\)\] Submission Instruction 08 - Operation Manual](#) (5/21/02)

[\[01-2002\(09\)\] Submission Instruction 09 - Requirements for Financial Assurance Mechanisms](#) (5/21/02)

[\[01-2002\(11\)\] Submission Instruction 11 - Groundwater Monitoring Sampling and Analysis Plan for Existing Regulated CDD and Industrial Landfills](#) (5/21/02)

[\[01-2002\(12\)\] Submission Instruction 12 - Groundwater Monitoring Sampling and Analysis Plan for Sanitary Landfills](#) (5/21/02)

[\[01-2002\(13\)\] Submission Instruction 13 - Gas Management and Control System Facilities](#) (5/21/02)

[\[01-2002\(14\)\] Submission Instruction 14 - Groundwater Annual Report](#) (9/24/03)

[\[01-2005\] Guidance for Soil Analysis Required for Facilities Treating Petroleum Contaminated Soil Under the Provisions of 9VAC20-80-360](#) (3/11/05)

[\[02-1993\] Seismic Impact Zone - Part A Requirements](#) (11/1/02)

[\[02-1997\] Activities on Closed Landfills](#) (9/1/03)

[\[02-2002\] Guidance Document Development](#) (6/3/02)

[\[02-2002\(03\)\] Submission Instruction 03 - Design Plans and Report for Incinerators and Energy Recovery Facilities](#) (5/21/02)

[\[02-2003\] Guidance on Procedures for Reporting NPL-Caliber Landfills Progress to EPA](#) (4/7/03)

[\[02-2004\] Submission Instruction 19 - Alternate Source Demonstrations](#) (9/22/04)

[\[02-2004\] Submission Instruction 21 - Monitored Natural Attenuation](#) (9/22/04)

[\[03-1993\] Clarification of Final Cover Designs and Alternate Designs](#) (5/18/93)

[\[03-1994\] Risk Based Closure - \(REAMS\) Risk Exposure and Analysis Modeling System](#) (11/1/94)

[\[03-1997\] Notice of Expansion for Category 2 and Category 3 Facilities](#) (8/17/97)

[\[03-2001\] Local Landfill Certification for Non-Captive Industrial Landfills](#) (4/19/01)

[\[03-2002\] Guidance for Assessing Groundwater at Voluntary Remediation Sites](#) (4/16/02)

[\[03-2004\] Waste Division Review of Environmental Review Reports as Required by NEPA](#) (5/25/04)

[\[03-2005\] Siting and Groundwater Monitoring for Landfills and the Vicinity of Wetlands](#) (8/17/05)

[\[04-1993\] HELP Model - Leachate Generation For Tank Design](#) (6/1/03)

[\[04-1994\] Guidelines for Special Waste Disposal](#) (9/1/03)

[\[04-1994\(SPSW-1\)\] Guidelines for Special Waste Disposal \(Form SPSW-1\)](#) (9/1/03)

[\[04-1994\(SPSW-2\)\] Guidelines for Special Waste Disposal \(Form SPSW-2\)](#) (9/1/03)

[\[04-1994\(SPSW-3\)\] Guidelines for Special Waste Disposal \(Form SPSW-3\)](#) (9/1/03)

[\[04-1996\] Addendum to Policy for Handling Investigation Derived Waste](#) (7/24/96)

[\[04-2003\(15\)\] Submission Instruction 15 - Nature and Extent \(7/14/03\)](#)

[\[04-2003\(16\)\] Submission Instruction 16 - Assessment of Corrective Measures \(7/14/03\)](#)

[\[04-2003\(17\)\] Submission Instruction 17 - Corrective Action Plan \(7/31/03\)](#)

[\[05-1995\] Definition of Appropriate Container \(9/1/03\)](#)

[\[05-1996\] Siting Requirements for Hazardous Waste Management Facilities \(7/26/96\)](#)

[\[05-2001\] Certification of Satisfactory Completion of Remediation \(6/14/01\)](#)

[\[06-1996\] Disposal of Sharps \(8/6/96\)](#)

[\[06-2001\] Guidance on the Director's Determination in 10.1-1408.1.D.1 of the Code of Virginia - Permit by Rule Submissions \(8/9/01\)](#)

[\[06-2003\] Brownfields Manual \(3/12/04\)](#)

[\[07-1996\] Closure Documents - Survey Plat Guidance \(8/6/96\)](#)

[\[07-2003\] Permitting Guidance for the 10 Year Permit Review \(8/27/03\)](#)

[\[08-1993\] P. E. Certifications Required for Permit by Rules \(10/1/93\)](#)

[\[08-2001\] Statement Regarding Data to be Incorporated into the Regulations for Solid Waste Management Planning \(12/18/01\)](#)

[\[09-1993\] Thermal Treatment Facility Inspection Guidance \(11/9/93\)](#)

[\[09-2001\] Management of Dredged Material \(12/31/01\)](#)

[\[09-2003\] Submission Instruction 18 - Proposal for Presumptive Remedies \(10/10/03\)](#)

[\[16-2002\] Guidance for Certification of Waste Oil Burning Equipment for the State Income Tax Credit \(8/1/02\)](#)

[\[17-2002\] Solid Waste Financial Assurance Procedures \(8/22/02\)](#)

[\[18-2002\] Hazardous Waste Financial Assurance Procedures \(8/22/02\)](#)

[\[EE-151\] Virginia Waste Tire Program - Waste Tire Certification Instructions \(11/1/03\)](#)

[\[EE-160\] Virginia Waste Tire Program - Standards for Use of Tire Chips in a Residential Septic Drainfield \(8/1/97\)](#)

[\[EE-166\] Virginia Waste Tire Program Utilization of Waste Tire Shred/Chips \(8/1/02\)](#)

[\[GM00-2016\] Chain of Custody Policy and Procedures - Amendment 1 \(3/14/06\)](#)

[\[GM01-2009\] Scenarios Under Which A Part A Amendment Is Or Is Not Required \(4/15/09\)](#)

[\[GM04-2009\] Solid Waste Management Plan 5-Year Update Guidance \(5/13/09\)](#)

[\[GM06-2005\] Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills \(8/22/05\)](#)

[\[Waste GM01-2007\] Post-Closure Care Termination & Submission Instruction No. 20 \(4/30/07\)](#)

[\[Waste GM01-2008\] Surface Water Impacts at Solid Waste Landfills \(2/22/08\)](#)

[\[Waste GM02-2008\] Landfill Waste Disposal Limits \(1/20/09\)](#)

[\[WGM No. 02-2009\] On-Site Composting of Routine Animal Mortality \(5/1/09\)](#)

[\[WGM No. 03-2009\] On-Site Burial of Routine Animal Mortality \(5/1/09\)](#)

[\[WGM No. 05-2009\] Research Development and Demonstration Plans \(11/9/09\)](#)

### DEPARTMENT OF FIRE PROGRAMS

To obtain copies of the agency's guidance documents, please contact the Agency's Director of Administration at (804) 371-0220 or toll free at 1-(866) 4VAFIRE.

Please contact the Agency's Grant and Local Aid Manager, at (804) 371-0220 or toll free at 18664VAFIRE, for interpretive or implementation questions regarding the Virginia Fire Services Board guidance documents.

Please contract the Agency's State Fire Marshal's Office - headquarters office, at (804) 371-0220 or toll free at 1-(866) 4VAFIRE, for interpretive or implementation questions regarding the issuance of permits.

Copies of the guidance documents can be retrieved, free of charge, via the agency's website, [www.vafire.com](http://www.vafire.com), under the Grants & Local Aid link and the State Fire Marshal's Office link.

Copies of the agency's guidance documents are also available, free of charge, via the Town Hall website.

Copies of the agency's guidance documents can also be viewed at the VDFP headquarters office, 1005 Technology Park Drive, Glen Allen, VA 23059. Please contact the Agency's Director of Administration, (804) 371-0220 or toll free at 1-(866) 4VAFIRE, to schedule an appointment to view the guidance documents.

### Guidance Documents:

[\[SFMO - 1\] Use Of Pyrotechnics Inside Or Outdoors On State-Owned Property Before A Proximate Audience \(7/29/09\)](#)

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## Guidance Documents

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[\[SFMO - 10\] Blasters Re-Certification Training Hours & Sources Policy Statement](#) (7/1/08)

[\[SFMO - 2\] Application for Emergency or Special Operations Permit to Use Explosives](#) (7/28/09)

[\[SFMO - 3\] Application for Annual Permit to Manufacture Explosives](#) (7/28/09)

[\[SFMO - 4\] Application for Annual Permit to Sell Explosives](#) (7/28/09)

[\[SFMO - 5\] Application for Annual Permit to Store Explosives](#) (7/28/09)

[\[SFMO - 6\] Application for Annual Permit to Use Explosives](#) (7/28/09)

[\[SFMO - 7\] Application for a Background Clearance Card \(BCC\) Application for Certification of a Blaster](#) (7/28/09)

[\[SFMO - 8\] Application to Renew a Background Clearance Card \(BCC\) Application to Renew Certification as a Blaster](#) (7/28/09)

[\[SFMO - 9\] Application for the Display of Aerial Fireworks on State-Owned Property](#) (7/29/09)

### Virginia Fire Services Board

[\[3219\] Aid-To-Localities Policy](#) (8/15/09)

[\[3220\] Burn Building Policy](#) (10/9/09)

[\[3229\] Virginia Fire Incident Reporting \(VFIRS\) Hardware Grant](#) (8/15/09)

[\[3327\] Burn Building Project Manual](#) (10/27/09)

[\[3328\] Training Mini-Grant Policy](#) (8/15/09)

### DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 7 a.m. until 5:30 p.m., Monday through Thursday, in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903. Copies of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Dean Cumbia at the same address, telephone (434) 220-9042 or FAX (434) 296-2369.

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberland Policy may be directed to Dean Cumbia, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9042 or FAX (434) 296-2369 or email [dean.cumbia@dof.virginia.gov](mailto:dean.cumbia@dof.virginia.gov).

Copies of the Water Quality Enforcement documents may be viewed during regular work days from 7 a.m. until 5:30 p.m., Monday through Thursday, in the Office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903. Copies may be obtained free of

charge by contacting Matt Poirot at the same address, telephone (434) 434-9028 or FAX (434) 296-2369.

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) 220-9028 or FAX (434) 296-2369 or email [matt.poirot@dof.virginia.gov](mailto:matt.poirot@dof.virginia.gov).

### Guidance Documents:

2874, Procedure, Alternate Management Plans, (AMP) Form 3.74A, 09/30/2004

2875, Procedure, Reforestation of Timberlands, Policy, 05/01/2003

2876, Procedure, Water Quality Enforcement, 04/04/2004

### BOARD OF FUNERAL DIRECTORS AND EMBALMERS

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

### Guidance Documents:

65-1, Guidance on time credit for continuing education, adopted June 5, 2007

65-5, Reciprocal agreement with the District of Columbia Board of Funeral Directors, adopted December 7, 1995

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, revised June 3, 2008

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, revised June 3, 2008

65-11, Inspection Guidance Document, adopted December 7, 2004, revised June 3, 2008

65-12, Board action on Confidential Consent Agreements, adopted March 9, 2004

65-13, Guidance for Conduct of an Informal Conference by an Agency Subordinate, adopted December 8, 2004

65-14, Sanction Reference Manual, adopted March 13, 2007

## DEPARTMENT OF GENERAL SERVICES

Questions regarding interpretation of these Guidance Documents may be directed to Department of General Services (DGS) Agency Regulatory Coordinator, Rhonda M. Bishton at telephone: (804) 786-3311, FAX (804) 371-8305, or by email [rhonda.bishton@dgs.virginia.gov](mailto:rhonda.bishton@dgs.virginia.gov).

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. in DGS Director's Office at 1100 Bank Street, 4th Floor, Richmond, VA 23219.

### Guidance Documents:

[Environmental Laboratory Certification Program Application](#)

[\[DGS 08 Guidance\] Department of General Services 2008 Guidance Document List](#)

[\[DGS Dir No. 15\] DGS Directive No. 15 Indoor Clean Air Act](#)

[\[DGS Guidance\] 2007 DGS Guidance Documents](#)

[\[DGS Parking Policy\] DGS Parking Policies and Procedures for Use of Parking Facilities](#)

[\[Env Lab Appl\] Environmental Laboratory Certification Program Application and Instructions](#)

[\[Lab Cert Applic\] Environmental Laboratory Certification Application](#)

[\[Real Property Manual\] Real Property Manual Chapter 1, Acquisition by Lease](#)

[\[Reg for Cap Square\] Regulations for Capitol Square](#)

[Commonwealth of Virginia, Department of General Services, Virginia Federal Property Agency, State Plan of Operation, March 24, 2009](#)

### Design-Build/Construction Management Review Board

### Guidance Documents:

[\[DB/CM Manual\] Design-Build/Construction Management Review Board](#)

## DEPARTMENT OF HEALTH

Copies of the following documents are available for electronic viewing by setting an Internet browser to: [www.townhall.virginia.gov](http://www.townhall.virginia.gov), and thereafter navigating the Virginia Regulatory Town Hall to the regulatory page of the State Board of Health, and clicking on "Guidance

Documents." This process is free and is the most efficient means by which citizens and others may obtain access to these documents. (The provision by the agency of a paper copy of a guidance document, upon a particular request, may involve a fee to be paid by the person requesting a document.)

Copies of the documents are also available directly from the various program offices of the Virginia Department of Health in Richmond, although a charge may apply. For copies, contact the Regulatory Coordinator, Office of the State Health Commissioner, Virginia Department of Health, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7001 or FAX (804) 864-7022.

Questions regarding interpretation or implementation of these documents may be directed to the Regulatory Coordinator at the address and numbers above, who will redirect such questions to knowledgeable program administrators.

[\[ADJ-003\] ADJ-003 2002 Guidelines and Policies for COPN IFFCs](#) (11/1/02)

[\[ADJ-005\] Instructions and Model Petition for Good Cause](#) (6/3/05)

[\[ADJ-006\] Memo: Communications](#) (6/1/06)

[\[CHS-002\] Eligibility Guidance Document](#) (8/9/07)

[\[CHS-005\] Managing Accounts Receivable for Patient Care](#) (2/1/05)

[\[COM-501\(Reg\)\] Memo on New Public Participation Guidelines \(PPGs\)](#) (12/15/08)

[\[EMS -1010\] Task Force Commander Checklist](#) (6/6/99)

[\[EMS -6028\] EMS Agency Application Instructional Manual](#) (8/6/08)

[\[EMS-1004\] EMS Physician Strike Teams SOP](#) (2/7/02)

[\[EMS-1011\] EMS Task Force Standard Operating Procedures](#) (11/30/99)

[\[EMS-1014\] Standard Operating Procedure for Virginia Critical Incident Stress Management Strike Teams](#) (10/24/00)

[\[EMS-1015\] EMS Surge Planning Template](#) (10/30/08)

[\[EMS-1016\] EMS Communications Manual](#) (12/14/09)

[\[EMS-1018\] Hampton Roads Evacuation Lane Reversal - Standard Operating Procedure](#) (5/5/08)

[\[EMS-1030\] Virginia Health and Medical \(ESF-8\) Emergency Operations Center Staff Standard Operating Procedure and Reference Guide](#) (7/14/00)

[\[EMS-1050\] Virginia Office of EMS Accreditation of PSAP, Guidelines](#) (12/15/09)

[\[EMS-2001\] Regional Council Designation Manual](#) (12/14/07)



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## Guidance Documents

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[\[EMS-3010\] Medication Kit Storage Clarification Letter](#) (11/5/99)

[\[EMS-3011\] EVOG Requirements Clarification](#) (12/8/04)

[\[EMS-3012\] EVOG Equivalents](#) (3/7/03)

[\[EMS-3013\] Alternative Site Application for EMS Programs in Virginia](#) (9/15/05)

[\[EMS-3015\] Institutional Self Study for Intermediate Programs in Virginia](#) (4/30/04)

[\[EMS-3016\] Institutional Self Study for Paramedic Programs in Virginia](#) (4/30/06)

[\[EMS-3019\] CoAEMSP Standards and Guidelines](#) (3/1/05)

[\[EMS-3020\] Guidelines for the ALS Training Funds in Virginia - FY07](#) (7/1/06)

[\[EMS-3021\] Training Program Administration Manual](#) (7/1/05)

[\[EMS-3040A\] ALS Coordinator Application](#) (2/1/05)

[\[EMS-3041\] BLS Individual Age, Clinical and Skill Performance Verification Record](#) (1/1/06)

[\[EMS-3042A\] Individual Tuition Reimbursement Application](#) (6/22/06)

[\[EMS-3042F\] BLS Student Permission Form](#) (1/1/05)

[\[EMS-3043\] Clinical Training Record](#) (12/5/06)

[\[EMS-3044F\] Course Approval Request Form](#) (1/1/05)

[\[EMS-3045F\] Course Summary Form](#) (1/1/03)

[\[EMS-3046\] Course Roster](#) (8/1/03)

[\[EMS-3048\] Prerequisites for EMS Training Program, Criminal History and Standards of Care](#) (7/1/05)

[\[EMS-3052\] Equivalency Challenge For Virginia EMT Certification](#) (4/1/01)

[\[EMS-3053\] EMS Medication Schedule](#) (1/15/04)

[\[EMS-3054\] EMS Procedures Schedule](#) (1/15/04)

[\[EMS-5001\] VSTR User & Training Manual for Trauma Registrars](#) (1/1/07)

[\[EMS-6011\] The Accommodation Policy used by the Virginia Office of Emergency Medical Services \(Office of EMS\)](#) (12/8/04)

[\[EMS-6011F\] EMS Accommodation Request Form](#) (12/1/02)

[\[EMS-6015\] Federal Agency "Exemption from EMS Regulations" Notice](#) (7/29/04)

[\[EMS-6018F\] EMS Ground Ambulance Checklist](#) (12/8/04)

[\[EMS-6019F\] Non-Transport EMS Vehicle Checklist](#) (12/8/04)

[\[EMS-6021F\] Air Ambulance Checklist](#) (12/8/04)

[\[EMS-6024F\] EMS Agency Drug Diversion Report Form](#) (12/8/04)

[\[EMS-6026F\] Application for EMS Agency License](#) (12/14/07)

[\[EMS-6027\] Guidelines for EMS Agency Licensure Applicants](#) (12/14/07)

[\[EMS-6028\] EMS Agency Application Instructional Manual](#) (12/15/09)

[\[EMS-6028F\] EMS Physician Application for Endorsement](#) (12/5/06)

[\[EMS-6033A\] Application for EMS Exemption](#) (10/3/05)

[\[EMS-6034A\] Application for EMS Variance](#) (10/3/05)

[\[EMS-7008\] Trauma Center Funds Disbursement Policy](#) (8/7/07)

[\[EMS-7010\] Trauma Registry System File Upload & Submission Manual](#) (4/1/07)

[\[EMS-7011\] Resource Manual, Trauma Center Fund](#) (11/1/05)

[\[EMS-7015\] Virginia Statewide Trauma Registry Reporting Requirements](#) (12/14/09)

[\[EMS-7016\] VPHIB Administrative User Logon](#) (12/14/09)

[\[EMS-7017\] VPHIB Vendor Import Instructions](#) (12/14/09)

[\[EMS-7018\] VPHIB State Bridge](#) (12/14/09)

[\[EMS-7019\] VPHIB EMS Agency Instructions](#) (12/14/09)

[\[EMS-7020\] Virginia Minimum Data Set](#) (12/14/09)

[\[EMS-7021\] VPHIB Security Agreement](#) (12/14/09)

[\[EMS-7022\] New Electronic Patient Reporting Program Announcement](#) (12/14/09)

[\[EMS-7023\] VPHIB Field Bridge User Guide](#) (12/14/09)

[\[EMS-7024\] Required Submission of Prehospital Patient Care Reports by Non-Transport EMS Agencies](#) (12/14/09)

[\[EMS-7101F\] How to Complete the Durable DNR Form](#) (4/13/06)

[\[EMS-7102\] How to Purchase Durable Do Not Resuscitate Bracelets and Necklaces](#) (12/14/09)

[\[EMS-7103F\] How to Request Durable Do Not Resuscitate Forms](#) (4/3/06)

[\[EMS-7104F\] Virginia Durable DNR Request Form](#) (4/1/06)

[\[EMS-7105\] DDNR Sample Form](#) (12/14/07)

[\[EMS-7106\] DDNR Training Presentation](#) (7/7/07)

[\[EMS-8001\] Grant Program - Reimbursement Instructions \(12/14/07\)](#)

[\[EMS-8002F\] Grant Program - Award Acceptance Form \(12/14/07\)](#)

[\[EMS-8003F\] Grant Program - Equipment Status/Final Report Form \(12/14/07\)](#)

[\[EMS-8004\] RSAF - Rescue Truck Extrication Questionnaire \(12/14/07\)](#)

[\[EMS-8005\] RSAF Special Priorities Questionnaire \(12/14/07\)](#)

[\[ENV-001\] ENV-001 Private Well Regulations Implementation Manual \(9/1/90\)](#)

[\[ENV-003\] ENV-003 Time Limit to Appeal Certain Case Decisions \(8/26/97\)](#)

[\[ENV-004\] ENV-004 Tire Chip Aggregate \(8/21/97\)](#)

[\[ENV-012\] ENV-012 FORTA NYLON and FORTA CFP Fibers in Place of Welded Fabric in Precast Septic Tanks \(7/16/96\)](#)

[\[ENV-013\] ENV-013 Variance from Maintenance Contract Requirements in Discharge Regulations \(5/17/96\)](#)

[\[ENV-014\] ENV-014 Terralift \(5/19/96\)](#)

[\[ENV-016\] ENV-016 Variances for the Use of High Rate Sandfilters \(11/17/95\)](#)

[\[ENV-017\] ENV-017 Approval of AK Industries Polyethylene Septic Tank \(8/22/95\)](#)

[\[ENV-018\] ENV-018 Approval of Xactics Polyethylene Septic Tanks \(8/16/95\)](#)

[\[ENV-019\] ENV-019 Permanent Pump and Haul - General Permit \(12/17/08\)](#)

[\[ENV-020\] ENV-020 Spray Irrigation Sewage Systems \(7/14/95\)](#)

[\[ENV-021\] ENV-021 Tuff-Tite Distribution Boxes \(6/30/95\)](#)

[\[ENV-022\] ENV-022 Mass Drainfield Reviews \(6/29/95\)](#)

[\[ENV-023\] ENV-023 Contracting with Authorized Onsite Soil Evaluators \(6/16/95\)](#)

[\[ENV-024\] ENV-024 Preliminary Approval of Sewage Discharge Systems \(6/13/95\)](#)

[\[ENV-027\] ENV-027 Approval of Avgol Polypropylene Spunbound Non-Woven Filter Fabric \(1/9/95\)](#)

[\[ENV-028\] ENV-028 Approved Bentonite Grout Materials \(11/3/94\)](#)

[\[ENV-029\] ENV-029 Questions from the Field on Senate Bill 415 \(10/25/94\)](#)

[\[ENV-030\] ENV-030 Fees for Closed-Loop Heat Pump Wells \(7/13/94\)](#)

[\[ENV-031\] ENV-031 Water Softener Regeneration Discharge into Drainfields \(8/11/94\)](#)

[\[ENV-032\] ENV-032 Defining Onsite Sewage Permit Construction Backlogs \(6/24/94\)](#)

[\[ENV-033\] ENV-033 Authority When Inspecting Pump Station Electrical Controls \(6/20/94\)](#)

[\[ENV-034\] 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 \(8/20/08\)](#)

[\[ENV-035\] ENV-035 Procedure for Prioritizing Applications for Onsite Sewage Disposal System Construction Permits and Certification Letters Under the Sewage Handling and Disposal Regulations \(6/16/94\)](#)

[\[ENV-036\] ENV-036 Old Sand Filter Systems Which Do Not Discharge Which Were Permitted Under LHS-120 Permits or Constructed Before Permits Were Required \(5/17/94\)](#)

[\[ENV-037\] ENV-037 Sand Filter Systems Permitted Under Individual VPDES Of NPDES Permits Which Do Not Discharge \(5/17/94\)](#)

[\[ENV-038\] ENV-038 Discharging Sewage Treatment Systems Not Registered Under the VPDES General Permit Operating Without a Current Individual VPDES Permit \(5/17/95\)](#)

[\[ENV-039\] ENV-039 Fee Collection for Conditional Permit Applications \(5/5/94\)](#)

[\[ENV-040\] ENV-040 Mirafi 140N Drainage Fabric \(4/27/94\)](#)

[\[ENV-041\] ENV-041 Procedure for Applying for an Experimental Permit \(3/17/94\)](#)

[\[ENV-042\] ENV-042 Approval of Incinolet Electric Toilet \(3/11/94\)](#)

[\[ENV-043\] ENV-043 Using New Or Unconventional Methods, Processes And Equipment Where Conventional Onsite System Has Failed \(12/22/93\)](#)

[\[ENV-044\] ENV-044 Approval of Norwesco Polyethylene Septic Tanks \(12/20/93\)](#)

[\[ENV-045\] ENV-045 Guidelines for Designating Prohibited Discharge Areas \(12/21/93\)](#)

[\[ENV-046\] ENV-046 Approval of the United Baffle and Gas Deflector \(10/4/93\)](#)

[\[ENV-047\] ENV-047 Revalidation of Permits-Expired or Unexpired \(9/10/93\)](#)

[\[ENV-048\] ENV-048 Estimated Versus Real Water Use as it Relates to Soil Absorption Field Design \(9/21/93\)](#)

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## Guidance Documents

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[\[ENV-049\] ENV-049 Approval of Polylok Pipe Seals \(1/18/93\)](#)

[\[ENV-050\] ENV-050 Policy for Permitting Sewage Disposal Systems in Utility Company Rights-of-Way or Easements \(6/28/93\)](#)

[\[ENV-051\] ENV-051 Approval for Use of PTI 4-foot Diameter Double Wall Pipe as a Gravity Main in Undisturbed Soil \(6/23/93\)](#)

[\[ENV-052\] ENV-052 Construction Standards for Existing Discharging Sewage Treatment Systems now Coming Under General Permit \(6/22/93\)](#)

[\[ENV-053\] ENV-053 Sampling Port Requirements \(6/7/93\)](#)

[\[ENV-054\] ENV-054 Enforcement of 10/10 Effluent Standards \(6/2/93\)](#)

[\[ENV-055\] ENV-055 Interpretation to Section 1.3 of the Alternative Discharging Sewage Treatment System Regulations for Individual Single Family Dwellings \(4/28/93\)](#)

[\[ENV-057\] ENV-057 Preliminary Approval of Discharge Systems \(3/2/93\)](#)

[\[ENV-058\] ENV-058 Plan Review and Evaluation Process for Type II and Type III Onsite Wastewater Treatment Systems \(1/13/09\)](#)

[\[ENV-059\] ENV-059 CAPROLAN-RC Nylon Fibers in Place of Welded Fabric in Precast Septic Tanks \(1/21/93\)](#)

[\[ENV-062\] ENV-062 Approval of Tuff-Tite Connectors \(11/23/92\)](#)

[\[ENV-063\] ENV-063 Use of Primer of PVC-DWV Foam Core Pipe \(10/16/92\)](#)

[\[ENV-064\] ENV-064 Use of "Flow Divider Tee" \(10/14/92\)](#)

[\[ENV-065\] ENV-065 Use of SDR 35 in Building Sewers \(9/4/92\)](#)

[\[ENV-066\] ENV-066 Environmental Health Considerations of Sewage \(9/4/92\)](#)

[\[ENV-067\] ENV-067 Enforcement of the Well Regulations \(12/12/91\)](#)

[\[ENV-094\] ENV-094 SIM TECH Filter Approval \(3/20/98\)](#)

[\[ENV-097\] ENV-097 Variance to the Sewage Handling and Disposal Regulations \(5/12/99\)](#)

[\[ENV-098\] ENV-098 Wyo-Ben Bentonite Grout \(5/11/99\)](#)

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[\[ENV-105\] ENV-105 Experimental Protocol for Aquarobic Filter Bed system on Sloping Sites with Fill Material \(5/1/00\)](#)

[\[ENV-106\] ENV-106 Wyo-Ben Grout Approval \(5/26/00\)](#)

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[\[ENV-109\] ENV-109 Black Hills Bentonite, LLCV./Geo Pro, Inc. Grout Approval \(1/3/01\)](#)

[\[ENV-110\] ENV-110 Zoeller Distribution Box Model 173-0001 \(10/26/00\)](#)

[\[ENV-111\] ENV-111 AlasCan/ClearWater Letter \(1/4/01\)](#)

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[\[ENV-121\] ENV-121 MOU between VDH and DPOR \(7/9/03\)](#)

[\[ENV-122\] ENV-122. Proprietary System Modification \(9/12/03\)](#)

[\[ENV-123.A\] Indemnification Fund Policy \(7/26/07\)](#)

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[\[ENV-127\] ENV-127 Use of Proprietary Materials, Methods and Products Designed to Replace Gravel in Absorption Trenches \(11/17/05\)](#)

[\[ENV-128\] ENV-128 Implementation of House Bill 930 \(10/15/04\)](#)

[\[ENV-129\] ENV-129 Approval of SEPTECH Septic Tanks Models ST-750, ST-1060, ST-1250, ST-1500 \(10/31/05\)](#)

[\[ENV-130\] ENV-130 Boshart Industries, Inc. Pitless Adapter Approvals \(10/18/05\)](#)

[\[ENV-131\] ENV-131 Approval of Coon Manufacturing Tanks, 1,000 gallons and 1,500 gallons \(12/1/05\)](#)

[\[ENV-132\] ENV-132 BORA-CARE and Standoff to Wells \(1/31/06\)](#)

[\[ENV-133\] ENV-133 Approval of FRALO Plastech Mfg. SEPTECH Single-Compartment Septic Tanks Models ST-750, ST-1060, ST-1250 & ST1500 \(2/14/06\)](#)

- [\[ENV-134\] ENV-134 Enviro Loo \(Eloo\) Privy, Model #2040 \(11/6/06\)](#)
- [\[ENV-135\] General Approval for the Use of Proprietary Non-Gravel Systems at Manufacturer's Specifications for Trench Drianfields \(12/21/06\)](#)
- [\[ENV-136\] Approval of FRALO Monster D-Box \(12/21/06\)](#)
- [\[ENV-137\] Approval of IDP-357 as a Grouting Material for Geothermal Heat Loop Wells \(2/5/09\)](#)
- [\[ENV-138\] A & B Die Casting - Model 1, 6 Inch, Well Cap Approval \(4/16/07\)](#)
- [\[ENV-140\] WYO-BEN Grouting Material \(6/25/07\)](#)
- [\[ENV-141\] Implementation of House Bill 2102 \(7/1/08\)](#)
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- [\[ENV-144\] Bio-COIR Treatment and Dispersal System \(4/9/08\)](#)
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- [\[ENV-146\] Interim Guidance for House Bill 1166 \(7/8/08\)](#)
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- [\[ENV-363\] ENV-363 Venison Donated to Charitable Food Establishments \(4/10/92\)](#)
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- [\[ENV-398\] ENV-398 Foodservice Critical Procedures Report \(11/1/95\)](#)
- [\[ENV-399\] ENV-399 Revalidation of Restaurant Permits \(1/1/96\)](#)
- [\[ENV-400\] ENV-400 Foodservice Enforcement Procedures \(3/1/96\)](#)
- [\[ENV-401\] ENV-401 Hazard Analysis Critical Control Point \(HACCP\) Guidelines \(4/1/97\)](#)
- [\[ENV-402\] ENV-402 Migrant Labor Camp Interpretation - Laundry Trays \(4/1/97\)](#)
- [\[ENV-403\] ENV-403 Handling Milk and Dairy Product Complaints \(7/1/97\)](#)
- [\[ENV-408\] ENV-408 Approved Water Supplies \(3/1/98\)](#)
- [\[ENV-410\] ENV-410 Drive Through Coffee Kiosks \(6/22/01\)](#)
- [\[ENV-411\] ENV-411 Virginia Food Regulations Mobile Food Establishment Matrix \(3/20/02\)](#)
- [\[ENV-412\] ENV-412 Demonstration of Knowledge \(4/11/02\)](#)
- [\[ENV-413\] ENV-413 Establishment Fees \(6/25/02\)](#)
- [\[ENV-414\] ENV-414 Members of Exempt Organizations \(3/4/03\)](#)
- [\[ENV-415\] ENV-415 Temporary Food Establishment Policy \(8/20/03\)](#)
- [\[ENV-416\] ENV-416 Outdoor Cooking Guidelines \(7/7/04\)](#)
- [\[ENV-418\] ENV-418 Foodservice Protection - Continental Breakfasts \(5/17/05\)](#)
- [\[ENV-419\] ENV-419 Temporary Establishment Fees \(7/20/05\)](#)
- [\[ENV-420\] ENV-420 Condemnation and Impoundment of Food \(4/1/06\)](#)
- [\[ENV-421\] ENV-421 Re-use of Plastic Pickle Buckets \(4/11/06\)](#)
- [\[ENV-422\] Establishment Fees \(11/20/07\)](#)
- [\[ENV-423\] Reduced Oxygen Packaging \(ROP\) for Cook-Chill and Sous-Vide Processing without a Variance \(11/20/07\)](#)
- [\[ENV-424\] Foodservice Protection - Temporary Food Establishments \(11/20/07\)](#)
- [\[ENV-425\] ENV-425 Foodservice Protection - Disposal of Used Cooking Oils \(8/17/09\)](#)
- [\[EPI-100\] Public Safety Employees and Testing for Blood-borne Pathogens \(8/7/92\)](#)

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## Guidance Documents

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[\[EPI-101\] Letter to Physicians on Use of Zidovudine with Pregnant Women with HIV \(6/26/95\)](#)

[\[EPI-102\] Memorandum: STD/HIV Interview Periods \(2/26/97\)](#)

[\[EPI-103\] Memorandum: Bloodborne Pathogen Training for School Personnel and Management of Exposure-Prone Incidents in Schools \(6/27/97\)](#)

[\[EPI-104\] Memorandum: Law Enforcement Officer and Deemed Consent \(7/2/97\)](#)

[\[EPI-106\] Memorandum: Tattoo Parlors and Piercing Salons \(3/28/01\)](#)

[\[EPI-107\] Memorandum: Additional Clarification on Tattoo Parlors and Piercing Salons \(8/2/01\)](#)

[\[EPI-108\] HIV/STD Operations Manual \(7/3/01\)](#)

[\[EPI-109\] HIV/STD Reporting Requirements for Physicians \(11/1/04\)](#)

[\[EPI-110\] Policy on Youth Involvement in HIV Prevention \(9/15/05\)](#)

[\[EPI-111\] Refugee and Immigrant Health Program Manual \(11/10/06\)](#)

[\[EPI-112\] Healthcare Professionals Guidance Regarding Syphilis Increase \(12/15/09\)](#)

[\[EPI-201\] Minimum Immunization Requirements for Entry into Child Care and School \(7/15/09\)](#)

[\[EPI-202\] Guideline for Acceptable Level of Indoor Formaldehyde \(12/17/08\)](#)

[\[EPI-301\] Virginia Disease Control Manual \(12/14/09\)](#)

[\[EPI-302\] Rabies Control Guidelines \(12/1/09\)](#)

[\[EPI-303\] Psittacosis Control Guidelines for Local Health Departments \(11/15/06\)](#)

[\[EPI-304\] Guidelines for Investigating Bites and Other Exposures from Nonhuman Primates \(4/19/04\)](#)

[\[EPI-306\] Beach Monitoring Protocol \(11/1/06\)](#)

[\[EPI-307\] Memorandum: LaCrosse Encephalitis \(9/2/96\)](#)

[\[EPI-308\] Memorandum and Fact Sheets: Drinking Water and Cryptosporidium \(11/9/94\)](#)

[\[EPI-309\] Communicable Disease Reference Chart for School Personnel \(11/1/07\)](#)

[\[EPI-310\] Virginia Arbovirus Surveillance and Response Plan \(5/11/05\)](#)

[\[EPI-311\] Guidelines for Infection Control in Virginia Department of Health Personnel \(6/15/08\)](#)

[\[EPI-317\] Pandemic Influenza Response Plan \(4/1/09\)](#)

[\[EPI-318\] Isolation and Quarantine Guide for Communicable Diseases of Public Health Threat \(2/6/07\)](#)

[\[EPI-319\] VDH Public Health Emergency Response Plan for Zoonotic Diseases Using Monkeypox as a Prototype \(10/19/05\)](#)

[\[EPI-320\] Human Rabies Prevention Policy \(12/1/09\)](#)

[\[EPI-404\] Virginia Tuberculosis Control Laws Guidebook \(10/1/01\)](#)

[\[EPI-405\] Virginia Tuberculosis Homeless Incentive and Prevention Program \(6/1/06\)](#)

[\[EPI-406\] TB Drug Assistance Program Procedures \(12/1/05\)](#)

[\[EPI-407\] Drug Assistance Program for Patients Needing Second Line TB Drugs \(1/12/06\)](#)

[\[EPI-600\] Advisory Guidelines for Fish with Dioxin \(8/25/00\)](#)

[\[EPI-601\] Advisory Guidelines for Fish with Kepone \(10/25/00\)](#)

[\[EPI-602\] Advisory Guidelines for Fish with Mercury \(10/25/00\)](#)

[\[EPI-603\] Advisory Guidelines for Fish with PBDEs \(7/20/00\)](#)

[\[EPI-604\] Advisory Guidelines for Fish with PCBs \(5/10/04\)](#)

[\[EPI-700\] Guidance for the Retention of X-Ray Records \(7/1/05\)](#)

[\[EPI-701\] Policy on Exposure Control Location and Operator Protection \(12/1/04\)](#)

[\[EPI-702\] Guidance for Requesting U.S. DOT Exemption E-10656 upon Receiving Scrap Metal or Related Recycling Material that is Radioactively Contaminated \(12/3/09\)](#)

[\[EPI-703\] Guidance for Requesting U.S. DOT Exemption E-11406 upon Receiving Trash or Refuse with Radioactive Material \(12/3/09\)](#)

[\[EPI-705\] Policy on Bone Densitometry Equipment and Operator Licensure \(12/1/04\)](#)

[\[EPI-706\] Guidance on Healing Arts Screening Programs \(12/1/04\)](#)

[\[EPI-707\] Guidance on Film Processing Chemicals: Disposal or Reclamation \(12/1/04\)](#)

[\[EPI-708\] Guidance For Inspections at Mammography Facilities \(12/1/04\)](#)

[\[EPI-709\] Guidance For Mammography Facilities Regarding Patient Notification Requirements: Poor Quality Mammograms \(12/1/04\)](#)

[\[EPI-710\] Guidance on Radon Testing and Mitigation \(1/1/04\)](#)

- [\[EPI-711\] Guidance for Citizens with Complaints Against a Radon Professional](#) (12/1/04)
- [\[EPI-713\] Guidance on the Response to Radiological Terrorist Threats](#) (12/1/04)
- [\[EPI-720-A\] Portable Guage and XRF](#) (3/27/09)
- [\[EPI-720-B\] Industrial Radiography](#) (3/27/09)
- [\[EPI-720-C\] Fixed Guages](#) (3/27/09)
- [\[EPI-720-D\] Self Shielded Irradiator](#) (3/27/09)
- [\[EPI-720-E\] Pool Irradiator](#) (3/27/09)
- [\[EPI-720-F\] Research and Development and Other Licenses of Limited Scope](#) (3/27/09)
- [\[EPI-720-G\] Medical Licenses](#) (3/27/09)
- [\[EPI-720-H\] Broad Scope](#) (3/27/09)
- [\[EPI-720-I\] Radiopharmacy](#) (3/27/09)
- [\[EPI-720-J\] Well Logging](#) (3/27/09)
- [\[EPI-720-K\] Sealed Sources](#) (3/27/09)
- [\[FAM 101\] CSHCN Pool of Funds Guidelines](#) (3/1/09)
- [\[FAM 102\] Hospital Protocols for Newborn Hearing Screening](#) (9/1/04)
- [\[FAM 103\] Protocols for Diagnostic Audiological Assessment: Follow-up for Newborn Hearing Screening](#) (9/15/04)
- [\[FAM 104\] Virginia School Health Guidelines](#) (5/1/99)
- [\[FAM 105\] Guidelines for Specialized Health Care Procedures](#) (8/15/04)
- [\[FAM 106\] School Entrance Health Form](#) (12/27/07)
- [\[FAM 106A\] School Health Entrance Form Instructions](#) (2/28/07)
- [\[FAM 107\] High-Risk Virginia ZIP Codes by Number](#) (6/1/03)
- [\[FAM 107A\] High-Risk Virginia Zip Codes by Location](#) (6/1/03)
- [\[FAM 108\] Guidelines for Childhood Lead Poisoning Screening and Management of Children with Confirmed Elevated Blood Levels](#) (3/1/04)
- [\[FAM 110\] Virginia's Newborn Hearing Screening Program Protocols for Medical Management](#) (12/1/01)
- [\[FAM 111\] Information Systems: Security and Confidentiality Policies, Procedures and Standards, Division of Child and Adolescent Health \(DCAH\)](#) (2/1/04)
- [\[FAM 112\] Virginia Bleeding Disorders Program Fact Sheet](#) (12/27/07)
- [\[FAM 112A\] Virginia Bleeding Disorders Program Pool of Funds Guidelines](#) (12/27/07)
- [\[FAM 201\] Virginia Women, Infants' and Children \(WIC\) Program Policy and Procedure Manual](#) (10/1/02)
- [\[FAM 202\] Virginia Women, Infants' and Children \(WIC\) Program Vendor Manual](#) (10/1/03)
- [\[FAM 301\] Guidelines for Fluoride Varnish Programs](#) (7/1/08)
- [\[FAM 302\] Guidelines for Dental Hygiene Pilot Programs](#) (7/28/09)
- [\[FAM 401\] Eligibility Criteria for State Funding of Abortion to Terminate Pregnancy as the Result of Rape or Incest, or Fetal Deformity](#) (12/18/08)
- [\[FAM 402\] Procedures Manual for the Virginia Congenital Anomalies Reporting and Education System](#) (9/1/03)
- [\[FAM 403\] Newborn Screening Facts-Questions Providers Frequently Ask About Newborn Screening](#) (3/1/06)
- [\[FAM 406\] Family Planning Program, Voluntary Sterilization Services Procedure](#) (7/1/08)
- [\[FAM 409\] Every Woman's Life Program Manual \(Breast and Cervical Cancer Screening\)](#) (6/30/08)
- [\[FAM 411\] Perinatal Guidelines](#) (7/31/04)
- [\[FAM-VCR 2007\] Virginia Cancer Registry Manual](#) (12/4/07)
- [\[FAM-VCR Part 1\] Virginia Cancer Registry Manual](#) (11/29/07)
- [\[OIM-001\] Income Statement Reconciliation](#) (10/7/02)
- [\[OIM-002\] Ambulatory Surgical Hospital Historical Filing](#) (10/7/02)
- [\[OIM-003\] Hospital Historical Filing](#) (10/7/02)
- [\[OIM-004\] Nursing Home Historical Filing](#) (10/7/02)
- [\[OIM-005\] Psychiatric Hospital Historical Filing](#) (10/7/02)
- [\[OIM-006\] Rehabilitation Hospital Historical Filing](#) (10/7/02)
- [\[OIM-007\] Ambulatory Surgical Hospital Indicator Definitions](#) (10/7/02)
- [\[OIM-008\] Hospital Indicator Definitions](#) (10/7/02)
- [\[OIM-009\] Nursing Home Indicator Definitions](#) (10/7/02)
- [\[OIM-010\] Psychiatric Hospital Indicator Definitions](#) (10/7/02)
- [\[OIM-011\] Rehabilitation Hospital Indicator Definitions](#) (10/7/02)
- [\[OIM-501\] Responding to FOIA Requests](#) (6/2/06)

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## Guidance Documents

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[\[PRM-002\] Virginia Conrad State 30 J-1 Visa Waiver Program](#) (11/12/09)

[\[PRM-003\] Loan Repayment Program in Virginia for Physicians/Phy. Assistants/Nurse Practitioners](#) (2/1/09)

[\[PRM-007\] The Mary Marshall Nursing Scholarship Program for LPNs](#) (4/1/09)

[\[PRM-008\] The Mary Marshall Nursing Scholarship Program for RNs](#) (4/1/09)

[\[PRM-009\] Virginia's Nurse Practitioner/Nurse Midwife Scholarship Program](#) (4/1/09)

[\[PRM-010\] IRB Standard Operating Procedures](#) (12/14/09)

[\[QHC-009\] Criminal Records - Barrier Crimes](#) (8/17/06)

