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CUMULATIVE TABLE OF VIRGINIA ADMINISTRATIVE CODE SECTIONS ADOPTED, AMENDED, OR REPEALED

The table printed below lists regulation sections, by Virginia Administrative Code (VAC) title, that have been amended, added or repealed in the *Virginia Register* since the regulations were originally published or last supplemented in VAC (the Fall 2001 VAC Supplement includes final regulations published through *Virginia Register* Volume 17, Issue 21, dated July 2, 2001). Emergency regulations, if any, are listed, followed by the designation "emer," and errata pertaining to final regulations are listed. Proposed regulations are not listed here. The table lists the sections in numerical order and shows action taken, the volume, issue and page number where the section appeared, and the effective date of the section.

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
Title 1. Administration			
1 VAC 17-20-10	Amended	17:24 VA.R. 3556	9/12/01
1 VAC 17-20-40	Amended	17:24 VA.R. 3557	9/12/01
1 VAC 17-20-70	Amended	17:24 VA.R. 3557	9/12/01
1 VAC 17-20-110	Amended	17:24 VA.R. 3557	9/12/01
1 VAC 17-20-180	Amended	17:24 VA.R. 3557	9/12/01
1 VAC 17-20-210	Amended	17:24 VA.R. 3557	9/12/01
1 VAC 17-20-250	Amended	17:24 VA.R. 3558	9/12/01
1 VAC 17-20-270	Amended	17:24 VA.R. 3558	9/12/01
1 VAC 17-20-280	Amended	17:24 VA.R. 3558	9/12/01
1 VAC 17-20-310	Amended	17:24 VA.R. 3558	9/12/01
Title 4. Conservation and Natural Resources			
4 VAC 20-70-120	Amended	18:5 VA.R. 726	12/1/01
4 VAC 20-380-20	Amended	17:23 VA.R. 3455	7/1/01
4 VAC 20-380-50	Amended	17:23 VA.R. 3455	7/1/01
4 VAC 20-398-10 through 4 VAC 20-398-90	Added	18:6 VA.R. 875-877	11/1/01
4 VAC 20-510-20	Amended	18:5 VA.R. 726	1/1/02
4 VAC 20-610-30	Amended	17:23 VA.R. 3456	7/1/01
4 VAC 20-610-40	Amended	18:8 VA.R. 1103	1/1/02
4 VAC 20-610-60	Amended	18:8 VA.R. 1103	1/1/02
4 VAC 20-620-10 emer	Amended	18:5 VA.R. 740	11/1/01-12/1/01
4 VAC 20-620-10 emer	Amended	18:9 VA.R. 1231	1/1/02-1/30/02
4 VAC 20-620-20 emer	Amended	18:5 VA.R. 740	11/1/01-12/1/01
4 VAC 20-620-20 emer	Amended	18:9 VA.R. 1231	1/1/02-1/30/02
4 VAC 20-620-30	Amended	18:8 VA.R. 1104	12/1/01
4 VAC 20-620-40 emer	Amended	18:5 VA.R. 740	11/1/01-12/1/01
4 VAC 20-620-40	Amended	18:8 VA.R. 1105	12/1/01
4 VAC 20-620-40 emer	Amended	18:9 VA.R. 1231	1/1/02-1/30/02
4 VAC 20-670-20	Amended	18:1 VA.R. 31	9/15/01
4 VAC 20-670-30	Amended	18:1 VA.R. 31	9/15/01
4 VAC 20-670-40	Amended	18:1 VA.R. 31	9/15/01
4 VAC 20-720-20	Amended	18:3 VA.R. 354	10/1/01
4 VAC 20-720-40 through 4 VAC 20-720-80	Amended	18:3 VA.R. 354-357	10/1/01
4 VAC 20-720-40	Amended	18:9 VA.R. 1190	1/1/02
4 VAC 20-720-46 emer	Added	18:9 VA.R. 1232	1/1/02-1/30/02
4 VAC 20-720-50	Amended	18:9 VA.R. 1190	1/1/02
4 VAC 20-890-25	Amended	17:23 VA.R. 3457	7/1/01
4 VAC 20-910-45	Amended	18:3 VA.R. 357	10/1/01
4 VAC 20-950-45	Amended	18:3 VA.R. 357	10/1/01
4 VAC 20-950-45 emer	Amended	18:9 VA.R. 1232	1/1/02-1/30/02
4 VAC 20-970-30	Amended	18:5 VA.R. 727	1/1/02
4 VAC 25-30 (Forms)	Amended	18:8 VA.R. 1130	--
4 VAC 25-130 (Forms)	Amended	17:23 VA.R. 3473	--
4 VAC 25-130 (Forms)	Amended	18:8 VA.R. 1130	--

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
Title 5. Corporations			
5 VAC 5-30-10 through 5 VAC 5-30-70	Added	17:22 VA.R. 3312-3315	7/1/01
Title 8. Education			
8 VAC 20-21-10	Amended	18:9 VA.R. 1191	2/14/02
8 VAC 20-21-50	Amended	18:9 VA.R. 1192	2/14/02
8 VAC 20-21-80	Amended	18:9 VA.R. 1193	2/14/02
8 VAC 20-120-10 through 8 VAC 20-120-50	Amended	18:8 VA.R. 1106-1108	1/31/02
8 VAC 20-120-60	Repealed	18:8 VA.R. 1108	1/31/02
8 VAC 20-120-70 through 8 VAC 20-120-160	Amended	18:8 VA.R. 1109-1111	1/31/02
8 VAC 20-120-170	Added	18:8 VA.R. 1111	1/31/02
8 VAC 20-160-10	Amended	18:5 VA.R. 728	12/19/01
8 VAC 20-160-30	Amended	18:5 VA.R. 728	12/19/01
8 VAC 20-160-40	Amended	18:5 VA.R. 729	12/19/01
Title 9. Environment			
9 VAC 5-10-20	Amended	18:7 VA.R. 998	2/1/02
9 VAC 5-20-21	Amended	18:7 VA.R. 1004	2/1/02
9 VAC 5-40-240	Amended	18:4 VA.R. 586	1/1/02
9 VAC 5-40-250	Amended	18:4 VA.R. 586	1/1/02
9 VAC 5-40-310	Amended	18:4 VA.R. 587	1/1/02
9 VAC 5-40-311	Amended	18:4 VA.R. 587	1/1/02
9 VAC 5-40-460	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-40-890	Amended	18:4 VA.R. 588	1/1/02
9 VAC 5-40-2930	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-40-5210	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-40-5230	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-40-8130	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-40-8150	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-50-400	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-50-410	Amended	18:7 VA.R. 1007	2/1/02
9 VAC 5-50-420	Amended	18:7 VA.R. 1011	2/1/02
9 VAC 5-60-60	Amended	18:7 VA.R. 1012	2/1/02
9 VAC 5-60-80	Amended	18:7 VA.R. 1012	2/1/02
9 VAC 5-60-90	Amended	18:7 VA.R. 1012	2/1/02
9 VAC 5-60-100	Amended	18:7 VA.R. 1012	2/1/02
9 VAC 5-60-110	Amended	18:7 VA.R. 1016	2/1/02
9 VAC 5-80-10	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-80-370	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-80-390	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-80-1710	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 5-80-2010	Amended	18:7 VA.R. 1006	2/1/02
9 VAC 10-20-30 through 9 VAC 10-20-100	Amended	18:9 VA.R. 1196-1200	3/1/02
9 VAC 10-20-105	Added	18:9 VA.R. 1200	3/1/02
9 VAC 10-20-110 through 9 VAC 10-20-130	Amended	18:9 VA.R. 1200-1207	3/1/02
9 VAC 10-20-140	Repealed	18:9 VA.R. 1207	3/1/02
9 VAC 10-20-150	Amended	18:9 VA.R. 1207	3/1/02
9 VAC 10-20-160	Repealed	18:9 VA.R. 1208	3/1/02
9 VAC 10-20-170	Amended	18:9 VA.R. 1208	3/1/02
9 VAC 10-20-171	Added	18:9 VA.R. 1208	3/1/02
9 VAC 10-20-180	Repealed	18:9 VA.R. 1208	3/1/02
9 VAC 10-20-181	Added	18:9 VA.R. 1209	3/1/02
9 VAC 10-20-190	Repealed	18:9 VA.R. 1208	3/1/02
9 VAC 10-20-191	Added	18:9 VA.R. 1209	3/1/02
9 VAC 10-20-200 through 9 VAC 10-20-210	Repealed	18:9 VA.R. 1208	3/1/02
9 VAC 10-20-211	Added	18:9 VA.R. 1211	3/1/02
9 VAC 10-20-215	Added	18:9 VA.R. 1211	3/1/02
9 VAC 10-20-220	Repealed	18:9 VA.R. 1208	3/1/02

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
9 VAC 10-20-221	Added	18:9 VA.R. 1211	3/1/02
9 VAC 10-20-225	Added	18:9 VA.R. 1211	3/1/02
9 VAC 10-20-230	Repealed	18:9 VA.R. 1211	3/1/02
9 VAC 10-20-231	Added	18:9 VA.R. 1211	3/1/02
9 VAC 10-20-250	Amended	18:9 VA.R. 1212	3/1/02
9 VAC 10-20-260	Amended	18:9 VA.R. 1212	3/1/02
9 VAC 10-20-270	Repealed	18:9 VA.R. 1212	3/1/02
9 VAC 10-20-280	Repealed	18:9 VA.R. 1212	3/1/02
9 VAC 20-60-18	Amended	18:3 VA.R. 359	11/21/01
9 VAC 20-70 Appendices I through VI	Repealed	18:3 VA.R. 377-388	11/21/01
9 VAC 20-70-10	Amended	18:3 VA.R. 359	11/21/01
9 VAC 20-70-41	Repealed	18:3 VA.R. 361	11/21/01
9 VAC 20-70-50 through 9 VAC 20-70-75	Amended	18:3 VA.R. 362-363	11/21/01
9 VAC 20-70-81	Amended	18:3 VA.R. 363	11/21/01
9 VAC 20-70-90	Amended	18:3 VA.R. 363	11/21/01
9 VAC 20-70-111	Amended	18:3 VA.R. 364	11/21/01
9 VAC 20-70-112	Amended	18:3 VA.R. 364	11/21/01
9 VAC 20-70-113	Amended	18:3 VA.R. 365	11/21/01
9 VAC 20-70-150 through 9 VAC 20-70-230	Amended	18:3 VA.R. 366-376	11/21/01
9 VAC 20-70-240	Repealed	18:3 VA.R. 376	11/21/01
9 VAC 20-70-250	Amended	18:3 VA.R. 376	11/21/01
9 VAC 20-70-260	Amended	18:3 VA.R. 377	11/21/01
9 VAC 20-70-280	Repealed	18:3 VA.R. 377	11/21/01
9 VAC 20-70-290	Added	18:3 VA.R. 377	11/21/01
9 VAC 20-130 (Forms)	Added	17:26 VA.R. 3758-3759	--
9 VAC 20-130 (Forms)	Amended	18:6 VA.R. 909	--
9 VAC 20-190-10 through 9 VAC 20-190-80	Added	18:3 VA.R. 389-390	11/21/01
9 VAC 25-31-10	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-30	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-40	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-100	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-120	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-121	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-150	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-190	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-220	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-230	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-340	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-470	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-500	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-750	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-770 through 9 VAC 25-31-810	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-840	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31-900	Amended	18:9 VA.R. 1213	2/15/02
9 VAC 25-31 (Forms)	Amended	18:6 VA.R. 909	--
9 VAC 25-210-80	Erratum	17:24 VA.R. 3604	--
9 VAC 25-430-20	Amended	17:25 VA.R. 3657	9/26/01
9 VAC 25-430-30	Amended	17:25 VA.R. 3657	9/26/01
9 VAC 25-430-60	Amended	17:25 VA.R. 3657	9/26/01
9 VAC 25-650-10 through 9 VAC 25-650-200	Added	18:4 VA.R. 590-604	12/5/01
9 VAC 25-650-50	Erratum	18:7 VA.R. 1064	--
9 VAC 25-660-10 through 9 VAC 25-660-100	Added	17:22 VA.R. 3316-3327	10/1/01
9 VAC 25-670-10 through 9 VAC 25-670-100	Added	17:22 VA.R. 3328-3344	10/1/01
9 VAC 25-680-30	Erratum	17:24 VA.R. 3604	--
9 VAC 25-680-50	Erratum	17:24 VA.R. 3604	--
9 VAC 25-680-100	Erratum	17:24 VA.R. 3604	--

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
9 VAC 25-690-30	Erratum	17:24 VA.R. 3604	--
9 VAC 25-690-40	Erratum	17:24 VA.R. 3604	--
Title 10. Finance and Financial Institutions			
10 VAC 5-10-10	Amended	17:22 VA.R. 3345	7/1/01
10 VAC 5-20-30	Amended	17:22 VA.R. 3346	6/27/01
10 VAC 5-20-40	Added	18:9 VA.R. 1214	12/20/01
10 VAC 5-40-30	Added	18:8 VA.R. 1111	12/15/01
Title 12. Health			
12 VAC 5-90-80	Amended	18:9 VA.R. 1214	12/18/01
12 VAC 5-218-10 through 12 VAC 5-218-90 emer	Added	18:4 VA.R. 634-637	11/1/01-10/31/02
12 VAC 5-371-40	Amended	18:10 VA.R. 1305	2/28/02
12 VAC 5-408-10 through 12 VAC 5-408-360	Amended	18:8 VA.R. 1112-1120	1/30/02
12 VAC 5-410-70	Amended	18:10 VA.R. 1305	2/28/02
12 VAC 5-420	Repealed	18:10 VA.R. 1305	3/1/02
12 VAC 5-421-10 through 12 VAC 5-421-4070	Added	18:10 VA.R. 1305	3/1/02
12 VAC 5-430	Repealed	18:10 VA.R. 1306	3/1/02
12 VAC 5-431-10 through 12 VAC 5-431-480	Added	18:10 VA.R. 1306-1309	3/1/02
12 VAC 5-581-10 through 12 VAC 5-581-1070	Added	18:10 VA.R. 1309	2/27/02
12 VAC 30-10-631	Added	18:7 VA.R. 1016	1/16/02
12 VAC 30-10-640	Amended	18:7 VA.R. 1016	1/16/02
12 VAC 30-30-10	Amended	18:7 VA.R. 1016	1/16/02
12 VAC 30-40-220	Amended	18:7 VA.R. 1020	1/16/02
12 VAC 30-50-20	Amended	18:7 VA.R. 1022	1/16/02
12 VAC 30-50-30	Amended	18:7 VA.R. 1023	1/16/02
12 VAC 30-50-60	Amended	18:7 VA.R. 1023	1/16/02
12 VAC 30-50-70	Amended	18:7 VA.R. 1023	1/16/02
12 VAC 30-50-100	Amended	18:6 VA.R. 882	1/2/02
12 VAC 30-50-100	Amended	18:7 VA.R. 1023	1/16/02
12 VAC 30-50-105	Amended	18:6 VA.R. 882	1/2/02
12 VAC 30-50-105	Amended	18:7 VA.R. 1025	1/16/02
12 VAC 30-50-140	Amended	18:6 VA.R. 882	1/2/02
12 VAC 30-50-140	Amended	18:7 VA.R. 1027	1/16/02
12 VAC 30-50-160	Amended	18:10 VA.R. 1311	2/27/02
12 VAC 30-50-165	Added	18:10 VA.R. 1313	2/27/02
12 VAC 30-50-210	Amended	18:4 VA.R. 605	12/5/01
12 VAC 30-50-229.1	Amended	18:7 VA.R. 1028	1/16/02
12 VAC 30-50-260	Amended	18:7 VA.R. 1031	1/16/02
12 VAC 30-60-21	Added	18:6 VA.R. 883	1/2/02
12 VAC 30-60-70	Amended	18:10 VA.R. 1315	2/27/02
12 VAC 30-60-75	Added	18:10 VA.R. 1317	2/27/02
12 VAC 30-60-170	Amended	18:7 VA.R. 1031	1/16/02
12 VAC 30-70-120	Repealed	18:6 VA.R. 883	1/2/02
12 VAC 30-70-201	Amended	18:7 VA.R. 1032	1/16/02
12 VAC 30-70-420	Amended	18:6 VA.R. 883	1/2/02
12 VAC 30-70-420	Amended	18:7 VA.R. 1032	1/16/02
12 VAC 30-70-435	Amended	18:7 VA.R. 1032	1/16/02
12 VAC 30-120-210 emer	Amended	18:5 VA.R. 743	10/17/01-10/16/02
12 VAC 30-120-211 through 12 VAC 30-120-215 emer	Added	18:5 VA.R. 745-751	10/17/01-10/16/02
12 VAC 30-120-220 emer	Amended	18:5 VA.R. 752	10/17/01-10/16/02
12 VAC 30-120-230 emer	Amended	18:5 VA.R. 755	10/17/01-10/16/02
12 VAC 30-120-240 emer	Amended	18:5 VA.R. 758	10/17/01-10/16/02
12 VAC 30-120-241 through 12 VAC 30-120-249 emer	Added	18:5 VA.R. 760-771	10/17/01-10/16/02
12 VAC 30-120-250 emer	Amended	18:5 VA.R. 771	10/17/01-10/16/02
12 VAC 30-120-251 through 12 VAC 30-120-255 emer	Added	18:5 VA.R. 772-777	10/17/01-10/16/02
12 VAC 30-120-258 emer	Added	18:5 VA.R. 777	10/17/01-10/16/02
12 VAC 30-120-259 emer	Added	18:5 VA.R. 778	10/17/01-10/16/02

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 30-120-360 emer	Amended	18:8 VA.R. 1123	12/1/01-11/30/02
12 VAC 30-120-370 emer	Amended	18:8 VA.R. 1124	12/1/01-11/30/02
12 VAC 30-120-380 emer	Amended	18:8 VA.R. 1126	12/1/01-11/30/02
12 VAC 30-120-385 emer	Repealed	18:8 VA.R. 1127	12/1/01-11/30/02
12 VAC 30-120-390 through 420 emer	Amended	18:8 VA.R. 1127-1129	12/1/01-11/30/02
12 VAC 30-130-20	Amended	18:10 VA.R. 1318	2/27/02
12 VAC 30-141-10 et seq. emer	Added	17:25 VA.R. 3660-3670	8/1/01-7/31/02
12 VAC 30-141-100 emer	Amended	17:26 VA.R. 3757	8/22/01-7/31/02
12 VAC 35-110	Repealed	18:3 VA.R. 391	11/21/01
12 VAC 35-115-10 through 12 VAC 35-115-250	Added	18:3 VA.R. 392-414	11/21/01
12 VAC 35-115-50	Erratum	17:22 VA.R. 3371	--
12 VAC 35-115-70	Erratum	17:22 VA.R. 3371	--
12 VAC 35-115-250	Erratum	18:6 VA.R. 911	--
12 VAC 35-120	Repealed	18:3 VA.R. 414	11/21/01
12 VAC 35-130	Repealed	18:3 VA.R. 415	11/21/01
Title 13. Housing			
13 VAC 5-175-10	Amended	18:7 VA.R. 1033	1/1/02
13 VAC 5-175-20	Amended	18:7 VA.R. 1033	1/1/02
13 VAC 5-175-30	Amended	18:7 VA.R. 1033	1/1/02
13 VAC 5-175-40	Amended	18:7 VA.R. 1034	1/1/02
13 VAC 10-40-30	Amended	17:22 VA.R. 3347	6/20/01
13 VAC 10-40-110	Amended	17:22 VA.R. 3347	6/20/01
13 VAC 10-40-130	Amended	17:22 VA.R. 3347	6/20/01
13 VAC 10-40-190	Amended	17:22 VA.R. 3347	6/20/01
13 VAC 10-40-230	Amended	17:22 VA.R. 3347	6/20/01
13 VAC 10-180-10	Amended	18:10 VA.R. 1318	1/9/02
13 VAC 10-180-50	Amended	18:10 VA.R. 1319	1/9/02
13 VAC 10-180-60	Amended	18:10 VA.R. 1319	1/9/02
13 VAC 10-180-100	Amended	18:10 VA.R. 1328	1/9/02
Title 14. Insurance			
14 VAC 5-170-20	Amended	17:24 VA.R. 3559	9/1/01
14 VAC 5-170-30	Amended	17:24 VA.R. 3559	9/1/01
14 VAC 5-170-70	Amended	17:24 VA.R. 3559	9/1/01
14 VAC 5-170-90	Amended	17:24 VA.R. 3559	9/1/01
14 VAC 5-170-105	Amended	17:24 VA.R. 3562	9/1/01
14 VAC 5-170-120	Amended	17:24 VA.R. 3563	9/1/01
14 VAC 5-170-130	Amended	17:24 VA.R. 3565	9/1/01
14 VAC 5-170-150	Amended	17:24 VA.R. 3566	9/1/01
14 VAC 5-170-180	Amended	17:24 VA.R. 3566	9/1/01
Appendix D	Added	17:24 VA.R. 3566	9/1/01
14 VAC 5-200-20 through 14 VAC 5-200-40	Amended	18:6 VA.R. 885	2/1/02
14 VAC 5-200-70	Amended	18:6 VA.R. 885	2/1/02
14 VAC 5-200-75	Added	18:6 VA.R. 885	2/1/02
14 VAC 5-200-80	Amended	18:6 VA.R. 886	2/1/02
14 VAC 5-200-160	Amended	18:6 VA.R. 886	2/1/02
14 VAC 5-200-175	Amended	18:6 VA.R. 886	2/1/02
14 VAC 5-210-70	Amended	18:7 VA.R. 1035	12/1/01
14 VAC 5-300-90	Amended	17:22 VA.R. 3347	8/1/01
14 VAC 5-330-10	Repealed	18:3 VA.R. 415	12/31/01
Title 15. Judicial			
15 VAC 10-10	Amended	18:8 VA.R. 1120	12/3/01
Title 16. Labor and Employment			
16 VAC 25-60-50	Repealed	18:5 VA.R. 729	12/31/01
16 VAC 25-60-60	Repealed	18:5 VA.R. 730	12/31/01
16 VAC 25-60-70	Repealed	18:5 VA.R. 731	12/31/01
16 VAC 25-85-1904.0 through 16 VAC 25-85-1904.09	Amended	18:5 VA.R. 731	1/1/02

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16 VAC 25-85-1904.10 (a)&(b)	Amended	18:5 VA.R. 731	1/1/03
16 VAC 25-85-1904.10 (c)	Amended	18:5 VA.R. 731	1/1/02
16 VAC 25-85-1904.11	Amended	18:5 VA.R. 731	1/1/02
16 VAC 25-85-1904.12	Amended	18:5 VA.R. 731	1/1/03
16 VAC 25-85-1904.13 through 16 VAC 25-85-1904.28	Amended	18:5 VA.R. 731	1/1/02
16 VAC 25-85-1904.29 except (b)(7)(vi) second sentence	Amended	18:5 VA.R. 731	1/1/02
16 VAC 25-85-1904.29 (b)(7)(vi) second sentence	Amended	18:5 VA.R. 731	1/1/03
16 VAC 25-85-1904.30 through 1904.46	Amended	18:5 VA.R. 731	1/1/02
16 VAC 25-90-1910.1030	Amended	17:23 VA.R. 3459	9/15/01
16 VAC 25-90-1910.1043	Amended	17:23 VA.R. 3458	9/15/01
16 VAC 25-175-1926.750 through 16 VAC 25-175-1926.759	Amended	18:5 VA.R. 732	1/18/02
16 VAC 25-175-1926.760 (d) & (e)	Amended	18:5 VA.R. 732	1/18/02
16 VAC 25-175-1926.761	Amended	18:5 VA.R. 732	1/18/02
16 VAC 25-175-1926.500	Amended	18:5 VA.R. 732	1/18/02
Title 18. Professional and Occupational Licensing			
18 VAC 5-21-10	Amended	18:7 VA.R. 1036	1/16/02
18 VAC 5-21-20	Amended	18:7 VA.R. 1035	1/1/02
18 VAC 5-21-30 through 18 VAC 5-21-70	Amended	18:7 VA.R. 1038-1042	1/16/02
18 VAC 5-21-90	Amended	18:7 VA.R. 1042	1/16/02
18 VAC 5-21-120	Amended	18:7 VA.R. 1042	1/16/02
18 VAC 5-21-170	Amended	18:7 VA.R. 1043	1/16/02
18 VAC 10-20-10	Amended	18:7 VA.R. 1045	3/1/02
18 VAC 10-20-15	Added	18:7 VA.R. 1046	3/1/02
18 VAC 10-20-20	Amended	18:7 VA.R. 1046	3/1/02
18 VAC 10-20-30	Amended	18:7 VA.R. 1046	3/1/02
18 VAC 10-20-40	Amended	18:7 VA.R. 1046	3/1/02
18 VAC 10-20-55	Added	18:7 VA.R. 1046	3/1/02
18 VAC 10-20-75	Added	18:7 VA.R. 1046	3/1/02
18 VAC 10-20-100	Repealed	18:7 VA.R. 1046	3/1/02
18 VAC 10-20-110 through 18 VAC 10-20-170	Amended	18:7 VA.R. 1046-1049	3/1/02
18 VAC 10-20-180	Repealed	18:7 VA.R. 1049	3/1/02
18 VAC 10-20-190 through 18 VAC 18 VAC 10-20-220	Amended	18:7 VA.R. 1049	3/1/02
18 VAC 10-20-240	Amended	18:7 VA.R. 1049	3/1/02
18 VAC 10-20-250	Repealed	18:7 VA.R. 1049	3/1/02
18 VAC 10-20-260	Amended	18:7 VA.R. 1049	3/1/02
18 VAC 10-20-270	Amended	18:7 VA.R. 1050	3/1/02
18 VAC 10-20-280	Amended	18:7 VA.R. 1050	3/1/02
18 VAC 10-20-280	Erratum	18:10 VA.R. 1342	--
18 VAC 10-20-290	Repealed	18:7 VA.R. 1050	3/1/02
18 VAC 10-20-295	Added	18:7 VA.R. 1050	3/1/02
18 VAC 10-20-300	Amended	18:7 VA.R. 1050	3/1/02
18 VAC 10-20-310	Amended	18:7 VA.R. 1050	3/1/02
18 VAC 10-20-320	Amended	18:7 VA.R. 1050	3/1/02
18 VAC 10-20-340 through 18 VAC 10-20-380	Amended	18:7 VA.R. 1050-1052	3/1/02
18 VAC 10-20-370	Erratum	18:10 VA.R. 1342	--
18 VAC 10-20-400	Amended	18:7 VA.R. 1052	3/1/02
18 VAC 10-20-410	Repealed	18:7 VA.R. 1052	3/1/02
18 VAC 10-20-420 through 18 VAC 10-20-450	Amended	18:7 VA.R. 1052-1053	3/1/02
18 VAC 10-20-480	Repealed	18:7 VA.R. 1053	3/1/02
18 VAC 10-20-490	Amended	18:7 VA.R. 1053	3/1/02
18 VAC 10-20-505	Amended	18:7 VA.R. 1053	3/1/02
18 VAC 10-20-530 through 18 VAC 10-20-570	Amended	18:7 VA.R. 1053-1054	3/1/02
18 VAC 10-20-590 through 18 VAC 10-20-620	Amended	18:7 VA.R. 1054-1055	3/1/02
18 VAC 10-20-640	Amended	18:7 VA.R. 1055	3/1/02
18 VAC 10-20-650	Amended	18:7 VA.R. 1055	3/1/02

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18 VAC 10-20-660	Amended	18:7 VA.R. 1055	3/1/02
18 VAC 10-20-680	Amended	18:7 VA.R. 1055	3/1/02
18 VAC 10-20-720	Amended	18:7 VA.R. 1056	3/1/02
18 VAC 10-20-740	Amended	18:7 VA.R. 1056	3/1/02
18 VAC 10-20-750	Amended	18:7 VA.R. 1056	3/1/02
18 VAC 10-20-760	Amended	18:7 VA.R. 1056	3/1/02
18 VAC 10-20-780	Amended	18:7 VA.R. 1056	3/1/02
18 VAC 15-20	Erratum	18:7 VA.R. 1064	--
18 VAC 15-20-10	Amended	18:6 VA.R. 887	1/2/02
18 VAC 15-20-20	Amended	18:6 VA.R. 888	1/2/02
18 VAC 15-20-21	Added	18:6 VA.R. 890	1/2/02
18 VAC 15-20-30 through 18 VAC 15-20-90	Amended	18:6 VA.R. 890-893	1/2/02
18 VAC 15-20-100	Repealed	18:6 VA.R. 893	1/2/02
18 VAC 15-20-101	Added	18:6 VA.R. 893	1/2/02
18 VAC 15-20-110	Amended	18:6 VA.R. 893	1/2/02
18 VAC 15-20-120 through 18 VAC 15-20-140	Repealed	18:6 VA.R. 893	1/2/02
18 VAC 15-20-150	Amended	18:6 VA.R. 893	1/2/02
18 VAC 15-20-160 through 18 VAC 15-20-240	Repealed	18:6 VA.R. 893	1/2/02
18 VAC 15-20-250	Amended	18:6 VA.R. 893	1/2/02
18 VAC 15-20-251	Added	18:6 VA.R. 893	1/2/02
18 VAC 15-20-260	Repealed	18:6 VA.R. 893	1/2/02
18 VAC 15-20-270	Amended	18:6 VA.R. 893	1/2/02
18 VAC 15-20-271	Added	18:6 VA.R. 894	1/2/02
18 VAC 15-20-280	Repealed	18:6 VA.R. 894	1/2/02
18 VAC 15-20-290	Amended	18:6 VA.R. 894	1/2/02
18 VAC 15-20-291	Added	18:6 VA.R. 894	1/2/02
18 VAC 15-20-300 through 18 VAC 15-20-320	Repealed	18:6 VA.R. 894	1/2/02
18 VAC 15-20-330	Amended	18:6 VA.R. 894	1/2/02
18 VAC 15-20-331	Added	18:6 VA.R. 894	1/2/02
18 VAC 15-20-332	Added	18:6 VA.R. 894	1/2/02
18 VAC 15-20-340 through 18 VAC 15-20-360	Repealed	18:6 VA.R. 894	1/2/02
18 VAC 15-20-361	Added	18:6 VA.R. 894	1/2/02
18 VAC 15-20-370 through 18 VAC 15-20-390	Repealed	18:6 VA.R. 895	1/2/02
18 VAC 15-20-400 through 18 VAC 15-20-450	Amended	18:6 VA.R. 895	1/2/02
18 VAC 15-20-451 through 18 VAC 15-20-455	Added	18:6 VA.R. 895-896	1/2/02
18 VAC 15-20-455.1	Added	18:6 VA.R. 896	1/2/02
18 VAC 15-20-456 through 18 VAC 15-20-459	Added	18:6 VA.R. 896	1/2/02
18 VAC 15-20-459.1 through 18 VAC 15-20-459.15	Added	18:6 VA.R. 896-897	1/2/02
18 VAC 15-20-460 through 18 VAC 15-20-500	Amended	18:6 VA.R. 897-899	1/2/02
18 VAC 15-20-510	Repealed	18:6 VA.R. 899	1/2/02
18 VAC 15-20-511	Added	18:6 VA.R. 899	1/2/02
18 VAC 15-20-520 through 18 VAC 15-20-610	Amended	18:6 VA.R. 899-900	1/2/02
18 VAC 15-20-620 through 18 VAC 15-20-690	Repealed	18:6 VA.R. 900	1/2/02
18 VAC 15-20-700 through 18 VAC 15-20-880	Amended	18:6 VA.R. 900-907	1/2/02
18 VAC 15-20-890 through 18 VAC 15-20-960	Repealed	18:6 VA.R. 908	1/2/02
18 VAC 25-21-10 through 18 VAC 25-21-70	Amended	18:7 VA.R. 1058	2/1/02
18 VAC 25-21-90	Amended	18:7 VA.R. 1058	2/1/02
18 VAC 25-21-110	Amended	18:7 VA.R. 1058	2/1/02
18 VAC 25-21-180	Amended	18:7 VA.R. 1058	2/1/02
18 VAC 25-21-200	Amended	18:7 VA.R. 1058	2/1/02
18 VAC 25-21-210	Added	18:7 VA.R. 1058	2/1/02
18 VAC 25-21-220	Added	18:7 VA.R. 1059	2/1/02
18 VAC 50-30-10	Amended	17:26 VA.R. 3756	11/1/01
18 VAC 50-30-20	Amended	17:26 VA.R. 3756	11/1/01
18 VAC 50-30-40	Amended	17:26 VA.R. 3756	11/1/01
18 VAC 50-30-50	Amended	17:26 VA.R. 3756	11/1/01

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18 VAC 50-30-50	Erratum	18:4 VA.R. 658	--
18 VAC 50-30-90	Amended	17:26 VA.R. 3756	11/1/01
18 VAC 50-30-90	Erratum	18:4 VA.R. 658	--
18 VAC 50-30-200	Amended	17:26 VA.R. 3756	11/1/01
18 VAC 60-10-10 through 18 VAC 60-10-40	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 60-10-60	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 60-10-70	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 60-10-80	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 60-10-100	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 60-20-10 emer	Amended	18:5 VA.R. 780	12/1/01-10/30/02
18 VAC 60-20-250 through 18 VAC 60-20-330 emer	Added	18:5 VA.R. 780-782	12/1/01-10/30/02
18 VAC 75-10-10	Amended	17:26 VA.R. 3756	10/10/01
18 VAC 75-10-20	Amended	17:26 VA.R. 3756	10/10/01
18 VAC 75-10-30	Amended	17:26 VA.R. 3756	10/10/01
18 VAC 75-10-40	Amended	17:26 VA.R. 3756	10/10/01
18 VAC 75-10-60	Amended	17:26 VA.R. 3756	10/10/01
18 VAC 75-10-70	Amended	17:26 VA.R. 3756	10/10/01
18 VAC 75-10-80	Amended	17:26 VA.R. 3756	10/10/01
18 VAC 75-10-100	Amended	17:26 VA.R. 3756	10/10/01
18 VAC 85-20-131	Amended	18:4 VA.R. 607	12/5/01
18 VAC 85-110-100	Amended	18:4 VA.R. 607	12/5/01
18 VAC 90-20-36	Added	18:7 VA.R. 1059	1/16/02
18 VAC 95-10-10 through 18 VAC 95-10-40	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 95-10-60	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 95-10-70	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 95-10-80	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 95-10-100	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 105-10-10 through 18 VAC 105-10-40	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 105-10-60	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 105-10-70	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 105-10-80	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 105-10-100	Amended	17:24 VA.R. 3566	9/12/01
18 VAC 112-10-10 through 18 VAC 112-10-120	Added	18:5 VA.R. 733	12/19/01
18 VAC 112-20-10	Amended	17:25 VA.R. 3657	9/12/01
18 VAC 112-20-10 emer	Amended	18:3 VA.R. 429	11/1/01-10/31/02
18 VAC 112-20-90	Amended	17:25 VA.R. 3658	9/12/01
18 VAC 112-20-130 emer	Amended	18:3 VA.R. 430	11/1/01-10/31/02
18 VAC 112-20-131 emer	Added	18:3 VA.R. 430	11/1/01-10/31/02
18 VAC 112-20-135 emer	Amended	18:3 VA.R. 431	11/1/01-10/31/02
18 VAC 112-20-135	Amended	18:8 VA.R. 1121	1/30/02
18 VAC 112-20-136 emer	Added	18:3 VA.R. 431	11/1/01-10/31/02
18 VAC 112-20-140 emer	Amended	18:3 VA.R. 431	11/1/01-10/31/02
18 VAC 112-20-150	Amended	18:8 VA.R. 1121	1/30/02
18 VAC 112-20-151	Added	18:8 VA.R. 1121	1/30/02
18 VAC 115-10-10	Amended	18:1 VA.R. 32	10/24/01
18 VAC 115-10-20	Amended	18:1 VA.R. 32	10/24/01
18 VAC 115-10-30	Amended	18:1 VA.R. 32	10/24/01
18 VAC 115-10-40	Amended	18:1 VA.R. 32	10/24/01
18 VAC 115-10-60	Amended	18:1 VA.R. 32	10/24/01
18 VAC 115-10-70	Amended	18:1 VA.R. 32	10/24/01
18 VAC 115-10-80	Amended	18:1 VA.R. 32	10/24/01
18 VAC 115-10-100	Amended	18:1 VA.R. 32	10/24/01
18 VAC 145-20-10	Amended	18:7 VA.R. 1059	1/16/02
18 VAC 145-20-20 through 18 VAC 145-20-50	Repealed	18:7 VA.R. 1059	1/16/02
18 VAC 145-20-70	Amended	18:7 VA.R. 1059	1/16/02
18 VAC 145-20-80	Repealed	18:7 VA.R. 1059	1/16/02

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
18 VAC 145-20-90	Amended	18:7 VA.R. 1059	1/16/02
18 VAC 145-20-91	Added	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-100	Amended	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-110	Repealed	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-111	Added	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-120	Amended	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-130	Amended	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-140	Amended	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-150	Repealed	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-151	Added	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-160	Amended	18:7 VA.R. 1060	1/16/02
18 VAC 145-20-170	Amended	18:7 VA.R. 1060	1/16/02
18 VAC 150-10-10 through 18 VAC 150-10-40	Amended	17:24 VA.R. 3567	9/12/01
18 VAC 150-10-60	Amended	17:24 VA.R. 3567	9/12/01
18 VAC 150-10-70	Amended	17:24 VA.R. 3567	9/12/01
18 VAC 150-10-80	Amended	17:24 VA.R. 3567	9/12/01
18 VAC 150-10-100	Amended	17:24 VA.R. 3567	9/12/01
Title 20. Public Utilities and Telecommunications			
20 VAC 5-302-10	Amended	18:9 VA.R. 1222	12/14/01
20 VAC 5-302-20	Amended	18:9 VA.R. 1222	12/14/01
20 VAC 5-302-30	Repealed	18:9 VA.R. 1225	12/14/01
20 VAC 5-302-40	Added	18:9 VA.R. 1226	12/14/01
20 VAC 5-312-10 through 20 VAC 5-312-110	Added	17:22 VA.R. 3351-3364	8/1/01
20 VAC 5-312-10	Amended	18:4 VA.R. 613	10/10/01
20 VAC 5-312-10	Erratum	18:7 VA.R. 1064	--
20 VAC 5-312-70	Amended	18:4 VA.R. 614	10/10/01
20 VAC 5-312-70	Erratum	18:7 VA.R. 1064	--
20 VAC 5-312-80	Amended	18:4 VA.R. 615	10/10/01
20 VAC 5-312-80	Erratum	18:7 VA.R. 1064	--
20 VAC 5-325-10 through 20 VAC 5-325-110	Added	17:23 VA.R. 3464-3466	7/1/01
20 VAC 5-400-10 through 20 VAC 5-400-60	Repealed	18:4 VA.R. 619-628	10/17/01
20 VAC 5-400-90	Repealed	18:9 VA.R. 1228	12/14/01
20 VAC 5-400-100 through 20 VAC 5-400-170	Repealed	18:4 VA.R. 629	10/17/01
20 VAC 5-400-190	Repealed	18:4 VA.R. 630	10/17/01
20 VAC 5-400-200	Repealed	18:4 VA.R. 632	10/17/01
20 VAC 5-401-10 through 20 VAC 5-401-50	Added	18:4 VA.R. 619-620	10/17/01
20 VAC 5-403-10 through 20 VAC 5-403-70	Added	18:4 VA.R. 621-627	10/17/01
20 VAC 5-405-10 through 20 VAC 5-405-130	Added	18:5 VA.R. 735-736	10/23/01
20 VAC 5-407-10 through 20 VAC 5-407-70	Added	18:9 VA.R. 1228-1230	12/14/01
20 VAC 5-409-10 through 20 VAC 5-409-70	Added	18:4 VA.R. 627-628	10/17/01
20 VAC 5-411-10 through 20 VAC 5-411-90	Added	18:4 VA.R. 628-629	10/17/01
20 VAC 5-413-10 through 20 VAC 5-413-40	Added	18:4 VA.R. 629	10/17/01
20 VAC 5-415-10	Added	18:4 VA.R. 629	10/17/01
20 VAC 5-415-20	Added	18:4 VA.R. 629	10/17/01
20 VAC 5-419-10 through 20 VAC 5-419-40	Added	18:4 VA.R. 630-632	10/17/01
20 VAC 5-421-10	Added	18:4 VA.R. 632	10/17/01
20 VAC 5-421-20	Added	18:4 VA.R. 632	10/17/01
Title 22. Social Services			
22 VAC 20-30-10 through 22 VAC 20-30-60	Amended	17:23 VA.R. 3466-3468	*
22 VAC 20-30-70	Repealed	17:23 VA.R. 3468	*
22 VAC 20-30-80 through 22 VAC 20-30-140	Amended	17:23 VA.R. 3468-3469	*
22 VAC 20-30-150	Added	17:23 VA.R. 3469	*
22 VAC 40-71-10 emer	Amended	17:24 VA.R. 3568	10/9/01-10/8/02

* Effective date suspended in 18:1 VA.R. 32.

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
22 VAC 40-71-20 emer	Amended	17:24 VA.R. 3571	10/9/01-10/8/02
22 VAC 40-71-30 emer	Amended	17:24 VA.R. 3572	10/9/01-10/8/02
22 VAC 40-71-50 emer	Amended	17:24 VA.R. 3572	10/9/01-10/8/02
22 VAC 40-71-60 emer	Amended	17:24 VA.R. 3572	10/9/01-10/8/02
22 VAC 40-71-80 emer	Amended	17:24 VA.R. 3573	10/9/01-10/8/02
22 VAC 40-71-90 emer	Amended	17:24 VA.R. 3573	10/9/01-10/8/02
22 VAC 40-71-110 emer	Amended	17:24 VA.R. 3573	10/9/01-10/8/02
22 VAC 40-71-130 emer	Amended	17:24 VA.R. 3574	10/9/01-10/8/02
22 VAC 40-71-150 through 22 VAC 40-71-180 emer	Amended	17:24 VA.R. 3574-3579	10/9/01-10/8/02
22 VAC 40-71-210 emer	Amended	17:24 VA.R. 3579	10/9/01-10/8/02
22 VAC 40-71-270 emer	Amended	17:24 VA.R. 3579	10/9/01-10/8/02
22 VAC 40-71-275 emer	Added	17:24 VA.R. 3580	10/9/01-10/8/02
22 VAC 40-71-280 emer	Amended	17:24 VA.R. 3580	10/9/01-10/8/02
22 VAC 40-71-290 emer	Amended	17:24 VA.R. 3580	10/9/01-10/8/02
22 VAC 40-71-310 emer	Amended	17:24 VA.R. 3580	10/9/01-10/8/02
22 VAC 40-71-330 emer	Amended	17:24 VA.R. 3580	10/9/01-10/8/02
22 VAC 40-71-360 emer	Amended	17:24 VA.R. 3580	10/9/01-10/8/02
22 VAC 40-71-410 emer	Amended	17:24 VA.R. 3580	10/9/01-10/8/02
22 VAC 40-71-440 emer	Amended	17:24 VA.R. 3580	10/9/01-10/8/02
22 VAC 40-71-450 emer	Amended	17:24 VA.R. 3580	10/9/01-10/8/02
22 VAC 40-71-460 emer	Amended	17:24 VA.R. 3581	10/9/01-10/8/02
22 VAC 40-71-480 emer	Amended	17:24 VA.R. 3581	10/9/01-10/8/02
22 VAC 40-71-490 emer	Amended	17:24 VA.R. 3581	10/9/01-10/8/02
22 VAC 40-71-530 through 22 VAC 40-71-600 emer	Amended	17:24 VA.R. 3582-3584	10/9/01-10/8/02
22 VAC 40-71-630 through 22 VAC 40-71-700 emer	Amended	17:24 VA.R. 3584-3589	10/9/01-10/8/02
22 VAC 40-560	Repealed	18:5 VA.R. 736	12/19/01
22 VAC 40-690 (Forms)	Amended	18:7 VA.R. 1061	--
22 VAC 40-705-10 emer	Amended	18:5 VA.R. 784	1/1/02-12/31/02
22 VAC 40-705-40 through 22 VAC 40-705-90 emer	Amended	18:5 VA.R. 786-790	1/1/02-12/31/02
22 VAC 40-705-110 through 22 VAC 40-705-160 emer	Amended	18:5 VA.R. 790-794	1/1/02-12/31/02
22 VAC 40-705-180 emer	Amended	18:5 VA.R. 794	1/1/02-12/31/02
22 VAC 40-705-190 emer	Amended	18:5 VA.R. 794	1/1/02-12/31/02
22 VAC 40-730-10	Erratum	17:25 VA.R. 3679	--
22 VAC 40-790	Repealed	18:5 VA.R. 736	12/19/01
Title 24. Transportation and Motor Vehicles			
24 VAC 20-70-30 emer	Amended	18:3 VA.R. 433	9/21/01-9/20/02
24 VAC 30-40	Repealed	18:3 VA.R. 416	11/21/01
24 VAC 30-41-10 through 24 VAC 30-41-760	Added	18:3 VA.R. 416-427	11/21/01
24 VAC 30-71-160	Amended	18:5 VA.R. 737	12/19/01
24 VAC 30-260-10 et seq.	Repealed	17:25 VA.R. 3658	7/26/01
24 VAC 30-370-10 et seq.	Repealed	17:24 VA.R. 3567	9/12/01
24 VAC 30-520-10	Amended	17:25 VA.R. 3658	7/26/01
24 VAC 30-520-20	Amended	17:25 VA.R. 3658	7/26/01
24 VAC 30-540-10	Added	17:23 VA.R. 3472	6/29/01
24 VAC 30-540-20	Added	17:23 VA.R. 3472	6/29/01
24 VAC 30-540-30	Added	17:23 VA.R. 3472	6/29/01
24 VAC 30-540-40	Added	17:23 VA.R. 3472	6/29/01

NOTICES OF INTENDED REGULATORY ACTION

Symbol Key

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

TITLE 2. AGRICULTURE

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Commissioner of Agriculture and Consumer Services intends to consider amending regulations entitled: **2 VAC 5-20. Standards for Classification of Real Estate as Devoted to Agricultural Use and to Horticultural Use Under the Virginia Land Use Assessment Law.** The purpose of the proposed action is to review the regulation for effectiveness and continued need, including amending the regulation to satisfy the statutory amendment made by Chapter 705 of the 2001 Acts of Assembly. Under that provision, localities are authorized to waive, with respect to real estate devoted to the production of crops that require more than two years from initial planting until commercially feasible harvesting, any requirement contained in the regulation that requires the real estate to have been used for a particular purpose for a minimum length of time before qualifying as real estate devoted to agricultural use or horticultural use. The Commissioner of Agriculture and Consumer Services is to promulgate regulations to carry out the provisions of the act. The agency invites comment on whether there should be an adviser.

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

Statutory Authority: § 58.1-3230 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Lawrence Redford, Regulatory Coordinator, Department of Agriculture and Consumer Services, 1100 Bank St., Room 211, Richmond, VA 23219, telephone (804) 371-8067, FAX (804) 371-7679 or e-mail redford@vdacs.state.va.us.

VA.R. Doc. No. R02-79; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to consider repealing regulations entitled: **2 VAC 5-340. Rules and Regulations for the Enforcement of the Virginia Weights and Measures Law.** The purpose of the proposed action is to repeal the weights and measures regulation. Amendments to the Virginia Weights and Measures Law by the 1993 Session of the General Assembly have rendered the regulation ineffective. The 1993 amendments included the adoption by reference of sections of the National Institute of Standards and Technology

(NIST), Handbook 130. The adopted sections of Handbook 130 replaced and eliminated the need for regulations addressing labeling and method of sale. All remaining provisions are obsolete or are adequately addressed by other state laws or regulations. The agency invites comment on whether there should be an advisor.

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

Statutory Authority: § 3.1-926 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 786-1571, or e-mail jrogers@vdacs.state.va.us.

VA.R. Doc. No. R02-80; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to consider amending regulations entitled: **2 VAC 5-380. Rules and Regulations for the Enforcement of the Virginia Dealers in Agricultural Products Law.** The purpose of the proposed action is to review the regulation for effectiveness and continued need, including extending the complaint deadline. The agency invites comment on whether there should be an advisor.

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

Statutory Authority: § 3.1-722.13 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 786-1571, or e-mail jrogers@vdacs.state.va.us.

VA.R. Doc. No. R02-81; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to consider amending regulations entitled: **2 VAC 5-390. Rules and Regulations for the Enforcement of the Virginia Seed Law.** The purpose of the proposed action is to review the regulation for effectiveness and continued need, including clarifying 2 VAC 5-390-10, Methods of Inspecting, Sampling, Testing, and Application Tolerances; repealing 2 VAC 5-390-60, Weed Seeds and 2 VAC 5-390-100, Origin; creating a new section to require the labeling of transgenic seed; and adding a section to allow the

Notices of Intended Regulatory Action

sale and distribution of certain second-generation hybrid (F2) seed. The agency invites comment on whether there should be an advisor.

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

Statutory Authority: § 3.1-271 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 786-1571, or e-mail jrogers@vdacs.state.va.us.

VA.R. Doc. No. R02-82; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to consider amending regulations entitled: **2 VAC 5-420. Regulations for the Enforcement of the Virginia Gasoline and Motor Fuel Law.** The purpose of the proposed action is to review the regulation for effectiveness and continued need. Among matters to be considered are amendments to address changes in the marketplace and technology now in use in the petroleum industry; modify the specifications for gasoline and diesel fuel to update all product specifications and testing methods of the American Society of Testing and Materials; establish minimum standards for all gasoline and diesel fuel sold in the Commonwealth; delete certain outdated provisions; amend the registration requirements of gasoline and diesel fuel to comply with the 1992 amendments to the Motor Fuels and Lubricating Oils Law; and update the notation for documents incorporated by reference to reflect all documents incorporated by the aforementioned actions. Since the amendments would be extensive, it is recommended that the amendment be accomplished by the repeal of the existing regulation and by the adoption of a new regulation concurrently. The agency invites comment on whether there should be an advisor.

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

Statutory Authority: § 59.1-156 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 786-1571, or e-mail jrogers@vdacs.state.va.us.

VA.R. Doc. No. R02-84; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to consider repealing regulations entitled: **2 VAC 5-470. Rules and Regulations Pertaining to**

the Registration and Certification of Grape Nursery Stock.

Virginia grape nursery stock growers have shown no interest in participation in this voluntary program for more than 10 years. This lack of interest is attributed to the realization that virus-free certified grape nursery stock does not bring any economic benefit when offering the stock for sale. Grape nursery stock that is not certified as virus-free must still meet pest cleanliness requirements or "apparent disease-free" status for interstate movement as required by the Plants and Plant Products Inspection Law (§ 3.1-188.32 et seq. of the Code of Virginia). The agency invites comment on whether there should be an advisor.

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

Statutory Authority: § 3.1-188.35 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Frank M. Fulgham, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 703, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793, or e-mail ffulgham@vdacs.state.va.us.

VA.R. Doc. No. R02-83; Filed November 15, 2001, 3:55 p.m.

TITLE 3. ALCOHOLIC BEVERAGES

ALCOHOLIC BEVERAGE CONTROL BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to consider amending regulations entitled: **3 VAC 5-10. Procedural Rules for the Conduct of Hearings Before the Board and Its Hearing Officers and the Adoption or Amendment of Regulations.** The purpose of the proposed action is to implement changes suggested in the periodic review of this chapter. It will correct several obsolete references to positions or divisions of the agency that no longer exist, incorporate the discovery rules of the Virginia Supreme Court by reference in cases arising under the Beer and Wine Franchise Acts, and eliminate current requirements for annual rulemaking.

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

Statutory Authority: § 4.1-103 of the Code of Virginia.

Public comments may be submitted until 5 p.m., February 27, 2002.

Contact: Sara M. Gilliam, Assistant Secretary, Department of Alcoholic Beverage Control, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411, or e-mail smgillm@abc.state.va.us.

VA.R. Doc. No. R02-114; Filed November 13, 2001, 9:52 a.m.

TITLE 12. HEALTH

STATE BOARD OF HEALTH

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Health intends to consider promulgating regulations entitled: **12 VAC 5-586. Biosolids Use Fees Regulation.** The purpose of the proposed regulation is to establish a system for charging a fee for the land application of biosolids in counties with adopted ordinances for monitoring such activities and the method of reimbursing those costs.

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

Statutory Authority: § 62.1-44.19 of the Code of Virginia.

Public comments may be submitted until February 28, 2002.

Contact: C.M. Sawyer, P.E., Director, Wastewater Engineering, 1500 E. Main St., Suite 109, Richmond, VA 23219, telephone (804) 786-1755 or FAX (804) 786-5567.

VA.R. Doc. No. R02-112; Filed January 9, 2002, 11:32 a.m.



TITLE 22. SOCIAL SERVICES

STATE BOARD OF SOCIAL SERVICES

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to consider promulgating regulations entitled: **22 VAC 40-135. Treatment Foster Care Standards for Child Placing Agencies.** Treatment foster care providers are currently regulated by two different sets of regulations. This regulation will consolidate these two sets of regulations into one, streamlining the department's regulatory oversight of these agencies and creating a more comprehensive regulation. The regulation will apply to all licensed child placing agencies that wish to provide treatment foster care services, whether or not they apply for certification as a Medicaid-enrolled provider of treatment foster care case management services and to localities who elect to apply for licensing certification. The regulation enables agencies to become certified to receive reimbursement for treatment foster care case management services through Medicaid. The regulation will provide clarification and reduce confusion regarding certification and eligibility for Medicaid reimbursement of treatment foster care case management services. Certification will allow agencies to access an alternative funding source.

The new regulation will meet the requirements of all new federal and state legislation since 2000. Several important

criteria will be included to evaluate when making a decision to approve a family for treatment foster care. To comply with the Multiethnic Placement Act, standards will be included stating that placement decisions for children may not be based solely on race. Standards will be included to cover staff training, foster home placement agreements and the scope and applicability of this regulation. Certain information will be required prior to admission of the child. Requirements for maintaining confidentiality will be delineated. Agencies will be required to collect data on and periodically evaluate their programs and services.

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

Statutory Authority: § 63.1-202 of the Code of Virginia.

Public comments may be submitted until February 13, 2002.

Contact: Doris Jenkins, Manager, Child Welfare Licensing Unit, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1773 or FAX (804) 692-2429.

VA.R. Doc. No. R02-100; Filed December 12, 2001, 1:44 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to consider amending regulations entitled: **22 VAC 40-705. Child Protective Services.** The purpose of the proposed action is to strengthen the regulations, particularly in the areas of case documentation and child fatality protocols.

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

Statutory Authority: §§ 63.1-25 and 63.1-248.6 of the Code of Virginia.

Public comments may be submitted until February 13, 2002.

Contact: Betty Jo Zarris, CPS Policy Consultant, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1220 or FAX (804) 692-2215.

VA.R. Doc. No. R02-104; Filed December 20, 2001, 2:35 p.m.



PROPOSED REGULATIONS

For information concerning Proposed Regulations, see Information Page.

Symbol Key

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

TITLE 12. HEALTH

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Title of Regulation: **Nursing Home Payment System Resource Utilization Groups (RUGs).**

12 VAC 30-90. Methods and Standards for Establishing Payment Rates for Long-Term Care (amending 12 VAC 30-90-40, 12 VAC 30-90-41, 12 VAC 30-90-60, 12 VAC 30-90-271, and 12 VAC 30-90-272; adding 12 VAC 30-90-305, 12 VAC 30-90-306, and 12 VAC 30-90-307; repealing 12 VAC 30-90-300, 12 VAC 30-90-301, 12 VAC 30-90-302, 12 VAC 30-90-303, and 12 VAC 30-90-304).

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

Public Hearing Date: N/A - Public comments may be submitted until April 12, 2002.

(See Calendar of Events section for additional information)

Agency Contact: Vicki Simmons, Regulatory Coordinator, Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 786-7959 or FAX (804) 786-1680.

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

Chapter 1073 of the 2000 Acts of Assembly, Item 319 MM, directed DMAS to implement this Resource Utilization Groups methodology into its Nursing Home Payment System.

42 CFR Part 447, Payment for Services, prescribes State Plan requirements, Federal Financial Participation limitations and procedures concerning payments made by State Medicaid agencies for Medicaid services. States must provide sufficient detail in their plans about their reimbursement methodologies in order that CMS may determine if the methodologies conform to existing federal law and regulations and are, therefore, approvable for Federal Financial Participation.

Purpose: The purpose of this action is to amend the Nursing Home Payment System by replacing the current Patient Intensity Rating System (PIRS) method of classifying residents into groups with the more up-to-date Resource Utilization Groups-III method of classifying residents. These changes will not have a direct impact on citizens' health, safety, and welfare. These changes, once implemented, will indirectly affect nursing facility residents' health and safety by

providing reimbursement to their care providers that more closely matches the costs of these patients' care.

Substance: This regulatory action is necessary to implement a case-mix payment system that will provide a more equitable method of reimbursement to nursing facilities. Under the current payment system, nursing facilities receive an average payment for Medicaid residents based on three levels of resident acuity. The resident classification system currently used is known as the Patient Intensity Rating System (PIRS), which was developed prior to 1990. This system groups residents with similar resource needs into three groups: Class A includes an Activity of Daily Living (ADL) impairment score of 0 to 6; Class B includes an ADL impairment score of 7 to 12; and Class C includes an ADL impairment score of 9 or more combined with specific clinical conditions. The PIRS requires the completion of a specific resident assessment instrument (Uniform Assessment Instrument (UAI)) by the providers and this assessment instrument is reviewed by the agency.

Over the past 10 years, the types of residents and the delivery of care in nursing facilities have changed. CMS has sponsored research to develop a case mix classification system, Resource Utilization Groups (RUG), Version III, that is used for the Medicare Prospective Payment System and has been implemented by over one-half of the state Medicaid programs across the country. The RUG-III system classifies residents into a 34-group version for use with Medicaid nursing facility resident populations and can be used to objectively determine a facility's case mix. The case-mix index scores for this system are CMS-developed standard case-mix indices based on time studies performed during the middle to late 1990s, and these indices will be the basis for calculating the average case-mix index scores.

The RUG-III resident classification system is based on the CMS Minimum Data Set (MDS) Version 2, a resident assessment data system that is mandated for all Medicare and Medicaid participating facilities. The MDS is an assessment instrument and process that is much more refined than the PIRS assessment. Additionally, the use of the MDS data for case-mix classification will relieve the nursing facilities of the additional burden of completing the PIRS assessment for each Medicaid resident.

The RUG-III resident classification system and the CMS standard weights are the most widely accepted and recognized systems available. CMS continues to provide development and research support for the RUG-III system. By adopting the use of this system, the administrative effort that will be required by the agency in the future is minimized. Further, under the Resource Utilization Groups-III (RUGs III) case-mix payment system, nursing facilities will be reimbursed in a manner more directly commensurate with the particular residents that they serve and, therefore, the particular costs that the nursing facilities incur.

Converting to this RUGs III case-mix payment system will not have any affect on the current long-term care database that DMAS has operated for more than the last 10 years. The conversion to the MDS form will just mean that no new data will be added to this computer subsystem.

Issues: The proposed changes to operating reimbursement rates are beneficial to providers for several reasons. First, the RUG-III resident classification system will provide a more accurate and refined case-mix index on which to base payments compared to the current PIRS system; thus paying nursing facilities more appropriately for the resource utilization and costs of their residents. Second, the RUG-III resident classification system has a further advantage to providers in that it is based on the CMS Minimum Data Set (MDS). The MDS is a resident assessment that all Medicare and Medicaid participating providers must complete according to CMS rules.

The continued use of the PIRS system requires the completion of a second resident assessment instrument. The PIRS assessment will be eliminated upon full adoption of the proposed changes, relieving providers of the administrative burden of completing more than one assessment instrument on each resident. The proposed changes are beneficial to residents of nursing facilities because the RUG-III resident classification system captures the resource use and residents' costs of care more accurately, thus providing more of an incentive for nursing facilities to admit higher acuity residents. No disadvantages to the public have been identified.

The proposed changes to operating reimbursement rates are also beneficial to the agency and Commonwealth. First, the agency is promoting policies that provide accurate and appropriate payments to nursing facilities. The use of the RUG-III resident classification system increases the refinement of the resident classification groups and more appropriately pays nursing facilities for the resource utilization and costs of each facility's residents. Second, the use of the CMS supported RUG-III system and the standard case-mix index scores provides the agency and the Commonwealth with the recognition of using the most highly regarded and accepted case-mix system available at this time. Further, CMS continues to support research and to make refinements to the RUG-III system which relieves the agency and the Commonwealth of conducting research studies on an ongoing basis. Third, the use of the MDS in place of the PIRS assessment instrument provides the agency with assessment data that has been reviewed for accuracy and is closely monitored by both the Virginia Department of Health and the agency itself. The PIRS assessment data is monitored solely by the agency. This oversight will result in more accurate and timely data on which to base the nursing facility payment rates. No disadvantages, excluding the costs of conversion to the RUGs system, to the agency have been identified.

There are no known disadvantages to either providers or the agency and the Commonwealth of implementing this RUGs system.

Department of Planning and Budget's Economic Impact Analysis: The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 2.2-4007 G of the Administrative Process Act and Executive Order Number 25 (98). Section 2.2-4007 G

requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

Summary of the proposed regulation. The proposed regulation replaces the current Patient Intensity Rating System (PIRS) method of classifying nursing facility residents with the Resource Utilization Groups-III (RUGs) methodology, as directed by the 2000 General Assembly (Chapter 1073 of the 2000 Acts of Assembly, Item 319 MM). The proposed regulation also reclassifies nursing staff costs for quality assurance services as direct patient care costs rather than indirect costs and establishes a new method for calculating inflation in the nursing home payment system.

Estimated economic impact.

Nursing Facility Resident Classification System

Virginia utilizes a case-mix reimbursement method to pay nursing facilities for direct patient care costs.¹ A case-mix system categorizes residents based on their medical condition and expected need of nursing and therapy resources, termed "patient acuity," and adjusts payments made to nursing facilities to account for caseload mix. The object of a case-mix system is to reimburse facilities on the basis of patients served and account for differences in the costs of providing for their needs.

The classification system currently used by Virginia is the Patient Intensity Rating System (PIRS), which categorizes residents into three groups based on an assessment of their ability to perform basic personal care activities (i.e., bathing, dressing, eating, etc.) called Activities of Daily Living (ADL). Using a specific evaluation form,² an ADL impairment score of zero (light needs) to 12 (severe or heavy needs) is assigned for each resident: Class A includes residents with an ADL impairment score of 0 to 6; Class B includes those with an ADL impairment score of 7-12; and Class C includes ADL impairment scores of 9 or more combined with specific clinical conditions.

PIRS was innovative when developed in the late 1980s, but is now widely recognized to be outdated. The mix of residents in Virginia's nursing facilities has changed significantly in the past decade. For instance, the statewide case-mix norm under the PIRS methodology has increased 8.0%, from 1.02 in 1991

¹ Virginia's Nursing Home Payment System separates nursing facility reimbursements into three cost categories: direct patient care costs, indirect operating costs, and capital costs. The proposed changes to this regulation apply only to direct patient care costs. Virginia amended its indirect and capital costs in a permanent regulatory action that became effective July 1, 2001.

² PIRS requires the completion of a specific resident assessment instrument, the Uniform Assessment Instrument, by providers.

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to 1.10 in 1999.³ This indicates that the Medicaid nursing facility resident population is more service intensive than it used to be. The main factors driving this shift are (i) increases in community-based services and waivers that allow persons needing less intensive services to remain in community settings with supports rather than being admitted to a nursing facility and (ii) shorter inpatient hospital stays that result in residents who, in past years may have remained in the hospital longer, being discharged to a nursing facility while their care needs are still relatively high.

Addressing these concerns, the proposed regulation replaces PIRS with a new case-mix methodology, Resource Utilization Groups (RUGs). The RUGs methodology was developed by the Centers for Medicare and Medicaid Services (CMS) (formerly the Health Care Financing Administration) in the middle to late 1990s for use in the Medicare Prospective Payment System and, since that time, has been implemented by over one-half of the state Medicaid programs in the country. The RUG-III system classifies nursing facility residents into 34 different classes of care and is based on the CMS Minimum Data Set (MDS), a resident assessment data system that is mandated for all Medicare and Medicaid participating facilities. Nursing facilities in Virginia have been electronically submitting the MDS data to the Virginia Department of Health (VDH) on a monthly basis since July 1998. Table 1 provides a comparison of the data used by the PIRS and RUGs methodologies.

Table 1: Comparison of Data Used in PIRS and RUGs Classification Methodologies

	PIRS	RUGS
Assessment Form	Uniform Assessment Instrument	CMS Minimum Data Set
Assessment Variables Used	20	108
Classifications of Care*	3	34
Assessment form used for	Reimbursement only	Reimbursement and Quality of care reporting
Assessment data monitored by	DMAS	DMAS and VDH
Case Mix Indices based on	1987 study	Mid to late 1990s study; Continued development by CMS

*Both methodologies address Specialized Care residents separately.

There are many benefits associated with adoption of the RUGs methodology. First, the MDS is a more sophisticated assessment instrument and is likely to more accurately capture the cost of care for residents served by a particular nursing facility. The CMS data is reviewed by two agencies (DMAS and VDH) and since it is used for reimbursement and quality of care reporting, the potential for fraud or abuse is minimized. Basing the resident classification on data that is already being collected and reported will relieve some of the

administrative burden on the part of providers who will no longer have to complete an additional PIRS assessment for each resident. Second, using the RUGs methodology will require less administrative support and ongoing research than PIRS since DMAS will be able to take advantage of research and development conducted by the federal government. Third, by more accurately and appropriately reimbursing nursing facilities for the patient care costs they incur, the new methodology could potentially increase access for heavy care patients and the quality of care provided.

According to the agency, the costs of converting to the RUGs system, including compilation of the MDS data and programming and development of the new system, were minimal and have already been absorbed by the agency's administrative budget. Aside from implementation costs, transition to the RUGs system is expected to be budget neutral. While total reimbursement may remain the same, there may be some redistribution of payments among providers. Facilities whose levels of service intensity were not fully captured by PIRS will receive higher payments under RUGs; facilities that received payments overstating their level of service intensity will receive lower payments than before.

By adopting a case-mix methodology that appears to be becoming the industry standard and is designed to more accurately reimburse nursing facilities for costs incurred providing services to Medicaid patients, Virginia will likely experience a net economic benefit by replacing its current resident classification system with the RUGs methodology.

Quality Assurance Services

The proposed regulation reclassifies nursing costs related to quality assurance services from indirect to direct care costs. According to DMAS, this change will not have any significant impact on the rates paid for these services, but rather will more appropriately categorize these services which are directly related to resident care.

Inflation Calculation Method

An inflation rate index is used to adjust rate and cost ceilings each year. DMAS currently uses one of four separate quarterly inflation indices depending on the year-end for each individual nursing facility. The proposed regulation simplifies administration by applying the same inflation rate index to all nursing facilities over a given year. The 4th quarter index published in the 2nd quarter of the following year has been selected since 70% of nursing facilities in Virginia have a December 31 year-end. According to DMAS, there is not a wide variance between the four indices throughout the year and they do not expect this change to have a significant effect aside from making administration far simpler than it is now.

Businesses and entities affected. There are 238 nursing facilities currently participating in the Medicaid program in Virginia, serving approximately 27,000 Virginians each year.

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

Projected impact on employment. By more accurately and appropriately reimbursing nursing facilities for patient care costs incurred providing services to Medicaid patients, the proposed regulation may have some impact on employment in

³ Data verified by DMAS. The case mix score is based on the concept that an average nursing facility resident would have a score of 1.00.

these facilities, however there is no data available to provide an estimate of such an impact at this time.

Effects on the use and value of private property. By more accurately and appropriately reimbursing nursing facilities for patient care costs incurred providing services to Medicaid patients, the proposed regulation may increase the value of private nursing facilities.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The agency concurs with the economic impact analysis prepared by the Department of Planning and Budget regarding the regulations concerning Methods and Standards for Establishing Payment Rates-Long Term Care: Nursing Home Payment (Resource Utilization Groups (RUGs)) System.

Summary:

The proposed amendments replace the current Patient Intensity Rating System (PIRS) method of classifying nursing facility residents with the Resource Utilization Groups-III (RUGs) methodology, as directed by the 2000 General Assembly (Chapter 1073 of the 2000 Acts of Assembly, Item 319 MM). The proposed amendments also reclassify nursing staff costs for quality assurance services as direct patient care costs rather than indirect costs and establish a new method for calculating inflation in the nursing home payment system.

12 VAC 30-90-40. Operating cost.

Effective July 1, 2001, operating cost shall be the total allowable inpatient cost less plant cost or capital, as appropriate, and NATCEPs costs. See Subpart VII (12 VAC 30-90-170 et seq.) of this part for rate determination procedures for NATCEPs costs. Operating cost shall be made up of direct patient care operating cost and indirect patient care operating cost. Direct patient care operating cost is defined in Appendix I (12 VAC 30-90-271). Indirect patient care operating cost includes all operating costs not defined as direct patient care operating costs or NATCEPs costs ~~in~~ or the actual charges by the Central Criminal Records Exchange for criminal records checks for nursing facility employees (see Appendix I (12 VAC 30-90-272)). For purposes of calculating the reimbursement rate, the direct patient care operating cost per day shall be the Medicaid portion of the direct patient care operating cost divided by the nursing facility's number of Medicaid patient days in the cost reporting period. The indirect patient care operating cost per day shall be the Medicaid portion of the indirect patient care operating cost divided by the greater of the actual number of Medicaid patient days in the cost reporting period, or 90% of the potential patient days for all licensed beds throughout the cost reporting period times the Medicaid utilization percentage. For facilities that also provide specialized care services, see subdivision 10 of 12 VAC 30-90-264 for special procedures for computing the number of patient days required to meet the 90% occupancy requirement.

12 VAC 30-90-41. Nursing facility reimbursement formula.

A. Effective on and after ~~October 1, 1999~~ July 1, 2002, all NFs subject to the prospective payment system shall be reimbursed under a revised formula entitled "The Patient

~~Intensity Rating System (PIRS)." PIRS is a patient based methodology which links NFs Resource Utilization Group-III (RUG-III) System." RUG-III is a resident classification system that groups NF residents according to resource utilization. Case-mix indices (CMIs) are assigned to RUG-III groups and are used to adjust the NF's per diem rates to reflect the intensity of services required by a NF's patient NF's resident mix. Three classes were developed which group patients together based on similar functional characteristics and service needs. See 12 VAC 30-90-300 for details on the Resource Utilization Groups.~~

1. Any NF receiving Medicaid payments on or after October 1, 1990, shall satisfy all the requirements of § 1919(b) through (d) of the Social Security Act as they relate to provision of services, residents' rights and administration and other matters.

2. Direct and indirect group ceilings and rates.

a. In accordance with 12 VAC 30-90-20 C, direct patient care operating cost peer groups shall be established for the Virginia portion of the Washington DC-MD-VA MSA, the Richmond-Petersburg MSA and the rest of the state. Direct patient care operating costs shall be as defined in 12 VAC 30-90-271.

b. ~~Effective July 1, 2001,~~ Indirect patient care operating cost peer groups shall be established for the Virginia portion of the Washington DC-MD-VA MSA, for the rest of the state for facilities with less than 61 licensed beds, and for the rest of the state for facilities with more than 60 licensed beds.

~~3. Each NF's Service Intensity Index (SII) shall be calculated for each semiannual period of a NF's fiscal year based upon data reported by that NF and entered into DMAS' Long Term Care Information System (LTCIS). Data will be reported on the multidimensional assessment form prescribed by DMAS (now DMAS 80) at the time of admission and then twice a year for every Medicaid recipient in a NF. The NF's SII, derived from the assessment data, will be normalized by dividing it by the average for all NFs in the state.~~

~~See 2 VAC 30-90-300 for the PIRS class structure, the relative resource cost assigned to each class, the method of computing each NF's facility score and the methodology of computing the NF's semiannual SII.~~ 3. Each facility's average case-mix index shall be calculated based upon data reported by that nursing facility to the Centers for Medicare and Medicaid Services (CMS) (formerly HCFA) Minimum Data Set (MDS) System. See 12 VAC 30-90-306 for the case-mix index calculations.

4. The normalized ~~SII~~ facility average Medicaid CMI shall be used to calculate the direct patient care operating cost prospective ceilings and direct patient care operating cost prospective rates for each semiannual period of a NF's subsequent fiscal years year. See 12 VAC 30-90-306 D 2 for the calculation of the normalized facility average Medicaid CMI.

a. A NFs direct patient care operating cost prospective ceiling shall be the product of the NFs peer group direct

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patient care ceiling and the NFs normalized SII for the previous semiannual period facility average Medicaid CMI. A NFs direct patient care operating cost prospective ceiling will be calculated semiannually.

b. An SII rate adjustment, if any, shall be applied to a NFs prospective direct patient care operating cost base rate for each semiannual period of a NFs fiscal year. The SII determined in the second semiannual period of the previous fiscal year shall be divided by the average of the previous fiscal year's SIIs to determine the SII rate adjustment, if any, to the first semiannual period of the subsequent fiscal year's prospective direct patient care operating cost base rate. The SII determined in the first semiannual period of the subsequent fiscal year shall be divided by the average of the previous fiscal year's SIIs to determine the SII rate adjustment, if any, to the second semiannual period of the subsequent fiscal year's prospective direct patient care operating cost base rate. A CMI rate adjustment for each semiannual period of a nursing facility's prospective fiscal year shall be applied by multiplying the nursing facility's normalized facility average Medicaid CMI applicable to each prospective semiannual period by the nursing facility's case-mix neutralized direct patient care operating cost base rate for the preceding cost reporting period (see 12 VAC 30-90-307).

c. See 12 VAC 30-90-300 for an illustration of how the SII is used to adjust direct patient care operating ceilings and the semiannual rate adjustments to the prospective direct patient care operating cost base rate 12 VAC 30-90-307 for the applicability of case-mix indices.

5. Effective for services on and after July 1, 2004 2002, the following changes shall be made to the direct and indirect payment methods.

a. The direct patient care operating ceiling shall be set at 112% of the respective peer group day-weighted median of facility specific direct cost the facilities' case-mix neutralized direct care operating costs per day. The calculation of the median medians shall be based on cost reports from freestanding nursing homes for provider fiscal years ending in calendar the most recent base year 1998. The median medians used to set the peer group direct ceiling patient care operating ceilings shall be revised and case-mix neutralized every two years using more recent cost data. In addition, for ceilings effective during July 1, 2000, through June 30, 2002, the ceiling calculated as described herein shall be increased by two per diem amounts. The first per diem amount shall equal \$21,716,649, increased for inflation from SFY 2000 to SFY 2001, divided by Medicaid days in SFY 2000. The second per diem amount shall equal \$1,400,000 divided by Medicaid days in SFY 2000. When this ceiling calculation is completed for services after June 30, 2002, the per diem amount related to the amount of \$21,716,649 shall not be added.

b. Facility specific direct cost per day amounts used to calculate direct reimbursement rates for dates of service on and after July 1, 2000, shall be increased by the two per diem amounts described in subdivision 5 a of this

subsection. However, the per diem related to the amount of \$21,716,649 shall be included only in proportion to the number of calendar days in the provider fiscal year the data are taken from that do not fall after July 1, 1999. That is, for a cost report from a provider fiscal year ending December 31, 1999, the specified increase would apply to about half of the year.

c. b. The indirect patient care operating ceiling shall be set at 106.9% of the respective peer group day-weighted median of facility the facility's specific indirect operating cost per day. The calculation of the median peer group medians shall be based on cost reports from freestanding nursing homes for provider fiscal years ending in calendar the most recent base year 1998. The medians used to set the peer group indirect operating ceilings shall be revised every two years using more recent cost data.

B. The allowance for inflation shall be based on the percentage of change in the moving average of the Skilled Nursing Facility Market Basket of Routine Service Costs, as developed by Data Resources, Incorporated, adjusted for Virginia, determined in the quarter in which the NFs most recent fiscal year ended. NFs shall have their prospective operating cost ceilings and prospective operating cost rates established in accordance with the following methodology:

1. The initial peer group ceilings established under this section shall be the final peer group ceilings for a NF's first full or partial cost reporting fiscal year under PIRS. Peer group ceilings for subsequent fiscal years shall be calculated by use of the adjusted medians determined at June 30, 2000, for direct and indirect cost. These adjusted medians shall be considered the final interim ceilings for subsequent fiscal years. The final interim ceilings determined above shall be adjusted by adding 100% of historical inflation from June 30, 2000, to the beginning of the NFs next fiscal year to obtain the new "interim" ceilings, and 50% of the forecasted inflation to the end of the NFs next fiscal year.

2. A NFs average allowable operating cost rates, as determined from its most recent fiscal year's cost report, shall be adjusted by 50% of historical inflation and 50% of the forecasted inflation to calculate its prospective operating cost base rates.

B. Adjustment of ceilings and costs for inflation. Effective for provider fiscal years starting on and after July 1, 2002, ceilings and rates shall be adjusted for inflation each year using the moving average of the percentage change of the Virginia-Specific Nursing Home Input Price Index, updated quarterly, published by Standard & Poor's DRI.

1. For provider years beginning in each calendar year, the percentage used shall be the moving average for the second quarter of the year, taken from the table published for the fourth quarter of the previous year. For example, in setting prospective rates for all provider years beginning in January through December 2002, ceilings and costs would be inflated using the moving average for the second quarter of 2002, taken from the table published for the fourth quarter of 2001.

2. Provider specific costs shall be adjusted for inflation each year from the cost reporting period to the prospective rate period using the moving average as specified in subdivision 1 of this subsection. If the cost reporting period or the prospective rate period is less than 12 months long, a fraction of the moving average shall be used that is equal to the fraction of a year from the midpoint of the cost reporting period to the midpoint of the prospective rate period.

3. Ceilings shall be adjusted from the common point established in the most recent rebasing calculation. Base period costs shall be adjusted to this common point using moving averages from the DRI tables corresponding to the provider fiscal period, as specified in subdivision 1 of this subsection. Ceilings shall then be adjusted from the common point to the prospective rate period using the moving average(s) for each applicable second quarter, taken from the DRI table published for the fourth quarter of

the year immediately preceding the calendar year in which the prospective rate years begin. Rebased ceilings shall be effective on July 1 of each rebasing year, so in their first application they shall be adjusted to the midpoint of the provider fiscal year then in progress or then beginning. Subsequently, they shall be adjusted each year from the common point established in rebasing to the midpoint of the appropriate provider fiscal year. For example, suppose the base year is made up of cost reports from years ending in calendar year 2000, the rebasing year is SFY2003, and the rebasing calculation establishes ceilings that are inflated to the common point of July 1, 2002. Providers with years in progress on July 1, 2002, would receive a ceiling effective July 1, 2002, that would be adjusted to the midpoint of the provider year then in progress. In some cases this would mean the ceiling would be reduced from the July 1, 2002, ceiling level. The following table shows the application of these provisions for different provider fiscal periods.

Table I
Application of Inflation to Different Provider Fiscal Periods

Provider FYE	Effective Date of New Ceiling	First PFYE After Rebasing Date	Inflation Time Span from Ceiling Date to Midpoint of First PFY	Second PFYE After Rebasing Date	Inflation Time Span from Ceiling Date to Midpoint of Second PFY
3/31	7/1/02	3/31/03	+ 1/4 year	3/31/04	+ 1-1/4 years
6/30	7/1/02	6/30/03	+ 1/2 year	6/30/04	+ 1-1/2 years
9/30	7/1/02	9/30/02	- 1/4 year	9/30/03	+ 3/4 year
12/31	7/1/02	12/31/02	-0-	12/31/03	+ 1 year

The following table shows the DRI tables that would provide the moving averages for adjusting ceilings for different prospective rate years.

Table II
Source Tables for DRI Moving Average Values

Provider FYE	Effective Date of New Ceiling	First PFYE After Rebasing Date	Source DRI Table for First PFY Ceiling Inflation	Second PFYE After Rebasing Date	Source DRI Table for Second PFY Ceiling Inflation
3/31	7/1/02	3/31/03	Fourth Quarter 2001	3/31/04	Fourth Quarter 2002
6/30	7/1/02	6/30/03	Fourth Quarter 2001	6/30/04	Fourth Quarter 2002
9/30	7/1/02	9/30/02	Fourth Quarter 2000	9/30/03	Fourth Quarter 2001
12/31	7/1/02	12/31/02	Fourth Quarter 2000	12/31/03	Fourth Quarter 2001

In this example, when ceilings are inflated for the second PFY after the rebasing date, the ceilings will be inflated from July 1, 2002, using moving averages from the DRI table specified for the second PFY. That is, the ceiling for years ending June 30, 2004, will be the June 30, 2002, base period ceiling, adjusted by 1/2 of the moving average for the second quarter of 2002, compounded with the moving average for the second quarter of 2003. Both these moving averages will be taken from the fourth quarter 2002 DRI table.

C. The PIRS RUG-III method shall ~~still~~ require comparison of the prospective operating cost rates to the prospective operating ceilings. The provider shall be reimbursed the lower of the prospective operating cost rates rate or prospective operating ceilings ceiling.

D. Nonoperating costs. Plant or capital, as appropriate, costs shall be reimbursed in accordance with Articles 1, 2, and 3 of this subpart. Plant costs shall not include the component of cost related to making or producing a supply or service.

NATCEPs cost shall be reimbursed in accordance with 12 VAC 30-90-170.

E. The prospective rate for each NF shall be based upon operating cost and plant/capital cost components or charges, whichever is lower, plus NATCEPs costs. The disallowance of nonreimbursable operating costs in any current fiscal year shall be reflected in a subsequent year's prospective rate determination. Disallowances of nonreimbursable plant or capital, as appropriate, costs and NATCEPs costs shall be reflected in the year in which the nonreimbursable costs are included.

F. Effective July 1, 2001, for those NFs whose indirect operating cost rates are below the ceilings, an incentive plan

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shall be established whereby a NF shall be paid, on a sliding scale, up to 25% of the difference between its allowable indirect operating cost rates and the indirect peer group ceilings.

1. The following table presents four incentive examples:

Peer Group Ceilings	Allowable Cost Per Day	Difference	% of Ceiling	Sliding Scale	Scale % Difference
\$30.00	\$27.00	\$3.00	10%	\$0.30	10%
30.00	22.50	7.50	25%	1.88	25%
30.00	20.00	10.00	33%	2.50	25%
30.00	30.00	0	0		

2. Efficiency incentives shall be calculated only for the indirect patient care operating ceilings and costs. Effective July 1, 2001, a direct care efficiency incentive shall no longer be paid.

G. Quality of care requirement. A cost efficiency incentive shall not be paid to a NF for the prorated period of time that it is not in conformance with substantive, nonwaived life, safety, or quality of care standards.

H. Sale of facility. In the event of the sale of a NF, the prospective base operating cost rates for the new owner's first fiscal period shall be the seller's prospective base operating cost rates before the sale.

I. Public notice. To comply with the requirements of § 1902(a)(28)(c) of the Social Security Act, DMAS shall make available to the public the data and methodology used in establishing Medicaid payment rates for nursing facilities. Copies may be obtained by request under the existing procedures of the Virginia Freedom of Information Act.

12 VAC 30-90-60. Interim rate.

A. A new facility shall be defined as follows:

1. A facility that is newly enrolled and new construction has taken place through the COPN process; or
2. A facility that is newly enrolled which was previously denied payments for new admissions and was subsequently terminated from the program.

B. Upon a showing of good cause, and approval of DMAS, an existing NF that expands its bed capacity by 50% or more shall have the option of retaining its prospective rate or being treated as a new NF.

C. A replacement facility or one that has changed location may not be considered a new facility if it serves the same inpatient population. An exception may be granted by DMAS if the provider can demonstrate that the occupancy substantially changed as a result of the facility being replaced or changing location. A decline in the replacement facility's total occupancy of 20 percentage points, in the replacement facility's first cost reporting period, shall be considered to indicate a substantial change when compared to the lower of the old facility's previous two prior cost reporting periods. The replacement facility shall receive the previous operator's operating rates if it does not qualify to be considered a new facility.

D. A change in either ownership or adverse financial conditions (e.g., bankruptcy), or both, of a provider does not change a nursing facility's status to be considered a new facility.

E. Effective July 1, 2001, for all new NFs the 90% occupancy requirement for indirect and capital costs shall be waived for establishing the first cost reporting period interim rate. This first cost reporting period shall not exceed 13 months from the date of the NFs certification.

F. The 90% occupancy requirement for indirect and capital costs shall be applied to the first and subsequent cost reporting periods' actual indirect and capital costs for establishing such NFs second and future cost reporting periods' prospective reimbursement rates. The 90% occupancy requirement shall be considered as having been satisfied if the new NF achieved a 90% occupancy at any point in time during the first cost reporting period.

G. A new NFs interim rate for the first cost reporting period shall be determined based upon the lower of its anticipated allowable cost determined from a detailed budget (or pro forma cost report) prepared by the provider and accepted by DMAS, or the appropriate operating ceilings or charges.

H. Effective July 1, 2001, on the first day of its second cost reporting period, a new nursing facility's interim plant or capital, as appropriate, rate shall be converted to a per diem amount by dividing its allowable plant/capital costs for its first cost reporting period by 90% of the potential number of patient days for all licensed beds during the first cost reporting period.

I. During its first semiannual period of operation, a newly constructed or newly enrolled NF shall have an assigned ~~SH~~ CMI based upon its peer group's *normalized average SH Medicaid CMI* for direct patient care. An expanded NF receiving new NF treatment shall receive the ~~SH~~ CMI calculated for its last semiannual period prior to obtaining new NF status.

12 VAC 30-90-271. Direct patient care operating.

A. Nursing service expenses.

1. Salary--nursing administration. Gross salary (includes sick pay, holiday pay, vacation pay, staff development pay and overtime pay) of all licensed nurses in supervisory positions defined as follows (Director of Nursing, Assistant Director of Nursing, nursing unit supervisors and patient care coordinators).
2. Salaries--RNs. Gross salary of registered nurses.
3. Salaries--LPNs. Gross salary of licensed practical nurses.
4. Salaries--Nurse aides. Gross salary of certified nurse aides.
5. *Salaries--Quality assurance nurses. Gross salary of licensed nurse who functions as quality assurance coordinator and is responsible for quality assurance activities and programs. Quality assurance activities and programs are concerned with resident care and not with the administrative support that is needed to document the care. If a quality assurance coordinator is employed by the home office and spends a percentage of time at nursing facilities,*

report directly allocated costs to the nursing facility in this category rather than under the home office operating costs.

~~5-~~ 6. Nursing employee benefits. Benefits related to registered nurses, licensed practical nurses, certified nurse aides, *quality assurance nurses*, and nursing administration personnel as defined in subdivision 1 of this subsection. See 12 VAC 30-90-272 B for description of employee benefits.

~~6-~~ 7. Contract nursing services. Cost of registered nurses, licensed practical nurses, ~~and~~ certified nurse aides, *and quality assurance nurses* on a contract basis.

~~7-~~ 8. Supplies. Cost of supplies, including nursing and charting forms, medication and treatment records, physician order forms.

~~8-~~ 9. Professional fees. Medical director and pharmacy consultant fees.

B. Minor medical and surgical supplies.

1. Salaries--medical supply. Gross salary of personnel responsible for procurement, inventory and distribution of minor medical and surgical supplies.

2. Medical supply employee benefits. Benefits related to medical supply personnel. See 12 VAC 30-90-272 B for description of employee benefits.

3. Supplies. Cost of items for which a separate identifiable charge is not customarily made, including, but not limited to, colostomy bags; dressings; chux; rubbing alcohol; syringes; patient gowns; basins; bed pans; ice-bags and canes, crutches, walkers, wheel chairs, traction equipment and other durable medical equipment for multi-patient use.

4. Oxygen. Cost of oxygen for which a separate charge is not customarily made.

5. Nutrient/tube feedings. Cost of nutrients for tube feedings.

6. Incontinence services. Cost of disposable and nondisposable incontinence supplies. The laundry supplies or purchased commercial laundry service for nondisposable incontinent services.

C. Ancillary Service Cost. Allowable ancillary service costs represents gross salary and related employee benefits of those employees engaged in covered ancillary services to Medicaid recipients, cost of all supplies used by the respective ancillary service departments, cost of ancillary services performed on a contract basis by other than employees and all other costs allocated to the ancillary service cost centers in accordance with Medicare principles of reimbursement.

Following is a listing all covered ancillary services:

1. Radiology
2. Laboratory
3. Inhalation therapy
4. Physical therapy
5. Occupational therapy

6. Speech therapy

7. EKG

8. EEG

9. Medical supplies charged to patient

12 VAC 30-90-272. Indirect patient care operating costs.

A. Administrative and general.

1. Administrator/owner assistant administrator. Compensation of individuals responsible for administering the operations of the nursing facility. (See 12 VAC 30-90-50 and Appendix III (12 VAC 30-90-290) for limitations.)

2. Other administrative and fiscal services. Gross salaries of all personnel in administrative, personnel, fiscal, billing and admitting, communications and purchasing departments.

3. Management fees. Cost of fees for providing necessary management services related to nursing facility operations. (See Appendix III (12 VAC 30-90-290) for limitations.)

4. Professional fees--accounting. Fees paid to independent outside auditors and accountants.

5. Professional fees--legal. Fees paid to attorneys. (See Appendix III (12 VAC 30-90-290) for limitations.)

6. Professional fees--other. Fees, other than accounting or legal, for professional services related to nursing facility patient care.

7. Director's fees. Fees paid for attendance at scheduled meetings which serve as reimbursement for time, travel, and services provided. (See Appendix III (12 VAC 30-90-290) for limitations.)

8. Membership fees. Fees related to membership in health care organizations which promote objectives in the providers' field of health care activities. (See Appendix III (12 VAC 30-90-290) for limitations.)

9. Advertising (classified). Cost of advertising to recruit new employees and yellow pages advertising.

10. Public relations. Cost of promotional expenses including brochures and other informational documents regarding the nursing facility.

11. Telephone. Cost of telephone service used by employees of the nursing facility.

12. Subscriptions. Cost of subscribing to newspapers, magazines, and periodicals.

13. Office supplies. Cost of supplies used in administrative departments (e.g., pencils, papers, erasers, staples).

14. Minor furniture and equipment. Cost of furniture and equipment which does not qualify as a capital asset.

15. Printing and postage. Cost of reproducing documents which are reasonable, necessary and related to nursing facility patient care and cost of postage and freight charges.

16. Travel. Cost of travel (airfare, auto mileage, lodging, meals, etc. by administrator or other authorized personnel

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- on official nursing facility business). (See 12 VAC 30-90-290 for limitations.)
17. Auto. All costs of maintaining nursing facility vehicles, including gas, oil, tires, licenses, maintenance of such vehicles.
18. License fees. Fees for licenses, including state, county, and local business licenses, and VHSCRC filing fees.
19. Liability insurance. Cost of insuring the facility against liability claims, including malpractice.
20. Interest. Other than mortgage and equipment.
21. Amortization/start-up costs. Amortization of allowable Start-Up Costs (See 12 VAC 30-90-220).
22. Amortization/organizational costs. Amortization of allowable organization costs (See 12 VAC 30-90-220).
- B. Employee benefits.**
1. FICA (Social Security). Cost of employer's portion of Social Security Tax.
2. State unemployment. State unemployment insurance costs.
3. Federal unemployment. Federal unemployment insurance costs.
4. Workers' compensation. Cost of workers' compensation insurance.
5. Health insurance. Cost of employer's contribution to employee health insurance.
6. Group life insurance. Cost of employer's contribution to employee group life insurance.
7. Pension plan. Employer's cost of providing pension program for employees.
8. Other employee benefits. Cost of awards and recognition ceremonies for recognition and incentive programs, disability insurance, child care, and other commonly offered employee benefits which are nondiscriminatory.
- C. Dietary expenses.**
1. Salaries. Gross salary of kitchen personnel, including dietary supervisor, cooks, helpers and dishwashers.
2. Supplies. Cost of items such as soap, detergent, napkins, paper cups, and straws.
3. Dishes and utensils. Cost of knives, forks, spoons, plates, cups, saucers, bowls and glasses.
4. Consultants. Fees paid to consulting dietitians.
5. Purchased services. Costs of dietary services performed on a contract basis.
6. Food. Cost of raw food.
7. Nutrient oral feedings. Cost of nutrients in oral feedings.
- D. Housekeeping expenses.**
1. Salaries. Gross salary of housekeeping personnel, including housekeepers, maids and janitors.
2. Supplies. Cost of cleaners, soap, detergents, brooms, and lavatory supplies.
3. Purchased services. Cost of housekeeping services performed on a contract basis.
- E. Laundry expenses.**
1. Salaries. Gross salary of laundry personnel.
2. Linen. Cost of sheets, blankets, and pillows.
3. Supplies. Cost of such items as soap, detergent, starch and bleach.
4. Purchased services. Cost of other services, including commercial laundry service.
- F. Maintenance and operation of plant.**
1. Salaries. Gross salary of personnel involved in operating and maintaining the physical plant, including maintenance men or plant engineer and security services.
2. Supplies. Cost of supplies used in maintaining the physical plant, including light bulbs, nails, lumber, glass.
3. Painting. Supplies and contract services.
4. Gardening. Supplies and contract services.
5. Heating. Cost of heating oil, natural gas, or coal.
6. Electricity. Self-explanatory.
7. Water, sewer, and trash removal. Self-explanatory.
8. Purchased services. Cost of maintaining the physical plant, fixed equipment, movable equipment and furniture and fixtures on a contract basis.
9. Repairs and maintenance. Supplies and contract services involved with repairing the facility's capital assets.
- G. Medical records expenses.**
1. Salaries--medical records. Gross salary of licensed medical records personnel and other department personnel.
2. Utilization review. Fees paid to physicians attending utilization review committee meetings.
3. Supplies. All supplies used in the department.
4. Purchased services. Medical records services provided on a contract basis.
- ~~**H. Quality assurance services.**~~
- ~~1. Salaries. Gross salary of personnel providing quality assessment and assurance activities.~~
- ~~2. Purchased services. Cost of quality assessment and assurance services provided on a contract basis.~~
- ~~3. Supplies. Cost of all supplies used in the department or activity.~~
- ~~4. H. Social service expenses.~~
-

1. Salaries. Salary of personnel providing medically-related social services. A facility with more than 120 beds must employ a full-time qualified social worker.

2. Purchased services. Cost of medically-related social services provided on a contract basis.

3. Supplies. Cost of all supplies used in the department.

~~J. I. Patient activity expenses.~~

1. Salaries. Gross salary of personnel providing recreational programs to patients, such as arts and crafts, church services and other social activities.

2. Supplies. Cost of items used in the activities program (i.e., games, art and craft supplies and puzzles).

3. Purchased services. Cost of services provided on a contract basis.

~~K. J. Educational activities expenses. (Other than NATCEPs costs, see 12 VAC 30-90-270.)~~

1. Salaries. Gross salaries of training personnel.

2. Supplies. Cost of all supplies used in this activity.

3. Purchased services. Cost of training programs provided on a contract basis.

~~L. K. Other nursing administrative costs.~~

1. Salaries--other nursing administration. Gross salaries of ward clerks and nursing administration support staff.

2. Subscriptions. Cost of subscribing to newspapers, magazines and periodicals.

3. Office supplies. Cost of supplies used in nursing administrative departments (e.g., pencils, papers, erasers, staples).

4. Purchased services. Cost of nursing administrative consultants, ward clerks, nursing administration support staff performed on a contract basis.

5. Advertising (classified). Cost of advertising to recruit all nursing service personnel.

~~M. L. Home office costs. Allowable operating costs incurred by a home office which are directly assigned to the nursing facility or pooled operating costs, with the exception of quality assurance coordinator salary and employee benefits that are reported under direct patient care operating, that are allocated to the nursing facility in accordance with 12 VAC 30-90-240.~~

Appendix IV.

~~Class Resource Cost Assignment, Computation of Service Intensity Index and Ceiling And Rate Adjustments to the Prospective Direct Patient Care Operating Cost Rate; Allowance for Inflation Methodology Base "Current" Operating Rate Resource Utilization Groups (RUGs).~~

~~12 VAC 30-90-300. Patient Intensity Rating System (PIRS). (Repealed.)~~

~~A. Effective October 1, 1990, the Virginia Medicaid Program reimbursement system for nursing facilities is the Patient Intensity Rating System.~~

~~B. PIRS is a patient-based reimbursement system which links a facility's per diem rate to the level of services required by its patient mix. This methodology uses classes that group patients together based on similar functional characteristics and service needs.~~

~~C. PIRS recognizes four classes of patients:~~

~~1. Class A--Routine I: Patients are classified by their functioning status. Routine I classification includes care for patients with a 0 to 6 Activity of Daily Living (ADL) impairment score.~~

~~2. Class B--Routine II: Patients are classified by their functioning status. Routine II classification includes care for patients with moderate or greater ADL impairment. A moderate or greater ADL score ranges from 7 to 12.~~

~~3. Class C--Heavy Care: Patients are classified by their high impairment score on functioning status and the need for specialized nursing care. These patients have an ADL impairment score of 9 or more and one or more of the following:~~

~~a. Wound/lesions requiring daily care;~~

~~b. Nutritional deficiencies leading to specialized feeding;~~

~~c. Paralysis or paresis, and benefiting from rehabilitation; or~~

~~d. Quadriplegia/paresis, bilateral hemiplegia/paresis, multiple sclerosis.~~

~~4. Specialized Care: This class includes patients who have needs that are so intensive or nontraditional that they cannot be adequately captured by a patient intensity rating system, e.g., ventilator dependent or AIDS patients. Specialized Care reimbursement shall be determined according to the methodology set forth in 12 VAC 30-90-264.~~

~~D. Patients in each class require similar intensities of nursing and other skilled services. Across classes, however, service intensities are quite different. Since treatment cost depends on overall service need, the patient class system has a direct correlation to nursing and therapy costs.~~

~~12 VAC 30-90-301. Service Intensity Index (SII). (Repealed.)~~

~~A. The function of a service intensity index is to identify the resource needs of a given facility's patient mix relative to the needs in other nursing homes. If the SII value equals 1.20, it indicates that the patient mix in that facility is 20% more resource intensive than the patient mix in the average Virginia nursing facility.~~

~~B. The SII is used to adjust direct patient care cost ceilings and rates for application to individual nursing facilities. Indirect patient care cost ceilings and rates are not adjusted since these costs are not influenced by patient service needs.~~

~~C. To calculate the service intensity index:~~

~~1. Develop a relative resource cost for patient classes.~~

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a. Average daily nursing resource costs per day for patients in each patient class were determined by using data obtained from (i) the Commonwealth's Long-Term Care Information System (LTCIS) identifying estimates of service needs, (ii) data from a 1987 Maryland time and motion study (1981) to derive nursing time requirements for each service, and (iii) KPGM-Peat Marwick Survey of Virginia Long-term Care Nursing Facilities' Nursing Wages (September 5, 1989) to determine the resource indexes for each patient class.

b. The average daily nursing costs per day for patients (see subdivision 1a of this subsection) were divided by a state average daily nursing resource cost to obtain a relative cost index.

c. Patients were grouped in three classes and the average relative cost by class is as follows:

- (1) Class A - Routine I: .67
- (2) Class B - Routine II: 1.09
- (3) Class C - Heavy Care: 1.64

The cost for caring for a Class A patient is on the average equal to 67% of the daily nursing costs for the average Virginia nursing facility patient. Class B and C patients are respectively 9.0% and 64% more costly to treat in terms of nursing resources than the average nursing facility patient.

These resource cost values will remain the same until a new time and motion study is conducted.

2. Develop an average relative resource cost of all patients in a facility. The result is called a facility score.

a. The number of patients in each class within a facility is multiplied by the relative resource cost value of that class.

b. These amounts are totaled and divided by the number of patients in a facility. For example:

Facility 1	
40 Class A patients x .67 =	26.8
40 Class B patients x 1.09 =	43.6
20 Class C patients x 1.64 =	32.8
100 patients	103.2
Divided by number of patients	100.0
Facility score	1.03
The facility score for facility 1 is	1.03

3. Finally, the service intensity index for a facility is calculated by standardizing the average resource cost measure, across nursing facilities. The resource values up to this point are standardized or normalized across Virginia nursing facility patients but not across Virginia nursing facilities. To accomplish this step, the mean for the relative resource measure across all Virginia facilities is determined and the facility-specific value is divided by this mean.

For example: If the state's mean relative resource measure was .92 across all Virginia facilities, the service intensity index for facility 1 identified above would be 1.12, which equals 1.03 divided by .92. The 1.12 value indicates that the patients in facility 1 are 12% (1.12-1.00) more costly to treat than patients in the average Virginia nursing facility.

4. The service intensity index will be calculated quarterly, and is used to derive the direct patient care cost ceiling and rate components of the facility's payment rate which will be adjusted semiannually. A semiannual SII is calculated by averaging appropriate quarterly SII values for the respective reporting period.

12 VAC 30-90-302. Applicability of service intensity index. (Repealed.)

A. Following is an illustration of how a nursing facility's service intensity index is used to adjust direct patient care prospective operating ceilings and the semiannual rate adjustments to the prospective direct patient care operating cost base rate.

B. Assumptions.

1. The nursing facility's fiscal years are December 31, 1991, and December 31, 1992.
2. The average allowable direct patient care operating base rate for December 31, 1991, is \$25.
3. The allowance for inflation is 6.0% for the fiscal year end beginning January 1, 1992.
4. The nursing facility's peer group ceiling for the fiscal year end beginning January 1, 1992, is \$30.
5. The nursing facility's semiannual normalized SSIs are as follows:

1991 First semiannual SSI	.98
1991 Second semiannual SSI	.99
1992 First semiannual SSI	1.00

C. Calculation of nursing facility's Direct Patient Care Prospective Ceiling.

1. PIRS adjusted ceiling for the period January 1, 1992, through June 30, 1992:

FYE 1992 Peer Group Ceiling	\$30.00
1991 Second semiannual SII	x .99
Facility Ceiling	\$29.70

2. PIRS adjusted ceiling for the period July 1, 1992, through December 31, 1992:

FYE 1992 Peer Group Ceiling	\$30.00
1992 First semiannual SII	x 1.00
Facility Ceiling	\$30.00

D. Calculation of nursing facility's Prospective Direct Patient Care Operating Cost Rate.

1. Prospective Direct Patient Care Operating Cost Base Rate:

FYE 1991 Average Allowable Direct Patient Care Operating Base Rate	\$25.00
Allowance For Inflation-FYE 1992	x 1.06
	\$26.50

2. Calculation of FYE 1991 Average SII:

First semiannual Period SII	.98
Second semiannual Period SII	.99
Average FYE 1991 SII	.985

3. Calculation of FYE 1992 SII Rate Adjustments:

a. Rate adjustment for the period January 1, 1992, through June 30, 1992:

1991 Second semiannual SII	.99
1991 Average SII (from subdivision 2 of this subsection)	.985
Calculation: .99/.985	
Rate Adjustment Factor	= 1.0051

Prospective Direct Patient Care Operating Cost Base Rate (from subdivision 1 of this subsection) \$26.50

Calculation: \$26.50 x 1.0051

Prospective Direct Patient Care Operating Cost Rate \$26.64

b. Rate adjustment for the period July 1, 1992, through December 31, 1992:

1999 First semiannual SII	1.000
1991 Average SII (from subdivision 2 of this subsection)	.985
Calculation: 1.00/.985	
Rate Adjustment Factor	1.0152

Prospective Direct Patient Care Operating Cost Base Rate (from subdivision 1 of this subsection) \$26.50

Calculation: \$26.50 x 1.0152

Prospective Direct Patient Care Operating Cost Rate \$26.90

E. In this illustration the nursing facility's PIRS Direct Patient Care Operating Reimbursement Rate for FYE 1992 would be as follows:

1. For the period January 1, 1992, through June 30, 1992, the reimbursement rate would be \$26.64 since the rate is lower than the nursing facility's PIRS adjusted ceiling of \$29.70 (from subdivision C 1 of this section).

2. For the period July 1, 1992, through December 31, 1992, the reimbursement rate would be \$26.90 since the rate is lower than the nursing facility's PIRS adjusted ceiling of \$30.00 (from subdivision C 2 of this section).

12 VAC 30-90-303. Applicability of allowance for inflation during phase-in period. (Repealed.)

A. The methodology for applying the allowance for inflation to the nursing facility's base "current" operating rate during the phase-in period as outlined in 12 VAC 30-90-40 is as follows:

B. Nursing facilities with fiscal years ending in the fourth quarter of 1990 shall have, in effect from October 1, 1990, through the end of the provider's 1990 fiscal year, as the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the second quarter of 1990 through the fourth quarter of 1990 and 50% of the forecasted inflation from the fourth quarter of 1990 through the fourth quarter of 1991, to determine the prospective "current" operating rate for the provider's 1991 FY.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the second quarter of 1990 through the fourth quarter of 1991 and 50% of the forecasted inflation from the fourth quarter of 1991 through the fourth quarter of 1992, to determine the prospective "current" operating rate from the beginning of the provider's subsequent fiscal year end to June 30, 1992.

C. Nursing facilities with fiscal years ending in the first quarter of 1991 shall have, in effect from October 1, 1990, through the end of the provider's 1991 fiscal year, as the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the third quarter of 1990 through the first quarter of 1991 and 50% of the forecasted inflation from the first quarter of 1991 through the first quarter of 1992, to determine the prospective "current" operating rate for the provider's 1992 FY.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the third quarter of 1990 through the first quarter of 1992 and 50% of the forecasted inflation from the first quarter of 1992 through the first quarter of 1993, to determine the prospective "current" operating rate from the beginning of the provider's subsequent fiscal year end to June 30, 1992.

D. Nursing facilities with fiscal years ending in the second quarter of 1991 shall have, in effect from October 1, 1990, through the end of the provider's 1991 fiscal year, as the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the fourth quarter of 1990 through the second quarter of 1991 and 50% of the forecasted inflation from the second quarter of 1991 through the second quarter of 1992, to determine the prospective "current" operating rate for the provider's 1992 FY or until June 30, 1992, whichever is later.

E. Nursing facilities with fiscal years ending in the third quarter of 1990 shall have as the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

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The base "current" operating rate shall be adjusted for 100% of the historical inflation from first quarter of 1990 through the third quarter of 1990 and 50% of the forecasted inflation from the third quarter of 1990 through the third quarter of 1991, to determine the prospective "current" operating rate from October 1, 1990, to the end of the provider's 1991 FY.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the first quarter of 1990 through the third quarter of 1991 and 50% of the forecasted inflation from the third quarter of 1991 through the third quarter of 1992, to determine the prospective "current" operating rate from the beginning of the provider's subsequent fiscal year end to June 30, 1992.

12 VAC 30-90-304. Definition of terms. (Repealed.)

"ADL" means activities of daily living.

"ADL score" means a score constructed by the Virginia Center on Aging of the Medical College of Virginia as a composite measure of patient function in six different ADL areas: bathing, dressing, transferring, ambulation, eating, and continency. A zero score indicates that a patient needs no staff assistance in an ADL area. A score of three indicates the patient requires total assistance in an ADL area. The ADL scores range in value from 0 to 12. Low scores indicate fewer ADL deficiencies and high score indicate more extensive deficits.

"DMAS 95" means the multidimensional assessment document that is completed by each nursing facility at admission, and semi-annually thereafter, on all of its Medicaid residents. The DMAS 95 assessment data is used to document patient characteristics and is entered into the LTCIS for PIRS.

"Facility score" means an average resource cost measure of all patients in a facility.

"LTCIS: DMAS' Long-Term Care Information System" means the system that captures data used to identify functional and medical characteristics that have major impacts on the level of nursing resource utilization.

"Nursing facility" means a facility, other than an intermediate care facility for the mentally retarded, licensed by the Division of Licensure and Certification, State Department of Health, and certified as meeting the participation regulations.

"Patient Intensity Rating System" or "PIRS" means a patient-based reimbursement system which links a facility's per diem rate to the level of services required by its patient mix.

"Service Intensity Index (SII)" means a mathematical index used to identify the resource needs of a given facility's patient mix relative to the needs in other nursing homes.

12 VAC 30-90-305. Resource Utilization Groups (RUGs).

A. The Resource Utilization Groups-III (RUG-III), Version 5.12, 34-group, index maximizing model shall be used as the resident classification system to determine the RUG-III group for each resident assessment. RUG-III classifies resident assessments according to the intensity of each resident's needs. Data from the minimum data set (MDS) submitted by each facility to the Centers for Medicare and Medicaid

Services (CMS) shall be used to classify the resident assessments into RUG-III groups.

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

"Base year" means the calendar year for which the most recent reliable nursing facility cost reports are available in the DMAS database as of September 1 of the year prior to the year in which the rebased rates will be used. (See also definition of rebasing.)

"Case-mix index (CMI)" means a numeric score that identifies the relative resources used by similar residents and represents the average resource consumption of those residents.

"Case-mix neutralization" means the process of removing cost variations for direct patient care costs associated with different levels of resident case mix.

"Day-weighted median" means a weighted median where the weight is Medicaid days.

"Medicaid average case-mix index" means a simple average, carried to four decimal places, of all resident case mix indices where Medicaid is known to be the per diem payor source on the last day of the calendar quarter.

"Minimum data set (MDS)" means a federally required resident assessment instrument. Information from the MDS is used to determine the facility's case-mix index.

"Normalization" means the process by which the average case mix for the state is set to 1.0.

"Nursing facility" means a facility, not including intermediate care facilities for the mentally retarded, licensed by the Department of Health and certified as meeting the participation requirements of the Medicaid program.

"Rebasing" means the process of updating cost data used to calculate peer group ceilings for subsequent base years.

12 VAC 30-90-306. Case-mix index (CMI).

A. Each resident in a Virginia Medicaid certified nursing facility on the last day of the calendar quarter with an effective assessment date during the respective quarter shall be assigned to one of the RUG-III 34-groups.

B. Standard case-mix indices, developed by CMS for the Medicaid population (B01), shall be assigned to each of the RUG-III 34 groups.

C. There shall be four "picture dates" for each calendar year: March 31, June 30, September 30 and December 31. Each resident in each Medicaid-certified nursing facility on the picture date with a completed assessment that has an effective assessment date within the preceding quarter shall be assigned a case-mix index based on the resident's most recent assessment for the picture date as available in the DMAS MDS database.

D. Using the individual Medicaid resident case-mix indices, a facility average Medicaid case-mix index shall be calculated four times per year for each facility. The facility average

Medicaid case-mix indices shall be used for case-mix neutralization of resident care costs and for case-mix adjustment.

1. During the time period beginning with the implementation of RUG-III up to the ceiling and rate setting effective July 1, 2004, the case-mix index calculations shall be based on assessments for residents for whom Medicaid is the principal payer. The statewide average Medicaid case-mix index shall be a simple average, carried to four decimal places, of all case-mix indices for nursing facility residents in Virginia Medicaid certified nursing facilities for whom Medicaid is the principal payer on the last day of the calendar quarter. The facility average Medicaid case-mix index shall be a simple average, carried to four decimal places, of all case-mix indices for nursing facility residents in the Virginia Medicaid-certified nursing facility for whom Medicaid is the principal payer on the last day of the calendar quarter.

2. The facility average Medicaid case-mix index shall be normalized across all of Virginia's Medicaid-certified nursing facilities for each picture date. To normalize the facility average Medicaid case-mix index, the facility average Medicaid case-mix index is divided by the statewide average Medicaid case-mix index for the same picture date.

3. The department shall monitor the case-mix indices during the first two years following implementation of the RUG-III system. Effective July 1, 2004, the statewide average case-mix index may be changed to recognize the fact that the costs of all residents are related to the case mix of all residents. The statewide average case-mix index of all residents, regardless of principal payer on the effective date of the assessment, in a Virginia Medicaid certified nursing facility may be used for case-mix neutralization. The use of the facility average Medicaid case-mix index to adjust the prospective rate would not change.

