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# CUMULATIVE TABLE OF VIRGINIA ADMINISTRATIVE CODE SECTIONS ADOPTED, AMENDED, OR REPEALED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printed below lists regulation sections, by Virginia Administrative Code (VAC) title, that have been amended, added or repealed in the *Virginia Register* since the regulations were originally published or last supplemented in VAC (the Fall 2005 VAC Supplement includes final regulations published through *Virginia Register* Volume 21, Issue 24, dated August 8, 2005). 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
<b>Title 1. Administration</b>			
1 VAC 55-20-320	Amended	22:8 VA.R. 1174	3/15/06
<b>Title 4. Conservation and Natural Resources</b>			
4 VAC 3-10-10	Amended	22:5 VA.R. 706	12/14/05
4 VAC 3-10-20	Amended	22:5 VA.R. 707	12/14/05
4 VAC 3-10-30	Amended	22:5 VA.R. 707	12/14/05
4 VAC 3-10-40	Repealed	22:5 VA.R. 709	12/14/05
4 VAC 5-15-10	Amended	22:7 VA.R. 1000	1/11/06
4 VAC 5-15-40	Amended	22:7 VA.R. 1004	1/11/06
4 VAC 5-15-60	Amended	22:7 VA.R. 1004	1/11/06
4 VAC 5-15-80	Amended	22:7 VA.R. 1005	1/11/06
4 VAC 5-15-100	Amended	22:7 VA.R. 1005	1/11/06
4 VAC 5-15-110	Amended	22:7 VA.R. 1006	1/11/06
4 VAC 5-15-130	Repealed	22:7 VA.R. 1006	1/11/06
4 VAC 5-15-140	Amended	22:7 VA.R. 1006	1/11/06
4 VAC 5-15-150	Amended	22:7 VA.R. 1008	1/11/06
4 VAC 5-36-10	Amended	22:9 VA.R. 1367	2/8/06
4 VAC 5-36-20	Amended	22:9 VA.R. 1367	2/8/06
4 VAC 5-36-40 through 4 VAC 5-36-160	Amended	22:9 VA.R. 1367-1383	2/8/06
4 VAC 5-36-180 through 4 VAC 5-36-210	Amended	22:9 VA.R. 1384-1395	2/8/06
4 VAC 15-20-210	Added	22:6 VA.R. 888	1/1/06
4 VAC 15-30-40	Amended	22:6 VA.R. 888	12/1/05
4 VAC 15-90-293	Amended	22:6 VA.R. 891	11/1/05
4 VAC 15-380-70	Amended	22:6 VA.R. 891	3/1/06
4 VAC 15-380-71	Added	22:6 VA.R. 892	3/1/06
4 VAC 15-430-60	Amended	22:6 VA.R. 892	3/1/06
4 VAC 15-430-160	Amended	22:6 VA.R. 892	3/1/06
4 VAC 20-20-20	Amended	22:8 VA.R. 1183	12/1/05-12/30/05
4 VAC 20-20-20	Amended	22:10 VA.R. 1551	12/22/05
4 VAC 20-20-50	Amended	22:8 VA.R. 1183	12/1/05-12/30/05
4 VAC 20-20-50	Amended	22:10 VA.R. 1551	12/22/05
4 VAC 20-20-50 emer	Amended	22:10 VA.R. 1682	12/28/05-1/27/06
4 VAC 20-70-30	Amended	22:4 VA.R. 575	12/1/05
4 VAC 20-70-70	Amended	22:4 VA.R. 575	12/1/05
4 VAC 20-70-140	Amended	22:4 VA.R. 576	12/1/05
4 VAC 20-80-30	Amended	21:25 VA.R. 3469	7/29/05
4 VAC 20-110-60	Amended	22:4 VA.R. 576	12/1/05
4 VAC 20-150-60	Amended	22:4 VA.R. 576	12/1/05
4 VAC 20-230-30	Amended	22:4 VA.R. 576	12/1/05
4 VAC 20-230-50	Amended	22:4 VA.R. 576	12/1/05
4 VAC 20-252-30 emer	Amended	22:4 VA.R. 627	9/29/05-10/28/05
4 VAC 20-252-30	Amended	22:7 VA.R. 1013	11/14/05
4 VAC 20-252-90	Amended	22:1 VA.R. 81	9/1/05
4 VAC 20-252-100	Amended	22:1 VA.R. 81	9/1/05
4 VAC 20-252-135	Amended	22:7 VA.R. 1013	11/14/05

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4 VAC 20-252-160	Amended	22:7 VA.R. 1014	11/14/05
4 VAC 20-270-30	Amended	21:25 VA.R. 3469	7/29/05
4 VAC 20-310-15	Added	22:4 VA.R. 582	10/1/05
4 VAC 20-310-20	Amended	22:4 VA.R. 582	10/1/05
4 VAC 20-310-40	Amended	22:4 VA.R. 583	10/1/05
4 VAC 20-310-50	Amended	22:4 VA.R. 583	10/1/05
4 VAC 20-490-20	Amended	22:8 VA.R. 1113	12/1/05
4 VAC 20-490-40	Amended	22:8 VA.R. 1114	12/1/05
4 VAC 20-490-41	Added	22:8 VA.R. 1115	12/1/05
4 VAC 20-490-42	Added	22:8 VA.R. 1115	12/1/05
4 VAC 20-490-43	Added	22:8 VA.R. 1115	12/1/05
4 VAC 20-490-50	Amended	22:8 VA.R. 1115	12/1/05
4 VAC 20-490-60	Repealed	22:8 VA.R. 1115	12/1/05
4 VAC 20-566-10 through 4 VAC 20-566-50 emer	Added	21:25 VA.R. 3552	8/16/05-9/14/05
4 VAC 20-566-10 through 4 VAC 20-566-50	Added	22:1 VA.R. 81-82	9/15/05
4 VAC 20-610-40	Amended	22:4 VA.R. 576	12/1/05
4 VAC 20-610-50	Amended	22:4 VA.R. 577	12/1/05
4 VAC 20-650-10 through 4 VAC 20-650-40 emer	Amended	22:4 VA.R. 628	10/1/05-10/30/05
4 VAC 20-650-20	Amended	22:6 VA.R. 893	10/28/05
4 VAC 20-670-20	Amended	22:4 VA.R. 577	12/1/05
4 VAC 20-670-30	Amended	21:25 VA.R. 3470	7/29/05
4 VAC 20-670-50	Amended	21:25 VA.R. 3470	7/29/05
4 VAC 20-720-20	Amended	22:4 VA.R. 584	10/1/05
4 VAC 20-720-40	Amended	22:4 VA.R. 585	10/1/05
4 VAC 20-720-40	Amended	22:10 VA.R. 1552	1/1/06
4 VAC 20-720-50	Amended	22:4 VA.R. 586	10/1/05
4 VAC 20-720-50	Amended	22:10 VA.R. 1552	1/1/06
4 VAC 20-720-60	Amended	22:4 VA.R. 586	10/1/05
4 VAC 20-720-70	Amended	22:4 VA.R. 586	10/1/05
4 VAC 20-720-70	Amended	22:8 VA.R. 1184	12/1/05-12/30/05
4 VAC 20-720-70	Amended	22:10 VA.R. 1553	1/1/06
4 VAC 20-720-75	Amended	22:4 VA.R. 587	10/1/05
4 VAC 20-720-75	Amended	22:10 VA.R. 1553	1/1/06
4 VAC 20-720-80	Amended	22:4 VA.R. 587	10/1/05
4 VAC 20-720-100	Amended	22:4 VA.R. 587	10/1/05
4 VAC 20-730-20	Repealed	22:4 VA.R. 577	12/1/05
4 VAC 20-751-20	Amended	22:6 VA.R. 893	11/1/05
4 VAC 20-890-25	Amended	22:4 VA.R. 577	12/1/05
4 VAC 20-900-25	Amended	22:10 VA.R. 1553	12/22/05
4 VAC 20-900-30	Amended	22:4 VA.R. 578	12/1/05
4 VAC 20-900-30	Amended	22:10 VA.R. 1554	12/22/05
4 VAC 20-910-45	Amended	22:8 VA.R. 1184	12/1/05-12/30/05
4 VAC 20-910-45	Amended	22:10 VA.R. 1555	12/30/05
4 VAC 20-920-30	Amended	22:4 VA.R. 578	12/1/05
4 VAC 20-920-40	Amended	22:4 VA.R. 578	12/1/05
4 VAC 20-950-46 emer	Amended	22:4 VA.R. 628	10/1/05-10/30/05
4 VAC 20-950-46	Amended	22:6 VA.R. 894	11/1/05
4 VAC 20-950-47 emer	Amended	22:10 VA.R. 1682	1/1/06-1/30/06
4 VAC 20-950-48 emer	Amended	22:4 VA.R. 629	10/1/05-10/30/05
4 VAC 20-950-48	Amended	22:6 VA.R. 894	11/1/05
4 VAC 20-950-48 emer	Amended	22:10 VA.R. 1683	1/1/06-1/30/06
4 VAC 20-950-48.2 emer	Added	22:4 VA.R. 629	10/1/05-10/30/05
4 VAC 20-950-48.2	Added	22:6 VA.R. 895	11/1/05
4 VAC 20-950-49 emer	Amended	22:4 VA.R. 630	10/1/05-10/30/05
4 VAC 20-950-49	Amended	22:6 VA.R. 895	11/1/05
4 VAC 20-1040-20	Amended	22:10 VA.R. 1555	1/1/06

# Cumulative Table of VAC Sections Adopted, Amended, or Repealed

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4 VAC 20-1090-10 through 4 VAC 20-1090-40	Added	22:4 VA.R. 579-582	12/1/05
4 VAC 20-1090	Erratum	22:8 VA.R. 1198	--
4 VAC 25-10-90	Added	22:6 VA.R. 896	12/28/05
4 VAC 25-20 (Forms)	Amended	22:5 VA.R. 720	--
4 VAC 25-130-816.11	Amended	21:26 VA.R. 3706	8/10/05-8/9/06
4 VAC 25-130-816.64	Amended	21:26 VA.R. 3707	8/10/05-8/9/06
<b>Title 6. Criminal Justice and Corrections</b>			
6 VAC 20-190-10 through 6 VAC 20-190-200	Repealed	22:10 VA.R. 1556-1559	2/22/06
6 VAC 20-210-10 through 6 VAC 20-210-110	Repealed	22:10 VA.R. 1561-1562	2/22/06
6 VAC 20-220-20 through 6 VAC 20-220-80	Repealed	22:10 VA.R. 1559-1560	2/22/06
6 VAC 20-230-10 through 6 VAC 20-230-350	Added	21:26 VA.R. 3680-3691	10/5/05
6 VAC 20-230-160	Erratum	22:2 VA.R. 296	--
6 VAC 20-230-210	Erratum	22:2 VA.R. 296	--
6 VAC 35-190-10 through 6 VAC 35-190-120 emer	Added	22:9 VA.R. 1423-1425	12/14/05-12/13/06
6 VAC 40-20-10 through 6 VAC 40-20-200	Added	22:10 VA.R. 1556-1559	2/22/06
6 VAC 40-30-10 through 6 VAC 40-30-80	Added	22:10 VA.R. 1559-1560	2/22/06
6 VAC 40-40-10 through 6 VAC 40-40-110	Added	22:10 VA.R. 1561-1562	2/22/06
<b>Title 8. Education</b>			
8 VAC 20-21-80	Amended	21:25 VA.R. 3471	9/22/05
8 VAC 20-21-90	Amended	21:25 VA.R. 3473	9/22/05
8 VAC 20-21-660	Amended	21:25 VA.R. 3473	9/22/05
8 VAC 20-21-680	Amended	21:25 VA.R. 3474	9/22/05
8 VAC 40-30	Repealed	22:6 VA.R. 925	11/8/05-11/7/06
8 VAC 40-31-10 through 8 VAC 40-31-320	Added	22:6 VA.R. 925-939	11/8/05-11/7/06
<b>Title 9. Environment</b>			
9 VAC 5-50-250	Amended	22:10 VA.R. 1563	2/22/06
9 VAC 5-50-270	Amended	22:10 VA.R. 1563	2/22/06
9 VAC 5-50-280	Amended	22:10 VA.R. 1564	2/22/06
9 VAC 5-50-400	Amended	22:4 VA.R. 588	12/1/05
9 VAC 5-60-60	Amended	22:4 VA.R. 588	12/1/05
9 VAC 5-60-90	Amended	22:4 VA.R. 588	12/1/05
9 VAC 5-60-100	Amended	22:4 VA.R. 588	12/1/05
9 VAC 5-80-1100	Amended	22:10 VA.R. 1564	2/22/06
9 VAC 5-80-1110	Amended	22:10 VA.R. 1565	2/22/06
9 VAC 5-80-1310	Repealed	22:10 VA.R. 1569	2/22/06
9 VAC 5-80-1605	Amended	22:10 VA.R. 1571	2/22/06
9 VAC 5-80-1615	Amended	22:10 VA.R. 1571	2/22/06
9 VAC 5-80-1625	Amended	22:10 VA.R. 1583	2/22/06
9 VAC 5-80-1635	Added	22:10 VA.R. 1583	2/22/06
9 VAC 5-80-1645	Added	22:10 VA.R. 1584	2/22/06
9 VAC 5-80-1655	Added	22:10 VA.R. 1584	2/22/06
9 VAC 5-80-1665	Added	22:10 VA.R. 1584	2/22/06
9 VAC 5-80-1675	Added	22:10 VA.R. 1584	2/22/06
9 VAC 5-80-1685	Added	22:10 VA.R. 1584	2/22/06
9 VAC 5-80-1695	Added	22:10 VA.R. 1584	2/22/06
9 VAC 5-80-1700	Repealed	22:10 VA.R. 1585	2/22/06
9 VAC 5-80-1705	Added	22:10 VA.R. 1585	2/22/06
9 VAC 5-80-1710	Repealed	22:10 VA.R. 1586	2/22/06
9 VAC 5-80-1715	Added	22:10 VA.R. 1586	2/22/06
9 VAC 5-80-1720	Repealed	22:10 VA.R. 1586	2/22/06
9 VAC 5-80-1725	Added	22:10 VA.R. 1586	2/22/06
9 VAC 5-80-1730	Repealed	22:10 VA.R. 1586	2/22/06
9 VAC 5-80-1735	Amended	22:10 VA.R. 1586	2/22/06
9 VAC 5-80-1740	Repealed	22:10 VA.R. 1587	2/22/06
9 VAC 5-80-1745	Added	22:10 VA.R. 1587	2/22/06

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9 VAC 5-80-1750	Repealed	22:10 VA.R. 1587	2/22/06
9 VAC 5-80-1755	Added	22:10 VA.R. 1587	2/22/06
9 VAC 5-80-1760	Repealed	22:10 VA.R. 1587	2/22/06
9 VAC 5-80-1765	Amended	22:10 VA.R. 1587	2/22/06
9 VAC 5-80-1770	Repealed	22:10 VA.R. 1588	2/22/06
9 VAC 5-80-1775	Added	22:10 VA.R. 1588	2/22/06
9 VAC 5-80-1780	Repealed	22:10 VA.R. 1590	2/22/06
9 VAC 5-80-1785	Amended	22:10 VA.R. 1590	2/22/06
9 VAC 5-80-1790	Repealed	22:10 VA.R. 1591	2/22/06
9 VAC 5-80-1795	Added	22:10 VA.R. 1591	2/22/06
9 VAC 5-80-1800	Repealed	22:10 VA.R. 1591	2/22/06
9 VAC 5-80-1805	Added	22:10 VA.R. 1591	2/22/06
9 VAC 5-80-1810	Repealed	22:10 VA.R. 1591	2/22/06
9 VAC 5-80-1815	Added	22:10 VA.R. 1591	2/22/06
9 VAC 5-80-1820	Repealed	22:10 VA.R. 1591	2/22/06
9 VAC 5-80-1825	Amended	22:10 VA.R. 1591	2/22/06
9 VAC 5-80-1830	Repealed	22:10 VA.R. 1592	2/22/06
9 VAC 5-80-1835	Added	22:10 VA.R. 1592	2/22/06
9 VAC 5-80-1845	Added	22:10 VA.R. 1593	2/22/06
9 VAC 5-80-1855	Added	22:10 VA.R. 1596	2/22/06
9 VAC 5-80-1840	Repealed	22:10 VA.R. 1593	2/22/06
9 VAC 5-80-1850	Repealed	22:10 VA.R. 1596	2/22/06
9 VAC 5-80-1860	Repealed	22:10 VA.R. 1597	2/22/06
9 VAC 5-80-1865	Added	22:10 VA.R. 1597	2/22/06
9 VAC 5-80-1870 through 9 VAC 5-80-1920	Repealed	22:10 VA.R. 1602	2/22/06
9 VAC 5-80-1925	Added	22:10 VA.R. 1602	2/22/06
9 VAC 5-80-1930	Repealed	22:10 VA.R. 1603	2/22/06
9 VAC 5-80-1935	Added	22:10 VA.R. 1603	2/22/06
9 VAC 5-80-1940	Repealed	22:10 VA.R. 1603	2/22/06
9 VAC 5-80-1945	Added	22:10 VA.R. 1603	2/22/06
9 VAC 5-80-1950	Repealed	22:10 VA.R. 1604	2/22/06
9 VAC 5-80-1955	Added	22:10 VA.R. 1604	2/22/06
9 VAC 5-80-1960	Repealed	22:10 VA.R. 1604	2/22/06
9 VAC 5-80-1965	Added	22:10 VA.R. 1604	2/22/06
9 VAC 5-80-1970	Repealed	22:10 VA.R. 1604	2/22/06
9 VAC 5-80-1975	Added	22:10 VA.R. 1604	2/22/06
9 VAC 5-80-1985	Added	22:10 VA.R. 1605	2/22/06
9 VAC 5-80-1995	Added	22:10 VA.R. 1605	2/22/06
9 VAC 5-80-2000 through 9 VAC 5-80-2020	Amended	22:10 VA.R. 1605-1617	2/22/06
9 VAC 5-80-2040 through 9 VAC 5-80-2070	Amended	22:10 VA.R. 1617-1620	2/22/06
9 VAC 5-80-2090	Amended	22:10 VA.R. 1620	2/22/06
9 VAC 5-80-2091	Added	22:10 VA.R. 1620	2/22/06
9 VAC 5-80-2110 through 9 VAC 5-80-2140	Amended	22:10 VA.R. 1621-1624	2/22/06
9 VAC 5-80-2141 through 9 VAC 5-80-2144	Added	22:10 VA.R. 1624-1634	2/22/06
9 VAC 5-80-2180	Amended	22:10 VA.R. 1634	2/22/06
9 VAC 5-80-2200 through 9 VAC 5-80-2240	Amended	22:10 VA.R. 1635-1637	2/22/06
9 VAC 10-10-10	Amended	22:5 VA.R. 709	12/14/05
9 VAC 10-10-20	Amended	22:5 VA.R. 710	12/14/05
9 VAC 10-10-30	Amended	22:5 VA.R. 710	12/14/05
9 VAC 20-80-60	Amended	21:26 VA.R. 3691	10/5/05
9 VAC 20-80-400	Amended	21:26 VA.R. 3694	10/5/05
9 VAC 20-80-480	Amended	21:26 VA.R. 3697	10/5/05
9 VAC 20-80-485	Amended	21:26 VA.R. 3698	10/5/05
9 VAC 20-80-485	Erratum	22:2 VA.R. 296	--
9 VAC 20-80-790	Amended	22:1 VA.R. 104	12/19/05
9 VAC 25-40-10	Amended	22:3 VA.R. 370	11/16/05