[\[QHC-011\] Extended Power Outages](#) (10/7/02)

[\[QHC-012\] CNA Training Waiver](#) (8/1/01)

[\[QHC-013\] Hospice Service in Nursing Facilities](#) (5/1/02)

[\[QHC-016\] Notification of Ombudsmen](#) (11/1/02)

[\[QHC-017\] Nursing Facility Investigations of Abuse](#) (10/10/06)

[\[QHC-018\] Reporting Abuse Neglect, and Exploitation in Nursing Facilities](#) (10/10/06)

[\[QHC-020\] Feeding/Hydration Assistants in Nursing Facilities](#) (10/27/03)

[\[QHC-021\] Consumer Guide to Restraint Usage in Nursing Facilities](#) (8/19/04)

[\[QHC-022\] Electronic Monitoring of Resident Rooms](#) (8/1/04)

[\[QHC-023\] Receiving out of System Medications](#) (9/9/04)

[\[QHC-024\] About Nursing Home Inspections](#) (11/15/03)

[\[QHC-026\] Nursing Facility Informal Dispute Resolution Process](#) (8/29/06)

[\[QHC-027\] Frequently Asked Questions for NURSING Facilities](#) (7/1/04)

[\[QHC-028\] Compliance with COPN Conditions](#) (2/13/04)

[\[QHC-029\] Impact of Criminal Convictions on Nurse Licensure or Certification and Employment in Virginia](#) (9/30/05)

[\[QHC-030\] ADLs for HCOs](#) (10/1/05)

[\[QHC-031\] AIA Guideline](#) (6/28/06)

[\[QHC-033\] Nursing Facility Emergency Planning](#) (9/15/06)

[\[QHC-035\] Home Care/Hospice Emergency Planning](#) (9/6/06)

[\[QHC-037\] COPN IFFC Guideline](#) (6/6/06)

[\[QHC-038\] COPN Electronic Submission](#) (11/20/06)

[\[QHC-039\] Advanced Directives](#) (12/20/07)

[\[QHC-040\] Sex Offender Advisory](#) (12/20/07)

[\[QHC-041\] Restraint Usage in Nursing Facilities](#) (12/20/07)

[\[QHC-042\] Surety Bonds for Home Care Organizations](#) (12/20/07)

[\[QHC-043\] Extended Care Facility Response Guideline](#) (1/24/08)

[\[QHC-044\] Generator Site Survey for Nursing Facilities](#) (12/1/07)

[\[QHC-045\] Scope and Severity Matrix and Definitions for Nursing Facilities](#) (12/1/07)

[\[QHC-046\] Accreditation Option for Medicare Payments for Home Care Organizations](#) (12/30/07)

[\[QHC-047\] Exemptions from Home Care Licensing](#) (12/30/07)

[\[QHC-048\] COPN - Psych RFA Frequently Asked Questions](#) (11/9/09)

[\[QHC-049\] Licensed Nurse Practitioners Authorized to Sign DDNRs](#) (11/9/09)

[\[QHC-050\] Using the Hospice Designation](#) (11/9/09)

[\[WTR-066 \(SF\)\] WTR-066 \(SF\) Uncertified Product in the Marketplace](#) (8/25/86)

[\[WTR-100 \(SF\)\] WTR-100 \(SF\) Seams of Food Contact Surfaces](#) (1/20/88)

[\[WTR-128 \(SF\)\] WTR-128 \(SF\) Detention/Destruction of Product/Samples](#) (8/11/88)

[\[WTR-131 \(SF\)\] WTR-131 \(SF\) Shellfish/Crustacea Plant Equipment](#) (8/18/88)

[\[WTR-132 \(SF\)\] WTR-132 \(SF\) Interplant Transportation of Cooked Crab Claws](#) (10/13/88)

[\[WTR-136 \(SF\)\] WTR-136 \(SF\) Application for Shellfish/Crustacea Plant Process Schematic](#) (12/22/88)

[\[WTR-137 \(SF\)\] WTR-137 \(SF\) Compliance with Uniform Statewide Building Code](#) (1/17/89)

[\[WTR-171 \(SF\)\] WTR-171 \(SF\) Random Seawater Collection](#) (6/5/90)

[\[WTR-177 \(SF\)\] WTR-177 \(SF\) Soft Shell Clams from Maryland](#) (8/24/90)

[\[WTR-180 \(SF\)\] WTR-180 \(SF\) Utensil Washing Requirements and Procedures](#) (8/28/90)

[\[WTR-182 \(SF\)\] WTR-182 \(SF\) Notice of Certification Expiration](#) (9/7/90)

[\[WTR-186 \(SF\)\] WTR-186 \(SF\) Documentation on Inspection Forms \(12/11/90\)](#)

[\[WTR-193 \(SF\)\] WTR-193 \(SF\) Enforcement \(3/27/91\)](#)

[\[WTR-199 \(SF\)\] WTR-199 \(SF\) Tags \(10/30/91\)](#)

[\[WTR-202 \(SF\)\] WTR-202 \(SF\) Water Supply - How to Sample \(12/20/92\)](#)

[\[WTR-204 \(SF\)\] WTR-204 \(SF\) Permitting of Wells \(7/2/92\)](#)

[\[WTR-212 \(SF\)\] WTR-212 Improper Out-of-State Shellstock Tags \(11/25/92\)](#)

[\[WTR-214 \(SF\)\] WTR-214 \(SF\) Licensing of Well Drillers \(12/18/92\)](#)

[\[WTR-216 \(SF\)\] WTR-216 \(SF\) Chilling of Surf Clam and Ocean Quahog Interstate Shipments \(1/4/93\)](#)

[\[WTR-217 \(SF\)\] WTR-217 \(SF\) Approval Process for an Existing Well \(1/27/93\)](#)

[\[WTR-218 \(SF\)\] WTR-218 \(SF\) Sewage Discharge Buffer Calculations for Single Family Facilities and Graywater Discharges \(1/27/93\)](#)

[\[WTR-220 \(SF\)\] WTR-220 \(SF\) FDA Inspections and Warning Letters \(2/19/93\)](#)

[\[WTR-221 \(SF\)\] WTR-221 \(SF\) Certification and Enforcement \(2/19/93\)](#)

[\[WTR-226 \(SF\)\] WTR-226 \(SF\) Notice of Emergency Closure and Reopenings \(4/2/93\)](#)

[\[WTR-227 \(SF\)\] WTR-227 \(SF\) Aquaculture Operations \(4/2/93\)](#)

[\[WTR-228 \(SF\)\] WTR-228 \(SF\) Shellfish Wet Storage Application and Permit Issuance \(4/2/93\)](#)

[\[WTR-230 \(SF\)\] WTR-230 \(SF\) Areas Scheduled to be Sewered \(5/11/93\)](#)

[\[WTR-232 \(SF\)\] WTR-232 \(SF\) Relay Areas \(5/11/93\)](#)

[\[WTR-238 \(SF\)\] WTR-238 \(SF\) Use of Rodac Plates \(5/27/93\)](#)

[\[WTR-244 \(SF\)\] WTR-244 \(SF\) Marine Biotoxins \(11/12/93\)](#)

[\[WTR-259\(W\)\] Replacement of Filter Sand with Granular Activated Carbon \(GAC\) \(4/30/79\)](#)

[\[WTR-261 \(SF\)\] WTR-261 \(SF\) Sample Collection and Hydrographic Data Measurement and Collection \(1/11/96\)](#)

[\[WTR-265 \(SF\)\] WTR-265 \(SF\) Shoreline Survey Preparation and Procedure \(11/7/96\)](#)

[\[WTR-267 \(SF\)\] WTR-267 \(SF\) Marina Inspection Form \(11/7/96\)](#)

[\[WTR-269 \(SF\)\] WTR-269 \(SF\) Harvester's Tag \(7/24/97\)](#)

[\[WTR-270 \(SF\)\] WTR270 \(SF\) Handling of Fish for Testing by VIMS \(9/9/97\)](#)

[\[WTR-273 \(SF\)\] WTR-273 \(SF\) Shellstock Commingling Plan \(10/16/97\)](#)

[\[WTR-274 \(SF\)\] WTR-274 \(SF\) Thermometer Calibration Guidelines \(12/2/97\)](#)

[\[WTR-275 \(SF\)\] WTR-275 \(SF\) Wet Storage Permits \(12/3/97\)](#)

[\[WTR-276 \(SF\)\] WTR-276 \(SF\) Intermediate Processing Plan \(12/22/97\)](#)

[\[WTR-278 \(SF\)\] WTR-278 \(SF\) Hard Clams as Bait \(7/7/98\)](#)

[\[WTR-280 \(SF\)\] WTR-280 \(SF\) Zip Lock Type Bags for Packing Crab Meat \(7/29/98\)](#)

[\[WTR-282 \(SF\)\] WTR-282 \(SF\) Classification Guidelines \(8/20/98\)](#)

[\[WTR-283 \(SF\)\] WTR-283 \(SF\) Safety Protocol for Seawater Sampling Program \(10/20/98\)](#)

[\[WTR-285 \(SF\)\] WTR-285 \(SF\) Interstate Shipments \(5/31/00\)](#)

[\[WTR-287 \(SF\)\] WTR-287 \(SF\) Inspections at Campgrounds and Trailer Parks \(6/16/00\)](#)

[\[WTR-288 \(SF\)\] WTR-288 \(SF\) Phytoplankton Sampling Program \(12/8/00\)](#)

[\[WTR-290 \(SF\)\] WTR-290 \(SF\) Seawater Sampling Data Entry \(12/8/00\)](#)

[\[WTR-291 \(SF\)\] WTR-291 \(SF\) Blower Tank Air Filters \(12/8/00\)](#)

[\[WTR-292 \(SF\)\] WTR-292 \(SF\) Conch/Whelk Operations, Certifications and Bacteriological Standards \(12/21/00\)](#)

[\[WTR-294 \(SF\)\] WTR-294 \(SF\) Policy for Virginia's Public Health Shellfish Program \(3/14/01\)](#)

[\[WTR-296 \(SF\)\] WTR-296 \(SF\) HACCP Certification Requirements for Shellfish Plants \(3/21/01\)](#)

[\[WTR-297 \(SF\)\] WTR-297 \(SF\) Inspection Frequency and Corrective Action Plans \(3/15/01\)](#)

[\[WTR-298 \(SF\)\] WTR-298 \(SF\) Prioritization of Work Effort \(3/15/01\)](#)

[\[WTR-300 \(SF\)\] WTR-300 \(SF\) Adoption of the HACCP Rule as Policy \(4/18/01\)](#)

[\[WTR-302 \(SF\)\] WTR-302 \(SF\) Product Sampling Procedure \(1/9/02\)](#)

[\[WTR-304 \(SF\)\] WTR-304 \(SF\) Contingency Plan for the Control of \*Vibrio Parahaemolyticus\* in Oysters \(8/2/02\)](#)



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## Guidance Documents

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[\[WTR-307 \(SF\)\] WTR-307 \(SF\) Pesticide and Heavy Metal Sampling in Shellstock](#) (9/10/02)

[\[WTR-308 \(SF\)\] WTR-308 \(SF\) Monitoring Program/Laboratory - Bacterial Source Tracking \(BST\)](#) (9/16/02)

[\[WTR-310 \(SF\)\] WTR-310 \(SF\) Use of Truck Bodies/Trailers for Storage and Refrigeration](#) (9/18/02)

[\[WTR-312 \(SF\)\] WTR-312 \(SF\) Statement of Certification](#) (2/3/03)

[\[WTR-315 \(SF\)\] WTR-315 \(SF\) Sampling Processing Facility Water](#) (12/6/04)

[\[WTR-316 \(SF\)\] WTR-316 \(SF\) Relay Purging Standard](#) (7/7/05)

[\[WTR-318 \(SF\)\] WTR-318 \(SF\) Facility Certification Timetables](#) (8/2/05)

[\[WTR-321\(SF\)\] WTR-321\(SF\) Shipments to Non-European Union Countries](#) (3/6/06)

[\[WTR-325\(SF\)\] WTR-325\(SF\) Repeat Violation Procedures](#) (8/27/07)

[\[WTR-327 \(SF\)\] WTR-327 \(SF\) Policy for Virginia Public Health Shellfish Program](#) (10/16/07)

[\[WTR-328 \(SF\)\] WTR-328 \(SF\) Parameters for Developing Shellfish Buffer Zones](#) (12/5/07)

[\[WTR-330 \(SF\)\] Plant policy, Issuance of certification numbers](#) (12/11/08)

[\[WTR-331 \(SF\)\] WTR-331 \(SF\) Certification Periods and Cancellation/Deactivation/Reactivation Form](#) (2/20/09)

[\[WTR-332 \(SF\)\] WTR-332 \(SF\) Shellstock Shipper Boat Operations](#) (3/13/09)

[\[WTR-333 \(SF\)\] WTR-333 \(SF\) Shellfish Harvest Regulations and Implementation](#) (3/13/09)

[\[WTR-449\(W\)\] McLean Fe and Mn Filters](#) (9/20/84)

[\[WTR-453\(W\)\] Enforcement](#) (12/21/84)

[\[WTR-514\(W\)\] Individual Home Booster Pumps](#) (3/13/87)

[\[WTR-529\(W\)\] Enforcement \(Replacement Pages for WTR-453\)](#) (5/15/87)

[\[WTR-596\(W\)\] Equipment-Streaming Current Monitors](#) (5/18/89)

[\[WTR-657\(W\)\] Distribution System-Fire Pump For Small Systems](#) (6/7/91)

[\[WTR-680\(W\)\] Treatment-Fluoride](#) (5/29/92)

[\[WTR-704\(W\)\] Abandonment of Waterworks](#) (3/15/93)

[\[WTR-740\(W\)\] Technical Assistance Lead and Copper Rule Desktop Evaluations](#) (1/26/95)

[\[WTR-769\(W\)\] Monitoring of Additives to Drinking Water](#) (10/8/96)

[\[WTR-777\(W\)\] Recreational Use of Domestic Water Supply Reservoirs](#) (1/3/97)

[\[WTR-782\(W\)\] Distribution System - Air Release Valves](#) (1/27/97)

[\[WTR-784\(W\)\] Permit Application/Comprehensive Business Plan](#) (9/4/07)

[\[WTR-795\(W\)\] PE Seal](#) (8/15/97)

[\[WTR-801\(W\)\] Cross Connection Control](#) (3/31/98)

[\[WTR-802\(W\)\] Pitless Adapters and Watertight Well Caps](#) (6/24/98)

[\[WTR-808\(W\)\] Lead and Copper Rule Operational Control Monitoring](#) (1/22/99)

[\[WTR-810\(W\)\] Package Water Treatment Plants](#) (4/28/99)

[\[WTR-813\(W\)\] Well Development](#) (4/30/08)

[\[WTR-817\(W\)\] Cartridge Filtration](#) (3/3/00)

[\[WTR-819\(W\)\] IESWTR - Disinfection Profiling and Benchmarking](#) (3/16/00)

[\[WTR-835\(W\)\] Cross Connection Control](#) (3/7/01)

[\[WTR-837\(W\)\] Permits - Permit Application/Comprehensive Business Plan - Noncommunity](#) (4/18/01)

[\[WTR-839\(W\)\] UV Disinfection Systems for Public Water Supplies](#) (5/1/01)

[\[WTR-840\(W\)\] Standby Generators/Fuel Tanks](#) (6/12/01)

[\[WTR-841\(W\)\] Interim Guidance on Waterworks Classification](#) (6/13/01)

[\[WTR-842\(W\)\] Board for Water and Wastewater Operators vs. Dept of Health Responsibilities](#) (6/13/01)

[\[WTR-844\(W\)\] Procedure – Enforcement – Special Notices \(Boil Water, Do Not Drink, Do Not Use, Rescission Notices\)](#) (8/3/09)

[\[WTR-845\(W\)\] IESWTR - Filtration](#) (7/10/01)

[\[WTR-851\(W\)\] Surveillance Sanitary Surveys](#) (2/7/02)

[\[WTR-852\(W\)\] Surveillance - Source Water Assessment Program Implementation Manual](#) (12/15/04)

[\[WTR-861\(W\)\] Transient Noncommunity Waterworks Procedures Manual](#) (12/17/02)

[\[WTR-862\(W\)\] Permits & Project Review – General Permit & Local Review Programs](#) (4/24/06)

[\[WTR-865\(W\)\] Permits & Project Review – Design Capacity Evaluation of Waterworks](#) (12/12/06)

[\[WTR-869\(W\)\] Turbidity Treatment Technique for Other Filtration Technologies](#) (10/21/03)

[\[WTR-872\(W\)\] Surveillance and Regulations - Radionuclides Rule Procedures for Beta Particle and Photon Emitters](#) (9/11/09)

[\[WTR-879\(W\)\] Permits & Project Review - Construction Permits and Processing of Reports, Plans, and Specifications](#) (7/14/04)

[\[WTR-880\(W\)\] Treatment Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration Membrane Filtration Technology](#) (9/14/06)

[\[WTR-884\(W\)\] Use of Emergency Wells](#) (6/27/05)

[\[WTR-885\(W\)\] Permits and Project Review - Operation Permits](#) (12/19/07)

[\[WTR-886\(W\)\] Secondary Maximum Contaminant Levels](#) (7/8/05)

[\[WTR-891\(W\)\] Surveillance & Regulations - Stage 2 DBP Rule 40/30 Certifications and Very Small System Waivers](#) (2/23/06)

[\[WTR-892\(W\)\] Surveillance & Regulations - Long Term 2 Enhanced Surface Water Treatment Rule – Source Water Monitoring and Monitoring Plans](#) (2/11/08)

[\[WTR-893\(W\)\] Procedure - Sample Collection - Bacteriological Samples at TNC Waterworks](#) (4/19/06)

[\[WTR-895\(W\)\] Surveillance & Regulations - Stage 2DBP - Initial Distribution System Evaluation - System Specific Study and Standard Monitoring Plan](#) (7/30/09)

[\[WTR-896\(W\)\] Permits & Project Review - Policy for Issuing Operation Permits](#) (9/8/06)

[\[WTR-897\(W\)\] System Evaluation, Design & Construction - MIOX Mixed Oxidant Treatment Systems](#) (6/24/09)

[\[WTR-899\(W\)\] Ozone Treatment & Disinfection Credit](#) (2/28/07)

[\[WTR-901\(W\)\] Waterworks Business Operations Plans](#) (8/24/07)

[\[WTR-902\(W\)\] Exception to Surface Water Treatment Plant Loading Rates](#) (10/23/07)

[\[WTR-904\(W\)\] Results of Source Water Monitoring](#) (2/26/08)

[\[WTR-905\(W\)\] GUDI Determinations](#) (5/5/08)

[\[WTR-906\(W\)\] Procedures for Arsenic Removal Treatment Systems](#) (5/27/08)

[\[WTR-907\(W\)\] LCR Short Term Revisions & Clarifications](#) (8/11/08)

[\[WTR-908\(W\)\] State Only - Non Federal - Violations](#) (10/6/08)

[\[WTR-909\(W\)\] Stage 2 D/DBP IDSE Final](#) (10/14/08)

[\[WTR-910\(W\)\] Surveillance & Regulations – Ground Water Rule Implementation Procedures](#) (10/1/09)

## BOARD OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/bhp/bhp\\_guidelines.htm](http://www.dhp.virginia.gov/bhp/bhp_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [bhp@dhp.virginia.gov](mailto:bhp@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the board at the address above or by telephone at (804) 367-4403. 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

75-4, By-laws of the Board of Health Professions, adopted January 12, 2005

## DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the Department's webpage at <http://www.dhp.virginia.gov> or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested at [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elaine Yeatts, Agency Regulatory Coordinator, at the address above or by telephone at (804) 367-4688. Copies are free of charge.

### Department Directives:

76-1, Mission Statement of the Department (Directive 1.1), December 15, 2005

76-2.1, Internet Privacy Policy (Directive 1.9), September 15, 2003

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## Guidance Documents

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76-1.17, Publication of Notices and Orders on the Department Websites, revised June 17, 2008

76-4.2, Web Policy with Regards to a Visitor's Use of the Site (Directive 1.18), May 1, 2006

76-5, Execution of Disciplinary Orders (Directive 3.1), February 28, 2002

76-7, Subpoenas for Disciplinary Hearings (Directive 3.3), October 1, 1996

76-7.3, Custodian of the Record, October 1, 2009

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

76-13.1, Agency Standards for Case Resolution (Directive 4.6), May 2, 2002

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

76.19.1, Retention of Applications and Applicant Documentation (Directive 1.16), April 1, 2005

76-25, Compensation for Members of Appointed Bodies (Directive 5.4), May 15, 2000

76-26, Compliance with Licensure Laws (Directive 4.7), October 21, 2003

76-27, Extension of Time for Active Duty Servicemen (Directive 1.12), July 1, 2004

76-28, Disclosure of Information (Directive 1.6), September 27, 2005

76-29, Disclosure of Information to Health Practitioner Intervention Program (Directive 1.7), March 16, 2006

76-30, Conduct of Surveys (Directive 1.8), September 15, 2003

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

76-34, Requirements Imposed on Hospitals, Other Health Care Institutions, and Health Care Professionals to Report Disciplinary Actions Against and Allegations of Misconduct by Certain Health Care Practitioners to the Virginia Department of Health Professions, revised July 1, 2004

76-35, Rights & Responsibilities: The Virginia Freedom of Information Act, revised September 4, 2007

76-36, Use of Grant Funds Derived from United States v. Dinkar N. Patel (Directive 5.10), May 1, 2005

76-37, Distribution of Controlled Substance Registration (CSR) Funds (Directive 5.11), May 1, 2005

76-38, Temporary Licenses Pursuant to Executive Order 97 (Directive 3.5), September 26, 2005

### **Enforcement Documents:**

76-20, Adjudication Manual - Disciplinary Process, July 1, 2007.

### **Frequently-Cited Inspection Deficiencies:**

76-20.1, Community pharmacies, July 1, 2006

76-20.2, Hospital pharmacies, September 1, 2002

76-20.3, Funeral facilities, September 1, 2000

### **Inspection Plans and Inspection Reports:**

76-21.2, Board of Veterinary Medicine Inspection Guidelines, July 1, 1999

76-21.2:1, Animal Facility Inspection Report, December 1997

76-21.3, Board of Funeral Directors and Embalmers Inspection Guidelines, July 1, 1999

76-21.3:1, Funeral Establishment Inspection Report, July 1, 2000

76-21.3:2, Crematory Inspection Report, October 2005

76-21.4, Inspection Summary, May 2006

76-21.5, Pharmacy Inspection Report, May 22, 2006

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, May 2005

76-24.3, Compressed Gas, 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) 367-4691.)

## STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the State Council of Higher Education for Virginia, 101 N. 14th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Linda H. Woodley, Regulatory Coordinator, at the same address, telephone (804) 371-2938, FAX (804) 786-2027 or email [lindawoodley@schev.edu](mailto:lindawoodley@schev.edu). All documents are available on SCHEV's website at <http://www.schev.edu>.

### Guidance Documents:

[Tuition Relief Guidelines](#)

[Virginia Tuition Relief Refund and Reinstatement Guidelines](#)

[Chart of Accounts for Virginia State-Supported Colleges and Universities](#) (7/1/90)

[Equipment Trust Funds Policies and Procedures](#) (4/1/95)

[Guidelines for Transfer, Articulation, and Dual Admissions](#) (12/19/06)

[Higher Education Facilities Condition Reporting Guidelines](#) (3/23/01)

[Higher Education Facilities Condition Reporting Guidelines, Instructions for Reporting Infrastructure Data](#) (7/9/01)

[Higher Education Fixed Assets Guidelines for Educational and General Programs](#) (7/16/01)

[Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes](#) (12/1/03)

[Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investments Yields](#) (4/30/90)

[Policies and Procedures for Program Approval](#) (5/1/02)

[Program Productivity/Viability at Public Institutions](#) (4/1/03)

[Tuition Relief Guidelines](#) (12/18/06)

[Domicile Guidelines](#) (10/15/09)

## DEPARTMENT OF HISTORIC RESOURCES

The documents in the following list represent publications, forms, and photocopied materials that provide guidance for the public on either how to interpret or implement statutes or

regulations or how to use key agency programs. 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 the agency archives manager, Quatro Hubbard, at the address above, telephone (804) 367-2323 ext. 124 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 the Richmond office manager or receptionist at the address above.

Regional office addresses and phone numbers are as follows (the Capital Regional Preservation Office is currently collocated at the central office address given above): Agency forms, information in the documents listed below and the agency publication lists are also available on the agency website at <http://www.dhr.virginia.gov>.

Tidewater Regional Preservation Office, Department of Historic Resources, 14415 Old Courthouse Way, 2nd Floor, Newport News, VA 23608, telephone (757) 886-2807.

Roanoke Regional Preservation Office, Department of Historic Resources, 1030 Penmar Avenue, SE, Roanoke, VA 24013, telephone (540) 857-7585.

Northern Regional Preservation Office, Department of Historic Resources, P.O. Box 519, 5357 Main Street, Stephens City, VA 22655 (send all mail inquiries to the P.O. Box), telephone (540) 868-7029.

Sweet Briar College Satellite Office, Department of Historic Resources, P.O. Box 64, Sweet Briar College Chapel, Room 202, Sweet Briar, VA 24595 (Send all mail inquiries to the P.O. Box), telephone (434) 381-6321.

### Guidance Documents:

[Virginia Landmarks Register/National Register of Historic Places:](#)

Virginia's Historic Registers: A Guide for Property Owners ([http://www.dhr.virginia.gov/pdf\\_files/Virginias\\_Historical\\_Registers.pdf](http://www.dhr.virginia.gov/pdf_files/Virginias_Historical_Registers.pdf)), prepared 1995, revised 2008, 17VAC5-30 and 17VAC10-20

Preliminary Information Forms for Archaeological Sites ([http://www.dhr.virginia.gov/registers/IND\\_PIF\\_form\\_archaeological\\_site.pdf](http://www.dhr.virginia.gov/registers/IND_PIF_form_archaeological_site.pdf)) (revised 2009), Architectural Properties ([http://www.dhr.virginia.gov/registers/IND\\_PIF\\_form.pdf](http://www.dhr.virginia.gov/registers/IND_PIF_form.pdf)) (revised 2009), and Historic Districts

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## Guidance Documents

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[http://www.dhr.virginia.gov/register/HD\\_PIF\\_form\\_July2004.doc](http://www.dhr.virginia.gov/register/HD_PIF_form_July2004.doc)) (revised 2004)

Electronic Register Packet, revised October 2008, 36 CFR, Chapter 1, Part 60, 17VAC5-30 and 17VAC10-20

National Register Check List  
(<http://www.dhr.virginia.gov/register/NRCheckList2009.pdf>), updated July 2009, 36 CFR, Chapter 1, Part 60, 17VAC5-30 and 17VAC10-20

National Register of Historic Places Form, Federal Form revised February 2009  
([http://www.dhr.virginia.gov/register/2009\\_NRHP\\_Form.doc](http://www.dhr.virginia.gov/register/2009_NRHP_Form.doc)), 36 CFR, Chapter 1, Part 60, 17VAC5-30 and 17VAC10-20

Legal Notification Form - State/Federal Register Process, prepared July 2009,  
(<http://www.dhr.virginia.gov/register/LegalNotificationForm.pdf>) § 10.1-2206.2, 17VAC5-30 and 17VAC10-20

Historic Designation Plaque Information Sheet, revised April 2008, § 10.1-2202, 17VAC5-30 and 17VAC10-20

How to Research Your Historic Property  
([http://www.dhr.virginia.gov/pdf\\_files/HowtoResearch.pdf](http://www.dhr.virginia.gov/pdf_files/HowtoResearch.pdf)), revised 2006

Virginia Designation Style Sheet  
([http://www.dhr.virginia.gov/register/Virginia\\_Style\\_Sheet\\_2007.pdf](http://www.dhr.virginia.gov/register/Virginia_Style_Sheet_2007.pdf)) 2007

Photographic Documentation Guidelines  
([http://www.dhr.virginia.gov/register/DHR\\_Survey\\_Manual\\_PhotoGuidelines.pdf](http://www.dhr.virginia.gov/register/DHR_Survey_Manual_PhotoGuidelines.pdf)), prepared 2006, revised June 2009

### Virginia Historical Highway Marker System:

Marker Program Application Form  
([http://www.dhr.virginia.gov/pdf\\_files/Application%20marker%20program%20FINAL.pdf](http://www.dhr.virginia.gov/pdf_files/Application%20marker%20program%20FINAL.pdf)), revised 2008, § 10.1-2202 and § 10.1-2204

### Virginia and National Historic Rehabilitation Tax Credits:

State and Federal Tax Credits: Comparison of the Programs, prepared December 2007, § 58.1-339.2

Rehabilitation Tax Credits: Frequently Asked Questions  
([http://www.dhr.virginia.gov/tax\\_credits/tax\\_credit\\_faq.htm](http://www.dhr.virginia.gov/tax_credits/tax_credit_faq.htm)), issued 2000, revised 2007, § 58.1-339.2

Tax Credit Information and Resources on the Internet, issued 2001, revised 2004, § 58.1-339.2

Sample Description of Rehabilitation Proposal  
([http://www.dhr.virginia.gov/pdf\\_files/SampleTaxCreditProposal.PDF](http://www.dhr.virginia.gov/pdf_files/SampleTaxCreditProposal.PDF)), revised November 2007, § 58.1-339.2

Instructions to Apply for State and Federal Rehabilitation Tax Credits, issued 1997, revised 2006, § 58.1-339.2

Sample CPA Certification, issued 2002, revised November 2007, § 58.1-339.2

Eligible and Ineligible Expenses, prepared October 2007, § 58.1-339.2

The Real Meaning of the 24-Month Measuring Period, issued 2005

### Historic Preservation Easements:

Vision and Choice: Protecting Your Historic Landmark  
([http://www.dhr.virginia.gov/homepage\\_general/Easement%20Guide.pdf](http://www.dhr.virginia.gov/homepage_general/Easement%20Guide.pdf)), published 1990, revised 2001, § 10.1-2202.9

Virginia Historic Preservation Easement Policies (#1 through #7)

([http://www.dhr.virginia.gov/easement/easement\\_policies1.htm](http://www.dhr.virginia.gov/easement/easement_policies1.htm)), issued 2007, revised December 2008, § 10.1-2202.9

### Archaeological Collections:

Virginia Department of Historic Resources State Collections Management Standards  
([http://www.dhr.virginia.gov/pdf\\_files/DHR\\_Collections\\_Mgmt\\_Standards\\_06\\_26\\_09.pdf](http://www.dhr.virginia.gov/pdf_files/DHR_Collections_Mgmt_Standards_06_26_09.pdf)), revised 2007, § 10.1-2202 (15)

### Survey and Inventory:

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"

([http://www.dhr.virginia.gov/review/Survey\\_Manual\\_Web.pdf](http://www.dhr.virginia.gov/review/Survey_Manual_Web.pdf)) (48 FR 44742, September 29, 1983), issued 1999, revised 2003, Archaeological Sections  
([http://www.dhr.virginia.gov/pdf\\_files/Guidelines\\_For\\_Conducting\\_Archaeological\\_Survey\\_in\\_VA\\_June2009.pdf](http://www.dhr.virginia.gov/pdf_files/Guidelines_For_Conducting_Archaeological_Survey_in_VA_June2009.pdf)), revised 2009.

Guidelines for Conducting Survey in Virginia for Cost Share Projects: 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 2005

Guidelines for Conducting Archaeological Investigations  
([http://www.dhr.virginia.gov/pdf\\_files/Guidelines\\_For\\_Conducting\\_Archaeological\\_Survey\\_in\\_VA\\_June2009.pdf](http://www.dhr.virginia.gov/pdf_files/Guidelines_For_Conducting_Archaeological_Survey_in_VA_June2009.pdf)), June 2009

Data Sharing System (DSS) General User Guide  
([http://www.dhr.virginia.gov/pdf\\_files/DSS\\_User\\_Guide\\_General.pdf](http://www.dhr.virginia.gov/pdf_files/DSS_User_Guide_General.pdf)), issued July 2009

Archives Search Request and User Agreement (form)  
([http://www.dhr.virginia.gov/pdf\\_files/Archives\\_Search\\_document\\_2006%20\(2\).pdf](http://www.dhr.virginia.gov/pdf_files/Archives_Search_document_2006%20(2).pdf)), issued 2000, revised 2006

Data Sharing System (DSS) Data Entry Manual for Archaeological Resources ([http://www.dhr.virginia.gov/pdf\\_files/DSS\\_Data\\_Entry\\_Archaeology\\_active.pdf](http://www.dhr.virginia.gov/pdf_files/DSS_Data_Entry_Archaeology_active.pdf)), issued July 2009.

Data Sharing System (DSS) Data Entry Manual for Architectural Resources ([http://www.dhr.virginia.gov/pdf\\_files/DSS\\_Data\\_Entry\\_Architecture\\_07\\_09\\_2009.pdf](http://www.dhr.virginia.gov/pdf_files/DSS_Data_Entry_Architecture_07_09_2009.pdf)), issued July 2009

Guidelines for Visitors Using the DHR Archives ([http://www.dhr.virginia.gov/archives/archiv\\_visitors\\_guide.htm](http://www.dhr.virginia.gov/archives/archiv_visitors_guide.htm)), revised October 2009.

DHR Survey File Procedures: Guidelines for Submission of Non-Electronic Survey and Mapping Data, revised May 2008

#### Review and Compliance:

State and Federal Regulations Related to the Preservation of Historic Properties in the Commonwealth of Virginia ([http://www.dhr.virginia.gov/review/state\\_fed106.htm](http://www.dhr.virginia.gov/review/state_fed106.htm)), prepared 1996, revised 2001

Summary of Virginia State Historic Preservation Laws and Regulations, prepared 2007

Permit Application for Archaeological Removal of Human Burials (Application Form) ([http://www.dhr.virginia.gov/pdf\\_files/Permit-RemovalOfHumanBurials.PDF](http://www.dhr.virginia.gov/pdf_files/Permit-RemovalOfHumanBurials.PDF)), issued 1998, § 10.1-2305

Permit Application for Archaeological Investigations on State Lands (Application Form) ([http://www.dhr.virginia.gov/pdf\\_files/StateLandsApp.PDF](http://www.dhr.virginia.gov/pdf_files/StateLandsApp.PDF)), issued 1998, § 10.1-2304

Requesting a Project Review from the Department of Historic Resources (<http://www.dhr.virginia.gov/review/ProjectReviewForm.pdf>), issued 2004, 36 CFR Part 800

Cell Tower Review Process and Application ([http://www.dhr.virginia.gov/pdf\\_files/CellTower.PDF](http://www.dhr.virginia.gov/pdf_files/CellTower.PDF)), issued 2001, 36 CFR Part 800

Guidelines for Assessing Impacts of Proposed Electric Transmission Lines and Associated Facilities on Historic Resources in the Commonwealth of Virginia, issued January, 2008, 36 CFR Part 800; Code of Virginia §§ 10.1-1186.2:1 B & C and § 56-46.1 G

Assessing Visual Effects on Historic Properties, in draft

#### Certified Local Government Program:

How to Apply for Designation as a Certified Local Government in Virginia, 36 CFR Part 61.6, revised 2009

#### Grants:

Historic Preservation Grant Funds from the Commonwealth for Operations, revised 2007, § 10.1-2212

Application for Operations Appropriation - Historic Organizations, revised 2007, § 10.1-2212

Historic Preservation Grant Funds from the Commonwealth for Rehabilitation or Restoration, revised 2007, § 10.1-2213

Application for Historic Preservation Funds ([http://www.dhr.virginia.gov/state\\_grants/statepreservationgrants.pdf](http://www.dhr.virginia.gov/state_grants/statepreservationgrants.pdf)), § 10.1-2213

Application for Capital Expense Appropriation - Historic Entities, revised 2007, § 10.1-2213

Guidelines for Disbursement of State Grant for Restoration of a Presidential Home ([http://www.dhr.virginia.gov/pdf\\_files/Montpelier%20grant%20regs%20revised%20per%20%20DPB.pdf](http://www.dhr.virginia.gov/pdf_files/Montpelier%20grant%20regs%20revised%20per%20%20DPB.pdf)), issued 2006, § 10.1-2213.1

Instructions for Release of State Grants to Nonstate Entities, §§ 2.2-1505 and 2.2-4343 A 14 of the Code of Virginia and § 4-5.05 of the 2009 Appropriation Act (Chapter 781, 2009 Acts of the Assembly)

Civil War Historic Site Preservation Fund Annual Announcement and Criteria for Award ([http://www.dhr.virginia.gov/homepage\\_general/finance.htm](http://www.dhr.virginia.gov/homepage_general/finance.htm)), issued 2006, revised annually, § 374-H of the 2009 Appropriation Act (Chapter 781, 2009 Virginia Acts of Assembly)

#### Other:

Putting Virginia's History to Work: Virginia's Comprehensive Historic Preservation Plan ([http://www.dhr.virginia.gov/pdf\\_files/CompPlan2001.PDF](http://www.dhr.virginia.gov/pdf_files/CompPlan2001.PDF)), published 2001, 36 CFR Part 61

## **DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. at the Department of Housing and Community Development, 600 East Main, Suite 300, Richmond, Virginia 23219. Copies may be obtained at agency cost by contacting Stephen W. Calhoun at the same address or by telephone (804) 371-7015.

Questions regarding interpretation or implementation of these documents may be directed to Stephen Calhoun at the above address or telephone number or by email at [steve.calhoun@dhdcd.virginia.gov](mailto:steve.calhoun@dhdcd.virginia.gov).

#### **Guidance Documents:**

HOMEownership Down Payment Assistance Program Guidelines and Application, August 2009

Affordable Housing and Special Needs Housing Programs Guidelines 2009

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## Guidance Documents

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Affordable Housing and Special Needs Housing Application, 2009:

- Homeless Intervention Program Operations Manual, 2009
- Emergency Shelter Grant (Federal) Operations Manual, 2009
- State Shelter Grant Operations Manual, 2009
- Child Services Coordinator Grant Operations Manual, 2009
- Housing Opportunities for Persons with AIDS Application, 2008
- Community Housing Development Organization Certification Program Guide and Application Manual, 2009
- Emergency Home Repair Program Manual, 2008
- Accessibility Rehabilitation Program Manual (Supplement to the Emergency Home Repair Program Manual)
- Livable Home Tax Credit Program Guidelines, November 2009
- Weatherization and Low-Income Housing Energy Assistance Annual State Plan, 2009
- Virginia Community Development Block Grant Program Design, 2010
- Community Improvement Grant Management Manual, revised August 2008, 24 CFR Part 570
- Regional Consortia Workforce Grants Program Design, July 2005
- Private Activity Bond Program Guidelines, 2008
- Indoor Plumbing Rehabilitation Loan Program Management Manual, December 2008
- Virginia Enterprise Zone Program Instruction and Application Manuals:
  - General Income Tax Credit Instruction Manual, October 2005
  - Job Grant Instruction Manual, October 2005
- Main Street Program Guidelines, December 2003
- Neighborhood Stabilization Program Action Plan
- Techrider Letter of Participation Guidelines
- Virginia Enterprise Initiative Program Design, 2004
- Virginia Individual Development Account Program Design, February 2005
- Neighborhood Stabilization Program Grant Management Manual, March 2009
- Virginia Appalachian Regional Commission Four Year Development Plan, 2007-2010

Virginia Appalachian Regional Commission ARC Annual Strategy Statement

### **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 Origination Guide, December 2009, 13VAC10-40
- Single-Family Exhibits Guide, December 2009, 13VAC10-40
- Single-Family Policy and Procedures Manual, March 2009, 13VAC10-40
- Single-Family Loan Reservation Systems Guide, December 22, 2009, 13VAC10-40
- Single-Family Servicing Guide, April 1997, 13VAC10-40
- Homeownership Education Guide, February 2009, 13VAC10-40
- Single Family Consumer Guide - A Home to Call Your Own; A Way to Make It Happen, April 2009, 13VAC10-40
- Multi-Family Development Policy and Procedures Manual, November 4, 2009, 13VAC10-20
- Asset Management Operations Manual, October 20, 2006, 13VAC10-20
- Operating Procedures, Assisted Multi-Family Program Compliance, November 28, 2000, 13VAC10-20
- Program Compliance Rules Guide, July 13, 2004, 13VAC10-20
- Housing Choice Voucher Operations Manual, October 2003, 13VAC10-70 and 13VAC10-80
- 8-528-1, Subsidy Standards, February 2005, 13VAC10-70 and 13VAC10-80
- 8-910-1, Interim Reporting Requirements, September 2009, 13VAC10-70 and 13VAC10-80
- 8-1002-1, Owner Termination of Tenancy Requirements, January 1997, 13VAC10-70 and 13VAC10-80
- 8-1012-1, Crime and Alcohol Abuse by Family Member, July 1997, 13VAC10-70 and 13VAC10-80

8-1040-1, Informal Reviews for Applicants, July 1996, 13VAC10-70 and 13VAC10-80

8-1041-1, Informal Hearing Procedures for Participants, November 2008, 13VAC10-70 and 13VAC10-80

8-1400-1, Portability Notice for Families, November 2008, 13VAC10-70

VHDA Administrative Plan for Tenant Based Rental Assistance, July 2008, 13VAC10-70

VHDA PHA Plan, July 2008, 13VAC10-70

Application Manual - Low Income Housing Tax Credit Program, January 2009, 13VAC10-180

Federal Low-Income Housing Tax Credit Program, Compliance Monitoring Manual, January 2002, 13VAC10-180

## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the Office of Health Benefits, James Monroe Building, 101 North 14th Street, 13th Floor, Richmond, VA 23219. Copies may be obtained by contacting Linda Morton at the same address, or by telephone at (804) 786-6432, FAX (804) 371-0231, or by email at [linda.morton@dhrm.virginia.gov](mailto:linda.morton@dhrm.virginia.gov). Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Linda Morton.