4. There shall be a correction period for Medicaid-certified nursing facilities to submit correction assessments to the CMS MDS database following each picture date. A report that details the picture date RUG category and CMI score for each resident in each nursing facility shall be mailed to the facility for review. The nursing facility shall have a 30-day time period to submit any correction assessments to the MDS database or to contact the Department of Medical Assistance Services regarding other corrections. Corrections submitted in the 30-day timeframe shall be included in the final report of the CMI scores that shall be used in the calculation of the nursing facility ceilings and rates. Any corrections submitted after the 30-day timeframe shall not be included in the final report of the CMI scores that shall be used in the calculation of the nursing facility ceilings and rates.

5. Assessments that cannot be classified to a RUG-III group due to errors shall be assigned the lowest case-mix index score.

6. Assessments shall not be used for any out-of-state nursing facility provider that is enrolled in the Virginia Medical Assistance Program and is required to submit cost reports to the Medicaid program.

12 VAC 30-90-307. Applicability of case-mix indices (CMI).

A. The CMI shall be used to adjust the direct patient care cost ceilings and rates for application to individual nursing facilities. Indirect patient care cost ceilings and rates shall not be case-mix adjusted. The CMI shall be calculated using MDS data taken from picture dates as specified in this section.

B. When a facility's direct patient care cost ceiling is compared to its facility specific direct patient care cost rate to determine the direct patient care prospective rate, both the ceiling and the rate shall be case-mix neutral. The direct patient care cost ceiling shall be case-mix neutral because it shall be calculated using base year facility direct patient care cost data that have been case-mix neutralized. To accomplish this neutralization, each facility's base year direct patient care operating cost shall be divided by the facility's average normalized Medicaid CMI developed for the two semiannual periods of assessment data that most closely match the provider's cost reporting year that ends in the base year (see Table III below). This shall be the facility's case-mix neutral direct patient care per diem for the base year and shall be used in the calculation of the peer group direct patient care cost ceilings. Table III shows an example of the picture dates used to case-mix neutralize facility specific direct costs for the ceiling calculation. For the first few provider fiscal years for which cost neutralization will be done, a data limitation affects the picture dates that can be used. Accurate case-mix data are available starting with the fourth quarter of calendar year (CY) 1999. For providers with cost reporting periods ending during the first, second, and third quarters of CY 2000, the picture dates used in cost neutralization shall be modified to reflect only accurate case-mix data. For provider cost reporting periods ending in the fourth quarter of 2000 and afterward, this limitation no longer exists and assessment data shall be used that most closely match the cost reporting period.

Table III

Quarter of Provider Cost Report Year End	Picture Dates Used to Neutralize Costs for Ceiling Calculation	
	Preferred Picture Dates if No Data Limitation Applied	Picture Dates That Shall be Used Due to Data Limitation
First Quarter of CY 2000	3/31/99, 6/30/99, 9/30/99, 12/31/99	12/31/99
Second Quarter of CY 2000	6/30/99, 9/30/99, 12/31/99, 3/31/00	12/31/99, 3/31/00
Third Quarter of CY 2000	9/30/99, 12/31/99, 3/31/00, 6/30/00	12/31/99, 3/31/00, 6/30/00
Fourth Quarter of CY 2000	12/31/99, 3/31/00, 6/30/00, 9/30/00	12/31/99, 3/31/00, 6/30/00, 9/30/00

C. When direct patient care prospective rates are set, the direct patient care ceilings used in the calculation shall be the case-mix neutralized ceiling described in subsection B of this section, adjusted for inflation to the midpoint of the prospective period. However, the facility-specific direct patient care cost rates used in the calculation shall not be from the base year, but shall be from the provider fiscal year prior to the period for which a prospective rate is being calculated.

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Therefore, the provider's direct patient care rate from the previous cost reporting period shall be case-mix neutralized using the facility average normalized Medicaid CMI developed for the two semiannual periods of assessment data that most closely match the cost reporting period prior to the prospective period for which a rate is being calculated. Each year when a new prospective rate is developed, the provider specific direct patient care rate shall be case-mix neutralized using CMI data that uses picture dates that correspond to the cost reporting period used to develop the rate. The relationship between provider cost reporting period and picture dates shall be that illustrated in Table III, except that in the time period when rates will first be set, the data limitation that affected the picture dates shown in Table III will not apply. Therefore, for all provider cost reporting periods, picture dates that correspond to the cost reporting period shall be used.

D. After the case-mix neutral direct patient care ceiling (adjusted for inflation from the base year to the prospective period) is compared to the case-mix neutralized facility-specific direct patient care rate (adjusted for inflation from the previous cost reporting period to the prospective period), the lower of the two shall be chosen. This lower amount shall be the case-mix neutral prospective rate per diem for the prospective period. It shall then be adjusted for the CMI intended to correspond as closely as possible to the prospective period. Because of the manner in which the necessary data are reported, there shall be a lag between the picture dates used to develop the CMI information and the prospective period to which the CMI shall apply. The relationship between picture dates and prospective rate periods is illustrated in Table IV.

Table IV
Example of Picture Dates Used in Case-Mix Adjustment of Prospective Rate

Quarter of Provider Cost Report Year End	Picture Dates Used to Adjust First Prospective Semiannual Period	Picture Dates Used to Adjust Second Prospective Semiannual Period
First Quarter CY 2002	9/30/01, 12/31/01	3/31/02, 6/30/02
Second Quarter CY 2002	12/31/01, 3/31/02	6/30/02, 9/30/02
Third Quarter CY 2002	3/31/02, 6/30/02	9/30/02, 12/31/02
Fourth Quarter CY 2002	6/30/02, 9/30/02	12/31/02, 3/31/03

E. Any out-of-state nursing facility provider that is enrolled in the Virginia Medical Assistance Program and is required to submit a cost report to the Virginia Medical Assistance Program will be assigned the Virginia statewide normalized CMI of 1.0. This CMI of 1.0 will be used to adjust the direct patient care cost ceilings and rates.

F. Example of case-mix adjustment of direct operating rate.

1. Following is an illustration of how a nursing facility's case-mix index is used to make direct patient care semiannual rate adjustments to the prospective direct patient care operating cost base rate.

2. Assumptions.

- The nursing facility's fiscal year is January 1, 2002, through December 31, 2002.
- The average allowable direct patient care operating rate for the year is \$50.
- The allowance for inflation is 4.0% for the fiscal year beginning January 1, 2003.
- The nursing facility's case-mix neutral direct peer group ceiling for the fiscal year beginning January 1, 2003, is \$60.
- The nursing facility's normalized case-mix scores are as follows:

12/31/2001 picture date CMI	1.0100
3/31/2002 picture date CMI	1.0105
6/30/2002 picture date CMI	1.0098
9/30/2002 picture date CMI	1.0305
12/31/2002 picture date CMI	1.0355
3/31/2003 picture date CMI	1.0400

3. Calculation of nursing facility's Direct Patient Care Operating Cost Rate.

a. Direct Patient Care Operating Cost Rate:

Average Allowable Direct Patient Care Operating Rate	\$50.00	
Allowance For Inflation FYE 2003		x 1.0400
	\$52.00	

b. Calculation of case-mix factor used for case-mix neutralization:

12/31/2001 CMI	1.0100
3/31/2002 CMI	1.0105
6/30/2002 CMI	1.0098
9/30/2002 CMI	1.0305
Average of four CMI =	1.0152

c. Case-mix neutralized average allowable direct patient care operating rate: Average Allowable Direct Patient Care Operating Rate for FY 2003

Case-mix neutralization factor	1.0152
Case-mix neutralized Direct Patient Care Operating Rate for FY 2003 =	\$51.22

d. Lower of case-mix neutralized cost or ceiling:

The case-mix neutralized Direct Patient Care Operating Rate, \$51.22, is lower than the case-mix neutral ceiling, \$60.00. \$51.22 will be used in the rate calculation.

e. Calculation of case-mix rate adjustments:

(1) Case-mix rate adjustment for the period January 1, 2003, through June 30, 2003:

First semiannual rate adjustment – Average of (6/30/2002 CMI, 9/30/2002 CMI) = Average(1.0098, 1.0305) = 1.0202

(2) Case-mix rate adjustment for the period July 1, 2003 through December 31, 2003:

Second semiannual rate adjustment – Average of (12/31/2002 CMI, 3/31/2003 CMI) = Average(1.0355, 1.0400) = 1.0378

f. Rates for semiannual periods:

(1) Case-mix adjusted rate for the period January 1, 2003, through June 30, 2003:

First semiannual rate = 1.0202 * \$51.22 = \$52.25

(2) Case-mix adjusted rate for the period July 1, 2003 through December 31, 2003:

Second semiannual rate = 1.0378 * \$51.22 = \$53.15

NOTICE: The forms used in administering 12 VAC 30-90, Methods and Standards for Establishing Payment Rates for Long-Term Care, are not being published due to the large number; however, the name of each form is listed below. The forms are available for public inspection at the Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, Virginia, or at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia.

FORMS

Certificate of Medical Necessity--Durable Medical Equipment and Supplies, DMAS-352 (rev. 8/95).

Cost Reporting Forms for Nursing Facility with Multiple Level of Care or Hospital-Based Nursing Facilities (~~PIRS~~ RUGS 1090 Series).

Facility Description, Schedule A-1 (eff. 7/93).

Computation of ~~Patient Intensity Reimbursement System~~ Base Operating Costs, Schedule A-3 (eff. 7/93).

Computation of Direct Patient Care Nursing Service Costs, Schedule A-4 (~~eff. 7/99~~ rev. 7/00).

Computation of Title XIX Direct Patient Care Ancillary Service Costs, Schedule C (eff. 7/93).

Statement of Compensation of Owners, Schedule E (eff. 10/90).

Statement of Compensation of Administrators and/or Assistant Administrators, Schedule F (eff. 10/90).

Computation of Title XIX (Medicaid) Base Costs and Prospective ~~Reimbursement Rate~~/~~PIRS~~ RUGS, Schedule H (~~eff. 7/99~~ rev. 7/00).

~~Computation of Prospective Direct and Indirect Patient Care Profit Incentive Rates, Schedule H-1 (eff. 10/90).~~

Calculation of Medical Service Reimbursement Settlement, Schedule J (~~eff. 7/99~~ rev. 7/00).

Calculation of NATCEPs Reimbursement Settlement, Schedule J-1 (eff. 7/92).

Calculation of Criminal Record Check Costs Reimbursement, Schedule J-2 (eff. 7/93).

Debt and Interest Expense, Schedule K (eff. 7/93).

Nurse Aide Training and Competency Evaluation Program Costs and Competency Evaluation Programs (NATCEPs), Schedule N (eff. 10/90).

~~Computation of Nursing Salaries and Benefits Cost Increase Related to July 1, 1999 PIRS Rate Modification, Schedule S (rev. 11/99).~~

Compilation of Nursing Salaries, Benefits and Hours, Schedule S-1 (eff. 7/00).

Cost Reporting Forms for Nursing Facility (Single Level of Care) (~~PIRS~~ RUGS 1090 Series).

Facility Description and Statistical Data, Schedule A (eff. 10/90).

Certification by Officer or Administrator of Provider, Schedule A-2 (eff. 10/90).

Reclassification and Adjustment of Trial Balance of Expenses, Schedule B (not dated).

Reclassifications, Schedule B-1 (not dated).

Analysis of Administrative and General--Other, Schedule B-2 (eff. 10/90).

Adjustment to Expenses, Schedule B-4 (eff. 10/90).

Cost Allocation--Employee Benefits, Schedule B-5, Part I (eff. 7/93).

Cost Allocation--Employee Benefits Statistical Basis, Schedule B-5, Part II (eff. 7/93).

Computation of Title XIX Direct Patient Care Ancillary Service Costs, Schedule C (eff. 7/93).

Statement of Cost of Services from Related Organizations, Schedule D (eff. 10/90).

Statement of Compensation of Owners, Schedule E (eff. 10/90).

Statement of Compensation of Administrators and/or Assistant Administrators, Schedule F (eff. 10/90).

Balance Sheet, Schedule G (not dated).

Statement of Patient Revenues, Schedule G-1 (eff. 10/90).

Statement of Operations, Schedule G-2 (eff. 10/90).

Computation of Title XIX (Medicaid) Base Costs and Prospective ~~Reimbursement Rate~~ (RUGs), Schedule H (~~eff. 7/99~~ rev. 7/00).

~~Computation of Prospective Direct and Indirect Patient Care Profit Incentive Rates, Schedule H-1 (eff. 10/90).~~

Calculation of Medical Service Reimbursement Settlement, Schedule J (~~eff. 7/99~~ rev. 7/00).

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Calculation of NATCEPs Reimbursement Settlement, Schedule J-1 (eff. 7/92).

Calculation of Criminal Record Check Costs Reimbursement, Schedule J-2 (eff. 7/93).

Debt and Interest Expense, Schedule K (eff. 7/93).

Limitation on Federal Participation for Capital Expenditures Questionnaire, Schedule L (eff. 10/90).

Nurse Aide Training and Competency Evaluation Program Costs and Competency Evaluation Programs (NATCEPs), Schedule N (eff. 10/90).

~~Computation of Nursing Salaries and Benefits Cost Increase Related to July 1, 1999 PIRS Rate Modification, Schedule S (rev. 11/99).~~

Compilation of Nursing Salaries, Benefits and Hours, Schedule S-1 (eff. 7/00).

Computation of Specialized Care Base Operating Costs, Pediatric, Schedule SC-3 (rev. 7/98).

Computation of Specialized Care Direct Patient Care Nursing Service Costs, Pediatric, Schedule SC-4 (rev. 7/98).

Computation of Specialized Care Kinetic Therapy Ancillary Service Costs, Pediatric, Schedule SC-5 (rev. 7/98).

Computation of Specialized Care Direct Patient Care Ancillary Service Costs, Pediatric, Schedule SC-6 (rev. 7/98).

Computation of Specialized Care Base Costs and Prospective Rate, Pediatric, Schedule SC-7P (rev. 7/00).

Computation of Prospective Specialized Care Operating Efficiency Incentive Rates, Pediatric, Schedule SC-8P (rev. 7/98).

Part I Computation of Nursing Facility Specialized Care Settlement, Part II Analysis of Nursing Facility Specialized Care Interim Payments for Title XIX Services, Part III Analysis of Quarterly Title XIX (Medicaid) Specialized Care Patient Days, Pediatric, Schedule SC-9 (rev. 7/00).

Computation of Specialized Care Base Operating Costs, Adult, Schedule SC-3 (rev. 7/98).

Computation of Specialized Care Direct Patient Care Nursing Service Costs, Adult, Schedule SC-4 (rev. 7/98).

Computation of Specialized Care Kinetic Therapy Ancillary Service Costs, Adult, Schedule SC-5 (rev. 7/98).

Computation of Specialized Care Direct Patient Care Ancillary Service Costs, Adult, Schedule SC-6 (rev. 7/98).

Computation of Specialized Care Base Costs and Prospective Rate, Adult, Schedule SC-7 (rev. 7/98).

Computation of Prospective Specialized Care Operating Efficiency Incentive Rates, Adult, Schedule SC-8 (rev. 7/98).

Part I Computation of Nursing Facility Specialized Care Settlement, Part II Analysis of Nursing Facility Specialized Care Interim Payments for Title XIX Services, Part III Analysis of Quarterly Title XIX (Medicaid) Specialized Care Patient Days, Adult, Schedule SC-9 (rev. 1/00).

Cost Reporting Forms for Nursing Facilities with Other Long-Term Care Services, HCPA-2540-96 Worksheets (eff. 7/96).

DOCUMENTS INCORPORATED BY REFERENCE

R.S. Means Building Construction Cost Data, 59th Annual Edition, 2001.

R.S. Means Square Foot Costs, 22nd Annual Edition, 2001.

R.S. Means Repair and Remodeling Cost Data, 22nd Annual Edition, 2001.

Estimated Useful Lives of Depreciable Assets, rev. 1993 Edition, American Hospital Association.

Federal Reserve Statistical Release (H. 15), updated daily.

Provider Reimbursement Manual, HCFA-Pub. 15 (PRM-15), Health Care Financing Administration.

~~Skilled Nursing Facility Market Basket of Routine Service Costs, updated quarterly, DRI/McGraw Hill.~~

Virginia Input Price Indexes, Updated Quarterly.

Nursing Facility Reimbursement Report, MMR-240, updated monthly, Department of Medical Assistance Services.

VA.R. Doc. No. R01-176; Filed January 23, 2002, 11:16 a.m.



FINAL REGULATIONS

For information concerning Final Regulations, see Information Page.

Symbol Key

Roman type indicates existing text of regulations. *Italic type* indicates new text. Language which has been stricken indicates text to be deleted. [Bracketed language] indicates a change from the proposed text of the regulation.

TITLE 6. CRIMINAL JUSTICE AND CORRECTIONS

CRIMINAL JUSTICE SERVICES BOARD

Title of Regulation: **6 VAC 20-60. Rules Relating to Compulsory Minimum Training Standards for Dispatchers (amending 6 VAC 20-60-10 through 6 VAC 20-60-90; adding 6 VAC 20-60-25 and 6 VAC 20-60-100).**

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

Effective Date: January 1, 2003.

Summary:

The amendments replace the specified minimum number of hours of training and the lists that specify general areas to be addressed in classroom and on-the-job training with requirements that dispatchers demonstrate specific performance outcomes while at a certified training academy and on the job.

Changes to the proposed regulation (i) amend definitions; (ii) reorganize categories of training; (iii) increase from 12 months to 24 months the time required for completion of training; and (iv) establish a January 1, 2003, deadline for compliance with the Compulsory Minimum Training Standards for Dispatchers.

Summary of Public Comments and Agency's Response: A summary of comments made by the public and the agency's response may be obtained from the promulgating agency or viewed at the office of the Registrar of Regulations.

Agency Contact: Judith Kirkendall, Job Task Analysis Administrator, Standards and Training Section, Department of Criminal Justice Services, Eighth Street Office Building, 805 E. Broad Street, 10th Floor, Richmond, VA 23219, telephone (804) 786-8003 or FAX (804) 786-6040.

6 VAC 20-60-10. Definitions.

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

"*Academy director*" means the chief administrative officer of a certified training academy.

"*Agency administrator*" means any chief of police, sheriff, or agency head of a state or local law-enforcement agency or [~~person in charge~~ *nonlaw-enforcement head*] of a communications center.

"*Board*" means the Criminal Justice Services Board.

"*Certified training academy*" means a training school which provides instruction of at least the minimum training standards mandated by the board and has been approved by the

~~department for the specific purpose of training criminal justice personnel facility in compliance with academy certification standards [and] operated by the state or local unit(s) of government for the purpose of providing instruction of compulsory minimum training standards.~~

"*Compulsory minimum training standards*" means the performance outcomes and minimum hours approved by the Criminal Justice Services Board.

"*Curriculum Review Committee*" means the committee consisting of the following 13 individuals: four members of the committee shall represent regional criminal justice academies, four members of the committee shall represent independent criminal justice academies, one member shall represent the Department of State Police Training Academy, and four experienced communications personnel shall represent emergency communication functions. The Committee on Training shall appoint members of the Curriculum Review Committee.

"*Department*" means the Department of Criminal Justice Services.

"*Director*" means the chief administrative officer of the Department [of Criminal Justice Services].

"*Dispatcher*" means any person employed by or in any local or state government agency either full or part-time whose duties include the dispatching of law-enforcement personnel.

"*Emergency medical dispatcher training*" means training which meets or exceeds the training objectives ~~in the document entitled "Performance Based Training and Testing Objectives for Compulsory Minimum Training Standards for Dispatchers," as provided in Performance Outcome [4.7 1.6], which is set out in 6 VAC 20-60-100.~~

"*VCIN/NCIC training*" means approved training as specified by the Virginia Department of State Police for dispatchers accessing Virginia Crime Information Network/National Crime Information Center information.

6 VAC 20-60-20. Compulsory minimum training standards.

~~A.~~ Pursuant to the provisions of § ~~9-170(8)~~ 9.1-102(8) of the Code of Virginia, the board establishes the following as the compulsory minimum training standards for dispatchers:

~~Hours~~

~~1. Classroom training-40~~

- ~~a. Introduction and role of dispatcher~~
- ~~b. Interpersonal and psychological job factors~~
- ~~c. Operating procedures~~
- ~~d. Rules and regulations governing communications~~
- ~~e. Emergency communications plans/disasters~~

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f. Liability

g. Elective studies

- (1) Cultural diversity;
- (2) Communicating with difficult people;
- (3) Effective listening skills; or
- (4) Optional job related subjects (selected at discretion of the certified training academy and subject to the provisions of 6 VAC 20-60-70-A)

h. Testing and evaluation

~~2. On the job training-40~~

~~a. On the job training will include a minimum of 40 hours of local training with selected experienced personnel. Local departments or agencies will follow the format as set forth below in subdivision b. On the job training must be completed and the appropriate form forwarded to the department as stated in subsection A of 6 VAC 20-60-40.~~

~~b. On the job training local.~~

- ~~(1) Agency/department policies, procedures, regulations~~
- ~~(2) Agency/department geographical area~~
- ~~(3) Agency/department telephonic system and equipment operations~~
- ~~(4) Agency/department radio system and equipment operations~~
- ~~(5) Structure of local government~~
- ~~(6) Local ordinances~~
- ~~(7) Legal documents and requirements~~
- ~~(8) Governmental and private agency resources~~
- ~~(9) Other training if applicable:
 - ~~(a) Emergency medical dispatcher~~
 - ~~(b) VCIN/NCIC~~~~

~~Total hours 80~~

~~1. The performance outcomes are specified in 6 VAC 20-60-100. Performance outcomes may not be changed except as noted in 6 VAC 20-60-25 through the Administrative Process Act.~~

~~2. Categories of training are listed below:~~

- ~~a. Category 1 – Communications.~~
- ~~b. Category 2 – Judgment.~~
- ~~c. Category 3 – [*Equipment Use* Legal Issues].~~
- ~~d. Category 4 – [*Legal Issues* Professionalism].~~
- ~~e. Category 5 – [*Professionalism* On-the-Job Training].~~
- ~~[*f. Category 6 – General Assistance.*]~~

6 VAC 20-60-25. Approval authority.

A. The Criminal Justice Services Board shall be the approval authority for the training categories and performance outcomes of the compulsory minimum training standards. Amendments to training categories and performance outcomes shall be made in accordance with the provisions of the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

B. The Committee on Training of the Criminal Justice Services Board shall be the approval authority for the training objectives, criteria and lesson plan guides that support the performance outcomes. Training objectives, criteria and lesson plan guides supporting the compulsory minimum training standards and performance outcomes may be added, deleted or amended by the Committee on Training based upon written recommendation of a chief of police, sheriff, agency administrator, academy director, nonlaw-enforcement head of a communications center, or the Curriculum Review Committee.

Prior to approving changes to training objectives, criteria or lesson plan guides, the Committee on Training shall conduct a public hearing. Sixty days prior to the public hearing, the proposed changes shall be distributed to all affected parties for the opportunity to comment. Notice of change of training objectives, criteria and lesson plan guides shall be filed for publication in the Virginia Register of Regulations upon adoption, change or deletion. The department shall notify each certified academy in writing of any new, revised, or deleted objectives. Such adoptions, changes or deletions shall become effective 30 days after notice of publication in the Virginia Register.

6 VAC 20-60-30. Applicability.

A. All dispatchers employed by or in any local or state government agency whose duties include the dispatching of law-enforcement personnel and who ~~was~~ were hired on or after July 1, 1988, must meet compulsory minimum training standards established at the time of their appointment, unless provided otherwise in accordance with subsection B in this chapter.

B. The director may grant an exemption or partial exemption of the compulsory minimum training standards established herein, in accordance with § ~~9-473~~ 9.1-116 of the Code of Virginia.

6 VAC 20-60-40. Time requirement for completion of training.

A. Every dispatcher who is required to comply with the compulsory minimum training standards must satisfactorily complete the required training set forth in 6 VAC 20-60-20, within [~~42~~ 24] months of the date of appointment as a dispatcher, unless provided otherwise in accordance with subsection B of this section.

B. The director may grant an extension of the time limit for completion of the compulsory minimum training standards under the following conditions:

- 1. The chief of police, sheriff, or agency administrator shall present written notification that the dispatcher was unable to

complete the required training within the specified time limit due to:

- a. Illness;
- b. Injury;
- c. Military service;
- d. Special duty assignment required and performed in the public interest;
- e. Administrative leave involving the determination of worker's compensation or disability retirement issues, or suspension pending investigation or adjudication of a crime; or
- f. Any other reason documented by the agency administrator. Such reason must be specific and any approval granted shall not exceed 90 days.

2. Any extension granted under subdivision 1 e of this subsection shall require the dispatcher to complete compulsory minimum training prior to resuming job duties. Requests may be granted for periods not to exceed 12 months.

3. The agency administrator must request such extension prior to expiration of any time limit.

C. Any dispatcher having previously and successfully completed the compulsory minimum training standards who resigns and is reappointed within [42 24] months from departure will not be required to complete the academy training class.

6 VAC 20-60-50. How Compliance with compulsory minimum training standards may be attained.

A. The compulsory minimum training standards shall be ~~attained by attending and satisfactorily completing the required dispatcher training accomplished by satisfactory completion of the academy training objectives~~ at a certified training academy and the successful completion of on-the-job training as applicable objectives as provided by 6 VAC 20-60-30 B.

B. Dispatchers attending compulsory minimum training at a certified training academy are required to attend all classes and should not be placed on duty or call except in cases of emergency.

C. The Criminal Justice Services Board will provide a transition period for implementation of this chapter. The transition period shall begin January 1, 2002. During the transition period, certified training academies may conduct dispatcher entry-level training using the performance objectives within the "Rules Relating to Compulsory Minimum Training Standards for Dispatchers," effective January 1, 1994, or the performance outcomes and training objectives. Accordingly, any certified training academy may institute a curriculum transition by replacing existing performance objectives with the revised performance outcomes and training objectives. Effective [July 1, 2002 January 1, 2003], all entry-level training programs shall meet the requirements of 6 VAC 20-60-100.

6 VAC 20-60-60. Approved training schools.

A. Dispatcher classroom training may only be provided by a certified training academy. The certified training academy shall submit to the department the curriculum and other information as designated, within time limitations established by the department.

B. Each academy director will be required to maintain a file of all current lesson plans and supporting materials for each subject contained in the compulsory minimum training standards.

C. A certified training academy is subject to inspection and review by the director or staff.

~~D. The department may suspend the certification of a certified training academy upon written notice, which shall contain the reason(s) upon which the suspension is based, to the school's director. The academy's director may request a hearing before the director or his designee. The request shall be in writing and must be received by the department within 15 days of the date of notice of suspension. The academy's director may appeal the director or designee's decision to the board.~~

~~E. The department may revoke the certification of any certified training academy upon written notice which shall contain the reason(s) upon which the revocation is based to the school's director. The academy's director may request a hearing before the director or his designee. The request shall be in writing and must be received by the department within 15 days of the date of the notice of revocation. The academy's director may appeal the director or designee's decision to the board.~~

D. To become a certified academy, a state or local unit of government must demonstrate a need that contains the following elements:

- 1. The inability to obtain adequate training from existing academies or a sufficient hardship that renders the use of other existing academies impractical.*
- 2. Based upon a training needs assessment, a sufficient number of officers to warrant the establishment of a full-time training function for a minimum of five years.*

E. In addition, the state or local unit of government must make the following commitments:

- 1. The provision of a full range of training to include entry-level training and specialized training.*
- 2. The assignment of one position with primary responsibility as academy director and one clerical position to support training and training related functions and instructor certification.*
- 3. The maintenance of a training facility adequate to conduct training in accordance with academy certification standards.*
- 4. The commitment of sufficient funding to adequately support the training function.*

F. Process.

- 1. The state or local governmental unit shall submit a justification to the Committee on Training as described in*

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subsection B of this section. The Committee on Training shall review the justification and make a recommendation to the department as to whether the establishment of an academy is warranted.

2. If the Committee on Training recommends the establishment of the proposed academy, the department shall make a determination as to whether the establishment of the academy is warranted.

3. If the establishment of the academy is approved by the department, the proposed academy must successfully complete the academy certification process.

G. The certified training academy shall submit to the department its curriculum and other information as designated within time limitations established by the department.

H. Each academy director shall maintain a file of all current lesson plans and supporting material for training objectives, and shall provide this information to the director upon request.

I. A certified training academy is subject to inspection and review by the director or his staff.

J. The department may suspend or revoke the certification of any certified training academy upon written notice, which shall contain the reason or reasons upon which the suspension or revocation is based, to the academy's director. The academy's director may request a hearing before the director. The request shall be in writing and shall be received by the department within 15 days of the date of the notice of the suspension or revocation. The academy's director may appeal the director's decision to the board.

6 VAC 20-60-70. Grading.

~~A. Each certified training academy shall test each student in accordance with the objectives in the document entitled "Performance Based Training and Testing Objectives for Compulsory Minimum Training Standards for Dispatchers." Any certified training academy providing training in accordance with subdivision 1 g (4) of 6 VAC 20-60-20 shall be required to develop performance based training and testing objectives and test for any optional job related subjects selected.~~

A. All certified training academies shall utilize testing procedures that indicate that every dispatcher has satisfactorily completed the criteria in each training objective approved by the Committee on Training of the Criminal Justice Services Board. A dispatcher may be tested and retested as may be necessary within the time limits of 6 VAC 20-60-40 and in accordance with each academy's written policy.

B. Certified training academies shall maintain accurate records of all tests, grades and testing procedures. Academy training records must be maintained in accordance with the provisions of this chapter and §§ 42.1-76 through 42.1-91 of the Code of Virginia.

~~B-~~ C. Every individual attending compulsory minimum training shall satisfactorily complete each required performance outcome, training objective, and criteria, and any optional job related subject performance objective requirements, where

applicable. Any individual who fails to satisfactorily complete any performance objective outcomes or objectives in any subject will be required to attend that subject in a subsequent approved dispatcher training school and satisfactorily complete the required performance objective or objectives.

6 VAC 20-60-80. Failure to comply with rules and regulations.

~~Individuals~~ Any individual attending a certified training academy shall comply with the rules and regulations promulgated by the department ~~and any other rules and regulations within the authority of the academy director.~~ The academy director shall be responsible for enforcement of all rules and regulations established to govern the conduct of attendees. If the academy director considers a violation of the rules and regulations detrimental to the welfare of the academy, the academy director may expel the individual from the certified training academy. Notification of such action shall immediately be reported, in writing, to the agency administrator of the dispatcher and the director.

6 VAC 20-60-90. Administrative requirements.

A. Reports will be required from the agency administrator and academy director on forms approved or provided by the department and at such times as designated by the director.

B. The agency administrator shall, within the time requirement set forth in subsection A of 6 VAC 20-60-40, forward a properly executed on-the-job training form to the department for each dispatcher.

C. The academy director shall, within 30 days upon completion of the dispatcher training,:

1. Submit to the department a roster containing the names of those ~~individuals~~ dispatchers who have satisfactorily completed ~~all classroom~~ the compulsory minimum training requirements standards.

2. Submit to the department the final curriculum with the training objectives and instructor names listed.

D. The academy director shall furnish each instructor with the performance based training and testing objectives for the assigned subject matter.

E. Each certified training academy shall maintain accurate records of all tests, grades and testing procedures. Dispatcher training records shall be maintained in accordance with the provisions of these regulations and §§ 42.1-67 through 42.1-91 of the Code of Virginia.

6 VAC 20-60-100. Performance outcomes for compulsory minimum training standards for dispatchers.

Category 1 – Communication

In conjunction with responding to calls for public safety services, the dispatcher faces challenges every day that require knowledge, judgment, skill, and ability from multiple and varied sources. To meet these challenges successfully, the dispatcher must develop good communication skills in the performance of relevant duties. Expected performance outcomes in this category include the following:

1.1 Obtain information related to complaints and/or requests for service from the public, field units, and other agencies.

1.2 Perform multiple tasks related to receiving information and dispatching appropriate response units.

1.3 Apply standard communication techniques in receiving and transmitting information via radio and telephone.

1.4 Disseminate information to the public, field units, and other agencies [using standard communication and dispatching techniques].

1.5 Apply standard communication techniques when handling specialized situations via radio, telephone, and in person.

~~[1.6 Complete departmental forms and reports as required.]~~

~~[1.7 1.6] Assist callers by providing initial emergency medical care [information] to victims of accidents, illness and/or crimes, if applicable.~~

~~[1.8 1.7] Respond to [disasters a report of a disaster] .~~

~~[1.9 Inform callers regarding actions to take in hazardous situations.]~~

Category 2 – Judgment

In conjunction with responding to calls for public safety services, the dispatcher faces challenges every day that require knowledge, judgment, skill, and ability from multiple and varied sources. To meet these challenges successfully, the dispatcher must develop good judgment in the performance of relevant duties. Expected performance outcomes in this category include the following:

2.1 Receive, prioritize, and handle multiple tasks related to emergency call taking and dispatching using judgment based on policies and procedures.

2.2 Receive and handle various types of nonemergency complaints and requests from the public or other agencies by using judgment based on policies and procedures.

[Category 3 – Equipment Use

~~In conjunction with responding to calls for public safety services, the dispatcher faces challenges every day that require knowledge, judgment, skill, and ability from multiple and varied sources. To meet these challenges successfully, the dispatcher must develop skills in the use of technical equipment required for performance of relevant duties. Expected performance outcomes in this category include the following:~~

~~3.1 Use computer-aided dispatch (CAD) equipment to enter complaint information, if applicable.~~

~~3.2 Use written information or computer-aided dispatch (CAD) equipment to dispatch response units.~~

~~3.3 Use telephone, radio, and computer equipment to handle specialized communication functions.~~

~~3.4 Use computer-aided dispatch (CAD) equipment for reporting functions, if applicable.~~

~~3.5 Use radio to process an emergency incident.~~

~~3.6 Use VCIN/NCIC after certification.~~

~~3.7 Receive and process alerts provided by alarm/security systems panel.~~

~~3.8 Maintain equipment within the communications center.]~~

Category [4 3] – Legal Issues

In conjunction with responding to calls for public safety services, the dispatcher must identify legal requirements based on the Constitution of the United States, the Code of Virginia, and/or local ordinances where applicable. Expected performance outcomes in this category include the following:

[4.1 3.1] Apply federal/state laws, local ordinances, and rules and regulations established for dispatch operations.

[4.2 3.2] Perform the duties of a dispatcher with awareness of general liability applicable to this job.

[4.3 3.3] Testify in court.

~~[4.4 Manage dispatch operations records.]~~

Category [5-4] -- Professionalism

In conjunction with responding to calls for public safety services, the dispatcher must demonstrate professionalism in every aspect of performance of these services. The dispatcher faces challenges every day that require knowledge, judgment, skill, and ability from multiple and varied sources. To meet those challenges successfully, the dispatcher must attain and maintain professionalism in the performance of all duties. Expected performance outcomes include the following:

[5-4 4.1] Respond to stressful situations professionally.

[5-2 4.2] Respond to abusive callers or difficult people professionally.

[Category 6 – General Assistance

~~In conjunction with responding to calls for service, the dispatcher must identify requirements related to the employing law-enforcement agency or local governmental agency. These requirements may be general in nature, but serve to enhance the ability of both the dispatcher and the agency to provide needed public safety services. Expected performance outcomes in this category include the following:~~

~~6.1 Provide general assistance to employers, the public, and other agencies through maintenance or use of required resource materials.~~

Category 5 – On-the-Job Training

In conjunction with responding to calls for service, the dispatcher must identify requirements related to the employing law-enforcement agency. These requirements may be general in nature, but serve to enhance the ability of both the dispatcher and the agency to provide needed public safety services. Expected performance outcomes in this category include the following:

5.1 Demonstrate ability to utilize agency equipment to handle 911 call taking and dispatching duties.

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5.2 Quickly and accurately recording information into CAD and/or on cards.

5.3 Use of maps and street files to identify locations and proper codes.

5.4 Accurately type information received verbally.

5.5 Transmit the complaint to radio dispatch by computer/telephone, or personally dispatch appropriate response unit(s).

5.6 Use written information or computer-aided dispatch to assign law-enforcement, fire, and rescue units.

5.7 Monitor and update status of incidents and status of field units.

5.8 Update the field units regarding incident and status information.

5.9 Use written information or computer-aided dispatch to redirect incidents to another dispatcher.

5.10 Monitor, respond, and dispatch by radio, computer transmission, or written information to and from field units.

5.11. Basic concepts and differences between basic and enhanced 9-1-1 telecommunications systems.

5.12 Conference phone lines or patch radio frequencies to enable communications.

5.13 Monitor transferred call until connection is established.

5.14 Receive and handle TTY calls.

5.15 Hold phone line to complete a telephone trace.

5.16 Use ANI/ALI to locate and identify caller, if applicable.*

5.17 Complete ANI/ALI forms to update entries, if applicable.*

5.18 Use call check system to replay "difficult" calls, if applicable.*

5.19 Use "emergency ring down" phones, if applicable.*

(*These criteria must be tested if the agency utilizes this telecommunications equipment.)

5.20 Conduct/monitor civil defense test.

5.21 Enter data into a record system.

5.22 Generate reports.

5.23 Restart the computer system, if applicable.

5.24 Transcribe and/or copy a tape recording.

5.25 Operate radio equipment.

5.26 Operate paging equipment.

5.27 Patch radio frequencies.

5.28 Perform radio frequency tests.

5.29 Dispatch by radio transmission.

5.30 Use of alternative communication methods if regular radio is down.

5.31 Using NCIC or other manuals for assistance.

5.32 Transmitting emergency bulletins by TTY (if applicable).

5.33 Query vehicle.

5.34 Query Computerized Criminal History (CCH).

5.35 Query stored vehicles.

5.36 Query driver's license.

5.37 Enter administrative license suspension (if applicable).

5.38 Query stolen articles.

5.39 Query gun.

5.40 Query wanted/missing persons.

5.41 Clearing entries (if applicable).

5.42 Enter/query protective orders.

5.43 Modify information in computer database (if applicable).

5.44 Hit confirmation process (to include placing locate).

5.45 Informal and formal messages.

NOTE: TRAINEE MUST COMPLETE VCIN/NCIC TRAINING PRIOR TO BEING TESTED ON THE JOB BY CRITERIA NUMBERS 5.31 THROUGH 5.45.

5.46 Answer, refer, and route calls/messages to proper departmental unit.

5.47 Prepare a general broadcast bulletin.

5.48 Complete data entry forms.

5.48.1 Wanted or missing person.

5.48.2 Stolen vehicle.

5.49 Prepare an activity log.

5.50 Prepare a summary report.

5.51 Prepare an intra-departmental memo.

5.52 Monitor alarm/security systems, if applicable.

5.53 Receive opening/closing calls, if applicable.

5.54 Maintain equipment within the communications center.

5.55 Troubleshoot equipment problems.

5.56 Document equipment problems.

5.57 Identify local ordinances affecting dispatch operations.

5.58 Use and maintain maps and cross street directories.

5.59 Demonstrate map reading skills to include street directions.

5.60 Use and maintain log shift rosters of assigned field units.

5.61 Use and maintain department files for warrants and/or other citations.

- 5.62 Use and maintain complaint history files.
- 5.63 Use and maintain specialized logs or data bases, e.g. medical incidents, problem addresses, restraining orders, etc.
- 5.64 Use and maintain towing agency rotation logs.
- 5.65 Use and maintain business directories.
- 5.66 Use and maintain a directory of services provided by other agencies.
- 5.67 Answer an anonymous witness line, e.g., Crime Stoppers.
- 5.68 Provide information, refer and/or transfer calls to appropriate departments or agencies as a general service to the public.
- 5.69 Provide requested information to authorized departments or agencies.
- 5.70 Maintain general resource material in the Communications Center.
- 5.71 Maintain order and cleanliness in the Communications Center.]

VA.R. Doc. No. R00-48; Filed January 11, 2002, 10:26 a.m.

TITLE 9. ENVIRONMENT

VIRGINIA WASTE MANAGEMENT BOARD

Title of Regulation: **9 VAC 20-60. Virginia Hazardous Waste Management Regulations (amending 9 VAC 20-60-14, 9 VAC 20-60-17, [9 VAC 20-60-18,] 9 VAC 20-60-20, 9 VAC 20-60-30, 9 VAC 20-60-50, 9 VAC 20-60-70, 9 VAC 20-60-80, 9 VAC 20-60-124, 9 VAC 20-60-260, 9 VAC 20-60-261, 9 VAC 20-60-262, 9 VAC 20-60-264, 9 VAC 20-60-265, [9 VAC 20-60-266,] 9 VAC 20-60-270, 9 VAC 20-60-273, 9 VAC 20-60-315, 9 VAC 20-60-430, 9 VAC 20-60-440, 9 VAC 20-60-450, 9 VAC 20-60-480, 9 VAC 20-60-490, 9 VAC 20-60-1260, 9 VAC 20-60-1270, 9 VAC 20-60-1280, [9 VAC 20-60-1370,] 9 VAC 20-60-1380, 9 VAC 20-60-1390, 9 VAC 20-60-1410, 9 VAC 20-60-1420, 9 VAC 20-60-1430, and 9 VAC 20-60-1505; adding 9 VAC 20-60-355, 9 VAC 20-60-1285 [, and 9 VAC 20-60-1435]; repealing 9 VAC 20-60-60, Appendix 7.1, Part XI (9 VAC 20-60-960 through 9 VAC 20-60-1250, including Appendix 11.2) and Appendix 12.1).**

Statutory Authority: §§ 10.1-1402 and Article 4 (§ 10.1-1426 et seq.) of Chapter 14 of Title 10.1 of the Code of Virginia.

Effective Date: March 13, 2002.

Summary:

Amendment 15A incorporates federal text in place of analogous Virginia text. In particular, the language describing the permitting process located in Part XI (9 VAC 20-60-960 through 9 VAC 20-60-1250) is deleted and replaced with incorporation of analogous text at 40 CFR Part 270 and elsewhere in Title 40 of the federal

regulations. Other changes include the reinstatement of a number of forms and procedures regarding transporters and petitions to the director, which were previously in the regulations, but were removed in Amendment 14.

Changes made to the proposed regulation include (i) clarifying and technical changes; (ii) specifying that appeals will be conducted under the Virginia Administrative Process Act, not the federal process; and (iii) specifying compliance requirements for handlers of universal waste when crushing mercury-containing lamps.

Summary of Public Comments and Agency's Response: A summary of comments made by the public and the agency's response may be obtained from the promulgating agency or viewed at the office of the Registrar of Regulations.

Agency Contact: Robert G. Wickline, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213, FAX (804) 698-4327, e-mail rgwickline@deq.state.va.us.

9 VAC 20-60-14. Definitions derived from incorporations of reference texts.

A. These regulations contain the text herein and several incorporated texts from Title 40 of the Code of Federal Regulations (cited as 40 CFR followed by a part number, section number and subsection reference numbers). These incorporated texts are fully a part of these regulations; however, definitions, additions, modifications and exemptions stated in the text written herein direct how the incorporated text shall be interpreted, and they take precedence over the verbatim interpretation of the incorporated text. These incorporated texts include definitions that are fully a part of these regulations and generally applicable throughout all incorporated text and all text written herein; however, stated in the text written herein are directions as to how the incorporated text shall be interpreted, and these directions take precedence over the verbatim interpretation of the incorporated text.

B. Unless a specific direction regarding the substitution of terms is given elsewhere, the following terms, where they appear in the Code of Federal Regulations shall, for the purpose of these regulations, have the following meanings or interpretations:

1. "Director" shall supplant the "Administrator," "Assistant Administrator," "Assistant Administrator for Solid Waste and Emergency Response" and the "Regional Administrator," wherever they appear.

2. "Department of Environmental Quality" shall supplant the "United States Environmental Protection Agency," "Environmental Protection Agency," "Agency," "EPA," "EPA Headquarters," "EPA Region(s)" or "Regional Office," wherever they appear. The use of "EPA" as an adjective in "EPA Acknowledgment of Consent," "EPA document," "EPA form," "EPA identification number," "EPA number," "EPA Publication," or similar phrase shall not be supplanted with "Department of Environmental Quality" and shall remain as in the original text cited.

[3. "EPA Environmental Appeals Board" or "Environmental Appeals Board" shall be supplanted with the appointed

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hearing officer at a formal hearing, the court of appropriate jurisdiction, or others as required by the Administrative Process Act, Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia.]

[~~3- 4.~~] "Qualified engineer" or "engineer" means ~~an engineer licensed as a certified~~ professional engineer certified to practice in the Commonwealth of Virginia.

[4. 5.] "State," "authorized state," and "approved state" means the Commonwealth of Virginia.

[~~5- 6.~~] "Approved program" means the Virginia regulatory program for the Virginia Hazardous Waste Management Regulations.

C. If a part of 40 CFR (as in 40 CFR Part 260) is cited, it shall mean the entire part (in this case, all of Part 260) including all subdivisions. If a section or subsection of a part of 40 CFR (as in 40 CFR 260.10) is cited, it shall mean the entire section (Section 10 of Part 260) and its subdivisions, but it does not include other sections or subsections of the same part.

D. The text of federal regulations incorporated by reference in these regulations includes dates that occurred before the effective date of the incorporation of those requirements into these regulations. Such dates shall not be construed as creating a retroactive right or obligation under the Virginia Hazardous Waste Management Regulations when that right or obligation did not exist in these regulations prior to the incorporation of the federal regulations by reference. In such cases, the effective date under Virginia Hazardous Waste Management Regulations is the earliest date the requirement was incorporated into these regulations or is as otherwise specified in these regulations. If a right or obligation existed under federal regulations based on a date in federal regulations and there is a period from the date cited in the incorporated text until the date they took effect in these regulations, nothing is *in* these regulations shall contravene or countermand the legal application of the federal regulation for that period.

E. The text of federal regulations incorporated by reference in these regulations includes references to "RCRA," the "Resource Conservation and Recovery Act," sections of "RCRA," "Subtitle C of RCRA," the "Act," and other citations of enabling federal statutes. These statutes provide authority for actions by the United States Environmental Protection Agency, the administrator, and authorized states to regulate solid and hazardous waste management. The Virginia Waste Management Act (§ 10.1-1400 et seq.) of Title 10.1 of the Code of Virginia provides authority to the Virginia Waste Management Board, the director and the department analogous to many of those found in the federal statutes. See Part II (9 VAC 20-60-20 et seq.) of this chapter. Wherever in the incorporation by reference in these regulations of text from the Code of Federal Regulations there is a citation of authority from federal statutes, the authority and power of the analogous or related portions of the Virginia Waste Management Act shall be considered to apply in addition to the federal statutory citation and to support enforcement of the requirement.

9 VAC 20-60-17. Definitions created by these regulations.

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

"Administrator" means the Administrator of the United States Environmental Protection Agency or his designee. See 9 VAC 20-60-14 B 1.

"Another regulation of the Virginia Administrative Code" means any regulation that is not in 9 VAC 20-60-12 et seq., the Virginia Hazardous Waste Management Regulations.

"Application, Part A" means that part of the application ~~which~~ that a permit applicant shall complete to qualify for interim status under § 3005(e) of RCRA or this chapter and for consideration for a permit.

"Application, Part B" means that part of the application ~~which~~ that a permit applicant shall complete to be considered for a permit as required by 9 VAC 20-60-1010.

"Approved program" means a state program ~~which~~ that has been approved by the U.S. EPA. An "approved state" is one administering an "approved program" under the hazardous waste *management* provisions of RCRA.

"Authorization (authorized program)" means a state hazardous waste program ~~which~~ that has been approved under the authorities of [~~the~~] Resource Conservation and Recovery Act RCRA.

"Authorized representative" means the manager, superintendent, or person of equivalent responsibility responsible for the overall operation of a facility or an operational unit (i.e., part of a facility).

"Board" means the Virginia Waste Management Board.

"Commonwealth" means the Commonwealth of Virginia.

"Department" means the Virginia Department of Environmental Quality.

"Director" means the Director of the Department of Environmental Quality.

"Emergency permit" means a permit issued where an imminent and substantial endangerment to human health or the environment is determined to exist by the director. ~~See 9 VAC 20-60-1050 A.~~

"EPA" means the U.S. Environmental Protection Agency. See 9 VAC 20-60-14 B 2.

"EPA identification number" means the number assigned by EPA or the director to each hazardous waste generator, hazardous waste transporter, or hazardous waste facility.

"EPA hazardous waste number" means the number assigned by EPA to each waste listed in Subpart D of 40 CFR Part 261 and to each waste *exhibiting* a characteristic identified in Subpart C of 40 CFR Part 261.

"Hazardous material" means a substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and

property when transported in commerce, and which has been so designated under 49 CFR Parts 171 and 173.

"HSWA" means the Hazardous and Solid Waste Amendments of 1984 (P.L. 98-616).

"HSWA drip pad" means a drip pad where F032 wastes are handled.

"HSWA tank" means a tank owned or operated by a small quantity generator or an underground tank for which construction commences commenced after July 14, 1986, or an underground tank that cannot be entered for inspection.

"HWM" means hazardous waste management.

"Non-HSWA tank" means any tank that is not a HSWA tank.

"Non-HSWA drip pad" means a drip pad where F034 or F035 wastes are handled.

"Permit" means a control document issued by the Commonwealth pursuant to this chapter, or by the EPA administrator pursuant to applicable federal regulations. The term "permit" includes any functional equivalent such as an authorization, license, emergency permit, or permit by rule. It does not include interim status under RCRA or this chapter, nor does it include draft permits.

"Permitted hazardous waste management facility" or "permitted facility" means a hazardous waste treatment, storage, or disposal facility that has received an EPA or Commonwealth permit in accordance with the requirements of this chapter or a permit from an authorized state program.

"Qualified engineer" or "engineer" means a professional engineer certified to practice in the Commonwealth of Virginia.

"RCRA" means the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 USC § 6901 et seq.).

"Regulation" means the control, direction and governance of solid and hazardous waste activities by means of the adoption and enforcement of laws, ordinances, rules and regulations.

"Responsible individual" means an individual authorized to sign official documents for and act on behalf of a company or organization. See also "authorized representative."

"Signature" means the name of a person written with his own hand.

"These regulations" means 9 VAC 20-60 [~~42 et seq.~~], the Virginia Hazardous Waste Management Regulations.

"VHWMR" means 9 VAC 20-60 [~~42 et seq.~~], the Virginia Hazardous Waste Management Regulations.

B. Terms used in liability insurance requirements. In the liability insurance requirements, the terms "bodily injury" and "property damage" shall have the meanings given these terms by the case law of the Virginia court system. However, these terms do not include those liabilities which, consistent with standard industry practices, are excluded from coverage in liability policies for bodily injury and property damage. The department intends the meanings of other terms used in the

liability insurance requirements to be consistent with their common meanings within the insurance industry.

[9 VAC 20-60-18. Applicability of incorporated references based on the dates on which they became effective.

Except as noted, when a regulation of the United States Environmental Protection Agency set forth in Title 40 of the Code of Federal Regulations is adopted herein and incorporated by reference, that regulation shall be as it exists and ~~is in effect on July 1, 2000, unless an exception or an alternative date is specified~~ has been published as a final regulation in the Federal Register prior to July 1, 2001, with the effective date as published in the Federal Register notice or November 21, 2001, whichever is later.]

9 VAC 20-60-20 through 9 VAC 20-60-60. [No change from proposed.]

9 VAC 20-60-70. Public participation.

A. All regulations developed under the provisions of Title 10.1 of the Code of Virginia for hazardous waste management shall be developed in accordance with the provisions of the Commonwealth of Virginia Administrative Process Act ([~~§ 9-6-14:1 § 2.2-4000~~] et seq. of the Code of Virginia) and the Virginia Waste Management Board Public Participation Guidelines, 9 VAC 20-10 [~~40 et seq.~~] .

B. All permits for hazardous waste management facilities, including permits by rule, will be the subject of a public hearing, as specified in ~~9 VAC 20-60-1220~~ 9 VAC 20-60-270.

C. Modifications and revisions to all hazardous waste management facility permits, except changes to interim status, shall be subject to public participation in accordance with ~~Part XI (9 VAC 20-60-960 et seq.) of this chapter~~ 9 VAC 20-60-270.

D. Modifications and revisions to this chapter shall be the subject of public participation as specified by the Virginia Administrative Process Act and the public participation guidelines of the ~~department board~~.

E. Dockets of all permitting actions, enforcement actions, and administrative actions relative to this chapter shall be available to the public for review, consistent with the Commonwealth of Virginia Administrative Process Act, Virginia Freedom of Information Act ([~~§ 2-1-340 § 2.2-3700~~] et seq. of the Code of Virginia), and the provisions of this chapter.

F. All reports and related materials received from hazardous waste generators, transporters and facilities, as required by this chapter, shall be open to the public for review.

G. Public participation in the compliance evaluation and enforcement programs is encouraged. The department will:

1. Investigate and provide written responses to all citizen complaints addressed to the department;
2. Not oppose intervention by any citizen in a suit brought before a court by the department as a result of the enforcement action; and
3. Publish a notice in major daily or weekly newspaper of general circulation in the area [~~and broadcast over local radio stations;~~] and provide at least 30 days of public

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comment on proposed settlements of civil enforcement actions except where the settlement requires some immediate action.

~~H. Appropriate segments of the public will be provided information relative to the planning and implementation of this chapter on a routine and continuing basis.~~

9 VAC 20-60-80. [No change from proposed.]

9 VAC 20-60-124. Adoption of 40 CFR Part 124 by reference.

A. Except as otherwise provided, those regulations of the United States Environmental Protection Agency set forth in ~~Subpart Subparts A and B of 40 CFR Part 124 that are required for state, wherein they relate to RCRA programs (Resource Conservation and Recovery Act) by 40 CFR 271.14, are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations VHWMR.~~ Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of incorporated sections of 40 CFR Part 124 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where text from 40 CFR Part 124 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. Other sections of these regulations, particularly in ~~Parts XI (9 VAC 20-60-960 et seq.)~~ 9 VAC 20-60-270 and Part XIV (9 VAC 20-60-1370 et seq.) of this chapter, describe processes or procedures wherein items from 40 CFR Part 124 are applied as a part of more complete and detailed requirements. The incorporations of portions of 40 CFR Part 124 in this part shall not be construed so as to contradict or interfere with the operations of other parts of these regulations.

2. *In addition to the citations in 40 CFR 124.5(a), permits may be modified, revoked and reissued, or terminated for reasons stated in 9 VAC 20-60-270 B and Part XIV (9 VAC 20-60-1370 et seq.) of this chapter.*

3. *Text of 40 CFR 124.5(b) is not incorporated into these regulations. Administrative appeal shall be conducted in accordance the Virginia Administrative Process Act (§ [~~9-6-14-1~~ 2.2-4000] et seq. of the Code of Virginia).*

~~2-~~ 4. In 40 CFR 124.5(d), 40 CFR 124.6(e), and 40 CFR 124.10(b), the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

~~3-~~ 5. In 40 CFR 124.5(d), 40 CFR 124.6(e), and 40 CFR 124.10(b), the term "EPA" shall mean the United States Environmental Protection Agency.

4. 6. In 40 CFR 124.10(c)(1)(ii), the term "EPA" shall mean the United States Environmental Protection Agency.

5. ~~[7. In Subpart A of 40 CFR Part 124, there are several references to elements of 40 CFR Part 270. These regulations do not incorporate 40 CFR Part 270 in its entirety, but do contain requirements in] Parts XI [9 VAC~~

~~20-60-270 B and Part XIV (9 VAC 20-60-1370 et seq.) of this chapter that are analogous to many of the subelements of 40 CFR Part 270 that are not incorporated by reference. Where a reference to a subelement of 40 CFR Part 270 is included in text of the Code of Federal Regulations incorporated in these regulations, those analogous requirements of these regulations shall be substituted for the subelement of 40 CFR Part 270.~~

7. *In 40 CFR 124.19 an appeal process is established that includes certain appeals procedures that apply to the federal hazardous waste program, including the establishment of an EPA Environmental Appeals Board. These Virginia regulations do not incorporate this federal process. Appeals under these regulations will be in accordance with the Administrative Process Act, Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia. All federal regulatory references to the appeal process or the EPA Environmental Appeals Board, such as in 40 CFR 124.5, shall be construed to mean the administrative processes and appeals processes as specified by Virginia's Administrative Process Act.]*

9 VAC 20-60-260. Adoption of 40 CFR Part 260 by reference.

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 260 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 260 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 260 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In 40 CFR 260.10, the term "Administrator" shall mean the administrator of the United States Environmental Protection Agency or his designee.

2. In 40 CFR 260.10, the term "EPA" shall mean the United States Environmental Protection Agency.

3. In 40 CFR 260.10 the term "new tank system" and "existing tank system," the reference to July 14, 1986, applies only to tank regulations promulgated pursuant to federal Hazardous and Solid Waste Amendment (HSWA) requirements. HSWA requirement categories include:

a. Interim status and permitting requirements applicable to tank systems owned and operated by small quantity generators;

b. Leak detection requirements for all underground tank systems for which construction [~~commences~~ commenced] after July 14, 1986; and

c. Permitting standards for underground tanks that cannot be entered for inspection.

For non-HSWA regulations, the reference date shall be January 1, 1998.

4. In 40 CFR 260.10, the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

5. In 40 CFR 260.10 definitions of the terms "Person," "State," and "United States," the term "state" shall have the meaning originally intended by the Code of Federal Regulations and not be supplanted by "Commonwealth of Virginia."

6. In 40 CFR 260.10 and wherever elsewhere in Title 40 of the Code of Federal Regulations the term "universal waste" appears, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

7. Throughout 40 CFR 260.11(a), the terms "EPA" and "U.S. Environmental Protection Agency" shall not be supplanted with the term "Commonwealth of Virginia."

8. In Part XIV (9 VAC 20-60-1370 et seq.), the Virginia Hazardous Waste Management Regulations contain analogous provisions *analogous to 40 CFR 260.23*, 40 CFR 260.30, 40 CFR 260.31, 40 CFR 260.32, 40 CFR 260.33, 40 CFR 260.40, and 40 CFR 260.41. These sections of 40 CFR Part 260 are not incorporated by reference and are not a part of the Virginia Hazardous Waste Management Regulations.

9. Sections 40 CFR 260.2, 40 CFR 260.20, 40 CFR 260.21 and, 40 CFR 260.22 and 40 CFR 260.23 are not included in the incorporation of 40 CFR Part 260 by reference and are not a part of the Virginia Hazardous Waste Management Regulations.

10. Appendix I to 40 CFR Part 260 is not incorporated by reference and is not a part of the Virginia Hazardous Waste Management Regulations.

9 VAC 20-60-261. [No change from proposed.]

9 VAC 20-60-262. Adoption of 40 CFR Part 262 by reference.

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 262 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 262 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 262 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In 40 CFR 262.42(a)(2), the words "for the Region in which the generator is located" is deleted from the incorporated text and is not a part of these regulations.

2. In 40 CFR 262.12, 40 CFR 262.53, 40 CFR 262.54, 40 CFR 262.55, 40 CFR 262.56 and 40 CFR 262.57, the term "Administrator" shall mean the administrator of the United States Environmental Protection Agency or his designee.

3. In 40 CFR 262.12, 40 CFR 262.53, 40 CFR 262.54, 40 CFR 262.55, 40 CFR 262.56 and 40 CFR 262.57, the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

4. For accumulation areas established before March 1, 1988, [~~the a~~] generator [~~, who is not otherwise exempted by 40 CFR 261.5~~] shall notify the director [~~that he accumulates~~ ~~of each location where he accumulates~~] hazardous waste in accordance with 40 CFR 262.34 by March 1, 1988. For accumulation areas established after March 1, 1988, he shall notify the director ~~least 15 days and document in the operating record that he intends to accumulate hazardous waste in accordance with 40 CFR 262.34~~ prior to or immediately upon the establishment of ~~the each accumulation areas that he intends to accumulate hazardous waste in accordance with 40 CFR 262.34~~ area. In the case of a new generator who creates such accumulation areas after March 1, 1988, he shall notify the director at the time the generator files the Notification of Hazardous Waste Activity that he intends to accumulate hazardous waste in [~~accord~~ ~~accordance~~] with 40 CFR 262.34. This notification shall specify the exact location of the accumulation area at the site.

5. In addition to the requirements in 40 CFR Part 262, management of hazardous wastes is required to comply with the Regulations Governing the Transportation of Hazardous Materials (9 VAC 20-110-10 et seq.), including packaging and labeling for transport.

6. ~~In addition to the requirements of 40 CFR Part 262, the A generator shall designate on the manifest all subsequent transporters of the hazard waste shipment not offer his hazardous waste to a transporter or to a facility that has not received a permit and an EPA identification number.~~

[7. In 40 CFR 262, Subpart H, the terms "EPA" and "Environmental Protection Agency" shall mean the United States Environmental Protection Agency.]

9 VAC 20-60-264. Adoption of 40 CFR Part 264 by reference.

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 264 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 264 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 264 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. Sections 40 CFR 264.1(d), 40 CFR 264.1(f), 40 CFR 264.149, 40 CFR 264.150, 40 CFR 264.301(l), and

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Appendix VI are not included in the incorporation of 40 CFR Part 264 by reference and are not a part of the Virginia Hazardous Waste Management Regulations.

2. In 40 CFR 264.1(g)(11) and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."
3. In 40 CFR 264.12(a), the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.
4. In 40 CFR 264.33, the following sentence shall be added to the end of the paragraph: "A record of tests or inspections will be maintained on a log at that facility or other reasonably accessible and convenient location."
5. In addition to the notifications required by 40 CFR 264.56(d)(2), notification shall be made to the on-scene coordinator, the National Response Center and the ~~Commonwealth Emergency Response Team~~ *Virginia Department of Emergency Management, Emergency Operations Center*. In the associated report filed under 40 CFR 264.56(j), the owner or operator shall include such other information specifically requested by the director, which is reasonably necessary and relevant to the purpose of an operating record.
6. In 40 CFR 264.143(h), 40 CFR 264.145(h), and 40 CFR 264.151, an owner or operator may use the same financial mechanism for multiple facilities. If the facilities covered by the mechanism are located in more than one state, identical evidence of financial assurance must be submitted to and maintained with all RCRA authorized state agencies where facilities covered by the financial mechanism are located or with the regional administrators where facilities are located in states without RCRA authorization.
7. In 40 CFR 264.147(a)(1)(ii), 40 CFR 264.147(b)(1)(ii), 40 CFR 264.147(g)(2), and 40 CFR 264.147(i)(4), the term "Virginia" shall not be substituted for the term "State" or "States."
8. In 40 CFR 264.191(a), the compliance date of January 12, 1988, applies only for HSWA tanks. For non-HSWA tanks, the compliance date is November 2, 1997, instead of January 12, 1997.
9. In 40 CFR 264.191(c), the reference to July 14, 1986, applies only to HSWA tanks. For non-HSWA tanks, the applicable date is November 2, 1987, instead of July 14, 1986.
10. In 40 CFR 264.193, the federal effective dates apply only to HSWA tanks. For non-HSWA tanks, the applicable date is November 2, 1997, instead of January 12, 1997.
11. A copy of all reports made in accordance with 40 CFR 264.196(d) shall be sent to the director and to the chief administrative officer of the local government of the jurisdiction in which the event occurs. The sentence in 40 CFR 264.196(d)(1), "If the release has been reported pursuant to 40 CFR part 302, that report will satisfy this requirement." is not incorporated by reference into these regulations and is not a part of the Virginia Hazardous Waste Management Regulations.
12. The following text shall be substituted for 40 CFR 264.570(a): "The requirements of this subpart apply to owners and operators of facilities that use new or existing drip pads to convey wood drippage, precipitation and/or surface water run-off to an associated collection system. Existing HSWA drip pads are those constructed before December 6, 1990, and those for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to December 6, 1990. Existing non-HSWA drip pads are those constructed before January 14, 1993, and those for which the owner or operator has a design and has entered into a binding financial or other agreements for construction prior to January 14, 1993. All other drip pads are new drip pads. The requirement at 40 CFR 264.573(b)(3) to install a leak collection system applies only to those HSWA drip pads that are constructed after December 24, 1992, except for those constructed after December 24, 1992, for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to December 24, 1992. For non-HSWA drip pads, the requirement at 40 CFR 264.573(b)(3) to install a leak collection system applies only to those non-HSWA drip pads that are constructed after September 8, 1993, except for those constructed after September 8, 1993, for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to September 8, 1993."
13. In 40 CFR 264.1030(c), the reference to 40 CFR 124.15 shall be replaced by a reference to 40 CFR 124.5.
14. The underground injection of hazardous waste for treatment, storage or disposal shall be prohibited throughout the Commonwealth of Virginia.
15. In addition to the notices required in Subpart B and others parts of 40 CFR Part 264, the following notices are also required:
 - a. The owner or operator of a facility that has arranged to receive hazardous waste from a foreign source (*a source located outside of the United States of America*) shall notify the director and administrator in writing at least four weeks in advance of the date the waste is expected to arrive at the facility. Notice of subsequent shipments of the same waste from the same foreign source is not required.
 - b. The owner or operator of a facility that receives hazardous waste from an off-site source (except where the owner or operator of the facility is also the generator of this waste) shall inform the generator in writing that he has appropriate permits for, and will accept, the waste

that the generator is shipping. The owner or operator shall keep a copy of this written notice as part of the operating record.

c. Before transferring ownership or operation of a facility during its operating life, or of a disposal facility during the post-closure care period, the owner or operator shall notify the new owner or operator in writing of the requirements contained in 9 VAC 20-60-264 and ~~Part XI (9 VAC 20-60-960 et seq.) of this chapter~~ 9 VAC 20-60-270. An owner or operator's failure to notify the new owner or operator of the above requirements in no way relieves the new owner or operator of his obligation to comply with all applicable requirements.

d. Any person responsible for the release of a hazardous substance from the facility which poses an immediate or imminent threat to public health and who is required by law to notify the National Response Center shall notify the director and the chief administrative officer of the local government of the jurisdiction in which the release occurs or their designees. In cases when the released hazardous substances are hazardous wastes or hazardous waste constituents additional requirements are prescribed by Subpart D of 40 CFR Part 264.

16. In 40 CFR 264.93, "hazardous constituents" shall include constituents identified in 40 CFR Part 264 Appendix IX in addition to those in 40 CFR Part 261 Appendix VIII.

17. The federal text at 40 CFR 264.94(a)(2) is not incorporated by reference. The following text shall be substituted for 40 CFR 264.94(a)(2): "For any of the constituents for which the USEPA has established a [*Primary*] Maximum Contaminant Level [(PMCL) (MCL)] under [the National Primary Drinking Water Regulation,] 40 CFR Part 141 (regulations under the Safe Drinking Water Act), the concentration must not exceed the value of the [*PMCL* MCL; or] if the background level of the constituent is below the [*PMCL* MCL] ; or."

9 VAC 20-60-265. [No change from proposed.]

[9 VAC 20-60-266. Adoption of 40 CFR Part 266 by reference.

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 266 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 266 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 266 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In addition to the requirements of Subpart C of 40 CFR Part 266, those who generate or transport recyclable materials or those who own or operate facilities that use or store recyclable materials are also subject to applicable requirements of Parts IV (9 VAC 20-60-305 et seq.), VII (9 VAC 20-60-420 et seq.), and XII (9 VAC 20-60-1260 et

seq.) of these regulations if the materials are used in a manner constituting disposal.

2. In addition to the requirements of Subpart C of 40 CFR Part 266, those who generate or transport recyclable materials or those who own or operate facilities that use or store recyclable materials are also subject to applicable requirements of Parts IV, VII and XII of these regulations if the recyclable materials are for precious metals recovery.

3. In addition to the requirements of Subpart G of 40 CFR Part 266, those who store lead-acid batteries subject to 40 CFR ~~266(b)~~ 266.80(b) are also subject to the requirements of Parts IV, VII and XII of these regulations.]

9 VAC 20-60-270. Adoption of 40 CFR Part 270 by reference.

A. Except as otherwise provided, those regulations of the United States Environmental Protection Agency set forth in ~~Subpart A of 40 CFR Part 270 that are required for state RCRA programs (Resource Conservation and Recovery Act) by 40 CFR 271.14~~ are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. ~~40 CFR 270.1(c)(2) is also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.~~ Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of incorporated sections of 40 CFR Part 270 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 270 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In 40 CFR Part 270 and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

~~[2. At 40 CFR 270.4(a)(3), the leak detection system requirements include double liners, cap quality assurance programs, monitoring, action leakage rates, and response action plans and will be implemented through the procedures of 40 CFR 270.42(a) Class 1 permit modifications subject to footnote 1, which require prior approval of the director.]~~

~~2. [3. 2.]~~ In 40 CFR 270.5, the term "Administrator" shall mean the administrator of the United States Environmental Protection Agency or his designee.

~~3. [4. 3.]~~ In 40 CFR 270.5, the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

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4. ~~[5. 4.]~~ The underground injection of hazardous waste for treatment, storage or disposal shall be prohibited throughout the Commonwealth of Virginia, and no permits shall be issued for underground injection facilities.

5. ~~Permit modifications for implementing a leak detection system shall be classified as required in 9 VAC 20-60-1170 and not as specified in 40 CFR 270.4.~~

C. ~~Part XI (9 VAC 20-60-960 et seq.) of these regulations contains requirements from the incorporated text of 40 CFR Part 270 and additional requirements and clarifications unique to these regulations. The incorporation by reference in 9 VAC 20-60-270 shall be considered as supporting Part XI of these regulations and consistent with Title 40 of the Code of Federal Regulations; and any apparent conflict between requirements of the text incorporated by reference and the text of Part XI shall be resolved by compliance with Part XI. Except where the requirements of Part XI and 9 VAC 20-60-270 are mutually exclusive, compliance with both is required. No conflict shall be assumed to exist until the director renders a written opinion that a conflict exists and indicates the nature of the conflict.~~

[~~6. 5.]~~ *Validity of the federal HWM permits. [This section replaces 40 CFR 270.51, which is not included in the incorporation of 40 CFR Part 270 by reference and is not a part of the Virginia Hazardous Waste Management Regulations.]*

a. *Hazardous waste management facilities located in Virginia which possess an effective final RCRA permit issued by the United States Environmental Protection Agency will be considered to possess a valid Virginia hazardous waste management permit for the duration of the unexpired term of the federal permit, provided that:*

(1) *The facility remains in compliance with all of the conditions specified in the federal permit;*

(2) *The operator submits a complete copy of the federal permit to the director no later than the effective date of the federal permit; and*

(3) *The owner and operator of the facility submit a request to continue the federal permit addressed to the director.*

b. *Federal permits issued to hazardous waste management facilities located in Virginia by the United States Environmental Protection Agency pursuant to HSWA requirements which constitute the federal portion of the combined Virginia - United States Environmental Protection Agency RCRA permits are considered, for the purposes of this chapter, as addenda to the Virginia permits and will remain in effect during the unexpired term of the Virginia permit.*

[~~7. 6.]~~ *All permit applications and reapplications required by these regulations shall be accompanied by an appropriate permit application fee as specified in Part XII (9 VAC 20-60-1260 et seq.) of this chapter. Applications or reapplications not accompanied by such fees will not be considered complete. The director shall not issue a permit before receiving a complete application except permits by rule, emergency permits, or continued federal permits. In addition, an application for a permit is not complete until the*

director receives an application form and any supplemental information, which are completed to his satisfaction. The completeness of any application for a permit shall be judged independently of the status of any other permit application or permit for the same facility or activity. In cases where Part A of the application was first submitted to the United States Environmental Protection Agency Administrator, a copy of such submission shall also be sent to the director.

[~~8. 7.]~~ *Interim status.*

a. *The director may deny interim status to any owner or operator if, at the time the Part A application is submitted, the facility is in violation of any regulation of the board so as to pose a substantial present or potential hazard to human health or environment.*

b. *[Unless subject of an exception specified in 40 CFR 270.73,] interim status terminates when final disposition of a permit application is made or when interim status is terminated by the director. Interim status may be terminated for any of the following reasons:*

(1) *Failure to submit a completed Part B application on time;*

(2) *Failure to furnish any information required by this chapter;*

(3) *Falsification, misrepresentation or failure to fully disclose any information submitted or required to be kept under this chapter;*

(4) *Violation of this chapter; and*

(5) *A determination that the facility poses a significant threat to public health or the environment.*

c. *The director may terminate the interim status upon receiving a voluntary request for such an action from the owner and the operator of the facility.*

(1) *To be considered for voluntary termination such request shall:*

(a) *Be received by the director prior to the issuance of the request to submit Part B of the permit application in accordance with this section; and*

(b) *Be accompanied by a waiver of procedures contained in this section.*

(2) *Termination under this part will not be granted to the owner and operator of the facility:*

(a) *Which is not in compliance with the standards contained in 9 VAC 20-60-265; or*

(b) *When termination proceedings have been instituted under this section.*

d. *The effective date of the termination of the interim status will be determined by the director to allow for proper closure of the facility in accordance with Subpart G of 40 CFR Part 264 and Subpart G of 40 CFR Part 265, as applicable.*

[~~9. 8.]~~ *Each permit shall include permit conditions necessary to achieve compliance with the Virginia Waste*

Management Act (§ 10.1-1400 et seq. of the Code of Virginia) and regulations, including each of the applicable requirements specified in this part (Part III) of these regulations. In satisfying this provision, the director may incorporate applicable requirements of Part III directly into the permit or establish other permit conditions that are based on these requirements.

~~[10. When the standards or regulations on which the permit was based have been changed by statute, through promulgation of new or amended standards or regulations or by judicial decision after the permit was issued, cause may exist to modify a permit but not to revoke or reissue the permit (except with the permittee's request or agreement).~~

~~a. The director may modify the permit when the standards or regulations on which the permit was based have been changed by statute or if standards or regulations have been amended.~~

~~b. The permittee may request modification when:~~

~~(1) The permit condition requested to be modified was based on a promulgated hazardous waste regulation; and~~

~~(2) The Commonwealth has revised, withdrawn or modified that portion of the regulation on which the permit condition was based.~~

~~c. If a court of competent jurisdiction has remanded and stayed Commonwealth regulations, if the remand and stay concern that portion of the regulations on which the permit condition was based and if a request is filed by the permittee, the permit may be modified.~~

~~11. The director may modify a permit:~~

~~a. If he determines good cause exists for modification of a compliance schedule, such as an act of God, strike, flood, or material shortage or other events over which the permittee has little or no control and for which there is no reasonably available remedy.~~

~~b. When modification of a closure or post-closure plan is required under 40 CFR 264.112(e) and 40 CFR 264.118(d).~~

~~c. After he receives the notification of expected closure under 40 CFR 264.113 and he determines that extension of the 90 day or 180 day periods under that part is warranted.~~

~~d. When modification is warranted with regard to~~

~~(1) The 30-year post-closure period under 40 CFR 264.117(a);~~

~~(2) Continuation of the security requirements under 40 CFR 264.117(b); or~~

~~(3) Permission to disturb the integrity of the containment system under 40 CFR 264.117(e).~~

~~e. When the permittee has filed a request under 40 CFR 264.147(d) for a variance to the level of financial responsibility or when the director demonstrates under 40~~

~~CFR 264.147(d) that an upward adjustment of the level of financial responsibility is required.~~

~~f. When the corrective action program specified in the permit under 40 CFR 264.100 has not brought the regulated unit into compliance with the ground water protection standard within a reasonable period of time.~~

~~g. To include a detection monitoring program meeting the requirements of 40 CFR 264.98, when the owner or operator has been conducting a compliance monitoring program under 40 CFR 264.99 or a corrective action program under 40 CFR 264.100 and the compliance period ends before the end of the post-closure care period for the unit.~~

~~h. When a permit requires a compliance monitoring program under 40 CFR 264.99, but monitoring data collected prior to permit issuance indicate that the facility is exceeding the ground water protection standard.~~

~~i. When a land treatment unit is not achieving complete treatment of hazardous constituents under its current permit conditions.~~

~~12. 9.] In addition to the other general information requirements to be part of the contents of any Part B in 40 CFR 270.14(b), the following information is required for all hazardous waste management facilities, except as provided otherwise:~~

~~a. A copy of the general inspection schedule required by 40 CFR 264.15(b). Include, where applicable, as part of the inspection schedule, specific requirements in 40 CFR 264.174, 40 CFR 264.193(i), 40 CFR 264.195, 40 CFR 264.226, 40 CFR 264.254, 40 CFR 264.273, 40 CFR 264.303, 40 CFR 264.573, 40 CFR 264.574, 40 CFR 264.602, 40 CFR 264.1033, 40 CFR 264.1052, 40 CFR 264.1053, and 40 CFR 264.1058.~~

~~b. Traffic pattern, estimated volume (number, types of vehicles) and control; describe access road surfacing and load bearing capacity; show traffic control signals.~~

~~[13. 10.] A period of 30 days shall elapse between the date of public notice and the date of a public hearing under 40 CFR 270.42(b)(4) and 40 CFR 270.42(c)(4).~~

~~[14. 11.] Notices given under 40 CFR 270.30(l)(1) shall be written.~~

~~[15. The suitability of the facility location will not be considered at the time of permit modification or revocation and reissuance unless new information or standards indicate that an endangerment to human health or the environment exists which was unknown at the time of permit issuance.~~

~~12. The following additional information is required from owners or operators of facilities that store or treat hazardous waste in waste piles if an exemption is sought to Subpart F of 40 CFR Part 264 and 40 CFR 264.251 as provided in 40 CFR 264.250(c) and 40 CFR 264.90(b)(2):~~

~~a. An explanation of how the standards of 40 CFR 264.250(c) will be complied with; and~~

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b. Detailed plans and an engineering report describing how the requirements of 40 CFR 264.90(b)(2) will be met.]

[~~46~~. 13.] *The agencies of the Commonwealth publish notices of regulatory activity, permit hearings and other official notices in the Virginia Register. Any references in incorporated federal text that indicate a publication is to be made in the Federal Register shall be construed to mean the Virginia Register when such publication is to be made by an agency of the Commonwealth.*

[14. *Appeal rights and procedures related to a remedial action plan (RAP) included in 40 CFR 270.155, especially appeals to the EPA Environmental Appeals Board, are not incorporated into these regulations. Appeals of actions related to the content or process of developing a RAP will be governed by the Administrative Process Act, Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia.]*

9 VAC 20-60-273. Adoption of 40 CFR Part 273 by reference.

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 273 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 273 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 273 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In 40 CFR 273.32(a)(3), the term "EPA" shall mean the United States Environmental Protection Agency or his designee.

2. In addition to universal wastes included in 40 CFR Part 273, other wastes are defined to be universal wastes in Part XVI (9 VAC 20-60-1495 et seq.) of these regulations. Part XVI also contains waste specific requirements associated with the waste defined to be universal waste therein. In 40 CFR 273.1, the definitions in [~~40 CFR 273.6~~ 40 CFR 273.9], and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous waste that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed." Any listing of universal wastes in 40 CFR Part 273 shall incorporate the universal wastes set out in Part XVI in a manner identical to those included in the federal text; whether, for example, as in 40 CFR 273.32(b)(4), 40 CFR 273.32(b)(5), 40 CFR 273.39(b)(2), and 40 CFR 273.62(a)(20) or as items to be included in a calculation or requirement as in the definitions

of "Large Quantity Handler of Universal Waste" and "Small Quantity Handler of Universal Waste."

3. In addition to the requirements for lamps contained in 40 CFR 273, the following requirements shall apply:

a. *A used lamp shall be considered discarded and a waste on the date the generator permanently removes it from its fixture. An unused lamp becomes a waste on the date the generator discards it since that is the date on which he is deemed to have decided to discard it in accordance with 40 CFR 273.5(c)(2).*

b. *Universal waste lamps may be crushed or intentionally broken on the site of generation to reduce their volume; however, breaking, crushing, handling, and storage must occur in a safe and controlled manner that minimizes the release of mercury to the workplace and the environment and must comply with 29 CFR 1910.1000. The procedure for breaking, crushing, handling and storing of the lamps must be documented and use a mechanical unit specifically designed for the process that incorporates the containment and filtration of process air flows to remove mercury-containing vapors and dusts.*

[c. *All handlers of universal waste (large or small quantity) who crush mercury-containing lamps under these universal waste regulations shall comply with the following provisions:*

(1) *The handler must use a mercury-containing lamp crusher indoors with air pollution controls that capture both particulate and vapor phase mercury. At a minimum, these controls must include, or must be equivalent to the protection provided by a HEPA filter, activated charcoal, and a negative air flow (vacuum) through the crusher unit. The crusher must have documentation from the manufacturer that demonstrates that the unit:*

(a) *Is capable of achieving the Occupational Safety and Health Administration Permissible Exposure Limit (PEL) for mercury of 0.10 milligram per cubic meter in indoor ambient air (under individual site-specific use conditions); and*

(b) *Achieves a particle retention rate of 99.97% in the HEPA filter (at a particle diameter of 0.3 microns).*

(2) *The handler must develop and implement a written procedure specifying how to safely crush universal waste lamps. This procedure must include: type of equipment to be used to crush the lamps safely, operation and maintenance of the unit in accordance with written procedures developed by the manufacturer of the equipment, and proper waste management practices. The handler must document maintenance activities and keep records of maintenance. In addition, the unit operator must receive training in crushing procedures, waste handling and emergency procedures (training must be documented).*

(3) *Residues, filter media, or other solid waste generated as part of the crushing operation, which are not being reclaimed and which exhibit any characteristics of a hazardous waste, must be*

managed in accordance with all applicable hazardous waste management requirements.

(4) The handler must ensure that spills of the contents of the universal waste lamps that may occur during crushing operations are cleaned up in accordance with 40 CFR 273.13 (d)(2) or 40 CFR 273.33 (d) (2).

(5) The handler must store the crushed lamps in closed, nonleaking drums or containers that are in good condition. Transfer of the crushed lamps to other drums or containers is not permitted.

(6) Drums or containers used for storage of crushed lamps must be properly sealed and labeled. The label shall bear the words "Universal Waste-Lamp(s)," "Waste Lamp(s)," or "Used Lamp(s)."

3. 4. A small quantity handler having a waste subject to the requirements of 40 CFR 273.13(a)(3)(i) is also subject to 9 VAC 20-60-270 and Parts IV (9 VAC 20-60-305 et seq.), VII (9 VAC 20-60-420 et seq.), XI (~~9 VAC 20-60-960 et seq.~~), and XII (9 VAC 20-60-1260 et seq.) of ~~these regulations~~ this chapter.

9 VAC 20-60-315 through 9 VAC 20-60-440. [No change from proposed.]

9 VAC 20-60-450. Transporter permit.

A. This chapter applies to all persons who transport a hazardous waste, except as otherwise provided in Part VII (9 VAC 20-60-420 et seq.) of this chapter.

B. The transporter permit required under 9 VAC 20-60-450 applies only to those transporters who transport hazardous waste shipments which originate or terminate or both in the Commonwealth. Transporters who transport hazardous waste only through the Commonwealth are not required to obtain a transporter permit.

C. Permit issuance. Upon receipt of a complete application (~~Appendix 7.1 of this part~~), *Form 7.1*, accompanied by the appropriate permit application fee as specified in Part XII (9 VAC 20-60-1260 et seq.) of this chapter, the director shall either:

1. Issue a permit, provided conditions of 9 VAC 20-60-440 are met; or
2. Deny the permit when it can be demonstrated that the transporter has violated regulations of the Commonwealth, another state or the federal government, so as to pose substantial present or potential hazard to health or environment. The procedure for denying a permit shall be consistent with the Virginia Administrative Process Act ([~~§ 9-6-14-1~~ § 2.2-4000] et seq. of the Code of Virginia).

D. The term of the transporter permit shall be 10 years. A permit shall remain in effect until one or more of the following conditions are met:

1. The transporter ceases business operation;
2. The transporter requests, in writing, that the permit be terminated;
3. The permit is revoked;

4. The director determines that an emergency exists and that summary termination of a permit is necessary to prevent the creation or continuance, or both, of an immediate and present threat to human health or critical damage to the environment;

5. Upon the expiration date of the permit, unless reapplication for a new permit has been received by the director 30 days prior to such date.

E. Revocation of permit.

1. Revocation for cause. The director may revoke a transporter's permit when it can be demonstrated that a transporter has violated this chapter so as to pose substantial present or potential hazard to health or environment. The procedure for revoking a permit shall be consistent with the Administrative Process Act of the Commonwealth.

2. Revocation and reissuance. Whenever the transporter changes his corporate name, ownership or the EPA identification number ~~or any of these~~, he shall notify the ~~Department of Environmental Quality~~ *director* within 30 days of such a change. Upon receiving such a notification the ~~department~~ *director* will revoke the old permit and reissue it reflecting the appropriate changes. The reissued permit will remain valid for the unexpired duration of the revoked permit.

3. Within 30 days of the receipt of the notice of revocation, the original copy of the permit shall be returned to the ~~Department of Environmental Quality~~ *director*.

F. The transporter permit number shall appear at all times on:

1. All correspondence to the Commonwealth;
2. All documents related to the reporting of a discharge or accident.

G. Temporary transporter permit. If a provisional identification number is issued by ~~EPA~~ *the director* pursuant to the provisions of 9 VAC 20-60-440 E the applicant may obtain a temporary transporter permit by calling the director or his representative at (~~804-225-2667~~ 804-698-4000). The permit will be valid only for the duration of the activity ~~which~~ *that* required the provisional EPA identification number. The applicant shall submit a permit application conforming with 9 VAC 20-60-450 C within 10 calendar days.

H. Emergency transporter permit. In the event of a determination by the Commonwealth that circumstances dictate expedient action to protect human health and environmental quality, provisions of 9 VAC 20-60-260, 9 VAC 20-60-262, and Part VII of this chapter may be waived by the director or his designee. Such waiver will be considered as an emergency transporter permit valid for the duration of an emergency only.

9 VAC 20-60-480. Acceptance, shipment and delivery of hazardous waste.

A. A transporter shall not accept for shipment any hazardous waste for transport without determining that requirements of 9 VAC 20-60-263 have been complied with.

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B. If a manifest is required by 9 VAC 20-60-263, the generator shall sign and date the manifest and release the hazardous waste shipment to the transporter.

C. The transporter who is subject to 9 VAC 20-60-480 B shall sign and date the manifest and accept the hazardous waste for shipment.

D. The transporter shall not accept any hazardous waste for shipment unless *the generator has met* all applicable labeling, container and packaging requirements of this chapter ~~have been met by the generator~~.

E. If the transporter ships the hazardous waste to a treatment, storage or disposal facility or transfers the hazardous waste to another transporter, such acts shall be in accordance with the following:

1. The receiving treatment, storage or disposal facility or transporter shall have an identification number issued by the EPA *or authorized state*;
2. The manifest shall be signed over to the receiving treatment, storage or disposal facility or transporter with the prior transporter retaining a copy of the manifest.

F. The transporter shall maintain the labeling required by the Regulations Governing the Transportation of Hazardous Materials (9 VAC 20-110 [~~40 et seq.~~]) during the shipment of the hazardous waste.

G. 1. The transporter shall deliver the entire quantity of hazardous waste ~~which~~ *that* he accepted for shipment from a generator or a previous transporter to:

- a. The designated facility listed on the manifest;
- b. The next designated transporter; or
- c. The place outside the United States designated by the generator.

2. If the hazardous waste shipment cannot be delivered in accordance with 9 VAC 20-60-480 G 1, the transporter must contact the generator for further directions concerning an alternate facility for delivery and must revise the manifest according to the generator's instructions.

H. If the hazardous waste shipment will terminate within the Commonwealth of Virginia, the transporter shall deliver the shipment to a storage, treatment, disposal, or other facility permitted by the Commonwealth of Virginia under the provisions of this chapter or a facility permitted by the EPA or which qualifies for interim status.

I. If the shipment of hazardous waste is transported out of the Commonwealth, the transporter shall deliver the shipment to a designated facility permitted by that state under an approved program or by EPA or which qualifies for interim status (~~see 9 VAC 20-60-990~~) in the opinion of the applicable aforementioned authority.

J. If the shipment of hazardous waste is shipped out of the United States, the transporter shall handle the manifest in accordance with 9 VAC 20-60-263.

K. If the transporter mixes hazardous wastes of different shipping descriptions specified in Regulations Governing the

Transportation of Hazardous Materials by placing them into a single container, such transporter shall also comply with 9 VAC 20-60-262.

L. All transporters shipping a hazardous waste to a destination within the Commonwealth from another state shall comply with all provisions of this chapter including obtaining a transporter permit from the director and an identification number from the EPA.

M. A transporter that imports a hazardous waste from a foreign country into the Commonwealth shall comply with the provisions of 9 VAC 20-60-262 and shall obtain a transporter permit from the director and obtain an ID number from the EPA.

~~N. A transporter shall not accept for transport a hazardous waste or hazardous material which is prohibited from transportation by either the U.S. Department of Transportation or EPA.~~

9 VAC 20-60-490. Discharges.

A. The transporter shall comply with all federal and Commonwealth requirements relative to discharges.

B. 1. In the event of a discharge or spill of hazardous wastes, the transporter shall take appropriate emergency actions to protect human life, health, and the environment and shall notify appropriate local authorities. Upon arrival on the scene of state or local emergency or law-enforcement personnel, the transporter shall carry out such actions as required of him.

2. The transporter shall clean up any hazardous waste discharge that occurs during transportation and shall take such action as is required by the federal government, the Virginia ~~Water Control Board~~, the Department of Emergency Services Management, the ~~Department of Environmental Quality~~ director, or local officials, so that the hazardous waste discharge no longer presents a hazard to human health or the environment.

3. If the discharge of hazardous waste occurs during transportation and ~~a Department of Environmental Quality official~~ *the director or his designee* determines that immediate removal of the waste is necessary to protect human health or the environment, an emergency transporter permit ~~will~~ *may* be issued in accordance with 9 VAC 20-60-450 H.

4. The disposal of the ~~discharge~~ *discharged* materials shall be done in a manner consistent with this chapter and other applicable Virginia and federal regulations.

C. Discharges by air, rail, highway, or water (nonbulk) transporters.

1. In addition to requirements contained in preceding parts, an air, rail, highway or water (nonbulk) transporter who has discharged hazardous waste shall give notice at the earliest practicable moment to agencies indicated in 9 VAC 20-60-490 C 2 after each incident that occurs during the course of transportation (including loading, unloading, and temporary storage) in which as a direct result of the discharge of the hazardous wastes:

- a. A person is killed;
 - b. A person receives injuries requiring his hospitalization;
 - c. Estimated carrier or other property damage exceeds \$50,000;
 - d. Fire, breakage, spillage, or suspected radioactive contamination occurs involving shipment of radioactive material;
 - e. Fire, breakage, spillage, or suspected contamination occurs involving shipment of etiologic agents; or
 - f. A situation exists of such a nature that, in the judgment of the transporter, it should be reported in accordance with 9 VAC 20-60-490 C 2 even though it does not meet the above criteria (e.g., continuing danger of life exists at the scene of the incident), or as required by 49 CFR 171.15.
2. The notice required by 9 VAC 20-60-490 C 1 shall be given to:
- a. The National Response Center, U.S. Coast Guard, at 800-424-8802 (toll free) or at [~~202-426-2675~~ 202-267-2675] (toll call); and
 - b. The *Virginia Department of Emergency Services Management* at 800-468-8892 (toll free) or 804-674-2400 (Richmond local area). In a case of discharges affecting state waters, the notice shall also be given to the [*Pollution Response Program () PreP []*] Coordinator in the appropriate regional office of the department [~~of Environmental Quality~~] .
3. When notifying as required in 9 VAC 20-60-490 C 1, the notifier shall provide the following information:
- a. Name of person reporting the discharge and his role in the discharge;
 - b. Name, telephone number and address of the transporter;
 - c. Name, telephone number and address of the generator;
 - d. Telephone number where the notifier can be contacted;
 - e. Date, time and location of the discharge;
 - f. Type of incident, nature of hazardous waste involvement, and whether a continuing danger to life exists at the scene;
 - g. Classification, name and quantity of hazardous waste involved; and
 - h. The extent of injuries, if any.
4. Within 15 calendar days of the discharge of any quantity of hazardous waste, the transporter shall send a written report on DOT Form F5800.1 in duplicate to the Chief, Information System Division, Transportation Programs Bureau, Department of Transportation, Washington, D.C. 20590. Two copies of this report will also be filed with the *Director*, Department of Environmental Quality, Post Office Box 10009, 629 East Main Street, Richmond, Virginia 23240-0009.
5. In reporting discharges of hazardous waste as required in 9 VAC 20-60-490 C 4, the following information shall be furnished in Part H of the DOT Form F5800.1 in addition to information normally required:
- a. An estimate of the quantity of the waste removed from the scene;
 - b. The name and address of the facility to which it was taken; and
 - c. The manner of disposition of any unremoved waste.
- A copy of the hazardous waste manifest shall be attached to the report.
- D. Discharges by water (bulk) transporters.
1. A water (bulk) transporter shall, as soon as he has knowledge of any discharge of hazardous waste from the vessel, notify, by telephone, radio telecommunication or a similar means of rapid communication, the office designated in 9 VAC 20-60-490 C 2.
 2. If notice as required in 9 VAC 20-60-490 D 1 is impractical, the following offices may be notified in the order of priority:
 - a. The government official predesignated in the regional contingency plan as the on-scene coordinator. Such regional contingency plan for Virginia is available at the office of the 5th U.S. Coast Guard District, 431 Crawford Street, Portsmouth, Virginia 23705;
 - b. Commanding officer or officer-in-charge of any U.S. Coast Guard unit in the vicinity of the discharge; or
 - c. Commander of the 5th U.S. Coast Guard District.
 3. When notifying the notifier shall provide the following information:
 - a. Name of person reporting the discharge and his role in the discharge;
 - b. Name, telephone number and address of the transporter;
 - c. Name, telephone number and address of the generator;
 - d. Telephone number so the notifier can be contacted;
 - e. Date, time, location of the discharge;
 - f. Type of incident and nature of hazardous waste involvement and whether a continuing danger to life exists at the scene;
 - g. Classification, name and quantity of hazardous waste involved; and
 - h. The extent of injuries, if any.
- E. Discharges at fixed facilities. Any transporter responsible for the release of a hazardous material (as defined in Part I (9 VAC 20-60-12 et seq.) of this chapter) from a fixed facility (e.g., transfer facility) which poses an immediate or imminent

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threat to public health and who is required by law to notify the National Response Center shall notify the chief administrative officer ~~officers (or their designees)~~ of the local ~~government governments~~ of the ~~jurisdiction jurisdictions~~ in which the release occurs as well as the ~~department director~~ or their ~~designees his designee~~.

APPENDIX 7.1. [No change from proposed.]

PART XI.

~~HAZARDOUS WASTE MANAGEMENT FACILITY PERMIT REGULATIONS. (Repealed.)~~

9 VAC 20-60-960 through 9 VAC 20-60-1250. [No change from proposed.]

APPENDIX 11.2. [No change from proposed.]

[PART XII.

PERMIT APPLICATION FEES.]

9 VAC 20-60-1260. Purpose, scope, and applicability.

A. The purpose of this part is to establish a schedule of fees collected by the department in the support of its permit issuance programs required by Parts ~~III (9 VAC 20-60-270 et seq.)~~ and VII (9 VAC 20-60-420 et seq.) and ~~XI (9 VAC 20-60-960 et seq.)~~ of this chapter.

B. Part XII (9 VAC 20-60-1260 et seq.) of this chapter applies to all persons required to submit a permit application ("applicants") under 9 VAC 20-60-270 and 9 VAC 20-60-420 ~~E and 9 VAC 20-60-970~~ unless specifically exempt under 9 VAC 20-60-1260 G. The fees shall be assessed in accordance with 9 VAC 20-60-1270.

C. When the director finds it necessary to modify any permit under ~~9 VAC 20-60-1140 or 9 VAC 20-60-1150~~ 9 VAC 20-60-270, the holder of that permit shall be considered an applicant and shall be assessed a fee in accordance with 9 VAC 20-60-1270 D even if the director shall have initiated the modification action.

D. When the director finds it necessary to revoke and reissue any permit in accordance with ~~9 VAC 20-60-1150 B 1~~ 9 VAC 20-60-270, the holder of that permit shall be considered an applicant for a new permit and shall be assessed a fee in accordance with 9 VAC 20-60-1270 C.

E. If the director finds it necessary either to revoke and reissue a permit ~~in accordance with 9 VAC 20-60-1150 B 2~~ or to perform a minor modification of a permit in accordance with ~~9 VAC 20-60-1170~~ 9 VAC 20-60-270, the holder of that permit shall be considered an applicant and shall be assessed a fee in accordance with 9 VAC 20-60-1270 E.

F. When the director finds it necessary to issue an emergency treatment, storage, or disposal permit in accordance with ~~9 VAC 20-60-1050 A~~ 9 VAC 20-60-270, the holder of that permit shall be considered an applicant and shall be assessed a fee in accordance with 9 VAC 20-60-1270 F. No permit application fee will be assessed to the holders of the emergency transportation permits issued in accordance with 9 VAC 20-60-450 H.

G. Exemptions.

1. The owners and operators of HWM treatment, storage, and disposal facilities who have submitted Part A of their application ~~as required by 9 VAC 20-60-980 D 1~~ and who have qualified for interim status in accordance with ~~9 VAC 20-60-990~~ 9 VAC 20-60-270 are exempt from the requirements of Part XII of this chapter until a Part B application for the entire facility or a portion of the facility has been requested or voluntarily submitted ~~in accordance with 9 VAC 20-60-980 D 2~~. The owner and operator of [an a] HWM facility submitting a Part B application will be considered an applicant for a new permit.

2. The owners and operators of HWM facilities ~~which that~~ are deemed to possess a permit by rule in accordance with ~~9 VAC 20-60-1040~~ 9 VAC 20-60-270 are exempt from the requirements of Part XII of this chapter.

3. Hazardous waste generators that accumulate wastes on-site in accordance with 40 CFR 262.34 are not subject to regulations contained in Part XII of this chapter since HWM permits are not required for such accumulations.

H. The effective date of Part XII of this chapter is October 1, 1984.

9 VAC 20-60-1270. Determination of application fee amount.

A. General.

1. Each application for a new permit and each application for a modification to a permit is a separate action and shall be assessed a separate fee. The amount of such fees is determined on the basis of 9 VAC 20-60-1270.

2. The amount of the permit application fee is based on the costs directly associated with the permitting program required by Parts ~~III (9 VAC 20-60-270 et seq.)~~ and VII (9 VAC 20-60-420 et seq.) and ~~XI (9 VAC 20-60-960 et seq.)~~ of this chapter and includes costs for personnel and contractual effort and the prorated costs of supplies, equipment, communications and office space. The fee schedules are shown in ~~Appendix 12.1 of this part~~ 9 VAC 20-60-1285. These schedules will be re-evaluated annually and the results of such re-evaluations will be used to recommend to the Virginia Waste Management Board the necessary adjustments.

B. Transporter fees.

1. Application fees for the transporter permits are shown in ~~Table 12.1-1 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 A. Based on the greater regulatory effort associated with the issuance of permits to the transporters without terminals or other facilities in the Commonwealth, the out-of-state transporters are charged higher fees.

2. Since Part VII of this chapter does not provide for a modification procedure, all transporter permit applications are considered to be for new permits.

C. New HWM facility permits.

1. All applicants for new hazardous waste treatment, storage, and disposal facility permits are assessed a base fee shown in [Table] ~~12.1-2 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 B.

2. Applicants for a facility permit which includes one or more of the hazardous waste treatment, storage or disposal units or processes that require ground water protection or *corrective action for solid waste management units* in accordance with Subpart F of 40 CFR Part 264, Subpart K of 40 CFR Part 264, Subpart L of 40 CFR Part 264, Subpart M of 40 CFR Part 264, and Subpart N of 40 CFR Part 264, as applicable, ("land-based TSD units") are assessed a supplementary fee shown in ~~Table 12.1-2 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 B, in addition to the base fee specified 9 VAC 20-60-1270 C 1 and any other supplementary fee that may be appropriate.

3. Applicants for a facility permit which includes one or more hazardous waste incineration, boiler, or industrial furnace units or processes regulated in accordance with Subpart O of 40 CFR Part 264 are assessed a supplementary fee shown in ~~Table 12.2-2 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 B, in addition to the base fee specified in 9 VAC 20-60-1270 C 1 and any other supplementary fee that may be appropriate.

4. Applicants for a facility permit for storage of hazardous wastes in containers, tanks or drip pads, or both, subject to Subpart I of 40 CFR Part 264, Subpart J of 40 CFR Part 264, and Subpart W of 40 CFR Part 264 will not be assessed any supplementary fees unless required to close and perform post-closure care as landfills as provided for in 40 CFR 264.197(b) and 40 CFR 264.571(b).

5. The transporter permits are separate permits and require a separate administrative action. Applicants for new treatment, storage, and disposal facility permits who also apply for a transporter permit will be assessed separate fees in accordance with 9 VAC 20-60-1270 B.

D. Modifications to existing HWM facility permits.

1. Except as provided for in 9 VAC 20-60-1270 E, all applicants for a modification of an existing HWM facility permit are assessed a modification base fee shown in ~~Table 12.1-3 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 C.

2. Applicants for a modification ~~which that~~ includes or involves the addition of hazardous wastes not currently in the permit are assessed a supplementary modification fee shown in ~~Table 12.1-3 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 C, in addition to the base fee specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate.

3. *Applicants for a major (Class 3) modification that includes or involves corrective action for solid waste management units under 40 CFR 264.101 and Title 40, Subpart S shall be assessed a supplementary modification fee shown in 9 VAC 20-60-1285 C in addition to supplementary fees specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate.*

4. Applicants for a *major (Class 3) modification which that* includes or involves the addition of one or more new hazardous waste land-based TSD units or processes; or requires a substantive change in the design of the existing land-based TSD units or processes, are assessed a supplementary modification fee shown in ~~Table 12.1-3~~

9 VAC 20-60-1285 C in addition to the base fee specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate. For the purpose of 9 VAC 20-60-1270 D, it will be deemed that a *substantive major* change is required whenever a change in the design of the ground water protection system or whenever a new land treatment demonstration permit specified in ~~9 VAC 20-60-1050 C~~ 9 VAC 20-60-270 is necessary.

~~4.~~ 5. Applicants for a *major (Class 3) modification which that* includes or involves the addition of one or more hazardous waste incineration units or processes, or requires a substantive change in the design of an existing incineration unit or process, are assessed a supplementary modification fee shown in ~~Table 12.1-3 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 C, in addition to the base fee specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate. For the purposes of 9 VAC 20-60-1270 D, it will be deemed that a *substantive major* change is required whenever a change occurs that necessitates the performance of a trial burn in accordance with ~~9 VAC 20-60-1050 B~~ 9 VAC 20-60-270.

~~5.~~ 6. Applicants for a *major (Class 3) modification which* includes or involves new treatment, storage or disposal units, processes or areas, or requires a substantive change in the design of any existing hazardous waste treatment, storage or disposal units, processes or areas, neither of which is a hazardous waste land-based TSD or incineration unit, are assessed a supplementary modification fee shown in ~~Table 12.1-3 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 C, in addition to the base fee specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate. For the purposes of 9 VAC 20-60-1270 D, expansion of an existing container storage facility is not considered to be a *substantive major* change.

~~6.~~ 7. Applicants for a modification ~~which that~~ is not a minor modification *and is a substantive (Class 2)* as specified in ~~9 VAC 20-60-1170~~ 9 VAC 20-60-270 and ~~which that~~ is not subject to the requirements of 9 VAC 20-60-1270 D 2 through 9 VAC 20-60-1270 D 5 6, are assessed a supplementary modification fee shown in ~~Table 12.1-3 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 C, in addition to the base fee specified in 9 VAC 20-60-1270 D 1.

~~7.~~ 8. Applicants for numerous modifications subject to several supplementary fees will not be assessed a permit application fee in excess to the one required for a new permit for a comparable HWM facility.

E. Minor modifications of existing HWM facility permits. All applicants for minor (*Class 1*) modification of an existing HWM facility permit provided for in ~~9 VAC 20-60-1170~~ 9 VAC 20-60-270 are assessed a fee shown in ~~Table 12.1-4 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 D.

F. Emergency permits. Applicants for an emergency hazardous waste treatment, storage or disposal permit as provided for in ~~9 VAC 20-60-1050 A~~ 9 VAC 20-60-270 are assessed a fee shown in ~~Table 12.1-5 of Appendix 12.1 of this part~~ 9 VAC 20-60-1285 E, unless the director shall determine that a lesser fee is appropriate at the time the permit is issued.

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9 VAC 20-60-1280. Payment of fees.

A. Due date.

1. Except as specified in ~~9 VAC 20-60-1280-A subdivision 2 and 9 VAC 20-60-1280-A-3~~ of this subsection, all permit application fees are due on the day of application and must accompany the application.

2. All holders of a Virginia HWM facility permit issued prior to the effective date of this part shall submit the application fees as required by the conditions specified in that permit.

~~3. All applicants for an HWM facility permit or for a modification of an existing permit who have submitted their application prior to the effective date of this part and who have not been issued such a permit or a modification to a permit by that date, shall submit the appropriate application fee within 60 days of the effective date of Part XII (9 VAC 20-60-1260 et seq.) of this chapter or by the effective date of the permit or the modification to the permit, whichever is sooner.~~

B. Method of payment. Acceptable payment is cash or check made payable to the Commonwealth of Virginia, Department of Environmental Quality.

C. Incomplete payments. All incomplete payments will be deemed nonpayments.

D. Late payment. No applications will be deemed to be complete (see ~~9 VAC 20-60-980 C~~ 9 VAC 20-60-270) until the director receives proper payment is received by the department.

APPENDIX 12.1. 9 VAC 20-60-1285. Permit application fee schedule.

(The effective date of this appendix fee schedule is October 1, 1984.)

Schedule of Fees.

Table 12.1-4. A. Transporter fees.

Transporters with terminals or other facilities within the Commonwealth.	\$80
Other transporters.	\$120

Table 12.1-2. B. New TSD facility fees.

Base fee for all facilities, including corrective action for solid waste management units.	\$9,720
Supplementary fee for one or more land-based TSD units [, including corrective action for solid waste management units].	\$22,590
Supplementary fee for one or more incineration, boiler, or industrial furnace units (BIF).	\$14,490

Table 12.1-3. C. Major (Class 3) Permit modification fees.

Base fee for all major (Class 3) modifications [, including major changes related to corrective action for solid waste management unit].	\$50
Addition of new wastes.	\$1,330

Addition of or substantive major (Class 3) change to one or more land-based TSD units [, including major change related to corrective action for land-based solid waste management units] .	\$25,920
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Addition of or substantive major (Class 3) change to one or more incineration, boiler, or industrial furnace units.	\$19,430
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Addition of or substantive major (Class 3) change to other treatment, storage or disposal units, processes or areas and major change related to corrective action for solid waste management units [that are not land based].	\$8,080
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Nonsubstantive Substantive changes (Class 2).	\$1,330
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Table 12.1-4. D. Minor (Class 1) permit modification fees.

Minor (Class 1) permit modification fee.	\$50
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Table 12.1-5. E. Emergency permit fees.

Emergency permit fee.	\$1,330
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Illustrative Examples

Example 1.

The applicant is submitting a Part B application for [an a] HWM permit for a facility consisting of several surface impoundments, a land treatment process and an ancillary tank and container storage facility. The required fee is calculated as follows:

Base Fee.	\$9,720
Supplementary fee for land-based TSD units.	\$22,590
Tank storage facility (see 9 VAC 20-60-1270 C 4).	\$0
Total fee.	\$32,310

Example 2.

After [an a] HWM facility permit has been issued to the facility described in Example 1, the owner and the operator of the facility propose to change the manufacturing process and apply for a modification to allow for an addition of several new hazardous streams to be treated in two new incinerators. The required modification fee is calculated from ~~Table 12.1-3 subsection C of this section~~ as follows:

Base fee.	\$50
Addition of new wastes.	\$1,330
Addition of new incineration units.	\$19,430
Total modification fee.	\$20,810

The fee for a comparable new permit calculated on the basis of ~~Table 12.1-2 subsection B of this section~~ is as follows:

Base fee.	\$9,720
Supplementary fee for land-based units.	\$22,590
Supplementary fee for incineration units.	\$14,490
Storage facility.	\$0
Total fee.	\$46,800

which is larger than the required modification fee, so that the provisions of 9 VAC 20-60-1270 D 7 do not apply and the proper fee is \$20,810.

Example 3.

After [~~an a~~] HWM facility permit has been issued to the facility described in Example 1, the owner and the operator of the facility propose to expand their container storage facility for a storage of additional new waste streams, and apply for a permit modification. The required modification fee is calculated from ~~Table 12-1-3 subsection C of this section~~ as follows:

Base fee.	\$50
Addition of a new waste.	\$1,330
Fee for nonsubstantive change.	\$1,330
	\$2,710
Total modification fee.	\$2,710

[**9 VAC 20-60-1370. General.**

A. Any person affected by this chapter may petition the director to exclude a waste at a facility or to change the identification and listing of a solid or hazardous waste, subject to the provisions of this part. Any petition submitted to the director is also subject to the provisions of the Virginia Administrative Process Act (§ ~~9-6-14:1~~ 2.2-4000 et seq. of the Code of Virginia).

B. The director will not accept any petition relating to delisting of hazardous wastes, equivalent testing or analytical methods. Such petitions shall be submitted to the administrator in accordance with 40 CFR 260.21.

C. Each petition shall be submitted to the director by certified mail and shall include, in addition to any other provisions required by this part, at least the following:

1. The petitioner's name and address;
2. A statement of the petitioner's interest in the proposed action;
3. A description of the proposed action;
4. A statement of the need and justification for the proposed action, including any supporting tests, studies or other information.]

9 VAC 20-60-1380. [No change from proposed.]

9 VAC 20-60-1390. Changes in classifications as a solid waste.

A. Variances.

1. ~~The administrator may from time to time exclude recycled wastes from being considered a solid waste for the purpose of the regulation of hazardous wastes under Title 40 of the Code of Federal Regulations.~~
2. ~~The petitions to exclude wastes are subject to federal jurisdiction and shall be addressed directly to the administrator in accordance with the requirements contained in Subpart C of 40 CFR Part 260.~~

~~B. (Reserved.)~~

1. *Applicability.*
 - a. *A person who recycles waste that is managed entirely within the Commonwealth may petition the director to*

exclude the waste at a particular site from the classification as the solid waste (Parts I and III). The conditions under which a petition for a variance will be accepted are shown in subdivision 2 of this subsection. The wastes excluded under such petitions may still, however, remain classified as a solid waste for the purposes of other regulations issued by the Virginia Waste Management Board or other agencies of the Commonwealth.

b. A person who generated wastes at a generating site in Virginia and whose waste is subject to federal jurisdiction (e.g., the waste is transported across state boundaries) shall first obtain a favorable decision from the administrator in accordance with Subpart C, 40 CFR Part 260, before his waste may be considered for a variance by the director.

c. A person who recycles materials from a generating site outside the Commonwealth and who causes them to be brought into the Commonwealth for recycling shall first obtain a favorable decision from the administrator in accordance with Subpart C, 40 CFR Part 260, before the waste may be considered for a variance by the director.

d. A person who received a favorable decision from the administrator in the response to a petition for variance or a person whose wastes were delisted as a result of a successful petition to the administrator shall provide a notification to the director containing the following information: (i) the petitioner's name and address and (ii) a copy of the administrator's decision.