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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
9 VAC 25-40-20	Repealed	22:3 VA.R. 370	11/16/05
9 VAC 25-40-25	Added	22:3 VA.R. 370	11/16/05
9 VAC 25-40-30	Amended	22:3 VA.R. 371	11/16/05
9 VAC 25-40-40	Amended	22:3 VA.R. 371	11/16/05
9 VAC 25-40-50	Amended	22:3 VA.R. 371	11/16/05
9 VAC 25-40-70	Added	22:3 VA.R. 371	11/16/05
9 VAC 25-110-10	Amended	22:4 VA.R. 595	11/30/05
9 VAC 25-110-20	Amended	22:4 VA.R. 595	11/30/05
9 VAC 25-110-60	Amended	22:4 VA.R. 596	11/30/05
9 VAC 25-110-70	Amended	22:4 VA.R. 596	11/30/05
9 VAC 25-110-80	Amended	22:4 VA.R. 597	11/30/05
9 VAC 25-115-10 through 9 VAC 25-115-50	Amended	22:9 VA.R. 1395	2/8/06
9 VAC 25-180-10 through 9 VAC 25-180-70	Repealed	22:4 VA.R. 605	11/30/05
9 VAC 25-193-10	Amended	22:9 VA.R. 1396	2/8/06
9 VAC 25-193-20	Amended	22:9 VA.R. 1396	2/8/06
9 VAC 25-193-40 through 9 VAC 25-193-70	Amended	22:9 VA.R. 1396	2/8/06
9 VAC 25-260-30	Amended	22:3 VA.R. 381	12/29/05
9 VAC 25-260-310	Amended	22:7 VA.R. 1015	1/12/06
9 VAC 25-260-410	Amended	22:7 VA.R. 1017	1/12/06
9 VAC 25-260-530	Amended	22:7 VA.R. 1018	1/12/06
9 VAC 25-630-50	Amended	22:2 VA.R. 229	11/2/05
9 VAC 25-720-10	Amended	22:3 VA.R. 372	11/16/05
9 VAC 25-720-30	Amended	22:3 VA.R. 374	11/16/05
9 VAC 25-720-40	Amended	22:3 VA.R. 374	11/16/05
9 VAC 25-720-50	Amended	22:2 VA.R. 236	11/2/05
9 VAC 25-720-50	Amended	22:3 VA.R. 376	11/16/05
9 VAC 25-720-50	Amended	22:6 VA.R. 896	12/28/05
9 VAC 25-720-60	Amended	22:7 VA.R. 1019	1/11/06
9 VAC 25-720-70	Amended	22:3 VA.R. 378	11/16/05
9 VAC 25-720-80	Amended	22:6 VA.R. 897	12/28/05
9 VAC 25-720-90	Amended	22:2 VA.R. 237	11/2/05
9 VAC 25-720-90	Amended	22:6 VA.R. 899	12/28/05
9 VAC 25-720-110	Amended	22:3 VA.R. 380	11/16/05
9 VAC 25-720-120	Amended	22:7 VA.R. 1021	1/11/06
9 VAC 25-720-130	Amended	22:2 VA.R. 238	11/2/05
9 VAC 25-720-130	Amended	22:6 VA.R. 900	12/28/05
9 VAC 25-750-10 through 9 VAC 25-750-50	Repealed	22:4 VA.R. 605	11/30/05
9 VAC 25-780-10 through 9 VAC 25-780-190	Added	22:2 VA.R. 238-246	11/2/05
9 VAC 25-780-30	Erratum	22:4 VA.R. 660	--
9 VAC 25-780-50	Erratum	22:4 VA.R. 660	--
9 VAC 25-780-90	Erratum	22:4 VA.R. 660	--
9 VAC 25-780-140	Erratum	22:4 VA.R. 660	--
9 VAC 25-810-10 through 9 VAC 25-810-70	Added	22:9 VA.R. 1396-1403	2/8/06
<b>Title 10. Finance and Financial Institutions</b>			
10 VAC 5-20-50	Added	22:3 VA.R. 383	9/30/05
<b>Title 11. Gaming</b>			
11 VAC 15-22-10 through 11 VAC 15-22-120	Amended	22:6 VA.R. 901-915	12/28/05
11 VAC 15-22-35	Added	22:6 VA.R. 906	12/28/05
11 VAC 15-31-10	Amended	22:6 VA.R. 915	1/1/06
11 VAC 15-31-20	Amended	22:6 VA.R. 917	1/1/06
11 VAC 15-31-30	Amended	22:6 VA.R. 919	1/1/06
11 VAC 15-31-50	Amended	22:6 VA.R. 922	1/1/06
11 VAC 15-31-60	Amended	22:6 VA.R. 922	1/1/06
<b>Title 12. Health</b>			
12 VAC 5-70-10 through 12 VAC 5-70-50 emer	Repealed	22:5 VA.R. 713	3/1/06-2/28/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 5-71-10 through 12 VAC 5-71-170 emer	Added	22:5 VA.R. 713-719	3/1/06-2/28/07
12 VAC 5-371-180	Amended	22:7 VA.R. 1023	1/11/06
12 VAC 5-371-210	Amended	22:7 VA.R. 1024	1/11/06
12 VAC 5-371-240	Amended	22:7 VA.R. 1024	1/11/06
12 VAC 5-371-300	Amended	22:7 VA.R. 1025	1/11/06
12 VAC 5-371-320	Amended	22:7 VA.R. 1025	1/11/06
12 VAC 5-371-340	Amended	22:7 VA.R. 1025	1/11/06
12 VAC 5-371-350	Repealed	22:7 VA.R. 1026	1/11/06
12 VAC 5-371-360	Amended	22:7 VA.R. 1026	1/11/06
12 VAC 5-371-370	Amended	22:7 VA.R. 1027	1/11/06
12 VAC 5-371-410	Amended	22:7 VA.R. 1027	1/11/06
12 VAC 5-371-425	Added	22:7 VA.R. 1028	1/11/06
12 VAC 5-371-430 through 12 VAC 5-371-560	Repealed	22:7 VA.R. 1028-1031	1/11/06
12 VAC 5-380	Repealed	22:3 VA.R. 388	1/1/06
12 VAC 5-381-10 through 12 VAC 5-381-360	Added	22:3 VA.R. 388-406	1/1/06
12 VAC 5-381-120	Erratum	22:4 VA.R. 659	--
12 VAC 5-410	Erratum	22:9 VA.R. 1445	--
12 VAC 5-410-260 through 12 VAC 5-410-290	Amended	22:8 VA.R. 1116-1117	1/25/06
12 VAC 5-410-340 through 12 VAC 5-410-390	Amended	22:8 VA.R. 1117-1119	1/25/06
12 VAC 5-410-442	Amended	22:8 VA.R. 1119	1/25/06
12 VAC 5-410-444	Amended	22:8 VA.R. 1121	1/25/06
12 VAC 5-410-445	Amended	22:8 VA.R. 1125	1/25/06
12 VAC 5-410-450	Amended	22:8 VA.R. 1128	1/25/06
12 VAC 5-410-480	Amended	22:8 VA.R. 1128	1/25/06
12 VAC 5-410-490	Amended	22:8 VA.R. 1128	1/25/06
12 VAC 5-410-500	Amended	22:8 VA.R. 1128	1/25/06
12 VAC 5-410-510 through 12 VAC 5-410-640	Repealed	22:8 VA.R. 1129-1130	1/25/06
12 VAC 5-410-650	Amended	22:8 VA.R. 1130	1/25/06
12 VAC 5-410-655	Added	22:8 VA.R. 1130	1/25/06
12 VAC 5-410-660 through 12 VAC 5-410-710	Repealed	22:8 VA.R. 1131-1132	1/25/06
12 VAC 5-410-720	Amended	22:8 VA.R. 1132	1/25/06
12 VAC 5-410-730	Repealed	22:8 VA.R. 1132	1/25/06
12 VAC 5-410-740	Repealed	22:8 VA.R. 1132	1/25/06
12 VAC 5-410-750	Repealed	22:8 VA.R. 1132	1/25/06
12 VAC 5-410-760	Amended	22:8 VA.R. 1134	1/25/06
12 VAC 5-410-770 through 12 VAC 5-410-1140	Repealed	22:8 VA.R. 1134-1151	1/25/06
12 VAC 5-410-1250	Amended	22:8 VA.R. 1151	1/25/06
12 VAC 5-410-1260	Amended	22:8 VA.R. 1151	1/25/06
12 VAC 5-410-1290	Amended	22:8 VA.R. 1151	1/25/06
12 VAC 5-410-1310 through 12 VAC 5-410-1340	Repealed	22:8 VA.R. 1151-1152	1/25/06
12 VAC 5-410-1350	Amended	22:8 VA.R. 1152	1/25/06
12 VAC 5-410-1360	Repealed	22:8 VA.R. 1152	1/25/06
12 VAC 5-410-1370	Repealed	22:8 VA.R. 1153	1/25/06
12 VAC 5-410-1380	Amended	22:8 VA.R. 1153	1/25/06
12 VAC 5-410-1390 through 12 VAC 5-410-1420, Appendices A, B, and C	Repealed	22:8 VA.R. 1153-1154	1/25/06
12 VAC 5-500-10 through 12 VAC 5-500-350	Repealed	22:3 VA.R. 407	1/1/06
12 VAC 5-501-10 through 12 VAC 5-501-350	Added	22:3 VA.R. 407-413	1/1/06
12 VAC 30-30-60	Added	22:8 VA.R. 1185	1/1/06-12/31/06
12 VAC 30-40-10	Amended	22:8 VA.R. 1186	1/1/06-12/31/06
12 VAC 30-50-35	Added	22:8 VA.R. 1187	1/1/06-12/31/06
12 VAC 30-50-75	Added	22:8 VA.R. 1187	1/1/06-12/31/06
12 VAC 30-50-130	Amended	22:8 VA.R. 1155	1/25/06
12 VAC 30-50-530	Amended	22:8 VA.R. 1188	1/1/06-12/31/06
12 VAC 30-60-61	Amended	22:8 VA.R. 1157	1/25/06
12 VAC 30-80-30	Amended	22:8 VA.R. 1188	12/2/05-12/1/06

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 30-80-40	Amended	22:3 VA.R. 414	11/16/05
12 VAC 30-120-10 through 12 VAC 30-120-60	Repealed	22:10 VA.R. 1638	2/22/06
12 VAC 30-120-280	Amended	22:8 VA.R. 1178	4/3/06
12 VAC 30-120-370	Amended	22:8 VA.R. 1180	4/3/06
12 VAC 30-120-490 through 12 VAC 30-120-550	Repealed	22:10 VA.R. 1638	2/22/06
12 VAC 30-120-900 through 12 VAC 30-120-980	Added	22:10 VA.R. 1638-1661	2/22/06
12 VAC 30-120-1600 through 12 VAC 30-120-1660 emer	Added	22:2 VA.R. 255-261	9/14/05-9/13/06
12 VAC 30-130-860 through 12 VAC 30-130-890	Amended	22:8 VA.R. 1158-1163	1/25/06
12 VAC 30-141-10 emer	Amended	21:25 VA.R. 3553	8/1/05-7/31/06
12 VAC 30-141-10 emer	Amended	21:25 VA.R. 3561	8/1/05-7/31/06
12 VAC 30-141-40 emer	Amended	21:25 VA.R. 3555	8/1/05-7/31/06
12 VAC 30-141-100 emer	Amended	21:25 VA.R. 3555	8/1/05-7/31/06
12 VAC 30-141-100 emer	Amended	21:25 VA.R. 3563	8/1/05-7/31/06
12 VAC 30-141-120 emer	Amended	21:25 VA.R. 3564	8/1/05-7/31/06
12 VAC 30-141-150 emer	Amended	21:25 VA.R. 3564	8/1/05-7/31/06
12 VAC 30-141-160 emer	Amended	21:25 VA.R. 3557	8/1/05-7/31/06
12 VAC 30-141-170 emer	Repealed	21:25 VA.R. 3557	8/1/05-7/31/06
12 VAC 30-141-175 emer	Added	21:25 VA.R. 3559	8/1/05-7/31/06
12 VAC 30-141-200 emer	Amended	21:25 VA.R. 3560	8/1/05-7/31/06
12 VAC 30-141-660	Amended	22:8 VA.R. 1182	4/3/06
12 VAC 30-141-810 through 12 VAC 30-141-1660 emer	Added	21:25 VA.R. 3566-3573	8/1/05-7/31/06
12 VAC 35-45-10	Amended	22:10 VA.R. 1684	12/30/05-12/29/06
12 VAC 35-45-25	Added	22:8 VA.R. 1191	12/2/05-12/1/06
12 VAC 35-45-70 emer	Amended	22:10 VA.R. 1685	12/30/05-12/29/06
12 VAC 35-45-80 emer	Amended	22:10 VA.R. 1685	12/30/05-12/29/06
12 VAC 35-45-210 emer	Added	22:10 VA.R. 1686	12/30/05-12/29/06
12 VAC 35-105-20 emer	Amended	22:10 VA.R. 1686	12/30/05-12/29/06
12 VAC 35-105-30 emer	Amended	22:10 VA.R. 1693	12/30/05-12/29/06
12 VAC 35-105-590 emer	Amended	22:10 VA.R. 1693	12/30/05-12/29/06
12 VAC 35-105-660 emer	Amended	22:10 VA.R. 1694	12/30/05-12/29/06
12 VAC 35-105-925	Added	22:8 VA.R. 1193	12/6/05-12/5/06
<b>Title 13. Housing</b>			
13 VAC 5-21-10 through 13 VAC 5-21-70	Amended	22:3 VA.R. 416-419	11/16/05
13 VAC 5-21-45	Added	22:3 VA.R. 418	11/16/05
13 VAC 5-21-61	Erratum	22:5 VA.R. 734	--
13 VAC 5-31-20	Amended	22:3 VA.R. 420	11/16/05
13 VAC 5-31-40	Amended	22:3 VA.R. 420	11/16/05
13 VAC 5-31-50	Amended	22:3 VA.R. 421	11/16/05
13 VAC 5-31-80	Amended	22:3 VA.R. 421	11/16/05
13 VAC 5-31-100	Amended	22:3 VA.R. 422	11/16/05
13 VAC 5-31-190	Amended	22:3 VA.R. 422	11/16/05
13 VAC 5-31-200	Added	22:3 VA.R. 422	11/16/05
13 VAC 5-31-210	Added	22:3 VA.R. 422	11/16/05
13 VAC 5-51-21	Amended	22:3 VA.R. 422	11/16/05
13 VAC 5-51-31	Amended	22:3 VA.R. 423	11/16/05
13 VAC 5-51-41	Amended	22:3 VA.R. 423	11/16/05
13 VAC 5-51-51	Amended	22:3 VA.R. 424	11/16/05
13 VAC 5-51-51	Erratum	22:5 VA.R. 734	--
13 VAC 5-51-61	Amended	22:3 VA.R. 425	11/16/05
13 VAC 5-51-81	Amended	22:3 VA.R. 425	11/16/05
13 VAC 5-51-91	Amended	22:3 VA.R. 432	11/16/05
13 VAC 5-51-121	Amended	22:3 VA.R. 433	11/16/05
13 VAC 5-51-130	Amended	22:3 VA.R. 434	11/16/05
13 VAC 5-51-131	Amended	22:3 VA.R. 434	11/16/05
13 VAC 5-51-132	Amended	22:3 VA.R. 435	11/16/05
13 VAC 5-51-133	Amended	22:3 VA.R. 435	11/16/05

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
13 VAC 5-51-133.5	Added	22:3 VA.R. 436	11/16/05
13 VAC 5-51-134	Added	22:3 VA.R. 436	11/16/05
13 VAC 5-51-135	Amended	22:3 VA.R. 436	11/16/05
13 VAC 5-51-135.5	Added	22:3 VA.R. 437	11/16/05
13 VAC 5-51-136	Repealed	22:3 VA.R. 437	11/16/05
13 VAC 5-51-145	Added	22:3 VA.R. 437	11/16/05
13 VAC 5-51-150	Amended	22:3 VA.R. 438	11/16/05
13 VAC 5-51-152	Added	22:3 VA.R. 442	11/16/05
13 VAC 5-51-154	Added	22:3 VA.R. 442	11/16/05
13 VAC 5-51-155	Amended	22:3 VA.R. 443	11/16/05
13 VAC 5-62-10 through 13 VAC 5-62-480	Repealed	22:3 VA.R. 444	11/16/05
13 VAC 5-63-10 through 13 VAC 5-63-550	Added	22:3 VA.R. 444-497	11/16/05
13 VAC 5-63-120	Erratum	22:5 VA.R. 734	--
13 VAC 5-63-210	Erratum	22:5 VA.R. 734	--
13 VAC 5-63-270	Erratum	22:5 VA.R. 734	--
13 VAC 5-63-300	Erratum	22:5 VA.R. 734	--
13 VAC 5-91-10	Amended	22:3 VA.R. 498	11/16/05
13 VAC 5-91-20	Amended	22:3 VA.R. 499	11/16/05
13 VAC 5-91-40	Amended	22:3 VA.R. 499	11/16/05
13 VAC 5-91-50	Amended	22:3 VA.R. 499	11/16/05
13 VAC 5-91-70	Amended	22:3 VA.R. 499	11/16/05
13 VAC 5-91-80	Amended	22:3 VA.R. 499	11/16/05
13 VAC 5-91-90	Amended	22:3 VA.R. 499	11/16/05
13 VAC 5-91-110 through 13 VAC 5-91-220	Amended	22:3 VA.R. 499-501	11/16/05
13 VAC 5-91-245 through 13 VAC 5-91-270	Amended	22:3 VA.R. 502	11/16/05
13 VAC 5-112-10 through 13 VAC 5-112-560 emer	Added	22:4 VA.R. 630-649	9/30/05-9/29/06
13 VAC 6-20-10	Amended	22:10 VA.R. 1679	4/12/06
13 VAC 6-20-80	Amended	22:10 VA.R. 1680	4/12/06
13 VAC 6-20-120	Amended	22:10 VA.R. 1680	4/12/06
13 VAC 6-20-350	Amended	22:10 VA.R. 1680	4/12/06
13 VAC 10-160-10	Amended	22:7 VA.R. 1032	12/1/05
13 VAC 10-160-30	Amended	22:7 VA.R. 1033	12/1/05
13 VAC 10-160-55	Amended	22:7 VA.R. 1034	12/1/05
13 VAC 10-160-60	Amended	22:7 VA.R. 1034	12/1/05
13 VAC 10-160-80	Amended	22:7 VA.R. 1035	12/1/05
13 VAC 10-160-90	Amended	22:7 VA.R. 1035	12/1/05
13 VAC 10-180-10	Amended	22:9 VA.R. 1403	1/1/06
13 VAC 10-180-50	Amended	22:9 VA.R. 1404	1/1/06
13 VAC 10-180-60	Amended	22:9 VA.R. 1403	1/1/06
13 VAC 10-180-90	Amended	22:9 VA.R. 1415	1/1/06
<b>Title 14. Insurance</b>			
14 VAC 5-170-20 through 14 VAC 5-170-105	Amended	21:25 VA.R. 3477-3490	8/15/05
14 VAC 5-170-120	Amended	21:25 VA.R. 3490	8/15/05
14 VAC 5-170-130	Amended	21:25 VA.R. 3492	8/15/05
14 VAC 5-170-150	Amended	21:25 VA.R. 3493	8/15/05
14 VAC 5-170-150	Erratum	22:1 VA.R. 114	--
14 VAC 5-170-160	Amended	21:25 VA.R. 3525	8/15/05
14 VAC 5-170-190 Appendices A through D	Amended	21:25 VA.R. 3527-3548	8/15/05
<b>Title 16. Labor and Employment</b>			
16 VAC 15-21-20	Amended	22:4 VA.R. 606	12/1/05
16 VAC 15-21-30	Amended	22:4 VA.R. 606	12/1/05
<b>Title 18. Professional and Occupational Licensing</b>			
18 VAC 47-20-10 emer	Amended	21:25 VA.R. 3574	8/1/05-7/31/06
18 VAC 47-20-35 emer	Added	21:25 VA.R. 3575	8/1/05-7/31/06
18 VAC 47-20-70 emer	Amended	21:25 VA.R. 3575	8/1/05-7/31/06

## Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
18 VAC 47-20-70	Amended	22:6 VA.R. 923	1/1/06
18 VAC 47-20-140 emer	Amended	21:25 VA.R. 3575	8/1/05-7/31/06
18 VAC 47-20-140	Amended	22:6 VA.R. 923	1/1/06
18 VAC 47-20-240 emer	Repealed	21:25 VA.R. 3575	8/1/05-7/31/06
18 VAC 47-20-250 emer	Added	21:25 VA.R. 3576	8/1/05-7/31/06
18 VAC 47-20-260 emer	Added	21:25 VA.R. 3576	8/1/05-7/31/06
18 VAC 47-20-270 emer	Added	21:25 VA.R. 3576	8/1/05-7/31/06
18 VAC 50-22-10	Amended	22:8 VA.R. 1163	2/1/06
18 VAC 50-22-20	Amended	22:8 VA.R. 1164	2/1/06
18 VAC 50-22-30	Amended	22:8 VA.R. 1165	2/1/06
18 VAC 50-22-50	Amended	22:8 VA.R. 1168	2/1/06
18 VAC 50-22-60	Amended	22:8 VA.R. 1169	2/1/06
18 VAC 50-22-260	Amended	22:8 VA.R. 1169	2/1/06
18 VAC 50-22-270	Repealed	22:8 VA.R. 1171	2/1/06
18 VAC 60-20-10 emer	Amended	22:1 VA.R. 106	9/1/05-8/31/06
18 VAC 60-20-20 emer	Amended	22:1 VA.R. 107	9/1/05-8/31/06
18 VAC 60-20-71 emer	Amended	22:1 VA.R. 107	9/1/05-8/31/06
18 VAC 60-20-105 emer	Amended	22:1 VA.R. 107	9/1/05-8/31/06
18 VAC 60-20-106 emer	Amended	22:1 VA.R. 108	9/1/05-8/31/06
18 VAC 60-20-210 emer	Amended	22:1 VA.R. 108	9/1/05-8/31/06
18 VAC 60-20-230 emer	Amended	22:1 VA.R. 109	9/1/05-8/31/06
18 VAC 76-20-20 emer	Amended	21:25 VA.R. 3577	7/25/05-7/24/06
18 VAC 76-20-30 emer	Amended	21:25 VA.R. 3577	7/25/05-7/24/06
18 VAC 76-20-50 emer	Amended	21:25 VA.R. 3577	7/25/05-7/24/06
18 VAC 76-20-60 emer	Amended	21:25 VA.R. 3577	7/25/05-7/24/06
18 VAC 76-20-70 emer	Added	21:25 VA.R. 3578	7/25/05-7/24/06
18 VAC 85-20	Erratum	22:1 VA.R. 114	--
18 VAC 85-20-22	Amended	22:9 VA.R. 1418	2/8/06
18 VAC 85-20-25	Added	22:1 VA.R. 82	10/19/05
18 VAC 85-20-26	Added	22:1 VA.R. 83	10/19/05
18 VAC 85-20-27	Added	22:1 VA.R. 83	10/19/05
18 VAC 85-20-28	Added	22:1 VA.R. 83	10/19/05
18 VAC 85-20-29	Added	22:1 VA.R. 84	10/19/05
18 VAC 85-20-30	Amended	22:1 VA.R. 84	10/19/05
18 VAC 85-20-40	Amended	22:1 VA.R. 84	10/19/05
18 VAC 85-20-50	Amended	22:1 VA.R. 84	10/19/05
18 VAC 85-20-80	Amended	22:1 VA.R. 84	10/19/05
18 VAC 85-20-90	Amended	22:1 VA.R. 84	10/19/05
18 VAC 85-20-100	Amended	22:1 VA.R. 85	10/19/05
18 VAC 85-20-105	Amended	22:1 VA.R. 85	10/19/05
18 VAC 85-20-400 emer	Added	22:10 VA.R. 1695	12/21/05-12/20/06
18 VAC 85-20-410 emer	Added	22:10 VA.R. 1696	12/21/05-12/20/06
18 VAC 85-20-420 emer	Added	22:10 VA.R. 1696	12/21/05-12/20/06
18 VAC 85-40-35	Amended	22:9 VA.R. 1418	2/8/06
18 VAC 85-40-66	Amended	22:7 VA.R. 1036	1/11/06
18 VAC 85-40-85 through 18 VAC 85-40-91	Added	22:1 VA.R. 87-89	10/19/05
18 VAC 85-50-35	Amended	22:9 VA.R. 1419	2/8/06
18 VAC 85-50-175 through 18 VAC 85-50-184	Added	22:1 VA.R. 89-91	10/19/05
18 VAC 85-80-26	Amended	22:9 VA.R. 1419	2/8/06
18 VAC 85-80-120 through 18 VAC 85-80-125	Added	22:1 VA.R. 92-93	10/19/05
18 VAC 85-80-120 through 18 VAC 85-80-125	Erratum	22:4 VA.R. 659	--
18 VAC 85-101-25	Amended	22:9 VA.R. 1419	2/8/06
18 VAC 85-101-161 through 18 VAC 85-101-166	Added	22:1 VA.R. 94-95	10/19/05
18 VAC 85-110-35	Amended	22:9 VA.R. 1420	2/8/06
18 VAC 85-110-175 through 18 VAC 85-110-183	Added	22:1 VA.R. 95-98	10/19/05
18 VAC 85-120-50	Amended	22:2 VA.R. 254	12/17/05

## Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
18 VAC 85-120-150	Amended	22:9 VA.R. 1420	2/8/06
18 VAC 85-120-155 through 18 VAC 85-120-162	Added	22:1 VA.R. 98-100	10/19/05
18 VAC 85-130-10 through 18 VAC 85-130-170 emer	Added	22:10 VA.R. 1696-1700	12/21/05-12/20/06
18 VAC 90-25-80	Amended	22:8 VA.R. 1171	1/25/06
18 VAC 105-20-5	Added	22:4 VA.R. 607	11/30/05
18 VAC 105-20-10	Amended	22:4 VA.R. 607	11/30/05
18 VAC 105-20-15	Amended	22:4 VA.R. 607	11/30/05
18 VAC 105-20-16	Added	22:4 VA.R. 608	11/30/05
18 VAC 105-20-20	Amended	22:4 VA.R. 608	11/30/05
18 VAC 105-20-70	Amended	22:4 VA.R. 608	11/30/05
18 VAC 105-30-10 through 18 VAC 105-30-120	Repealed	22:4 VA.R. 606	11/30/05
18 VAC 110-20-20	Amended	22:2 VA.R. 246	11/2/05
18 VAC 110-20-320	Amended	22:7 VA.R. 1037	1/11/06
18 VAC 110-30-10	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-15	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-20	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-30	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-35	Repealed	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-40	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-50	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-80	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-110	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-130	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-150	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-170 through 18 VAC 110-30-220	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-240	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-260	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 110-30-270	Amended	22:10 VA.R. 1662	2/22/06
18 VAC 112-20-135	Amended	22:1 VA.R. 100	10/19/05
18 VAC 112-20-150	Amended	22:1 VA.R. 101	10/19/05
18 VAC 112-20-151	Repealed	22:1 VA.R. 101	10/19/05
18 VAC 115-20-20	Amended	22:2 VA.R. 249	1/14/06
18 VAC 115-20-130	Amended	22:7 VA.R. 1039	1/11/06
18 VAC 115-20-140	Amended	22:7 VA.R. 1040	1/11/06
18 VAC 115-20-150	Amended	22:7 VA.R. 1041	1/11/06
18 VAC 115-30-30	Amended	22:2 VA.R. 250	1/21/06
18 VAC 115-50-110	Amended	22:7 VA.R. 1041	1/11/06
18 VAC 115-50-120	Amended	22:7 VA.R. 1042	1/11/06
18 VAC 115-50-130	Amended	22:7 VA.R. 1043	1/11/06
18 VAC 115-60-130	Amended	22:7 VA.R. 1043	1/11/06
18 VAC 115-60-140	Amended	22:7 VA.R. 1045	1/11/06
18 VAC 115-60-150	Amended	22:7 VA.R. 1045	1/11/06
18 VAC 140-20-30	Amended	22:9 VA.R. 1420	2/8/06
18 VAC 150-20-100	Amended	21:26 VA.R. 3701	10/5/05
<b>Title 19. Public Safety</b>			
19 VAC 30-20-40	Amended	22:10 VA.R. 1663	3/1/06
19 VAC 30-20-80	Amended	22:10 VA.R. 1663	3/1/06
19 VAC 30-20-205	Added	22:10 VA.R. 1663	3/1/06
19 VAC 30-20-220	Amended	22:10 VA.R. 1663	3/1/06
19 VAC 30-20-250	Amended	22:10 VA.R. 1663	3/1/06
<b>Title 20. Public Utilities and Telecommunications</b>			
20 VAC 5-400-80	Repealed	22:4 VA.R. 612	11/1/05
20 VAC 5-427-10	Erratum	22:1 VA.R. 114	--
20 VAC 5-427-10 through 20 VAC 5-427-170	Added	22:4 VA.R. 613-625	11/1/05
20 VAC 5-427-100	Erratum	22:1 VA.R. 114	--
20 VAC 5-427-110	Erratum	22:1 VA.R. 114	--

## Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
20 VAC 5-427-130	Erratum	22:1 VA.R. 114	--
<b>Title 22. Social Services</b>			
22 VAC 40-71-10 emer	Amended	22:2 VA.R. 261	12/28/05-12/27/06
22 VAC 40-71-50 emer	Amended	22:2 VA.R. 266	12/28/05-12/27/06
22 VAC 40-71-55 emer	Added	22:2 VA.R. 266	12/28/05-12/27/06
22 VAC 40-71-60 emer	Amended	22:2 VA.R. 267	12/28/05-12/27/06
22 VAC 40-71-65 emer	Added	22:2 VA.R. 269	12/28/05-12/27/06
22 VAC 40-71-80 emer	Amended	22:2 VA.R. 269	12/28/05-12/27/06
22 VAC 40-71-120 emer	Amended	22:2 VA.R. 270	12/28/05-12/27/06
22 VAC 40-71-130 emer	Amended	22:2 VA.R. 270	12/28/05-12/27/06
22 VAC 40-71-150 emer	Amended	22:2 VA.R. 270	12/28/05-12/27/06
22 VAC 40-71-400 emer	Amended	22:2 VA.R. 274	12/28/05-12/27/06
22 VAC 40-71-485 emer	Added	22:2 VA.R. 277	12/28/05-12/27/06
22 VAC 40-71-485	Erratum	22:4 VA.R. 659	--
22 VAC 40-71-630 emer	Amended	22:2 VA.R. 278	12/28/05-12/27/06
22 VAC 40-71-630	Erratum	22:4 VA.R. 660	--
22 VAC 40-71-650 emer	Amended	22:2 VA.R. 279	12/28/05-12/27/06
22 VAC 40-71-660 emer	Repealed	22:2 VA.R. 280	12/28/05-12/27/06
22 VAC 40-71-670 emer	Amended	22:2 VA.R. 280	12/28/05-12/27/06
22 VAC 40-71-700 emer	Amended	22:2 VA.R. 281	12/28/05-12/27/06
22 VAC 40-80-120 emer	Amended	22:2 VA.R. 285	12/28/05-12/27/06
22 VAC 40-80-340 emer	Amended	22:2 VA.R. 286	12/28/05-12/27/06
22 VAC 40-80-345 emer	Added	22:2 VA.R. 287	12/28/05-12/27/06
22 VAC 40-141-20	Amended	22:10 VA.R. 1664	2/22/06
22 VAC 40-141-30	Amended	22:10 VA.R. 1664	2/22/06
22 VAC 40-141-80 through 22 VAC 40-141-90	Amended	22:10 VA.R. 1664-1666	2/22/06
22 VAC 40-141-110 through 22 VAC 40-141-210	Amended	22:10 VA.R. 1666-1672	2/22/06
22 VAC 40-730-10	Amended	22:2 VA.R. 251	11/2/05
22 VAC 40-730-115	Amended	22:2 VA.R. 252	11/2/05
22 VAC 40-730-115	Amended	22:9 VA.R. 1421	2/8/06
<b>Title 24. Transportation and Motor Vehicles</b>			
24 VAC 30-121-10 through 24 VAC 30-121-40	Added	22:10 VA.R. 1672-1676	2/22/06

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# PETITIONS FOR RULEMAKING

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## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### BOARD OF ACCOUNTANCY

#### Agency Decision

Title of Regulation: **18 VAC 5-21. Board of Accountancy Regulations.**

Statutory Authority: §§ 2.2-4007, 54.1-4403 and 54.1-4409 of the Code of Virginia.

Name of Petitioner: Anonymous.

Nature of Petitioner's Request: The petitioner is requesting that the board consider creating an exception to the board's current education requirements to sit for the Uniform CPA examination and to obtain a license to practice public accountancy in Virginia. The exception would be based upon an individual's experience.

Agency Decision: Request denied.

Statement of Reasons for Decision: The board established regulations based on the theory that to perform the tasks required of a Certified Public Accountant (CPA) an individual must have post-high-school education, pass an entry examination and demonstrate a certain level of skill and ability on the job. With the changes in the work environment, the education requirements have increased through the years; the examination is updated periodically to ensure that the candidate is examined on current job requirements; and skills, abilities and knowledge levels have changed significantly during the past five years. The board is confident that education, examination and experience are absolutely essential elements required to perform work in the field of public accounting. Therefore, a regulatory change cannot be proposed by the board.

Agency Contact: Nancy Taylor Feldman, Executive Director, Board of Accountancy, 3600 West Broad Street, Suite 378, Richmond, VA 23230, telephone (804) 367-8505, FAX (804) 367-2174, or e-mail [boa@boa.virginia.gov](mailto:boa@boa.virginia.gov).

VA.R. Doc. No. R06-112; Filed January 17, 2006, 11:39 a.m.



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# NOTICES OF INTENDED REGULATORY ACTION

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## Symbol Key

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

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## TITLE 4. CONSERVATION AND NATURAL RESOURCES

### VIRGINIA SOIL AND WATER CONSERVATION BOARD

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Virginia Soil and Water Conservation Board intends to consider amending regulations entitled **4 VAC 50-20, Impounding Structure Regulations**. The purpose of the proposed action is to (i) establish an alternative procedure (decision matrix) that would allow for the evaluation of spillway design floods (SDF) less than the probable maximum flood (PMF) where there would be unreasonable or significant increase in hazard to life and property; (ii) establish alteration permit requirements similar to construction permit requirements; (iii) expand the requirements of an emergency action plan to meet federal requirements; (iv) amend references to new and existing dams to clarify that the regulations refer to all dams unless otherwise specified; (v) improve the applicability and consistency of Table 1 in 4 VAC 50-20-50 and improve the risk classification system; (vi) establish permit application fees for the administration of the dam safety program; (vii) amend or remove the forms that are incorporated by reference; (viii) clarify the meanings of terminologies such as "significantly," "appropriate," and "reasonable" as well as the threshold at which "probable" becomes "possible"; and (ix) revise the regulations as needed to improve the administration and implementation of the Virginia Dam Safety Program.

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

Statutory Authority: § 10.1-604 of the Code of Virginia.

Public comments may be submitted until February 24, 2006.

**Contact:** David C. Dowling, Policy, Planning and Budget Director, Department of Conservation and Recreation, 203 Governor St., Suite 302, Richmond, VA 23219, telephone (804) 786-2291, FAX (804) 786-6141 or e-mail david.dowling@dcr.virginia.gov.

VA.R. Doc. No. R06-130; Filed December 7, 2005, 9:51 a.m.

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Virginia Soil and Water Conservation Board intends to consider amending regulations entitled **4 VAC 50-60, Stormwater Management Regulations**. The Virginia Stormwater Management Program was created by Chapter 372 of the 2004 Virginia Acts of Assembly (HB1177) and this action transferred the responsibility of the permitting

programs for MS4s and construction activities from the State Water Control Board and DEQ to the Virginia Soil and Water Conservation Board and DCR. The law authorized the board to delegate to the department or to an approved locality any of the powers and duties vested in it except the adoption and promulgation of regulations. The purpose of this proposed action is to consider the development and adoption of revised regulations to establish minimal criteria of a local stormwater management program and board approval procedures for the delegation of the stormwater management program for construction activities, or parts thereof, to localities per § 10.1-603.3 of the Code of Virginia; and to revise the regulation, as needed, to improve the administration and implementation of the Virginia Stormwater Management Act (§ 10.1-603.2 et seq.) per the requirements set forth in the federal Clean Water Act and its attendant regulations.

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

Statutory Authority: §§ 10.1-107 and 10.1-603.4 of the Code of Virginia.

Public comments may be submitted until February 24, 2006.

**Contact:** David C. Dowling, Policy, Planning and Budget Director, Department of Conservation and Recreation, 203 Governor St., Suite 302, Richmond, VA 23219, telephone (804) 786-2291, FAX (804) 786-6141 or e-mail david.dowling@dcr.virginia.gov.

VA.R. Doc. No. R06-128; Filed December 7, 2005, 10:04 a.m.

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Virginia Soil and Water Conservation Board intends to consider amending regulations entitled **4 VAC 50-60, Stormwater Management Regulations**. The purpose of the proposed action is to consider the development and adoption of regulations that establish or revise the statewide stormwater permit fees at a level sufficient to carry out the stormwater management program per § 10.1-603.4.5 of the Code of Virginia; and to revise the related provisions in the regulations, as needed, to improve the administration and implementation of fees under the Virginia Stormwater Management Act (§ 10.1-603.2 et seq.).

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

Statutory Authority: §§ 10.1-107 and 10.1-603.4 of the Code of Virginia.

Public comments may be submitted until February 24, 2006.

**Contact:** David C. Dowling, Policy, Planning and Budget Director, Department of Conservation and Recreation, 203 Governor St., Suite 302, Richmond, VA 23219, telephone

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# Notices of Intended Regulatory Action

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(804) 786-2291, FAX (804) 786-6141 or e-mail david.dowling@dcr.virginia.gov.

VA.R. Doc. No. R06-129; Filed December 7, 2005, 10:04 a.m.

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## TITLE 6. CRIMINAL JUSTICE AND CORRECTIONS

### STATE BOARD OF JUVENILE JUSTICE

#### 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 Juvenile Justice intends to consider adopting regulations entitled **6 VAC 35-190, Regulations Governing Juvenile Work Release Programs**. The purpose of the proposed action is establish a new regulation, mandated by Chapter 648 of the 2005 Acts of Assembly, that sets forth the rules and criteria by which the department may operate work release programs whereby committed juveniles may (i) be employed by private individuals, corporations, or state agencies at places of business or (ii) attend educational or other related community activity programs outside of a juvenile correctional facility. Chapter 648 requires the department to provide juveniles committed to the department with opportunities to work and participate in career training or technical education programs as operated by DJJ or by the Department of Correctional Education (DCE) and sets forth requirements to be included in the regulation, including eligibility for work release, compensation, custody, and penalties for violating the terms of work release.

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

Statutory Authority: § 66-10 of the Code of Virginia.

Public comments may be submitted until February 8, 2006.

**Contact:** Donald R. Carignan, Regulatory Coordinator, Department of Juvenile Justice, 700 E. Franklin Street, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0743, FAX (804) 371-0773, or e-mail don.carignan@djj.virginia.gov.

VA.R. Doc. No. R06-139; Filed December 14, 2005, 11:42 a.m.

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## TITLE 8. EDUCATION

### STATE BOARD OF EDUCATION

#### † 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 Education intends to consider amending regulations entitled **8 VAC 20-40,**

**Regulations Governing Educational Services for Gifted Students.** The Regulations Governing Educational Services for Gifted Students were last approved in 1993, with an effective date of February 1995. The regulations specify what gifted education services school divisions in the Commonwealth of Virginia shall provide students from kindergarten through graduation. The regulations speak to the areas of giftedness to be served, the identification of students in the selected areas of service, the criteria for screening and identification, the components of the local plan that each division must have approved by the Department of Education, the assurances the school division must provide to the department regarding elements within the local plan, and provisions of use of state funds designated for divisionwide gifted education services. The proposed revisions will allow the Virginia Board of Education to review contemporary research and best practices in the field that have occurred in the last decade and to ensure that Virginia's regulations are consistent with that information.

Statutory Authority: §§ 22.1-16 and 22.1-253.13:1 of the Code of Virginia.

Public comments may be submitted until March 8, 2006.

**Contact:** Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Department of Education, P.O. Box 2120, James Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail margaret.roberts@doe.virginia.gov.

VA.R. Doc. No. R06-163; Filed January 10, 2006, 11:27 a.m.

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## TITLE 12. HEALTH

### STATE MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES BOARD

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Mental Health, Mental Retardation And Substance Abuse Services Board intends to consider amending regulations entitled **12 VAC 35-45, Regulations for Providers of Mental Health, Mental Retardation and Substance Abuse Residential Services for Children.** The purpose of the proposed action is to add provisions for licensing providers of brain injury services in accordance with Chapter 725 of the 2005 Acts of Assembly.

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

Statutory Authority: § 37.2-203 of the Code of Virginia.

Public comments may be submitted until February 24, 2006.

**Contact:** Leslie Anderson, Director, Office of Licensing, Department of Mental Health, Mental Retardation and Substance Abuse Services, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 371-6885, FAX (804) 692-0066 or e-mail leslie.anderson@co.dmhmsas.virginia.gov.

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# Notices of Intended Regulatory Action

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VA.R. Doc. No. R06-159; Filed December 30, 2005, 2:43 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 Mental Health, Mental Retardation And Substance Abuse Services Board intends to consider amending regulations entitled **12 VAC 35-105, Rules and Regulations for the Licensing of Providers of Mental Health, Mental Retardation and Substance Abuse Services**. The purpose of the proposed action is to add provisions for licensing providers of brain injury services in accordance with Chapter 725 of the 2005 Acts of Assembly.

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

Statutory Authority: § 37.2-203 of the Code of Virginia.

Public comments may be submitted until February 24, 2006.

**Contact:** Leslie Anderson, Director, Office of Licensing, Department of Mental Health, Mental Retardation and Substance Abuse Services, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 371-6885, FAX (804) 692-0066 or e-mail [leslie.anderson@co.dmhmrzas.virginia.gov](mailto:leslie.anderson@co.dmhmrzas.virginia.gov).

VA.R. Doc. No. R06-161; Filed December 30, 2005, 2:40 p.m.



## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### BOARD OF MEDICINE

## Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Medicine intends to consider amending regulations entitled **18 VAC 85-20, Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic**. The purpose of the proposed action is to establish standards for mixing, diluting or reconstituting sterile drug products by doctors or persons under their supervision in accordance with Chapter 475 of the 2005 Acts of the Assembly.

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

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

Public comments may be submitted until February 22, 2006.

**Contact:** William J. Harp, M.D., Executive Director, Board of Medicine, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943 or e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

VA.R. Doc. No. R06-148; Filed December 21, 2005, 1:51 a.m.

## Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Medicine intends to consider adopting regulations entitled **18 VAC 85-130, Regulations Governing the Practice of Licensed Midwives**. The purpose of the proposed action is to establish new regulations for the licensure of midwives.

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

Statutory Authority: §§ 54.1-2400 and 54.1-2957.9 of the Code of Virginia.

Public comments may be submitted until February 22, 2006.

**Contact:** William J. Harp, M.D., Executive Director, Board of Medicine, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943 or e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

VA.R. Doc. No. R06-149; Filed December 21, 2005, 1:52 a.m.



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# PROPOSED REGULATIONS

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For information concerning Proposed Regulations, see Information Page.

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## 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.

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## TITLE 10. FINANCE AND FINANCIAL INSTITUTIONS

### STATE CORPORATION COMMISSION

#### Revised Proposed

**REGISTRAR'S NOTICE:** The State Corporation Commission is exempt from the Administrative Process Act in accordance with § 2.2-4002 A 2 of the Code of Virginia, which exempts courts, any agency of the Supreme Court, and any agency that by the Constitution is expressly granted any of the powers of a court of record.

This regulatory action was initially proposed in 21:13 VA.R. 1819-1823 March 7, 2005. New proposed changes are shown in brackets.

**Title of Regulation:** 10 VAC 5-160. Rules Governing Mortgage Lenders and Brokers (amending 10 VAC 5-160-10, 10 VAC 5-160-20, and 10 VAC 5-160-30; adding 10 VAC 5-160-60).

**Statutory Authority:** §§ 6.1-421 and 12.1-13 of the Code of Virginia.

**Public Hearing Date:** A public hearing will be held upon request.

Public comments may be submitted until February 22, 2006.

**Agency Contact:** Susan Hancock, Deputy Commissioner, Bureau of Financial Institutions, State Corporation Commission, P.O. Box 1197, Richmond, VA 23218, telephone (804) 371-9701, toll-free (800) 552-7945, FAX (804) 371-9416, or e-mail [susan.hancock@scc.virginia.gov](mailto:susan.hancock@scc.virginia.gov).

#### Summary:

*The revised proposed regulations establish restrictions and impose disclosure requirements in connection with advertisements used by mortgage lenders and mortgage brokers, define several terms, establish disclosure requirements in connection with the use of the word "preapproved," and require licensees to file written reports upon the occurrence of various events. The State Corporation Commission is also proposing to make technical changes to several existing definitions, and to modify and supplement its regulations concerning operating rules and lock-in agreements.*

AT RICHMOND, JANUARY 17, 2006

COMMONWEALTH OF VIRGINIA, *ex rel.*

STATE CORPORATION COMMISSION

CASE NO. BFI-2005-00012

Ex Parte: In re: proposed mortgage lender and mortgage broker regulations

#### ORDER TO TAKE NOTICE

On February 11, 2005, the State Corporation Commission ("Commission") entered an Order To Take Notice of proposed amendments to the Commission's Rules Governing Mortgage Lenders and Brokers, 10 VAC 5-160-10 et seq. The Order and proposed amendments were published in the Virginia Register on March 7, 2005, posted on the Commission's website, and mailed to all licensees under the Mortgage Lender and Broker Act ("the Act"), § 6.1-408 et seq. of the Code of Virginia, and other interested persons. All interested persons were afforded an opportunity to file written comments and request a hearing.

Numerous written comments were filed but no request for a hearing was received. On April 25, 2005, the Commission entered an Order Directing Response to Comments, which required the Bureau of Financial Institutions ("Bureau") to file a response to the comments received on or before June 17, 2005. The Bureau duly filed its Response to Comments, which was delivered to all commenters. On July 12, 2005, the Commission entered an Order Permitting Further Responses, which authorized all commenters to file a reply to the Bureau's Response on or before August 26, 2005. Several of the commenters filed such a reply.

NOW THE COMMISSION, having considered the record, the proposed amended regulations, and all comments, responses and replies filed, finds that the proposed amended regulations should be modified in light of certain comments, responses, and replies received, and that licensed mortgage lenders and mortgage brokers and other interested parties should be afforded an opportunity to file written comments or request a hearing on the modified proposed amended regulations.

#### IT IS THEREFORE ORDERED THAT:

- (1) The modified proposed amended regulations are appended hereto and made a part of the record herein.
- (2) Comments or requests for a hearing on the modified proposed amended regulations must be submitted in writing to Joel H. Peck, Clerk, State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218, on or before February 22, 2006. Comments should be limited to the modifications made to the proposed amended regulations and not reiterate comments that were previously filed in this case. All correspondence shall contain a reference to Case No. BFI-2005-00012. Interested persons desiring to submit comments or request a hearing electronically may do so by following the instructions available at the Commission's website:

<http://www.scc.virginia.gov/caseinfo.htm>

(3) If no written request for a hearing on the modified proposed amended regulations is filed on or before February 22, 2006, the Commission, upon consideration of any comments submitted in support of or in opposition to the modifications, may adopt the modified proposed amended regulations effective May 1, 2006.

(4) The modified proposed amended regulations shall be posted on the Commission's website at <http://www.scc.virginia.gov/caseinfo.htm>.

(5) AN ATTESTED COPY hereof, together with a copy of the modified proposed amended regulations, shall be sent to the Registrar of Regulations for publication in the Virginia Register.

AN ATTESTED COPY hereof shall be sent to the Commissioner of Financial Institutions, who shall forthwith provide written notice hereof to all licensed mortgage lenders and mortgage brokers and such other interested parties as he may designate.

### 10 VAC 5-160-10. Definitions.

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

*"Advertisement" means a commercial message in any medium that promotes, directly or indirectly, a mortgage loan. The term includes a communication sent to a consumer as part of a solicitation of business, but excludes messages on promotional items such as pens, pencils, notepads, hats, calendars, etc. [ , as well as rate sheets or other information distributed or made available solely to other businesses. ]*

*"Affiliate" for purposes of subdivision 3 of § 6.1-411 of the Code of Virginia means an entity of which 25% or more of the voting shares or ownership interest is held, directly or indirectly, by a company that also owns a bank, savings institution, or credit union.*

*"Commission" and "commissioner" shall have the meanings ascribed to them in § 6.1-409 of the Code of Virginia.*

*"Commitment" means a written offer to make a mortgage loan signed by a mortgage lender, or by another person authorized to sign such instruments offers on behalf of a mortgage lender.*

*"Commitment agreement" means a commitment accepted by an applicant for a mortgage loan, as evidenced by the applicant's signature thereon.*

*"Commitment fee" means any fee or charge accepted by a mortgage lender, or by a mortgage broker for transmittal to a mortgage lender, as consideration for binding the mortgage lender to make a mortgage loan in accordance with the terms of the a commitment or as a requirement for acceptance by the applicant of a commitment, but the term does not include fees paid to third persons or interest.*

*"Fees paid to third persons" means the bona fide fees or charges paid by the applicant for a mortgage loan to third persons other than the mortgage lender or mortgage broker, or paid by the applicant to, or retained by, the mortgage lender or mortgage broker for transmittal to such third persons in*

connection with the mortgage loan, including, but not limited to, recording taxes and fees, reconveyance or releasing fees, appraisal fees, credit report fees, attorney fees, fees for title reports and title searches, title insurance premiums, surveys and similar charges.

*"Lock-in agreement" means a written agreement between a mortgage lender, or a mortgage broker acting on behalf of a mortgage lender, and an applicant for a mortgage loan which that establishes and sets an interest rate and the points to be charged in connection with a mortgage loan that is closed within the time period specified in the agreement. A lock-in agreement can be entered into before mortgage loan approval, subject to the mortgage loan being approved and closed, or after such approval. A commitment agreement which that establishes and sets an interest rate and the points to be charged in connection with a mortgage loan that is closed within the time period specified in the agreement is also a lock-in agreement. The interest rate that is established and set by the agreement may be either a fixed rate or an adjustable rate.*

*"Lock-in fee" means any fee or charge accepted by a mortgage lender, or by a mortgage broker for transmittal to a mortgage lender, as consideration for making a lock-in agreement, but the term does not include fees paid to third persons or interest.*

*"Mortgage lender," "mortgage broker," and "mortgage loan" shall have the meaning meanings ascribed to them in § 6.1-409 of the Code of Virginia.*

*"Points" means any fee or charge retained or received by a mortgage lender or mortgage broker stated or calculated as a percentage or fraction of the principal amount of the loan, other than or in addition to fees paid to third persons or interest.*

*"Reasonable period of time" means that period of time, determined by a mortgage lender in good faith on the basis of its most recent relevant experience and other facts and circumstances known to it, within which the mortgage loan will be closed.*

*"Subsidiary" for purposes of subdivision 3 of § 6.1-411 of the Code of Virginia means an entity of which 25% or more of the voting shares or ownership interest is held, directly or indirectly, by a bank, savings institution, or credit union.*

### 10 VAC 5-160-20. Operating rules.

A licensee shall conduct its business in accordance with the following rules:

1. No licensee shall ~~intentionally~~ misrepresent the qualification requirements for a mortgage loan or any material loan terms or make false ~~promises or misleading statements~~ to induce an applicant to apply for a mortgage loan or to induce an applicant to enter into any commitment agreement or lock-in agreement or to induce an applicant to pay any commitment fee or lock-in fee in connection therewith. A "material loan term" means the loan terms required to be disclosed to a consumer pursuant to (i) the federal [ ~~Truth in Lending~~ *Truth in Lending* ] Act (15 USC §§ 1601-1647 *et seq.*), and regulations and official commentary issued thereunder, as amended from time to

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time, (ii) § 6.1-2.9:5 of the Code of Virginia, and (iii) 10 VAC 5-160-30 ~~of this chapter~~. [ A misrepresentation or false or misleading statement resulting directly from incorrect information furnished to a licensee by a third party shall not be considered a violation of this section if the licensee has supporting documentation thereof and the licensee's reliance thereon was reasonable. ]

2. No licensee shall retain any portion of any fees or charges imposed upon consumers for goods or services provided by third parties. All moneys received by a licensee from an applicant for fees paid to third persons shall be accounted for separately, and all disbursements for fees paid to third persons shall be supported by adequate documentation of the services for which such fees were or are to be paid. All such moneys shall be deposited in an escrow account in a bank, savings institution, or credit union segregated from other funds of the licensee.