### Guidance Documents:

Employee Handbook (contents available on-line and updated on a regular basis) (<http://www.dhrm.virginia.gov/resources/manuals.html>), revised January 2008

Employee Recognition Program Handbook (<http://www.dhrm.virginia.gov/resources/manuals.html>), September 2000

Handbook for Agency Heads (contents available on-line and updated on a regular basis), (<http://www.dhrm.virginia.gov/resources/manuals.html>), revised October 2009

Health Insurance Manual (<http://www.dhrm.virginia.gov/resources/benefitsadmin/benefitsadmin.html>), revised June 2005, cost \$20

Human Resource Management Manual (<http://www.dhrm.virginia.gov/resources/manuals.html>), revised July 2003

Job Structure (<http://www.dhrm.virginia.gov/compensation/jobstructure.html>), revised September 2000

Personnel Management Information System User's Manual (<http://web1.dhrm.virginia.gov/itech/>), revised September 2000

Policies and Procedures Manual (individual policies are updated on a regular basis) (<http://www.dhrm.virginia.gov/hrpolicy/policy.html>), revised July 2008

Salary Structure (<http://www.dhrm.virginia.gov/compensation/salarystructure.html>), revised November 25, 2007

State Workforce Planning Report (<http://www.dhrm.virginia.gov/customers/management.html>), revised July 2007

Telecommuting Assistance and Guidance for Agencies (<http://www.dhrm.virginia.gov/resources/telecommute/information.html>), revised July 2008

The Local Choice Administrative Manual (<http://www.thelocalchoice.state.va.us/policiesandproc/policiesandprocedureslist.htm>), revised July 2006, cost \$20

Vendor Delivered Training (<http://www.dhrm.virginia.gov/training/vendor/vendortraining.html>), 2002

Workers' Compensation Claims Procedural Manual (<http://www.dhrm.virginia.gov/workerscomp.html>), revised October 2007

### State Health Benefits Program

COVA Care Member Handbook (<http://www.dhrm.virginia.gov/hbenefits/cova/covacare.html>), July 2009

COVA HDHP Member Handbook (<http://www.dhrm.virginia.gov/hbenefits/cova/hdhp.html>), July 2008

COVA Connect Member Handbook (<http://www.dhrm.virginia.gov/hbenefits/cova/covacconnect.html>), July 2009

Flexible Benefits Program Sourcebook (<http://www.dhrm.virginia.gov/genlbenefits/flex/publications.html>), July 2009

### State Retiree Health Benefits Program

Medicare Coordinating Handbook (<http://www.dhrm.virginia.gov/hbenefits/retirees/medicareetiree.html>), revised January 2006

Dental/Vision Insert (<http://www.dhrm.virginia.gov/hbenefits/retirees/medicareetiree.html>), revised January 2006



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## Guidance Documents

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### Prescription Drug Insert

(<http://www.dhrm.virginia.gov/hbenefits/retirees/medicareretiree.html>), revised January 2009 with January 2010 amendment

### Medco Medicare Prescription Plan Evidence of Coverage for 2010

<http://www.medcomedicare.com/medco/consumer/medicare/home.jsp?partner=pdpccova&accessLink=pdpccova20051101> (Documents and Forms)

### Medco Medicare Prescription Plan 2010 Formulary

<http://www.medcomedicare.com/medco/consumer/medicare/home.jsp?partner=pdpccova&accessLink=pdpccova20051101> (Documents and Forms)

## The Local Choice Health Benefits Program

### Key Advantage Member Handbook

<http://www.thelocalchoice.virginia.gov/planinfo/handbooks/keyadvmemberhandbook2009.pdf>  
Effective July 1, 2009

### TLC HDHP Member Handbook

<http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPmemberhandbook2008.pdf> July 1, 2009

### Key Advantage Expanded Benefits Summary Insert

<http://www.thelocalchoice.virginia.gov/planinfo/plans200910/TLCKeyAdvantageExpandedBenefitSummary.pdf>, Effective July 1, 2009

### Key Advantage 200 Benefits Summary Insert

<http://www.thelocalchoice.virginia.gov/planinfo/plans200910/KeyAdvantage200BenefitSummary.pdf>, Effective July 1, 2009

### Key Advantage 300 Benefits Summary Insert

<http://www.thelocalchoice.virginia.gov/planinfo/plans200910/KeyAdvantage300BenefitSummary.pdf>, Effective July 1, 2009

### Key Advantage 500 Benefits Summary Insert

<http://www.thelocalchoice.virginia.gov/planinfo/plans200910/KeyAdvantage500BenefitSummary.pdf>, Effective July 1, 2009

### Kaiser Permanente Benefits Summary

<http://www.thelocalchoice.virginia.gov/planinfo/plans200910/KaiserPermanenteBenefitSummary.pdf>, Effective July 1, 2009

### Member Handbook Medicare Coordinating Plans

<http://www.thelocalchoice.virginia.gov/planinfo/plans200607/TLCMedicareBook2006.pdf> Effective July 1, 2006

### Dental/Vision Summary Handbook Insert

<http://www.thelocalchoice.virginia.gov/planinfo/plans200607/TLCDentalVisionInsert2006.pdf>, Effective July 1, 2006

### Medicare Complementary (Option I) Insert

<http://www.thelocalchoice.virginia.gov/planinfo/plans200910/MedicareComplementaryBenefitSummary.pdf>,  
Effective July 1, 2009

### Advantage 65 Medical Only Insert

<http://www.thelocalchoice.virginia.gov/planinfo/plans200910/Advantage65BenefitSummary.pdf>, Effective July 1, 2009

### Dental Vision Plan offered with Advantage 65 Insert

<http://www.thelocalchoice.virginia.gov/planinfo/plans200910/DentalVisionBenefitSummaryAdv65.pdf>, Effective July 1, 2009

## 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, State House, 1736 Chatsworth Ave., Bon Air, VA 23235. Copies may be obtained free of charge by contacting Ken Bailey at Bon Air Juvenile Correctional Center, State House, 1736 Chatsworth Ave., Bon Air, VA 23235, telephone (804) 516-9491 or FAX (804) 323-2797 or email [kenneth.e.bailey@djj.virginia.gov](mailto:kenneth.e.bailey@djj.virginia.gov).

Questions regarding interpretation or implementation of this document may be directed to Ken Bailey, Certification Manager, Department of Juvenile Justice, State House, 1736 Chatsworth Ave., Bon Air, VA 23235, telephone (804) 516-9491 or FAX (804) 323-2797 or email [kenneth.e.bailey@djj.virginia.gov](mailto:kenneth.e.bailey@djj.virginia.gov).

### Guidance Documents - Certification of Residential Facilities and Nonresidential Services:

Standards for Juvenile Residential Facilities Compliance Manual with Interpretive Guidelines (6VAC35-140), revised January 2007

Compliance Manual for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts (6VAC35-150), revised 2004

Standards for the Interim Regulation of Children's Residential Facilities (6VAC35-51), issued September 2008

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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 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 Bob Wilburn, Capital Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3772 or FAX (804) 786-1557 or email [robert.wilburn@djj.virginia.gov](mailto:robert.wilburn@djj.virginia.gov).

Questions regarding interpretation or implementation of this document may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5402 or email [marilyn.miller@djj.virginia.gov](mailto:marilyn.miller@djj.virginia.gov).

## **Guidance Documents - Design and Construction of Juvenile Facilities:**

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

(NOTE: This document is included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, which may be obtained from Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5402 or email [marilyn.miller@djj.virginia.gov](mailto:marilyn.miller@djj.virginia.gov).)

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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 Research 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 or email [lynette.greenfield@djj.virginia.gov](mailto:lynette.greenfield@djj.virginia.gov).

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) 371-0773 or email [lynette.greenfield@djj.virginia.gov](mailto:lynette.greenfield@djj.virginia.gov).

## **Guidance Documents - Grants:**

Department of Juvenile Justice Grants Manual, revised January 2003

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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 Division of Community Programs, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge through email (if available) or paper copy by contacting Donielle Langhorne, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or email [donielle.langhorne@djj.virginia.gov](mailto:donielle.langhorne@djj.virginia.gov).

Questions regarding interpretation or implementation of the documents may be directed to Scott Reiner, VJCCCA Administrator, Department of Juvenile Justice, 700 E.

Franklin Street, Richmond, VA 23219, telephone (804) 371-0720 or email [scott.reiner@djj.virginia.gov](mailto:scott.reiner@djj.virginia.gov).

## **Guidance Documents - Virginia Community Crime Control Act (VJCCCA) (§ 16.1-309.2):**

VJCCCA Manual, revised January 2008, § 16.1-309.2

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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 Division of Community Programs, Department of Juvenile Justice, 700 E. 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 email [donielle.langhorne@djj.virginia.gov](mailto:donielle.langhorne@djj.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone 804-786-5402 or email [marilyn.miller@djj.virginia.gov](mailto:marilyn.miller@djj.virginia.gov).

## **Guidance Documents - Detention Homes and Other Services**

Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, revised March 2001, § 16.1-309.5

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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 Division of Community Programs, Department of Juvenile Justice, 700 E. 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 email [donielle.langhorne@djj.virginia.gov](mailto:donielle.langhorne@djj.virginia.gov).

Questions regarding interpretation or implementation of the document may be directed to Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or email [donielle.langhorne@djj.virginia.gov](mailto:donielle.langhorne@djj.virginia.gov).

## **Guidance Documents - Community Programs Reporting System**

Reference Manual for Reporting Community-Based Service Data to the Department of Juvenile Justice, July 2004, § 16.1-322.3

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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 Interstate Compact Unit, Division of Community Programs, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Andrea McMahon, Interstate Compact

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## Guidance Documents

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Specialist at P. O. Box 1110, Richmond, VA 23218-1110, telephone (804) 692-0863 or FAX (804) 371-0773 or email [andrea.mcmahon@djj.virginia.gov](mailto:andrea.mcmahon@djj.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Andrea McMahon, Interstate Compact Specialist, P.O. Box 1110, Richmond, VA 23219-1110, telephone (804) 692-0863 or FAX (804) 371-0773 or email [andrea.mcmahon@djj.virginia.gov](mailto:andrea.mcmahon@djj.virginia.gov).

### **Guidance Documents - Interstate Compact Relating to Juveniles:**

Interstate Compact Relating to Juveniles, Form I: Requisition for Runaway Juvenile, revised January 2007, § 16.1-323

Interstate Compact Relating to Juveniles, Form II: Requisition for Escape or Absconder, Requisition for Juvenile Charged with Being Delinquent (Rendition Amendment), revised August 2002, § 16.1-323

Interstate Compact Relating to Juveniles, Form III: Consent for Voluntary Return by Runaway, Escapee, Absconder, or Juvenile Charges as Delinquent, revised August 2003, § 16.1-323

Interstate Compact Relating to Juveniles, Form IV: Parole or Probation Investigation Request, revised January 2007, § 16.1-323

Interstate Compact Relating to Juveniles, Form V: Report of Sending State Upon Parolee or Probationer Being Sent To The Receiving State, revised August 2000, § 16.1-323

Interstate Compact Relating to Juveniles, Form IA/VI: Application for Services and Waiver, revised January 2007, § 16.1-323

Interstate Compact Relating to Juveniles, Form A: Petition for Requisition to Return a Runaway Juvenile, revised January 2007, § 16.1-323

Interstate Compact Relating to Juveniles: Out of State Travel Permit and Agreement to Return, revised January 2007, § 16.1-323

Interstate Compact Relating to Juveniles, Home Evaluation Report, revised January 2007

Interstate Compact Relating to Juveniles, Quarterly Progress Report, revised August 2000

### **Guidance Documents:**

Guidelines for Approval and Reimbursement for Local Facility Construction

Interstate Compact for Juveniles - Form A

Interstate Compact for Juveniles - Form I

Interstate Compact for Juveniles - Form IA/VI

Interstate Compact for Juveniles - Form II

Interstate Compact for Juveniles - Form III

Interstate Compact for Juveniles - Form IV

Interstate Compact for Juveniles - Form V

Interstate Compact for Juveniles - Home Evaluation Report

Interstate Compact for Juveniles - Out of State Travel Permit and Agreement

Interstate Compact for Juveniles - Quarterly Progress Report

Reference Manual for Reporting Community-Based Service Data

Virginia Community Crime Control Act (VJCCCA) Manual

### **Board of Juvenile Justice**

#### **Guidance Documents:**

Grant Manual

Guidance Document for Standards for Juvenile Residential Facilities Compliance Manual

Guidance Document for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts

[3212] Length of Stay Guidelines

### **DEPARTMENT OF LABOR AND INDUSTRY**

To obtain copies of documents or ask questions regarding interpretation or implementation of the guidance documents used by the Virginia Department of Labor and Industry, contact the following persons. For guidance documents concerning Cooperative Programs or the Voluntary Protection Program, contact Milford Stern, Virginia Department of Labor and Industry, Roanoke Regional Office, 3013 Peters Creek Road, Roanoke, VA 24019, (540) 562-3580, ext. 123. For guidance documents from the Consultation Program, contact Warren Rice, Virginia Department of Labor and Industry, 13 South 13th Street, Richmond, VA 23219, (804) 786-6613. For information on guidance documents for other Department of Labor and Industry programs, see the following list, which includes information on the agency contacts for those programs. Each of these persons can be reached at the headquarters office of the Virginia Department of Labor and Industry, 13 South 13th Street, Richmond, VA 23219:

Apprenticeship - Director, Division of Registered Apprenticeship, (804) 786-2382;

Boiler Division - Ed Hilton, (804) 786-3262;

Labor and Employment - Director, Division of Labor and Employment, (804) 786-2386;

Occupational Health - Director of Occupational Health Compliance, (804) 786-0574;

Occupational Safety - Director of Occupational Safety Compliance, (804) 786-2391;

Virginia Occupational Safety and Health (VOSH) Program - (for copies) Regina Cobb, (804) 786-0610; (for interpretation) John Crisanti, (804) 786-4300.

Copies of these documents are provided at a cost of \$.10 per page. The Department of Labor and Industry's guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall website. Copies of these guidance documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry, 13 South 13th Street, Richmond, VA 23219 or at any of the department's regional offices.

## Apprenticeship Council

[\[APP - 01\] Bylaws of the Virginia Apprenticeship Council](#) (12/10/98)

[\[APP - 02\] Standards of Apprenticeship for Barbers](#) (2/6/95)

[\[APP - 03\] Standards of Apprenticeship for Cosmetologists](#) (7/26/99)

[\[APP - 04\] Standards of Apprenticeship for Nail Technicians](#) (8/25/95)

[\[APP - 05\] Standards of Apprenticeship for Opticians](#) (1/1/02)

[\[APP - 08\] Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U. S. Department of Labor](#) (7/23/02)

[\[APP - 09\] Apprenticeship Directive 81-4, Granting Credit for Previous Experience](#) (5/21/81)

[\[APP - 10\] Apprenticeship Directive 86-4, Part-Time Cosmetology Student/Apprentices](#) (9/15/86)

[\[APP - 11\] Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations](#) (4/27/90)

[\[APP - 12\] Apprenticeship Directive 01-1, Signature on Standards \(VAC & Industry Specific\)](#) (8/15/01)

[\[APP - 13\] Apprenticeship Directive 03-3, Exemption from Full-Time Employment](#) (6/1/03)

[\[APP - 14\] Apprenticeship Directive 03-04, Temporary Staffing Agencies](#) (3/21/02)

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[\[APP - 16\] Apprenticeship Directive 03-07, Registration for Barber, Cosmetology, Nail Technician](#) (9/7/98)

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[\[APP - 11\] Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations](#) (4/27/90)

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[\[LEL - 02\] Division of Labor and Employment Law Field Operations Manual - Chapter 2 Use of Polygraphs In Certain Employment Situations](#) (1/30/00)

[\[LEL - 03\] Division of Labor and Employment Law Field Operations Manual - Chapter 3 Equal Pay](#) (1/20/00)

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[\[LEL - 05\] Division of Labor and Employment Law Field Operations Manual - Chapter 5 Payment of Medical Exams as a Condition of Employment](#) (1/30/00)

[\[LEL - 06\] Division of Labor and Employment Law Field Operations Manual - Chapter 6 Right To Work](#) (1/30/00)

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[\[LEL - 09\] Division of Labor and Employment Law Field Operations Manual - Chapter 9 Child Labor](#) (8/30/07)

[\[LEL - 10\] Division of Labor and Employment Law Field Operations Manual - Chapter 10 Payment of Wage](#) (7/2/03)

[\[LEL - 11\] Guide for the Employment of Teenagers](#) (8/30/07)

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[\[02-001D\] VOSH Field Operations Manual \(FOM\) - CHANGE 8 \(4/1/03\)](#)

[\[02-002\] Exposure Control Plan for VOSH Personnel with Occupational Exposure to Bloodborne Pathogens \(9/15/06\)](#)

[\[02-003I\] VOSH Procedures to Comply with OSHA Enforcement Exemptions and Limitations under the Federal Appropriations Act, OSHA Instruction CPL 2-0.51J, \[when inspecting employers with ten or fewer employees\]; Revision \(7/15/09\)](#)

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[\[02-006A\] Abatement Verification Regulation, § 307 of the VOSH Administrative Regulations Manual \(ARM\) - Enforcement Policies and Procedures \(9/1/00\)](#)

[\[02-008A\] Access to Employee Exposure and Medical Records, § 1910.20 \(8/1/94\)](#)

[\[02-009A\] Prison Inmate Form Letter \(4/1/03\)](#)

[\[02-010\] Information to be Included in Closing Conferences \(1/24/08\)](#)

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[\[02-020\] VOSH Response to Significant Events of Potentially Catastrophic Consequence \(1/15/94\)](#)

[\[02-021\] Interpretative Rule Addressing OSHA's Policy on Employee Rescue Efforts, 29 CFR 1903.14 \(8/15/95\)](#)

[\[02-022A\] 29 CFR 1913.10, Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records \(11/1/09\)](#)

[\[02-023\] Citation and IMIS Guidance for the Administrative Regulations Manual \(ARM\) \(8/15/09\)](#)

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[\[02-054A\] Process Safety Management of Highly Hazardous Chemicals, 1910.119 – Inspection Procedures and Interpretive Guidance \(8/1/99\)](#)

[\[02-058\] Procedures for Combining, Grouping and Assessing Penalties for Willful Violations \(1/15/88\)](#)

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[\[02-061\] Citation Policy Regarding 29 CFR 1926.20, 29 CFR 1926.21 and Related General Safety and Health Provisions \(11/15/00\)](#)

[\[02-062A\] Application of the Permit-Required Confined Spaces \(PRCS\) Standards, § 1910.146 \(11/15/00\)](#)

[\[02-064A\] Procedure for Handling Issuance of Citations to VDOT \(12/15/07\)](#)

[\[02-065B\] Virginia Construction and Telecommunications Industries Confined Space Standard Procedures and Interpretations \(10/1/93\)](#)

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[\[02-072B\] Index of General Industry Standards Applicable to the Construction Industry \(5/15/94\)](#)

[\[02-073B\] Inspection Procedures for the Hazardous Waste Operations and Emergency Response Standard, §§ 1910.120 and 1926.65, Paragraph \(q\): Emergency Response to Hazardous Substance Releases \(12/15/98\)](#)

[\[02-076\] Revision of the Gravity Based Penalty \(GBP\) Scale. \(10/1/09\)](#)

[\[02-101\] OSHA/U.S. Coast Guard Authority Over Vessels \(11/15/98\)](#)

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[\[02-105\] Inspection Scheduling for Construction \(7/1/07\)](#)

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[\[02-208A\] Acceptance of U.S. Department of Transportation \(DOT\) Exemption DOT-E 8845 of the Select Fire Oil-Well Perforating System Detonator Interruption Device \(DID\) \(9/1/94\)](#)

[\[02-209\] Fixed Ladders Used on Outdoor Advertising Structures/Billboards in the Outdoor Advertising Industry \(4/15/93\)](#)

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[\[02-213\] Inspection Procedures and Guidelines for Lift-Slab Construction Operations](#) (9/1/91)

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[\[02-218\] Awareness Barriers Installed on Metal Cutting Shears](#) (9/1/94)

[\[02-223\] Abrasive Operations Using Cutoff Wheels and Masonry Saws, §§ 1910.215, 1926.303 and 1926.702\(i\)](#) (8/15/95)

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[\[02-228\] Guidelines for Point of Operation Guarding of Power Press Brakes](#) (9/15/98)

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[\[02-234\] 29 CFR Part 1910, Subpart T – Commercial Diving Operations](#) (4/15/07)

[\[02-235\] Slide-locks – Enforcement Policy, Inspection Procedures and Performance Guidance Criteria](#) (12/15/07)

[\[02-240\] Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97, Inspection Procedures and Interpretations](#) (9/15/09)

[\[02-390\] Plain Language Revision of OSHA Instruction STD 3.1, Interim Fall Protection Compliance Guidelines for Residential Construction](#) (4/1/00)

[\[02-395\] Logging Operations, Inspection Procedures and Interpretive Guidance Including Twelve Previously Stayed Provisions](#) (11/15/98)

[\[02-399\] Chocking of Tractor Trailer under the Powered Industrial Truck Standard](#) (8/15/00)

[\[02-400B\] Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens](#) (2/1/02)

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[\[02-407\] Lead Exposure in Construction: Interim Final Rule; -- Inspection and Compliance Procedures](#) (5/1/94)

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[\[02-411\] Inspection Procedures for the Respiratory Protection Standard, § 1910.134](#) (12/15/98)

[\[02-415\] Inspection Procedures for Occupational Exposure to Methylene Chloride Final Rule, §§ 1910.1052, 1915.1052 and 1926.1152](#) (2/1/02)

[\[02-419\] Audiometric Testing Using Insert Phones](#) (5/12/89)

[\[02-421\] Technical Assistance and Guidelines for Superfund and Other Hazardous Waste Site Activities](#) (8/20/86)

[\[02-422A\] Inspection Procedures for Occupational Exposure to Asbestos Final Rule, §§ 1910.1001, 1926.1101 and 1915.1001](#) (8/15/96)

[\[02-423\] Occupational Exposure to Hazardous Chemicals in Laboratories](#) (6/15/91)

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[\[02-432\] Inspection Procedures for Occupational Exposure to 1,3-Butadiene \(BD\), § 1910.1051](#) (11/15/98)

[\[02-433\] Enforcement Procedures and Scheduling for Occupational Exposure to Tuberculosis](#) (3/15/99)

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[\[02-436\] Enforcement of the Occupational Noise Exposure Standards, §§ 1910.95, 1926.52, and 1926.101](#) (2/1/02)

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[\[02-437\] Technical Enforcement and Assistance Guidelines for Hazardous Waste Site and RCRA Corrective Action Clean-up Operations](#) (9/15/06)

[\[02-439\] Section 1910.1018, Inspection and Compliance Procedures for the Permanent Occupational Exposure Standard for Inorganic Arsenic Compounds](#) (9/15/06)

[\[02-440\] Inspection Procedures for the Chromium \(VI\) Standards](#) (5/1/08)

[\[02-800A\] Longshoring and Marine Terminals "Tool Shed" Directive](#) (8/1/06)

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[\[02-802\] Enforcement of Cargo Gear Regulations and the Requirements for Gear Certification in the Maritime Program](#) (3/1/05)

[\[02-803\] 29 CFR Part 1915, Subpart B, Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment](#) (1/15/06)

[\[03-007\] Consultation Policies and Procedures, Chapter 7: Relationship to Enforcement, Hazard Correction and Verification](#) (5/15/07)

[\[03-100\] Consultation for Wood Treatment Operations Utilizing Inorganic Arsenic Comp](#) (12/12/86)

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[\[06-013\] Standard Interpretation of 1926.5\(c\); First Aid Training on Construction Sites](#) (5/18/88)

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[\[06-104\] Standard Interpretation of 1926.451\(d\)\(7\), Securing Scaffolding to a Building or Structure](#) (8/15/05)

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[\[11-201\] Permanent Variance From § 1910.178\(n\)\(7\)\(iii\): Virginia Precast Corporation](#) (4/20/90)

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[\[12-015H\] Consolidation of Non-substantive, Housekeeping, Technical, Repetitive or Error Correction Provisions of Consensus and Industry Standards for Parts 1910, 1915, 1926 and 1928](#) (11/1/09)

[\[12-101\] Amendments to the Applicability of Standards in 29 CFR Part 1910, § 1928.21](#) (4/1/95)

[\[12-102D\] Resp. Protection Standard, § 1910.134, and Other Related Standards in Parts 1910 and 1926 \(3/1/07\)](#)

[\[12-105C\] Lead Standard, General Industry, § 1910.1025; Amendments \(2/15/96\)](#)

[\[12-108B\] Commercial Diving Operations, Subpart T of Part 1910 \(3/1/05\)](#)

[\[12-114\] Mechanical Power-Transmission Apparatus, General Industry and Construction Industry, §§ 1910.219 and 1926.307, respectively; Mechanical Power Presses, § 1910.217; Telecommunications, § 1910.268; and Hydrogen, § 1910.103; Technical Corrections \(3/1/05\)](#)

[\[12-115\] Amendment to Virginia Commercial Diving Standard \(5/30/89\)](#)

[\[12-118H\] Occupational Exposure to Asbestos, General Industry, § 1910.1001, Shipyard Employment, § 1915.1001, and Construction, § 1926.1101; Revised Final Rule \(12/15/98\)](#)

[\[12-119A\] Amendment to the Virginia Confined Space Standard for the Construction Industry, CNSP.146 \(8/1/93\)](#)

[\[12-120\] Virginia Confined Space Standard for the Telecommunications Industry, 1910.268\(t\) \(10/7/87\)](#)

[\[12-122\] Lead Exposure in Construction, § 1926.62 \(8/1/93\)](#)

[\[12-123A\] Hazard Communication Standards Final Rules: General Industry Standard § 1910.1200; Shipyard Employment Standard § 1915.1200; Marine Terminal Standard § 1917.28; Longshoring Standard § 1918.90; Construction Industry Standard § 1926.59; Correcting Amendments \(6/15/95\)](#)

[\[12-124B\] Amendment to Permit-Required Confined Spaces Standard for General Industry, § 1910.146 \(8/1/99\)](#)

[\[12-125\] Retention of Department of Transportation \(DOT\) Markings, Placards, and Labels: §§ 1910.1201, 1915.100, 1917.29, 1918.100, and 1926.61 \(4/1/95\)](#)

[\[12-126\] Employer Payment for Personal Protective Equipment \(PPE\); Final Rule \(4/1/08\)](#)

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[\[12-151A\] Incorporation into Part 1926 those Part 1910 General Industry Safety and Health Standards determined to be Applicable to Construction Work \(5/15/97\)](#)

[\[12-152C\] Occupational Injury and Illness Recording and Reporting Requirements, §§ 1904.0 through 1904.46; and Amendments \(9/15/06\)](#)

[\[12-201\] Fall Protection in General Industry: 1910.23\(c\)\(1\), \(c\)\(3\), 1910.132\(a\) \(12/24/85\)](#)

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[\[12-205\] Safety Standards for Signs, Signals, and Barricades, Subpart G, §§ 1926.200 through 1926.203 \(4/1/03\)](#)

[\[12-220A\] Exemption for Religious Reasons for Wearing Hard Hats \(9/1/94\)](#)

[\[12-223A\] General Requirements for Clearances, Construction of Electric Transmission and Distribution Lines and Equipment, Construction Industry, Subpart V, § 1926.950 \(c\)\(1\)\(i\), 16VAC25-155; and Repeal of 16VAC25-175-1926.950 \(c\)\(1\) \(12/15/05\)](#)

[\[12-226D\] Grain Handling Facilities Standard, § 1910.272; Technical Amendment \(8/15/96\)](#)

[\[12-228\] Amendment Concerning Presence Sensing Device Initiation of Mechanical Power Presses, 1910.211 and 1910.217 \(8/18/88\)](#)

[\[12-230\] Standard Concerning Safety Testing or Certification of Certain Workplace Equipment and Materials \(8/18/88\)](#)

[\[12-231\] Amendment Concerning Servicing of Single Piece and Multi-Piece Rim Wheels \(1/30/89\)](#)

[\[12-232A\] Amendment Concerning Crane or Derrick Suspended Personnel Platforms; and Redesignation \(3/1/94\)](#)

[\[12-234A\] Underground Construction Standard, § 1926.800; and Technical Corrections \(2/15/94\)](#)

[\[12-239B\] Virginia Unique Construction Industry Standard for Sanitation: 16VAC25-160 \(1926.51\) \(1/1/06\)](#)

[\[12-240\] Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97 \(8/15/09\)](#)

[\[12-242\] Gases, Vapors, Fumes, Dusts, and Mists, § 1926.55; Amendments \(6/6/97\)](#)

[\[12-243A\] Welding, Cutting and Brazing Standard, §§ 1910.252 - 1910.257 \(4/1/95\)](#)

[\[12-244\] Amendment Concerning Revision of Construction Industry Test and Inspection Records \(5/15/91\)](#)

[\[12-245A\] Safety Standards for Scaffolds Used in the Construction Industry, Final Rule, §§ 1926.450 through 1926.454; Repeal of § 1926.556, Aerial Lifts; Corrections to §§ 1926.451 and 1926.453; and Administrative Stay of § 1926.451\(b\) \(5/15/97\)](#)

[\[12-246A\] Overhead High Voltage Line Safety Act \(Va. Code §§ 59.1-406 through 59.1-414\) \(2/15/04\)](#)

[\[12-247\] Safety Standards for General Industry and Construction; Final Rule; and Technical Amendments \(3/1/94\)](#)



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[\[12-248A\] Electric Power Generation, Transmission and Distribution and Amendments, § 1910.269; and Amendment to Electrical Protective Equipment, § 1910.137 \(4/1/95\)](#)

[\[12-250B\] Logging Operations, General Industry, § 1910.266; and Corrections and Technical Amendments \(2/15/96\)](#)

[\[12-251B\] Safety Standards for Steel Erection, Subpart R \(6/1/06\)](#)

[\[12-252\] 16VAC25-75, Virginia Unique General Industry Standard for Telecommunications, \(6/30/09\)](#)

[\[12-333C\] Powered Industrial Trucks \(PITs\), Parts 1910, 1915, 1917.1, 1918.1 and 1926; Correction \(6/1/06\)](#)

[\[12-334A\] Electrical Standard, Subpart S of Part 1910, §§ 1910.302 through 1910.308 \(5/21/09\)](#)

[\[12-401\] Hazardous Waste Operations and Emergency Response §§ 1910.120 and 1926.65 \(4/1/95\)](#)

[\[12-402B\] Occupational Exposure to Methylene Chloride \("MC"\), General Industry, § 1910.1052; Shipyard Employment, § 1915.1052; and Construction, § 1926.1152; Revised Final Rule \(12/15/98\)](#)

[\[12-403\] Occupational Exposure to 1,3--Butadiene, General Industry, § 1910.1051; Final Rule \(6/6/97\)](#)

[\[12-407\] Ethylene Oxide Standard \(Construction Industry\), § 1926.1147; and Correction \(2/15/94\)](#)

[\[12-410\] Occupational Exposure to Cotton Dust, § 1910.1043\(n\)\(4\) \(11/1/01\)](#)

[\[12-411\] Occupational Exposure to Bloodborne Pathogens; Needlesticks and Other Sharps Injuries; § 1910.1030; Revised Final Rule \(11/1/01\)](#)

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[\[12-419F\] Amendments to the Air Contaminants Standard, § 1910.1000 \(3/15/98\)](#)

[\[12-420\] Special Provisions for Air Contaminants, § 1910.19; Amendment \(6/15/97\)](#)

[\[12-421\] Dipping and Coating Operations, General Industry, Revised Final Rule, §§ 1910.122 through 1910.126 \(8/1/99\)](#)

[\[12-422\] Methylenedianiline in Construction, § 1926.60; Correction \(8/15/05\)](#)

[\[12-801A\] Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment, 1915.11 through 1915.16; and Corrections \(6/15/95\)](#)

[\[12-802\] Competent Person, Shipyard Employment, § 1915.7 \(4/1/95\)](#)

[\[12-803\] Personal Protective Equipment \(PPE\) for Shipyard Employment, Part 1915; Amendment \(8/15/96\)](#)

[\[12-804B\] Longshoring and Marine Terminals, Parts 1910, 1917 and 1918 \(5/15/09\)](#)

[\[12-805\] Occupational Safety and Health Standards for Shipyard Employment; Technical Amendments \(4/1/03\)](#)

[\[12-806A\] Fire Protection in Shipyard Employment, §§ 1915.501-1915.509, Public Sector Only \(3/1/07\)](#)

[\[13-001\] DOLI Interagency Agreements for VOSH \(5/15/08\)](#)

[\[13-002\] Areas of Direct Federal Enforcement by OSHA in Virginia \(8/15/08\)](#)

[\[13-006\] Memorandum of Understanding Between the Department of Transportation \(VDOT\) and the Department of Labor and Industry \(DOLI\) \(1/15/09\)](#)

[\[13-010\] Memorandum of Understanding between the Department of Labor and Industry \(DOLI\) and the Department of Professional and Occupational Regulation \(DPOR\) \(9/15/08\)](#)

[\[13-011\] Memorandum of Understanding between the Department of Environmental Quality and the Department of Labor and Industry \(9/15/08\)](#)

[\[13-016\] Memorandum of Understanding between the Department of Labor and Industry \(DOLI\) and the Federal Occupational Safety and Health Administration \(OSHA\) \(9/15/08\)](#)

[\[13-057A\] Mem. of Under. Between Department of Health and Department of Labor \(4/26/86\) \(4/1/03\)](#)

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[\[14-412\] LEP for Spray-On Bedlining Operations Involving Exposure to Methylene Diphenyl Isocyanate \(MDI\), a.k.a. Methylene Bisphenyl Isocyanate \(11/1/05\)](#)

[\[14-430A\] Public Sector LEP; Waste Water and Water Treatment \(WWWT\) Facilities \(4/1/03\)](#)

[\[14-437A\] National Emphasis Program: Lead \(2/15/09\)](#)

[\[BPV - 1\] Boiler and Pressure Vessel Safety Compliance Operations Manual \(10/1/99\)](#)

[\[BPV - 2\] Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit A \(3/27/74\)](#)

[\[BPV - 3\] Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit B \(12/5/00\)](#)

[\[BPV - 4\] Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit C \(4/1/03\)](#)

[\[VOSH Consult. - 1\] VOSH Consultation Policy and Procedures Manual \(OSHA Instruction TED 3.6\) \(7/1/03\)](#)

[\[VOSH 1981-82 SFY\] 1981-82 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1981 - June 30, 1982 \(12/10/09\)](#)

[\[VOSH CCG\] VOSH Closing Conference Guide \(6/10/03\)](#)

[\[VOSH Consult. - 2\] Job Safety and Health Protection Poster \(4/4/03\)](#)

[\[VOSH Consult. - 3\] Training Requirements/OSHA Standards and Training Guidelines \(7/1/98\)](#)

[\[VOSH ERG\] Employer Responsibilities and Courses of Action Following a VOSH Inspection \(11/10/08\)](#)

[\[VOSH FO 1979-80 SFY\] 1979-80 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1979 - June 30, 1980 \(12/10/09\)](#)

[\[VOSH FO 1980-81 SFY\] 1980-81 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational](#)

[Safety and Health Act, July 1, 1980 - June 30, 1981 \(12/10/09\)](#)

[\[VOSH FO 1982-83 SFY\] 1982-83 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1982 - June 30, 1983 \(12/10/09\)](#)

[\[VOSH FO 1983-84 SFY\] 1983-84 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1983 - June 30, 1984 \(12/10/09\)](#)

[\[VOSH FO 1984-85 SFY\] 1984-85 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1984 - June 30, 1985 \(12/10/09\)](#)

[\[VOSH FO 1985-86 SFY\] 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986 \(12/10/09\)](#)

[\[VOSH FO 1986-87 SFY\] 1986-87 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1986 - June 30, 1987 \(12/10/09\)](#)

[\[VOSH FO 1987-88 SFY\] 1987-88 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1987 - June 30, 1988 \(12/10/09\)](#)

[\[VOSH FO 1988-89 SFY\] 1988-89 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1988 - June 30, 1989 \(12/10/09\)](#)

[\[VOSH FO 1989-90 SFY\] 1989-90 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1989 - June 30, 1990 \(12/10/09\)](#)

[\[VOSH FO 1990-91 SFY\] 1990-91 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1990 - June 30, 1991 \(12/10/09\)](#)

[\[VOSH FO 1991-92 SFY\] 1991-92 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational](#)

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## Guidance Documents

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[Safety and Health Act, July 1, 1991 - June 30, 1992](#)  
(12/10/09)

[\[VOSH FO 1992-93 SFY\] 1992-93 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1992 - June 30, 1993](#)  
(12/10/09)

[\[VOSH FO 1993-94 SFY\] 1993-94 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1993 - June 30, 1994](#)  
(12/10/09)

[\[VOSH FO 1994-95 SFY\] 1994-95 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1994 - June 30, 1995](#)  
(12/10/09)

[\[VOSH FO 1995-96SFY\] 1995-96 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1995 - June 30, 1996](#)  
(12/10/09)

[\[VOSH FO 1996-97SFY\] 1996-97 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1996 - June 30, 1997](#)  
(12/10/09)

[\[VOSH FO 1997-98SFY\] 1997-98 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1997 - June 30, 1998](#)  
(12/10/09)

[\[VOSH FO 1998-99SFY\] 1998-99 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1998 - June 30, 1999](#)  
(12/10/09)

[\[VOSH FO 1999-2000SFY\] 1999-2000 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1999 - June 30, 2000](#)  
(12/10/09)

[\[VOSH FO 2000-01\] 2000-01 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 2000 - June 30, 2001](#)  
(12/10/09)

[\[VOSH FO 2001-02SFY\] 2001-02 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational](#)

[Safety and Health Act, July 1, 2001 - June 30, 2002](#)  
(12/10/09)

[\[VOSH FO 2002-03 SFY\] 2002-03 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 2002 - June 30, 2003](#)  
(12/11/09)

[\[VOSH FO 2005\] 2005 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act](#) (12/10/09)

[\[VOSH FO 2006\] 2006 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act](#) (12/11/09)

[\[VOSH FO 2007\] 2007 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act](#) (12/4/09)

[\[VOSH FO 2008\] 2008 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act](#) (12/4/09)

[\[VOSH FOM 0\] VOSH FOM Table Of Contents](#) (12/18/07)

[\[VOSH FOM 1\] Chapter 1 - Pre-Inspection Procedures](#)  
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[\[VOSH FOM IIB\] Special Inspection Procedures](#) (12/18/07)

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[\[VOSH FOM XIX\] Informal Settlement Agreement](#)  
(12/18/07)

[\[VOSH FOM XV\] Casefile Status and Routing Sheet](#)  
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[\[VOSH FOM XVI\] Employee Interview Statements](#)  
(12/18/07)

[\[VOSH FOM XVII\] File Review Notes](#) (12/18/07)  
[\[VOSH FOM XVIII\] Informal Conference Notes](#) (12/18/07)  
[\[VOSH FOM XX\] VOSH Inspection Worksheet - IW1](#)  
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[\[VOSH FOM XXI\] Penalty Installment Payment Agreement](#)  
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[\[VOSH FOM XXIII\] Trenching And Excavation Worksheet](#)  
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[\[VOSH HEALTH 1\] Virginia Occupational Safety and Health Program Interpretations of Health Standards](#)  
(10/17/03)  
[\[VOSH Health 2\] 2007 Health Interpretations](#) (12/20/07)  
[\[VOSH SAFETY 1\] Va. Occupational Safety and Health Program Interpretations of Safety Standards](#) (10/17/03)  
[\[VOSH Safety 2\] 2007 Safety Interpretations](#) (12/20/07)  
[\[VOSH VPP - 1\] Voluntary Protection Programs \(VPP\) Policies and Procedures Manual](#) (1/12/04)

## THE LIBRARY OF VIRGINIA

### Library Development and Networking 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 East Broad Street, Richmond, VA 23219-8000. Copies may be obtained free of charge for 10 pages and for requests of 11 pages or more for \$.25 per page by contacting Carol Adams at the above address, telephone (804) 692-3774, FAX (804) 692-3771, email [carol.adams@lva.virginia.gov](mailto:carol.adams@lva.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Carol Adams, Deputy Director, Library Development and Networking at the above address, telephone (804) 692-3774, FAX (804) 692-3771, email [carol.adams@lva.virginia.gov](mailto:carol.adams@lva.virginia.gov).

### Information Regarding Public Library Trustees:

Virginia Public Library Trustees Handbook, 2005 edition available online at <http://www.lva.lib.va.us/whatwedo/ldnd/govadmin/trustee/2005Handbook/index.htm>

### Information Regarding Public Libraries:

Planning for Library Excellence, 2000, available online at <http://www.lva.lib.va.us/whatwedo/ldnd/govadmin/pfle/index.htm>

### Archival and Records Management Services Division

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Virginia Public Records Manual, revised April 2000, available online at <http://www.lva.lib.va.us/whatwedo/records/manuals/00m-toc.htm>

Timely Destruction of Records available online at [http://www.lva.lib.va.us/whatwedo/records/timely\\_destruction.htm](http://www.lva.lib.va.us/whatwedo/records/timely_destruction.htm)

### BOARD OF LONG-TERM CARE ADMINISTRATORS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/nha/nha\\_guidelines.htm](http://www.dhp.virginia.gov/nha/nha_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [lrc@dhp.virginia.gov](mailto:lrc@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4595. Copies are free of charge.

### Guidance Documents:

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, adopted by board on April 28, 1989

95-2, Board Procedures for Auditing Continuing Education, July 10, 2002

95-4, Board Policy on Confidential Consent Agreements, July 23, 2003

95-5, Document of Department of Health; Common Understanding of Definitions and Terms used to Identify Resident Mistreatment, April 17, 2000

95-6, Board Policy on Process for Delegation of Informal Fact-Finding to an Agency Subordinate, October 13, 2004

95-7, Board Policy on Qualifying for Licensure: Required Content for College Coursework, April 25, 2005

95-8, Bylaws of the Board of Long-Term Care Administrators, revised December 1, 2009

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## Guidance Documents

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95-9, Board Policy on Continuing Competency Hours for Dually Licensed Administrators, October 28, 2008

### STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 7:30 a.m. until 4 p.m. in the Legislative and Regulatory Affairs Office of the State Lottery Department, 900 East Main Street, Richmond, Virginia 23219. Questions regarding interpretation or implementation of these documents and requests for copies may be directed to Frank S. Ferguson, General Counsel and Director of Legislative and Regulatory Affairs, at the same address, telephone (804) 692-7901, FAX (804) 692-7102 or email [fferguson@valottery.com](mailto:fferguson@valottery.com).