2. Conditions for a variance. In accordance with the standards and criteria in subsection B of this section and the procedures in 9 VAC 20-60-1420 A, the director may determine on a case-by-case basis that the following recycled materials are not solid wastes:

- a. *Materials that are accumulated speculatively without sufficient amounts being recycled (as defined in Part I).*
- b. *Materials that are reclaimed and then reused within the original primary production process in which they were generated; and*
- c. *Materials that have been reclaimed but [shall must] be reclaimed further before the materials are completely recovered.*

B. Standards and criteria for variances.

1. The director may grant requests for a variance from classifying as a solid waste those materials that are accumulated speculatively without sufficient amounts being recycled if the applicant demonstrates that sufficient amounts of the material will be recycled or transferred for recycling in the following year. If a variance is granted, it is valid only for the following year, but can be renewed on an annual basis by filing a new application. The director's decision will be based on the following criteria:

- a. *The manner in which the material is expected to be recycled, and when the material is expected to be recycled, and whether this expected disposition is likely to occur (for example, because of past practice, market*

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factors, the nature of the material, or contractual arrangement for recycling);

b. The reason that the applicant has accumulated the material for one or more years without recycling 75% of the volume accumulated at the beginning of the year;

c. The quantity of material already accumulated and the quantity expected to be generated and accumulated before the material is recycled;

d. The extent to which the material is handled to minimize loss; and

e. Other relevant factors.

2. The director may grant requests for a variance from classifying as a solid waste those materials that are reclaimed and then reused as feedstock within the original production process in which the materials were generated if the reclamation operation is an essential part of the production process. This determination will be based on the following criteria:

a. How economically viable the production process would be if it were to use virgin materials, rather than reclaimed materials;

b. The prevalence of the practice on an industry-wide basis;

c. The extent to which the material is handled before reclamation to minimize loss;

d. The time periods between generating the material and its reclamation, and between reclamation and return to the original primary production process;

e. The location of the reclamation operation in relation to the production process;

f. Whether the reclaimed material is used for the purpose for which it was originally produced when it is returned to the original process, and whether it is returned to the process in substantially its original form;

g. Whether the person who generates the material also reclaims it; and

h. Other relevant factors.

3. The director may grant requests for a variance from classifying as a solid waste those materials that have been reclaimed but [~~shall~~ must] be reclaimed further before recovery is completed if, after initial reclamation, the resulting material is commodity-like (even though it is not yet a commercial product, and has to be reclaimed further). This determination will be based on the following factors:

a. The degree of processing the material has undergone and the degree of further processing that is required;

b. The value of the material after it has been reclaimed;

c. The degree to which the reclaimed material is like an analogous raw material;

d. The extent to which an end market for the reclaimed material is guaranteed;

e. The extent to which the reclaimed material is handled to minimize loss; and

f. Other relevant factors.

9 VAC 20-60-1410. [No change from proposed.]

9 VAC 20-60-1420. Administrative procedures.

A. Procedures for variances to be classified as a boiler. The director will use the following procedures in evaluating applications for variances to classify particular enclosed controlled flame combustion devices as boilers:

1. The applicant must apply to the director for the variance. The application must address the relevant criteria contained in 9 VAC 20-60-1400.

2. The director will evaluate the application and issue a draft notice tentatively granting or denying the application. Notification of this tentative decision will be provided by newspaper advertisement or radio broadcast in the locality where the applicant is located. The director will accept comment on the tentative decision for 30 days, and may also hold a public hearing upon request or at his discretion. The director will issue a final decision after receipt of comments and after the hearing (if any).

B. Variances. The director will use the following procedures in evaluating applications for variances submitted under 9 VAC 20-60-1380 B, 9 VAC 20-60-1390 and 9 VAC 20-60-1400.

1. The applicant shall apply to the director. The application shall address the relevant criteria contained in 9 VAC 20-60-1380 B, 9 VAC 20-60-1390 and 9 VAC 20-60-1400.

2. The director will evaluate the application and issue a draft notice tentatively granting or denying the application. Notification of this tentative decision will be provided by newspaper advertisement and radio broadcast in the locality where the applicant is located. The director will accept comment on the tentative decision for 30 days, and may also hold a public hearing upon request or at his discretion. The director will issue a final decision after receipt of comments and after the hearing (if any), and will publish it in the newspaper in the locality where the applicant is located.

C. Changes in management procedures.

1. Recycling activities. In determining whether to regulate recycling activities in a manner differing from procedures described in [~~40 CFR 261.6(a)(2)(iv)~~ 40 CFR 261.6 (a) (2) (iii)], the director will fulfill all the requirements of Article 3 ([~~§ 9-6.14:14 § 2.2-4018~~] et seq. [~~of the Code of Virginia~~]) of the Administrative Process Act. In addition to the process required by the APA, the director will:

a. If a generator is accumulating the waste, issue a notice setting forth the factual basis for the decision and stating that the person shall comply with applicable requirements of 9 VAC 20-60-262. The notice will become final within 30 days, unless the person served requests a public hearing to challenge the decision. Upon receiving such a request, the director will hold a public hearing. The director will provide notice of the hearing to the public and allow public participation at the hearing. The director will issue a final order after the hearing stating whether or not

compliance with 9 VAC 20-60-262 is required. The order becomes effective in 30 days, unless the director specifies a later date or unless review under Article [4 5] (~~[§ 9-6-14:15 § 2.2.4025]~~ et seq. [~~of the Code of Virginia]~~) of the Administrative Process Act is requested.

b. If the person is accumulating the recyclable material at a storage facility, issue a notice stating that the person shall obtain a permit in accordance with all applicable provisions of ~~Parts~~ Part III (9 VAC 20-60-124 et seq.), ~~XI (9 VAC 20-60-960 et seq.)~~ 9 VAC 20-60-270, and Part XII (9 VAC 20-60-1260 et seq.) of this chapter. The owner or operator of the facility shall apply for a permit within no less than 60 days and no more than six months of notice, as specified in the notice. If the owner or operator of the facility wishes to challenge the director's decision, he may do so in his permit application, in a public hearing held on the draft permit, or in comments filed on the draft permit or on the notice of intent to deny the permit. The fact sheet accompanying the permit will specify the reasons for the director's determination. The questions of whether the director's decision was proper will remain open for consideration during the public comment period discussed under 9 VAC 20-60-1210 and in any subsequent hearing.

2. Variance from secondary containment. The following procedures shall be followed in order to request a variance from secondary containment:

a. The director shall be notified in writing by the owner or operator that he intends to conduct and submit a demonstration for a variance from secondary containment as allowed in 40 CFR 265.193(g), (or 40 CFR 264.195(g)), and 9 VAC 20-60-1410 B according to the following schedule:

(1) For existing tank systems, at least 24 months prior to the date that secondary containment shall be provided in accordance with 40 CFR 265.193(a) or 40 CFR 264.193(a); and

(2) For new tank systems, at least 30 days prior to entering into a contract for installation of the tank system.

b. As part of the notification, the owner or operator shall also submit to the director a description of the steps necessary to conduct the demonstration and a timetable for completing each of the steps. The demonstration shall address each of the factors listed in 9 VAC 20-60-1410 B 4 or 9 VAC 20-60-1410 B 5.

c. The demonstration for a variance shall be completed and submitted to the director within 180 days after notifying the director of intent to conduct the demonstration.

d. In case of facilities regulated under 9 VAC 20-60-265:

(1) The director will inform the public, through a newspaper notice, of the availability of the demonstration for a variance. The notice shall be placed in a daily or weekly major local newspaper of general circulation and shall provide at least 30 days from the date of the notice for the public to review and

comment on the demonstration for a variance. The director also will hold a public hearing, in response to a request or at his own discretion, whenever such a hearing might clarify one or more issues concerning the demonstration for a variance. Public notice of the hearing will be given at least 30 days prior to the date of the hearing and may be given at the same time as notice of the opportunity for the public to review and comment on the demonstration. These two notices may be combined.

(2) The director will approve or disapprove the request for a variance within 90 days of receipt of the demonstration from the owner or operator and will notify in writing the owner or operator and each person who submitted written comments or requested notice of the variance decision. If the demonstration for a variance is incomplete or does not include sufficient information, the 90-day time period will begin when the director receives a complete demonstration, including all information necessary to make a final determination. If the public comment period in ~~9 VAC 20-60-1420 D subdivision 2 d (1) of this subsection~~ is extended, the 90-day time period will be similarly extended.

e. In case of facilities regulated under 9 VAC 20-60-264, if a variance is granted to the permittee, the director will require the permittee to construct and operate the tank system in the manner that was demonstrated to meet the requirements for the variance.

9 VAC 20-60-1430. [No change from proposed.]

[9 VAC 20-60-1435. *Petitions for site-specific variance from the applicable treatment standard under the land disposal restrictions.*

The director may approve an application for site-specific variance from the applicable treatment standards under the land disposal restriction using the criteria and procedures established in 9 VAC 20-60-1370 and 40 CFR 268.44.]

9 VAC 20-60-1505. [No change from proposed.]

NOTICE: The forms used in administering 9 VAC 20-60, Virginia Hazardous Waste Management Regulations, are not being published due to the large number; however, the name of each form is listed below. The forms are available for public inspection at the Department of Environmental Quality, 629 E. Main Street, Richmond, Virginia, or at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia.

FORMS

~~1993 Hazardous Waste Report (EPA), EPA Form 8700-13 A/B (eff. 8/93).~~

~~Uniform Hazardous Waste Manifest (EPA), EPA Form 8700-22.~~

~~Notification of Regulated Waste Activity (EPA), EPA Form 8700-12 (eff. 11/93).~~

~~Application for a Transporter Permit, Form 7.1 ([eff. 6/01 rev. 12/01]).~~

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Transporter Annual Report, Form 7.2-1 ([~~eff. 6/04~~ rev. 12/01]).

Intra-Commonwealth Shipments, Form 7.2-2 ([~~eff. 6/04~~ rev. 12/01]).

Shipments to Other States, Form 7.2-3 ([~~eff. 6/04~~ rev. 12/01]).

Shipments into the Commonwealth, Form 7.2-4 ([~~eff. 6/04~~ rev. 12/01]).

Shipments to Foreign Facilities, Form 7.2-5 ([~~eff. 6/04~~ rev. 12/01]).

VA.R. Doc. No. R00-267; Filed January 22, 2002, 2:21 p.m.

Title of Regulation: **9 VAC 20-60. Virginia Hazardous Waste Management Regulations (amending 9 VAC 20-60-261).**

Statutory Authority: § 10.1-1402 of the Code of Virginia.

Effective Date: March 13, 2002.

Summary:

The amendment conforms the regulation of low-level radioactive wastes and mixed wastes to the federal requirements, which provide that only mixed low-level radioactive wastes are considered hazardous.

Summary of Public Comments and Agency's Response: A summary of comments made by the public and the agency's response may be obtained from the promulgating agency or viewed at the office of the Registrar of Regulations.

Agency Contact: Robert G. Wickline, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213, e-mail rgwickline@deq.state.va.us.

9 VAC 20-60-261. Adoption of 40 CFR Part 261 by reference.

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 261 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 261 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 261 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. Any agreements required by 40 CFR 261.4(b)(11)(ii) shall be sent to the United States Environmental Protection Agency at the address shown and to the director (Department of Environmental Quality, Post Office Box 10009, Richmond, Virginia 23240-0009).

2. In 40 CFR 261.4(e)(3)(iii), the text "in the Region where the sample is collected" shall be deleted.

3. In 40 CFR 261.4(f)(1), the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

4. In 40 CFR 261.6(a)(2), recyclable materials shall be subject to the requirements of Parts XI (9 VAC 20-60-960 et seq.) and XII (9 VAC 20-60-1260 et seq.) of these regulations.

5. No hazardous waste from a conditionally exempt small quantity generator shall be disposed as described in 40 CFR 261.5(g)(3)(iv) or 40 CFR 261.5(g)(3)(v) unless the solid waste management facility had written permission from the department to receive such waste.

6. In 40 CFR 261.9 and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

7. In Subparts B and D of 40 CFR Part 261, the term "Administrator" shall mean the administrator of the United States Environmental Protection Agency, and the term "Director" shall not supplant "Administrator" throughout Subparts B and D.

~~8. All radioactive wastes classified as low-level radioactive material by the United States Nuclear Regulatory Commission shall be a hazardous waste. NOTE: A waste may be a hazardous waste as defined by 40 CFR Part 261 and a low-level radioactive waste. These "mixed wastes" are required to comply with the requirements of these regulations and all regulations of the United States Nuclear Regulatory Commission that apply.~~

VA.R. Doc. No. R00-253; Filed January 22, 2002, 2:22 p.m.

TITLE 22. SOCIAL SERVICES

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

Title of Regulation: **22 VAC 45-60. Regulations Governing Provision of Services for the Infants, Children, and Youth Program (REPEALED).**

Statutory Authority: § 22.1-217 of the Code of Virginia.

Effective Date: March 13, 2002.

Summary:

This regulation was established to provide uniform service delivery to blind and visually impaired infants, children and youth. The regulation has been repealed because the

agency was advised by the Office of the Attorney General that it does not possess the statutory authority to promulgate or enforce the regulation. Services continue to be provided through the agency's Education Services Program as outlined in the Education Services Policies and Procedures Manual. Provisions of the regulation that provide an appeals process for individuals who have a complaint regarding the department's delivery of services and provide for confidentiality of personal information are covered in Board of Education regulations (8 VAC 20-80-70 and 8 VAC 20-150-10 et seq.) and federal law (20 USC § 1232g) and regulations (34 CFR Part 99).

"Individualized Written Rehabilitation Program (IWRP)" means an individualized a written rehabilitation program of rehabilitation teaching services identified during the assessment for each individual being provided specified consumer determined eligible for services by this program.

["~~Blindness, legal blindness~~" means the condition as defined in §§ 63.1-142 and 63.1-166 of the Code of Virginia.]

"Reasonable expectation" means that rehabilitation teaching services will be anticipated to significantly assist an individual a consumer to improve his ability to function independently.

"Rehabilitation teaching" means the process of guiding and instructing a visually impaired person consumer through an individualized plan of instruction designed to develop and raise the level of adaptive coping skills, and functional independence.

"Severely visually impaired" means vision less than 20/70 in the better eye with correction or a field restricted to 70 degrees or less in the better eye.

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

Agency Contact: William J. Pega, Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227, telephone (804) 371-3110, toll free 1-800-622-2155, FAX (804) 371-3157, or (804) 371-3140/TTY ☎.

VA.R. Doc. No. R97-139; Filed January 10, 2002, 1:15 p.m.

* * * * *

Title of Regulation: **22 VAC 45-70. Provision of Services in Rehabilitation Teaching (amending 22 VAC 45-70-10 through 22 VAC 45-70-40 and 22 VAC 45-70-60 through 22 VAC 45-70-80; repealing 22 VAC 45-70-50).**

Statutory Authority: § 63.1-85 of the Code of Virginia.

Effective Date: March 13, 2002.

Summary:

The amendments eliminate unnecessary detail and bring the regulation up to date in the areas of visual eligibility, certification of eligibility, financial participation guidelines and incorporating the new agency name.

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

Agency Contact: William J. Pega, Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3157, toll free 1-800-622-2155 or (804) 371-3151/TTY. The department charges 10¢ per page for copies of regulations.

22 VAC 45-70-10. Definitions.

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

"Assessment" means the systematic evaluation or identification of the clients' consumers' need for and ability to benefit from services.

["~~Blindness, legal blindness~~" means the condition as defined in §§ 63.1-142 and 63.1-166 of the Code of Virginia.]

"~~Client~~" "~~Consumer~~" means any person undergoing an assessment or receiving a service provided by the Rehabilitation Teaching Program of the Department for the Visually Handicapped Blind and Vision Impaired.

22 VAC 45-70-20. Referral.

~~The department shall expeditiously and equitably process referrals for rehabilitation teaching services.~~

A. ~~A referral is any person for whom rehabilitation teaching services have been requested and for whom the worker has obtained~~ To be considered for services, the following information must be obtained:

- 1. Name and address;
- 2. Date of birth and sex;
- 3. Disability; and
- 4. ~~Referral source and~~ Date of referral.

~~The department shall expeditiously process persons referred for rehabilitation teaching services.~~

B. ~~Processing referrals.~~ An assessment by the Department for the Visually Handicapped Blind and Vision Impaired is required of each severely disabled person who applies for rehabilitation teaching services. The assessment is limited to that information necessary to determine whether the individual is eligible to be provided eligibility for rehabilitation teaching services consistent with 22 VAC 45-70-30 and to determine which rehabilitation teaching services are needed.

PART III.
ELIGIBILITY AND INELIGIBILITY.

22 VAC 45-70-30. Eligibility for rehabilitation teaching services.

A. To be eligible for rehabilitation teaching services, a client consumer must have a visual disability which, for the individual, limitation that constitutes or results in a substantial handicap impediment to personal independent functioning.

~~The presence of~~ A consumer has a visual disability for purposes of eligibility for the Department for the Visually Handicapped's rehabilitation teaching services shall constitute limitation if one or more of the following criteria are met.

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1. ~~Be legally blind~~ *Legal blindness*;

2. 20/100 to 20/200 distance vision in the better eye with correcting glasses or a field limitation to 30 degrees or less in the better eye, and if the person has been unable to adjust to the loss of vision and if it is determined by the rehabilitation teacher that the person is in need of the specialized services available through the Department for the ~~Visually Handicapped's~~ *Blind and Vision Impaired's* rehabilitation teaching; or

3. Night blindness or a rapidly progressive eye condition which, in the opinion of a qualified ophthalmologist, will reduce the distance vision to 20/200 or less.

B. A reasonable expectation that rehabilitation teaching services will significantly assist the ~~individual~~ *consumer* to improve his ability to cope with blindness and to function more independently.

22 VAC 45-70-40. Certification of Eligibility determination.

A. Prior to or simultaneously with acceptance of a ~~visually handicapped individual~~ *consumer* for rehabilitation teaching services, there shall be a ~~certification~~ *determination* of eligibility; ~~the certification~~ *a case narrative* shall state the basis for the visual eligibility and a reasonable expectation that rehabilitation teaching will significantly assist the ~~individual~~ *consumer* in achieving or maintaining functional independence. *When a consumer is determined ineligible for rehabilitation teaching services, the rehabilitation teacher shall inform the consumer of the ineligibility determination, stating the reason or reasons. This may be done during a personal contact or by a letter.*

B. ~~The certification shall be approved, dated, and signed by a DVH staff member.~~

22 VAC 45-70-50. Certification of ineligibility. (Repealed.)

~~When an individual is determined ineligible for rehabilitation teaching services, the rehabilitation teacher shall inform the client of the ineligibility determination, stating the reason or reasons; this may be done during a personal contact or by a letter. A certification of ineligibility shall be placed in the case folder explaining the reasons the client is ineligible.~~

22 VAC 45-70-60. The Individualized Written Rehabilitation Teaching Program (IWRP).

A. Initial plan development.

1. ~~The IWRP shall be initiated and periodically updated for individually provided~~ *specify the rehabilitation teaching services that the consumer and DBVI instructor jointly determine are necessary to raise the level of adaptive coping skills and functional independence.*

2. ~~The IWRP shall be initiated after determination of eligibility and periodically updated to include additional rehabilitation teaching services that are needed by the consumer.~~

3. ~~Rehabilitation teaching services shall be provided in accordance with IWRP.~~

3. ~~The IWRP shall be initiated after certification of eligibility for rehabilitation teaching services.~~

22 VAC 45-70-70. Scope of rehabilitation teaching services.

Services provided through the rehabilitation teaching services program may include:

1. ~~Intake~~ Counseling to determine the ~~handicapped individual's~~ *consumer's* need for specific rehabilitation teaching services.

2. Referral to and information regarding ~~available community resources and programs~~ that might benefit the ~~individual~~ *consumer*.

3. Counseling to assist the ~~visually handicapped individual~~ *consumer* cope with visual loss.

4. Provision of low vision services in accordance with ~~regulation governing this program. This includes: assessment of need, arrangement for examination, arrangement for or coordination of purchase of low vision aids, and the provision of instruction and follow-up services~~ *Regulations Governing Low Vision, 22 VAC 45-110 [-10- et seq]*.

5. Instruction in the following areas:

a. Personal management skills or activities of daily living;

b. Home management skills;

c. Communication skills, *including reading, and writing braille, typing, script writing, and use of electronic equipment and technology,*

d. Other appropriate adaptive coping skills, i.e., leisure and recreational activities; and

e. Information and instruction in the acquisition of and use of adaptive equipment.

22 VAC 45-70-80. Financial participation.

~~There is no financial participation required for the counseling, referral, and instructional services provided through rehabilitation teaching.~~

A. *The Department for the Blind and Vision Impaired has elected to uniformly apply a financial needs assessment for persons receiving purchased rehabilitation teaching services and goods in the Commonwealth. Purchased services and goods may be provided at no cost to the recipient who is legally blind if the family's income is less than 100% of the federally estimated median income for Virginia, and if the family's assets are less than 50% of the federally estimated median income as determined by the United States Department of Health and Human Services, Family Support Administration. The Department for the Blind and Vision Impaired will change its financial participation levels to match the above-referenced estimated median income level every third year.*

B. *There is no financial participation required for the assessment, counseling, low vision exams, information and referral, and instructional services provided through the rehabilitation teaching services program.*

C. Consumers must be both legally blind and demonstrate financial need as determined by the financial needs assessment in order to receive any purchased services or goods other than a low vision exam.

D. Allowable deductions from income.

1. Expenses that may be deducted from family income on the financial needs assessment are unusual medical expenses and the education of a consumer or family member to attend a private or public educational facility. Medical expenses such as routine doctors' visits and hospital insurance premiums may not be deducted.

2. When the consumer's gross family income, liquid assets, or both, exceed the financial eligibility requirement after allowable deductions have been considered, the consumer and his family are required to apply the excess toward the cost of those services provided by rehabilitation teaching services for which financial need is considered.

VA.R. Doc. No. R00-180; Filed January 10, 2002, 1:15 p.m.

Title of Regulation: 22 VAC 45-90. Supervision of Administrative Regulations Governing Intake and Social Services (REPEALED).

Statutory Authority: § 63.1-85 of the Code of Virginia.

Effective Date: March 13, 2002.

Summary:

The regulation outlines the department's internal procedures for processing individuals referred to the department for services and specifies circumstances in which individuals may not be referred to other services that the department provides. The internal procedures of the department do not require regulatory action; therefore, the department has repealed the regulation.

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

Agency Contact: William J. Pega, Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3157, toll free 1-800-622-2155 or (804) 371-3151/TTY.

VA.R. Doc. No. R00-182; Filed January 10, 2002, 1:15 p.m.

Title of Regulation: 22 VAC 45-110. Regulations Governing Low Vision (amending 22 VAC 45-110-10 through 22 VAC 45-110-50; repealing 22 VAC 45-110-60).

Statutory Authority: § 63.1-85 of the Code of Virginia.

Effective Date: March 13, 2002.

Summary:

The amendments delete the obsolete subsections that deal with using the department's endowment funds as sponsorship for low vision services and add a requirement for consumer financial participation in the cost of low vision

aids. The section dealing with driving with bioptics is repealed, and language changes are made to update and simplify terminology.

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

Agency Contact: William J. Pega, Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3157, toll free 1-800-622-2155 or (804) 371-3151/TTY. The department charges 10¢ per page for copies of regulations.

22 VAC 45-110-10. Definitions.

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

~~"Bioptics" means telescopes mounted in a superior position in carrier lenses.~~

~~"Client" "Consumer" means any person receiving a service provided by the Low Vision Program of the Department for the Visually Handicapped Blind and Vision Impaired (DBVI).~~

"Low vision" means reduced visual functioning. It is the condition ~~which~~ that exists when no further medical or surgical procedures or regular prescription lenses are beneficial but residual vision exists.

"Low vision aids" means optical and nonoptical devices ~~which~~ that are prescribed for the purpose of enhancing ~~subnormal~~ or low vision.

"Low vision services" means all aspects ~~which~~ that are necessary to the comprehensive provision of services, i.e., preexamination evaluations, low vision examination, provision of prescribed low vision aids, and follow-up training and counseling in the use of low vision aids.

~~"SSI" means Supplemental Security Income which is supplemental income for individuals in economic need. It is administered and regulated by the Social Security Administration.~~

22 VAC 45-110-20. Low vision services referral.

An individual who has low vision and needs and desires low vision services may be referred for DBVI services. ~~A case record shall be opened for every individual who is referred for low vision services. Each case record shall include a referral form and a narrative report. The narrative report shall state the desired outcome of the provision of services and the means by which the decision to receive services was made. The department shall document the evaluation for low vision services and the services provided, if any.~~

22 VAC 45-110-30. Eligibility.

An individual ~~shall~~ may be eligible for low vision services if the individual's corrected visual acuity is 20/70 or worse in the better eye ~~and the consumer has met the eligibility requirements of at least one of the following department programs: education services, vocational rehabilitation, or rehabilitation teaching.~~

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22 VAC 45-110-40. Preexamination.

~~Prior to the scheduling of an ophthalmological or optometrical eye report shall be required before a low vision examination by an agency case manager, the receipt of an ophthalmological or optometrical eye report shall be required, except where an ophthalmologist or optometrist examiner has stated the necessity for an examination prior to the sending of the report is scheduled. The eye report examination shall have been made within one year from the date of the scheduled low vision examination; except where the eye condition is stable, the eye report examination may have been made within two years from the date of the scheduled low vision examination.~~

~~An authorization form issued by the agency case manager shall be prepared for all clients in order to pay for the examination through an appropriate payment source in the agency as long as that source has determined that funds are available.~~

22 VAC 45-110-50. Financial participation.

~~A. General provision. Endowment fund sponsorship shall be limited solely by the availability of funds. Endowment fund sponsorship is available for an individual whose income is at or below the level established for Medicaid.~~

~~B. A. Low vision examination. An authorization form issued by the agency case manager may be prepared to pay for the examination through an appropriate payment source in the agency as long as funds are available. There is no charge to the individual consumer for a low vision examination as long as funds are available for this activity as determined by the agency.~~

~~B. Low vision aids. Consumer financial participation in the cost of low vision aids will be determined according to regulations promulgated by the sponsoring DBVI program.~~

~~C. Low vision aids. An individual shall be eligible for endowment fund sponsorship for the provision of low vision aids if the individual's family income falls at or beneath the established levels for Medicaid eligibility or SSI eligibility as established by the federal government, whichever is higher. An individual who is eligible for endowment fund sponsorship shall receive the prescribed low vision aids at no charge. This provision of aids through endowment fund sponsorship shall be limited to a maximum of:~~

- ~~1. One near aid;~~
- ~~2. One distance aid;~~
- ~~3. A pocket magnifier; and~~
- ~~4. Sun wear.~~

~~All of these shall be stock items.~~

~~An individual who is not eligible for endowment fund sponsorship or other funding source sponsorship shall be required to purchase the aids. The aids shall be dispensed at cost.~~

22 VAC 45-110-60. Driving with bioptics. (Repealed.)

~~Low vision services will provide evaluation for bioptic systems, where appropriate, and will prescribe them as indicated in order to enhance residual vision.~~

VA.R. Doc. No. R00-177; Filed January 10, 2002, 1:16 p.m.



TITLE 23. TAXATION

DEPARTMENT OF TAXATION

Title of Regulation: **Qualified Equity and Subordinated Debt Investments Tax Credit Program.**

23 VAC 10-110. Individual Income Tax (adding 23 VAC 10-110-225 through 23 VAC 10-110-229).

Statutory Authority: §§ 58.1-203 and 58.1-339.4 of the Code of Virginia.

Effective Date: March 13, 2002.

Summary:

This regulatory action replaces expired emergency regulations with permanent regulations for claiming the Qualified Equity and Subordinated Debt Investment Tax Credit and for allocating tax credits if total credit requests exceed \$5 million in a calendar year.

The changes made to the proposed regulation (i) clarify that the subordinated debt instruments that are convertible to equity could qualify for tax credit, (ii) clarify the repayment of principal requirement for subordinated debt, (iii) remove the requirement that tax credit applications be sent by certified mail and add a provision allowing the department to specify the address where applications must be sent, (iv) conform shareholder information requirements for S corporations to those required of partnerships and limited liability companies for partners and members, respectively, and (v) add a reference to subordinated debt to give the department discretion to waive penalty when the taxpayer has not held a subordinated debt instrument for the required three-year period.

Summary of Public Comments and Agency's Response: A summary of comments made by the public and the agency's response may be obtained from the promulgating agency or viewed at the office of the Registrar of Regulations.

Agency Contact: William J. White, Department of Taxation, Policy Development Office, P.O. Box 1880, Richmond, VA 23220-1880, telephone (804) 367-2015.

23 VAC 10-110-225. Qualified Equity and Subordinated Debt Investments Tax Credit; Definitions.

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

"Affiliated" means a direct or indirect ownership interest of at least 80% in an entity. An indirect ownership interest includes, but is not limited to, direct ownership interests held by a

taxpayer's family members or an entity affiliated with such taxpayer or family members, or any combination of these.

"Equity" means common stock or preferred stock, regardless of class or series, of a corporation; a partnership interest in a limited partnership; or a membership interest in a limited liability company, any of which is not required, or subject to an option on the part of the taxpayer, to be redeemed by the issuer within five years from the date of issuance.

"Family member" means, when applied with respect to an individual taxpayer, (i) spouse, (ii) children, (iii) grandchildren, (iv) parents, (v) spouse's parents, and (vi) grandparents.

"Primarily engaged in business in the Commonwealth" means 50% or more of the entity's gross receipts are derived from sources within Virginia.

"Qualified business" means a business which (i) has annual gross revenues of no more than \$5 million in its most recently completed taxable year, (ii) is commercially domiciled in the Commonwealth, (iii) is primarily engaged in business or does substantially all of its production in the Commonwealth, and (iv) is not primarily engaged, or is not primarily organized to engage, in any of the following types of businesses:

1. Banks;
2. Savings and loan institutions;
3. Credit or finance;
4. Financial, broker or investment;
5. Businesses organized for the primary purpose of rendering professional services as defined in Chapter 7 (§ 13.1-542 et seq.) of Title 13.1 of the Code of Virginia;
6. Accounting;
7. Government, charitable, religious or trade institutions or organizations;
8. Conventional coal, oil and gas, and mineral exploration;
9. Insurance;
10. Real estate design or engineering;
11. Construction or construction contracting;
12. Business consulting or business brokering;
13. Residential housing, real estate brokerage, sale or leasing businesses, or real estate development; or
14. Any business that is in violation of the law, and such others as the Department of Taxation may designate.

A business in its first taxable year of operation will be deemed to have annual gross revenues of no more than \$5 million and be primarily engaged in business and do substantially all of its production in the Commonwealth if the commercial domicile pursuant to 23 VAC 10-120-140 of such business is within the Commonwealth.

"Qualified investment" means a cash investment in a qualified business in the form of equity or subordinated debt. An investment shall not be qualified, however, if the taxpayer who holds such investment, or any of such taxpayer's family

members, or any entity affiliated with such taxpayer, receives or has received compensation, as defined in § 58.1-302 of the Code of Virginia, from the qualified business in exchange for services provided to such business as an employee, officer, director, manager, consultant, independent contractor or otherwise in connection with or within one year before or after the date of such investment. For purposes hereof, reimbursement of reasonable expenses incurred shall not be deemed to be compensation. A qualified investment shall not include existing investments or instruments that have been purchased, transferred, or otherwise obtained without providing new capital to a qualified business.

[A subordinated debt instrument that is convertible into equity would qualify if (i) the subordinated debt would otherwise meet the definition under this section, (ii) the equity would otherwise meet the definition under this section, and (iii) the subordinated debt does not include a provision by which the issuer may compel the conversion into equity before the end of the required holding period of the subordinated debt.]

An investment which would otherwise qualify for this credit will not be allowed if 50% or more of the proceeds resulting from the investment are used within one year of the cash investment to retire or reduce debt or equity of a qualified business that was incurred prior to the investment.

"Subordinated debt" means indebtedness of a corporation, general or limited partnership, or limited liability company that (i) by its terms requires no repayment of principal for the first three years after issuance; (ii) is not guaranteed by any other person or entity or secured by any assets of the issuer or any other person or entity; and (iii) is subordinated to all indebtedness and obligations of the issuer to national or state-chartered banking or savings and loan institutions. [Except as provided for under 23 VAC 10-110-229, any transaction that results in the extinguishment or reduces outstanding principal of a subordinated debt instrument used to qualify for this credit shall be deemed as a repayment of principal. Such transactions, include, but are not limited to:

1. Reacquisition, retirement, or cancellation of a qualified investment;
2. Refunding or refinancing of a qualified investment by new issues of debt; or
3. Exchange of a qualified investment for common or preferred stock.]

"Substantially all of its production in the Commonwealth" means 80% or more of the entity's expenses are incurred within Virginia.

23 VAC 10-110-226. Qualified Equity and Subordinated Debt Investments Tax Credit; general credit provisions.

A. For taxable years beginning on or after January 1, 2001, a taxpayer shall be allowed a credit against the taxes imposed by Articles 2 (Individual Income Tax; § 58.1-320 et seq.) and 6 (Taxation for Estates and Trusts; § 58.1-360 et seq.) of Chapter 3 of Title 58.1 of the Code of Virginia in an amount equal to 50% of such taxpayer's qualified investments made during such taxable year.

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B. The aggregate amount of the credit that may be used by any taxpayer per taxable year shall not exceed the lesser of (i) the tax imposed for such taxable year or (ii) \$50,000. The credit is not refundable and may not be carried back. Any credit, or portion thereof, not usable for the taxable year in which the credit was earned may be, to the extent allowable, carried over for the next 15 succeeding taxable years or until the total amount of the tax credit earned has been taken, whichever occurs first.

C. The total amount of tax credits available for the Commonwealth's fiscal year shall not exceed \$5 million. In the event that the total eligible credit requests exceed the Commonwealth's annual fiscal limitation, each taxpayer shall be granted a pro rata amount as determined by the Department of Taxation. The amount of such prorated credit shall be determined by multiplying a fraction, the numerator of which shall be the credit requested by the eligible taxpayer for such year, and the denominator of which shall be the total credits requested by all eligible taxpayers for such taxable year, by the Commonwealth's annual fiscal limitation of \$5 million.

D. The amount of any credit attributable to a qualified investment by a partnership, electing small business corporation (S corporation), or limited liability company shall be allocated to the individual partners, shareholders, or members, as they may determine.

The limitation in [subsection clause] B (ii) of this section shall be construed to allow individual partners, shareholders, or members to each claim annual credits of \$50,000.

23 VAC 10-110-227. Qualified Equity and Subordinated Debt Investments Tax Credit; qualified business application procedure.

A. Every eligible entity desiring to be designated as a qualified business for purposes of this tax credit must make an application on the Application for Designation as a Qualified Business for the Qualified Equity and Subordinated Debt Investments Tax Credit to the Department of Taxation. Such application must be made prior to the issuance of any equity or subordinated debt; otherwise, the issuance shall not qualify for the tax credit, except as provided in subsection B of this section.

1. A qualified business application must be made at least 90 days prior to the issuance of any equity or subordinated debt to ensure that the Department of Taxation's determination regarding the entity's qualification will be made prior to the issuance date.

2. A qualified business application may be made less than 90 days prior to the issuance of any equity or subordinated debt; however, the Department of Taxation cannot ensure that its determination regarding the entity's qualification will be made prior to the issuance date.

B. A qualified business application will not be accepted after the issuance date of any equity or subordinated debt, except in the following instances:

1. Issuances of equity or subordinated debt made between January 1, 2001, and before September 1, 2001, the qualified business application is made by October 1, 2001;

2. Issuances of equity or subordinated debt made on or after September 1, 2001, and before January 1, 2002, the qualified business application is made prior to the issuance date as described in subdivisions A 1 and 2 of this section. (For example, issuances made on September 1, 2001 and before January 1, 2002, will require a qualified business application no later than June 1, 2001, to ensure that the Department of Taxation's determination will be made prior to the issuance date); and

3. Issuances of equity or subordinated debt made on or after January 1, 2002, but within three months of the end of the most recently completed taxable year of the qualified business, the application is made by the first business day of the fourth month following the end of the most recently completed taxable year.

C. The entity seeking designation as a qualified business shall make application by completing and submitting the Application for Designation as a Qualified Business for the Qualified Equity and Subordinated Debt Investments Tax Credit to the Department of Taxation.

D. If the Department of Taxation determines the entity is a qualified business, the Department of Taxation shall issue a certification to the entity stating the same. Such designation shall be valid only for the calendar year of issuance.

E. Upon issuance of equity or subordinated debt to taxpayers, the qualified business shall issue a statement to each taxpayer for attachment to the taxpayer's tax credit application. Such statement shall contain the following information:

1. The qualified business certification granted by the Department of Taxation;

2. The type of investment at issue (i.e., equity or subordinated debt) and the amount; and

3. That the investment at issue meets the definition of a qualified investment for purposes of this credit.

a. If the investment at issue is equity, the statement must also indicate that such issuance is an original issuance which provides new capital to the qualified business, and that it is not required or subject to an option on the part of the taxpayer to be redeemed by the issuer within five years from the date of issuance.

b. If the investment at issue is subordinated debt, the statement must also indicate that such issuance is an original issuance which provides new capital to the qualified business, and that (i) by its terms requires no repayment of principal for the first three years after issuance; (ii) is not guaranteed by any other person or entity, or secured by any assets of the issuer or any other person or entity; and (iii) is subordinated to all indebtedness and obligations of the issuer to national or state-chartered banking or savings and loan institutions.

23 VAC 10-110-228. Qualified Equity and Subordinated Debt Investments Tax Credit; tax credit application procedure.

A. Eligible taxpayers who qualify for the equity and subordinated debt investment tax credit must make an application on the Taxpayer Application for the Qualified Equity and Subordinated Debt Investments Tax Credit to the Department of Taxation. For any taxable year that ends after January 1, and on or before December 31 of a calendar year, eligible taxpayers must submit an application and supporting documentation requesting the tax credit no later than April 1 of the subsequent calendar year. Subject to the provisions of 23 VAC 10-110-227, for example, eligible taxpayers that have taxable years ending after December 31, 2000, and before January 1, 2002, an application and supporting documentation requesting the tax credit must be submitted no later than April 1, 2002.

B. Applications must be made on the form prescribed by the Department of Taxation [~~and sent by certified mail with a return receipt requested and~~ ,] postmarked no later than the date specified in this section [, and delivered to an address prescribed by the Department of Taxation].

C. Each taxpayer shall timely supply all information the Department of Taxation deems necessary to properly determine the allowable credit amount. Such information shall include, but shall not be limited to, the following:

1. A copy of the statement issued by the qualified business pursuant to 23 VAC 10-110-227 D.
2. The taxable year during which the qualified investment was made.
3. The name, address, federal identification number, and Virginia account number of the taxpayer.
4. A certification by the taxpayer, under penalty of perjury, that the qualified investment meets all conditions outlined in § 58.1-339.4 of the Code of Virginia and these regulations.
5. In the case of a partnership, electing small business corporation (S corporation), or limited liability company, the application shall include the name, address, and social security number of each of its individual partners, shareholders, or members, and a statement as to how any allowable credit shall be distributed to each of its individual partners, shareholders, or members. Notification of the allowable credit amount shall be sent to the entity, and a copy of such notification shall be attached to each individual taxpayer's Virginia income tax return on which the credit is claimed.

D. The Department of Taxation shall review all applications for completeness and notify taxpayers of any questions, omissions, errors, or concerns, no later than June 1. Taxpayers must fully respond to any such notices no later than the two-week period ending no later than June 15.

E. All eligible taxpayers shall be notified by June 30 as to the amount of applicable tax credit that may be claimed for the taxable year for which the request was made.

1. In the case of a partnership, electing small business corporation (S corporation), or limited liability company, notification of the allowable credit amount shall be sent to the entity, and a copy of such notification shall be included with each individual taxpayer's Virginia income tax return on which the credit is claimed.

~~[2. Each S corporation shall attach to its annual income tax return, when filed, a schedule listing the name, address, social security number, and allocable credit amount for each of its individual shareholders.~~

~~3. 2.] Each [S corporation,] partnership and limited liability company shall provide a schedule listing the name, address, social security number, and allocable credit amount for each of its individual [shareholders,] partners or members to the Department of Taxation within 60 days of the Department of Taxation's notice certifying the amount of allowable credit.~~

F. Eligible taxpayers who will not receive the final certification of their credits prior to the due date of their individual state income tax returns must either file the appropriate return extension request or file their income tax return by the due date, and then amend their return after receiving a credit certification. Amended returns to claim the tax credit must be filed within the applicable statute of limitations.

23 VAC 10-110-229. Qualified Equity and Subordinated Debt Investments Tax Credit; required equity and subordinated debt investment holding period.

A. Equity received in connection with a qualified business investment must be held by the taxpayer for at least five full calendar years following the calendar year for which a tax credit for a qualified investment is earned except in any of the following instances: (i) the liquidation of the qualified business issuing such equity; (ii) the merger, consolidation or other acquisition of such business with or by a party not affiliated with such business; or (iii) the death of the taxpayer.

B. The five-calendar year holding period is to be distinguished from the redemption period (five years from the date of issuance) during which an equity investment cannot be required, or be subject to an option on the part of the taxpayer, to be redeemed by the issuer. The redemption period requirement must be met in order to qualify an equity investment for credit eligibility. The five-calendar year holding period must be met in order to avoid recapture of the credit.

C. A subordinated debt instrument received in connection with a qualified business investment must be held by the taxpayer for at least three years after the date of issuance except in any of the following instances: (i) the liquidation of the qualified business issuing such subordinated debt; (ii) the merger, consolidation or other acquisition of such business with or by a party not affiliated with such business; or (iii) the death of the taxpayer.

[D. The holding period of a subordinated debt instrument received in connection with a qualified business investment that is convertible into equity may be effected by the date it is converted. If such subordinated debt is held for at least three years after the date of issuance, the holding period will be deemed to have been satisfied and equity resulting from a

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subsequent conversion would not be subject to any holding period. If such subordinated debt is converted within three years after the date of issuance, the equity must be held for at least five calendar years following the calendar year in which the subordinated debt was issued. Conversion of such subordinated debt within three years after the date of issuance would not be considered repayment of principal.]

[~~D.~~ E.] *If the holding period requirement for the equity or subordinated debt is not met, the taxpayer shall immediately notify the Department of Taxation of such failure and forfeit all used and unused tax credits. The notice of failure to meet the statutory requirements shall specify the aggregated credits claimed to date. The notice shall be deemed a tax assessment, to which the Department of Taxation shall add a penalty equal to the amount of the forfeit credits. In addition thereto, interest on the tax assessment and penalty shall be assessed at the rate of 1.0% per month, compounded monthly, from the date the tax credits were claimed by the taxpayer.*

[~~E.~~ F.] *Upon written request, the Department of Taxation shall have the discretion to abate any assessed penalty, in full or in part, if the taxpayer establishes reasonable cause for the failure to hold such equity [or subordinated debt] for the [~~five calendar year~~ required] holding period. The reason for any such abatement shall be preserved among the records of the Department of Taxation.*

NOTICE: The forms used in administering 23 VAC 10-110, Individual Income Tax, are listed below. The added forms that were published with the proposed regulation in 17:24 VA.R. 3551-3555 August 13, 2001, have not changed and, therefore, are not reprinted below.

FORMS

Virginia Consumers Use Tax Return for Individuals, Form CU-7 (eff. 9/93).

Virginia Individual Resident Income Tax Return (Booklet - Instructions for Form 760 and 760S), Form 760 and 760S.

Underpayment of Estimated Tax by Individuals, Estates and Trusts, Form 760 C.

Virginia Tentative Tax Return an Application for Extension of Time to File Individual or Fiduciary Income Tax Return, Form 760E (eff. 8/93).

Virginia Estimated Individual Income Tax Declaration and Forms for Individuals, Estates and Trusts (Booklet - Instructions for Form 760ES), Form 760ES.

Underpayment of Estimated Tax by Farmers and Fishermen, Form 760F.

Virginia Part-Year Resident Individual Income Tax Return (Booklet - Instructions for Form 760PY), Form 760PY.

Short Individual Resident Income Tax Return (Booklet - Instructions for Form 760 and 760S), Form 760S.

Virginia Nonresident Individual Income Tax Return (Booklet - Instructions for Form 763), Form 763.

Virginia Special Nonresident Claim for Individual Income Tax Withheld, Form 763-S.

Credit Computation Schedule, Schedule CR, Form 760.

Schedule for Computing the Age Deduction for Taxpayers 62 and Over, Out-of-State Tax Credit or State of Residence and the Addition to Tax, Penalty and Interest, Schedule NPY, Forms 760PY and 763.

Enterprise Zone Credit, Form 301 (eff. 9/92).

Computation of ACRS Subtraction, Form 302 (eff. 8/92).

Application for Designation as a Qualified Business for the Qualified Equity and Subordinated Debt Investments Tax Credit, Form QBA, 2601695, with instructions (eff. 1/01).

Taxpayer Application for Qualified Equity and Subordinated Debt Investments Tax Credit, Form EDC, 2601154, with instructions (eff. 7/00).

VA.R. Doc. No. R99-146; Filed January 23, 2002, 10:23 a.m.



GOVERNOR

EXECUTIVE ORDER NUMBER ONE (2002)

EQUAL OPPORTUNITY

By virtue of the authority vested in me as Governor, I hereby declare that it is the firm and unwavering policy of the Commonwealth of Virginia to assure equal opportunity in all facets of state government.

This policy specifically prohibits discrimination on the basis of race, sex, color, national origin, religion, age, or political affiliation, or against otherwise qualified persons with disabilities.

State appointing authorities and other management principals are hereby directed to take affirmative measures, as determined by the Director of the Department of Human Resource Management, to emphasize the recruitment of qualified minorities, women, disabled persons, and older Virginians to serve at all levels of state government. This directive does not permit or require the lowering of bona fide job requirements, performance standards, or qualifications to give preference to any state employee or applicant for state employment.

Allegations of violations of this policy shall be brought to the attention of the Office of Equal Employment Services of the Department of Human Resource Management. No state appointing authority, other management principals, or supervisors shall take retaliatory actions against persons making such allegations.

Any state employee found in violation of this policy shall be subject to appropriate disciplinary action.

The Secretary of Administration is directed to review annually state procurement, employment, and other relevant policies for compliance with the non-discrimination mandate contained herein, and shall report to the Governor his findings together with such recommendations as he deems appropriate. The Director of the Department of Human Resource Management shall assist in this review.

This Executive Order supersedes and rescinds Executive Order Number Two (98), Equal Opportunity, issued by Governor James S. Gilmore III on January 17, 1998.

This Executive Order shall become effective upon its signing and shall remain in full force and effect until amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 12th day of January, 2002.

/s/ Mark R. Warner
Governor

VA.R. Doc. No. R02-116; Filed January 17, 2002, 3:52 p.m.

EXECUTIVE ORDER NUMBER TWO (2002)

ESTABLISHING THE ECONOMIC CRISIS STRIKE FORCE

An economic crisis, such as the closure of textile plants in Martinsville and Henry County or the temporary closure of National Airport, is just as devastating to Virginia's

communities and families as a natural disaster. State government has an important role to play in rebuilding our communities after economic disaster strikes.

By virtue of the authority vested in me as Governor under Article V, Section 1 of the Constitution of Virginia and Section 2.2-103 of the Code of Virginia, I hereby establish the Virginia Economic Crisis Strike Force (herein known as the "Strike Force"). The ongoing purpose of this Strike Force is to serve as an on-call working group to respond as needed to economic disasters in Virginia communities by:

1. Immediately providing a single point of contact for citizens in affected communities to assist with accessing available government and private sector services and resources.
2. Assisting localities in developing short-range and long-term strategies for addressing the economic crisis.
3. Identifying opportunities for workforce retraining, job creation, and new investment.

The Economic Crisis Strike Force will be chaired by the Secretary of Commerce and Trade and shall be deployed at the direction of the Governor. The Strike Force shall include a representative designated by the Secretary of Education and a representative designated by the Secretary of Health and Human Resources. The Strike Force shall also include high-level representatives, designated by the respective agency heads, from the following agencies: the Department of Agriculture and Consumer Services, the Department of Business Assistance, the Department of Education, the Department of Housing and Community Development, the Department of Labor and Industry, the Department of Medical Assistance Services, the Department of Minority Business Enterprise, the Department of Social Services, the Virginia Community College System, the Virginia Employment Commission, the Virginia Economic Development Partnership, and the Virginia Tourism Authority.

The Strike Force shall also include representatives from other such agencies as may be designated by the Governor to meet the needs of any particular community. In addition, the Governor may designate such citizens as he deems appropriate to advise the Strike Force in particular circumstances.

Staff support for the Strike Force shall be provided by the Office of the Governor, the Office of the Secretary of Commerce and Trade, the various agencies represented on the Strike Force, and such other agencies as may be designated by the Governor. All executive branch agencies shall cooperate fully with the Strike Force and shall render such assistance as may be requested by the Chairman.

The Strike Force shall provide a report to the Governor on or before December 1 each year detailing the activities of the Strike Force.

This Executive Order shall become effective immediately upon signing, and shall remain in full force and effect until amended or rescinded by further executive order.

Governor

Given under my hand and under the seal of the Commonwealth of Virginia this 12th day of January 2002.

/s/ Mark R. Warner
Governor

VA.R. Doc. No. R02-117; Filed January 17, 2002, 3:52 p.m.

EXECUTIVE ORDER NUMBER THREE (2002)

AUTHORITY AND RESPONSIBILITY OF CHIEF OF STAFF

By virtue of the authority vested in me as Governor under Article V, Sections 1, 7, 8, and 10 of the Constitution of Virginia and Sections 2.2-100 and 2.2-104 of the Code of Virginia, and subject always to my continuing ultimate authority and responsibility to act in such matters and to reserve to myself any and all such powers, I hereby affirm and delegate to my Chief of Staff the powers and duties enumerated below:

1. To direct, as the deputy planning and budget officer, the administration of the state government planning budget process, except as to the responsibilities enumerated below, which are retained by me:
 - a. Submission of the budget and accompanying documents to the General Assembly;
 - b. Final review and determination of all proposed expenditures and of estimated revenues and borrowings to be included in the Executive Budget for each state department, division, office, board, commission, institution, or other agency or undertaking;
 - c. Amendment of Position Levels;
 - d. Authorization of deficits; and
 - e. Appointment of the Director of the Department of Planning and Budget.
2. To direct, as the deputy personnel officer, the administration of the state government personnel system, except as to the responsibilities enumerated below, which are retained by me:
 - a. Final determination with respect to employee compensation plans;
 - b. Submission of reports to the General Assembly by the Governor as required by law;
 - c. Issuance, amendment, or suspension of the Rules for the Administration of the Virginia Personnel Act;
 - d. Final action on appeals from appointing authorities to the Governor; and
 - e. Appointment of the Director of the Department of Human Resource Management.
3. To review, in the event of my absence or unavailability, major planning, budgetary, personnel, policy, and legislative matters that require my decision.
4. To review, in the event of my absence or unavailability, policy differences which may arise among or between my Secretaries.

5. To act as chief liaison officer with members of the General Assembly of Virginia.

6. To act as Senior Executive Assistant with responsibilities that include, but are not limited to, the direction and supervision of the Governor's Office, as well as budgetary and personnel authority for the office.

This Executive Order shall become effective immediately upon signing, and shall remain in full force and effect until January 31, 2006, or until amended or rescinded by further executive order.

Given under my hand and under the seal of the Commonwealth of Virginia this 12th day of January, 2002.

/s/ Mark R. Warner
Governor

VA.R. Doc. No. R02-118; Filed January 17, 2002, 3:52 p.m.

EXECUTIVE ORDER NUMBER FOUR (2002)

DELEGATION OF GOVERNOR'S AUTHORITY TO DECLARE A STATE OF EMERGENCY AND TO CALL THE VIRGINIA NATIONAL GUARD TO ACTIVE SERVICE FOR EMERGENCIES OR DISASTERS WHEN THE GOVERNOR IS OUT OF THE COMMONWEALTH OF VIRGINIA AND CANNOT BE REACHED

By virtue of the authority vested in me by Section 2.2-104 of the Code of Virginia, and subject to the provisions stated herein, I hereby affirm and delegate to the Chief of Staff, followed in protocol order by the Secretary of Public Safety, my authorities under Sections 44-146.17 and 44-75.1 of the Code of Virginia, to declare a state of emergency and to call forth the Virginia National Guard or any part thereof to state active duty in any of the circumstances outlined in subsections 4 and 5 of Section 44-75.1, in accordance with the following conditions:

1. Such delegation is subject always to my continuing, ultimate authority and responsibility to act in such matters.
2. Use of this delegation is contingent upon my being outside the borders of the Commonwealth of Virginia and unable to be reached so as to give my approval for the declaration of a state of emergency, as defined in Section 44-146.16 (5) of the Code of Virginia, or use of the Virginia National Guard.
3. This delegation is strictly standby in nature, to be held in abeyance until such time as there may be explicit circumstances involving an emergency whereby human lives and public and private property are threatened in the event of natural or man-made emergencies or disasters.
4. If the authority granted under this order is used, I am to be informed of such use as soon as practicable.

This Executive Order shall be effective upon its signing, and shall remain in full force and effect until January 31, 2006, unless sooner amended or rescinded by further executive order.

Given under my hand and under the seal of the Commonwealth of Virginia this 12th day of January 2002.

/s/ Mark R. Warner
Governor

VA.R. Doc. No. R02-119; Filed January 17, 2002, 3:52 p.m.

EXECUTIVE ORDER NUMBER FIVE (2002)

ESTABLISHING THE GOVERNOR'S COMMISSION ON EFFICIENCY AND EFFECTIVENESS

Serving the needs of Virginia's citizens in the 21st Century requires that state government provide services in the most efficient and effective manner possible. Like the private sector, state government should periodically conduct a top-to-bottom review of operations. This review should result in the identification of core, essential services and the focusing of resources on these services while eliminating redundant and ineffective services. It is also time for state government to consolidate state agency operations and programs to promote efficiency.

With these most serious responsibilities in mind and by virtue of the authority vested in me under Article V of the Constitution of Virginia, and by Section 2.2-134 of the Code of Virginia, I hereby establish the Governor's Commission on Efficiency and Effectiveness (hereinafter referred to as "the Commission").

The Commission is classified as a gubernatorial advisory commission in accordance with Sections 2.2-134, 2.2-135, and 2.2-2100 of the Code of Virginia. The purpose of this Commission shall be to:

1. Identify redundant and ineffective services.
2. Streamline and consolidate state agencies and programs.
3. Better use technology to improve service delivery and reduce costs.
4. Employ 21st century management tools, such as Six Sigma, to make state services more efficient.

The Commission shall have 13 members, including a Chairman and a Vice Chairman, appointed by the Governor and serving at his pleasure.

Members of the Commission shall serve without compensation. They may receive reimbursement for expenses incurred in the discharge of their official duties upon approval by the Governor's Chief of Staff or his designee.

The Commission shall present a report and recommendations to the Governor by August 1, 2002. The Commission shall monitor the implementation of its recommendations and shall present a report on the implementation of its recommendations to the Governor by December 15, 2002.

I direct all executive branch agencies and institutions to cooperate fully with the work of the Commission.

Such staff support as is necessary for the conduct of the Commission's work during the term of its existence shall be furnished by the Office of the Governor, the Offices of the

Governor's Secretaries, the Department of Planning and Budget, and such other executive agencies as the Governor may designate. An estimated 3,500 hours of staff time will be required to support the commission. Such funding as is necessary for the term of the Commission's existence shall be provided from sources, including both private and appropriated funds, contributed or appropriated for purposes related to the work of the Commission, as authorized by Section 2.2-135(B) of the Code of Virginia. Direct expenditures for the Commission's work are estimated to be \$25,000, exclusive of staff support.

This Executive Order shall be effective upon its signing, and shall remain in full force and effect until January 15, 2003, unless amended or rescinded by further executive order. Given under my hand and under the seal of the Commonwealth of Virginia this 15th day of January 2002.

/s/ Mark R. Warner
Governor

VA.R. Doc. No. R02-120; Filed January 17, 2002, 3:52 p.m.

GUIDANCE DOCUMENTS

Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require annual publication in the *Virginia Register* of guidance document lists from state agencies covered by the Administrative Process Act and the Virginia Register Act. A guidance document is defined as "...any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations..." Agencies are required to maintain a complete, current list of all guidance documents and make the full text of such documents available to the public.

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

DEPARTMENT 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, 910 West Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting: Michael E. Rider at P.O. Box 1971 Richmond, Va. 21218-1971, telephone (804) 225-3051 or e-mail mrider@doa.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to James W. Fisher, Director of Finance and Administration, Department of Accounts, telephone (804) 225-3045 or e-mail jfisher@doa.state.va.us.

Guidance Documents:

Commonwealth Accounting Policies and Procedures (CAPP) Manual, continuously updated. 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. There are two documents one for agencies and one for institutions that provide financial statement preparation guidance.

Year-end Closing Procedures, prepared annually. 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 work days from 8:30 a.m. until 5:00 p.m. in the office of the Department for the Aging, 1600 Forest Avenue, Suite 102, Richmond, VA 23229. Copies may be obtained free of charge by contacting Janet Honeycutt at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail jlhoneycutt@vdh.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Janet Honeycutt at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail jlhoneycutt@vdh.state.va.us.

Guidance Documents

State Plan for Aging Services: October 1, 1999 – September 30, 2003, effective October 1, 1999, revised February 2, 2001,

implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), § 2.1-373 A 3

Title III Service Standards, updated and re-issued July 6, 1999, interpreting 22 VAC 5-20-80

Case Management for Elderly Virginians Program, Policies and Procedures Manual, issued July, 1994, interpreting 22 VAC 5-20-80

Senior Community Services Employment Program (Title V), Workplan Guidance Document, September 1, 2001

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Office of Consumer Affairs

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5:00 p.m. at the Office of Consumer Affairs, Washington Building, Suite 1101, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained for \$25.50 by contacting Evelyn A. Jez, Office of Consumer Affairs, at the same address, telephone (804) 786-1308 or FAX (804) 786-5112.

Questions regarding interpretation or implementation of these documents may be directed to Andy Alvarez, Program Manager, Office of Consumer Affairs, Washington Building, Suite 1101, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-1381 or FAX (804) 786-5112.

Guidance Documents:

Office of Consumer Affairs Policies and Procedures Manual, revised 2001

Office of Dairy and Foods

Copies of the following document may be viewed during regular workdays from 8:15 a.m. until 5:00 p.m. in the Office of Dairy and Foods, Washington Building, Room 502, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained for \$30.75 by contacting Sandra Linkous at the same address, telephone (804) 786-8899 or FAX (804) 371-7792.

Questions regarding interpretation or implementation of this document may be directed to Ryan W. Davis, Program Supervisor, Food Safety, Washington Building, Room 507, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3520 or FAX (804) 371-7792.

Guidance Document:

Food Inspectors Manual, revised July 1997

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Copies of the following document may be viewed during regular workdays from 8:15 a.m. until 5:00 p.m. in the Office of Dairy and Foods, Washington Building, Room 502, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained for \$23.85 by contacting Sandra Linkous at the same address, telephone (804) 786-8899 or FAX (804) 371-7792.

Questions regarding interpretation or implementation of this document may be directed to Ryan W. Davis, Program Supervisor, Food Safety, Washington Building, Room 507, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3520 or FAX (804) 371-7792.

Guidance Document:

Food Inspection Field Operations Manual, revised June 20, 2000

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Copies of the following document may be viewed during regular workdays from 8:15 a.m. until 5:00 p.m. in the Office of Dairy and Foods, Washington Building, Room 505, 1100 Bank Street, Richmond, Virginia 23219. Copies may be obtained for \$50.00 by contacting John Beers at the same address, telephone (804) 786-1453 or FAX (804) 371-7792.

Questions regarding interpretation or implementation of this document may be directed to John Beers, Program Supervisor, Dairy Services, Washington Building, Room 505, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-1453 or FAX (804) 371-7792.

Guidance Document:

Dairy Services Procedure Manual, issued June 21, 1994, revised January 1999

Office of Meat and Poultry Services

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5:00 p.m. in the Office of Meat and Poultry Services, Washington Building, Suite 614, 1100 Bank Street, Washington Building, Richmond, VA 23219. Copies may be obtained free of charge by contacting Dr. David E. Cardin, Program Manager, at the same address, telephone (804) 786-4569 or FAX (804) 371-2380.

Questions regarding interpretation or implementation of these documents may be directed to Dr. David E. Cardin, Program Manager, Office of Meat and Poultry Services, Washington Building, Suite 614, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-4569 or FAX (804) 371-2380.

Guidance Documents:

Disposition of Violations of Meat and Poultry Laws and Regulations, Procedure 99-1, January 6, 1999

Office of Plant and Pest Services

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5:00 p.m. in the Office of Plant and Pest Services, Washington Building, Room 703, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Tonita Clark at the same address, telephone (804) 786-3515, FAX (804) 371-7793 or e-mail tclark@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Frank M. Fulgham, Program Manager, Office of Plant and Pest Services, Washington Building, Room 703, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793 or e-mail ffulgham@vdacs.state.va.us.

Guidance Documents:

Virginia Shipping Requirements for Queen and Package Bees, revised December 2001, § 3.1-610.14

Guidelines for Virginia Ginseng Management Program, revised December 2001, §§ 3.1-1020 through 3.1-1030

Invitation for Bids for Gypsy Moth Aerial Insecticide Spraying, revised February 2001, §§ 3.1-188.22 and 3.1-188.27

Guidelines for Participation in the Virginia Cooperative Gypsy Moth Suppression Program, revised September 2001, §§ 3.1-188.22 and 3.1-188.27

Invitation for Bids for the Gypsy Moth Trapping Program, revised February 2001, §§ 3.1-188.22

Invitation for Bids for the Cotton Boll Weevil Monitoring Program, revised March 2001, 2 VAC 5-440-10 through 2 VAC 5-440-110

Cotton Boll Weevil Trapping Guidelines, revised May 2001, 2 VAC 5-440-10 through 2 VAC 5-440-110

Office of Product and Industry Standards

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5:00 p.m. in the Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting G. Wes Diggs at the same address, telephone (804) 786-2476 or FAX (804) 786-1571.

Questions regarding interpretation or implementation of these documents may be directed to G. Wes Diggs, Program Supervisor, Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-2476 or FAX (804) 786-1571.

Guidance Documents:

2.4.1, Labeling of Cetane on Diesel Dispensers, revised January 1, 1993, § 59.1-167.1

2.9.6, Labeling and Method of Sale for Specific Retail Food Items, §§ 3.1-943 through 3.1-947

Guidance Documents

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Copies of the following document may be viewed during regular workdays from 8:00 a.m. until 5:00 p.m. in the Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting John Bates at the same address, telephone (804) 786-2476 or FAX (804) 786-1571.

Questions regarding interpretation or implementation of this document may be directed to John Bates, Program Supervisor, Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-2476 or FAX (804) 786-1571.

Guidance Document:

10.1, Guidelines for Approving Industrial Co-Products for Agricultural Use Under the Virginia Fertilizer and Agricultural Liming Materials Laws

Office of Pesticide Services

Copies of the following documents may be viewed during regular workdays from 8:00 a.m. until 4:30 p.m. in the Office of Pesticide Services, Washington Building, Room 401, 1100 Bank Street, Richmond, VA, 23219. Copies may be obtained free of charge by contacting Rhonda Bates at the same address, telephone (804) 371-6558, FAX (804) 371-8598 or e-mail rbates@vdacs.state.va.us

Questions regarding interpretation or implementation of these documents may be directed to Robert E. Bailey, Supervisor, Enforcement and Field Operations, Office of Pesticide Services, Washington Building, Room 401, 1100 Bank Street, Richmond, VA 23219, telephone (804) 371-6560, FAX (804) 371-8598 or e-mail rbailey@vdacs.state.va.us.

Guidance Documents:

Administrative Procedure for Processing Violations for Civil Penalty Assessment and Actions on Certificates, Licenses, and Registrations, issued June 14, 1993

Guidelines for Enforcement of the Virginia Pesticide Control Act - Civil Penalty Assessment Decision Matrix, revised September 1995

Worker Protection Standard Self-Inspection Checklist, issued September 1999

Interpreting PPE Standards on Pesticide Labels, issued September 1999

USDA Restricted Use Pesticide Recordkeeping and WPS Pesticide Application Information Requirements, issued December 1999

Office of Veterinary Services

Copies of the following documents may be viewed during regular workdays from 8:00 a.m. until 4:30 p.m. in the Division of Animal Industry Services, Washington Building, Sixth Floor, 1100 Bank Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Dr. Barry G. Dawkins at

the same address, telephone (804) 786-8261 or FAX (804) 371-2380.

Questions regarding interpretation or implementation of these documents may be directed to Dr. Barry G. Dawkins, Animal Welfare Veterinarian, Division of Animal Industry Services, Washington Building, Sixth Floor, 1100 Bank Street, Richmond, VA 23218, telephone (804) 786-8261 or FAX (804) 371-2380.

Guidance Documents:

Division Administration Directive 79-1, Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements, revised August 1, 2001, §§ 3.1-796.96 and 54.1-3425

Division Administration Directive 83-1, Approved Capture Drugs and Drug Administering Equipment, revised August 1, 2001, § 3.1-796.119

Guidelines for Enforcement of the Virginia Animal Pound and Shelter - Civil Penalty Assessment Decision Matrix, issued October 1, 2001.

Office of Policy, Planning and Research

Copies of the following documents may be viewed during regular workdays from 9:00 a.m. until 5:00 p.m. in the Office of Policy, Planning and Research in the Virginia Department of Agriculture and Consumer Services, Washington Building, Second Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by writing to Joyce Knight at the same address, telephone (804) 786-3538, FAX (804) 371-2945 or email: jknight@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Roy Seward, Office of Policy, Planning, and Research, Virginia Department of Agriculture and Consumer Services, Second Floor, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3538, FAX (804) 371-2945 or e-mail: rseward@vdacs.state.va.us.

Guidance Documents:

Agricultural Stewardship Act Guidelines, April 1, 1997, amended July, 2000, § 10.1-559.9

Office of Commodity Services

Copies of the following documents may be viewed during regular workdays from 9:00 a.m. until 5:00 p.m. in the Division of Marketing, Office of Commodity Services, Fruit and Vegetable Marketing Services, Virginia Department of Agriculture and Consumer Services, Washington Building, Room 804, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Thomas Smith at the same address, telephone (804) 786-3548 or FAX (804) 371-7785, or email: tsmith@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Thomas Smith, Office of Commodity Services, Division of Marketing, Washington Building, Room 804, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3548 or FAX (804) 371-7785, email: tsmith@vdacs.state.va.us.

Guidance Documents:

Virginia Organic Operations Certification Manual, amended, April 27, 2000

ALCOHOLIC BEVERAGE CONTROL BOARD

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Alcoholic Beverage Control Board, 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 Sara M. Gilliam, Assistant Secretary to the Board, at the same address, telephone (804) 213-4440, FAX (804) 213-4442 or e-mail smgillm@abc.state.va.us.

Guidance Documents:

Licensee Newsletters, issued quarterly

Application for License, revised January 1996, § 4.1-230

Retail Licensee Guide, revised 2001, 3 VAC 5

The ABC Licensing Process, issued 1998, § 4.1-230

Licensee Bulletin, Vol. 56, No. 1, revised March, 2000, 3 VAC 5

Licensee Bulletin, Vol. 56, No. 2, revised March, 2000, 3 VAC 5

Licensee Bulletin, Vol. 56, No. 3, revised March, 2000, 3 VAC 5

Licensee Bulletin, Vol. 56, No. 4, revised March, 2000, 3 VAC 5

Wholesale Licensee Bulletin, revised Fall 1997, 3 VAC 5

Farm Winery Remote—Festivals Bulletin, issued March, 2000, § 4.1-207

Circular Letter 84-3, issued November 1, 1984, § 4.1-216

Circular Letter 84-4, issued December 26, 1984, 3 VAC 5

Circular Letter 84-7, issued December 26, 1984, 3 VAC 5

Circular Letter 84-8, issued December 26, 1984, 3 VAC 5

Circular Letter 85-3, issued February 6, 1985, 3 VAC 5

Circular Letter 85-5, issued March 26, 1985, 3 VAC 5

Circular Letter 85-6, issued May 31, 1985, 3 VAC 5

Circular Letter 85-9, issued June 3, 1985, 3 VAC 5

Circular Letter 85-10, issued June 3, 1985, 3 VAC 5

Circular Letter 87-1, issued January 28, 1987, § 4.1-216

Circular Letter 87-2, issued March 19, 1987, 3 VAC 5

Circular Letter 88-2, issued July 22, 1988, § 4.1-239

Circular Letter 88-3, issued September 7, 1988, § 4.1-216

Circular Letter 88-5, issued November 29, 1988, 3 VAC 5

Circular Letter 89-1, issued April 14, 1989, 3 VAC 5

Circular Letter 89-4, issued October 13, 1989, § 4.1-225

Circular Letter 90-1, issued March 1, 1990, § 4.1-225

Circular Letter 90-2, issued March 1, 1990, 3 VAC 5

Circular Letter 90-4, issued June 27, 1990, 3 VAC 5

Circular Letter 92-1, issued May 22, 1992, § 4.1-225

Circular Letter 92-2, issued November 23, 1992, 3 VAC 5

Circular Letter 94-1, issued March 16, 1994, § 4.1-225

Circular Letter 98-1, issued Spring 1998, 3 VAC 5

Circular Letter 98-2, issued Spring 1998, § 4.1-207

Circular Letter 01-1, issued April, 9, 2001, §§ 4.1-216 and 4.1-323, 3 VAC 5

Circular Letter 01-2, issued June 18, 2001, 3 VAC 5

VIRGINIA COMMISSION FOR THE ARTS

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Commission for the Arts, Lewis House, 2nd floor, 223 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lorraine Lacy at the same address, telephone (804) 225-3132, FAX (804) 225-4327 or e-mail arts@state.va.us. The document may be found on the Virginia Commission for the Arts home page (<http://www.artswire.org/~vacomm>).

Questions regarding interpretation or implementation of this document may be directed to Peggy Baggett, Executive Director, at the address above, e-mail pbaggett.arts@state.va.us.

Guidance Document:

Guidelines For Funding, revised, July 1, 2002 - June 30, 2004

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, 8004 Franklin Farms Drive, Richmond, VA 23288-0300. Copies may be obtained free of charge by contacting Shilpa Joshi 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 Michael Scione, Executive Director, Assistive Technology Loan Fund Authority, 8004 Franklin Farms Drive, Richmond, VA 23288, telephone (804) 662-9000, FAX (804) 662-9533 or e-mail scionemw@drs.state.va.us.

Guidance Documents:

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

Interpretive Memorandum dated November 1, 1998

Guidance Documents

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at fanbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young Tisdale, Executive Director of the Board at the address above or by telephone at (804) 662-9111. Copies are free of charge.

Guidance Documents:

30-1, Order for Board of Audiology and Speech-Language Pathology v. Eve. H. Silverstein, case decision on practice using Auditory Integration Training ("AIT"), May 15, 1997

30-2, By-Laws of the Board of Audiology and Speech-Language Pathology, May 20, 1999

AUDITOR OF PUBLIC ACCOUNTS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Auditor of Public Accounts, 101 N. 14th Street, 8th Floor, Richmond, VA 23219. Copies may be obtained by contacting Kim Via at P.O. Box 1295, Richmond, VA 23218, telephone (804) 225-3350 (ext. 360) or e-mail kwvia@apa.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Kim Via, Auditor, Auditor of Public Accounts, telephone (804) 225-3350 (ext. 360) or e-mail kwvia@apa.state.va.us.

Guidance Documents:

Specification for Audits of Counties, Cities, and Towns, periodically updated. \$20.00 for Manual. This document sets standards for audits of Virginia local governments as required by § 15.2-2511 of the Code of Virginia.

Uniform Financial Reporting Manual, periodically updated. \$20.00 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 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 e-mail 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 e-mail mccauley@vsb.org.

Guidance Document:

Unauthorized Practice of Law (UPL) Guidelines, issued June 1997, 15 VAC 5-80

VIRGINIA DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. at the administrative headquarters building of the Virginia Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227. Please note that Policy and Procedures Directives are issued occasionally for the purpose of updating program service manuals. Copies of these documents, as well as, those listed below may be obtained at a cost of \$.10 per page by contacting William J. Pega at the same address, telephone (804) 371-3110, FAX (804) 371-3351 or e-mail pegawj@dbvi.state.va.us.

Questions regarding the interpretation or implementation of these documents may be directed to William J. Pega, Special Assistant to the Commissioner, Virginia Department for the Blind and Vision Impaired, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3351 or e-mail pegawj@dbvi.state.va.us.

Guidance Documents:

Randolph-Sheppard Vending Facility Program Operators Manual, issue March 1992, 22 VAC 45-20

Rehabilitation Teaching and Independent Living Rehabilitative Services Manual, Policy and Procedure Manual, revised November 2001, 22 VAC 45-70, 22 VAC 45-80

Virginia Department for the Blind and Vision Impaired Library and Resource Application for Service, revised August 1996

Library and Resource Center Policy and Procedures Manual for Educators of the Visually Impaired, revised October 1999

Education Services Policy and Procedure Manual, revised October 2001, § 22.1-217

Virginia Rehabilitation Center for the Blind and Vision Impaired Operations Manual, revised July 1994, § 63.1-73.1

VRCBVI Student Handbook, revised October 2000

Vocational Rehabilitation Policies and Procedures Manual, revised December 2001, 22 VAC 45-50

Low Vision Policies and Procedures Manual, revised October 2001

Policy and Procedures Directives, issued periodically to update service program manuals

VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the offices of the Virginia Department of Business Assistance, 707 E. Main Street, Suite 300, Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Rob R. Blackmore at the same address, telephone (804) 371-8260, FAX (804) 371-2115 or e-mail rblackmore@dba.state.va.us.

Questions regarding interpretation or implementation of the Modernized Workforce Training Guidelines for Virginia's Twenty-First Century may be directed to Preston Wilhelm, Director, Workforce Services, Department of Business Assistance, 707 East Main Street, Richmond, Virginia 23219, telephone (804) 371-8132, FAX (804) 371-8137, or e-mail pwilhelm@dba.state.va.us.

Questions regarding interpretation or implementation of the 2001-2002 Program Guidelines and Application for Grants for Small Business Incubators may be directed to Rob Blackmore, Senior Executive Assistant, Department of Business Assistance, 707 East Main Street, Richmond, Virginia 23219, telephone (804) 371-8260, FAX (804) 371-2115 or e-mail rblackmore@dba.state.va.us.

Guidance Documents:

Modernized Workforce Training Guidelines for Virginia's Twenty-First Century, Revised August 2001

2001-2002 Program Guidelines and Application for Grants for Small Business Incubators, Revised

CHARITABLE GAMING COMMISSION

Copies of the following document may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the office of the Charitable Gaming Commission, James Monroe Building, 17th Floor, 101 North 14th Street, Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Frances Jones, Administrative Staff Assistant, at the same address, telephone (804) 786-3014, FAX (804) 786-1079 or e-mail FJones@cgc.state.va.us.

Questions regarding interpretation or implementation of this document may be directed to Morris W. Rooke, Licensing and Administration Manager, Charitable Gaming Commission, P.O. Box 756, Richmond, Virginia 23218, telephone (804) 786-1681, FAX (804) 786-1079 or e-mail Rooke@cgc.state.va.us.

Guidance Document:

Guidelines for Permitted Use of Charitable Gaming Proceeds, issued October 1, 1999

CHESAPEAKE BAY LOCAL ASSISTANCE DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Chesapeake Bay Local Assistance Department, 101 North

14th Street, 17th Floor, Richmond, VA 23219. Copies of these documents may be obtained for the costs indicated by contacting the department at the above address, telephone (804) 225-3440 or FAX (804) 225-3447. Unless a specific cost is indicated, the cost will be at the rate of \$0.05 per page for copying, plus the mailing cost. If someone desires to view one or more of these documents at the department's office, please provide at least 24 hours notice of the desired time of the visit.

Questions regarding interpretation or implementation of these documents may be directed to Scott Crafton, Regulatory Coordinator, Chesapeake Bay Local Assistance Department, 101 North 14th Street, 17th Floor, Richmond, VA 23219, telephone (804) 371-7503, FAX (804) 225-3447 or e-mail scrafton@cblad.state.va.us.

Guidance Documents:

Attorney General Opinions:

1989 Atty. Gen. Ann. Rep, at 32 (to Delegate John G. Dicks, III, regarding vested rights), October 19, 1989, § 10.1-2115, 6 pages

1990 Atty. Gen. Ann. Rep, at 33 (to Prince William County Attorney Sharon E. Pandak, regarding septic system requirements), August 10, 1990, 9 VAC 10-20-120 7, 3 pages

1991 Atty. Gen. Ann. Rep, at 31 (to Delegate John C. Watkins, regarding grandfathering), June 28, 1991, § 10.1-2115, 4 pages

1991 Atty. Gen. Ann. Rep, at 36 (to Delegate George F. Allen, regarding unconstitutional taking of agricultural land), July 2, 1991, 9 VAC 10-20-130 B 4, 6 pages

2001 Attorney General Opinion (letter to Michael D. Clower, CBLAD Executive Director) regarding the authority of the Chesapeake Bay Local Assistance Board to institute legal action to enforce the Chesapeake Bay Preservation Act and associated regulations, November 26, 2001, §§ 10.1-2103(10 and 10.1-2104, and 9 VAC 10-20-250, 6 pages

Board Policies:

Board Determination of Consistency Regarding Local Designation of Resource Protection Areas, February 1992, 9 VAC 10-20-80, free

Local Program Consistency Review Policy, amended March 19, 2001, 9 VAC 10-20, free

Manuals/Handbooks/Brochures/Checklists/Studies:

Study of the Costs of Complying with the Chesapeake Bay Preservation Act Regulations, February 1992, 9 VAC 10-20, free

Local Assistance Manual, revised August 1991, 9 VAC 10-20, \$16 without binder, \$30 with custom D-Ring binder

Field Office Technical Guide (FOTG) of the U.S. Department of Agriculture, Natural Resource Conservation Service, second addition, 1999, parts revised continually, 9 VAC 10-20-120 9. The FOTG is a loosely organized set of technical references, including some information unique to each local or regional U.S.D.A. Service Center. The principle section of concern for the Bay Act regulatory program is the

Guidance Documents

"Conservation Operation Technical Standards," an up-to-date copy of which may be viewed at the CBLAD office in Richmond (see address above). Copies of specific standards or sections may be obtained at no cost from the nearest or otherwise appropriate Service Center. These Service Centers can be identified and contacted through information provided in the blue pages of local telephone books

National Soil Survey Handbook, Title 430-VI of the U.S. Department of Agriculture, Natural Resource Conservation Service, 1996, 9 VAC 10-20, available at no cost from the U.S.D.A. - Natural Resource Conservation Service, National Soil Survey Center, 100 Centennial Mall North, Lincoln, NE 68508-3866 (contact Gary Muckel, telephone (402) 437-4148), or via the Internet at <http://www.statlab.iastate.edu/soils/nssc>

Forestry Best Management Practices for Water Quality in Virginia: Technical Guide, January 1997, Virginia Department of Forestry, 9 VAC 10-20-120 10, free, available from the Virginia Department of Forestry, Attn.: Michael Foreman, Fontaine Research Park, 900 Natural Resource Drive, P.O. Box 3758, Charlottesville, VA 22903-0758, telephone (804) 977-6555

Virginia Erosion and Sediment Control Handbook, revised 1992, 9 VAC 10-20-120.6, \$25, available from the Virginia Department of Conservation and Recreation, Division of Soil and Water Conservation, 203 Governor Street, Suite 206, Richmond, VA 23219, telephone (804) 786-2064

Virginia Agricultural BMP Manual, 2000, available from the Virginia Department of Conservation and Recreation, Division of Soil and Water Conservation, 203 Governor Street, Suite 206, Richmond, VA 23219, telephone (804) 786-2064

Pest Management Guide, 1999, available from Virginia Polytechnic Institute and State University

Department Checklist used to evaluate the consistency of locally adopted ordinances with the Chesapeake Bay Preservation Act and CBLAB Regulations, § 10.1-2109 B, free

Department Checklist used to evaluate the consistency of locally proposed or adopted Comprehensive Plans, January 1992, § 10.1-2109 B, free

Brochure, 4 pages, Virginia's Bay Act Program, § 10.1-2100, free

Brochure, 16 pages, A Guide to the Bay Act, 9 VAC 10-20, free

Brochure, 4 pages, Factual Answers to Bay Act Misconceptions, 9 VAC 10-20, free

Brochure, 4 pages, Working Together to Protect Streams, Rivers, and the Bay, 9VAC10-20, free

Brochure, 8 pages, Better Site Design, An Informational Brochure for Virginia Communities Implementing the Chesapeake Bay Preservation Act, § 10.1-2100, free

Better Site Design, An Assessment of the Better Site Design Principles for Communities Implementing Virginia's Chesapeake Bay Preservation Act, § 10.1-2100, free

Specific Agricultural Criteria Guidance:

Letter to Virginia Farm Bureau regarding agricultural requirements under the regulations, September 11, 1990, 9 VAC 10-20-130 B, 3 pages

Agricultural Water Quality Program Guidance Memorandum #1, January 1993, 9 VAC 10-20-120 9, 8 pages

Letter to the Virginia Farm Bureau regarding agricultural buffer requirements and whether agricultural conservation plan documents are subject to FOIA requirements, May 6, 1993, 9 VAC 10-20-130 B, 2 pages

Letter to Eastern Shore SWCD regarding BMPs within the buffer, June 5, 1997, 9 VAC 10-20-130 B, 4 pages

Letter to Tidewater Virginia SWCDs regarding what constitutes a complex plan, July 2, 1997, 9 VAC 10-20-120 9, 2 pages

Guidance for Completing the CBPA Agricultural Program Status Summary Form, included with FY-1998 district financial grant agreements, July 1997, 9 VAC 10-20-120 9, 3 pages

Letter to James City County, February 22, 2001, regarding agricultural land uses, 2 pages

General Programmatic Guidance:

Letter to Tidewater Virginia local government and planning district administrators, November 22, 1989, regarding interpretation of interim application of certain criteria in the regulations, 9 VAC 10-20, 3 pages

Letter to State Health Commissioner, April 18, 1990, regarding VDH issuance of septic system permits consistent with CBLAB regulations, 9 VAC 10-20-120 7, 3 pages

Letter to Northern Virginia Planning District Commission, July 17, 1990, regarding bicycle paths in RPAs, 9 VAC 10-20-150 C, 1 page

Letter to the City of Williamsburg, September 5, 1990, regarding interpretation of stream perennality, 9 VAC 10-20-80, 2 pages

Letter to the Town of Vienna, December 11, 1990, regarding tributary streams and RPA designations, 9 VAC 10-20-130, 1 page

Letter to Northumberland County, May 2, 1991, regarding application of performance criteria in the RPA, 9 VAC 10-20-130, 3 pages

Letter to the City of Fairfax, July 3, 1991, regarding limited RMA designation, 9 VAC 10-20-90, 2 pages

Letter to Accomack County, November 6, 1991, regarding onsite perennial stream delineations, 9 VAC 10-20-110 B, 4 pages

Letter to the Town of Clifton, March 26, 1992, regarding RPA, RMA and General Criteria questions, 9 VAC 10-20-120, 3 pages

Letter to Tidewater Local Governments, April 1, 1992, regarding compliance of silvicultural operations with local

Chesapeake Bay Preservation Area Ordinances, 9 VAC 10-20-120 B 10, 2 pages

Letter to the City of Norfolk, July 16, 1992, regarding patios and accessory structures in RPAs, 9 VAC 10-20-130, 2 pages

Letter to Richard S. Browner of Virginia Beach, September 23, 1992, regarding state agency compliance with the regulations, 9 VAC 10-20, 1 page

Letter to Lancaster County, October 1, 1992, regarding local program buffer encroachment policy, 9 VAC 10-20-130, 3 pages

Letter to the Town of Kilmarnock, October 9, 1992, regarding the public road exemption from RPA requirements, 9 VAC 10-20-150 B, 2 pages

Letter to Westmoreland County, October 28, 1992, regarding buffer encroachment interpretation, 9 VAC 10-20-130, 2 pages

Letter to Westmoreland County, October 28, 1992, regarding buffer requirements and buffer equivalency for new lots, 9 VAC 10-20-130, 2 pages

Letter to Westmoreland County, October 28, 1992, regarding garages in the seaward 50 feet of the buffer area, 9 VAC 10-20-130, 2 pages

Letter to Mathews County, December 16, 1993, regarding septic system criteria, 9 VAC 10-20-120 7, 2 pages

Letter to Fairfax County, April 2, 1993, regarding site-specific RPA wetland delineations, 9 VAC 10-20-110 B, 1 page

Letter to James City County, June 2, 1993, regarding RPA designation and new marina basin, 9 VAC 10-20-80, 2 pages

Letter to Town of Eastville, August 27, 1993, regarding site-specific RPA delineation, 9 VAC 10-20-110 B, 3 pages

Letter to Fairfax County, January 12, 1994, regarding reserve drainfield requirements on existing lots, 9 VAC 10-20-120 7, 3 pages

Letter to Mathews County, January 31, 1994, regarding the effect of creating or restoring RPA features on the original RPA designation, 9 VAC 10-20-80, 3 pages

Letter to the Town of Smithfield, April 5, 1994, regarding the inclusion of nontidal wetlands along intermittent streams as part of RPA, 9 VAC 10-20-80, 3 pages

Letter to Westmoreland County, June 16, 1994, regarding buffer encroachments, 9 VAC 10-20-130, 2 pages

Letter to Richmond County, September 14, 1994, regarding local authority to regulate docks and piers, 9 VAC 10-20-210, 2 pages

Letter to the City of Norfolk, September 20, 1994, regarding the interpretation of "planning areas" for stormwater management planning, 9 VAC 10-20-120 8, 2 pages

Letter to Department of Environmental Quality, December 9, 1994, regarding delineation of RPA adjacent to new marina basin, 9 VAC 10-20-80, 2 pages

Letter to Henrico County, January 30, 1995, regarding site-specific delineation of RPA, 9 VAC 10-20-110 B, 3 pages

Letter to Lancaster County, January 31, 1995, regarding buffer encroachment, 9 VAC 10-20-130, 2 pages

Letter to Virginia Department of Health, September 12, 1995, regarding septic pump-out provision for small spray irrigation systems, 9 VAC 10-20-120 7, 2 pages

Letter to Fairfax County, October 2, 1995, regarding status of in-stream ponds as related to perenniality, 9 VAC 10-20-80, 2 pages

Letter to Town of Ashland, November 30, 1995, regarding designation of "other lands" as RPA, 9 VAC 10-20-80 4, 2 pages

Letter to Mathews County, December 6, 1995, regarding buffer modifications due to "loss of a buildable area," 9 VAC 10-20-130 B, 3 pages

Letter to Mathews County, February 7, 1996, regarding the location of septic systems within RPAs, 9 VAC 10-20-130 A, 2 pages

Letter to Mathews County, February 14, 1996, regarding application of septic system reserve drainfield requirement, 9 VAC 10-20-120 7, 1 page

Letter to Northampton County, March 7, 1996, regarding septic system pumpout requirements, 9 VAC 10-20-120 7, 2 pages

Letter to Chesterfield County, April 24, 1996, regarding buffer encroachments and equivalency, 9 VAC 10-20-130 B, 5 pages

Letter to King George County, December 6, 1996, regarding reasonable building area for lots recorded prior to October 1, 1989, 9 VAC 10-20-130 B, 2 pages

Letter to King George County, December 17, 1996, regarding reasonable building area for lots recorded prior to October 1, 1989 and meaning of "to the maximum extent possible," 9 VAC 10-20-130, 2 pages

Letter to Town of Ashland, December 17, 1996, regarding RPA delineation around pond with perennial outflow, 9 VAC 10-20-80 5, 2 pages

Letter to York County, April 7, 1997, regarding buffer requirement clarifications, 9 VAC 10-20-130, 2 pages

Letter to the City of Virginia Beach, April 22, 1997, regarding buffer requirement clarifications, 9 VAC 10-20-130, 3 pages

Letter to Caroline County, April 24, 1997, regarding buffer encroachments and related exceptions, 9 VAC 10-20-130, 2 pages

Letter to the Town of Smithfield, April 29, 1997, regarding fences within RPA buffers, 9 VAC 10-20-130, 1 page

Letter to the City of Suffolk, May 2, 1997, regarding buffer requirement clarifications, 9 VAC 10-20-130, 2 pages

Letter to the City of Portsmouth, May 6, 1997, regarding buffer variance conditions, 9 VAC 10-20-130 B, 2 pages

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Letter to Northumberland County, May 6, 1997, regarding clarification of buffer encroachment language, 9 VAC 10-20-130 B, 2 pages

Letter to Gloucester County, May 16, 1997, regarding maximum buffer encroachment over time, 9 VAC 10-20-130, 2 pages

Letter to Chesapeake Bay Foundation, July 3, 1997, regarding RPA buffer and permitted encroachments, 9 VAC 10-20-130 B, 4 pages

Letter to City of Alexandria, August 4, 1997, regarding RPA buffers and permitted encroachments, 9 VAC 10-20-130 B, 2 pages

Letter to J. Donald Cotter of Ruther Glen, Virginia, September 18, 1997, regarding accessory uses within the buffer, 9 VAC 10-20-130 B, 2 pages

Letter to J. Donald Cotter of Ruther Glen, Virginia, October 7, 1997, regarding application of regulations to homeowner associations who make approvals of projects, 9 VAC 10-20-10, 4 pages

Letter to Mathews County, October 27, 1997, regarding accessory structures within RPAs, 9 VAC 10-20-130, 4 pages

Letter to the City of Portsmouth, October 29, 1997, regarding buffer exceptions and variances to "lot of record" status, 9 VAC 10-20-130 B, 1 page

Letter to J. Donald Cotter of Ruther Glen, Virginia, October 29, 1997, regarding application of regulations to homeowner associations who make approvals of projects, 9 VAC 10-20-10, 1 page

Letter to King George County, December 5, 1997, regarding buffer exceptions for accessory structures, 9 VAC 10-20-130 B, 2 pages

Letter to Westmoreland County, December 30, 1997, regarding buffer exceptions for accessory structures, 9 VAC 10-20-130, 3 pages

Letter to Mathews County, January 15, 1998, regarding nonconforming structures, 9 VAC 10-20-150 A, 2 pages

Letter to Town of Smithfield, February 3, 1998, regarding RPA boundaries depicted on development plans, 9 VAC 10-20-80 B, 2 pages

Letter to Accomack County, February 23, 1998, regarding reasonable buildable area for lots recorded prior to October 1, 1989, 9 VAC 10-20-130 B 2, 2 pages

Letter to Mathews County, April 6, 1998, regarding expansion of nonconforming structures, 9 VAC 10-20-150 A, 2 pages

Letter to Accomack County, April 13, 1998, regarding buffer encroachments and related exceptions, 9 VAC 10-20-130 B and 9 VAC 10-20-160, 3 pages

Letter to King and Queen County, April 27, 1998, regarding site specific delineation of RPAs, 9 VAC 10-20-110 B, 2 pages

Letter to Caroline County, May 11, 1998, regarding onsite RPA delineation, 9 VAC 10-20-110 B, 2 pages

Letter to Middlesex County, June 12, 1998, regarding buffer modifications, 9 VAC 10-20-130 B, 2 pages

Letter to Charles City County, July 16, 1998, regarding lots recorded prior to October 1, 1989, with sufficient area for principle structure, 9 VAC 10-20-130 B 2, 1 page

Letter to Caroline County, July 24, 1998, regarding agricultural buffer requirements and agricultural uses, 9 VAC 10-20-130 B, 2 pages

Letter to the City of Newport News, July 28, 1998, regarding buffer requirement clarification, 9 VAC 10-20-130 B, 1 page

Letter to the Honorable Frank R. Wolf of the U.S. House of Representatives, July 31, 1998, regarding onsite RPA delineation, 9 VAC 10-20-110 B, 3 pages

Letter to J. Donald Cotter of Ruther Glen, September 24, 1998, regarding exemptions, 9 VAC 10-20-130 C, 2 pages

Letter to Caroline County, October 2, 1998, regarding silvicultural activities in CBPAs, 9 VAC 10-20-10, 1 page

Letter to Westmoreland County, October 6, 1998, regarding permitted structures in RPAs, 9 VAC 10-20-130 A, 1 page

Letter to Northampton County, October 27, 1998, regarding permitted structures in RPAs, 9 VAC 10-20-130 A, 1 page

Letter to Caroline County, October 27, 1998, regarding agricultural activities in RPAs, 9 VAC 10-130 B, 2 pages

Letter to Stafford County, November 16, 1998, regarding onsite RPA delineation, clarification of tributary streams, 9 VAC 10-20-110 B, 2 pages

Letter to James City County, November 30, 1998, regarding buffer modification and mitigation, 9 VAC 10-20-130 B, 3 pages

Letter to Arlington County, February 4, 1999, regarding buffer encroachment, 9 VAC 10-20-130 B, 1 page

Letter to Michael Rolband of Chantilly, Virginia, February 18, 1999, regarding on-site RPA delineation and tributary stream clarification, 9 VAC 10-20-110 B, 2 pages

Letter to Chesterfield County, April 26, 1999, regarding buffer encroachments and modifications, 9 VAC 10-20-130 B, 3 pages

Letter to Northumberland County, May 5, 1999, regarding expansions of nonconforming structures, 9 VAC 10-20-150 A, 2 pages

Letter to Accomack County, May 17, 1999, regarding permitted uses in RPA, 9 VAC 10-20-130 A, 2 pages

Letter to Arlington County, May 25, 1999, regarding permitted uses in RPA, 9 VAC 10-20-130 B 2, 2 pages

Letter to City of Alexandria, June 28, 1999, regarding buffer modifications, 9 VAC 10-20-130 B, 2 pages

Letter to Mathews County, August 19, 1999, regarding buffer encroachments, 9 VAC 10-20-130 B, 3 pages

Letter to Chesterfield County, October 8, 1999, regarding buffer violation, 9 VAC 10-20-130 B, 2 pages

Letter to Caroline County, October 14, 1999, regarding expansion of RPA due to created wetlands, 9 VAC 10-20-80 B and 9 VAC 10-20-110 B, 2 pages

Letter to Westmoreland County, December 22, 1999, regarding expansion of nonconforming use in RPA, 9 VAC 10-20-150 A, 5 pages

Letter to Henrico County, March 3, 2000, regarding the location of fences in the RPA, 9 VAC10-20-130, 2 pages

Letter to Charles City County, March 3, 2000, regarding redevelopment activity in the RPA, 9 VAC10-20-130 A, 2 pages

Letter to Caroline County, April 13, 2000, regarding the exemption of silvicultural operations, 9 VAC10-20-120 10, 2 pages

Letter to Hanover County, April 20, 2000, regarding the location of fences in the RPA, 9 VAC10-20-130, 1 page

Letter to Charles City County, April 20, 2000, regarding the exemption of silvicultural operations, 9 VAC10-20-120 10, 2 pages.

Letter to State Forester, May 4, 2000, regarding the exemption of silvicultural operations, 9 VAC 10-20-120 10, 2 pages

Letter to City of Colonial Heights, May 9, 2000, regarding buffer requirement clarification, 9 VAC10-20-130 B, 2 pages

Letter to Hanover County, May 31, 2000, regarding buffer encroachment and modification, 9 VAC10-20-130 B, 3 pages

Letter to City of Suffolk, June 2, 2000, regarding construction on pre-recorded lots , 9VAC10-20-130 B 2, 2 pages

Letter to City of Portsmouth, June 2, 2000, regarding buffer requirement clarification, 9 VAC10-20-130 B, 3 pages

Letter to Mr. Robert Moses, June 16, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC10-20-150 B, 2 pages

Letter to Charles City County, June 16, 2000, regarding site-specific RPA delineation, 9 VAC10-20-110 B, 2 pages

Letter to Northampton County, August 28, 2000, regarding removal of buffer vegetation for fire protection, 9VAC10-20-130 B, 2 pages

Letter to Fairfax County, October 10, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC10-20-150 B, 2 pages

Memorandum of Understanding between the Chesapeake Bay Local Assistance Department and the Department of Forestry, December 15, 2000, 3 pages

Letter to City of Colonial Heights, February 8, 2001, regarding development activities in the RPA, 9 VAC10-20-130, 2 pages

Letter to Chesterfield County, February 13, 2001, regarding stormwater management requirements for redevelopment, 9 VAC10-20-120, 2 pages

Letter to York County, February 16, 2001, regarding clarification of water dependent facilities, redevelopment and expansion of nonconforming structures, 9 VAC10-20, 2 pages

Memorandum to Local Program Managers, February 26, 2001, regarding MOU between CBLAD and DOF, 1 page

Letter to City of Hampton, February 28, 2001, regarding removal of buffer vegetation, 9 VAC10-20-130 B, 2 pages

Letter to Spotsylvania County, July 12, 2001, regarding onsite designation of RPA features, 9 VAC10-20-110 B, 4 pages

Letter to Chesterfield County, July 30, 2001, regarding RPA buffer area restoration, 9 VAC10-20-130 B, 2 pages

Letter to City of Poquoson, August 28, 2001, regarding permitted buffer encroachments, 9 VAC10-20-130 B, 2 pages

Letter to City of Poquoson, September 7, 2001, regarding permitted buffer encroachment, 9 VAC10-20-130 B, 2 pages

Letter to Northampton County, October 23, 2001, regarding removal of vegetation in buffer, 9 VAC10-20-130 B, 2 pages

Letter to City of Newport News, November 16, 2001, regarding permitted buffer encroachment, 9 VAC10-20-130 B, 2 pages

Letter to Stafford County, December 4, 2001, regarding revised RPA designation, 9 VAC10-20-80 B, 2 pages

VIRGINIA CODE COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Code Commission, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 786-3591, FAX (804) 692-0625 or e-mail tedwards@leg.state.va.us. The documents may also be downloaded from the Virginia Register Web Page (<http://legis.state.va.us/codecomm/register/regindex.htm>).

Questions regarding interpretation or implementation of these documents may be directed to Jane Chaffin, Registrar of Regulations, Virginia Code Commission, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, VA 23219, telephone (804) 786-3591, FAX (804) 692-0625 or e-mail jchaffin@leg.state.va.us.

Guidance Documents:

Virginia Register Form, Style and Procedure Manual, revised August 1995, § 2.2-4104

Preparing and Filing Guidance Document Lists, revised October 2001, §§ 2.2-4008 and 2.2-4103

OFFICE OF COMPREHENSIVE SERVICES

Copies of the following document may be viewed or downloaded from the web at <http://www.csa.state.va.us/> (under "publications") or at the Office of Comprehensive Services, Wythe Building, 1604 Santa Rosa Road, Richmond, VA 23229-5008. Copies may also be viewed at The Library of

Guidance Documents

Virginia or any of the university libraries, which serve as depositories for state documents. Local Community Policy and Management Team Chairpersons in each locality also have copies of the documents. To identify the chairperson for your locality see "local contacts" on the web at <http://www.csa.state.va.us/> or contact the Office of Comprehensive Services at (804) 662-9815. Copies of this information also may be obtained free of charge by providing a formatted disc to the Office of Comprehensive Services, Wythe Building, 1604 Santa Rosa Road, Richmond, VA 23229-5008, telephone (804) 662-9815.

Questions concerning interpretation or implementation of this document may be directed to Phil Quinn, Office of Comprehensive Services, Wythe Building, 1604 Santa Rosa Road, Richmond, VA 23229-5008, telephone (804) 662-9817 or e-mail phq992@central.dss.state.va.us.

Guidance Document:

CSA Publication 003, Comprehensive Services Act Manual, revised June 2000, §§ 2.2-5200 through 2.2-5214 and related §§ 2.2-212, 2.2-2648 and 2.2-2649.

DEPARTMENT OF CONSERVATION AND RECREATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Director of the Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219. The director's office serves as the central repository for the Department of Conservation and Recreation, the Board of Conservation and Recreation, the Board on Conservation and Development of Public Beaches, the Virginia Soil and Water Conservation Board, the Virginia Cave Board, all designated Scenic River Advisory Boards, the Chippokes Plantation Farm Foundation, the Virginia Land Conservation Foundation, the Virginia Outdoors Foundation, and the Virginia State Parks Foundation. Individual copies of listed publications may be obtained free of charge, unless a price is listed, by contacting Kathleen A. Carter at the above address, telephone (804) 786-6124 or FAX (804) 786-6141. Most manuals and reports listed without a price attached were produced in very limited quantities and are available for copying charges. For documents with a cost associated, please refer to the document listings. Individual copies of certain documents may also be viewed at the department's divisional headquarters and in some cases at regional or district offices or at Virginia State Parks.

Questions regarding interpretation or implementation of these documents may be directed to Leon E. App, Acting Deputy Director, Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219, telephone (804) 786-4570 or FAX (804) 786-6141. Other staff may be assigned by the director or Mr. App to answer specific questions regarding these documents.

Guidance Documents:

Division of Dam Safety

Rodent Control on Earthfilled Dams, revised April 1998, Dept. of Conservation and Recreation Fact Sheet No. 4, §§ 10.1-604 through 10.1-613

Virginia's Program for Safety of Dams, revised March 1998, Dept. of Conservation and Recreation Fact Sheet No. 1, §§ 10.1-604 through 10.1-613

Vegetation Control for Embankment Dams, revised March 1998, Dept. of Conservation and Recreation Fact Sheet No. 3, §§ 10.1-604 through 10.1-613

Dam Classification: What Does It Mean? Why Does It Change?, revised November 1998, Dept. of Conservation and Recreation Fact Sheet No. 2, §§ 10.1-604 through 10.1-613

Division of Natural Heritage

Managing Invasive Alien Plants in Natural Areas, Parks, and Small Woodlands (booklet), §§ 10.1-209 through 10.1-217

Native Plants for Conservation, Restoration, and Landscaping, Coastal Plain, 1997, §§10.1-209 through 10.1-217

Native Plants for Conservation, Restoration, and Landscaping, Piedmont Region, 1997, §§10.1-209 through 10.1-217

Native Plants for Conservation, Restoration, and Landscaping, Mountain Region, 1997, §§ 10.1-209 through 10.1-217

Natural Heritage Technical Document #95-9, North Landing River Natural Area Preserve Resource Management Plan, First Edition, February 15, 1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

Natural Heritage Technical Document #95-10, Bethel Beach Natural Area Preserve Resource Management Plan, First Edition, February 15, 1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

Natural Heritage Ranks - Definition of Abbreviations Used on Natural Heritage Resource Lists of the Virginia Department of Conservation and Recreation, May 1996, §§ 10.1-209 through 10.1-217

Natural Heritage Resources of Virginia - Rare Vascular Plants, Natural Heritage Technical Report 01-11, March 2001, §§ 10.1-209 through 10.1-217

Natural Heritage Resources of Virginia - Rare Animal Species, Natural Heritage Technical Report 01-16, June 2001, §§ 10.1-209 through 10.1-217

The Natural Communities of Virginia: Classification of Ecological Community Groups, Natural Heritage Technical Report 01-1, January 2001, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Natural Heritage Information Services, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Natural Area Dedication, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Natural Area Management Agreements, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Natural Area Registry, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Ecological Management, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Fire and Natural Areas, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Conserving Endangered Species (brochure), §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Barrier Beaches, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Sea-level Fens, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Tidal Freshwater Marshes, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Pocosins, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Baldcypress - Water Tupelo Swamps, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Turkey Oak Sandhills, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Seasonal Ponds, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Groundwater Seepage Wetlands, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Conserving Natural Communities, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Rare Beach Nesting Birds, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Rare Marsh Nesting Birds, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Migratory Songbird Habitat, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Rare Odonates, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Sensitive Joint-vetch, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Spreading Pogonia, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Purple Pitcher Plant, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Swamp Pink, §§ 10.1-209 through 10.1-217

Natural Heritage Resource Fact Sheet - Virginia Sneezeweed, §§ 10.1-209 through 10.1-217

Native Plants for Conservation, Restoration and Landscaping - Master list, comb-bound booklet, §§ 10.1-209 through 10.1-217

Native Plants for Conservation, Restoration and Landscaping - Riparian Forest Buffers (brochure), §§ 10.1-209 through 10.1-217

Native Plants for Conservation, Restoration and Landscaping - Grasslands (brochure), §§ 10.1-209 through 10.1-217

Virginia Natural Heritage Program Twelve Year Report, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - List of Invasive Plant Species, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Alligatorweed, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Aneilema, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Asiatic Sand Sedge, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Autumn Olive and Russian Olive, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Bush Honeysuckle, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Canada Thistle, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Chinese Lespedeza, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Chinese Privet, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Common Reed, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Crown Vetch, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Eurasian Water-milfoil, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Garlic Mustard, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Giant Reed, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Hydrilla, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Japanese Honeysuckle, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Japanese Knotweed, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Japanese Stilt Grass, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Johnson Grass, §§ 10.1-209 through 10.1-217

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Invasive Alien Plant Species of Virginia - Kudzu, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Mile-a-Minute, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Multiflora Rose, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Oriental Bittersweet, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Parrot's Feather, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Porcelain Berry, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Purple Loosestrife, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Spotted Knapweed, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Tall Fescue, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Tree-of-Heaven, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Winged Burning Bush, §§ 10.1-209 through 10.1-217

Invasive Alien Plant Species of Virginia - Battling an Invasive Plant Species, §§ 10.1-209 through 10.1-217

Canoe Trail Guide - Alton's Creek, North Landing River Natural Area Preserve (brochure), §§ 10.1-209 through 10.1-217

Canoe Trail Guide - Pocaty Creek, North Landing River Natural Area Preserve (brochure), §§ 10.1-209 through 10.1-217

Division of Planning and Recreation Resources

1992 Virginia Outdoors Survey, 1992 (a survey of Virginians' use of and attitudes about the Commonwealth's natural and outdoor recreational resources), §§ 10.1-200 and 10.1-207 (2000 Survey to be released in the Winter of 2001)

1996 Virginia Outdoors Plan, 1996 (a plan for meeting Virginia's outdoor recreational needs and conserving the environment (a 360 page document)), §§ 10.1-200 and 10.1-207, cost: \$20 plus \$4.00 for shipping and handling

Virginia Recreational Trails Fund Program, Volume V (project application for the grant program established for the purposes of providing and maintaining recreational trails and trails-related facilities), §10.1-200

Virginia Outdoors Fund Grant Program, January 1993 (describes the Virginia Outdoors Fund Grant Program and provides appropriate application instructions and forms), § 10.1-200

Virginia Outdoors Fund Revolving Loan Program, December 1992 (to facilitate the availability of outdoor recreation areas

and facilities for all political jurisdictions in the Commonwealth of Virginia), Item 406, Chapter 893, Acts of Assembly of 1992

Virginia Land Conservation Foundation Manual, 2000 Virginia Land Conservation Fund Grant Program, October, 2000 (provides grants for fee simple title to and interest in real property for land conservation purposes in specified categories of open space and parks, natural area protection, historic area protection and farmlands and forest preservation), §§ 10.1-1017 through 10.1-1026

Potential Park Site Criteria (Level 1), § 10.1-200

Two page briefing on the Scenic River program and a list of the current components of the Virginia Scenic Rivers System, §§ 10.1-400 and 10.1-402

The Goose Creek Scenic River Advisory Board (brochure describing board responsibilities to state and county governments), §§ 10.1-400, 10.1-402 and 10.1-411

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

Open Space Land Within the Shenandoah River Corridor and Use-Value Assessment, §§ 10.1-417 and 58.1-3230

Belle Isle State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Caledon Natural Area Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Chippokes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 2, 1999, adopted by David G. Brickley, May 16, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

Claytor Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

Douthat State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

False Cape State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

First Landing State Park Master Plan, Reviewed by the Board of Conservation and Recreation on September 27, 1999 and adopted by David G. Brickley, November 15, 1999, §§ 10.1-107, 10.1-200 and 10.1-200.1

Hungry Mother State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

James River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and

adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Kiptopeke State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

New River Trail State Park Master Plan, Reviewed by the Board of Conservation and Recreation on April 26, 1999 and adopted by David G. Brickley, November 15, 1999, §§ 10.1-107, 10.1-200 and 10.1-200.1

Natural Tunnel State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 2, 1999, adopted by David G. Brickley, May 16, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

Pocahontas State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Raymond R. "Andy" Guest Jr. / Shenandoah River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

Staunton River Battlefield State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Wilderness Road State Park Master Plan (formerly Karlan State Park), Reviewed by the Board of Conservation and Recreation on June 30, 1998, and December 7, 1998, and adopted by David G. Brickley, on July 2, 1998, and December 14, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

Division of Soil and Water Conservation

The Floodplain Management Plan for the Commonwealth of Virginia, April 29, 1991 (plan with 3-ring binder), 1991 plan out of print, revised plan pending, §§ 10.1-658 and 10.1-659, cost: per page copying

Virginia Erosion and Sediment Control Handbook, Third Edition, 1992, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: \$35 (handbook with 3-ring binder) and \$8 shipping and handling

Virginia Erosion and Sediment Control Field Manual, Second Edition, 1995, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: \$15 (field manual with plastic cover) and \$5 shipping and handling

Virginia Erosion and Sediment Control Handbook AutoCad Drawings, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: \$25 and \$5 shipping and handling

Virginia Nutrient Management Guidelines for Continuing Education Meetings, May 1997, 4 VAC 5-15-40 A

Virginia Nutrient Management Certification Education and Experience Guidelines, June 1997, 4 VAC 5-15-40 A

Virginia Nutrient Management Application Instruction Packet, October 1997, 4 VAC 5-15-40 A 1

Virginia Nutrient Management Standards and Criteria, November 1995, 4 VAC 5-15

Nutrient Management Handbook, Second Edition, 1993, 4 VAC 5-15, cost: \$7 (shipping and handling included)

Virginia Stormwater Management Handbook, 1999, § 10.1-603.1, cost: \$60 (2 volume set) and \$8 shipping and handling

Virginia Water Quality Improvement Fund, Nonpoint Source Pollution Management Program, FY2001 Request for Proposals, §§ 10.1-2117 through 10.1-2134

DCR Staff Guidance for Biosolids Use Regulations Site Reviews, October 1996, 12 VAC 5-585

DCR Staff Guidance for VPA Permit Nutrient Management Plans, October 2000, 9 VAC 25-192

Improving Water Quality, a Virginia Priority... A Local Option, Tax Incentives To Protect Wetlands, Riparian Buffers & To Promote Erosion Control Structures (Local Government version), November 1998, §§ 58.1-3230, 58.1-3665 and 58.1-3666

Improving Water Quality, a Virginia Priority... A Local Option, Tax Incentives To Protect Wetlands, Riparian Buffers & To Promote Erosion Control Structures (Landowner version), November 1998, §§ 58.1-3230, 58.1-3665 and 58.1-3666

Division of State Parks

The 2001 Virginia State Parks' Guide to Virginia State Parks, §§ 10.1-200 and 10.1-201

The 2001 Virginia State Parks' Guide to Outdoors Adventures, §§ 10.1-200 and 10.1-201

Virginia State Parks, Bear Creek Lake State Park, Cumberland Multi-Use Trail Map and Guide, April 2000, §§ 10.1-200 and 10.1-201

Virginia State Parks, Bear Creek Lake State Park Fact Sheet, 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Bear Creek Lake State Park Guide and Map, revised March 2000, §§ 10.1-200 and 10.1-201

Virginia State Parks, Bear Creek Lake State Park Trail Guide and Map, March 2000, §§ 10.1-200 and 10.1-201

Virginia State Parks, Belle Isle State Park Guide, May 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Breaks Interstate Park & Conference Center Brochure, November 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Caledon Natural Area, Boyd's Hole Trail Guide, 1995; §§ 10.1-200 and 10.1-201

Virginia State Parks, Caledon Natural Area Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Caledon Natural Area Guide, 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Caledon Natural Area Summer Program Brochure, 2001, §§ 10.1-200 and 10.1-201

Guidance Documents

Virginia State Parks, Caledon Natural Area, Deer Herd Management Brochure, 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Chippokes Plantation State Park Guide, 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Chippokes State Park Fact Sheet, December 1996, §§ 10.1-200 and 10.1-201

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

Virginia State Parks, Claytor Lake State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Claytor Lake State Park Guide, May 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Claytor Lake State Park, Shady Ridge Trail Interpretive Guide, 1988, §§ 10.1-200 and 10.1-201

Virginia State Parks, Claytor Lake State Park, William Christian Interpretive Brochure, 1992, §§ 10.1-200 and 10.1-201

Virginia State Parks, Douthat State Park Fact Sheet, December 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Douthat State Park Guide, December 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Douthat State Park Trail Guide, June 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Fairy Stone State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Fairy Stone State Park Guide, December 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Fairy Stone State Park Trail Guide, December 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, False Cape State Park Fact Sheet, January 1997, §§ 10.1-200, 10.1-201 and 10.1-205

Virginia State Parks, False Cape State Park Guide, April 1993, §§ 10.1-200, 10.1-201, and 10.1-205

Virginia State Parks, First Landing/Seashore State Park and Natural Area Trail System Guide, May 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, First Landing/Seashore State Park and Natural Area Trail System Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Grayson Highlands State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Grayson Highlands State Park Guide, February 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Grayson Highlands State Park Hunting Guide, February 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Grayson Highlands State Park Horseback Riding Guide, February 1997, §§ 10.1-200 and 10.1-201.