3. The mortgagor who obtains a mortgage loan shall be entitled to continue to make payments to the transferor of the servicing rights under a mortgage loan until the mortgagor is given written notice of the transfer of the servicing rights by the transferor. The notice shall specify the name and address to which future payments are to be made and shall be mailed or delivered to the mortgagor at least 10 calendar days before the first payment affected by the notice.

4. If a person has been or is engaged in business as a mortgage lender or mortgage broker and has filed a bond ~~or letter of credit~~ with the commissioner, as required by § 6.1-413 of the Code of Virginia, such bond ~~or letter of credit~~ shall be retained by the commissioner notwithstanding the occurrence of any of the following events:

- a. The person's application for a license is withdrawn or denied;
- b. The person's license is surrendered, suspended, or revoked; or
- c. The person ceases engaging in business as a mortgage lender or mortgage broker.

5. Within 15 days of becoming aware of the occurrence of any of the following events, a licensed mortgage lender or mortgage broker shall file a written report with the commissioner describing such event and its expected impact, if any, on the activities of the licensee in the Commonwealth:

- a. The licensee files for bankruptcy or reorganization.
- b. Any governmental authority institutes revocation or suspension proceedings against the licensee, or revokes or suspends a mortgage-related license held or formerly held by the licensee.
- c. Any governmental authority takes [(i)] formal [~~or informal~~] regulatory or enforcement action against the licensee relating to its mortgage business [ or (ii) any other action against the licensee relating to its mortgage business where the total amount of restitution or other payment from the licensee exceeds \$20,000. A licensee shall not be required to provide the commissioner with

information about such event to the extent that such disclosure is prohibited by the laws of another state ].

d. Based on allegations by any governmental authority that the licensee violated any law or regulation applicable to the conduct of its licensed mortgage business, the licensee enters into, or otherwise agrees to the entry of, a settlement or consent order, decree, or agreement with or by such governmental authority.

e. The licensee surrenders its license to engage in any mortgage-related business in another state in lieu of threatened or pending license revocation, license suspension, or other regulatory or enforcement action.

f. The licensee is denied a license to engage in any mortgage-related business in another state.

g. The licensee or any of its employees, officers, directors, or principals is indicted for a felony.

h. The licensee or any of its employees, officers, directors, or principals is convicted of a felony.

6. No licensee shall inform a consumer that such consumer has been or will be [~~"approved,"~~] "preapproved [ 7 ]" or "pre-approved" for a mortgage loan unless [~~a mortgage lender has issued a written commitment, after a comprehensive analysis of the consumer's creditworthiness (including verification of income, resources, and other matters typically done as part of a normal credit evaluation program), which is conditioned solely upon (i) identification of a suitable property, if the subject property has not yet been identified; (ii) no material change in the applicant's financial condition or creditworthiness prior to closing; and (iii) limitations not related to the financial condition or creditworthiness of the applicant that a mortgage lender ordinarily attaches to a traditional mortgage application (such as completion of a home inspection, an acceptable title insurance binder, certification of a clear termite inspection, etc.)~~] the licensee contemporaneously provides the consumer with a separate written disclosure (in at least 10-point type) that (i) explains what preapproved means; (ii) informs the consumer that the consumer's loan application has not yet been approved; (iii) states that a written commitment to make a mortgage loan has not yet been issued; and (iv) advises the consumer what needs to occur before the consumer's loan application can be approved. This provision shall not apply to advertisements subject to 10 VAC 5-160-60].

## 10 VAC 5-160-30. Commitment agreements and lock-in agreements.

A. A commitment agreement shall include the following:

1. Identification of the property intended to secure the mortgage loan (this does not require a formal legal description);
2. The principal amount and term of the loan;
3. The interest rate and points for the mortgage loan if the commitment agreement is also a lock-in agreement or a statement that the mortgage loan will be made at the mortgage lender's prevailing rate and points for such loans

at the time of closing or a specified number of days prior to closing;

4. The amount of any commitment fee and the time within which the commitment fee must be paid;

5. Whether or not funds are to be escrowed and for what purpose;

6. Whether or not private mortgage insurance is required;

7. The length of the commitment period;

8. A statement that if the loan is not closed within the commitment period, the mortgage lender is no longer obligated by the commitment agreement and any commitment fee paid by the applicant will be refunded only under the circumstances set forth in subsection C of this section and such other circumstances as are set forth in the commitment agreement; and

9. Any other terms and conditions of the commitment agreement required by the lender.

B. [ If ] a lock-in agreement [ is issued by a mortgage lender or mortgage broker to a consumer, it ] shall be signed by a representative of the mortgage lender or mortgage broker and include the following:

1. The interest rate and points for the mortgage loan, and if the rate is an adjustable rate, the initial interest rate and a brief description of the method of determining the rate (such as the index and the margin);

2. The amount of any lock-in fee and the time within which the lock-in fee must be paid;

3. The length of the lock-in period;

4. A statement that if the loan is not closed within the lock-in period, the mortgage lender is no longer obligated by the lock-in agreement and any lock-in fee paid by the applicant will be refunded only under the circumstances set forth in subsection D of this section and such other circumstances as are set forth in the lock-in agreement;

5. A statement that any terms not locked-in by the lock-in agreement are subject to change until the loan is closed at settlement; and

6. Any other terms and conditions of the lock-in agreement required by the mortgage lender or mortgage broker acting on behalf of a mortgage lender.

C. If an applicant has paid any commitment fee, and the mortgage loan is not closed due to any of the following, such commitment fee shall be refunded:

1. The commitment period was not a reasonable period of time given the prevailing market conditions at the time the commitment agreement was entered into;

2. The mortgage loan is turned down because of the applicant's lack of creditworthiness; or

3. The mortgage loan is turned down because of the appraised value of the property intended to secure the mortgage loan;

D. If an applicant has paid any lock-in fee and the loan is not closed because the lock-in period was not a reasonable period of time given the prevailing market conditions at the time the lock-in agreement was entered into, such lock-in fee shall be refunded.

E. A mortgage broker shall not issue a lock-in agreement to a consumer unless the mortgage broker has actually locked in the mortgage loan, including the applicable interest rate, points, and other terms, with a mortgage lender. A mortgage broker shall maintain [ supporting ] written [ ~~confirmation~~ documentation ] from the mortgage lender of all lock-in information for at least three years from the date the lock-in expires.

## 10 VAC 5-160-60. Advertising.

A. Every advertisement used by, or published on behalf of, a licensed mortgage lender or mortgage broker shall clearly and conspicuously disclose the following information:

1. The name of the mortgage lender or mortgage broker as set forth in the license issued by the commission.

2. A statement that the mortgage lender or mortgage broker is licensed by the "Virginia State Corporation Commission."

3. The license number assigned by the commission to the mortgage lender or mortgage broker (i.e., MB-XXX, ML-XXX, or MLB-XXX).

~~[ 4. If licensed solely as a mortgage broker, a statement that loans are funded by third-party mortgage lenders.~~

~~5. 4.] If an advertisement contains a rate of interest, a statement that the stated rate may change or not be available at the time of loan commitment or lock-in.~~

~~[ 6. 5.] If an advertisement contains specific information about a consumer's existing mortgage loan and such information was not obtained from the consumer, a statement identifying the source of such information (e.g., public court records, credit reporting agency, etc.).~~

B. No mortgage lender or mortgage broker shall deceptively advertise a mortgage loan, make false or misleading statements or representations, or misrepresent the terms, conditions, or charges incident to obtaining a mortgage loan.

C. No mortgage lender or mortgage broker shall use or cause to be published an advertisement that states or implies [ ~~any of~~ ] the following:

~~[ 1. A mortgage loan will be funded by a mortgage broker.~~

~~2. A mortgage loan can be approved or closed immediately.~~

~~3. 1.] The mortgage lender or mortgage broker is affiliated with, or an agent or division of, a governmental agency, depository institution, or other entity with which no such relationship exists [ ; or ]~~

~~[ 4. 2.] A consumer has been or will be [ "approved," "preapproved [ ; ]" or "pre-approved" for a mortgage loan, unless [ a the ] mortgage lender [ has issued a written commitment, after a comprehensive analysis of the consumer's creditworthiness (including verification of income, resources, and other matters typically done as part~~

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~~of a normal credit evaluation program), which is conditioned solely upon (i) identification of a suitable property, if the subject property has not yet been identified; (ii) no material change in the applicant's financial condition or creditworthiness prior to closing; and (iii) limitations not related to the financial condition or creditworthiness of the applicant that a mortgage lender ordinarily attaches to a traditional mortgage application (such as completion of a home inspection, an acceptable title insurance binder, certification of a clear termite inspection, etc.) or mortgage broker (i) discloses on the face of the advertisement in at least 14-point bold type that "THIS IS NOT A LOAN APPROVAL" and (ii) clearly and conspicuously discloses the conditions and/or qualifications associated with such preapproval. This provision is intended to supplement the requirements of the Fair Credit Reporting Act, 15 USC § 1681 et seq., relating to firm offers of credit ]~~

D. A mortgage lender or mortgage broker shall not use or cause to be published any advertisement that gives a consumer the false impression that the advertisement is being sent by the consumer's current noteholder or lienholder. If an advertisement contains the name of the consumer's current noteholder or lienholder, it shall not be more conspicuous than the name of the mortgage lender or mortgage broker using the advertisement.

E. A mortgage lender or mortgage broker shall not deliver or cause to be delivered to a consumer any envelope or other written material that gives the false impression that the mailing or written material is an official communication from a governmental entity, unless required by the United States Postal Service.

F. If an advertisement states or implies that a consumer can reduce his monthly payment by refinancing his current mortgage loan, but as a result of such refinancing, the consumer's total finance charges may be higher over the life of the loan, a mortgage lender or mortgage broker shall clearly and conspicuously disclose to the consumer that by refinancing the consumer's existing loan, the consumer's total finance charges may be higher over the life of the loan. [~~For comparison purposes, a mortgage lender or mortgage broker shall assume that the consumer's existing mortgage loan and the proposed mortgage loan remain outstanding until maturity. Total finance charges shall be calculated in accordance with the Truth in Lending Act, 15 USC § 1601 et seq., and Regulation Z, 12 CFR Part 226.~~]

G. Every advertisement used by, or published on behalf of, a mortgage lender or mortgage broker shall comply with the disclosure requirements [ for advertisements ] contained in the Truth in Lending Act and Regulation Z [ , 12 CFR Part 226 ].

H. For purposes of this section, the term "clearly and conspicuously" means that a required disclosure is reasonably understandable, prominently located, and readily noticeable by [~~an average consumer~~ a potential borrower of ordinary intelligence ].

[~~1. For written advertisements, including web pages, disclosures shall be printed in at least 10-point type in order to be considered readily noticeable. For advertisements consisting of multiple pages, disclosures are deemed to be~~

~~prominently located if they appear on the first page of the advertisement. If the disclosures appear elsewhere, they are deemed to be prominently located if the first page of the advertisement contains a clear and conspicuous reference to the location of the required disclosures and states the following in at least 10-point type: "Please see important disclosures required by Virginia law."~~

~~2. Disclosures that are transmitted by electronic means are evaluated for purposes of the clearly and conspicuously standard based on the form in which they are provided to a consumer, even though they may be viewed by a consumer in a different form.~~

~~3. For television advertisements, disclosures shall appear in a size and for a duration sufficient for them to be easily noticed, read, and understood. For radio advertisements or advertisements communicated by telephone, disclosures shall be spoken so that their contents may be easily understood. ]~~

I. Every mortgage lender and mortgage broker shall retain for at least three years after it is last published, delivered, transmitted, or made available, [~~a sample~~ an example ] of every advertisement used, including but not limited to solicitation letters, commercial scripts [ , ] and recordings of all radio and television broadcasts, [~~and but~~ excluding ] copies of Internet web pages [~~and other electronic media~~ ].

VA.R. Doc. No. R05-132; Filed January 17, 2006, 2:31 p.m.



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# FINAL REGULATIONS

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For information concerning Final Regulations, see Information Page.

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## 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.

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## TITLE 2. AGRICULTURE

### DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

**Title of Regulation:** 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 (amending 2 VAC 5-20-10 [ , 2 VAC 5-20-20, and through ] 2 VAC 5-20-40).

**Statutory Authority:** § 58.1-3230 of the Code of Virginia and Chapter 705 of the 2001 Acts of Assembly.

**Effective Date:** March 10, 2006.

**Agency Contact:** Lawrence H. Redford, Regulatory Coordinator, Department of Agriculture and Consumer Services, 1100 Bank Street, Room 211, Richmond, VA 23219, telephone (804) 371-8067, FAX (804) 371-2945 or e-mail [redford@vdacs.state.va.us](mailto:redford@vdacs.state.va.us).

#### Summary:

*The existing regulation establishes standards that are used to determine whether or not real estate is devoted to agricultural or horticultural purposes. Included in the regulation is a requirement (subject to certain exceptions ) that real estate have a history of five consecutive years' previous use for agricultural or horticultural purposes before it may qualify for the lower tax rates associated with agricultural or horticultural use. The present regulatory action is for the purpose of implementing legislation affecting the regulation. That legislation authorizes localities, in the case of crops that require more than two years from initial planting to commercially feasible harvesting, to waive the regulation's required history of previous use. The legislation also requires the Commissioner of Agriculture and Consumer Services to adopt implementing regulations.*

*The regulatory action amends provisions of the regulation with relation to aquaculture. The regulatory action is also for the purpose of clarifying and correcting the regulation.*

**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.

#### 2 VAC 5-20-10. Authority Preamble.

Under the authority of § 58.1-3229 of the Code of Virginia, The Commissioner of Agriculture and Consumer Services adopts these Standards for Classification of Real Estate As Devoted to Agricultural Use and to Horticultural Use Under the Virginia Land Use Assessment Law to:

1. Encourage the proper use of real estate in order to assure a readily available source of agricultural, horticultural, and forest products, and of open space within reach of concentrations of population.
2. Conserve natural resources in forms that will prevent erosion.
3. Protect adequate and safe water supplies.
4. Preserve scenic natural beauties and open spaces.
5. Promote proper land-use planning and the orderly development of real estate for the accommodation of an expanding population.
6. Promote a balanced economy and ease pressures which force the conversion of real estate to more intensive uses.

~~According to the specific authority and responsibility conveyed by §§ 58.1-3230, 58.1-3233, and 58.1-3240, the Commissioner of Agriculture and Consumer Services is directed to provide a statement of the standards which shall be applied uniformly throughout the Commonwealth to determine if real estate is devoted to agricultural or horticultural uses. After holding public hearings, the statement shall be sent to the Commissioner of the Revenue and a duly appointed assessor of each locality adopting an ordinance in compliance with this article. The area must be a minimum of five acres and The real estate must meet all of the following standards to qualify for agricultural or for horticultural use.~~

#### 2 VAC 5-20-20. Previous and current use, and exceptions.

##### A. Previous use.

~~[ 1. Qualifying uses, five-year history of previous use. Except as provided in subdivision 2 of this subsection, "Exceptions to the five-year-history-of-previous-use requirement," ]~~ The real estate sought to be qualified must have been devoted, for at least five consecutive years previous, to the production for sale of plants or animals, or to the production for sale of plant or animal products useful to man, or devoted to another qualifying use including, but not limited to:

- [ 1. ~~a.~~ ] Aquaculture
- [ 2. ~~b.~~ ] Forage crops
- [ 3. ~~c.~~ ] Commercial sod and seed
- [ 4. ~~d.~~ ] Grains and feed crops
- [ 5. ~~e.~~ ] Tobacco, cotton, and peanuts
- [ 6. ~~f.~~ ] Dairy animals and dairy products
- [ 7. ~~g.~~ ] Poultry and poultry products
- [ 8. ~~h.~~ ] Livestock, including beef cattle, sheep, swine, horses, ponies, mules, or goats, including the breeding and grazing of any or all such animals

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[ 9. ~~h~~ ] Bees and apiary products

[ 10. ~~j~~ ] Commercial game animals or birds

[ 11. ~~k~~ ] Trees or timber products of such quantity and so spaced as to constitute a forest area meeting standards prescribed by the State Forester, if less than 20 acres, and produced incidental to other farm operations

[ 12. ~~l~~ ] Fruits and nuts

[ 13. ~~m~~ ] Vegetables

[ 14. ~~n~~ ] Nursery products and floral products.

[ If a tract of real estate is converted from nonproduction to agricultural or horticultural production, the tract may qualify without a five-year history of agricultural or horticultural use only if the change expands or replaces production enterprises existing on other tracts of real estate owned by the applicant. ]

~~[ Nothing in this subdivision 1 requiring production on real estate shall be deemed to deny that the real estate has been devoted to a qualifying use merely because the real estate participated in a governmental program that encourages the conservation of the real estate, even if no commodity was produced on the real estate.~~

~~2. Exceptions to the five-year-history-of-previous-use requirement. Any real estate owned by the applicant shall be exempt from the five-year-history-of-previous-use requirement contained in subdivision 1 of this subsection if:~~

~~a. The real estate is converted to agricultural or horticultural use to expand or replace agricultural or horticultural production on any other real estate owned by the applicant, even if the converted real estate is in a different jurisdiction in Virginia; or~~

~~b. The real estate is devoted to the production of any agricultural or horticultural crop that requires more than two years from initial planting until commercially feasible harvesting, and the locality in which the real estate is located has waived, pursuant to § 58.1-3231 of the Code of Virginia with respect to such real estate, the five-year-history-of-previous-use requirement of subdivision 1 of this subsection.]~~

B. Current use. The real estate sought to be qualified must currently be devoted to the production for sale of plants or animals, or to the production for sale of plant or animal products useful to man, or devoted to another qualifying use including, but not limited to, the items in [subsubsection A ~~subdivision A-1~~] of this section above; except that no real estate devoted to the production of trees or timber products may qualify unless:

1. The real estate is less than 20 acres.
2. The real estate meets the technical standards prescribed by the State Forester, and
3. The real estate is producing tree or timber products incidental to other farm operations.

~~[ Nothing in this subsection requiring production on real estate shall be deemed to deny that the real estate is being devoted~~

~~to a qualifying use merely because the real estate participates in a governmental program that encourages the conservation of the real estate, even if no commodity is being produced on the real estate.~~

C. Exceptions.

1. Conversions by farm operator - nonqualifying real estate. If a tract of real estate is converted from other uses or nonproduction to agricultural or horticultural production, the tract may qualify without the five-year history of agricultural or horticultural use when the change expands or replaces production enterprises existing on other tracts of real estate owned by the applicant, regardless of location.

2. Conversions by farm operator - qualifying real estate. If a tract of real estate is converted from a qualifying use (forestry or open space) to agricultural or horticultural production, the tract may qualify without the five year history of agricultural or horticultural use.

3. Government action. If a tract of real estate which has previously qualified for agricultural use taxation is not devoted to agricultural or horticultural production because of governmental actions, the tract or portions shall be considered productive for that period of time.

4. ~~Crops that require more than two years. The tract of real estate may qualify without the five-year history of agricultural or horticultural use if the tract of real estate is devoted to the production of any agricultural or horticultural crop that requires more than two years from initial planting until commercially feasible harvesting, and the locality in which the tract of real estate is located has waived with respect to such real estate the five-year-history-of-agricultural-or-horticultural-use requirement. ]~~

**[ 2 VAC 5-20-30. Conservation of land resources; management and production.**

A. Conservation of land resources. ~~To qualify for agricultural or horticultural use, the applicant shall certify that the real estate is being used in a planned program of soil management and soil conservation practices which is intended to~~ The applicant shall certify that the real estate is being used in a planned program of practices that ]:

1. ~~With respect to real estate devoted to a use that disturbs the soil or that affects water quality, is intended to (in the case of soil) reduce or prevent soil erosion and (in the case of water) improve water quality by best management practices such as terracing, cover cropping, strip cropping, no-till planting, sodding waterways, diversions, water impoundments, and other best management practices which prevent soil erosion and improve water quality , to the extent that best management practices exist for that use of the real estate.~~

2. ~~With respect to real estate devoted to crops grown in the soil, is intended to maintain soil nutrients by the application of soil nutrients (organic and inorganic) needed to produce average yields of agricultural such crops or as recommended by soil tests.~~

3. ~~Is intended to control brush, woody growth, and noxious weeds on row crops, hay, and pasture by the use of~~

herbicides, biological controls, cultivation, mowing, or other normal cultural practices.

B. Management and production. ~~To qualify for agricultural and horticultural use, The applicant shall certify that the real estate is being used in a planned program of management and production for sale of plants or animals (or plant or animal products useful to man), which include, but are not limited to, field crops, livestock, livestock products, poultry, poultry products, dairy, dairy products, aquaculture products, and horticultural products for sale ; or that the real estate is being used for any other thing that is a qualifying use pursuant to 2 VAC 5-20-20.~~

Field crop production shall be primarily for commercial uses and the average crop yield per acre on each crop grown on the real estate during the immediate three years previous, shall be equal to at least ~~1/2~~ *one-half* of the county (city) average for the past three years; except that the local government may prescribe lesser requirements when unusual circumstances prevail and such requirements are not realistic.

Livestock, dairy, poultry, or aquaculture production shall be primarily for commercial sale of livestock, dairy, poultry and aquaculture products. Livestock, dairy and poultry shall have a minimum of 12 animal unit-months of commercial livestock or poultry per five acres of open land in the previous year. One animal unit to be one cow, one horse, five sheep, five swine, 100 chickens, 66 turkeys, 100 other fowl. (An animal unit-month means one mature cow or the equivalent on five acres of land for one month; therefore, 12 animal unit-months means the maintenance of one mature ~~animal~~ *cow or the equivalent* on each five acres for 12 months, or any combination of mature ~~animals~~ *cows or the equivalent* and months that would equal 12 animal unit-months such as three mature ~~animals~~ *cows or the equivalent* for four months, four mature animals for three months, two mature ~~animals~~ *cows or the equivalent* for six months, etc.).

~~Aquaculture production shall be primarily for commercial sale of freshwater fish and shellfish under controlled conditions for feed.~~

Horticultural production includes nursery, greenhouse, cut flowers, plant materials, orchards, vineyards and small fruit products.