#### Director's Orders:

All Director's Orders are issued by the department's Director as Administrative Orders. These Orders interpret and implement the Virginia Lottery's regulations relating to the licensing of lottery sales agents (11VAC5-31-10 through 11VAC5-31-190) and the games conducted by the Virginia Lottery (11VAC5-41-10 through 11VAC5-41-340). The following Director's Orders are active as of the date of this filing:

31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, issued 08/15/94

48(97), Virginia Lottery Retailer Cashing Bonus Program and Rules, issued 12/01/97

02(99), Establishment of a Sliding Scale for Surety Bonding Requirements, issued 02/22/99

37(99), Virginia's Third On-Line Game Lottery; "Pick 4," Final Rules for Game Operation; Second Revision, issued 09/17/99

61(01), Virginia's First On-Line Lottery Game; "Pick 3," Final Rules for Game Operation; Sixth Revision, issued 09/09/01

62(01), Virginia's Fourth On-Line Lottery; "Cash 5," Final Rules for Game Operation; Sixth Revision, issued 09/09/01

05(05), Virginia's Instant Game Lottery 638; "Weekly Grand," Final Rules for Game Operation, issued 02/11/05

39(05), Virginia's Ninth Online Game Lottery; "Mega Millions" Final Rules for Game Operations, issued 05/09/05

59(05), Final Rules for Operation; "Subscription Program," for Virginia Lottery On-line Games, issued 08/08/05

10(07), Virginia's 11th On-Line Lottery Game; "Fast Play Bingo," Final Rules for Game Operation, issued 02/01/07 *nunc pro tunc* 02/01/07

20(07), Virginia's Tenth Online Game Lottery; "Win For Life," Final Rules for Game Operation, issued 05/02/07

61(07), Virginia's Instant Game Lottery 1011; "Cash Cards," Final Rules for Game Operation, issued 10/23/07

02(08), Virginia's Instant Game Lottery 565; "Casino Royale," Final Rules for Game Operation, issued 03/21/08

24(08), Virginia's Fourteenth Online Game Lottery; "Fast Play Dodge Ball" Final Rules for Game Operation, issued 05/22/08

37(08), Virginia's Instant Game Lottery 1063; "Hot \$100's," Final Rules for Game Operation, issued 07/23/08

39(08), Virginia's Instant Game Lottery 1057; "5 Times The Money," Final Rules for Game Operation, issued 07/25/08

40(08), Virginia's Instant Game Lottery 1071; "Colossal Cash," Final Rules for Game Operation, issued 09/02/08

43(08), Virginia's Instant Game Lottery 1075; "Blackjack," Final Rules for Game Operation, issued 08/28/08

44(08), Virginia's Instant Game Lottery 1062; "\$120 Million Cash Blowout," Final Rules for Game Operation, issued 08/12/08

52(08), Virginia's Instant Game Lottery 1072; "WPT® \$100,000 Hold'em Poker" Final Rules for Game Operation, issued 10/13/08

54(08), Virginia's Instant Game Lottery 1083; "EZ Grand" Final Rules for Game Operation, issued 10/16/08

64(08), Virginia's Instant Game Lottery 1076; "Win For Life" Final Rules for Game Operation, issued 10/13/08

66(08), Virginia's Instant Game Lottery 1078; "Aces High" Final Rules for Game Operation, issued 10/24/08 *nunc pro tunc* 10/14/08

70(08), Virginia's Instant Game Lottery 1095; "Money Mania" Final Rules for Game Operation, issued 11/06/08

71(08), Virginia's Instant Game Lottery 1096; "Tax Free \$100,000" Final Rules for Game Operation, issued 11/06/08

73(08), Virginia's Instant Game Lottery 1100; "Spicy Hot Doubler" Final Rules for Game Operation, issued 11/06/08

74(08), Virginia's Instant Game Lottery 1090; "Stacks of Cash" Final Rules for Game Operation, issued 11/06/08

75(08), Virginia's Instant Game Lottery 1093; "Sizzlin' 7's" Final Rules for Game Operation, issued 11/06/08

78(08), Virginia's Instant Game Lottery 1097; "Beat The Dealer" Final Rules for Game Operation, issued 01/21/09

79(08), Virginia's Instant Game Lottery 1102; "\$500,000 Jackpot" Final Rules for Game Operation, issued 12/23/08

82(08), Virginia's Instant Game Lottery 1105; "Platinum Payout" Final Rules for Game Operation, issued 01/21/09

- 84(08), Virginia's Instant Game Lottery 1061; "Dazzler Jewels" Final Rules for Game Operation, issued 12/23/08
- 85(08), Virginia's Instant Game Lottery 1065; "Jewel 7's" Final Rules for Game Operation, issued 12/23/08
- 88(08), Virginia's Instant Game Lottery 1085; "Maximum Millions" Final Rules for Game Operation, issued 12/23/08
- 89(098), Virginia's Instant Game Lottery 1103; "Face Cards" Final Rules for Game Operation, issued 01/21/09
- 01(09), Virginia's Instant Game Lottery 1089; "Sacks of Cash" Final Rules for Game Operation, issued 01/19/09
- 02(09), Virginia's Instant Game Lottery 1107; "\$100,000 Bankroll" Final Rules for Game Operation, issued 01/21/09
- 03(09), Virginia's Instant Game Lottery 1109; "Win Pigs Fly" Final Rules for Game Operation, issued 01/21/09
- 04(09), Virginia's Instant Game Lottery 1118; "Magic 8 Ball" Final Rules for Game Operation, issued 01/21/09
- 05(09), Virginia's Instant Game Lottery 1119; "Fabulous 5's" Final Rules for Game Operation, issued 01/21/09
- 06(09), Virginia's Instant Game Lottery 1120; "Flying Aces" Final Rules for Game Operation, issued 01/21/09
- 07(09), Virginia's Instant Game Lottery 1121; "Bass Pro Shops" Final Rules for Game Operation, issued 01/19/09
- 09(09), Virginia's Instant Game Lottery 1054; "Take The Money and Run" Final Rules for Game Operation, issued 02/03/09 *nunc pro tunc* 01/09/09
- 10(09), Virginia's Instant Game Lottery 1112; "Joker's Wild" Final Rules for Game Operation, issued 02/16/09
- 11(09), Virginia's Instant Game Lottery 1113; "On A Roll!" Final Rules for Game Operation, issued 02/16/09
- 13(09), Virginia's Instant Game Lottery 1124; "Double Dollars" Final Rules for Game Operation, issued 03/06/09
- 14(09), Virginia's Instant Game Lottery 1125; "Fire 'N Dice" Final Rules for Game Operation, issued 03/06/09
- 15(09), Virginia's Instant Game Lottery 1126; "Player's Club" Final Rules for Game Operation, issued 02/27/09
- 16(09), Virginia's Instant Game Lottery 1128; "The Money Game" Final Rules for Game Operation, issued 02/27/09
- 17(09), Virginia's Instant Game Lottery 1129; "Wild Bills" Final Rules for Game Operation, issued 03/06/09
- 18(09), Virginia's Instant Game Lottery 1130; "Cherry Doubler" Final Rules for Game Operation, issued 02/27/09
- 22(09), Virginia's Instant Game Lottery 1115; "7-11-21" Final Rules for Game Operation, issued 03/06/09
- 23(09), Virginia's Instant Game Lottery 1116; "Throw Me The Money" Final Rules for Game Operation, issued 03/06/09
- 24(09), Virginia's Instant Game Lottery 1133; "Bingo Doubler" Final Rules for Game Operation, issued 03/06/09
- 27(09), Virginia's Instant Game Lottery 1122; "Monopoly" Final Rules for Game Operation, issued 03/25/09
- 31(09), Virginia's Instant Game Lottery 1110; "Lucky Casino" Final Rules for Game Operation, issued 04/08/09
- 32(09), Virginia's Instant Game Lottery 1123; "Chill Out Cash" Final Rules for Game Operation, issued 04/08/09
- 34(09), Virginia's Instant Game Lottery 1114; "The Color of Money" Final Rules for Game Operation, issued 04/09/09
- 36(09), Virginia's On-line Lottery Game "Pick 3 With Boost" Final Rules for Game Operation, issued 05/01/09
- 39(09), Virginia's Instant Game Lottery 1135; "Flip Flop Cash" Final Rules for Game Operation, issued 05/28/09
- 40(09), Virginia's Instant Game Lottery 1136; "LUCKY \$500!" Final Rules for Game Operation, issued 05/28/09
- 41(09), Virginia's Instant Game Lottery 1141; "Dollars & Diamonds" Final Rules for Game Operation, issued 05/28/09
- 42(09), Virginia's Twentieth On-Line Lottery Game, "Fast Play Bonus Bingo" Final Rules for Game Operation, issued 05/28/09
- 43(09), Virginia's Twenty-First On-Line Lottery Game, "Fast Play Find The 9's" Final Rules for Game Operation, issued 05/28/09
- 45(09), Virginia's Instant Game Lottery 1108; "Bonus Word Crossword" Final Rules for Game Operation, issued 06/28/09
- 46(09), Virginia's Instant Game Lottery 1127; "Right On The Money" Final Rules for Game Operation, issued 06/28/09
- 47(09), Virginia's Instant Game Lottery 1144; "\$50,000,000 Redskins Mania" Final Rules for Game Operation, issued 06/28/09
- 48(09), Virginia's Instant Game Lottery 1148; "Spades" Final Rules for Game Operation, issued 06/28/09
- 49(09), Virginia's Instant Game Lottery 1150; "Ace In The Hole" Final Rules for Game Operation, issued 06/28/09
- 50(09), Virginia's Instant Game Lottery 1155; "Classic Poker" Final Rules for Game Operation, issued 06/28/09
- 51(09), Virginia's Instant Game Lottery 1111; "Corvette® Cash" Final Rules for Game Operation, issued 06/17/09
- 52(09), Virginia's Instant Game Lottery 1132; "High Card" Final Rules for Game Operation, issued 06/28/09

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53(09), Virginia's Instant Game Lottery 1131; "Molten Money" Final Rules for Game Operation, issued 06/28/09

54(09), Virginia's Instant Game Lottery 1140; "Mega Money" Final Rules for Game Operation, issued 06/28/09

56(09), Virginia Lottery's Retailer Incentive Program, "Hail To The Redskins" Final Incentive Program Rules, issued 06/09/09

59(09), Virginia's Instant Game Lottery 1137; "Fast \$100s" Final Rules for Game Operation, issued 08/14/09

60(09), Virginia's Instant Game Lottery 1146; "Virginia's Lucky Dog 2" Final Rules for Game Operation, issued 08/14/09

61(09), Virginia Lottery's "\$50,000,000 Redskins Mania Sweepstakes" Final Rules for Game Operation; issued 07/31/09

63(09), Virginia's Instant Game Lottery 1139; "Fuzzy Dice" Final Rules for Game Operation, issued 09/11/09

64(09), Virginia's Instant Game Lottery 1143; "Hot \$100,000" Final Rules for Game Operation, issued 09/11/09

65(09), Virginia's Instant Game Lottery 1147; "Goin' Green" Final Rules for Game Operation, issued 09/11/09

66(09), Virginia's Instant Game Lottery 1151; "100X The Money" Final Rules for Game Operation, issued 09/11/09

67(09), Virginia's Instant Game Lottery 1154; "All The Money" Final Rules for Game Operation, issued 09/11/09

68(09), Virginia Lottery's "It Pays To Play Sweepstakes" Final Rules for Game Operation, issued 09/18/09

69(09), Virginia Lottery's "3-4-5 Cash Second Chance Sweepstakes" Final Rules for Game Operation, issued 09/18/09

70(09), Virginia Lottery's Retailer Cashing Bonus Program Final Rules for Operation, issued 10/13/09

71(09), Virginia's Instant Game Lottery 1145; "Haunted Fortunes" Final Rules for Game Operation, issued 09/17/09 nunc pro tunc 09/15/09

72(09), Virginia's Instant Game Lottery 1156; "Candy Cane Tripler" Final Rules for Game Operation, issued 10/06/09

73(09), Virginia's Instant Game Lottery 1159; "Holiday Doubler" Final Rules for Game Operation, issued 10/06/09

74(09), Virginia's Instant Game Lottery 1161; "Wonderland of Dough" Final Rules for Game Operation, issued 10/06/09

75(09), Virginia's Instant Game Lottery 1165; "The Perfect Gift!" Final Rules for Game Operation, issued 10/06/09

76(09), Virginia's Instant Game Lottery 1042; "Lightning 7's" Final Rules for Game Operation, issued 10/08/09

77(09), Virginia's Twenty-Second On-Line Game Lottery; "Virginia's New Year Millionaire Raffle" Final Rules for Game Operation, issued 10/30/09

79(09), Virginia's Instant Game Lottery 1142, "\$200,000 Gold Rush" Final Rules for Game Operation, issued 11/11/09

80(09), Virginia's Instant Game Lottery 1149, "Classic Cash" Final Rules for Game Operation, issued 11/11/09

81(09), Virginia's Instant Game Lottery 1153, "Double Latte Cash" Final Rules for Game Operation, issued 11/11/09

82(09), Virginia's Instant Game Lottery 1157, "Happy Moo Year" Final Rules for Game Operation, issued 11/11/09

83(09), Virginia's Instant Game Lottery 1160, "Triple Fortune" Final Rules for Game Operation, issued 11/11/09

84(09), "Farm Fresh Holiday Incentive and 2nd Chance Super Bowl Party Pack Giveaway" Virginia Lottery Retailer Incentive Program Rules, issued 11/11/09

85(09), "Be a VIP with the Redskins – Trip Drawings" Virginia Lottery Retailer Incentive Program Rules, issued 11/12/09

86(09), Virginia's Instant Game Lottery 1152, "Jumbo Bucks" Final Rules for Game Operation, issued 11/23/09

87(09), "Have You Played?" Virginia Lottery Retailer Incentive Program Rules, issued 12/03/09

88(09), "Be A VIP With The Redskins – Trip Drawings" Virginia Lottery Retailer Incentive Program Rules, issued 12/08/09

89(09), "Just In Time For The Big Game Promotion" Virginia Lottery Retailer Incentive Program Rules with Miller Mart, issued 12/08/09

90(09), Virginia's Instant Game Lottery 1158, "Find The 9's Tripler" Final Rules for Game Operation, issued 12/15/09

91(09), Virginia's Instant Game Lottery 1163, "\$15,000 Payday" Final Rules for Game Operation, issued 12/15/09

92(09), "Subscriptions Movie Fun Pack Sweepstakes" Final Rules for Game Operation, issued 12/10/09

### **Policies/Procedures:**

Clerk Activated Terminal Policy, issued 07/01/01, 11VAC5-40-10 et seq.

Criteria for Lottery Advertising, issued 07/31/99, 11VAC5-20-60

Mail Claims Processing, issued 01/01/97, 11VAC5-30-330 through 11VAC5-30-740 and 11VAC5-40-310 through 11VAC5-40-690

On-Line Game Drawings (#007, rev. 8), issued 09/07/01, 11VAC5-40-40

Release of Payroll and Other Personal Data, issued 08/09/96, DPT Policy #6.05

Regional Scratch Ticket Sales to Retailers, issued 05/01/00, 11VAC5-30-300

Scratch Ticket Returns, issued 12/03/01, 11VAC5-30-320

Virginia Lottery Retailer Manual, issued 2001, 11VAC5-30 and 11VAC5-40

Lottery Prize Assignment Registration information, posted on the Virginia Lottery website 7/01/03

Borrowing and Assignment Activity by Virginia Lottery Winners Following Enactment of House Bill 1564 (2003), issued 11/30/04

Virginia Lottery Annual Report for 2009

## 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 John Bull 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 October 2005, § 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 October 1990, § 28.2-1401 C

Resolution by the Virginia Marine Resources Commission Citizen Board Interpreting Code § 28.2-1203 a 5 (iv) and Delegating Authority to Make the Determination Called for by Code § 28.2-1203 a 5 (iv).

Water Dependency Definition subtitled Criteria for Determining Whether Structures or Activities Must be Located In, On or Over State-owned Subaqueous Beds of the Commonwealth, adopted July 2003.

Rent and Royalty Guidelines, subtitled Rent and Royalty Schedule for Determining the Appropriate Rate to be Assessed for Projects that Encroach In, On or Over the

Subaqueous Beds of the Commonwealth, revised November 2005.

Guidelines for the Establishment, Use and Operation of Tidal Wetland Mitigation Banks in Virginia.

Criteria for the Placement of Sandy Dredged Material along Beaches in the Commonwealth.

### Law-Enforcement Documents:

Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Rick Lauderman, 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

## UNIVERSITY OF MARY WASHINGTON

Copies of the following documents may be viewed on during regular workdays from 8 a.m. until 5 p.m. in the Office of Human Resources, 1301 College Avenue, Fairfax House, Fredericksburg, VA 22401. Copies may be obtained free of charge by contacting Sabrina Johnson, Associate Vice President for Human Resources, at the same address, FAX (540) 654-1078, telephone (540) 654-1046, or email [sjohnson@umw.edu](mailto:sjohnson@umw.edu). Internet addresses for accessing the documents are below.

Questions regarding interpretation or implementation of this document also may be directed to Sabrina Johnson, Associate Vice President for Human Resources, at the same address.

### Guidance Documents:

University Policies <http://www.umw.edu/policies/default.php>

Academic Catalog (College of Graduate and Professional Studies) 2009-10-  
[http://www.umw.edu/publications/catalog\\_cgps/](http://www.umw.edu/publications/catalog_cgps/)

Academic Catalog (College of Arts & Sciences)  
[http://www.umw.edu/publications/catalog\\_cas\\_mwc/](http://www.umw.edu/publications/catalog_cas_mwc/)

Adjunct Faculty Handbook (College of Graduate and Professional Studies)  
[http://www.umw.edu/publications/adjuncthbk\\_gp/default.php](http://www.umw.edu/publications/adjuncthbk_gp/default.php)

Adjunct Faculty Handbook (College of Arts & Sciences)  
<http://www.umw.edu/publications/adjfachandbook/default.php>

Administrative & Professional Faculty Handbook, revised March 2006 -

[http://www.umw.edu/hr/employee\\_handbooks/documents/HANDBOOK\\_AP\\_Faculty\\_06.pdf](http://www.umw.edu/hr/employee_handbooks/documents/HANDBOOK_AP_Faculty_06.pdf)

Appendices to Commonwealth of Virginia Employee Handbook for Classified Employees, revised November 2004-



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## Guidance Documents

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[http://www.umw.edu/hr/employee\\_handbooks/classified\\_employee\\_handbo.php](http://www.umw.edu/hr/employee_handbooks/classified_employee_handbo.php)

Wage Employee Handbook, revised March 2006-  
[http://www.umw.edu/hr/employee\\_handbooks/documents/HANDBOOK\\_Wage\\_06.pdf](http://www.umw.edu/hr/employee_handbooks/documents/HANDBOOK_Wage_06.pdf)

Faculty Handbook (College of Arts and Sciences)  
[http://www.umw.edu/publications/fac\\_hbk\\_cas\\_mwc/default.php](http://www.umw.edu/publications/fac_hbk_cas_mwc/default.php)

Faculty Handbook (College of Graduate and Professional Studies)

[http://www.umw.edu/cgps/acaffairs/handbooks\\_publications/default.php](http://www.umw.edu/cgps/acaffairs/handbooks_publications/default.php)

Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act Report  
[http://www.umw.edu/police/statistics/crime\\_and\\_arrest/crime\\_statistics.php](http://www.umw.edu/police/statistics/crime_and_arrest/crime_statistics.php)

University of Mary Washington Student Handbook  
[http://www.umw.edu/studentaffairs/resources/student\\_handbook/default.php](http://www.umw.edu/studentaffairs/resources/student_handbook/default.php)

### **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 East 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.virginia.gov](http://www.dmas.virginia.gov) 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 5% sales tax, and \$5.00 per manual for shipping and handling. Charges for CDs are \$18 per CD, plus 5% sales tax and \$5.00 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 5% sales tax, and \$5.00 shipping and handling per manual update.

DMAS Medicaid Memos, Booklets, and Brochures: 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.

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, 12VAC30-60-360 and 12VAC30-120 Part I, no charge for copy.

Special 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12VAC30-80-170, 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, 12VAC30-110, unavailable in electronic format.

Special 9/13/96 Medicaid Memo, Contents of Notices to Medicaid Recipients, issued September 13, 1996, 12VAC30-10-410, no charge for copy.

Brochures 8/1/01, You Are Being Enrolled in the Medicaid Client Medical Management Program, issued December 5, 1996, 12VAC30-130-800 et seq., no charge for copy.

Booklet 5/1/97, Virginia Medicaid Handbook, issued May 1, 1997, 12VAC30-10, 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, 12VAC30-50-95 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, 12VAC30-120-10 et seq., no charge for copy.

Letter 5/26/99, HCFA Report for the Elderly and Disabled Waiver, issued May 26, 1999, 12VAC30-120-10 through 12VAC30-120-70, 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, 12VAC30-120-140 through 12VAC30-120-200 and 12VAC30-120-70 through 12VAC30-120-130, 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, 12VAC30-120, no charge for copy.

Special 11/15/00 Medicaid Memo, Hospital-Based Ambulance Services Changes, issued November 15, 2000, 12VAC30-50-300 and 12VAC30-50-530, no charge for copy.

Special 5/4/01 Medicaid Memo, Systems Specifications for Point of Services Claims Submission Information Alert, issued May 4, 2001, 12VAC30-80-40, no charge for copy.

Special 4/26/2002 Medicaid Memo Clarification of Medicaid Reimbursable Transportation Services, issued April 26, 2002, 12VAC30-50-510, 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 of memo.

Special Revisions to the Pharmacy Claim Form and Introduction of a Pharmacy Compound Claim Form (ID # 04-16-2003); 12VAC30-50; no charge for copy.

Special Implementation of the New Virginia Medicaid Management Information Systems (MMIS) (ID #'s 05-01-2003-01, 05-01-2003-02, 05-01-2003-03, 05-01-2003-04); 12VAC30-10; no charge for copy.

Special Telemedicine Services (ID # 06-10-2003-01); 12VAC30-50; no charge for copy.

Special Pharmacy Claims Processing Information in NCPDP Version 5.1 (ID # 06-10-2003-02); 12VAC30-80; no charge for copy.

Special Medicaid and FAMIS New ID Cards and Eligibility Verification (ID # 08-01-2003); 12VAC30-10 and 12VAC30-141; no charge for copy.

Special Escalation of HIPAA Transactions and Codes (ID # 08-08-2003); Public Law 104-191; no charge for copy.

Special Implementation of New Virginia Medicaid Management Information Systems (MMIS) (ID # 08-15-2003-01); 12VAC30-10; no charge for copy.

Special Changes to Residential Treatment Services Billing Process (ID # 09-01-2003); 12VAC30-50; no charge for copy.

Special Trading Partner Contingency Plan for HIPAA Transactions and Code Sets (ID # 09-16-2003-01); Public Law 104-191; no charge for copy.

Special Revised Effective Date for Changes to Residential Treatment Services Billing Process (ID # 10-01-2003); 12VAC30-50; no charge for copy.

Special VAMMIS Issues Resolution (ID # 10-08-2003); 12VAC30-10; no charge for copy.

Special Clarification of Billing for Residential Treatment Services for Children and Adolescents (ID # 02-27-2003); 12VAC30-50; no charge for copy.

Special Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 06-01-2003); 12VAC30-50; no charge for copy.

Special Revised Effective Date for Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 07-01-2003); 12VAC30-50; no charge for copy.

Special Community Mental Health Services FAMIS Coverage (ID # 07-25-2003); 12VAC30-141; no charge for copy.

Special Clarification of New Pre-Authorization Requirements for Outpatient Psychiatric Services (Revised) (ID # 08-15-2003); 12VAC30-50; no charge for copy.

Special Changes to Billing for EPSDT Services and Summary of Blood Lead Screening Requirements (ID # 09-12-2003); 12VAC30-50; no charge for copy.

Special 12/1/2003 Prescriber ID Numbers for Pharmacy Claims; 12VAC30-50; no charge for copy.

Special 11/25/2003 Introduction of Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services; 12VAC30-50; no charge for copy.

Special 11/20/2003 Mandatory Use of ASC X12 Formats for Electronic Transactions; 12VAC30-10; no charge for copy.

Special 10/28/2003 Changes in Billing for Medicare "Crossover" Claims; 12VAC30-80; no charge for copy.

Special 10/24/2003 Acknowledgement of BabyCare VAMMIS Issues; 12VAC30-50; no charge for copy.

HMO Project Managers Memos (various topics and dates); 12VAC30-120; no charge for copies.

Emergency Room Procedure Codes policy (9/25/2003); 12VAC30-50 and 12VAC30-80; no charge for copy.

Special 1/23/2004 Medicaid Memo, Prospective Drug Review Program Changes for Pharmacy Claims and Other Pharmacy Program Changes, issued January 23, 2004, 12VAC30-10-130, no charge for memo copy.

Special 2/6/2004 Medicaid Memo, Request Required by Providers Receiving ASC X12 835 Transactions for the

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Continued Receipt of Paper Remittances Advices Past 30 Days, issued February 6, 2004, 12VAC30-10, no charge for memo copy.

Special 3/1/2004 Medicaid Memo, Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 1, 2004, 12VAC30-50, no charge for memo copy.

Special 3/5/2004 Medicaid Memo Correction, Correction to March 1, 2004, Medicaid Memo Titled: Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 5, 2004, 12VAC30-50, no charge for correction copy.

Special 3/18/2004 Medicaid Memo, Billing Information Correction for Submitting Paper UB-92 Medicare Part A and B Claims, issued March 18, 2004, 12VAC30-20, no charge for memo copy.

Special 3/22/2004 Medicaid Memo, Update of Medicaid, FAMIS, and FAMIS Plus ID Cards and Eligibility Verification Systems Information, issued March 22, 2004, 12VAC30-141, no charge for memo copy.

Special 4/1/2004 Medicaid Memo, Processing and Payment of Emergency Room Claims, issued April 1, 2004, 12VAC30-50, no charge for memo copy.

Special 4/13/2004 Medicaid Memo, Claim Repayments Due to Claim Check, issued April 13, 2004, 12VAC30-10, no charge for memo copy.

Special 4/15/2004 Medicaid Memo, Durable Medical Equipment (DME) Appendix B Information, issued April 15, 2004, 12VAC30-50, no charge for memo copy.

Special 5/17/2004 Medicaid Memo, Prospective Drug Review Program (ProDUR) Changes to Early Refill (ER) Edits and Updates on Home Infusion Billing, issued May 17, 2004, 12VAC30-10 & 130, no charge for memo copy.

Special 5/25/2004 Medicaid Memo, Billing Alert - Processing of Certain Community Mental Health Services Covered Under FAMIS, issued May 25, 2004, 12VAC30-141, no charge for memo copy.

Special 6/1/2004 Medicaid Memo, COX-2 Clinical Edits, Phase III of the Virginia Medicaid Preferred Drug List (PDL) Program and PDA Download for PDL Quick List - July 2004, issued June 1, 2004, 12VAC30-50, no charge for memo copy.

Special 7/1/2004 Medicaid Memo, Claims Edits and Extensions for Prior Authorization of Home and Community Based Waiver Services and Offline Billing for MR Waiver Claims, issued July 1, 2004, 12VAC30-120, no charge for memo copy.

Special 7/19/2004 Medicaid Memo, Sending Attachments to 837 Electronic Claims Transactions, issued July 19, 2004, 12VAC30-10, no charge for memo copy.

Special 7/26/2004 Medicaid Memo, Re-Implementation of the 180-Day Outstanding Check and Claim Void Process, issued July 26, 2004, 12VAC30-10, no charge for memo copy.

Special 8/1/2004 Medicaid Memo, Mandatory Generic Edits, ePocrates, Weight Loss Drugs - New Prior Approval Procedure and Over-the-Counter Drugs, issued August 1, 2004, 12VAC30-50, no charge for memo copy.

Special 8/15/2004 Medicaid Memo, Billing Information Update for Submitting Paper UB-92 Medicare Crossover Part A and B Claims, issued August 15, 2004, 12VAC30-20, no charge for memo copy.

Special 8/6/2004 Medicaid Memo, Rate Increase for Specific Home and Community-Based Waiver Services, issued August 6, 2004, 12VAC30-120, no charge for memo copy.

Special 8/16/2004 Medicaid Memo, Rate Increase for Obstetrical and Gynecological Services, issued August 16, 2004, 12VAC30-80, no charge for memo copy.

Special 8/20/2004 Medicaid Memo, Use of Electronic Signatures, issued August 20, 2004, 12VAC30-10, no charge for memo copy.

Special 8/30/2004 Letter, Change in Medicaid AP DRG Grouper Software - Effective October 1, 2004, issued August 30, 2004, 12VAC30-70, no charge for letter copy.

Special 8/31/2004 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued August 31, 2004, 12VAC30-50, no charge for memo copy.

Special 9/1/2004 Medicaid Memo, Threshold/Polypharmacy Program, issued September 1, 2004, 12VAC30-50, no charge for memo copy.

Special 9/3/2004 Medicaid Memo, Changes to the Review Process for Residential Treatment Services, issued September 3, 2004, 12VAC30-50, no charge for memo copy.

Special 10/1/2004 Medicaid Memo, Implementation of the New Provider Remittances for Professionals and Facilities, issued October 1, 2004, 12VAC30-70 & 12VAC30-90, no charge for memo copy.

Special 10/15/2004 Medicaid Memo, Maximum Allowable Cost (MAC) Program for Virginia Medicaid and Notification of COX-II Drug Class Changes to Preferred Drug List (PDL), issued October 15, 2004, 12VAC30-80, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Changes to the Review Process for Treatment Foster Care-Case Management Services - Effective December 15, 2004, issued November 5, 2004, 12VAC30-50, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Waiver Billing and Maintenance Issues, issued November 5, 2004, 12VAC30-120, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Clarification of Family Planning Waiver - Covered Services and Billing Procedures, issued November 5, 2004, 12VAC30-135, no charge for memo copy.

Special 12/1/2004 Medicaid Memo, Annual Review of Phase I of the Virginia Medicaid Preferred Drug List Program and PDL Quicklist, issued December 1, 2004, 12VAC30-50, no charge for memo copy.

Special 12/1/2004 Medicaid Memo, Medicaid Eligibility for Infants Born to Non-Medicaid-Eligible Alien Women Whose Deliveries Were Covered by Medicaid as an Emergency Medical Service, issued December 1, 2004, 12VAC30-50, no charge for memo copy.

Special 12/3/2004 Medicaid Memo, Long-Acting Narcotics Step Therapy & the Preferred Drug List, issued December 3, 2004, 12VAC30-50, no charge for memo copy.

Special 12/13/2004 Medicaid Memo, Enrollment of Licensed Marriage and Family Therapists, issued December 13, 2004, 12VAC30-50, no charge for memo copy.

Special 1/5/2005 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued January 5, 2005, 12VAC30-50, no charge for memo copy.

Special 1/10/2005 Medicaid Memo, Services Requiring Claims Submission Through the VaMMIS – Effective February 1, 2005, issued January 10, 2005, 12VAC30-50, no charge for memo copy.

Special 3/28/2005 Medicaid Memo, New Billing Requirements for Non-emergency, Outpatient MRI/CAT/PET Scans – Effective May 1, 2005, issued March 28, 2005, 12VAC30-50, no charge for memo copy.

Special 3/28/2005 Medicaid Memo, Patient Pay Recorded on Paper Claim Submissions for Waiver Services – Effective May 1, 2005, issued March 28, 2005, 12VAC30-50, no charge for memo copy.

Special 5/19/2005 Medicaid Memo, Change in Reimbursement Policy for School-Based Health Screenings of Children Enrolled in Medicaid Managed Care Organizations – Effective July 1, 2005, issued May 19, 2005, 12VAC30-50, no charge for memo copy.

Special 6/3/2005 Medicaid Memo, Termination of Erectile Dysfunction (ED) Drug Coverage for Individuals Convicted of a Sex Offense – Effective As Of May 27, 2005, issued June 3, 2005, 12VAC30-50, no charge for memo copy.

Special 6/10/2005 Medicaid Memo, Annual Review of Phases II and III of the Virginia Medicaid Preferred Drug List (PDL) Program, Review of New Drugs, Dispensing Fee for Generic Drugs, and PDL Quicklist – Effective July 1, 2005, issued June 10, 2005, 12VAC30-50, no charge for memo copy.

Special 6/10/2005 Medicaid Memo, Smiles For Children, Virginia's Dental Program for Medicaid, FAMIS, and FAMIS Plus Children – Effective July 1, 2005, issued June 10, 2005, 12VAC30-50, no charge for memo copy.

Special 6/14/2005 Medicaid Memo, Dental Program Coverage of Medical/Surgical Procedures for Medicaid, FAMIS, and FAMIS Plus Children – Effective July 1, 2005, issued June 14, 2005, 12VAC30-50, no charge for memo copy.

Special 6/14/2005 Medicaid Memo, Coverage of Orthodontics Billing Procedures for Medicaid, FAMIS, and FAMIS Plus Children – Effective July 1, 2005, issued June 14, 2005, 12VAC30-50, no charge for memo copy.

Special 6/28/2005 Medicaid Memo, Preferred Drug List (PDL) Changes Affecting Nursing Home Providers – Effective August 1, 2005, issued June 28, 2005, 12VAC30-50, no charge for memo copy.

Special 6/28/2005 Medicaid Memo, Billing Changes to Date of Discharge for Hospice Services – Effective July 1, 2005, issued June 28, 2005, 12VAC30-50, no charge for memo copy.

Special 7/8/2005 Medicaid Memo, Coverage Changes to the FAMIS Program (FAMIS MOMS & FAMIS Select) – Effective August 1, 2005, issued July 8, 2005, 12VAC30-50, no charge for memo copy.

Special 7/14/2005 Medicaid Memo, Reimbursement for Dental Services under Smiles For Children – Effective July 1, 2005, issued July 14, 2005, 12VAC30-50, no charge for memo copy.

Special 8/1/2005 Medicaid Memo, Rate Increases & New Patient Pay Payroll Procedure for Consumer-Directed Services – Effective July 1, 2005, issued August 1, 2005, 12VAC30-50, no charge for memo copy.

Special 8/1/2005 Medicaid Memo, Correction to the Billing Instructions for the UB-92 Claim Form, issued August 1, 2005, 12VAC30-50, no charge for memo copy.

Special 8/9/2005 Medicaid Memo, Expansion of Managed Care Organization (MCO) Program in Northern Virginia, issued August 9, 2005, 12VAC30-50, no charge for memo copy.

Special 8/19/2005 Medicaid Memo, FAMIS MOMS Enrollees – How to Apply for Newborn Coverage, issued August 19, 2005, 12VAC30-50, no charge for memo copy.

Special 9/6/2005 Medicaid Memo, Changes to Orthotic Services Pre-authorization (PA) Process – Effective October 1, 2005, issued September 6, 2005, 12VAC30-50, no charge for memo copy.

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all providers and

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managed care organizations, issued September 8, 2005, 12VAC30-50, no charge for memo copy.

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all pharmacy providers, issued September 8, 2005, 12VAC30-50, no charge for memo copy.

Special 9/16/2005 Medicaid Memo, Clarification of BabyCare Claims Process & FAMIS MOMS Eligibility for BabyCare Services, issued September 16, 2005, 12VAC30-50, no charge for memo copy.

Special 11/7/2005 Medicaid Memo, Medicaid Reimbursement Rate Changes for Culpeper and King George Counties – Effective January 1, 2006, issued November 7, 2005, 12VAC30-50, no charge for memo copy.

Special 11/30/2005 Medicaid Memo, Managed Care Organization (MCO) Program Expands Into the Winchester Region – Effective December 1, 2005, issued November 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/2/2005 Medicaid Memo, Implementation of ClaimCheck for all Physician and Laboratory Services – Effective January 9, 2006, issued December 2, 2005, 12VAC30-50, no charge for memo copy.

Special 12/5/2005 Medicaid Memo, Pending Cancellation of DMAS Disaster Relief Health Care Coverage for Victims of Hurricane Katrina, issued December 5, 2005, 12VAC30-50, no charge for memo copy.

Special 12/5/2005 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and PDL Quicklist & Medicare Part D Implementation – Effective January 1, 2005, issued December 5, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Monitoring Kidney Functions & the Classification Stages of Chronic Kidney Disease (CKD), issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Managed Care Organization (MCO) Merger Between Anthem HealthKeepers Plus & UniCare Health Plan of Virginia – Effective January 1, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Termination of Erectile Dysfunction Drug Coverage for Medicaid Enrollees – Effective January 1, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Virginia Medicaid Healthy ReturnsSM Disease Management Program Expands – Effective January 13, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/27/2005 Medicaid Memo, New Federal Requirements Regarding the Compliance with Seclusion and Restraint Regulations – Effective Immediately, issued December 27, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Upcoming Changes to the Processing of Medicare "Crossover" Claims, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Discontinuation of Default Medicaid Prescriber ID Numbers – Effective February 1, 2006, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Proper Procedure for Sending Checks for Claims Processing Errors, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

Special 1/12/2006 Medicaid Memo, Changes to Processing of Medicare "Crossover" Claims -Addendum, issued January 12, 2006, 12VAC30-50, no charge for memo copy.

Special 1/30/2006 Medicaid Memo, New Virginia Medicaid Interim Reimbursement for Medicare Part D Drugs for Dual Eligibles – Effective January 31, 2006, issued January 30, 2006, 12VAC30-50, no charge for memo copy.

Special 2/1/2006 Medicaid Memo, Changes to Virginia Medicaid Billing Instructions for HIPAA Compliance – Utilization of Interim Bill Types, issued February 1, 2006, 12VAC30-50, no charge for memo copy.

Special 2/27/2006 Medicaid Memo, Implementation of the National Provider Identification Number: Atypical Anticipated Initial Implementation Date: January 1, 2007, issued February 27, 2006, 12VAC30-50, no charge for memo copy.

Special 2/27/2006 Medicaid Memo, Implementation of the National Provider Identification Number: Typical Anticipated Initial Implementation Date: January 1, 2007, issued February 27, 2006, 12VAC30-50, no charge for memo copy.

Special 3/1/2006 Medicaid Memo, Discontinuation of Virginia Medicaid Interim Reimbursement for Medicare Part D Drugs for Dual Eligibles – March 8, 2006, issued March 1, 2006, 12VAC30-50, no charge for memo copy.

Special 3/20/2006 Medicaid Memo, Notification of Contract Award and New Prior Authorization and Utilization Review Process – Spring 2006, issued March 20, 2006, 12VAC30-50, no charge for memo copy.

Special 3/24/2006 Medicaid Memo, EPSDT Blood Lead Testing Requirements, Lead-Safe Virginia, & the Discontinued Usage of the Division of Consolidated Laboratories, issued March 24, 2006, 12VAC30-50, no charge for memo copy.

Special 3/31/2006 Medicaid Memo, Rate Increase for Personal Care and Related Services and Adult Day Health

Care – May 1, 2006, issued March 31, 2006, 12VAC30-50, no charge for memo copy.

Special 4/1/2006 Medicaid Memo, Increased Dispensing Fee for Brand Name Drug Products – May 1, 2006, issued April 1, 2006, 12VAC30-50, no charge for memo copy.

Special 4/3/2006 Medicaid Memo, Contracting of Services to a Qualified Fiscal Agent for Consumer-Directed Fiscal Agent Services – Summer 2006, issued April 3, 2006, 12VAC30-50, no charge for memo copy.

Special 4/13/2006 Medicaid Memo, Updates and Changes in the Processing of Medicare "Crossover" Claims, issued April 13, 2006, 12VAC30-50, no charge for memo copy.

Special 4/26/2006 Medicaid Memo, Changes to the Preauthorization of Outpatient Psychiatric Services and Changes to the Mental Health Clinic Provider Manual, issued April 26, 2006, 12VAC30-50, no charge for memo copy.

Special 4/26/2006 Medicaid Memo, Changes to the Preauthorization of Outpatient Psychiatric Services and Changes to the Psychiatric Services Manual, issued April 26, 2006, 12VAC30-50, no charge for memo copy.

Special 5/3/2006 Medicaid Memo, Correction to March 31, 2006 Medicaid Memo Regarding Rate Increase for Personal Care and Related Services and Adult Day Health Care – May 1, 2006, issued May 3, 2006, 12VAC30-50, no charge for memo copy.

Special 5/5/2006 Medicaid Memo, Update to the Durable Medical Equipment and Supplies Provider Manual and New Prior Authorization Contractor - Effective June 5, 2006, issued May 5, 2006, 12VAC30-50, no charge for memo copy.

Special 5/5/2006 Medicaid Memo, Update to the Home Health Provider Manual and New Prior Authorization Contractor - Effective June 5, 2006, issued May 5, 2006, 12VAC30-50, no charge for memo copy.

Special 5/11/2006 Medicaid Memo, Update to the Rehabilitation Provider Manual and New Prior Authorization Contractor - Effective June 5, 2006, issued May 11, 2006, 12VAC30-50, no charge for memo copy.

Special 5/22/2006 Medicaid Memo, Prior Authorization Transition Information – Change in Hospital Service Transition Date to KePRO - June 12th; One-time Change in PA Number for Certain Types of Requests; Clarification of Outpatient Psychiatric Service Limits, issued May 22, 2006, 12VAC30-50, no charge for memo copy.

Special 5/26/2006 Medicaid Memo, Changes to the Preauthorization of Inpatient Psychiatric Services and Changes to the Psychiatric Services Manual: Effective June 12, 2006, issued May 26, 2006, 12VAC30-50, no charge for memo copy.

Special 5/26/2006 Medicaid Memo, Update to the Hospital Provider Manuals and New Prior Authorization Contractor: Effective June 12, 2006, issued May 26, 2006, 12VAC30-50, no charge for memo copy.

Special 6/1/2006 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and PDL Quicklist & Termination of Automatic PDL Prior Authorizations for Long-Acting Narcotics: Effective July 1, 2006, issued June 1, 2006, 12VAC30-50, no charge for memo copy.

Special 6/1/2006 Medicaid Memo, Update to the Technology Assisted Waiver Services (TAWs) Provider Manual, issued June 1, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Changes to the Preauthorization of Inpatient Psychiatric Residential and Changes to the Psychiatric Services Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Changes to the Preauthorization of Treatment Foster Care Case Management and Changes to the Psychiatric Services Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the AIDS Waiver Case Management Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the EDCD Waiver Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the Elderly Case Management Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the IFDDS Waiver Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/6/2006 Medicaid Memo, Update to the Community Mental Health Rehabilitative Services Provider Manual and Changes to the Prior Authorization Process for Extensions to Intensive In-Home Services (H2012), issued June 6, 2006, 12VAC30-50, no charge for memo copy.

Special 6/7/2006 Medicaid Memo, Program Updates for Virginia's Medicaid, FAMIS and FAMIS Plus Children Dental Program (Smiles For Children) – Spring 2006, issued June 7, 2006, 12VAC30-50, no charge for memo copy.

Special 6/9/2006 Medicaid Memo, Expansion of Medallion II & FAMIS Programs in Culpeper – Summer 2006, issued June 9, 2006, 12VAC30-50, no charge for memo copy.

Special 6/13/2006 Medicaid Memo, Update to the Physician Provider Manual, issued June 13, 2006, 12VAC30-50, no charge for memo copy.

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Special 6/16/2006 Medicaid Memo, National Provider Identifier (NPI) Implementation Plans for the Virginia Medicaid Program: Health Care Providers, issued June 16, 2006, 12VAC30-50, no charge for memo copy.

Special 6/26/2006 Medicaid Memo, Update Regarding Behavioral Therapeutic Consultation Provider Qualifications, issued June 26, 2006, 12VAC30-50, no charge for memo copy.

Special 7/7/2006 Medicaid Memo, Expansion of Medallion II & FAMIS Programs in Danville – September 2006, issued July 7, 2006, 12VAC30-50, no charge for memo copy.

Special 7/13/2006 Medicaid Memo, Rate Increase for Private Duty Nursing and Services that are Unique to the MR and DD Waivers – July 1st 2006, issued July 13, 2006, 12VAC30-50, no charge for memo copy.

Special 7/14/2006 Medicaid Memo, BabyCare Covered Service Changes and Mileage Rate Increase, issued July 14, 2006, 12VAC30-50, no charge for memo copy.

Special 7/26/2006 Medicaid Memo, Request to Calculate and Report the Estimated Glomerular Filtration Rate (eGFR) Value for Medicaid Recipients, issued July 26, 2006, 12VAC30-50, no charge for memo copy.

Special 8/4/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

Special 8/4/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

Special 8/4/2006 Medicaid Memo, Updates and Clarification of the Outpatient Prior Authorization Process for Outpatient Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

Special 8/15/2006 Medicaid Memo, Intensity of Treatment Criteria for Acute Inpatient Hospital Psychiatric Services, issued August 15, 2006, 12VAC30-50, no charge for memo copy.

Special 8/16/2006 Medicaid Memo, Coverage of spacers and peak flow meters through the Durable Medical Equipment and Supply (DME) Program, issued August 16, 2006, 12VAC30-50, no charge for memo copy.

Special 8/21/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management and Residential Treatment Services, issued August 21, 2006, 12VAC30-50, no charge for memo copy.

Special 8/30/2006 Medicaid Memo, Revision of the DMAS-30R 5/06 and DMAS-31R 5/06 (Title XVIII) Medicare Part B

Deductible and Coinsurance Original and Adjustment/Void Invoice Forms, issued August 30, 2006, 12VAC30-50, no charge for memo copy.

Special 9/20/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute, Psych, and Rehab Care Services, issued September 20, 2006, 12VAC30-50, no charge for memo copy.

Special 9/20/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued September 20, 2006, 12VAC30-50, no charge for memo copy.

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Special 10/4/2006 Medicaid Memo, National Provider Identifier (NPI) Update, issued October 4, 2006, 12VAC30-50, no charge for memo copy.

Special 10/4/2006 Medicaid Memo, National Provider Identifier (NPI) Implementation Plans for the Virginia Medicaid Program: Atypical Providers, issued October 4, 2006, 12VAC30-50, no charge for memo copy.

Special 10/12/2006 Medicaid Memo, Clarification of Review of Psychiatric Records, issued October 12, 2006, 12VAC30-50, no charge for memo copy.

Special 10/12/2006 Medicaid Memo, Clarification of School Services, issued October 12, 2006, 12VAC30-50, no charge for memo copy.

Special 10/17/2006 Medicaid Memo, General Billing Instructions for the New CMS-1500 (08-05) Form – Effective October 1, 2006, issued October 17, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management, Residential Treatment

Services, and Intensive In-Home Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 12/7/2006 Medicaid Memo, Modifications to Virginia Medicaid Preferred Drug List (PDL), issued December 7, 2006, 12VAC30-50, no charge for memo copy.

Special 12/11/2006 Medicaid Memo, Family Planning Services Program: Clarification of Eligibility, Covered Services and Billing Requirements, issued December 11, 2006, 12VAC30-50, no charge for memo copy.

Special 12/14/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued December 14, 2006, 12VAC30-50, no charge for memo copy.

Special 12/14/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued December 14, 2006, 12VAC30-50, no charge for memo copy.

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Special 12/22/2006 Medicaid Memo, False Claims Act Educational Requirements Mandated by DRA, issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 12/22/2006 Medicaid Memo, Rate Increase for Procedure Code S5102 (Adult Day Health Care) – Effective January 1, 2007, issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 12/22/2006 Medicaid Memo, Testing Electronic Transactions for the National Provider Identifier (NPI), issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management, Residential Treatment Services, and Intensive In-Home Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

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Special 1/19/2007 Medicaid Memo, New Web Site for the Automated Response System (ARS) and National Provider Identifier (NPI) Compliance for the ARS – Effective February 19, 2007, issued January 19, 2007, 12VAC30-50, no charge for memo copy.

Special 1/31/2007 Medicaid Memo, Changes to Treatment Foster Care Case Management Reimbursement – Effective March 1, 2007, issued January 31, 2007, 12VAC30-50, no charge for memo copy.

Special 1/31/2007 Medicaid Memo, Baby Care Mileage Rate Increase – Effective February 1, 2007, issued January 31, 2007, 12VAC30-50, no charge for memo copy.

Special 2/9/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Dual Use Period – March 26 - May 22, 2007, issued February 9, 2007, 12VAC30-50, no charge for memo copy.

Special 2/9/2007 Medicaid Memo, Atypical Provider Identifier (API) Update: DMAS Dual Use Period – March 26 - May 22, 2007, issued February 9, 2007, 12VAC30-50, no charge for memo copy.

Special 2/12/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Requirements for National Taxonomy Codes, issued February 12, 2007, 12VAC30-50, no charge for memo copy.

Special 2/14/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued February 14, 2007, 12VAC30-50, no charge for memo copy.

Special 2/14/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Inpatient Services, issued February 14, 2007, 12VAC30-50, no charge for memo copy.

Special 2/21/2007 Medicaid Memo, General Billing Instructions for the New CMS-1450 (UB-04) - Effective April 1, 2007, issued February 21, 2007, 12VAC30-50, no charge for memo copy.

Special 3/12/2007 Medicaid Memo, Changes to the Prior Authorization Process for Treatment Foster Care Case Management – Effective March 1, 2007, issued March 12, 2007, 12VAC30-50, no charge for memo copy.