Virginia State Parks, Grayson Highlands State Park Mountain Bike Guide, February 1997, §§ 10.1-200 and 10.1-201.

Virginia State Parks, Holliday Lake State Park Guide, November 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Holliday Lake State Park, Sunfish Trail (Self-guided Boat Trail), §§ 10.1-200 and 10.1-201.

Virginia State Parks, Hungry Mother State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Hungry Mother State Park Guide, February 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, James River State Park Guide, February 2000, §§ 10.1-200 and 10.1-201

Virginia State Parks, Kiptopeke State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Kiptopeke State Park Guide, February 1997, § 10.1-200 and 10.1-201

Virginia State Parks, Lake Anna State Park Fact Sheet, July 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Lake Anna State Park Guide, February 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Lake Anna State Park Guide Fortune's Wheel, A history of the land surrounding Lake Anna State Park, §§ 10.1-200 and 10.1-201

Virginia State Parks, Lake Anna State Park Old Pond Trail, Self guided trail, §§ 10.1-200 and 10.1-201

Virginia State Parks, Lake Anna State Park Trail Guide, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park A Potomac Legacy, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park Fact Sheet, July 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park History of Leesylvania, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park Lee's Woods Self Guided Trail, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park Map and Guide, May 1999, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park Powells Creek Self Guided Trail, §§ 10.1-200 and 10.1-201

Virginia State Parks, Mason Neck State Park Fact Sheet, July 1993, §§ 10.1-200 and 10.1-201

Virginia State Parks, Mason Neck State Park Guide, February 1998, §§ 10.1-200 and 10.1-201

Virginia State Parks, Natural Tunnel State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Natural Tunnel State Park Full color NT Brochure for racks/promotion, revised April 1997, §§ 10.1-200 and 10.1-201

- Virginia State Parks, Natural Tunnel State Park Trail Guide, July 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, New River Trail State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, New River Trail State Park Guide, April 2000, §§ 10.1-200 and 10.1-201
- Virginia State Parks, New River Trail State Park Trail User Guide, February 1998, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Occoneechee State Park Guide, July 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Occoneechee State Park Fact Sheet, November 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Pocahontas State Park Bicycle Trails Guide, 1998, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Pocahontas State Park Fact Sheet, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Pocahontas State Park Guide, May 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Sailor's Creek State Park Guide, 72 Hours Before the End, March 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Shot Tower Historical State Park Guide, September 1998, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Raymond R. "Andy" Guest, Jr./Shenandoah River State Park/Brochure, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Sky Meadows State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Sky Meadows State Park Guide, May 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Sky Meadows State Park, Sky Meadows Bird Checklist, 1992, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Sky Meadows State Park 10 Good Reasons to Leash Your Dog, 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Sky Meadows State Park Sky Meadows Seasonal Interpretive Program Brochure (2001), §§ 10.1-200 and 10.1-201
- Virginia State Parks, Smith Mountain Lake State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Smith Mountain Lake State Park Guide, August 1998, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Staunton River Battlefield State Park Civil-War Self-guided Trail Brochure Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Staunton River Battlefield State Park Civil-War Trails (1999), §§ 10.1-200 and 10.1-201
- Virginia State Parks, Staunton River Battlefield State Park Edgewood Self-guided Interpretive Trail (1998), §§ 10.1-200 and 10.1-201
- Virginia State Parks, Staunton River Battlefield State Interpretive Programs Brochure (2001), §§ 10.1-200 and 10.1-201
- Virginia State Parks, Staunton River State Park, 2001 Interpretive Schedule, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Staunton River State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Staunton River State Park Trail Guide, April 1994, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Southwest Virginia Museum, A Story To Tell, Guide, September 1998, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Southwest Virginia Museum, A Walk on the Grounds, 1998, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Southwest Virginia Museum, Calendar of Events, 2001, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Southwest Virginia Museum, Victorian Parlor, 1999, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Twin Lakes State Park Fact Sheet, December 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Twin Lakes State Park Guide, August 1995, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Twin Lakes State Park Gallion Boot, Bike, Bridle Trail Guide, April 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Westmoreland State Park, Big Meadows Interpretive Brochure, 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Westmoreland State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Westmoreland State Park Guide, 1999, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Westmoreland State Park Potomac River Retreat Publication, 1998, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Westmoreland State Park Summer Interpretive Brochure, 2001, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Wilderness Road State Park Guide, November 1999, §§ 10.1-200 and 10.1-201
- Virginia State Parks, York River State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, York River State Park Guide, June 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Become a Volunteer, January 1995, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Calling One, Calling All Experienced Campers! Come Be a Virginia State Park Campground Host or Park Host, February 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks Facilities and Meeting Guide, August 1999, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Nature's Image, Photography Field Workshops, §§ 10.1-200 and 10.1-201

Guidance Documents

Virginia State Parks, Trail Facts, §§ 10.1-200 and 10.1-201

Board of Conservation and Recreation

General Information for Board Members (3-ring notebook), July 1999, §§ 10.1-105 through 10.1-107, cost: per page copying

Board on Conservation and Development of Public Beaches

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-705 through 10.1-711, cost: per page copying

Virginia Soil and Water Conservation Board

General Information for Board Members (3-ring notebook), July 1999, §§ 10.1-502 through 10.1-505, cost: per page copying

Virginia Soil & Water Conservation Board Policy on Financial Assistance for Soil & Water Conservation Districts, March 15, 2001, §§ 10.1-502 through 10.1-505

Virginia Cave Board

General Information for Board Members (3-ring notebook), May 2000, §§ 10.1-1000 through 10.1-1008, cost: per page copying

Designated Scenic River Advisory Boards

Handouts to Scenic River Advisory Boards: these include a 2-page briefing on the Scenic Rivers Program, a copy of the Scenic River enabling legislation from the Code of Virginia, a list of the current components of the Virginia Scenic River System, a list of Virginia Register publication deadlines and schedules, Department of Conservation and Recreation guidance for meeting minutes, and a copy of the appropriate Scenic River Advisory Board Bylaws, §§ 10.1-400, 10.1-402 and 10.1-406

Chippokes Plantation Farm Foundation

Chippokes Farm and Forestry Museum brochure, 1992, §§ 3.1-22.6 through 3.1-22.12

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

General Information for Board Members (3-ring notebook), May 1997, §§ 3.1-22.6 through 3.1-22.12, cost: per page copying

Teachers' Program Guide, Chippokes Farm and Forestry Museum, §§ 3.1-22.6 through 3.1-22.12

Group Tour Guide, Chippokes Plantation State Park, §§ 3.1-22.6 through 3.1-22.12

Virginia Land Conservation Foundation

General Information for Board Members (3-ring notebook), October 2000, §§ 10.1-1017 through 10.1-1026, cost: per page copying

Virginia Land Conservation Foundation Manual, 2000 Virginia Land Conservation Fund Grant Program, October, 2000 (provides grants for fee simple title to and interest in real property for land conservation purposes in specified categories of open space and parks, natural area protection, historic area protection and farmlands and forest preservation), §§ 10.1-1017 through 10.1-1026

Virginia Outdoors Foundation

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-1800 through 10.1-1804, cost: per page copying

Open-Space Easements in Virginia (brochure), 2001, §§ 10.1-1800 through 10.1-1804

The Open-Space Lands Preservation Trust Fund (brochure), 1997, §§ 10.1-1800 through 10.1-1804

Open-Space Lands Preservation Trust Fund Application (to be completed by the landowner) (interim form), 1997, §§ 10.1-1800 through 10.1-1804

Regional Advisory Board Open Space Preservation Trust Fund Summary Ranking Sheet, to be compiled by the applicable Regional Advisory Board (interim form), 1997, §§ 10.1-1800 through 10.1-1804

Virginia State Parks Foundation

General Information for Board Members (3-ring notebook), revised December 1998, §§ 10.1-218 through 10.1-225, cost: per page copying

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Copies of the following forms and documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting the Clerk's Office by telephone (804) 371-9733 or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9133. The forms may be downloaded from the Clerk's Office section on the State Corporation Commission's Home page (www.state.va.us/scc).

Questions regarding interpretation or implementation of these forms/documents may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9834 or toll-free in Virginia, (866) 722-2551, or FAX (804) 371- 9744. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Guidance Documents:

SCC544, Articles of Incorporation - Professional Corporation, revised October 2001, § 13.1-544

SCC607/807, Articles of Correction, revised October 2001, §§ 13.1-607 and 13.1-807

SCC619, Articles of Incorporation of a Virginia Stock Corporation, revised November 2001, § 13.1-619

SCC631/830, Application for Reservation or for Renewal of Reservation of a Corporate Name, revised November 2001, §§ 13.1-631 and 13.1-830

SCC632/831, Application for Registration or for Renewal of Registration of a Corporate Name (foreign corporations), revised October 2001, §§ 13.1-632 and 13.1-831

SCC635/834, Statement of Change of Registered Office/Registered Agent of a Corporation, revised October 2001, §§ 13.1-635 and 13.1-834

SCC636/835, Statement of Resignation of Registered Agent of a Corporation, revised October 2001, §§ 13.1-636 and 13.1-835

SCC710, Articles of Amendment - Stock Corporation, revised October 2001, § 13.1-710

SCC710N, Articles of Amendment – Changing the Name of a Corporation By Unanimous Consent of the Shareholders, revised October 2001, § 13.1-710

SCC720, Articles of Merger or Share Exchange - Stock Corporation, revised October 2001, § 13.1-720

SCC743, Articles of Dissolution - Stock Corporation, revised October 2001, § 13.1-743

SCC744, Articles of Revocation of Dissolution - Stock Corporation, revised October 2001, § 13.1-744

SCC750, Articles of Termination of Corporate Existence - Stock Corporation, revised October 2001, § 13.1-750

SCC751, Articles of Termination of Corporate Existence - By the Initial Directors or the Incorporators - Stock Corporation, revised October 2001, § 13.1-751

SCC759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised December 2001, §§ 13.1-759 and 13.1-921

SCC760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised October 2001, §§ 13.1-760 and 13.1-922

SCC767/929, Application for a Certificate of Withdrawal, revised October 2001, §§ 13.1-767 and 13.1-929

SCC819, Articles of Incorporation - Nonstock Corporation, revised October 2001, § 13.1-819

SCC888, Articles of Amendment - Nonstock Corporation, revised October 2001, § 13.1-888

SCC896, Articles of Merger - Nonstock Corporation, revised October 2001, § 13.1-896

SCC904, Articles of Dissolution - Nonstock Corporation, revised October 2001, § 13.1-904

SCC905, Articles of Revocation of Dissolution - Nonstock Corporation, revised October 2001, §13.1-905

SCC912, Articles of Termination of Corporate Existence - Nonstock Corporation, revised October 2001, § 13.1-912

SCC913, Articles of Termination of Corporate Existence by the Initial Directors or the Incorporators - Nonstock Corporation, revised October 2001, § 13.1-913

SCC1, Corporate Annual Report of Principal Office and Officers/Directors, revised annually, §§ 13.1-775 and 13.1-936

LPA-73.3, Application for Reservation or for Renewal of Reservation of Limited Partnership Name, revised November 2001, § 50-73.3

LPA-73.5, Statement of Change of Registered Agent/Registered Office of a Limited Partnership, revised November 2001, § 50-73.5

LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised October 2001, § 50-73.6

LPA-73.11, Certificate of Limited Partnership, revised December 2001, § 50-73.11

LPA-73.12, Amendment to Certificate of Limited Partnership, revised October 2001, § 50-73.12

LPA-73.13, Limited Partnership Certificate of Cancellation, revised October 2001, § 50-73.13

LPA-73.54, Application for Registration of a Foreign Limited Partnership, revised October 2001, § 50-73.54

LPA-73.57, Certificate of Correction for a Foreign Limited Partnership, revised October 2001, § 50-73.57

LPA-73.58, Foreign Limited Partnership Certificate of Cancellation, revised October 2001, § 50-73.58

LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised October 2001, § 50-73.77

LLC-1010.1, Conversion of a Domestic or Foreign Partnership or Limited Partnership to a Limited Liability Company, revised November 2001, § 13.1-1010.1

LLC-1011, Articles of Organization, revised November 2001, § 13.1-1011

LLC-1011.1, Guide for Certificate of Correction to the Articles of Organization of a Domestic Limited Liability Company, October 2001, § 13.1-1011.1

LLC-1013, Application for Reservation or Renewal of Reservation of Limited Liability Company Name, revised November 2001, § 13.1-1013

LLC-1014, Articles of Amendment to Amend and/or Restate the Articles of Organization of a Domestic Limited Liability Company, revised November 2001, § 13.1-1014

LLC-1016, Statement of Change of Registered Agent/Registered Office of a Limited Liability Company, revised November 2001, § 13.1-1016

Guidance Documents

LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised October 2001, § 13.1-1017

LLC-1050, Certificate of Cancellation of a Limited Liability Company, revised October 2001, § 13.1-1050

LLC-1050.1, Articles of Reinstatement of a Domestic Limited Liability Company (Voluntarily Canceled), October 2001, § 13.1-1050.1

LLC-1052, Application for Registration as a Foreign Limited Liability Company, revised December 2001, § 13.1-1052

LLC-1055, Certificate of Correction for a Foreign Limited Liability Company, revised October 2001, § 13.1-1055

LCC-1056, Cancellation of Certificate of Registration as a Foreign Limited Liability Company, revised October 2001, § 13.1-1056

LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised November 2001, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised December 2001, § 50-73.93

UPA-94, Statement of Denial for a Partnership, revised October 2001, § 50-73.94

UPA-115, Statement of Dissociation for a Partnership, revised October 2001, § 50-73.115

UPA-121, Statement of Dissolution of a Partnership, revised October 2001, § 50-73.121

UPA-83D-CANC, Statement of Cancellation of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D

UPA-83D-AMEND, Statement of Amendment of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D

UPA-125, Certificate of Limited Partnership of a Partnership Converting to a Limited Partnership, revised October 2001, § 50-73.125

UPA-132, Statement of Registration as a Domestic Registered Limited Liability Partnership, revised October 2001, § 50-73.132

UPA-134, Annual Continuation Report of a Domestic or Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.134

UPA-135, Certificate of Change of Registered Agent/Registered Office of a Registered Limited Liability Partnership, revised October 2001, § 50-73.135

UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised October 2001, § 50-73.135

UPA-136, Statement of Amendment of a Statement of Registration of a Domestic or Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.136

UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised October 2001, § 50-73.137

UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.138

UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.139

Charter/Entrance Fee and Annual Registration Fee Schedule, revised July 1997, §§ 13.1-775.1 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, 5th Edition, revised 1997

General Fee Schedule, revised December 2001

Name Distinguishability, revised February 1991, §§ 13.1-630 and 13.1-829

Division of Communications

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in office of the Division of Communications, State Corporation Commission, 9th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained by contacting Ms. Judy Shapard at the same address, telephone (804) 371-9421, FAX (804)371-9069 or e-mail (jshapard@scc.state.va.us). Questions regarding interpretation or implementation of these documents may also be directed to Ms. Judy Shapard. There is no charge for copies of documents.

Guidance Documents:

Operating Service Criteria for Virginia Telephone Utilities, Revised 1985, Guidelines For Telecommunications Companies Operating In The State of Virginia Under The Jurisdiction of The Virginia State Corporation Commission, Supplemented By Rules At 20 VAC 5-400-80.

Letter, Director of Communications, Dated October 25, 1990, Advising All Companies That All Local And Toll Billing Must Be Kept For A Minimum of Three Years.

Letter, Director of Communications, Dated October 21, 1997, Advising All Telecommunications Companies That: (1) No Applicant Can Be Refused Telephone Service Because of Another Person's Indebtedness, And (2) A Utility May Not Disconnect Local Service For Nonpayment of International And/Or Interstate Dial-A-Porn/Pay-Per-Call Telephone Charges Billed By A Regulated Or Nonregulated Long Distance Carrier Since These Are Nonregulated Services.

Letter, Director of Communications, Dated August 17, 1999, Concerning and Clarifying the State Corporation Commission's new rules, effective October 1, 1999, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20 VAC 5-400-151 (currently 20 VAC 5-413-10).

Letter, Director of Communications, dated April 19, 2001, Concerning Interconnection Agreements Filed with the SCC. It gives direction on (i) names on agreements, (ii) timely filing of agreements, (iii) notice requirements, and (iv) replacing existing agreements.

Letter, Director of Communications, Dated December 14, 2001, Concerning Annual Payphone Service Provider Registration for 2002 including the letter and (1) the application form for registration of a new payphone service provider and (2) the forms for the payphone service provider annual registration.

Division of Economics and Finance

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Division of Economics and Finance, State Corporation Commission, Tyler Building, 4th Floor, 1300 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 Brenda Currin at the same address, telephone (804) 371-9295 or FAX (804) 371-9935.

Questions regarding interpretation or implementation of these documents may be directed to Richard Williams, Director of the Division of Economics and Finance, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9295 or FAX (804) 371-9935. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

Information Required for Approval of New Generation Facilities, issued December, 1986, § 56-234.3

Interest Rate to be Paid on Customer Deposits, revised January 4, 2001, 20 VAC 5-10-20, updated annually

Electric Utility Resource Planning Information Requirements, revised December 5, 2001, § 56-234.3

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

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

Filing Securities Applications by Electric Cooperative Utilities Instructions, revised June 20, 2000, § 56-60

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56

Division of Energy Regulation

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the SCC's Division of Energy Regulation, 4th Floor, Tyler Building, 1300 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 \$1.00 each for the first two pages and \$0.50 for each page thereafter. Contact Sandy

Estes at the same address, telephone number (804) 371-9611, FAX (804) 371-9350 or e-mail sestess@scc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Tim Faherty, Manager, Consumer Services, at the above address and telephone number.

Guidance Documents:

Memorandum to All Electric Utilities re: Underground electric distribution facilities, July 10, 1970, §§ 56-265.1 et seq., 2 pages

Memorandum to All Electric Utilities re: Utility Facilities Act, July 14, 1972, §§ 56-265.1 et seq., 21 pages

Letter to electric, gas, telephone, water and sewer utilities re: Filing of Complaint Procedures, April 29, 1977, § 56-247.1, 4 pages

Guidelines re: application requirements for a certificate of public convenience and necessity for water and sewerage utilities, October 17, 1988, §§ 56-265.1 et seq., 2 pages

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

Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§ 56-46.1 and 56-265.1 et seq., 22 pages

Letter to all electric and gas utilities re: collection of monthly bills (cold weather - termination of service), November annually, § 56-247.1, 1 page

Letter to electric cooperatives re: tree trimming items required to be compiled on an annual basis, February 26, 1990, House Joint Resolution No. 155 - 1989 Acts of Assembly, 2 pages

Letter to electric companies re: data required annually for tree trimming for utility line clearance, December 8, 1993, House Joint Resolution No. 155 - 1989 Acts of Assembly, 1 page

Gas Pipeline Safety Inspection Procedures, revised 1999, § 56-5.1, 192 pages

Underground Utility Damage Prevention Investigation and Enforcement Procedures, May 1997, § 56-265.14, 22 pages

Damage Prevention Advisory Committee Bylaws, July 1995, § 56-265.14 et seq., 7 pages

"Pipeline Safety Newsletter," Volume 1, No. 1, 1993

"Pipeline Safety Newsletter," Volume 2, No. 1, April 1994, 4 pages

"Pipeline Safety Newsletter," Volume 3, No. 1, May 1995, 6 pages

"Pipeline Safety Newsletter," Volume 4, No. 1, August 1996, 8 pages

"Pipeline Safety Newsletter," Volume 5, No. 1, October 1997, 7 pages

"Pipeline Safety Newsletter," Volume 6, No. 1, June 1998, 4 pages

Guidance Documents

Bureau of Financial Institutions

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office the Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting Mary Lou Kelly at the same address, telephone (804) 371-9659, FAX (804) 371-9416 or e-mail MLKelly@scc.state.va.us.

Documents listed as "applications" and "notices" are also available from the Bureau's website: <http://www.state.va.us/scc/division/banking/vabank.htm>.

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416 or e-mail ejface@scc.state.va.us. The mailing address is P.O. Box 640, Richmond, VA 23218-0640.

Guidance Documents:

BFI-AR-0201, Application for a Branch Office, revised July, 1999, §§ 6.1-39.3 and 6.1-194.26

BFI-AR-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.1-60.1

BFI-AR-0203, Loans Secured by Stock of Financial Institutions Holding Company, revised January 22, 1996, §§ 6.1-60.1, 6.1-194.69 and 6.1-194.136

BFI-AR-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.1-60.1

BFI-AR-0205, Securities Rating Services, issued June 21, 1978, § 6.1-61

BFI-AR-0206, Loans in Violation of Section 6.1-61, issued December 16, 1977, § 6.1-61

BFI-AR-0207, Obligations Subject to the Limits Specified, issued November 1, 1978, § 6.1-61

BFI-AR-0208, Exceptions to Lending Limits for State-Chartered Banks, issued December 16, 1977, §§ 6.1-61 A(2) and 6.1-61 A(7)

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

BFI-AR-0210, Loans Secured by Real Estate, revised March 21, 1994, §§ 6.1-63 through 6.1-66

BFI-AR-0211, Graduated-Payment Mortgage Loans, revised November 2, 1987, § 6.1-63 B

BFI-AR-0212.1, Outside Auditor Access to Virginia Examination Reports, issued August 20, 1992, §§ 6.1-90 and 6.1-194.79

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

BFI-AR-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., issued February 12, 1987, §§ 6.1-194.4 and 6.1-194.69, subdivision 15

BFI-AR-0302, Application by an Out-of-State Savings Institution to Transact a Savings Institution Business in Virginia, issued September, 1996, § 6.1-194.41

BFI-AR-0303, Investment by Virginia Savings Institutions in Shares of Open-end Management Investment Companies, issued August 12, 1987, § 6.1-194.69, subdivision 14

BFI-AR-0304, Application to Acquire a Virginia Savings Institution, revised December, 1999, §§ 6.1-194.96, 6.1-194.97 and 6.1-194.98

BFI-AR-0305, Notice of Intent to Acquire a Savings Institution Outside Virginia, revised December, 1999, § 6.1-194.105

BFI-AR-0401, Investments of Funds by State-Chartered Credit Unions, revised May 17, 1999, § 6.1-225.57

BFI-AR-0601, Sales of Automobile Club Memberships, revised and reissued August 3, 1998, § 6.1-267

BFI-AR-0701, Judgment Rate of Interest; Excessive Deferments, issued December 9, 1983, § 6.1-330.54

BFI-AR-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, issued April 6, 1990, § 6.1-330.71

BFI-AR-0703, Rebate of Unearned Installment Loan Interest by Banks--Rule of 78, revised July 1, 1990, §§ 6.1-330.84, 6.1-330.85, 6.1-330.86 and 6.1-330.89

BFI-AR-1301, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution, revised December 1999, § 6.1-383.1

BFI-AR-1501, Application to Acquire a Virginia Bank Holding Company or Virginia Bank, revised December 1999, § 6.1-399

BFI-AR-1502, Notice of Intent to Acquire a Bank Outside Virginia, revised December 1999, § 6.1-406

BFI-AR-1601, Mortgage Brokers as Named Payee on Mortgage Loan Notes, revised February 28, 1991, § 6.1-409

BFI-AR-1602, Application for Permission to Acquire Control of a Mortgage Lender/Broker Licensee, revised December, 1999, § 6.1-416.1

BFI-AR-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, issued July 3, 1990, § 6.1-409

BFI-AR-1604, Funds Available to Licensed Mortgage Lenders for Business Operation, issued March 21, 1991, §§ 6.1-415 and 6.1-425

BFI-AR-1605, Compensation of Unlicensed Mortgage Brokers, issued August 26, 1991, § 6.1-429

BFI-AR-1606, Charging "Assignment Fees" to Borrowers, issued July 2, 1993, § 6.1-330.70

BFI-AR-1607, Fees Charged by Mortgage Brokers, issued December 1, 1995, § 6.1-422 B 4

BFI-AR-1608, Exemption from Chapter 16 for Subsidiaries and Affiliates of Certain Depository Institutions, issued November 9, 1998, § 6.1-411

"The Compliance Connection," a newsletter for small loan companies and mortgage lenders and brokers, published quarterly

"The Credit Union Reflection," a newsletter for state chartered credit unions, published quarterly

"The Virginia State Banker," a newsletter for state-chartered banks, published quarterly

Bureau of Insurance

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 4:30 p.m. in the office of the State Corporation Commission Bureau of Insurance, Tyler Building, 6th Floor, 1300 East Main Street, Richmond, Virginia 23219. The mailing address is P. O. Box 1157, Richmond, Virginia 23218. For general information call the Bureau of Insurance (Bureau) at (804)371-9741 or for in-state calls use the toll free number (800)552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Special Assistant to the Commissioner of Insurance. Single copies of each document listed may be obtained free of charge by contacting Ms. Tompkins at the Bureau's mailing address, by telephone (804)371-9694 or by FAX (804)371-9873. Many of these documents are available online at the Bureau's Web Site <http://www.state.va.us/scc/division/boi>.

Administrative Letters:

Administrative Letter 1977-2, Monitoring Price Changes for Homeowners, Automobile Liability (B.I., P.D., etc.), and Automobile Physical Damage Coverage, issued February 25, 1977

Administrative Letter 1977-3, Insurance Problems Encountered by Handicapped or Disabled Persons, issued March 7, 1977

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1)

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly §38.1-380.1), 38.2-2202 (formerly §38.1-380.2) and 46.2-465 (formerly §46.1-497.1)

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§ 38.2-2118 (formerly § 38.1-279.49:1), 38.2-2204 (formerly § 38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly § 38.1-781)

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6)

Administrative Letter 1977-10, Lawyers Professional Liability Insurance, issued May 26, 1977

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7)

Administrative Letter 1977-12, Automobile Rating Territories, issued May 23, 1977

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-1928 (formerly § 38.1-279.56), 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-3802) and 46.2-465 (formerly § 46.1-497.1)

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1928 (formerly § 38.1-279.56)

Administrative Letter 1977-15, Amendment of Section 38.1-348.7 of the Code of Virginia Relating to Coverages for Mental Emotional or Nervous Disorders, Alcoholism and Drug Addiction, issued October 11, 1977, § 38.2-3412 (formerly § 38.1-348.7)

Administrative Letter 1977-16, 10% Set-Aside Clause - Local Public Works Act of 1977, issued November 14, 1977

Administrative Letter 1977-17, Medical Malpractice Liability Insurance Claims Report, issued December 21, 1977

Administrative Letter 1978-1, Use of Standard Automobile Insurance Forms Adopted by the State Corporation Commission, issued February 16, 1978, § 38.2-2220 (formerly § 38.1-384)

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978

Administrative Letter 1978-3, Notification Forms Regarding Refusal to Renew and Cancellation of Automobile, Fire and Homeowners Insurance Policies Pursuant to Section 38.1-381.5 and Section 38.1-371.2 of the Code of Virginia, issued May 25, 1978, §§ 38.2-2212 (formerly § 38.1-381.5) and 38.2-2114 (formerly § 38.1-371.2)

Administrative Letter 1978-4, Implementation of Section 38.1-52.11 of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued May 31, 1978, §§ 38.2-500 et seq. (formerly §§ 38.1-49 et seq.) and § 38.2-512 (formerly § 38.1-52.11)

Administrative Letter 1978-5, (1) Amendment of Sections 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2) Enactment of Section 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of Section 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits Under a Group Accident and Sickness Insurance Policy on a

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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 14 VAC 5-320-10 et seq. (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980, 14 VAC 5-320-10 et seq. (formerly Insurance Regulation No. 15)

Administrative Letter 1980-2, Homeowners Insurance (Offer As An Option a Provision Insuring Against Loss Caused or Resulting From Water Which Backs Up Through Sewers or Drains), issued March 31, 1980, § 38.2-2120 (formerly § 38.1-335.2)

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980

Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980

Administrative Letter 1980-9, Certification of Insurance, issued July 7, 1980, §§ 38.2-513.2 (formerly § 38.1-52 (10a)) and 38.2-2105 (formerly § 38.1-366)

Administrative Letter 1980-10, 1980 Revisions in the NAIC Program to Implement the President's Anti-Inflation Program (COWPS), issued July 30, 1980

Administrative Letter 1980-11, Modification of Agents' Examination Schedule, issued August 29, 1980

Administrative Letter 1980-12, Assignment of Points - Safe Driver Insurance Plan, issued November 10, 1980, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1980-13, Deductibles and Coinsurance Options Required - Accident and Sickness Insurance and Prepaid Hospital, Medical, Surgical, Dental or Optometric Service Plans (Virginia Senate Bill 184-1980), issued November 17, 1980, § 38.2-3417 (formerly § 38.1-348.12)

Administrative Letter 1981-1, Termination of the President's Anti-Inflation Program (COWPS), issued March 10, 1981

Administrative Letter 1981-2, Deductible and Coinsurance Options, issued March 23, 1981, Repeals § 38.1-348.12 and Enacts § 38.2-3417 (formerly § 38.1-348.12:1)

Administrative Letter 1981-3, 1981 Legislation by the General Assembly of Virginia (Pertaining to All Insurance Companies, Fraternal Benefit Societies and Prepaid Health Care Plans Licensed in Virginia), issued May 1, 1981

Administrative Letter 1981-4, Virginia Insurance Information and Privacy Protection Act, issued May 13, 1981, §§ 38.2-600 (formerly § 38.1-52.14), 38.2-601 through 38.2-613 (formerly §§ 38.1-57.4 through 38.1-57.16), 38.2-617 (formerly § 38.1-57.24) and 38.2-618 (formerly § 38.1-57.25)

Administrative Letter 1981-5, 1981 Legislation - Effective July 1, 1981 (House Bill 1024/Pertaining to the Regulation of Insurance Premium Finance Companies) issued June 5, 1981, §§ 38.2-4700 et seq. (formerly §§ 38.1-735 through 38.1-745)

Administrative Letter 1981-6, 1981 Legislation - Effective July 1, 1981 (Reimbursement to Members for Expense Incurred for Emergency Road Service or Towing Service), issued June 5, 1981, § 13.1-400.1

Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981

Administrative Letter 1981-10, Risk Sharing Arrangements (replacement for Administrative Letter 1980-7), issued August 13, 1981, § 38.2-1314 (formerly § 38.1-173)

Administrative Letter 1981-11, Filing Affidavits in Compliance with Surplus Lines Insurance Law, issued August 18, 1981, § 38.2-4806 (formerly § 38.1-327.52)

Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages (clarification of Administrative Letter 1981-9), issued September 11, 1981

Administrative Letter 1981-13, Cancellation of Motor Vehicle Liability Policy for Non-Payment at the Request of Premium Finance Company, issued October 30, 1981, § 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative Amortization, issued September 30, 1981

Administrative Letter 1981-15, Adverse Underwriting Decision Notice, issued October 15, 1981, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1981-16, Adverse Underwriting Decision Notice (additional instructions to Administrative Letter 1981-15), issued October 22, 1981, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1981-19, Notice to Be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued November 30, 1981, § 38.2-4806 (formerly § 38.1-327.52)

Administrative Letter 1981-20, Adoption Date for the Revised "License Request" Form PIN050-A and Definition of the Conditions Under Which an "Interim Appointment" Form May be Utilized, issued December 16, 1981, § 38.2-1826 (formerly § 38.1-327.37)

Administrative Letter 1982-1, Notice to be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued January 7, 1982, § 38.2-1826 (formerly § 38.1-327.52)

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8)

Administrative Letter 1982-3, 14 VAC 5-340-10 et seq. (formerly Insurance Regulation No. 17) and the

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Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982, 14 VAC 5-340-10 et seq. (formerly Insurance Regulation No. 17)

Administrative Letter 1982-4, Cancellation of Motor Vehicle Liability Insurance Policies by Insurers for Nonpayment of Premium Installments; or at the Request of Premium Finance Companies Because of Nonpayment of Premium Loan Installments, issued April 28, 1982, § 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982

Administrative Letter 1982-7, Competitive Pricing Rating Law Chapter 201 (S117), 1982 Acts of Assembly Rate-Making and Rate-Filing Obligations, issued May 28, 1982, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1908 (formerly § 38.1-279.36)

Administrative Letter 1982-9, Uninsured Motorists Rule and Rate Revisions - Revision to Forms VA CP-19 and VA CP-20, issued May 28, 1982

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§ 38.2-124 and 38.2-125 (formerly § 38.1-21)

Administrative Letter 1982-13, Competitive Pricing Rating Law Chapter 226 (H213), 1982 Acts of Assembly Rate Standards - Motor Vehicle Insurance, issued May 28, 1982, § 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1982-14, Collection of Unearned Commissions, issued November 5, 1982

Administrative Letter 1982-15, Administrative Order 7582, Entered August 6, 1982 - Uninsured Motorists Premium Modification Rule, issued November 15, 1982

Administrative Letter 1982-16, Vehicle Service Contract Reimbursement Policies - Contractual Liability Insurance, issued December 21, 1982

Administrative Letter 1982-17, Compilation of Experience Sections 38.1-261 and 38.1-279.46, issued December 21, 1982, §§ 38.2-2012 (formerly § 38.1-261) and 38.2-1919 (formerly § 38.1-279.46)

Administrative Letter 1983-1, 14 VAC 5-110-10 et seq. (formerly Insurance Regulation No. 18), 14 VAC 5-140-10 et seq. (formerly Insurance Regulation No. 19), (formerly Insurance Regulation No. 20, repealed), 14 VAC 5-120-10 et seq. (formerly Insurance Regulation No. 21), and 14 VAC 5-130-10 et seq. (formerly Insurance Regulation No. 22), issued March 31, 1983, 14 VAC 5-110-10 et seq. (formerly Insurance Regulation No. 18), 14 VAC 5-140-10 et seq. (formerly Insurance Regulation No. 19), 14 VAC 5-120-10 et seq. (formerly Insurance Regulation No. 21) and 14 VAC 5-130-10 et seq. (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 1983-9, Experience/Schedule Rating Plans - Application of Credits and Debits: Schedule Rating Plans - Expense Modification Application, issued November 4, 1983

Administrative Letter 1983-10, Company/Rate Service Organization Filing Effective Date Rules, issued November 4, 1983

Administrative Letter 1983-12, Manual Rules Which Waive Premium Refunds or Changes, issued December 7, 1983

Administrative Letter 1983-13, Surplus Lines Brokers - Gross Premium Tax Report Calendar Year - 1983, issued December 30, 1983

Administrative Letter 1984-1, 1984 Legislation by the General Assembly of Virginia, issued April 27, 1984

Administrative Letter 1984-2, Administrative Letter 1983-10 - Company/Rate Service Organization Filing Effective Date Rules, issued April 30, 1984

Administrative Letter 1984-3, Form Approval Requirements as Provided by Section 38.1-342.1 of the Code of Virginia, issued June 18, 1984, § 38.2-316 (formerly § 38.1-342.1)

Administrative Letter 1984-5, Virginia Insurance Rating Laws (for all companies licensed to write property and casualty insurance in Virginia), issued June 25, 1984, § 38.2-1831 (formerly § 38.1-327.43)

Administrative Letter 1984-6, Hospital Billing Procedures Commencing October 1, 1984, issued September 18, 1984

Administrative Letter 1985-1, Surplus Lines Brokers Gross - Premium Tax Report Calendar Year - 1984, issued January 18, 1985, § 38.2-4807 (formerly § 38.1-327.53)

Administrative Letter 1985-2, Safe Driver Insurance Plans Section 38.1-279.33(c) of the Code of Virginia, issued January 31, 1985, § 38.2-1904 (formerly § 38.1-279.33 (c))

Administrative Letter 1985-3, Application for License as Surplus Lines Broker, issued February 4, 1985

Administrative Letter 1985-4, Misstatement of Age or Sex Adjustments in Universal Life Insurance Policies, issued February 21, 1985

Administrative Letter 1985-5, Liability Policies - Defense Costs/Claims Expenses Included in the Limit of Liability - Liability Policies - Deductible Applying to Defense Cost/Claims Expense, issued February 25, 1985

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

Administrative Letter 1985-7, Revised Procedures for Reviewing Public Record Information - Rates and Forms Sections, issued March 1, 1985

Administrative Letter 1985-8, Revised Instructions for Filing the "Declaration of Estimated License Tax and Estimated Assessment," issued March 1, 1985, §§ 38.2-407 (formerly § 38.1-48.2), 58.1-2501 and 58.1-2520

Administrative Letter 1985-9, Legislation Enacted by the 1985 Session of the General Assembly of Virginia, issued April 23, 1985

Administrative Letter 1985-10, Pollution Liability Exclusion Endorsement, issued May 23, 1985

Administrative Letter 1985-11, "Refer to Company" Designations, issued May 30, 1985, § 38.2-1906 (formerly § 38.1-279.34)

Administrative Letter 1985-12, Improper Rules/Rating Plans Which Exempt the Filing of Rates - Facultative Reinsurance Costs-Automobile Liability and General Liability, issued May 30, 1985, § 38.2-1906 (formerly § 38.1-279.34)

Administrative Letter 1985-14, Alteration of Administrative Letter 1985-10 on Pollution Liability Exclusion Endorsement, issued July 8, 1985

Administrative Letter 1985-15, New Regulatory Requirements, issued July 22, 1985, §§ 38.2-4902 (formerly § 38.1-957) and 38.2-4905 (formerly § 38.1-960)

Administrative Letter 1985-16, Administrative Order Number 8926 - Revised Uninsured Motorists Rates, issued August 12, 1985

Administrative Letter 1985-17, Appraisal Conditions, issued October 10, 1985

Administrative Letter 1985-19, Changes in the Licensing Procedure of Agents in Accordance with House Bill 1715, issued December 19, 1985, § 38.2-218 (formerly § 38.1-40)

Administrative Letter 1986-1, New Monthly Report Form for Surplus Lines Brokers, issued January 10, 1986

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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 1986-8, Appraisal Conditions, issued May 19, 1986

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

Administrative Letter 1986-10, Cancellation of Commercial Liability Other Than Automobile Insurance Policies, issued June 4, 1986, § 38.2-231 (formerly § 38.1-43.01)

Administrative Letter 1986-11, Health Agent Study Course and Examination, issued June 4, 1986, §§ 38.2-1815 and 38.2-1816

Administrative Letter 1986-12, Guidelines for Approval of Copayment Requirements, issued June 20, 1986, §§ 38.2-4300 and 38.2-4302

Administrative Letter 1986-13, Requirements for Coverage for Mental Illness and Substance Abuse, issued June 26, 1986, §§ 38.2-3412, 38.2-3413 and 38.2-4300

Administrative Letter 1986-14, Senate Bill 250, Recodification of the Insurance Code - Title 38.2, issued July 1, 1986

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Administrative Letter 1986-16, Administrative Order No. 9177 - Mobile Home Owners Policy - MH(C), Virginia Amendatory Endorsement - MH(C)-1, issued July 1, 1986

Administrative Letter 1986-18, Notice of Termination of Commercial Liability Other Than Automobile Insurance Policies, issued July 1, 1986, §§ 38.2-117 (formerly § 38.1-15) and 38.2-118 (formerly § 38.1-16)

Administrative Letter 1986-19 Prohibition Against the Payment or Receipt of Title Insurance Kickbacks, Rebates, Commissions and Other Payments, issued October 10, 1986, § 38.2-4614

Administrative Letter 1986-20, New Regulatory Requirements, revised November 10, 1986, § 38.2-4904.1

Administrative Letter 1986-21, Variable Contracts Examination, issued October 23, 1986, § 38.2-1817

Administrative Letter 1986-22, 1980 Smoker/Nonsmoker Mortality Tables for Use in Determining Minimum Reserve Liabilities and Nonforfeiture Benefits, issued December 18, 1986, §§ 38.2-3130.1 and 38.2-316

Administrative Letter 1986-23, Title Insurance Agents Examination, issued December 29, 1986, § 38.2-1814.1

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Administrative Letter 1987-1, Gross Premiums Tax Report - Calendar Year 1986 Application for License, issued January 15, 1987

Administrative Letter 1987-2, § 55-210.4:01 of the Code of Virginia - Unclaimed Property - Change of Beneficiary Forms, issued March 3, 1987, § 55-210.4:01

Administrative Letter 1987-3, Chapter 12 of Title 37.1 of the Code of Virginia - Disclosure of Patient Information to Third Party Payors by Professionals, issued March 9, 1987, §§ 37.1-225 et seq. and 38.2-600 et seq.

Administrative Letter 1987-4, Appointment of the Clerk of the Commission as Agent for Service of Process, issued March 13, 1987, § 38.2-1216

Administrative Letter 1987-5, 14 VAC 5-350-10 et seq. (formerly Insurance Regulation No. 25) - Rules Governing Surplus Lines Insurance, issued March 26, 1987, 14 VAC 5-350-10 et seq. (formerly Insurance Regulation No. 25)

Administrative Letter 1987-6, Dissolution of the Virginia Market Assistance Plan, issued April 16, 1987

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Administrative Letter 1987-9, Report of Acts Deemed Larceny, issued May 22, 1987, §§ 38.2-1810 and 18.2-111

Administrative Letter 1987-10, Revised Law and Procedures for Licensing and Appointment of Insurance Agents, issued June 1, 1987, §§ 38.2-126, 38.2-1800, 38.2-2503 and 38.2-3902

Administrative Letter 1987-11, Implementation of House Bill 1235, issued June 15, 1987, §§ 38.2-1904, 38.2-1912, 38.2-2003, 38.2-2005 and 38.2-2006

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Administrative Letter 1987-13, Request for Assistance in Updating Agent Address Records, issued September 16, 1987, § 38.2-1826

Administrative Letter 1987-14, Implementation of Section 38.2-231 of the Code of Virginia, issued October 6, 1987, §§ 38.2-231, 38.2-311 and 38.2-1912

Administrative Letter 1987-15, 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28), issued October 7, 1987, § 38.2-4311 and 14 VAC 5-210-10 et seq. (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, §§ 38.2-2228.1 and 38.2-2500

Administrative Letter 1988-9, Implementation of 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28) - Reporting Dates, issued June 1, 1988, 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28)

Administrative Letter 1988-10, House Bill 176 Requiring Notice to Accompany Policies, issued June 2, 1988, §§ 38.2-300 and 38.2-305

Administrative Letter 1988-11, Administrative Letter 1988-10 (rescinds the application of Administrative Letter 1988-10), issued June 30, 1988, § 38.2-305

Administrative Letter 1988-12, Withdrawal of Administrative Letter 1987-8, issued August 9, 1988, §§ 38.2-136 and 38.2-513

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Administrative Letter 1988-17, Delayed Effect of Rate Filings and Certain Form Filing Requirements, issued November 3, 1988, §§ 38.2-1903 and 38.2-1912

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Administrative Letter 1989-5, Insurance Company Expenses, issued March 31, 1989, § 38.2-1904

Administrative Letter 1989-6, Market Conduct Examinations, issued April 21, 1989, §§ 38.2-200, 38.2-515, 38.2-614, 38.2-1317, 38.2-1809, and 38.2-4315

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Administrative Letter 1989-9, Approval of Living Benefit Provisions Attached to or Included in Life Insurance Policies, issued May 25, 1989, §§ 38.2-102 and 38.2-3503

Administrative Letter 1989-10, Rate Filings Subject to the Provisions of Virginia Code Sections 38.2-1906 or 38.2-2003, issued June 5, 1989, §§ 38.2-1906, 38.2-1912, 38.2-2003 and 38.2-2005

Administrative Letter 1989-11, Reporting of Medical Malpractice Claims Pursuant to Virginia Code Section 38.2-2228, issued November 8, 1989, § 38.2-2228

Administrative Letter 1989-12, Long-Term Care Insurance Consumer's Guide, issued October 27, 1989, § 38.2-5207

Administrative Letter 1989-13, Delayed Effect of Rate Filings, issued December 18, 1989, § 38.2-1912

Administrative Letter 1989-14, Accelerated Approval Procedure for Medicare Supplement Forms and Rates Filings, issued December 21, 1989

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Administrative Letter 1990-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1990, issued January 29, 1990, §§ 38.2-117, 38.2-118 and 38.2-2228.1

Administrative Letter 1990-3, Policy Effective Dates, issued January 26, 1990

Administrative Letter 1990-4, Workers' Compensation Insurance Rates, issued March 12, 1990

Administrative Letter 1990-5, Prospective Loss Costs Filing Procedures, issued May 2, 1990, § 38.2-1906

Administrative Letter 1990-6, Workers' Compensation and Employers' Liability Insurance Rate Deviations, issued May 4, 1990, § 38.2-2009

Administrative Letter 1990-7, Legislation Enacted by the 1990 Session of the General Assembly of Virginia, issued June 15, 1990

Administrative Letter 1990-9, Point Assignment Under a Safe Driver Insurance Plan, issued July 13, 1990, § 38.2-1905

Administrative Letter 1990-10, Rate Filings Subject to the Provisions of Virginia Code Section 38.2-1912 F, issued July 10, 1990, §§ 38.2-1322, 38.2-1905.1, and 38.2-1912

Administrative Letter 1990-11, Deductibles Reducing Policy Limits, issued July 17, 1990, § 38.2-317

Administrative Letter 1990-12, Senate Bill 131 - Coverage for Child Health Supervision Services, issued September 11, 1990, § 38.2-3411.1

Administrative Letter 1990-13, Annual Statement Filing by Certain Insurers in Machine-Readable Format: Diskettes Required, issued October 12, 1990, § 38.2-1300

Administrative Letter 1990-14, Clarification of Virginia Insurance Code Section 38.2-4904 - Annual Disclosure Statements, issued August 17, 1990, § 38.2-4904

Administrative Letter 1990-15, Allocation of Group Premiums for Multijurisdictional Health Maintenance Organizations, issued October 1, 1990, § 38.2-400

Administrative Letter 1990-17, Foreign and Alien Life Insurer's Reserve Valuation Certificate Requirements, issued October 12, 1990, §§ 38.2-3127 and 38.2-3143

Administrative Letter 1990-18, Underwriting Military Personnel, issued October 10, 1990

Administrative Letter 1990-20, Delayed Effect of Rate Filings, issued November 1, 1990, § 38.2-1912

Administrative Letter 1990-21, Revisions to VA CP-12 (12/90), VA CP-19 (12/90), VA CP-20 (12/90) (and Revisions to Filing Procedures of These Forms), issued December 19, 1990

Administrative Letter 1990-22, Proposed Rules Governing Private Review Agents, issued November 13, 1990, § 38.2-5300

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Administrative Letter 1991-4, Administrative Letter 1990-6 - Workers' Compensation and Employers' Liability Insurance Rate Deviations, issued February 13, 1991

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Administrative Letter 1991-5, Effective Date of New Section 38.2-508.1 of the Code of Virginia, issued April 19, 1991, § 38.2-508.1

Administrative Letter 1991-6, Workers' Compensation Insurance Rate Filings, issued April 16, 1991

Administrative Letter 1991-7, Contingency Reserve Funding Level Required by the Rules Governing Group Self-Insurers of Liability Under the Virginia Workers' Compensation Act (14 VAC 5-370-10 et seq., (formerly Insurance Regulation No. 16), issued April 23, 1991, 14 VAC 5-370-10 et seq. (formerly Insurance Regulation No.16)

Administrative Letter 1991-8, "Rules Governing Minimum Standards for Medicare Supplement Policies" - 14 VAC 5-170-10-et seq. (formerly Insurance Regulation No. 35), Effective December 1, 1990, issued June 10, 1991, 14 VAC 5-170-10 et seq. (formerly Insurance Regulation No. 35)

Administrative Letter 1991-9, Private Passenger Automobile Medical Expense Coverage Effective July 1, 1991, issued May 29, 1991, §§ 38.2-124 and 38.2-2201

Administrative Letter 1991-10, Virginia Workers' Compensation Profitability, issued June 3, 1991

Administrative Letter 1991-11, Legislation Enacted by the 1991 Session of the General Assembly of Virginia, issued June 17, 1991

Administrative Letter 1991-12, Unfair Trade Practices Concerning Automobile Glass Claims, issued October 31, 1991, § 38.2-510

Administrative Letter 1991-13, Preneed Funeral Contracts Funded by Life Insurance or Annuities, issued November 21, 1991, § 54.1-2820

Administrative Letter 1992-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1992, issued January 17, 1992, §§ 38.2-117, 38.2-118, 38.2-218, 38.2-1905.1 and 38.2-1905.2

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Administrative Letter 1992-6, Prohibition Against the Payment or Receipt of Title Insurance Kickbacks Rebates,

Commissions and other Payments, issued February 19, 1992, §§ 38.2-509 and 38.2-4614

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Administrative Letter 1992-9, Credit Accident and Sickness Insurance Rates, issued April 21, 1992, §§ 38.2-1301 and 38.2-3727

Administrative Letter 1992-10, Transactions Within a Holding Company System Involving Any Person Who Is Not an Affiliate, issued April 16, 1992, §§ 38.2-1331 and 38.2-4233

Administrative Letter 1992-11, Withdrawal of Administrative Letter 1992-7, issued May 15, 1992

Administrative Letter 1992-12, Legislation Enacted by the 1992 Session of the General Assembly of Virginia, issued July 16, 1992

Administrative Letter 1992-13, Mammogram Benefits in Medicare Supplement Policies, issued August 5, 1992, § 38.2-3418.1

Administrative Letter 1992-14, Licensing of Managing General Agents, issued August 17, 1992, §§ 38.2-1858 et seq., 38.2-1860, and 38.2-1861

Administrative Letter 1992-15, Licensing of Reinsurance Intermediaries, issued September 1, 1992, §§ 38.2-100, 38.2-136, 38.2-1322 et seq., 38.2-1846 et seq., 38.2-1847 through 38.2-1853, 38.2-1860 and 38.2-4230 et seq.

Administrative Letter 1992-16, Analysis of Excess Capital and Surplus Investments, issued August 14, 1992

Administrative Letter 1992-17, Asset Protection Act, Virginia Code §§ 38.2-1446 and 38.2-1447, issued August 14, 1992, §§ 38.2-1446 and 38.2-1447

Administrative Letter 1992-18, New Chapter 37.1 of Title 38.2, Code of Virginia, issued August 31, 1992, §§ 38.2-3725, 38.2-3726, 38.2-3727 and 38.2-3730

Administrative Letter 1992-20, House Bill 660 - Effective July 1, 1992 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued October 15, 1992, §§ 38.2-316 and 38.2-3113.1

Administrative Letter 1992-21, Hurricane Andrew, issued October 30, 1992

Administrative Letter 1992-22, Compliance with Virginia Code Section 38.2-4311, issued October 30, 1992, § 38.2-4311

Administrative Letter 1992-23, New Chapter 37.1 of Title 38.2, Code of Virginia issued November 25, 1992, § 38.2-3725

Administrative Letter 1992-24, Actuarial Opinion Submissions in Company Annual Statements, issued November 10, 1992

Administrative Letter 1992-25, Assignment of Points Under Safe Drive Insurance Plans, issued December 15, 1992, §§ 38.2-602, 38.2-608, 38.2-609, 38.2-610 and 38.2-1905

Administrative Letter 1992-26, Administrative Letter 1992-20 - Modified Guaranteed Life Insurance and Modified Guaranteed

Annuities, issued December 11, 1992, §§ 38.2-1443.1 and 38.2-3113.1

Administrative Letter 1993-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Not Due Until May 1, 1994; Special Limited Data Call Due July 1, 1993, issued April 9, 1993, § 38.2-1905.2

Administrative Letter 1993-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1993, issued April 9, 1993, §§ 38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1993-3, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued February 10, 1993, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38)

Administrative Letter 1993-4, Delayed Effects of Rate Filings for Certain Lines and Subclassifications of Commercial Liability Insurance, issued January 28, 1993, § 38.2-1912

Administrative Letter 1993-6, Installment Payment Plans, issued May 3, 1993

Administrative Letter 1993-7, Changes of Address and Telephone Numbers for the State Corporation Commission's Bureau of Insurance, issued March 25, 1993

Administrative Letter 1993-8, Special Data Call Due July 1, 1993 in Support of a Report to the General Assembly Pursuant to Section 38.2-1905.1 A of the Code of Virginia for Commercial Contractors Liability, Products and Completed Operations Liability, and Municipal Liability Insurance, issued April 27, 1993, §§ 38.2-218, 38.2-1905.1 A and 38.2-1905.2

Administrative Letter 1993-9, Building Ordinance or Law Coverage, issued April 19, 1993, § 38.2-2124

Administrative Letter 1993-10, Use of Final Rates Filed by Rate Service Organizations for Property and Casualty Lines of Insurance Other Than Workers' Compensation, issued April 29, 1993, § 38.2-1908

Administrative Letter 1993-11, Credit Involuntary Unemployment Insurance, issued May 27, 1993, §§ 38.2-122 and 38.2-233

Administrative Letter 1993-12, Long-Term Care Insurance Reporting Requirements, issued May 3, 1993

Administrative Letter 1993-13, Legislation Enacted by the 1993 Session of the Virginia General Assembly, issued June 3, 1993

Administrative Letter 1993-15, Distribution of Information on Insureds in the Workers' Compensation Insurance Plan, issued October 4, 1993, § 65.2-823

Administrative Letter 1993-16, Business Transacted with Producer-Controlled Property and Casualty Insurer Act, issued August 4, 1993, §§ 38.2-110 through 38.2-134, 38.2-1024, 38.2-1100 et seq., 38.2-1301.1, 38.2-1341 et seq., 38.2-

1342, 38.2-1344, 38.2-1800 et seq., 38.2-2015 and 38.2-2700 et seq.

Administrative Letter 1993-18, Adoption of Loss Costs Filed by the National Council on Compensation Insurance, issued October 1, 1993, § 38.2-1912

Administrative Letter 1993-19, 14 VAC 5-320-10 et seq. (formerly Insurance Regulation No. 15) (Revised) - Rules Establishing Minimum Reserve Standards for Individual and Group Accident and Sickness Insurance Contracts, issued November 5, 1993, 14 VAC 5-320-10 et seq. (formerly Insurance Regulation No. 15)

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Administrative Letter 1994-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1994, issued February 17, 1994, §§ 38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1994-3, Medicare Supplement Insurance Premiums Comparison Lists, issued January 11, 1994

Administrative Letter 1994-4, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued January 20, 1994, §§ 38.2-218, 38.2-3408, 38.2-3418.1, 38.2-3419.1 and 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38)

Administrative Letter 1994-5, Legislation Enacted by the 1994 Virginia General Assembly, issued July 5, 1994

Administrative Letter 1994-6, Revisions to VA CP-12 (6/94), VA CP-19 (6/94) and VA CP-20 (6/94), issued June 2, 1994

Administrative Letter 1994-7, Mandatory Offer of Rental Reimbursement Coverage, issued July 5, 1994, §§ 38.2-2212 and 38.2-2230

Administrative Letter 1994-8, Freedom of Choice Requirements - Pharmacies and Ancillary Service Providers, issued October 17, 1994, §§ 38.2-316, 38.2-3407.7, 38.2-3407.8, 38.2-4209.1, 38.2-4209.2, 38.2-4312.1, and 38.2-4312.2

Administrative Letter 1994-9, I. Filing of Experience Reports and Adjustment of Prima Facie Rates II. Filing of Premium Rates and Refund Formulas, issued November 7, 1994, §§ 38.2-3725, 38.2-3728, 38.2-3729, and 38.2-3730

Administrative Letter 1994-10, Delayed Effect of Rate Filings for Certain Lines and Subclassifications of Commercial Liability Insurance, issued December 1, 1994, § 38.2-1912

Administrative Letter 1995-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Not Due Until May 1, 1996, issued April 14, 1995, § 38.2-1905.2

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Administrative Letter 1995-5, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38) - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - Coverage for Treatment of Breast Cancer by Dose Intensive Chemotherapy/Autologous Bone Marrow Transplants or Stem Cell Transplant, Section 38.2-3418.1:1 of the Code of Virginia, issued June 20, 1995, §§ 38.2-3418.1:1, 38.2-3419.1 and 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38)

Administrative Letter 1995-6, Legislation Enacted by the 1995 Virginia General Assembly, issued May 19, 1995

Administrative Letter 1995-7, Standard and Essential Benefit Plans - Small Employer Market, issued March 24, 1995, § 38.2-3431

Administrative Letter 1995-8, Closing Protection Letters, issued September 4, 1995, §§ 38.2-123, 38.2-135, 38.2-4606 and 38.2-4615

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Administrative Letter 1996-7, Change of Zip Code, issued May 13, 1996

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Administrative Letter 1996-11, 14 VAC 5-180-10 et seq. (formerly Insurance Regulation No. 34) - Rules Governing Underwriting Practices and Coverage Limitations and Exclusions for Acquired Immunodeficiency Syndrome (AIDS), issued July 10, 1996, 14 VAC 5-180-10 et seq. (formerly Insurance Regulation No. 34)

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Workers' Compensation Deductible Plans Filing Instructions, issued July 1997

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Virginia Surplus Lines Filing Instructions, revised September 5, 1996

Consumer Guides:

Virginia Life Insurance Consumer's Guide, published in 1998

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2001 Virginia Medicare Supplement Insurance Premium Comparison Guide, published in June 2001

A Shopper's Guide to Long-Term Care Insurance, published in 2001

2001 Guide to Health Insurance for People with Medicare, published in 2001

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Forms and Instructions Respecting Licensing of Individuals and Agencies:

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PIN3001, Application for License When an Examination is Required, July 2001

PIN3701, Application for Consultants License, July 2001

PIN4051, Application for License When No Examination is Required, July 2001

PIN4052, Agency Application for License, July 2001

PIN4151, Individual Appointment Form, July 2001

PIN4921, Appointment Cancellation, July 2001

Forms for Surplus Lines Insurance:

Form SLB-1, Application for License as Surplus Lines Broker, November 1999

Form SLB-2, Bond for Surplus Lines Broker, November 1999

Form SLB-3, Quarterly Combined Affidavit by Surplus Lines Broker, effective September 1999

Form SLB-4, Annual Combined Affidavit by Surplus Lines Broker, effective September 1999

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

Form SLB-6, Surplus Lines Annual Report, effective September 1999

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

Form SLB-8, Annual Gross Premium Tax Report, effective September 1999

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

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

Division of Public Service Taxation

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Public Service Taxation Division of the State Corporation Commission, Tyler Building, 4th Floor, 1300 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) 371-9679, FAX (804) 371-9797, or e-mail AKatz@scc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to R. H. Adams, Principal Utility Appraiser, Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9182, FAX 804 371-9797, or e-mail Radams@scc.state.va.us. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

State Tax Bills, all updated annually, Chapter 26 of Title 58.1

CCTD-3, Tax Report, Electric Companies, 2000, § 58.1-2628

CCTD-6, Tax Report, Telecommunications Companies, 2000, § 58.1-2628

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CCTD-9, Report for Certificated Motor Vehicle Carriers Rolling Stock Tax, 1963, § 58.1-2654

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, 1963, § 58.1-2663

CCTD-11, Report for Special Tax on Virginia Pilots Association, 1963, § 58.1-2663

CCTD-12, Report for Special Tax on Railroad Companies, 1963, § 58.1-2663

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, 1998, §§ 58.1-2640 and 58.1-2647

CCTD-DPR, Telecommunications Relay Service Monthly Report, 2001, § 56-484.6

CCTD-RVP, Registration Procedure for Persons subject to the Video Programming Excise Tax, revised 1998, § 58.1-3818.3 G

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CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, 2000, §§ 58.1-2905 and 58.1-2906

Real Estate Transaction Form for Purchase and Conveyance, 1998, § 58.1-2628

Motor Vehicle Carriers Rolling Stock, Tax Report, Urban-Suburban Statement for the Special Tax Exemption for Passenger Vehicles, 1963, § 58.1-2663

Division of Securities and Retail Franchising

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission's Division of Securities and Retail Franchising, Ninth Floor, Tyler Building, 1300 East Main Street. Copies may be obtained free of charge by contacting Ilse Goff at the same address, telephone number (804) 371-9784 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Questions regarding interpretation or implementation of these documents may be directed to Stephen W. Goolsby, Chief Examiner, at the same address, telephone number (804) 371-9414 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, October 1999

Uniform Franchise Offering Circular Filing Reminders, February 1999, § 13.1-561

Securities Consumer's Guide, published in 1996

Division of Public Utility Accounting

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the Virginia State Corporation Commission's Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Please contact Robin Spruill at (804) 371-9708 to make an appointment. Copies may be obtained at the cost of \$1.00 per page for the first 2 pages and 50 cents for each

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additional page. Contact Robin Spruill at the above address or facsimile your request to (804) 371-9447.

Questions regarding interpretation or implementation of these documents may be directed to Ronald A. Gibson, Director, Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-3708 or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2000, 80 pages, § 56-249

Uniform System of Accounts for Electric Utilities, promulgated by the Federal Energy Regulatory Commission, revised April 1, 2000, 120 pages, § 56-249

Uniform System of Accounts for Natural Gas Companies, promulgated by the Federal Energy Regulatory Commission, revised April 1, 2000, 142 pages, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 148 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 66 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 149 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 65 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, revised January 1, 2000, 192 pages, § 56-249

Annual Financial and Operating Report for electric companies, consisting of the Federal Energy Regulatory Commission Form 1 of 122 pages and supplemental information of 27 pages, § 56-249

Annual Financial and Operating Report for electric cooperatives, 38 pages, § 56-249

Annual Financial and Operating Report for gas companies, consisting of the Federal Energy Regulatory Commission Form 2 of 156 pages and supplemental information of 15 pages, § 56-249

Annual Financial and Operating Report for telephone companies, consisting of the Federal Communications Commission Form M of 85 pages and supplemental information of 21 pages, § 56-249

Annual Financial and Operating Report for class A water and/or sewer companies, National Association of Regulatory Utility Commissions Form, 62 pages, § 56-249

Annual Financial and Operating Report for class C water and/or sewer companies, National Association of Regulatory Utility Commissions Form, 22 pages, § 56-249

Accounting Circular No. 18, Uniform capitalization rules of the tax reform act of 1986, issued January 28, 1987, 1 page, § 56-249

Accounting Circular No. 20, Uniform system of accounts for small water companies, issued April 13, 1987, 1 page, § 56-249

Accounting Circular No. 21, Uniform system of accounts for telecommunications companies, issued September 30, 1987, 1 page, § 56-249

Accounting Circular No. 23, Electric Cooperative accounting treatment for National Rural Electric Cooperative Association (NRECA) pension costs, issued March 21, 1990, 2 pages, § 56-249

Guidelines regarding the accounting and ratemaking treatment of post-employment benefits other than pensions (OPEBs) for electric cooperatives, issued July 8, 1994, 3 pages, § 56-249

Guidelines on the recording and recovery of regulatory assets, issued March 29, 1995, 2 pages, § 56-249

**The State Corporation Commission issues an annual report each year which contains the leading matters disposed of by formal orders that year. The Annual Reports of the commission may be viewed during regular work days from 8 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. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained for \$40 (price may vary depending on the year of the report) by contacting Sue Proctor at the same address, telephone (804) 371-9272 or FAX (804) 371-9654.

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 FAX (804) 371-9654. The mailing address is P.O. Box 1197, Richmond, VA 23218.

DEPARTMENT OF CORRECTIONS

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4 p.m. in the office of Compliance and Accreditation, Virginia Department of Corrections, 6900 Atmore Drive, Richmond, VA 23225. Copies may be obtained at a charge of \$.20 per page plus shipping charges, by contacting Donna Foster at the same address, telephone (804) 674-3289.

Questions regarding interpretation or implementation of these documents may be directed to Joe Hagenlocker, Manager, Compliance and Accreditation Unit at the address listed above or by calling (804) 674-3576.

Guidance Documents:

Compliance Documentation for Standards for Community Residential Programs, revised September, 2000, 6 VAC 15-70, 12 pages

Compliance Documentation for Standards for Jails and Lockups, revised October 1995, 6 VAC 15-40, 30 pages

Compliance Documentation for Standards for State Correctional Facilities, revised September, 2000, 6 VAC 15-31, 27 pages

Compliance Documentation for Standards for State Community Correctional Units, revised September 2000, 6 VAC 15-61, 16 pages

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at coun@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the board at the address above or by telephone at (804) 662-9912. Copies are free of charge.

Guidance Documents:

115-2, Newsletters

115-2.1, Resolution that hypnosis is an appropriate counseling tool, an opinion that the term "psychotherapy" can be used by licensed professional counselors, and guidance in the use of educational credentials and unlicensed counselors, 1987

115-2.2, Guidance on when a fee can be charged, 1990

115-2.3, Guidance on supervision, 1991

115-2.4, Guidance on the supervision requirement, dual relationships, 1995

115-2.5, Summary of Virginia statutes regarding maintenance and release of client records, May 2000

115-2.6 Guidance on dual relationships, Part 1, Fall 2000

115-2.7 2001 Guidance on dual relationships Part 2, Fall 2001

115-3, Assistant Attorney General Opinions

115-3.1, Interpretation of statutes pertaining to marriage and family therapists licensure, August 9, 1995

115-3.2, Interpretation of statutes pertaining to release of health care records, April 7, 1997

115-3.3, Interpretation of statutes pertaining to rehabilitation provider certification (reviewed and approved by AAG, but issued through the board office), October, 1997

115-3.4, Interpretation of Virginia's Health Records Privacy Act, January, 1999

115-4, Minutes of Board Meetings

115-4.1, Guidance to the credentials reviewer to accept schools accredited by the Association of Theological Schools in the United States and Canada, February 17, 1995

115-4.2, Guidance that criminal history not be considered as a point of rejection for a certified substance abuse counselor, and that the board refer the application to the Credentials Review Committee to determine eligibility, May 19, 1995.

115-4.3, Regulatory Committee minutes - Assistant Attorney General interpretation of statutes pertaining to development of "substantially equivalent" requirements for licensure of substance abuse treatment practitioners and interpretation of scope of practice for these practitioners, October 27, 1998

115-4.4, Determination that a Bachelor of Individual Study degree from James Madison University would satisfy the degree requirement for rehabilitation provider certification, February 19, 1999

115-4.5, Credentials Committee minutes - Determination that applicants holding a marriage and family therapist license from California would not be automatically eligible for endorsement, but would be considered on a case-by-case basis for Virginia's marriage and family therapist license, May 14, 1999

115-4.6, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, August 27, 1999

115-4.7, Determination that licensed professional counselors who hold specialty designation in substance abuse counseling, but do not have 60 graduate hours in counseling would be considered on a case-by-case basis for endorsement as licensed substance abuse treatment practitioners, November 19, 1999

115-4.8, February 18, 2000. Attachment to minutes. Interpretation of the meaning of "state-approved facility" as used in §54.1-3500, and interpretation of what type of facilities may hire certified substance abuse counselors.

115-4.9, May 5, 2000. Guidance regarding practica or internships completed in distance learning programs.

DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the Department of Criminal Justice Services, 805 East Broad Street, 10th Floor, Richmond, Virginia 23219. Copies may be obtained by contacting Steve Squire at the same address, telephone (804) 786-8478. Fees vary depending upon document.

Guidance Documents

Questions regarding interpretation or implementation of these documents may be directed to Judy Kirkendall, Department of Criminal Justice Services, 805 East Broad Street, Richmond, Virginia 23219, telephone (804) 786-8003 or e-mail jkirkendall@dcs.state.va.us.

Guidance Documents:

Training Desk Reference, revised September 1999, § 9.1-102

Certification and De-certification of Law Enforcement Officers, revised July 1, 1996, §§ 15.2-1706 and 15.2-1709

Combined Training School Policy, revised September 1994, § 9.1-102

Training Exemption Guidelines, revised September 1998, § 9.1-116

Instructor Certification/Recertification Process, September 1999, 6 VAC 20-80

Partial In-service Credit Policy Guidelines, revised February 1993, 6 VAC 20-30

Q-Target Policy, revised November 1991, 6 VAC 20-30

Waiver of Minimum Qualifications Guidelines, revised May 1, 1994, § 15.2-1705

Electronic Media In-service Training Guidelines, issued December 1993, 6 VAC 20-30

Physical Examination Policy, revised September 1994, 6 VAC 20-20 and 6 VAC 20-50

Guidelines for Auxiliary and Part-time Officers, issued January 1993, §§ 9.1-114 and 15.2-1731

Academy Certification Standards, revised November 1997

Academy Recertification Standards, revised November 1997

Regional Academy Funding Policy, revised July 1998

Guidelines for Approval of College Courses and Programs, issued December 3, 1996, 6 VAC 20-30

Model Field Training Guide for Law Enforcement Officers, issued September 1, 1993

Model Field Training Guide for Jail Officers, issued March 1994

Guidelines for Allowing Individuals to Attend Criminal Justice Mandated Training Prior to Employment, revised November 1994

Radar Operator Training Guidelines, revised March 15, 1995, § 9.1-102

Private Security Training Exemption Guidelines, revised August 1, 1996, 6 VAC 20-170

Private Security Criminal History Waiver Guidelines, issued July 1, 1993, 6 VAC 20-170

Private Security Sanctions Publication Guidelines, issued August 29, 1996, 6 VAC 20-170

Private Security Compliance Agent Experience Guidelines, issued February 10, 1997, 6 VAC 20-170

Topical Outlines and Learning objectives for Private Security, 6 VAC 20-170

Criminal Justice Services Board Regional Criminal Justice Training Academy Policy, revised May 3, 1995, 6 VAC 90

Grants for Community-Oriented Justice, issued December 1997

Child Witness Testimony in Court: Using Closed Circuit Equipment, issued December 1997, § 16.2-67.9, to be revised and reissued after February, 2002

Child Witness Testimony in Court: Protocol for Using Closed Circuit Equipment, issued September 1995

2000 Criminal History Records Improvement Program Guide, issued September, 2001

An Informational Guide for Domestic Violence Victims in Virginia, issued 1997

An Informational Guide to Virginia's Crime Victim and Witness Rights Act, issued 1997

STOP Violence Against Women Grant Program, issued July 18, 1997

Victim Assistance Program Guide and Application Procedures (FY 1998), issued March 10, 1997

Supplemental Information Victim/Witness Grant Program, issued March 7, 1997

Victim/Witness Grant Program Codebook and Progress Report Forms, revised July 1996

Program Guide: Comprehensive Community Corrections Act for Local-Responsible Offenders and Pretrial Services Act, 2002, issued February 2001, §§ 19.2-152.2 through 19.2-152.7 and 9.1-173 through 9.1-183.

1995 Program Guide: Comprehensive Community Corrections Act for Local-Responsible Offenders and Pretrial Services Act, issued June 1995

Preparing a Community-Based Corrections Plan, issued April 4, 1995

Community Criminal Justice Boards of Virginia: Information and Ideas for New and Continuing Members, issued 2000, § 9.1-178

Monthly Reporting Requirements and Instructions: Pretrial Services Act and Comprehensive Community Corrections Act for Local-Responsible Offenders, issued July 1997, §§ 19.2-152.2 and 9.1-173.

"Bench Card" for PSA and CCCA, revised December, 2001, §§ 9.1-173 through 9.1-183 and 19.2-303.2

Program Brief: At-Risk Youth, issued 1998

Program Guide: Virginia School Resource Officer Incentive Grants Program Guidelines, issued 2001

Court Appointed Special Advocate (CASA) Program Guide, issued 1997, to be reissued 2002

Juvenile Justice and Delinquency Prevention (Title II) Program Guide, issued 2001

Juvenile Justice and Delinquency Prevention (Title V) Program Guide, issued 2001

Breath Test Operators Training Manual: Intoxilizer Model 5000, issued August 25, 1999, §18.2-268.9

Intoxilizer 5000 Monthly Preventive Maintenance/Simulator Solution Change Checklist, issued March 1998, §18.2-268.9

Operational Checklist for Intoxilizer 5000, issued August 1997, §18.2-268.9

Intoxilizer 5000 Instructor Manual, December 5, 2000, 6 VAC 20-190-120, revised December, 2001

Evidence Handling, issued 1997

Laboratory Capabilities Guide, issued August 1997

Serious or Habitual Offender Comprehensive Action Program (SHOCAP) Guidelines, issued April 1999, revised 2001

Forfeited Asset Sharing Program, issued 1990, § 18.2-249

Money Laundering, §18.2-246, issued July 1999

Sample Directives Manual for Law Enforcement Agencies, revised 1999, updated October, 2001, available only on the DCJS website

School Resource Officer Facts Book, issued June 2000, reissue due March, 2002

Evaluation of Grant Funded SRO Programs, issued March 2000, reissue due February, 2002

Juvenile Law Handbook for School Administrators, issued 2001

Certified Crime Prevention Community Program Manual, updated 2001

School Resource Reporting Requirements Manual, issued June 2001

VIRGINIA DEPARTMENT FOR THE DEAF AND HARD OF HEARING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the offices of the Virginia Department for the Deaf and Hard of Hearing (VDDHH), 1602 Rolling Hills Drive, the Ratcliffe Building, Suite 203, Richmond, VA 23229-5012. Copies may be obtained free of charge by contacting Leslie Hutcheson at the same address, telephone (804) 662-9703 (V/TTY), FAX (804) 662-9718 or e-mail hutche1g@ddhh.state.va.us. Some of the documents may be available to be downloaded from the VDDHH Home page (<http://www.vddhh.org>).

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

Guidance Documents:

VDDHH Policies and Procedures implementing 22 VAC 20-20 (Regulations Governing Eligibility Standards and Application Procedures of the Distribution of Technological Assistive Devices), revised December 1999

VDDHH Policies and Procedures implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised January 1993

Directory of Qualified Interpreters, implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised monthly

Virginia Quality Assurance Screening Applicant Packet, implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised 1999

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at denbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the Board at the address above or by telephone at (804) 662-9906. Copies are free of charge.

Guidance Documents:

60-1, American Dental Association Commission on Dental Accreditation - Accredited program listing for Dental Assisting, Dental Hygiene and Dental Laboratory Technology Education Programs, July 2000

60-2, Accredited program listing for Advanced Specialty and General Dentistry Education by the American Dental Association Commission on Dental Accreditation, July 2000

60-3, Letter from R. Isaacson, D.D.S. regarding licensure application prerequisites, February 1997

60-5, Bulletin article regarding HOM (Hand Over Mouth) guidelines, April 1991

60-6, Bulletin article regarding dental assistance making temporary crowns, Winter/Spring 1994

60-7, Bulletin article regarding common questions and answers concerning CE (Continuing Education requirements), Winter/Spring 1995

60-9, Bulletin article regarding dental office inspection form, Fall/Winter 1996

60-10, Board minutes on Infection Control, October 1, 1993, September 14, 1991, and August 1, 1991

60-11, Board minutes, Completion of treatment of patient if fees not paid, October 1-2, 1997

60-12, Consent order for Board of Dentistry vs John H. Jones III, D.D.S., decision regarding advertising trade name, October 1, 1997

60-13, Determination for Board of Dentistry vs David Nyczepir, D.D.S. regarding "Free Consultation," August 26, 1997

Guidance Documents

60-14, Consent order for Board of Dentistry vs Vera Theopist Tarasidis, D.D.S., decision on discounted fees, October 1, 1997

60-15, Letter and Notice of Informal conference of Board of Dentistry vs Rouben A. Yedigarian, D.D.S., August 26, 1997

60-16, Letter from Marcia J. Miller to Michael Vernon regarding sale of vitamins, December 10, 1997

60-17, Advertising Guidelines adopted by the Board of Dentistry, January 23, 1998

60-18, Letter from Howard Casway, Assistant Attorney General to Dr. M. Alan Bagden regarding Ownership of Dental Practices, February 23, 1998

60-19, Perio Guidelines Recommendations adopted by the Board of Dentistry- April 28, 2000.

60-20, Bulletin article-Notice to all licensees regarding Code of Virginia §54.1-2718- April 28, 2000.

VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Economic Development Partnership, 19th Floor Riverfront Plaza, West Tower, 901 East Byrd Street, Richmond, Virginia 23218.

Requests for copies or questions regarding the interpretation or implementation of these documents may be directed to John B. Sternlicht, General Counsel and Legislative Director, at the same address, by telephone at (804) 371-8106, or by FAX at (804) 371-8112. Copies will be provided at no charge.

Guidance Documents:

Guidelines for use of the Governor's Opportunity Fund, revised September 1999, § 2.2-115

Guidelines for use of the Virginia Investment Partnership, revised July 2000, § 2.2-5101

Guidelines for use of the Governor's Economic Development Grant Fund, issued November 2000, §§ 15.2-946.1 and 15.2-946.4

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 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. Unless otherwise indicated, there is a \$1.00 per document copying charge.

Questions regarding interpretation or implementation of these 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 16 VAC 5-10-10 et seq., \$90

Guide for Effective Unemployment Insurance Adjudication, revised September 1994, § 60.2-100 et seq., \$90

A Digest of Virginia Unemployment Insurance Tax Law, revised June 1990, Va. Code Anno., Title 60.2 Chapters 2 and 5, \$43

Bulletin No. 2610, Benefit Determinations and Appeals Decisions Which Require Determination of Prevailing Wages, Hours, or Other Conditions of Work, issued December 31, 1968, § 60.2-618(3)(c)

Field Operations Bulletin Manual, revised January 29, 1997, Title 60.2 Chapters 2 and 6, 16 VAC 5-10-10, et seq., \$10

Work Opportunity and Welfare-to-Work Tax Credits, issued November 1997, The Taxpayer Relief Act of 1997, P.L. 105-34

Guidelines for Addressing Postponement Requests, issued October 1991, 16 VAC 5-80-20 C

Interoffice Communication on Waiver of Benefit Charges, issued August 9, 1994, § 60.2-528(C)

Interoffice Communication on Immediate Discharge After Quit with Notice, § 60.2-612(8)

Interoffice Communication on The 28-Day Rule, issued July 11, 1996, 16 VAC 5-60-10 F

Interoffice Communication on Interpretation of the Two-Week Limitation on Benefits Set Out in Section 60.2-612(8) of the Code of Virginia, issued January 3, 1997, § 60.2-612(8)

Interoffice Communication on Party Tape Recording Hearing, issued March 19, 1997, § 60.2-623

Commission Decision 54991-C, Meade v. Buster Brown Apparel, Inc., issued November 25, 1997, § 60.2-229(A)

Commission Decision 41251-C, Williams v. U. S. Army, issued March 19, 1993, § 60.2-604

Commission Decision 47602-C, Sikka v. Cater Air International Corp., issued March 22, 1995, § 60.2-604

Commission Decision 45419-C, In re Purvis, issued June 13, 1994, § 60.2-608

Commission Decision 12665-C, Picard v. Hayes, Seay, Mattern and Mattern, issued October 4, 1979, § 60.2-612

Commission Decision 22777-C, Moore v. Klate Holt Company, issued January 24, 1984, § 60.2-612

Commission Decision 25950-C, Heldreth v. Southwest Virginia Enterprise, issued July 11, 1986, § 60.2-612

Commission Decision 46472-C, Duncan v. Department of Corrections, issued November 15, 1994, § 60.2-612

- Commission Decision 50908-C, *In re Parnell*, issued April 17, 1996, § 60.2-612(1)
- Commission Decision 36809-C, *Coy v. Philip Morris, Inc.*, issued November 20, 1991, § 60.2-612(5)
- Commission Decision 23806-C, *Sysco v. Virginia Stage Company*, issued August 31, 1984, § 60.2-612(7)
- Commission Decision 38556-C, *Copeland v. U. S. Navy*, issued July 1, 1992, § 60.2-612(7)
- Commission Decision 47764-C, *Lilliam v. Commonwealth Health Care*, issued April 4, 1995, § 60.2-612(7)
- Commission Decision 51212-C, *Alderson v. Tultex Corporation*, issued May 17, 1996, § 60.2-612(7)
- Decision SUA-3, *Fulk v. Rocco Farm Foods*, issued August 11, 1975, § 60.2-612(7)
- Decision UI-76-393, *Corbett v. C and P Telephone Company*, issued January 24, 1977, § 60.2-612(7)
- Commission Decision 3153-C, *Weaver v. Ideal Laundry and Dry Cleaners*, issued October 16, 1957, § 60.2-618(1)
- Commission Decision 5909-C, *Mahew v. Capitol Concrete Rental Corporation*, issued March 12, 1973, § 60.2-618(1)
- Commission Decision 6514-C, *Thompson v. Dow Badische Company*, issued November 26, 1974, § 60.2-618(1)
- Commission Decision 8298-C, *Gross v. Command Deliveries, Inc.*, issued August 16, 1976, § 60.2-618(1)
- Commission Decision 16998-C, *Johnson v. Hall and Taylor Body Shop*, issued November 6, 1981, § 60.2-618(1)
- Commission Decision 24302-C, *Young v. Mick or Mack*, issued December 13, 1984, § 60.2-618(1)
- Commission Decision 26561-C, *Bartley v. Atlantic Research Corp.*, issued February 28, 1986, § 60.2-618(1)
- Commission Decision 27729-C, *Rasnake v. Pepsi Cola Bottling of Norton*, issued July 31, 1987, § 60.2-618(1)
- Commission Decision 33298-C, *Pugh v. Christian Children's Fund*, issued June 29, 1990, § 60.2-618(1)
- Commission Decision 34957-C, *Edwards v. Landmark Builders of the Triad*, issued January 18, 1991, § 60.2-618(1)
- Commission Decision 36673-C, *Winisky v. Fauquier County School Board*, issued December 2, 1991, § 60.2-618(1)
- Commission Decision 37072-C, *Boardwine v. Tennessee Investment Casting Company*, issued December 20, 1991, § 60.2-618(1)
- Commission Decision 37487-C, *Beckner v. Harris Teeter Super Markets*, issued April 2, 1992, § 60.2-618(1)
- Commission Decision 38232-C, *Wright v. Prince Edward County Department of Social Services*, issued June 15, 1992, § 60.2-618(1)
- Commission Decision 40365-C, *Hampe v. Krisp-Pak Company, Inc.*, issued March 3, 1994, § 60.2-618(1)
- Commission Decision 40827-C, *Meador v. Bunker Hill Packing Corp.*, issued April 1, 1993, § 60.2-618(1)
- Commission Decision 40968-C, *Fields v. Bristol Home Health Services*, issued May 12, 1993, § 60.2-618(1)
- Commission Decision 41241-C, *Jennings v. Craddock-Terry, Inc.*, issued March 24, 1993, § 60.2-618(1)
- Commission Decision 43248-C, *Zumbaugh v. GTE Government Systems, Inc.*, issued October 1, 1993, § 60.2-618(1)
- Commission Decision 46659-C, *Alsip v. Department of the Army*, issued October 27, 1994, § 60.2-618(1)
- Commission Decision 46964-C, *Barrington v. Virginia Power*, issued January 17, 1995, § 60.2-618(1)
- 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)

Guidance Documents

Commission Decision 30974-C, Garner v. Accomack County School Board, issued December 2, 1988, § 60.2-618(2)

Commission Decision 33438-C, Davis v. Stone Container Corp., issued January 18, 1991, § 60.2-618(2)

Commission Decision 34000-C, Busler v. Rapoca Energy Company, issued December 14, 1990, § 60.2-618(2)

Commission Decision 34061-C, Spencer v. Regis Hair Stylists, issued February 6, 1991, § 60.2-618(2)

Commission Decision 34343-C, Carr v. Conagra, Inc., issued November 9, 1990, § 60.2-618(2)

Commission Decision 34603-C, Lambert v. Department of the Army, issued November 29, 1990, § 60.2-618(2)

Commission Decision 35174-C, Thomas v. Steven J. Chavis, issued February 11, 1991, § 60.2-618(2)

Commission Decision 35294-C, Baker v. Norfolk Shipbuilding and Drydock, issued ??, § 60.2-618(2)

Commission Decision 35309-C, Morrison v. J.T.M. Pizza, Inc., issued March 2, 1992, § 60.2-618(2)

Commission Decision 35866-C, Bishop v. Crown Central Petroleum Corp., issued June 24, 1991, § 60.2-618(2)

Commission Decision 35909-C, Culpepper v. Quality Cleaners, issued July 1, 1991, § 60.2-618(2)

Commission Decision 35999-C, Simmons v. Numanco, issued July 11, 1991, § 60.2-618(2)

Commission Decision 36195-C, Mallory v. J. A. Jones Construction Company, issued August 19, 1991, § 60.2-618(2)

Commission Decision 36310-C, Holloway v. Pearle Vision Center and The Price Club, issued August 29, 1991, § 60.2-618(2)

Commission Decision 36653-C, Parker v. Roadway Express, issued July 22, 1992, § 60.2-618(2)

Commission Decision 36655-C, Simonson v. Sligh Plumbing and Heating Company, issued November 27, 1991, § 60.2-618(2)

Commission Decision 36794-C, Jordan v. Newport News Shipbuilding, Inc., issued December 17, 1991, § 60.2-618(2)

Commission Decision 37114-C, Neil v. Newport News Shipbuilding, Inc., issued December 24, 1991, § 60.2-618(2)

Commission Decision 37615-C, Robinson v. Smithfield Packing Co., Inc., issued March 6, 1992, § 60.2-618(2)

Commission Decision 37762-C, Critton v. Sola Optical U.S.A., issued April 25, 1992, § 60.2-618(2)

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VIRGINIA DEPARTMENT OF EDUCATION

Copies of the following guidance documents may be obtained at no cost by contacting Dr. Margaret N. Roberts, at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2540 or e-mail mroberts@mail.vak12ed.edu.

Questions may also be directed to Dr. Roberts. The documents may be viewed at the Department of Education during regular work days from 8:30 a.m. to 5 p.m. at 101 North 14th Street, 25th Floor, Richmond, VA 23219.

Guidance Documents:

Accreditation of Private Nursery, Preschool, Elementary, and Secondary Schools

Recognition of the Authority of the Virginia Council for Private Education as the Accrediting Entity for Private Nursery, Preschool, Elementary, and Secondary Schools in Virginia, November 30, 2000

Charter Schools

List of Board of Education Regulations Identified as Waivable for Charter School Purposes, June 1999

Comprehensive Services

Comprehensive Services Act (CSA) for At Risk Youth and Families Implementation Manual, Revised 2001

Compulsory School Attendance

Guidelines for GED/Compulsory Attendance Release, October 1999

Driver's Education

Steps for Minors to Procure a Driver's License in Virginia, July 1997

Approval for Charging a Fee for the Laboratory Phase of Driver Education, Supts. Memo., No. 7, Regulatory, September 15, 2000 (updated annually)

Family Life Education

Family Life Education: Special Education, 1989

Board of Education Guidelines for Family Life Education Programs, 1988

Gifted Education Programs

The Virginia Plan for the Gifted, 2000

Governor's Schools

Procedures for Initiating an Academic Year Governor's School, 1998

Grievances

Procedures for Adjusting Grievances, June 1997

Health and Physical Fitness

Guidelines for the Administration of the Virginia Fitness Test, December 1992

Guidelines for Specialized Health Care Procedures, March 1996

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV), 1990

HIV/AIDS Prevention Education Curriculum Guide, February 1992

A Guide to Establishing and Maintaining School Health Advisory Boards, 1993

Virginia School Health Guidelines, 1998

Guidelines for Specialized Health Care Procedures: Superintendent's Memo number 196, 1996

Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon, July 1999

Guidelines for Suicide Prevention, September 1999

Licensure and Teacher Preparation

The Virginia Recertification Manual, July 1990

Virginia Approved Preparation Programs for Instructional Personnel, July 1994

Manual for Administering the Regulations governing Approved Programs for Virginia Institutions of Higher Education, 1994

State-Approved Principal Preparation Programs, July 1, 1990

Guidelines for the Evaluation of Superintendents, Teachers, and Administrators and Instructional Central Office Personnel, January 2000

Passing Scores for the Praxis I Tests in Reading, Writing, Mathematics; October 1995

Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation, June 2000

Standards Governing Issuance of a Regular Five-Year License to Individuals Holding a Local Eligibility License, September 2000

Cut-Scores for Sixteen Praxis II Beginning Teacher Assessments, June 1999

Literary Fund

Use of Literary Fund Loan Proceeds, Supts. Memo. No. 6, Regulatory, May 31, 1996

Mediation

Mediation: An Interim Guidance Document, August 1997

Miscellaneous

Handbook of Procedures and Forms for Requesting Federal Program Reimbursements Under Improving America's Schools Act (IASA) and Special Education (IDEA), April 2001

Training and Technical Assistance Center Handbook for State Reporting Requirements, January 1998

Handbook for Homebound Service, January 1990

Planning and Evaluating School Psychological Services: Resource Guide for Practitioners, 1997

Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students, September 2000

Resolution Regarding the Prompt Submission of Certain Data to the Department of Education, March 2000

Pre-Labor Day Opening Requirements, February 2001

Policy of the Board of Education Regarding the Provisions of the Standards of Quality Requiring Local School Board Members Annual In-Service Training Programs, November 1996

Extended School Year Resource Document, August 1998

Transfer of Rights at Age of Majority Technical Assistance Document, 2000

Guidelines for Best Practice for Visiting Teachers and School Social Work Programs, 1990

Pledge of Allegiance and Flag Etiquette

Guidelines on the Recitation of the Pledge of Allegiance, July 2001

Religious Activity in the Schools

Guidelines Concerning Religious Activity in Public Schools, June 22, 1995

School Nutrition Programs

Uniform Policy Statement for Free and Reduced Price Meals, Supts. Memo, April 2000 (updated annually)

School Safety

Model School Crisis and Emergency Management Plan, June 1999

Student Search Guidelines, November 1999

Virginia School Search Resource Guidelines, October 2000

Special Education

A Parent's Guide to Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 2001

Program Guidelines for Students with Hearing Impairments in Virginia's Public Schools, March 1990

Guidance Documents

Program Guidelines for Audiological Services in Virginia's Public Schools, 1980

Program Guidelines for Students with Speech-Language Impairments, 1991

Handbook on Programming for Virginia Students with Serious Emotional Disturbance, May 1986

Procedures for Child Study Committees Operating in Virginia, November 1993

Handbook for Occupational and Physical Therapy Services in the Public Schools of Virginia, March 1997

Guidelines for Educational Services for Students with Traumatic Brain Injury, 1992

Noncategorical Primary Special Education Program Guidelines for Students with Developmental Delay, December 1990

Selecting Literacy Media for Students with Disabilities, March 1997

Rights and Procedural Safeguards for Special Education Related to Free and Appropriate Public Education, February 2001

Service Options and Considerations for Students Who have Sensory or Multiple Disabilities, 1992

College Selection Guidebook for Students with Disabilities, Their Parents, and High School Staff, 1993

Standards of Accreditation

Courses to Satisfy the Graduation Requirements for the Modified Standard Diploma, Supts. Memo No. 63, Administrative, December 15, 2000

Academic Review Process for Schools Accredited with Warning, November 30, 2000

Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia, November 30, 2000

Requirements for Literacy and Numeracy Assessments for the Modified Standard Diploma, November 30, 2000

Guidance Document Re: Requests for Additional Graduation Credit Requirements and Requests to Allocate Electives from Local School Boards, June 1998

Standards of Learning and Instructional Programs

Standards of Learning for Virginia Public Schools:

Art: Theatre Arts, Visual Arts, Dance Arts, updated 2000

Computer/Technology Standards, 2000

English, updated 1995

Family Life Education, 1988

Foreign Languages, updated 2000

Guidance, 1988

Health, updated 2001

History and Social Sciences, updated 2001

Mathematics, updated 2001

Science, updated 1995

Media/Library Services, 1988

Music, updated 2000

Physical Education, updated 2001

Probability and Statistics and Discrete Mathematics, 1998

Criteria for Character Education Programs, February 2000

List of Approved Industry, Professional, or Trade Association Certifications to Meet the Requirements for the Board of Education's Career and Technical Education Seal, September 2000

List of Certifications, Professional Licenses, and Examinations that Meet the Technology Requirement for the Board of Education's Seal of Advanced Mathematics and Technology, September 2000

Objectives for Personal Living and Finance, April 1999

Guidelines for the K-3 Record for Reading and Mathematics, May 1999

Models/Programs that Include Instructional Methods that have Proven to be Successful with Low-Achieving Students, April 2001

Standards of Learning Testing Program

Guidelines for Participation of Students with Disabilities in the SOL Assessments, October 1997

Guidelines for Participation of Limited English Proficient Students in the SOL Assessments, October 1997

Cut-Scores Regarding the Passing and Advanced Scores for the Standards of Learning Tests, October 1998

Board of Education Action Regarding Tests Which May Substitute for Specified SOL Tests, Supts. Memo. No. 194, Informational, October 13, 2000

Passing Score for the World Geography Standards of Learning Test, May 2000

Exclusion of Certain Students from Accountability Calculation, September 2000

Criteria for Students Eligible for "Emergency" Retakes of SOL Tests, September 2000

Student Discipline

Student Conduct Policy Guidelines, June 1994

Addendum to the Student Conduct Policy Guidelines (Removal of Disruptive Students), February 1998

School Safety Audits: Protocol, Procedures, and Checklists, September 1997

Discipline of Students with Disabilities Technical Assistance Resource Document December 2000

Student Records

Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools, July 1998

Student Transportation

Chassis Specifications for 2001 Model School Buses, October 2001 (updated annually)

Uniforms

Model Guidelines for the Wearing of Uniforms in Public Schools, May 23, 1996

Virginia State Assessment Program

Virginia State Assessment Program, Inclusion and Accommodation Guidelines for Students with Disabilities, February 1997

Virginia State Assessment Program, Inclusion and Accommodation Guidelines for Limited English Proficient Students, February 1997

Guidelines for Testing Students with Disabilities in the Literacy Testing Program, November 1993

Resolutions of the Board of Education

Subsequent to promulgating a regulation, additional questions may arise regarding the "intent" of the board regarding a regulation or section of a regulation. The Board of Education may then adopt a resolution to explain to the public its "intent" regarding the regulation or section of a regulation.

DEPARTMENT OF EMPLOYMENT DISPUTE RESOLUTION

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. at the Department of Employment Dispute Resolution, 830 East Main Street, Suite 400, Richmond, VA 23219. Copies may be obtained free of charge by contacting Doris Harris-Price at the same address, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or e-mail administrator@edr.state.va.us.

Questions regarding interpretation or implementation of the documents may be directed to Neil A. G. McPhie, Director, Department of Employment Dispute Resolution, 830 East Main Street, Suite 400, Richmond, VA 23219, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or e-mail administrator@edr.state.va.us.

Guidance Documents:

Grievance Procedure Manual, revised July 1, 2001, §§ 2.2-1000-1001; 2.2-3000-3008.

Rules for Conducting Grievance Hearings, revised July 1, 2001, §§ 2.2-1000-1001; 2.2-3000-3008.

Mediation Guidelines, revised January 1, 1998, §§ 2.2-1000-1001; 2.2-3000-3008.

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.

Requests for copies of any of the documents listed are considered a request for information under the Freedom of Information Act. There is a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy.

Requests for copies or questions regarding interpretation of Waste Division Guidance should be directed to: Central Office Waste Division, 629 E. Main Street, P.O. Box 10009, Richmond, VA 23240, telephone (804) 629-4147.

Requests for copies or questions regarding interpretation of the FOIA Policy should be directed to: Central Office FOIA Coordinator, 629 E. Main Street, P.O. Box 10009, Richmond, VA 23240, telephone (804) 629-4531 698-4315.

Requests for copies or questions regarding interpretation of the Litter Prevention and Recycling documents should be directed to: Coordinator, Litter Control and Recycling, Department of Environmental Quality, 629 E. Main Street, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4003.

Requests for copies or questions regarding interpretation of any of the other guidance documents should be directed to the appropriate regional office:

Abingdon Regional Office, 355 Deadmore Street, P.O. Box 1688, Abingdon, VA 24210, telephone (540) 676-4800.

Valley Regional Office, 4411 Early Road, Harrisonburg, VA 22801, telephone (540) 574-7800.

Piedmont Regional Office, 4949 A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5020.

West Central Regional Office, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6700.

Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2000.

Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3800.

South Central Regional Office, 7705 Timberlake Road, Lynchburg, VA 24502 (434) 582-5120.

Copies may also be requested by writing to: FOIA Coordinator, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240.