Timber production, in addition to crop, livestock, dairy, poultry, aquaculture, and horticultural production on the real estate must meet the standards prescribed by the Department of Forestry for forest areas and will be assessed at use value for forestry purposes. ]

**2 VAC 5-20-40. Certification procedures.**

A. Documentation. The commissioner of revenue or the local assessing officer may require the applicant to [ ~~certify that the real estate is devoted to the bona fide production for sale of agricultural and horticultural products being used in a planned program of soil management and a planned program of management and production of field crops, livestock, dairy, poultry, aquaculture, horticultural crops, and timber products document what the applicant must certify pursuant to 2 VAC 5-20-30~~]. The commissioner of revenue or local assessing

officer may find one of the following documents useful in making his determination:

1. The assigned USDA/ASCS *farm service agency* farm number, and evidence of participating in a federal farm program;~~or;~~
2. Federal tax forms (1040F) Farm Expenses and Income, (4835) Farm Rental Income and Expenses, or (1040E) Cash Rent for Agricultural Land;~~or;~~
3. A Conservation Farm Management Plan prepared by a professional~~;~~<sup>\*</sup>; *or*
4. Gross sales averaging more than \$1,000 annually over the previous three years.~~\*\*~~

B. Interpretation of standards. In cases of uncertainty on the part of the commissioner of revenue or the local assessing officer, the law authorizes him to request an opinion from the Commissioner of Agriculture and Consumer Services as to whether a particular property meets the criteria for agricultural or horticultural classification. The procedure for obtaining such an opinion is as follows:

1. The commissioner of revenue or the local assessing officer shall address a letter to the Commissioner, Virginia Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, Virginia ~~23209~~ *23218*, describing the use and situation, and requesting an opinion of whether the real estate qualifies as agricultural or horticultural real estate for the purpose of use-value taxation. The letter should include the following:
  - a. Owner's name and address.
  - b. Operator's name and address.
  - c. Total number of acres, acres in crops, acres in pastures, acres in soil conservation programs (~~Agricultural Stabilization and Conservation Service farm service agency, [see Natural Resources]~~ Conservation Service, Virginia Department of Conservation and Recreation programs), and acres in forest.
  - d. If more than one tract of real estate, the number of acres in each tract and whether the tracts are contiguous.
  - e. A copy of application for land use assessment taxation.
  - f. *In any case involving a question about the applicability of the exception to the five-year-history-of- [ previous agricultural-or-horticultural ] -use requirement contained in 2 VAC 5-20-20 [ A-2-b C 4 ] (relating to real estate devoted to the production of an agricultural or horticultural crop that requires more than two years from initial planting until commercially feasible harvesting), a statement as to whether the locality has waived [ , pursuant to § 58.1-3231 of the Code of Virginia ] with respect to such real estate, the five-year-history-of- [ previous agricultural-or-horticultural ] -use requirement [ contained in 2 VAC 5-20-20 A-1 ]*.
2. The commissioner may request additional information, if needed, directly from the applicant; or he may hold a hearing at which the applicant and others may present additional information.

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3. The commissioner will issue an opinion as soon as possible after all necessary information has been received. ~~An appeal of any opinion which does not comply with these standards may be made as provided by § 58.1-3240 of the Code of Virginia.~~

\* The Food Security Act of 1985, P.L. 99-198 (Farm Bill), requires farmers participating in federal farm programs to have a farm conservation plan proposed by the USDA Soil Conservation Service by 1990 and fully implemented by 1995.

\*\* The Agriculture Census defines a farm as a place where agricultural products were sold or normally would have been sold annually averaging more than \$1,000.

VA.R. Doc. No. R02-79; Filed January 12, 2006, 9:52 a.m.

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## TITLE 6. CRIMINAL JUSTICE AND CORRECTIONS

### CRIMINAL JUSTICE SERVICES BOARD

Title of Regulation: **6 VAC 20-240. Regulations Relating to School Security Officers (adding 6 VAC 20-240-10 through 6 VAC 20-240-120).**

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

Effective Date: March 8, 2006.

Agency Contact: Donna Bowman, Manager, Center for School Safety, Department of Criminal Justice Services, 202 North Ninth Street, Richmond, VA 23219, telephone (804) 371-6506, FAX (804) 371-8981 or e-mail donna.bowman@dcjs.virginia.gov.

Summary:

*This regulation requires all school security officers to be certified and establishes minimum requirements for certification and recertification. The regulation also requires instructors providing school security officer training to be approved by the department. Minimum requirements for obtaining and renewing approval as a school security officer training instructor are established.*

*Changes made to the proposed regulation (i) add provisions that allow the school division superintendent to designate a representative to act on his behalf, (ii) amend certification status requirements and instructor standards of conduct such as reducing the number of days an officer must report an arrest for a felony or misdemeanor from 10 days to 72 hours or the beginning of the next work day, (iii) modify certification status requirements and instructor standards of conduct by eliminating court appeal status as a time factor in reporting a court's findings of guilt in violations of school security officer statutes or regulations, (iv) update the agency address, (v) amend instructor application requirements to allow for acting consultants for the department, and (vi) amend renewal requirements of instructors to include those in good standing in the school division or with the department.*

## CHAPTER 240. REGULATIONS RELATING TO SCHOOL SECURITY OFFICERS.

### 6 VAC 20-240-10. Definitions.

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

*"Approved instructor" means a person who has been approved by the department to instruct in the school security officer training course.*

*"Approved training" means training approved by the department to meet compulsory minimum training standards.*

*"Approved training session" means a training session that is approved by the department for the specific purpose of training school security officers.*

*"Board" means the Criminal Justice Services Board or any successor board or agency.*

*"Certification" means a method of regulation indicating that qualified persons have met the minimum requirements as school security officers.*

*"Compulsory minimum training standards" means the performance outcomes and minimum hours approved by the board.*

*"Date of hire" means the date any employee of a school board or system is hired to provide security services for a school and whom the department must regulate.*

*"Department" means the Department of Criminal Justice Services or any successor agency.*

*"Director" means the chief administrative officer of the department.*

*"In-service training requirement" means the compulsory in-service training standards adopted by the board for school security officers.*

*"School security officer" means an individual who is employed by the local school board for the singular purpose of maintaining order and discipline, preventing crime, investigating violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events and who is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school.*

*"This chapter" means the Regulations Relating to School Security Officers (6 VAC 20-240).*

*"Training certification" means verification of the successful completion of any training requirement established by this chapter.*

*"Training requirement" means any entry-level or in-service training or retraining standard established by this chapter.*

## **6 VAC 20-240-20. Initial certification and training requirements for school security officers.**

A. In addition to meeting all the hiring requirements of the employing school board, all school security officers who enter upon the duties of such office on or after September 1, 2004, are required to meet the following minimum certification and training requirements. Such person shall:

1. Undergo a background investigation to include fingerprint-based criminal history record inquiry of both the Central Criminal Records Exchange (CCRE) and the Federal Bureau of Investigation (FBI). Results of such inquiries shall be examined by the employing school division within 30 days of date of hire;
2. Have a high school [education diploma], have passed the General Educational Development exam, or have passed the National External Diploma program;
3. Be a minimum of 21 years of age;
4. Possess a valid driver's license if required by the duties of office to operate a motor vehicle;
5. Successfully complete basic first aid training. The level and substance of such training shall be at the discretion of the employing school division;
6. Comply with compulsory minimum entry-level training requirements approved by the board:
  - a. Every school security officer hired on or after September 1, 2004, is required to comply with the compulsory minimum training standards within 60 days of the date of hire as a school security officer.
  - b. The compulsory minimum training shall consist of a 32-hour school security officer training course developed and approved by the department. Such training shall include but not be limited to:
    - (1) The role and responsibility of school security officers,
    - (2) Relevant state and federal laws,
    - (3) School and personal liability issues,
    - (4) Security awareness in the school environment,
    - (5) Mediation and conflict resolution,
    - (6) Disaster and emergency response, and
    - (7) Student behavioral dynamics.
  - c. The compulsory minimum training shall include a test for each module approved and provided by the department with a minimum passing grade of 80% on each module; and
7. Submit to the department a properly completed and signed application for certification from the localities in a format provided by the department.

B. All costs associated with the background investigation, submission of fingerprints for criminal history record inquiries, and basic first aid training to meet the hiring requirements are the responsibility of that locality.

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

1. Illness or injury;
2. Military service;
3. Special duty required and performed in the public interest;
4. Administrative leave, full-time educational leave or suspension pending investigation or adjudication of a crime; or
5. Any other reasonable situation documented by the employing school division superintendent [ or designee ].

## **6 VAC 20-240-30. Department certification procedures.**

A. The department will notify the applicant for school security officer certification and the superintendent of the employing school division that the school security officer is certified in accordance with this regulation after the following conditions are met:

1. Notification to the department by the instructor that the applicant for school security officer certification has successfully completed the compulsory minimum entry-level training;
2. Receipt by the department of signed application for certification.

B. If a school security officer seeking certification is denied by the department, the department will notify the superintendent and the applicant by letter outlining the basis for the denial and the process for appeal of the decision to deny.

C. The department shall maintain a current database of certified school security officers as well as relevant training records.

D. Certification shall be for a period not to exceed 24 months.

## **6 VAC 20-240-40. School security officer standards of conduct.**

A school security officer shall:

1. Conform to all requirements pursuant to the Code of Virginia and this chapter;
2. Maintain at all times with the employing school division a valid mailing address. Written notification of any address change shall be submitted to the division no later than 10 days after the effective date of the change;
3. Inform the employing school division in writing within [ ~~40 days after pleading guilty or nolo contendere or being convicted or found guilty of~~ 72 hours or the beginning of the next work day, whichever comes first, after an arrest for ] any felony or [ ~~a~~ ] misdemeanor;
4. Inform the employing school division in writing within 10 days after having been found guilty by any court or administrative body of competent jurisdiction to have violated the school security officer statutes or regulations of

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that jurisdiction [ ~~there is no appeal, or the time for appeal having elapsed~~ ].

## **6 VAC 20-240-50. Recertification of school security officers.**

A. Applications for recertification shall be received by the department at least 30 days before certification expiration. It is the responsibility of the individual to ensure recertification applications are filed with the department. A valid certification as a school security officer is required in order to remain eligible for employment as a school security officer. If the school security officer recertification application is on file with the department 30 days prior to expiration, the school security officer may continue to operate in the school security officer capacity pending notification by the department.

B. Applicants for recertification must complete 16 hours of in-service training during each two-year period after initial certification. The in-service training must be school security officer related to include a legal update and other relevant topics approved by the department.

C. Individuals whose certification is expired shall comply with the initial certification requirements set forth in this chapter.

D. The department, subject to its discretion, retains the right to grant an extension of the recertification time limit and requirements under the following conditions:

1. Illness or injury;
2. Military service;
3. Special duty required and performed in the public interest;
4. Administrative leave, full-time educational leave or suspension pending investigation or adjudication of a crime; or
5. Any other reasonable situation documented by the employing school division superintendent [ or designee ].

E. Request for extensions shall:

1. Be submitted in writing and signed by the school superintendent [ or designee ] prior to the expiration date of the time limit for completion of the requirement;
2. Indicate the projected date for the completion of the requirement.

## **6 VAC 20-240-60. Decertification and appeal procedure.**

A. The department may decertify for any of the following reasons. The school security officer has:

1. Been convicted of or pled guilty or no contest to a felony or any offense that would be a felony if committed in Virginia;
2. Failed to comply with or maintain compliance with compulsory minimum training requirements;
3. Refused to submit to a drug screening or has produced a positive result on a drug screening reported to the employing school board where the positive result cannot be explained to the school board's satisfaction;

4. Violated any standard of conduct set forth in 6 VAC 20-240-40;

5. Violated any other school board policy; or

6. Been terminated by the employing school division.

B. Such school security officer shall not have the right to serve as a school security officer within this Commonwealth until the department has reinstated the certification.

C. The findings and the decision of the department may be appealed to the board provided that written notification is given to the attention of the Director, Department of Criminal Justice Services, [ ~~805 East Broad St.,~~ 202 North Ninth Street, ] Richmond, Virginia 23219, within 30 days following the date notification of the decision was served, or the date it was mailed to the respondent, whichever occurred first. In the event the hearing decision is served by mail, three days shall be added to that period. (Rule 2A:2 of Rules of the Virginia Supreme Court.)

## **6 VAC 20-240-70. Instructor application.**

A. The department may approve instructors to deliver school security officer training and may revoke such approval for just cause.

B. Each person applying for instructor approval shall:

1. Be currently certified as a school security officer [ ~~or,~~ ] employed by the department [ , or acting as a consultant for the department ];

2. Have a high school diploma or equivalent (GED) or have passed the National External Diploma Program;

3. Have a minimum of:

a. Three years management or supervisory experience as a school security officer or with any federal, military police, state, county or municipal law-enforcement agency in a related field; or

b. Five years general experience as a school security officer, or with a federal, state or local law-enforcement agency in a related field;

4. Have completed:

a. A school security officer instructor course approved by the department; or

b. Have a minimum of one-year experience as an instructor or teacher in an accredited educational institution or law-enforcement agency.

C. Each person applying for instructor approval shall file with the department:

1. A properly completed application provided by the department;

2. Documentation verifying that the applicant meets the minimum eligibility requirements pursuant to this section;

3. Documentation verifying previous instructor experience, training, work experience and education for those subjects in which certification is requested.

D. The department will evaluate qualifications based upon the justification provided.

E. Upon completion of the instructor application requirements, the department may approve the instructor for a period not to exceed 24 months.

F. Each instructor shall conduct himself in a professional manner and the department may revoke instructor approval for just cause.

G. Applicants for instructor approval may submit a waiver application form for review by the department outlining previous instructor training or related experience. The department reserves the right to review each waiver application and evaluate qualifications and experience on an individual basis.

### **6 VAC 20-240-80. Renewal instructor application.**

A. Renewal instructor applications shall be received by the department at least 30 days before expiration. It is the responsibility of the instructor to ensure renewal requirements are filed with the department.

B. Each person applying for renewal instructor approval shall meet the minimum requirements for eligibility as follows:

1. Successfully complete the eight-hour instructor in-service training as required by the department within the 12 months immediately preceding the expiration date of the current approval; and

2. Be in good standing in the [ ~~jurisdiction where approved as an instructor~~ school division or with the department ].

C. The department may renew instructor approval for a period not to exceed 24 months.

D. The department may renew instructor approval when the department receives a properly completed renewal application provided by the department.

E. Any renewal instructor application received by the department shall meet all renewal requirements before the expiration date of approval. Individuals whose approval is expired may be subject to the initial approval requirements.

### **6 VAC 20-240-90. School security officer instructor standards of conduct.**

An instructor shall:

1. Conform to all requirements pursuant to the Code of Virginia and this chapter;

2. Maintain a current mailing address with the department. Written notification of any address change shall be received by the department no later than 10 days after the effective date of the change;

3. Inform the department in writing within [ ~~10 days after pleading guilty or nolo contendere or being convicted or found guilty of~~ 72 hours or the beginning of the next work day, whichever comes first, after an arrest for ] any felony or [ ~~of a~~ ] misdemeanor;

4. Inform the department in writing within 10 days after having been found guilty by any court or administrative body

of competent jurisdiction to have violated the school security officer statutes or regulations of that jurisdiction [ ~~, there being no appeal or the time for appeal having elapsed~~ ];

5. Conduct training sessions pursuant to requirements established in this chapter;

6. Notify the department within 10 calendar days following termination of employment; and

7. Conduct himself in a professional manner.

### **6 VAC 20-240-100. School security officer instructor administrative requirements.**

A. School security officer instructors shall ensure that training sessions are conducted in accordance with requirements established in this chapter. Adherence to the administrative requirements, attendance, and standards of conduct are the responsibility of the instructor of the training session.

B. Administrative requirements.

1. In a manner approved by the department, an approved instructor must submit a notification to conduct a training session to the department. All notifications shall be received by the department, or postmarked if mailed, no less than 30 calendar days before the beginning of each training session to include the date, time, instructors, and location of the training session. The department may allow a training session to be conducted with less than 30 calendar days of notification with prior approval.

2. The instructor must submit notification of any changes to the date, time, location, or cancellation of a future training session to the department in writing. This notice must be received by the department at least 24 hours in advance of the scheduled starting time of the class. In the event that a session must be cancelled on the scheduled date, the department must be notified immediately followed by a cancellation in writing as soon as practical.

3. A test determined by the department shall be administered at the conclusion of each module of the entry-level training session. The student must attain a grade of 80% on each module. All tests must be returned to the department with the accompanying training roster and attendance records in a manner approved by the department.

4. In a manner approved by the department, the instructor shall submit an original training completion roster to the department listing testing scores and attendance records for each student. The training completion roster shall be received by the department within seven calendar days, or postmarked if mailed, no later than five business days following the training completion date.

5. Instructors will conduct training sessions utilizing lesson plans developed by the department including at a minimum the compulsory minimum training standards established pursuant to this chapter. Instructors must maintain accurate and current information on relevant laws and make changes to the curriculum. It is the instructor's responsibility to assure they have the most recent curriculum supplied by the department.

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6. Instruction shall be provided in no less than four-hour sessions for a combined total certification course of 32 hours.

7. A training session must adhere to the minimum compulsory training standards and must be presented in its entirety.

8. The instructor shall permit the department to inspect and observe any training session.

9. Mandated training conducted not in accordance with the Code of Virginia and this chapter is invalid.

## C. Attendance.

1. School security officers enrolled in an approved training session are required to be present for the hours required for each training session.

2. Tardiness and absenteeism will not be permitted. Individuals violating these provisions will be required to make up any training missed. Such training must be completed within 60 days after the completion of the training session or at the next available session offered if it is held in the same school year. Individuals not completing the required training within this period may not be certified or recertified and may be required to complete the entire training session.

3. Individuals who do not successfully complete the compulsory minimum training standards of the training session shall be reported to the department and will not be certified.

4. Each individual attending an approved session shall comply with the regulations promulgated by the board and any other rules applicable to the session. If the instructor considers a violation of the rules detrimental to the training of other students or to involve cheating on tests, the instructor may expel the individual from the session. The instructor shall immediately report such action to the employing locality and the department.

## 6 VAC 20-240-110. Approval authority.

A. The board shall be the approval authority for the training categories, hours and performance outcomes of the compulsory minimum training standards. Amendments to training categories, hours 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 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 board based upon written recommendation of the School Security Officer Advisory Committee.

C. Prior to approving changes to training objectives, criteria or lesson plan guides, the board shall conduct a public hearing. Sixty days before 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 approved instructor 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 20-240-120. Hearing process.

The board will hear and act upon appeals arising from decisions made by the director. In all case decisions, the Criminal Justice Services Board shall be the final agency authority.

VA.R. Doc. No. R05-188; Filed January 17, 2006, 2:59 p.m.



## TITLE 9. ENVIRONMENT

### STATE WATER CONTROL BOARD

#### Notice of Effective Date

Title of Regulation: **9 VAC 25-260. Water Quality Standards (amending 9 VAC 25-260-310, 9 VAC 25-260-410 and 9 VAC 25-260-530).**

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

Effective Date: January 12, 2006.

On November 21, 2005, the State Water Control Board adopted revisions to the Water Quality Standards in 9 VAC 25-260-310, 9 VAC 25-260-410 and 9 VAC 25-260-530. These revisions relate to water quality standards to protect designated uses from the impacts of nutrients and suspended sediments in the tidal James, Mattaponi and Pamunkey rivers. The amendments include special standards for chlorophyll a in the tidal James River and dissolved oxygen in the tidal Mattaponi and Pamunkey rivers. The amendments were published in the Virginia Register of Regulations as final in 22:7 VA.R. 1015-1018 December 12, 2005, with an effective date upon filing a notice of EPA approval with the Registrar of Regulations.

The State Water Control Board hereby notices EPA approval of these revisions to the water quality standards via a letter dated January 12, 2006, from Jon M. Capacasa, Director of the Water Protection Division, EPA Region 3, to Robert G. Burnley, Director of the Virginia Department of Environmental Quality. The effective date of these amendments is January 12, 2006. Copies are available online at <http://www.deq.state.va.us/wqs/pdf/jmpamend.pdf>; by calling toll free at 1-800-592-5482 ext. 4111, local 698-4111; by written request to Eleanore Daub at P.O. Box 10009, Richmond, VA 23240; or by email request to [emdaub@deq.virginia.gov](mailto:emdaub@deq.virginia.gov).

VA.R. Doc. No. R04-39; Filed January 12, 2006, 4:36 p.m.





**TITLE 10. FINANCE AND FINANCIAL INSTITUTIONS**

**STATE CORPORATION COMMISSION**

**REGISTRAR'S NOTICE:** The State Corporation Commission is exempt from the Administrative Process Act in accordance with § 2.2-4002 A 2 of the Code of Virginia, which exempts courts, any agency of the Supreme Court, and any agency that by the Constitution is expressly granted any of the powers of a court of record.

Title of Regulation: **10 VAC 5-200. Payday Lending (amending 10 VAC 5-200-80).**

Statutory Authority: §§ 6.1-458 and 12.1-13 of the Code of Virginia.

Effective Date: March 1, 2006.

Agency Contact: Susan Hancock, Deputy Commissioner, Bureau of Financial Institutions, State Corporation Commission, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9702, FAX (804) 371-9416, toll free (800) 552-7945, or e-mail susan.hancock@scc.virginia.gov.

Summary:

*The State Corporation Commission is amending 10 VAC 5-200-80, which prescribes the contents of the pamphlet that payday lending licensees are required to give to each prospective borrower prior to entering into a payday loan. The changes conform the pamphlet to the Payday Loan Act, which was amended by the General Assembly in 2004 and 2005. The regulation also contains certain technical amendments.*

AT RICHMOND, JANUARY 12, 2006

COMMONWEALTH OF VIRGINIA, ex rel.

STATE CORPORATION COMMISSION

CASE NO. BFI-2005-00115

Ex Parte: In re: proposed amendments to payday lending pamphlet

ORDER ADOPTING A REGULATION

By Order entered in this case on October 17, 2005, the State Corporation Commission ("Commission") directed that notice be given of the Bureau of Financial Institutions' proposal to amend 10 VAC 5-200-80 of the Virginia Administrative Code, which prescribes the contents of the pamphlet that persons licensed under Chapter 18 of Title 6.1 of the Code of Virginia ("Chapter 18") must furnish to borrowers before entering into a payday loan. The proposed amendments reflect certain requirements and prohibitions added by Chapter 295 of the 2004 Acts of Assembly and Chapter 571 of the 2005 Acts of Assembly. Notice of the proposed regulation was published in the Virginia Register on November 14, 2005, posted on the Commission's website, and sent by the Commissioner of

Financial Institutions to all payday lenders licensed under Chapter 18. Interested parties were afforded an opportunity to file written comments or request a hearing on or before December 16, 2005. One comment letter was received. The Commission believes that the proposed changes to 10 VAC 5-200-80 are consistent with, if not identical to, the 2004 and 2005 amendments to Chapter 18.

NOW THE COMMISSION, having considered the record, the proposed regulation, and the comment letter received, concludes that the proposed regulation should be adopted as proposed with a delayed effective date in order to allow licensees a reasonable period of time to modify the contents of their pamphlets.

THEREFORE, IT IS ORDERED THAT:

- (1) The proposed regulation, 10 VAC 5-200-80, attached hereto is adopted effective March 1, 2006.
- (2) The regulation shall be posted on the Commission's website at <http://www.scc.virginia.gov/caseinfo.htm>.
- (3) AN ATTESTED COPY hereof, together with a copy of the regulation, shall be sent to the Registrar of Regulations for publication in the Virginia Register.
- (4) This case is dismissed from the Commission's docket of active cases.

AN ATTESTED COPY hereof shall be sent to the Commissioner of Financial Institutions, who shall forthwith mail a copy of this Order, together with a copy of the regulation, to all licensed payday lenders and such other interested parties as he may designate.

**10 VAC 5-200-80. Payday lending pamphlet text.**

The required text of the payday lending pamphlet referred to in 10 VAC 5-200-30 is as follows:

PAYDAY LENDING IN THE COMMONWEALTH OF VIRGINIA

**BORROWER RIGHTS AND RESPONSIBILITIES**

Please take the time to carefully review the information contained in this pamphlet. It is designed to advise you of your rights and responsibilities in connection with obtaining a payday loan in Virginia under the Payday Loan Act, § 6.1-444 et seq. of the Code of Virginia. If you have any questions about payday lending or want additional information, you may contact the Virginia State Corporation Commission's Bureau of Financial Institutions toll-free at (800) 552-7945 or on the Internet at <http://www.state.va.us/scc/division/banking> ~~http://www.scc.virginia.gov/division/banking~~. The Bureau of Financial Institutions has available a "Consumer Guide to Payday Lending" that may be viewed at this website or obtained by calling the toll-free telephone number listed above.

**In General:** You are responsible for evaluating whether a payday loan is right for you. Alternatives may include among other things less expensive short-term financing from another financial institution, family, or friends, a cash advance on a credit card, an account with overdraft protection, or a loan repayable over several months.

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**Notice from Lender:** The lender is required to provide you with a clear and conspicuous printed notice advising you that a payday loan is not intended to meet long-term financial needs and that you should use a payday loan only to meet occasional or unusual short-term cash needs.