Special 3/19/2007 Medicaid Memo, NPI Update: DMAS Requirements for National Taxonomy Codes for Home Health, Private Duty, and Atypical Service Providers, issued March 19, 2007, 12VAC30-50, no charge for memo copy.



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Special 4/19/2007 Medicaid Memo, Northern Virginia Rate Differential for MR, DD, and DS Waivers – Effective July 1, 2007, issued April 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/19/2007 Medicaid Memo, New Questionnaires Available to Facilitate Waiver Services Requests for Prior Authorization, issued April 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/23/2007 Medicaid Memo, Changes to the Prior Authorization Process for Psychiatric Residential Treatment, issued April 23, 2007, 12VAC30-50, no charge for memo copy.

Special 4/23/2007 Medicaid Memo, Changes to the Prior Authorization Request Form for Intensive In-Home Services, issued April 23, 2007, 12VAC30-50, no charge for memo copy.

Special 5/8/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Dual Use Period Extended Beyond May 23, 2007 & Paper Claim Form Deadline (June 1, 2007), issued May 8, 2007, 12VAC30-50, no charge for memo copy.

Special 5/31/2007 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Enhanced Prospective Drug Utilization Review Programs, National Provider Identifier (NPI) Dual Use Extension, and Pharmacy Web-Based Prior Authorization Process, issued May 31, 2007, 12VAC30-50, no charge for memo copy.

Special 5/31/2007 Medicaid Memo, New National Drug Code (NDC) Billing Requirement for Drug-Related HCPCS J-Codes – Effective July 1, 2007, issued May 31, 2007, 12VAC30-50, no charge for memo copy.

Special 6/5/2007 Medicaid Memo, Northern Virginia Rate Differential for MR, DD, and Day Support Waiver Services – Effective July 1, 2007, issued June 5, 2007, 12VAC30-50, no charge for memo copy.

Special 6/5/2007 Medicaid Memo, Rate Increase for Personal Care and Related Services – Effective July 1, 2007, issued June 5, 2007, 12VAC30-50, no charge for memo copy.

Special 6/5/2007 Medicaid Memo, Physician Rate Increases – Effective July 1, 2007, issued June 5, 2007, 12VAC30-50, no charge for memo copy.

Special 6/7/2007 Medicaid Memo, Physician BabyCare Rate Changes – Effective July 1, 2007, issued June 7, 2007, 12VAC30-50, no charge for memo copy.

Special 6/12/2007 Medicaid Memo, Medicaid Coverage of Substance Abuse Services – Effective July 1, 2007, issued June 12, 2007, 12VAC30-50, no charge for memo copy.

Special 6/26/2007 Medicaid Memo, Increase in the Personal Needs Allowance for Institutionalized Individuals Residing in

Nursing Facilities and in Intermediate Care Facilities for the Mentally Retarded (ICF-MR) – Effective July 1, 2007, issued June 26, 2007, 12VAC30-50, no charge for memo copy.

Special 7/5/2007 Medicaid Memo, Expansion of Managed Care Services in Lynchburg – Effective October 1, 2007, issued July 5, 2007, 12VAC30-50, no charge for memo copy.

Special 7/13/2007 Medicaid Memo, New Rates and Processing of Emergency Room Physician Claims – Effective July 1, 2007, issued July 13, 2007, 12VAC30-50, no charge for memo copy.

Special 7/31/2007 Medicaid Memo, Provider Satisfaction Survey for Prior Authorization Services, issued July 31, 2007, 12VAC30-50, no charge for memo copy.

Special 8/1/2007 Medicaid Memo, Enrollment of Additional Specialties of Licensed Nurse Practitioners – Effective August 1, 2007, issued August 1, 2007, 12VAC30-50, no charge for memo copy.

Special 8/8/2007 Medicaid Memo, Integration of Acute and Long Term Care Services - Phase I, issued August 8, 2007, 12VAC30-50, no charge for memo copy.

Special 8/23/2007 Medicaid Memo, Early Periodic Screening Diagnosis and Treatment (EPSDT) Screening and Developmental Assessments, issued August 23, 2007, 12VAC30-50, no charge for memo copy.

Special 8/27/2007 Medicaid Memo, Provider Education for the Hospital Utilization Review Audit Process, issued August 27, 2007, 12VAC30-50, no charge for memo copy.

Special 8/30/2007 Medicaid Memo, Update to Second Edition of the Durable Medical Equipment and Supplies Provider Manual, issued August 30, 2007, 12VAC30-50, no charge for memo copy.

Special 9/5/2007 Medicaid Memo, Implementation of Tamper-Resistant Prescription Pad Requirements – Effective October 1, 2007, issued September 5, 2007, 12VAC30-50, no charge for memo copy.

Special 9/12/2007 Medicaid Memo, Virginia Medicaid Healthy Returns<sup>SM</sup> Disease Management Program Expanded to Include Chronic Obstructive Pulmonary Disease (COPD) Effective May 1, 2007, issued September 12, 2007, 12VAC30-50, no charge for memo copy.

Special 10/2/2007 Medicaid Memo, Discontinuation of Legacy Automated Response System (ARS) Access, issued October 2, 2007, 12VAC30-50, no charge for memo copy.

Special 10/3/2007 Medicaid Memo, Delayed Implementation of Tamper Resistant Prescription Pad Requirements Now Effective April 1, 2008, issued October 3, 2007, 12VAC30-50, no charge for memo copy.

Special 10/9/2007 Medicaid Memo, Prior Authorization Updates - Waivers – Effective Immediately, issued October 9, 2007, 12VAC30-50, no charge for memo copy.

Special 10/9/2007 Medicaid Memo, Changes to the Prior Authorization and Billing Process for Psychiatric Residential Treatment and Treatment Foster Care - Effective October 1, 2007, issued October 9, 2007, 12VAC30-50, no charge for memo copy.

Special 10/11/2007 Medicaid Memo, Medicaid Enrollment and Coverage of Certified Professional Midwives, issued October 11, 2007, 12VAC30-50, no charge for memo copy.

Special 10/19/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued October 19, 2007, 12VAC30-50, no charge for memo copy.

Special 10/19/2007 Medicaid Memo, Outpatient Substance Abuse Services that require Prior Authorization for Fee-for-Service Enrollees, issued October 19, 2007, 12VAC30-50, no charge for memo copy.

Special 12/4/2007 Medicaid Memo, Changes to Enhanced Prospective Drug Utilization Review Programs and Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program Effective January 1, 2008, issued December 4, 2007, 12VAC30-50, no charge for memo copy.

Special 12/11/2007 Medicaid Memo, Children's Mental Health Program – Effective December 1, 2007, issued December 11, 2007, 12VAC30-50, no charge for memo copy.

Special 12/20/2007 Medicaid Memo, Prior Authorization – Outpatient Substance Abuse Services that will Transition to KePRO for Fee-for-Service Enrollees – Effective January 1, 2008, issued December 20, 2007, 12VAC30-50, no charge for memo copy.

Special 12/26/2007 Medicaid Memo, Plan First – The Medicaid Fee-for-Service Family Planning Waiver Program – Eligible Population, Enrollment, Covered Services, Service Limits and Billing Requirements as well as Upcoming Training Dates – Effective January 1, 2008, issued December 26, 2007, 12VAC30-50, no charge for memo copy.

Special 2/4/2008 Medicaid Memo, Introduction of New Fax Form to Request Prior Authorization for Acute Inpatient Psychiatric Care Services and Freestanding Inpatient Psychiatric Care Services – Concurrent Review Only, issued February 4, 2008, 12VAC30-50, no charge for memo copy.

Special 2/20/2008 Medicaid Memo, Physician Assistant Supervision Requirements, issued February 20, 2008, 12VAC30-50, no charge for memo copy.

Special 2/29/2008 Medicaid Memo, Update on Tamper-Resistant Prescription Pad Requirements Effective April 1, 2008 and National Provider Identifier (NPI) Compliance for Pharmacy Claims Processing - Effective May 23, 2008,

issued February 29, 2008, 12VAC30-50, no charge for memo copy.

Special 3/1/2008 Medicaid Memo, Billing for Emergency and Non-Emergency Transportation Services – Effective 04/01/2008, issued March 1, 2008, 12VAC30-50, no charge for memo copy.

Special 3/5/2008 Medicaid Memo, National Provider Identifier (NPI) Compliance Begins May 23, 2008, issued March 5, 2008, 12VAC30-50, no charge for memo copy.

Special 4/1/2008 Medicaid Memo, Using Your National Provider Identification/Atypical Provider Identification (NPI/API) through iEXCHANGE for Requests Submitted to KePRO – Effective 5/23/2008, issued April 1, 2008, 12VAC30-50, no charge for memo copy.

Special 4/2/2008 Medicaid Memo, New National Drug Code (NDC) Billing Requirement for Pharmacy Claims Submissions (UB04/837I) – Effective July 1, 2008, issued April 2, 2008, 12VAC30-50, no charge for memo copy.

Special 4/2/2008 Medicaid Memo, Prior Authorization – Children's Mental Health Program will Transition to KePRO for Fee-for-Service Enrollees – Effective May 1, 2008, issued April 2, 2008, 12VAC30-50, no charge for memo copy.

Special 4/9/2008 Medicaid Memo, Summary of New Federal Targeted Case Management Final Regulations – Effective March 3, 2008, issued April 9, 2008, 12VAC30-50, no charge for memo copy.

Special 5/1/2008 Medicaid Memo, Changes to Prior Authorization Process Performed by KePRO for Outpatient Substance Abuse Services, issued May 1, 2008, 12VAC30-50, no charge for memo copy.

Special 5/23/2008 Medicaid Memo, Medicaid Coverage of Substance Abuse Services Screening Codes, issued May 23, 2008, 12VAC30-50, no charge for memo copy.

Special 5/28/2008 Medicaid Memo, Physician Rate Changes – Effective July 1, 2008, issued May 28, 2008, 12VAC30-50, no charge for memo copy.

Special 5/28/2008 Medicaid Memo, New Remittance Advice (RA) Format – June 21, 2008 & NPI Reminder – May 23, 2008, issued May 28, 2008, 12VAC30-50, no charge for memo copy.

Special 5/29/2008 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Effective July 1, 2008; Changes to the Enhanced Prospective Drug Utilization Review Program (Dose Optimization); and, Implementation of the Specialty Maximum Allowable Cost Program, issued May 29, 2008, 12VAC30-50, no charge for memo copy.

Special 5/30/2008 Medicaid Memo, New Prior Authorization Process for Level A (Children's Group Home) and Level B

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(Therapeutic Group Home) Psychiatric Residential Treatment Facility Providers – Effective July 1, 2008, issued May 30, 2008, 12VAC30-50, no charge for memo copy.

Special 5/30/2008 Medicaid Memo, Changes to the Prior Authorization Process for Intensive In-Home Services – Effective July 1, 2008, issued May 30, 2008, 12VAC30-50, no charge for memo copy.

Special 6/11/2008 Medicaid Memo, Introduction of Money Follows the Person (MFP) – Effective Date July 1, 2008; New Services Added to Existing Waivers – Effective Date July 1, 2008, issued June 11, 2008, 12VAC30-50, no charge for memo copy.

Special 6/18/2008 Medicaid Memo, Rate Increases for Congregate Residential and Agency-Directed Individual Supported Employment Services – Effective July 1, 2008, issued June 18, 2008, 12VAC30-50, no charge for memo copy.

Special 6/20/2008 Medicaid Memo, Rate Corrections for Outpatient Substance Abuse Services – Effective July 1, 2008, issued June 20, 2008, 12VAC30-50, no charge for memo copy.

Special 7/1/2008 Medicaid Memo, Expansion of Medallion II & FAMIS Programs in the Charlottesville Area: Albemarle, Augusta, Buckingham, Charlottesville, Fluvanna, Greene, Louisa, Nelson, Orange, Staunton, and Waynesboro – November 1, 2008, issued July 1, 2008, 12VAC30-50, no charge for memo copy.

Special 7/3/2008 Medicaid Memo, Reimbursement for New Ambulatory Surgery Center Procedure Codes, issued July 3, 2008, 12VAC30-50, no charge for memo copy.

Special 8/13/2008 Medicaid Memo, Physician Rate Changes Update – Effective July 1, 2008, issued August 13, 2008, 12VAC30-50, no charge for memo copy.

Special 8/15/2008 Medicaid Memo, Screening for Technology Assisted Waiver for Community Based Assessments, issued August 15, 2008, 12VAC30-50, no charge for memo copy.

Special 9/3/2008 Medicaid Memo, Phase II of Tamper-Resistant Prescription Pad (TRPP) Requirements – Effective October 1, 2008, issued September 3, 2008, 12VAC30-50, no charge for memo copy.

Special 9/17/2008 Medicaid Memo, Moratorium on Federal Case Management Regulations, issued September 17, 2008, 12VAC30-50, no charge for memo copy.

Special 10/6/2008 Medicaid Memo, Maternal and Infant Care Coordination (MICC) Prior Authorization Changes – Effective November 1, 2008, issued October 6, 2008, 12VAC30-50, no charge for memo copy.

Special 10/6/2008 Medicaid Memo, Requirement for Present on Admission (POA) Indicator for Inpatient Hospital Claims Submitted by Paper – November 1, 2008, issued October 6, 2008, 12VAC30-50, no charge for memo copy.

Special 10/15/2008 Medicaid Memo, Changes to the Prior Authorization Process for Psychiatric Residential Treatment – Level C, Children's Group Home–Level A, Therapeutic Group Home–Level B, and Treatment Foster Care Case Management Services, issued October 15, 2008, 12VAC30-50, no charge for memo copy.

Special 10/20/2008 Medicaid Memo, Changes to the Billing Process for Multiple Outpatient CAT, MRI, PET Scans Performed on the Same Day and the Associated Prior Authorization – Effective October 27, 2008, issued October 20, 2008, 12VAC30-50, no charge for memo copy.

Special 11/12/2008 Medicaid Memo, Update to the Changes to the Prior Authorization Process for Psychiatric Residential Treatment–Level C, Children's Group Home–Level A, Therapeutic Group Home–Level B and Treatment Foster Care Case Management Services, issued November 12, 2008, 12VAC30-50, no charge for memo copy.

Special 11/25/2008 Medicaid Memo, Removal of Requirement for Secondary Screenings for Waiver Recipients – Effective January 1, 2009, issued November 25, 2008, 12VAC30-50, no charge for memo copy.

Special 12/1/2008 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program–Effective January 1, 2009; the US Food and Drug Administrations (FDA) Requirement to Phase-Out Chlorofluorocarbon-Containing (CFC) Propelled Albuterol Inhalers from the Market; and, Changes to the Enhanced Prospective Drug Utilization Review Program (Dose Optimization), issued December 1, 2008, 12VAC30-50, no charge for memo copy.

Special 12/5/2008 Medicaid Memo, Implementation of Correct Coding Initiative (CCI) and Revision of ClaimCheck Edits – Effective January 1, 2009, issued December 5, 2008, 12VAC30-50, no charge for memo copy.

Special 2/10/2009 Medicaid Memo, Recommended Developmental Screening Tools for Well-child and Early Periodic Screening Diagnosis and Treatment (EPSDT) Visits, issued February 10, 2009, 12VAC30-50, no charge for memo copy.

Special 2/10/2009 Medicaid Memo, Notice of Changes to the Process for Obtaining Patient Pay Information for Medicaid Enrollees – Effective March 1, 2009, issued February 10, 2009, 12VAC30-40, no charge for memo copy.

Special 2/13/2009 Medicaid Memo, Changes to Certified Registered Nurse Anesthetist (CRNA) Supervision Requirements, issued February 13, 2009, 12VAC30-50, no charge for memo copy.

Special 2/17/2009 Medicaid Memo, Direct Enrollment of Licensed School Psychologists, issued February 17, 2009, 12VAC30-50, no charge for memo copy.

Special 3/4/2009 Medicaid Memo, Patient Pay Information for Medicaid Enrollees – Effective March 1, 2009, issued March 4, 2009, 12VAC30-40, no charge for memo copy.

Special 4/7/2009 Medicaid Memo, Excluded Individuals/Entities from State/Federal Healthcare Programs, issued April 7, 2009, 12VAC30-70, 30-80 and 30-90, no charge for memo copy.

Special 4/23/2009 Medicaid Memo, Suspension of the SLH Program – Effective May 1, 2009, issued April 23, 2009, 12VAC30-100, no charge for memo copy.

Special 4/30/2009 Medicaid Memo, Delayed Remittance Scheduled for June 26, 2009, issued April 30, 2009, 12VAC30-70, 12VAC30-80 and 12VAC30-90, no charge for memo copy.

Special 5/20/2009 Medicaid Memo, Revision of the Present on Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued May 20, 2009, 12VAC30-70, no charge for memo copy.

Special 5/27/2009 Medicaid Memo, Update on Outpatient Reimbursement Rates and Billing for Rehabilitation Agencies and CORFs – Effective July 1, 2009, issued May 27, 2009, 12VAC30-80, no charge for memo copy.

Special 6/1/2009 Medicaid Memo, Rate Changes for Certain Contraceptive Supplies - Effective May 1, 2009, issued June 1, 2009, 12VAC30-80, no charge for memo copy.

Special 6/1/2009 Medicaid Memo, Discontinuation of Environmental Modification Service and Assistive Technology Service in the Elderly or Disabled with Consumer-Direction Waiver and the HIV/AIDS Waiver - Effective July 1, 2009, issued June 1, 2009, 12VAC30-120, no charge for memo copy.

Special 6/2/2009 Medicaid Memo, Modifications to the Virginia Medicaid PDL Program – Effective July 1, 2009, issued June 2, 2009, 12VAC30-80, no charge for memo copy.

Special 6/2/2009 Medicaid Memo, Reduction of the Dispensing Fee for Brand and Generic Name Drug Products and Modifications to the Virginia Medicaid PDL Program – Effective July 1, 2009, issued June 2, 2009, 12VAC30-80, no charge for memo copy.

Special 6/8/2009 Medicaid Memo, Rate Changes for Congregate Residential and Personal Care Services – Effective July 1, 2009, issued June 8, 2009, 12VAC30-80, no charge for memo copy.

Special 6/9/2009 Medicaid Memo, Rate Changes for Home Health Providers – Effective July 1, 2009, issued June 9, 2009, 12VAC30-80, no charge for memo copy.

Special 6/23/2009 Medicaid Memo, Notice of Assessments and Prior Authorization Requirements for Therapeutic Day Treatment for Children and Adolescents, Intensive Community Treatment, Psychosocial Rehabilitation, Mental Health Supports, Mental Health Case Management, Day Treatment/Partial Hospitalization – Effective August 1, 2009 Notice of Service Limit Edits for Claims Processing – Effective August 1, 2009 Notice of New Mental Health Auditing Contractor – Effective July 1, 2009, issued June 23, 2009, 12VAC30-50, no charge for memo copy.

Special 6/30/2009 Medicaid Memo, Revision of the Present on Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued June 30, 2009, 12VAC30-70, no charge for memo copy.

Special 7/14/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO--Electronic Submission of PA Requests through iEXCHANGE, issued July 14, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO--Electronic Submission of PA Requests through iEXCHANGE, issued September 4, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Specific Guidance for Hospital Outpatient Clinics Billing on UB-04-CMS-1450 Claim Form for the Plan First Family Planning Services Program – Effective October 1, 2009, issued September 4, 2009, 12VAC30-141, no charge for memo copy.

Special 9/10/2009 Medicaid Memo, Early Intervention Services, issued September 9, 2009, 12VAC30-141, no charge for memo copy.

Special 9/23/2009 Medicaid Memo, Virginia Premier Health Plan Exits From Six (6) Localities – Effective October 1, 2009, issued September 24, 2009, 12VAC30-120, no charge for memo copy.

Special 9/30/2009 Medicaid Memo, Expansion of DMAS Telemedicine Coverage – Effective November 1, 2009, issued September 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/2/2009 Medicaid Memo, Medicaid Transportation Billing: Changing to a 2 Code System – Effective November 1, 2009, issued October 2, 2009, 12VAC30-50, no charge for memo copy.

Special 10/7/2009 Medicaid Memo, Termination of Virginia Medicaid Healthy ReturnsSM Disease Management Program – Effective October 8, 2009, issued October 6, 2009, 12VAC30-50, no charge for memo copy.

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## Guidance Documents

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Special 10/7/2009 Medicaid Memo, Notice of Changes to the Prior Authorization Process for Intensive In-Home Program – Effective December 1, 2009; Notice of Service Limit Edits for Claims Processing – Effective December 1, 2009; Notice of Additional Program Eligibility Data Required for Assessment – Effective December 1, 2009: Notice of New Mental Health Auditing Contractor, issued October 8, 2009, 12VAC30-50 and 12VAC30-40, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, Reimbursement Procedure for Medical Screening and Assessment During Emergency Custody in Absence of Emergency Custody Order (ECO), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, Reimbursement Procedure for Medical Screening and Assessment During Emergency Custody in Absence of Emergency Custody Order (ECO), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 11/20/2009 Medicaid Memo, AMERIGROUP Community Care's Expansion into Three Localities (Madison, Orange, and Rappahannock Counties) – Effective December 1, 2009, issued November 20, 2009, 12VAC30-120, no charge for memo copy.

Special 12/1/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Hospital Acquired Conditions – Effective January 1, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/1/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Never Events – Effective January 1, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/2/2009 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Addition to the Enhanced Prospective Drug Utilization Review Program (Maximum Quantity limits) - Effective January 1, 2010, issued December 3, 2009, 12VAC30-60, no charge for memo copy.

Special 12/17/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO -- Electronic Submission of PA Requests through iEXCHANGE™, issued December 17, 2009, 12VAC30-80, no charge for memo copy.

Special 12/30/2009 Medicaid Memo, Rate Change for Clinical Laboratory Services, issued December 29, 2009, 12VAC30-80, no charge for memo copy.

Special 12/30/2009 Medicaid Memo, Rate Change for Intensive In-Home, Community-Based Residential Services (Level A), and Therapeutic Behavioral Services (Level B) for Children and Adolescents, issued December 29, 2009, 12VAC30-80, no charge for memo copy.

### **DMAS Guidance Documentation:**

1/30/2008 Guidance Memorandum, Transportation Coverage for Adult Dental Services, issued January 30, 2008, no charge for memo copy.

2/6/2008 Guidance Memorandum, Early Periodic Screening Diagnosis and Treatment (EPSDT) Private Duty Nursing Services, issued February 6, 2008, no charge for memo copy.

7/2008 Fact Sheet, Estate Recovery Fact Sheet, issued July, 2008, no charge for copy.

### **DMAS Provider Manuals:**

AIDS Waiver Case Management Services Provider Manual, issued 1988/substantially revised November 1991/continuously revised, 12VAC30-120 Part III, \$24.

Assisted Living Services Provider Manual, second edition issued November 1, 2000/continuously revised, 12VAC30-120-450 through 12VAC30-120-480, \$24.

BabyCare Provider Manual, second edition issued June 24, 1999/continuously revised, 12VAC30-50; \$24.

Children's Mental Health Program Provider Manual, issued December 11, 2007/continuously revised, 12VAC30-135-1000 through 12VAC30-135-1940; \$24.

Community Mental Health Rehabilitative Services Provider Manual, first edition issued August 1, 2000/continuously revised, 12VAC30-50; \$28.

Dental Provider Manual, second edition issued July 15, 2000/continuously revised, 12VAC30-50-95 et seq., \$24.

Durable Medical Supplies and Equipment Provider Manual, second edition issued February 1, 2000/continuously revised, 12VAC30-50-95 et seq., \$28.

Early Intervention Services Manual, first edition issued on 9/9/2009/continuously revised, 12VAC30-50-131, et seq., \$20.00

Elderly Case Management Services Provider Manual, second edition issued September 8, 2000/continuously revised, 12VAC30-50-460, \$20.

Elderly or Disabled with Consumer Direction Waiver Services Provider Manual, first edition issued June 20, 2003/continuously revised, 12VAC30-50; \$36.

Freestanding Renal Dialysis Clinic Provider Manual, second edition issued May 21, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Home Health Provider Manual, second edition issued June 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Hospice Provider Manual, second edition issued April 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Hospital Provider Manual, second edition issued November 1, 2000/continuously revised, 12VAC30-50-95 et seq. and 12VAC30-70 Part V, \$32.

Independent Laboratory Provider Manual, second edition issued June 15, 1999/continuously revised, 12VAC30-50-95 et seq., \$20.

Mental Health Clinic Provider Manual, second edition issued April 14, 2000/continuously revised, 12VAC30-50; \$24.

Mental Retardation Community Services Provider Manual, first edition issued May 1, 2001/continuously revised, 12VAC30-50; \$32.

Nursing Home Provider Manual, second edition issued April 15, 2000/continuously revised, 12VAC30-90 Part II, \$32.

Personal/Respite Care Provider Manual, first edition issued February 1, 1994, 12VAC30-120; \$24.

Pharmacy Provider Manual, second edition issued April 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Physician Provider Manual, second edition issued February 15, 2000/continuously revised, 12VAC30-50-95 et seq., \$36.

Plan First Manual, first edition issued on 4/21/2009/continuously revised, 12VAC30-141, \$20.00

Podiatry Provider Manual, second edition issued May 21, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Pre-Admission Screening Provider Manual, first edition issued June 20, 2003/continuously revised, 12VAC30-130 Part III, \$24.

Prosthetic Device Provider Manual, second edition issued January 4, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

Psychiatric Services Provider Manual, second edition issued April 28, 2000/continuously revised, 12VAC30-50; \$28.

Rehabilitation Provider Manual, second edition issued February 1, 2000/continuously revised, 12VAC30-50-95 et seq., \$28.

School Division Provider Manual, second edition issued June 21, 1999/continuously revised, 12VAC30-50-95 et seq., \$24.

State and Local Hospitalization Program Provider Manual, second edition issued December 1, 1998/continuously revised, 12VAC30-50-100 et seq., \$24.

Technology Assisted Waiver and Private Duty Nursing Services Provider Manual, first edition issued November 1, 2000/continuously revised, 12VAC30-120 Part II, \$24.

Transportation Provider Manual, second edition issued February 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$20.

Vision Provider Manual, second edition issued July 15, 1999/continuously revised, 12VAC30-50-95 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, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's web page at [http://www.dhp.virginia.gov/medicine/medicine\\_guidelines.htm](http://www.dhp.virginia.gov/medicine/medicine_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to William L. Harp, M.D., Executive Director of the Board, at the address above or by telephone at (804) 367-4600. Copies are free of charge.

### Guidance Documents:

- 85-1, Bylaws of the Board of Medicine, revised April 4, 2008
- 85-2, Assistant Attorney General opinion of October 25, 1986 on who can do a school physical examination
- 85-3, Board motion, Process for an Applicant Requesting an Informal Conference, adopted June 22, 2006
- 85-4, Listing of Approved Schools for Physician Assistant Licensure and Prescriptive Authority, revised February 19, 2008
- 85-5, Guidance of Questions Concerning Medical recOrds, revised June 22, 2006
- 85-6, Guidance on Competency Assessments for Three Paid Claims, revised October 31, 2007
- 85-7, Guidance on Light-based Hair Removal in Physician Practices, adopted February 21, 2008
- 85-11, Sanctioning Reference Points Instruction Manual, adopted by Board, January 2004
- 85-13, Board motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, January 22, 2004
- 85-15, Board motion, Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures, January 22, 2004
- 85-16, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine, revised December 3, 2007
- 85-17, Rules for the Placement and Use of Equipment Necessary for Recording or Broadcasting a Hearing, revised December 2000
- 85-18, Practitioners' Help Section - Definitions and Explanations for Terminology Used in Practitioner Profile

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## Guidance Documents

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System and Frequently Asked Questions, revised April 18, 2006

85-19, Practitioner Information System - Glossary of Terms, revised April 18, 2006

85-20, Official Opinion of the Attorney General, December 1992 on employment of surgeon by a nonstock, nonprofit corporation

85-21, Official Opinion of the Attorney General, May 1995 on employment of physician by a for profit corporation

85-23, Board motion, Policy on the Use of Confidential Consent Agreements, October 9, 2003

85-24, Board motion, Adoption of FSMB Model Policy for the Use of Controlled Substances for the Treatment of Pain, June 24, 2004

85-25, Board motion, Process for Delegation of Informal Fact-finding to an Agency Subordinate, October 14, 2004

85-26, Board motion, Compliance with Law for Licensed Midwives, adopted June 21, 2007

85-27, Board motion, Role of Licensed Midwives in Newborn Hearing Screening, Documentation, and Reporting, adopted June 21, 2007

### **DEPARTMENT OF MINES, MINERALS AND ENERGY**

This list meets the requirements of §§ 2.2-4008 and 2.2-4101 of the Code of Virginia. Questions regarding this list of guidance documents may be directed to David Spears, Regulatory Coordinator, Department of Mines, Minerals and Energy, 202 North Ninth Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3212, FAX (804) 692-3237, or [david.spears@dmme.virginia.gov](mailto:david.spears@dmme.virginia.gov).

All DMME guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall, <http://www.townhall.virginia.gov>.

For paper copies, unless otherwise noted, the first 20 pages of any guidance document or group of documents are free of charge, and subsequent pages cost \$.25 per page.

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

DMME guidance documents of a general nature 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 Debbie Whitt 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.

#### **Division of Mines (DM)**

##### Board of Coal Mining Examiners

Guidance documents pertaining to DMME's Board of Coal Mine Examiners may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. by contacting Becky Moore at the Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8227, (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.

##### Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety 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.

##### Division of Mines Notices and Memoranda to Operators

Division of Mines Notices and Memoranda to Operators 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.

##### Division of Mines Procedures

Division of Mines 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. These procedures are used by agency

staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these 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.

### Division of Mines Forms

Division of Mines 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. These forms are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these forms may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

### Guidelines for Application of Regulatory Standards

Guidelines for Application of Regulatory Standards 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. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these documents may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

### Division of Mined Land Reclamation (DMLR)

#### Division of Mined Land Reclamation Memoranda

Division of Mined Land Reclamation memoranda 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 Debbie Whitt 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.

#### Division of Mined Land Reclamation Procedures

Division of Mined Land Reclamation procedures 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 Debbie Whitt 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.

### Division of Mined Land Reclamation -- Other Documents

Other documents issued by the Division of Mined Land Reclamation 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 Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

### Division of Mined Land Reclamation Forms

Division of Mined Land Reclamation 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, 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. These forms are used by agency staff to implement 4VAC25-130.

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.

### Division of Mineral Mining (DMM)

#### Division of Mineral Mining Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda 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 Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

#### Division of Mineral Mining Procedures

Division of Mineral Mining 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 Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-



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## Guidance Documents

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6325. These procedures are used by agency staff to implement 4VAC25-31, 4VAC25-35 and 4VAC25-40.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

### Division of Mineral Mining Forms

Division of Mineral Mining 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 Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These forms are used by agency staff to implement 4VAC25-31, 4VAC25-35 and 4VAC25-40.

Questions regarding interpretation or implementation of these forms may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

### Division of Gas and Oil (DGO)

#### Division of Gas and Oil Memoranda to Operators and Bulletins

Division of Gas and Oil memoranda to operators and bulletins 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 David Asbury, Director, Division of Gas and Oil, same address and telephone.

#### Division of Gas and Oil Forms

Division of Gas and Oil 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 David Asbury, Director, Division of Gas and Oil, same address and telephone.

#### Guidance Documents:

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents](#) (4/10/00)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators](#) (4/10/00)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine](#) (4/10/00)

[DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 30, Operator/Independent Contractor \(Examinations and Record Keeping\)](#) (9/30/02)

[DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.30.A, Performance of Certain Tasks by Uncertified Persons, Penalty](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.37.A, General Coal Miner Certification](#) (4/10/00)

[DM Chapter 14.2, Article 3, Section 45.1-161.38.A, First Class Mine Foreman Certification](#) (4/10/00)

[DM Chapter 14.2, Article 7, Section 45.1-161.77.A, Reports of Explosions and Mine Fires](#) (4/10/00)

[DM Chapter 14.2, Article 7, Section 45.1-161.78.A, Operator's Reports of Accidents; Investigations; Reports by Department](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.84.A, Advance Notice of Inspections; Confidentiality of Trade Secrets](#) (4/10/00)

[DM Chapter 14.2, Article 8, Section 45.1-161.85.A, Scheduling of Inspections](#) (4/10/00)

[DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices](#) (4/10/00)

[DM Chapter 14.3, Article 11, Section 45.1-161.189.E, Electricity](#) (9/30/02)

[DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity](#) (8/1/01)

[DM Chapter 14.3, Article 11, Section 45.1-161.195 B.C.D, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors](#) (4/10/00)

[DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment](#) (9/30/02)

[DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment](#) (4/10/00)

[DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel](#) (4/10/00)

[DM Chapter 14.3, Article 13, Section 45.1-161.202.B, Emergency Response Plans; List of Next of Kin](#) (4/10/00)

[DM Chapter 14.3, Article 13, Section 45.1-161.205.F, Storage and Use of Flammable Fluids and Materials](#) (9/30/02)

[DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment](#) (9/30/02)

[DM Chapter 14.3, Article 13, Section 45.1-161.207.B, Welding and Cutting](#) (8/1/01)

[DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations](#) (4/10/00)

[DM Chapter 14.3, Article 14, Section 45.1-161.210.J, Weekly Examinations](#) (4/10/00)

[DM Chapter 14.3, Article 14, Section 45.1-161.221.D, Coursing of Air](#) (4/10/00)

[DM Chapter 14.3, Article 16, Section 45.1-161.251.A, Employment of Inexperienced Underground Miners](#) (4/10/00)

[DM Chapter 14.3, Article 2, Section 45.1-161.109.A, Roof, Rib and Face Control](#) (8/1/01)

[DM Chapter 14.3, Article 2, Section 45.1-161.115.D, Supplies of Materials for Supports](#) (4/10/00)

[DM Chapter 14.3, Article 4, Section 45.1-161.124.A, Shop and Other Equipment](#) (4/10/00)

[DM Chapter 14.3, Article 6, 45.1-161.139, Inspection of Underground Equipment](#) (4/10/00)

[DM Chapter 14.3, Article 6, Section 45.1-161.141.E, Self Propelled Equipment](#) (4/10/00)

[DM Chapter 14.3, Article 6, Section 45.1-161.143.A.B, Transportation of Material](#) (4/10/00)

[DM Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment](#) (4/10/00)

[DM Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips](#) (4/10/00)

[DM Chapter 14.3, Article 7, Section 45.1-161.159.A.C, Hoisting Engineer](#) (4/10/00)

[DM Chapter 14.3, Article 8, Section 45.1-161.162.A, Mine Openings and Escapeways](#) (9/30/02)

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[DMM Procedure No. 5.2, Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners](#) (9/1/02)

[DMM Procedure No. 5.6, Accident Reports and Posting](#) (9/12/02)

[DMM Procedure No. 5.7, Education and Training Plan and Service](#) (9/12/02)

[DMM Risk Assessment](#) (7/26/02)

[DMM Surface Blaster Certification Student Guide](#) (3/1/01)

[DMM Surface Foreman's Certification Study Guide](#) (3/1/02)

[DMM Waivered Locality Performance Evaluation](#) (11/1/97)

[DMM-102, Initial Site Investigation](#) (9/1/99)

[DMM-104, Inspection Report](#) (7/1/94)

[DMM-104a, Inspection Report Continuation Sheet](#) (7/1/94)

[DMM-104b, Notice/Order Form](#) (7/1/97)

[DMM-104b-s, Violation Form](#) (10/1/98)

[DMM-104d, Bond Release Inspection](#) (2/1/95)

[DMM-104e, Blasting Complaint Investigation](#) (12/1/94)

[DMM-104f, Complaint Investigation](#) (12/1/94)

[DMM-104f-s, Complaint Investigation](#) (10/1/98)

[DMM-104s, Inspection Report \(Computer\)](#) (10/1/98)

[DMM-104s-s, Inspection Form](#) (12/1/03)

[DMM-106, Renewal--Special Order Notice](#) (4/1/02)

[DMM-106a, Renewal--Special Order Attachment--Bond Information](#) (12/1/95)

[DMM-106b, Renewal--Special Order Attachment](#) (12/1/95)

[DMM-106c, Renewal--Special Order Attachment](#) (12/1/95)

[DMM-106e, Renewal--Special Order Notice--License Renewal Fee](#) (12/1/95)

[DMM-106f, Renewal Notice](#) (12/1/95)

[DMM-106g, Renewal--Special Order Notice](#) (12/1/95)

[DMM-106h, Renewal--Minerals Reclamation Fund](#) (12/1/95)

[DMM-106i, Renewal--Bond/No License](#) (12/1/95)

[DMM-106j, Renewal--Restricted Permit/No License](#) (12/1/95)

[DMM-106k, Renewal--Special Order Notice](#) (12/1/95)

[DMM-106m, Renewal--Materials Reclamation Fund](#) (12/1/95)

[DMM-106n, Renewal--Special Order Notice](#) (12/1/95)

[DMM-106p, Renewal--Restricted/No License](#) (12/1/95)

[DMM-107, Surety Bond Form](#) (7/1/04)

[DMM-110, Notice of Non-Compliance](#) (9/1/99)

[DMM-111, Release of Bond](#) (1/1/01)

[DMM-115, Permit/License for Mineral Mining](#) (7/1/94)

[DMM-135, Reclamation Construction Inspection Report](#) (6/13/03)

[DMM-146, Operators memo/ Ann. Tonnage Report](#) (1/2/03)

[DMM-153, Red Tag Closure Order](#) (3/1/91)

[DMM-157, License Renewal and Transfer Application](#) (3/1/04)

[DMM-157, License Renewal/Transfer Application](#) (3/1/04)

[DMM-162s, Contractor Contact Report](#) (1/1/02)

[DMM-163, Permit Renewal Checklist](#) (7/9/07)

[DMM-164, Certification of No Changes in Permit Map](#) (10/1/02)

[DMM-167, Surety Bond Rider](#) (7/1/04)

[DMM-168, General Permit for Sand and Gravel Operations](#) (9/1/03)

[DMM-169, Certificate of Deposit Example](#) (10/1/03)

[Guidance Memorandum No. 28-09 Application Processing Time Limits](#) (9/24/09)

[\[1179\] DM Comm of Va Coal Mine Electrical Certification/Qualification Program- Memo of Agreement](#) (4/28/02)

[\[1895\] DMLR Guidance Memorandum, No. 7-03, Bond Reduction/Release Applications and Completion Reports](#) (4/21/08)

[\[300\] DMLR Memoranda to Operators No. 4-84, Permit Renewals](#) (4/21/08)

[\[302\] DMLR Memoranda to Operators No. 2-85, Confidential Information](#) (4/21/08)

[\[308\] DMLR Memoranda to Operators No. 3-89, Filing Application-- Public Participation Process](#) (4/21/08)

[\[310\] DMLR Memoranda to Operators No. 1-90, Baseline Hydrologic Data Requirements \(PHC Assessment\)](#) (4/21/08)

[\[312\] DMLR Memoranda to Operators No. 2-91, Cost Bond-- Long Term Facilities](#) (4/21/08)



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## Guidance Documents

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[\[314\] DMLR Memoranda to Operators No. 3-92, Updating Ownership and Control Info \(4/21/08\)](#)

[\[315\] DMLR Memoranda to Operators No. 7-92, Public Notices \(4/21/08\)](#)

[\[317\] DMLR Memoranda to Operators No. 9-92, DMLR Blasters Endorsement Certification \(4/21/08\)](#)

[\[3179\] DM-07-05 Examination Fees \(7/25/07\)](#)

[\[322\] DMLR Memoranda to Operators No. 12-94, Application \(Corrections\) Submittal; Anniversary Fees \(4/21/08\)](#)

[\[323\] DMLR Memoranda to Operators No. 2-95, Coal Combustion By-Products Guidelines \(4/21/08\)](#)

[\[325\] DMLR Memoranda to Operators No. 6-95, Biosolids Use Guidelines \(4/21/08\)](#)

[\[327\] DMLR Memoranda to Operators No. 3-98, Permit Streamline Procedures \(4/21/08\)](#)

[\[3293\] DMLR Guidance Memorandum 19-07, Acreage Amendments, Anniversary Reports, and Temporary Cessations \(4/21/08\)](#)

[\[336\] DMLR Memoranda to Operators No. 9-98, Permit Streamline Procedures - Forms \(4/21/08\)](#)

[\[342\] DMLR Procedure No. 1.2.02, Hazardous/Toxic Waste Reporting \(9/25/06\)](#)

[\[360\] DMLR Procedure No. 2.3.01, Permanent Program--Revision Applications \(2/21/07\)](#)

[\[368\] DMLR Procedure No. 2.3.09, Bond Release \(8/2/05\)](#)

[\[3691\] DMLR Guidance Memorandum No. 21-07, Submittal of Electronic Engineers Signatures and Seals for Maps, Drawings and Plans \(8/27/08\)](#)

[\[3696\] DMLR Procedure No. 2.3.12, Inspections of DM Designated "RZ" sites \(8/2/05\)](#)

[\[3697\] DMLR Procedure No. 2.3.13, Performance Bond Review and Approval \(8/16/07\)](#)

[\[3698\] DMLR Procedure No. 2.4.01, Checks Returned for Non-Payment \(3/6/97\)](#)

[\[3699\] DMLR Procedure No. 3.1.01, Daily Reports \(2/21/07\)](#)

[\[3700\] DMLR Procedure No. 3.1.03, Monthly/Quarterly Reports \(4/17/06\)](#)

[\[3701\] DMLR Procedure No. 3.1.04, Radio Contact \(4/17/06\)](#)

[\[3703\] DMLR Procedure No. 3.3.02, Numbering & Encoding Reports- Enforcement Action \(8/18/00\)](#)

[\[3704\] DMLR Procedure No. 3.7.01, CSMCRA/Clean Water Act Violations- Settlement Agreements \(8/2/05\)](#)

[\[3705\] DMLR Procedure No. 4.1.03, AMLIS Data Entry \(8/2/05\)](#)

[\[376\] DMLR Procedure No. 3.3.07, Certification of Ponds, Roads, Fills and Stream Channel Diversions \(2/26/03\)](#)

[\[389\] DMLR Procedure No. 4.1.02, Realty Procedures \(6/1/05\)](#)

[\[390\] DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, Administrative Hearings Procedures \(3/17/08\)](#)

[\[393\] DM Procedure No. 1.04.02, 5-Day Spot Inspection \(8/1/05\)](#)

[\[397\] DM Procedure No. 1.04.01, Inspection of Coal Mines \(10/1/03\)](#)

[\[398\] DM Procedure No. 1.04.04, Regular Inspections \(7/1/07\)](#)

[\[401\] DM Procedure No. 1.04.06, Risk Assessment \(10/1/03\)](#)

[\[403\] DM Procedure No. 1.04.08, Smoking Articles Inspection \(7/1/07\)](#)

[\[409\] DM Procedure No. 1.05.05, Unintentional Roof Falls \(7/1/07\)](#)

[\[411\] DM Procedure No. 1.05.07, Safety Complaints \(10/1/03\)](#)

[\[413\] DM Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities \(8/1/05\)](#)

[\[418\] DM Procedure No. 1.07.02, Small Mine Safety Service \(1/29/99\)](#)

[\[420\] DM Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites \(10/1/03\)](#)

[\[421\] DM Procedure No. 1.08.04, Other Requests for Assistance \(8/1/05\)](#)

[\[426\] DM Procedure No. 1.09.01, Certification of Miners \(8/1/08\)](#)

[\[427\] DM Procedure No. 1.08.01, Licensing \(7/1/07\)](#)

[\[428\] DM Procedure No. 1.08.03, Requests Through the Freedom of Information Act \(8/1/05\)](#)

[\[430\] DM Procedure No. 1.04.03, Reopening Inspection \(8/1/05\)](#)

[\[490\] DM Advanced First Aid Certification Requirements \(6/2/08\)](#)

[\[491\] DM Advanced First Aid Instructor Requirements \(6/2/08\)](#)

[\[495\] DM Board of Coal Mining Examiners Instructor Certification Requirements \(6/2/08\)](#)

[\[497\] DM Chief Electrician \(Surface and Underground\) Certification Requirements \(6/2/08\)](#)

[\[499\] DM Dock Foreman Certification Requirements \(6/2/08\)](#)

[\[501\] DM Electrical Maintenance Foreman \(Surface and Underground\) Certification Requirements \(6/2/08\)](#)

[\[502\] DM First Class Mine Foreman Certification Requirements \(6/2/08\)](#)

[\[503\] DM First Class Shaft or Slope Foreman Certification Requirements \(6/2/08\)](#)

[\[504\] DM General Coal Miner Certification Requirements \(6/2/08\)](#)

[\[505\] DM Hoisting Engineer Certification Requirements \(6/2/08\)](#)

[\[507\] DM Preparation Plant Foreman Certification Requirements \(6/2/08\)](#)

[\[509\] DM Surface Electrical Repairman Certification Requirements \(6/2/08\)](#)

[\[510\] DM Surface Facilities Foreman for Shops, Labs, and Warehouses Certification Requirements \(6/2/08\)](#)

[\[511\] DM Surface Foreman Certification Requirements \(6/2/08\)](#)

[\[512\] DM Top Person Certification Requirements \(6/2/08\)](#)

[\[513\] DM Underground Diesel Engine Mechanic Certification Requirements \(6/2/08\)](#)

[\[514\] DM Underground Diesel Engine Mechanic Instructor Certification Requirements \(6/2/08\)](#)

[\[515\] DM Underground Electrical Repairman Certification Requirements \(6/2/08\)](#)

[\[516\] DM Underground Shot Firer Certification Requirements \(6/2/08\)](#)

[\[518\] DM Automatic Elevator Operator Certification Requirements \(6/2/08\)](#)

[\[560\] DMLR Abandoned Mined Land Water Project Review Manual \(7/1/07\)](#)

[\[635\] DMLR--A Citizen's Guide to Coal Mine Complaint Resolution \(5/1/07\)](#)

[\[733\] DMM Mineral Mine Emergency, Rescue and Recovery Plan \(10/20/09\)](#)

[\[DM 09-03\] DM Operator Memorandum 09-03, 2010 Certification Examination Schedule \(7/8/09\)](#)

[\[DM09-04\] Virginia Substance Abuse and Quick-Test Screening \(11/2/09\)](#)

## DEPARTMENT OF MINORITY BUSINESS ENTERPRISE

Copies of the following documents may be viewed during regular work days from 8 a.m. to 5 p.m. in the office of the Virginia Department of Minority Business Enterprise, 1111 East Main Street, Suite 300, Richmond, VA 23219. If you have questions regarding interpretation or implementation of these documents or to obtain copies free of charge, please contact Paula Gentius, Executive Policy Advisor, at the same address, or via telephone at (804) 786-1616 or electronic mail at [paula.gentius@dmbe.virginia.gov](mailto:paula.gentius@dmbe.virginia.gov). The Internet address for accessing the documents found below is [www.dmb.e.virginia.gov](http://www.dmb.e.virginia.gov).