Guidance Documents

Ground Water Withdrawal Guidance Documents:

93-005, Preliminary Ground Water Withdrawal Application Guidance, May 12, 1993, 9 VAC 25-610-10 et seq., 4 pages with 2 attachments

94-004, Procedures to Issue Ground Water Withdrawal Permits Based on Historic Use, April 21, 1994, 9 VAC 25-610-10 et seq., 4 pages with 7 attachments

99-2005, Ground Water Withdrawal Permit Procedures Manual, June 1, 1999, 9 VAC 25-610-10 et seq., 21 pages, 32 attachments

Water Permit Support Guidance Documents:

Virginia Pollutant Discharge Elimination System (VPDES) Permit Manual, April 2001

92-016, Virginia Pollution Abatement (VPA) Permit Manual, June 1992

90-011, Interpretation of Nutrient Policy, Holt, April 20, 1990, 4 pages

90-016, Use of State Model by Consultants, Phillips, July 2, 1990, 1 page

91-004, Permits/Certificates Approved at Board Meetings, Ayers, February 1, 1991, 2 pages

91-006, Purchase of Sample Containers, Cook, February 20, 1991, 5 pages

91-007, Sample Volumes for Nonmetals Lab, Cook, February 20, 1991, 1 page

91-020, Modifications to September 8, 1989 Guidance Memo "VPDES Permitting Strategy for Discharges Resulting From UST Remediation Projects and Similar Projects," Buehler, 10/1/91, 1 page

91-026, Oil and Grease Analysis Manual, Purcell, 11/18/91, 25 pages

91-028, Procedure for Assigning Numbers to Permits, Buehler, 12/10/91, 1 page

92-005, Pretreatment Program Priorities, Lawson, 2/27/92, 3 pages

92-006, Authorization to Issue Certifications for Tax Exemptions, Lawson, 3/9/92, 27 pages

92-013, Reporting of BOD₅ Results for VPDES Monitoring, Purcell, 4/21/92, 2 pages

92-018, VPA Permit Program, Lawson, 8/28/92, 3 pages

93-002, Guidance on Waiver of Virginia Water Protection Permits, Lawson, 2/08/93, 4 pages

93-007, VPA Manual Update-New PAN Uptake Tables, Wells, 4/07/93, 3 pages

93-008, DEQ Water Division Water Purification Systems Contaminants, McMillan, 4/20/93, 4 pages

93-014, Violation Reporting Procedures, Bigelow, 6/17/93, 7 pages

93-023, Procedures for Processing VPA Permits for the Food Processing Category, Ferguson, 9/20/93, 45 pages

93-029, Procedures for Implementing the TMProgram, Lawson, 12/20/93, 201 pages

93-030, Procedures for Approving Plans and Specification for Sewerage Systems and Sewage Treatment Works and Concept Engineering Designs for Industrial Facilities, Lawson, 12/21/93, 25 pages

94-003, Classification of Effluent/Water Quality Limiting Segments and Relationship with Antidegradation Tiers, Phillips, 3/22/94, 4 pages

94-010, 1. Review of Environmental Impact Documents and 2. Permitting Dept. of Transportation Projects, Bigelow, 10/05/94, 3 pages

94-011, Virginia Water Protection Permit Programs Public Notice Procedures, Bigelow, 10/05/94, 21 pages

94-012, Calcium Carbonate Equivalence (CCE) Testing Requirements, Holt, 10/20/94, 13 pages

94-014, Implementation of the VPA General Permit for Confined Animal Feeding Operations (VPG1), Ayers, 11/16/94, 36 pages

94-016, Form Letters and Procedures Utilized in the VWP Program, Ferguson, 12/22/94, 7 pages

94-017, VPA Farm Fertilizer and Chemical Dealerships, Holt, 12/22/94, 12 pages

95-001, Revised Guidance for Virginia Water Protection Permit Decisions for Storm Water Management BMPs in Surface Waters, Including Wetlands, Ferguson, 1/10/95, 6 pages

95-002, VPA Land Application of Water Treatment Plant Residuals, Choi, 1/19/95, 50 pages

95-006, Updated Technical Criteria for VPA Industrial Land Application Program, Choi, 9/28/95, 37 pages

95-007, Application of Permit Fees for the VDOT, Ferguson, 9/28/95, 1 page

95-008, General Permits, Ayers, 11/03/95, 5 pages

95-009, Nutrient Management Plans for Activities Covered Under the VPA General Permit for Confined Animal Feeding Operations, Ayers, 11/06/95, 1 page

95-010, VPA Permit Application Forms Revision, Choi, 11/06/95, 32 pages

96-001, Storm Water Permitting, Ferguson, 3/15/96, 3 pages

96-002, OandG/TPH Limits for Certain Effluents, Phillips, 4/09/96, 3 pages

96-006, Wastewater Works Licensed Operator Requirements, Issued 9/10/96, 4 pages w/5 attachments

96-007, Evaluation of Calibration Curve Linearity, Issued 9/18/96, 9 pages

96-009, Obtaining Dissolved Metals Data, 11/19/96, 37 pages, Amendment # 1, Issued 12/2/96, 5 pages

- 97-001, VPDES Toxic Management Program, Issued 1/3/97, 3 pages
- 97-002, Holding Time Requirements, Issued 3/14/97, 3 pages
- 97-003, Permit Fee for Conversion from No-Discharge Certificates to VPA Permits, Issued 4/29/97, 2 pages
- 97-2003, Standard Operating Procedure for the Electronic File Transfer of Data Sets from the National Computing Center Storet Database to a PC, September 12, 1997, 1 page with 1 attachment
- 97-2004, Implementation of the VPDES General Permit for Car Wash Facilities VAG75, November 14, 1997, 9 VAC 25-194-10 et seq., 5 pages with 7 attachments
- 97-2005, Development of Total Maximum Daily Loads (TMDL), October 16, 1997, 2 pages with 1 attachment
- 98-2001, Implementation of VPDES general Permit for Discharges from Petroleum Contaminated Sites, 9 VAC 25-120-10 et seq., February 5, 1998, 53 pages
- 98-2002, Implementation of VPDES General Permit for Cooling Water Discharges VAG25, 9 VAC 25-196-10 et seq., February 27, 1998, 47 pages
- 98-2004, Implementation Guidance for VPDES General Permit VAG13, Concentrated Aquatic Animal Production Facilities, 9 VAC 25-195-10 et seq., March 10, 1998, 51 pages
- 98-2005, Reduced Monitoring, May 4, 1998, 8 pages
- 98-2006, Fish Kill Investigation Guidance Manual/L. Seivard, September 14, 1998, 397 pages
- 98-2007, Evaluation of Calibration Curve Linearity/B. Ziomek, September 16, 1998, 12 pages
- 98-2008, VPDES-VPA Inspection Strategy/B. Purcell, September 16, 1998, 12 pages
- 98-2009, Implementation of VPDES General Permit for Ready-Mixed Concrete Plants VAG11/L. Choi, 9 VAC 25-193-10 et seq., September 29, 1998, 76 pages
- 98-2010, VPDES Permit and VPA Permit Ground Water Monitoring Plans/R. Goode, 9 VAC 25-31-10 et seq. and 9 VAC 25-32-10 et seq., September 30, 1998, 106 pages
- 98-2011, Inspection Checklists for Analyses of Mercury by Cold Vapor and Metals/B. Ziomek, November 4, 1998, 10 pages
- Regional Water Quality Model for Free Flowing Streams - Version 3.2, September 1990, 9 VAC 25-260-50, 103 pages with 1 diskette containing the model software
- Regional Tidal Modeling System - Version 1.0, May 1989, 9 VAC 25-260-50, 97 pages with 1 diskette containing the model software
- 99-2001, Confined Animal Feeding Operations General Permit/R. Ayers, January 13, 1999, 33 pages
- 99-2002, Board for Waterworks Wastewater Works Operators Exception for Operational Experience, J. Vanderland, February 3, 1999, 5 pages
- 99-2003, Use of Method 1664 for Total Petroleum Hydrocarbons (TPH) Determination in VPDES Permits/B. Ziomek, February 26, 1999, 2 pages
- 99-2005, Ground Water Withdrawal Permit Procedures Manual/S. Bruce, June 16, 1999, 171 pages
- 99-2006, DEQ Storage Tank Program Quality Management Plan, J. Barnett, June 23, 1999, 31 pages
- 99-2007, Implementation Guidance for Reissued VPDES General permit VAG84, Non-Metallic Mineral Mining/M. Gregory, June 29, 1999, 7 pages
- 99-2008, Implementation Guidance for the Reissuance of the VPDES General Permit VAR4, Storm Water Discharges from Construction Sites/B. Tuxford, July 16, 1999, 60 pages
- 99-2009, Implementation of the VPDES General Permit for Discharges of Storm Water Associated with Industrial Activity VAR5/B. Tuxford, July 16, 1999, 219 pages
- 00-2001, Revised Joint Permit Application Addendum for Virginia Water Protection Permit, E. Gilinsky, January 21, 2000, 6 pages
- 00-2002, Permit Reapplication Requirements for Municipal Separate Storm Sewer Systems, B. Tuxford, January 24, 2000, 4 pages
- 00-2003, Wetland Compensation Ratios, E. Gilinsky, February 1, 2000, 5 pages
- 00-2004, Reimbursement Guidance Manual-3rd Edition, S. Williams, February 8, 2000, 279 pages
- 00-2005, VPA General permit Eligibility Dairy Operations, S. Haley, March 23, 2000, 6 pages
- 00-2006, Spiking Requirements for Metals Analysis, B. Ziomek, March 23, 2000, 2 pages
- 00-2008, Notification of Acceptance for Coverage by a General Permit, L. Lawson, May 12, 2000, 3 pages
- 00-2010, Protocol for DEQ Action in the Event Unpermitted Discharges Are Identified, J. van Soestbergen, August 22, 2000, 3 pages
- 00-2011, Guidance on Preparing VPDES Permit Limits, D. Phillips, August 24, 2000, 118 pages
- 00-2012, Toxics Management Program Implementation Guidance, D. DeBiasi, August 24, 2000, 161 pages
- 00-2013, Quality Assurance Project Plan for the Alternate water Supply Program, J. Barnett, September 13, 2000, 39 pages
- 00-2014, Quality Assurance Project Plan for the State Lead Program, J. Barnett, September 13, 2000, 212 pages
- 00-2015, Implementation Guidance for July, 2000 Revisions to the VPDES Permit Regulation, R. Ayers, September 27, 2000, 112 pages
- 00-2016, Chain of Custody Policy & Procedures, J. Hutchinson, October 23, 2000, 10 pages

Guidance Documents

00-2018, Implementation of the VPA General Permit Regulation for Poultry Waste Management, 9 VAC 25-630-10 et seq., R. Ayers, November 30, 2000, 45 pages

01-2001, Use of USGS 1980 Hydrologic Unit Map of the United States to Determine Appropriate Hydrologic Unit Code (HUC) for Compensatory Mitigation Using Mitigation Bank Credits, E. Gilinsky, January 8, 2001, 3 pages

01-2002, Implementation Guidance for Financial Assurance Regulation, 9 VAC 25-650-10 et seq., J. van Soestbergen, January 10, 2001, 19 pages

01-2003, SOP for Clean Metals Sampling/R. Stewart, March 5, 2001, 29 pages

01-2004, Targeted Lake & Reservoir Monitoring/J. Gregory, March 5, 2001, 18 pages

01-2005, Interim Guidance for Spray Irrigation & Reuse of Wastewater/D. Phillips, January 18, 2001, 40 pages

01-2006, Revised Commercial Laboratory Inspection Procedures/B. Purcell, March 6, 2001, 4 pages

01-2007, Implementation Guidance for December, 2000 Revisions to the VPDES Permit Regulation./R. Ayers, March 15, 2001, 23 pages

01-2008, Numbering of Outfalls for VPDES Permits/M. Ferguson, March 21, 2001, 1 page

01-2009, Responding to Discharge of Oil from Aboveground & Underground Heating Oil tanks with Capacity of 1,000 Gallons or Less/F. Cunningham, April 3, 2001, 17 pages

01-2010, VPDES Permit Manual/R. Ayers, April 9, 2001, 1 page

01-2011, Monitoring Toxic Trace Metals in Surface Waters/R. Stewart, April 16, 2001, 6 pages

01-2012, Siting of Storm Water BMPs in Surface waters and the Application of Temperature Standard to Impoundments/D. Phillips & E.. Gilinsky, April 18, 2001, 5 pages

01-2013, Checklists for Wastewater Laboratory Inspections/B. Ziomek, May 3, 2001, 3 pages

01-2014, Supplemental UCRs/Steve Williams, May 8, 2001, 2 pages

01-2015, Professional Travel Reimbursement Rates/S. Williams, May 16, 2001, 2 Pages

01-2016, Implementation Guidance for Reissuance of the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day/L. Choi, May 17, 2001, 60 pages

01-2017, DEQ Staff Biosecurity Procedures and Response to Suspected and/or Confirmed Outbreak of Foot & Mouth Disease (GMD/S. Haley, May 21, 2001, 6 pages

01-2018, Implementation of the Reissued VPDES General Permit Regulation for Seafood Processing Facilities VAG52/M.Gregory, June 5, 2001, 128 pages

01-2019, Implementation of Amendments to the VPA General Permit Regulation for Confined Animal Feeding Operations-New Registration Statement/R. Ayers, July 17, 2001, 4 pages

01-2020, Implementation of Amendments to the VPDES Permit Regulation and the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD-Local Government Ordinance Form/R. Ayers, July 17, 2001, 8 pages

01-2021 Virginia Department of Transportation Interagency Transfer Process for Permit Application Fees/E. Gilinsky, July 26, 2001, 5 pages

01-2022, Interim Guidance on Issuance of Virginia Water Protection (VWP) Permits for Virginia Department of Transportation Projects/E. Gilinsky, July 26, 2001, 7 pages

01-2016, Addendum #1, Local Government Notification and Operation and Maintenance Plan Requirements for the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day/Lily Choi, July 26, 2001, 6 pages

00-2011, QL Related Update to Guidance Memo 00-2011, Amendment #1/Dale Phillips, September 4, 2001, 2 pages

01-2023, Virginia Water Protection Permit Program Manual/E. Gilinsky, October 1, 2001, 1 page

00-2011, QL Related Update to Guidance Memo 00-2011, Amendment #2./Dale Phillips, October 3, 2001, 2 pages

01-2024, Storage Tank Program Technical Manual-3rd Edition/J. Barnett, October 4, 2001, 772 pages

01-2025, Petroleum Storage Tank Compliance Manual/J. Barnett, October 12, 2001, 341 pages

00-2011, QL Related Update to Guidance Memo 00-2011, Amendment #3/Dale Phillips, October 29, 2001, 2 pages

01-2013, Checklists for Wastewater Laboratory Inspection, Amendment 1/B.Ziomek, November 1, 2001, 2 pages

01-2026, Pretreatment Program Guidance Manual/D. DeBiasi, November 15, 2001, 202 pages

01-2027, EPA Review of VPDES Permits/Dale Phillips, December 4, 2001, 17 pages

01-2010, VPDES Permit Manual, Amendment 1/R. Ayers, December 4, 2001, 3 pages

Air Permit Support Guidance Documents:

APG-01: 97-1001, Emergency Generators - Permit Exemption Guidance, January 22, 1997, 9 VAC 5-80-10 et seq., 4 pages with 3 attachments

APG-02: 97-1002, Implementation of Exclusionary General Permit Regulation, August 5, 1997, 9 VAC 5 Chapter 500 et seq., 2 pages with 3 attachments

APG-03: 97-1004, EPA's White Papers on Streamlining of Title V Operating Permit Applications and Improved Implementation of Title V Operating Permits Program, August 19, 1997, 24 pages

- APG-04: 98-1001, Utilization of the Wood Furniture Manufacturing Title V Permit Boilerplate, February 17, 1998, 1 page with 3 attachments
- APG-05: 98-1002, Common Control Determinations for Title V Permit Applicability, March 5, 1998, 12 pages
- APG-06: 98-1003, Primary Authority for Implementation and Enforcement of the 40 CFR Part 63 Standards to Virginia, December 3, 1998, 1 page
- APG-07: Memo No. 99-1001, Guidance on Fixing 9 VAC 5-80-11 D and 11 E, 3/24/99, 2 pages
- APG-08: Memo No. 99-1002, Promulgation of New Title V Procedures Manual, 6/15/99, 2 pages
- APG-09: Memo No. 99-1003, Promulgation of Shut-Down Procedures and Revised Model Letters, 6/22/99, 2 pages
- APG-10: Memo No. 99-1004, Public participation requirements prior to issuing any permit for the construction of a new major stationary source or for a major modification to an existing source pursuant to Section 10.1-1307.01 (Localities Particularly Affected), 8/19/99, 3 pages
- APG-11: Memo No. 99-1006, Promulgation of State Operating Permits Manual, 10/21/99, 2 pages
- APG-12: Memo No. 00-1001, Incorporating State Toxics Conditions in Title V Permits, June 15, 2000; 3 pages plus enclosures
- APG-13: Title V Air Permits Guidance Manual, 5/10/99, 66 pages of text with 65 pages of appendices (23 appendices) (See Memo No. 99-1002 above)
- APG-14: State Operating Permits Manual, 9/30/99, 46 pages of text with 34 pages of appendices (17 appendices) (See Memo No. 99-1006 above)
- APG-15: Memo No. 99-1005, Promulgation of Municipal Solid Waste Landfill Procedures and Boilerplate Permits, 9/1/99, 2 pages
- APG-16: 3/31/93, MOU with National Park Service: Memorandum of understanding establishing procedures for notification of and interaction with Shenandoah National Park regarding PSD permitting issues Article 8 (9 VAC 5-80-1700 et seq.) of Part II of 9 VAC 5 Chapter 80, 6 pages
- APG-17: 3/30/93, MOU with Jefferson National Forest: Memorandum of understanding establishing procedures for notification of and interaction with Jefferson National Forest regarding PSD permitting issues, 6 pages
- APG-18: 7/9/2000, NSR Permit Manual: New Source Review Permits Program Manual, 114 pages text, 113 pages Appendices
- APG-19: 9/30/2000, 112(g) Implementation Guidance, 14 pages plus cover memo
- APG-20: Municipal Solid Waste Landfill Procedures and Boilerplate Permits, 9/1/99, 24 pages with 18 pages of appendices and 21 pages of boilerplate permit terms (See Memo 99-1005 above)
- APG-21: Air Division Policy Statement No. 2-96, Procedures for permitting and other activities associated with coal processing plants, April 22, 1996, 2 pages
- APG-22: APG96239, 8/28/96, Permit Rescission guidance document, 3 pages
- APG-23: Asphalt Plant procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 14 pages, 06/02/99
- APG-24: Stone Processing procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 13 pages
- APG-25: Coal preparation procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 6 pages, 04/21/98
- APG-26: Concrete plant procedures for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 7 pages, 02/22/99
- APG-27: Incinerator procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 6 pages, 02/24/98
- APG-28: Miscellaneous coatings procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 15 pages, 08/10/00
- APG-29: Natural Gas and Distillate oil procedure for writing new and modified permits for boilers, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 13 pages, 11/04/98
- APG-30: Printing procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 32 pages, 08/10/00
- APG-31: Residual oil procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.) 14 pages, 09/17/98
- APG-32: Wood fired boiler procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 10 pages, 08/10/00
- APG-33: Wood coating procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 10 pages, 11/05/98
- APG-34: 7/25/96, Wood working procedure for writing new and modified permits, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 12 pages, 01/05/98
- APG-35: Shell building memorandum, provides a regulatory definition of construction definitions, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 1 page, 01/30/87
- APG-36: Air permitting guidelines, 9 VAC 5 Chapter 80 (9 VAC 5-80-10 et seq.), 25 pages and attachments A through H, 01/05/96
- APG-37: Air Division Policy Statement No. 1-96, Evaluation and Air Permitting Requirements for Landfills in Virginia, April 23, 1996, 2 pages

Guidance Documents

Air Program Guidance Documents:

AQP-1, Procedures for Testing Facilities Subject to Emission Standards for Volatile Organic Compounds, July 1, 1991, 9 VAC 5-40-30 A and 9 VAC 5-50-30 A, 9 VAC 5-40-430 et seq., 9 VAC 5-40-580 et seq., 9 VAC 5-40-1340 et seq., 9 VAC 5-40-3260 et seq., 9 VAC 5-40-3410 et seq., 9 VAC 5-40-5200 et seq., 9 VAC 5-40-5350 et seq., 9 VAC 5-40-5490 et seq., 7 pages

AQP-2, Procedures for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations, July 1, 1991, 9 VAC 5-40-30 A and 9 VAC 5-50-30 A, 9 VAC 5-40-3560 et seq., 9 VAC 5-40-3710 et seq., 9 VAC 5-40-3860 et seq., 9 VAC 5-40-4010 et seq., 9 VAC 5-40-4160 et seq., 9 VAC 5-40-4310 et seq., 9 VAC 5-40-4460 et seq., 9 VAC 5-40-4610 et seq., 9 VAC 5-40-4760 et seq., 9 pages

AQP-3, Procedures for the Measurement of Capture Efficiency for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations and Graphic Arts Printing Processes, April 1, 1996, 9 VAC 5-40-30 A and 9 VAC 5-50-30 A, 9 VAC 5-40-3560 et seq., 9 VAC 5-40-3710 et seq., 9 VAC 5-40-3860 et seq., 9 VAC 5-40-4010 et seq., 9 VAC 5-40-4160 et seq., 9 VAC 5-40-4310 et seq., 9 VAC 5-40-4460 et seq., 9 VAC 5-40-4610 et seq., 9 VAC 5-40-4760 et seq., 9 VAC 5-40-5060 et seq., 62 pages

AQP-4, Procedures for Maintaining Records for Surface Coating Operations and Graphic Arts Printing Processes, July 1, 1991, 9 VAC 5-40-50 G and 9 VAC 5-50-50 G, 9 VAC 5-40-3560 et seq., 9 VAC 5-40-3710 et seq., 9 VAC 5-40-3860 et seq., 9 VAC 5-40-4010 et seq., 9 VAC 5-40-4160 et seq., 9 VAC 5-40-4310 et seq., 9 VAC 5-40-4460 et seq., 9 VAC 5-40-4610 et seq., 9 VAC 5-40-4760 et seq., 9 VAC 5-40-5060 et seq., 5 pages

AQP-5, Air Toxics Program Priority Implementation Policy, September 1, 1996, 9 VAC 5-40-160 et seq., 9 VAC 5-50-160 et seq., 12 pages

AQP-8, Procedures for Preparing and Submitting Emission Statements for Stationary Sources, January 1, 1993, 9 VAC 5-20-160, 8 pages

AQP-9, Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities, January 1, 1993, 9 VAC 5-40-5200 et seq., 25 pages

AQP-11, Implementation of the Prevention of Significant Deterioration (PSD) of Air Quality Program, January 1, 1993, 9 VAC 5-80-1700 et seq., 9 pages

AQP-12, Factors to be Considered in Determining the Suitability of a Proposed Facility to Locate at a Particular Site, 9 VAC 5-170-170, 1 page, 09/11/87

Air Compliance Guidance Documents:

ASOP-01: Air Standing Operating Procedures - 1, Complaint/Referral Handling, 7 pages

ASOP-02: Air Standing Operating Procedures - 2, Stationary Source Inspections, 12 pages

ASOP-04: Air Standing Operating Procedures - 4, Continuous Emission Monitor Audit Evaluation, 14 pages

ASOP-05: Air Standing Operating Procedures - 5, Gasoline Delivery Tank Operation, Testing and Certification, 13 pages

ASOP-07: Air Standing Operating Procedures - 7, VOC Testing, 6 pages

ASOP-08: Air Standing Operating Procedures - 8, Particulate Testing; Role of Agency Observer, 8 pages

ASOP-10: ENF-14, 8/25/92, Continuous emission monitoring policy, 7 pages

Air Mobile Source Program Guidance Documents:

MSOP-01 – MSOP-13: Mobile Source Operations Section Operational Orders (many different dates): Series of operational directives to Mobile Source Operations Section staff for performance of duties, 163 pages

Air Mobile Source Activities - On-Road Mobile Source Emission Inventory Guidance and Protocol Guidance Documents:

1990 Base Year Ozone SIP Emission Inventory for Volatile Organic Compounds (VOC), Nitrogen Oxides (NO_x), and Carbon Monoxide (CO) Emissions for Richmond, Hampton Roads, and White Top Mountain Virginia, Nonattainment Areas, Commonwealth of Virginia, Department of Environmental Quality, 1994, Chapter 4: On-Road Mobile Source Emission Inventory, 68 pages without appendices, 400 pages with appendices

Small Business Assistance Program Guidance Documents:

Small Business Assistance Program Modification Procedures for Modification of Work Practices, Technical Methods or Time Frame for Compliance with the Provisions of the Clean Air Act of 1990 Section 507 (a), (7), (A) and (B). October 28, 1994, 2 pages

A Guide to Compliance Requirements for Dry Cleaners. March 17, 1994. A lay users guide for dry cleaners to understand their requirements to come into compliance with the federal NESHAP, 29 pages

Fact Sheet - Wood Furniture Operations - Final Draft. December 13, 1996. A lay guide to compliance with the federal wood furniture facility NESHAP, 8 pages

Fact Sheet - Lithographic Printing Processes - Final Draft. July 1996. A lay guide to compliance with Virginia's new air rule 4-45 (9 VAC 5-40), RACT requirements for existing lithographic printing sources, 19 pages

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Fact Sheet - Small Business Assistance Program. December 17, 1997. A description of Virginia's Small Business Assistance Program, 12 pages

Air Quality Self-Assessment for Small Businesses: A Quick and Easy Guide to Identify Possible Problems Relating to Air Quality Compliance, March 3, 1997, 17 pages

Automotive Refinishing Shops: Best Management Practices. A pollution prevention fact sheet, February 5, 1998, 2 pages

Offset Printing: Waste Reduction Tips. A pollution prevention fact sheet, February 5, 1998, 1 page

Printing Industry: Best Management Practices and Water Based Ink and Cleaners. A pollution prevention fact sheet, February 5, 1998, 2 pages

Screen Printing: Waste Reduction Tips. A pollution prevention fact sheet, February 5, 1998, 1 page

Service Stations and Automotive Repair Shops: Waste Reduction Tips. A pollution prevention fact sheet, February 5, 1998, 1 page

Vapor Degreasing: Add on Controls. A pollution prevention fact sheet, February 5, 1998, 1 page

Internet Guide for Virginia's Small Business Community, December 10, 1998, 35 pages

8/9/93, Test report format for in-stack and visible emission evaluation testing, 1 page

6/26/96, Initial permit review form letter for notification of applicant of receipt of application and results of initial review, 1 page

6/26/96, First deficiency form letter for notification of applicant of deficiencies detected in initial review, 3 pages

6/26/96, Second deficiency form letter for notification of applicant of failure to correct deficiencies identified in first deficiency letter, 2 pages

12/12/94, Permit application withdrawal form letter for acknowledgment of voluntary withdrawal of permit application, or default withdrawal by failure to maintain application currency, 1 page

7/26/93, Merge codes data tables and instruction for boilerplate permits, 1 page

7/25/96, Minor permit checklist for use by permit engineer in determining completeness and adequacy of permit application and processing, 1 page

5/10/95, Lime manufacturing emissions factors for use in evaluating emissions from lime manufacturing facilities, 5 pages

Solid Waste Guidance Documents:

SW-00-01, Guidance for the Disposal of Used Diapers and Bed Pans, 5/31/00, Timmins, 2 pages

Guidelines for Special Waste Disposal, 12/16/94, 21 pages

Policy for Handling of Investigation of Derived Waste, 6/28/95, 3 pages

Hazardous Waste and Solid Waste Emergency Permit Procedures, 12/5/95, 4 pages

Closed Landfill Inspection Guidance, 10/30/95, 13 pages

Thermal Treatment Facility Inspection Guidance, 11/9/93, 12 pages

CDD Landfill Inspection Guidance, 11/9/93, 12 pages

Sanitary Landfill Inspection Guidance, 10/1/95, 26 pages

Industrial Landfill Inspection Guidance, 11/9/93, 14 pages

Yard Waste Composting Facility Inspection Guidance, 6/14/93, 10 pages

Solid Waste Material Recovery Facility Inspection Guidance, 11/9/93, 8 pages

Solid Waste Energy Recovery and Incineration Facility Inspection Guidance, 11/9/93, 8 pages

Solid Waste Transfer Station Inspection Guidance, 11/9/93, 6 pages

Closure Documents-Survey Plats Guidance, Brown, August 6, 1996, 1 page

Disposal of Sharps, Brown, August 6, 1996, 2 pages

Solid Waste Landfill Closure Responsibilities, Brown, October 1, 1995, 6 pages

Inspections of Closed Solid Waste Management Facilities, Brown, December 12, 1996, 3 pages

Management of Dredged Material, 3 pages

Date of Proper Closure (i.e., "Closure Date"), Brown, 3 pages

Definition of an Appropriate Container, Brown, 1 page

Activities on Pre-1971 Landfills/Dumps, Brown, 1 page

Activities on Closed Landfills, Brown, 2 pages

Miscellaneous rulings on solid waste issues, 10/22/95, various authors

Waste Permitting Guidance Documents:

92-001H, Exposure Information, 08/27/92, 9 VAC 20-60, 1 page

93-005S, Permit Fees, 02/18/93, 9 VAC 20-90, 3 pages

93-007S, Seismic Impact Zone - Part A Requirements, 04/14/93, 9 VAC 20-80, 3 pages

93-009S, Clarification of Required Final Cover Designs and Acceptable Alternate Designs, 05/18/93, 9 VAC 20-80, 2 pages

93-010S, HELP Model - Leachate Generation for Tank Design, 5/24/93, 9 VAC 20-80, 1 page

93-012S, Solid Waste Permitting Manual, 06/01/93, 9 VAC 20-80, 141 pages

93-020S, P. E. Certifications for Permit by Rules, 10/01/93, 9 VAC 20-80, 1 page

94-009S, Gas Condensate Recirculation, 08/23/94, 9 VAC 20-80, 1 page

94-010H, Hazardous Waste Permit and Closure Plan Processing Guidelines, 10/25/94, 9 VAC 20-60, 6 pages

Guidance Documents

95-001aS, Petroleum Contaminated Soils, 2/9/95, 2 pages

95-002H, Withdrawal of Permit Applications, 03/20/95, 9 VAC 20-60, 3 pages

95-006aH, Two Tier Approach to Hazardous Waste ACLs and Reduction of Post Closure Period, 7/5/95, 1 page

Guidance Document and Submission Package for Site Remediation and Cleanup Using Health Based Standards, Risk Exposure and Analysis Modeling System (REAMS), 11/01/94, 130 pages

95-008S, Determination of Substantial Present or Potential Threat to Human Health or the Environment, 9/22/95, 2 pages.

96-001B, Permit Procedures - Public Notice of Draft Permit, 01/18/96, 9 VAC 20-60 and 9 VAC 20-80, 2 pages

96-004B, Additional Public Notice Procedures for Draft Permits, 05/14/96, §§ 9-6.14:22 C and 10.1-1402.01, 1 page

96-005S, Permit Appeal Language for Solid Waste Permits, 05/24/96, 3 pages

96-006H, Scope of Facilities Subject to Corrective Action under RCRA Subtitle C, 06/10/96, 1 page

96-008B, Addendum to Policy for the Handling of Investigation Derived Waste, 07/24/96, 9 VAC 20-60 and 9 VAC 20-80, 1 page

96-009H, Siting Requirements for Hazardous Waste Management Facilities, 9 VAC 20-50, 1 page

97-2001, Discarded Sand Blast Grit Policy, 9 VAC 20-80, 02/14/97, 5 pages

97-002S, Notice of Expansion for Category 2 and Category 3 Facilities, § 10.1-1408 of the Code of Virginia, October 17, 1997, 2 pages

99-003S, Special Provisions Regarding Wetlands, 7/23/99, 6 pages

99-004S, Solid Waste Permit Moratorium, 7/23/99, 4 pages

Waste Procedure #2, Siting and Part A Application Requirements for Sanitary Landfills; House Bill 959 Modifications to Code of Virginia Sections 10.1-1408.1 and 1408.3, 8/8/00, 43 pages.

Waste Procedure #3, Director's Determination- Revised Procedure; Va. Code Section 10.1-1408.1.D., 8/8/00, 17 pages.

Waste Procedure #5, Hazardous Waste Emergency Permits, 9 VAC 20-60, 10/13/00, 3 pages.

SW 01-2001, Guidance on the Director's Determination of §10.1-1408.1.D.1 and Permit by Rule Applications, 9 VAC 20-80, 8/9/01, 2 pages

SW 03-2001, Referrals to the Regional Offices by the Groundwater Staff, Annual Reports Receipt and Evaluation, Data Integrity, Groundwater Monitoring Checklist, 9 VAC 20-80, 3/3/01, 7 pages

SW 04-2001, Local Government Certification for Non-Captive Industrial Landfills – Amendment to VA. Code § 10.1-1408.1.B (HB 981), 9 VAC 20-80, 4/19/01, 2 pages

Hazardous Waste (RCRA) Applications and Compliance Assistance Guidance Documents:

What is Satellite Accumulation?/ When Does the Accumulation Date Begin?, rev. 6/12/01, <http://www.deq.state.va.us/waste/hazardous4.html>

Synopsis of Requirements for Conditionally Exempt Small Quantity Generators, rev. 11/14/01, <http://www.deq.state.va.us/waste/hazardous7.html>

Synopsis of Requirements for 100-1000 kg/mo Generators, rev.11/16/01; <http://www.deq.state.va.us/waste/hazardous8.html>

Basic RCRA: Handout Notes (SW/HW Definition, Characteristic/Listed Wastes, Basic Requirements), rev. n/a, 5 pages

Recyclable Materials: Used Oil, Rev. 5/23/01; <http://www.deq.state.va.us/waste/hazardous5.html>

Used Oil Recycling In Virginia - Information for "Do-It-Yourself" Oil Collectors (and Addendum), rev. 4/96, 3 pages

Mixtures of Petroleum Products and Water: Criteria for Conditional Exclusion from Regulation as a Hazardous Waste, rev. 9/11/96, 5 pages

Management of Used Antifreeze, rev. 7/31/95, 1 page

Recyclable Materials: Lead-Acid Batteries Being Reclaimed, rev. 11/95, 1 page

How Do You Manage Contaminated Rags?, rev. 6/13/01; <http://www.deq.state.va.us/waste/hazardous2.html>

Spent Fluorescent Lights (Universal Waste), rev. 4/99; <http://www.deq.state.va.us/waste/fllights.html>

Disposal of PCB Small Capacitors Fluorescent Light Ballasts, rev. 5/3/96, 2 pages

Precious Metal Recovery: Photographic Silver, rev. 6/12/01; <http://www.deq.state.va.us/waste/hazardous3.html>

Management of Household Chemical Waste - Synopsis, rev. 6/95, 2 pages

Interim Recommendations for Household Hazardous Waste Collection, rev. 5/93, 3 pages

Hazardous Waste Treatment In Tanks and Containers (Draft), rev. n/a, 3 pages

Who Is the Generator? - Letter to NORSHIPCO "Determination of Generator Status," 7/29/92, 4 pages

Site Access and Waivers - Inspection Guidance Memorandum, 7/23/93, 1 page

Interim Recommendations for Conditionally Exempt Small Quantity Generator (CESQG) Collection Programs, S. Frazier, Rev. 4/97

- Electronics Waste (eWaste) Management Interim
Recommendations, Rev. 5/8/01;
<http://www.deq.state.va.us/waste/ewaste.html>
- Hazardous Waste Management at Colleges and Universities,
Rev. 5/17/01;
<http://www.deq.state.va.us/waste/hazardous1.html>
- Issuance of Provisional EPA ID Numbers, Rev. 10/18/01;
<http://www.deq.state.va.us/waste/hazardous6.html>
- Voluntary Remediation Program Guidance Documents:
- VRP 99-01: Guidance for Determining Eligibility of Sites for
the Voluntary Remediation Program, 10 pages
- VRP 02-2001: Guidance for the Voluntary Remediation
Program Certification of Satisfactory Completion of
Remediation
- VRP 01-2001: Guidance for Terminating Sites in the Voluntary
Remediation Program, 8 pages
- Voluntary Remediation Application Form, 4 pages
- Waste Tire Program Guidance Documents:**
- Waste Tire Program Document No. 151, Waste Tire
Certificate (WTC) Instructions, 6/95, 1 page
- Waste Tire Program Document No. 160, Standards for Use of
Tire Chips in a Residential Septic Drainfield, 8/97, 1 page
- Waste Tire Program Document No. 134, Waste Tire Amnesty
Guidelines, 10/98, 1 page
- Waste Tire Program Document No. 166, Utilization of Waste
Tire Shred/Chips, 4/99, 2 pages
- Aboveground/Underground Storage Tank and Vessel
Program Guidance Documents:**
- 03-015, Ability to Pay Policy/Individual, September 1993, 5
pages
- 03-016, Ability to Pay Policy/Corporate, September 1993, 9
pages
- 03-017, Ability to Pay Policy/Estate, August 1994, 8 pages
- 03-018, Ability to Pay Policy/Bankruptcy, January 1996, 1
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- 03-019, Ability to Pay Policy/Partnerships, April, 1998, 5
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- Frequently Asked Questions: Underground Storage Tanks
and Financial Responsibility, December 2001, 11 pages
- Financial Responsibility Demonstration Requirements for
Local Governments, January 1997, 23 pages
- Third Party Disbursements Guidelines
- Virginia Petroleum Storage Tank Fund Cost Recovery for
Petroleum Underground and Aboveground Storage Tanks
- Virginia Petroleum Storage Tank Fund Cost Recovery for
Discharges from Non-Tank Sources
- Federal LUST Trust Fund Cost Recovery
- 94-002, Groundwater Characterization Guidelines, February
1994, 18 pages
- AST Permanent Closure
- AST Closure Site Assessment, Fact Sheet
- 99-2006, DEQ Storage Tank Program Quality Management
Plan/J. Barnett, June 23, 1999, 31 pages
- 00-2004, Virginia Petroleum Storage Tank Fund
Reimbursement Guidance Manual Volume 1/Application
Process, 152 pages, Volume 2 UCR Schedules 3rd Edition, S.
Williams, February 8, 2000, 124 pages
- 00-2013, Quality Assurance Project Plan for Alternate Water
Supply Program, J. Barnett, September 13, 2000, 39 pages
- 00-2014, Quality Assurance Project Plan for the State Lead
Program, J. Barnett, September 13, 2000, 212 pages
- 01-2024, Storage Tank Program Technical Manual 3rd Edition,
J. Barnett, October 4, 2001, 772 pages
- 01-2025, Storage Tank Program, Compliance Manual,
October 12, 2001, 375 pages
- Underground Storage Tank Notification Form 7530-1, July
1997, 5 pages
- Aboveground Storage Tank Registration Form 7540-AST,
June 1998, 9 pages
- Guidelines and Applications for Tank Vessel Financial
Responsibility and Tank Vessel Oil Discharge Contingency
Plans, rev. July 1999, 17 pages
- Enforcement Guidance Documents:**
- Enforcement Manual, 12/1/99, 199 pages
- Environmental Research and Standards (Water) Guidance
Documents:**
- 93-021, Antidegradation Implementation Guidance, 7/27/93,
9 VAC 25-260-30, 9 pages
- Advisory Notification of Effluent Limits for Swamp and Marsh
Waters, 2/9/87, 9 VAC 25-260-50, 3 pages
- Joint State Water Control Board and Virginia Health
Department Modified Disinfection Requirements Protocol for
VR 680-21-02.2, 1990, 9 VAC 25-260-170, 19 pages
- Halogen Ban Variances for Public Entities, 1992, 9 VAC 25-
260-110, 12 pages
- New Standards Interpretation, 2/24/92, 9 VAC 25-260 et seq.,
2 pages
- Water Quality Standards Interpretation of Biologically Based
Flows, Low Flow Application and Mixing Zones, 11/2/92,
9 VAC 25-260-20, 9 VAC 25-260-40, 9 VAC 25-260-140 B, 4
pages
- Guidance for Exceptional Surface Waters Designations in
Antidegradation Policy Section of Water Quality Standards,
Gregory, November 4, 1997 (revised April 25, 2001), 9 VAC
25-260-30, 8 pages

Guidance Documents

Interpretation of Fecal Coliform Bacteria and Mixing Zones, 4/20/93, 9 VAC 25-260-170, 2 pages

Interpretation of Tributyltin Water Quality Standard, 10/21/94, 9 VAC 25-260-130, 19 pages

Interpretation of Water Quality Standard for Cyanide, 11/1/94, 9 VAC 25-260-140 B, 1 page

Guidance on Application of Public Water Supply Designations, 11/2/94, 9 VAC 25-260-390 et seq., 2 pages

Quality Assurance/Quality Control Project Plan for the Fish Tissue and Sediment Monitoring Program, § 62.1-44.15(2) of the Code of Virginia, August 1998, 1271 pages

Lake Monitoring Guidance, L. Lawson, March 5, 2001, 19 pages

Administrative Guidance Documents:

Virginia Freedom of Information Act Compliance, Treacy, November 16, 2000, 36 pages

Litter Prevention and Recycling Education Programs, 12/29/95

Litter Prevention and Recycling Grants, 7/22/96

Procedures for Environmental Impact Review of Major State Facilities, § 10.1-1191 of the Code of Virginia, December 12, 1998, 41 pages

Virginia Water Quality Improvement Fund – Guidelines, November 1, 1999

Virginia Wastewater Revolving Loan Fund Program Design Manual, Revised May 16, 2001, D. Wampler, 34 pages

Procedural Guidelines for Virginia's Wastewater Revolving Loan Fund, Revised October 1999, D. Wampler, 56 pages

Virginia Agricultural BMP Loan Program Guidelines, FY2000 adopted by the State Water Control Board, D. Wampler, revised June 1, 2001, 15 pages

DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 1144, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Becky Woodson at the same address, telephone (434) 977-6555 or FAX (434) 296-2369.

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberlands Policy may be directed to Phil Grimm, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555, FAX (434) 296-2369 or e-mail grimp@doe.state.va.us.

Copies of the Water Quality Enforcement documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 2108, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting

Brenda Taylor at the same address, telephone (434) 977-6555 or FAX (434) 977-7749.

Questions regarding interpretation or implementation of Water Quality Enforcement documents may be directed to Matt Poirot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555, FAX (434) 296-2369 or e-mail poirotm@dof.state.va.us.

Guidance Documents:

Procedure, Alternate Management Plans (AMP) Form 3.74A, revised December 31, 2001, §§ 10.1-1162-1169

Procedure, Reforestation of Timberlands Policy, revised December 31, 2001, §§ 10.1-1170-1176

Procedure, Water Quality Enforcement, revised December 01, 2001, §§ 10.1-1181.1

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at fanbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young Tisdale, Executive Director of the Board at the address above or by telephone at (804) 662-9907. Copies are free of charge.

Guidance Documents:

65-1, Board opinion on the review, approval, and number assignment of general price lists and itemized statements in accordance with the Federal Trade Commission Rules, adopted February 1, 1994

65-2, Board opinion on what constitutes proper advertisement requiring licensed manager's name, adopted March 15, 1994

65-3, Board opinion on what constitutes training sites for resident trainee, adopted January 10, 1995

65-4, Board instituted procedure allowing funeral service establishment voluntary compliance of noted deficiencies during routine inspections, adopted September 12, 1995

65-5, Reciprocal agreement with the District of Columbia Board of Funeral Directors, adopted by Board on December 7, 1995

65-6, Board procedures on the application process of the Resident Trainee Program, adopted April 18, 1997

65-7, Memorandum of Understanding with the Virginia Department of Agriculture and Consumer Services, May 11, 1998

65-8, Board opinion on casket stores in the Commonwealth of Virginia- adopted on June 10, 1998

65-9, Memorandum of Understanding Between the Cemetery Board of the Department of Professional and Occupational Regulation and the Board of Funeral Directors and Embalmers of the Department of Health Professions, April 2, 1999

65-10, By-Laws of the Board – adopted March 8, 2000

65-11, Inspection Guidance Document – adopted January 17, 2001

DEPARTMENT OF GAME AND INLAND FISHERIES

Copies of the following Department of Game and Inland Fisheries (DGIF) guidance documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department of Game and Inland Fisheries, 4010 West Broad Street, Richmond, Virginia 23230. Copies of most documents listed below may be obtained at no charge. Documents listed below which are followed by an indication of the number of pages may be obtained at a cost of 25 cents per page for copying and handling.

Requests for copies, and questions regarding interpretation or implementation of these documents, may be directed to the agency policy analyst and regulatory coordinator, Phil Smith, 4010 West Broad Street, Richmond, Virginia 23230, telephone (804) 367-1000 or FAX (804) 367-0488.

Guidance Documents:

General (updated 2001)

Department of Game and Inland Fisheries Mission Statement, January 1990, § 29.1-103 of the Code of Virginia

Department of Game and Inland Fisheries Fiscal Year 2002 Planned Management Document, May 2001, § 29.1-103, approximately 80 pages

Board of Game and Inland Fisheries (“Board”) Policy A-1-90, for Adoption of Policies, July 1990, § 29.1-103

Board Policy A-2-90, on Voting by Board Chairman, July 1990, § 29.1-103

Board Policy A-4-93, on Role and Responsibilities of the Board of Game and Inland Fisheries, August 1993, §§ 2.2-2100 and Title 29.1

Addendum #1 to Board Policy A-4-93 (Role and Responsibilities of the Board of Game and Inland Fisheries) on Operating Principles of the Board of Game and Inland Fisheries, March 1994, Title 29.1

Board Resolution conferring certain powers of the Board on the Director, August 1973, §§ 29.1-109 through 29.1-504 (various), 29.1-600, and 29.1-609

Regulatory Coordination (reviewed 2001)

Board Procedures for Wildlife Regulations, revised January 1997, §§ 29.1-103, 501 and 502

Citizen Participation in Wildlife Regulations brochure, revised February 2000, §§ 29.1-103, 501 and 502

Administrative (reviewed 2001)

Board Policy A-3-93, on Hunting and Fishing License Agent Appointment and Removal, July 1993, §§ 29.1-103 and 29.1-327

Board Policy A-5-93 on Financial Management Guidance, amended July 1997, §§ 29.1-101 and 29.1-101.1

Board Policy A-6-95, on Real Estate Authorizations and Documents, July 1995, § 29.1-103

Board Policy C-2-90, on Naming of Department Facilities, October 1990, § 29.1-103

Board Policy C-4-90, on Leasing of Antenna Sites, October 1990, §§ 29.1-103 and 29.1-105

Board Policy C-5-90, on Gating of Access Roads on Department Lands, October 1990, §§ 29.1-103 and 29.1-105

Board Policy Statement on Delegation of Leasing Authority for Leases of \$5000 or Less, July 1991, §§ 29.1-103 and 29.1-105

Capital Programs Administrative Procedures Manual (on capital budgeting, capital outlay, boating access site selection process, boating access maintenance, DGIF dam safety program, outdoor signage of department facilities, building permit policy for construction of state owned buildings and structures, environmental and historical investigation process, acquisition of real property, leasing real property, (real property) licenses and other temporary agreements, easements, trespass and boundary, surplus and disposal of real property, transfers to other state agencies, land record research, and real property management appendices; appendices include but are not limited to purchase contract, acquisition project statement, real property scoring worksheet, antennae policy, special use permit, shoreline management plan, trespass notice letter, and boundary marking guide sheets), October 2000, §§ 29.1-103 and 29.1-105, 325 pages

Administrative - Lifetime Hunting and Fishing Licenses (updated 2001)

Application for Lifetime Hunting and Fishing Licenses, revised April 22, 1999, §§29.1-302.1, 28.2-302.10:1

Application for Virginia Resident Disabled Veteran’s Lifetime State License to Hunt and Freshwater Fish in Inland Waters and Virginia Resident Disabled Veteran’s Lifetime State License to Trap, revised May 14, 2001, §29.1-302 and §29.1-309.1

Application for Disabled Resident Special Lifetime Hunting, Trapping, Freshwater, Saltwater Fishing License, revised May 14, 2001, §§29.1-302.1, 29.1-302.2, 28.2-302.10, and 29.1-309.1

Disabled Resident Hunting and Freshwater Fishing Licenses Physician’s Affidavits, revised May 18, 2000, §§29.1-302.1 and 29.1-302.2

Lost Lifetime License Affidavit, revised March 17, 2000, §29.1-334

Guidance Documents

Game Wildlife (updated 2001)

Hunting and Trapping in Virginia, 2001-2002 Regulations, June 2001, §§ 29.1-103, 501 and 502

2001-2002 Virginia Migratory Waterfowl Seasons and Bag Limits, August 2001, § 29.1-103

2001-2002 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits), July 2001, § 29.1-103

Virginia Migratory Game Bird Harvest Information Program brochure, 1998, § 29.1-103 and 4 VAC 15-290-140

Board Procedures for Non-Regulatory Matters and Migratory Bird Seasons and Bag Limits, January 1994, § 29.1-103

Virginia Deer Management Plan, July 1998, § 29.1-103

Restoring Our Wetlands (including Wetland Restoration Program Guide), 1998, § 29.1-103

A Guide to Virginia's Wildlife Management Areas, revised July 1996, § 29.1-103, Sixty-eight pages, five dollars

Fish (updated 2001)

2002 Virginia Freshwater Fishing Regulations, January 2002 §§ 29.1-103, 501 and 502

Board Policy B-1-90, on Wild Trout Conservation, October 1990, § 29.1-103

Board policy C-3-90, on Management of Public Fishing Lakes, October 1990, § 29.1-103

2002 Catchable Trout Stocking Plan, January 2002 § 29.1-103

2002 Trout Guide, January 2002, § 29.1-103

Fish Division Procedure and Criteria for Issuing Fish Stocking Authorizations, revised July 31, 1998, § 29.1-103

Fish Division "Kid's Fishing Day" trout-stocking policy, July 31, 1998, § 29.1-103

Threatened and Endangered Species and Wildlife Diversity (reviewed 2001)

Board Policy E-1-90, on Permits to Take Threatened and Endangered Species, October 1990, §§ 29.1-563 through 568 and 570

Endangered/Threatened Species Permit Application and Permit Information, revised March 24, 1998, §§ 29.1-412, 29.1-417, and 29.1-568

Special Status Species in Virginia, January 2001, §§ 29.1-563 through 568 and 570

2001 Official Listing of Native and Naturalized Fauna in Virginia, January 2001, § 29.1-100

Bald Eagle Protection Guidelines for Virginia, last updated May 15, 2000, §§ 29.1-563 through 568 and 570

Plan to Provide Safe Harbor Assurances to Landowners in Virginia Who Voluntarily Agree to Enhance Habitat for the

Endangered Red-Cockaded Woodpecker, April 2000, §§ 29.1-563 through 568 and 570

Red-Cockaded Woodpecker Safe Harbor Evaluation Form for Virginia Landowners, April 2000, §§ 29.1-563 through 568 and 570

Red-Cockaded Woodpecker Safe Harbor Cooperative Agreement for Landowners Near the Nature Conservancy's Piney Grove Preserve in Sussex County, Virginia, October 2000, §§ 29.1-563 through 568 and 570

Appalachian Water Shrew Recovery Plan, approved March 2, 1994, §§ 29.1-563 through 568 and 570

Canebrake Rattlesnake Recovery Plan, approved February 1, 1991, §§ 29.1-563 through 568 and 570

Eastern Big-Eared Bat Recovery Plan, approved July 16, 1990, §§ 29.1-563 through 568 and 570

Wilson's Plover Recovery Plan, approved May 28, 1991, §§ 29.1-563 through 568 and 570

Virginia Wildlife Species Profile: Bog Turtle, No. 030061.1, November 1999, §§ 29.1-563 through 568 and 570

Virginia Wildlife Species Profile: Canebrake Rattlesnake, No. 030013.1, October 1999, §§ 29.1-563 through 568 and 570

Virginia Wildlife Species Profile: Eastern Hellbender, No. 020020.1, November 1999, §§ 29.1-563 through 568 and 570

Virginia Wildlife Species Profile: Eastern Tiger Salamander, No. 020052.1, October 1999, §§ 29.1-563 through 568 and 570

Virginia Wildlife Species Profile: Spotted Salamander, No. 020049.1, November 1999, §§ 29.1-563 through 568 and 570

Environmental Review (reviewed 2001)

Standard Environmental Review Procedures, adopted November 20, 1992, § 29.1-103

Permitting (updated 2001)

Animal Population Control Permit for Furbearing Animals, Application and Permit Information, August 30, 2000, § 29.1-501

Permit Application to Collect Snapping Turtles, Crayfish, and Hellgrammites for Sale, and Permit Conditions, revised September 18, 2001, § 29.1-412

Verification of Permanent Disability to Hunt with a Crossbow, revised July 8, 1998, § 29.1-519

Dog Field Trial Permit Application and Conditions, revised August 17, 1998, §§ 29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised September 1, 2001, §§ 29.1-412 and 29.1-417

Exotic Holding (Grandfathered Species) Permit Application and Permit Conditions, revised January 6, 1998, §§ 29.1-412, 29.1-417 and 29.1-542

Exotic Species - Import Certain Non-Native Wildlife (Tilapia, Clawed Frog) Permit Application and Permit Information, revised October 2, 1997, § 29.1-542

Exotic Species – Permit to Import Certified Triploid Grass Carp for Aquatic Vegetation Control in Private Ponds Application and Permit Information, revised December 1, 2000, § 29.1-542

Falconry Permit Application, revised August 21, 1998, §§ 29.1-412 and 29.1-419

Falconry Regulations, Facilities and Equipment Examination Guidance Document, June 1, 2001. §§ 29.1-412 and 29.1-419

Permit Application to Operate a Foxhound Training Preserve and Annual Reporting Form, revised June 20, 2000, §§ 29.1-412, 29.1-417, and 29.1-103

Permit Conditions for the Operation of Foxhound Training Preserves in Virginia. revised November 14, 2001, §§ 29.1-412, 29.1-417, and 29.1-103

Permit to Deal in Furs Application and Permit Conditions, revised May 9, 2001, Title 29.1 Chapter 4

Gill Net Permit Application and Permit Conditions, revised April 6, 2001, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 1, 2001, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 1, 2001, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 1, 2001, §§ 29.1-412 and 29.1-416

Permit to Hold and Sell Certain Fish, Snakes, Snapping Turtles, Crayfish, and Hellgrammites For Sale Application and Permit Conditions, revised May 2, 2001, §§ 29.1-412 and 29.1-471

Nonresident Harvester's Permit Application to Take or Catch Fish in Back Bay and its Tributaries, revised August 1, 2001, §§ 29.1-412 and 29.1-416

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Fisheries, Wildlife, Raptors) Application and Permit Conditions, revised May 2, 2001, November 1, 2001 and November 15, 2000, §§ 29.1-412, 29.1-103, and 29.1-417

Raccoon Hound Field Trial Permit Application and Permit Conditions, August 16, 1998, §§ 29.1-417 and 29.1-422

Wildlife Rehabilitator Permit Application, revised November 30, 2000, §§ 29.1-412 and 29.1-417

Wildlife Rehabilitator Permit Conditions, revised November 14, 2001, §§ 29.1-412 and 29.1-417

Scientific Collection or Salvage Permit Application and Permit Information, revised March 24, 1998, §§ 29.1-412, 29.1-417, 29.1-418

Physician's Affirmation as to One's Permanently Inability to Walk to Shoot from a Stationary Vehicle, revised August 1994, § 29.1-521.3

Licensed Shooting Preserve Permit Application and Permit Conditions, revised May 14, 2001, §§ 29.1-514, 29.1-544

Striped Bass Fishing Tournament Application/Permit, 4 VAC 15-320-140

Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation Application and Taxidermy Permit General Conditions, revised May 31, 2001, Title 29.1, Chapter 4

Boating (updated 2001)

Virginia Watercraft Owner's Guide, revised 2001, § 29.1-701

Watercraft Dealer Licensing Fact Sheet, revised January 2000, § 29.1-818

Boat Virginia, A Course on Responsible Boating, 2001, § 29.1-701

Youth Boating and Water Safety Activities, Third and Fourth Grade Unit, June 1999, § 29.1-701

Personal Watercraft in Virginia, A Course for a Safe and Responsible Ride, 1999, § 29.1-701

Personal Watercraft - PWC - Safety Brochure, revised 2001, § 29.1-701

PWC (Personal Watercraft) Rental Information, January 2000, § 29.1-701

Law Enforcement (reviewed 2001)

Board Policy B-2-90, on Game and Fish Replacement Values, October 1990, § 29.1-551

Board Policy D-1-90, on Duties of Game Wardens, October 1990, §§ 29.1-103, 109, and 200 through 218

Sportsman's Pledge, Release of Landowner from Liability, and Landowner's Permission to Hunt card, 1992, §§ 29.1-103, 509 and 521

DEPARTMENT OF GENERAL SERVICES

Division of Engineering and Buildings

Bureau of Capital Outlay Management

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Capital Outlay Management, 8th Floor, 805 East Broad Street, Richmond, VA 23219. Copies may be obtained for \$30 per copy by writing to the Department of General Services, Construction and Professional Services Manual (CPSM), 202 North 9th Street, Suite 209, Room 201, Richmond, VA 23219, or by personal appearance at the same address. Payment can be made by check, money order, or cash. Checks and money orders should be made payable to the Treasurer of Virginia.

Guidance Documents

Questions regarding interpretation of these documents may be directed to Mr. Henry G. Shirley, Director, Bureau of Capital Outlay Management, 8th Floor, 805 East Broad Street, Richmond, VA 23219, telephone (804) 225-3872, FAX (804) 225-4709 or e-mail hshirley@dgs.state.va.us.

Guidance Documents:

Construction and Professional Services Manual for Architects/Engineers, December 1996, § 2.2-1132

Construction and Professional Services Manual for Agencies, December 1996, § 2.2-1132

Bureau of Facilities Management

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ms. Janie Flannagan, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807 or FAX (804) 371-7974.

Questions regarding interpretation or implementation of these documents may be directed to Mr. Bruce E. Brooks, Director, Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807, FAX (804) 371-7974 or e-mail bbrooks@dgs.state.va.us.

Guidance Documents:

Department of General Services Directive No. 14, Policies and Procedures for the Use of Parking Facilities, February 1, 1996

Department of General Services Directive 3-90, Cable Installation, March 1990, § 2.2-1129 et seq.

Department of General Services Directive No. 15, Indoor Clean Air, September 1, 1997, § 15.2-2800 et seq.

Bureau of Real Property Management

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Real Property Management, 805 East Broad Street, Suite 102, Richmond, VA 23219. Copies may be obtained for \$10 per copy by contacting Mrs. Betty Hancock at the Bureau of Real Property Management, 805 East Broad Street, Suite 102, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 371-7934, or e-mail bhancock@dgs.state.va.us. Payment can be made by check, money order, or cash. Checks and money orders should be made payable to the Treasurer of Virginia.

Questions regarding interpretation or implementation of these documents may be directed to Mr. John E. Forrest, Director, Bureau of Real Property Management, 805 East Broad Street, Suite 102, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 371-7934 or e-mail eforrest@dgs.state.va.us.

Guidance Documents:

Department of General Services, Division of Engineering and Buildings, Directive No.1 (revised) dated June 15, 1984. Attachments K and L revised August 12, 1986

Real Property Management Manual, Chapter One: Acquisition by Lease, issued December 15, 1993

Real Property Management Manual - Chapter 5 dated December 19, 1997, "Leasing Land And Space For Placement of Communication Towers And Antennas On State-Owned Property", issued December 19, 1997.

Division of Purchases and Supply

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the offices of the Division of Purchases and Supply, 805 East Broad Street, Richmond, VA 23219. Copies may be obtained free of charge at www.eva.state.va.us.

Questions should be directed to Mrs. Mary Fleming, 805 E. Broad Street, Richmond, VA 23219 telephone (804) 786-1310, FAX (804) 371-8937 or e-mail mfleming@dgs.state.va.us.

Questions regarding interpretation or implementation of this document may be directed to Ms. Linda C. Hardwicke, Programs Manager, Marketing and Procurement Support, 805 E. Broad Street, Richmond, VA 23219 telephone (804) 225-3796, FAX (804) 371-8937 or e-mail lhardwicke@dgs.state.va.us.

Guidance Document:

e-VA On Line Bids

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Copies of the following documents may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the offices of the Division of Purchases and Supply, 805 East Broad Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Receptionist, 805 East Broad Street, Richmond, VA 23219, telephone (804) 786-3842 or FAX (804) 225-3707.

Questions regarding interpretation or implementation of these documents may be directed to Mr. Mark Bolton, Administrator, Surplus Property Warehouse, 1901 Darbytown Road, Richmond, VA 23231, telephone (804) 236-3675, FAX (804) 236-3663 or e-mail mbolton@dgs.state.va.us.

Guidance Documents:

DPS Surplus Showcase (Eligible participants in the federal surplus program); quarterly

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Copies of the following document may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the offices of the Division of Purchases and Supply, 805 East Broad Street, Richmond, VA 23219. A subscription may be obtained at a charge of \$75 annually by contacting Mrs. Mary Fleming, 805 East Broad Street, Richmond, VA 23219, telephone (804) 786-1310, FAX (804) 371-8937 or e-mail mfleming@dgs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Ms. Linda C. Hardwicke, Manager, Administration/Training, 805 East Broad Street,

Richmond, VA 23219, telephone (804) 225-3796, FAX (804) 371-8937 or e-mail lhardwicke@dgs.state.va.us.

Guidance Document:

Virginia Business Opportunities (available electronically or through annual paid subscription); weekly

DEPARTMENT OF HEALTH

Copies of the following documents are available from the various program offices of the Virginia Department of Health in Richmond. Unless a charge for a copy of a document is specified below, one copy each of five or fewer documents may be obtained free of charge by contacting the Regulatory Coordinator, Office of the State Health Commissioner, Virginia Department of Health, 1500 East Main Street, Suite 214, Richmond, VA 23219, telephone (804) 786-3561 or FAX (804) 786-4616. One copy each of six or more documents may be obtained at a charge of 25 cents per page or \$3.00 per document, whichever is less as applicable to each document, unless a charge for a particular document is specified below.

Copies may be viewed during regular work days, excluding state holidays, from 9 a.m. until 4:30 p.m. in the program offices of the Virginia Department of Health, 1500 East Main Street, Richmond, VA 23219. Notice of intent to visit these offices for viewing will facilitate the availability of desired documents. The department requests such notice by contacting the Regulatory Coordinator at the address or a number listed above.

Questions regarding interpretation or implementation of these documents may be directed to the Regulatory Coordinator at the address and numbers above.

Guidance Documents:

ADJ-002, January 29, 2001, Memorandum, Revised Procedures to Implement Changes in Virginia Law Governing the Review and Issuance of Certificates of Public Need (COPNs), with attachment titled Informal Fact-Finding Conference (IFFC) Procedures Covering Applications for Certificates of Public Need (COPNs), revised effective February 15, 2001, § 32.1-102.6.

CME-001, Handbook: the Medical Examiner's Handbook, issued 1982, §§ 32.1-277 through 23.1-288

COM-001, Memorandum: Interpretation of and Compliance with the Law Relating to Guidance Documents, issued October 29, 1997, §§ 2.2-4001, 2.2-4008, 2.2-4100, and 2.2-4103

COM-002, Memorandum, Records Management; New Procedure for the Disposal of Public Records, issued July 22, 1998, § 42.1-77 et seq.

COM-003, Memorandum, Ensuring Effective Public Records Management, etc., issued May 5, 1997, § 42.1-77 et seq.

EMS-1000, Plan: Virginia Department of Health Emergency Operations Plan, draft, §§ 44-146.18, 44-146.24, and 44-146.28:1

EMS-1001, Guide: Virginia Disaster Medical Response Operations Guide, issued October 27, 1997, §§ 44-146.18, 44-146.24, and 44-146.28:1

EMS-1002, Plan: Plan For Coordination of Health And Medical Response To Catastrophic Casualty Events, issued December 1, 1997, §§ 44-146.18 and 44-146.24

EMS-1010, Checklist: Virginia EMS Disaster Task Forces Task Force Commander Checklist, issued October 20, 1997, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1

EMS-1011, Standard Operating Procedure: Standard Operating Procedure For Virginia EMS Task Forces, issued June 10, 1997, §§ 2.1-555, 2.1-557, 44-146.18, and 44-146.24

EMS-1012, Standard Operating Procedure: Standard Operating Procedure, Emergency Health and Medical Coordination Team (C Team), issued November 21, 1997, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1

EMS-1013, TRANSAID Voice Message Format Guide, Edition 1.1, issued February 1998, §§ 44-146.18 and 44-146.24

EMS-1014, Standard Operating Procedure: Standard Operating Procedure, Critical Incident Stress Management Strike Teams, issued October 24, 2000, §§2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1

EMS-1030, Standard Operating Procedure and Reference Guide: Standard Operating Procedure, Virginia Health and Medical Operations Center Staff, issued July 14, 2000, §§ 44-146.18 and 44-146.24

EMS-3000, Continuing Education Booklets, (EMT-Basic, EMT-Shock Trauma, EMT-Cardiac, EMT-Paramedic, issued May 1, 1997, § 6.2, Part A, EMS Training Programs, Rules and Regulations Governing Emergency Medical Services

EMS-3001, Program Review for Paramedic Programs in Virginia, issued June 1, 1996, § 6.2, Part B, Standards for Approved Programs, Rules and Regulations Governing Emergency Medical Services

EMS-3002, Application for Virginia EMS Advanced Life Support Training Funds, issued January 1, 1998

EMS-3003, Procedures and Guidelines for Basic Life Support Training Programs, issued July 1, 1990, § 6.3, Application and Issuance, Rules and Regulations Governing Emergency Medical Services

EMS-3004, Procedures and Guidelines for Basic Life Support Training Programs, issued July 1, 1990, § 6.3, Application and Issuance, Rules and Regulations Governing Emergency Medical Services

EMS-3005, Consolidated Test Site and Certification Examiners Procedures Manual, effective November 1, 1998, § 32.1-111.5

EMS-3006, Policy Statement, Ability of Certified EMS Providers to Lift and Move Patients, issued October 27, 1998, § 32.1-111.5

EMS-3007, Policy Statement, Basic Life Support Examination Lifting Policy, issued October 14, 1998, § 32.1-111.5

Guidance Documents

EMS-3008, Policy Statement, Loss of Certification Review Policy, issued October 27, 1998, § 32.1-111.5

EMS-3009, Interpretation, EMS Certification Examiner, Test Site Coordinator and Evaluator Participation Guidelines, effective November 9, 1998, § 32.1-111.5

EMS-3010, Policy Statement, EMS Medication Kit Storage Requirements, issued December 1, 1999, § 32.1-111.6

EMS-3011, Policy Statement, EVOC Course Requirements, issued May 30, 2000, § 32.1-111.6

EMS-3012, Policy Statement, EVOC Course Approved Equivalents, issued January 10, 2000, § 32.1-111.6

EMS-4000, Rules and Regulations Governing Financial Assistance for Emergency Medical Services, effective July 1, 1990, §§ 32.1-111.12

EMS-4001, Rescue Squad Assistance Fund Grant Programs, General Fund and ALS Equipment Fund Program Outline and Application Forms, effective June 1997, § 32.1-111.2

EMS-5000, Virginia Statewide Trauma Center Designation Program - A Resource Manual for Hospitals, issue date June 1, 2001, § 32.1-111.3 (A) (10)

EMS-5001, Virginia Statewide Trauma Registry Resource Manual for State Trauma Registrars, issue date prior to January 1996 (actual date not recorded), § 32.1-116.1 (B)

EMS-6000, Rules and Regulations Governing Emergency Medical Service, effective July 1, 1990, §§ 32.1-111.4 and 32.1-111.5

EMS-6001, Procedures and Guidelines: Agency Vehicle Licensure for Emergency Medical Services, effective July 1, 1990, §§ 32.1-111.4 through 32.1-111.6

EMS-6002, EMS Vehicle Marking Designations, issued October 10, 1991, §§ 32.1-111.4 and 32.1-111.6

EMS-6003, EMS Agency Licensure Guidelines, issued January 24, 1996, § 32.1-111.6

EMS-6004, Guidelines for EMS Agency Classification, issued January 24, 1996, § 32.1-111.6

EMS-6005, First Responder EMS Agency Licensure Requirements, issued January 24, 1996, § 32.1-111.6

EMS-6006, EMS Vehicle Liability Insurance Coverage Requirements, issued January 1997, § 32.1-111.4

EMS-6007, Medical Wheelchair Transport Vehicles, issued January 1997, § 32.1-111.4

EMS-6008, DMV Permits for Emergency Vehicles, issued April 1997, § 46.2-681

EMS-6009, Variance/Exemption Review Criteria, issued August 1, 1996, § 32.1-111.9

EMS-6010, Functional Position Description for Emergency Medical Technician, issued January 1995, § 32.1-111.5

EMS-6011, Americans With Disabilities Act Accommodation Policy, issued January 1993, § 32.1-111.5

EMS-6011F, Americans With Disabilities Act Accommodation Form, issued January 1993, § 32.1-111.5

EMS-6012, Pre-Hospital Patient Care Report User Manual, issued July 2000, § 32.1-116.1

EMS-6012F, Pre-Hospital Patient Care Report Form, issued July 2000, § 32.1-116.1

EMS-6013F, Pre-Hospital Patient Data Report Form, issued July 2000, § 32.1-116.1

EMS-6014, Local Government Need and Approval, issued December 21, 2000, § 32.1-111.3

EMS-6015, Federal EMS Agency Exemption, issued April 11, 2001, § 32.1-111.2

EMS-6016, Sample Federal EMS/OEMS Agreement, issued June 27, 2001, § 32.1-111.2

ENV-001, Private Well Regulations Implementation Manual, issued September 1, 1990, 12 VAC 5-630 et seq., \$5.00

ENV-002, Alternative Discharging Regulations Implementation Manual, issued July 1, 1992, 12 VAC 5-640 et seq., \$5.00

ENV-003, Time Limit to Appeal Certain Case Decisions, issued August 26, 1997, 12 VAC 5-610-10 et seq., 12 VAC 5-630-10 et seq., 12 VAC 5-640-10 et seq.

ENV-004, Tire Chip Aggregate, issued August 21, 1997, 12 VAC 5-610-930

ENV-005, ATU Approval Update, issued June 19, 1997, 12 VAC 5-640-350

ENV-006, Approval of ADS-3000 Pipes, issued June 18, 1997, 12 VAC 5-610-750

ENV-007, Whitewater Filter/Drip System, issued May 13, 1997, 12 VAC 5-610-370 D

ENV-008, Perc-Rite Drip Disposal, issued May 13, 1997, 12 VAC 5-610-370 D

ENV-009, CULTEC Chamber System, issued April 28, 1997, 12 VAC 5-610-370 D

ENV-011 Approval of Septic Tanks, issued July 16, 1996, 12 VAC 5-610

ENV-012, FORTA NYLON and FORTA CFP Fibers in Place of Welded Fabric in Precast Septic Tanks, issued July 16, 1996, 12 VAC 5-610-810 D

ENV-013, Variance from Maintenance Contract Requirements in Discharge Regulations, issued May 17, 1996, 12 VAC 5-640-500

ENV-014, Terra Lift, issued May 19, 1996, 12 VAC 5-610-240

ENV-016, Variances for the Use of High Rate Sandfilters, issued November 17, 1995, 12 VAC 5-610-370 D

ENV-017, Approval of AK Industries Polyethylene Septic Tank, issued August 22, 1995, 12 VAC 5-610

ENV-018, Approval of Xactics Polyethylene Septic Tanks, issued August 16, 1995, 12 VAC 5-610, Part 4, Article 3

- ENV-019, Permanent Pump and Haul - General Permit, issued August 15, 1995, 12 VAC 5-610-410
- ENV-020, Spray Irrigation Sewage Systems, issued July 14, 1995, 12 VAC 5-610-370 D
- ENV-021, Tuf-Tite Distribution Boxes, issued June 30, 1995, 12 VAC 5-610-920
- ENV-022, Mass Drainfield Reviews, issued June 29, 1995, 12 VAC 5-610-250
- ENV-023, Contracting with Authorized Onsite Soil Evaluators, issued June 16, 1995, § 32.1-163
- ENV-024, Preliminary Approval of Sewage Discharge Systems, issued June 13, 1995, 12 VAC 5-640-350
- ENV-025, § 1.7 of the Sewage Handling and Disposal Regulations, Grandfather Clause, issued April 19, 1995, 12 VAC 5-610-70
- ENV-026, Approval of Infiltrator and Envirochamber, issued January 25, 1995, 12 VAC 5-610-370 D
- ENV-027, Approval of Avgol Polypropylene Spunbound Non-woven Filter Fabric, issued January 9, 1995, 12 VAC 5-610-930
- ENV-028, Approved Bentonite Grout Materials, issued November 3, 1994, 12 VAC 5-630-410
- ENV-029, Questions from the Field on Senate Bill 415, issued October 25, 1994, §§ 32.1-163 and 32.1-164
- ENV-030, Fees for Closed-loop Heat Pump Wells, issued September 29, 1994, 12 VAC 5-630-410 and 12 VAC 5-620-70
- ENV-031, Water Softener Regeneration Discharge into Drainfields, issued August 11, 1994, 12 VAC 5-610-10 et seq.
- ENV-032, Defining Onsite Sewage Permit Construction Backlogs, issued June 24, 1994, §§ 32.1-163 and 32.1-164
- ENV-033, Authority When Inspecting Pump Station Electrical Controls, issued June 20, 1994, 12 VAC 5-610 Part 4 Article 4
- ENV-034, Procedure for issuing certification letters in lieu of sewage disposal system construction permits under the Sewage Handling and Disposal Regulations; validity and renewal of permits, issued June 16, 1994, §§ 32.1-163 and 32.1-164
- ENV-035, Procedure for prioritizing applications for onsite sewage disposal system construction permits and certification letters under the Sewage Handling and Disposal Regulations, issued June 16, 1994, 12 VAC 5-610-250
- ENV-036, Old Sand Filter Systems Which Do Not Discharge Which Were Permitted Under LHS-120 Permits or Constructed Before Permits Were Required, issued May 17, 1994, 12 VAC 5-640-30
- ENV-037, Sand Filter Systems Permitted Under Individual VPDES of NPDES Permits Which Do Not Discharge, issued May 17, 1994, 12 VAC 5-640-30
- ENV-038, Discharging Sewage Treatment Systems not Registered Under the VPDES General Permit Operating Without a Current Individual VPDES Permit, issued May 17, 1995, 12 VAC 5-640-30
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WTR-074 (SF), Memorandum: Pasteurized Crab Meat Sampling Protocol, issued February 23, 1987, §§ 28.2-800 through 28.2-811

WTR-077 (SF), Memorandum: Additives to Drinking Water, issued March 11, 1987, §§ 28.2-800 through 28.2-811

WTR-078 (SF), Memorandum: Containerized Relaying, issued April 27, 1987, §§ 28.2-800 through 28.2-811

WTR-079 (SF), Memorandum: Utilization of Plastic Shipping Containers, issued April 29, 1987, §§ 28.2-800 through 28.2-811

WTR-085 (SF), Memorandum: Tablet Chlorinators and Dechlorinators, issued July 7, 1987, §§ 28.2-800 through 28.2-811

WTR-086 (SF), Memorandum: Shellfish Plants with Two Certification Numbers, issued July 28, 1987, §§ 28.2-800 through 28.2-811

WTR-087 (SF), Memorandum: Area Samples of Shellfish - Sampling and Analysis, issued July 29, 1987, §§ 28.2-800 through 28.2-811

WTR-088 (SF), Memorandum: Chlorine Contact Tanks, issued August 25, 1987, §§ 28.2-800 through 28.2-811

WTR-089 (SF), Memorandum: Seawater Monitoring Program Procedures - One Person- Crews, issued August 25, 1987, §§ 28.2-800 through 28.2-811

WTR-090 (SF), Memorandum: Standard Legend for Plant Schematics, issued October 28, 1987, §§ 28.2-800 through 28.2-811

WTR-091 (SF), Memorandum: Request for VMRC Surveillance of Shellfish Harvesters, issued October 26, 1987, §§ 28.2-800 through 28.2-811

WTR-092 (SF), Memorandum: Compliance with Uniform Statewide Building Code (USBC), issued November 2, 1987, §§ 28.2-800 through 28.2-811

WTR-096 (SF), Memorandum: Use of Four-Gallon Container in Virginia Processing Plants, issued November 23, 1987, §§ 28.2-800 through 28.2-811

WTR-099 (SF), Memorandum: Sanitizing Solutions, issued January 7, 1988, §§ 28.2-800 through 28.2-811

WTR-100 (SF), Memorandum: Seams of Food Contact Surfaces, issued January 20, 1988, §§ 28.2-800 through 28.2-811

WTR-104 (SF), Memorandum: Use of Truck Bodies/Trailers for Storage, issued January 28, 1988, §§ 28.2-800 through 28.2-811

WTR-105 (SF), Memorandum: Certificate of Occupancy Permits, issued February 5, 1988, §§ 28.2-800 through 28.2-811

WTR-108 (SF), Memorandum: Food Consumption, issued February 17, 1988, §§ 28.2-800 through 28.2-811

WTR-109 (SF), Memorandum: Cross Connection Prevention at Oyster Blower Tanks, issued February 22, 1988, §§ 28.2-800 through 28.2-811

WTR-114 (SF), Memorandum: Devices for Electrocuting Flying Insects, issued March 30, 1988, §§ 28.2-800 through 28.2-811

WTR-117 (SF), Memorandum: Initialing, Filing and Information Changes, Issued April 21, 1988, §§ 28.2-800 through 28.2-811

WTR-119 (SF), Memorandum: Bacteriological Inhibitors in Shellfish/Crustacea Meats, issued May 3, 1988, §§ 28.2-800 through 28.2-811

WTR-122 (SF), Memorandum: Monthly Laboratory Report - Summary, issued May 27, 1988, §§ 28.2-800 through 28.2-811

WTR-123 (SF), Memorandum: Laboratory Accidents, issued July 5, 1988, §§ 28.2-800 through 28.2-811

WTR-126 (SF), Memorandum: Permanent Office Files, Issued August 9, 1988, §§ 28.2-800 through 28.2-811

WTR-128 (SF), Memorandum: Detention/Destruction of Product/Samples, issued August 11, 1988, §§ 28.2-800 through 28.2-811

WTR-131 (SF), Memorandum: Shellfish/Crustacea Plant Equipment, issued August 18, 1988, §§ 28.2-800 through 28.2-811

WTR-132 (SF), Memorandum: Crustacea-Interplant Transportation of Cooked Crab Claws, issued October 13, 1988, §§ 28.2-800 through 28.2-811

WTR-133 (SF), Memorandum: Calculation of Tidal Stage, issued October 13, 1988, §§ 28.2-800 through 28.2-811

WTR-136 (SF), Memorandum: Application for Shellfish/Crustacea Plant Process Schematic, issued December 22, 1988, §§ 28.2-800 through 28.2-811

WTR-137 (SF), Memorandum: Compliance with Uniform Statewide Building Code (USBC), issued January 17, 1989, §§ 28.2-800 through 28.2-811

WTR-138 (SF), Memorandum: Deactivation, Cancellation, Reactivation Form, issued January 19, 1989, §§ 28.2-800 through 28.2-811

WTR-139 (SF), Memorandum: IRSW and EPCR Forms, issued January 19, 1989, §§ 28.2-800 through 28.2-811

WTR-140 (SF), Memorandum: Precertification Policy, issued January 19, 1989, §§ 28.2-800 through 28.2-811

WTR-141 (SF), Memorandum: County/City Listing, issued January 20, 1989, §§ 28.2-800 through 28.2-811

WTR-142 (SF), Memorandum: Shellfish Plants - Blower Tank Air Filter, issued March 2, 1989, §§ 28.2-800 through 28.2-811

WTR-143 (SF), Memorandum: Filing Out Inspection Reports, issued March 2, 1989, §§ 28.2-800 through 28.2-811

WTR-144 (SF), Memorandum: Inspection Policy - Plant Not Operating, issued February 3, 1989, §§ 28.2-800 through 28.2-811

WTR-145 (SF), Memorandum: Installation of "Watts 9-D" Type Backflow Preventer, issued March 2, 1989, §§ 28.2-800 through 28.2-811

WTR-146 (SF), Memorandum: Booster Pumps, issued March 14, 1989, §§ 28.2-800 through 28.2-811

WTR-147 (SF), Memorandum: Agreement of Cooperative Procedures Between the Virginia Department of Health and the Virginia Marine Resources Commission, Issued March 22, 1989, §§ 28.2-800 through 28.2-811

WTR-153 (SF), Memorandum: Inspections, issued April 27, 1989, §§ 28.2-800 through 28.2-811

WTR-154 (SF), Memorandum: Tripolyphosphate, issued May 26, 1989, §§ 28.2-800 through 28.2-811

WTR-156 (SF), Memorandum: U.S. Coast Guard or Power Squadron Small Boat Handling and Safety Course, Issued June 19, 1989, §§ 28.2-800 through 28.2-811

WTR-157 (SF), Memorandum: Records Retention and Disposition Schedule, Issued July 5, 1989, §§ 28.2-800 through 28.2-811

WTR-160 (SF), Memorandum: Work Hours in Area Offices, Issued February 1, 1990, §§ 28.2-800 through 28.2-811

WTR-162 (SF), Memorandum: Hepatitis Found Among Scallop Boat Works, issued February 8, 1990, §§ 28.2-800 through 28.2-811

WTR-163 (SF), Memorandum: Response to Receiving State Letters, issued February 8, 1990, §§ 28.2-800 through 28.2-811

WTR-167 (SF), Memorandum: Bacteriological Samples of Relayed Shellfish, issued April 12, 1990, §§ 28.2-800 through 28.2-811

WTR-169 (SF), Memorandum: Inspection Frequency, issued April 26, 1990, §§ 28.2-800 through 28.2-811

WTR-171 (SF), Memorandum: Random Seawater Collection, issued June 5, 1990, §§ 28.2-800 through 28.2-811

WTR-173 (SF), Memorandum: Processing of Private Microbiological Drinking Water Samples, issued June 5, 1990, §§ 28.2-800 through 28.2-811

WTR-175 (SF), Memorandum: Certification Numbers, issued August 2, 1990, §§ 28.2-800 through 28.2-811

WTR-177 (SF), Memorandum: Soft Shell Clams from Maryland, issued August 24, 1990, §§ 28.2-800 through 28.2-811

WTR-178 (SF), Memorandum: Labeling of Foreign Product, issued August 27, 1990, §§ 28.2-800 through 28.2-811

WTR-179 (SF), Memorandum: Assault and/or Battery on DSS Staff, Issued August 28, 1990, §§ 28.2-800 through 28.2-811

WTR-180 (SF), Memorandum: Utensil Washing Requirements and Procedures, issued August 28, 1990, §§ 28.2-800 through 28.2-811

WTR-182 (SF), Memorandum: Notice of Certification Expiration, issued September 7, 1990, §§ 28.2-800 through 28.2-811

WTR-185 (SF), Memorandum: Product Sampling Procedures, issued December 11, 1990, §§ 28.2-800 through 28.2-811

WTR-186 (SF), Memorandum: Documentation on Inspection Forms, issued December 11, 1990, §§ 28.2-800 through 28.2-811

WTR-188 (SF), Memorandum: Time Accounting and Monthly Report, Issued February 12, 1991, §§ 28.2-800 through 28.2-811

WTR-189 (SF), Memorandum: New Inspection Form, issued March 7, 1991, §§ 28.2-800 through 28.2-811

WTR-190 (SF), Memorandum: Seawater Sampling Data Entry and Monthly Report, issued March 29, 1991, §§ 28.2-800 through 28.2-811

WTR-192 (SF), Memorandum: Deficiency Determinations at Rural Post Offices, issued March 27, 1991, §§ 28.2-800 through 28.2-811

WTR-193 (SF), Memorandum: Enforcement, issued March 27, 1991, §§ 28.2-800 through 28.2-811

Guidance Documents

WTR-197 (SF), Memorandum: Sanitary Survey Administrative Report Procedure, Issued August 15, 1991, §§ 28.2-800 through 28.2-811

WTR-199 (SF), Memorandum: Tags, issued October 30, 1991, §§ 28.2-800 through 28.2-811

WTR-200 (SF), Memorandum: Effective Date of Notice of Shellfish Area Condemnation, issued October 31, 1991, §§ 28.2-800 through 28.2-811

WTR-202 (SF), Memorandum: Water Supply - How to Sample, issued December 20, 1992, §§ 28.2-800 through 28.2-811

WTR-203 (SF), Memorandum: Listeria Monocytogenes in Crab Meat Processing Facilities, issued February 24, 1992, §§ 28.2-800 through 28.2-811

WTR-204 (SF), Memorandum: Permitting of Wells, issued July 2, 1992, §§ 28.2-800 through 28.2-811

WTR-206 (SF), Memorandum: Buffer Zones Around Marinas, issued July 13, 1992, §§ 28.2-800 through 28.2-811

WTR-211 (SF), Memorandum: Supervising Shoreline Survey Activities, issued November 16, 1992, §§ 28.2-800 through 28.2-811

WTR-212 (SF), Memorandum: Improper Out-Of-State Shellstock Tags, issued November 25, 1992, §§ 28.2-800 through 28.2-811

WTR-214 (SF), Memorandum: Licensing of Water Well Drillers, issued December 18, 1992, §§ 28.2-800 through 28.2-811

WTR-215 (SF), Memorandum: Wooden Pallets and Wooden Baskets, issued January 4, 1993, §§ 28.2-800 through 28.2-811

WTR-216 (SF), Memorandum: Chilling of Surf Clam and Ocean Quahog Interstate Shipments, issued January 4, 1993, §§ 28.2-800 through 28.2-811

WTR-217 (SF), Memorandum: Approval Process for an Existing Well, issued January 27, 1993, §§ 28.2-800 through 28.2-811

WTR-218 (SF), Memorandum: Sewage Discharge Buffer Calculations for Single Family Facilities and Graywater Discharges, issued January 27, 1993, §§ 28.2-800 through 28.2-811

WTR-219 (SF), Memorandum: Meat/Water Samples - Data Entry and Monthly Report, issued February 19, 1993, §§ 28.2-800 through 28.2-811

WTR-220 (SF), Memorandum: FDA Inspections and Warning Letters, issued February 19, 1993, §§ 28.2-800 through 28.2-811

WTR-221 (SF), Memorandum: Certification and Enforcement, issued February 19, 1993, §§ 28.2-800 through 28.2-811

WTR-224 (SF), Memorandum: Twenty-Four Hour Rainfall, issued April 2, 1993, §§ 28.2-800 through 28.2-811

WTR-226 (SF), Memorandum: Notification of Emergency Closures and Reopenings, issued April 2, 1993, §§ 28.2-800 through 28.2-811

WTR-227 (SF), Memorandum: Aquaculture Operations, issued April 2, 1993, §§ 28.2-800 through 28.2-811

WTR-228 (SF), Memorandum: Shellfish Wet Storage Application and Permit Issuance, issued April 2, 1993, §§ 28.2-800 through 28.2-811

WTR-230 (SF), Memorandum: Areas Scheduled to be Sewered, issued May 11, 1993, §§ 28.2-800 through 28.2-811

WTR-231 (SF), Memorandum: Turbidity Measurements, issued May 11, 1993, §§ 28.2-800 through 28.2-811

WTR-232 (SF), Memorandum: Relay Areas, issued May 11, 1993, §§ 28.2-800 through 28.2-811

WTR-234 (SF), Memorandum: One Person Boat Crews and Wearing of Float Suit and Life Vests, issued May 19, 1993, §§ 28.2-800 through 28.2-811

WTR-236 (SF), Memorandum: Shellfish Analysis for E. Coli, issued May 25, 1993, §§ 28.2-800 through 28.2-811

WTR-238 (SF), Memorandum: Use of Rodac Plates, issued May 27, 1993, §§ 28.2-800 through 28.2-811

WTR-241 (SF), Memorandum: Alternate Work Schedule Leave Policy, Issued June 9, 1993, §§ 28.2-800 through 28.2-811

WTR-243 (SF), Memorandum: Quality Assurance Plans and Quality Control, issued July 27, 1993, §§ 28.2-800 through 28.2-811

WTR-244 (SF), Memorandum: Marine Biotoxins, issued November 12, 1993, §§ 28.2-800 through 28.2-811

WTR-245 (SF), Memorandum: Working Memos, Issued February 4, 1984, §§ 28.2-800 through 28.2-811

WTR-246 (SF), Memorandum: Division Marine Coordinator's Duties and Equipment Maintenance Protocol, issued March 16, 1994, §§ 28.2-800 through 28.2-811

WTR-251 (SF), Memorandum: Media Alerts, Issued July 6, 1994, §§ 28.2-800 through 28.2-811

WTR-253 (SF), Memorandum: Attendance at Training Programs, Professional Seminars, Workshops and Conferences, Issued November 1, 1994, §§ 28.2-800 through 28.2-811

WTR-255 (SF), Memorandum: Division Radio Protocol, Issued March 9, 1995s, §§ 28.2-800 through 28.2-811

WTR-259 (SF), Memorandum: Processing Shoreline Survey Material for Final Survey Map, issued June 7, 1995, §§ 28.2-800 through 28.2-811

WTR-260 (SF), Memorandum: Protocol for Updating of Seawater Maps, issued January 11, 1996, §§ 28.2-800 through 28.2-811

WTR-261 (SF), Memorandum: Sample Collection and Hydrographic Data Measurement and Collection, issued January 11, 1996, §§ 28.2-800 through 28.2-811

WTR-265 (SF), Memorandum: Shoreline Survey Preparation and Procedure, issued November 7, 1996, §§ 28.2-800 through 28.2-811

WTR-266 (SF), Memorandum: Processing Shoreline Survey Material for Final Survey Report, issued November 7, 1996, §§ 28.2-800 through 28.2-811

WTR-267 (SF), Memorandum: Marina Inspection Form, issued November 7, 1996, §§ 28.2-800 through 28.2-811

WTR-269 (SF), Memorandum: Harvester's Tag, issued July 24, 1997, §§ 28.2-800 through 28.2-811

WTR-270 (SF), Memorandum: Handling of Fish for Testing by VIMS, issued September 9, 1997, §§ 28.2-800 through 28.2-811

WTR-272 (SF), Memorandum: Certification of Shellfish Plants Under HACCP and the Shellfish Sanitation Model Ordinance, issued October 10, 1997, §§ 28.2-800 through 28.2-811

WTR-273 (SF), Memorandum: Shellstock Commingling Plan, issued, October 16, 1997, §§ 28.2-800 through 28.2-811

WTR-274 (SF), Memorandum: Thermometer Calibration Guidelines, issued December 2, 1997, §§ 28.2-800 through 28.2-811

WTR-275 (SF), Memorandum: Wet Storage Permits, issued December 3, 1997, §§ 28.2-800 through 28.2-811

WTR-276 (SF), Memorandum: Intermediate Processing Plan, issued December 22, 1997, §§ 28.2-800 through 28.2-811

WTR-277 (SF), Memorandum: Protocol for Taking Water and Sediment Samples to Monitor for Phytoplankton, issued May 13, 1998, §§ 28.2-800 through 28.2-811

WTR-278 (SF), Memorandum: Hard Clams as Bait, issued July 7, 1998, §§ 28.2-800 through 28.2-811

WTR-280 (SF), Memorandum: Zip Lock ® Type Bags for Packing Crab Meat, Issued July 29, 1998, §§ 28.2-800 through 28.2-811

WTR-281 (SF), Memorandum: Virginia Freedom of Information (FOIA) Requests, Issued July 27, 1998, §§ 28.2-800 through 28.2-811

WTR-282 (SF), Memorandum: Classification Guidelines, issued August 20, 1998, §§ 28.2-800 through 28.2-811

WTR-283 (SF), Memorandum: Safety Protocol for Seawater Sampling Program, issued October 20, 1998, §§ 28.2-800 through 28.2-811

WTR-285 (SF), Memorandum: Interstate Shipments, issued May 31, 2000, §§ 28.2-800 through 28.2-811

WTR-287 (SF), Memorandum: Inspections at Campgrounds and Trailer Parks, issued June 16, 2000, §§ 28.2-800 through 28.2-811

WTR-288 (SF), Memorandum: Phytoplankton Sampling Program, issued November 9, 2000, §§ 28.2-800 through 28.2-811

WTR-289 (SF), Memorandum: Protocol for Collection of Surf Clams and Ocean Quahogs for Biotxin Analysis by FDA issued November 20, 2000, §§ 28.2-800 through 28.2-811

WTR-290 (SF), Memorandum: Seawater Sampling Data Entry, issued December 8 2000, 1988, §§ 28.2-800 through 28.2-811

WTR-291 (SF), Memorandum: Blower Tank Air Filters, issue December 8, 2000, §§ 28.2-800 through 28.2-811

WTR-292 (SF), Memorandum: Conch/Whelk Operations Certification and Bacteriological Standards, issued December 21, 2000, §§ 28.2-800 through 28.2-811

WTR-293 (SF), Memorandum: Training Program Manual, DSS Shellfish Specialists, issued January 31, 2001, §§ 28.2-800 through 28.2-811

WTR-294 (SF), Memorandum: Policy for Virginia's Public Health Shellfish Program, issued March 14, 2001, §§ 28.2-800 through 28.2-811

WTR-295 (SF), Memorandum: Protocol for Collection of Surf Clams and Ocean Quahogs for Biotxin Analysis by FDA, issued March 14, 2001, §§ 28.2-800 through 28.2-811

WTR-296 (SF), Memorandum: HACCP Certification Requirements for Shellfish Plants, issued March 21, 2001, §§ 28.2-800 through 28.2-811

WTR-297 (SF), Memorandum: Inspection Frequency and Corrective Action Plans, issued March 15, 2001, §§ 28.2-800 through 28.2-811

WTR-298 (SF), Memorandum: Prioritization of Work Effort, issued March 15, 2001, §§ 28.2-800 through 28.2-811

WTR-299 (SF), Memorandum: Sampling for Warm Weather Phytoplankton, issued April 5, 2001, §§ 28.2-800 through 28.2-811

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at optbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Deputy Executive Director of the board at the address above or by telephone at (804) 662-9910. Copies are free of charge.

Guidance Documents:

75-1, Recommended Policy and Procedures in Disciplinary Cases Involving Board Members, adopted October 1993

75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, adopted February 1998.

Guidance Documents

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

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested at rnebiker@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Robert Nebiker, Deputy Director of the department at the address above or by telephone at (804) 662-9919. Copies are free of charge.

Department Directives:

76-1, Mission Statement of the Department (Directive 1.1), July 1, 1996

76-2, Agency Staff Titles (Directive 1.4), August 14, 1996

76-3, Promulgation of Rules (Directive 2.1), July 1, 1996

76-4, Publication of Regulations and Statutes (Directive 2.2), July 1, 1996

76-5, Execution of Disciplinary Orders (Directive 3.1), August 14, 1996

76-6, Petition for Reinstatement of License or Modification of Disciplinary Orders (Directive 3.2), July 1, 1996

76-7, Subpoenas for Disciplinary Hearings (Directive 3.3), October 1, 1996

76-8, Complainant Notification of Case Proceedings (Directive 3.4), July 1, 1996

76-9, Complaint Receipt and Investigation of Allegations of Misconduct (Directive 4.1), July 1, 1996

76-10, Unlicensed Activity (Directive 4.2), July 1, 1996

76-11, Reports to National Practitioner Data Bank (Directive 4.3), August 14, 1996

76-12, Requesting Information from The National Practitioner Data Bank (Directive 4.4), August 14, 1996

76-13, Tampering Threat Procedures (Directive 4.5), July 1, 1996

76-14, Procurement of Nonprofessional Services (Directive 5.1), July 1, 1996

76-15, Procurement of Goods (Directive 5.2), July 1, 1996

76-16, Sole Source Approval for Examination Services (Directive 5.3), July 1, 1996

76-17, Recruitment and Filling Vacant Positions (Directive 6.1), July 1, 1996

76-18, Indoor Clean Air (Directive 7.1), August 18, 1997

76-19, Records Management (Directive 7.3), July 1, 1996

76-25, Compensation for Members of Appointed Bodies (Directive 5.4), July 1, 1998

76-26, Classified Exempt Employees (Directive 6.7), June 1, 1998

76-27, Business Hours and Flex Time for Non-Exempt Employees (Directive 1.5), July 1, 1998

76-28, Disclosure of Information (Directive 1.6), January 18, 2000

76-29, Disclosure of Information to Health Practitioner Intervention Program (Directive 1.7), January 17, 2000

76-30, Conduct of Surveys (Directive 1.8), August 21, 2000

76-31, Principles/Establishment of Fees (Directive 5.5), November 8, 2000

Enforcement Documents:

76-20, Adjudication Manual - Disciplinary process, October 13, 1998.

Frequently-cited Inspection Deficiencies:

76-20.1, Community pharmacies, August 1, 2001

76-20.2, Hospital pharmacies, September 1, 2001

76-20.3, Funeral facilities, September 1, 2001

Inspection plans and Inspection Reports:

76-21.1 Board of Pharmacy, December 1993

76-21.1:1, community pharmacy, July 1, 1999

76-21.1:2, hospital pharmacy, July 1990

76-21.1:3, physicians licensed to dispense drugs, January 1989

76-21.1:4, humane society, November 9, 2001

76-21.1:5, wholesaler, January 1989

76-21.1:6, medical equipment suppliers, November 9, 2001

76-21.1:7, warehouse

76-21.1:8, manufacturers, January 1989

76-21.1:9, practitioners licensed to sell controlled substances

76-21.1:10, controlled substance registration inspection report A, November 9, 2001

76-21.1:11, controlled substance registration inspection report B, November 9, 2001

76-21.2, Board of Veterinary Medicine, December 1, 1993

76-21.2:1, Animal facility inspection report, December 1997

76-21.3, Board of Funeral Directors and Embalmers, December 1, 1993

76-21.3:1, Funeral establishment inspection report, July 1, 2000

76-21.4, Compliance Notice, July 1995

76-22, Case Intake Manual, 1998

76-23, Investigators Manual, 1993

76-24, Case Format Guidelines February 1997

76-24.1, Inspection Guidelines, September 2000

76-24.2, Dental Office Inspection Report, July 12, 1993

76-24.3, Dental Office Inspection Report, July 12, 1993

(NOTE: 76-21 through 76-24 are maintained in the Enforcement Division of the Department. For copies or questions, contact Faye Lemon at the address above or at (804) 662-9902.)

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the State Council of Higher Education for Virginia, 101 North Fourteenth Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Fran Bradford, Regulatory Coordinator, at the same address, telephone (804) 225-2636, FAX (804) 225-2638 or e-mail Bradford@schev.edu. Many of the documents are available on the council's website at <http://www.schev.edu>.

Questions regarding interpretation or implementation of these documents may be directed to Fran Bradford, Regulatory Coordinator.

Guidance Documents:

Policies and Procedures for Program Approval, revised July 1999, § 23-9.6:1(5)

Policies and Procedures Relating to Institutional Organizational Change, effective July 1, 1997, § 23-9.6:1(7)

Policies and Procedures Relating to Off-Campus Sites and Campuses, § 23-9.6:1(7)

Approval of Institutional Policy Dealing with Research and Development Contracts (Conflict of Interest Guidelines), adopted 1991, § 2.1-639.6

Guidelines for the Development of Patent and Copyright Policies and Procedures by State-Supported Institutions of Higher Education (Intellectual Property Guidelines), adopted June 3, 1987, §§ 23-4.3, 23-4.4 and 23-9.10:4

Guidelines for Higher Education Fixed Assets for Educational and General Programs, March 3, 1997, § 23-9.6:1

Equipment Trust Fund Policies and Procedures, 1988

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 Tamara Clarke in the main office at the address above, telephone (804) 367-2323 x100 or FAX (804) 367-2391.

The department also prepares occasional research, survey and preservation planning reports of general interest and materials of an advisory or educational nature. For a listing of such publications with prices contact Deborah Woodward at the address above.

Agency forms, information in the documents listed below and the agency publication lists are also available on the agency web site at <http://www.dhr.state.va.us>.

Regional office addresses and phone numbers are as follows:

Capital Regional Preservation Office, Department of Historic Resources, 19B Bollingbroke Street, Petersburg, VA 23803, telephone (804) 863-1620.

Portsmouth Regional Preservation Office, Department of Historic Resources, 612 Court Street, 3rd Floor, Portsmouth, VA 23704, telephone (757) 396-6709.

Roanoke Regional Preservation Office, Department of Historic Resources, 1030 Penmar Avenue, SE, Roanoke, VA 24013, telephone (540) 857-7585.

Winchester Regional Preservation Office, Department of Historic Resources, 107 N. Kent Street, Suite 203, Winchester, VA 22601, telephone (540) 722-3427.

Guidance Documents:

Virginia's Historical Registers: A Guide for Property Owners, prepared 1995, revised 2000, 17 VAC 5-30-10 and 17 VAC 10-20-10

Preliminary Information Forms for Archaeological Sites, Architectural Properties, and Historic Districts

State and Federal Regulations Related to the Preservation of Historic Properties in the Commonwealth of Virginia, prepared 1996, revised 2001

Rehabilitation Tax Credits: A Taxpayer's Guide, revised 2000, § 10.1-2202.13

Vision and Choice: Protecting Our Historic Resources, published 1990, revised 2001 § 10.1-2202.9

Virginia's Cost Share Program, Virginia Department of Historic Resources, § 10.1-2202.6

The Certified Local Government Program in Virginia, 36 CFR Part 61

How to Apply for Designation as a Certified Local Government in Virginia, 36 CFR Part 61

Guidance Documents

State Grants for Historic Properties, § 10.1-2213

Application for Historic Preservation Funds, § 10.1-2213

How to Complete Virginia Department of Historic Resources Archaeological Site Inventory Forms, revised 1993, § 10.1-2202.6

Putting Virginia's History to Work: Virginia's Comprehensive Historic Preservation Plan, published 2001, 36 CFR Part 61

State-Owned Historic Landmarks Manual for Property Administrators: Review of Rehabilitation and Renovation Projects Pursuant to the 1990 Appropriations Act and Engineering and Building Directive #1, prepared 1990

Virginia Department of Historic Resources Standards for Archaeological Field Investigations, prepared 1991, § 10.1-2202.15

Virginia Department of Historic Resources State Curation Standards, revised 1998, § 10.1-2202.15

Guidelines for Conducting Cultural Resource Survey in Virginia: Additional Guidance for the Implementation of the Federal Standards Entitled "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines (48 FR 44742, September 29, 1983), issued 1999

Permit Application for Archaeological Removal of Human Burials (Application Form), issued 1998, § 10.1-2305

Permit Application for Archaeological Investigations on State Lands (Application Form), issued 1998, §10.1-2304.

Instructions for Completing the Project Review Application, issued 2000, 36CFR800.

Cell Tower Review Process and Application, issued 2001, 36CFR800.

Archives Search Request and User Agreement (form) issued 2000, revised 2001.

Instructions for Release of State Grants to Nonstate Entities, issued July 2000, §2.1-394.1 and Item 571 and §4-5.07 of the 2000 Appropriation Act (Chapter 1073 of the Acts of Assembly of 2000)

Criteria for Virginia Historical Highway Markers, issued December 1993, §10.1-2204.

Virginia Historical Highway Marker Program: Procedure for Placement of New Markers, August 2001, §10.1-2204.

Virginia Historical Highway Marker Program: Writing Style, August 2001, §10.1-2204.

Virginia Historical Highway Marker Program: Criteria for Marker Placement, August 2001, §10.1-2204.

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, 501 North Second Street, 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.

Guidance Documents:

Single Family Regional Loan Fund Manual, revised December 2001, § 36-141 et seq.

Affordable Housing Production and Preservation Manual, revised August 2000, § 36-141 et seq.

State Homeless Housing Assistance Resources (SHARE) Program Manuals:

SHARE Expansion Program Manual, revised September 1997

SHARE Homeless Intervention Program Manual, revised August 2000

SHARE Federal Shelter Grant Manual, revised December 2001

SHARE Shelter Support Grant Manual, revised August 2001

Child Care for Homeless Children Manual, September 1998

HOME Match Funds for the Supportive Housing Program Manual, revised December 2001

Child Services Coordinator Program Manual, November 2000

Housing Opportunities for Persons with AIDS Program Manual, revised November 2000

Seed Fund Program and Start-Up Fund Program Manual, revised October 2001

Community Housing Development Organization Certification Procedures, revised November 2001

Community Housing Development Organization Assistance Program Manual, revised November 2001

Pre-Development Loan Program Manual, revised November 2000

Emergency Home Repair Program Manual, revised November 2001

Weatherization and Low-Income Housing Energy Assistance Program Manual, May 1998, 13 VAC 5-100-10 et seq.

Virginia Community Development Block Grant Program: Program Design Manual, revised November 2000 24 CFR Part 570

Community Improvement Grant Contract Negotiation Guide, revised September 2000, 24 CFR Part 570

Community Improvement Grant Management Manual, revised September 2000, 24 CFR Part 570

Planning Grant Management Manual, revised August 2000

Indoor Plumbing Rehabilitation Loan Program Management Manual, October 1999

Virginia Enterprise Zone Program Instruction and Application Manuals:

Instructions for Requesting State Tax Credits for Qualified Zone Investments, revised August 2001, 13 VAC 5-111-10 et seq.

Instructions for Requesting State Tax Credits for Real Property Improvements, revised August 2001, 13 VAC 5-111-10 et seq.

Instructions for Requesting State Tax Credits for New Businesses, revised August 2001, 13 VAC 5-111-10 et seq.

Instructions for Requesting State Tax Credits for Existing Businesses, revised August 2001, 13 VAC 5-111-10 et seq.

Instructions for Requesting State Tax Credits for State Job Grants, revised August 2001, 13 VAC 5-111-10 et seq.

Program Guidelines for the Regional Competitiveness Program, August 2001, § 15.2-1306 et seq.

Request for Qualification: Regional Competitiveness Program, August 2001, § 15.2-1306 et seq.

Request for Requalification, August 2001, §15.2-1306 et seq.

Main Street Program Guidelines, August 2001

Industrial Site Development Fund Planning Grant Program Design, 2000

Industrial Site Development Fund Construction Grant Program Design, 2000

Derelict Structures Fund Program Design, 2000, §36-152 et seq.

Virginia Enterprise Initiative Program Design, 2000

Virginia Individual Development Account Program Design, 2000

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the offices of the Virginia Housing Development Authority, 601 S. Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Judson McKellar at the same address or by telephone (804) 343-5540.

Questions regarding interpretation or implementations of these documents may be directed to Judson McKellar at the above address or telephone number.

Guidance Documents:

3.1-3.23, Single-Family Processing Guide, April 1999, 13 VAC 10-40

Single-Family Exhibits Guide, May 2001, 13 VAC 10-40

Single-Family Loan Documents Guide, February 2001, 13 VAC 10-40

Single-Family Realtors Guide, January 1997, 13 VAC 10-40

Single-Family Policy and Procedures Manual, March 2001, 13 VAC 10-40

Single-Family Regional Loan Fund Administrative Procedures Manual (VHDA/DHCD), October 2000, 13 VAC 10-40 and Chapter 9 (§ 36-141 et seq.) of Title 36 of the Code of Virginia

Single-Family FasTrak Users Guide, March 28, 2000, 13 VAC 10-40

Single-Family Loan Reservation Systems Guide, April 4, 2000, 13 VAC 10-40

Single-Family Servicing Guide, April 1997, 13 VAC 10-40

Homeownership Education Guide, July 1, 2001, 13 VAC 10-40

Home Improvement Loan Program Manual (Title I-FHA Program), May 21, 1996, 13 VAC 10-50

Home Improvement and Special Programs Procedure Manual, September 28, 1993, 13 VAC 10-50 and 13 VAC 10-60

Multi-Family Loan Policy and Lending Guidelines, May 15, 2001, 13 VAC 10-20

Asset Management Policies and Procedures Manual, September 10, 2001, 13 VAC 10-20

Operating Procedures, Assisted Multi-Family Program Compliance, November 28, 2000, 13 VAC 10-20

Operating Procedures, Conventional Multi-Family Program Compliance, November 28, 2000, 13 VAC 10-20

Section 8 Existing/Moderate Rehabilitation Programs Operations Manual, February 1998, 13 VAC 10-70 and 13 VAC 10-80

HMSP Administrative Manual, January 1997, 13 VAC 10-70 and 13 VAC 10-80

8-528-1, Subsidy Standards, August 1996, 13 VAC 10-70 and 13 VAC 10-80

8-910-1, Interim Reporting Requirements, January 1997, 13 VAC 10-70 and 13 VAC 10-80

8-1002-1, Owner Termination of Tenancy Requirements, January 1997, 13 VAC 10-70 and 13 VAC 10-80

8-1012-1, Crime and Alcohol Abuse by Family Member, July 1997, 13 VAC 10-70 and 13 VAC 10-80

8-1040-1, Informal Reviews for Applicants, July 1996, 13 VAC 10-70 and 13 VAC 10-80

8-1041-1, Informal Hearing Procedures for Participants, July 1996, 13 VAC 10-70 and 13 VAC 10-80

8-1400-1, Portability Notice for Families, June 1996, 13 VAC 10-70

8-545-2, Family's Guide to Rental Vouchers, March 1999, 13 VAC 10-70

VHDA Administrative Plan for Tenant Based Rental Assistance, May 2000, 13 VAC 10-70

VHDA PHA Plan, July 2000, 13 VAC 10-70

Guidance Documents

Application Manual - Low Income Housing Tax Credit Program, January 10, 2001, 13 VAC 10-180

Federal Low-Income Housing Tax Credit Program, Compliance Monitoring Manual, March 2000, 13 VAC 10-180

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Health Benefits, James Monroe Building, 13th Floor, 101 North 14th Street, Richmond, VA 23219. Copies may be obtained by contacting Linda C. Morton at the same address, telephone (804) 786-6432, fax (804) 371-0231 or e-mail lmorton@dhrm.state.us.va. Unless otherwise noted, copies are available at no charge.

Questions regarding interpretation or implementation of these documents may be directed to Linda C. Morton.

Guidance Documents:

Personnel Management Information System User's Manual, revised June 1996

Policies and Procedures Manual, revised September 1993

Human Resource Management Manual, revised 2000

State Compensation Plan, revised November 1998

Health Insurance Manual, revised April 2000, cost \$10

The Local Choice Administrative Manual, revised July 1997, cost \$10

Flexible Benefits Plan Administrative Manual, revised February 1997, cost \$10

DEPARTMENT OF JUVENILE JUSTICE

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the certification unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ken Bailey at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0737 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Ken Bailey, Certification Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0737 or FAX (804) 371-0773.

Guidance Documents:

Standards Manual for Interdepartmental Regulation of Residential Facilities for Children, July 1, 2000, 22 VAC 42-10-10 et seq.

Compliance Manual for Standards for Juvenile Residential Facilities as Applicable to Secure Detention Facilities, First Edition, June 1998, 6 VAC 35-140-10 et seq.

Compliance Manual for Standards for Juvenile Residential Facilities as Applicable to Group Homes, June 1998, 6 VAC 35-140-10 et seq.

Compliance Manual for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts, 1998, 6 VAC 35-150-10 et seq.

Compliance Manual for Standards for Delinquency Prevention and Youth Development Act Grant Programs, issued May 15, 1998, 6 VAC 35-60-20 et seq.

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office of the Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lloyd Schieldge, Capital Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-1107 or FAX (804) 786-1557.

Questions regarding interpretation or implementation of this document may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5402 or millermg@djj.state.va.us

Guidance Document:

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, revised January 10, 2001 § 16.1-309.5.

(NOTE: This document is also included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, which may be obtained from the department's regional offices.)

Copies of the following document 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 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Larry Guenther, Evaluation Supervisor, Research & Evaluation Section at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-4676 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Larry Guenther, Research and Evaluation Section, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-4676 or FAX (804) 786-0773.

Guidance Document:

Admission Procedures for Intermediate Sanction Juvenile Boot Camps, November 1997, § 16.1-278.8 (4a)

Copies of the following document 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 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lynette Greenfield at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Lynette Greenfield, Research and Evaluation Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 786-0773.

Guidance Document:

Review and Approval of External Research Proposals, Procedure 07-006.1, effective October 10, 1998.

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donald Carignan at the same address, telephone (804) 371-0743 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of these documents may be directed to **Angela Valentine**, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219, telephone (804) 225-3911 or FAX (804) 692-0865.

Guidance Document:

School Re-enrollment Plan Procedures, issued January 1997, § 16.1-293

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the certification unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge through e-mail (if available) or paper copy by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or langhoda@djj.state.va.us

Questions regarding interpretation or implementation of this document may be directed to Ken Miller Western Regional Office, 5427 Peters Creek Road, Suite 300, Roanoke, VA 24019-3889, telephone (540) 561-7456; Sue Ann Morgan, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 367-2220; Carolyn Stewart, 27 West Queensway, Suite 301, Hampton, VA 23669, telephone (757) 727-4730.

Guidance Documents related to the Virginia Juvenile Community Crime Control Act (VJCCCA) (§ 16.1-309.2 et seq.):

VJCCCA: Local Plan Instructions, issued annually, with related forms

VJCCCA: Annual Review of Expenditures and Surplus Funds, issued annually

VJCCCA: Program Resource Guide, issued October 1997

VJCCCA: Amendment and Fiscal Adjustment to Local Plans, issued annually

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the certification unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Susan Heck at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5914 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Susan Heck, Prevention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5914 or FAX (804) 371-0773

Guidance Documents related to Delinquency Prevention and Youth Development Act Grant Programs (Offices on Youth) (§ 66-26 et seq.):

Office on Youth Annual Expenditure Reports, issued annually

Special Conditions for Delinquency Prevention and Youth Development Act Grant Awards, issued annually

Office on Youth Renewal Application, issued annually

Compliance Manual for Standards for Delinquency Prevention and Youth Development Act Grant Programs, issued May 15, 1998, 6 VAC 35-60-20 et seq.

"Rules and Regulations Governing Applications for Delinquency Prevention and Youth Development Act Grants," provisionally implemented Spring, 1999. § 66-28.

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the certification unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or langhoda@djj.state.va.us

Questions regarding interpretation or implementation of this document may be directed Marilyn Miller, Detention Specialist, Division of State and Local Partnerships, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5402 or millermg@djj.state.va.us

Guidance Documents related to Detention and other programs:

Department of Juvenile Justice Procedure 02-004 Reportable Incidents (and required reporting forms) effective February 3, 1998

Detention Mental Health Reimbursement Procedures, issued annually

Detention Transportation Reimbursement Procedures, issued annually

Guidance Documents

Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, Revised March, 2001, § 16.1-309.5

Annual Block Grant Expenditure Reports (for detention homes and former block grant programs), issued annually

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the State & Local Partnerships Unit of the Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Susan Gholston at the same address, telephone (804) 371-0745 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of these documents may be directed to Susan Gholston, State & Local Partnerships Manager, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219, telephone (804) 371-0745 or FAX (804) 371-0773.

Guidance Document:

Virginia Department of Juvenile Justice Community Population System: COPS JC-34; COPS JC-2000; forms and instructions for reporting child-care days and for tracking the use of funds in a variety of community-based juvenile justice programs, issued annually, § 16.1-322.3

* * *

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Interstate Compact Unit of the Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Michelle Latter at the same address, telephone (804) 692-0167 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of these documents may be directed to Michelle Latter, Interstate Compact Coordinator, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219, telephone (804) 692-0167 or FAX (804) 371-0773.

Guidance Documents:

Form I, Requisition for Runaway Juvenile or Child Removed from Jurisdiction of Court, issued August 21, 1996, § 16.1-323

Form II, Requisition for Escapee or Absconder, issued August 21, 1996, § 16.1-323

Form III, Consent for Voluntary Return by Runaway, Escapee or Absconder, issued August 21, 1996, § 16.1-323

Requesting a Pre-Dispositional/Social History Report, issued October 28, 1996, §§ 16.1-323 through 16.1-330

Requesting Courtesy Supervision for a Parolee, issued August 21, 1996, §§ 16.1-323 through 16.1-330

Requesting Courtesy Supervision for a Probationer, issued August 21, 1996, §§ 16.1-323 through 16.1-330

Home Evaluation Report

DEPARTMENT OF LABOR AND INDUSTRY

Apprenticeship Program

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Virginia Department of Labor and Industry (DOLI) headquarters office at 13 South Thirteenth Street, Richmond, VA 23219 or at any DOLI regional office. Copies may be obtained free of charge from the headquarters office by contacting Jennifer Nolen at the same address or at telephone (804) 786-8009 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of these documents may be directed to Jennifer Nolen, Apprenticeship Program Manager, at the same address or at telephone (804) 786-8009 or FAX (804) 786-8418.

Guidance Documents:

Virginia Official Recognized Apprenticeable Occupations List

Standards of Apprenticeship Nail Technicians developed by the Virginia Board of Cosmetology and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised August 1995, Title 40.1, Chapter 6, Code of Virginia

Standards of Apprenticeship for Cosmetologists developed by the Virginia Board of Cosmetology and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised July 1995, Title 40.1, Chapter 6, Code of Virginia

Standards of Apprenticeship for Barbers developed by the Virginia Board for Barbers and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised February 1995, Title 40.1, Chapter 6, Code of Virginia

Standards of Apprenticeship for Opticians developed by the Virginia State Board of Opticians and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised June 1992, Title 40.1, Chapter 6, Code of Virginia

Apprenticeship Opportunities brochure, 1998

Student Apprenticeship Opportunities brochure, 1998

Registered Apprenticeship Program brochure, 1998

Steps to Becoming a Registered Apprentice

Registered Apprenticeship - What Everyone Should Know About Apprenticeship

Virginia's Voluntary Registered Apprenticeship Program

Bylaws of the Virginia Apprenticeship Council

Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U.S. Department of Labor, revised September 1996

Boiler Safety Compliance Division

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office

of the Department of Labor and Industry, Powers-Taylor Building, 13 South Thirteenth Street, Richmond, Virginia 23219. Copies may be obtained from Sheila Taylor at the same address, telephone (804) 371-2321 or FAX (804) 371-2324.

Questions regarding interpretation or implementation of this document may be directed to Frederick P. Barton, Boiler Chief Inspector, Department of Labor and Industry, 13 South Thirteenth Street, Richmond, Virginia 23219, telephone (804) 786-3262 or FAX (804) 371-2324.

Guidance Document:

Operations Manual for Boiler Safety Compliance, Chapter One – Organization and Administrative Procedures, Chapter Four - Inspection Procedures, Chapter Seven - Penalties, Chapter Eight - Post Violation and Penalty Issuance Processes, and Chapter Nine - Legal Process, revised October 1999, §§ 40.1-51.5 through 40.1-51.19, copies 10 cents per page, 21 pages

State Labor and Employment Law Division

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Department of Labor and Industry, Central Office, 13 South Thirteenth Street, Richmond, VA 23219 or at any of the department's regional offices. Copies may be obtained by contacting Jeannine Rose at the Central Office, telephone (804) 371-0463, FAX (804) 371-2324.

Questions regarding interpretation or implementation of these documents may be directed to Ellen Marie Hess, Labor and Employment Law, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-3224 or FAX (804) 371-2324.

Guidance Documents:

Guide for the Employment of Teenagers (Child Labor), September 4, 1996, copies free

What Every Child Should Know About Virginia's Child Labor Laws, 1997, copies free

State Labor Law Compliance Division Policy Manual, 1997, copies 10 cents per page, 500 pages

Office of Cooperative Programs

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219.

Voluntary Protection Program

Copies of the Voluntary Protection Program Manual may be obtained free of charge by contacting Ronald Dick at Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-4751 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of the program or use of the manual may be directed to Ronald Dick, VPP Coordinator at the same address.

Guidance Document:

OSHA Instruction TED 8.1a Voluntary Protection Program (VPP) Policies and Procedures Manual, revised May 24, 1996, available on OSHA's website at www.osha.gov go to "Outreach" and click on "VPP"

Consultation Program

Copies of the following documents may be obtained free of charge by contacting Warren Rice at Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-6613 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of the program may be directed to Warren Rice, Consultation Program Manager at the same address.

Guidance Documents:

OSHA Instruction TED 3.6 Consultation Policies and Procedures Manual, August 6, 2001

Job Safety and Health Poster, May, 2001

Training Requirements/OSHA Standards and Training Guidelines, 1998, 16 VAC 25-90 through 16 VAC 25-130, 16 VAC 25-175 and 16 VAC 25-190

Occupational Health Compliance Division

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the library of the Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219. Copies of requests up to 20 pages may be obtained free of charge, and for requests 21 pages or more for 5 cents per page by contacting the Occupational Health Compliance Division at the same address, telephone (804) 371-0295 or FAX (804) 371-6524.

Questions regarding interpretation or implementation of these documents may be directed to the Director of Occupational Health Compliance, Virginia Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-0574 or FAX (804) 371-6524.

Guidance Documents:

Interpretive memorandum and letters on specific VOSH Federal Identical Construction Industry Health Regulations, November 30, 1988 - December 15, 2001, 16 VAC 25-175-1926 et seq.

Interpretive memorandum and letters on specific VOSH Federal Identical General Industry Health Regulations, November 30, 1988 - December 15, 2001, 16 VAC 25-90-1910 et seq.

Occupational Safety Compliance Division

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the library of the Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219. Copies of requests up to 20 pages may be obtained

Guidance Documents

free of charge, and for requests 21 pages or more for 5 cents per page by contacting the program director at the same address, telephone (804) 786-2391 or FAX (804) 371-6524.

Questions regarding interpretation or implementation of these documents may be directed to the Director of Safety Compliance, Virginia Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-2391 or FAX (804) 371-6524.

Guidance Documents:

Interpretive memorandums and letters on specific VOSH Federal Identical Construction Industry Safety Regulations, November 30, 1988 - December 15, 2001, 16 VAC 25-175-1926 et seq.

Interpretive memorandums and letters on specific VOSH Federal Identical General Industry Safety Regulations, November 30, 1988 - December 15, 2001, 16 VAC 25-90-1910 et seq.

Interpretive memorandums and letters on VOSH Agriculture Field Sanitation Regulation, November 30, 1988 - December 15, 2001, 16 VAC 25-180-10 (1928)

Virginia Occupational Safety and Health Program

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the Central Office of the Department, 13 South Thirteenth Street, Richmond, VA 23219, or at any of the regional or field offices of the department statewide. Copies may be obtained by contacting Regina Cobb at the above address, or at (804) 786-0610 or FAX (804) 786-8418. Documents may also be requested on the department's home page <http://www.dli.state.va.us>.

Questions regarding interpretation or implementation of these documents may be directed to John Crisanti, at the same address, or at (804) 786-4300 or FAX (804) 786-8418.

Guidance Documents:

VOSH Program Directives Manual, revised through November 1, 2001, 16 VAC 25-10 through 16 VAC 25-30 and 16 VAC 25-60 through 16 VAC 25-190, copies 10 cents per page, 4,781 pages

VOSH Field Operations Manual, revised December 2001, 16 VAC 25-10 through 16 VAC 25-30 and 16 VAC 25-60 through 16 VAC 25-190, copies 10 cents per page, 543 pages

Virginia Migrant and Seasonal Farmworkers Board

Copies of the Virginia Migrant and Seasonal Farmworkers Board and Interagency Migrant Worker Policy Committee documents may be obtained free of charge by contacting Betty B. Jenkins at the Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-2391 or FAX (804) 371-6524.

Questions regarding interpretation or implementation of these documents may be directed to Betty B. Jenkins, Administrator,

Migrant and Seasonal Farmworkers Board, at the same address.

Guidance Documents:

Migrant and Seasonal Farmworkers Board By-Laws, amended December 2, 1998, Chapter 24, Code of Virginia

Migrant and Seasonal Farmworkers Board Policy No. 2-92, Consideration of Grant Applications/Proposals, effective April 8, 1992 (rescinded Board Policy Statement No. 1-90), Chapter 24, Code of Virginia

Gubernatorial Memorandum Establishing Interagency Migrant Worker Policy Committee, Outlining Responsibilities and Composition of Same, March 31, 1995

THE LIBRARY OF VIRGINIA

Library Development and Networking Division

Copies of the following documents may be viewed from 9 a.m. until 4:30 p.m. Monday through Friday at the Office of the Librarian, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000.

Copies may be obtained free of charge for ten (10) pages and for requests of eleven (11) pages or more for \$.25 per page by contacting Nelson Worley, at the above address, telephone (804) 692-3773, FAX (804) 692-3771, e-mail nworley@lva.lib.va.us.

Information Regarding Public Library Trustees:

Questions regarding interpretation or implementation of this document may be directed to Wayne Modlin, Public Library Consultant, Library Development and Networking, at the above address, telephone (804) 692-3763, FAX (804) 692-3771, e-mail wmodlin@lva.lib.va.us.

Virginia Public Library Trustees Handbook, 1999

Information Regarding Public Libraries:

Questions regarding interpretation or implementation of these documents may be directed to Nelson Worley, Director, Library Development and Networking, at the above address, telephone (804) 692-3773, FAX (804) 692-3771, e-mail nworley@lva.lib.va.us.

Public Library Directors' Manual, 2000

Planning for Library Excellence, 2000

Records Management and Imaging Services Division

Copies of the following documents may be viewed from 9 a.m. until 4:30 p.m. Monday through Friday at the Office of the State Librarian, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000.

Copies may be obtained free of charge for ten (10) pages and for requests of eleven (11) pages or more for \$.25 per page by contacting C. Preston Huff, State Records Administrator, at the above address, telephone (804) 692-3607, FAX (804) 692-3603 or e-mail phuff@lva.lib.va.us or Richard Harrington,

Manager-Imaging Services Branch, at the above address, telephone (804) 236-3701, FAX (804) 236-3722 or e-mail rharrington@lva.lib.va.us.

Information Regarding Records Management and Imaging:

Questions regarding interpretation or implementation of this document may be directed to either C. Preston Huff, State Records Administrator, at the above address, telephone (804) 692-3607, FAX (804) 692-3603 or e-mail phuff@lva.lib.va.us or Richard Harrington, Manager-Imaging Services Branch, at the same address, telephone (804) 236-3701, FAX (804) 236-3722 or e-mail rharrington@lva.lib.va.us.

Imaging Services Branch Procedural Manual, revised September 1997

COMMISSION ON LOCAL GOVERNMENT

Copies of the following documents may be reviewed during regular work days from 8:30 a.m. to 5:00 p.m. in the office of the Commission on Local Government, 900 East Main Street, Suite 103, Richmond, VA 23219. Copies may be obtained free of charge by contacting Adele MacLean at the same address, telephone (804) 786-6508, FAX (804) 371-7999 or e-mail amaclean@clg.state.va.us.