**Limitations on Security Interest:** The lender cannot require you to provide more than one check as security for any payday loan. The check cannot be post-dated. The lender cannot require you to provide any security for your payday loan other than a check payable to the lender.

**\$500 Maximum/Seven-Day Minimum Term:** The lender cannot have loans (either single or in the aggregate) outstanding to you at any one time in the principal amount of more than \$500. By law, the specified due date of your loan must be at least seven days after the date that money is advanced to you.

**Fees, Charges, and Interest:** The lender is permitted to charge you interest in the form of a fee not exceeding 15% of the amount of money advanced to you (i.e., \$15 per \$100 advanced). For example, if the lender advances you \$300 for seven days, the lender may charge you up to \$45 as a fee for obtaining the loan (an Annual Percentage Rate of 782%). If the lender advances you \$300 for 14 days, the lender may charge you up to the same \$45 fee for obtaining the loan (an Annual Percentage Rate of 391%). If the lender advances you \$300 for 30 days, the lender may charge you up to the same \$45 fee for obtaining the loan (an Annual Percentage Rate of 183%). Other than the specific fees and costs discussed in the section of this pamphlet entitled "Failure to Repay" (see below), no additional amounts may be directly or indirectly charged, contracted for, collected, received, or recovered by the lender.

You will receive your loan proceeds in the form of either cash or a check from the lender. The lender cannot charge you a fee for cashing their check. Similarly, a check casher affiliated with the lender cannot charge you a fee for cashing the lender's check.

**Written Agreement:** The lender must provide you with a written loan agreement, which must be signed by both you and an authorized representative of the lender. The loan agreement is a binding, legal document ~~which~~ *that* requires you to repay the loan. Make sure you read the entire loan agreement carefully before signing and dating it. The lender must provide you with a duplicate original of the loan agreement at the time of your loan transaction.

**Other Businesses:** A lender is prohibited by statute from engaging in other businesses, besides check cashing, unless permitted by order of the State Corporation Commission. A lender is also prohibited by statute from selling you any type of insurance coverage.

**Loans for Other Products & Services:** You are prohibited from using any of the money from your payday loan to purchase any other product or service sold at the lender's business location.

**Right to Cancel:** You have the right to cancel your loan at any time prior to the close of business on the next day the lender is open following the date your loan is made by paying

the lender the amount advanced to you in cash, certified check, cashier's check, money order or, if the lender is equipped to handle such payments, by using a credit or debit card.

**Partial Payments and Prepayments:** You have the right to make partial payments (in increments of not less than \$5.00) on your payday loan at any time *prior to its specified due date* without charge. If you make a partial payment, the total interest you pay will be reduced. You have the right to receive signed, dated receipts for each payment made along with a statement of the balance remaining on your payday loan. You also have the right to prepay your loan in full before its specified due date without penalty by paying the lender in cash, certified check, cashier's check, money order or, if the lender is equipped to handle such payments, by use of a credit or debit card, the amount of money advanced to you as well as any accrued and unpaid fees.

**Lender to Return Original Loan Agreement:** *Upon repayment of your loan in full, the lender must mark your original loan agreement with the word "paid" or "canceled" and return it to you.*

**No Rollovers, Extensions, Etc.:** The lender cannot refinance, renew, extend, or rollover your payday loan.

**Failure to Repay:** Pay back your loan! Know when your payment is due and be sure to repay your loan on time and in full. You are responsible for having sufficient funds in your checking account on the due date of your loan so that your check does not bounce if the lender deposits it in his account. If you do not repay your loan by the specified due date, the lender may begin accruing interest on the ~~unpaid balance~~ *principal amount of your loan* at a maximum rate of 6% per year.

The lender is prohibited from threatening or beginning criminal proceedings against you if a check you provide to the lender bounces.

If you cannot or do not repay the loan: (i) the lender is permitted to recover from you any fee charged to the lender (maximum of \$25) as a result of your check being returned due to your account being closed by you or containing insufficient funds, or if you stopped payment on your check; and (ii) if the lender seeks and obtains judgment against you as a result of your returned check, the lender may obtain court costs and reasonable attorney's fees (total may not exceed \$250) if such costs and fees are awarded by the court.

**Legal Action Against Lender:** You have the right to bring a civil action against the lender if you suffer a loss as a result of the lender violating any provision of the Payday Loan Act. If you are successful in your civil action, you have the right to be reimbursed for reasonable attorney's fees, expert witness fees, and court costs you have incurred in connection with your civil action. Losses suffered as the result of the lender's violation of the Payday Loan Act may also be pursued under the Virginia Consumer Protection Act (§ 59.1-196 et seq. of the Code of Virginia), which in some cases permits consumers to recover actual and punitive damages.

**Additional Protections for Borrowers in the Military/Borrowers Married to Members of the Military:** *If*

you or your spouse is a member of the United States military, the lender is prohibited by law from (i) garnishing any military wages or salary; (ii) conducting any collection activity against you if you or your spouse is deployed to a combat or combat support posting or is a member of the Reserves or National Guard and called to active duty, for the duration of the deployment or active duty service; (iii) contacting your commanding officer or your spouse's commanding officer, or anyone in your chain of command or your spouse's chain of command, in an effort to collect a loan made to you; (iv) disregarding the terms of a loan repayment agreement that the lender negotiates through military counselors or third-party credit counselors; and (v) making a loan to you if a military base commander has declared that a specific location of the lender's business is off limits to military personnel.

**Complaints and Contacting the Bureau of Financial Institutions:** For assistance with any complaints you may have against a payday lender, please contact the Bureau of Financial Institutions toll free at (800) 552-7945 or on the Internet at <http://www.state.va.us/scc/division/banking> <http://www.scc.virginia.gov/division/banking>. Complaints must be filed in writing with the Bureau of Financial Institutions. Complaints should be mailed to Bureau of Financial Institutions, Attn: Complaints, P.O. Box 640, Richmond, Virginia 23218-0640, or faxed to Bureau of Financial Institutions, Attn: Complaints, at (804) 371-9416.

VA.R. Doc. No. R06-90; Filed January 17, 2006, 2:29 p.m.

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**TITLE 11. GAMING**

**VIRGINIA RACING COMMISSION**

**Title of Regulation:** 11 VAC 10-20. Regulations Pertaining to Horse Racing With Pari-Mutuel Wagering (amending 11 VAC 10-20-240).

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

**Effective Date:** March 8, 2006.

**Agency Contact:** David S. Lermond, Jr., Regulatory Coordinator, Virginia Racing Commission, 10700 Horsemen's Road, New Kent, VA 23124, telephone (804) 966-7404, FAX (804) 966-7418, or e-mail david.lermond@vrc.virginia.gov.

**Summary:**

*The amendments specify certain procedures for the transfer or acquisition of an interest in an existing owner's, owner-operator's or operator's license. In those cases where the applicant has not sought the approval of the commission, it may take actions against the holder of the existing license.*

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

**11 VAC 10-20-240. Transfer or acquisition of interest in owner's, owner-operator's or operator's license.**

A. Generally. A licensee already holding a limited or unlimited owner's, owner-operator's or operator's license may apply to

the commission to transfer its race meet or meetings to that of another horse racing facility already licensed by the commission.

B. Requirements for transfer of racing days. The licensee shall apply to the commission in writing requesting the transfer of its racing days to that of another licensee stating:

1. The reason for the transfer;
2. Why the transfer will provide for the promotion, sustenance, and growth of horse racing and breeding, in a manner consistent with the health, safety, and welfare of the Commonwealth of Virginia;
3. Why the transfer will maintain horse racing in the Commonwealth of the highest quality, and free of any corrupt, incompetent, dishonest, or unprincipled practices and maintain complete honesty and integrity;
4. Why the transfer will not adversely affect the operation of any other horse racing facility licensed by the commission;
5. That the transfer has been expressly consented to by the licensee to which the transfer is to be made;
6. That all licensees agree to be bound by the regulations and requirements placed upon it by the commission before the application for the transfer was submitted; and
7. That all licensees to whom racing days are to be transferred, have paid all and any applicable license fees for the conduct of horse racing, with pari-mutuel wagering privileges, at the particular facility or place for holding races on which the racing is to be conducted.

C. Consideration by commission. The commission will take into account the statement submitted by the licensee and any other testimony or documentation that it deems material before approving or denying the request for transfer of a ~~license race meet or meetings~~. The commission shall act on the application within 60 days of receipt.

D. Acquiring an interest in a licensee. Any person desiring to become a partner, member or principal stockholder of any licensee, or to acquire actual control of a licensee, whether direct or indirect, individually or in concert with others, shall apply to the commission for approval of ~~acquiring an interest in the license~~.

- ~~1. The applicant shall meet all of the requirements imposed. The commission may demand such information of the applicant as it finds it necessary to consider and act on the application. The application shall include all applicable disclosures required by the commission for licensure as owners or operators, as specified in 11 VAC 10-20-20 through 11 VAC 10-20-180 of this chapter. 2. The commission shall consider the application and if the commission finds that forthwith and shall approve or deny the application within 60 days of receipt. The commission shall deny any application if in its judgment the acquisition would be detrimental to the public interest, or to the honesty and, integrity or , and reputation of racing of its reputation, the application shall be denied.~~
- ~~3. The commission shall act on the application within 60 days of receipt.~~

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2. The commission shall approve an application to become a partner, member or principal stockholder if the application meets the criteria set forth in the Act and subdivision 1 of this subsection.

3. The commission shall approve an application to acquire actual control of a licensee only if it finds that the applicant meets the criteria set forth in the Act, the criteria set forth in subdivision 1 of this subsection for a partner, member or principal stockholder, and the criteria set forth in this subdivision.

a. If an applicant proposes to acquire actual control of a licensee, such person shall submit to the commission:

(1) The applicant's proposal for the future operation of any existing or planned racetrack, or satellite facility owned or operated by the licensee;

(2) Such additional information as the applicant desires; and

(3) Such information as may be required by the commission to assure the commission that the licensee, under the actual control of such person, will have the experience, expertise, financial responsibility and commitment to comply with:

(a) The provisions of the Act;

(b) Commission regulations and orders;

(c) The requirements for the continued operation of the licensee pursuant to the terms and conditions in effect on the date of the application of all licenses held by the licensee;

(d) Any existing contract with a recognized majority horsemen's group; and

(e) Any proposal submitted to the commission by such person.

b. Any such acquisition of control without prior approval of the commission shall be voidable by the commission and, in such instance, the commission may revoke any license it has issued to such licensee, order compliance with this subsection, or take such other action as may be appropriate within the authority of the commission.

VA.R. Doc. No. R04-270; Filed January 11, 2006, 11:15 a.m.

## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### BOARD OF PSYCHOLOGY

**REGISTRAR'S NOTICE:** The following regulatory action is exempt from the Administrative Process Act in accordance with (i) § 2.2-4006 A 3 of the Code of Virginia, which excludes regulations that consist only of changes in style or form or corrections of technical errors, (ii) § 2.2-4006 A 4 a of the Code of Virginia, which excludes regulations that are

necessary to conform to changes in Virginia statutory law where no agency discretion is involved and (iii) § 2.2-4006 A 7 of the Code of Virginia, which excludes regulations of the regulatory boards served by the Department of Health Professions pursuant to Title 54.1 that are limited to reducing fees charged to regulants and applicants. The Board of Psychology will receive, consider and respond to petitions by any interested person at any time with respect to reconsideration or revision.

**Titles of Regulations:** 18 VAC 125-20. Regulations Governing the Practice of Psychology.

**18 VAC 125-30. Regulations Governing the Certification of Sex Offender Treatment Providers.**

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

**Effective Date:** March 8, 2006.

**Agency Contact:** Evelyn B. Brown, Executive Director, Board of Psychology, 6606 West Broad Street, 5th Floor, Richmond, VA 23230-1717, telephone (804) 662-9913, FAX (804) 662-9943 or e-mail evelyn.brown@dhp.virginia.gov.

**Summary:**

The amendments (i) reduce the renewal fee for the June 30, 2006, renewal, (ii) increase the returned check fee regulations to conform to § 2.2-614.1 of the Code of Virginia, and (iii) eliminate language that was time-limited and is now unnecessary.

**18 VAC 125-20-30. Fees required by the board.**

A. The board has established fees for the following:

	Applied psychologists, Clinical psychologists, School psychologists	School psychologists- limited
1. Registration of residency (per residency request)	\$50	
2. Add or change supervisor	\$25	
3. Application processing and initial licensure	\$200	\$85
4. Annual renewal of active license	\$140	\$70
5. Annual renewal of inactive license	\$70	\$35
6. Late renewal	\$50	\$25
7. Verification of license to another jurisdiction	\$25	\$25
8. Duplicate license	\$5	\$5
9. Additional or replacement wall certificate	\$15	\$15
10. Returned check	<del>\$25</del> \$35	<del>\$25</del> \$35
11. Reinstatement of a lapsed license	\$270	\$125

12. Reinstatement following revocation or suspension	\$500	\$500
13. One-time <del>debt</del> reduction <i>in fee</i> for annual renewal due on June 30, <del>2003</del> 2006, for holders of an active license	<del>\$50</del> \$70	<del>\$25</del> \$35
14. One-time <del>debt</del> reduction <i>in fee</i> for annual renewal due on June 30, <del>2003</del> 2006, for holders of an inactive license	<del>\$25</del> \$35	<del>\$15</del> \$17

which by the Constitution is expressly granted any of the powers of a court of record.

Title of Regulation: **20 VAC 5-313. Rules Governing Exemptions to Minimum Stay Requirements and Wires Charges (adding 20 VAC 5-313-10 through 20 VAC 5-313-40).**

Statutory Authority: §§ 12.1-13, 56-577 and 56-583 of the Code of Virginia.

Effective Date: January 5, 2006.

Agency Contact: David R. Eichenlaub, Assistant Director, Division of Economics and Finance, State Corporation Commission, 1300 East Main Street, P.O. Box 1197, Richmond, VA 23218, telephone (804) 371-9050, FAX (804) 371-9935, toll free (800) 552-7945, or e-mail david.eichenlaub@scc.virginia.gov.

B. The fee for review of a continuing education provider seeking board approval shall be \$200.

C. Fees shall be paid by check or money order made payable to the Treasurer of Virginia and forwarded to the board. All fees are nonrefundable.

D. Examination fees shall be established and made payable as determined by the board.

**18 VAC 125-30-20. Fees required by the board.**

A. The board has established the following fees applicable to the certification of sex offender treatment providers:

Registration of supervision	\$50
Add or change supervisor	\$25
Application processing and initial certification fee	\$90
Certification renewal	\$75
Duplicate certificate	\$5
Late renewal	\$25
Reinstatement of an expired certificate	\$125
Replacement of or additional wall certificate	\$15
Returned check	<del>\$25</del> \$35
Reinstatement following revocation or suspension	\$500
One-time reduction in fee for renewal on June 30, 2006	\$37

Summary:

*The Virginia Electric Utility Restructuring Act requires customers of certain electric utilities to pay wires charges if they leave a utility and begin purchasing electric energy from a competitive service provider. In addition, certain large industrial and commercial customers who return to a utility from a competitive service provider may, under certain circumstances, be required to remain a customer of the utility for a minimum period of 12 months. In its 2004 session, the General Assembly passed legislation allowing certain customers to avoid paying wires charges when they leave a utility and begin purchasing electric energy from a competitive service provider. The new legislation also allows large industrial and commercial customers to avoid the 12-month minimum stay period if they agree to pay market-based costs for electric energy upon their return to an incumbent utility or default service provider. The proposed rules are revised slightly to add clarity and reflect comments from various parties. The amendments are designed to implement the two new exemption programs mandated by the General Assembly and to establish a methodology for determining market based costs.*

B. Fees shall be paid by check or money order made payable to the Treasurer of Virginia and forwarded to the Board of Psychology. All fees are nonrefundable.

VA.R. Doc. No. R06-169; Filed January 17, 2006, 2:05 p.m.

AT RICHMOND, JANUARY 4, 2006

COMMONWEALTH OF VIRGINIA, ex rel.

STATE CORPORATION COMMISSION

CASE NO. PUE-2004-00068

**TITLE 20. PUBLIC UTILITIES AND TELECOMMUNICATIONS**

**STATE CORPORATION COMMISSION**

Ex Parte: In the matter of establishing rules and regulations pursuant to the Virginia Electric Utility Restructuring Act for exemptions to minimum stay requirements and wires charges

ORDER ON MOTION AND ADOPTING RULES AND REGULATIONS

**REGISTRAR'S NOTICE:** The State Corporation Commission is exempt from the Administrative Process Act in accordance with § 2.2-4002 A 2 of the Code of Virginia, which exempts courts, any agency of the Supreme Court, and any agency

The Virginia Electric Utility Restructuring Act, Chapter 23, Title 56 of the Code of Virginia (§ 56-576 *et seq.*), directs the State Corporation Commission ("Commission") (1) to promulgate rules and regulations, and (2) to determine market-based prices for minimum stay and wires charges exemption programs. On December 6, 2004, the Commission entered

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an Order Inviting Comments that, among other things, required public notice of proposed rules and regulations to implement the exemption programs, directed investor-owned electric utilities to file compliance plans to implement the programs, allowed interested persons to file comments or requests for hearing on the proposed rules and regulations or the utility compliance plans, and allowed the Commission's Staff ("Staff") to file a Report addressing the utility compliance plans and any comments filed in this case.

Investor-owned electric utilities filed proposed compliance plans to implement the new exemption programs on January 10, 2005. The compliance plans included proposed margins and administrative cost charges that would be paid by customers participating in the exemption programs. Comments were filed by interested persons addressing the proposed rules and regulations, the compliance plans filed by investor-owned electric utilities, and the Staff Report filed on May 27, 2005. Subsequent to the filing of the Staff Report on May 27, 2005, the investor-owned electric utilities and other case participants were given additional time as requested to discuss and possibly reach agreement on the few remaining issues in dispute regarding implementation of the new exemption programs.

On December 9, 2005, the Virginia Committee for Fair Utility Rates and the Old Dominion Committee for Fair Utility Rates (collectively, "Committees") filed a Motion to Defer Determination of Contested Issues ("Motion") in this case. The Committees request that the Commission defer ruling on the remaining contested issues in this proceeding because there is little, if any, likelihood that customers will take advantage of the new exemption programs at the present time.

With respect to the wires charges exemption program, the Committees maintain that no one has been or could be harmed by any delay during 2005 or 2006 because no investor-owned electric utility will impose wires charges in 2005 or 2006.

The Committees further state that no one has been or could be harmed by delaying the implementation of the minimum stay exemption program. The Committees state that current market prices in hourly and forward markets are extremely high and exceed the prices-to-compare of all investor-owned electric utilities. Given the extremely high market prices of electricity, the Committees assert there is no likelihood that any large industrial or commercial customers will take advantage of the minimum stay exemption program at the present time.

Should the Commission deny the Motion, the Committees renewed their February 7, 2005, Motion to Strike the utility compliance plans. The Committees argue the utility compliance plans should be stricken because the reasonable margins and administrative cost charges proposed in the plans lack any evidentiary and cost support. Alternatively, if the Commission does not strike the utility compliance plans, the Committees renewed their request that this matter be set for hearing to resolve the remaining issues in dispute. However, the Committees assert their preferred remedy is for the Commission to defer "ruling on the contested issues of what constitutes reasonable margins and reasonable

administrative charges until the likelihood of any customer using either of the exemption programs becomes more than remote."<sup>1</sup>

On December 19, 2005, Delmarva Power & Light Company ("Delmarva") filed a Response to the Committees' Motion. Delmarva "agrees that a minimum stay program is of no interest to its industrial customers at this time" and states that it "does not oppose the Motion's request to defer further procedures for ruling on the contested issues in this proceeding."<sup>2</sup> Delmarva, however, opposes the Committees' alternative proposals.

On December 19, 2005, the Potomac Edison Company d/b/a Allegheny Power ("Allegheny") filed a Response to the Committees' Motion. Allegheny states that "[t]here presently appears little need for the Commission to address and resolve the contested issues of reasonable margin and reasonable administrative costs (jointly referred to as an adder) until the emergence of a more active competitive market."<sup>3</sup> Thus, Allegheny "supports the Committees' Motion to defer a determination of the contested issues at this time."<sup>4</sup> Allegheny, however, opposes the Committees' alternative proposals.

On December 19, 2005, Appalachian Power Company ("Appalachian") filed a Response to the Committees' Motion. Appalachian "does not object to the Committees' request that the Commission defer establishing further procedures for ruling on the contested issues in this case."<sup>5</sup> Appalachian, however, opposes the Committees' alternative proposals.

On December 19, 2005, Virginia Electric and Power Company ("Virginia Power") filed a Response to the Committees' Motion. Virginia Power "supports the adoption at this time of all uncontested matters in the case, including approval of the proposed regulations set forth by the Commission Staff."<sup>6</sup> Virginia Power recommends specific steps to "enable the [Minimum Stay Exemption] Program to proceed at the appropriate time," including the following: (1) "adopt the rules proposed in Appendix A to the Staff's Report dated May 27, 2005, for the purpose of determining the market-based costs pursuant to Va. Code Sections 56-577 E and 56-583 E;" (2) "direct the utilities to file, within 90 days of the Commission's order, compliance plans detailing all components of their market-based pricing for the Minimum Stay Exemption Program, except for the two charges related to the contested components: the reasonable margin and incremental administrative costs;" and (3) "[set] a mechanism to 'trigger' the Commission's consideration of the two [contested] issues," such as a petition from the Staff or a utility.<sup>7</sup> In addition, "since none of the utilities currently imposes a wires charge, [Virginia Power] seeks to defer implementation of the Wires Charge Exemption Program until such time as a utility determines it will impose a wires

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<sup>1</sup> Committees' Motion at 3.

<sup>2</sup> Delmarva's Response at 1-2.

<sup>3</sup> Allegheny's Response at 2.

<sup>4</sup> *Id.* at 3.

<sup>5</sup> Appalachian's Response at 2.

<sup>6</sup> Virginia Power's Response at 1.

<sup>7</sup> *Id.* at 3-4.

charge."<sup>8</sup> Finally, Virginia Power opposes the Committees' alternative proposals.

On December 19, 2005, the Division of Consumer Counsel, Office of the Attorney General ("Consumer Counsel"), filed a Response to the Committees' Motion. Consumer Counsel "supports deferring action on the utility-specific plans for implementing wires charge and minimum stay exemption programs given the currently high market price levels relative to capped rates, the lack of wires charges through at least 2006, and considerations of judicial economy."<sup>9</sup> In addition, Consumer Counsel "do[es] not, however, oppose promulgation of general program rules" and further states "it appears that the Commission could implement general rules in this proceeding, such as those proposed by Staff, without implicating contested issues."<sup>10</sup>

On December 19, 2005, the Staff filed a Response to the Committees' Motion. The Staff "has no objection to the Committees' Motion requesting that the Commission defer ruling on issues related to the 'reasonable margin' and 'administrative costs' components of the wires charge and minimum stay exemption programs."<sup>11</sup> The Staff also states that "there appear to be no contested issues relating to the proposed rules and regulations as revised in the Staff's May 27, 2005, Report" and recommends "that the Commission consider adopting the proposed rules and regulations as revised in [that] Report."<sup>12</sup> In addition, "should the Commission grant the Committees' Motion, the Staff would recommend that the Commission enter an order encouraging the investor-owned utilities, utility customers, [competitive service providers] and other interested persons to file a motion to reactivate this case when, and if, the need for the exemption programs arise due to a change in current market conditions."<sup>13</sup> Finally, "should the Commission deny the Committees' Motion, the Staff recommends that the Committees' Motion to Strike be denied and the remaining issues in this case be set for hearing."<sup>14</sup>

Pepco Energy Services, Inc., and Direct Energy Services, LLC, filed comments and/or a Notice of Participation in this proceeding, but did not file a Response to the Committees' Motion.<sup>15</sup>

On December 27, 2005, the Committees filed a Reply, noting that "it appears that the motion to defer determination of the contested issues of the 'reasonable margin' and the 'administrative costs' is unopposed."<sup>16</sup>

NOW UPON CONSIDERATION of this matter, the Commission is of the opinion and finds as follows. We find

that the Rules Governing Exemptions to Minimum Stay Requirements and Wires Charges, as set forth in the Staff's May 27, 2005, Report, are just and reasonable. We adopt such rules, which are attached hereto as Attachment A. We grant, for good cause shown, the Committees' request to defer ruling on contested issues related to the reasonable margin and administrative cost components of the wires charge and minimum stay exemption programs. We deny, without prejudice, the alternative requests in the Committees' Motion. Finally, we conclude that no additional filings are required at this time from the investor-owned utilities or any participant in this matter. Rather, we will keep this docket open so that any interested participant may file a motion to reactivate this case if the participant concludes market conditions are such that the Commission should resolve the contested issues in this proceeding.