### Guidance Documents:

[SWaM Certification Program Updates \(09/08\)](#)

[SWaM Changes July 20] Changes to the SWaM Certification Process

## 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, email [dboard@mvb.virginia.gov](mailto:dboard@mvb.virginia.gov) 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

PR021-07, Guidelines For Maintaining Records And Storing Records Off-Site

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

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## Guidance Documents

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Resolution on Educational and Warning Letters, January 10, 2005, Board Meeting

Resolution on Action on Adjudicated Cases That Do Not Involve the Transaction Recovery Fund, May 8, 2006, Board meeting

Guidelines to Issue Subsequent Temporary and Metal Plates, March 2009

### **Guidance Documents: Dealer Licensing**

LI010-97, Certificate of Qualification, December 1997, §§ 46.2-1511 and 46.2-1512

"Guidelines for Review of Applicants Who Have a Criminal History" (March 17, 1998) LI020-01, Dual Licensing Process, July 2001

"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

"Bonding Requirements," Memorandum from the executive director to the members of the Board dated October 27, 2000

Temporary Agent Licensing Guidelines, effective July 1, 2007

Salespersons Must Be Employees dated March 2008

### **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.

AV020-09, Advertising Display/Show Versus Display for Sale, September 2009

### **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 & 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 West 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 Michie Longley at the same address, telephone (804) 367-0910, FAX (804) 367-4336 or email [michie.longley@dmv.virginia.gov](mailto:michie.longley@dmv.virginia.gov).

### **Guidance Documents:**

AD-508, State Vehicles Assigned or Owned by DMV Policy, revised November 28, 2006, revised November 11, 2008

AD-508.1, How to Request for Occasional Use Policy, revised March 18, 2009

- AD-508.2, How to Request Permanently Assigned Vehicle Policy, revised November 7, 2008
- AD-508.3, Returning Mini-Pool Vehicle to DMV, revised November 28, 2006
- AD-508.4, Reporting Accident/Loss Involving State Vehicle, revised November 11, 2008
- CSMA 01, Contact Information for Vital Statistics, February 2005
- CSMA 22, Special Identification Cards for State and Local Government Agencies and Organizations, revised December 4, 2009
- DL 140, Vehicle Inspection Study Guide - Tractor Trailer, December 18, 2008
- DL 141, Vehicle Inspection Study Guide - Straight Truck/School Bus, May 21, 2007
- DL 142, Vehicle Inspection Study Guide - Coach/Transit Bus, May 21, 2007
- DL 143, Vehicle Inspection Study Guide - Combination Vehicles, May 21, 2007
- DMV 2, Virginia Motorcycle Operator Manual, December 1, 2008
- DOIM-HQ, Dissemination of Information/Materials on DMV Property, issued March 1, 1993
- DMV 7, Virginia webCAT - Virginia's Electronic Motor Carrier Solution, July 1, 2008
- DMV 16, Parents in the Driver's Seat, August 20, 2009
- DMV 25, Be an Online Dealer, March 2008
- DMV 28, Frequently Asked Questions About Farm Vehicles, July 1, 2009
- DMV 32, Preferred Services Flyer, July 1, 2008
- DMV 33, Self-Service Center Brochure, April 2006
- DMV 34, Virginia's Motorcycle Skills Test, July 1, 2007
- DMV 34A, Virginia's Motorcycle Skills Test (for smaller testing area), July 1, 2007
- DMV 39, Virginia Driver's Manual - Rules of the Road, revised July 2009
- DMV 39S, Manual del Conductor de Virginia - Reglas de la Carretera, 1 de Julio de 2009
- DMV 39HS, Spanish Driver's Manual Bookmark (Seales hechas con la Mono), 11 de Septiembre 2009
- DMV 52, Virginia's Secure Driver's Licenses and ID Cards/Organ Donation (Driver Renewal Insert), April 30, 2009
- DMV 53, Turning 80? Come see us at DMV!, June 2004
- DMV 54, Virginia's Secure Driver's Licenses and ID Cards (ID Card Renewal Insert), April 30, 2009
- DMV 56, DMV Select Brochure (How to Become a DMV Select), September 2005
- DMV 60, Virginia Commercial Driver's Manual, revised October 6, 2009
- DMV 72, Automobile Liability Insurance Reporting Requirements/Reporting Guide for Insurance Companies, May 2003
- DMV 105, DMV Guide for Family Members and Friends of the Recently Deceased, revised January 2009
- DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, July 1, 2008
- DMV 110, Snap Dragon Coloring Book, July, 2002 (Online Only)
- DMV 114, A Different Kind of Crash Course, The Virginia DI Program, revised November 10, 2009, § 46.2-489 et seq.
- DMV 114S, Un Curso Intensivo Diferente Crash Course, revised 10 de Noviembre de 2009
- DMV 115, Moving Violations and Point Assessments, The Virginia DI Program, October 2009, §§ 46.2-491 through 46.2-494
- DMV 115S, Infracciones de la Circulacion y Calculo de Puntos, Octubre 2009
- DMV 133, Virginia Motor Vehicle Rental Tax Questions and Answers Guidelines for Rentors, September 1997
- DMV 134, Virginia Motor Vehicle Rental Regulations, October 2004, §§ 58.1-2400 through 58.1-2426, 24VAC20 - 100 through 100-540
- DMV 137, Renew Your Vehicle Registration the Quick, Easy, No-Fee Way /Zero Fraud, June 24, 2009
- DMV 140, Welcome to Virginia, June 11, 2009
- DMV 140S, Bienvenido a Virginia, 24 de Junio de 2009
- DMV 141, Acceptable Documents for Obtaining a Driver's License or Photo Identification Card, effective July 1, 2007
- DMV 141S, Documentos aceptables para obtener una licencia de conductor o una tarjeta de identificacion con foto, 2 Julio de 2008
- DMV 142, Basic Steps to your Driver's License, October 1, 2009
- DMV 142S, Pasos basicos para obtener su licencia de conducir o tarjeta de identificacion con foto, 1 de Julio de 2008

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## Guidance Documents

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DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, July 2002, § 46.2-323.1

DMV 168, Virginia is Tough on Drunk and Drugged Drivers, July 1, 2009

DMV 168S, Virginia es muy estricta con conductores borrachos y drogados, 1 de Julio de 2009

DMV 172, Child's Identification Card, April 15, 2009

DMV 172S, Tarjeta de identificación de niños, 25 de Febrero de 2009

DMV 173, What Can I do Online? August 2007

DMV 177, Acceptable Documents for an Individual Titling a Vehicle in Virginia, January 1, 2008

DMV 177S Documentos aceptables – Para obtener el titulo de un vehiculo en Virginia, 2 de Julio de 2009

DMV 178, Clean Special Fuel, April 6, 2009

DMV 181, Voter Registration Application Instructions, Large Print, August 14, 2006

DMV 200, Failure to Show for CDL Skills Test Appointment, May 23, 2007

DMV 201, DMV Fees, September 29, 2009

DMV 206, A Guide for Armed Forces, July 1, 2009

DMV 212, Experience and Knowledge – The Keys to Safe Motorcycle Riding, December 1, 2008

DMV 217, Important Testing Information, January 5, 2009

DMV 217S, Importante Información sobre los Exámenes para Obtener la Licencia de Manejar, 21 de Julio de 2008

DMV 222, Virginia's Secure Driver's Licenses and ID Cards Brochure, March 18, 2009

DMV 222S, Las Licencias de Conducir y las Taretas de Identidad de Virginia son documentos de alta seguridad, 1 de Mayo de 2009

DMV 223, Vehicle Safety Inspection/Virginia Insurance Requirements, May 21, 2009

DMV 225, Automated Clearing House Payment Options, December 4, 2009

DMV 226, Virginia Rider Training Program Policy and Procedures, May 2009

DMV 234, Hauling Permit Manual, September 2009

DMV Medical Advisory Board Guidelines

DMV Medical Advisory Board Seizure/Blackout Policy, 2005

DMV Medical Advisory Board Substance Abuse Policy, 2005

DMV Medical Advisory Board Dementia Policy, 2005

DMV Medical Advisory Board Policy for Drivers with Diabetes Requiring Insulin, 2005

DMV Medical Advisory Board Pain Management Policy, 2005

DMV Medical Advisory Board Policy for Drivers with Psychiatric Disorders, 2005

Driver Licensing Guide, updated on a regular basis, as necessary

DTS 30, Curriculum Requirements for Class A Driver Training Instruction Courses, January 9, 2008

Financial Responsibility Insurance Filing Via Internet, issued January 1999

Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566

FR 3 Insurance Verification Annual Report, October 2009

HP 405, Escort Driver's Manual, June 1, 2006

IRP 5, Virginia International Registration Plan, October 2004

MCTS 247, Motor Carrier Guidelines, revised February 16, 2005, §§ 58.1-2700 et. seq., 46.2-703, 46.2-2000 et. seq., and 46.2-2100 et. seq.

MED 12, Disabled Parking Privileges Information, revised October 28, 2009, §§ 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 June 2007, §§ 10.1-1402 (11), 10.1-1405, 10.1-1450 and 46.2-341.9:1

MED 40, Vision Examination for Wearers of Bioptic Telescopic Lens, October 20, 2009

MED 44, Driver Licensing Information for Bioptic Telescopic Lens Wearers, revised June 2007, § 46.2-312

MED 80, Medical Fitness for Safe Driving, October 19, 2009

OA 448, Sample Tariff for Common Carriers Over Irregular Routes, November 2003

OA 449, Samples Tariff and Time Schedule for Common Carriers Over Regular Routes, November 2003

OA 450, Sample Tariff for Household Goods Carriers, October 2003

OA 451, Sample Tariff and Time Schedule for Sight-Seeing Carriers, November 2003

RDT 131, International Fuels Tax Agreement Guidebook, July 26, 2005, § 58.1-2700 et seq.

RDT 382, IFTA Fuels Tax Rates, September 14, 2009  
TSS 2, Virginia Alcohol-Related Motor Vehicle Statistics, July 30, 2009  
TSS 3, Virginia Motor Vehicles Statistics, July 30, 2009  
US 531, Information Use Agreement, April 4, 2008  
US 531C, DMV Information – Use Criteria, November 8, 2004  
US 531D, Information Use Agreement Addendum, October 21, 2004  
US 531A/AR, Information Use Application, revised July 1, 2007, § 46.2-208  
US 531E/ER, Application for Extranet Transaction Access, revised January 1, 2008, § 46.2-208  
Vehicle Licensing Guide, updated on a regular basis, as necessary  
VSA 6, Vehicle Color Codes  
VSA 86, To Secure Virginia Title and Transfer or Buy License Plates, January 24, 2006

**In addition to the above documents, the following documents are continuously updated:**

Bulletins Relating to Motor Carrier Issues and Requirements, updated throughout the year  
Notices Relating to Fuels Tax Issues and Requirements, updated throughout the year  
Procedures for the Transportation Safety Grants Program, updated throughout the year

**The items are continuously updated throughout the year on a daily basis:**

DMV Website - contents as of December 2009 include:

**Online Transactions**

Abandoned Vehicle Process, October 1, 2009  
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Driver's License Replacement  
Hauling Permits  
ID Card Renewal  
ID Card Replacement  
Insurance Verification  
Organ Donor Status Change  
Original Electronic Title Print  
Overweight Citation Payment  
PIN Administration  
Plate Purchase  
Prospective Purchaser Inquiry (PPI)

Record at a Glance  
Record Request  
Registration Card Replacement  
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Souvenir Plate Orders  
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Trip Permit Purchase  
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What Have I Done Online

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Local Vehicle Registration Program (LVR)  
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**Information for Businesses**

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Commercial Driver Improvement Clinic Program  
Dealer Services  
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Fuels Tax  
Governmental Access to DMV Records  
Insurance Industry Services  
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Non-Governmental Access to DMV Records  
Online Dealer  
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Online Salvage Pools  
Rental Tax  
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**General DMV Information**

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Personal Property Tax Relief (PPTR)

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## Guidance Documents

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Privacy and Security  
Recognition and Awards  
Resources  
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Selective Service Registration  
Vehicle Consumer Information  
Voter Registration  
Website Survey

### DMV Forms and Publications

DMV Forms Online

#### Moving?

New to Virginia?  
Leaving Virginia?  
Moving Within Virginia?  
Temporarily Outside of Virginia?

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 West Broad Street, Richmond, VA 23220-0001, telephone (804) 367-0040, FAX (804) 367-1746 or email [mconline@dmv.virginia.gov](mailto:mconline@dmv.virginia.gov).

The DMV website contents documents may be viewed and downloaded at no charge by visiting [www.dmv.virginia.gov](http://www.dmv.virginia.gov). 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 website, please contact Charles Sheldon, Department of Motor Vehicles, Web Services, Room 411, 2300 West Broad Street, Richmond, VA 23220, telephone (804) 367-2869, FAX (804) 367-1578 or email [charles.sheldon@dmv.virginia.gov](mailto:charles.sheldon@dmv.virginia.gov).

### NORFOLK STATE UNIVERSITY

Copies of the following documents may be viewed during normal work hours from 8 a.m. to 5 p.m. in the Harrison B. Wilson Archives at Norfolk State University, 700 Park Avenue, Norfolk, VA 23504. Copies may be obtained free of charge by contacting Annette Montgomery at (757) 823-2003, FAX (757) 823-2005, or email [amontgomery@nsu.edu](mailto:amontgomery@nsu.edu). The documents are also available online at [www.nsu.edu](http://www.nsu.edu).

Questions regarding the interpretation or implementation of these guidance documents may be directed to Sharon R. Hoggard, Director, News and Media Relations, telephone (757) 823-8374, FAX (757) 823-9206, or email: [srhoggard@nsu.edu](mailto:srhoggard@nsu.edu).

#### Guidance Documents:

Administrative and Professional Faculty Handbook (Last updated: 7/1/2007)

<http://www.nsu.edu/forms/academicaffairs/2007TeachingFacultyHandbook.pdf>

NSU Graduate Catalogue (Last updated: 7/27/09)

<http://www.nsu.edu/catalog/GraduateCatalog.html>

NSU Undergraduate Catalogue (Last updated: 7/27/09)

<http://www.nsu.edu/catalog/UndergraduateCatalog.html>

Parking and Transportation Services (Last updated: 9/1/05)

<http://www.nsu.edu/parking/transportation.html>

Safety and Campus Security (Last updated: 10/2009)

<http://www.nsu.edu/police/nsusecuritybooklet/NSUSecurityBooklet.pdf>

Student Handbook (Last updated: 10/2007)

<http://www.nsu.edu/studentaffairs/handbook.html>

### BOARD OF NURSING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/nursing/nursing\\_guidelines.htm](http://www.dhp.virginia.gov/nursing/nursing_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [nursebd@dhp.virginia.gov](mailto:nursebd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jay Douglas, R.N., Executive Director of the Board, at the address above or by telephone at (804) 367-4515. Copies are free of charge.

#### Guidance Documents:

90-1, Policy statement on registered nurses or licensed practical nurses as first assistants in surgery, adopted 1976 and 1994, revised by Board motion, November 18, 2003

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, Board motion to accept the National Certification Examination for Therapeutic Massage (NCETM) for certification as a massage therapist in Virginia or the National Exam for State Licensing after national certification has been obtained, revised November 18, 2008

90-4, Opinion on how licensure as a nurse relates to service on a volunteer rescue squad, revised by Board motion, November 18, 2003

90-5, Board opinion of the administration of neuromuscular blocking agents by nurses, adopted November 1990, revised by Board motion, November 18, 2003

90-6, Guidance statement by board regarding peripherally inserted central catheters, revised July 15, 2008

- 90-7, Sanctioning Reference Points Instruction Manual, adopted by Board, May 2006
- 90-8, Board opinion on delegation of collection of specimens for gonorrhea and chlymydia, adopted January 1993, revised November 18, 2003
- 90-9, Board guidelines for prescription drug administration training program for child day care, revised September 18, 2007
- 90-10, Board guidelines for processing applications for licensure by examination, endorsement and reinstatement, accepted 1985, revised by Board motion May 20, 2008
- 90-11, Board guidance on continuing competency and protocol requirements violations for Nurse Practitioners, adopted by Board of Nursing May 15, 2007 and Board of Medicine June 21, 2007
- 90-12, Delegation of authority to Board of Nursing registered nurse discipline staff, revised July 17, 2007
- 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, revised by Board motion, November 18, 2003
- 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 RN/LPN, adopted December 16, 1996, revised November 18, 2003
- 90-18, Guidance regarding prescriptive authority in Virginia, prepared by Elizabeth Russell, revised June 2008.
- 90-19, Board interpretative statement on bolusing epidural anesthesia by registered nurses, adopted September 23, 1997, amended September 22, 1998, revised by Board motion, November 18, 2003
- 90-20, Board guidance on distance learning in RN and LPN Education Programs, revised August 31, 2009
- 90-21, Preparation of medications, letter from Executive Director, Corinne Dorsey, October 2, 1990
- 90-22, Requests for accommodation for NCLEX and NNAAP testing, adopted July 21, 2009
- 90-23, Decision-making model for determining RN/LPN scope of practice, adopted by the Board September 24, 1996
- 90-24, Use of simulation in nursing education programs, adopted July 21, 2009
- 90-25, Transcribing a physician order to a prescription, letter from Executive Director, 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, revised by Board motion, November 18, 2003
- 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, revised by Board motion, November 18, 2003
- 90-28, Clinical hours for LPN to pre-licensure RN transition/bridge programs, adopted July 21, 2009
- 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 Executive Director, Nancy K. Durrett, September 3, 1998
- 90-31, Drug orders conveyed by pharmacists, letter from Executive Director, Nancy K. Durrett, September 8, 1998
- 90-32, Board opinion on adverse findings of neglect by certified nurse aides, adopted September 23, 1998, revised by Board motion, November 18, 2003
- 90-33, Authority of licensed nurse practitioners to write Do Not Resuscitate Orders, adopted by Board of Nursing, May 2009 and Board of Medicine, June 2009
- 90-34, Board motion on review and challenge of NCLEX, adopted July 20, 1999
- 90-36, Guidelines for the training of employees of school boards in the administration of insulin and glucagon, adopted 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, revised by Board motion, March 21, 2007
- 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



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## Guidance Documents

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90-43, Board opinion on attachment of scalp leads for internal fetal monitoring adopted October 22, 1983, revised by Board motion on November 18, 2003

90-44, Board opinion on reinstatement authority to a Special Conference Committee, adopted November 1, 1992

90-46, Board opinion on administration of over-the-counter drugs by certified nurse aides, adopted March 19, 2002

90-52, Board opinion on delegation of the removal of venous and arterial sheaths by registered nurses to unlicensed personnel, adopted May 1, 2002

90-53, Board opinion on treatment by women's health nurse practitioners of male clients for sexually transmitted diseases, adopted by the Board of Nursing on May 18, 2004 and by the Board of Medicine on June 24, 2004

90-54, Board motion on process for delegation of informal fact-finding to an agency subordinate, adopted September 21, 2004

90-55, Joint statement of the Department of Health and the Department of Health Professions on impact of criminal convictions on nursing licensure or certification and employment in Virginia, revised September, 2006

90-56, Protocol requirements for licensed nurse practitioners, adopted by the Board of Medicine on October 18, 2007 and the Board of Nursing on November 14, 2007

90-57, By-laws of the Board of Nursing, revised September 16, 2008

### BOARD OF OPTOMETRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/Optometry/optometry\\_guidelines.htm](http://www.dhp.virginia.gov/Optometry/optometry_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [optbd@dhp.virginia.gov](mailto:optbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knackel, Executive Director of the Board, at the address above or by telephone at (804) 367-4508. 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; recordkeeping.

105-16, Newsletter, July 1996, Recordkeeping

105-17, Board minutes, February 7, 1997, Advertising guidelines

105-18, Board motion on response to violations of continuing education requirement, June 8, 2005

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, revised May 18, 2007

105-26, Board motion on Delegation of informal fact-finding to an agency subordinate, October 12, 2004

105-27, Board motion on Prescribing for Self and Family, January 21, 2005

105-28, Instruction manual on use of sanction reference points, adopted December 6, 2007

## **VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES (VBPD)**

Copies of the following document may be obtained either on-line at <http://www.vaboard.org/grants.htm> or may be viewed on regular work days from 8:30 a.m. until 4 p.m. in the office of the Board: 7th Floor, Washington Building, 1100 Bank Street, Richmond, Virginia 23219.

Copies may be obtained free of charge by contacting Lynne Talley, VBPD Grants Manager, by email at [lynne.talley@vbpd.virginia.gov](mailto:lynne.talley@vbpd.virginia.gov) or by telephone at (804) 786-0016 or for TTY/Voice at 846-4464. Alternate formats are available upon request.

Questions regarding implementation of this document may be directed to Lynne Talley, VBPD Grants Manager, by email at [lynne.talley@vbpd.virginia.gov](mailto:lynne.talley@vbpd.virginia.gov) or by telephone at 804 786-0016 or for TTY/Voice at 846-4464.

### **Guidance Document:**

VBPD Grants Manual (Revised December 2009) (<http://www.vaboard.org/grants.htm>)

## **BOARD OF PHARMACY**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/Pharmacy/pharmacy\\_guidelines.htm](http://www.dhp.virginia.gov/Pharmacy/pharmacy_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [pharmbd@dhp.virginia.gov](mailto:pharmbd@dhp.virginia.gov). 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) 367-4456. Copies are free of charge.

### **Guidance Documents:**

110-1, List of categories of facility licenses and a brief description of each, revised September 2009

110-2, Instructions for applicants for pharmacist licensure, revised September 2009

110-3, Guidance on alternative delivery of prescriptions, pharmacy to physician type of delivery, December 2005

110-4, Continuing education guide for pharmacists, revised September 2009

110-5, Instructions and forms for reporting of thefts or losses of drugs, February 2009

110-6, Miscellaneous sanctions, September 2009

110-7, Practitioner/patient relationship and the prescribing of drugs for family or self, revised January 2009

110-8, Information on prescriptive authority in Virginia, revised September 2009

110-9, Pharmacy Inspection Deficiency Monetary Penalty Guide, September 2009

110-10, Board guidance on dispensing of drugs from mobile vans, revised April 2006

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

110-17, Instructions for graduates of foreign schools of pharmacy, revised September 2009

110-18, Interpretation of "administer" to include preparation for administration, June 11, 1998

110-21, Sanction Reference Points Manual, adopted September 12, 2007

110-24, Competency examination required and passing score, adopted June 6, 2009

110-25, Guidance for life of a prescription after a prescriber no longer in practice, September 3, 2008

110-27, Pharmacist-In-Charge responsibilities, revised September 2009

110-28, Guidance for free clinic pharmacy permit applicants, revised September 2009

110-29, Guidance document for physician dispensing, revised July 2009

110-30, Methods prescribed or approved for animal euthanasia and competency certification requirements, Directive from the State Veterinarian, revised June 2007

110-31, Approved capture drugs and drug administering equipment, Directive from the State Veterinarian, revised June 2007

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## Guidance Documents

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110-32, Use of a drop-box for the collection of prescriptions, adopted December 12, 2007

110-33, Pharmacy interns as pharmacy technicians, pharmacy technician ratio, revised September 2009

110-34, Non-resident wholesale distributor guidance, revised September 2009

110-35, Requirements for prescription blanks, revised September 2009

110-36, Compliance with USP Chapter 797 on sterile compounding, Board motion, revised June 4, 2008

110-37, Guidance for conducting informal fact-finding by an agency subordinate, Board motion, December 10, 2004

110-38, Requirement for non-resident pharmacies to submit most recent inspection form, Board motion, June 5, 2006

110-41, Changes a pharmacist can make to a Schedule II prescription, adopted March 11, 2009

110-42, Continuing education audit and recommended sanctions, adopted March 11, 2009

### BOARD OF PHYSICAL THERAPY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/PhysicalTherapy/physther\\_guide\\_lines.htm](http://www.dhp.virginia.gov/PhysicalTherapy/physther_guide_lines.htm) or the Regulatory Townhall at <http://www.townhall.virginia.gov> or requested by email at [ptboard@dhp.virginia.gov](mailto:ptboard@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4674. Copies are free of charge.

#### Guidance Documents:

112-1, By-laws of the Board of Physical Therapy, revised January 27, 2006

112-2, Board guidance on the use of confidential consent agreements, October 24, 2003

112-3, Board guidance for conduct of an informal conference by an agency subordinate, October 29, 2004

112-4, Board guidance on requirement for licensure for instructors in a physical therapy program, adopted July 11, 2003, readopted January 19, 2007

112-5, Board guidance on acceptance of TOEFL iBT as equivalent to TOEFL and TSE examinations, adopted October 28, 2005, readopted January 19, 2007

112-6, Board guidance on licensure of kinesiotherapists as physical therapists, adopted July 11, 2003, readopted January 19, 2007

112-7, Board guidance on physical therapists and Individualized Educational Plans in public schools, November 15, 2002

112-8, Board guidance on review of non-routine applications from non-approved schools, adopted March 7, 2003, readopted January 19, 2007

112-9, Board guidance on use of dry needling in physical therapy, revised February 15, 2008

112-10, Board guidance on credits for continuing competency requirements, adopted July 12, 2002 and May 7, 2004, readopted January 19, 2007

112-11, Board guidance on functional capacity evaluations, adopted August 20, 2004, readopted January 19, 2007

112-12, Board guidance on physical therapy services in home health, readopted January 19, 2007

112-13, Board guidance on requirements of applicant who has failed the examination for three times, excerpts from Board minutes of January 28, 2005, readopted January 19, 2007

112-14, Board guidance on electromyography (EMG) and sharp debridement in the practice of physical therapy, adopted October 26, 2007

112-15, Board guidance on supervision of unlicensed persons in any setting, adopted April 3, 2009

112-16, Board guidance on use of initials with practitioner's name, adopted April 3, 2009

### DEPARTMENT OF PLANNING AND BUDGET

Copies of the following documents may be viewed at the Virginia Department of Planning and Budget during normal business hours. The Virginia Department of Planning and Budget is located in the Patrick Henry Building at 1111 E. Broad St., Room 5040 (Fifth Floor) in Richmond, VA 23219 (corner of 11th and Broad Streets).

Copies of guidance documents may also be obtained from Melanie Kielb West, Associate Director and Counsel for Regulatory Affairs at (804) 786-8812 or by email at [melanie.west@dpb.virginia.gov](mailto:melanie.west@dpb.virginia.gov).

#### Guidance Documents:

[2010-2012 Biennium Non-State Agency Instructions](#) (10/1/09)

[Fast-Track Rulemaking Process: Letter/Fee Increases](#) (12/9/05)

[Small Business Impact Legislation 2005 - Implementation on Town Hall Website](#) (12/9/05)

[Town Hall Agency User Manual](#) (8/16/07)

[\[2008-1\] PPG Guidance](#) (6/27/08)

## VIRGINIA PORT AUTHORITY

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 Rodney W. Oliver, Deputy Executive Director and CFO, or David M. James, Director of Contracts and Real Estate, Virginia Port Authority, 600 World Trade Center, Norfolk, VA 23510. Copies may be obtained for a fee (varies depending on document) by contacting Rodney W. Oliver, at the same address, telephone (757) 683-2170 or FAX (757) 683-8211.

Questions regarding interpretation or implementation of these documents may be directed to Rodney W. Oliver at the same address and phone number.

### Guidance Documents:

Virginia Port Authority Purchasing Policies and Procedures Manual, revised 11/23/04, §§ 62.132.1, 62.132.6 and 11-35 - Available at: [www.portofvirginia.com](http://www.portofvirginia.com)

Virginia Port Authority Capital Outlay Manual, 07/01/97, §§ 2.2-1132, 2.2-4300, 2.2-4343, 62.1-132.1, and 62.1-132.6 - Available at: [www.portofvirginia.com](http://www.portofvirginia.com)

Virginia Port Authority Travel Policy Supplement – Adopted by VPA Board of Commissioners, effective 01/01/09 - email copy available at no cost.

Virginia Port Authority Aid to Local Ports Policy - Revised 11/29/95 - email copy available at no cost.

## 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 Section of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, VA 23233. Copies may be obtained by contacting Dawn Waters at the same address, telephone (804) 367-8583, FAX (804) 527-4293 or email [recordsmgt@dpor.virginia.gov](mailto:recordsmgt@dpor.virginia.gov) or documents are available electronically at no charge on the Town Hall. 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, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8583, FAX (804) 527-4293, or email [dawn.waters@dpor.virginia.gov](mailto:dawn.waters@dpor.virginia.gov).

### Guidance Documents (applying to all boards):

[Guidelines for the Evaluation of the Need to Regulate Professions and Occupations](#) (6/2/03)

[New Board Member Training Manual](#) (8/1/09)

[\[Policy #100-01\] Establishing and Revising Policies and Related Procedures](#) (9/21/09)

[\[Policy #100-02\] Compliance with Americans with Disabilities Act](#) (10/6/08)

[\[Policy #100-04\] Release of Information](#) (9/18/09)

[\[Policy #100-05\] License Suspensions](#) (9/18/09)

[\[Policy #100-06\] Subpoenas/Service of Process/Notices](#) (9/18/09)

[\[Policy #100-09\] Gifts and Honoraria](#) (9/23/09)

[\[Policy #100-11\] Internet Web Site](#) (5/23/05)

[\[Policy #100-13\] Establishing and Revising Procedures and Forms](#) (2/17/09)

[\[Policy #100-14\] Public Service Hours](#) (9/24/09)

[\[Policy #100-18\] Alternative Dispute Resolution](#) (9/25/09)

[\[Policy #200-18\] Equal Employment Opportunity](#) (8/18/04)

[\[Policy #300-01\] Regulant Name & Address Change](#) (10/9/09)

[\[Policy #300-02\] Application & Application Fee Expiration](#) (1/15/09)

[\[Policy #600-01\] Examination Fees](#) (11/8/05)

[\[Policy #600-02\] Examination Site Conduct](#) (3/20/06)

[\[Policy #700-03\] Accounts Receivable & Debt Collection](#) (8/30/05)

[\[Policy #700-04\] Revenue Refunds](#) (5/23/05)

[\[Policy #800-02\] Filing of Complaints Against Regulants](#) (2/10/03)

### Guidance Documents:

#### Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

[APELSCIDLA Board Sanction Guidelines After 7/1/99](#) (3/6/03)

[APELSCIDLA Board Sanction Guidelines Before 7/1/99](#) (3/6/03)

[APELSCIDLA Resource Guide](#) (5/29/09)

#### Board for Barbers and Cosmetology

[\[Policy #800-03\] Random Inspections of Board for Barbers & Cosmetology Licensees](#) (7/10/09)

#### Cemetery Board

[Sample General Price List](#) (10/23/08)

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# Guidance Documents

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## **Board for Contractors**

[Board for Contractors Policies & Interpretations](#) (9/26/06)

## **Real Estate Board**

[Broker Price Opinion Guidance Document](#) (12/4/09)

[Continuing & Post License Education Course Reporting Requirements](#) (5/19/08)

[Instructor Qualifications](#) (5/19/08)

[On-line Course Time Requirement](#) (12/17/09)

[Proof of Financial Responsibility for Board-Approved Education Providers](#) (7/19/07)

[Real Estate Advisory Council's Report Regarding Post-Licensure Education](#) (10/23/03)

[Real Estate Distance Education Notarized Affidavit Requirement](#) (5/19/09)

[Real Estate Pre-License Instructor Guidance Document](#) (3/24/08)

## **Real Estate Appraiser Board**

[Real Estate Appraiser - Submitting Assignments Electronically](#) (3/5/09)

[Real Estate Appraisers Experience Hours](#) (11/18/03)

[Signing Any Appraisal Report](#) (2/21/06)

## **BOARD OF PSYCHOLOGY**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/Psychology/psychology\\_guidelines.htm](http://www.dhp.virginia.gov/Psychology/psychology_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [psy@dhp.virginia.gov](mailto:psy@dhp.virginia.gov). 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) 367-4697. Copies are free of charge.

### **Guidance Documents:**

125-3.4, Authorization for the Executive Director to make decisions on special accommodation requests, revised October 6, 2009

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, revised October 6, 2009

125-3.8, Flowchart and narrative explanation for guidance on conduct of an informal conference by an agency subordinate, October 12, 2004

125-3.9, Policy on the use of confidential consent agreements in lieu of disciplinary action by the Board, January 13, 2003

125-5.1, Board guidance on possible disciplinary action for non-compliance with continuing education requirements, July, 2006

125-5.2, Sanction Reference Manual, April 2009

## **VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION**

The list of guidance documents submitted by the Virginia Department of Rail and Public Transportation (DRPT) is subdivided by the work unit that issued or has custody of the document.

### **Transit and Congestion Management**

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 Corey Hill, Chief of Public Transportation, Virginia Department of Rail and Public Transportation, 600 East Main Street, Suite 2102, Richmond, VA 23219. Copies may be obtained for a fee (varies depending on document) by contacting Corey Hill at the same address, telephone (804) 786-4443 or FAX (804) 255-3752 or for free online at [www.drpt.virginia.gov](http://www.drpt.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Corey Hill at the same address and phone number.

### **Guidance Documents:**

DRPT Public Transportation and Commuter Assistance Grant Program Application Guidance – includes guidance on applying for funds from the following state and federal programs:

#### **State Aid Grant Programs**

- Operating Assistance
- Capital Assistance
- Demonstration Assistance
- Technical Assistance
- Public Transportation Intern Program
- TDM /Commuter Assistance
- Transportation Efficiency Improvement Fund (TEIF) Projects
- Senior Transportation Program

#### **Federal Aid Grant Programs**

- FTA Section 5303 - Metropolitan Planning

- FTA Section 5304 - Statewide Planning
- FTA Section 5307 - Small Urban Areas Program
- FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities
- FTA Section 5311 - Rural Areas
- FTA Section 5316 - Jobs Access and Reverse Commute Program (JARC)
- FTA Section 5317 - New Freedom Program

## Rail Transportation

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 Kevin Page, Chief of Rail Transportation, Virginia Department of Rail and Public Transportation, 600 East Main Street, Suite 2102, Richmond, VA 23219. Copies may be obtained for a fee (varies depending on document) by contacting Kevin Page, at the same address, telephone (804) 786-3963 or FAX (804) 255-3752 or for free online at [www.drpt.virginia.gov](http://www.drpt.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Kevin Page at the same address and phone number.

### Guidance Documents:

Railroad Industrial Access Program Application Procedures

Rail Preservation Program Application Procedures

Rail Enhancement Fund Application Procedures

## 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 23229. 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, effective October 1, 2009 through September 30, 2010, Elizabeth Smith. Also available on DRS website at <http://www.vadrs.org/publications.htm>

Field Rehabilitation Services Policy and Procedures Manual, first 10 pages front and back are free and \$0.15 each additional page (number of pages varies by policy), updated monthly, Liz Smith. Also available on DRS website at <http://www.vadrs.org/FRS/FRSmanuals/frsmanual.asp>

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 website at <http://www.vadrs.org/yourpath.htm>

DRS Business Services Packet (including information about tax incentives for employers), revised 2008, Aileen Colorado. Also available on DRS website at <http://www.vadrs.org/bsoverview.htm>

Virginia Guide to Supported Employment and Job Coach Training Services manual, revised 2009, Scott Fraley. Also available on DRS website at <http://www.vadrs.org/essp/downloads/SEGuide/SEGuide09.doc>

New Counselor Skills and Competencies Checklist, revised August 2008, Susan Gaillard

Best Practices Manual for Vocational Evaluation, issued 1995, Dale Batten

Self Employment Enterprise Handbook, issued 1999, Lawrence Roberts. Also available on DRS website at <http://www.vadrs.org/frs/seehandbook/>

Virginia DRS Transition Services Guide, issued 2007, Erica Lovelace. Also available on DRS website at <http://www.vadrs.org/transitionservices.htm>

Training and Facilities Manual, updated monthly, Erica Lovelace for colleges and career/technical schools, Carrie Worrell for ESOs, Robert J. Johnson for Occupational Training and Driver Training vendors, Patricia Goodall for Life Skills Services vendors, and Theresa Preda for ESOs that provide Independent Living Services

Services Reference Manual (services fee schedule), updated monthly, Robert J. Johnson.

Long Term Employment Support Services Guide, revised August, 2007, Judy Hill. Also available on DRS website at <http://www.vadrs.org/essp/downloads/LTESSguidelines081707.doc>

### Independent Living Services Program Guidance Documents, Theresa Preda:

State Plan for Independent Living, effective October 1, 2005 through September 30, 2008. Also available on DRS website at <http://www.vadrs.org/cbs/downloads/VASPIL2008to2010.doc>

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised January 2002

Personal Assistance Services Program Handbook, revised March, 2009, Bill Rhodenhiser. Also available on DRS website at [http://www.vadrs.org/formscabinet/documents/Public/Consumer%20and%20Personal%20Assistant%20Handbook\\_CBS612.doc](http://www.vadrs.org/formscabinet/documents/Public/Consumer%20and%20Personal%20Assistant%20Handbook_CBS612.doc)

Brain Injury Services Program Guidance Documents, Patricia Goodall. Also available on DRS Website at

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# Guidance Documents

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<http://www.vadrs.org/formscabinet/Formscabinet.asp?pass=et1&t1=BI/SCIS&pg=>

Brain Injury Direct Services (BIDS) Fund: BIDS Application Form; BIDS Eligibility Criteria, both revised October, 2007.

Life Skills Services: Application for Vendorship; Application for Vendorship Cover Letter, Purchase of Services Agreement for the Provision of Life Skills Services, all revised May 2007.

Registry Operations: At a Glance, revised November, 2005; Program Highlights, revised November 2005. Virginia Central Registry for Brain Injury and Spinal Cord Injury - Hospital Reporting Form, revised 2007; Virginia Central Registry for Brain Injury and Spinal Cord Injury - Self Report Form, revised January 2004.

**Disability Services Boards Member Handbook**, revised 2007, Richard Kriner. Also available on DRS website at <http://www.vadrs.org/cbs/dsc/downloads/DSBHandbook2007.doc>

**Human Research Procedures Manual**, issued October 2005, DiVette Brisco. Also available on DRS website at <http://www.vadrs.org/hrrc/downloads/ProceduresManual.doc>

**Accessibility for Government Websites**, Daniel Ross. Available on DRS website at <http://www.vadrs.org/formscabinet/documents/Promoting%20Accessibility.pdf>

## 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, Virginia 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.

**General Admissions Criteria**, Amy Blalock. Available on WWRC website at <http://wwrc.virginia.gov/Admissions.htm#criteria>

**Admissions Criteria for Short Term Rehabilitation Unit**, revised November 2005, Marjorie Adcock.

## Vocational Services Guidance Documents:

PERT Internal Procedures Manual, revised April, 2008, Rusty Eddins.

PERT Training and Reference Manual, revised October, 2009, Ginger Sharrer. Available on WWRC website at [http://www.vadrs.org/formscabinet/documents/Public/PERT%20Training%20and%20Reference%20Manual PER-2727.doc](http://www.vadrs.org/formscabinet/documents/Public/PERT%20Training%20and%20Reference%20Manual%20PER-2727.doc)

## Student Life Guidance Documents:

Student Handbook, revised January 2009, Ellen Murnane. Available only on-line at WWRC website at [http://www.vadrs.org/formscabinet/.%5Cdocuments%5CPublic%5CWWRC%20Student%20Handbook\\_WWRC-02.pdf](http://www.vadrs.org/formscabinet/.%5Cdocuments%5CPublic%5CWWRC%20Student%20Handbook_WWRC-02.pdf)

Rothrock Hall Guidelines, revised June 2009. Available on WWRC website at [http://www.vadrs.org/formscabinet/documents/Internal/Rothrock%20Hall%20Guidelines\\_NUR-2527.doc](http://www.vadrs.org/formscabinet/documents/Internal/Rothrock%20Hall%20Guidelines_NUR-2527.doc)

## Other WWRC Guidance Documents:

WWRC Services listing/fee schedule, Greta Hedberg, Also available on WWRC website at <http://wwrc.virginia.gov/feeschedule.htm>.

Psychology Services: Behavioral and Mental Health Services Procedures and Fees, revised October 2006

Vendor Application for Licensed Behavioral Health Services Provider, revised October 2006, available on DRS website at [http://www.vadrs.org/formscabinet/.%5Cdocuments%5CPublic%5CVendor%20Application%20for%20Licensed%20Behavior%20Health%20Services%20Provider\\_PSYADM01.doc](http://www.vadrs.org/formscabinet/.%5Cdocuments%5CPublic%5CVendor%20Application%20for%20Licensed%20Behavior%20Health%20Services%20Provider_PSYADM01.doc)

WWRC Policies and Procedures Manual, revised monthly as needed, Russ Neyman. Also available on WWRC website at <http://wwrc.virginia.gov/policiesprocedures.htm>

Unified Case Management Operations Manual, revised March, 2006, Tom Blosser.

WWRC Master Plan, Russ Neyman

## RICHARD BLAND COLLEGE

Copies of the following documents may be viewed during the hours of 8 a.m. to 5 p.m., Monday through Friday, in either the Library or the Office of the Provost at Richard Bland College. Copies may be obtained free of charge by contacting Ms. Karen Peffer, Office of the Provost, Richard Bland College, 11301 Johnson Road, Petersburg, VA 23805, telephone (804) 862-6242. Electronic versions of the following documents are accessible for viewing at, and may be printed from, the URLs listed below.