Questions about interpretation or implementation of these documents may be directed to Ted McCormack, Deputy Director, Commission on Local Government, 900 East Main Street, Suite 103, Richmond, VA 23219, telephone (804) 786-6508, FAX (804) 371-7999 or e-mail tmccormack@clg.state.va.us.

Guidance Documents:

Guidelines for Advisory Review of Voluntary Economic Growth-Sharing Agreements, adopted November 1996, § 15.2-1301

Guidelines for Submissions in City-to-Town Transitions, adopted January 1997, §§ 15.2-2907, 15.2-2908 and 15.2-4100 et seq.

Information Sheets:

1. Agreements Defining Town Annexation Rights
2. Alternative Approaches To Interlocal Concerns
3. Alternative Forms of County Government in Virginia
4. Annulment of Town Charter
5. Boundary Changes of Towns and Cities
6. Boundary Line Adjustment by Agreement
7. Consolidation of Local Governmental Units
8. Functional Authority of Virginia Local Governments
9. Post-Boundary Change Actions
10. Reversion of a City to Town Status
11. Taxing Powers Granted to Virginia Counties, Cities, and Towns

12. Town Incorporation

13. Voluntary Settlements of Annexation, Transition, or Immunity Issues

14. Discretionary Authorities and Special Districts Available to Local Governments in Virginia

STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Director's Office of the State Lottery Department, 13th Floor, 900 East Main Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of these documents and requests for copies at \$0.15 per page may be directed to Barbara Robertson; Board, Legislative and Regulatory Coordinator; at the same address, telephone (804) 692-7105, FAX (804) 692-7775 or e-mail brobertson@valottery.state.va.us.

Director's Orders:

All director's orders are issued by the department's director as administrative orders. These orders interpret and implement 11 VAC 5-30-40, 11 VAC 5-30-250, 11 VAC 5-30-260, 11 VAC 5-30-280, 11 VAC 5-30-330 through 740, 11 VAC 5-40-20 through 100, 11 VAC 5-40-130, and 11 VAC 5-40-310 through 700. The following director's orders are active as of the date of this filing:

31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, issued 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

05(99), Virginia's Instant Game Lottery 149; "Gold Card," Final Rules for Game Operation, issued 03/17/99

20(99), "Lotto" Jackpot Prize, Cash Option, issued 07/01/99

21(99), "The Big Game" Jackpot Prize; Cash Option, issued 07/01/99

37(99), Virginia's Third On-Line Game Lottery; "Pick 4," Final Rules for Game Operation; Second Revision, issued 09/17/99

56(99), Virginia's Instant Game Lottery 448; "Aces High," Final Rules for Game Operation, issued 12/06/99

59(99), Virginia's Instant Game Lottery 445; "Super BlackJack," Final Rules for Game Operation, issued 09/21/99

02(00), Virginia's Instant Game Lottery 444; "Gold Fever," Final Rules for Game Operation, issued 01/12/00

05(00), Virginia's Instant Game Lottery 177; "Red Hot Money II," Final Rules for Game Operation, issued 02/01/00

19(00), Virginia's Instant Game Lottery 181; "Loose Change," Final Rules for Game Operation, issued 03/16/00

20(00), Virginia's Instant Game Lottery 182; "Stinkin' Rich," Final Rules for Game Operation, issued 03/30/00

Guidance Documents

- 25(00), Virginia's Instant Game Lottery 313; "Star Spangled Bingo," Final Rules for Game Operation, issued 04/28/00
- 26(00), Virginia's Instant Game Lottery 186; "Double Doubler," Final Rules for Game Operation, issued 04/28/00
- 27(00), Virginia's Instant Game Lottery 187; "Lucky Dog," Final Rules for Game Operation, issued 05/08/00
- 28(00), Virginia's Instant Game Lottery 451; "\$100,000 Jackpot," Final Rules for Game Operation, issued 05/08/00
- 32(00), Virginia's Instant Game Lottery 189; "Cash Cow," Final Rules for Game Operation, issued 05/25/00
- 35(00), Virginia's Instant Game Lottery 191; "Deuces Wild," Final Rules for Game Operation, issued 07/05/00
- 36(00), Virginia's Instant Game Lottery 192; "Lucky Roll Doubler," Final Rules for Game Operation, issued 07/05/00
- 39(00), Virginia's Instant Game Lottery 191; "Deuces Wild," Final Rules for Game Operation, issued 07/20/00
- 41(00), Virginia's Instant Game Lottery 460; "Jumbo Bucks," Final Rules for Game Operation, issued 07/28/00
- 43(00), Virginia's Instant Game Lottery 463; "Show Me The Money," Final Rules for Game Operation, issued 08/21/00
- 44(00), Virginia's Instant Game Lottery 195; "Rake It In," Final Rules for Game Operation, issued 08/21/00
- 45(00), Virginia's Instant Game Lottery 314; "High Stakes Bingo," Final Rules for Game Operation, issued 08/21/00
- 46(00), Virginia's Instant Game Lottery 462; "Club Casino," Final Rules for Game Operation, issued 08/21/00
- 55(00), Virginia's Instant Game Lottery 197; "Let The Good Times Roll," Final Rules for Game Operation, issued 10/06/00
- 56(00), Virginia's Instant Game Lottery 199; "Lucky Duck," Final Rules for Game Operation, issued 10/06/00
- 57(00), Virginia's Instant Game Lottery 315; "Bingo Blizzard," Final Rules for Game Operation, issued 10/10/00
- 58(00), Virginia's Instant Game Lottery 468; "Pinball Wizard," Final Rules for Game Operation, issued 10/18/00
- 59(00), Virginia's Instant Game Lottery 469; "High Stakes," Final Rules for Game Operation, issued 10/18/00
- 60(00), Virginia's Instant Game Lottery 467; "Red Hot Numbers," Final Rules for Game Operation, issued 10/31/00
- 61(00), Virginia's Instant Game Lottery 198; "Monte Carlo," Final Rules for Game Operation, issued 10/31/00
- 65(00), Virginia's Instant Game Lottery 200; "Beat The Dealer," Final Rules for Game Operation, issued 11/09/00
- 66(00), Virginia's Instant Game Lottery 471; "Cowboy Cash," Final Rules for Game Operation, issued 11/21/00
- 67(00), Virginia's Instant Game Lottery 470; "Happy Valentine's Day," Final Rules for Game Operation, issued 11/21/00
- 68(00), Virginia's Instant Game Lottery 202; "Poker Face," Final Rules for Game Operation, issued 12/01/00
- 01(01), Virginia's Instant Game Lottery 201; "Four Leaf Cash," Final Rules for Game Operation, issued 01/03/01
- 02(01), Virginia's Instant Game Lottery 474; "Triple Action," Final Rules for Game Operation, issued 01/03/01
- 04(01), Virginia's Instant Game Lottery 205; "Crazy 8's," Final Rules for Game Operation, issued 01/29/01
- 05(01), Virginia's Instant Game Lottery 472; "Four Wheel Fortune," Final Rules for Game Operation, issued 01/29/01
- 06(01), Virginia's Instant Game Lottery 473; "Bucks in a Row," Final Rules for Game Operation, issued 01/29/01
- 08(01), Virginia's Instant Game Lottery 204; "Lucky Streak," Final Rules for Game Operation, issued 01/30/01
- 09(01), Virginia's Instant Game Lottery 206; "Wild Hearts," Final Rules for Game Operation, issued 01/30/01
- 10(01), Virginia's Instant Game Lottery 208; "Kickin' Cash," Final Rules for Game Operation, issued 01/30/01
- 11(01), Virginia's Instant Game Lottery 476; "Silver Dollars," Final Rules for Game Operation, issued 01/31/01
- 13(01), Virginia's Instant Game Lottery 316; "Mystery Bingo," Final Rules for Game Operation, issued 02/02/01
- 15(01), Virginia's Instant Game Lottery 478; "Looking for the Green," Final Rules for Game Operation, issued 02/26/01
- 16(01), Virginia's Instant Game Lottery 209; "Virginia Lighthouses," Final Rules for Game Operation, issued 02/26/01
- 17(01), Virginia's Instant Game Lottery 203; "Blackjack," Final Rules for Game Operation, issued 03/06/01
- 18(01), Virginia's Instant Game Lottery 480; "Lucky 7's Blackjack," Final Rules for Game Operation, issued 03/06/01
- 19(01), Virginia's Instant Game Lottery 479; "Monster Truck Bucks," Final Rules for Game Operation, issued 04/02/01
- 20(01), Virginia's Instant Game Lottery 210; "Congratulations," Final Rules for Game Operation, issued 04/02/01
- 23(01), Virginia's Instant Game Lottery 211; "Fast 50's," Final Rules for Game Operation, issued 04/13/01
- 24(01), Virginia's Instant Game Lottery 213; "Sunny Money," Final Rules for Game Operation, issued 04/23/01
- 26(01), Virginia's Instant Game Lottery 481; "Lucky Jackpot," Final Rules for Game Operation, issued 05/14/01
- 27(01), Virginia's Instant Game Lottery 482; "Firecracker Cash," Final Rules for Game Operation, issued 05/14/01
- 28(01), Virginia's Instant Game Lottery 483; "Diamond Doubler," Final Rules for Game Operation, issued 05/14/01
- 29(01), Virginia's Sixth On-Line Game Lottery; "The Big Game," Final Rules for Game Operation; Fifth Revision, issued 05/24/01

- 30(01), Virginia's Seventh On-Line Game Lottery; "Lotto Virginia," Final Rules for Game Operation; Revised, issued 05/24/01
- 31(01), Virginia's Instant Game Lottery 485; "Super Lucky 7's," Final Rules for Game Operation, issued 05/22/01
- 32(01), Virginia's Instant Game Lottery 216; "Money Money Money," Final Rules for Game Operation, issued 05/25/01
- 33(01), Virginia's Instant Game Lottery 487; "Roll Them Bones," Final Rules for Game Operation, issued 05/31/01
- 34(01), Virginia's Instant Game Lottery 488; "Pole Position," Final Rules for Game Operation, issued 05/31/01
- 36(01), Virginia's Instant Game Lottery 486; "Lifetime Cash Reward," Final Rules for Game Operation, issued 06/04/01
- 38(01), Virginia's Instant Game Lottery 217; "Barrels of Bugs," Final Rules for Game Operation, issued 06/27/01
- 39(01), Virginia's Instant Game Lottery 475; "Outback Survival," Final Rules for Game Operation; Revised, issued 07/11/01
- 40(01), Certain Virginia Instant Game Lotteries; End of Games, issued 07/27/01
- 41(01), Virginia's Instant Game Lottery 489; "Slots of Cash," Final Rules for Game Operation; Revised, issued 07/27/01
- 42(01), Virginia's Instant Game Lottery 194; "High Card Doubler," Final Rules for Game Operation; Revised, issued 07/27/01
- 43(01), Virginia's Instant Game Lottery 207; "2,000 Clams," Final Rules for Game Operation; Revised, issued 07/27/01
- 44(01), Virginia's Instant Game Lottery 212; "Cha-Ching!," Final Rules for Game Operation; Revised, issued 07/27/01
- 45(01), Virginia's Instant Game Lottery 215; "Hot Cards," Final Rules for Game Operation; Revised, issued 07/27/01
- 46(01), Virginia's Instant Game Lottery 461; "Cash Carnival," Final Rules for Game Operation; Revised, issued 07/27/01
- 47(01), Virginia's Instant Game Lottery 214; "Ace in the Hole," Final Rules for Game Operation, issued 09/04/01
- 48(01), Virginia's Instant Game Lottery 317; "Classic Bingo," Final Rules for Game Operation, issued 09/04/01
- 49(01), Virginia's Instant Game Lottery 477; "Millionaire Party," Final Rules for Game Operation, issued 10/24/01
- 50(01), Virginia's Instant Game Lottery 492; "Spooky Loot," Final Rules for Game Operation, issued 09/04/01
- 51(01), Virginia's Instant Game Lottery 493; "Virginia's Lucky 13 Anniversary Celebration," Final Rules for Game Operation, issued 09/04/01
- 53(01), Virginia's Instant Game Lottery 496; "High Roller," Final Rules for Game Operation, issued 09/04/01
- 54(01), Virginia's Instant Game Lottery 220; "Wizard of Odds," Final Rules for Game Operation, issued 09/04/01
- 55(01), Virginia's Instant Game Lottery 221; "Turkey Tripler," Final Rules for Game Operation, issued 09/04/01
- 56(01), Virginia's Seventh On-Line Game Lottery; "Lotto Virginia," End of Game, issued 09/04/01
- 57(01), Virginia's Eighth On-Line Game Lottery; "Lotto South," Final Rules for Game Operation, issued 09/01/01
- 58(01), Virginia's Instant Game Lottery 219; "Double Down," Final Rules for Game Operation, issued 09/10/01
- 59(01), Virginia Lottery Retailer "Big Game" and "Lotto South" Bonus Program and Rules, issued 09/04/01
- 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
- 64(01), Virginia's Instant Game Lottery 497; "Elvis," Final Rules for Game Operation, issued 09/21/01
- 65(01), Certain Virginia Instant Game Lotteries; End of Games, issued 09/26/01
- 66(01), Virginia's Instant Game Lottery 498; "Frosty the Doughman," Final Rules for Game Operation, issued 10/05/01
- 68(01), Virginia's Instant Game Lottery 495; "3 Card Cash," Final Rules for Game Operation, issued 10/10/01
- 69(01), Virginia's Instant Game Lottery 222; "Pure Platinum," Final Rules for Game Operation, issued 10/24/01
- 70(01), Virginia's Instant Game Lottery 318; "Lots O' Spots Bingo," Final Rules for Game Operation, issued 10/24/01
- 71(01), Virginia's Instant Game Lottery 218; "Winner Wonderland," Final Rules for Game Operation, issued 10/30/01
- 72(01), Virginia's Instant Game Lottery 499; "Holiday Cash Express," Final Rules for Game Operation, issued 10/30/01
- 73(01), Virginia's Instant Game Lottery 501; "Lottery Lucky Stars," Final Rules for Game Operation, issued 10/30/01
- 74(01), Virginia's Instant Game Lottery 223; "Cut the Deck," Final Rules for Game Operation, issued 11/05/01
- 75(01), Virginia's Instant Game Lottery 225; "Dollars and Scents," Final Rules for Game Operation, issued 11/07/01
- 76(01), Virginia's Instant Game Lottery 502; "Hot Dice," Final Rules for Game Operation, issued 11/07/01
- 77(01), Virginia's Instant Game Lottery 504; "Sweet Rewards," Final Rules for Game Operation, issued 11/07/01
- 78(01), Virginia's Instant Game Lottery 505; "The Whole Enchilada," Final Rules for Game Operation, issued 11/28/01
- 79(01), Virginia's Instant Game Lottery 484; "\$1,000,000 Blackjack," Final Rules for Game Operation, issued 11/28/01
- 80(01), Virginia's Instant Game Lottery 503; "Poker Night," Final Rules for Game Operation, issued 11/28/01

Guidance Documents

82(01), Virginia's Instant Game Lottery 224; "Magic Money," Final Rules for Game Operation, issued 12/05/01

Policies/Procedures:

On-Line Game Drawing, issued 11/96, 11 VAC 5-40-40

Release of Payroll and Other Personal Data, issued 08/96, DPT Policy #6.05

Regional Scratch Ticket Sales to Retailers, issued 05/00, 11 VAC 5-30-300

Clerk Activated Terminal Policy, issued 07/01, 11 VAC 5-40-10 et seq.

Virginia Lottery Retailer Manual, issued 2001, 11 VAC 5-30-10 et seq. and 11 VAC 5-40-10 et seq.

Mail Claims Processing, issued 01/97, 11 VAC 5-30-330 through 740 and 11 VAC 5-40-310 through 690

Scratch Ticket Returns, issued 12/01, 11 VAC 5-30-320

Criteria for Lottery Advertising, issued 07/99, 11 VAC 5-20-60

MARY WASHINGTON COLLEGE

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of Human Resources, 1301 College Avenue, George Washington Hall, Room 24, Fredericksburg, Virginia 22401. Copies may be obtained free of charge by contacting Sabrina Johnson, Assistant Vice President for Human Resources, at the same address, telephone (540) 654-1046.

Questions regarding interpretation or implementation of this document also may be directed to Sabrina Johnson, Assistant Vice President for Human Resources, at the same address.

Guidance Document:

Smoking Policy, August 15, 1989

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Copies of the following documents may be viewed during regular work days 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 may be obtained either free of charge or 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.

Questions regarding interpretation or implementation of these documents should be directed to the FOIA staff, at the numbers specified above, who will determine the appropriate staff person to respond and then direct the caller to that appropriate individual.

DMAS Medicaid Memos, Booklets, and Brochures:

Special 8/1/96 Medicaid Memo, Medicaid Payment of Medicare Parts A and B Coinsurance, issued August 1, 1996, 12 VAC 30-20-80, free of charge

Special 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12 VAC 30-80-170, free of charge

Special 9/13/96 Medicaid Memo, Contents of Notices to Medicaid Recipients, issued September 13, 1996, 12 VAC 30-40-10 et seq., free of charge

Special 8/1/97 Medicaid Memo, New Coding Instructions, issued August 1, 1997, 12 VAC 30-50-95 et seq., free of charge

Special 7/14/97 Medicaid Memo, Reimbursement to Audiologists for Services Provided to Adults, issued July 14, 1997, 12 VAC 30-50-95 et seq., free of charge

Brochures 12/5/96 (2), You Are Being Enrolled in the Medicaid Client Medical Management Program, issued December 5, 1996, 12 VAC 30-130-800 et seq., free of charge

Booklet 5/1/97, Virginia Medicaid Handbook, issued May 1, 1997, revised annually, 12 VAC 30-10-10 et seq., free of charge

Special 7/25/97 Medicaid Memo, University of Virginia—Study of Case Management Services, issued July 25, 1997, 12 VAC 30-50-100 et seq., free of charge

Special 8/1/93 Medicaid Memo, Facility Billing Codes (Ambulatory Surgery Centers), issued August 1, 1993, 12 VAC 30-50-100 et seq., free of charge

Special 8/1/93 Medicaid Memo Revised, Facility Billing Codes (Ambulatory Surgery Centers), issued August 1, 1993, 12 VAC 30-50-100 et seq., free of charge

Special 6/1/94 Medicaid Memo, Provider Manual Disclaimer, issued June 1, 1994, 12 VAC 30-50-100 et seq., free of charge

Special 7/31/95 Medicaid Memo, Nursing Facility and Community-Based Care Enrollment, Reimbursement, and Provision of Community-Based Care Services, issued July 31, 1995, 12 VAC 30-60-360, 12 VAC 30-120-Part I, free of charge

Special 2/16/96 Medicaid Memo, Time Frames by Which Cases Remanded by the Department of Medical Assistance Services (DMAS) Hearing Officers Must Be Completed, issued February 16, 1996, 12 VAC 30-110, free of charge

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, 12 VAC 30-10-10 et seq., free of charge

Special 1/16/98 Medicaid Memo, Placement of Individuals with Mental Retardation and Mental Illness in the Elderly and Disabled Waiver, issued January 16, 1998, 12 VAC 30-120-211 et seq., free of charge

Special 5/29/98 Medicaid Memo, Use of the Uniform Assessment Instrument for Preadmission Screening for the AIDS Waiver and Technology Assisted Waiver, issued May 29, 1998, 12 VAC 30-120-140 and 12 VAC 30-120-70, free of charge

Special 7/13/98 Medicaid Memo, Billing for the Completion of the Assessment of Active Treatment Needs for Individuals With MI or MR Who Request Services Under the Elderly and Disabled Waiver and New Order Number for the Revised Assessment Document, issued July 13, 1998, 12 VAC 30-120-10 et seq., free of charge

Special 3/19/99 Medicaid Memo, Supplying HCFA-1500 (12-90) Forms, issued March 19, 1999, 12 VAC 30-50-10 et seq., free of charge

Letter 5/26/99, HCFA Report for the Elderly and Disabled Waiver, 12 VAC 30-120-10 et seq., free of charge

Special 8/24/00 Medicaid Memo, Emergency Criteria for the Mental Retardation Waiver, issued August 24, 2000, 12 VAC 30-120-258 et seq., free of charge

Special 8/30/00 Medicaid Memo, Availability of Provider Manuals on the Internet and Suppression of Paper Copies of Manuals, issued August 30, 2000, 12 VAC 30-10-10 et seq., free of charge

Special 9/11/00 Medicaid Memo, Group Home Vacancies to Be Posted on the DMAS Website, issued September 11, 2000, 12 VAC 30-50-95 et seq., free of charge

Special 9/19/00 Medicaid Memo, Provider Enrollment and Billing Information Regarding Individual and Family Developmental Disabilities Support Waiver, issued September 19, 2000, 12 VAC 30-120-700 et seq., free of charge

Special 9/19/00, Medicaid Memo, Annual Reassessments/Reauthorizations, issued September 19, 2000, 12 VAC 30-10-790 et seq., free of charge

Special 11/7/00 Medicaid Memo, Hospital-Based ambulance Services Changes, issued November 7, 2000, 12 VAC 30-50-95 et seq., free of charge

Special 12/8/2000 Medicaid Memo, Clarification of Reimbursement for Physician Direction of Mental Health Clinics, issued December 8, 2000, 12 VAC 30-50-95 et seq., free of charge

Special 12/15/00 Medicaid Memo, Nursing Home Cost Reimbursement Limitations, issued 12/15/01, 12 VAC 30-90-20 et seq., free of charge

Special 01/18/01 Medicaid Memo, School-Based Health Services Recognized by the Department of Medical Assistance Services, issued 01/18/01, 12 VAC 30-50-95 et seq., free of charge.

Special 5-4-01 Medicaid Memo, Systems Specifications for Point of Services Claims Submission Information Alert, issued 5/4/01, 12 VAC 30-50-95 et seq., free of charge.

Special 5-21-01 Medicaid Memo, Clarification of Billing for Intensive In-Home Services for Children and Adolescents, issued 5/21/01, 12 VAC 30-120-10 et seq., free of charge.

Special 10-22-01 Medicaid Memo Medallion II Expansion Within Virginia, issued 10/22/01, 12 VAC 30-120-350 et seq., free of charge.

DMAS Provider Manuals:

Manual # 8024, AIDS Waiver Case Management Services Manual, issued 1988/substantially revised 1991/continuously revised, 12 VAC 30-120-Part III, \$24

Manual # 8018, BabyCare Manual/second edition issued June 24, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8007, Dental Manual, second edition issued July 15, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8030, Elderly Case Management Services Manual, second edition issued September 8, 2000/continuously revised, 12 VAC 30-50-460, \$25

Manual # 8010, Freestanding Renal Dialysis Clinic Manual, second edition issued May 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8014, Home Health Manual, second edition issued June 11, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual # 8023, Hospice Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8001, Hospital Manual, second edition issued November 1, 2000/continuously revised, 12 VAC 30-50-95 et seq. and 12 VAC 30-70-Part V, \$26

Manual # 8008, Independent Laboratory Manual, second edition issued June 15, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8006, Medical Equipment and Supplies Manual second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual # 8009, Mental Health Clinic Manual, second edition issued April 14, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8017, Nursing Home Manual, second edition issued April 15, 2000/continuously revised, 12 VAC 30-90-Part II, \$28

Manual # 8019, Nursing Home Pre-Admission Screening Manual second edition issued June 7, 2000/continuously revised, 12 VAC 30-130-Part III, \$25

Manual # 8015, Pharmacy Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8002, Physician Manual, second edition issued February 15, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8012, Podiatry Manual, second edition issued May 29, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$27

Manual # 8020, Prosthetic Device Manual, second edition issued January 4, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$26

Manual # 8029, Psychiatric Services Manual, second edition issued April 28, 2000/continuously revised, 12 VAC 30-50-95 et seq., call for price

Guidance Documents

Manual # 8013, Rehabilitation Manual, second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8027, School Division Provider Manual, second edition issued June 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$28

Manual #8034, State/Local Hospitalization Program Manual, issued October 1998/continuously revised, 12 VAC 30-50-95 et seq., \$28

Manual # 8028, Technology-Assisted Waiver and Private Duty Nursing Services Manual, first edition issued November 1, 2000/continuously revised, 12 VAC 30-120-Part II, phone for price

Manual # 8004, Transportation Manual, second edition issued February 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual # 8003, Vision Manual, second edition issued July 15, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual # 8031, Assisted Living Services Manual, second edition issued November 1, 2000/continuously revised, 12VAC30-120-450 through 12 VAC30-120-480, phone for cost

Manual #8035, Community Mental Health Rehabilitative Services Manual, first edition issued August 1, 2000/continuously revised; 12 VAC 30-50-95 et seq., \$25

Manual #8036, Mental Retardation Community Services, first edition issued May 1, 2001/continuously revised, 12 VAC 30-50-95 et seq., phone for cost

Other DMAS Guidance Documents:

Employer Sponsored Health Insurance under FAMIS Policy Guidelines for Program Implementation, first issued 9/6/01, 12 VAC 30-141-10 et. seq., free of charge

BOARD OF MEDICINE

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at medbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to William L. Harp, M.D., Executive Director of the Board at the address above or by telephone at (804) 662-9908. Copies are free of charge.

Guidance Documents:

85-1, Listing of examinations which are accepted for each of the professions regulated by the Board of Medicine, revised October 1995

85-2, Assistant Attorney General opinion of October 25, 1986 on who can do a school physical examination

85-3, Listing of foreign medical schools whose graduates are required to provide additional information, revised March 1996

85-4, Listing of approved schools for physician assistant licensure and prescriptive authority, June 1994

85-5, Staff guide for responding to calls concerning medical records, April 1997

85-6, Board Briefs #53, Summer/Fall 1997, Ownership of health care records

85-7, Board Briefs #52, Spring 1997, Pharmacotherapy for weight loss

85-8, Board Briefs #51, Fall 1996, Physician/patient relationship and the prescribing of drugs for family and self

85-9, Board Briefs #49, Spring 1995, Pain management

85-10, Board Briefs #43, Fall 1991, Recommendation for preventing transmission of HIV or hepatitis B virus to patients during exposure, prone invasive procedures

85-11, Board of Medicine order on William Hurwitz regarding use of opioids in management of chronic, noncancer pain, August 10, 1996

85-12, Consumer Guide to the Virginia Board of Medicine, approved by the board at its meeting on February 5, 1998

85-13, Board Briefs, Special edition, March 1998, Information on new Impaired Practitioner Program

85-14, Board Briefs, Spring 1998, Pain Management Guidelines

85-15, Board Briefs, Spring 1999, Guidelines Concerning the Ethical Practice of Surgeons and Surgery Interns and Residents

85-16, Board Briefs, Winter 1999, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine.

85-17, Rules for the placement and use of equipment necessary for recording or broadcasting a hearing, revised 12/2000.

85-18, Practitioners' Help Screen, March 22, 2001 – Definitions and explanations for terminology used in Practitioner Profile System.

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the DMHMRSAS library on the 3rd floor of the Jefferson Building, 2012 Bank Street, Richmond, VA. Copies may be obtained by contacting Wendy Brown, Office of Planning and Development, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 225-2252 or FAX (804) 371-0092.

Questions regarding interpretation or implementation of these documents may be directed to the staff persons listed with each document. The costs of the documents vary depending on the document. The cost of any document is listed with each document.

Guidance Documents:

Guidelines for the Management of Individuals Found Not Guilty by Reason of Insanity, revised 1997, §§ 19.2-167 through 19.1-182 and 19.2-182.2 through 19.2-182.16, \$30, contact James Morris, Ph.D., (804) 786-2614

SFY 2001 Community Services Performance Contract Package, issued April 27, 2001, § 37.1-198, no cost, contact Paul R. Gilding, (804) 786-4982

Rules and Regulations for the Licensure of Facilities and Providers of Mental Health, Mental Retardation and Substance Abuse Services Interpretive Guidelines, issued January 13, 1995, 12 VAC 35-102, \$1.80, contact Leslie Anderson, (804) 786-1747

Office of Licensing: Protocols, issued November 14, 2000, § 37.1-179.1 and § 37.1-182, no cost, contact Leslie Anderson, (804) 786-1714

Audit Guidance for Auditors and Managers of Community Services Boards and CSB Contract Agencies, issued July 1999, no cost, contact Ken Gunn, (804) 786-1555

Comprehensive State Plan 2002-2008, issued November 30, 2001, § 37.1-48.1, no cost, contact Charline Davidson (804) 786-7357

State Facility Discharge Waiting List Data Base, Guidance for CSB, BHA, and Local Government Department Input to the Comprehensive State Plan for 2002-2008, issued January 22, 2001, § 37.1-48.1, no cost, contact Charline Davidson (804) 786-7357

CSB Waiting List Data Base, Guidance for CSB, BHA, and Local Government Department Input to the Comprehensive State Plan for 2002-2008, issued January 22, 2001, § 37.1-48.1, no cost, contact Charline Davidson (804) 786-7357

CSB Procurement Procedures Manual, latest revision date August 1, 2000, §§ 37.1-198 and 248.1, no cost, contact Horace Ford, (804) 786-5812

Financial Management Standards/Accounts Receivable and Reimbursement Procedures, Volume III, issued April 1990, § 37.1-197.7, no cost, contact John F. Jackson or Barry A. Mason, (804) 786-3942

Financial Management Standards for Community Services Boards, issued July 1994, no cost, contact Ken Gunn, (804) 786-1555

Individualized Client Data Elements IV, issued February 4, 1993, no cost, contact Bob Chaffin, (804) 786-4148

Performance and Outcome Measurement System (POMS): CSB Operations Manual, Version 1.1, issued August 1, 2000, § 37.1-198, no cost, contact J. Randy Koch, Ph.D., (804) 225-3394

Mental Retardation POMS Training Center Operations Manual, Version 1.0, issued April 13, 2001, no cost, contact J. Randy Koch, Ph.D., (804) 225-3394

Mental Retardation POMS CSB Operations Manual, Version 1.0, issued March 19, 2001, no cost, contact J. Randy Koch, Ph.D., (804) 225-3394

Priority Populations Implementation Guidelines, Issued July 1, 2001, no cost, contact J. Randy Koch, Ph.D. (804) 225-3394

Policies and Procedures for the Implementation of Part C of the Individuals with Disabilities Education Act (IDEA), August 2001, 34 CFR 303; §§2.2-5300 through 2.2-5308 and § 2.2-2664

Procedures for Continuity of Care Between Community Services Boards and State Psychiatric Facilities, revised February 3, 1997, §§ 15.2-1704, 15.2-1710, 15.2-1724, 15.2-1727; §§ 16.1-275, 16.1-280, 16.1-338, 16.1-339; §§ 16.1-341 through 16.1-345; §§ 19.2-169.6 and 19.2-177.1; §§ 37.1-48 through 37.1-197.1; § 63.1-174.001, no cost, contact Michael Shank, (804) 371-2480

OBRA '87 Pre-admission Screening Manual for State Mental Health and Mental Retardation Facilities, reissued November 1997, 12 VAC 30-130-150, no cost, contact Fran Roberson, (804) 371-2134

OBRA '87 Resident Review Manual for State Medicaid-Certified Nursing Facilities, reissued February 1998, 12 VAC 30-130-150, no cost, contact Fran Roberson, (804) 371-2134

Office of Human Rights, Protocols, Procedures and Practices Manual, revised effective January 1, 2001, § 37.1-84.1 and § 37.1-84.3, no cost, contact Margaret Walsh, (804) 786-3988

Discharge Protocols for Community Services Boards and State Mental Health Facilities, issued November 5, 2001, §§ 37.1-98 and -197.1, no cost, contact Russell Payne, (804) 786-1395

Admission and Discharge Protocols for Persons with Mental Retardation Served in Mental Retardation Facilities, issued November 5, 2001, §§ 37.1-98 and -197.1, no cost, contact Cynthia Smith (804) 786-0946

Bylaws of the Office of Consumer Affairs Advisory Board, issued September 2000, no cost, contact Stacey L. Atwell, (804) 786-0731

STATE MILK COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the State Milk Commission, Ninth Street Office Building, 200 North Ninth Street, Suite 915, Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Edward C. Wilson at the same address, telephone (VOICE/TTY) (804) 786-2013, FAX (804) 786-3779, or e-mail ewilson@smc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Edward C. Wilson, Deputy Administrator, State Milk Commission, Ninth Street Office Building, 200 North Ninth Street, Suite 915, Richmond,

Guidance Documents

Virginia 23219, telephone (VOICE/TTY) (804) 786-2013, FAX (804) 786-3779, or e-mail ewilson@smc.state.va.us.

Guidance Documents:

Virginia State Milk Commission Monthly Report Audit Manual, May 1970, 2 VAC 15-20-70

Informational Memorandum VASMC B92-1, March 13, 1992, 2 VAC 15-20-40

Informational Memorandum VASMC 92-2, March 13, 1992, 2 VAC 15-20-100

Informational Memorandum VASMC 93-2, June 18, 1993, 2 VAC 15-20-70

Informational Memorandum VASMC 93-3, June 18, 1993, 2 VAC 15-20-110

Informational Memorandum VASMC 93-4, June 18, 1993, 2 VAC 15-20-90

Informational Memorandum VASMC 93-5, June 18, 1993, 2 VAC 15-20-70

DEPARTMENT OF MINES, MINERALS AND ENERGY

The following list shows guidance documents of the Department of Mines, Minerals and Energy (DMME). A guidance document is defined under the state Administrative Process Act as one that provides information or guidance of general applicability to agency staff or to the public to interpret or implement laws or the agency's regulations.

The list is divided into sections by DMME division and type of document. Documents and memoranda are listed in chronological order. Procedures are listed in numerical order. Forms used by agency staff are listed by form number. The list provides, as applicable, the document number, document name, date issued or last revised, statute or regulation that the document interprets or implements, and the number of pages. The locations where these guidance documents are available for public inspection and the name of the person to contact with questions regarding the documents are provided in each section of this list.

Unless otherwise noted, the first 20 pages of any guidance document or group of documents needing to be copied are free of charge, and subsequent pages cost 25 cents per page.

This list meets the requirements of §§ 2.2-4008 and 2.2-4101 of the Code of Virginia. Questions regarding this list of guidance documents may be directed to Cheryl Cashman, Department of Mines, Minerals and Energy, 202 North Ninth Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3213 or FAX (804) 692-3237.

For TTY contacts to the department regarding all guidance documents on this list, call the Virginia Relay Center at 1-800-828-1120.

General DMME Documents

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of

Mines, Minerals and Energy's Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Lola Varner or Cindy Ashley at the same address, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of this document may be directed to Mike Abbott, Public Relations Manager, Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8146 or FAX (276) 523-8148.

Guidance Documents:

Responding to Requests for Information, revised March 31, 2000, § 2.2-3700 et seq., 7 pages

DMME-IR-1, Requests for Information Under FOIA, December 28, 1999, § 2.2-3700 et seq., 1 page

Minerals Management Plan, revised May 1991, § 2.2-1157, 59 pages (Also see the Subaqueous Minerals Management Plan of the Marine Resources Commission, April 1991, § 28.2-1208, 6 pages)

Division of Mines (DM)

Board of Coal Mining Examiners

The following documents may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. by contacting Lola Varner or Cindy Ashley at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chairman, Board of Coal Mining Examiners, Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8226 or FAX (276) 523-8239.

Guidance Documents:

List of Board of Coal Mining Examiners Certification Requirements, revised July 1999, 4 VAC 25-20:

Advanced First Aid, 2 pages

Advanced First Aid Instructor, 2 pages

Automatic Elevator Operator, 1 page

Board of Coal Mining Examiners Instructor, March 2001, 2 pages

Chief Electrician (Surface), April 2001, 2 pages

Chief Electrician (Surface and Underground), April 2001, 2 pages

Dock Foreman, April 2001, 1 page

Electrical Maintenance Foreman (Surface), April 2001, 2 pages

Electrical Maintenance Foreman (Surface and Underground), 2 pages

First Class Mine Foreman, April 2001, 2 pages

First Class Shaft or Slope Foreman, April 2001, 1 page

General Coal Miner, 1 page

Hoisting Engineer, April 2001, 1 page

Mine Inspector, July 2001, 2 pages

Preparation Plant Foreman, April 2001, 1 page

Qualified Gas Detection, 1 page

Surface Blaster, April 2001, 1 page

Surface Electrical Repairman, April 2001, 2 pages

Surface Facilities Foreman for Shops, Labs, and Warehouses, 1 page

Surface Foreman, April 2001, 1 page

Top Person, April 2001, 1 page

Underground Diesel Engine Mechanic, April 2001, 1 page

Underground Diesel Engine Mechanic Instructor, April 2001, 2 pages

Underground Electrical Repairman, April 2001, 2 pages

Underground Shot Firer, April 2001, 1 page

Notice to All Applicants for Certification Examination, 1 page

Division of Mines Study Guides

The following study guides are available during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy's Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Patty Varner, Office Services Specialist, Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8149 or FAX (276) 523-8239.

Guidance Documents:

The following guides are for study in preparation for the Board of Coal Mining Examiners Certification examinations. Costs for individual guides are indicated below. All guides implement 4 VAC 25-20.

Diesel Engine Mechanic, April 1994, \$3.00

Surface Facility Foreman, November 1994, \$5.00

Underground Mine Foreman, February 1994, \$7.00

Hoisting Engineer, April 1994, \$6.00

Surface Blaster, April 1994, \$6.00

Surface Foreman, January 1996, \$7.00

Top Person, November 1994, \$5.00

Shot Firer, 1989, \$5.00

Electrical, February 1997, \$7.00

First Aid for Miners, April 1996, \$5.50

Division of Mines Study and Instruction Material

The following study and instruction materials are available on diskette, free of charge, at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material, or to obtain a copy of these documents, contact Carroll Green, Inspector Supervisor, Division of Mines at the same address, telephone (276) 523-8232 or FAX (276) 523-8239; or Rebecca Moore, Office Services Specialist, Division of Mines, at the same address, telephone (276) 523-8227, same FAX number.

Guidance Documents:

First Class Surface Mine Foreman Continuing Education, September 2001

First Class Underground Mine Foreman Continuing Education, March 2001

Gas Detection Packet, January 1999

General Coal Miner Surface and Underground, Coal Mine Safety Laws of Virginia, January 1999, § 45.1-161.37

Diesel Engine Repairman Continuing Education, June 1998

Roof Bolter PowerPoint Presentation, June 1998

Underground New Miner and Annual Retraining Instructor Manual, January 1998

Surface New Miner and Annual Retraining Instructor Manual, January 1998

Monthly Safety Talks and Job Safety Observations, January 1998

Advanced First Aid Certification, Instructor, 24 Hour Class (Outline), June 1996, § 45.1-161.199

Advanced First Aid Certification Student Manual, June 1996, § 45.1- 61.199

Division of Mines Notices and Memoranda To Operators

The following documents may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chief, Division of Mines at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Guidance Documents

Guidance Documents:

Department of Mines, Minerals and Energy, Division of Mines Personnel with Assigned Area and Telephone Numbers (Updated as changes to DM personnel occur. Copies are either mailed or hand-delivered by DM personnel to coal mine operators.), §§ 45.1-161.97 A, C, and D, 3 pages

Operator Memorandum DM 01-07, Surface Mining Within 200 Feet of a Gas Well or Pipeline, December 17, 2001, 1 page

Operator Memorandum DM 01-06, Eleventh Annual Virginia Coal Mine Safety Awards, December 17, 2001, 4 pages

Operator Memorandum, DM 01-05, Submittal of Annual Report and Tax Affidavits, December 17, 2001, 2 pages

Operator Memorandum DM 01-04, Verification of Current Mine Foreman Certifications, October 3, 2001, 1 page

Operator Memorandum DM 01-03, 2002 Certification Examination Schedule, October 1, 2001, 1 page

Operator Memorandum DM 01-02, State-Designated Mine Rescue, January 29, 2001, 6 pages

Operator Memorandum DM 01-01, Tenth Annual Virginia Coal Mine Safety Awards, January 4, 2001, 4 pages

Operator Memorandum DM 00-08, Submittal of Annual Report and Tax Affidavits, December 18, 2000, 1 page

Operator Memorandum DM 00-07, Upcoming Virginia Mine Foreman Continuing Education Activities, November 30, 2000, 1 page

Operator Memorandum DM-00-06, DMME-Division of Mines Rescue and Recovery Plan, November 7, 2000 (updated yearly), 8 pages

Operator Memorandum DM 00-05, 2001 Certification Examination Schedule, November 7, 2000, 1 page

Operator Memorandum DM 00-04, Safety Information Update and Recent Accident Investigation Reports, July 19, 2000, 39 pages.

Operator Memorandum DM 00-02, On-Shift Examination of All Mobile Equipment, January 4, 2000, 1 page

Operator Memorandum DM 99-08, Update of Virginia's Mine Foremen Continuing Education Activities, October 1, 1999, § 45.1-161.33 and Board of Coal Mining Examiners Requirements, 2 pages

Operator Memorandum DM 99-06, Practical Exercises For Examinations, May 13, 1999, Board of Coal Mining Examiners, 4 pages

Operator Memorandum DM 99-05, Reciprocity Agreement With West Virginia, May 7, 1999, § 45.1-161.33 and Board of Coal Mining Examiners Requirements 4 VAC 25-2-40, 4 pages

Operator Memorandum DM 99-04, HALT Alerts: Multimeter Safety; Electrical Equipment Safety; Roof Control on Knowing and Following The Plan will Prevent Accidents; Examinations and Evaluations, April 12, 1999, 5 pages

Operator Memorandum DM-99-03, Required Submittal of Annual Affidavits to the Department of Mines, Minerals and Energy, February 26, 1999, 1 page

Operator Memorandum DM 98-09, Continuing Education - Surface Foreman, October 23, 1998, Board of Coal Mining Examiners Requirements, 4 VAC 25-20-10 et seq., 2 pages

Operator Memorandum DM-98-08, Safety Alerts "Roof Control," "Roof Control-Removal of Roof Supports" and "Roof Control-Geological Conditions," October 19, 1998, 3 pages

Operator Memorandum DM 98-06, Safety Alerts "Tree Cutting," "Accident and Stress Management" and "Haulage," July 20, 1998, 3 pages

Operator Memorandum DM 98-04, Department of Mines, Minerals and Energy, Community Colleges Team-Up to Help Mine Foreman Meet New Continuing Education Requirements, March 2, 1998, Board of Coal Mining Examiners Requirements, 4 VAC 25-20-10 et seq., 2 pages

Operator Memorandum DM 97-18, Advanced First Aid Trainees, December 12, 1997, § 45.1-161.199, 10 pages

Operator Memorandum DM 97-17, On-Site Examination of Mine Foremen by a Mine Inspector, December 5, 1997, § 45.1-161.35, 12 pages

Operator Memorandum DM 97-15, Certification Examination - First Aid Section, November 7, 1997, 4 VAC 25-20-10, 2 pages

Operator Memorandum DM 97-12, HALT, "Surface Safety Alert!!" and "Material Handling Safety Alert!!," September 15, 1997, 3 pages

Operator Memorandum DM 97-08, HALT, "Roof Fall Safety Alert!! Look Up And Live," and "Silicosis: There is no cure for this disease," June 2, 1997, 3 pages

NOTICE TAMPERING WITH METHANE MONITORING EQUIPMENT, sign for posting available free of charge, contact John Thomas, (276) 523-8228, § 45.1-161.232 (Sign is distributed by DM personnel during regular inspections.)

Operator Memorandum DM 96-12, Electrical Certification Reciprocity, November 13, 1996, 1 page

Operator Memorandum DM 96-11, Required Supplement to the Emergency Response Plan, November 13, 1996, § 45.1-161.202 F, 3 pages

Operator Memorandum DM 96-10, 1997 Mine License Renewal Procedure, November 14, 1996, § 45.1-161.57 B, 2 pages

Operator Memorandum DM 96-07, Safety Alert "Surface Safety Alert!! You're Never Too Old to Learn"; "Material Handling Safety Alert!! Don't Let Materials Handle You"; "Slipping and Falling Safety Alert!! Don't Slip for Safety's Sake," October 4, 1996, 4 pages

Accident Bulletin "An Important Message to Virginia's Miners," October 1996, 2 pages

Operator Memorandum DM 96-06, Mine-Safety Alert! "Hazards Associated with the Unsafe Operation of Single Head Roof Drills," September 24, 1996, 2 pages

DMME-Division of Mines, Mine Emergency Directory, revised November 2001, § 45.1-161.77 F, 22 pages

Operator Memorandum DM 96-05, Mine-Safety Alert! "Hazards Associated with Dislodging Permanent Roof Supports," "Hazards Associated with Welding Fuel Tanks," "Hazards Associated With Traveling Inby Permanent Roof Supports," and Hazards Associated with Defective or Worn Cabs and Canopies"; and HALT: "Stay Alert - Stay Unhurt," "Roof Fall Safety Alert!! Look Up and Live," and "Surface Safety Alert!! Stay Alert - Stay Unhurt," May 30, 1996, 6 pages

"Response to Questions Related to Operation and Maintenance of Mine Hoists and Automatic Elevators," May 23, 1996, 13 pages

Operator Memorandum DM 96-03, Safety Alerts: "Electrical Hazards" and "Mining Near Abandoned Workings," January 29, 1996, 3 pages

Operator Memorandum DM 96-02, "Requirements for General Coal Miner Certification," January 17, 1996, § 45.1-161.37, 5 pages (includes forms)

Operator Memorandum DM 95-17, Winter Alert! Checklist, "Underground Coal Mines" and "Surface Work Areas," November 13, 1995, 3 pages

"Procedural Policy for Virginia Mine Safety Risk Assessment," September 5, 1995, §§ 45.1-161.81 and 45.1-161.82, 4 pages

Operator Memorandum DM 95-14, Procedures for Administrative Review of Notices of Violation, August 25, 1995, § 45.1-161.90 D, 10 pages

Operator Memorandum DM 95-13, Necessary Equipment Required for an EMT-A (Note: Update of law section number only), July 28, 1995, § 45.1-161.199, 3 pages

Operator Memorandum DM 95-12, Searches of Coal Miners for Smoking Materials, July 7, 1995, §§ 45.1-161.77 and 45.1-161.179. NOTE: "Notice" for posting by operators at active mines may be obtained free of charge by contacting John Thomas, (276) 523-8228 (2 pages-Memo only; does not include sign. The sign is distributed by DM personnel during regular inspections.)

Operator Memorandum DM 95-11, New Mine Map Requirements Effective July 1, 1995, June 19, 1995, § 45.1-161.64, 1 page

Operator Memorandum DM 95-08, Mine-Safety Alert! "Ground Control Hazards Associated with Surface Coal Mining," May 26, 1995, 2 pages

Operator Memorandum DM 95-07, Independent Contractors Performing Work at Licensed Mine Sites, May 11, 1995, §§ 45.1-161.8, 45.1-161.14, and 45.1-161.90, 2 pages

Operator Memorandum DM 95-06, Mine-Safety Alert! "Hazards Associated with Handling Rotating Drill Steel," March 3, 1995, 2 pages

Operator Memorandum DM 95-04, Mine-Safety Alert! "Hazards Associated with Surface Haulage," and "Hazards Associated with Underground Haulage," February 3, 1995, 3 pages

Operator Memorandum DM 94-20, Winter Alert Checklists: "Surface Work Areas" and "Underground Coal Mines," December 14, 1994, 3 pages

Operator Memorandum DM 94-19, Emergency Response, Ground Control, and Smoker Search Program Plans Required by January 6, 1995, November 19, 1994, §§ 45.1-161.177, 45.1-161.202, and 45.1-161.248, 8 pages

Mine-Safety Alert, "Hazards Associated with Roof Bolting Machine Fast-Feed Controls," "Conveyor Belt Haulage Fatality," 1995, 2 pages

Operator Memorandum DM 94-17, Winter Alert! "Changing Mine Conditions Increase Safety Hazards," "Control Methane and Maintain Proper Ventilation," "Control Coal Dust," "Roof Control," and "Beware Freezing Conditions," November 10, 1994, 3 pages

Operator Memorandum DM 94-14, New Mine License Application, July 20, 1994, Article 5 of Chapter 14.2 of Title 45.1, 2 pages (includes DM-CM-1 License Application Form)

Operator Memorandum DM 94-09, Requirements for Licensing of Mines, June 13, 1994, § 45.1-161.57 A, 2 pages

Operator Memorandum DM 94-08, Fire Boss Certification Eliminated, June 10, 1994, 1 page

Operator Memorandum DM 94-04, Winter Alert Checklist: Surface Areas, January 19, 1994, 2 pages

Operator Memorandum DM 93-20, Winter Alert Checklist: Changing Underground Mine Conditions, December 6, 1993, 2 pages

Operator Memorandum DM 93-18, Winter Alert! "Changing Mine Conditions Increase Safety Hazards," October 27, 1993, 2 pages

Operator Memorandum DM 93-15, Mine-Safety Alert! "Hazards Associated with Overhead High Voltage Transmission Lines," and "Hazards Associated with High Pressure Hydraulic Systems," September 10, 1993, 2 pages

Operator Memorandum DM 93-13, Second Class Mine Foreman Certification Eliminated, July 27, 1993, § 45.1-14, 1 page

Operator Memorandum DM 93-12, Bleeder Plan Required by January 1, 1994 (Includes Guidelines for Bleeder Plans), August 2, 1993, § 45.1-161.220, 4 pages

Operator Memorandum DM 93-08, Mine-Safety Alert! "Handling Equipment Covers," and "Roof Bolter Pinch Points," May 14, 1993, 2 pages

Safety Alert! "Roof Fall Fatality," December 1992, 2 pages

Safety Alert! "Conveyor Belt Haulage Accident," November 1992, 1 page

Guidance Documents

Mine-Safety Alert! "Recognition of Hazards Associated with Work Areas," "Installation and Use of Cabs/Canopies," and "Underground Haulage Equipment," 2 pages

Winter Alert! "Cold Weather Brings Changing Mine Conditions," November 6, 1992, 2 pages

Electrical Repairman Certification Clarification of Reinstatement Procedure, November 6, 1992, 4 VAC 25-20, 2 pages

Roof Control Plan-Roof Control Plan Requirements, November 6, 1992, § 45.1-161.109, 2 pages

Certification Requirements-Supporting Documentation to Work Experience Form (BOE-2), October 6, 1992, 4 VAC 25-20, 1 page

Mine Safety Awareness, September 16, 1992, 1 page

Mine-Safety Alert! "Hazards Associated with the Disposal of Explosives" and "Hazards Associated with Machinery Repairs," August, 1991, 1 page

Elimination of Cable Splicer Certification, August 16, 1991, 4 VAC 25-20, 1 page

Mine-Safety Alert! "Hazards Associated with Remote Controlled Mining Equipment," February 8, 1991, 2 pages

Position of DM on Utilization of EMT's in Emergency Situations, January 22, 1991, § 45.1-101.1, 1 page

Mine-Safety Alert! "Electrical Hazards Associated with Trailing Cable Repairs," and "Hazards Associated with Guy Wires"; "Unexpected Movement of Roof Drills," and "Unexpected Movement of Longwall Shields," January 18, 1991, 3 pages

Abandoned Workings, June 26, 1990, §§ 45.1-62(a) and 45.1-62(b), 1 page

Administering Certification Examinations Orally (Discontinued), March 20, 1989, 4 VAC 25-20, 1 page

Reopening Inspections, September 12, 1988, §§ 45.1-21.J, and 45.1-5 (a), 2 pages

Division of Mines Procedures

The following procedures may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these procedures may be directed to Frank A. Linkous, Chief, Division of Mines at the same address, telephone (276) 523-8226, or FAX (276) 523-8239. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Guidance Documents:

Procedure No. 1.03.01, Emergency Response Team, January 1, 1997, 10 pages

Procedure No. 1.03.02, Rescue and Recovery Plan, revised November 5, 1999, 6 pages (updated plan only)

Procedure No. 1.03.03, State Designated Mine Rescue, January 1, 1997, 4 pages

Procedure No. 1.04.01, Inspections of Coal Mines, January 29, 1999, 3 pages

Procedure No. 1.04.02, 5-Day Spot Inspection, January 13, 1999, 4 pages

Procedure No. 1.04.03, Reopening Inspection, August 18, 1998, 5 pages

Procedure No. 1.04.04, Regular Inspections, January 1, 1997, 7 pages

Procedure No. 1.04.05, Spot Inspection, January 1, 1997, 2 pages

Procedure No. 1.04.06, Risk Assessment, January 1, 1997, 3 pages

Procedure No. 1.04.07, Independent Contractors, January 1, 1997, 2 pages

Procedure No. 1.04.08, Smoking Articles Inspection, January 29, 1999, 5 pages

Procedure No. 1.04.09, Administrative Review of Notices of Violation, January 1, 1997, 8 pages

Procedure No. 1.04.10, Impoundment Inspections, July 18, 2001, 2 pages

Procedure No. 1.05.01, Investigation of Accidents and Incidents, January 1, 1997, 2 pages

Procedure No. 1.05.02, Inundation of Water and Gas, January 1, 1997, 2 pages

Procedure No. 1.05.03, Methane Ignition, January 1, 1997, 3 pages

Procedure No. 1.05.04, Serious Personal Injury, January 1, 1997, 2 pages

Procedure No. 1.05.05, Unintentional Roof Falls, January 1, 1997, 2 pages

Procedure No. 1.05.06, Unlicensed Mine Sites, January 1, 1997, 2 pages

Procedure No. 1.05.07, Safety Complaints, January 1, 1997, 2 pages

Procedure No. 1.05.08, Blasting Complaints, January 1, 1997, 1 page

Procedure No. 1.05.09, Investigation Documents File, May 3, 1999, 2 pages

Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities, August 1, 2000, 3 pages

Procedure No. 1.06.01, Plan Approvals, November 1, 2001, 7 pages

Procedure No. 1.06.02, Map Submittals, January 1, 1997, 3 pages

Procedure No. 1.06.03, Mining Near Gas Wells, January 1, 1997, 4 pages

Procedure No. 1.07.01, Technical Instruction, January 29, 1999, 3 pages

Procedure No. 1.07.02, Small Mine Safety Service, January 29, 1999, 4 pages

Procedure No. 1.07.03, Training and Accident Reduction, January 29, 1999, 3 pages

Procedure No. 1.08.01, Licensing, January 29, 1999, 4 pages

Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites, January 1, 1997, 2 pages

Procedure No. 1.08.03, Requests Through the Freedom of Information Act, January 1, 1997, 2 pages

Procedure No. 1.08.04, Other Requests for Assistance, January 1, 1997, 2 pages

Procedure No. 1.09.01, Certification of Miners, May 1, 1999, 5 pages

Procedure No. 1.09.02, Recertification Requirements, January 1, 1997, 3 pages

Procedure No. 1.09.03, Revocation of Certification, January 1, 1997, 1 page

Procedure No. 1.09.04, Certification Requiring on Site Observation, January 1, 1997, 1 page

Procedure No. 1.10.01, Computers, January 29, 1999, 2 pages

Procedure No. 1.10.02, Vehicles (Maintenance, Accidents, Cleaning), January 29, 1999, 5 pages

Procedure No. 1.10.03, Field Equipment (Maintenance, Inventory), January 1, 1997, 2 pages

Procedure No. 1.10.04, Office Equipment (Maintenance, Inventory), January 1, 1997, 2 pages

Procedure No. 1.10.05, Equipment/Supplies Orders and Requests, January 1, 1997, 2 pages

Division of Mines Forms

The following forms may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these forms may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239. These forms are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Guidance Documents:

DM-CM-3-S, Inspection Report, March 1999, 1 page

DM-COM-1, Comment Sheet, July 1, 1994, 1 page

DM-DC-01, Operator Assistance Request Form, November 2001, 1 page

DM-F-1-S, Accident Investigation Report, March 1999, 1 page

DM-F-2-S, Roof Fall Investigation Report, March 1999, 1 page

DM-IGN-1-S, Ignition Investigation Report, March 1999, 1 page

DM-IU-01-S, Inundation Investigation Report, March 1999, 1 page

DM-LIC-01, License to Operate a Mine, January 1, 1997, 1 page

DM-RV-1-S, Report of Violation, March 1999, 1 page

DM-TS-1-S, Field Report, March 1999, 1 page

DM-V-1-S, Violation, March 1999, 2 pages

DM-VM-1, Notice of Violation, July 1, 1994, 1 page

DM-WI-1-S, Special Written Instructions, March 1999, 1 page

Guidelines For Application of Regulatory Standards

The following documents may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P. O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Guidance Documents:

Chapter 14.2, Article 3, Section 45.1-161.37A, General Coal Miner Certification, August 1, 2001, 2 pages

Chapter 14.3, Article 2, Section 45.1-161.109.A, Roof Control Plans, August 1, 2001, 3 pages

Chapter 14.3, Article 11, Section 45.1-161.193, Electric Equipment, August 1, 2001, 2 pages

Chapter 14.3, Article 11, Section 45.1-161.195 A, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, August 1, 2001, 1 page

Chapter 14.3, Article 11, Section 45.1-161.195 B, C, D, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, August 1, 2001, 2 pages

Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel, August 1, 2001, 5 pages

Chapter 14.3, Article 13, Section 45.1-161.207.B, Welding and Cutting, August 1, 2001, 1 page

Chapter 14.2, Article I, Section 45.1-161.8, Definitions, Accidents, April 10, 2000, 1 page

Chapter 14.2, Article I, Section 45.1-161.8, Definitions, Operator, April 10, 2000, 1 page

Chapter 14.2, Article I, Section 45.1-161.8, Definitions, Surface Coal Mine and Underground Coal Mine, April 10, 2000, 1 page

Guidance Documents

Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist, April 10, 2000, 1 page

Chapter 14.2, Article 3, Section 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons: Penalty, April 10, 2000, 1 page

Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification, April 10, 2000, 1 page

Chapter 14.2, Article 5, Section 45.1-161.57 A, License Required for Operation of Coal Mines, Term, April 10, 2000, 1 page

Chapter 14.2, Article 5, Section 45.1-161.63 B, C, Notices to Department: Resumption of Mining Following Discontinuance, April 10, 2000, 2 pages

Chapter 14.2, Article 7, Section 45.1-161.77 A, Reports of Explosions and Mine Fires, April 10, 2000, 1 page

Chapter 14.2, Article 7, Section 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department, April 10, 2000, 2 pages

Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records, April 10, 2000, 1 page

Chapter 14.2, Article 8, Section 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets, April 10, 2000, 1 page

Chapter 14.2, Article 8, Section 45.1-161.85 A, Scheduling of Inspections, April 10, 2000, 1 page

Chapter 14.2, Article 9, Section 45.1-161.90 A, Notices of Violation, April 10, 2000, 3 pages

Chapter 14.3, Article 2, Section 45.1-161.115 D, Supplies of Materials for Supports, April 10, 2000, 1 page

Chapter 14.3, Article 4, Section 45.1-161.124 A, Shop and Other Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices: Penalty, April 10, 2000, 1 page

Chapter 14.3, Article 6, Section 45.1-161.139, Inspection of Underground Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 6, Section 45.161.141 E, Self-Propelled Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 6, Section 45.1-161.143 A, B, Transportation of Material, April 10, 2000, 1 page

Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips, April 10, 2000, 1 page

Chapter 14.3, Article 7, Section 45.1-161.159 A & C, Hoisting Engineer, April 10, 2000, 1 page

Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings, April 10, 2000, 1 page

Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 13, Section 45.1-161.202 B, Emergency Response Plans; List of Next of Kin, April 10, 2000, 1 page

Chapter 14.3, Article 13, Section 45.161.206, Diesel Powered Equipment, April 10, 2000, 1 page

Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations, April 10, 2000, 2 pages

Chapter 14.3, Article 14, Section 45.1-161.210 J, Weekly Examinations, April 10, 2000, 1 page

Chapter 14.3, Article 14, Section 45.1-161.221 D, Coursing of Air, April 10, 2000, 1 page

Chapter 14.3, Article 14, Section 45.1-161.222, Actions for Excessive Methane, April 10, 2000, 2 pages

Chapter 14.3, Article 16, Section 45.1-161.251 A, Employment of Inexperienced Underground Miners, April 10, 2000, 1 page

Chapter 14.4, Article 2, Section 45.1-161.256, 257, Safety Examinations, April 10, 2000, 2 pages

Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards, April 10, 2000, 1 page

Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment, April 10, 2000, 2 pages

Chapter 14.4, Article 12, Section 45.1-161.288 & 290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, April 10, 2000, 1 page

Division of Mined Land Reclamation (DMLR)

Division of Mined Land Reclamation Memoranda

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to William H. Bledsoe, Agency Management Lead Analyst, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8177 or FAX (276) 523-8163.

Guidance Documents:

Memorandum No. 2-01, Reforestation Reclamation Practices, May 29, 2001, 2 pages

Memorandum No. 3-01, Permit Applications/Priority Reviews, December 12, 2001, 4 pages

Memorandum No. 1-00, Regulation Change (2000-1), May 10, 2000, 11 pages

Memorandum No. 3-99, Groundwater Monitoring Frequency, November 5, 1999, 2 pages

Memorandum No. 2-99, Reduction in Copies of Complete Application Submittal, April 19, 1999, 1 page

Memorandum No. 12-98, Permit Streamline Procedures—Forms, Renewals, Mid-term Reviews, and Pre-subsidence Survey (Hydrologic Data), December 17, 1998, 4 VAC 25-130, Part 770, 3 pages

Memorandum No. 5-98, Permit Information, September 18, 1998, 4 VAC 25-130.774.13, 2 pages

Memorandum No. 4-98, Order to Revise Permit Plans, July 10, 1998, 4 VAC 25-130, 5 pages

Memorandum No. 3-98, Permit Streamline Procedures, June 16, 1998, 4 VAC 25-130, 3 pages

Memorandum No. 2-98, Letter of Credit, June 1, 1998, § 45.1-241.C, 4 pages

Memorandum No. 6-95, Biosolids Use, August 9, 1995, 4 VAC 25-130, 6 pages

Memorandum No. 5-95, Highwall Settlement, August 3, 1995, 4 VAC 25-130, 3 pages

Memorandum No. 2-95, Coal Combustion By-Products Guidelines, January 30, 1995, 4 VAC 25-130, 5 pages

Memorandum No. 12-94, Application Submittal and Payment of Anniversary Fees, December 5, 1994, 4 VAC 25-130, 1 page

Memorandum No. 11-94, Public Notification and Comment Periods, November 21, 1994, 4 VAC 25-130, 1 page

Memorandum No. 7-94, NPDES Reporting, August 29, 1994, 4 VAC 25-130, 2 pages

Memorandum No. 9-93, Company Structure Master File, November 17, 1993, 4 VAC 25-130, 2 pages

Memorandum No. 5-93, Contractor Information in Public Notice, June 14, 1993, 4 VAC 25-130, 1 page

Memorandum No. 9-92, Blasters Enforcement Certification, December 1, 1992, 4 VAC 25-130, 1 page

Memorandum No. 8-92, NPDES Permits for Storm Water Discharges, September 25, 1992, 4 VAC 25-130, 20 pages

Memorandum No. 7-92, Wording of Public Notices, September 11, 1992, 4 VAC 25-130, 1 page

Memorandum No. 3-92, Updating Ownership and Control Information, April 28, 1992, 4 VAC 25-130, 1 page

Memorandum No. 5-91, Certification of Maps, Plans and Cross-sections, May 7, 1991, 4 VAC 25-130, 5 pages

Memorandum No. 2-91, Cost Bond for Long-Term Facilities, February 5, 1991, 4 VAC 25-130, 1 page

Memorandum 3-90, Standardized Reporting Form for Quarterly Acid Base Monitoring, June 28, 1990, 4 VAC 25-130, 2 pages

Memorandum 1-90, Baseline Hydrologic Data Requirements for PHC Assessments, January 17, 1990, 4 VAC 25-130, 2 pages

Memorandum 9-89, Mining Operations Near Facilities (Oil and Gas Lines, Telephone Lines, Etc.), June 9, 1989, 4 VAC 25-130, 1 page

Memorandum No. 3-89, Filing of an application during the public participation process, March 17, 1989, 4 VAC 25-130, 1 page

Memorandum No. 6-88, Waivers to Mine Within 300 Feet, May 6, 1988, 4 VAC 25-130, 3 pages

Memorandum No. 1-87, Processing Applications, January 14, 1987, 4 VAC 25-130, 4 pages

Memorandum No. 13-86, Application Processing Time Limit, December 18, 1986, 4 VAC 25-130, 1 page

Memorandum No. 8-85, NPDES Enforcement Policy, April 7, 1985, 4 VAC 25-130, 2 pages

Memorandum No. 4-85, Notice of Effluent Non-Compliance Report, February 25, 1985, 4 VAC 25-130, 1 page

Memorandum No. 2-85, Confidential Information, February 8, 1985, 4 VAC 25-130, 1 page

Memorandum No. 5-84, Reclamation Fees and Application Approvals, May 25, 1984, 4 VAC 25-130, 2 pages

Memorandum No. 4-84, Renewal Reports, May 23, 1984, 4 VAC 25-130, 5 pages

Memorandum No. 12-83, Permit Revisions, September 27, 1983, 4 VAC 25-130, 3 pages

Memorandum 3-83, Certificates of Deposits, February 10, 1983, 4 VAC 25-130, 1 page

Memorandum 11-82, Access to DMLR files and Copy Charges, June 28, 1982, 4 VAC 25-130, 1 page

Memorandum 8-82, Air Pollution Control Plan, March 31, 1982, 4 VAC 25-130, 1 page

Division of Mined Land Reclamation Procedures

The following documents may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Gavin M. Bledsoe, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, (276) 523-8157 or FAX (276) 523-8163.

Guidance Documents:

Procedure No. 1.2.01, Threatening, Abusing, or Impeding a Division Employee, revised March 12, 1997, § 45.1-257, 2 pages

Procedure No. 1.2.02, Hazardous/Toxic Waste Reporting, revised August 18, 2000, § 45.1-228, 2 pages

Guidance Documents

Procedure No. 2.1.03, Unpermitted/Exempted Sites, revised March 12, 1997, § 45.1-234, 4 pages

Procedure No. 2.1.04, Exemption for Extraction of Coal when it is Incidental to Extraction of other Minerals, revised March 12, 1997, 4 VAC 25-130-702, 2 pages

Procedure No. 2.1.06, Exemptions for Government Financed Projects, revised March 12, 1997, 4 VAC 25-130-707, 4 pages

Procedure No. 2.2.01, Permit Review, revised August 18, 2000, § 45.1-238, 3 pages

Procedure No. 2.2.02, Confidentiality of Permit Application Information, revised March 12, 1997, § 45.1-235F, 2 pages

Procedure No. 2.2.03, Proof of Application Filing, revised March 12, 1997, 4 VAC 25-130-773.13(a), 1 page

Procedure No. 2.2.04, Application Processing Time Limit, revised March 12, 1997, 4 VAC 25-130-773.15, 1 page

Procedure No. 2.2.05, Applicant Violator System (AVS) and Ownership/Control, revised August 18, 2000, § 45.1-238C, 6 pages

Procedure No. 2.2.05A, AVS-O/C Investigations, revised August 18, 2000, § 45.1-238C, 4 pages

Procedure No. 2.2.06, Applications with Violations, revised March 12, 1997, § 45.1-238C, 1 page

Procedure No. 2.2.07, Relinquishments, revised August 18, 2000, 4 VAC 25-130-774.13, 1 page

Procedure No. 2.2.08, Corrections on Applications, revised August 18, 2000, 4 VAC 25-130-773.15, 1 page

Procedure No. 2.2.09, Name Changes on Applications, revised August 18, 2000, 4 VAC 25-130-773.15, 2 pages

Procedure No. 2.2.10, Mining Under State Boundaries, revised March 12, 1997, 4 VAC 25-130-773.12, 2 pages

Procedure No. 2.2.11, Priority Review of Applications, revised March 12, 1997, 4 VAC 25-130-773.15, 2 pages

Procedure No. 2.2.12, Terms of Issuance (TOI) Terms of Approval (TOA), revised August 18, 2000, 4 VAC 25-130-773.17, 2 pages

Procedure No. 2.3.01, Permanent Program - Revision Applications, revised August 18, 2000, 4 VAC 25-130-774.13, 3 pages

Procedure No. 2.3.02, Permittee - Official Changes, revised March 12, 1997, 4 VAC 25-130-774.13, 1 page

Procedure No. 2.3.03, Anniversary Fees/Reports, revised March 12, 1997, § 45.1-235E, 1 page

Procedure No. 2.3.04, Temporary Cessation, revised August 18, 2000, 4 VAC 25-130.816.131 and 4 VAC 25-130.817.131, 3 pages

Procedure No. 2.3.05, Midterm Permit Evaluation, revised August 18, 2000, 4 VAC 25-130-774.11, 2 pages

Procedure No. 2.3.06, Permit Renewals, revised August 2, 1999, 4 VAC 25-130-774.15, 3 pages

Procedure No. 2.3.07, Completion Letters, revised August 18, 2000, § 45.1-235E, 2 pages.

Procedure No. 2.3.08, Completion Review, revised August 18, 2000, § 45.1-235E, 2 pages.

Procedure No. 2.3.09, Bond Release, revised August 18, 2000, 45.1-247, 4 VAC 25-130, Parts 800.40 and 801.17, 3 pages

Procedure No. 2.3.10, Permit -Transfers, Assignments, or Sale of Rights, revised March 12, 1997, 4 VAC 25-130-774.17, 2 pages

Procedure No. 3.1.06, Citizen Complaint Investigation, revised August 18, 2000, 4 VAC 25-130, Part 842, 6 pages

Procedure No. 3.3.01, Permanent Program (Chapter 19) Enforcement and Inspection Procedures, revised August 18, 2000, Parts 4 VAC 25-130-840 through 843, 5 pages

Procedure No. 3.3.03, Approving Regrading, revised March 12, 1997, 4 VAC 25-130-816.102 and 817.102, 2 pages

Procedure No. 3.3.04, Water Rights and Replacement, revised October 1, 1998, 4 VAC 25-130-816.41(h)/817.41(j), 3 pages

Procedure No. 3.3.05, NPDES Permits, revised August 18, 2000, 4 VAC 25-130-816/817.42, 3 pages

Procedure No. 3.3.06, Coal Exploration, revised August 18, 2000, 4 VAC 25-130, Part 772, 3 pages

Procedure No. 3.3.07, Certification of Ponds, Roads, Fills, etc., revised August 10, 2000, 4 VAC 25-130-816/817.49; 71; 83; 107; 150, 3 pages

Procedure No. 3.3.08, Alternative Enforcement Actions, revised March 12, 1997, § 45.1-245, 1 page

Procedure No. 3.3.09, Forfeiture of Performance Bond, revised August 18, 2000, 4 VAC 25-130-800.50 and 801.19, 3 pages

Procedure No. 3.3.10, Show Cause Order, Permit Suspension/Revocation, revised August 18, 2000, 4 VAC 25-130-843.13, 4 pages

Procedure No. 3.3.11, Operations on Federal Lands, revised March 12, 1997, 4 VAC 25-130, Part 740, 4 pages

Procedure No. 3.3.12, Coal Surface Mining Reclamation Fund Tax Reporting/Payment, revised March 12, 1997, 4 VAC 25-130-801.14, 2 pages

Procedure No. 3.3.13, Third Party Disturbance of Reclaimed Sites, revised August 18, 2000, 4 VAC 25-130-843.13(a)(1) and 4 VAC 25-130-843.18, 1 page

Procedure No. 3.3.14, Certificate of Liability Insurance, revised August 18, 2000, §§ 45.1-235G and 45.1-258E, 1 page

Procedure No. 3.4.01, Suspension and Revocation of DMLR Blaster Endorsement Certification, revised August 18, 2000, 4 VAC 25-130-850.15(b), 3 pages

Procedure No. 3.5.01, Bond Forfeiture Reclamation, revised September 24, 2001, § 45.1-247, 7 pages

Procedure No. 3.6.01, Certification of Pollution Control Equipment, revised March 12, 1997, § 58.1-3660, 1 page

Procedure No. 4.1.01, Reclamation Project - Eligibility, revised March 12, 1997, § 45.1-262, 1 page

Guide No. 4.1.02, Realty Procedures, May 28, 1998, § 45.1-263.A, 6 pages

Guide to Bond Reduction/Release, August 1997, 4 VAC 25-130-800.40, and 801.18, 24 pages

Administrative Hearings Manual, revised March 12, 1997, § 9-6.14.1 et seq., and §§ 45.1-239, 240, 246, 249, 250, 251, 7 pages

Civil Penalty Assessment Manual, revised March 12, 1997, 4 VAC 25-130, Parts 845 and 846, 24 pages

Coal Mine Complaint and Procedures/Abandoned Mined Land Complaint Procedures, October, 1992, 4 VAC 25-30, 2 pages

Division of Mined Land Reclamation -- Other Documents

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of the following document may be directed to William H. Bledsoe, Agency Management Lead Analyst, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8177 or FAX (276) 523-8163.

Guidance Document:

Administrative Record of Virginia's Coal Surface Mining Reclamation Program Approval by the U.S. Office of Surface of Mining. The administrative record is updated on an irregular schedule when the Division of Mined Land Reclamation files such information with the Office of Surface Mining or when the Office of Surface Mining files information addressing Virginia's primacy over the program. The administrative record implements Chapter 19 of Title 45.1, § 45.1-226 et seq.

Questions regarding interpretation or implementation of the following documents may be directed to Roger L. Williams, Abandoned Mined Land Manager, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8208 or FAX (276) 523-8247.

Guidance Documents:

Commonwealth of Virginia, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation Abandoned Mine Reclamation Plan, revised July 3, 1997, Article IV of Chapter 19 of Title 45.1, 60 pages

Abandoned Mined Land Water Project Review Manual, revised July 1997, Article 4 of Chapter

19 of Title 45.1, 14 pages

Payments/Coal Surface Mining Reclamation Fund Collections

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Office of Financial Services, 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 M. Hampton, Fiscal Director, same address, telephone (276) 523-8107 or FAX (276) 523-8111.

Guidance Documents:

Receiving and Handling Payments at the Keen Mountain Office, revised February 10, 1999, 4 pages

Coal Surface Mining Reclamation Fund Procedures/Tax Collection, revised July 1996, Article 5 of Chapter 19 of Title 45.1, 7 pages

Division of Mined Land Reclamation Forms

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Gavin M. Bledsoe, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8157 or FAX (276) 523-8163. These forms are used by agency staff to implement 4 VAC 25-130.

Guidance Documents:

DMLR-AML-001, AML Project Approval Sheet, revised April 1, 1997, 1 page

DMLR-AML-007, AML-External Mine Portal Investigation (Bat Habitat Suitability), April 1, 1997, 2 pages

DMLR-AML-130, Reclamation Construction Inspection Report, April 1, 1997, 1 page

DMLR-AML-147, Complaint Investigation Report, April 1, 1997, 3 pages

DMLR-AML-168, AML Suspend/Resume Work Order, April 1, 1997, 1 page

DMLR-AML-170, Release of Bond, April 1, 1997, 1 page

DMLR-AML-171, Reclamation Construction Final Inspection Report, January 1, 1991, 1 page

DMLR-AML-199, Application for Payment, revised May 1, 1999, 1 page

DMLR-AML-199A, Addendum to Application for Payment, revised May 1, 1999, 1 page

Guidance Documents

DMLR-AML-199B, Addendum to Application for Payment – Schedule, revised May 1, 1999, 1 page

DMLR-AML-199C, Addendum to Application for Payment – Material Storage, revised May 1, 1999, 1 page

DMLR-AML-249, Design Concept Worksheet, May 1, 1993, 6 pages

DMLR-AML-260, AML Site Evaluation Matrix, March 1, 1998, 2 pages

DMLR-AML-301, Public Notice of Intent to Enter to Conduct Reclamation Activities, March 1, 1998, 2 pages

DMLR-AML-302, Landowner Contract, March 1, 1998, 1 page

DMLR-AML-303, Realty Completion Memorandum, March 1, 1998, 1 page

DMLR-AML-304, Notice of Lien, March 1, 1998, 2 pages

DMLR-AML-305, Lien Waiver, March 1, 1998, 1 page

DMLR-AML-306, Request for Title Search Services, March 1, 1998, 2 pages

DMLR-AML-307, Property Owner List, March 1, 1998, 1 page

DMLR-AML-308, Lien Determination, March 1, 1998, 1 page

DMLR-AML-309, Estates to be Appraised, March 1, 1998, 1 page

DMLR-AML-310, Review of Appraisal Report, March 1, 1998, 2 pages

DMLR-AML-311, Realty Analysis, March 1, 1998, 2 pages

DMLR-AML-312, Affidavit, July 1, 1998, 1 page

DMLR-DT-000, Certification Checklist: Pollution Control Equipment and Facilities, § 58.1-3660 of the Code of Virginia, February 1, 1996, 1 page

DMLR-ENF-032S, Complaint Investigation, September 1, 1998, 2 pages

DMLR-ENF-044S, Inspection Report, September 1, 1998, 1 page

DMLR-ENF-045S, Notice of Violation, September 1, 1998, 2 pages

DMLR-ENF-046S, Cessation Order, September 1, 1998, 2 pages

DMLR-ENF-047S, Modification, Vacation, or Termination of Notice of Violation, Cessation Order or Revision Order, September 1, 1998, 1 page

DMLR-ENF-099, Report of Blasting Complaint, June 1, 1997, 2 pages

DMLR-ENF-194S, Revision Order Notice, September 1, 1998, 2 pages

DMLR-PT-008, Application Checklist & Routing Slip, revised September 1, 2000, 2 pages

DMLR-PT-019, Permit To Operate A Coal Surface Mine, January 1993, 1 page

DMLR-PT-026, Form Letter To Banks Issuing A Certificate of Deposit for Coal Operator, January 1, 1995, 1 page

DMLR-PT-028, Anniversary Notification, January 1, 1995, 1 page

DMLR-PT-084, Notice of Effluent Non-Compliance, January 1, 1995, 1 page

DMLR-PT-237, Written Findings Application Approval, 4 VAC 25-130-773.15 (c), April 1999, 5 pages

DMLR-PT-256, Midterm Review Checklist, revised February 1999, 2 pages

Division of Mineral Mining (DMM)

Division of Mineral Mining Documents and Communication Memoranda

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the office of the Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Tina R. Knight at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Guidance Documents:

2001 Risk Assessment, September 28, 2001, § 45.1-161.292:55, 8 pages

Division of Mineral Mining Rescue and Recovery Plan, August 23, 1999, § 45.1-161.292:50 F, 14 pages

Communication Memorandum No. 10-00; pertains to how Division of Mineral Mining will apply 4 VAC 25-40-770, 4 pages

Communication Memorandum No. 03-99; pertains to submittal of contractor information needed to perform risk assessments; July 16, 1999, § 45.1-161.292:32.A.5 and § 45.1-161.292:55, 4 pages

Communication Memorandum No. 02-99; pertains to reporting of contractor information required as part of the mine license application; July 16, 1999, § 45.1-161.292:32.A.3, 3 pages

Communication Memorandum No. 01-99; pertains to reporting of non-serious and non-fatal personal injuries; June 14, 1999, 4 VAC 25-40-50, 6 pages

Communication Memorandum No. 01-98; pertains to reporting of serious and/or potentially serious personal injuries; November 11, 1998, 4 VAC 25-40-50, 3 pages

Communication Memorandum No. 2-93; pertains to temporary cessation, May 12, 1993, 4 VAC 25-30-400, 3 pages

Communication Memorandum No. 1-93; pertains to reclamation schedule/waste handling and includes the Guidelines for On-Site Disposal of On-Site Generated Solid Waste, March 10, 1993, 4 VAC 25-30-170, 6 pages

Record Book for Mineral Mine Operators; a book of forms and information to assist mine operators in the keeping of required mine records; June 1, 1999, Mineral Mine Safety Laws of Virginia-1999 Edition—various code sections as identified in the Record Book, 64 pages

Contractors Memorandum: Contractor Information Provided to the Division of Mineral Mining, November 5, 1998, § 45.1-161.292:32.3, 3 pages

Operators Memorandum addressing proof of the legal authority of persons signing permit applications and alternative blasting criteria, March 1, 1990, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 4 pages

Operators Memorandum: Annual Tonnage Reports, revised December 29, 1999 (This document is revised and reissued annually), § 45.1-161.292:35, 2 pages

Operators Memorandum: 1999 Risk Assessment, August 27, 1999 (This document is revised and reissued annually), § 45.1-161.292:55, 8 pages

Operators Memorandum: Transferability of Mineral Mining Permits, June 28, 1996, § 45.1-181, 9 pages

Operators Memorandum: Waste Materials Brought onto Mine Sites, January 25, 1993, §§ 45.1-182.1 and 184, 1 page

Surface Foreman Certification Course Student Guide; intended to guide and assist certification applicants in preparation for the surface foreman certification examination; September 2001, § 45.1-161.292:19, 106 pages

Surface Blaster Certification Course Student Guide: intended to guide and assist certification applicants in preparation for surface blaster certification examination; March 2001, Section 45.1-161.292:19, 107 pages

General Mineral Miner Course Guide; this document is used by DMM staff and is distributed to industry as an instructional guide for general mineral miner training and certification; March 2001, § 45.1-161.292:28 and 4 VAC 25-35-120, 47 pages

Board of Mineral Mining Examiners Certification Requirements (Summary Sheets); provides information on applicant requirements and certification examination composition:

Surface and Underground Foreman Certification, July, 1996, 4 VAC 25-35-10 and 20; 4 VAC 25-35-50 and 60, 1 page

Surface and Underground Blaster Certification, July, 1996, 4 VAC 25-35-10 and 20; 4 VAC 25-30-80 and 90, 1 page

Mineral Mine Electrician Certification Directions; the document explains the requirements and procedures for obtaining certification as a "Journeyman Electrician" through the Virginia Department of Professional and Occupational Regulation to meet the mineral mining requirements; November 2001, § 45.1-161.292:19 and 4 VAC 25-35-100, 4 pages

Waivered Program Performance Evaluation, revised November 1997, § 45.1-197, 4 pages

Non-Point Source Pollution Protocol and Orphaned Mined Land Site Investigation Report, revised October 2000, § 45.1-197.3 through 197.7, 22 pages

Orphaned Mined Land Advisory Committee By-Laws, revised June 5, 1997, §§ 45.1-197.3 through 197.7, 3 pages

Certification of No Changes in Permit Map, May 1997, 4 VAC 25-30-240, 1 page

Public Hearings Informational Brochure, revised 1998, § 45.1-184.1 et seq., 1 page

Education and Training Plan, July 1, 1995, §§ 45.1-161.292:71 and 72, 63 pages plus appendix

Information for Mine Maps, December 9, 1994, revised October 11, 1995, § 45.1-161.292:37, 8 pages

Underground Blaster Certification Study Guide; Intended to guide and assist certification applicants in preparing for certification examinations; November 1994, § 45.1-161.292:19, 42 pages

Inspectors Guidelines for Materials Brought onto Mine Sites, February 1993, 4 VAC 25-30-170, 7 pages

Excavation Activity Check List, February 20, 1991, §45.1-180 et seq., 1 page

Internal Communication and Directive Regarding Broken or Damaged Windows on Mobile Equipment and Haulroad Dust Control Measures, August 20, 1990, 4 VAC 25-40-1360, 2 pages

Acknowledgment of Certificate of Deposit as Bond, issued prior to 1989, 4 VAC 25-30-170, 1 page

Division of Mineral Mining Procedures

The following procedures may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the office of the Division of Mineral Mining, 900 Natural Resources Drive, P.O.Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Tina R. Knight at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325. These procedures are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Guidance Documents:

Procedure No. 2.1, Operator Assistance, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 2.4, Inspections, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 2.5, Inspection Frequency: Safety, May 21, 1997, § 45.1-161.292:1 et seq., 3 pages

Procedure No. 2.6, Inspection Frequency: Reclamation, revised May 21, 1997, § 45.1-180 et seq., 1 page

Procedure No. 2.7, Inspection Reports, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages

Procedure No. 2.8, Special Orders/Notices of Violation, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages

Guidance Documents

Procedure No 2.9, Notice of Non-Compliance, revised May 21, 1997, § 45.1-180 et seq., 2 pages

Procedure No. 2.10, Closure Orders, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 2.11, Recommending Bond Forfeitures, revised May 21, 1997, § 45.1-180 et seq., 2 pages

Procedure No. 2.12, Safety/Health/Reclamation Complaints, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 2 pages

Procedure No. 2.13, Blasting Complaint Investigations, revised May 21, 1997, § 45.1-161.292:1 et seq., 3 pages

Procedure No. 2.14, Accident/Fire Investigations, revised May 21, 1997, § 45.1-161.292:1 et seq., 6 pages

Procedure No. 2.15, Unlicensed Mine Sites, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 2 pages

Procedure No. 3.1, General Procedures for Reclaiming Orphaned Land Sites, revised February 24, 1998, § 45.1-180 et seq., 1 page

Procedure No. 4.1, Relinquishments and Repermitting, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 4.2, Permit Renewal and Progress Reports, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages

Procedure No. 4.3, Additional Bond Required at Anniversary Time, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No 4.4, Bond Reduction and Release, revised September 10, 1991, § 45.1-180 et seq., 2 pages

Procedure No. 4.5, Completion Material/Permit Close-out, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.6, Amendments, January 8, 1996, § 45.1-180 et seq., 1 page

Procedure No 4.7, Change in Operating Officials, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 4.8, Temporary Cessation of Surface Mines, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.9, Exemption for Extraction of Coal Which is Incidental to the Extraction of Other Minerals, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.10, Field Approval, January 8, 1996, § 45.1-180 et seq., 1 page

Procedure No. 4.11, Initial Site Inspection, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.12, Mineral Mining Quarrying Schedule (Tonnage Report), revised September 10, 1991, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.13, Permit Application Review, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 2 pages

Procedure No. 4.14, Hearing Procedures, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 6 pages

Procedure No. 4.15, Termination of License Requirement, October 24, 1995, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 4.18, Contractor Information, January 8, 1996, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.19, Confidential Files, March 24, 1997, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.20, Permit Transfers, January 8, 1996, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 5.2, Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners, revised September 1995, § 45.1-161.292:1 et seq., 13 pages

Procedure No. 5.5, Inquiries for Training Information, and Courses, revised September 1995, § 45.1-161.292:1 et seq., 2 pages

Procedure No. 5.7, Accident Reports and Posting, revised August 1985, § 45.1-161.292:1 et seq., 2 pages

Division of Mineral Mining Forms

The following forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the office of the Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Tina R. Knight at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these forms may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325. These forms are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Guidance Documents:

DMM-102, Initial Site Investigation, revised September 1999, 2 pages

DMM-104, Inspection Report, July 1, 1994, 1 page

DMM-104A, Inspection Report Continuation Sheet, July 1, 1994, 1 page

DMM-104B, Notice/Order Form, May 1, 1995, 1 page

DMM-104BS, Violation Form - Computer Generated Form Used To Generate Special Orders, Non-Compliance, Violations, And Closure Orders From The Automated DMM Enforcement System, October 1998, 5 pages

DMM-104C, Accident Report, revised September 1999, 1 page

DMM-104D, Bond Release Inspection, September 1999, 1 page

DMM-104E, Blasting Complaint Investigation Data, September 1999, 1 page

DMM-104F, Complaint Investigation Form, September 1999, 1 page

DMM-104FS, Complaint Investigation - Computer Generated Form Used To Generate Complaint Investigation Reports From The Automated DMM Enforcement System. This Form Is Used For All Complaints Including Blasting Complaints, October 1998, 2 pages

DMM-104Fs-s, Inspection Report, Computer generated form used to generate inspection reports from the automated DMM inspection system, October 1998, 1 page

DMM-104s, Inspection Report (Computer), October 1998, 1 page

DMM-106, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106a, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106b, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106c, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106e, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106f, Renewal Notice, December 1, 1995, 1 page

DMM-106g, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106h, Renewal - Minerals Reclamation Fund, December 1, 1995, 1 page

DMM-106I, Renewal - Bond/No License, December 1, 1995, 1 page

DMM-106j, Renewal - Restricted Permit/No License, December 1, 1995, 1 page

DMM-106k, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106m, Renewal - Reclamation Fund 1st Year, December 1, 1995, 1 page

DMM-106n, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106p, Renewal - Restricted/No License, December 1, 1995, 1 page

DMM-110, Notice of Non-Compliance, September 1999, 1 page

DMM-111, Release of Bond, September 1999, 1 page

DMM-115, Permit/License for Mineral Mining, July 1, 1994, 1 page

DMM-121, Orphaned Mine Land Site Investigation Report, July 1, 1997, 12 pages

DMM-122, Orphaned Land Analysis Report, February 1, 1993, 2 pages

DMM-123, Orphaned Land Advisory Committee Review Report, February 1, 1993, 2 pages

DMM-135, Reclamation Construction Inspection Report, March 1, 1993, 1 page

DMM-141, Final Inspection Report, September 1, 1989, 1 page

DMM-148, DMM Application Checklist, revised December 2001, 6 pages

DMM-153, Red Tag Closure Order, March 1, 1991, 1 page

DMM-162s, Contractor Contact Report, January 2002, 1 page

Division of Gas and Oil (DGO)

Division of Gas and Oil Memoranda to Operators and Bulletins

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these documents may be directed to Bob Wilson, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

Operator's Memo regarding Annual Reports, January 27, 2001, 1 page

Operators Memo regarding Computerized Reporting of Production Data, November 15, 2000, 2 pages

Complaint Investigations Under Article 4 of Title 45.1, September 1, 1998, 4 pages

Operator's Memo regarding Brush Barrier Construction and Use in Gas and Oil Operations, January 26, 1998, 6 pages

Operator's Memo regarding Compliance with 4 VAC 25-150-510.7 and 4 VAC 25-150-590.7 of the Gas and Oil Regulation, May 31, 1996, 2 pages

Operators Memo regarding Clarification of VR 480-05-22.1, § 1.34 - Drilling Fluids, September 14, 1994, 1 page

Client Assistance Bulletin, Landfarming of Drill Cuttings, August 1992, 2 pages

Division of Gas and Oil Forms

The following forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Guidance Documents

Questions regarding interpretation or implementation of these forms may be directed to Bob Wilson, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

DGO-ARF, Accident Report Form, July 1, 1995, 1 page
DGO-CO, Closure Order, July 1, 1995, 1 page
DGO-COV, Cancellation of Violation, July 1, 1995, 1 page
DGO-COV-S, Cancellation of Violation, (automated), February 1999, 1 page
DGO-IR, Inspection Report, June 16, 1989, 1 page
DGO-IR-S, Inspection Report (automated), October 2001, 1 page
DGO-LOC, Lifting of Closure, July 1, 1995, 1 page
DGO-NOV, Notice of Violation, June 16, 1989, 1 page
DGO-NOV-S, Notice of Violation, (automated) November 1998, 1 page
DGO-P, Permit for Gas and Oil Operations, December 1, 1991, 1 page
DGO-ROWB, Release of Well Operator's Bond, August 2, 1993, 1 page
DGO-GO-23, License to Perform - Plugging of Orphaned Well, November 1996, 2 pages
DGO-GO-24, License to Perform - Plugging of Well/Bond Forfeiture, November 1996, 3 pages
DGO-GO-25, Affidavit and Release in Support of Surface Owner's Application to the Virginia
Division of Gas and Oil for Use of an Orphaned Well as a Water Well, November 1996, 3 pages
DGO-GO-26, Application for Payment, November 1996, 1 page
DGO-GO-27, Approval of Payment, November 1996, 1 page

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 or FAX (804) 367-1053.

Questions regarding interpretation or implementation of these documents may be directed to Bruce Gould, Executive Director, Motor Vehicle Dealer Board at the same address and telephone numbers noted above.

Guidance Documents: Dealer Practices

PR010-97, Variance for Hours of Operation, May 1997, § 46.2-1533
PR020-97, Off-Site Storage of Records, May 1997, § 46.2-1529

PR030-97, Temporary Supplemental Licenses for Used Car Sales, December 1997, § 46.2-1516; and Temporary Supplemental Licenses for Used Car Sales (Rev.1), August 2000

PR050-97, Wholesale Sales Agreement, December 1997, § 46.2-1530

"Dealers Who Are Not Maintaining Hours", MVDB Meeting Summary from July 1998

"Procedures For Violations of Minimum Hours And Established Place of Business" MVDB Meeting Summary from July 1998.

Guidance Documents: Dealer Licensing

LI010-97, Certificate of Qualification, December 1997, §§ 46.2-1511 and 46.2-1512

"Guidelines for Review of Applicants Who Have a Criminal History" (March 17, 1998)

"Process for Determining Sanctions" (July 1999)

"Salesperson and Dealer-Operator Test," MVDB Meeting Summaries from March 1996, May 1996 and September 1996.

"Review of the Dealer's Buyer's Order," MVDB Meeting Summary from January 1996, § 46.2-1530

"Delegation of Authority to the Executive Director and Office Manager," Meeting Summaries from March 1996, September 1996, September 1997 and July 1999

Guidance Documents: Dealer Advertising

"Delegation of Authority to the Executive Director and Office Staff for Enforcing Regulations and Determining Civil Penalties," MVDB Meeting Summaries, January 1996, and November 1998.

Guidance Documents: Administration

AD010-95, Board Meetings (Parliamentary Guidelines), May 1997

AD020-95, Board Meetings (Public Comment), May 1997

AD030-96, Board meetings (Meeting Documentation), May 1997

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

MVDB American Express Purchase Policy, September 2000

MVDB Annual Loss Analysis Policy, September 2000

MVDB Internet Privacy Policy, October 2000

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, Non Profit 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 cents a page. Requests for copies of these documents may be made by contacting Marc Copeland at the same address, telephone (804) 367-1875, FAX (804) 367-6631 or e-mail dmvjmc@dmv.state.va.us.

Guidance Documents:

1999 Personal Property Tax Relief Guidelines for Local Government Officials, revised September 2001, § 58.1-3532
1999 Technical Specifications for the Personal Property Tax Relief Guidelines for Local Government Officials, revised September 2001, § 58.1-3532
A DMV Guide for Family Members and Friends of the Recently Deceased, revised July 2000
AD 107, Request for Use of DMV Facilities, revised April 25, 1994
AD 305, Resolving Contractual Disputes, revised January 14, 1984, § 11-69
AD 305.1, Resolving Contractual Disputes: How to Handle Contractual Disputes, issued October 14, 1983
AD 307, Contractor Contracts: Bids for Contracts Under \$100,000, issued December 6, 1985, § 11-57
AD 308, Contractor Contracts: Negotiations with Low Bidder, issued December 6, 1985
AD 309, Procurement Records Searching and Copying Charges, issued December 6, 1985, § 2.1-342
AD 509, CommuniPlate Issuance Guidelines, issued October 30, 1997, § 46.2-726
DMV Seizure/Black-out Policy, revised November 1986, § 46.2-322
DOIM-HQ, Dissemination of Information/Materials on DMV Property, issued March 1, 1993
Driver Licensing Guide, revised November 2000
Financial Responsibility Insurance Filing Via Internet, Issued January 1999
FY 1998 Guidelines for Highway Safety 402 Funds, issued February 1997
Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566
Insurance Verification Activities Annual Report
Licensee Responsibilities Regarding Recordkeeping Requirements in Accordance with the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA), issued June 1996
MC-130, Virginia Motor Fuel Road Tax Programs Licensing and Reporting Requirements, revised June 1997
MC-131, Virginia Motor Fuel Road Tax Programs Motor Carrier Guidebook, revised October 1998
MCTS247, Motor Carrier Guidelines, revised January 2000
MED 5, Minimum Vision Requirements for Licensed Drivers of Motor Vehicles, revised June 2001, § 46.2-311
MED 12, Virginia Parking Placards and Plates for Customers with Disabilities, revised June 2001, §§ 46.2-731, 46.2-732, 46.2-739 and 46.2-1241.
MED 31, Conditions of Variance for CDL Drivers to Haul Hazardous Materials, revised September 1998, §§ 10.1-1402 (11), 10.1-1405 and 10.1-1450.
MED 44, Driver Licensing Information for Wearers of Biotopic Telescopic Lens, revised June 2001, § 46.2-312
Memorandum from Richard D. Holcomb to All DMV Investigators Re: Sale of Trailer Kits and Trailers, dated August 13, 1996, § 46.2-1992.6 et seq.
Memorandum from Richard D. Holcomb to All On-line Dealers Re: Processing Fee, dated November 21, 1995
Memorandum from Richard D. Holcomb to Holders of Drive-Away License Plates Re: Drive-Away License Plate Usage, dated May 23, 1994, § 46.2-733
Memorandum from Richard D. Holcomb to Motor Vehicle Dealers, DMV Personnel, CVR Personnel Re: Transfer of License Plates to Leased Vehicles, dated September 7, 1995
PRO 2, Virginia Motorcycle Operator Manual, revised September 2001
PRO 3, A Newcomer's Guide to Motoring in Virginia, August 2001
PRO 5 A DMV Guide for Family Members and Friends of the Recently Deceased, revised July 2001
PRO 6, What Can I Do Online?, revised July 2001
PRO 7, Virginia webCAT, Virginia's Electronic Motor Carrier Solution, July 2001
PRO 8, Extra Teller Insert, revised March 2001
PRO 10, "Meet Snap Dragon and His Friends" (activity book), October 1997

Guidance Documents

PRO 14, The Virginia Driver Improvement Program, A Different Kind of Crash Course, revised July 2001, § 46.2-489 et seq.

PRO 15, The Virginia Driver Improvement Program, Moving Violations and Point Assessments, revised July 2001, §§ 46.2-491 through 46.2-494

PRO 17, It's Cool to Know the Rules, Driving Laws for Virginia's Teens, revised June 2001, § 46.2-334 et seq.

PRO 21, Mobile Customer Service Centers: On the Road for Customer Service, issued March 1999

PRO 34, Virginia Motorcycle Skills Test, revised March 2001

PRO 34A, Virginia Motorcycle Skills Test (alternate version), revised March 2001

PRO 39, Virginia Driver's Manual 2001-2002, revised July 2001

PRO 41, Steps to Obtaining a Driver's License or Photo ID Card in Virginia, revised October 2001

PRO 52, Organ Document Insert, July 2001

PRO 60, Virginia Commercial Driver's Manual, revised July 2000, § 46.2-341.1 et seq.

PRO 66, Insurance Requirements Brochure, Revised July 2001

PRO 68, Virginia is Tough (on drunk and drugged drivers), revised July 2001

PRO 72, Virginia Automobile Liability Insurance Reporting Requirements, revised February 2000

PRO 75, Teaching Your Teen to Drive, revised July 2001

Recommended Guidelines of the Medical Control Advisory Board, Administrative Procedures, revised November 1995, §§ 46.2-200, 46.2-203, 46.2-204 and 46.2-322.

SB97-005, Mechanics and Storage Lien: Program Enhancements Special Bulletin, issued August 6, 1997, §§ 43-32 through 43-34

SB97-005A, Mechanics and Storage Lien: Program Enhancements Special Bulletin, issued August 15, 1997, §§ 43-32 through 43-34

Special Employee Identification Card Program for Agencies/Organizations in State and Local Governments Information Sheet, revised October 2001, § 46.2-345

US531A, Information Use Agreement, revised September 1, 2000, § 46.2-208

US531E, Application for Extranet Transaction Access, revised September 1, 2000, § 46.2-208

Vehicle Registration Guidebook, revised November 1997

Virginia Fuels Tax Act Guidelines, dated August 2000

Virginia International Registration Plan, issued September 1997

Virginia Motor Vehicle Dealer Manual, revised July 1997

Virginia Department of Motor Vehicles Electronic Liens Participant Package, issued December 1, 1997,

§§ 46.2-216.1 and 46.2-216.2

Virginia Motor Vehicle Rental Tax Questions and Answers Guidelines for Rentors, revised July 1997, 24 VAC 20 -100

In addition to the above documents, the following documents are continuously updated:

Bulletins Relating to Fuels Tax Issues and Requirements, updated throughout the year

Bulletins Relating to Motor Carrier Issues and Requirements, updated throughout the year

DMV Web Site Contents updated weekly. As of December 2001, Site Contents include:

WHAT CAN I DO ONLINE?

Change an Address

Change Organ Donor Status

Create a Plate

Order a Souvenir Plate

PIN Administration

Provide Insurance Verification

Purchase an ID Card

Purchase a Plate

Renew Driver's License

Renew Vehicle Registration

Replace your Driver's License

Replace Your Registration Card

Report a Vehicle Sold or Traded

Request an Administrative Hearing

Request your DMV Record

Take a Sample Knowledge Exam

Trip Permit Purchase

What Have I Done Online

CITIZEN SERVICES

Driver's Licensing

Driver's License

Eligibility

Applying for a License

Renewing your License

Obtaining Replacement License

Driver Education Requirements

Virginia Driver's Manual

Sample Knowledge Exam

Do You Know Your Signs

Images of Driver's Licenses & Identification Cards

Learner's Permit

Eligibility

Learner's Permit Information

Apply for a Learner's Permit

Virginia Driver's Manual

Sample Knowledge Exam

GMU Young Drivers Study

Commercial Drivers License

What is a Commercial Motor Vehicle

Who are Commercial Drivers

Applying for a Commercial Driver's License or Instruction Permit

CDL Classifications, Endorsements and Restrictions

Taking the CDL Test

CDL Disqualifications
Virginia Commercial Driver's Manual
Motorcycle License
Operating a Motorcycle in Virginia
Obtaining a Class M License
Registering Your Motorcycle
Virginia Rider Training Program
Motorcycle Safety
Mobile Motorcycle Training Unit
Virginia Motorcycle Operator Manual
General Driver Information
Driver Improvement Clinics
Commercial Driver Improvement Clinics
Computer-based Driver Improvement Clinics
Commercial Driver Training Schools
Organ Donation
Driving Laws for Virginia Teens
Teaching Your Teen to Drive
Points and Violations
Habitual Offender
Virginia Traffic Crash Facts
Medical Review
Vehicle Services
Vehicle Titling
Titling a Vehicle in Virginia
Titling an Imported Vehicle
Obtaining a copy of Vehicle Title
Sales and Use Tax
Vehicle Registration
Vehicle Registration Information
Insurance
Emissions Inspections
First Time Registration
Vehicle Color Codes
Disabled License Plates
Antique Motor Vehicle
Trip Permit
License Plates
Create A Plate
Search/View Specialized Plates
Purchase License Plates
Order a Souvenir Plate
General Vehicle Information
Car Tax Information
Vehicle Sunshading Allowances
Selling A Vehicle
Declaring a Vehicle as Salvage
Overload Permits
Boats, Jet Skis, Personal Watercraft, etc.
Safety Inspection
Abandoned Motor Vehicle
Lemon Law
Liens
ID Services
Adult I.D. Cards
Children's I.D. Cards
Hearing Impaired Photo I.D. Cards
Obtaining a Photo I.D. Card
Purchasing an ID Card Online
Disability Services
Special Assistance for customer's visiting our offices or taking the D.L. exam

Special Assistance for hearing impaired customers
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Transferring Vehicle Ownership
Transferring the Vehicle Registration
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Vision Screening
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Supplemental Lien Title
Vehicle Record
Driving Record
Driver's license only (per year)
Combined learner's permit/driver's
90-Day Temporary Driver's License
Motorcycle Class
Motorcycle learner's permit
Commercial driver's license
CDL class
CDL endorsements
CDL instruction permit
Replacement license
Replacement learner's permit
Replacement CDL instruction permit
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Badges, Buckles, Belts and Beyond
Bicycle: Bicycle Safety
Child Safety: Protect Your Child When Riding in a Motor Vehicle

Drinking and Driving: No Excuses for Drinking and Driving
Driver Safety: Aggressive Driving
Driver Safety: Mature Driver Safety
Driver Safety: Young Driver Safety
Experience the NO-ZONE
Motor Carrier: Motor Carrier Safety
Motorcycle: Motorcycle Safety
Pedestrian: Pedestrian Safety
Safety Belts: Buckle-Up on Every Ride
Sample Knowledge Exam
School Bus: School Bus Safety
Virginia Traffic Crash Facts
DMV Employment
Applying for a DMV Position
Job Listing
State Application
Virginia Employment Commission
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Employee Recognition
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DMV Forms

CDT001	Application for Commercial Driver Training School License
CDT002	Application for Commercial Driver Training School Instructor License
CDT005	Certificate of Insurance
CDT006	Surety Bond
CDT012	Commercial Driver Training School Student Questionnaire
CRD-93	Information Request
DI03	Driver Improvement Clinic (DI) Student Questionnaire
DI15	Application for DI Clinic Certification /& Agreement (& Instructions)
DI505	Driver Improvement Clinic Instructor Personal Data Sheet
DL-1M	Driver's License Identification Card and Motor Voter Registration Application
DL005	Identification Card Application for Minors Under Age 15
DL015	Private Trucking Drivers Status Report
DL029	Private School and Day Care Status Report
DL030	Driver Status Report
DL032	School Bus Drivers Status Report
DL034	Public/Private School Driver Education Instructors
DL045	Headquarters Signature Card
DL055	Request for NDR File Check on Current or Prospective Employee
DL056	Individual Request for NDR Check
DL140	Vehicle Inspection Study Guide- Tractor Trailer
DL141	Vehicle Inspection Study Guide - Straight Truck/School Bus
DL142	Vehicle Inspection Study Guide - Coach/Transit

	Bus	FT456	Supplier's Schedule of Tax-Paid Receipts
DMV65	Credit Card Charge Request	FT457	Terminal Report
DSD02	Motor Vehicle Dealer Bond	FT458	Terminal Operator's Schedule of Disbursements
DSD04	Dealer Application for Temporary Registration/Transport Plates	FT460	Terminal Operator's Schedule of Receipts
DSD05	Temporary Transport Certificate	FT461	Motor Fuel Transporter's Report
DSD05A	Temporary Transport Certificate	FT462	Fuels Tax Bond
DSD07	Application for Certificate of Qualification/Salesperson's license	FT463	Motor Fuel Transporter's Schedule of Deliveries
DSD09	Application for Dealer/Drive-away/Office Trailers Plates	FT464	Alternative Fuel License Certificate Application
DSD10	Motor Vehicle Dealer License Application for Initial License or Renewal	FT465	Aviation Consumer's Report
DSD10A	Salvage Dealer, Demolisher, Rebuilder, Pool, Vehicle Remover Operator Application	FT466	Aviation Consumer's Schedule of Disbursements
DSD12	Application for Reissue or Exchange of Dealer /Drive-away Plates	FT467	Aviation Consumer's Schedule of Receipts
DSD13	Application for Temporary or Permanent Dealer License	FT468	Importer's Report
DSD14	Foreign Motor Vehicle Dealer Certificate of Registration Application for Initial or Renewal	FT469	Importers Schedule of Disbursements
DSD14A	Manufactured Home Dealer Certificate of Registration Application	FT470	Importer's Schedule of Receipts
DSD15	Watercraft Trailer Dealer Certificate of Registration Application	FT471	Blender's Report
DSD21	Record of All Wholesale Sales and Retail Sales Registered Out of State	FT472	Blender's Schedule of Receipts
DSD27	Permission to Use Dealer's License Plates	FT476	Fuels Tax New License Notice
DSD27A	Permission to Use Dealer Transport License Plates on Laden Vehicles	FT480	Fuels Tax Exporter's and Importer's Notice
DSD27B	Permission to Use Drive Away License Plates	FT481	Fuels Tax Alternative Fuel Provider's Notice
DSD36	Dealer Request for DMV Forms	FT482	Fuels Tax Reporting Notice
DSD65	Certificate of Zoning Compliance	FT483	Fuels Tax Supplier's Notice
DSD65A	Certificate of Zoning Compliance	FT484	Fuels Tax Bulk User's and Retailer's Notice
FMS210	Application for Vehicle Registration Refund	FT486	Schedule of Defaulted Tax Payments Receipts
FR02	Owner Statement of Insurance	FT521	Self Insured Accident Involvement Quarterly Report
FR200	Voluntary Report of an Accident	IRP1	Virginia Apportioned Registration Application
FSPA2	Architect/Engineer Services Invoice	IRP3	Apportioned Registration Jurisdiction Weight Schedule
FSPA3	Hold Harmless Agreement	IS22A	Request for Repaired or Rebuilt Salvage Vehicle Examination
FT213	Virginia Fuels Tax Application	VSA-41	Mechanic's or Storage Lien Vehicle Information Request
FT213/462	Virginia Fuels Tax Application and Bond Form	VSA-56	Rebuilt Salvage Vehicle Disclosure Statement
FT214	Virginia Fuels Tax Notice of Tax Payment Default	MC005	Individual Vehicle Mileage And Fuel Report (VMR)
FT215	Diversion Registration Input Sheet	MC051	Application For Virginia IRP and/or Fuel Trip Permit
FT216	Application for Fuels Tax Refund	MC121	International Fuel Tax Agreement (IFTA) Quarterly Report
FT218	Tax and Tank Fee Assessment	MC122	Motor Fuel Road Tax Quarterly Report
FT219	Schedule of Diversion Corrections	MC123	Renewal Or Additional Decal Application
FT220	Interstate Fuel Diversion Fax Notification Application	MC130	Virginia Motor Fuel Road Tax Programs Licensing & Reporting Requirements
FT441	Fuel Alcohol Provider's Report	MC131	Motor Carrier Guidebook
FT442	Fuel Alcohol Provider's Schedule of Disbursements	MCS101	Motor Vehicle Rental Tax Return
FT443	Fuel Alcohol Provider's Schedule of Receipts	MCS119	Rentor's Tax Bond
FT445	Alternative Fuel Report	MCS127	Motor Vehicle Rental Tax Schedule of Additional Tax
FT446	Alternative Fuel Schedule of Disbursements	MCSD3	Apportioned Registration Jurisdiction Weight Schedule
FT447	Alternative Fuel Schedule of Receipts	MCTS247	Motor Carrier Guidelines
FT448	Distributor's Report	MED02	Customer Medical Report
FT449	Distributor's Schedule of Disbursements	MED03	Medical Review Request
FT450	Distributor's Schedule of Receipts	MED04	Vision Screening Report
FT451	Supplier's Report	MED05	Minimum Vision Requirements for Licensed Drivers of Motor Vehicles
FT454	Virginia Fuels Tax License Information Chart	MED10	Disabled Parking Plates or Placard Application
FT455	Supplier's Schedule of Disbursements	MED11	Institutional/Organizational Permanent Placard Application
		MED12	Disability Parking Application Information
		MED20	Sunshading Medical Waiver Application

Guidance Documents

MED21	Sunshading Removal Certification	TSS15	Reimbursement Voucher for Highway Safety Project Costs
MED30	Application for CDL Disability Waiver or Hazardous Materials Variance	TSS15A	Instructions for Reimbursement Voucher for Highway Safety Project Costs
MED31	Conditions of Variance for CDL Drivers to Haul Hazardous Materials	TSS16	Expenditure Documentation Summary
MED40	Vision Examination Form for Wearers of Bioptic Telescopic Lens	US002	Extranet Login ID Request Form
MED41	Certification for Use of Bioptic Telescopic Lens	US531A	Information Use Agreement
MED44	Driver Licensing Information for Bioptic Telescopic Lens Wearers	US531C	DMV Information Criteria
MVB21	Criminal History Check Data Form	US531E	Application for Extranet Transaction Access
OA141	Motor Carrier Certificate/License Application	VSA005	Odometer Disclosure Sheet
OA142M	For-Hire Intrastate Operating Authority Application	VSA006	Color Chart
PPTR09	Personal Property Tax Relief Guidelines	VSA009	Application for Disabled Personalized Plates
PPTR10	Personal Property Tax Relief Technical Reference Guide	VSA010	Communiplate Application
PRO02	Virginia Motorcycle Operator Manual	VSA012	Affidavit in Lieu of Title Certificate
PRO03	Newcomer's Guide to Virginia	VSA014	Application for Registration
PRO05	DMV Guide for Family Members and Friends of the Recently Deceased	VSA015	Application for Special Registration
PRO 9	Size, Weight, and Equipment Requirement for Trucks, Trailers and other Towed Vehicles	VSA016	Registration Information Sheet
PRO13	New Driver's License Look	VSA017A	Application for Certificate of Title and Registration
PRO14	A Different Kind of Crash Course DI Program	VSA022	Application for Assigned Vehicle Identification Number
PRO15	Moving Violations and Point Assessment	VSA024	Statement of Authority to Assign Title
PRO17	It's Cool to Know the Rules	VSA040	Abandoned Motor Vehicles
PRO19	Display Them With Pride Brochure	VSA-41	Mechanic's or Storage Lien Vehicle Information Request
PRO19A	License Plate Poster	VSA054	Veteran Certification of Disability
PRO34	Alternative Motorcycle Skill Test	VSA-56	Application for Salvage Certificate
PRO39	Driver's Manual	VSA-57	Application for Non-Repairable Certificate
PRO39I	Driver's Manual Insert	VSA-58	Notification of Owner Retained Late Model Vehicle
PRO41	Steps to Obtaining a Driver's License or Photo ID	VSA-59	Rebuilt Salvage Vehicle Disclosure Statement
PRO60	Virginia Commercial Driver's Manual	VSA061	Special Revenue Sharing Series Application
PRO66	Insurance Card	VSA064	Required Evidence of Ownership
PRO68	Drinking and Driving Card	VSA066	Application for Supplemental Lien, Transfer of Lien, Replacement Title or Substitute Title
PRO72	VA Automobile Liability Insurance Reporting Requirements	VSA070	Power of Attorney
RDT120	Application for Motor Fuel Road Tax Licensing	VSA071	Change of Status Application
RDT123	Motor Fuel Road Tax License Renewal	VSA079	How to Transfer Title from Deceased Person
RDT382	IFTA Fee Schedule	VSA086	How to Title and License a Motor Vehicle
SSRS040	Single State Registration Application	VSA094	Application for License Plates or Decals for Deaf Person
SSRS041	RS2 - SSR Fee Schedule - Virginia	VSA124	Fire Department/Rescue Squad License Plate Application
SSRS360	R2 - SSR Fee Schedule - Delaware	VSA145	Overload Permit Application
SSRS361	RS2 - SSR Fee Schedule - Florida		CSS Authorization Information
SSRS362	RS2 - SSR Fee Schedule - Maryland		Guidelines For The Submission of Highway Safety Grant Applications
SSRS363	RS2 - SSR Fee Schedule - New Jersey		Hold Harmless Agreement
SSRS364	RS2 - SSR Fee Schedule - Pennsylvania		Request for Administrative Hearing
SUT01	(A) Supplemental Information for Procurement of Title (B) Seller's Statement of Sales Price		IRP Manual
SUT02	Application for Refund of Erroneous Payment of Sales and Use Tax		Motor Vehicle Statistics in Virginia
SUT03	Purchaser's Statement of Tax Exemption		Buyer's order check list
SUT04	Transfer of Certification of Lien Information		Virginia Fuels Tax Guidelines
SUT05	Certification of exemption from Sales and Use Tax for Special Equipment		Virginia Traffic Crash Facts
TSA10	Application for Highway Safety Grant		Invitation for Bids (IFBs)
TSA11	Grant Evaluation		Request for Proposals (RFPs)
TSA12	Safety Project Agreement		Virginia Motor Vehicle Rental Tax Q&A
TSA14	Project Monitoring Report		
TSS13	Mini Grant Application		

Copies of Motor Carrier Services bulletins relating to fuels tax and 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 cents a page. Requests for copies of these documents may be made by contacting Rena Hussey, Department of Motor Vehicles, Motor Carrier Services, Room 607, 2300 West Broad Street, Richmond, VA 23220, telephone (804) 367-8116, FAX (804) 367-1123 or e-mail dmvr3h@dmv.state.va.us.