Accordingly, IT IS HEREBY ORDERED THAT:

- (1) The Rules Governing Exemptions to Minimum Stay Requirements and Wires Charges, appended hereto as Attachment A, are adopted.
- (2) The Committees' December 9, 2005, Motion is granted in part, and denied in part without prejudice, as set forth herein.
- (3) A copy of this Order and the rules attached hereto shall be forwarded promptly for publication in the *Virginia Register of Regulations*.
- (4) This matter is continued pending further order of the Commission.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to all persons on the official Service List in this matter. The Service List is available from the Clerk of the State Corporation Commission, c/o Document Control Center, 1300 East Main Street, First Floor, Tyler Building, Richmond, Virginia 23219.

CHAPTER 313.  
RULES GOVERNING EXEMPTIONS TO MINIMUM STAY  
REQUIREMENTS AND WIRE CHARGES.

**20 VAC 5-313-10. Applicability.**

*A. The existing Rules Governing Retail Access to Competitive Energy Services (20 VAC 5-312) remain enforceable unless further qualified by the following additional rules.*

*B. These transitory regulations are promulgated pursuant to the amended provisions of the Virginia Electric Utility Restructuring Act (§§ 56-577 E and 56-583 of the Code of Virginia). This chapter applies to suppliers of electric services including investor-owned local distribution companies and competitive service providers, and are in addition to the existing rules of 20 VAC 5-312. The provisions in this chapter shall be applicable to the provision of generation service to the qualifying customers electing exemption to the current minimum stay provisions or to payment of the current wires charges. Rules applicable to the minimum stay exemption program shall remain in force until the termination of capped rates as provided under statute or State Corporation Commission order. Rules applicable to the offering of the wires charges exemption program shall remain in force until*

<sup>8</sup> *Id.* at 2 n.1.

<sup>9</sup> Consumer Counsel's Response at 1.

<sup>10</sup> *Id.* at 3-4.

<sup>11</sup> Staff's Response at 2.

<sup>12</sup> *Id.* at 3.

<sup>13</sup> *Id.* at 4.

<sup>14</sup> *Id.* at 5.

<sup>15</sup> Pepco Energy Services, Inc., is a licensed supplier of electricity in Virginia, the District of Columbia, and seven additional states located in the mid-Atlantic and mid-western portions of the United States. Direct Energy Services, LLC, is a subsidiary of Direct Energy Marketing, Inc., and is interested in the development of effective competitive retail electricity markets generally, and specifically is interested in the development of such markets in the Commonwealth of Virginia.

<sup>16</sup> Committees' Reply at 1.

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# Final Regulations

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the earlier of July 1, 2007, or the termination of any wires charges.

## **20 VAC 5-313-20. Exemption to minimum stay provisions.**

A. This section applies to an investor-owned electric local distribution company imposing minimum stay provisions on certain customers as applicable under 20 VAC 5-312-80 Q and 20 VAC 5-312-80 R and to competitive service providers serving such customers.

B. An investor-owned electric local distribution company shall offer any customer with an annual peak demand of 500 kW or greater that returns to the service of the local distribution company the option to accept the service at the established capped rates and abide by the current minimum stay requirements or to accept the service at market-based costs without the obligation of a minimum stay requirement.

C. The investor-owned electric local distribution company shall provide written notice, in a clear and conspicuous manner, as approved by the [ staff of the ] State Corporation Commission to qualified customers of the options identified in subsection B of this section. [ In addition, the investor-owned local distribution company shall supplement such written notice by providing information on its website, as approved by the staff of the State Corporation Commission, detailing the options identified in subsection B of this section.

D. The investor-owned local distribution company's notification to the customer advising that it has received a cancellation notice from the customer's competitive service provider, as required by 20 VAC 5-312-80 N, shall also in a clear and conspicuous manner, as approved by the staff of the State Corporation Commission, advise the customer of the options identified in subsection B of this section.

~~D. E. ]~~ The investor-owned electric local distribution company shall employ the methodology to determine its market-based costs as provided in 20 VAC 5-313-40 and approved by the State Corporation Commission in Case No. PUE-2004-00068 for any customer electing such option and subsequently returning to the local distribution company.

## **20 VAC 5-313-30. Exemption to wires charges.**

A. This section applies to an investor-owned electric local distribution company imposing wires charges on its customers, except those customers participating in pilot programs approved by the State Corporation Commission in Case No. PUE-2003-00118, and to competitive service providers serving such customers.

B. The investor-owned electric local distribution company shall offer large industrial customers or large commercial customers, as well as any group of customers of any rate class aggregated together, subject to the [ ~~demand criteria of subsection E of this section and the~~ ] participation limits of subsection [ ~~H I~~ ] of this section, and upon the customer's notice to participate at least 60 days in advance, the option to purchase retail electric energy from licensed competitive service providers without the obligation to pay any wires charges imposed by the utility in exchange for the customers' agreement to pay market-based costs upon any subsequent return to service of the local distribution company.

C. The investor-owned electric local distribution company shall provide written notice, in a clear and conspicuous manner, as approved by the staff of the State Corporation Commission, to qualified customers of the options identified in subsection B of this section and associated risks, particularly the customer's inability to ever return to service of the local distribution company at capped rates. [ In addition, the investor-owned local distribution company shall supplement such written notice by providing information on its website, as approved by the staff of the State Corporation Commission, detailing the options identified in subsection B of this section. ]

D. The investor-owned electric local distribution company shall employ the methodology to determine its market-based costs as provided in 20 VAC 5-313-40 and approved by the State Corporation Commission in Case No. PUE-2004-00068 for any customer electing such option and subsequently returning to the local distribution company.

E. An aggregator electing to serve a group of electric customers and acting on behalf of each customer and electing the option offered through subsection B of this section shall do so on behalf of its total aggregated load.

F. A contract of an aggregator and a competitive service provider serving such qualified customers shall contain a clear and conspicuous caption: "Customer's Right to Exemption of Wires Charges," in bold face type of a minimum size of 10 points, disclosing any wires charges imposed by the local distribution company, including options to exempt such payment, and associated risks to exercise such options, including the inability to ever return to service of the local distribution company at capped rates.

~~G. [ An investor-owned electric local distribution company is entitled to 60 days' notice prior to the return to service of a qualified customer. The investor-owned local distribution company's notification to the customer advising of an enrollment request, as required by 20 VAC 5-312-80 I, for customers electing to waive the wires charges, shall in a clear and conspicuous manner, as approved by the staff of the State Corporation Commission, state that the customer will not be required to pay wires charges, but that the customer will not ever return to service of the local distribution company at capped rates.~~

H. The competitive service provider serving a customer that is not obligated to pay wires charges shall provide the investor-owned local distribution company 60 days notice prior to terminating service to such a customer. ]

[ ~~H. I. ]~~ The election to be exempt from any wires charges is available to the first 1,000 MW or 8.0% of the investor-owned electric local distribution company's prior year Virginia adjusted peak-load.

[ ~~I. J. ]~~ Such exemption provisions are enforceable until the earlier of July 1, 2007, or the termination of any imposed wires charges, while the inability to return to capped rate service remains indefinitely upon exercising this option.

## **20 VAC 5-313-40. Methodology to determine market-based costs.**

The following elements shall be considered to determine the appropriate market-based costs applied to certain customers



*electing to exempt the minimum stay requirements or wires charges:*

- 1. Actual [~~incremental~~] energy expenses of procuring such electric energy based on real-time [ or day ahead ] hourly prices calculated and published by the respective RTO for the appropriate price zone of the local distribution company;*
- 2. Actual [~~incremental~~] capacity expenses of procuring such electric capacity based on prices calculated and published by the respective RTO for the currently defined capacity market;*
- 3. Incremental administrative and incremental transaction costs associated with procuring such energy, including but not limited to:
  - a. Costs of transmission line losses; and*
  - b. Costs of ancillary services; and**
- 4. A reasonable margin to provide the service deemed justifiable by the State Corporation Commission.*

VA.R. Doc. No. R05-92; Filed January 5, 2006, 11:56 a.m.

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# FAST-TRACK REGULATIONS

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

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## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

**Title of Regulation:** 18 VAC 120-40. Virginia Professional Boxing and Wrestling Events Regulations (amending 18 VAC 120-40-40 and 18 VAC 120-40-50).

**Statutory Authority:** § 54.1-831 of the Code of Virginia.

**Public Hearing Date:** N/A -- Public comments may be submitted until April 8, 2006.

(See Calendar of Events section for additional information)

**Effective Date:** April 23, 2006.

**Agency Contact:** Karen O'Neal, Deputy Director for Licensing and Regulation, 3600 West Broad Street, Richmond, VA 23230, telephone (804) 367-8537, FAX (804) 367-2475, or e-mail karen.oneal@dpor.virginia.gov.

**Basis:** Section 54.1-831 of the Code of Virginia provides that the department shall administer and enforce the provisions of Chapter 8.1 (Boxing and Wrestling Events) and "shall have direct oversight of events to assure the safety and well-being of boxers and wrestlers." This section also gives the director all powers of a regulatory board as contained in § 54.1-201 of the Code of Virginia, the power to promulgate regulations including the manner in which fees are to be accounted for and submitted to the department, and the power to "charge each applicant for licensure and for renewals of licensure a nonrefundable fee subject to the provisions of § 54.1-113 and subdivision 4 of § 54.1-201."

**Purpose:** The purpose of the regulatory action is to create two new categories of licensure:

1. Boxer - limited; and
2. Wrestler - limited.

The proposed fee for the license will be \$30 compared to the \$40 fee to obtain a boxer or wrestler license that is good from the date it is issued until the end of the calendar year.

Many individuals who participate in only one event per year in Virginia have inquired about a less expensive license. This can be accomplished without reducing revenues because it is estimated that individuals who are not currently participating will get a license and participate under the new structure.

**Substance:** 18 VAC 120-40-40 will be amended to permit the issuance of limited licenses to boxers or wrestlers that will expire at the end of a specifically identified event or two specifically identified events held on consecutive days at the same location. 18 VAC 120-40-50 will be amended to add a license fee for a "boxer - limited" license and a "wrestler - limited" license.

**Issues:** The regulated community will benefit from the proposed change by being permitted to obtain a less expensive license to participate on a limited basis. There are no disadvantages to the regulated community.

There are no other known advantages or disadvantages to public, the agency or the Commonwealth.

**Rationale for Using Fast-Track Process:** The proposed change is being requested by the regulated community. There will be no impact on the public and no opposition is anticipated.

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

**Summary of the proposed regulation.** The Department of Professional and Occupational Regulation (DPOR) proposes to create two new fee classifications in the Professional Boxing and Wrestling Event Regulation. Individuals who wish to participate in only one professional boxing or wrestling match per year within the Commonwealth will be able to obtain either a limited boxing license or a limited wrestling license for \$30.

**Estimated economic impact.** Under current regulation, boxers and wrestlers can obtain a license to participate in professional boxing or wrestling matches held in the Commonwealth; these licenses are valid for any number of matches allowed by other parts of the Professional Boxing and Wrestling Event Regulation and expire on the 31st of December of the calendar year in which they were issued. Under the current regulation, the license fee for both boxing and wrestling is \$40. This proposed regulatory change will allow boxers and wrestlers who wish to participate in only one match per year to obtain a limited license. A limited license will be valid for one specifically identified event, or two specifically identified events that occur on consecutive days at the same venue, and will cost \$30 rather than \$40.

Approximately 450 boxing licenses and 510 wrestling licenses were issued in 2002, the year that DPOR is using as baseline to compute the effects of this regulatory change. DPOR estimates that 210 of the 450 boxers who were issued licenses intended to participate in one event or two events on consecutive days at the same venue. These 210 wrestlers would have, collectively, paid out \$2,100 less than they did

had limited licenses been available. The proposed regulatory change will lower costs for boxers who would choose to be licensed at current the fee level (\$40) and is also likely to have the marginal effect of increasing the number of licenses sold per year. A portion of the individuals who have not chosen to pay \$40 to be licensed but still have an interest in participating in boxing events may find incentive in the lower rates and may participate in the future. If this happens, the increase in the number of licenses sold will partially or completely offset the revenue that DPOR will lose because of the fee decrease.

Any possible increase in the number of licensed boxers will also likely increase the number of matches held in the Commonwealth each year. It is likely that promoters will either increase the number of events held each year or plan larger events to accommodate an increased pool of licensed boxers. There were seven licensed boxing events during the 2002 calendar year.

DPOR does not have estimates for how many of the 510 wrestling licenses issued in 2002 would have been used for only one event or two events on consecutive days at the same venue. Given that there were 100 wrestling events during that year, the number of licensed wrestlers who would have taken advantage of the lower fee schedule is likely proportionally less when compared to the number of licensed boxers who would have chosen the lower fee option. This is likely to be the case because there were many more events for wrestling than there were for boxing so wrestlers would have had many more opportunities to use their licenses multiple times. In any case, any wrestler who intends to only wrestle in one event per year will benefit under the proposed regulatory change.

Businesses and entities affected. There are approximately 20 licensed promoters, 7 managers, 130 trainers/cutmen, 450 professional boxers and 510 professional wrestlers in the licensed by the Commonwealth. Those who pay for boxing and/or wrestling licenses will see a direct benefit due to this regulatory change. To the extent that lower fees encourage the expansion of the markets involved, all of these entities will indirectly benefit.

Localities particularly affected. All localities in the Commonwealth will be affected by the proposed regulation.

Projected impact on employment. To the extent the proposed regulatory change increases the number of professional boxing/wrestling licenses issued, this regulatory change will have a positive impact on the boxer/wrestler employment market. Employment ancillary to these groups may also increase as more managers, cutmen, trainers and promoters are needed to arrange and support the work of boxers/wrestlers.

Effects on the use and value of private property. To the extent the proposed regulatory change increases the number of professional boxing/wrestling licenses issued and the number of events that are supportable in the market, owners of boxing and wrestling venues as well as event promoters are likely to see an increase in revenues.

Small businesses: costs and other effects. The proposed regulatory change should not create any costs for small businesses.

Small businesses: alternative method that minimizes adverse impact. The proposed regulation will decrease costs for the regulated community.

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

Summary:

*The amendments provide that individuals who wish to participate in only one professional boxing or wrestling match per year within the Commonwealth may obtain a limited boxing license or limited wrestling license for \$30.*

**18 VAC 120-40-40. License expiration and renewal.**

A. Except as set out in subsection B of this section, each license, other than an event license or a *limited boxer or wrestler license*, shall expire on December 31 of the year in which the license was issued, except that licenses issued during the last 45 days of any calendar year shall expire on December 31 of the following calendar year.

B. Each license to conduct a boxing or wrestling event issued to a licensed promoter shall be valid only for the duration of the event described in the application for licensure. *Each limited license issued to a boxer or wrestler shall be valid only for the duration of one specifically identified event or two specifically identified events held on consecutive days at the same location.*

C. Prior to the expiration date shown on the license, each licensee desiring to renew the license shall cause the department or its contractor to receive a photocopy of his license and the fee specified in 18 VAC 120-40-50.

D. The department may deny renewal of a license for the same reasons as it may refuse initial licensure or discipline a current licensee.

**18 VAC 120-40-50. Fees.**

A. Each applicant shall submit the following fee along with the application for licensure:

<i>Boxer</i>	\$40
<i>Boxer - limited</i>	\$30
<i>Wrestler</i>	\$40
<i>Wrestler - limited</i>	\$30
<i>Manager</i>	\$50
<i>Promoter</i>	\$500
<i>Trainer, second, and cutman</i>	\$40
<i>Matchmaker</i>	\$50

B. Each application for a boxing event license shall be accompanied by the following fee:

1. Scheduled events of 42 rounds or fewer, with no more than one nontitle 10- or 12-round bout - \$1,500.
2. Scheduled events exceeding 42 rounds, with more than one nontitle 10- or 12-round bout or any event with a title bout - \$2,000.

C. Each application for a wrestling event license shall be accompanied by a fee of \$125.

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# Fast-Track Regulations

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D. All fees are nonrefundable.

**NOTICE:** The forms used in administering 18 VAC 120-40, Virginia Professional Boxing and Wrestling Events Regulations, are not being published; however, the name of each form is listed below. The forms are available for public inspection at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia, or at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia.

## FORMS

Boxing and Wrestling Non-Participant License Application, 41INPLIC (rev. ~~6/04~~ 7/05).

~~Boxing and Wrestling Promoter License Application, 41PRLIC (rev. 1/04).~~

~~Boxing and Wrestling Event License Application, 41EVLIC (rev. 6/00).~~

Boxing and Wrestling Event Card Additions and Deletions Form, 41VCHG (rev. ~~6/00~~) 41EVCHG (8/03).

~~Boxing and Wrestling Official Application, 41OFAPP (rev. 2/04).~~

Boxing and Wrestling Event Surety Bond Form, 41EVBOND (rev. ~~6/00~~ 8/03).

~~Boxing and Wrestling Participant License Application, 41PLIC (rev. 10/00).~~

Boxing and Wrestling Deposit Verification, 41DEPOSIT (rev. ~~6/00~~ 8/03).

Boxing and Wrestling Promoter's Fee Report, 41PFRFIN (rev. ~~5/00~~ 8/03).

~~Boxing and Wrestling Participant Sign-In Sheet, 41SIGNIN (eff. 11/04).~~

~~Boxing and Wrestling Promoters Payout Report, 41PROPAYREP (eff. 3/03).~~

*Boxing Event License Application, 41BEVLIC (eff. 9/03).*

*Boxing License Application, 41BOXLIC (eff. 9/05).*

*Boxing Promoter License Application, 41BPRLIC (eff. 7/05).*

*Promoters Payout Report, 41PAYREP (eff. 7/05).*

*Wrestling Event License Application, 41WEVLIC (eff. 9/05).*

*Wrestling License Application, 41WLIC (eff. 9/05).*

*Wrestling Promoter License Application, 41WPRLIC (eff. 7/05).*

*Limited Boxing License Application, 41LTDBOXLIC (eff. 9/05).*

*Limited Wrestling License Application, 41LTDWLIC (eff. 9/05).*

VA.R. Doc. No. R06-168; Filed January 6, 2006, 3:11 p.m.

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# GOVERNOR

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## EXECUTIVE ORDER NUMBER 1 (2006)

### **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, sexual orientation, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

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 principal, or supervisor 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 or her findings together with such recommendations as he or she 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 One (2002), Equal Opportunity, issued by Governor Mark R. Warner on January 12, 2002, and revised on December 16, 2005.

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 14th day of January 2006.

/s/ Timothy M. Kaine  
Governor

## EXECUTIVE ORDER NUMBER 2 (2006)

### **COMMUNITY INTEGRATION FOR VIRGINIANS WITH DISABILITIES**

#### Importance of the Issue

Each Virginian with a disability deserves to enjoy the same benefits of society and freedoms of everyday life that Virginians without disabilities enjoy. The Commonwealth has an obligation under the U.S. Supreme Court's *Olmstead v. L.C.* decision, the Americans with Disabilities Act, and the Virginians with Disabilities Act to provide appropriate opportunities for people with disabilities who choose to do so to become fully integrated into the community. Accordingly, state government must have appropriate structures in place to facilitate community integration for people with disabilities.

#### Community Integration Implementation Team

By virtue of the authority vested in me by Section 2.2-134 of the Code of Virginia, I hereby establish the Community Integration Implementation Team. The Community Integration Implementation Team shall consist of one representative of each of the following state agencies, who shall be designated by the head or designee of the following agencies and entities:

- Department for the Blind and Vision Impaired
- Department of Education
- Department of Housing and Community Development
- Department of Medical Assistance Services
- Department of Mental Health, Mental Retardation and Substance Abuse Services
- Department of Rail and Public Transportation
- Department of Rehabilitative Services
- Department of Social Services
- Department of Transportation
- Department of Veterans' Services
- Office of Comprehensive Services for At-Risk Youth and Families
- Special Advisor to the Governor for Workforce Development
- State Council of Higher Education for Virginia
- Virginia Board for People With Disabilities
- Virginia Community Colleges System
- Department for the Aging
- Department for the Deaf and Hard of Hearing
- Department of Health
- Department of Professional and Occupational Regulation

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# Governor

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- Virginia Housing Development Authority
- Statewide Independent Living Council

The Secretaries of Commerce and Trade, Education, Health and Human Resources, and Transportation, or their designees, shall serve as ex officio, voting members of the Implementation Team. The Governor may appoint representatives of other agencies or institutions of higher education to the Implementation Team at his discretion.

The Director of Community Integration for People with Disabilities shall chair the Implementation Team. The vice-chairman shall be selected by majority vote of the members of the Implementation Team. The Implementation Team shall:

1. Develop and annually update a comprehensive, cross-governmental strategic plan, the purpose of which is to assure continued community integration of Virginians with disabilities;
2. Seek advice and input from the Governor's Olmstead Community Integration Oversight Advisory Board as the strategic plan is developed;
3. Develop budget and legislative proposals that support implementation of the strategic plan; and
4. Report by July 15, 2006, to the Board on the status of community integration of Virginians with disabilities.

All executive branch agencies of the Commonwealth shall participate in the activities of the Team upon request.

## Oversight Advisory Board

By virtue of the authority vested in me by Section 2.2-134 of the Code of Virginia, I hereby create the Governor's Olmstead Community Integration Oversight Advisory Board. The Oversight Advisory Board 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 Board shall have a total membership of 21 citizen members, appointed by the Governor. The Board shall consist of: 11 members with disabilities, including one current resident of a state mental health facility, one current resident of a state mental retardation training center, and one current resident of a nursing facility; four family members of Virginians with disabilities; and six members who provide services to Virginians with disabilities or who advocate for such persons or services. In making appointments to the Board, the Governor shall endeavor to ensure both a balanced geographical representation and a diverse disability and ethnic representation. Additional members may be appointed at the Governor's discretion.

Members of the Board shall serve without compensation. They may receive reimbursement for expenses incurred in the discharge of their official duties upon approval by the Director.

The Board shall elect a chairman from its membership and may elect one of its members as vice-chairman. The Board shall also elect one of its members as secretary. The Board shall meet at least four times a year at such times as it deems appropriate or on call of the chairman. A majority of the members of the Board shall constitute a quorum.

The Director shall provide staff support to the Board. The purpose of this Board shall be to:

1. Monitor the implementation of state and federal laws concerning community integration of Virginians with disabilities;
2. Study all matters that present barriers or challenges to full community integration of Virginians with disabilities;
3. Advise and make recommendations to the Director and the Implementation Team related to eliminating barriers and challenges to community integration of Virginians with disabilities and such other related matters as may arise in the performance of their duties;
4. Review and advise the Director and the Implementation Team on its strategic plan; and
5. Report recommendations to the Governor.

All agencies of the Commonwealth shall assist the Board upon request. Additional staff support as is necessary for the conduct of the Implementation Team and Oversight Advisory Board's work during the term of their existence shall be furnished by the Office of the Governor and such other executive agencies as the Governor may designate. An estimated \$20,000 annually is required to support the work of the Board and the Team.