## Guidance Documents:

ADA Manual and Policies: Center for Student Affairs: [www.rbc.edu/PDFS/ADA\\_MANUAL.pdf](http://www.rbc.edu/PDFS/ADA_MANUAL.pdf)

Adjunct Faculty Policies and Procedures Manual, 2008: Administration: [www.rbc.edu/Faculty/Adjunct\\_Faculty\\_Handbook.pdf](http://www.rbc.edu/Faculty/Adjunct_Faculty_Handbook.pdf)

Catalogue (current): Administration, Admissions Office: [www.rbc.edu/PDFS/RBC\\_Catalog0810.pdf](http://www.rbc.edu/PDFS/RBC_Catalog0810.pdf)

Council on Academic Integrity Constitution: Center for Student Affairs: [www.rbc.edu/HonorCode/PDF\\_Documents/constitution.pdf](http://www.rbc.edu/HonorCode/PDF_Documents/constitution.pdf)

Faculty Handbook: Administration, Division Secretaries:  
[www.rbc.edu/Faculty/fac-handbook.pdf](http://www.rbc.edu/Faculty/fac-handbook.pdf)

Student Conduct Policy: Center for Student Affairs:  
[www.rbc.edu/PDFS/Student\\_Conduct\\_Policy.pdf](http://www.rbc.edu/PDFS/Student_Conduct_Policy.pdf)

Student Handbook: Center for Student Affairs:  
[www.rbc.edu/PDFS/Stud\\_Hdbk\\_09\\_10.pdf](http://www.rbc.edu/PDFS/Stud_Hdbk_09_10.pdf)

Library Policies: Library:  
[www.rbc.edu/library/Generalinfo/circulation\\_policy.htm](http://www.rbc.edu/library/Generalinfo/circulation_policy.htm) and  
[www.rbc.edu/library/Generalinfo/conduct\\_policy.htm](http://www.rbc.edu/library/Generalinfo/conduct_policy.htm)

Questions regarding interpretation or implementation of these guidance documents may be directed to Dr. Virginia Cherry, Library Director, telephone (804) 862-6208, [vcerry@rbc.edu](mailto:vcerry@rbc.edu).

## DEPARTMENT OF SOCIAL SERVICES

To obtain copies or to arrange viewing of the following documents, contact the Freedom of Information Act (FOIA) Coordinator at the offices of the Department of Social Services, Office of Public Affairs, 801 East Main Street, Richmond, VA 23219-1849.

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 that locality; there is a local agency serving every city and county in the state.

Questions concerning interpretation or implementation of these documents may be directed to Richard Martin, Manager, Office of Legislative & Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23219-1849, telephone (804) 726-7902 or email [richard.martin@dss.virginia.gov](mailto:richard.martin@dss.virginia.gov).

You may obtain the most up-to-date information on many of the Department of Social Services' guidance documents on the department's Internet homepage (<http://www.dss.virginia.gov>).

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 individual concerning these guidance documents.

## Guidance Documents:

### Appeals and Fair Hearings

Administrative Disqualification Hearings, Virginia Department of Social Services, November 2006

Benefit & Services Appeals, October 1, 2002, free

Child Support Enforcement Appeals, October 1, 2002, free

Virginia Department of Social Services Appeals and Fair Hearings Unit Child Protective Services Section, November 2005, free,  
[http://www.dss.virginia.gov/appeals/cps\\_factsheet.pdf](http://www.dss.virginia.gov/appeals/cps_factsheet.pdf)

### Division of Benefit Programs

Volume IX, Energy Assistance Policy Manual, revised June 2009, 22VAC40-680, \$22.90,  
[http://www.dss.virginia.gov/files/division/bp/ea/manual/ea\\_manual.pdf](http://www.dss.virginia.gov/files/division/bp/ea/manual/ea_manual.pdf))

Energy Assistance Program Quick Reference Guides (crisis, fuel and cooling), revised (cooling June 2009 (\$1.13), crisis September 2009 (\$1.15), fuel September 2009 (\$0.83), 22VAC40-680

Volume V, Virginia Supplemental Nutrition Assistance Program, revised October 2009, § 63.2-801, (\$22.11), <http://dssiad.dss.state.va.us/FoodStampManual/pageview.html>

Supplemental Nutrition Assistance Program Quick Reference Guide, revised October 2009, (\$1.47), § 63.2-801, Electronic Benefits Transfer (EBT) Policies and Procedures Guide, revised October, 2009, (\$3.84)

Volume XIII, Medicaid Policy Manual, revised August 2009, § 32.1-323 et seq., (\$53.25),  
[http://www.dss.virginia.gov/benefit/me\\_famis/manual.cgi](http://www.dss.virginia.gov/benefit/me_famis/manual.cgi))

Volume II - Part IV- GR Policy Manual, January 2007, (\$5.12), 22VAC40-411,  
[http://www.dss.virginia.gov/files/division/bp/gr/policy\\_manual/manual/manual.pdf](http://www.dss.virginia.gov/files/division/bp/gr/policy_manual/manual/manual.pdf)

Temporary Assistance for Needy Families (TANF) Policy Manual (VIEW included), revised October 2009, (\$18.85), 22VAC40-35 and 22VAC40-295,  
<http://www.dss.virginia.gov/benefit/tanf/manual.cgi>)

### Child Care and Early Childhood Development

Child Care Subsidy and Services Guidance (Volume VII, Sect. II, Chapter D), revised November 2009,  
[http://www.dss.virginia.gov/family/cc/policy\\_manual.cgi](http://www.dss.virginia.gov/family/cc/policy_manual.cgi)

### Division of Child Support Enforcement

Division of Child Support Enforcement Program Manual, November 2009, 22VAC40-880, initial CD-ROM at \$35 annually which includes updates every 90 days



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## Guidance Documents

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### Commissioner's Office

Commissioner's Memoranda to Local Departments of Social Services, free, 2007, <http://www.dss.virginia.gov/division/co/memos.cgi>

### Division of Community and Volunteer Services

Neighborhood Assistance Program Donor Fact Sheet, revised July 2009, § 58.1-439.18 et seq., free

Neighborhood Assistance Program Project Fact Sheet, revised July 2009, § 58.1-439.18 et seq., free

Neighborhood Assistance Program Contribution Notification Forms, A, B, C, D, and E, revised July 2009, § 58.1-439.18 et seq., free, <http://www.dss.virginia.gov/community/nap/forms.cgi>

Family & Children's Trust Fund - Small Grant Awards Policy Statement, revised November 1997, § 63.2-2103, free

Virginia AmeriCorps State Guidance Manual [http://www.vaservice.org/uploads/public/AmeriCorps\\_State\\_National/Policy\\_Guidelines/Americorps\\_Program\\_Guidance\\_Manual\\_7-09.pdf](http://www.vaservice.org/uploads/public/AmeriCorps_State_National/Policy_Guidelines/Americorps_Program_Guidance_Manual_7-09.pdf)

Virginia Refugee Resettlement Program Manual, free, <http://www.dss.virginia.gov/family/ons/policy.cgi>

Volunteer Services Manual, July 2008

Institutional Review Board Guidelines & Procedures Manual, July 2006; §§ 63.2-217, 63.2-218, and 63.2-104, and 22VAC40-890 and 22VAC40-910; free and available at [www.dss.virginia.gov/about/irb.cgi](http://www.dss.virginia.gov/about/irb.cgi) under "Policies/Procedures Manual"

### Division of Family Services

Title IV-E Eligibility Manual, revised October 2005, free

FS- Volume II - Auxiliary Grants Policy Manual - Part III, June 2008, [http://www.dss.virginia.gov/family/as/auxgrant\\_manual.cgi](http://www.dss.virginia.gov/family/as/auxgrant_manual.cgi)

Assisted Living Facility Assessment Manual, revised October 2007, 22VAC40-745, free, [www.dss.virginia.gov/facility/alf\\_manual.cgi](http://www.dss.virginia.gov/facility/alf_manual.cgi)

Child Protective Services (CPS) Policy (Vol. VII, Sec. III, Chapter A, Social Services Policy Manual) revised, August 2009, free, <http://www.dss.virginia.gov/family/cpa/manual.cgi>

Foster Care Policy (Vol. VII, Sect. III, Chapter B, Social Services Policy Manual) revised March 2007, <http://www.dss.virginia.gov/family/fc/manual.cgi>

Generic Policy (Vol. VII, Sec. 1, Social Services Policy Manual) Chapters A, B, C, H, and F of this section covers policy on Intake and Case Management, Confidentiality, Appeals, and Standards for Agency-Approved Providers.

Adoption Policy (Vol. VII, Sec. III, Chapter C & D, Social Services Policy Manual), revised October 2009, free, <http://www.dss.virginia.gov/family/ap/manual.cgi>

User's Manual: Virginia Uniform Assessment Instrument (UAI), revised July 2005, 22VAC40-745, free, [http://www.dss.virginia.gov/family/as/uai\\_manual.cgi](http://www.dss.virginia.gov/family/as/uai_manual.cgi)

User's Manual: Virginia Uniform Assessment Instrument (UAI) for Private Pay Residents of Assisted Living Facilities, revised July 2005, 22VAC40-71-170 et seq. and 22VAC40-745, free, [http://www.dss.virginia.gov/facility/alf\\_manual.cgi](http://www.dss.virginia.gov/facility/alf_manual.cgi)

Virginia's Guide to Intercountry Placement: Virginia's Preadoptive Requirements, updated November 2002, § 63.2-1104, free Virginia's Guide to the Interstate Compact on the Placement of Children, updated November 2002, §§ 63.2-100, 63.2-1000 and 63.2-1100-1105, free

Request to Place Virginia Youth Out-of-Commonwealth, updated November 2002, §§ 16.1-286 A, 22.1-218.1, 63.2-100, 63.2-1000, and 63.2-1100 through 63.2-1105, free

The Virginia Department of Social Services Reasonable Candidacy Manual, July 2007, free, [www.dss.virginia.gov/family/fc/candidacy](http://www.dss.virginia.gov/family/fc/candidacy)

Additional Daily Supervision: Rate Structuring for Enhanced Maintenance Payments Guidelines, <http://www.dss.virginia.gov/family/fc/rate.cgi>

Rate Structuring Frequently Asked Questions, <http://www.dss.virginia.gov/files/division/dfs/fc/rates/faq/faq/pdf>

Adult Services Broadcast 4317, Actions Needed to Ensure Compliance with Audit Findings Related to the Adult Services Program, July 2007, free

Adult Services Broadcast 4180, Actions Needed to Ensure Compliance with Audit Findings Related to the Adult Services Program, April 2007, free

Interstate Compact on the Placement of Children (ICPC) Broadcast 4198, Safe & Timely Placement of Children Act.

Adult Services Policy (Vol. VII, Sec. IV, Chapters A, B, C, D, E, and F Social Services Policy Manual), revised July 2009, [www.dss.virginia.gov/family/as/manual](http://www.dss.virginia.gov/family/as/manual)

Broadcast 4702, Virginia Caregivers Grant Program, January 2008

Broadcast 5369, Virginia Caregivers Grants Program, January 2009

Broadcast 4757, Adult Protective Services and Mandated Reporters Brochures, February 2008

Broadcast 5097, State Median Income for Adult Services Cases, August 2008

Broadcast 5745, State Median Income for Adult Services Cases, July 2009

Broadcast 5147, Change in Auxiliary Grant Rate for Assisted Living Facilities and Adult Foster Care, November 2008

Broadcast 5901, 2010 Auxiliary Grant Rate to Remain the Same, October 2009

Broadcast 5197, Child and Family Services Review, September 2008, free

Broadcast 5546, Adult Protective Services: Online Training, April 2009

Broadcast 5682, New System of Record Data Requirements for ASAPS, June 2009

Broadcast 5696, Revised Adult Protective Services (APS) Minimum Training Standards, June 2009

Broadcast 5963, Auxiliary Grant Training Course, Phase I, November 2009

Broadcast 5690, Foster Care and Adoption Rate Structuring for Additional Daily Supervision (ADS), effective 10/1/09 (PDF) Wed Jun 17, 2009

Broadcast 5774, Foster Care and Adoption Rate Structuring: Action Required (PDF) Wed Aug 5, 2009

Broadcast 5790, Rate Structuring Training: Action Required (PDF) Mon Aug 17, 2009

Broadcast 5841, Rate Structuring for Additional Daily Supervision: Guidance Manual and Forms (PDF) Fri Sep 18, 2009

Broadcast 5877, Rate Structuring for Additional Daily Supervision: Forms (PDF) Fri Oct 2, 2009

Broadcast 5897, Rate Structuring for Additional Daily Supervision: Cost Claiming and Changes to Budget Lines in Foster Care and Adoption (PDF) Fri Oct 23, 2009

Broadcast 5977, Child Welfare Court Forms in SPARK Forms Drawer (PDF) Thu Dec 3, 2009

Broadcast 5932 Foster Family Evacuations Due to Weather Conditions: Procedures for Tracking Children in Foster Care (PDF) Thu Nov 12, 2009

Broadcast 5905, Independent Living Services for Foster Care Youth in Virginia (PDF) Thu Oct 29, 2009

Broadcast 5885, Guidance and FAQs Regarding Provider/Families Who Are Due to Renew September – December, 2009 (PDF) Fri Oct 9, 2009

Broadcast 5876, Foster Care Agreement (PDF) Thu Oct 1, 2009

Broadcast 5853, Revised Foster Care Guidance Now Available (PDF) Wed Sep 23, 2009

Broadcast 5830, updated link to Resource Foster and Adoptive Family Home Approval Standards (22VAC40-211) (PDF) Tue Sep 15, 2009

Broadcast 5825, Resource Foster and Adoptive Family Home Approval Standards (22VAC40-211) (PDF) Fri Sep 11, 2009

Broadcast 5757, Educational Information for Youth in Foster Care or Adopted (PDF) Wed Jul 29, 2009

Broadcast 5736, Foster Care Financial Agreement Template for Placing Children with Agency Approved Providers (Foster Parents) (PDF) Thu Jul 16, 2009

Broadcast 5731, Responsibility Change for the Respite Care and Contingency Fund Programs, Effective July 13, 2009 (PDF) Tue Jul 14, 2009

Broadcast 5719, Elimination of "Continued Foster Care" as an Allowable Permanency Goal for Children in Foster Care, effective July 1, 2009 (PDF) Wed Jul 1, 2009

Broadcast 5589, Foster Care Agreement and Children's Residential Facilities Agreement (PDF) Tue Apr 28, 2009

Broadcast 5576, Foster Care Agreement (PDF) Wed Apr 22, 2009

Broadcast 5432, Revised Compliance Form for Department Approved Providers (PDF) Tue Feb 17, 2009

Broadcast 5422, Independent Living Funding Package Application for SFY 2010 – due March 9, 2009 (PDF) Tue Feb 10, 2009

Broadcast 5409, FY 2010 Respite Care Funding Package Application (PDF) Wed Feb 4, 2009

### **Division of Finance**

Finance Guidelines Manual for LDSS (July 2008 revision), May 2002, free

Finance FY 2009 Local Allocations by FIPS (revised), free

Finance FY 2009 Consolidated Eligibility and Service Staff and Operations Allocations by DIPS, free

### **Division of Human Resource Management**

Chapter 1, EEO and Hiring, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter1.pdf>

Chapter 2, Classification & Compensation, of the Human Resources Manual for Local Departments of Social Services, revised December 2008, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter2.pdf>

Chapter 3, General Leave, of the Human Resources Manual for Local Departments of Social Services, revised July 2007,

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## Guidance Documents

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§ 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter3.pdf>

Chapter 4, Medical Leaves of Absence, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter4.pdf>

Chapter 5, Operations of an Agency, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter5.pdf>

Chapter 6, Standards of Performance and Evaluation, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter6.pdf>

Chapter 7, Discipline and Termination of Employment, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter7.pdf>

Chapter 8, Personnel Records, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter8.pdf>

Local Compensation Plan Form, Deviating, for Local Department of Social Services, revised effective November 2008, § 63.2-330, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/local/classification.cgi>

Local Compensation Plan Form, Non-Deviating, for Local Department of Social Services, revised effective November 2008, § 63.2-330, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/local/classification.cgi>

Agency Salary Administration Plan, Approved September 25, 2000, free

Division of Human Resource Management Standard Operating Procedures for Classified and Wage Employees, revised November 9, 2004, free; available at <http://spark.dss.virginia.gov/divisions/dhrm/vdss/procedures/index.cgi>

SOP Section 2.1 - Alcohol and Drugs, revised July 2008

SOP Section 2.2 - Awards for Length of Service, revised July 2008

SOP Section 2.4 - Compensatory Leave, revised July 2008

SOP Section 2.6 - Equal Employment Opportunity, revised July 2008

SOP Section 2.7 - Emergency Office Closings, revised July 2008

SOP Section 2.8 - Workplace Harassment, revised July 2008

SOP Section 2.9 - Hours of Work, revised July 2008

SOP Section 2.10 - Identification Badge, November 2004

SOP Section 2.11 - Employment Eligibility Verification, November 2004

SOP Section 2.12 - Layoff, revised July 2008

SOP Section 2.13 - Performance Planning and Evaluation, revised July 2008

SOP Section 2.14 - Probationary Period, November 2004

SOP Section 2.15 - Recruitment, Screening and Selection, November 2004

SOP Section 2.16 - Reporting Time Worked, revised July 2008

SOP Section 2.17 - Standards of Conduct, revised July 2008

SOP Section 2.18 - Telecommuting and Alternate Work Schedules, revised July 2008

SOP Section 2.19 - Temporary Help, November 2004

SOP Section 2.20 - Temporary Work Force Reduction, November 2004

SOP Section 2.21 - Termination/Separation, revised July 2008

SOP Section 2.22 - Training and Development, November 2004

SOP Section 2.23 - Tuition Reimbursement, November 2004

SOP Section 2.24 - Wage Employees, November 2004

SOP Section 2.25 - Leave Policy - General Provisions, revised July 2008

SOP Section 2.26 - Virginia Sickness and Disability Program, revised July 2008

### **Division of Information Systems**

Virginia Department of Social Services Information Security Policy, revised May 2007, Title 63.2

Virginia Department of Social Services Information Security Standards, issued May 2007

Virginia Department of Social Services Acceptable Use Policy, October 2, 2006

VDSS Web Policy, effective July 1, 2004

## Office of Background Investigations

Procedures for Conducting Background Investigations for CRFs as required by § 63.2-1726 of the Code of Virginia on Employees, Volunteers, and Contractual Service Providers Affiliated with Children's Residential Facilities, July 1, 2008, § 63.2-1726, free  
[http://www.dss.virginia.gov/facility/crf\\_background.cgi](http://www.dss.virginia.gov/facility/crf_background.cgi)

Procedures For Conducting Background Investigations On Foster and Adoptive Parents, Adult Household Members, and Birth Parents Requested By Child-Placing Agencies (CPA) as required by § 63.2-901.1 of the Code Of Virginia, July 1, 2008, § 63.2-901.1, free,  
<http://www.dss.virginia.gov/facility/cpa.background.cgi>

Procedures for Conducting Name-Based Check When an Applicant's Fingerprints Are Unobtainable Due to Low Quality, July 2008, 63.2-1726, free,  
[http://www.dss.virginia.gov/facility/crf\\_background.cgi](http://www.dss.virginia.gov/facility/crf_background.cgi)

Technical Assistance for Background Checks for Assisted Living Facilities and Adult Day Care Centers, June 2009, 22VAC40-90, \$5.00,  
[http://www.dss.virginia.gov/facility/alf\\_regulations.cgi](http://www.dss.virginia.gov/facility/alf_regulations.cgi)

Technical Assistance for Background Checks for Child Welfare Agencies and Background Checks for Licensed Child Day Centers, April 2009, 22VAC40-191 and 22VAC15-51, \$5.00,  
[http://www.dss.virginia.gov/facility/child\\_care/licensed/child\\_day\\_centers/index.cgi](http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/index.cgi)

Barrier Crimes for Child Day Programs, February 2007, §§ 63.2-1717 D. 7., 63.2-1719, 63.2-1720, 63.2-1721, 63.2-1724, 63.2-1725,  
[http://www.dss.virginia.gov/facility/child\\_care/licensed/child\\_day\\_centers/regulations.cgi#background](http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/regulations.cgi#background)

Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers, February 2007, §§ 63.2-1719 and 63.2-1720,  
[http://www.dss.virginia.gov/facility/adcc\\_regulations.cgi](http://www.dss.virginia.gov/facility/adcc_regulations.cgi)

Barrier Crimes for Child-Placing Agencies and for Foster and Adoptive Homes Approved By Child-Placing Agencies, February 2007, §§ 63.2-1719, 63.2-1720, and 63.2-1721,  
[http://www.dss.virginia.gov/facility/cpa\\_background.cgi](http://www.dss.virginia.gov/facility/cpa_background.cgi)

## Division of Licensing Programs

Criteria for Training, April 2007,  
[http://www.dss.virginia.gov/family/cc/criteria\\_provider\\_training.pdf](http://www.dss.virginia.gov/family/cc/criteria_provider_training.pdf)

Curriculum Outline for Assisted Living Facility Administrators for Residential Living Care Only, November 2009, 22VAC40-72,  
[http://www.dss.virginia.gov/facility/alf\\_regulations.cgi](http://www.dss.virginia.gov/facility/alf_regulations.cgi)

Direct Care Staff - Department Approved Educational Curriculum for Nursing Assistants, Geriatric Assistants or Home Health Aides, July 2007, 22VAC40-72,  
[http://www.dss.virginia.gov/facility/alf\\_forms.cgi](http://www.dss.virginia.gov/facility/alf_forms.cgi)

Request for First Aid and Cardiopulmonary Resuscitation (CPR) Course Approval for Child Day Centers, Assisted Living Facilities and Adult Day Care Centers, October 2006,  
<http://www.dss.virginia.gov/files/division/licensing/alf/forms/032-05-0095-00-eng.pdf>

Information for Religiously Exempt Child Day Centers, January 2008, § 63.2-1716, \$8.00;  
[http://www.dss.virginia.gov/files/division/licensing/unlicensed\\_child\\_care/recdc/regulations\\_code/guidance\\_documents/information\\_for\\_recdc.pdf](http://www.dss.virginia.gov/files/division/licensing/unlicensed_child_care/recdc/regulations_code/guidance_documents/information_for_recdc.pdf)

Model Policies for Implementing Section 63.2-1808 of the Code of Virginia (Rights and Responsibilities of Residents of Assisted Living Facilities), January 2008, § 63.2-1808,  
[http://www.dss.virginia.gov/files/division/licensing/alf/regulations\\_code/guidance\\_documents/2008\\_Resident\\_Rights.pdf](http://www.dss.virginia.gov/files/division/licensing/alf/regulations_code/guidance_documents/2008_Resident_Rights.pdf)

Notification to State Regulated Care Facilities of the 2000 Uniform Statewide Building Code and the 2000 Statewide Fire Prevention Code Requirements, September 2000, 22VAC40-110  
[http://www.dss.virginia.gov/files/division/licensing/licensed\\_child\\_care/fdh/regulations\\_code/guidance\\_documents/fire\\_extinguishers\\_and\\_smoke\\_detectors.pdf](http://www.dss.virginia.gov/files/division/licensing/licensed_child_care/fdh/regulations_code/guidance_documents/fire_extinguishers_and_smoke_detectors.pdf)

Requirements for Proof of Child Identity and Age for Licensed Child Day Centers & Certified Preschools, February 2003, § 63.2-1809  
[http://www.dss.virginia.gov/files/division/licensing/licensed\\_child\\_care/child\\_day\\_centers/regulations\\_code/guidance\\_documents/proof\\_of\\_childs\\_identity\\_and\\_age.pdf](http://www.dss.virginia.gov/files/division/licensing/licensed_child_care/child_day_centers/regulations_code/guidance_documents/proof_of_childs_identity_and_age.pdf)

Requirements for Proof of Child Identify and Age for Licensed Family Day Homes, February 1999, § 63.2-1809  
[http://www.dss.virginia.gov/files/division/licensing/licensed\\_child\\_care/fdh/regulations\\_code/guidance\\_documents/proof\\_of\\_childs\\_identity\\_and\\_age.pdf](http://www.dss.virginia.gov/files/division/licensing/licensed_child_care/fdh/regulations_code/guidance_documents/proof_of_childs_identity_and_age.pdf)

Requirements for Proof of Child Identify and Age for Licensed Family Day Homes, February 1999, § 63.2-1809  
[http://www.dss.virginia.gov/files/division/licensing/licensed\\_child\\_care/fdh/regulations\\_code/guidance\\_documents/proof\\_of\\_childs\\_identity\\_and\\_age.pdf](http://www.dss.virginia.gov/files/division/licensing/licensed_child_care/fdh/regulations_code/guidance_documents/proof_of_childs_identity_and_age.pdf)

Risk Assessment and Adverse Enforcement Guidance Manual, October 24, 2007  
[http://www.dss.virginia.gov/facility/adcc\\_regulations.cgi](http://www.dss.virginia.gov/facility/adcc_regulations.cgi)

Technical Assistance for Standards for Assisted Living Facilities, May 2007, 22VAC40-72,  
[http://www.dss.virginia.gov/facility/alf\\_regulations.cgi](http://www.dss.virginia.gov/facility/alf_regulations.cgi)

Technical Assistance for Minimum Standards for Licensed Family Day Homes, December 2007, 22VAC40-110

Technical Assistance Questions and Answers for Minimum Standards for Licensed Child Day Centers, revised September 2005, 22VAC15-30,

Technical Assistance Questions and Answers for Standards and Regulations for Licensed Adult Day Care Centers,

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## Guidance Documents

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October 2003, 22VAC40-60,  
[http://www.dss.virgi.gov/files/division/licensing/adcc/regulations\\_code/guidance\\_documents/adcc\\_ta\\_05-08.pdf](http://www.dss.virgi.gov/files/division/licensing/adcc/regulations_code/guidance_documents/adcc_ta_05-08.pdf)

Technical Assistance for General Procedures and Information for Licensing, September 2009, 22VAC40-80, \$5.00,  
<http://www.dss.virginia.gov/facility/crf.cgi>

Guidance for Determining Civil Penalties Based on Assessed Risk from Violations in Assisted Living Facilities, December 2008, [http://www.dss.virginia.gov/facility/alf\\_regulations.cgi](http://www.dss.virginia.gov/facility/alf_regulations.cgi)

Technical Assistance for Voluntary Registration of Family day Homes Requirements for Provider, October 2009, 22VAC40-180, \$5.00  
[http://www.dss.virginia.gov/facility/child\\_care/unlicensed/vrf\\_dh/regulations.cgi](http://www.dss.virginia.gov/facility/child_care/unlicensed/vrf_dh/regulations.cgi)

Standards for Licensed Children's Residential Facilities, January 2009, 22VAC40-151, \$8.00,  
<http://www.dss.virginia.gov/facility/crf.cgi>

### BOARD OF SOCIAL WORK

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/social/social\\_guidelines.htm](http://www.dhp.virginia.gov/social/social_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [socialwork@dhp.virginia.gov](mailto:socialwork@dhp.virginia.gov). 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) 367-4441. Copies are free of charge.

#### Guidance Documents:

140-1, Board guidance on use of confidential consent agreements, October 31, 2003

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, recordkeeping 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

140-4.2, Board guidance on possible disciplinary or alternative actions in response to non-compliance with continuing education requirements, September 16, 2005

140-5, Board guidance for process of delegation of informal fact-finding to an agency subordinate, November 19, 2004

140-6, Board guidance on the educational requirements necessary to qualify to sit for the Licensed Clinical Social Work examination in Virginia, revised July 18, 2008

140-7, By-Laws of the Board of Social Work, adopted December 17, 1996, revised April 17, 2009

140-8, Sanction Reference Points Instruction Manual, adopted April 17, 2009

### DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the program that issued or has custody of the document. VDOT has indicated a URL for documents that are available online.

Because many of VDOT's guidance documents have unique viewing locations and contact information for copies and questions, this information is provided separately for each document or group of documents following the title of the document or documents.

#### FINANCE/PROGRAMMING

**Guidance Documents:** VDOT Info & Service: VDOT Budget and Supplement

Interprets/implements: § 33.1-12 (9) of the Code of Virginia

Copies of these documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-6065 or faxing (804) 786-2564.

Questions regarding interpretation or implementation of the documents 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 email [john.lawson@vdot.virginia.gov](mailto:john.lawson@vdot.virginia.gov).

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the CTB by July 1 of each year as required by the Code of Virginia, § 33.1-12 (9). These items may also be viewed at the VDOT website at the following address: [http://www.virginiadot.org/about/vdot\\_budget.asp](http://www.virginiadot.org/about/vdot_budget.asp)

**Guidance Document:** Virginia Six-Year Improvement Program, adopted June 18, 2009

Interprets/implements: § 33.1-12 (9) of the Code of Virginia

Copies of this 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, 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 <http://www.virginiadot.org/projects/syp-default.asp>

Questions regarding interpretation or implementation of this document may be directed to the Programming Division Administrator at (804) 786-2741 or FAX (804) 371-8719.

## PRELIMINARY ENGINEERING

**Guidance Document:** Road Design Manual, revised October 2009

Interprets/implements: Access Management Regulations: Principle Arterials (24VAC30-72), Access Management Regulations: Minor Arterials, Collectors, and Local Streets (24VAC30-73), Subdivision Street Requirements (24VAC30-91), Secondary Street Acceptance Requirements (24VAC30-92)

This document is available electronically from the VDOT Public Website at the following address: <http://www.virginiadot.org/business/locdes/rdmanual-index.asp>

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

**Guidance Document:** VDOT Policy Manual for Public Participation in Transportation Projects, revised January 2007

Interprets/implements: § 33.1-18 of the Code of Virginia

This document is available electronically from the VDOT Public Website at the following address: <http://www.virginiadot.org/business/locdes/Manuals.asp>

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

**Guidance Document:** Instructional and Informational Memorandum IIM-LD-55, Curb Ramps and Sidewalks, revised July 29, 2009

Interprets/implements: § 15.2-2021 of the Code of Virginia

This document is available electronically from the VDOT Public website at the following address: <http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/IIM55.pdf>

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

**Guidance Document:** Guidance Document for Determination of Certain Financial Benefits For Displacees, effective November 21, 2001, Rev. July 1, 2006

Interprets/implements: Rules and Regulations Governing Relocation Assistance (24VAC30-41)

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting David A. Schneider, State Acquisitions Manager, at the same address, telephone (804) 786-2923 or FAX (804) 786-1706.

**Guidance Document:** Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Guidelines, revised October 31, 2005 (Addendum issued December 5, 2008)

Interprets/implements: § 56-556 et seq. of the Code of Virginia

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-1103 or faxing (804) 786-7221. This document is also accessible via the Internet from the following addresses: <http://www.virginiadot.org/business/ppta-Guidelines.asp>

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221, or email [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

**Guidance Document:** Design-Build Procurement Manual, January 1, 2007

Interprets/implements: § 33.1-12 (2)(b) of the Code of Virginia

**Guidance Document:** Minimum Requirements for QA/QC on Design Build & Public-Private Transportation Act Projects, August 2008

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## Guidance Documents

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Interprets/implements: § 33.1-12 (2)(b) and § 56-556 et seq. of the Code of Virginia

**Guidance Document:** Guidelines for Evaluation of Design-Build Proposals, Revised February 13, 2009

Interprets/implements: § 33.1-12 (2)(b) of the Code of Virginia

Design-Build documents are available at: <http://www.virginiadot.org/business/design-build.asp>

Questions regarding interpretation or implementation of these documents may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221, or email [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

### PROJECT DELIVERY

#### Guidance Documents:

VDOT Post Construction Manual (Imperial and Metric), revised January 2009, no charge

VDOT Construction and Maintenance Claims and Notice of Intent to File Claim (NOI) Manual, revised May 2006, no charge

VDOT Emergency Contract Manual, revised May 2008, no charge

VDOT 2005 Construction Manual, revised July 2008, \$11, no charge from Internet

VDOT Construction Phase Inspection Manual, revised April 2008, no charge (also available at [http://www.virginiadot.org/business/resources/const/Inspection\\_Manual.pdf](http://www.virginiadot.org/business/resources/const/Inspection_Manual.pdf))

VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

VDOT Road and Bridge Specifications, revised July 2009, \$10, no charge from Internet (<http://www.virginiadot.org/business/const/spec-default.asp>)

VDOT Value Engineering Program Administration Manual, revised October 24, 2008, Code of Virginia, § 33.1-190.1, no charge

VDOT Construction Directive Memoranda, issued 1994 - present, no charge from Internet (<http://www.virginiadot.org/business/const/resources-cdmemolist07-10.asp>). Each memorandum is generally two pages or less in length and pertains 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.

These documents interpret/implement: § 33.1-13 of the Code of Virginia.

Documents and information regarding programs referenced in this entry are accessible from the Virginia Department of Transportation website at: <http://www.virginiadot.org/business/local-assistance.asp>

Copies of the documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at the specified cost by contacting the same address, telephone (804) 225-3292, or FAX (804) 786-7778.

Questions regarding interpretation or implementation of these documents may be directed to the same address, telephone, and FAX numbers given above.

The documents above are issued pursuant to § 33.1-13 of the Code of Virginia. The Post Construction Manual, 2005 Construction Manual, and the Instructional Memoranda (listed under the "Location & Design" category) are available at the following Internet address: <http://www.virginiadot.org/business/manuals-default.asp>

**Guidance Document:** Economic Development Access Program Guide, revised September 2009

Interprets/implements: § 33.1-221 of the Code of Virginia, Economic Development Access Fund Policy (24VAC30-271)

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting W.R. Dandridge, Program Manager, at the same address, telephone (804) 786-2743 (or Hugh W. Adams, Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>

**Guidance Document:** Recreational Access Program Guide, revised December 2009

Interprets/implements: § 33.1-223 of the Code of Virginia, Recreational Access Fund Policy (24VAC30-301)

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting W.R. Dandridge, Program Manager, at the same address, telephone (804) 786-2743 (or Hugh W. Adams, Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>

**Guidance Document:** Enhancement Program Procedure Manual, October 2009

Interprets/implements: § 33.1-12 (9) and (11) of the Code of Virginia

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. This document may also be accessed at: [http://www.virginia.gov/business/resources/local\\_assistance/2009\\_Enhancement\\_Manual2.pdf](http://www.virginia.gov/business/resources/local_assistance/2009_Enhancement_Manual2.pdf)

For more information on this program or to obtain a copy of the application packet, please contact the Transportation Enhancement Program Staff at 1-800-444-7832 or (804) 786-2264, FAX (804) 786-2603, or email [h.chenault@vdot.virginia.gov](mailto:h.chenault@vdot.virginia.gov) or [pamela.liston@vdot.virginia.gov](mailto:pamela.liston@vdot.virginia.gov).

**Guidance Document:** Urban Construction Initiative Program Administration Guide, October 2009

Interprets/implements: § 33.1-23.3 of the Code of Virginia

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219.

Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Cindy Clark at the same address, telephone (804) 371-6289. This document may also be accessed at:

[http://www.virginia.gov/business/resources/local\\_assistance/UCI/UCI\\_Guide\\_Update\\_09\\_final.pdf](http://www.virginia.gov/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf)

Questions regarding interpretation or implementation of this document may be directed to Cindy Clark at the same address and telephone number given above.

**Guidance Document:** Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, January 2007

[http://www.virginia.gov/business/resources/Urban\\_Manual\\_1-1-07\\_Final.pdf](http://www.virginia.gov/business/resources/Urban_Manual_1-1-07_Final.pdf)

Interprets/implements: Urban Maintenance and Construction Policy (24VAC30-325)

**Guidance Document:** Revenue Sharing Program Guide, 2008

[http://www.virginia.gov/business/resources/local\\_assistance/Revenue\\_Sharing\\_Guide\\_2008.pdf](http://www.virginia.gov/business/resources/local_assistance/Revenue_Sharing_Guide_2008.pdf)

Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281)

**Guidance Document:** Locally Administered Projects Manual, July 2009

[http://www.virginia.gov/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginia.gov/business/locally_administered_projects_manual.asp)

Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281), §§ 33.1-12 and 33.1-75.3 of the Code of Virginia

Copies of the above documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the same address, telephone (804) 786-0334, or FAX (804) 371-0847. These documents may also be accessed via the websites provided below.

Questions regarding interpretation or implementation of these documents may be directed to Jennifer B. Debruhl, Assistant Division Administrator, at the same address, telephone number, and FAX number given above.

## MAINTENANCE AND OPERATIONS

### Guidance Documents:

Maintenance Best Practices Manual (July 30, 2009):

Abandoned Vehicles on the Right-of-Way (Section 6.6.5), § 46.2-1210 of the Code of Virginia

Budgets (Chapter 3), §§ 33.1-23.02 (B) and 33.1-23.1(B) of the Code of Virginia

Contracts (Chapter 4), §§ 2.2-4301, 2.2-4303, 33.1-12 (2), and 33.1-190 of the Code of Virginia

Dead Animal Removal (Section 11.5.2), § 18.2-323 of the Code of Virginia

Debris on Highway or Roadside (Section 11.5.3), §§ 10.1-1424, 18.2-324, and 33.1-346 of the Code of Virginia

Drainage (Chapter 5), §§ 2.2-4301, 2.2-4303, 33.1-12 (2) and 33.1-190 of the Code of Virginia

Driveways of Volunteer Fire Departments and Rescue Squads (Section 14.2.9), § 33.1-200.1 of the Code of Virginia

Dump Creating Fire Hazard to Public Bridge (Section 16.9.14), § 33.1-347 of the Code of Virginia

Entrances/Land Use (Chapter 6, specifically, Sections 6.3, 6.5, and 6.6), §§ 33.1-197 through 33.1-199 of the Code of Virginia, 24VAC30-20-80 (pending repeal)

Special Facilities (Chapter 15), §§ 33.1-252 and 33.1-268 of the Code of Virginia

Fishing From Bridges (Section 16.9.1), § 33.1-207 of the Code of Virginia, 24VAC30-20-90

Garden Week (Section 11.6), § 33.1-12 of the Code of Virginia

Historical Markers (Section 11.7), §§ 10.1-2202 (12) of the Code of Virginia, 24VAC30-150-2100



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## Guidance Documents

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Illegal Signs on Right-of-Way (Section 11.8.2), § 33.1-373 of the Code of Virginia, 24VAC30-20-160

Inmate Labor (Chapter 9), §§ 53.1-56, 53.1-57, and 53.1-58 of the Code of Virginia

Junkyards (Section 11.8), § 33.1-348 of the Code of Virginia

Landfills (Section 11.5.5.2), § 33.1-347 of the Code of Virginia

Litter Control and Disposal Operations (Section 11.5), §§ 10.1-1424, 18.2-323, 18.2-324, and 33.1-346 of the Code of Virginia

Mail Boxes and Newspaper Boxes (Section 6.6.3), §§ 33.1-12 and 33.1-206 of the Code of Virginia, 24VAC30-20-110

Miss Utility (Underground Utility Damage Prevention Act) (Section 6.1.1), § 56-265.14 of the Code of Virginia

Outdoor Advertising and Junkyards (Section 11.8), §§ 33.1-348, and 33.1-351 et seq. of the Code of Virginia

Pesticides and Fertilizers (Section 11.4), Virginia Pesticide Control Act (Title 3.2, Chapter 39 of the Code of Virginia)

Posted Roads and Bridges (Sections 12.3.7, 12.8 and 16.9.3), § 46.2-1104 of the Code of Virginia

Primary System Overhead Crossing and Underpass (Section 10.3), § 56.368-1 of the Code of Virginia

Provision of Materials and Use of Equipment by Local Governments and School Boards (Sections 1.15 and 7.3.8), § 33.1-195 of the Code of Virginia

Railroads (Chapter 10), §§ 56-405, 56-406.1, 56-406.2, and 56.368-1 of the Code of Virginia

Real Estate Signs on Right-of-Way and Collection Process (Sections 11.8.2.2 and 11.8.2.3), § 33.1-373 of the Code of Virginia

Rest Areas and Waysides/Picnic Areas (Sections 15.5 and 15.6), §§ 33.1-12 (3) and 33.1-218 of the Code of Virginia, 24VAC30-50-10

Restricted Structures (Sections 16.9.2 and 16.9.3), §§ 46.2-1104 and 46.2-1124 through 46.2-1127 of the Code of Virginia

Roads in State Institutions (Section 15.11), § 33.1-33 of the Code of Virginia

Roadway and Non-Roadway Lighting (Section 18.10), §§ 15.2-2020 and 46.2-100 of the Code of Virginia

School Zone Signs (Section 18.1.4), § 46.2-873 of the Code of Virginia

Sledding Play Areas Designated by Local Governments (Section 14.2.12), § 46.2-1302 of the Code of Virginia

Snow Emergency Routes (Section 14.2.10), § 46.2-1302 of the Code of Virginia

Snow Removal of Institutional Roads (Section 14.2.14), § 33.1-33 of the Code of Virginia

Speed Limits (Section 18.1.5), § 46.2-878 of the Code of Virginia

Steel Plates (Section 18.11), § 33.1-223.2:14 of the Code of Virginia

Road and Street Name Signs (Section 18.1.2), § 33.1-69.01 of the Code of Virginia

Trash Containers (Section 11.5.5.3), 24VAC30-150-2160

Tree and Brush Management (Section 11.3), § 33.1-371.2 of the Code of Virginia

Maintenance Division Directives (July 30, 2009):

Land Development Related Quitclaims (MDD 6.02), §§ 15.2-2265, 33.1-12 and 33.1-69 of the Code of Virginia

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, Virginia 23219. Mailing address: VDOT, 1401 E. Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 786-0783. Additional copies and/or pages may be obtained at a cost of \$0.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Robert E. Prezioso, P.E., Acting Maintenance Division Director, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0816, or email at robert.prezioso@vdot.virginia.gov.

**Guidance Document:** Traffic Engineering Division Memoranda, issued 1967-present

Interpret/implement: § 33.1-12 (3) and (5) of the Code of Virginia, Classifying and Marking State Highways (24VAC30-520)

Copies of the Traffic Engineering Memoranda (1967-present), issued pursuant to authority set forth in § 33.1-12 (3) and (5) of the Code of Virginia and that deal with traffic control devices, along with related safety issues, may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Mark Hodges at the same address, telephone (804) 786-2868 or Mansour Mahbanoozadeh at the same address, telephone (804) 786-7983.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer

during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

**Guidance Document:** Structure and Bridge Division Instructional and Informational Memorandum 27.6, Bridge Safety Inspections, Inventory and Inspection Requirements for Bridges and Large Culverts, issued January 2008

Interprets/implements: § 33.1-12 of the Code of Virginia, 23 CFR Part 650 Subpart C

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Harney at the same address, telephone (804) 786-3161, or FAX (804) 786-2988. This document is also available online at:

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM27.6.pdf>

Questions regarding interpretation or implementation of this document may be directed to Anwar Ahmad at 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2853 or FAX (804) 786-7787.

**Guidance Document:** Structure and Bridge Division Instructional and Informational Memorandum 78, Bridge Safety Inspections QC/QA Program, Establishing Quality Control and Quality Assurance Procedures to Maintain a High Degree of Accuracy and Consistency in the Inspection Program, issued January 2008

Interprets/implements: § 33.1-12 of the Code of Virginia, 23 CFR Part 650 Subpart C

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Harney at the same address, telephone (804) 786-3161, or FAX (804) 786-2988. This document is also available online at:

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM78.pdf>

Questions regarding interpretation or implementation of this document may be directed to Anwar Ahmad at 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2853 or FAX (804) 786-7787.

**Guidance Document:** Land Development Manual, Volumes I and II

Interprets/implements: Minimum Standards of Entrances to State Highways (Code of Virginia § 33.1-198 and 24VAC30-71) and the Subdivision Street Requirements (§§ 33.1-69 and 33.1-229 and 24VAC30-91)

**Guidance Document:** Traffic Impact Analysis Regulations Administrative Guidelines, revised July 2008 (available at <http://www.virginiadot.org/projects/chapter527/>)

Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155)

**Guidance Document:** Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, March 2009 (available at [http://www.virginiadot.org/projects/resources/SSAR/2SSAR\\_GD.doc](http://www.virginiadot.org/projects/resources/SSAR/2SSAR_GD.doc))

Interprets/implements: Secondary Street Acceptance Requirements (24VAC30-92)

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, Virginia 23219. Mailing address: VDOT, 1401 E. Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 786-0783. Additional copies and/or pages may be obtained at a cost of \$0.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Robert E. Prezioso, P.E., Acting Maintenance Division Director, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0816, or email at [robert.prezioso@vdot.virginia.gov](mailto:robert.prezioso@vdot.virginia.gov).

**Guidance Documents:** VDOT General Notes for Subdivisions, revised May 2004, and Subdivision Checklist for Subdivisions in the Staunton District, revised May 2000

Interpret/implement: Subdivision Street Requirements (24VAC30-91)

Copies of these 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, 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 these documents may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

## Public Affairs

**Guidance Document:** Virginia Official State Transportation Map Policy and Procedures, revised August 2005, no charge

Interprets/implements: § 33.1-36 of the Code of Virginia

**Guidance Document:** Statement on the Use of VDOT County Map Series Digital Files, revised October 2008, no charge

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# Guidance Documents

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Interprets/implements: § 33.1-84 of the Code of Virginia

**Guidance Document:** Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised September 2005;

Interprets/implements: § 33.1-62 et seq. of the Code of Virginia

Copies of these 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 at 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 371-6776, FAX (804) 371-6846, or email [vdotmapfiles@vdot.virginia.gov](mailto:vdotmapfiles@vdot.virginia.gov).