The DMV Web Site Contents documents may be viewed and downloaded at no charge by visiting www.dmv.state.va.us. These Site Contents documents provide general information to the public about DMV, its administrative processes and procedures and the services it offers. For more information about the DMV Web Site, please contact Tully Welborn, Department of Motor Vehicles, Web Services, Room 632, 2300 West Broad Street, Richmond, VA 23220, telephone (804) 367-2431, FAX (804) 367-6631 or e-mail dmvtgw@dmv.state.va.us.

BOARD OF NURSING HOME ADMINISTRATORS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at nhabd@dhp.state.va.us. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the board at the address above or by telephone at (804) 662-7457. Copies are free of charge.

Guidance Documents:

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, adopted by board on April 28, 1989

95-3, Board guidelines on disciplinary case intake requirements, adopted February 27, 1996

95-4, Board Bylaws, adopted January 12, 2000.

95-5, Document of Department of Health; Common understanding of definitions and terms used to identify resident mistreatment, April 17, 2000

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at nursebd@dhp.state.va.us. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Nancy Durrett, R.N., Executive Director of the board at the address above or by telephone at (804) 662-9909. Copies are free of charge.

Guidance Documents:

90-1, Policy statement on Registered Nurses as first assistant in surgery, adopted by the Joint Committee of the Boards of Nursing and Medicine, June 30, 1976

90-2, Guidelines for agency to use regarding transmittal of third-party orders, accepted by the Boards of Nursing and Medicine, December 1982

90-3, Opinion on the necessity of physicians order for the measurement and recording of urine output, adopted September 16, 1985

90-4, Opinion on how licensure as a nurse relates to service on a volunteer rescue squad, letter by Executive Director, C. Dorsey, January 20, 1988

90-5, Board opinion of the administration of neuromuscular blocking agents by nurses, adopted November 1990

90-6, Guidance statement by board regarding peripherally inserted central catheters, adopted January 27, 1993

90-8, Board opinion regarding the delegation of task of obtaining specimens to unlicensed personnel, adopted January 1993

90-9, Board opinion on the delegation of nursing activities, adopted September 1993

90-10, Board guidelines for processing applications for licensure by examination, endorsement and reinstatement, accepted 1985, revised 1993

90-11, Administration of Versed by nurses, letter by Executive Director, C. Dorsey, November 1993

90-12, Board motion on Licensed Practical Nurses acting as first assistants in the operating room - adopted January 1994

90-13, Authority granted to Special Conference Committees to approve or deny applicants, adopted on March 26, 1995

90-14, Disposal of narcotics in the home following death of a patient, internal, memo of November 25, 1996

90-15, Insertion of Prostaglandin E2 Gel by Registered Nurses, letter by Executive Director, N. Durrett, August 27, 1996

90-16, Evaluation form for adult immunization protocols, developed by staff, August 1996

90-17, Opinion of cutting of corns and warts with a scalpel by Licensed Practical Nurses, December 16, 1996

90-18, Opinion regarding prescriptive authority in Virginia, prepared by Elizabeth Russell, revised April 1997 and September 2000.

90-19, Board interpretative statement on bolusing epidural anesthesia by Registered Nurses, adopted September 23, 1997, amended September 22, 1998

90-20, Requirement for licensure by endorsement by Licensed Practical Nurses, affirmed September 1997

90-21, Preparation of medications, letter from Corinne Dorsey, October 2, 1990

Guidance Documents

90-22, Execution of a Do Not Resuscitate Order, letter from Nancy Durrett, February 19, 1998

90-23, Decision-making Model for Determining RN/LPN Scope of Practice, adopted by the board September 24, 1996

90-24, Scope of nurse aide practice, letter from Corinne Dorsey, June 3, 1994

90-25, Transcribing a physician order to a prescription, letter from Nancy Durrett, May 27, 1998

90-26, Board opinion on reinstatement applications for individuals with revoked certificates based on a finding of abuse, neglect or misappropriation of resident property, adopted July 23, 1996

90-27, Board opinion on reinstatement requests by individuals with lapsed certificates who have findings of abuse, neglect or misappropriation of resident property, adopted May 20, 1998

90-28, Board opinion on authority to amend board orders requiring participation in Peer Assistance for Chemically Dependent Nurses, adopted March 24, 1998

90-29, Definition of the term "administer" for patient in private residence and for students on a school field trip, adopted by the Board of Pharmacy on June 11, 1998, with concurrence of the Board of Nursing on July 21, 1998

90-30, Ability of registered nurses to take orders from physician assistants, letter from Nancy K. Durrett, September 3, 1998

90-31, Drug orders conveyed by pharmacists, letter from Nancy K. Durrett, September 8, 1998

90-32, Board opinion on adverse findings of neglect by certified nurse aides, adopted September 23, 1998

90-33, Board motion on applicants who are enrolled in the Health Practitioner Intervention Program, adopted July 20, 1999

90-34, Board motion on review and challenge of NCLEX, adopted July 20, 1999

90-35, Board motion authorizing staff to offer pre-hearing consent orders to certified nurse aides for patient abandonment, adopted September 28, 1999

90-36, Guidelines for the training of employees of school boards in the administration of insulin and glucagon, August 1999

90-37, Board motion on requesting strategies for improvement for nursing education programs having less than 80% passing rate on the licensure examination for at least two years, adopted March 24, 1998.

90-38, Board motion on disposition of cases against nurses practicing with expired licenses, adopted May 11, 1999.

90-39, Board motion authorizing staff to offer pre-hearing Consent Orders in cases of noncompliance or dismissal in Health Practitioners' Intervention Program cases, adopted September 26, 2000.

90-40, Board opinion that the surveillance activities required by the OSHA Respiratory Standards are within the scope of practice of the registered nurse, adopted November 15, 2000.

90-41. Board motion adopting article on patient abandonment by Dr. Shelley Conroy in the Spring 2001 Nursing Notes, adopted March 20, 2001.

90-42. Board opinion on the delegation of circulating duties in the operating room to unlicensed persons, adopted July 17, 2001.

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at optbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the board at the address above or by telephone at (804) 662-9910. Copies are free of charge.

Guidance Documents:

105-1, Consent Order for Richard D. Ayuso, O.D.; September 26, 1990, Practice in mercantile establishment; advertising

105-2, Order by the Board for Eustace F. Bourne, O.D.; January 5, 1990, Practice in mercantile establishment; advertising

105-3, Consent Order for Paul T. Edwards, O.D.; December 19, 1994, Practice in mercantile establishment

105-4, Consent Order for Louis A. Espejo, O.D.; October 24, 1995, Practice in mercantile establishment

105-5, Consent Order for Nava Ezra, O.D.; August 21, 1996, Practice in mercantile establishment; indirect control and supervision over practice by sublessor

105-6, Consent Order for Solomon Holsveig, O.D.; May 15, 1997, Practice in mercantile establishment

105-7, Consent Order for Barry M. Lebowitz, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist

105-8, Consent Order for Marcia K. Leverett, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist; advertising

105-9, Consent Order for Blake A. Mitvick, O.D.; January 26, 1996, Practice in mercantile establishment

105-10, Consent Order for Gilbert J. Nelson, O.D.; February 17, 1995, Practice in mercantile establishment

105-11, Consent Order for Jane Atkinson Trump, O.D.; October 18, 1995, Practice in mercantile establishment

105-12, Consent Order for David A. Tufts, O.D.; February 2, 1997, Practice in mercantile establishment

105-13, Consent Order for Michael E. Zalar, O.D.; November 4, 1995, Practice in mercantile establishment

105-14, Matrix of disciplinary sanctions, January 1993 to November 29, 1999

105-15, Newsletter, January 1995, Prescription release and expiration dates; record keeping.

105-16, Newsletter, July 1996, Record keeping

105-17, Board minutes, February 7, 1997, Advertising guidelines

105-19, Consent Order for Jack David Cadenhead, O.D.; July 12, 1996, Mercantile practice

105-20, Consent Order for Lynne A. Chintala, O.D.; November 13, 1997, Mercantile practice

105-21, Consent Order for Robert Fornilli, O.D.; March 12, 1998, Mercantile practice

105-22, Consent Order for Christopher A. McGlone, O.D.; October 1, 1998, Mercantile practice

105-23, Consent Order for Mary Vaughan-Camp, O.D.; March 12, 1998, Mercantile practice

105-24, Consent Order for Thomas Hwa-Hong, O.D.; July 26, 1999, Mercantile practice

110-8, Information on prescriptive authority in Virginia, revised July 2001

110-10, Compilation of Board sanctions, August 1992 - December 1996

110-11, Compilation of Board sanctions, 1973 - July 1992

110-12, Consent Order for the Board of Pharmacy v. Grover E. Hughes, case decision on the possession of FDA unapproved biologicals in a pharmacy for use in compounding, April 13, 1994

110-13, Consent Order for the Board of Pharmacy v. CVS/pharmacy, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, October 9, 1997

110-14, Consent Order for the Board of Pharmacy v. Eckerd Corporation, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, August 19, 1997

110-15, Orders for the Board of Pharmacy v. Jerome A. Danoff, case decision involving violations of laws related to dispensing in good faith, pursuant to a valid prescription, June 4, 1996 and August 21, 1997

110-16, Guidance for pharmacies on returning drugs to stock from "will-call," February 10, 1998

110-17, Instructions for graduates of foreign schools of pharmacy, revised April 26, 1999

110-18, Interpretation of "administer" to include preparation for administration, June 11, 1998

110-19, Guidance for sanctions for violations of continuing education requirements, November 27, 2000.

110-20, Guidance for pharmacies providing prescriptions blanks to prescribers, December 8, 1998

110-21, Guidance for clarification of the term "on duty" as used in 18 VAC 110-20-190 (C) of the Regulations Governing the Practice of Pharmacy, April 21, 1999

110-22, Guidance for waivers for free clinics related to restricted access, February 2, 2001

110-23, Repackaging medications into unit dose or compliance packaging for long term care facilities when one pharmacy dispenses and a second pharmacy repackages, June 15, 1999

110-24, Guidance for setting NAPLEX passing score, October 5, 1999

110-25, Guidance for life of a prescription after a prescriber no longer in practice, October 5, 1999

110-26, Inspection Violations - suggested sanctions, June 13, 2000.

110-27, Pharmacist-In-Charge responsibilities, June 2000

110-28, Guidance for free clinic pharmacy permit applicants, July 2000

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at pharmbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Scott Russell, Executive Director of the Board at the address above or by telephone at (804) 662-9911. Copies are free of charge.

Guidance Documents:

110-1, List of categories of facility licenses and a brief description of each, April 2001

110-2, Instructions for applicants for a pharmacist license by examination, April 2001

110-5, Instructions and forms for reporting of thefts or losses of drugs, July 2001

110-6, Instructions and forms for destruction of drugs by pharmacies, July 2001

110-7, Guidelines of the Virginia Board of Medicine on physician/patient relationship and the prescribing of drugs for family or self, revised June 1996

Guidance Documents

110-29, Guidance Document for physician dispensing, September 2000

110-30, Methods prescribed or approved for animal euthanasia and competency certification requirements, Directive from the State Veterinarian, December 1, 2000

110-31, Approved capture drugs and drug administering equipment, Directive from the State Veterinarian, December 1, 2000

110-32, Regulatory Information for New Pharmacies, March 2000

BOARD OF PHYSICAL THERAPY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at ptboard@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young Tisdale, Executive Director of the Board at the address above or by telephone at (804) 662-9911. Copies are free of charge.

Guidance Documents:

112-1, By-Laws of the Board of Physical Therapy, adopted September 22, 2000.

DEPARTMENT OF PLANNING AND BUDGET

Contact for questions or to obtain a copy: James B. Cook, Jr., 200 North Ninth Street, Room 418, Richmond, VA 23219, telephone (804) 786-0212 or e-mail jcook@dpb.state.va.us. Copies may be obtained at no charge at <http://www.dpb.state.va.us/forms/forms.cfm> or at the above address.

Guidance Document:

Nonstate Agency Budget Request Instructions and Form, updated July 19, 2001, §§ 2.2-1505 and 2.2-4300

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 Records Management Office of the Department of Professional and Occupational Regulation, 5th Floor, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained by contacting Dawn Waters at the same address, telephone (804) 367-8583, FAX (804) 367-2475 or e-mail recordsmgt@dpor.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Records

Manager, Department of Professional and Occupational Regulation, 5th Floor, 3600 West Broad Street, Richmond, VA 23230, telephone (804) 367-8583, FAX (804) 367-2475, or e-mail waters@dpor.state.va.us.

Guidance Documents:

Policy Manual, revised November 19, 2001, § 54.1-302 through 54.1-306, \$69.25

Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects

APELSCIDLA Board Sanction Guidelines for Violations that occurred before July 1, 1999, issued June 8, 2000, §§ 54.1-201 and 54.1-202 and 18 VAC 10-20-790

APELSCIDLA Board Sanction Guidelines for Violations that occurred after July 1, 1999, issued June 8, 2000, § 54.1-201 and 54.1-202 and 18 VAC 10-20-790

Course Requirements for Engineering Technology Program, adopted May 1996, 18 VAC 10-20-200.4 and 18 VAC 10-20-210.4

Asbestos and Lead

Procedures Manual for Asbestos Licensing, issued May 2001, 18 VAC 15-20

Procedures Manual for Lead Based Paint Activities Certification, issued March 2001, 18 VAC 15-30

Barbers and Cosmetology

Procedures Handbook for Barbers, issued June 1999, 18 VAC 40-20, \$18.75

Procedures Handbook for Cosmetology, issued July 1999, 18 VAC 55-10, \$18.75

Contractors

Virginia Contractor Transaction Recovery Act Claim Packet, revised March 1997, § 54.1-1118 et seq.

Hearing Aid Specialists

Procedures Handbook for the Board for Hearing Aid Specialists, issued September 1999, 18 VAC 80-20, \$18.75

Opticians

Procedures Handbook for the Board for Opticians, issued August 1999, 18 VAC 100-10, \$18.75

Real Estate Appraisers

Real Estate Appraiser Desk Procedures, revised 1998, 18 VAC 130-20

Real Estate Appraiser Sanction Manual, revised May 1998, 18 VAC 130-20-160

Real Estate

Real Estate Recovery Fund Manual, revised January 1996, § 54.1-2112 et seq., \$11.50

Real Estate Sanctions Manual, revised October 1997, 18 VAC 135-20, \$25.50

Virginia Real Estate Transaction Recovery Act Claim Packet, revised March 1997, § 54.1-2112 et seq.

Waste Management Facility Operators

Procedures Manual for Waste Management Facility Operator Licensing, issued November 1997, 18 VAC 155-20

Waterworks and Wastewater Works Operators

Waterworks and Wastewater Works Operators Procedural Manual, March 2001, 18 VAC 160-20

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at psy@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the board at the address above or by telephone at (804) 662-9913. Copies are free of charge.

Guidance Documents:

125-2, Assistant Attorney General Opinions

125-2.1, Interpretation of statutes pertaining to release of health care records, April 7, 1997

125-3, Minutes of the Board

125-3.1, Residency requirements applied to both exempt and non-exempt work settings, May 21, 1992

125-3.2, Clarification that a residency can not begin until approved by the board, November 19, 1992

125-3.3, Clarification that applicants are required to file registrations of residency and applications for licensure concurrently, and receive approval before starting the residency. Clarification that applications are not considered complete until all requirements have been met, January 12, 1993

125-3.4, Determination that the Chair of the Examination Committee would have the authority to make decisions on special accommodation requests, January 18, 1994

125-3.5, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, March 23, 1999

125-3.6, Policy that all forms within the applicant's control be received prior to the examination deadline in order for applicants to be deemed eligible for the examination, June 8, 1999

125-3.7, Table outlining reporting requirements for health care practitioners, April 2000

125-4, Newsletters of the Board

125-4.1, Guidance from the Assistant Attorney General on how to provide services while under supervision for sex offender treatment provider certification, Summer 1998

125-4.2, Guidance regarding mandatory reporting of impaired practitioners who may present a danger to the public. Summary of Virginia statutes regarding maintenance and release of client records, Fall 2000

PUBLIC DEFENDER COMMISSION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Public Defender Commission located at 701 E. Franklin Street, Suite 1416, Richmond, VA 23219. Copies may be obtained free of charge by contacting Jane Chittom, Appellate Defender, at the same address or by telephone (804) 786-4960 or FAX (804) 371-8326.

Questions regarding interpretation or implementation of these documents may also be directed to Ms. Chittom.

Guidance Document:

Standards for the Qualifications of Appointed Counsel in Capital Cases, issued January 1, 2002, § 19.2-163.8 E

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the office of the Department of Rail and Public Transportation, 1313 East Main Street, Suite 300, P.O. Box 590, Richmond, VA 23218-0590. Single copies may be obtained free of charge by contacting Sheryl B. Armstrong at the same address, telephone (804) 786-3701, FAX (804) 225-3664 or e-mail sarmstrong@drpt.state.va.us. Copies of all guidance documents are available to view or download at the DRPT website: www.drpt.state.va.us.

Questions regarding the interpretation or implementation of these documents may be directed to Leo J. Bevon, Director, Department of Rail and Public Transportation, at the same address, telephone (804) 786-1051, FAX (804) 225-3664 or e-mail lbevon@drpt.state.va.us; or to J. Randolph Smith, Jr., Deputy Director, at the same address, telephone (804) 371-4866, FAX (804) 225-3664 or e-mail rsmith@drpt.state.va.us.

Guidance Documents:

Public Transportation (Transit, Paratransit, and Vanpools):

Guidance Documents

State Aid for Public Transportation: Grant Application Package, Fiscal Year 2002, revised December 2000, § 33.1-391.5

Federal Transit Administration Section 5303 (Metropolitan Planning) Program: Grant Application Package, revised January 2001, § 33.1-391.5

Federal Transit Administration Section 5310 (Elderly and Persons with Disabilities) Program: Information and Application Package, Fiscal Year 2002, revised December 2000, § 33.1-391.5

Vanpooling Made Easy: An Informational Sourcebook, First Edition, revised June 2001, § 33.1-391.5

Rail:

Official State Railroad Map, revised April 2000, § 33.1-391.5

Official Virginia Rail Plan for the 21st Century, published December 2001, § 33.1-391.5

Rail Industrial Access Program: Application Procedures and Forms, revised July 2000, § 33.1-391.5

Rail Preservation Program: Application Procedures and Forms, revised April 1999, § 33.1-391.5

DEPARTMENT OF REHABILITATIVE SERVICES

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23288-0300.

For questions about interpretation or implementation of any guidance document, 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 and Vocational Evaluation Guidance Documents:

State Plan for the State Vocational Rehabilitation Services Program and State Plan Supplement for the State Supported Employment Services Program, updated July 1, 2000, Katherine Lawson. Also available on DRS Web site.

Strategic Plan for Innovation and Expansion, updated July 1, 2000, Katherine Lawson. Also available on DRS Web site.

Your Path To Work Through Vocational Rehabilitation: A Guide to the Virginia DRS Vocational Rehabilitation Program (customer handbook), revised 11/99, Dana Rosanelli. Also available on DRS Web site.

Path To Achievement, issued January 1999, Dana Rosanelli.

Virginia Guide to Supported Employment and Job Coach Training Services manual, revised November 2001, Scott Fraley. Available on DRS Web site.

Long Term Employment Support Services Guide, revised July 2000, Jack Hayek or Judy Hill. Available on DRS Web site.

Virginia DRS Fair Hearing Officer Manual, revised June 1999, Mary Lutkenhaus.

New Counselor Skills Supervisor's Checklist, revised 2001, Brenda Adkins or Susan Burns.

Best Practices Manual for Vocational Evaluation, issued 1995, Dale Batten.

The following vocational rehabilitation program guidance documents are updated monthly:

Field Rehabilitation Services Policy and Procedures Manual, first 10 pages front and back are free and \$0.15 each additional page (number of pages varies by policy), Liz Smith or Gloria O'Neal. Also available on DRS Web site.

Training and Facilities Manual, Robert Johnson or Carrie Worrell.

Services Reference Manual, Robert Johnson or Carrie Worrell.

Independent Living Services Program Guidance Documents, Theresa Preda:

State Plan for Independent Living, effective October 1, 2001 through September 30, 2004

Virginia DRS Centers for Independent Living Title VII, Part B Procedures Manual, revised November 2000 (currently under revision).

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised August 1996 (currently under revision).

DRS/CIL Fiscal Manual, revised September 1997 (currently under revision).

State Personal Assistance Services Program Guidance Documents, Susan Payne or Teresa Wingold:

Personal Assistant Services Policy Manual, revised February 1999.

Personal Assistance Services brochure, issued March 2000.

Personal Assistance Services fact sheet, issued March 2000.

Consumer and Personal Assistant Handbook, issued October 2001.

Brain Injury & Spinal Cord Injury Services Program Guidance Documents, Patricia Goodall:

Cognitive Rehabilitation Program Eligibility Criteria, revised September 2001.

Consumer Services Fund Guidance Documents, Mike Scione:

Consumer Services Fund Guidelines and Application, revised March 2000.

Disability Services Boards Documents, Mark Hawkins or Dina Zanetta:

Disability Services Boards Member Handbook, issued October 2001.

Rehabilitation Services Incentive Fund Guidelines and Application, revised September 2001.

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/implementation of any guidance document, or to request a free copy, please contact the resource person named in the list below by calling toll-free 1 (800) 345-9972 or (540) 332-7000. TTY users call toll free 1 (800) 811-7893 or locally (540) 332-7239.

Medical Services Guidance Documents, Paige Moore:

Admissions Criteria for Short Term Rehabilitation Unit, revised November 2001.

Career and Life Services Guidance Documents, Kathy Trossi:

PERT Manual, revised October 1, 1999.

Student Life Guidance Documents, Bob Edmiston:

Student Handbook, revised January 2002.

Other WWRC Guidance Documents:

WWRC Services listing/fee schedule, WWRC Fiscal Manager.

WWRC Guide to Programs and Services, revised 2001, Kathy Trossi.

WWRC Brochure, revised 2000, Wendell Coleman.

WWRC Policies and Procedures Manual, revised monthly as needed, Wayne Heatwole.

Unified Case Management Operations Manual, revised July 1999, Tom Blosser.

VIRGINIA RETIREMENT SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ann Black, Communications Manager, at the same address, telephone (804) 649-8059, FAX (804) 786-1541 or e-mail ablack@vrs.state.va.us. The documents may be downloaded from the Virginia Retirement System home page (<http://www.state.va.us/vrs/vrs.htm>).

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Bo Harris, Deputy Director, Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219, telephone (804) 649-8059, FAX (804) 786-1541 or e-mail bo@vrs.state.va.us.

Guidance Documents:

Virginia Retirement Act, revised August 2001

Benefits Manual, Title 51.1, Code of Virginia, Chapters 1-7, 12, 15, 16 revised September 2001

Employer Payroll Manual, revised December 1994, Code of Virginia, Chapters 1-7

Handbook for Members, summary plan description, revised November 2001, Code of Virginia, Chapters 1-7, 10, 11, 13, 14

Guidelines to Retirement (Information Series #2), revised January 2000, Code of Virginia, Title 51.1, Chapters 1, 2

Guidelines to Retirement (Information Series # 3), revised November 1999, Code of Virginia, Title 51.1, Chapters 1, 3

Guidelines to Retirement (Information Series #4), revised November 1999, Code of Virginia, Title 51.1, Chapters 1-7

Disability Retirement (Information Series #6), revised November 1999, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Group Life Insurance (Information Series #7), revised November 1999, Code of Virginia, Title 51.1, Chapter 5

Optional Group Life Insurance (Information Series #9), revised December 1998, Code of Virginia, Title 51.1, Chapter 5

Member Benefit Profile, last published September 2001, Code of Virginia, Title 51.1, Chapters 1-7, 10

Deferred Compensation Administrative Manual, revised May 1995, Code of Virginia, Title 51.1, Chapter 6

Easy Access to Your Plan Account (deferred compensation), revised October 1999, Code of Virginia, Title 51.1, Chapter 6

What You Should Know About Your Deferred Compensation Plan, revised April 1998, Code of Virginia, Title 51.1, Chapter 6

Emergency Withdrawal Procedures (deferred compensation), revised April 1998, Code of Virginia, Title 51.1, Chapter 6

Investment Option Guide, revised December 1999, Code of Virginia, Title 51.1, Chapter 6

Deferred Compensation Plan Information Kit, revised January 1998, Code of Virginia, Title 51.1, Chapter 6

457 DCP News, published quarterly, Code of Virginia, Title 51.1, Chapter 6

VRS Retirement Benefits and Divorce, revised May 1996, Code of Virginia, Title 51.1, Chapter 1

Virginia Sickness and Disability Program Handbook, revised May 2000, Code of Virginia, Title 51.1, Chapter 11

Update for Employers, published bi-monthly, Code of Virginia, Title 51.1, Chapters 1-7

Memo to Members, published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Guidance Documents

Memo to Retirees, published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Direct Deposit Factsheet, revised July 1997, Code of Virginia Disability Factsheet, revised November 2001, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Refund Factsheet, revised September 1998, Code of Virginia, Title 51.1

Refund Factsheet for Disability Retirement Compensable Under Workers' Compensation, published July 1997, Code of Virginia, Title 51.1

Retiree Handbook, Code of Virginia, revised May 2000, Title 51.1, Chapters 1-7

VRS Annual Report, December 2001, published annually, Code of Virginia, Title 51.1, Chapters 1-7

What's Quick, Easy And Only A Phone Call Away? (VIPS For VRS Members), published June 2000, Code of Virginia, Title 51.1, Chapters 1-7

What's Quick, Easy And Only A Phone Call Away? (VIPS For VRS Retirees), published June 2000, Code of Virginia, Title 51.1, Chapters 1-7

What's Quick, Easy And Only A Phone Call Away? (VIPS For VRS Employers), published June 2000, Code of Virginia, Title 51.1, Chapters 1-7

DEPARTMENT FOR RIGHTS OF VIRGINIANS WITH DISABILITIES

Guidance documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the department's central office located at 202 North 9th Street, 9th Floor, Richmond, VA 23219. For questions about interpretation or implementation of any guidance document, or to request a copy free of charge, please contact the Program Operations Coordinator at the above address or by calling (804) 225-2061 or (800) 552-3962. TTY users may call (804) 225-2042 or (800) 552-3962.

Guidance Documents:

Client Assistance Program, reprinted November 2001

Department for Rights of Virginians with Disabilities General Brochure, revised September 2001

Department for Rights of Virginians with Disabilities Policy 1.1, Services, effective November 1, 1997

Department for Rights of Virginians with Disabilities Policy 1.2, Service Access and Eligibility, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.3, Service Requests, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.5, Conditions of Representation, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.6, Assignment of Legal Counsel, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.7, Consumer Appeals, effective September 1, 1998

Department for Rights of Virginians with Disabilities Policy 1.8, Complaints Regarding DRVD Services, effective July 10, 1997

Department for Rights of Virginians with Disabilities Policy 1.9, Coordination with Other Agencies, Individuals and Organizations, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.10, Use of Experts, effective April 1, 1998

Department for Rights of Virginians with Disabilities Policy 2.4, Mediation, effective May 18, 1998

Department for Rights of Virginians with Disabilities Policy 2.5, Conflicts of Interest, effective July 20, 1998

Department for Rights of Virginians with Disabilities Policy 2.9, Case Closure, effective November 1, 1997

Department for Rights of Virginians with Disabilities Strategic Plan for FY 2000—2004, effective July 1, 2000

Developmental Disabilities Program, revised October 2001

Protection and Advocacy for Individuals with Mental Illness (PAIMI) Program, revised October 2001

VIRGINIA SMALL BUSINESS FINANCING AUTHORITY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Financial Services Division, 707 E Main Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Barbara Carter at the same address, telephone (804) 371-8254, FAX (804) 225-3384 or e-mail bcarter@dba.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Patricia S. Thorne, Financial Services Division, 707 E Main Street, 3rd Floor, Richmond, VA 23219, telephone (804) 371-8208, FAX (804) 225-3384 or e-mail pthorne@dba.state.va.us.

Guidance Documents:

Bonds

Virginia Private Activity Bond Allocation Guidelines, revised December 2001, Chapter 50 (§§ 15.2-5000 through 15.2-5005) of Title 15.2 of the Code of Virginia (PABGuidelines.doc)

Bond Overview, revised December 2001, Virginia Small Business Financing Authority: Industrial Development Bonds, Tax-exempt Bonds and Taxable Bonds, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia, applications revised December 2001 (TaxableBondApp.doc, TaxExemptBondapp.doc, and bondoverview.doc)

Umbrella Bond Program Information sheet, revised December 2001, Virginia Small Business Financing Authority: Industrial Development Bonds, Umbrella Bond Program, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia (UMBInfosheet.doc)

Revolving Loan Fund

Revolving Loan Fund Information, revised July 2001, Virginia Small Business Financing Authority: Virginia Economic Development Revolving Loan Fund and Virginia Defense Conversion Revolving Loan Fund, Chapter 28 (§§ 9-197 through 9-235 and 9-249.1) of the Code of Virginia, application and information sheet revised December 2001 (RLFguidance.doc, RLFinfosheet.doc, RLFtotalapp.doc and FINSTATE.doc)

Loan Guaranty Program

Loan Guaranty Program Information, revised December 2001, Virginia Small Business Financing Authority: Loan Guaranty Program, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia, application, agreements and information sheet revised December 2001 (LGPBankGuaranty.doc, LGPBorrowersAgreement.doc, LGPGuidance.doc, LGPInfoSheet.doc and LGPtotalapp.doc)

Child Day Care Program

Child Day Care Information, revised May 2001, Virginia Small Business Financing Authority: Child Day Care Financing Program: Child Day Center Loans and Family Home Provider Loans, Title 63.1, Chapter 10 §63.1-195 and Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia, applications and information materials revised December 2001 (CDCGuidance.doc, CDCInfoSheet.doc, Centersapp.doc, FHPapp.doc and FINSTATE.doc)

Virginia Capital Access Program

Virginia Capital Access Program Manual, revised May 2001, Virginia Small Business Financing Authority: Virginia Capital Access Program - Program Manual, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia, application material revised December 2001 (TotalBkPartAgmt.doc, VCAPInfoSheet.doc, VCAPprogramManual.doc)

Export Assistance Program

Export Assistance Program information, revised January 2000, Virginia Small Business Financing Authority: Virginia Export Loan Guarantee Fund, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia, application revised May 2001

Environmental Compliance Assistance Fund

Environment Compliance Assistance Fund information, revised December 2001, Virginia Small Business Financing Authority. Environment Compliance Assistance Fund. Chapter 11.1, Title 10.1, Article 4, § 10.1-1197.1 et seq. of the Code of Virginia, application revised December 2001 (ECAFTotalapp.doc, ECAFattachment.doc, and ECAFguidance.doc)

DEPARTMENT OF SOCIAL SERVICES

To obtain copies or to arrange viewing of the following documents, contact the FOIA Coordinator at the offices of the Department of Social Services, Office of Communications, 730 East Broad Street, Richmond, VA 23219-1849, telephone (804) 692-1900 or FAX (804) 692-0319.

If there are costs for any of the listed documents, they are indicated below. Where documents are available free of charge, it is for a single copy of the document. There may be charges for multiple copies.

Copies of the following documents may be viewed during regular business hours, 8:30 a.m. until 5 p.m. on normal work days, at the above address. Some of the listed documents are available for viewing in Department of Social Services' regional and district offices located throughout the Commonwealth. Other documents may be viewed in local departments of social services serving every city and county in the state.

Questions concerning interpretation or implementation of these documents may be directed to Richard Martin, Regulatory Coordinator, Department of Social Services, Room 930, 730 East Broad Street, Richmond, VA 23219-1849, telephone (804) 692-1825, FAX (804) 692-1814 or e-mail lrn2@dss.state.va.us.

You may obtain the most up to date information on the Department of Social Services' guidance documents on the department's Internet home page (<http://www.dss.state.va.us/>).

The Department of Social Services provides administrative support to the Office of Interdepartmental Regulation of Children's Residential Facilities and to the Family and Children's Trust Fund. You may contact the above persons concerning these agencies' guidance documents.

Guidance Documents:

Appeals and Fair Hearings

Virginia Department of Social Services Appeals and Fair Hearings Unit Administrative Disqualification Hearings; July 12, 1999, free

Virginia Department of Social Services Appeals and Fair Hearings Unit Benefits & Services Appeals; March 2, 1999, free

Virginia Department of Social Services Appeals and Fair Hearings Unit Child Protective Services Section; October 22, 2001, free

Virginia Department of Social Services Appeals and Fair Hearings Unit Child Support Enforcement Appeals; October 16, 2001, free

Benefit Programs

Aid to Families with Dependent Children-Foster Care (AFDC-FC) Policy Manual, December 2000, \$54.60

Volume IX, Energy Assistance Policy Manual, revised October 2000, 22 VAC 680-10 et seq., \$22.90

Energy Assistance Program Quick Reference Guide, revised October 2000, 22 VAC 680-10 et seq., \$3.10

Volume V, Food Stamp Certification Policy Manual, October 2001, § 63.1-25.2, \$81

Volume VI, Food Stamp Issuance Policy Manual, February 1996, § 63.1-25.2, \$36

Guidance Documents

Food Stamp Program Quick Reference Guide, October 2001, § 63.1-25.2, \$3.60

Volume XIII, Medicaid Policy Manual, November 2001, § 32.1-323 et seq., \$78.75

Volume II, Part V, State-Local Hospitalization Policy Manual, February 1995, § 32.1-343 et seq., \$52.10

Temporary Assistance For Needy Families (TANF) Policy Manual (VIEW included), June 2001, § 63.1-86.1, \$54.60

Virginia Electronic Benefits Transfer (EBT) Policies and Procedures Guide, October 1, 2001, free

Child Support Enforcement

Division of Child Support Enforcement Program Manual, November 1, 2000, 22 VAC 40-880-10 et seq., initial CD-ROM at \$ annually which includes updates each 60 days.

Community Programs and Resources

Neighborhood Assistance Program Donor Fact Sheet, revised July 2000, § 63.1-320 et seq., free

Neighborhood Assistance Program Project Fact Sheet, revised July 2000, § 63.1-320 et seq., free

Neighborhood Assistance Program Contribution Notification Forms, A, B, C, D, and E, revised July 2000, § 63.1-320 et seq., free

Virginia AmeriCorps Policy Supplement, revised September 2000, free

Virginia Refugee Resettlement Program manual, free

Welfare-to-Work (WTW) Guidelines and Procedures, Transmittal #1, July 1999, free

Executive Secretariat

Procedures for responding to Freedom of Information Requests (DRAFT), revised October 1997, § 2.1-340, free

Finance and Administration

Final Allocations for Local Departments of Social Services - Fiscal Year Ending June 30, 2002, May 2000, § 63.1-33, free

Virginia Department of Social Services Information Security Policy, revised October 8, 1997, § 63.1-53, free

Virginia Department of Social Services Internet Guidelines, June 15, 1999, § 63.1-53, free

Virginia Department of Social Services Internet Privacy Policy, November 2000, Executive Order 51 (§ 2.10378), available at <http://www.dss.state.va.us/geninfo/privacy.html>, free

Licensing Programs

Adult Care Residence Direct Care Staff Training Curriculum, May 1996, 22 VAC 40-71-10 et seq., \$15

Adult Care Residence Direct Care Staff Training Study Guide, July 1997, 22 VAC 40-71-10 et seq., \$8.00

Adverse Enforcement: Goals, Principles, guidelines, and Office Procedures, October 28, 1999, \$4.00

Asbestos Information Packet for Child Day Centers and Asbestos Inspectors, revised September 1996, § 63.1-198.01, free

Criteria for Training, February 1999, free

Comprehensive List of Barrier Crimes for Child Welfare Agencies, June 1, 2001, § 63.1-198.1, free

Curriculum Outline for Adult Care Residence Administrators, February 1997, 22 VAC 40-71-10 et seq., free

Curriculum Form for First Aid and Cardiopulmonary Resuscitation (CPR) for Licensed Child Day Centers, December 2001, 22 VAC 15-30-10 et seq., free

First Aid Curriculum Form for Minimum Standards for Licensed Family Day Homes, August 2000, 22 VAC 40-110-10 et seq., free

First Aid Curriculum Form for Standards and Regulations for Licensed Adult Care Residences, October 1996, 22 VAC 40-71-10 et seq., free

Implementation Procedures for Processing Allowable Variance Requests, revised July 1995, free

Information for Religiously Exempted Child Day Centers, revised September 1998, §§ 63.1-196.3 and 63.1-198.2, free

Manual for Child-placing Agencies, August 16, 1989, 22 VAC 40-130-10, free

Operations Implementation Memorandum No. 1 - Family Day Home Abbreviated Study, July 1995, free

Operations Implementation Memorandum No. 3 - Use of Modification When Family Day Homes Change Location, April 1996, free

Requirements for Proof of Child Identity and Age for Licensed Child Day Centers & Certified Preschools, July 1999, § 63.1-196.002, free

Performance-based Licensing and Monitoring, July 10, 1999, free

Program Operations Guidance: Facility Closure, November 1997, free

Operations Implementation Memorandum #5 - Incomplete and New Application Information, free

Requirements for Proof of Child Identify and Age for Licensed Family Day Homes, February 1999, § 63.1-196.002, free

Resource Guide for Medication Management for Persons Authorized Under The Drug Control Act, September 2000, 22 VAC 40-71-10 et seq., \$30

Standard Operating Procedures for Certification of Preschool Programs, July 1994, § 63.1-196.3:1, free

Standard Operating Procedures for Religious Exemption, September 1996, §§ 63.1-196.3 and 63.1-198.2, free

Technical Assistance Questions and Answers for Standards and Regulations for Licensed Adult Care Residences, May 1999, 22 VAC 40-71-10 et seq., \$6.00

Technical Assistance Questions and Answers for Minimum Standards for Licensed Family Day Homes, May 2000, 22 VAC 40-110-10 et seq., free

Technical Assistance Questions and Answers for Regulation for Criminal Record & Child Abuse/Neglect Registry Checks for Child Welfare Agencies, January 18, 2000, 22 VAC 40-190-10 et seq., free

Technical Assistance Questions and Answers for Minimum Standards for Licensed Child Day Centers, July 1999, 22 VAC 15-30-10 et seq., free

Voluntary Registration Monitoring Procedures, revised August 1997, § 63.1-196.04, free

Waiver Guidelines for Criminal Convictions for Child Welfare Agencies, June 2001, § 63.1-198, free

Program Integrity

Fraud Reduction and Elimination Effort (Fraud FREE) Policy Manual, April 1999, § 63.1-58.2, 22 VAC 40-325-10 et seq., free

Service Programs

Assessment in Adult Care Residences: A Manual for Assessors, revised February 1998, 22 VAC 40-745-10 et seq., free

Volume VII, Social Services Policy Manual, various, those sections of Title 63.1 pertaining to adult services, adult protective services, adoption, child care, child protective services, domestic violence prevention services, interstate/intercountry placement of children, foster care, and family preservation/support services, \$104.70 plus actual shipping and handling

User's Manual: Virginia Uniform Assessment Instrument (UAI), revised April 1998, 22 VAC 40-745-10 et seq., free

User's Manual: Virginia Uniform Assessment Instrument (UAI) for Private Pay Residents of Adult Care Residences, revised April 1998, 22 VAC 40-71-170 et seq. and 22 VAC 40-745-10 et seq., free

Family and Children's Trust Fund

Small Grant Awards Policy Statement, revised November 1997, § 63.1-330, free

Interdepartmental Regulation of Children's Residential Facilities

Procedures for Conducting Background Investigations required by § 63.1-248.7:2 of the *Code of Virginia* on Employees, Volunteers, and Contractual Service Providers Affiliated with Children's Residential Facilities, October 10, 2001, § 63.1-248.7:2, free

Addendum to Background Investigation Procedures Required by § 37.1-183.3 of the *Code of Virginia*. November 1, 2001, § 37.1-183.3, free

Standards Manual for Interdepartmental Regulation of Children's Residential Facilities, July 1, 2000, 22 VAC 42-10-10 et seq., free

BOARD OF SOCIAL WORK

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at bsw@dhp.state.va.us. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the board at the address above or by telephone at (804) 662-9914. Copies are free of charge.

Guidance Documents:

140-2, Newsletters

140-2.1, Interpretation of work settings exempted from licensure requirements by state law. Clarification of standards of practice pertaining to dual relationships, record keeping and competency areas, 1995

140-2.2, Summary of Virginia statutes regarding maintenance and release of client records, 2000.

140-3, Assistant Attorney General Opinions

140-3.1, Interpretation of § 32.1-127.1:02 regarding the release of medical records, September 20, 1995

140-3.2, Interpretation of § 32.1-127.1:03 pertaining to release of health care records, April 7, 1997

140-4, Minutes of the Board

140-4.1, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, February 26, 1999

DEPARTMENT OF STATE POLICE

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the headquarters of the State Police, 7700 Midlothian Turnpike, Richmond, VA 23235. Mail inquiries should be submitted to the Department of State Police, Firearms Transaction Unit, P.O. Box 27472, Richmond, VA 23261. Copies may be obtained for a fee of \$5.00 by contacting Donna Tate, Firearms Transaction Manager, at the same address, telephone (804) 674-2210 or FAX (804) 674-2105.

Questions concerning interpretation or implementation of this document may be directed to Captain William H. Terry, Criminal Justice Information Services Division, Department of State Police, P.O. Box 27472, Richmond, VA 23261, telephone (804) 674-2147 or FAX (804) 674-2105.

Guidance Document:

Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers, revised July 1, 2001, § 18.2-308.2:2

Guidance Documents

SUPREME COURT OF VIRGINIA

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:45 p.m. in the Office of the Executive Secretary of the Supreme Court of Virginia, 100 North Ninth Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge unless otherwise noted by contacting Sandi Robison at the same address, telephone (804) 786-6455 or FAX (804) 786-4542.

Questions regarding interpretation or implementation of these documents may be directed to Robert N. Baldwin, Executive Secretary, Supreme Court of Virginia, 100 North Ninth Street, Third Floor, Richmond, VA 23219, telephone (804) 786-6455 or FAX (804) 786-4542.

Guidance Documents:

Guidelines on Release of Information to the News Media, revised January 1999, updated as required

Handbook for Grand Jurors, revised November 1998, updated as required

Handbook for Judges and Clerks in Virginia, \$15, revised July 2000, updated annually

The Judicial Council of Virginia Public Information Goals and Objectives, March 1994

A Handbook for Jurors, revised July 1997, updated as required

Jury Service: Cornerstone of Justice (videotape), \$10.00, 1987

A Statement of Principles and Recommended Judicial Practices to Assure Fair Treatment of Crime Victims and Witnesses, revised March 1987

Virginia Courts in Brief, revised November 1998, updated as required

Supreme Court of Virginia Information Pamphlet, revised June 2001, updated as required

Virginia Court of Appeals Information Pamphlet, revised April 2001, updated as required

Virginia Circuit Court Information Pamphlet, revised June 2001, updated as required

Virginia General District Court Information Pamphlet, June 2001, updated as required

Virginia Juvenile & Domestic Relations District Court Information Pamphlet, revised November 2001, updated as required

Virginia Magistrate Information Pamphlet, revised September 2001, updated as required

Committee on District Courts: Review of Methodology for Determining the Need for New Judgeships in the District Courts

Hearing Officer System Rules of Administration, revised July 1995

Virginia District Court Manual, \$145.17 for two volumes, \$25.19 for updates, revised July 2000, updated annually

Circuit Court Clerk's Duties List, \$10, revised August 2001, updated annually

Circuit Court Clerk's Manual – Criminal, \$65 for complete set, \$25 for updates, revised July 1997, updated annually

Circuit Court Clerk's Manual – Civil, \$65 for complete set, \$25 for updates only, revised July 1997, updated annually

Virginia Magistrate's Manual, \$65 for complete set, \$25 for updates only, revised July 1997, updated annually

General District Judges Benchbook, \$10, May 2001, updated annually

District Court Accounting Manual, \$130 complete w/binders, tabs, \$30.12 for update only, revised July 1997, updated as required

Court Appointed Attorney Manual

Purchasing Manual, revised July 2001, updated annually

Payroll Manual, revised December 1997, updated as required

Criminal Fund Guidelines – Chart of Allowances, revised July 1997, updated as required

Involuntary Mental Commitment Guidelines, revised July 1997, updated as required

Travel Regulations, revised July 1997, published annually

General Accounting Processing Guidelines, revised July 1997, updated as required

Judicial Inquiry & Review Commission Pamphlet, reprinted January 2001, updated as required

Virginia Sentencing Guidelines Manual, \$57.50, revised when guidelines change

DEPARTMENT OF TAXATION

Most Guidance Documents May Now Be Accessed On TAX's Website: <http://www.tax.state.va.us/>

The Following Guidance Documents Are Maintained In The Office of Customer Service:

Copies of the following documents may be obtained from TAX's internet website, <http://www.tax.state.va.us/>, or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 3600 West Broad Street, Richmond, VA 23230. These forms are used to implement the return filing requirements for the taxes administered by the Virginia Department of Taxation. Primarily, these return filing requirements are found in Title 58.1 of the Code of Virginia. The Virginia Department of Taxation is also required to collect certain agricultural commodity taxes found under Title 3.1 of the Code of Virginia. Copies may be obtained by contacting the Forms Request Unit at the Department of Taxation, P.O. Box 1317, Richmond, VA 23218-1317, telephone (804) 236-2760 or (804) 236-2761.

Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Services, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 367-8031, (804) 367-8036, (804) 367-8037, or (804) 786-0884 or FAX (804) 786-2670.

Guidance Documents:

Form R-1, Combined Registration Application Form, revised October 1999

Form R-3, Registration Change Request, revised January 1999

Form R-1, Instructions for Completing Combined Registrations, revised April 2001

Form R-5, Nonresident Real Property Owner Registration, revised July 2000

Form R-5E, Nonresident Real Property Owner Exemption Certificate, revised July 2000

Form R-5P, Nonresident Real Property Owner Shareholder/Partner Schedule, revised April 1992

Form ST-9, Dealer's Retail Sales and Use Tax Return, revised December 1999

Form ST-9A, Dealer's Worksheet for Computing State and Local Retail Sales and Use Tax, revised December 2000

Form ST-9B, Schedule of Local Sales and Use Taxes, revised April 2001

Instructions for Form ST-9B, revised June 2000

Form ST-6, Direct Pay Permit Sales and Use Tax Return, revised January 2001

Form ST-6A, Direct Pay Permit Sales and Use Tax Return Worksheet, revised February 2001

Form ST-6B, Schedule of Local Taxes, revised April 2001

Form ST-7, Consumer's Use Tax Return, revised January 2000

Form ST-7A, Business Consumer's Use Tax Return Worksheet, revised January 2000

Form ST-8, Out-of-State Dealer's Use Tax Return, revised April 2000

Form ST-8A, Out-of-State Dealer's Work Sheet for Computing Use Tax, revised April 2000

Revised Virginia Sales Tax Table, revised January 1987

4% Virginia Sales Tax Table, January 2000

Form ST-10, Sales and Use Tax Certificate of Exemption - for use by VA dealer who purchases tangible property for Resale, revised October 1999

Form ST-10A, Printed Materials Exemption, June 1995

Form ST-11, Sales and Use Tax Certificate of Exemption - Manufacturing, revised June 1995

Form ST-11A, Sales and Use Tax Certificate of Exemption - Construction, Non-manufacturing, revised June 1999

Form ST-12, Sales and Use Tax Certificate of Exemption - for use by the Commonwealth of VA, November 1999

Form ST-13, Sales and Use Tax Certificate of Exemption - for use for medical-related products, revised August 2001

Form ST-13A, Sales and Use Tax Certificate of Exemption - for use by nonprofit Churches, revised June 1995

Form ST-14, Sales and Use Tax Certificate of Exemption - for use exclusively by out of state dealers who purchase tangible personal property in VA for immediate transport out of VA for resale outside of VA, revised March 1999

Form ST-14A, Sales and Use Tax Certificate of Exemption- for use exclusively by out of state dealers who purchase tangible personal property in VA for immediate transport out of VA for resale outside of VA, revised January 1999

Form ST-15, Sales and Use Tax Certificate of Exemption - Individuals purchasing heating oil, revised September 1981

Form ST-16, Sales and Use Tax Certificate of Exemption - for use by watermen, revised February 2000

Form ST-17, Sales and Use Tax Certificate of Exemption - for use by harvesters of forest products, revised July 1999

Form ST-18, Sales and Use Tax Certificate of Exemption - for use by a farmer for purchase of tangible personal property for use in producing agricultural products for market, revised January 1999

Form ST-19, Sales and Use Tax Certificate of Exemption - for use by shipping lines engaged in interstate or foreign commerce, revised December 2000

Form ST-20, Sales and Use Tax Certificate of Exemption - for use by certain public service corporations, commercial radio and television companies, revised June 1999

Form ST-20A, Sales and Use Tax Certificate of Exemption - for use by production companies, revised July 1995

Form TT-12, Tobacco Stamps Credit, June 1992

Form TT-13, Monthly Report of Cigarette Sales, November 2001

Form TT-14, Monthly Report of NR Tobacco, November 2001

Form 200, Litter Tax Return, revised August 1998

Litter Tax Worksheet/Instructions, revised December 1998

Form 301, Enterprise Zone Credit - Individual, annually

Form 301, Enterprise Zone Credit - Corporation, annually

Form 301, Enterprise Zone Credit - State Bank Franchise Tax, annually

Form 304, Major Business Facility Job Tax Credit, annually

Form PAR 101, Power of Attorney and Release, revised December 1998

Form 305, Clean Fuel Vehicles Job Creation Tax Credit, annually

Guidance Documents

Form 306, Coalfield Employment Enhancement Tax Credit, annually

Form 500-NOLD, Corporation Application for Refund, annually

Form 500-V, Corporation Income Tax Payment Voucher, revised October 2001

Form 500 E, Corporation Income Tax Extension Payment Voucher and Tentative Tax Return, revised October 2001

Form 500ES Forms and Instructions for 2000 Declaration of Estimated Income Tax, annually

Form 500-X, Amended Corporation Income Tax Return, annually

Form 500, Corporation Income Tax Return, annually

Form 500S, Small Business Corporation Return of Income, annually

Form 500/500S Instructions, annually

Form 500CR, Credit Computation Schedule for Form 500, annually

Schedule A (Form 500), Multistate Corporation Tax Return, annually

Form 500C, Underpayment of VA Estimated Tax by Corporations, annually

Form 500T, Telecommunications Company's Minimum Tax and Credit Schedule, annually

Form 559A, Transmittal Form For Estimated Income Tax, 1997

Form 559C, Recapitulation Sheet, 1997

Form 559S, Report Collections of Estimated State Income Tax, February 1998

Form 559, Memorandum of Assessment of Estimated State Income Tax, revised August 1988

Form 760, Individual Income Tax Return, annually

Form 760 Instructions, annually

Form CU-7, Consumer's Use Tax Return for Individuals, annually

Form 760ES, Estimated Income Tax Payment Vouchers for Individuals, Estates, and Trusts, annually

Form 763, Special Nonresident Claim for Individual Income Tax Withheld, annually

Form 763 Instructions, annually

Form 763S Instructions, annually

Form 760 PY, Individual Income Tax Return for Part-Year, annually

Form 763PY Instructions, annually

Form 762, Return of Tangible Personal Property, Machinery and Tools, and Merchants' Capital, annually

Form 760E, Tentative Tax Return and Application for Extension of Time to File Individual or Fiduciary Income Tax Returns, annually

Schedule CR, Schedule of Credits for use with Forms 760, 760PY and 763, annually

Form 770, Virginia Fiduciary Income Tax Return, annually

Form 770, Virginia Fiduciary Income Tax Instructions, annually

Form 760C, Computations Relating to the Underpayment of Estimated Income Tax By Individuals, annually

Form 760CH, Income Tax Correction Form for Individuals, Estates and Trusts, revised May 1988

Form 760F, Underpayment of Estimated Tax by Farmers and Fisherman, annually

Form CX-1, Cotton Assessment, revised May 1999

Form VA-4, Personal Exemption Worksheet, revised June 1999

Form VA-5, Employer's Return of Income Tax Withheld, revised 2001

Form VA-6, Employer's Annual or Final summary of Income Tax Withheld, revised 2001

Form VA-6A, Employer's Copy of Annual or Final Summary of Income Tax Withheld, revised 2001

Form VA-15, Employer's Voucher for Payment of Virginia Income Tax Withheld, revised 2001

Form VA-16, Employer's Payment Quarterly Reconciliation and Return of Income Tax Withheld, revised 2001

Form VM-1, Dealer's Application for Certificate of Registration for Sales Through Vending Machines, revised October 1996

Form VM-2, Vending Machine Dealer's Sales Tax Return, revised November 1998

Form VM-2A, Dealer's Worksheet for Computing Tax on Sales Through Vending Machines, revised September 1997

Form VM-2B, Schedule of Local Vending Machine Sales Tax, revised May 2001

Form VM-3, Certificate of Registration for Sales Through Vending Machines, revised March 1995

Form WCT-1, Watercraft Sales and Use Tax Dealer's Application for Registration, revised January 1999

Form WCT-2, Watercraft Sales and Use Tax Return, revised September 1997

Form WCT-2A, Dealer's Worksheet for Computing Watercraft Sales and/or Use Tax, revised September 1997

Form WCT-3A, Individual Watercraft Tax Worksheet, revised September 1997

WCT-Refund, Consumer's Application for Refund

Form FT-100, Motor Vehicle Fuel Sales Tax Dealer's Application for Certificate of Registration, revised March 1998

- Form FT-101, Dealer's Worksheet for Computing Only the Vehicle Fuel Sales Tax, revised October 1997
- Form FT-102, Motor Fuel Sales Tax Return, revised February 2000
- Form FT102-A, Schedule of Motor Vehicle Fuel Sales Tax, revised May 1990
- Form FT-102B, Schedule of Retailer Purchases for Resale, revised December 2000
- FT-106, Motor Vehicle Fuel Sales Tax Bracket System, revised June 1990
- Form FT-200, Certificate of Exemption for use by persons who purchase fuel in the cities of Alexandria, Manassas, Manassas Park, Fredericksburg, Fairfax or Falls Church or the counties of Arlington, Prince William, Stafford or Fairfax exclusive of the special fuels tax under a supplier's license issued by DMV, revised February 1996
- Form 1034, Forest Products Tax Return, revised September 1998
- Instructions for Preparing Forest Products Tax Return, revised September 1998
- Form 1035, Forest Products Tax Return Small Manufacturers and Certain Small Severers, revised January 1999
- Form 404, Soft Drink Excise Tax Return, revised July 1999
- Form CO-1, Corn Tax Return, revised July 1997
- Form PN-1, Peanut Excise Tax Return, revised January 1999
- Form PT-1, Probate Tax Return, revised August 1999
- Form EST-80, Estate Tax Return, revised October 2000
- Form SG-1, Small Grains Assessment, revised May 1996
- Form SH-1, Sheep Assessment, revised April 1995
- Form T-1, Tire Tax Return, revised November 1996
- Form T-1A, Dealer's Worksheet for Computing Tire Tax, revised October 2000
- Form ST-M, Dealer's Filing Multiple Returns, April 1989
- Form AST-1, Application for Exclusion Under the Virginia Aircraft Sales and Use Tax Act, revised September 1998
- Form AST-2, Dealer's Aircraft Sales and Use Tax Return, revised January 1998
- Form AST-3, Aircraft Sales and Use Tax Return, revised September 1995
- Form OIC-Business, Offer in Compromise, revised May 1998
- Form OIC-Individual, Offer in Compromise, revised May 1998
- Form CS-21, Collection Information Statement for Businesses, revised December 1997
- Financial Information for Individuals, revised May 1998
- Form CS-7, Collections - Lien Insert, revised March 1999
- Form ML-1, Memorandum of Lien, revised February 1994
- Form RML-1, Release of Memorandum of Lien, revised February 1994
- Form FS-2, Notice to Appear in Lieu of Summons, revised May 1994
- Form PL-1, Final Demand for Payment and Notice of Intent to Padlock, revised June 1995
- Form PL-2, Order to Padlock and Notice of Distraint, revised June 1995
- Form PL-3, Final Demand for Payment, Notice of Intent to Padlock and Revocation of Certification of Registration, revised January 1995
- Form EG-1, Egg Tax Return, revised March 1996
- Form EG-2, Worksheet for VA Egg Board and Conversion Calculations for Egg Products, revised April 1999
- Form PF-1, Public Facilities Sales Tax Return, revised March 1995
- Form PF-1A, Dealer's Worksheet for Computing Public Facility Sales Tax, revised March 1995
- Form DT-36, Waiver of Time Limitation on the Assessment of Taxes, revised March 1995
- Virginia Taxpayer Bill of Rights, revised May 2000
- Form 307, Credit for Employers of Individuals with Disabilities, annually
- Form QBA, Qualified Business Application for the Qualified Equity and Subordinated Debt Investments Tax Credit, revised December 2001
- Form WRC, Worker Retraining Credit, revised November 2001
- Form EDC, Taxpayer Application for the Qualified Equity and Subordinated Debt Investments Tax Credit, revised December 2001
- Form DEC, Certification of Rehabilitative Services for the Virginia Credit for Employers of Individuals with Disabilities, revised December 2001
- Form HAC, Taxpayer Application for the Home Accessibility Features for the Disabled Tax Credit, November 2001
- Virginia Individual Income Tax Telefile Instruction Booklet, annual
- Virginia Bank Franchise Packet, annual

The following Guidance Documents are Maintained in the Office of Policy and Administration, Policy Development:

Copies of the following documents may be obtained from TAX's internet website, <http://www.tax.state.va.us/>, or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting the Office of Policy and Administration, Policy

Guidance Documents

Development, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367- 8391 or FAX (804) 367-6020.

Questions regarding interpretation or implementation of these documents may be directed to the Office of Policy and Administration, Policy Development, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367- 8391 or FAX (804) 367-6020.

Guidance Documents:

Estimates of: 1) Wine Tax, 2) Alcoholic Beverage Profits, 3) State Sales and Use Tax, 4) Local Option 1% Sales and Use Tax, 5) Recordation and Grantor's Tax to be distributed to localities, annually, § 15.1-159.9

Virginia Local Tax Rates Bulletin*, annually, § 58.1-210

The Virginia Assessment Sales Ratio Study*, annually, § 58.1-207

Taxable Sales In Virginia Counties and Cities Based On Retail Sales Tax Revenue*, annually and quarterly

Virginia Department of Taxation Annual Report*, annually

* The most recent issue of this document is no longer available in hard copy. It may be downloaded from the department's website (www.tax.va.us/publications.htm).

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The following Guidance Documents are Maintained in the Office of Policy and Administration, Appeals and Rulings:

Copies of the following documents may be obtained from TAX's internet website, <http://www.tax.state.va.us/>. Additionally, copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. These documents provide the department's interpretation of Title 58.1 of the Code of Virginia. Copies may be obtained free of charge by contacting the Office of Policy and Administration, Appeals and Rulings, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8010 or FAX (804) 367-0045.

Questions regarding interpretation or implementation of these documents may be directed to the Office of Policy and Administration, Appeals and Rulings, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8010 or FAX (804) 367-0045.

Guidance Documents:

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

Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia Department of Taxation and Richmond District Internal Revenue Service, September 15, 1986

Agreements, Reciprocal Income Tax Agreement Between State of West Virginia and Commonwealth of Virginia, October 20, 1988

Agreements, Reciprocal Personal Income Tax Agreement Between Commonwealth of Pennsylvania and Commonwealth of Virginia, no date

Agreements, Withholding Instructions, Memorandum to Forms Committee Leader Planning and Management Services Division from Director Tax Policy Division, November 2, 1988

Aircraft, Sales and Use Tax, Memorandum to Supervisor Taxpayer Assistance Section from Director of Tax Policy, July 24, 1985

Aircraft, Application of the Aircraft Sales Tax to Aircraft Sold at Washington National Airport, Memorandum to Supervisor Taxpayer Assistance Section from Director of Tax Policy, October 19, 1987

Corporate Tax, Abatement of 100% Penalty Assessed Under Section 58-44.1; Abatement of Corporate or Partnership Liability, Memorandum to Director Field Services Division from Director of Tax Policy, August 22, 1983

Corporate Tax, Investment in Euro Dollars, Foreign Source Income Subtraction, Memorandum to Supervisor Technical Services Section, Office Services Division from Director Tax Policy Division, November 28, 1984

Corporate Tax, Sales Factor and Form 4797 Proceeds, Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, March 31, 1987

Corporate Tax, Financial Corporation Apportionment Factor, Memorandum to Interstate Audit Supervisor from Director Tax Policy Division, March 17, 1988

Corporate Tax, Short Period Corporate Income Tax Returns, Memorandum to Supervisor Technical Services Section from Director Tax Policy Division, July 31, 1990

Corporate Tax, Application of Penalty to Corporate and Individual Income Tax Audits, Memorandum to Director Field Services Division and Director Office Services Division from Director Tax Policy Division, October 26, 1990

Corporate Tax, ACRS Carryovers and Refunds: Statute of Limitations, Policy Recommendation from Assistant Commissioner Tax Policy, July 27, 1993

Corporate Tax, Enterprise Zones, Memorandum to Office of Tax Policy and Office of Fiscal Research, from Tax Policy Analyst, November 30, 1995

Corporate Tax, Revised Virginia Energy Plan, Memorandum from Tax Commissioner to Department of Mines, Minerals and Energy, September 11, 1998

Individual Tax, Interest on Estimated Individual Income Tax Underpayments, Memorandum to Supervisor Technical Services Section Office Services Division from Director Tax Policy Division, October 14, 1982

Individual Tax, Set-Off Debt Collection Program, Amending Filing Status 4 Returns, Memorandum to Supervisor Technical Services Section Office Services Division from Director Tax Policy Division, April 25, 1982

Individual Tax, Public Law 98-259- Forgiveness of Federal Income Tax for U. S. Military and Civilian Employees Killed in Terrorist Action, Memorandum to Supervisor Technical Services Section Office Services Division from Director Tax Policy Division, December 28, 1984

Individual Tax, Taxability of Title VII Benefits (Conrail Benefits and Termination Allowances), Memorandum to Supervisor Technical Services Section from Director Tax Policy Division, April 22, 1985

Individual Tax, Form 760C (Individual Underpayments of Estimated Tax), Memorandum to Supervisor Technical Services Section Office Services Division, November 24, 1986

Individual Tax, Names to Appear on Assessments, Memorandum to Information Services Division from Director Tax Policy Division, December 22, 1986

Individual Tax, Personal Exemptions/Dependent Children, Memorandum to Supervisor Technical Services Section Office Services Division, August 20, 1987

Individual Tax, Head of Household Filing Status, Memorandum to Supervisor Error Resolution Unit from Director Tax Policy Division, June 24, 1988

Individual Tax, State and Federal Tax Incentives for Child Care, Presentation to the HJR 27 Study Committee On Child And Day Care, December 13, 1989

Individual Tax, Filing Extensions, Application of Penalty and Interest, June 29, 1988

Individual Tax, Non-Resident income from the Rental or Sale of Virginia Real Estate, Important Notice from The Virginia Department of Taxation, August 6, 1990

Individual Tax, Application of Penalty to Corporate and Individual Income Tax Audits, Memorandum to Director Field Service Division and Director Office Services Division from Director Tax Policy, October 26, 1990

Individual Tax, Computation of Income Tax Penalty and Interest, Memorandum to Supervisor Technical Services Section Office Services Division, from Director Tax Policy Division, November 29, 1990

Individual Tax, Virginia Taxes and Lottery Winnings, January 1991

Individual Tax, Policy Recommendations: HB 1830 Increase in Late Filing/Payment Penalties, Memorandum to Director Information Systems Division from Director Tax Policy Division, May 1, 1991

Individual Tax, HB 1830: Application of Penalties to Pre-1990 income Tax Returns, Memorandum to Director Information Systems Division from Director Tax Policy Division, May 24, 1991

Individual Tax, Reciprocity Status of Michigan for individual Income Tax Purposes, Memorandum to Tax Commissioner from Acting Assistant Tax Commissioner Office of Tax Policy, August 7, 1992

Individual Tax, Execution of Extensions, Policy Recommendation from Tax Policy Division, February 17, 1993

Individual Tax, Memorandum regarding Home Accessibility Features for the Disabled Tax Credit (Code of Virginia Section 58.1-339.7) to James Ingraham, Capped Credit Unit, Office of Customer Services from Howard T. Macrae, Jr., Assistant Tax Commissioner, Office of Tax Policy, September 29, 2000

Probate Tax, Clerks of Court, Memorandum to Supervisor Technical Services Section, Office Services Division from Director Tax Policy Division, May 24, 1989

Sales and Use Tax, Boat Slip Rentals, Memorandum to Supervisor Norfolk District Office from Supervisor Tax Policy, August 1, 1977

Sales and Use Tax, Definition of Clinic, Memorandum to Director of Field Services from Director of Tax Policy, December 10, 1980

Sales and Use Tax, Filing Data Extensions, Memorandum to Director of Office Services from Supervisor of Technical Services Section, Office Services Division, August 6, 1982

Sales and Use Tax, Dealer's Discount, Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, December 10, 1980, September 8, 1982

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Sales and Use Tax, Interest Charged on Filing Extensions, Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, December 10, 1980, November 15, 1982

Sales and Use Tax, Audit Limitations, House Bill 846 (1983, Chapter 104), Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, December 10, 1980, June 9, 1983

Sales and Use Tax, Computation of Additional Penalty When Minimum Penalty Assessed, Memorandum to Systems Development Project Team from Director of Tax Policy, July 28, 1983

Sales and Use Tax, Allocation of Local Sales and Use Tax Where Business Property is Located in More Than One Locality, Memorandum to Supervisor of Taxpayer Assistance from Director of Tax Policy, January 9, 1984

Sales and Use Tax, Inventory of Alcoholic Beverages In State-Owned Warehouse, Memorandum to Manager Department of Information Technology from Director of Tax Policy, March 26, 1985

Sales and Use Tax, Assessment of Penalty and Interest: Miscellaneous Taxes, Memorandum to Manager System Development Project Team from Director of Tax Policy, December 21, 1984

Sales and Use Tax, Disallowance of Sales Tax Dealer's Discount When Tax Not Paid in Full, Memorandum to Supervisor Taxpayer Assistance Section from Director Tax Policy, April 1, 1985

Guidance Documents

Sales and Use Tax, Request for Determination of Policy/Sales and Use Tax Registration of Persons Making Nontaxable Sales, Memorandum to Supervisor of Taxpayer Assistance Section from Director of Tax Policy, April 1, 1985

Sales and Use Tax, Status of Conrail Under the Sales and Use Tax, Memorandum to Supervisor Technical Service Section from Director of Tax Policy, June 6, 1985

Sales and Use Tax, "Customized" Mailing List, Memorandum to Supervisor Technical Service Section from Director of Tax Policy November 25, 1985

Sales and Use Tax, Policy Request/Sales and Use Tax Preponderance of Use, Memorandum to Supervisor Technical Service Section from Director of Tax Policy, December 9, 1985

Sales and Use Tax, Jeopardy Assessments, Directive 86-2, March 25, 1986

Sales and Use Tax, Keeper of The Records, Memorandum to Director Processing Services Division from Director Tax Policy, May 14, 1986

Sales and Use Tax, Sales Tax Refunds to Businesses Located in Urban Enterprise Zones, Memorandum to Supervisor Technical Service Section from Director of Tax Policy, June 24, 1986

Sales and Use Tax, Differential Interest Rates, Memorandum to Tax Commissioner from Director of Tax Policy, December 3, 1986

Sales and Use Tax, Computation of Interest, Memorandum to Information Services Division from Director of Tax Policy, December 22, 1986

Sales and Use Tax, Converted Assessments, Memorandum to Supervisor Collection Section Office Services Division from Director of Tax Policy, December 24, 1986

Sales and Use Tax, Limitations Applicable to Converted Assessments, Memorandum to Supervisor Collection Section Office Services Division from Director of Tax Policy, February 17, 1987

Sales and Use Tax, Inclusion of Federal Manufactures Excise Taxes in Sales Price of Goods Sold, Memorandum to Assistant Director of Tax Policy from Senior Tax Policy Analyst, July 23, 1987

Sales and Use Tax, Advertising Regulation Training, Memorandum to Supervisor Office Services Division from Director of Tax Policy, August 21, 1987

Sales and Use Tax, Interest on Refunds Delayed by Set-Off Debt Collection, Memorandum to Information Services Division from Director of Tax Policy, November 24, 1987

Sales and Use Tax, Computation of Interest on All Tax Refunds, Memorandum to Management Team from Director of Tax Policy, January 14, 1988

Sales and Use Tax, Internet Tax Freedom Act (H.R. 4105), Memorandum from Tax Commissioner to Tax Assistant Commissioners, July 10, 1998

Sales and Use Tax, Repair/Replacement Parts Purchased by Motor Vehicle Lessors, Memorandum to Audit Supervisor Roanoke District Office from Supervisor Technical Services Section, Office Services Division, January 26, 1988

Sales and Use Tax, Implementation of SB 741 (Dealer's Discount), Memorandum to Supervisor Technical Services Section, Office Services Division, March 27, 1989

Sales and Use Tax, Storage Tanks, Memorandum to District Administrator Richmond District Office, May 22, 1989

Sales and Use Tax, Leases Between Affiliated Corporations, Memorandum to Director of Field Services Division from Director of Tax Policy, August 31, 1989

Sales and Use Tax, Audit Penalty, Memorandum to Director of Field Services from Director of Tax Policy, July 18, 1990

Sales and Use Tax, Member Fees, Memorandum to Assistant Director Field Services Division from Director of Tax Policy, January 11, 1991

Sales and Use Tax, Nonprescription Drug Exemption Question and Answer Summary, Memorandum from Tax Commissioner to Members of the General Assembly

Sales and Use Tax, Federal Fee on Recreational Boaters, Memorandum to Director Office Services Division from Director Tax Policy Division, March 4, 1991

Sales and Use Tax, Successor Liability, Memorandum to Director of Collections from Office of Tax Policy, April 30, 1998

Sales and Use Tax, Set Off Debt Collection Procedures, Taxpayers in Bankruptcy, Memorandum to Assistant Director Processing Services Division from Director Tax Policy Division, April 17, 1991

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Additionally, the Department of Taxation is required under § 58.1-204 of the Code of Virginia to publish (i) orders of the Tax Commissioner under §§ 58.1-1822 and 58.1-1824, (ii)

final orders entered by a circuit court under § 58.1-1826 or § 58.1-1827, and any written opinion or memorandum of the court; and (iii) any written ruling or other interpretation of Virginia law which the Tax Commissioner believes may be of interest to taxpayers and practitioners. These Public Documents interpret both law (Title 58.1 of the Code of Virginia) and regulations (Title 23 of the Virginia Administrative Code) as they apply to taxpayers. Since 1984, the department has published over 4,500 Public Documents and adds an additional 40 to 50 documents to this list each month.

The following Guidance Documents are Maintained in the Office of Customer Relations/Compliance/Audit

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 Taxation, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of \$0.10 per page by contacting Richard Dotson at the Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087

Questions regarding interpretation or implementation of these documents may be directed to Richard Dotson, Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Guidance Documents:

Office of Compliance, Sales and Use Tax Audit Training Manuals, revised November 1998, Vols. 1-4, 2,000 pages

The following Guidance Documents are Maintained in the Office of Customer Relations/Compliance/Collections Support

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 Taxation, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of \$0.10 per page by contacting Mickey Toombs, Office of Customer Relations/ Compliance/Collections Support, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2157 or FAX (804) 786-2087.

Questions regarding interpretation or implementation of these documents may be directed to Mickey Toombs, Office of Customer Relations/Compliance/Collections Support, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2157 or FAX (804) 786-2087.

Guidance Documents:

Office of Compliance, Field Representative Manual, 1978 (revised 1990), 1,500 pages

Office of Compliance, Padlocking Procedures Manual, April 1990 (revised 1993), 200 pages

Guidance Documents

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The following Guidance Documents are Maintained in the Office of Customer Relations/Compliance/Collections

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 Taxation, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of \$0.10 per page by contacting David Jordan, Office of Customer Relations/Compliance/Collections, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Questions regarding interpretation or implementation of these documents may be directed to David Jordan, Office of Customer Relations/Compliance/Collections, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Guidance Documents:

Collections Manual, Virginia Department of Taxation, August 1996 (Rev 96.1), 55 pages

Commonwealth of Virginia, Department of Taxation, Office of Compliance, Procedures for Safeguarding Federal Tax Information, July 1981, revised September 2000, 16 pages

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The following Guidance Documents are Maintained in the Office of Customer Service/Electronic Filing Administration:

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained free of charge by contacting Denise Johnson, Office of Customer Service, Department of Taxation, P.O. Box 27423, Richmond, VA 23261-7423, telephone (804) 367-6100 or FAX (804) 786-2645.

Questions regarding interpretation or implementation of these document may be directed to Denise Johnson, Office of Customer Service, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 367-6100 or FAX (804) 786-2645.

Guidance Documents:

Handbook for Electronic Filers of Individual Income Tax Returns, Publication VA-1345, annually

Electronic Filing Information for Software Developers, Publication VA-1346, annually

Test Package for Electronic Filing of Individual Income Tax Returns, Publication VA-1436, annually

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The following Guidance Documents are Maintained in the Office of Customer Service

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 3600 West Broad Street,

Richmond, VA 23230. Copies may be obtained free of charge by contacting the Registration Unit, Office of Customer Service, Department of Taxation, P.O. Box 1114, Richmond, VA 23218-1114, telephone (804) 786-3195 or FAX (804) 786-2642.

Questions regarding interpretation or implementation of this document may be directed to Dot Todd, Registration Unit, Office of Customer Service, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 786-3130 or 786-3132 or FAX (804) 786-2642.

Guidance Document:

Electronic Funds Transfer Program Implementation Guide, revised January 2000

DEPARTMENT OF TECHNOLOGY PLANNING

Copies of the following documents may be obtained by contacting Linda Hening at the Department of Technology Planning, 110 South 7th Street, Suite 135, Richmond, VA 23219, by telephone (804) 371-2764, by FAX (804) 371-2795, or by e-mail lhening@ntp.state.va.us. The documents may be downloaded from the Department of Technology Planning's resource page <http://www.dtp.state.va.us/cim/cim-pubs.htm> unless another URL is specified below.

Questions regarding interpretation or use of these documents may be directed to Paul Lubic, IT Manager, at the above address or by telephone (804) 371-0004, FAX (804) 371-2795, or e-mail plubic@ntp.state.va.us.

Other DTP Guidance Documents:

Information Technology Resource Management Policies

90-1, Information Technology Security, revised 5-1-95

91-1, Systems Development & Maintenance, 1-1-92

92-1, Technology Assistance for Individuals with Disabilities, 1-1-93

95-1, Statewide Implementation of Electronic Commerce, 8-8-95

96-1, Open Systems Environment, 5-24-96

NET2001 01.1, Networking and Telecommunications Policy, 12-7-01

Information Technology Resource Management Standards

GOV2000-01.1, Policies, Standards, and Guidelines: Process for Development, Adoption, and Distribution, 8-10-00

94-1, Spatial Data Transfer Standard, 11-18-94

MID2001 01.1, Middleware Standard, 12-07-01

NET2001 01.1, Networking and Telecommunications Standard, 12-07-01

SEC2001 01.1, Security Standard, 12-07-01

Information Technology Resource Management Guidelines

- 91-3, Model Standard for Large Scope Projects, 1-1-92
- 91-4, Model Standard for Small Scope Projects, 1-1-92
- 91-5, Model Standard for Maintenance & Enhancement Projects, 1-1-92
- 92-1, Model Virginia Map Accuracy Standards, 3-20-92
- 92-3, Estimating Alternative Technology Systems Costs, 6-26-92
- 94-1, Telecommuting, 2-1-94
- 94-3, Global Positioning Systems, 7-15-94
- SEC2001 02.1, Internet Privacy Guidelines, 2-27-01
- MID 2001 01.1, Middleware Guideline, 12-7-01
- NET2001 01.1, Networking and Telecommunications Guideline, 12-7-01
- SEC 2001 01.1, Security Guideline, 12-7-01

Department of Technology Planning Alerts

- Clarification on the binding nature of DTP ITRM Guidelines, 12-18-01
- Radio Frequency Exposure Guidelines, New FCC requirements on licensees of radio transmitting facilities, 8-7-00

Information Technology Procurement Request Procedures

- Revised Procedures for the DTP Review of Information Technology and Telecommunications Products Procurements, 7-1-99
- Form APR- 1, Agency Procurement Request with instructions, revised 11-99
- Form APR- 2, Agency IT Plan Amendment, revised 11-99

Information Technology Strategic Plan Guidance

- Memorandum from the Secretary regarding IT Plans, 7-18-00
- IT Strategic Planning Guidelines for the 2002-2004 Budget Biennium, 7-18-01
- IT Portfolio Instructions for the 2002-2004 Budget Biennium, available within the portfolio data entry system at www.dtp.state.va.us/PM/Portfolio1/default.asp, 7-18-01

Wireless E-911 Guidelines

- VA Wireless E-911 Implementation Guide, 12-01, available at the following URL: <http://www.911.state.va.us/pdf/Wireless%20Guide.pdf>
- Guidelines for the Submission of Public Safety Answering Points (PSAP) Cost Estimates, 8-01, available at the following URL:

<http://www.911.state.va.us/pdf/FY2003%20PSAP%20Guidelines.pdf>

Guidelines for the Submission of Commercial Mobile Radio Service (CMRS) Costs Estimates, 8-01, available at the following URL: <http://www.911.state.va.us/pdf/FY2003%20CMRS%20Guidelines.pdf>

Other DTP Guidance Documents:

- Mission Focused Information Management: COV Strategic Information Resource Management Plan, 3-97
- Department of Technology Planning Strategic Plan, 2000 – 2004, November, 1999
- Common Requirements Vision, 12-5-00
- Conceptual Architecture Report, 2-01
- Network Architecture Report, 5-01
- Middleware Architecture Report, 5-01
- Security Architecture Report, 5-01
- Memorandum from Secretary of Technology Donald W. Upton clarifying the transition from the Council on Information Management to the Department of Technology Planning (Changes in Technology Planning and Project Review Procedures Effective July 1, 1999), 6-15-99

DEPARTMENT OF TRANSPORTATION

Note: The list of guidance documents submitted by the Virginia Department of Transportation is subdivided by the work unit (division, district, or residency) that issued or has custody of the document.

Construction Division

Copies of the following documents may be viewed during regular work days from 8:15 until 4:30 p.m. in the office of the Virginia Department of Transportation's Construction Division, 1401 East Broad St., 12th Floor, Richmond, VA 23219. Copies may be obtained either free of charge, or at the specified cost by contacting the Construction Division Administrator at the same address, telephone (804) 786-2907 or FAX (804) 786-7778.

Questions regarding interpretation or implementation of these documents may be directed to the Construction Division Administrator at the same address, telephone, and FAX numbers given above.

The documents below are issued pursuant to § 33.1-13 of the Code of Virginia.

Guidance Documents:

- VDOT Construction and Maintenance Claims Manual, issued 1992, no charge
- VDOT Emergency Contract Manual, issued May 2000, no charge

Guidance Documents

VDOT Post Construction Manual (Imperial and Metric), revised 1997, no charge

VDOT Construction Manual, issued 1996, \$11

VDOT Construction Phase Inspection Manual, revised November 2001, no charge

VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

VDOT Construction Division Memoranda, issued 1994 - 2001, \$0.15 per page. These documents are generally two pages or less in length, and pertain to construction activities such as documentation requirements, design guidelines, specification interpretation, and contractual issues. Memoranda are revised, rescinded, or issued throughout the year, generally every two or three months. For copies, contact the Construction Division Administrator at the address and phone number shown above.

Environmental Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Environmental Division, located on the third floor of the Old Hospital Building, 1201 E. Broad St., Richmond, VA 23219 (mailing address: 1401 E. Broad St., Richmond, VA 23219). Copies may be obtained by contacting the same location or mailing address, telephone (804) 371-6828 or FAX (804) 371-6827. Questions regarding interpretation or implementation of this document may be directed to James R. Barrett, telephone (804) 371-6826, at the same location, mailing address, and FAX numbers given above or James.Barrett@VirginiaDOT.org.

Guidance Document:

Laws of Virginia Relating to Outdoor Advertising, effective November 2000, 24 VAC 30-120-10 et seq. (Rules and Regulations Controlling Outdoor Advertising and Directional and Other Signs and Notices) and Vegetation Control Regulations on State Rights of Way, 24 VAC 30-200-10 et seq., no charge

Financial Planning and Debt Management Division

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Financial Planning and Debt Management Division, located on the 4th Floor of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or via telephone @ (804) 786-6065 or FAX (804) 786-2564.

Questions regarding interpretation or implementation of the VDOT Annual Budget and Supplement and of the Public-Private Transportation Act Guidelines may be directed to John W. Lawson, Director of Financial Planning and Debt Management, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-2454, FAX (804) 786-2564 or e-mail john.lawson@virginia-dot.org.

Guidance Documents:

Virginia Department of Transportation Fiscal Year 2002 Annual Budget, (updated annually at the end of the fiscal year as required by the Code of Virginia), § 33.1-12(9). This item may also be viewed at the VDOT Web site @ the following address:

<http://virginiadot.org/infoservice/resources/budget-02-Final-Adopted.PDF>

(Note: At the time this list was compiled, the latest budget supplement has not been published due to late adoption of the Virginia Transportation Development Plan, but it will be available on the VDOT Web site)

Commonwealth of Virginia Public-Private Transportation Act of 1995 Guidelines, April 4, 2001, § 56-556

Location and Design Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, Public Involvement Section, located in Room 713 of the VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Patsy Napier at the same location and mailing address, telephone (804) 786-2566 or FAX (804) 786-9311. Questions regarding interpretation or implementation of this document may be directed to Patsy Napier.

Guidance Document:

VDOT Public Involvement Policy and Procedure Manual, issued 1999, Section 33.1-18, Code of Virginia, no charge.

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Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, Engineering Services Section, located in Room 603 of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting the Engineering Services Section Manager at the same location and mailing address, telephone (804) 786-2543 or FAX (804) 786-7527. Questions regarding interpretation or implementation of this document may be directed to the Engineering Services Section Manager.

Guidance Document:

Instructional and Informational Memorandum LD-(D) 55, Curb Ramps for Persons with Mobility Impairments, issued January 26, 2001, § 15.2-2021, no charge

Maintenance Division – Administration

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4 p.m. in the VDOT's Maintenance Division, located at 1221 East Broad Street, 4th Floor, Richmond, VA 23219. Up to five copies of any document or a combination of documents may be obtained free of charge by contacting Bob Kadian at the same address, telephone (804) 786-2849 or FAX (804) 786-7987.

Six or more copies may be received at a cost of 15 cents per page; checks are to be made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. D. R. Liston, State Maintenance Engineer, VDOT, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2847, FAX (804) 225-4979 or e-mail liston_dr@vdot.state.va.us.

Truck Weigh operations have been transferred to the Department of Motor Vehicles. Contact the Department of Motor Vehicles for memoranda referring to this subject.

Guidance Documents:

Abandoned Vehicles, 1991 Maintenance Guidelines Manual Section 3.260 (2 pages), § 46.2-1210

Bridge Impediments, 1991 Maintenance Guidelines Manual Section 12.501 (1 page), § 33.1-207

Contracts, Maintenance Policy Manual 4-1 (1 page), January 1994; "Maintenance Funded Contracts" Memorandum CD-93-2/M-300-93 (1 page), February 1993, "Hired Equipment Funded From Maintenance Allocations" Memorandum (2 pages), February 1993; "Hired Equipment" Memorandum (10 pages), May 1990; "Extra Contract Work" Memorandum M-283-90 (7 pages), December 1990; Chapter 7, Title 11, of the Code of Virginia

Driveways of Volunteer Fire Department and Rescue Squads, 1991 Maintenance Guidelines Manual Section 11.207 (2 Pages), § 33.1-200.1

Dump Creating Fire Hazard to Public Bridges, 1991 Maintenance Guidelines Manual Section 9.126 (1 page), § 33.1-347

Entrances, Maintenance Policy Manual 6-1 (1 page), January 1994, 1991 Maintenance Guidelines Manual Sections 7.202 (3 pages) and 7.450 (1 page), §§ 33.1-197 through 199

Ferries, Bridges, and Turnpikes, Maintenance Policy Manual 18-1 (3 pages) and 19-1 (2 pages), January 1994, §§ 33.1-268 and 33.1-252

Hauling Permits, Maintenance Policy Manual 8-1 (1 page), January 1994, §§ 33.1-12 (3), 46.2-652 and 653, 46.2-1139 through 1149

Inmate Labor, Maintenance Policy Manual 10-1 (1 page), January 1994, 1991 Maintenance Guidelines Manual Chapter 13 (12 pages), §§ 53.1-56, 53.1-57, and 53.1-58

Land Use Permits, Maintenance Policy Manual 11-1 (1 page), January 1994, § 33.1-12

Litter and Debris, 1991 Maintenance Guidelines Manual Sections 9.122 (2 pages), 9.123 (1 page), "Disposal of Animals Killed on Rights-of-Way" Memorandum (1 page), November 1990, §§ 18.2-323, 18.2-324, 33.1-346 and 10.1-1424

Newspaper Boxes, 1991 Maintenance Guidelines Manual Section 3.242 (1 page), § 33.1-206

Pesticide Use, 1991 Maintenance Guidelines Manual Section 8.360 (5 pages), Virginia Pesticide Control Act, Title 3.1, Chapter 14.1, Articles 1 and 2 of the Code of Virginia

Posted Roads and Bridges, Maintenance Policy Manual 19-1 (2 pages), January 1994, 1991 Maintenance Guidelines Manual Sections 3.400 (5 pages) and 12.100 (1 page), "Posted Bridge Signs" Memorandum M-272-90 (6 pages), March 1990, § 46.2-1104

Railroad Grade Crossings, 1991 Maintenance Guidelines Manual Sections 3.511 (1 page) and 3.522 (2 pages), §§ 56-405 and 56-406.2

Railroads, Maintenance Division Policy Manual 13-1 (1 page), January 1994, §§ 56-405 and 56-406.2

Rest Areas and Waysides, Maintenance Policy Manual 18-1 (3 pages), January 1994, 1991 Maintenance Guidelines Manual Sections 9.220 (2 pages) and 9.230 (2 pages), "Rest Area identification Signing" Memorandum M-290-91 (2 pages), August 1991, "Women's Restrooms" Memorandum M-277-90 (1 page), June 1990, § 33.1-218

Roads in State Institutions, 1991 Maintenance Guidelines Manual Section 3.631 (2 pages), § 33.1-33

Sale of Materials, Rental of Equipment and Performance of Work for State Agencies, Local Governmental Units and Federal Agencies, Maintenance Policy Manual 12-1 (2 pages), January 1994, 1991 Maintenance Procedures Manual Section 3.300 (3 pages), "Disposal of Material" Memorandum M-293-92 (1 page), February 1992, §§ 33.1-195, 5.1-49, and 5.1-50

School Zone Signs, 1991 Maintenance Guidelines Manual Section 10.135 (1 page), § 46.2-873

Speed Limits, 1991 Maintenance Guidelines Manual Section 14.101 (1 page), § 46.2-878

Sledding Play Areas Designated by Local Governments, 1991 Maintenance Guidelines Manual Section 11.213 (1 page), § 46.2-1302

Snow Emergency Routes, 1991 Maintenance Guidelines Manual Section 11.211 (1 page), §§ 46.2-1302

Unauthorized Signs/Advertising, 1991 Maintenance Guidelines Manual Sections 3.210 (2 pages) and 3.215 (2 pages), § 33.1-373

Maintenance Division - Emergency Operations Center

Copies of the following documents may be viewed at the Emergency Operations Center (EOC) within VDOT's Maintenance Division, located at 1221 East Broad Street, 4th Floor South Wing, Richmond, VA 23219. The EOC is staffed on a 24-hour basis, so arrangements may be made to view the documents as needed. Any document or a combination of documents may be obtained free of charge by contacting the Emergency Operations Center at the same address, telephone (804) 786-2848, FAX (804) 225-4979, or e-mail to Perry.Cogburn.@VirginiaDOT.org.

Guidance Documents

Questions regarding interpretation or implementation of these documents may be directed to Perry Cogburn at the same addresses, telephone, and fax number shown above.

The following documents are related to Title 44 (Military and Emergency Laws) of the Code of Virginia: Chapters 3.2 (Emergency Services and Disaster Law), 3.3 (Transportation of Hazardous Radioactive Materials), 3.4 (Funding for State and Local Government Radiological Emergency Preparedness), and 3.5 (Virginia Hazardous Materials Emergency Response Program).

Guidance Documents:

Volume 7 (Transportation) of the Commonwealth of Virginia Emergency Operations Plan, September 1997 (a seven-volume set of plans promulgated by Executive Order # 73 (97), and published under the auspices of the Virginia Department of Emergency Management (VDEM))

Standard Operating Procedures for VDOT Tiger Teams, July 1997

VDOT Hurricane Guidance Manual, March 1997

Quality Assurance and Strategic Management Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Quality Assurance and Strategic Management Division, Room 712, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Quality Assurance and Strategic Management Division Administrator at the same address, telephone (804) 786-7712 or FAX (804) 371-0074.

Questions regarding interpretation or implementation of this document may be directed to the Quality Assurance and Strategic Management Division Administrator.

Guidance Document:

VDOT Value Engineering Program Administration Manual, revised January 3, 1997, § 33.1-190, Code of Virginia, no charge.

Programming and Scheduling Division

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Programming and Scheduling Division, located in the Central Highway Building, Room 102, 1221 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Development Plan (VTDP) may also be viewed on the Internet at www.VirginiaDOT.org - access the "Virginia Transportation Development Plan" link.

Questions regarding interpretation or implementation of these documents may be directed to the Programming and Scheduling Division Administrator at (804) 786-2919, FAX (804) 371-8719 or toll free 1-800-444-7832.

Guidance Documents:

Virginia Transportation Development Plan, implemented December 18, 2001, § 33.1-12(9) and (11); Article 1.1, Chapter 1, of Title 33.1 and § 58.1-638, Code of Virginia

VDOT Transportation Enhancement Program Application, revised July 1, 1999, § 33.1-12(9) and (11)

Office of Community and Public Relations

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Office of Community and Public Relations, located in the VDOT Hospital Building, 2nd Floor, 1201 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 786-5595, FAX (804) 786-5323 or e-mail bryan.kelley@VirginiaDOT.org.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

Guidance Documents:

Interagency (State Transportation) Map Committee Policy, revised February 1993, § 33.1-36, no charge

Statement on the Use of VDOT County Map Series Digital Files, August 2001, § 33.1-84, no charge

Right of Way and Utilities Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way and Utilities Division, located in the VDOT Annex Building, 5th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting J.D. Austin, State Utilities Engineer, at the same address, telephone (804) 786-2979 or FAX (804) 786-1706.

Questions regarding interpretation or implementation of this document may be directed to J. D. Austin, State Utilities Engineer.

Guidance Document:

Utility Relocation Policies and Procedures Manual, Volume II, revised May 1996, 24 VAC 30-210-10 (Policy on Placing Utilities Underground)

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way and Utilities Division, located in the VDOT Annex Building, 5th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting B. D. Fulwider, Relocation Program Manager, at the same address, telephone (804) 786-4366 or FAX (804) 786-1706.

Guidance Document:

Guidance Document for Determination of Certain Financial Benefits For Displacees, effective November 21, 2001, 24 VAC 30-41-10 et seq. (Rules and Regulations Governing Relocation Assistance)

Secondary Roads Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Secondary Roads Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting W.R. Dandridge, Transportation Engineer Senior, at the same address, telephone (804) 786-2745 (or Hugh W. Adams, Transportation Engineering Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603.

Guidance Document:

Guide For The Industrial Access Program, issued September 2001, § 33.1-221; 24 VAC 30-270-10 et seq. (Industrial Access Policy)

Structure and Bridge Division

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Structure and Bridge Division, located in the VDOT Annex Building, 10th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge by contacting, Lisa Bodette at the same address, telephone (804) 786-2637 or FAX (804) 786-2988.

Questions regarding interpretation or implementation of this document may be directed to W. F. (Fred) Dotson, at the same address given above, telephone (804) 786-2853 or FAX (804) 786-2988.

Guidance Document:

Structure and Bridge Division Instructional and Informational Memorandum 94-27.4, Bridge Safety Inspections, issued 1994, § 33.1-12

Traffic Engineering Division

Copies of the Traffic Engineering Memoranda (1966-2001), issued pursuant to authority set forth in §§ 33.1-12 (3) and (5), and which deal with traffic signs, signals, and control devices, along with related safety issues, may be viewed during regular work days from 8 a.m. until 4:30 p.m. in Room 1308A of the Virginia Department of Transportation's Traffic Engineering Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Mr. Stephen C. Brich at the same address, telephone (804) 786-7941.

Guidance Document:

Traffic Engineering Division Memoranda, issued 1966 – 2001, §§ 33.1-12(3) and (5); 24 VAC 30-520-10 et seq. (Classifying & Marking State Highways)

Questions regarding interpretation or implementation of these documents may be directed to Ms. Ilona O. Kastenhofer, State Traffic Engineer, 2nd Floor, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

Transportation Planning Division

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Transportation Planning Engineer, Transportation Planning Division, 1st Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Kenneth E. Lantz, Jr., at the same address, telephone (804) 786-2964 or FAX (804) 225-4785; however, the copying charges are significant due to the document being out of print.

Questions regarding interpretation or implementation of these documents may be directed to Kenneth E. Lantz, Jr., State Transportation Planning Engineer, Transportation Planning Division, at the same address, telephone, and FAX number given above.

Guidance Document:

1989 State Highway Needs Assessment, (separate volume for each district - Bristol, Culpeper, Fredericksburg, Lynchburg, Northern Virginia, Richmond, Salem, Staunton, Suffolk), § 33.1-23.03

Transportation Research Council

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Transportation Research Council, 530 Edgemont Drive, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting the Virginia Transportation Research Council Librarian at the same address, telephone (804) 293-1959 or FAX (804) 293-1990. Copies may also be obtained by submitting a request via electronic mail to imc6s@virginia.edu.

Questions regarding interpretation or implementation of this document may be directed to the Research Director, Virginia Council, Transportation Research Council, 530 Edgemont Drive, Charlottesville VA 22903, telephone (804) 293-1938 or FAX (804) 293-1990.

Guidance Document:

Intellectual Property Handbook, Second edition issued January 1999, § 2.1-20.1:1, no charge

Urban Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Urban Division, Room 404, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the

Guidance Documents

Urban Division at the same address, telephone (804) 786-2585 or FAX (804) 371-0847.

Questions regarding interpretation or implementation of this document may be directed to the Assistant Division Administrator at the same address, telephone number, and FAX number given above.

Guidance Document:

Urban Division Manual, May 2001; 24 VAC 30-320-10 (Urban Street Payment Program), 24 VAC 30-330-10 (Urban Construction Program)

Districts:

Staunton District

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, Staunton District Office, Rte. 11 Bypass/Commerce Rd., Staunton, VA 24401. Copies may be obtained free of charge by contacting Guy Tudor, Transportation Engineer, at the same address, telephone (540) 332-9120 or FAX (540) 332-9267.

Questions regarding interpretation or implementation of this document may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

Guidance Document:

VDOT General Notes and Subdivision Checklist for Subdivisions in the Staunton District, revised May 2000, 24 VAC 30-90-10 et seq. (Subdivision Street Requirements)

Residencies:

Sandston Residency

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the Sandston Residency office of the Virginia Department of Transportation, 6000 Elko Tract Road, Sandston, Virginia 23150. Single copies may be obtained free of charge by contacting the Resident Engineer at P.O. Box 219, Sandston, VA 23150, telephone (804) 328-3044 or FAX (804) 328-3041.

Questions regarding interpretation or implementation of this document may be directed to the Resident Engineer, at the same address, telephone, and FAX numbers given above.

Guidance Document:

Board of Supervisors Reference Manual, revised January 2000, § 33.1-70.01

VIRGINIA TOURISM AUTHORITY

dba VIRGINIA TOURISM CORPORATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5:00 p.m. in the office of the Virginia Tourism Corporation, 901 East Byrd Street; Riverfront Plaza; West Tower, 19th Floor; Richmond, Virginia

23219. Copies may be obtained free of charge by contacting Angela Wiggins at the same address, telephone (804) 371-4042, FAX (804) 786-1919 or e-mail awiggins@virginia.org. The documents may be downloaded from the Virginia Tourism Corporation's industry website at www.vatc.org (Tourism Development tab).

Questions regarding interpretation or implementation of these documents may be directed to Ralph Earnhardt, Grants Administrator, at the same address, telephone (804) 371-0048, FAX (804) 786-1919 or e-mail rearnhardt@virginia.org.

Guidance Documents:

Cooperative Marketing Program FY 2003 Application and Reporting Guidelines, issued September 19, 2001, § 2.2-2319

Emergency Recovery Tourism Marketing Grants for October 22, 2001-January 15, 2002, issued October 22, 2001

DEPARTMENT OF THE TREASURY

General Management

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

Questions regarding interpretation or implementation of these documents may be directed to Connie O. Vaughan at telephone (804) 225-2268 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

Department of the Treasury Policy & Procedures Manual, revised continually.

Department Purchasing Manual, revised continually.

Debt Management

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to the Director of Debt Management at telephone (804) 225-4927 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

Alternative Construction and Financing Guidelines, dated July 1, 1992, §§ 2.2-2416 and 53.1-82.23

List of Approved Rating Agencies, dated October 31, 2000, § 2.2-4902

Revenue Bond Project Financing Guidelines, dated September 1988

Treasury Board Guidelines for the Issuance of Appropriation-Supported Debt, dated July 1, 1992, as supplemented August 20, 1997 and November 14, 1997, §§ 2.2-2416, 33.1-12, and 23-19

Treasury Board Guidelines for Credit Purchases of Equipment and Energy Projects by State Agencies, Institutions, Boards & Authorities, dated May 17, 1995, § 2.2-2416

Treasury Board Guidelines for Regional Jail Projects Reimbursement, dated February 19, 1998, §§ 53.1-80 through 53.1-82

Virginia College Building Authority By-Laws, dated October 15, 1996, § 23-30.31

Virginia College Building Authority Statement of Policy and Procedures for Loans to Private, Non-Profit Institutions of Higher Education, dated October 19, 1993

Virginia Public Building Authority By-Laws, dated July 1, 1993, § 2.2-2263

Virginia Public Building Authority Debt Issuance and Management Guidelines, dated August 25, 1994

Virginia Public Building Authority Guidelines for Jail Projects Reimbursements, dated July 16, 1996, §§ 2.2-2263 and 53.1-80 through 53.1-82

Virginia Public School Authority By-Laws, dated December 18, 1962 and amended January 25, 1988, § 22.1-171

Virginia Public School Authority General Pooled Bond Policy, dated June 23, 1997

Virginia Public School Authority Stand Alone Bond Policy, dated June 23, 1997

Virginia Public School Authority 1987 General Fund Balance Policy, dated as of September 27, 1999

Cash Management and Investments

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Belinda Blanchard at telephone (804) 225-3166 or FAX (804) 225-3478. Copies may be obtained free of charge.

Guidance Documents:

General Account Investment Policy and Guidelines, revised April 1, 2000, §§ 2.2-4500 et. al.

Local Government Investment Pool Policy and Guidelines, revised June 17, 1998, §§ 2.2-4500 et. al.

Local Government Investment Pool Investment Circular, revised July, 2001, §§ 2.2-4600 et. al.

Operations

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

Questions regarding interpretation or implementation of these documents may be directed to Kristin Reiter at telephone

(804) 225-3240 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

Security for Public Deposits Handbook, dated November 18, 1993, 1 VAC 75-20

State Non-Arbitrage Program Information Statement, dated May 1, 1999

Division of Risk Management

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ms. Joyce E. Palmer at the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219, telephone (804) 225-4621 or FAX (804) 371-8400 or e-mail Joyce.Palmer@trs.state.va.us.

Questions regarding this document may be directed to Joyce E. Palmer at the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219, telephone (804) 225-4621 or FAX (804) 371-8400 or e-mail Joyce.Palmer@trs.state.va.us.

Guidance Documents:

Virginia Risk Management Plan, revised March 9, 2001, § 2.2-1837

Virginia Property Risk Management Plan, revised March 9, 2001, § 2.2-1836

Virginia Faithful Performance of Duty Bond Plan, revised March 9, 2001, § 2.2-1840

Virginia Constitutional Officer Risk Management Plan "VaRISK", revised March 9, 2001, § 2.2-1839

Virginia Local Government Risk Management Plan "VaRISK 2," revised March 9, 2001, § 2.2-1840

Unclaimed Property

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

Questions regarding interpretation or implementation of these documents may be directed to the Accounting Manager at telephone (804) 225-2393 or FAX (804) 786-4653. Copies may be obtained free of charge.

Guidance Document:

Unclaimed Property Holder Reporting Package, revised July, 2001, §§ 55-210.1 through 55-210.30

Guidance Documents

UNIVERSITY OF VIRGINIA

Office of the Vice President for Finance

Unless noted otherwise, the documents below are used in interpreting the Code of Virginia, § 23-76.

Department of Parking and Transportation Services

Copies of the following document may be viewed Monday through Friday from 7:30 a.m. until 5 p.m. at the Department of Parking and Transportation Services, 1101 Millmont Street, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Rebecca White, Director of Parking and Transportation Services, at the Department of Parking and Transportation Services, Post Office Box 400000, Charlottesville, VA 22904-4000, telephone (434) 924-6763, FAX (434) 924-3980 or e-mail rwc6j@virginia.edu.

The policies may also be viewed at the University of Virginia's home page (<http://www.virginia.edu/~regist/ugradrec/chapter5/uchap5-4.1.html>). Questions concerning interpretation or implementation of the policies may be directed to Rebecca White (same telephone and address as above).

Guidance Document:

University of Virginia Graduate and Undergraduate Record, Chapter 5 (UVA Parking Regulations), revised August 2001, § 23-9.2:3

Conference Services

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the UVA Housing Division Conference Services, P.O. Box 400734 Charlottesville, VA 22904-4735. Copies may be obtained free of charge by contacting Sheri States, Director for Conference Services, at the same address, telephone (434) 924-4479, FAX (434) 924-1027 or e-mail ssates@virginia.edu.

Questions concerning interpretation or implementation of the policies may be directed to Sheri States (same address and telephone number as above).

Web address: <http://www.virginia.edu/housing/conferences>

Guidance Documents:

Conference Services Agreement, revised 2002

Cavalier Inn Reservation Form

Office of the Vice President and Provost

Copies of the University of Virginia's Undergraduate Prospectus (also known as the Viewbook) can be viewed at the Office of Admission, Miller Hall, Charlottesville, VA, Monday through Friday from 8:30 a.m. to 5 p.m. Questions regarding viewing may be directed to Marjorie Schiff, Assistant Dean of Admission, Miller Hall, Charlottesville, VA, telephone (434) 982-3200, or e-mail at mas4ys@virginia.edu.

The document may also be viewed at the University of Virginia's home page (<http://www.virginia.edu/OfStud.html>).

Copies may be obtained at no charge by contacting Carol Craig, Office of Admission, P.O. Box 400160, Charlottesville, VA 22904-4160, telephone (434) 982-3383.

Questions regarding interpretation or implementation of this document may be directed to Marjorie Schiff at the above telephone number, e-mail, and address.

Copies of the Undergraduate and Graduate records can be viewed in the Office of the Vice President and Provost, Madison Hall, Charlottesville, VA, Monday through Friday from 8:30 a.m. to 5 p.m. Questions regarding viewing may be directed to Laura Hawthorne, Executive Assistant to the Vice President and Provost, Madison Hall, PO Box 400226, Charlottesville, Virginia 22904-4226, telephone (434) 982-2362, or e-mail at lfh4c@virginia.edu.

Individuals eligible to receive a complimentary copy of the Undergraduate and Graduate Records should contact Heather Burns, Office of the University Registrar, P.O. Box 9009, Charlottesville, VA 22906-9009, telephone (434) 924-6378, or e-mail at burns@virginia.edu. Other persons may obtain a copy of the Undergraduate and Graduate Records from the University Bookstore at (434) 924-3721, or write to the University of Virginia Bookstore, Charlottesville, VA 22904-4820. The cost is \$6.

The documents may also be viewed at the University of Virginia's home page (<http://www.virginia.edu/docs.html>).

Questions regarding interpretation and implementation of these documents may be directed to Laura Hawthorne at the above telephone number, e-mail, and address.

Copies of the Faculty Handbook may be viewed at Alderman Library, McCormick Road at University Avenue, Charlottesville, VA, Monday to Thursday from 8 a.m. to 12 a.m., Friday from 8 a.m. to 9 p.m., Saturday from 9 a.m. to 6 p.m., and Sunday from 12 p.m. to 12 a.m. (Times may vary, so check prior to coming.) Assistance in locating a computer terminal is available at the circulation desk.

Hard copies of the Faculty Handbook are no longer available.

The document may also be viewed at the University of Virginia's home page <http://www.virginia.edu/provost/>.

Questions regarding the interpretation and implementation of the Faculty Handbook may be directed to Laura Hawthorne at the above telephone number and address.

Guidance Documents:

University of Virginia's Undergraduate Prospectus (Viewbook), Fall 2000

University of Virginia Undergraduate and Graduate Record, revised 2001-2002

University of Virginia Faculty Handbook, last revised paper date 1994

Claude Moore Health Sciences Library

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Gretchen Arnold, Claude Moore Health Sciences Library, 2nd

Floor, Room 2237C, Charlottesville, VA 22908. Copies may be obtained free of charge by contacting Gretchen Arnold at the same address, telephone (434) 924-0194, or e-mail gvn8r@virginia.edu.

The documents may also be viewed at the University of Virginia's Claude Moore Health Sciences Library home page (<http://www.med.virginia.edu/hs-library>).

Questions regarding interpretation or implementation of these documents may be directed to Gretchen Arnold at the above telephone number, e-mail, and address.

Guidance Document:

University of Virginia Claude Moore Health Sciences Library User Eligibility Policy, revised December 2001, § 23-76

Libraries

Copies of the following documents may be viewed at any University library public information desk during regular library hours (hours vary by facility). Copies may be obtained free of charge by contacting Diane Walker, Associate University Librarian for University Services, telephone (434) 924-4606, or e-mail dpw@virginia.edu. The documents may also be viewed at the University of Virginia's home page (<http://www.lib.virginia.edu/policies/>).

Questions concerning interpretation or implementation of the policies may be directed to Diane Walker (same address and telephone number as above).

Guidance Documents:

University Library Policies (<http://lib.virginia.edu/policies>), July 2001

Office of the Vice President for Management and Budget

Facilities Management

Copies of the Higher Education Capital Outlay Manual (HECOM) may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Facilities Planning and Construction, University of Virginia, 575 Alderman Road, Charlottesville, VA 22903. Copies may be obtained for \$15 per copy from Kim Morris at the same address, telephone (434) 982-4615, FAX (434) 982-4628 or e-mail kbm4n@virginia.edu.

Questions regarding interpretation or implementation of this document may be directed to Richard Dickman, Capital Outlay Program Assistant Director, University of Virginia, 575 Alderman Road, Charlottesville, VA 22903, telephone (434) 982-5177, FAX (434) 982-4628 or e-mail rjd6f@virginia.edu.

Guidance Document:

Higher Education Capital Outlay Manual, Edition 2, January 28, 2002, §§ 11-36 through 11-80.

Procurement Services

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at Procurement Services, Carruthers Hall, 1001 North Emmet Street, P.O. Box 400202, Charlottesville, VA 22904-4202. Copies may be obtained free of charge by contacting Eric Denby, Director of Procurement Services, at the above address, telephone (434) 924-4019, FAX (434) 982-2690 or e-mail ed@virginia.edu. This document and other relevant information as to how the University conducts business in the areas of purchasing, accounts payable, surplus property, and minority procurement is also available on the University of Virginia's Procurement Services website (<http://www.virginia.edu/~pams/>).