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

## Policy

**Guidance Document:** Intellectual Property: a Handbook for Employees of the Virginia Department of Transportation, Fifth Edition, issued August 2006, no charge

Interprets/implements: § 2.2-2822 of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Policy Division. Copies may be obtained free of charge by contacting the Policy Division Administrator, 1401 E. Broad St., Richmond, VA, 23219, telephone (804) 786-1830, or FAX (804) 225-4700. This document is also available via the internet at <http://vtrc.virginiadot.org/PubDetails.aspx?PubNo=07-R3>.

Questions regarding interpretation or implementation of this document may be directed to the Policy Division Administrator at the address, telephone number, or FAX number provided above.

## UNIVERSITY OF VIRGINIA

Unless noted otherwise, the documents below are used in interpreting the Code of Virginia, § 23-76.

### Office of the Vice President and Chief Financial Officer

#### 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, P.O. Box 400000, Charlottesville, VA 22904-4000, telephone (434) 924-6763, FAX (434) 924-3980, or email [rwc6j@virginia.edu](mailto:rwc6j@virginia.edu). Internet address for accessing the document is listed below.

Questions regarding interpretation or implementation of the policies may be directed to Rebecca White at the above address, telephone number, or email.

### Guidance Document:

University policy regarding parking regulations (revised 7/12/07):

<https://policy.itc.virginia.edu/policy/policydisplay?id=PRM-010>

### Conference Services

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the Housing Division Conference Services, Kent House, Bonnycastle Drive, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Mary Kay Ohaneson, Director of Conference Services, at P.O. Box 400734 Charlottesville, VA 22904-4734, telephone (434) 924-4479, FAX (434) 924-1027, or email [mko5c@virginia.edu](mailto:mko5c@virginia.edu).

Questions regarding interpretation or implementation of the policies may be directed to Mary Kay Ohaneson at the above address, telephone number, or email.

### Guidance Document:

Conference Services Agreement, revised 2009

### Office of the Vice President and Chief Financial Officer

Copies of the following document may be viewed Monday through Friday from 7 a.m. until 3:30 p.m. in the Office of the Policy Manager, Carruthers Hall, 1001 North Emmet Street, P.O. Box 400194, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Lynn Mitchell at the same address, telephone (434) 924-4037, FAX (434) 982-2315, or email [lmm2z@virginia.edu](mailto:lmm2z@virginia.edu). Internet address for accessing the document is listed below.

Questions regarding interpretation or implementation of this document may be directed to Lynn Mitchell at the above address, telephone number, or email.

### Guidance Document:

University of Virginia Policy Directory: <http://www.virginia.edu/uvapolicies/>

### Office of the Executive Vice President and Provost

Copies of the Undergraduate Prospectus may be viewed at the Office of Admission, Peabody Hall, Charlottesville, VA 22903, Monday through Friday from 8:30 a.m. until 5 p.m. Questions regarding viewing may be directed to Senem Kudat, Assistant Dean of Admission, at the same address, telephone (434) 982-3200, or email [skudat@virginia.edu](mailto:skudat@virginia.edu). 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.

The Undergraduate Prospectus may also be viewed on-line at <http://www.virginia.edu/undergradadmission/prospectus.html>

Questions regarding interpretation or implementation of this document may be directed to Senem Kudat at the above address, telephone number, or email.

Copies of the Undergraduate and Graduate Records may be viewed in the Office of the Executive Vice President and Provost, Madison Hall, Charlottesville, VA, Monday through Friday from 8:30 a.m. until 5 p.m. Questions regarding viewing may be directed to Rajiva Seneviratne, Assistant to the Vice Provost for Administration and Office Manager, P.O. Box 400308, Booker House, Charlottesville, VA 22904-4226, telephone (434) 982-2814, or email [rs9c@virginia.edu](mailto:rs9c@virginia.edu).

Individuals eligible to receive a complimentary copy of the Undergraduate or Graduate Record should contact Sheila Tolley, Associate University Registrar, Office of the University Registrar, P.O. Box 400203, Charlottesville, VA 22904-4203, telephone (434) 924-6868, or email [sft4t@virginia.edu](mailto:sft4t@virginia.edu). Other persons may obtain copies of the Undergraduate and Graduate Records from the University of Virginia Bookstore, P.O. Box 400820, Charlottesville, VA 22904-4820, telephone (800) 759-4667. The Undergraduate and Graduate Records may also be viewed on-line at <http://records.ureg.virginia.edu>.

Questions regarding interpretation and implementation of the Undergraduate and Graduate Records may be directed to J. Milton Adams, Vice Provost for Academic Programs, Office of the Executive Vice President and Provost, Booker House, P.O. Box 400308, Charlottesville, VA 22904-4226, telephone (434) 924-3728, or email [jma@virginia.edu](mailto:jma@virginia.edu).

Copies of the Faculty Handbook may be viewed on-line at <http://www.virginia.edu/provost/facultyhandbook/index.html>

Computer terminals are available at Alderman Library, McCormick Road at University Avenue, Charlottesville, VA, Monday through Thursday from 8 a.m. until 12 a.m., Friday from 8 a.m. until 9 p.m., Saturday from 9 a.m. until 8 p.m., and Sunday from 10 a.m. until 12 a.m. (times may vary; check prior to coming, telephone (434) 924-3021). Assistance in locating a computer terminal is available at the circulation desk. Hard copies of the Faculty Handbook are no longer available.

Questions regarding interpretation and implementation of the Faculty Handbook may be directed to John Teahan, Assistant to the Vice Provost for Administration, Office of the Executive Vice President and Provost, Booker House, P.O. Box 400308, Charlottesville, VA 22904, telephone (434) 982-0119, or email [johnteahan@virginia.edu](mailto:johnteahan@virginia.edu).

### **Claude Moore Health Sciences Library**

The Health Sciences Library policies may be viewed online at <http://www.hsl.virginia.edu/admin/policy/index.cfm>. Copies may be obtained by contacting Gretchen Arnold, Library

Director, telephone (434) 924-5591, or email [gvn8r@virginia.edu](mailto:gvn8r@virginia.edu). Questions regarding interpretation or implementation of this document may be directed to Gretchen Arnold at the above telephone number, or email.

### **Libraries**

The University Library Policies may be viewed online at <http://www.lib.virginia.edu/policies>. Copies may be obtained by contacting Diane Walker, Deputy University Librarian, telephone (434) 924-4606, or email [dpw@virginia.edu](mailto:dpw@virginia.edu). The documents are also available at any University Library public information desk during regular library hours (hours vary by facility).

Questions regarding interpretation or implementation of the policies may be directed to Diane Walker at the above telephone number or email.

### **Office of the Vice President for Management and Budget**

#### **Facilities Management**

Copies of the Higher Education Capital Outlay Manual (HECOM) may be viewed Monday through Friday from 8 a.m. until 5 p.m. in the Office of Facilities Planning and Construction, University of Virginia, 575 Alderman Road, P.O. Box 400726, Charlottesville, VA 22903. Copies may be obtained for \$30 per copy from Kim Breeden at the same address, telephone (434) 982-4615, FAX (434) 982-4628, or email [kbn4n@virginia.edu](mailto:kbn4n@virginia.edu). Internet address for accessing the document is listed below.

Questions regarding interpretation or implementation of this document may be directed to Patricia Clifton, Manager Contract Administration, University of Virginia, P.O. Box 400726, Charlottesville, VA 22904-4726, telephone (434) 982-5472, FAX (434) 982-4628, or email [pcm8b@virginia.edu](mailto:pcm8b@virginia.edu).

#### **Guidance Document:**

Higher Education Capital Outlay Manual (<http://www.fm.virginia.edu/fpc/HECOMManual/HECOM-RevIV-CompleteManual.pdf>), Edition 2, thru Revision VI of May 29, 2009

#### **Procurement Services**

The following documents 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 same address, telephone (434) 924-4019, FAX (434) 982-2690, or email [end@virginia.edu](mailto:end@virginia.edu). Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of the policies may be directed to Eric Denby at the above address, telephone number, or email.

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## Guidance Documents

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These documents and other relevant information as to how the University conducts business in the areas of purchasing, accounts payable, surplus property, and procurement with small, women-owned, and minority firms are also available on the University of Virginia's Procurement Services website (<http://www.procurement.virginia.edu/>).

### Guidance Documents:

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors ([http://www.odu.edu/af/materiel/polproc/Higher\\_Ed\\_Manual\\_08122009.pdf](http://www.odu.edu/af/materiel/polproc/Higher_Ed_Manual_08122009.pdf)), June 2009

Commonwealth Accounting Policies and Procedures (CAPP) Manual ([http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Main.cfm](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm)), October 2009

Commonwealth of Virginia Executive Order 33 Enhancing Opportunities for Small, Women and Minority Owned Businesses ([http://www.governor.virginia.gov/Initiatives/ExecutiveOrders/pdf/EO\\_33.pdf](http://www.governor.virginia.gov/Initiatives/ExecutiveOrders/pdf/EO_33.pdf)), August 2006

#### Office of the Senior Vice President for Development and Public Affairs

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 Julian Bivins, Assistant Vice President for Advancement Services, Development and Public Affairs, at the same address, telephone (434) 924-6022, or FAX (434) 924-0556.

Questions regarding interpretation or implementation of this document may be directed to Julian Bivins at the above address or telephone number.

### Guidance Document:

DPA Mission and Values Statement, October 1991 (revised April 2006)

#### Office of the Vice President and Chief Student Affairs Officer

##### Division of Student Affairs

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 5 p.m. in the Office of the Vice President and Chief Student Affairs Officer, 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 email [vpsa@virginia.edu](mailto:vpsa@virginia.edu). Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of these documents may be directed to Patricia M. Lampkin, Vice

President and Chief Student Affairs Officer, at the above address, telephone number, or email.

### Guidance Documents:

Unless stated otherwise, the documents also may be viewed and printed from the University regulations section of the University's Undergraduate and Graduate Records websites, <http://records.ureg.virginia.edu/index.php> and <http://records.ureg.virginia.edu/index.php>, respectively.

Alcohol and Drug Policy- "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2004

Discriminatory Harassment Policy, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2008

Sexual Assault, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2005. Policies and procedures may be viewed at [http://sexualassault.virginia.edu/uva\\_policies.htm](http://sexualassault.virginia.edu/uva_policies.htm)

Use of University Equipment, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2002

Use of University Facilities, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2004

University Services and Activities, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2004

#### Office of the Vice President and Chief Information Officer

##### Office of Information Technologies/ Department of Information Technology and Communication

Copies of the following document may be viewed and printed from the URL listed below.

Questions regarding interpretation or implementation of this document may be directed to James L. Hilton, 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 email [vpicio-state@virginia.edu](mailto:vpicio-state@virginia.edu).

### Guidance Documents:

University of Virginia university-wide computing policies and procedures (<http://www.its.virginia.edu/policy>)

#### Office of the 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, 1215 Lee Street, Primary Care Center, Room 1122, P.O. Box 800809, Charlottesville, VA 22908-0809. Copies may be obtained free of charge by contacting Sally Barber at the same address, telephone (434) 243-5788 or (434) 243-5920, FAX (434) 243-9328, or email [snb4af@virginia.edu](mailto:snb4af@virginia.edu).

Questions regarding interpretation or implementation of this document may be directed to Sally Barber at the above address or telephone number.

**Guidance Document:**

Medical Center Policy Manual, revised 2009

**Medical Center Supply Chain Management**

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Supply Chain Management, 1224 Jefferson Park Avenue, Room 313-B, P.O. Box 800705, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting James P. Keathley, Administrator, Supply Chain Management, at the same address, telephone (434) 982-3865, FAX (434) 982-3851, or email [jpk7a@virginia.edu](mailto:jpk7a@virginia.edu).

Questions regarding interpretation or implementation of this document may be directed to James P. Keathley at the above address and telephone number.

**Guidance Document:**

Medical Center Policy #0189, Procurement Guidelines, revised September 2009

**Office of the Vice President for Research**

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. at One Boar's Head Pointe, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Jeff Blank at the same address, telephone (434) 924-3990, or email [jdb9b@virginia.edu](mailto:jdb9b@virginia.edu).

Questions regarding interpretation or implementation of the policies may be directed to Jeff Blank at the above address or telephone number.

Web address: <http://www.virginia.edu/vpr> or <https://policy.itc.virginia.edu/policy/policydisplay?id='RES-001> (revised April 1, 2004) <http://www.virginia.edu/finance/polproc/pol/xve2.html> (revised May 31, 2000)

**Guidance Document:**

Intellectual Property, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records.

**Office of the President**

**Office of Equal Opportunity Programs**

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the Office of Equal Opportunity Programs, Washington Hall, East Range, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Darlene Scott-Scurry at the same address, telephone (434) 924-3200, or email [ds7sb@virginia.edu](mailto:ds7sb@virginia.edu). Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of the policies may be directed to Darlene Scott-Scurry at the above address, telephone number, or email.

Web address: <http://www.virginia.edu/eop/>.

**Guidance Document:**

Preventing and Addressing Discrimination and Harassment Policy

<https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-009>

Preventing and Addressing Retaliation Policy

<https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-010>

Equal Opportunity Programs Complaint Procedures

<http://www.virginia.edu/eop/complaint.html> ("Non-Academic Regulations," University of Virginia Undergraduate Record; "Non-Academic Regulations," University of Virginia Graduate Record.)

**BOARD OF VETERINARY MEDICINE**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/vet/vet\\_guidelines.htm](http://www.dhp.virginia.gov/vet/vet_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [vetbd@dhp.virginia.gov](mailto:vetbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knackel, Executive Director of the Board, at the address above or by telephone at (804) 367-4497. Copies are free of charge.

**Guidance Document:**

150-1, Drug recordkeeping at shared facilities, from newsletter of January 1988, revised November 14, 2007

150-2, Expanded duties for Licensed Veterinary Technicians, excerpt from Board minutes of February 12, 2003

150-3, Distance learning programs and preceptorships for veterinary technicians,

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## Guidance Documents

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Board motion of May 21, 2003

150-4, "Chip" clinics outside approved facilities, excerpt from Board minutes of June 15, 1994, revised November 14, 2007

150-6, Mobile facilities allowed to change location without an inspection, excerpt from Board minutes of December 19, 1995, revised November 14, 2007

150-7, Use of term "specialist" or "specialty," excerpt from Board minutes of August 13, 1996

150-9, Board motion on content of a medical record, revised July 14, 2009

150-10, Interpretation of regulatory provisions for inspectors, adopted November 14, 2007

150-13, Board opinion on veterinary prescriptions, May 16, 2002, revised February, 2004

150-14, Board guidance on process for delegation of informal fact-finding to an agency subordinate, November 3, 2004

150-16, Board motion on protocol to follow upon discovery of a loss or theft of drugs, adopted November 9, 2005

150-17, Sanctioning Reference Points Instruction Manual, adopted November 2006

150-18, Bylaws of the Board of Veterinary Medicine, adopted November 17, 2009

### 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 email [tedwards@dls.virginia.gov](mailto:tedwards@dls.virginia.gov). 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 email [jchaffin@dls.virginia.gov](mailto:jchaffin@dls.virginia.gov).

#### Guidance Documents:

Form, Style and Procedure Manual for Publication of Virginia Regulations, Seventh Edition (<http://register.dls.virginia.gov/StyleManual.html>), revised November 2008, § 2.2-4104

Preparing and Filing Guidance Document Lists for Publication in the Virginia Register of Regulations (<http://register.dls.virginia.gov/guidadoc.htm>), revised November 2009, §§ 2.2-4008 and 2.2-4103

### THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

Copies of the following document may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Enrollment Management, The University of Virginia's College at Wise, 1 College Avenue, Crockett Hall, Wise, VA 24293. Copies may be obtained free by contacting Leigh Ann Messer, Office of Enrollment Management, same address, telephone (276) 328-0102 or FAX (276) 328-0251.

Questions regarding interpretation or implementation of this document may be directed to Rusty Necessary, Vice Chancellor for Enrollment Management, The University of Virginia's College at Wise, 1 College Avenue, Wise, VA 24293, telephone (276) 328-0322 or FAX (276) 328-0251.

#### Guidance Document:

Admissions Viewbook, 2009, no charge

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Copies of the following documents can be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of the Provost, The University of Virginia's College at Wise, 1 College Avenue, Smiddy Hall, Wise, VA 24293. Copies may be obtained free by contacting Darlene Moore, Office of the Provost, same address, telephone (276) 328-0120 or FAX (276) 376-4518.

Questions regarding interpretation or implementation of this document may be directed to Gil Blackburn, Provost and Senior Vice Chancellor, The University of Virginia's College at Wise, 1 College Avenue, Wise, VA 24293, telephone (276) 328-0120 or FAX (276) 376-4518.

#### Guidance Document:

The University of Virginia's College at Wise Faculty Handbook, July 2008, no charge

The University of Virginia's College at Wise Catalog, August 2009, no charge  
<http://www.uvawise.edu/academics/catalog.html>

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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 this document may be directed to Keith Fowlkes, Vice Chancellor for Information Technology, The University of Virginia's College at Wise, 1 College Avenue, Wise, VA 24293, telephone (276) 376-4578 or Gil Blackburn, Provost and Senior Vice Chancellor, The University of Virginia's College at Wise, 1 College Avenue, Wise, VA 24293, telephone (276) 328-0120 or FAX (276) 376-4518.

## Guidance Documents:

Computing Policies:

<http://www.uvawise.edu/oit/SecureComputing/Policies>

Library Circulation Policies:

<http://library.uvawise.edu/Circulation>

### VIRGINIA COMMONWEALTH UNIVERSITY

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 Provost for Academic and Faculty Affairs, 901 West Franklin Street, Richmond, VA 23284. Copies may be obtained free of charge by contacting (804) 828-6162.

Questions concerning interpretation or implementation of this guidance document may be directed to Dr. Laura J. Moriarty (same telephone number as above).

#### Guidance Document:

Faculty Handbook

<http://www.provost.vcu.edu/faculty/handbook.html>

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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 Associate Vice Provost and Dean of Student Affairs, 901 Floyd Avenue, Richmond, VA 23284. Copies may be obtained free of charge by contacting Janet Coury at (804) 828-8940 or email [jmccoury@vcu.edu](mailto:jmccoury@vcu.edu).

Questions concerning interpretation or implementation of this guidance document may be directed to Dr. Reuban Rodriguez (same telephone and address as above).

#### Guidance Document:

VCU Insider: Student Handbook and Resource Guide

<http://www.students.vcu.edu/insider.html>

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Copies of the following document may be viewed Monday through Friday from 8:00 a.m. until 4:00 p.m. in the Monroe Park Campus Customer Service Office at 1108 West Broad Street, Suite A, Richmond, VA 23284. Copies may be obtained free of charge by contacting the VCU Parking and Transportation Services Customer Service Office at (804) 828-7275 or by email at [parking@vcu.edu](mailto:parking@vcu.edu).

Questions concerning interpretation or implementation of this guidance document may be directed to VCU Parking and Transportation Services Customer Service Office (same telephone and address as above).

#### Guidance Document:

Parking Guidelines

<http://www.bsv.vcu.edu/vcupark/facstaffguidelines.htm>

### VIRGINIA INDIGENT DEFENSE COMMISSION

Copies of the following documents may be viewed on regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Indigent Defense Commission, 1604 Santa Rosa Road, Ste. 109, Richmond, VA 23229. Free copies may be accessed and downloaded from the Commission's website at [www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov).

Questions regarding interpretation and implementation of these documents may be directed to Danielle Ferguson, Standards of Practice Enforcement Attorney, 1604 Santa Rosa Road, Ste. 109, Richmond, VA 23229, telephone (804) 662-7249, FAX (804) 662-7359 or email [dferguson@idc.virginia.gov](mailto:dferguson@idc.virginia.gov).

1. Court Appointed Certification Application (Felony, Misdemeanor, Juvenile), ([www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov)), revised 2009, §§ 19.2-163.01, 19.2-163.03
2. Court Appointed Certification Application (Capital), ([www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov)), revised 2009, § 19.2-163.8
3. Court Appointed Certification Renewal Application (Felony, Misdemeanor, Juvenile and Capital), ([www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov)), revised 2009, §§ 19.2-163.01, 19.2-163.03
4. Standards of Practice For Indigent Defense Counsel, ([www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov)), issued 2007, § 19.2-163.01
5. Standards of Practice Enforcement Policies and Procedures, ([www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov)), issued 2007, § 19.2-163.01
6. Standards of Practice Enforcement Complaint Form, issued 2007, § 19.2-163.01

### VIRGINIA MUSEUM OF FINE ARTS

Copies of the following documents may be viewed on regular work days from 8 a.m. until 4:30 p.m. at the Virginia Museum of Fine Arts Administrative Annex, 201 N. Boulevard, Richmond, VA 23220. Copies may be obtained free of charge by contacting Trudy Norfleet at the same address, telephone (804) 340-1506, or email [trudy.norfleet@vmfa.museum](mailto:trudy.norfleet@vmfa.museum). Internet addresses for accessing the documents are found below.

Questions regarding interpretation or implementation of these documents may be directed to Kenton Towner, Director of Risk Management and Protective Services, Virginia Museum of Fine Arts, 201 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1488, or email [kenton.towner@vmfa.museum](mailto:kenton.towner@vmfa.museum).



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# Guidance Documents

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## Guidance Documents:

Guided Group Tour Policy 4-98, revised 2003  
Smoking Policy 3-00, revised 2002  
Gallery Guidelines Policy 7-00, revised 2004  
Lost and Found Property Policy 2-01, revised 2004  
Virginia Museum of Fine Arts Calendar, Bi-monthly  
Adult and Teacher Programs, Quarterly  
Adult and Teen Studio Programs, Quarterly  
Guidelines for Wedding Receptions at the Virginia Museum of Fine Arts, May 2004  
Guidelines for Special Visits to the Virginia Museum of Fine Arts, March 2005  
Virginia Museum of Fine Arts Parking Deck Information and Guidance, April 2007, 8VAC103-20

## VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Copies of the following documents may be viewed during the regular work days from 8 a.m. to 5 p.m. in the Office of the President, c/o Director of Business Affairs, 312A Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Shelia Collins, Office of the President, 310 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-1358, FAX (540) 231-4265 or email [shcolli4@vt.edu](mailto:shcolli4@vt.edu). The documents may be downloaded from the Virginia Tech's website <http://www.vt.edu>.

Questions regarding interpretation or implementation of these guidance documents may be directed to Heidi M. McCoy, Director of Business Affairs, Office of the President, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-8118, FAX (540) 231-4265 or email [heidim@vt.edu](mailto:heidim@vt.edu).

## Guidance Documents:

Board of Visitors Bylaws (amended August 2009) <http://www.bov.vt.edu/bylaws/bylaws.html>  
Faculty Handbook (revised May 2009) [http://www.provost.vt.edu/documents/FHB\\_2009.pdf](http://www.provost.vt.edu/documents/FHB_2009.pdf)  
Special Research Faculty Handbook (revised August 2008) [http://www.provost.vt.edu/documents/SRFHB\\_August\\_2008.pdf](http://www.provost.vt.edu/documents/SRFHB_August_2008.pdf)  
Virginia Tech Classified and University Employee Handbook (revised January 2009) [http://www.hr.vt.edu/files/file\\_hr\\_emp\\_hndbk\\_reg.pdf](http://www.hr.vt.edu/files/file_hr_emp_hndbk_reg.pdf)  
Undergraduate Course Catalog and Academic Policies, 2009-10 <http://www.undergradcatalog.registrar.vt.edu/0910/index.html>

Graduate Policies and Procedures and Course Catalog, 2009-10 [http://grads.vt.edu/graduate\\_catalog/](http://grads.vt.edu/graduate_catalog/)

Hokie Handbook (student handbook), 2009-10 <http://www.hokiehandbook.vt.edu/>

2008 Jeanne Clery Act Report (revised September 2009) [http://www.police.vt.edu/crime%20statistics/2008/2008\\_clery\\_report\\_blacksburg.pdf](http://www.police.vt.edu/crime%20statistics/2008/2008_clery_report_blacksburg.pdf)

Parking Rules and Regulations, 2009-10 <http://www.facilities.vt.edu/documents/parking/Rules%2009-10.pdf>

Virginia Tech University Policies <http://www.policies.vt.edu/index.php>

Human Subjects Research Policy (revised September 2006) <http://www.policies.vt.edu/HumanSubjectsPolicy.pdf>

Statement of Business Conduct Standards, October 2006 [http://www.cafm.vt.edu/busprac/business\\_conduct\\_standards.php](http://www.cafm.vt.edu/busprac/business_conduct_standards.php)

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors, July 2006 [http://www.odu.edu/af/materiel/polproc/Higher\\_Ed\\_Manual\\_08122009.pdf](http://www.odu.edu/af/materiel/polproc/Higher_Ed_Manual_08122009.pdf)

Commonwealth Accounting Policies and Procedures (CAPP) Manual, October 2008 [http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Main.cfm](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm)

Commonwealth of Virginia Executive Order 33 Enhancing Opportunities for Small, Women and Minority Owned Businesses, August 2006 [http://www.governor.virginia.gov/Initiatives/ExecutiveOrders/pdf/EO\\_33.pdf](http://www.governor.virginia.gov/Initiatives/ExecutiveOrders/pdf/EO_33.pdf)

## VIRGINIA RETIREMENT SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Kathy Dimond, at the same address, telephone (888) 827-3847, FAX (804) 786-1541 or email [kdimond@varetire.org](mailto:kdimond@varetire.org). The documents may be downloaded from the Virginia Retirement System website [www.varetire.org](http://www.varetire.org).

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Jeanne Chenault, Public Relations Director, Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219, telephone 1-888-827-3847, FAX 1-804-786-1541 or email [jchenault@varetire.org](mailto:jchenault@varetire.org).

### Guidance Documents:

Applying for Disability Retirement – revised July 2009, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Applying for Service Retirement – revised July 2009, Code of Virginia, Title 51.1, Chapters 1, 3

Choosing Your Retirement Plan – Guidelines and Provider Information for employees of colleges and universities who are eligible to select the Optional Retirement Plan for Higher Education, revised September 2008, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Choosing Your Retirement Plan – Guidelines for Employees Eligible to Select the Optional Retirement Plan for School Superintendents, revised February 2006, Code of Virginia, Title 51.1-126.6, [www.varetire.org](http://www.varetire.org)

Choosing Your Retirement Plan – Guidelines for Political Appointees eligible to select the Optional Retirement Plan for Political Appointees, revised June 2005, Code of Virginia, Title 51.1-126.5, [www.varetire.org](http://www.varetire.org)

Composite Copy of the Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education – revised June 2008 2005, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Comprehensive Annual Financial Report, December 2009 – published annually, Code of Virginia, Title 51.1, Chapters 1-7

Employer Manual – revised July 2009, Code of Virginia, Title 51.1, [www.varetire.org](http://www.varetire.org)

Employer Update – published monthly, Code of Virginia, Title 51.1, Chapters 1-7

Handbook for Members – State Police Officers' Retirement System, summary plan description - published October 2005, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members – Virginia Law Officers' Retirement System, summary plan description - revised July 2008, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members – Virginia Retirement System (Benefits for Eligible Political Subdivision Employees in Hazardous Duty Positions), summary plan description - published December 2009, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members – Virginia Retirement System, summary plan description revised June 2008, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan for Higher Education – revised January 2009, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan for Political Appointees –

published July 2005, Code of Virginia, Title 51.1-126.5, [www.varetire.org](http://www.varetire.org)

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan For School Superintendents – revised December 2008, Code of Virginia, Title 51.1-126.6, [www.varetire.org](http://www.varetire.org)

Losing a Loved One: A Guide for Families– revised 2009, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5, [www.varetire.org](http://www.varetire.org)

Master Trust For The Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education – published July 2002, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Member Benefit Profile – last published September 2009, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member News – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Users Guide – published 2008, Code of Virginia, Title 51.1, chapters 1 -7, [www.varetire.org](http://www.varetire.org)

myVRS Fact Sheet for Members – published 2008, Code of Virginia, Title 51.1, chapters 1 -7, [www.varetire.org](http://www.varetire.org)

About the myVRS Retirement Planner – published 2008, Code of Virginia, Title 51.1, chapters 1 -7, [www.varetire.org](http://www.varetire.org)

myVRS Retirement Planner Tips – published 2008, Code of Virginia, Title 51.1, chapters 1 -7, [www.varetire.org](http://www.varetire.org)

Optional Retirement Plan of the Commonwealth of Virginia For Employees of Institutions of Higher Education Investment Policy Statement – revised July 2004, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Optional Retirement Plan for Political Appointees - Plan Features and Highlights – revised July 2005, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Optional Retirement Plan for School Superintendents Plan Features and Highlights – revised December 2004, Code of Virginia, Title 51.1-126.6, [www.varetire.org](http://www.varetire.org)

Pre-Retirement Planning Guide – revised July 2009, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5, [www.varetire.org](http://www.varetire.org)

Retiree Handbook – revised July 2006, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

VRS Guide to Retirement Benefits and Divorce – published July 2007, Code of Virginia, Title 51.1, Chapter 1

Virginia Retirement System, 2009 Edition – published July 2009, Code of Virginia

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## Guidance Documents

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Virginia Sickness and Disability Program Handbook – revised January 2008, Code of Virginia, Title 51.1, Chapter 11

### **VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND**

Copies of the following documents may be viewed on regular work days from 8 a.m. until 4:30 p.m. at the office of the Virginia School for the Deaf and the Blind, East Beverly Street, Staunton, VA 24401. Copies may be obtained free of charge by contacting Becky Sigrist at P.O. Box 2069, Staunton, VA 24402, by telephone (540) 332-9000, or by email at [becky.sigrist@vsdbs.virginia.gov](mailto:becky.sigrist@vsdbs.virginia.gov).

Questions regarding interpretation of implementation of these documents may be directed to Janice Rankin, Director of Operations at (540) 332-9039 or email at [janice.rankin@vsdbs.virginia.gov](mailto:janice.rankin@vsdbs.virginia.gov).

#### **Guidance Documents:**

Residential Guidelines from the Virginia Department of Behavioral Health and Developmental Services

Program of Studies, revised August 2008

<http://www.vsdbs.virginia.gov/2009-2010-Program-of-Studies.pdf>

Student Handbook, revised August 2009

Employee Handbook, revised August 2009

VSDB Board of Visitors By-laws

### **VIRGINIA STATE BAR**

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 4:45 p.m. in the office of the Virginia State Bar at 707 E. Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Williams at the same address, telephone (804) 775-0530 or email [williams@vsb.org](mailto:williams@vsb.org).

Questions regarding interpretation of the document may be directed to James McCauley, Ethics Counsel, Virginia State Bar, 707 E. Main Street, Richmond, VA 23219, telephone (804) 775-0565 or email [mccauley@vsb.org](mailto:mccauley@vsb.org).

#### **Guidance Document:**

Unauthorized Practice of Law (UPL) Guidelines, issued June 1997, 15VAC5-80

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# GENERAL NOTICES/ERRATA

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## DEPARTMENT OF ENVIRONMENTAL QUALITY

### Total Maximum Daily Load for Mattox Creek

Notice is hereby given that the Virginia Department of Environmental Quality (DEQ) seeks comment on the proposed modifications to the bacteria Total Maximum Daily Load (TMDL) developed for Mattox Creek in King George and Westmoreland Counties.

The Mattox Creek TMDL was developed to address bacterial impairments in portions of the free-flowing and tidal segments of Mattox Creek. The TMDL was approved by the Environmental Protection Agency (EPA) on August 2, 2006, and can be found at the following website: <http://www.deq.virginia.gov/tmdl/apptmdls/potrvt/mattox.pdf>.

The Virginia Department of Environmental Quality seeks written comments from interested persons on the modification of this TMDL. In the Mattox Creek Bacteria TMDL approved by the U.S. EPA and the Virginia State Water Control Board in 2006, these changes are necessary for the following permitted dischargers:

- The Washington District Elementary School (VA0082058) is a Virginia Pollution Discharge Elimination System (VPDES) minor municipal plant in Montross, Virginia. The facility, which discharges to the free-flowing segment, was assigned a waste load allocation (WLA) of  $2.2E+06$  cfu/year, based on the available Discharge Monitoring Report (DMR) records at the time of issuance. The TMDL included a WLA 5x expansion factor for permitted facilities. DEQ proposes to revise the TMDL by increasing the bacteria WLA to  $1.06E+10$  cfu/year to accommodate this facility at a maximum design flow of 0.006 MGD at an E. coli concentration of 126 N/100mL. This change will also increase the WLA 5x expansion factor from  $1.1E+07$  to  $5.3E+10$  (for the free-flowing recreation impairment).
- The Washington District Elementary School (VA0082058) was not originally assigned WLAs for the downstream tidal impairments in the TMDL report. The TMDL included a WLA 5x expansion factor for permitted facilities. DEQ proposes to revise the TMDL by assigning a bacteria WLA of  $2.93E+09$  cfu/year to accommodate this facility at a maximum design flow of 0.006 MGD and assign a WLA 5x expansion factor of  $1.47E+10$  cfu/year at an Enterococci concentration of 35 N/100mL (for the tidal recreation impairment). DEQ also proposes to revise the TMDL by assigning a bacteria WLA of  $1.17E+09$  cfu/year to accommodate this facility at maximum design flow of 0.006 MGD and assign a WLA 5x expansion factor of  $5.85E+09$  at a fecal coliform concentration of 14 N/100mL (for the shellfish impairment).

- The Outdoor World Harborview facility (VA0089087) is a Virginia Pollution Discharge Elimination System (VPDES) minor municipal plant in Oak Grove, Virginia. The facility, which discharges to the tidal segment, was assigned a WLA of  $1.7E+05$  cfu/year, based on the long-term average flow of the facility. The TMDL included a WLA 5x expansion factor for permitted facilities. DEQ proposes to revise the TMDL by increasing the bacteria WLA to  $9.78E+09$  cfu/year to accommodate this facility at a maximum design flow of 0.02 MGD. This change would also increase the WLA 5x expansion factor from  $8.5E+05$  to  $4.89E+10$  cfu/year at an Enterococci concentration of 35 N/100mL (for the tidal recreation impairment).
- The Outdoor World Harborview facility (VA0089087) was also assigned a WLA of  $3.0E+05$  cfu/year based on the long-term average flow of the facility. The TMDL included a WLA 5x expansion factor for permitted facilities. DEQ proposes to revise the TMDL by increasing the bacteria WLA to  $3.91E+09$  cfu/year to accommodate this facility at a maximum design flow of 0.02 MGD. This change would also increase the WLA 5x expansion factor from  $1.5E+06$  to  $1.96E+10$  cfu/year at a fecal coliform concentration of 14 N/100mL (for the shellfish impairment).

The proposed changes above will neither cause nor contribute to the nonattainment of Mattox Creek, as documented in the EPA approved TMDL report.

The public comment period for this modification will end on March 30, 2010. Written comments should include the name, address, and telephone number of the person submitting the comments and should be sent to Margaret Smigo, Piedmont Regional Office, Department of Environmental Quality, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5124, or email [margaret.smigo@deq.virginia.gov](mailto:margaret.smigo@deq.virginia.gov).

### Notice to Discuss a Study to Restore Water Quality in the Smith River Watershed

Public meeting: Monday, March 29, 2010, from 6:30 p.m. to 8:30 p.m., Henry County Administrative Building, Board Room. Directions: From Route 220, take the Collinsville exit. At first stop light, take a left onto King's Mountain Road. Administrative Building is approximately two miles on left at 3300 Kings Mountain Road, Martinsville, Virginia.

Purpose of notice: The Virginia Department of Environmental Quality (DEQ) announces the final public meeting to discuss a study to restore water quality in the Smith River watershed.

Description of study: Virginia agencies are working to identify sources of biological impairment (general standard) in the Smith River watershed. The general standard indicates the water quality does not support a natural aquatic invertebrate community.

## General Notices/Errata

The following is the "impaired" stream, the length of the impaired segment, location, and the reason for the impairment: Smith River, 13.77 miles, Henry County, Martinsville City, general standard (benthic).

The state agencies developed a total maximum daily load (TMDL) for the impaired waters. A TMDL is the total amount of a pollutant a water body can contain and still meet water quality standards. To restore water quality, contamination levels have to be reduced to the TMDL amount.

How to comment: DEQ accepts written comments by email, fax, or postal mail. Written comments should include the name, address, and telephone number of the person commenting and be received by April 28, 2010. DEQ also accepts written and oral comments at the public meeting announced in this notice.

Contact for additional information: Mary Dail, Virginia Department of Environmental Quality, Blue Ridge Regional Office, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6715, FAX (540) 562-6860, or email [mary.dail@deq.virginia.gov](mailto:mary.dail@deq.virginia.gov).

### Total Maximum Daily Load for Four Mile Run

Announcement of a Total Maximum Daily Load (TMDL) study to restore water quality in the bacteria impaired portion of tidal Four Mile Run.

Purpose of notice: The Virginia Department of Environmental Quality (DEQ) and the Virginia Department of Conservation and Recreation announce the second public meeting for the Tidal Four Mile Run Bacteria TMDL study.

Public meeting: Monday, March 8, 2010, from 7 p.m. to 8 p.m., Shirlington Branch Library, 4200 Campbell Avenue, Campbell Meeting Room, Arlington, Virginia.

Meeting description: This is the final meeting for this project. The purpose of this meeting is to discuss the study with community members and present the project results.

Description of study: The tidal portion of Four Mile Run has been identified as impaired on the Clean Water Act § 303(d) list for not supporting the primary contact recreation use due to elevated levels of E. coli bacteria. Virginia agencies are working to identify the sources of bacteria contamination in this stream segment. The impaired segment of tidal Four Mile Run is located in Arlington County and the City of Alexandria. The Four Mile Run watershed covers parts of the City of Alexandria, City of Falls Church, Arlington County, and Fairfax County. Below is a description of the impaired portion of Four Mile Run that will be addressed in this study:

Stream Name	Locality	Impairments	Area (mi <sup>2</sup> )	Upstream Limit	Downstream Limit
Four Mile Run (Tidal)	Arlington County City of Alexandria	Recreational use impairment due to E. coli bacteria	0.0516	Tidal waters of Four Mile Run, approximately 1.46 rivermiles upstream from the mouth of the river	Confluence with the Potomac River

This study will focus on the tidal portion of Four Mile Run. A bacteria TMDL for the nontidal portion of Four Mile Run was completed in 2002. During this study, DEQ will develop a TMDL for the impaired stream segment. A TMDL is the total amount of a pollutant a water body can receive and still meet water quality standards. To restore water quality, pollutant levels have to be reduced to the TMDL allocated amount.

How to comment: The public comment period on the materials presented at the public meeting will extend from March 8, 2010, to April 6, 2010. DEQ accepts written comments by email, fax, or postal mail. Written comments should include the name, address, and telephone number of the person commenting, and be received by DEQ during the comment period. Please send all comments to the contact listed below.

Contact for additional information: Katie Conaway, Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3804, or email [katie.conaway@deq.virginia.gov](mailto:katie.conaway@deq.virginia.gov).

## DEPARTMENT OF FORESTRY

### Public Hearing Date Change on State Forests Regulations (Concealed Handguns)

The Department of Forestry gives notice of a change in the date of the public hearing scheduled to receive comments on the proposed regulatory change to allow concealed handguns to be carried within state forests with a valid concealed weapons permit. The date is changed to March 4, 2010, beginning at 1 p.m. and ending at 4 p.m. The public hearing will be conducted at Buckingham Agriculture Center Auditorium, 13360 West James Anderson Hwy, Buckingham, VA 23921.

You may contact Ron Jenkins for additional information at (434) 220-9022 or by email at [ron.jenkins@dof.virginia.gov](mailto:ron.jenkins@dof.virginia.gov).

**STATE LOTTERY DEPARTMENT**

**Director's Orders**

The following Director's Order of the State Lottery Department was filed with the Virginia Registrar of Regulations on January 29, 2010.

Director's Order Number Ten (10)

Certain Virginia Instant Game Lotteries; End of Games.

In accordance with the authority granted by §§ 2.2-4002 B 15 and 58.1-4006 A of the Code of Virginia, I hereby give notice that the following Virginia Lottery instant games will officially end at midnight on February 12, 2010.

Game 1011	Cash Cards
Game 1044	Welcome to Fabulous Las Vegas
Game 1046	Best of 7's
Game 1052	7 Come 11
Game 1071	Colossal Ca\$h
Game 1072	WPT \$100,000 Hold'em Poker
Game 1078	Aces High
Game 1083	EZ Grand
Game 1089	Sacks of Cash
Game 1097	Beat the Dealer
Game 1100	Spicy Hot Doubler
Game 1107	\$100,000 Bank Roll
Game 1109	Win Pigs Fly
Game 1112	Joker's Wild
Game 1114	The Color of Money
Game 1115	7-11-21
Game 1116	Throw Me the Money
Game 1118	Magic 8 Ball
Game 1119	Fabulous 5's
Game 1121	Bass Pro Shops
Game 1122	Monopoly
Game 1123	Chill Out Cash
Game 1126	Player's Club
Game 1128	The Money Game
Game 1133	Bingo Doubler
Game 1135	Flip Flop Cash
Game 1145	Haunted Fortune
Game 1154	All the Money
Game 1156	Candy Cane Tripler
Game 1157	Happy Moo Year
Game 1159	Holiday Doubler
Game 1161	Wonderland Dough

The last day for lottery retailers to return for credit unsold tickets from any of these games will be March 19, 2010. The last day to redeem winning tickets for any of these games will be August 11, 2010, 180 days from the declared official end of the game. Claims for winning tickets from any of these games will not be accepted after that date. Claims that are mailed and received in an envelope bearing a postmark of the United States Postal Service or another sovereign nation of August 11, 2010, or earlier, will be deemed to have been received on time. This notice amplifies and conforms to the duly adopted State Lottery Board regulations for the conduct of lottery games.

This order is available for inspection and copying during normal business hours at the Virginia Lottery headquarters, 900 East Main Street, Richmond, Virginia; and at any Virginia Lottery regional office. A copy may be requested by mail by writing to Director's Office, Virginia Lottery, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ Paula I. Otto  
Executive Director  
January 29, 2010

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The following Director's Orders of the State Lottery Department were filed with the Virginia Registrar of Regulations on February 2, 2010 and February 3, 2010. The orders may be viewed at the State Lottery Department, 900 East Main Street, Richmond, VA, or at the office of the Registrar of Regulations, 910 Capitol Street, 2nd Floor, Richmond, VA.

Final Rules for Game Operation:

Director's Order Number Fourteen (10)

Virginia's Ninth Online Game Lottery; "Mega Millions"

Director's Order Number Fifteen (10)

Virginia's Twenty-Third Online Game Lottery; "Powerball" Interim Rules for Game Operation (effective *nunc pro tunc* to January 31, 2010)

Director's Order Number Twenty-One (10)

"Mall Mania" Virginia Lottery Retailer Incentive Program Rules (effective 2/2/10)

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# General Notices/Errata

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## VIRGINIA CODE COMMISSION

### Notice to State Agencies

**Mailing Address:** Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219.

### Cumulative Table of Virginia Administrative Code Sections Adopted, Amended, or Repealed

Beginning with Volume 26, Issue 1 of the Virginia Register of Regulations dated September 14, 2009, the Cumulative Table of Virginia Administrative Code Sections Adopted, Amended, or Repealed will no longer be published in the Virginia Register of Regulations. The cumulative table may be accessed on the Virginia Register Online webpage at <http://register.dls.virginia.gov/cumultab.htm>.

### Filing Material for Publication in the Virginia Register of Regulations

Agencies are required to use the Regulation Information System (RIS) when filing regulations for publication in the Virginia Register of Regulations. The Office of the Virginia Register of Regulations implemented a web-based application called RIS for filing regulations and related items for publication in the Virginia Register. The Registrar's office has worked closely with the Department of Planning and Budget (DPB) to coordinate the system with the Virginia Regulatory Town Hall. RIS and Town Hall complement and enhance one another by sharing pertinent regulatory information.

The Office of the Virginia Register is working toward the eventual elimination of the requirement that agencies file print copies of regulatory packages. Until that time, agencies may file petitions for rulemaking, notices of intended regulatory actions and general notices in electronic form only; however, until further notice, agencies must continue to file print copies of proposed, final, fast-track and emergency regulatory packages.

## ERRATA

### DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Title of Regulation: 12VAC30-141. Family Access to Medical Insurance Security Plan (amending 12VAC30-141-160).

Publication: 26:12 VA.R. 2003-2004 February 15, 2010

Correction to Final Regulation:

Page 2003, column 2, Effective Date, change "March 17, 2010" to "July 1, 2010"

VA.R. Doc. No. R10-2266; Filed February 17, 2010, 1:08 p.m.