Questions concerning interpretation or implementation of the policies may be directed to Eric Denby (same address and telephone number as above).

Guidance Document:

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors, July 2000.

Office of University Development

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the University Development Office, 400 Ray C. Hunt Drive, #100, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Charles Fitzgerald, Associate Vice President for Development, University Development Office, at the above address, telephone (434) 924-3245 or FAX (434) 924-0556.

Interpretive or implementation questions may be directed to Charles Fitzgerald (same address and telephone number as above).

Guidance Document:

University Development Mission and Values Statement, October 1991

Division of Student Affairs

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Vice President for Student Affairs, S.W. Wing, the Rotunda, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting William W. Harmon at the same address, telephone (434) 924-1002, FAX (434) 924-1002, or e-mail vpsa@virginia.edu. The documents may be printed from Chapter 5 of the University's Graduate and Undergraduate Record websites (<http://www.virginia.edu/~regist/gradrec/> and <http://www.virginia.edu/~regist/ugradrec/>, respectively).

Questions regarding interpretation or implementation of these documents may be directed to William W. Harmon, Office of the Vice President for Student Affairs, S.W. Wing- the Rotunda, Charlottesville, VA 22903, telephone (434) 924-7984, FAX (434) 924-1002 or e-mail vpsa@virginia.edu.

Guidance Documents

Guidance Documents:

Alcohol and Drug Policy, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Amplified Music, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Fund-Raising Projects by Student Organizations on University Grounds, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Grievance Procedure, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Sexual Harassment Policy, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Solicitors and Sales Representatives, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Statement of Students' Rights and Responsibilities, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Use of University Equipment, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Use of University Facilities, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

University Services and Activities, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Warning about Videotapes and Copyright Law, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

The Honor System, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Department of Student Health, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Fall 1998

Report of the University-wide Task Force on Alcohol Abuse, May 1, 1998

Foundational Plan University of Virginia, January 1, 1999

Office of Information Technologies/Department of Information Technology and Communication

Electronic versions of the following documents are accessible for viewing at and may be printed from the URLs listed below.

Questions regarding interpretation or implementation of these documents may be directed to Robert Reynolds, Vice

President and Chief Information Officer, University of Virginia, 108 Cresap Road, P.O. Box 400217, Charlottesville, Virginia 22904-4217, telephone (434) 982-2249, FAX (434) 924-3579 or e-mail oit@virginia.edu.

Guidance Documents:

Commonwealth of Virginia Department of Technology Planning Policies, Standards, Publications and Procurement Procedures (http://www.dtp.state.va.us/policies_procedures.html).

University of Virginia universitywide computing policies and procedures; Department of Information Technology and Communication policies (<http://www.itc.virginia.edu/policy/>).

Health System Medical Center

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of the Chief Operating Officer, McKim Hall, 4th Floor, Room 4028, Charlottesville, VA 22908-0788. Copies may be obtained free of charge by contacting Reba Camp at the same address, telephone (434) 924-9749 FAX (434) 982-3759 or by e-mail, rsc@virginia.edu.

Questions regarding interpretation or implementation of these documents may be directed to Reba Camp at the address and phone number above.

Guidance Document:

Medical Center Policy Manual, revised 2001.

Medical Center Material Support Services

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Material Support Services, Medical Center Level 0, Room G-525, PO Box 800705, Charlottesville, VA 22908. Copies may be obtained free of charge by contacting James P. Keathley, Administrator, Material Support Services, at the same address, telephone (434) 982-0274, FAX (434) 982-1796 or e-mail jpk7a@virginia.edu.

Questions regarding interpretation or implementation of these documents may be directed to James P. Keathley, Administrator, Material Support Services Medical Center, Level 0, Room G-525, P.O. Box 800705, Charlottesville, VA 22908, telephone (434) 982-0274, FAX (434) 982-1796 or e-mail jpk7a@virginia.edu.

Guidance Document:

Medical Center Policy #0189, Purchasing Guidelines, March 16, 1999, 8 VAC 85-10-10 through 8 VAC 85-10-190

THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Admissions & Financial Aid, The University of Virginia's College at Wise, 1 College Avenue, Bowers-Sturgill Hall,

Wise, Virginia, 24293. Copies may be obtained free by contacting Linda Baker, Office of Admissions & Financial Aid, 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, Director of Admissions & Financial Aid, The University of Virginia's College at Wise, 1 College Avenue, Wise, Virginia 24293, telephone (276) 328-0102 or FAX (276) 328-0251.

Guidance Documents:

Admissions Prospectus, August 2001, no charge

Admissions Search Piece, August 2001, no charge

Admissions Recruitment Guide, August 2001, no charge

The University of Virginia's College at Wise Catalog, August 2001, no charge

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Copies of the following document can be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Dean of the Faculty, The University of Virginia's College at Wise, 1 College Avenue, Bowers-Sturgill Hall, Wise, Virginia 24293. Copies may be obtained free by contacting Darlene Moore, Office of the Dean of the Faculty, same address, telephone (276) 328-0120 or FAX (276) 376-4518.

Questions regarding interpretation or implementation of this document may be directed to Amelia Harris, Dean of the Faculty, The University of Virginia's College at Wise, 1 College Avenue, Wise, Virginia 24293, telephone (276) 328-0120 or FAX (276) 376-4518.

Guidance Document:

The University of Virginia's College at Wise Faculty Handbook, August 2000, no charge

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, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at vetbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the board at the address above or by telephone at (804) 662-9915. Copies are free of charge.

Guidance Document:

150-1, Newsletter of January 1988, Drug Record-keeping at shared facilities

150-2, Newsletter of June 1997, Acceptable duties for unlicensed assistants

150-3, Board minutes of February 10, 1993, Delegation of dental procedures; inoculations of animals outside approved facilities

150-4, Board minutes of June 15, 1994, "Chip" clinics outside approved facilities

150-5, Board minutes of January 31, 1995, Criteria for an approved rabies clinic

150-6, Board minutes of December 19, 1995, Mobile facilities allowed to change location without an inspection.

150-7, Board minutes of August 13, 1996, Use of term "specialist" or "specialty"

150-8, Board minutes of October 8, 1996, Acceptable duties for unlicensed assistants

150-9, Board minutes of May 28, 1997, Acceptable duties for equine dentists; acceptable duties for unlicensed assistants

150-10, Listing of acceptable duties for unlicensed assistants, updated November 1997

150-11, Matrix of disciplinary sanctions, December 1993 to November 29, 1999

150-12, Newsletter of December 1999, Unannounced inspections and veterinary facilities acting as pharmacies.

COLLEGE OF WILLIAM AND MARY

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 University Publications, Holmes House, College of William and Mary, Williamsburg VA, 23185. Copies may be obtained free of charge by contacting Lucinda H. Baker at the same address, telephone 757-221-2632, FAX 757-221-3243 or email lhbake@wm.edu. The documents may be downloaded from the College of William and Mary Web site (<http://www.wm.edu>).

Questions regarding interpretation or implementation of these guidance documents may be directed to Lucinda H. Baker, Director of Publications, College of William and Mary, Williamsburg VA, 23185, telephone, 757-221-2632, FAX 757-221-3243 or email lhbake@wm.edu.

Guidance Documents:

Faculty Handbook, revised April 1999

Student Handbook, revised August 2001

Employee Handbook, revised 1998

Safety Brochure (contains crime statistics), revised December 2001

Board of Visitors Bylaws, November, 2000

College of William and Mary Undergraduate Program Catalog, revised August 2001

Guidance Documents

VIRGINIA WORKERS' COMPENSATION COMMISSION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220. Copies may be obtained free of charge by contacting Ann Beverly at the same address, telephone (804) 367-8269 or, toll-free in Virginia at 1-877-664-2566, or e-mail ann.beverly@vwc.state.va.us. The documents will be available on the commission's website (<http://www.vwc.state.va.us>).

Guidance Documents:

A Brief Guide to Workers' Compensation for Employees, § 65.2-100 et seq.

A Brief Guide to Workers' Compensation for Employees (minor injury cases), § 65.2-100 et seq.

Workers' Compensation Requirements for Employers in Virginia, § 65.2-100 et seq.

Mediation Services Brochure

Requirements for Individual Self-Insurance under the Virginia Workers' Compensation Act, 16 VAC 30-80-10 et seq.

Workers' Compensation Notice, Workplace Placard, §§ 65.2-100 et seq.

Notice To All Employers Regarding Mandatory Insuring Requirement, § 65.2-800.

Help For Crime Victims/Criminal Injuries Compensation Fund, §§ 19.2-368.1 et seq.

GENERAL NOTICES/ERRATA

STATE CORPORATION COMMISSION

AT RICHMOND, JANUARY 16, 2002

COMMONWEALTH OF VIRGINIA, ex rel.

STATE CORPORATION COMMISSION

CASE NO. PUE010422

Ex Parte: In the matter concerning
the Rules Governing Certification and
Maintenance of Notification Centers

ORDER SETTING HEARING

On November 14, 2001, the State Corporation Commission ("Commission") entered an Order that, among other things, directed the Commission's Division of Information Resources to publish notice of the Commission's Division of Energy Regulation's ("Staff") proposed Rules for the certification and maintenance of notification centers and invited interested persons to comment or request a hearing on these Rules. As the November 14 Order noted, the proposed Rules were developed by the Staff in its report, which was filed on November 9, 2001. This report summarized the comments filed in response to the Commission's July 30, 2001, Order, reviewed national "best practices" relative to a notification center's operation, proposed specific revisions and additions to the existing Rules Governing the Certification of Notification Centers adopted in Case No. PUE900033, and discussed the proposed Rules.

In response to the Commission's November 14, 2001, Order Prescribing Notice and Inviting Comments, the Commission received ten comments from parties that included vendors assisting the existing notification centers, the currently certificated notification centers, and operators. The Virginia Underground Utility Protection Service, Inc. ("VUUPS"), and Northern Virginia Utility Protection Service, Inc. ("NVUPS"), filing jointly, and One Number Information Systems, Inc. ("ONIS"), requested a hearing on various rules proposed by the Staff. Many of those filing comments reserved the right to participate in any further proceedings in this matter.

In their joint comments, VUUPS and NVUPS requested a public hearing so that they could present testimony demonstrating that the public interest would be served best if certificates are held by broad-based entities, representative of and supported by the operators of underground facilities, which have the incentive and authority to operate notification centers effectively and efficiently.

ONIS requested a hearing in order to offer evidence on the composition of the governing board of the notification centers and Staff's proposed Rule 20 VAC 5-300-90(P), which addresses the notification center's governing body. ONIS contends that much of the evidence that supports maintaining the status quo with respect to call center governance, *i.e.*, a governing body that does not include all stakeholders, is anecdotal. ONIS comments that a hearing in which all interested stakeholders have the opportunity to present their experiences to the Commission will afford the Commission the appropriate opportunity to consider the Commonwealth's history with privately operated call centers and whether it is

necessary to adopt the proposed rule addressing the governance of a notification center.

NOW UPON consideration of the foregoing, the Commission is of the opinion and finds that a public hearing should be convened to receive evidence relevant to the Rules proposed in this proceeding, together with any revisions thereto. Such a proceeding will serve to develop and clarify the changes to the proposed Rules now under consideration, as well as offer an opportunity for the Staff and interested parties to suggest any additional revisions to the Rules. In this regard, we find that the Staff should prefile an original and fifteen (15) copies of direct testimony addressing the proposed Rules and the comments filed on the proposed Rules and proposing any additional revisions to the proposed Rules. The Staff should serve a copy of its direct testimony upon those parties filing comments on the proposed Rules appended to the November 14, 2001, Order Prescribing Notice and Inviting Comments. We further find that those filing comments in response to the November 14, 2001, Order Prescribing Notice and Inviting Comments should have an opportunity to prefile direct testimony concerning the proposed Rules or, in the alternative, to adopt their comments as their prefiled testimony and that the Staff should have an opportunity to file rebuttal testimony responsive to the direct testimony or comments sponsored by these parties.

Accordingly, IT IS ORDERED THAT:

(1) A public hearing is scheduled for March 6, 2002, at 10:00 a.m. in the Commission's Second Floor Courtroom located in the Tyler Building, 1300 East Main Street, Richmond, Virginia, for the purpose of receiving evidence relevant to the Rules proposed in Appendix 1 of the Commission's November 14, 2001, Order Prescribing Notice and Inviting Comments.

(2) On or before February 5, 2002, the Commission Staff shall file with the Clerk of the Commission an original and fifteen (15) copies of the direct testimony that it intends to present regarding the proposed Rules, the comments thereon, and any additional revisions thereto, as appropriate. The Staff shall mail a copy of its testimony to each party filing comments in response to the Commission's November 14, 2001, Order Prescribing Notice and Inviting Comments.

(3) On or before February 5, 2002, the Staff shall make copies of its November 9, 2001, Staff Report and prefiled direct testimony filed in this matter available for public inspection in the Commission's Document Control Center located on the first floor of the Tyler Building, 1300 East Main Street, Richmond, Virginia 23219, between the hours of 8:15 a.m. and 5:00 p.m., Monday through Friday. In the alternative, these documents may be ordered from Massoud Tahamtani, Assistant Director, Division of Energy Regulation, State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218.

(4) On or before February 15, 2002, those persons filing comments in response to the Commission's November 14, 2001, Order Prescribing Notice and Inviting Comments who wish to participate in the public hearing to be convened herein shall file an original and fifteen (15) copies of its direct testimony, referring to Case No. PUE010422, with the Clerk of the Commission at the address set forth below and shall serve

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a copy of the same upon counsel for the Commission Staff, Sherry H. Bridewell, Esquire, Office of General Counsel, State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218, and all other parties of record. Any corporate entity that wishes to file pleadings or papers or enter an appearance in this proceeding must be represented by legal counsel in accordance with the requirements of Rules 5 VAC 5-20-20 and 5 VAC 5-20-30 of the Commission's Rules of Practice and Procedure.

(5) Any party desiring to adopt the comments it has filed as its testimony at the hearing and not planning to add any additional comments or testimony shall notify the Clerk of the Commission in writing, referring to Case No. PUE010422, of such intent and shall identify in said document the name, business address, and business affiliation of the witness who will sponsor the previously filed comments as testimony at the March 6, 2002, hearing. All parties shall comply with the requirements of Rules 5 VAC 5-20-20 and 5 VAC 5-20-30 of the Commission's Rules of Practice and Procedure regarding representation by counsel.

(6) On or before February 15, 2002, those parties that filed comments in response to the Commission's November 14, 2001, Order Prescribing Notice and Inviting Comments and who wish to further comment in writing on the Staff's direct testimony and proposed Rules may do so by directing an original and five (5) copies of such comments to the Clerk of the Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218. Such comments must refer to Case No. PUE010422. Parties filing such comments shall serve a copy of the same on or before February 15, 2002, on counsel for the Staff at the address set forth in Ordering Paragraph (4) herein. Any person desiring to make a statement at the public hearing concerning the proposed Rules need only appear at the Commission's Second Floor Courtroom at 9:45 a.m. on the day of the hearing and identify himself or herself to the Bailiff as a public witness.

(7) On or before February 25, 2002, the Staff shall file with the Clerk of the Commission an original and fifteen (15) copies of all testimony it expects to introduce in rebuttal to all of the direct prefiled testimony and comments of the parties thereto. Additional rebuttal evidence may be presented without prefiling provided it is presented in response to evidence which was not prefiled but elicited at the time of the hearing and, provided further, the need for additional rebuttal evidence is timely addressed by motion during the hearing and leave to present evidence is granted by the Commission. A copy of the Staff's prefiled rebuttal evidence shall be promptly mailed to all parties filing direct testimony or comments in response to this Order.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to: Charles M. Allen, Esquire, and Michael D. Hancock, Esquire, Goodman, West & Filetti, PLLC, 4501 Highwoods Parkway, Suite 210, Glen Allen, Virginia 23060; Guy T. Tripp, III, Esquire, Hunton & Williams, Riverfront Plaza, East Tower, 951 East Byrd Street, Richmond, Virginia 23219; James M. Hoffman, Esquire, and Gregory Grant, Esquire, Shulman, Rogers, Gandal, Pordy & Ecker, P.A., 11921 Rockville Pike, Rockville, Maryland 20852-2743; Marty J. Reinert, Regulatory Analyst II, Regulatory Compliance, LG&E

Energy Corporation, P.O. Box 32010, Louisville, Kentucky 40232; Robert B. Evans, Esquire, Washington Gas Light Company, 1100 H Street, N.W., 12th Floor, Washington, D.C. 20080; Cynthia I. Oakey, Esquire, Dominion Resources Services, Inc., 100 Tredegar Street, Richmond, Virginia 23219; Kodwo Ghartey-Tagoe, Esquire, and M. Renae Carter, Esquire, McGuireWoods, LLP, One James Center, 901 East Cary Street, Richmond, Virginia 23219; H. Allen Glover, Jr., Esquire, and Michael J. Quinan, Esquire, Woods, Rogers & Hazlegrove, P.L.C., 823 East Main Street, Suite 1200, Richmond, Virginia 23219; James R. Bacha, Esquire, American Electric Power Service Corporation, 1 Riverside Plaza, Columbus, Ohio 43215; James S. Copenhagen, Senior Attorney, Columbia Gas of Virginia, Inc., P.O. Box 35674, Richmond, Virginia 23235-0674; Anita G. Lester, Esquire, Virginia, Maryland & Delaware Association of Electric Cooperatives, 4201 Dominion Boulevard, Suite 100, Glen Allen, Virginia 23060; David W. Ogburn, Jr., Esquire, Verizon Virginia Inc., 600 East Main Street, Suite 1100, Richmond, Virginia 23219-2441; Judith W. Jagdmann, Deputy Attorney General, Office of the Attorney General, Division of Consumer Counsel, 900 East Main Street, Second Floor, Richmond, Virginia 23219; Mark Singer, Legislative Representative, Virginia Utility & Heavy Contractors Council, 1108 East Main Street, Suite 904, Richmond, Virginia 23219; Thomas J. Russell, Chief, Gravity Sewers Branch, Fairfax County Public Works, Wastewater Collection Division, the Robert P. McMath Facility, 6000 Freds Oak Road, Burke, Virginia 22015; Charles C. Crowder, Jr., General Manager, Fairfax County Water Authority, P.O. Box 1500, Merrifield, Virginia 22116-0815; Christopher J. Dolena, Engineer II, City of Virginia Beach, Department of Public Utilities - Operations Division, 3500 Dam Neck Road, Virginia Beach, Virginia 23456; Kenneth E. Tawney, Jackson & Kelly, PLLC, P.O. Box 553, Charleston, West Virginia 25322; Colleen E. Hicks, Esquire, Law Department, Columbia Gas Transmission Corporation, 1700 McCorkle Avenue, S.E., Charleston, West Virginia 25314; Gray Pruitt, 2415 Grenoble Road, Richmond, Virginia 23294; Thomas A. Dick, 1108 East Main Street, Suite 904, Richmond, Virginia 23219; Theodore F. Adams, III, Esquire, and Matthew B. Kirsner, Esquire, Troutman Sanders Mays & Valentine, LLP, P.O. Box 1122, Richmond, Virginia 23218; and the Commission's Office of General Counsel and Division of Energy Regulation.

* * * * *

Bureau of Insurance

January 17, 2002

Administrative Letter 2002-1

TO: ALL INSURANCE COMPANIES; HEALTH, DENTAL, OPTOMETRIC AND LEGAL SERVICES PLANS; AND HEALTH MAINTENANCE ORGANIZATIONS LICENSED IN VIRGINIA

RE: PROCEDURES TO RECOGNIZE MILITARY CALL-UP TO ACTIVE DUTY – AGENT LICENSING AND AGENT APPOINTMENT PROCESSES

I am sending this administrative letter to all insurers with the request that they provide copies of it to their appointed agents in Virginia. Prospectively, insurers may instead provide their newly appointed agents with directions to review this letter by accessing the Bureau of Insurance Internet web site at: <http://www.state.va.us/scc/division/boi/webpages/administrativetrselection.htm>.

I am also sending copies of this administrative letter to the various agents associations in Virginia, with the request that they, too, attempt to disseminate this information to their members.

Finally, I am sending this administrative letter to the Bureau's contracted licensing examination provider (Experior Assessments) with the request that this information be incorporated into future editions of the Licensing Information Bulletin and be provided in communications with those preparing candidates for the licensing examinations.

In view of the extraordinary circumstances resulting from the events of September 11, 2001, situations are likely to arise in which applicants for insurance agent licenses may be precluded from meeting certain license application deadlines, and in which those holding agent licenses may be precluded from meeting certain appointment deadlines, due to unexpected activation of military units in which they serve as reserves.

The Bureau of Insurance wishes to be as understanding as possible in such circumstances so that those serving our country are not unduly penalized. Fortunately, the Code of Virginia provides sufficient leeway to permit the State Corporation Commission, through its Bureau of Insurance, to make exceptions where good cause is shown.

- *The first circumstance in which a problem might arise is where a candidate for licensing has registered for a licensing examination to be taken within one year of completing prelicensing requirements as required by § 38.2-1816 B. That section also provides: "The Commission, however, may waive this time limit in individual circumstances in accordance with such criteria as may be prescribed."*

The Bureau would take the position (and would so instruct its contracted licensing examination provider) that if the applicant is called to active duty prior to the scheduled examination date, the time limit will toll during the period that the applicant is on active duty. Upon release from active duty, and upon providing to the Bureau's contracted licensing examination provider proof of having been on active duty and proof of the date of release from active duty, the period will begin to run again and the applicant will be permitted to re-schedule the examination WITHOUT PENALTY.

It should be noted that the prelicensing study course requirement in § 38.2-1816 is repealed effective September 1, 2002, after which this particular exception will become moot.

All other citations herein are to the provisions as they will be in effect on September 1, 2002.

- *§ 38.2-1817 F requires an applicant for a license requiring an examination to take the examination within ninety calendar days from the date the registration is accepted. Failure to do so results in forfeiture of the examination fee and withdrawal of the registration for the examination.*

The Bureau would take the position (and would so instruct its contracted licensing examination provider) that if the applicant is called to active duty prior to the end of the three month period, the applicant will be given a new period of three months following release from active duty to schedule and take the examination, WITHOUT PENALTY. The rationale behind this position would be that the time period in the statute was created in contemplation of the agent having a full ninety calendar days in which to act. Upon release from active duty, and upon providing to the Bureau's contracted licensing examination provider proof of having been on active duty and proof of the date of release from active duty, the applicant will be given a new period of three months in which to schedule and take the examination.

- *The next circumstance that might occur would come under the purview of § 38.2-1817 G, which requires the applicant to apply for and be issued the license within 183 days following the date the applicant passes the required examination. Failure to meet this deadline results in invalidation of the examination grade and a requirement to register for, pay for, and pass the examination again. A similar requirement is found in § 38.2-1819 B.*

The Bureau would take the position that if the applicant is called to active duty prior to the deadline, the time limit will toll during the period that the applicant is on active duty. The rationale behind this position would be that the time period in the statute was created in contemplation of the agent having a full 183 calendar days in which to act. Upon release from active duty, and upon providing to the Bureau proof of having been on active duty and proof of the date of release from active duty, the period will begin to run again and the applicant will be permitted to apply for the license WITHOUT PENALTY within the extended deadline period.

- *§ 38.2-1817 H provides that an individual who applies for a resident agent's license, and who was previously licensed for the same lines of authority in the individual's former home state will be exempt from the licensing examination, but only if the application in Virginia is made while the individual is still licensed in the former home state or within ninety calendar days of the cancellation of the applicant's previous license in the home state. Similarly, § 38.2-1818 B gives an individual moving to Virginia a period of ninety calendar days to obtain a Virginia resident license without being subject to prelicensing examination requirements.*

The Bureau would take the position that if the applicant is called to active duty while in the process of relocating to Virginia, the applicant should not be penalized by being required to take the examination because the ninety-day period elapsed in the interim. Instead, the Bureau would grant the applicant a new period of ninety days following the applicant's release from active duty. The rationale behind this position would be that the time period in the statute was created in contemplation of the agent having a full ninety

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calendar days in which to act. Upon release from active duty, the applicant will have a new period of ninety days in which to apply for a resident Virginia license, upon providing to the Bureau proof of having been on active duty and proof of the date of release from active duty.

- *§ 38.2-1818 A provides a grace period for an agent who holds a nonresident Virginia license to obtain a resident license without penalty for a period of ninety calendar days from the date the agent becomes a Virginia resident. Failure to apply for and be issued a resident license by the end of the ninety calendar day period subjects the agent to termination of the license authority and thus would impose a requirement that the agent satisfy Virginia prelicensing examination requirements before a new resident license could be issued.*

The Bureau would take the position that if the applicant is called to active duty after establishing Virginia residence and prior to the expiration of the ninety calendar day period provided in § 38.2-1818 A, the agent will be given a period of ninety calendar days following release from active duty in which to secure the Virginia resident license. The rationale behind this position would be that the time period in the statute was created in contemplation of the agent having a full ninety calendar days in which to act. Upon release from active duty, and upon providing to the Bureau proof of having been on active duty and proof that the application is submitted within ninety calendar days of the date of release from active duty, the application will be considered and if approved will be issued without regard to the expiration of the ninety calendar day period interrupted by the agent's active military service.

- *§ 38.2-1825 B states that a license shall automatically terminate after a period of 183 days during which no active appointment supporting such license was in effect. This would apply both to the situation where a new licensee fails to obtain his first appointment within 183 days or at the end of 183 days where the last supporting appointment of an existing agent's license terminated. The section further provides that "[t]he Commission may, upon a showing of good cause..., waive or extend this requirement."*

The Bureau would take the position that if the applicant is called to active duty either during the 183 days immediately following issuance of a license, or within 183 days immediately following termination of the agent's last supporting appointment under a license, the time limit will toll during the period that the applicant is on active duty. Upon release from active duty, and upon providing to the Bureau proof of having been on active duty and proof of the date of release from active duty, the period will begin to run again and the applicant will have the remainder of the extended period in which to secure an appropriate supporting appointment.

- *Finally, there is a possibility that the duration of a temporary license issued pursuant to § 38.2-1830 B could be affected by the licensee being called to active military duty. That section also provides, in subsection G, that "[t]he Commission, in its sole discretion and for good cause shown may renew licenses granted under this section."*

The Bureau would take the position that if the applicant is called to active duty after being issued a temporary license and prior to expiration of the temporary license at the end of 90 days, the effective period of the license will toll during the period the licensee is on active duty, thereby effectively "renewing" the license for the extended period of time. Upon release from active duty, and upon providing to the Bureau proof of having been on active duty and proof of the date of release from active duty, the period will begin to run again and the applicant's temporary license will continue in force until the end of the extended ninety-day period.

- We recognize that not every possible situation may have been addressed above. It would be the Bureau's intent that similar situations be addressed consistently with the situations herein addressed. Examples would be for licenses such as "consultant", "surplus lines broker," "managing general agent," and "viatical settlement broker" which are renewable licenses. Renewal dates would be extended upon submission of proof of having been on active duty and proof of the date of release from active duty.
- We also recognize that the Bureau is not the entity responsible for development and administration of Virginia's insurance continuing education program; that responsibility lies with the Virginia Insurance Continuing Education Board (Board) created and operating under Article 7 of Chapter 18 of Title 38.2 of the Code of Virginia. The Bureau, however, would urge the Board to adopt procedures consistent with the spirit of those described above for continuing education compliance and granting full or partial waivers, pursuant to § 38.2-1870.

Throughout this document, we have made reference to "proof of having been on active duty and proof of the date of release from active duty". While acknowledging that other forms of proof may, in the future, prove to be sufficient, at this time the Bureau is defining the terms to require the individual to provide copies of the ORDERS showing the activation date and copies of the AMENDED ORDERS showing the date of rescission of active duty status. It is our understanding that these documents are used consistently throughout the United States armed forces.

It would be the Bureau's intent to interpret these procedures more liberally rather than more stringently. That is, in lieu of adhering strictly to a set number of days, reasonable adherence to the deadlines and extended deadlines will be accepted.

Finally, we would urge those affected by the call to active military duty to provide, whenever possible, **prior** notice to the Bureau (or the C.E. Board's administrator, as appropriate) of having received orders so that the individual's file can be appropriately annotated, subject to later submission of proof of having been on active duty and proof of the date of release from active duty.

Further information may be obtained by contacting the Bureau's Agent Licensing Section through our Interactive Voice Response system at 804-371-9631 or on the Bureau's Web Site at: <http://www.state.va.us/scc/division/boi>.

/s/ Alfred W. Gross
Commissioner of Insurance

DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Fee Schedule for Approved Laboratory Analyses of Blood for Alcohol and Drugs

ALLOWED FEES

Level I	Alcohol Testing	\$50
Level II	Drug Screening	\$50
	Drug Identification/Quantitation	\$75/Drug Class*
Level III	Drug Screening	\$50 \$75
	Drug Identification/Quantitation	\$75/Drug Class*

* Includes results for all drugs in a class

ANALYTICAL SCHEME

All analyses shall be for the unconjugated (free) form of drugs.

1. Analyze all samples for ethanol (Alcohol screening may be performed, if desired, using immunoassay.)
 - a. If ethanol is < 0.09%, include it in the report, and go to 2.
 - b. If ethanol is ≥ 0.09%, stop; report results.
2. Perform Level II Drug Screening:
 - a. If no drug classes are detected, go to 4.
 - b. If any drug classes are tentatively present above their detection limit, go to 3.
3. Perform Level II Identification/Quantitation:
 - a. If no drugs are present, or are identified as present but at a concentration below the reporting limit, go to 4.
 - b. If drugs are identified as present at a concentration at or above the reporting limit, but below the stop analysis limit, include them in the report, and go to 4.
 - c. If drugs are identified as present at a concentration at or above the stop analysis limit, stop; report results.
4. Perform Level III Screening:
 - a. If any drug is tentatively identified as present, go to 5.
 - b. If no drugs are present, stop; report results.
5. Perform Level III Identification/Quantitation:
 - a. Report results.

ANALYTICAL LIMITS

Level I Alcohol Testing (Limits are in units of % by weight by volume)

	REPORTING LIMIT	STOP ANALYSIS LIMIT***
Ethanol	0.01	0.09

*** Do not proceed further in the analytical scheme when results at or above this concentration are obtained.

Level II Drug Screening and Identification/Quantitation (Limits are in units of mg/L)

SCREENING	IDENTIFICATION/QUANTITATION			
	DRUG CLASS	DRUG	LOWER REPORTING LIMIT	STOP ANALYSIS LIMIT***
Amphetamine		Amphetamine	0.01	0.1
		Methamphetamine	0.01	0.2
		3,4-Methylenedioxy-methamphetamine	0.01	0.02
		Methylenedioxyamphetamine	0.01	0.02
Barbiturate		Amobarbital	0.5	2
		Butabarbital	0.5	2
		Butalbital	0.5	10
		Pentobarbital	0.5	2
		Phenobarbital	0.5	30
		Secobarbital	0.5	2
Cocaine/Benzoyllecgonine		Cocaine	0.01	0.1
		Benzoyllecgonine	0.1	-
		Cocaethylene	0.01	0.1
Benzodiazepine		Alprazolam	0.02	0.06
		Chlordiazepoxide	0.2	4
		Clonazepam	0.01	0.06
		Diazepam	0.1	1
		Lorazepam	0.01	0.3
		n-Desalkylflurazepam	0.01	-
		Nordiazepam	0.1	1
		Oxazepam	0.1	2
		Temazepam	0.02	1
Cannabinoid		Tetrahydrocannabinol	0.001	0.002
		THC carboxylic acid	0.005	-
Opiate		Codeine	0.02	0.5
		Hydrocodone	0.02	0.06
		Morphine	0.02	0.1
		6-Acetylmorphine	0.01	0.01
		Oxycodone	0.02	0.06

*** Do not proceed further in the analytical scheme when results at or above this concentration are obtained.

Level III Drug Identification/Quantitation (Limits are in units of mg/L)

DRUG CLASS	DRUG	REPORTING LIMIT
Antihistamine	Chlorpheniramine	0.02
	Brompheniramine	0.02
	Dextromethorphan	0.1
	Diphenhydramine	0.02
	Promethazine	0.02
Antidepressant/Antipsychotic	Amitriptyline	0.05
	Bupropion	0.05
	Clomipramine	0.05
	Clozapine	0.05
	Desipramine	0.05
	Doxepin	0.05
	Haloperidol	0.02
	Imipramine	0.05
	Mirtazapine	0.02
	Nortriptyline	0.05
	Nordoxepin	0.05
Trazodone	0.05	
Hypnotic	Zolpidem	0.02
Muscle Relaxant	Carisoprodol	4 <u>2</u>
	Meprobamate	4 <u>2</u>
	Methocarbamol	4
	Cyclobenzaprine	0.02

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Opiate/Opiate-like	Dihydrocodeine	0.02
	Hydromorphone	0.02
	Oxymorphone	0.02
	Meperidine	0.02
	Methadone	0.02
	Pentazocine	0.02
	Propoxyphene	0.02
	Tramadol	0.02
Ketamine	Ketamine	0.05
Phencyclidine	Phencyclidine	0.04 0.02

Notice of Application for Grant Funds Pre-release and Post-incarceration Services (PAPIS)

The Department of Criminal Justice Services is accepting applications for grant funds for Pre-Release and Post-Incarceration Services for adult offenders. These services provide training and counseling that prepare adult offenders for reintegration into society after release from state prisons or local jails. The deadline for application is 5 p.m., Friday, March 8, 2002. Program guides and application may be obtained by contacting Carol-Lee Raimo, Program Analyst, Department of Criminal Justice Services, 805 E. Broad Street, Richmond, VA 23219, telephone (804) 786-9652, FAX (804) 786-9656 or e-mail craimo@dcjs.state.va.us. Any public or private, nonprofit transition services provider is invited to make application.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Total Maximum Daily Load (TMDL) for Fecal Coliform Bacteria on an Approximately 2.62 Mile Segment of Dodd Creek

The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation (DCR) seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria on an approximately 2.62 mile segment of Dodd Creek. The Dodd Creek impaired segment is located in Floyd County. It begins at the mouth of the West Fork of Dodd Creek and extends downstream to the Floyd County Public Service Authority's discharge outfall on Dodd Creek approximately 0.2 miles downstream of the Route 221 bridge over Dodd Creek. Dodd Creek is identified in Virginia's 1998 § 303(d) TMDL Priority List and Report as impaired due to violations of the state's water quality standard for fecal coliform bacteria.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the Code of Virginia require DEQ to develop TMDLs for pollutants responsible for each impaired water contained in Virginia's § 303(d) TMDL Priority List and Report.

The second public meeting on the development of the Dodd Creek fecal coliform TMDL will be held on Tuesday, February 26, 2002, at 7 p.m. in the auditorium at Floyd County High School located at 721 Baker Street, Floyd, Virginia.

The public comment period will begin on February 11, 2002, and end on March 12, 2002. A fact sheet on the development of the TMDL for fecal coliform bacteria on Dodd Creek is available upon request. Questions or information requests should be addressed to Jay Roberts. Written comments should include the name, address, and telephone number of the person submitting the comments and should be sent to Jay Roberts, Department of Environmental Quality, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6785, FAX (540) 562-6860 or e-mail jaroberts@deq.state.va.us.

Total Maximum Daily Load (TMDL) for Fecal Coliform Bacteria on an Approximately 5.68 Mile Segment of Mill Creek

The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation (DCR) seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria on an approximately 5.68 mile segment of Mill Creek. The Mill Creek impaired segment is located in Montgomery County. It begins south of the town of Riner and 0.4 miles upstream of the Route 8 bridge crossing of Mill Creek and extends downstream to the point where Mill Creek enters Meadow Creek adjacent to the Route 600 bridge. Mill Creek is identified in Virginia's 1998 § 303(d) TMDL Priority List and Report as impaired due to violations of the state's water quality standard for fecal coliform bacteria.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the Code of Virginia, require DEQ to develop TMDLs for pollutants responsible for each impaired water contained in Virginia's § 303(d) TMDL Priority List and Report.

The second public meeting on the development of the Mill Creek fecal coliform TMDL will be held on Tuesday, February 19, 2002, at 7 p.m. in the auditorium at Auburn High School located at 4163 Riner Road, Riner, Virginia.

The public comment period will begin on February 11, 2002, and end on March 12, 2002. A fact sheet on the development of the TMDL for fecal coliform bacteria on Mill Creek is available upon request. Questions or information requests should be addressed to Jay Roberts. Written comments should include the name, address, and telephone number of the person submitting the comments and should be sent to Jay Roberts, Department of Environmental Quality, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6785, FAX (540) 562-6860 or e-mail jaroberts@deq.state.va.us.

Total Maximum Daily Load (TMDL) for Fecal Coliform Bacteria in the Naked Creek

The Virginia Department of Environmental Quality (VDEQ) and the Virginia Department of Conservation and Recreation (VDNR) seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria in the Naked Creek. The stream segment is located in Augusta County and is part of the Potomac and Shenandoah River Basin. The segment is

6.75 miles in length, beginning at the Naked Creek headwaters and continuing to its confluence with North River. The segment is identified in Virginia's 1998 § 303(d) TMDL Priority List as impaired due to violations of the state's water quality standard for fecal coliform bacteria.

Section 303(d) of the Clean Water Act requires VDEQ to develop TMDLs for pollutants responsible for impaired waters contained in the Virginia's § 303(d) TMDL Priority List.

The third public meeting on the development of the fecal coliform bacteria TMDL for Naked Creek will be held on Thursday, February 28th, 2002, 7 to 9 p.m. at the Fort Defiance High School, rooms B1 and B2, 195 Fort Defiance Road, Fort Defiance, Virginia 24437.

The public comment period will end on March 15, 2002. A fact sheet on the development of the TMDL for fecal coliform bacteria on Naked Creek is available upon request. Questions or information requests should be addressed to Sandra Mueller. Written comments should include the name, address, and telephone number of the person submitting the comments and should be sent to Sandra Mueller, Department of Environmental Quality, 4411 Early Road, Harrisonburg, VA 22801, telephone (540) 574-7848, FAX (540) 540-7878 or e-mail stmueller@deq.state.va.us.

STATE WATER CONTROL BOARD

Proposed Special Order Arlington County Board Arlington County Water Pollution Control Plant

The State Water Control Board (board) proposes to issue a Consent Special Order (order) to the Arlington County Board (permittee) regarding the Arlington County Water Pollution Control Plant (WPCP) located in Arlington County, Virginia.

The Arlington County WPCP is subject to VPDES Permit No. VA0025143. The order requires that the permittee submit a plan and schedule for the repairs of the lime reaction tanks and post signs downstream of the outfall, and provides interim effluent permit limitations for BOD, TSS, total phosphorus, and ammonia during construction.

On behalf of the board, the Department of Environmental Quality's Northern Virginia Regional Office will receive written comments relating to the order through March 13, 2002. Please address comments to Susan A. Oakes, Northern Virginia Regional Office, Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193. Please address comments sent via e-mail to saoakes@deq.state.va.us. In order to be considered, comments provided by e-mail must include the commenter's name, address, and telephone number. Please write or visit the Woodbridge address, or call (703) 583-3863, in order to examine or to obtain a copy of the order.

Proposed Consent Special Order Dale City Service Corporation

The State Water Control Board (board) proposes to issue a Consent Special Order (order) to the Dale City Service Corporation regarding the Section 1 and Section 8 sewage treatment plants (STP) located in Prince William County, Virginia.

The Section 1 STP is subject to VPDES Permit No. VA0024724 and the Section 8 STP is subject to VPDES Permit No. VA0024678. The proposed order includes a schedule of compliance that requires the Dale Service Corporation to achieve compliance with final permit effluent limits at both STPs by October 1, 2002, and provides interim effluent limits for certain parameters until that date.

On behalf of the board, the Department of Environmental Quality's Northern Virginia Regional Office will receive comments relating to the order through March 13, 2002. Please address comments to Elizabeth Anne Crosier, Northern Virginia Regional Office, Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193. Please address comments sent via e-mail to eacrosier@deq.state.va.us. In order to be considered, comments provided by e-mail must include the commenter's name, address, and telephone number. Please write or visit the Woodbridge address, or call (703) 583-3886, in order to obtain or examine a copy of the order.

Proposed Consent Special Order Massanutten Public Service Corporation

The State Water Control Board proposes to enter into a Consent Special Order with Massanutten Public Service Corporation (MPSC) to resolve violations of the State Water Control Law and regulations at MPSC's sewage treatment plant in Rockingham County. The facility discharges treated wastewater to the Quail Run in the Shenandoah River subbasin, Potomac River basin.

MPSC has experienced CBOD effluent limitation violations during the period from December 2000 through October 2001. DEQ also noted operations and maintenance violations during inspections conducted at the facility in April and May 2001 after a fishkill on Quail Run.

The proposed Consent Special Order settles the outstanding Notices of Violation and incorporates a schedule of compliance to return the facility to complete compliance with the permit. The order also assesses a civil charge for the violations.

The board will receive written comments relating to the proposed Consent Special Order for 30 days from the date of publication of this notice. Comments should be addressed to Steven W. Hetrick, Department of Environmental Quality, Post Office Box 3000, Harrisonburg, VA 22801, and should refer to the Consent Special Order.

The proposed order may be examined at the Department of Environmental Quality, Valley Regional Office, 4411 Early Road, Harrisonburg, Virginia 22801. A copy of the order may be obtained in person or by mail from this office.

General Notices/Errata

Proposed Consent Special Order Rapidan Service Authority

The State Water Control Board (board) proposes to issue a Consent Special Order (order) to the Rapidan Service Authority regarding the Gordonsville wastewater treatment plant (WWTP) located in Orange County, Virginia.

The WWTP is subject to VPDES Permit No. VA0021105. The proposed order requires that the Rapidan Service Authority pay a civil charge of \$400 for failure to submit required documents within required timeframes pursuant to the STP's permit and State Water Control Law and Regulation.

On behalf of the board, the Department of Environmental Quality's Northern Virginia Regional Office will receive comments relating to the order through March 13, 2002. Please address comments to Elizabeth Anne Crosier, Northern Virginia Regional Office, Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193. Please address comments sent via e-mail to eacrosier@deq.state.va.us. In order to be considered, comments provided by e-mail must include the commenter's name, address, and telephone number. Please write or visit the Woodbridge address, or call (703) 583-3886, in order to obtain or examine a copy of the order.

Proposed Consent Special Order S.I.L. Cleanwater, L.L.C.-North Fork Modular Reclamation and Reuse Facility

The State Water Control Board proposes to enter into a Consent Special Order with S.I.L. Cleanwater, L.L.C.-North Fork Modular Reclamation and Reuse Facility (S.I.L.) to resolve violations of the State Water Control Law and regulations at S.I.L.'s sewage treatment plant in Rockingham County. The facility discharges treated wastewater to the North Fork of the Shenandoah River in the Shenandoah River subbasin, Potomac River basin.

S.I.L. has experienced periodic BOD, ammonia, and fecal coliform effluent limitation violations during the period from April through August 2001. The facility has exceeded limitations for land application rates in March and April 2001 and has experienced operational problems since coming on line. In addition, S.I.L. failed to submit required reports in a timely manner.

The proposed Consent Special Order settles the outstanding Notices of Violation and incorporates a schedule of compliance to return the facility to compliance with the permit. The order also assesses a civil charge for the violations.

The board will receive written comments relating to the proposed Consent Special Order for 30 days from the date of publication of this notice. Comments should be addressed to Steven W. Hetrick, Department of Environmental Quality, Post Office Box 3000, Harrisonburg, VA 22801, and should refer to the Consent Special Order.

The proposed order may be examined at the Department of Environmental Quality, Valley Regional Office, 4411 Early Road, Harrisonburg, Virginia 22801. A copy of the order may be obtained in person or by mail from this office.

Proposed Consent Special Order Town of Stanley STP

The State Water Control Board proposes to enter into a Consent Special Order with the Town of Stanley (Stanley) to resolve violations of the State Water Control Law and regulations at the Stanley sewage treatment plant in Page County. The facility discharges treated wastewater to the South Fork of the Shenandoah River in the Shenandoah River subbasin, Potomac River basin.

Stanley has experienced BOD, TSS, and Chlorine effluent limitation violations during the period from November 2000 through March 2001. The facility has experienced operational problems and significant losses of solids from the STP that impacted the receiving stream.

The proposed Consent Special Order settles the outstanding Notices of Violation and incorporates a schedule of compliance to return the facility to complete compliance with the permit. The order also assesses a civil charge for the violations.

The board will receive written comments relating to the proposed Consent Special Order for 30 days from the date of publication of this notice. Comments should be addressed to Steven W. Hetrick, Department of Environmental Quality, Post Office Box 3000, Harrisonburg, VA 22801, and should refer to the Consent Special Order.

The proposed order may be examined at the Department of Environmental Quality, Valley Regional Office, 4411 Early Road, Harrisonburg, VA 22801. A copy of the order may be obtained in person or by mail from this office.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Mailing Address: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219, FAX (804) 692-0625.

Forms for Filing Material for Publication in *The Virginia Register of Regulations*

All agencies are required to use the appropriate forms when furnishing material for publication in *The Virginia Register of Regulations*. The forms may be obtained from: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219, telephone (804) 786-3591.



Internet: Forms and other Virginia Register resources may be printed or downloaded from the Virginia Register web page: <http://legis.state.va.us/codecomm/register/regindex.htm>

FORMS:

NOTICE of INTENDED REGULATORY ACTION - RR01
NOTICE of COMMENT PERIOD - RR02
PROPOSED (Transmittal Sheet) - RR03
FINAL (Transmittal Sheet) - RR04
EMERGENCY (Transmittal Sheet) - RR05
NOTICE of MEETING - RR06
AGENCY RESPONSE TO LEGISLATIVE OBJECTIONS - RR08


CALENDAR OF EVENTS

Symbol Key

-  Location accessible to persons with disabilities
 Teletype (TTY)/Voice Designation

NOTICE

Only those meetings which are filed with the Registrar of Regulations by the filing deadline noted at the beginning of this publication are listed. Since some meetings are called on short notice, please be aware that this listing of meetings may be incomplete. Also, all meetings are subject to cancellation and the *Virginia Register* deadline may preclude a notice of such cancellation. If you are unable to find a meeting notice for an organization in which you are interested, please check the Commonwealth Calendar at www.vipnet.org or contact the organization directly.


For additional information on open meetings and public hearings held by the standing committees of the legislature during the interim, please call Legislative Information at (804) 698-1500 or Senate Information and Constituent Services at (804) 698-7410 or (804) 698-7419/TTY , or visit the General Assembly web site's Legislative Information System (<http://leg1.state.va.us/lis.htm>) and select "Meetings."

VIRGINIA CODE COMMISSION


EXECUTIVE

BOARD OF AGRICULTURE AND CONSUMER SERVICES

March 14, 2002 - 9 a.m. -- Open Meeting

Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia. 

A general meeting.

Contact: Roy E. Seward, Secretary, Board of Agriculture and Consumer Services, Washington Bldg., 1100 Bank St., Richmond, VA 23219, telephone (804) 786-3538, FAX (804) 371-2945, (800) 828-1120/TTY , e-mail rseward@vdacs.state.va.us.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

March 14, 2002 - 10 a.m. -- Public Hearing

Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to amend regulations entitled: **2 VAC 5-400. Rules and Regulations for the Enforcement of the Virginia Fertilizer Law.** The purpose of the proposed amendments is to ensure that: (i) regulated products are properly formulated and labeled; (ii) the manufacturer's recommendations for use of these regulated products are in accordance with methods and procedures that enhance the safety, quality and quantity of the food supply for both humans and animals; (iii) guidelines are established for the methods used to provide verification of labeling claims for regulated products; and (iv) assessments against the manufacturer of a product is deficient when compared to its guarantee, or that is not properly labeled and thus has caused a negative economic impact on a consumer, are paid to the consumer when he may be

identified. The amendments also include changes needed to make the regulation compatible with the 1994 changes to the Virginia Fertilizer Act.

Statutory Authority: § 3.1-106.4 of the Code of Virginia.


Contact: J. Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-2476, FAX (804) 786-1571 or (804) 828-1120/TTY 

March 14, 2002 - 10 a.m. -- Public Hearing

Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia.


Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to amend regulations entitled: **2 VAC 5-610. Rules Governing the Solicitation of Contributions.** The purpose of the proposed regulatory action is to amend the regulation to conform with amendments to the Virginia Solicitation of Contributions Law relating to (i) the annual registration process and exemption to such registration, (ii) rules governing a professional solicitor, and (iii) general provisions relating to disclosure requirements by for-profit organizations and the use of private mailboxes by the regulated entities.

Statutory Authority: § 57-66 of the Code of Virginia.

Contact: Andy Alvarez, Program Manager, Office of Consumer Affairs, Department of Agriculture and Consumer Services, 1100 Bank St., Suite 1101, Richmond, VA 23219, telephone (804) 786-1381, FAX (804) 786-5112, toll-free 1-800-9963 or 1-800-828-1120/TTY 

Virginia Bright Flue-Cured Tobacco Board

† **February 15, 2002 - 9:30 a.m.** -- Open Meeting

Sheldon's Restaurant, Business Route 15 and 360, Keysville, Virginia. 

Calendar of Events

A meeting to review the board's financial statement and approve minutes of the last meeting. In addition, the board will consider funding proposals for research, promotion, and education projects pertaining to Virginia flue-cured tobacco and other business that may come before the board. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact D. Stanley Duffer at least five days before the meeting date so that suitable arrangements can be made.

Contact: D. Stanley Duffer, Board Secretary, Virginia Bright Flue-Cured Tobacco Board, P.O. Box 129, Halifax, VA 24558, telephone (434) 572-4568, FAX (434) 572-8234.

Virginia Corn Board

February 13, 2002 - 8 a.m. -- Open Meeting
Wyndham Hotel, 700 South Laburnum Avenue, Richmond, Virginia. ☎

A meeting to discuss checkoff revenues resulting from sale of the 2001 corn crop and approve the previous meeting minutes. As well, the board will hear FY 2001-2002 project reports and will receive FY 2002-2003 project proposals. Following all the presentations, the group will make funding decisions for the fiscal year beginning on July 1, 2002. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Philip T. Hickman at least five days before the meeting date so that suitable arrangements can be made.

Contact: Philip T. Hickman, Program Director, Department of Agriculture and Consumer Services, 1100 Bank St., Room 1005, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786.

Virginia Cotton Board

March 8, 2002 - 9 a.m. -- Open Meeting
Tidewater Agriculture Research and Extension Center, 6321 Holland Road, Suffolk, Virginia. ☎

A meeting to discuss and approve contractual arrangements with national and regional organizations, receive reports of programs and projects funded over the past year, and hear project proposal grant requests on cotton by VPI, VSU, and other groups for the year 2002-03. During the meeting, financial reports will be heard and approved. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Gail Moody-Milteer at least five days before the meeting date so that suitable arrangements can be made.

Contact: Gail Moody Milteer, Program Director, Virginia Cotton Board, 1100 Armory Dr., Suite 120, Franklin, VA 23851, telephone (757) 569-1100, FAX (757) 562-6104.

Virginia Irish Potato Board

February 11, 2002 - 7:30 p.m. -- Open Meeting
Eastern Shore Agricultural Research and Extension Center, Research Drive, Painter, Virginia. ☎

A meeting to review the financial statement and hear and approve minutes of the last meeting. In addition, the board will plan and review grants request for 2002-03 season and discuss other business that may come before the board. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact J.W. Nottingham at least five days before the meeting date so that suitable arrangements can be made.

Contact: J. W. Nottingham, Program Director, Virginia Irish Potato Board, P.O. Box 26, Onley, VA 23418, telephone (757) 787-5867, FAX (757) 787-5973.

Virginia Peanut Board

† March 19, 2002 - 10 a.m. -- Open Meeting
Tidewater Agricultural Research and Extension Center, 6321 Holland Road, Suffolk, Virginia. ☎

A meeting to review peanut research projects for possible funding in 2002. The minutes of the last meeting will be heard and approved. The board's financial statement will be reviewed. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Russell C. Schools at least five days before the meeting date so that suitable arrangements can be made.

Contact: Russell C. Schools, Program Director, Virginia Peanut Board, P O Box 356, Capron, VA 23829, telephone (434) 658-4573, FAX (434) 658-4531.

Virginia Plant Pollination Advisory Board

February 27, 2002 - 10 a.m. -- Open Meeting
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia. ☎

An annual meeting. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Keith R. Tignor at least five days before the meeting date so that suitable arrangements can be made.

Contact: Keith R. Tignor, Board Secretary, Department of Agriculture and Consumer Services, 1100 Bank St., Room 703, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793.

Virginia Soybean Board

March 7, 2002 - 8 a.m. -- Open Meeting
Williamsburg Marriott, 50 Kingsmill Road, Williamsburg, Virginia. ☎

A meeting to discuss checkoff revenues resulting from sales of the 2001 soybean crop, approve previous meeting minutes, hear project reports for FY 2001-2002, and project proposals for FY 2002-2003. Funding decisions will be made for the fiscal year beginning July 1, 2002. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Philip T. Hickman at least five days before the meeting date so that suitable arrangements can be made.

Contact: Philip T. Hickman, Program Director, Department of Agriculture and Consumer Services, 1100 Bank St., Room 1005, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786.

STATE AIR POLLUTION CONTROL BOARD

February 12, 2002 - 10 a.m. -- Public Hearing
Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, Virginia. ☎

A public hearing to receive comment on an application from United Winner Metals Inc. to install and operate a secondary aluminum production process at the facility in Chesapeake, VA.

Contact: Yen T. Bao, Department of Environmental Quality, 5636 Southern Blvd., Virginia Beach, VA 23462, telephone (757) 518-2195, e-mail ytbao@deq.state.va.us.

ALCOHOLIC BEVERAGE CONTROL BOARD

March 29, 2002 - 10 a.m. -- Public Hearing
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia.

April 1, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to amend regulations entitled: **3 VAC 5-20. Advertising.** The purpose of the proposed amendments is to amend 3 VAC 5-20-10 to allow limited use of point of sale advertising using professional athletes and athletic teams by beer and wine retailers, and to amend 3 VAC 5-20-60 to increase the maximum wholesale value of novelty and specialty items bearing alcoholic beverage advertising which may be given away by alcoholic beverage manufacturers and wholesalers.

Statutory Authority: §§ 4.1-111 and 4.1-320 of the Code of Virginia.

Contact: Sara M. Gilliam, Assistant Secretary, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411 or (804) 213-4687/TTY ☎

March 29, 2002 - 10 a.m. -- Public Hearing
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia.

April 1, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to amend regulations entitled: **3 VAC 5-30. Tied-House.** The purpose of the proposed amendments is to allow alcoholic beverage manufacturers, bottlers, and wholesalers to provide advertising materials to retail licensees that have been customized for the individual retailer, with some restrictions.

Statutory Authority: §§ 4.1-103 and 4.1-111 of the Code of Virginia.

Contact: Sara M. Gilliam, Assistant Secretary, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411 or (804) 213-4687/TTY ☎

March 29, 2002 - 10 a.m. -- Public Hearing
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia.

April 1, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to amend regulations entitled: **3 VAC 5-50. Retail Operations.** The purpose of the proposed amendments is to reduce the advance notice required of events to be catered under a caterer's license from two days to 24 hours.

Statutory Authority: §§ 4.1-103 and 4.1-111 of the Code of Virginia.

Contact: Sara M. Gilliam, Assistant Secretary, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411 or (804) 213-4687/TTY ☎

March 29, 2002 - 10 a.m. -- Public Hearing
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia.

April 1, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to amend regulations entitled: **3 VAC 5-60. Manufacturers and Wholesalers Operations.** The purpose of the proposed amendments is to increase the maximum wholesale value of novelty and specialty items that may be given away by representatives of distilled beverage manufacturers, and to allow such representatives

Calendar of Events

to provide routine business entertainment to mixed beverage licensees.

Statutory Authority: §§ 4.1-103 and 4.1-111 of the Code of Virginia.

Contact: Sara M. Gilliam, Assistant Secretary, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411 or (804) 213-4687/TTY ☎

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March 29, 2002 - 10 a.m. -- Public Hearing
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia.

April 1, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to amend regulations entitled: **3 VAC 5-70. Retail Operations.** The purpose of the proposed amendments is to (i) permit the peddling of cider and the reporting of cider sales by wholesale wine licensees in the same manner as beer and (ii) require all special event licensees in charge of public events to report to the board the income and expenses associated with the event when the licensee engages another person to organize, conduct, or operate the event on behalf of the licensee.

Statutory Authority: §§ 4.1-103 and 4.1-111, and 4.1-213 of the Code of Virginia.

Contact: Sara M. Gilliam, Assistant Secretary, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411 or (804) 213-4687/TTY ☎

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

February 13, 2002 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.☎ (Interpreter for the deaf provided upon request)

A meeting of the Land Surveyors Section to conduct board business. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY ☎, e-mail apelsla@dpor.state.va.us.

February 20, 2002 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.☎ (Interpreter for the deaf provided upon request)

A meeting of the Landscape Architects Section to conduct board business. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY ☎, e-mail apelsla@dpor.state.va.us.

February 27, 2002 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.☎ (Interpreter for the deaf provided upon request)

A meeting of the Certified Interior Designers Section to conduct board business. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY ☎, e-mail apelsla@dpor.state.va.us.

NOTE: CHANGE IN MEETING DATE


† **March 14, 2002 - 9 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.☎ (Interpreter for the deaf provided upon request)

A meeting of the full board to conduct board business. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.


Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY ☎, e-mail apelsla@dpor.state.va.us.

ART AND ARCHITECTURAL REVIEW BOARD


March 1, 2002 - 10 a.m. -- Open Meeting
April 5, 2002 - 10 a.m. -- Open Meeting
† **May 3, 2002 - 10 a.m.** -- Open Meeting

Science Museum of Virginia, 2500 West Broad Street, Forum Room, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A monthly meeting to review projects submitted by state agencies. AARB submittal forms and submittal instructions can be downloaded by visiting the DGS forms center at www.dgs.state.va.us. Request submittal form DGS-30-905 or submittal instructions form DGS-30-906.

Contact: Richard L. Ford, AIA, Chairman, Department of General Services, 1011 E. Main St., Room 221, Richmond, VA 23219, telephone (804) 643-1977, FAX (804) 643-1981, (804) 786-6152/TTY 


VIRGINIA BOARD FOR ASBESTOS, LEAD, AND HOME INSPECTORS

† **March 19, 2002 - 10 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Conference Room 5W, Richmond, Virginia. 


A meeting to conduct routine business. A public comment period will be held at the beginning of the meeting.

Contact: David Dick, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2648, FAX (804) 367-6128, (804) 367-9753/TTY  e-mail asbestos@dpor.state.va.us.


BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

February 21, 2002 - 9:30 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 3, Richmond, Virginia 

A meeting to conduct general business to include regulatory and disciplinary matters as presented on the agenda. Public comment will be received at the beginning of the meeting.


Contact: Elizabeth Young, Executive Director, Board of Audiology and Speech-Language Pathology, Southern States Bldg., 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9111, FAX (804) 662-9523, (804) 662-7197/TTY , e-mail elizabeth.young@dhp.state.va.us.

VIRGINIA AVIATION BOARD


† **February 20, 2002 - 9 a.m.** -- Open Meeting
Wyndham Hotel, Richmond Airport, 4700 South Laburnum Avenue, Richmond, Virginia. 

A regular bimonthly meeting. Application for state funding will be presented to the board, and other matters of interest to the Virginia aviation community will be discussed. Individuals with disabilities should contact Carolyn Toth 10 days prior to the meeting if assistance is needed.

Contact: Carolyn Toth, Administrative Assistance, Virginia Aviation Board, 5702 Gulfstream Rd., Richmond, VA, telephone (804) 236-3637, FAX (804) 236-3635, toll-free (800)


292-1034, (804) 236-3624/TTY  e-mail toth@doav.state.va.us.

BOARD FOR BARBERS AND COSMETOLOGY

† **March 4, 2002 - 8:30 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 

A regular board meeting.

Contact: William H. Ferguson, II, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8590, FAX (804) 367-6295, e-mail barbercosmo@dpor.state.va.us.

† **March 4, 2002 - 1 p.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 

A committee meeting to discuss the inspection program.

Contact: William H. Ferguson, II, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8590, FAX (804) 367-6295, e-mail barbercosmo@dpor.state.va.us.


CEMETERY BOARD

February 26, 2002 - 9:30 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.


A general business meeting.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail oneal@dpor.state.va.us.

CHESAPEAKE BAY LOCAL ASSISTANCE BOARD

February 12, 2002 - 10 a.m. -- Open Meeting
Chesapeake Bay Local Assistance Department, James Monroe Building, 101 North 14th Street, 17th Floor, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

The Northern Area Review Committee will conduct general business, including review of local Chesapeake Bay Preservation Area programs in the northern area. No comments from the public will be entertained at this meeting; however, written comments are welcome. A tentative agenda is available upon request.

Contact: Carolyn J. Elliott, Administrative Program Assistant, Chesapeake Bay Local Assistance Department, James Monroe Bldg., 101 N. 14th St., 17th Floor, Richmond, VA 23219, telephone (804) 371-7505, FAX (804) 225-3447, toll-free (800) 243-7229, (800) 243-7229/TTY , e-mail celliott@cblad.state.va.us.

Calendar of Events

February 12, 2002 - Noon -- Open Meeting

Chesapeake Bay Local Assistance Department, James Monroe Building, 101 North 14th Street, 17th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

The Grants Committee will meet to consider the FY03 Competitive Grants Program applications for funding. No comments from the public will be entertained at this meeting; however, written comments are welcome.

Contact: Carolyn J. Elliott, Administrative Program Assistant, Chesapeake Bay Local Assistance Department, James Monroe Bldg., 101 N. 14th St., Richmond, VA 23219, telephone (804) 371-7505, FAX (804) 225-3447, toll-free (800) 243-7229, (800) 243-7229/TTY, e-mail celliott@cblad.state.va.us.

February 12, 2002 - 2 p.m. -- Open Meeting

Chesapeake Bay Local Assistance Department, James Monroe Building, 101 North 14th Street, 17th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

The Southern Area Review Committee will conduct general business, including review of local Chesapeake Bay Preservation Area programs for the southern area. No comments from the public will be entertained at this meeting; however, written comments are welcome. A tentative agenda is available upon request.

Contact: Carolyn J. Elliott, Administrative Program Assistant, Chesapeake Bay Local Assistance Department, James Monroe Bldg., 101 N. 14th St., 17th Floor, Richmond, VA 23219, telephone (804) 371-7505, FAX (804) 225-3447, toll-free (800) 243-7229, (800) 243-7229/TTY, e-mail celliott@cblad.state.va.us.

STATE CHILD FATALITY REVIEW TEAM

† March 8, 2002 - 10 a.m. -- Open Meeting

Office of the Chief Medical Examiner, 400 East Jackson Street, Richmond, Virginia. (Interpreter for the deaf provided upon request)

The business portion of the State Child Fatality Review Team meeting, from 10 a.m. to 10:30 a.m., is open to the public. At the conclusion of the open meeting, the team will go into closed session for confidential case review.

Contact: Virginia Powell, Coordinator, State Child Fatality Review Team, 400 East Jackson St., Richmond, VA 23219, telephone (804) 786-6047, FAX (804) 371-8595, toll-free (800) 447-1708, e-mail vpowell@vdh.state.va.us.

COMPENSATION BOARD

February 26, 2002 - 11 a.m. -- Open Meeting

Compensation Board, 202 North 9th Street, 10th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A monthly board meeting.

Contact: Cindy Waddell, Administrative Assistant, Compensation Board, P.O. Box 710, Richmond, VA 23218,

telephone (804) 786-0786, FAX (804) 371-0235, e-mail cwaddell@scb.state.va.us.

DEPARTMENT OF CONSERVATION AND RECREATION

Falls of the James Scenic River Advisory Board

† March 7, 2002 - Noon -- Open Meeting

† April 4, 2002 - Noon -- Open Meeting

Richmond City Hall, 900 East Broad Street, Planning Commission Conference Room, 5th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A meeting to discuss river issues.

Contact: Richard G. Gibbons, Environmental Program Manager, Department of Conservation and Recreation, 203 Governor St., Suite 326, Richmond, VA 23219, telephone (804) 786-4132, FAX (804) 371-7899, e-mail rgibbons@dcr.state.va.us.

Rappahannock River Scenic River Advisory Board

† February 20, 2002 - 7 p.m. -- Open Meeting

Fredericksburg Holiday Inn Select, 2801 Plank Road (Intersection of I-95 and Route 3), Fredericksburg, Virginia. (Interpreter for the deaf provided upon request)

A meeting to discuss river issues and receive a briefing from the City of Fredericksburg on removal of the Embrey Dam. They will also hear a presentation by the Silver Company on the proposed Celebrate Virginia project. A public comment period will be included in the meeting agenda.

Contact: Richard G. Gibbons, Environmental Program Manager, Department of Conservation and Recreation, 203 Governor St., Suite 326, Richmond, VA 23219, telephone (804) 786-4132, FAX (804) 371-7899, e-mail rgibbons@dcr.state.va.us.

BOARD FOR CONTRACTORS


† February 13, 2002 - 10 a.m. -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A regular meeting of the Tradesman Committee to consider items of interest relating to the tradesmen/backflow workers and other appropriate matters pertaining to the tradesman section of the board for contractors.


Contact: Eric L. Olson, Assistant Director, Board for Contractors, 3600 W. Broad St., 4th Floor, Richmond, VA, telephone (804) 367-6166, FAX (804) 367-2474, (804) 367-9753/TTY, e-mail olsone@dpor.state.va.us.

BOARD OF CORRECTIONS

February 12, 2002 - 10 a.m. -- Open Meeting
Department of Corrections, 6900 Atmore Drive, Board Room,
Richmond, Virginia. 

A meeting of the Correctional Services/Policy and Regulations Committee to discuss correctional services and policy/regulation matters that may be presented to the full board.

Contact: Barbara Reyes, Executive Secretary, Board of Corrections, 6900 Atmore Drive, Richmond, VA 23225, telephone (804) 674-3288, FAX (804) 674-3509, e-mail reyesbb@vadoc.state.va.us.

February 13, 2002 - 10 a.m. -- Open Meeting
Department of Corrections, 6900 Atmore Drive, Board Room,
Richmond, Virginia. 


A monthly meeting of the full board to discuss correctional matters that may be brought before the board for consideration.

Contact: Barbara Reyes, Executive Secretary, Board of Corrections, 6900 Atmore Drive, Richmond, VA 23225, telephone (804) 674-3288, FAX (804) 674-3509, e-mail reyesbb@vadoc.state.va.us.

BOARD OF DENTISTRY

† February 15, 2002 - 9 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street,
5th Floor, Richmond, Virginia. 

An informal conference committee will convene to hear possible violations of the regulations governing the practice of dentistry.


Contact: Sandra K. Reen, Executive Director, Board of Dentistry, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9906, FAX (804) 662-7246, (804) 662-7197/TTY , e-mail sandra.reen@dhp.state.va.us,

DESIGN-BUILD/CONSTRUCTION MANAGEMENT REVIEW BOARD

February 21, 2002 - 11 a.m. -- Open Meeting


March 21, 2002 - 11 a.m. -- Open Meeting

April 18, 2002 - 11 a.m. -- Open Meeting


Virginia War Memorial, 601 South Belvidere Street,
Auditorium, Richmond, Virginia.  (Interpreter for the deaf provided upon request)


A meeting to review requests submitted by localities to use design-build or construction management-type contracts. Contact the Division of Engineering and Buildings to confirm the meeting. Board rules and regulations can be obtained online at www.dgs.state.va.us under the DGS Forms, Form DGS-30-904.

Contact: Freddie M. Adcock, Administrative Assistant, Department of General Services, 805 E. Broad St., Room 101, Richmond, VA 23219, telephone (804) 786-3263, FAX (804)

371-7934, (804) 786-6152/TTY , e-mail fadcock@dgs.state.va.us.

BOARD OF EDUCATION


† February 11, 2002 - 7 p.m. -- Public Hearing
Highland Springs High School, 15 South Oak Avenue,
Richmond, Virginia.  (Interpreter for the deaf provided upon request)

Wytheville Community College, Grayson Hall, 1000 East Main Street, Wytheville, Virginia.  (Interpreter for the deaf provided upon request)

A public hearing on Mathematics Curriculum Framework. See the Department of Education web site for more information. Persons requested services of interpreter for the deaf are asked to do so in advance. Speakers are asked to limit their comments to three minutes each.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Board of Education, P.O. Box 2120, 101 North 14th Street, 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

† February 14, 2002 - 8:30 a.m. -- Open Meeting


† February 15, 2002 - 8:30 p.m. -- Open Meeting
Hilton Richmond Airport Hotel, 5500 Eubank Road, Richmond,
Virginia. 


A work session of the SOL Technical Advisory Committee. Public comment will not be received. Persons requesting the services of an interpreter for the deaf should do so in advance.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Board of Education, P.O. Box 2120, 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

NOTE: CHANGE IN DATE AND LOCATION

† March 5, 2002 - 9 a.m. -- Open Meeting
Pocahontas Building, 900 East Main Street, Richmond,
Virginia.

March 18, 2002 - 9:30 a.m. -- Open Meeting
Old Dominion University, Norfolk, Virginia.  (Interpreter for the deaf provided upon request)

April 15, 2002 - 9:30 a.m. -- Open Meeting
Richmond area; location to be announced.  (Interpreter for the deaf provided upon request)

A work session of the Advisory Board for Teacher Education and Licensure. No public comment will be received. Persons requesting the services of an interpreter for the deaf should do so in advance.


Contact: Dr. Margaret N. Roberts, Office of Policy, Board of Education, P. O. Box 2120, James Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

Calendar of Events

March 27, 2002 - 9 a.m. -- Open Meeting
April 24, 2002 - 9 a.m. -- Open Meeting
Richmond area; location to be announced.

A regular business meeting. Public comment will be received. Persons who wish to speak or who require the services of an interpreter for the deaf should contact the agency in advance.


Contact: Dr. Margaret N. Roberts, Office of Policy, Board of Education, P.O. Box 2120, James Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

April 25, 2002 - 9 a.m. -- Open Meeting
April 26, 2002 - 9 a.m. -- Open Meeting
Location to be announced.  (Interpreter for the deaf provided upon request)

This is a working session and public comment will not be received. Persons requesting the services of an interpreter for the deaf should do so in advance.


Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Board of Education, P.O. Box 2120, 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

DEPARTMENT OF ENVIRONMENTAL QUALITY

February 12, 2002 - 7 p.m. -- Public Hearing
Major Hillard Public Library, 824 Old George Washington Highway North, Chesapeake, Virginia. 


A public hearing to receive comments on a draft permit amendment for the VEPCO industrial landfill located in Chesapeake. The permit amendment would incorporate a groundwater monitoring plan into the permit.

Contact: Rosemarie Ballance, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4223, e-mail rballance@deq.state.va.us.

† February 19, 2002 - 7 p.m. -- Open Meeting
Auburn High School, 4163 Riner Road, Riner, Virginia. 


The second public meeting on the development of a fecal coliform TMDL for an approximately 5.67-mile segment of Mill Creek in Montgomery County.

Contact: Jay Roberts, Department of Environmental Quality, 3019 Peters Creek Rd., Roanoke, VA 24019, telephone (540) 562-6785, e-mail jaroberts@deq.state.va.us.

† February 26, 2002 - 7 p.m. -- Open Meeting
Floyd County High School, 721 Baker Street, Floyd, Virginia. 


The second public meeting on the development of a fecal coliform TMDL for a 2.62-mile segment of Dodd Creek in Floyd County.

Contact: Jay Roberts, Department of Environmental Quality, 3019 Peters Creek Rd., Roanoke, VA 24019, telephone (540) 562-6785, e-mail jaroberts@deq.state.va.us.

† February 28, 2002 - 7 p.m. -- Open Meeting
Fort Defiance High School, 195 Fort Defiance Road, Rooms B1 and B2, Fort Defiance, Virginia. 

The third public meeting on the development of a fecal coliform bacteria TMDL for Naked Creek in Augusta County.


Contact: Sandra Mueller, Department of Environmental Quality, 4411 Early Rd., Harrisonburg, VA 24437, telephone (540) 574-7848, e-mail stmueeller@deq.state.va.us.

March 19, 2002 - 9 a.m. -- Open Meeting
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia. 

A regular meeting of the Ground Water Protection Steering Committee. Meeting minutes and agenda are available from the contact person listed below.

Contact: Mary Ann Massie, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4042, e-mail mamassie@deq.state.va.us.


VIRGINIA FIRE SERVICES BOARD

† February 21, 2002 - 9 a.m. -- Open Meeting
Pavilion Convention Center, 1000 19th Street, Virginia Beach, Virginia.  (Interpreter for the deaf provided upon request)

A meeting to be held in conjunction with the State Fire Chiefs Association of Virginia's Mid-Atlantic Expo and Symposium. Committees will meet as follows:

Fire Education and Training - 9 a.m.
Administration and Policy - 10 minutes after conclusion of Fire Education and Training
Fire Prevention and Control - 10 minutes after conclusion of Administration and Policy
Finance - 10 minutes after conclusion of Fire Prevention and Control


Contact: Christy L. King, Clerk to VFSB, Virginia Fire Services Board, James Monroe Bldg., 101 N. 14th St., 18th Floor, Richmond, VA 23219, telephone (804) 371-0220, FAX (804) 371-0219, e-mail cking@vdfp.state.va.us.

† February 22, 2002 - 9 a.m. -- Open Meeting
Pavilion Convention Center, 1000 19th Street, Virginia Beach, Virginia.  (Interpreter for the deaf provided upon request)

A meeting held in conjunction with the State Fire Chiefs Association of Virginia's Mid-Atlantic Expo and Symposium.

Contact: Christy L. King, Clerk to VFSB, Virginia Fire Services Board, James Monroe Bldg., 101 N. 14th St., 18th Floor, Richmond, VA 23219, telephone (804) 371-0220, FAX (804) 371-0219, e-mail cking@vdfp.state.va.us.

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

February 12, 2002 - 9 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia. 

A meeting of the Regulatory/Bylaws Committee to work on draft regulations pursuant to recommendations of the regulatory review and consider other issues that may be presented on the agenda. Public comment will be received at the beginning of the meeting.

Contact: Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9907, FAX (804) 662-9523, (804) 662-7197/TTY ☎, e-mail elizabeth.young@dhp.state.va.us.

March 5, 2002 - 9 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia ♿

A general business meeting, including the adoption of proposed amendments to regulations. Public comment will be received at the beginning of the meeting.

Contact: Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9907, FAX (804) 662-9523, (804) 662-7197/TTY ☎, e-mail elizabeth.young@dhp.state.va.us.

DEPARTMENT OF GAME AND INLAND FISHERIES

February 12, 2002 - 7 p.m. -- Public Hearing
Smyth-Bland Regional Library, Copenhagen Meeting Room, 118 South Sheffey Street, Marion, Virginia ♿ (Interpreter for the deaf provided upon request)

February 13, 2002 - 7 p.m. -- Public Hearing
Department of Game and Inland Fisheries, Verona (Staunton) Regional Office, 4725 Lee Highway, Verona, Virginia ♿ (Interpreter for the deaf provided upon request)

Public forums to receive comments on agency programs, regulations, and management of Virginia's freshwater fish and fishing resources; wildlife diversity, or wildlife management other than in the context of hunting, fishing, and trapping; and boating. All interested citizens are invited to attend. The comments and suggestions received will be considered by staff as they refine current programs and regulations and develop new ones.

Contact: Phil Smith, Policy Analyst, Department of Game and Inland Fisheries, 4010 W. Broad St., Richmond, VA 23230, telephone (804) 367-8341, FAX (804) 367-0488, e-mail RegComments@dgif.state.va.us.

† March 4, 2002 - 7 p.m. -- Public Hearing
Smyth-Bland Regional Library, Copenhagen Meeting Room, 118 South Sheffey Street, Marion, Virginia ♿ (Interpreter for the deaf provided upon request)

† March 5, 2002 - 7 p.m. -- Public Hearing
Forest Public Library, 15583 Forest Road, Forest, Virginia.
Verona Regional Office, 4725 Lee Highway, Verona, Virginia ♿ (Interpreter for the deaf provided upon request)

† March 6, 2002 - 7 p.m. -- Public Hearing
Deep Creek Middle School, 1955 Deal Drive, Room 804, Chesapeake, Virginia ♿ (Interpreter for the deaf provided upon request)

Nandua High School, 26350 Lankford Highway, Home Economics Department Classroom, Onley, Virginia ♿ (Interpreter for the deaf provided upon request)

† March 7, 2002 - 7 p.m. -- Public Hearing
Central Rappahannock Regional Library, Porter Branch, 2001 Parkway Boulevard, Room A, Stafford, Virginia ♿ (Interpreter for the deaf provided upon request)

Sandy Bottom Nature Park, Visitor Center, 1255 Big Bethel Road, Hampton, Virginia ♿ (Interpreter for the deaf provided upon request)

† March 11, 2002 - 7 p.m. -- Public Hearing
Department of Game and Inland Fisheries, 4000 West Broad Street, Richmond, Virginia ♿ (Interpreter for the deaf provided upon request)

Public forums to receive comments from the public on agency programs, regulations, and management of Virginia's wildlife diversity, or wildlife management other than in the context of hunting, fishing, and trapping. All interested citizens are invited to attend. The comments and suggestions received will be considered by staff as they refine current programs and regulations and develop new ones.

Contact: Phil Smith, Policy Analyst, Department of Game and Inland Fisheries, 4010 W. Broad St., Richmond 23230, telephone (804) 367-1000, FAX (804) 367-0488, e-mail RegComments@dgif.state.va.us.

STATE BOARD OF HEALTH

March 3, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Health intends to consider adopting regulations entitled: **12 VAC 5-508. Regulations Governing the Virginia Physician Loan Repayment Program.** The purpose of the proposed regulations is to set forth the criteria for eligibility in the Physician Loan Repayment Program for primary care physicians and psychiatrists, the terms and conditions applicable to each loan recipient, and penalties for a recipient's failure to fulfill requirements.

Statutory Authority: § 32.1-122.6:1 of the Code of Virginia.

Contact: Norma Marrin, Business Manager, Office of Health Planning, Department of Health, 1500 E. Main St., Richmond, VA 23219, telephone (804) 786-4891 or FAX (804) 371-0116.

DEPARTMENT OF HEALTH PROFESSIONS

February 15, 2002 - 9 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Richmond, Virginia ♿ (Interpreter for the deaf provided upon request)

Calendar of Events

The Health Practitioner's Intervention Program Committee will meet with its contractor and representatives to review reports, policies, and procedures for the Health Practitioner's Intervention Program. The committee will meet in open session for general discussion of the program and may meet in executive session to consider specific requests from applicants or participants in the program.

Contact: John W. Hasty, Director, Department of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9424, FAX (804) 662-9114, (804) 662-9197/TTY ☎

HOPEWELL INDUSTRIAL SAFETY COUNCIL

March 5, 2002 - 9 a.m. -- Open Meeting
Hopewell Community Center, 100 West City Point Road, Hopewell, Virginia. ♿ (Interpreter for the deaf provided upon request)

A Local Emergency Preparedness committee meeting as required by SARA Title III.

Contact: Robert Brown, Emergency Services Coordinator, Hopewell Industrial Safety Council, 300 N. Main St., Hopewell, VA telephone (804) 541-2298.

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

† **February 27, 2002 - 9 a.m.** -- Open Meeting
Virginia Housing Development Authority, 601 South Belvidere Street, Richmond, Virginia. ♿

A regular meeting of the Board of Commissioners to review and, if appropriate, (i) approve the minutes from the prior monthly meeting; (ii) consider for approval and ratification mortgage loan commitments under its various programs; (iii) review the authority's operations for the prior month; and (iv) consider such other matters and take such other actions as they may deem appropriate. Various committees of the Board of Commissioners, including the Programs Committee, the Operations Committee, the Policy Committee, and the Committee of the Whole, may also meet during the day preceding the regular meeting and before and after the regular meeting and may consider matters within their purview. The planned agenda of the meeting will be available at the offices of the authority one week prior to the date of the meeting.

Contact: J. Judson McKellar, Jr., General Counsel, Virginia Housing Development Authority, 601 S. Belvidere St., Richmond, VA 23220, telephone (804) 343-5540, FAX (804) 783-6701, toll-free (800) 968-7837, (804) 783-6705/TTY ☎

DEPARTMENT OF LABOR AND INDUSTRY

February 14, 2002 - 9:30 a.m. -- Open Meeting
Powers-Taylor Building, 13 South 13th Street, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A general meeting of the Virginia Apprenticeship Council Subcommittee.

Contact: Beverley Donati, Assistant Program Manager, Department of Labor and Industry, Powers-Taylor Bldg., 13 S. 13th St., Richmond, VA 23219, telephone (804) 786-2382, FAX (804) 786-8418, (804) 786-2376/TTY ☎, e-mail bgd@doli.state.va.us.

THE LIBRARY OF VIRGINIA

March 18, 2002 - 7:30 a.m. -- Open Meeting
The Library of Virginia, 800 East Broad Street, Richmond, Virginia. ♿

Meetings of the board to discuss matters pertaining to the Library of Virginia and the board. Committees of the board will meet as follows:

7:30 a.m. - Executive Committee, Conference Room B.

8:15 a.m. - Public Library Development Committee, Orientation Room;
Publications and Educational Services Committee, Conference Room B;
Records Management Committee, Conference Room C.

9:30 a.m. - Archival and Information Services Committee, Orientation Room;
Collection Management Services Committee, Conference Room B;
Legislative and Finance Committee, Conference Room C.

10:30 a.m. - Library Board, Conference Room 2M.

Contact: Jean H. Taylor, Executive Secretary to the Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-2000, telephone (804) 692-3535, FAX (804) 692-3594, (804) 692-3976/TTY ☎, e-mail jtaylor@lva.lib.va.us.

MARINE RESOURCES COMMISSION

February 26, 2002 - 9:30 a.m. -- Open Meeting
March 26, 2002 - 9:30 a.m. -- Open Meeting
Marine Resources Commission, 2600 Washington Avenue, 4th Floor, Newport News, Virginia. ♿

A monthly meeting.

Contact: Stephanie Montgomery, Commission Secretary, Marine Resources Commission, 2600 Washington Ave., Newport News, VA 23607, telephone (757) 247-8088, FAX (757) 247-2020, toll-free (800) 541-4646, (757) 247-2292/TTY ☎, e-mail smont@mrc.state.va.us.

BOARD OF MEDICAL ASSISTANCE SERVICES

February 12, 2002 - 10 a.m. -- Canceled
April 9, 2002 - 10 a.m. -- Open Meeting
Department of Medical Assistance Services, 600 East Broad Street, Board Room, Suite 1300, Richmond, Virginia. ♿

A routine business meeting. An agenda will be posted prior to the meeting date.

Contact: Leah Hamaker, Communications Office, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-4626,

FAX (804) 371-4981, (800) 343-0634/TTY ☎, e-mail lhamaker@dmas.state.va.us.

* * * * *

† **April 12, 2002** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-90. Methods and Standards for Establishing Payment Rates for Long-Term Care (Nursing Home Payment System)**. The proposed regulation replaces the current Patient Intensity Rating System (PIRS) method of classifying nursing facility residents with the Resource Utilization Groups-III (RUGs) methodology, as directed by the 2000 General Assembly (Chapter 1073 of the 2000 Acts of Assembly, Item 319 MM). The proposed regulation also reclassifies nursing staff costs for quality assurance services as direct patient care costs rather than indirect costs and establishes a new method for calculating inflation in the nursing home payment system.

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

Public comments may be submitted until April 12, 2002, to Stan Fields, Division of Cost Settlement and Reimbursement, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219.

Contact: Victoria P. Simmons, Regulatory Coordinator, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-7959 or FAX (804) 786-1680.

BOARD OF MEDICINE

Informal Conference Committee

February 21, 2002 - 8:30 a.m. -- Open Meeting

March 14, 2002 - 9 a.m. -- Open Meeting

Holiday Inn Select, 2801 Plank Road, Fredericksburg, Virginia.

February 27, 2002 - 9:45 a.m. -- Open Meeting

March 27, 2002 - 9:45 a.m. -- Open Meeting

Clarion Hotel, 3315 Ordway Drive, Roanoke, Virginia.

March 6, 2002 - 9 a.m. -- Open Meeting

Department of Health Professions, 6606 West Broad Street, Richmond, Virginia.

A meeting to inquire into allegations that certain practitioners may have violated laws and regulations governing the practice of medicine and other healing arts in Virginia. The committee will meet in open and closed sessions pursuant to the Code of Virginia. Public comment will not be received.

Contact: Peggy Sadler or Renee Dixson, Staff, Board of Medicine, 6606 W. Broad St., Richmond, VA 23230, telephone (804) 662-7332, FAX (804) 662-9517, (804) 662-7197/TTY ☎, e-mail Peggy.Sadler@dhp.state.va.us.

STATE MILK COMMISSION

February 20, 2002 - 10:30 a.m. -- Open Meeting

Department of Mines, Minerals, and Energy, 900 Natural Resources Drive, Room 2054, Charlottesville, Virginia. ♿

A regular meeting to consider industry issues, distributor licensing, base transfers, and reports from staff. The commission will also review 2002 base requirements. The commission offers anyone in attendance an opportunity to speak at the conclusion of the agenda. Those persons requiring special accommodations should notify the agency contact at least five days prior to the meeting so that suitable arrangements can be made.

Contact: Edward C. Wilson, Jr., Deputy Administrator, State Milk Commission, Ninth St. Office Bldg., 202 N. Ninth St., Room 915, Richmond, VA 23219, telephone (804) 786-2013, FAX (804) 786-3779, e-mail ewilson@smc.state.va.us.

DEPARTMENT OF MINES, MINERALS AND ENERGY

Division of Mine Land Reclamation

February 15, 2002 - 1 p.m. -- Open Meeting

Department of Mines, Minerals and Energy, Buchanan-Smith Building, 3405 Mountain Empire Road, Conference Room 116, Big Stone Gap, Virginia. ♿ (Interpreter for the deaf provided upon request)

A meeting to give interested persons the opportunity to be heard in regard to the FY 2002 Abandoned Mine Land Consolidated Grant Application to be submitted to the Federal Office of Surface Mining.

Contact: Roger L. Williams, AML Services Manager, Department of Mines, Minerals and Energy, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (540) 523-8208, FAX (540) 523-8247, (800) 828-1120/TTY ☎, e-mail rlw@mme.state.va.us.

Division of Mineral Mining

† **February 20, 2002 - 7 p.m.** -- Public Hearing


Charles City Government and School Board Administration Building, 10900 Courthouse Road, Charles City, Virginia. ♿ (Interpreter for the deaf provided upon request)

An informal public hearing to gather information for a proposed mining operation in Charles City County. Persons attending the hearing may present written and/or oral comments, and photographs or other evidence. The hearing will be recorded. The permit applicant, West Sand and Gravel, Inc., has submitted a complete application package, which is available for review in the DMM office located at 900 Natural Resources Drive, Charlottesville, Virginia.

Contact: Jamie Dunivan, Program Technician, Department of Mines, Minerals and Energy, 900 Natural Resources Dr., Charlottesville, VA 22903, telephone (434) 951-6314, FAX (434) 951-6325, (800) 828-1120/TTY ☎, e-mail jkd@mme.state.va.us.

Calendar of Events


DEPARTMENT OF MOTOR VEHICLES

February 13, 2002 - 8 a.m. -- Open Meeting
Department of Motor Vehicles, 2300 West Broad Street,
Richmond, Virginia. 


A regular business meeting of the Medical Advisory Board.

Contact: Jacquelin Branche, Assistant Division Manager,
Department of Motor Vehicles, 2300 W. Broad St., Richmond,
VA 23220, telephone (804) 367-0531, FAX (804) 367-1604, e-
mail dmvj3b@dmv.state.va.us.


VIRGINIA MUSEUM OF FINE ARTS

February 21, 2002 - 12:30 p.m. -- Open Meeting
Virginia Museum of Fine Arts, Auditorium, 2800 Grove
Avenue, Richmond, Virginia. 


A quarterly meeting of the Board of Trustees with reports
from the President, Director, Museum Foundation and
Committees and approval of acquisition of art works.
Portions of the meeting will be held in closed session.
Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum,
Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond,
Virginia 23221, telephone (804) 340-1503, FAX (804) 340-
1502, (804) 340-1401/TTY , e-mail
sbroyles@vmfa.state.va.us.


Buildings and Grounds Committee

February 21, 2002 - 8:30 a.m. -- Open Meeting
Virginia Museum of Fine Arts, CEO Building, 2800 Grove
Avenue, 2nd Floor, Conference Room, Richmond, Virginia. 


A quarterly meeting to update trustees on the current status
of projects. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum,
Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond,
VA 23221, telephone (804) 340-1503, FAX (804) 340-1502,
(804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.


Collections Committee

February 21, 2002 - 9:30 a.m. -- Open Meeting
Virginia Museum of Fine Arts, 2800 Grove Avenue,
Auditorium, Richmond, Virginia. 


A quarterly meeting for staff to present acquisition proposals
to the committee. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum,
Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond,
VA 23221, telephone (804) 340-1503, FAX (804) 340-1502,
(804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.


Communications and Marketing Committee

February 20, 2002 - 3:15 p.m. -- Open Meeting
Virginia Museum of Fine Arts, CEO Building, 2800 Grove
Avenue, 2nd Floor, Conference Room, Richmond, Virginia. 


A quarterly meeting to discuss marketing plans. Public
comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum,
Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond,
VA 23221, telephone (804) 340-1503, FAX (804) 340-1502,
(804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.


Education and Programs Committee

February 20, 2002 - 2 p.m. -- Open Meeting
Virginia Museum of Fine Arts, CEO Building, 2800 Grove
Avenue, 2nd Floor, Conference Room, Richmond, Virginia. 


A quarterly meeting for staff to brief trustees on current
activities. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum,
Virginia Museum of Fine Arts, 2800 Grove Avenue, Richmond,
VA 23221, telephone (804) 340-1503, FAX (804) 340-1502,
(804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.


Exhibitions Committee

February 20, 2002 - 11 a.m. -- Canceled
Virginia Museum of Fine Arts, CEO Building, 2800 Grove
Avenue, 2nd Floor, Conference Room, Richmond, Virginia. 


The quarterly meeting is canceled.

Contact: Suzanne Broyles, Secretary of the Museum,
Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond,
VA 23221, telephone (804) 340-1503, FAX (804) 340-1502,
(804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.


Finance Committee

February 21, 2002 - 11 a.m. -- Open Meeting
Virginia Museum of Fine Arts, 2800 Grove Avenue, Main
Lobby Conference Room, Richmond, Virginia. 


A quarterly meeting to update the trustees. Public comment
will not be received.

Contact: Suzanne Broyles, Secretary of the Museum,
Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond,
VA 23221, telephone (804) 340-1503, FAX (804) 340-1502,
(804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.

Legislative Committee

February 20, 2002 - 12:30 p.m. -- Open Meeting
Virginia Museum of Fine Arts, Auditorium, 2800 Grove
Avenue, Richmond, Virginia. 

A quarterly meeting to update trustees on legislative activity.
Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum,
Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond,
VA 23221, telephone (804) 340-1503, FAX (804) 340-1502,
(804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.

Museum Expansion Committee

NOTE: CHANGE IN MEETING TIME

† **February 20, 2002 - 11 a.m.** -- Open Meeting
† **February 28, 2002 - 10:30 a.m.** -- Open Meeting
Virginia Museum of Fine Arts, CEO Building, 2800 Grove Avenue, 2nd Floor, Conference Room, Richmond, Virginia. ♿

A quarterly meeting of the Museum Expansion Committee. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY ♿, e-mail sbroyles@vmfa.state.va.us.

Nominating Committee

† **February 20, 2002 - 10 a.m.** -- Open Meeting
Virginia Museum of Fine Arts, 2800 Grove Avenue, Main Lobby Conference Room, Richmond, Virginia. ♿

A meeting of the Nominating Committee to prepare nominations for the board. Most of the meeting will be held in closed session. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY ♿, e-mail sbroyles@vmfa.state.va.us.

BOARD OF NURSING

March 18, 2002 - 9 a.m. -- Open Meeting
March 20, 2002 - 9 a.m. -- Open Meeting
March 21, 2002 - 8:30 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ♿

A panel of the board will conduct formal hearings with licensees and/or certificate holders. Public comment will not be received.

Contact: Nancy K. Durrett, R.N., Executive Director, Board of Nursing, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ♿, e-mail nursebd@dhp.state.va.us.

Special Conference Committee

February 11, 2002 - 8:30 a.m. -- Open Meeting
February 12, 2002 - 8:30 a.m. -- Open Meeting
February 19, 2002 - 8:30 a.m. -- Open Meeting
February 21, 2002 - 8:30 a.m. -- Open Meeting
February 26, 2002 - 8:30 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Rooms 3 and 4, Richmond, Virginia. ♿

A Special Conference Committee, comprised of two or three members of the Virginia Board of Nursing, will conduct informal conferences with licensees or certificate holders. Public comment will not be received.

Contact: Nancy K. Durrett, R.N., Executive Director, Board of Nursing, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ♿, e-mail nursebd@dhp.state.va.us.

BOARD FOR OPTICIANS

† **February 22, 2002 - 8:30 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿

A general meeting of the Apprenticeship Committee.

Contact: William H. Ferguson, II, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8590, FAX (804) 367-6295, e-mail opticians@dpor.state.va.us.

† **February 22, 2002 - 9:30 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿

A general business meeting.

Contact: William H. Ferguson, II, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8590, FAX (804) 367-6295, e-mail opticians@dpor.state.va.us.

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

March 6, 2002 - 9 a.m. -- Open Meeting
Holiday Inn Select - Koger South Conference Center, 1021 Koger Center Boulevard, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A regular quarterly board meeting.

Contact: Glendora Reed, Administrative Assistant, Virginia Board for People with Disabilities, 202 N. 9th St., 9th Floor, Richmond, VA 23219, telephone (804) 786-9368, FAX (804) 786-1118, toll-free (800) 846-4464, (800) 846-4464/TTY ♿, e-mail reedgr@vbpd.state.va.us.

BOARD OF PHARMACY

Special Conference Committee

February 27, 2002 - 9 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia. ♿

A meeting to discuss disciplinary matters. Public comments will not be received.

Contact: Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9911, FAX (804) 662-9313.

POLYGRAPH EXAMINERS ADVISORY BOARD

March 20, 2002 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A meeting to conduct board business. Persons desiring to participate in the meeting and requiring special

Calendar of Events

accommodations or interpreter services should contact the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY ☎, e-mail polygraph@dpor.state.va.us.

BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION

† **February 25, 2002 - 10 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, Richmond, Virginia. ♿
(Interpreter for the deaf provided upon request)

A regular meeting.

Contact: Judith A. Spiller, Executive Secretary, Board for Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8519, FAX (804) 367-9537, (804) 367-9753/TTY ☎, e-mail spiller@dpor.state.va.us.

VIRGINIA RACING COMMISSION

† **February 20, 2002 - 9:30 a.m.** -- Open Meeting
Tyler Building, 1300 East Main Street, Richmond, Virginia ♿

A monthly meeting including a segment for public participation. The commission will also consider legislation before the 2002 Session of the General Assembly and its possible effects on horse racing and breeding in Virginia.

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

REAL ESTATE BOARD

February 13, 2002 - 4 p.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting of the Continuing Education Committee.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail reboard@dpor.state.va.us.

February 14, 2002 - 8:30 a.m. -- Open Meeting
NOTE: CHANGE IN MEETING LOCATION
Omni Hotel, 12th and Cary Streets, Richmond, Virginia.

March 28, 2002 - 8 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting of the Fair Housing Committee.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail reboard@dpor.state.va.us.

February 14, 2002 - 9 a.m. -- Open Meeting
NOTE: CHANGE IN MEETING LOCATION
Omni Hotel, 12th and Cary Streets, Richmond, Virginia.

March 28, 2002 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting of the full board.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail reboard@dpor.state.va.us.

March 27, 2002 - 4 p.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting of the Education Committee.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail reboard@dpor.state.va.us.


VIRGINIA RESOURCES AUTHORITY

February 12, 2002 - 9 a.m. -- Open Meeting
† **March 12, 2002 - 9 a.m.** -- Open Meeting
† **April 9, 2002 - 9 a.m.** -- Open Meeting
Virginia Resources Authority, 707 East Main Street, 2nd Floor Conference Room, Richmond, Virginia.

A regular meeting of the Board of Directors to (i) review and, if appropriate, approve the minutes from the most recent monthly meeting; (ii) review the authority's operations for the prior month; (iii) review applications for loans submitted to the authority for approval; (iv) consider loan commitments for approval and ratification under its various programs; (v) approve the issuance of any bonds; (vi) review the results of any bond sales; and (vii) consider such other matters and take such other actions as it may deem appropriate. Various committees of the Board of Directors may also meet immediately before or after the regular meeting and consider matters within their purview. The planned agenda of the meeting and any committee meetings will be available at the offices of the authority one week prior to the date of the meeting. Any person who needs any accommodation in order to participate in the meeting should contact the authority at least 10 days before the meeting so that suitable arrangements can be made.

Contact: Bonnie McRae, Executive Assistant, Virginia Resources Authority, 707 E. Main St., Suite 1350, Richmond, VA 23219, telephone (804) 644-3100, FAX (804) 644-3109, e-mail bhoyle@vra.state.va.us.


SEWAGE HANDLING AND DISPOSAL APPEALS REVIEW BOARD

February 27, 2002 - 10 a.m. -- Open Meeting
Henrico County Health Department, 8600 Dixon Power Drive,
Richmond, Virginia 

A meeting to hear appeals of health department denials of
septic tank permits.

Contact: Susan C. Sherertz, Appeal Board Secretary,
Department of Health, 1500 E. Main St., Room 115,
Richmond, VA 23219, telephone (804) 371-4236, FAX (804)
225-4003, e-mail ssherertz@vdh.state.va.us.

STATE BOARD OF SOCIAL SERVICES

February 20, 2002 - 9 a.m. -- Open Meeting
February 21, 2002 - 9 a.m. -- Open Meeting
Department of Social Services, 730 East Broad Street,
Richmond, Virginia 

A formal business meeting of the board.


Contact: Pat Rengnerth, State Board Liaison, State Board of
Social Services, 730 E. Broad St., Suite 812, Richmond, VA
23219-1849, telephone (804) 692-1826, FAX (804) 692-1962,
toll-free (800) 552-3431, (800) 552-7096/TTY 

† **February 22, 2002 - 10 a.m.** -- Open Meeting
† **March 20, 2002 - 10 a.m.** -- Open Meeting
† **April 19, 2002 - 1 p.m.** -- Open Meeting
† **April 20, 2002 - 1 p.m.** -- Open Meeting
Department of Social Services, 730 East Broad Street,
Richmond, Virginia 


A strategic planning session of the Family and Children's
Trust Fund Board of Trustees

Contact: Nan McKenney, Executive Director, State Board of
Social Services, 730 E. Broad St., Richmond, VA 23219-1849,
telephone (804) 692-1823, FAX (804) 692-1869.


BOARD FOR PROFESSIONAL SOIL SCIENTISTS

February 13, 2002 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation,
3600 West Broad Street, Richmond, Virginia  (Interpreter for
the deaf provided upon request)

A general business meeting.


Contact: Karen W. O'Neal, Assistant Director, Department of
Professional and Occupational Regulation, 3600 W. Broad St.,
Richmond, VA 23230, telephone (804) 367-8539, FAX (804)
367-2475, (804) 367-9735/TTY , e-mail
oneal@dpor.state.va.us.

DEPARTMENT OF TECHNOLOGY PLANNING

† **February 13, 2002 - 10 a.m.** -- Open Meeting
Department of Information Technology, 110 South 7th Street,
3rd Floor Conference Room, Richmond, Virginia 

A regular monthly meeting of the Wireless E-911 Service
Board.

Contact: Steven Marzolf, Public Safety Communications
Coordinator, Department of Technology Planning, 110 S. 7th
St., Suite 135, Richmond, VA 23219, telephone (804) 371-
0015, e-mail smarzolf@ntp.state.va.us.

† **March 14, 2002 - 1:30 p.m.** -- Open Meeting
Department of Information Technology, 110 South 7th Street,
3rd Floor Conference Room, Richmond, Virginia 

A regular business meeting of the Enterprise Architecture
Workgroup.

Contact: Paul Lubic, IT Manager, Department of Technology
Planning, 110 S. 7th St., Suite 135, Richmond, VA 23219,
telephone (804) 371-0004, e-mail plubic@ntp.state.va.us.

VIRGINIA TOBACCO SETTLEMENT FOUNDATION

† **March 12, 2002 - 1:30 p.m.** -- Open Meeting
The Siegel Center, 1200 West Broad Street, Richmond,
Virginia.

A meeting to discuss the personnel policy manual and a
marketing update.

Contact: Eloise Burke, Administrative Specialist, Virginia
Tobacco Settlement Foundation, 701 E. Franklin St., Suite
501, telephone (804) 786-2523, FAX (804) 225-2272, e-mail
eburke@tsf.state.va.us.

COMMONWEALTH TRANSPORTATION BOARD

February 20, 2002 - 2 p.m. -- Open Meeting
Department of Transportation, 1221 East Broad Street,
Auditorium, Richmond, Virginia 

A work session of the Commonwealth Transportation Board
and the Department of Transportation staff.

Contact: Katherine Tracy, Assistant Secretary to the Board,
Commonwealth Transportation Board, 1401 E. Broad St.,
Richmond, VA 23219, telephone (804) 786-2713, FAX (804)
786-6683, e-mail Mathis_ca@vdot.state.va.us.

February 21, 2002 - 10 a.m. -- Open Meeting
Department of Transportation, 1221 East Broad Street,
Auditorium, Richmond, Virginia 

A monthly meeting of the Commonwealth Transportation
Board to vote on proposals presented regarding bids,
permits, additions and deletions to the highway system, and
any other matters requiring board approval. Public comment
will be received at the outset of the meeting on items on the
meeting agenda for which the opportunity for public
comment has not been afforded the public in another forum.
Remarks will be limited to five minutes. Large groups are
asked to select one individual to speak for the group. The
board reserves the right to amend these conditions.
Separate committee meetings may be held on call of the
Chairman. Contact VDOT Public Affairs at (804) 786-2715
for schedule.

Calendar of Events

Contact: Carol A. Mathis, Administrative Assistant, Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2713, FAX (804) 786-6683, e-mail Mathis_ca@vdot.state.va.us.

STATE WATER CONTROL BOARD

February 12, 2002 - 9:30 a.m. -- Open Meeting
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia. ☎

A meeting of the technical advisory committee assisting in the development of a draft regulation for 9 VAC 25-740, Regulation for the Reuse of Reclaimed Water.

Contact: Lily Choi, State Water Control Board, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4054, e-mail ychoi@deq.state.va.us.

February 12, 2002 - 7 p.m. -- Public Hearing
Louisa County High School, 757 Davis Highway (Route 22), Mineral, Virginia. ☎

A public hearing to receive comments on the proposed issuance of a VPDES Permit for the Zion Crossroads wastewater treatment facility. The facility is a proposed municipal discharge located on State Route 15, approximately 8,000 feet north of Interstate 64.

Contact: Anna T. Westernik, Department of Environmental Quality, 13901 Crown Court Woodbridge, VA 22193, telephone (703) 583-3837, e-mail atwesterni@deq.state.va.us.

February 20, 2002 - 10 a.m. -- Public Hearing
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia.

March 15, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to adopt regulations entitled: **9 VAC 25-194. General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Car Wash Facilities.** The purpose of the proposed action is to reissue the existing general permit which expires on October 15, 2002. This general permit regulation governs the discharge of wastewater from car wash facilities to surface waters.

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

Contact: George Cosby, Environmental Engineer, Office of Water Permit Programs, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4067 or FAX (804) 698-4032.

February 21, 2002 - 9:30 a.m. -- Open Meeting

Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia. ☎

A meeting of the advisory committee assisting the department in the development of a proposed reissuance of the VPDES General Permit for Cooling Water Discharges.

Contact: Jon van Soestbergen, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4117, FAX (804) 698-4032, e-mail jvansoest@deq.state.va.us.

BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS

March 21, 2002 - 8:30 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Conference Room 5W, Richmond, Virginia. ☎

A meeting to conduct routine business. A public comment period will be held at the beginning of the meeting.

Contact: David Dick, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, Virginia 23230, telephone (804) 367-2648, FAX (804) 367-6128, (804) 367-9753/TTY ☎, e-mail waterwasteoper@dpor.state.va.us.

LEGISLATIVE

Notice to Subscribers

Legislative meetings held during the Session of the General Assembly are exempted from publication in *The Virginia Register of Regulations*. You may call Legislative Information for information on standing committee meetings. The number is (804) 698-1500.

CHRONOLOGICAL LIST

OPEN MEETINGS

February 11

- Agriculture and Consumer Services, Department of
 - Virginia Irish Potato Board
- Nursing, Board of
 - Special Conference Committee

February 12

- Chesapeake Bay Local Assistance Board
 - Grants Committee
 - Northern Area Review Committee
 - Southern Area Review Committee
- Corrections, Board of
 - Correctional Services/Policy and Regulations Committee
- Funeral Directors and Embalmers, Board of
 - Regulatory/Bylaws Committee
- Nursing, Board of
 - Special Conference Committee
- Resources Authority, Virginia
 - Board of Directors
- Water Control Board, State

February 13

Agriculture and Consumer Services, Department of
- Virginia Corn Board
Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for
- Land Surveyors Section
† Contractors, Board for
- Tradesman Committee
Corrections, Board of
Motor Vehicles, Department of
- Medical Advisory Board
Real Estate Board
- Continuing Education Committee
Soil Scientists, Board for Professional
† Technology Planning, Department of
- Wireless E-911 Service Board

February 14

† Education, Board of
- Virginia Standards of Learning Technical Advisory
Committee
Labor and Industry, Department of
- Virginia Apprenticeship Council Subcommittee
Real Estate Board
- Fair Housing Committee

February 15

† Agriculture and Consumer Services, Department of
- Virginia Bright Flue-Cured Tobacco Board
† Dentistry, Board of
† Education, Board of
- SOL Technical Advisory Committee
Health Professions, Department of
- Health Practitioners' Intervention Program Committee
Mines, Minerals and Energy, Department of
- Division of Mined Land Reclamation

February 19

† Environmental Quality, Department of
Nursing, Board of
- Special Conference Committee

February 20

Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for
- Landscape Architects Section
† Aviation Board, Virginia
† Conservation and Recreation, Department of
- Rappahannock River Scenic River Advisory Board
Milk Commission, State
Museum of Fine Arts, Virginia
- Communications and Marketing Committee
- Education and Programs Committee
- Legislative Committee
- Museum Expansion Committee
- Nominating Committee
† Racing Commission, Virginia
Social Services, State Board of
Transportation Board, Commonwealth

February 21

Audiology and Speech-Language Pathology, Board of
Design-Build/Construction Management Review Board
† Fire Services Board, Virginia
- Administration and Policy Committee

- Finance Committee
- Fire Education and Training Committee
- Fire Prevention and Control Committee
Medicine, Board of
- Informal Conference Committee
Museum of Fine Arts, Virginia
- Buildings and Grounds Committee
- Collections Committee
- Finance Committee
Nursing, Board of
- Special Conference Committee
Social Services, State Board of
Transportation Board, Commonwealth
Water Control Board, State

February 22

† Fire Services Board, Virginia
† Opticians, Board for
- Apprenticeship Committee
† Social Services, State Board of
- Family and Children's Trust Fund

February 25

† Professional and Occupational Regulation, Board for

February 26

Cemetery Board
Compensation Board
† Environmental Quality, Department of
† Fire Services Board, Virginia
Marine Resources Commission
Nursing, Board of
- Special Conference Committee

February 27

Agriculture and Consumer Services, Department of
- Virginia Plant Pollination Advisory Board
Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for
- Certified Interior Designers Section
† Housing Development Authority, Virginia
- Board of Commissioners
Medicine, Board of
- Informal Conference Committee
Pharmacy, Board of
- Special Conference Committee
Sewage Handling and Disposal Appeals Review Board

February 28

† Environmental Quality, Department of
† Museum of Fine Arts, Virginia
- Museum Expansion Committee

March 1

Art and Architectural Review Board

March 4

† Barbers and Cosmetology, Board for

March 5

† Education, Board of
Funeral Directors and Embalmers, Board of
Hopewell Industrial Safety Council

March 6

Medicine, Board of
- Informal Conference Committee
People with Disabilities, Virginia Board for

March 7

Agriculture and Consumer Services, Department of

Calendar of Events

- Virginia Soybean Board
- † Conservation and Recreation, Department of
 - Falls of the James Scenic River Advisory Board
- March 8**
 - Agriculture and Consumer Services, Department of
 - Virginia Cotton Board
 - † Child Fatality Review Team, State
- † **March 12**
 - † Resources Authority, Virginia
 - Board of Directors
 - † Tobacco Settlement Foundation, Virginia
 - Board of Trustees
- March 14**
 - Agriculture and Consumer Services, Board of
 - † Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
 - Medicine, Board of
 - Informal Conference Committee
 - † Technology Planning, Department of
 - Enterprise Architecture Workgroup
- March 18**
 - Education, Board of
 - Advisory Board for Teacher Education and Licensure
 - Library of Virginia
 - Archival and Information Services Committee
 - Collection Management Services Committee
 - Executive Committee
 - Legislative and Finance Committee
 - Publications and Educational Services Committee
 - Public Library Development Committee
 - Records Management Committee
 - Nursing, Board of
- March 19**
 - † Agriculture and Consumer Services, Department of
 - Virginia Peanut Board
 - † Asbestos, Lead, and Home Inspectors, Board for Environmental Quality, Department of
 - Ground Water Protection Steering Committee
- March 20**
 - Nursing, Board of
 - Polygraph Examiners Advisory Board
 - † Social Services, State Board of
 - Family and Children's Trust Fund
- March 21**
 - Design-Build/Construction Management Review Board
 - Nursing, Board of
 - Waterworks and Wastewater Works Operators, Virginia for Board
- March 26**
 - Marine Resources Commission
- March 27**
 - Education, Board of
 - Medicine, Board of
 - Informal Conference Committee
 - Real Estate Board
 - Real Estate Education Committee
- March 28**
 - Real Estate Board
 - Fair Housing Committee
- April 4**
 - † Conservation and Recreation, Department of

- Falls of the James Scenic River Advisory Board
- April 5**
 - Art and Architectural Review Board
- April 9**
 - Medical Assistance Services, Board of
 - † Resources Authority, Virginia
 - Board of Directors
- April 15**
 - Board of Education
 - Advisory Board for Teacher Education and Licensure
- April 18**
 - Design-Build/Construction Management Review Board
- April 19**
 - † Social Services, State Board of
 - Family and Children's Trust Fund
- April 20**
 - † Social Services, State Board of
 - Family and Children's Trust Fund
- April 24**
 - Education, Board of
- April 25**
 - Education, Board of
- April 26**
 - Education, Board of
- May 3**
 - † Art and Architectural Review Board

PUBLIC HEARINGS

- February 11**
 - † Education, Board of
- February 12**
 - Air Pollution Control Board
 - Environmental Quality, Department of
 - Game and Inland Fisheries, Department of
 - Water Control Board, State
- February 13**
 - Game and Inland Fisheries, Department of
- February 20**
 - † Mines, Minerals and Energy, Department of
 - Water Control Board, State
- March 4**
 - † Game and Inland Fisheries, Department of
- March 5**
 - † Game and Inland Fisheries, Department of
- March 6**
 - † Game and Inland Fisheries, Department of
- March 7**
 - † Game and Inland Fisheries, Department of
- March 11**
 - † Game and Inland Fisheries, Department of
- March 14**
 - Agriculture and Consumer Services, Department of
- March 29**
 - Alcoholic Beverage Control Board