## Director of Community Integration for People with Disabilities

There is hereby established in the Office of the Governor a Director of Community Integration for People with Disabilities, to direct and coordinate all Olmstead implementation and oversight activities. The duties of this position will be as follows:

1. Review agency strategic plans to assure that they support community integration of Virginians with disabilities;
2. Create a system to monitor the effectiveness of community integration efforts;
3. Assist agencies in implementing policies and regulatory changes needed to ensure and support community integration of Virginians with disabilities;
4. Monitor federal legislation and policy in order to maximize the Commonwealth's effective use of and access to funds that support community integration;
5. Report annually by May 31 to the Governor on the status of efforts to create opportunities that further the goal of ensuring integration of Virginians with disabilities into the community; and
6. Serve as Chairman of the Implementation Team.

An estimated 1,500 hours of staff time will be required to coordinate and support the Implementation Team and the Oversight Advisory Committee.

Effective Date of the Executive Order

This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 14, 2007, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine  
Governor

EXECUTIVE ORDER NUMBER 3 (2006)

**CONTINUING THE CIVIL RIGHTS MEMORIAL  
COMMISSION**

Importance of the Issue

The Civil Rights Movement was a seminal period in our shared history. The struggles of the Civil Rights Movement secured the constitutional rights of African-Americans and other persons suffering from discrimination in our society. It is a movement that the Commonwealth of Virginia and the nation should remember and honor.

The Commonwealth has memorialized for future generations many aspects of our history at the seat of government in Capitol Square in Richmond. Regrettably, the Civil Rights Movement has yet to receive such recognition.

Many of the most important legal victories of the Civil Rights Movement originated in Virginia, including Supreme Court decisions that desegregated public transportation and accommodations, juries, courtrooms, and public schools, as well as decisions that invalidated anti-miscegenation laws and restrictive property covenants.

The bravery of leaders of the Civil Rights Movement helped create a more just and equitable society for all of our people. There is no more important accomplishment in our history. It is long past time for the Commonwealth of Virginia to recognize and honor the Civil Rights Movement with a memorial.

The 2005 General Assembly overwhelmingly approved House Joint Resolution 790, which requests the Governor to establish a memorial commission on civil rights. Governor Warner created the Commission on July 29, 2005, through Executive Order 96 (2005).

Continuation of the Commission

By virtue of the authority vested in me as Governor under Article V, Section 1 of the Constitution of Virginia and Title 2.2 of the Code of Virginia, I hereby continue the Civil Rights Memorial Commission. The Commission shall consist of nine members. As requested by House Joint Resolution 790, I will chair the Commission. Other members shall include the Lieutenant Governor, the Speaker of the House of Delegates, one additional member of the House of Delegates (as recommended by the Speaker of the House of Delegates), the Chairman of the Senate Committee on Rules, and four other members appointed by the Governor. Additional members may be appointed at the Governor's discretion.

Members of the Commission shall serve without compensation, but they may receive reimbursement for expenses incurred in the discharge of their official duties.

Charge for the Commission

I hereby direct the Commission to continue to study and recommend to the Governor and General Assembly an appropriate memorial in Capitol Square to commemorate the courage and fortitude of Virginians in the Civil Rights Movement, including the students of Robert Russa Moton High School, and other leaders who contributed to the Civil Rights Movement in Virginia. I further direct the Commission to take other steps as may seem necessary and appropriate to facilitate establishment of this memorial.

I further direct that all agencies of the Commonwealth provide any assistance that may be requested by the Commission. Staff support for the Commission shall be provided by the Secretary of Administration, the Office of the Governor, and such other agencies as may be designated by the Governor.

This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 14, 2007, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine  
Governor

EXECUTIVE ORDER NUMBER 4 (2006)

**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 and 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.

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# Governor

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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 rescinds Executive Order 3 (2002) issued on January 12, 2002, by Governor Mark R. Warner. This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 31, 2010, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine  
Governor

## EXECUTIVE ORDER NUMBER 5 (2006)

### **DELEGATION OF CERTAIN AUTHORITY CONFERRED BY GENERAL OBLIGATION BOND ACTS**

The 2002 Acts of Assembly provided for certain general obligation bonds to be issued subject to voter approval in a statewide referendum on November 5, 2002.

The voters subsequently approved such actions pursuant to the 2002 Acts of Assembly, including Chapters 827 and 859, relating to bonds for educational institutions, and Chapters 854 and 884, relating to bonds for parks and recreational facilities.

By virtue of the authority vested in me as Governor under Article V of the Constitution of Virginia and Sections 3 and 4 of the first enactment of Chapters 827, 854, 859 and 884, and

subject always to my continuing and ultimate authority and responsibility to act in such matters, and to reserve powers, I hereby affirm and delegate to the Secretary of Finance the powers and duties conferred upon me by the provisions of Sections 3 and 4 of the first enactment of Chapters 827, 854, 859 and 884 of the 2002 Acts of Assembly as follows:

- § 3 Authority to increase or decrease allocations to specific capital projects, within total amounts allocated, and
- § 4 Authority to increase appropriations for capital projects by the amount of proceeds of donations, gifts, grants or other nongeneral funds.

This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 31, 2010, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine  
Governor

## EXECUTIVE ORDER NUMBER 6 (2006)

### **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, 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 A, 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 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 rescinds Executive Order 4 (2002) issued on January 12, 2002, by Governor Mark R. Warner. This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 31, 2010, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine  
Governor

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# GUIDANCE DOCUMENTS

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Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require annual publication in the *Virginia Register* of guidance document lists from state agencies covered by the Administrative Process Act and the Virginia Register Act. A guidance document is defined as "...any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations..." Agencies are required to maintain a complete, current list of all guidance documents and make the full text of such documents available to the public.

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

## DEPARTMENT OF ACCOUNTS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Department of Accounts, 101 N. 14th Street, 2nd Floor, Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Michael E. Rider at P.O. Box 1971, Richmond, VA 23218-1971, by calling (804) 225-3051, or by e-mail at michael.rider@doa.virginia.gov.

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

### 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.

These documents are also available on DOA's website located at <http://www.doa.virginia.gov>.

## DEPARTMENT FOR THE AGING

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. in the office of the Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, VA 23229. Copies may be obtained free of charge by contacting Janet H. Schaefer at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail janet.schaefer@vda.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Janet H. Schaefer at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail janet.schaefer@vda.virginia.gov.

### Guidance Documents:

State Plan for Aging Services: October 1, 2003 - September 30, 2007, effective October 1, 2003, revised June 19, 2003, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), § 2.2.703 A3

Title III and Title V Service Standards, revised October 1, 2003, interpreting 22 VAC 5-20-80

Care Coordination for Elderly Virginians Policies and Procedures Manual, January 28, 2004

Senior Employment Services Coordination Plan (Title V), PY2004 issued July 1, 2004; PY2005 Modification effective July 1, 2005

Cost Sharing/Fee for Service Policy, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), Section 315(a)(2), 315(a)(5), 315(c)(1), 315(c)(2), 315(a)(6) and 315(b)(4)(A); interpreting 12 VAC 5-200-110, 22 VAC 5-20-390, revised April 4, 2004

Virginia Long-Term Care Ombudsman Program Policies and Procedures Manual, revised September 30, 2003

Guidelines for a Client Appeals Process for Services Provided Under the Older Americans Act, implementing Title III and Title VII of the Older Americans Act of 1965 (amended), Section 306(a)(10) and Section 307(a)(5)(B), issued July 30, 2002. Title III-D Interim Guidelines, Issued March 2001

Minimum Procurement Guidelines, issued June 1, 2003

National Family Caregiver Support Program Guidelines, implementing Title III-E of the Older Americans Act of 1965 (as amended), Sections 306(a)(4)(A)(i), 306(a)(4)(B)(i)(I), 372(3), 373, 373(b) and interpreting 22 VAC 5-20-250, revised February 22, 2005

## DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

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

For guidance documents relating to dairy and foods, contact Dr. David E. Cardin at (804) 692-0601.

For guidance documents relating to the State Milk Commission, contact Edward C. Wilson, Jr. at (804) 786-2013.

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

For guidance documents relating to all other matters (including ginseng), contact Andres Alvarez at (804) 786-3534.

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

752, Invitation for Bids for the Gypsy Moth Trapping Program, 03/04/2004

1113, Labeling of Cetane on Diesel Dispensers, 02/01/2000

1115, Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws, 07/01/1994

1116, What is a Package?, 02/01/2000

1744, Agricultural Stewardship Act Guidelines (Part 2), 07/01/2000

2552, Virginia Shipping Requirements for Package Bees and Queens, 11/21/2003

441, Food Safety Manual, 03/20/1998

**Guidance documents pertaining to specific boards or regulations under Department of Agriculture and Consumer Services**

441, Food Safety Manual, 03/20/1998

740, Dairy Services Procedure Manual, 12/18/2002

754, Food Inspection Field Operations Manual, 08/01/2002

750, Guidelines for the Virginia Ginseng Management Program, 11/09/2004

751, Virginia Cooperative Gypsy Moth Suppression Program, 2005 Guidelines, 09/01/2004

753, Invitation for Bids for the Cotton Boll Weevil Monitoring Program, 04/09/2003

1743, Agricultural Stewardship Act Guidelines (Part 1), 07/01/2000

1745, Agricultural Stewardship Act Guidelines (Part 2), 07/01/2000

## **Pesticide Control Board**

702, Worker Protection Standard--Self Inspection Checklist, 09/01/1999

703, Interpreting PPE Standards on Pesticide Labels, 09/01/1999

704, Administrative Procedure for Processing Violations for Civil Penalty Assessment and Actions on Certificates, Licenses, and Registrations, 04/13/2000

705, USDA Restricted Use Pesticide Recordkeeping and WPS Pesticide Application Information Requirements, 12/01/1999

1303, Agents of the VA Cooperative Extension Program Proctoring Commercial Applicator Examinations, 05/05/2003

1304, Applicator Recertification Options; Approval Procedures for Recertification Courses, 05/25/2003

1305, Commercial Carpet Cleaners who Apply Pesticides for Flea and Tick Control, 05/05/2003

1306, Handling of Information Changes on Applications for Recertification, 05/05/2003

1307, Issuance of Duplicate Applicator Certificates and Business Licenses, 05/05/2003

1308, Requests for Lists of Certified Applicators; Licensed Pesticide Businesses, and/or Registered Pesticide Products, 05/20/2003

1309, Issuance, Use, and Handling of Letters of Authorization (LOA) to Take Commercial Pesticide Applicator Certification Examination, 03/26/2003

1310, Pesticide Applicator Reexamination Intervals, 05/05/2003

1311, How to Handle a Situation when a Person Applies for a Commercial Applicator Certificate and a Pesticide Business License at the Same Time, 05/05/2003

1312, Interpretation of Whether a Person Needs a Private Certificate or a Commercial Certificate to Engage in Producing Agricultural Commodities on Private Property, 05/05/2003

1313, How to Handle Requests for Reinstatement, without Reexamination, of Expired Certificates Beyond the 60-Day Grace Period, 05/05/2003

1314, Supervision of Registered Technicians (Including Government Employees and Not-for-Hire Individuals), 05/20/2003

1315, Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores, 05/05/2003

1316, Applicator Testing in Order to Recertify, 05/05/2003

## **State Milk Commission**

2727, VA State Milk Commission Monthly Report Audit Manual, 05/01/1970

2728, Informational Memorandum VASMC B92-1, 03/13/1992

2729, Informational Memorandum VASMC B92-2, 03/13/1992

2730, Informational Memorandum VASMC B93-2, 06/18/1993

2731, Informational Memorandum VASMC B93-3, 06/18/1993

2732, Informational Memorandum VASMC B93-4, 06/18/1993

2733, Informational Memorandum VASMC B93-5, 06/18/1993

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# Guidance Documents

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## DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

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

### Guidance documents pertaining to the agency - Department of Alcoholic Beverage Control

1878, Circular Letter 92-1, 05/22/1992

1848, Licensee Newsletter - Spring 2003, 03/01/2003

1843, Farm Winery Remote – Festivals Bulletin, 07/19/2001

### Guidance documents: pertaining to specific boards or regulations under Department of Alcoholic Beverage Control

1843, Farm Winery Remote – Festivals Bulletin, 07/19/2001

1847, Licensee Bulletin - Vol. 56, No.1, 01/01/2000

1849, Application for ABC License, 01/01/1998

1850, Virginia's Licensing Process, 01/01/2002

1851, Retail Licensee Guide, 01/01/2001

1854, Circular Letter 84-3, 01/01/1984

1855, Licensee Bulletin Vol. 56, No.3, 01/01/2000

1856, Licensee Bulletin Vol. 56, No. 4, 01/01/2000

1857, Wholesale Licensee Bulletin, 09/01/1997

1858, Circular Letter 84-4, 12/26/1984

1859, Circular Letter 85-5, 03/26/1985

1860, Circular Letter 85-6, 05/31/1985

1861, Circular Letter 87-1, 01/28/1987

1862, Circular Letter 87-2, 03/19/1987

1863, Circular Letter 88-2, 07/22/1988

1864, Circular Letter 88-3, 09/07/1988

1865, Circular Letter 89-1, 04/14/1989

1866, Circular Letter 90-1, 03/01/1990

1867, Circular Letter 90-2, 03/01/1990

1868, Circular Letter 90-4, 06/27/1990

1869, Circular Letter 92-2, 11/23/1992

1870, Circular Letter 94-1, 03/16/1994

1871, Circular Letter 98-1, 01/01/1998

1872, Circular Letter 98-2, 02/01/1998

1873, Circular Letter 1-01, 01/01/2001

1874, Circular Letter 01-2, 02/01/2001

1875, Circular Letter 84-7, 12/26/1984

1876, Circular Letter 84-8, 12/26/1984

1877, Circular Letter 89-4, 10/13/1989

1879, Circular Letter 92-1, 05/22/1992

1881, Circular Letter 85-9, 01/01/1985

1883, Circular Letter 85-3, 02/06/1985

2878, Circular Letter 1-04, 01/01/2005

2879, Circular Letter 2-04, 01/01/2005

## 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@arts.virginia.gov](mailto:arts@arts.virginia.gov). The document may be found on the Virginia Commission for the Arts home page (<http://www.arts.virginia.gov>).

Questions regarding interpretation or implementation of this document may be directed to Peggy Baggett, Executive Director, at the address above, or e-mail [peggy.baggett@arts.virginia.gov](mailto:peggy.baggett@arts.virginia.gov).

### Guidance Document:

Guidelines For Funding, revised July 1, 2006 - June 30, 2008

## BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [fanbd@dhp.virginia.gov](mailto:fanbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young, Executive Director of the Board, at the address above or by telephone at (804) 662-9111. Copies are free of charge.

### Guidance Documents:

30-1, Order for Board of Audiology and Speech-Language Pathology v. Eve. H. Silverstein, case decision on practice using Auditory Integration Training ("AIT"), May 15, 1997

30-2, By-Laws of the Board of Audiology and Speech-Language Pathology, May 20, 1999

30-3, Board guidance on use of confidential consent agreements, May 20, 2004

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

30-5, Board guidance on meeting continuing competency requirements, May 15, 2003

30-6, Board guidance on licensure of applicant prior to the conferring of the academic degree, November 6, 2003

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

Questions regarding interpretation or implementation of these documents may be directed to Kim Via, Auditor, Auditor of Public Accounts, telephone (804) 225-3350 (ext. 360) or e-mail [kimberly.via@apa.virginia.gov](mailto:kimberly.via@apa.virginia.gov).

### 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 Section 15.2-167 of the Code of Virginia

Specification for Audits of Authorities, Boards, and Commissions. \$20.00 for manual. This document sets standards for audits of Virginia governmental authorities, boards, and commissions as required by Section 30-140 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 Sheriffs Accounting Manual. \$10.00 for manual. This document prescribes accounting procedures for funds collected by Virginia's sheriffs.

All the documents listed above are available electronically on the Internet at [http://www.apa.virginia.gov/local\\_government/manuals.htm](http://www.apa.virginia.gov/local_government/manuals.htm).

## DEPARTMENT OF AVIATION

Copies of the referenced document may be viewed during normal business days from 8 a.m. until 5 p.m. at the Virginia Department of Aviation, 5702 Gulfstream Road, Richmond, VA 23250-2422. Single copies may be obtained free of charge by contacting Cherry A. Evans at the same address, telephone (804) 236-3631, FAX (804) 236-3635 or e-mail [cherry.evans@doav.virginia.gov](mailto:cherry.evans@doav.virginia.gov). The referenced guidance

document can also be found online at [www.doav.virginia.gov](http://www.doav.virginia.gov), in either text form, or through links to source depositories.

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

### Guidance Document:

Commonwealth of Virginia Airport Sponsor Information Guide, updated August 2001, which includes Virginia Administrative Code Title 24, Chapter 20 to wit: Virginia Aviation Regulations, 24 VAC 5-20-10 et seq. The Airport Sponsor Information Guide and Aviation Regulations address all state requirements for topics including, but not being limited to, (1) public airport sponsors, (2) private airport registration (3) pilots, (4) aircraft owners, (5) aircraft licenses and insurance, (6) aerial applicators, (7) aircraft dealers, and associated businesses, and (8) obstructions to airspace.

## 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](mailto:williams@vsb.org).

Questions regarding interpretation of the document may be directed to James McCauley, Ethics Counsel, Virginia State Bar, 707 E. Main Street, Richmond, VA 23219, telephone (804) 775-0565 or e-mail [mccauley@vsb.org](mailto:mccauley@vsb.org).

### Guidance Document:

Unauthorized Practice of Law (UPL) Guidelines, issued June 1997, 15 VAC 5-80

## 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) 371-3157 or e-mail [william.pegas@dbvi.virginia.gov](mailto:william.pegas@dbvi.virginia.gov).

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 [william.pegas@dbvi.virginia.gov](mailto:william.pegas@dbvi.virginia.gov).

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# Guidance Documents

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## Guidance Documents:

Randolph-Sheppard Vending Facility Program Operators Manual, issue March 1992, 22 VAC 45-20

Rehabilitation Teaching and Independent Living Services Policy and Procedure Manual, revised October 2005, 22 VAC 45-70 and 22 VAC 45-80

Virginia Department for the Blind and Vision Impaired Library and Resource Application for Service, revised November 2003

Library and Resource Center Policy and Procedures Manual for Educators of the Visually Impaired, revised October 1999

Education Services Policy and Procedure Manual, revised September 2005, § 22.1-217

Virginia Rehabilitation Center for the Blind and Vision Impaired Operations Manual, revised Nov 2004, § 51.5-73

VRCBVI Student Handbook, revised October 2000

Vocational Rehabilitation Policies and Procedures Manual, revised August 2005, 22 VAC 45-50

Low Vision Policies and Procedures Manual, revised January 2005

Orientation and Mobility Policy and Procedure Manual, revised September 2005

Policy and Procedures Directives, issued periodically to update service program manuals

## DEPARTMENT OF BUSINESS ASSISTANCE

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the offices of the Virginia Department of Business Assistance, 707 East Main Street, Suite 300, Richmond, VA 23219. Copies may be obtained free of charge by contacting Elizabeth J. Moran at the same address, telephone (804) 371-8260, FAX (804) 371-2115 or e-mail [elizabeth.moran@dba.virginia.gov](mailto:elizabeth.moran@dba.virginia.gov).

Questions regarding interpretation or implementation of the New Jobs Workforce Training Guidelines, the Small Business New Jobs Training Program and the Retraining Program may be directed to Preston Wilhelm, Director, Workforce Services, Department of Business Assistance, 707 East Main Street, Richmond, VA 23219, telephone (804) 371-8132, FAX (804) 371-8137, or e-mail [preston.wilhelm@dba.virginia.gov](mailto:preston.wilhelm@dba.virginia.gov).

## Guidance Documents:

New Jobs Workforce Training Guidelines, revised September 2004, § 2.2-902 A 1

Small Business New Jobs Training Program Guidelines, revised September 2004, § 2.2-902 A 1

Retraining Program Guidelines, revised September 2004, § 2.2-902 A 1

Workforce Investment Act Retraining Program Guidelines, developed May 2003, § 2.2-902 A 1

## STATE CERTIFIED SEED BOARD

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Certified Seed Board, 330 Smyth Hall, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Dr. Steve Hodges at the same address, telephone (540) 231-9775 or FAX (540) 231-3431.

Questions regarding interpretation or implementation of this document may be directed to David Whitt, Agricultural Program Manager, 9142 Atlee Station Road, Mechanicsville, VA 23116, telephone (804) 746-4884 or FAX (804) 746-9447.

State Certified Seed Board Annual Report, 2000

State Certified Seed Board Annual Report, 2001

State Certified Seed Board Annual Report, 2002 - 2003

State Certified Seed Board Annual Report, 2004

## CHRISTOPHER NEWPORT UNIVERSITY

Copies of the following documents may be viewed on regular working days from 8 a.m. to 5 p.m. in the offices noted and in the Captain John Smith Library at Christopher Newport University, 1 University Place, Newport News, VA 23606. The documents may be viewed on the Christopher Newport University website (<http://www.cnu.edu>).

Questions regarding interpretation or implementation of these documents may be directed to Ms. Margaret Yancey, Director of Development, and Special Assistant to the President, Christopher Newport University, 1 University Place, Newport News, VA 23606, telephone (757) 594-7942, FAX (757) 594-7713, or e-mail [myancey@cnu.edu](mailto:myancey@cnu.edu).

## Guidance Documents:

University Handbook, <http://public.cnu.edu/uhandbook/uhandbook06.pdf> - Provost Office

Student Handbook, [http://studentlife.cnu.edu/pdf/student\\_handbook.pdf](http://studentlife.cnu.edu/pdf/student_handbook.pdf) - Student Life Office

Undergraduate Catalog, <http://undergradcatalog.cnu.edu/> - Academic Advising Office

Graduate Catalog, <http://gradstudies.cnu.edu/gradcat05.pdf> - Graduate Office

## 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](mailto:tedwards@leg.state.va.us). Internet addresses for accessing the documents are found below.

Questions regarding interpretation or implementation of these documents may be directed to Jane Chaffin, Registrar of

Regulations, Virginia Code Commission, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, VA 23219, telephone (804) 786-3591, FAX (804) 692-0625 or e-mail [jchaffin@leg.state.va.us](mailto:jchaffin@leg.state.va.us).

## Guidance Documents:

Virginia Register Form, Style and Procedure Manual (<http://legis.state.va.us/codecomm/register/download.htm#manual>), revised August 1995, §§ 2.2-4104

Preparing and Filing Guidance Document Lists (<http://legis.state.va.us/codecomm/register/guidadoc.htm>), revised October 2005, §§ 2.2-4008 and 2.2-4103

Fast-Track Rulemaking Procedures (<http://legis.state.va.us/codecomm/register/download/2003FastTrackProcedure.htm>), effective July 2003, § 2.2-4012.1

## VIRGINIA COMMUNITY COLLEGE SYSTEM

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 Community College System, James Monroe Building, 101 N. 14th Street, 15th Floor, Richmond, VA 23219. Copies may be obtained by contacting Ms. Sharon Hutcheson at the same address, telephone (804) 819-4961, FAX (804) 819-4768 or e-mail [shutcheson@vccs.edu](mailto:shutcheson@vccs.edu). The document may be downloaded from the Virginia Community College System homepage (<http://www.vccs.edu>).

Questions regarding interpretation or implementation of this document may be directed to Dr. Glenn DuBois, Chancellor, Virginia Community College System, 101 N. 14th St., 15th Floor, Richmond, VA 23219, telephone (804) 819-4903, FAX (804) 819-4760, or e-mail [gdubois@vccs.edu](mailto:gdubois@vccs.edu).

## Guidance Document:

Virginia Community College System Policy Manual, (approximately 327 pages), revised July 21, 2005, §§ 23-214 through 23-231.1, \$25.

## DEPARTMENT OF CONSERVATION AND RECREATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of the Director of the Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219. The Director's Office serves as the central repository for the Department of Conservation and Recreation, the Board of Conservation and Recreation, the Virginia Soil and Water Conservation Board, the Chesapeake Bay Local Assistance Board, the Virginia Cave Board, the Virginia Scenic River Board, the Chippokes Plantation Farm Foundation, the Virginia Land Conservation Foundation, and the Virginia Outdoors Foundation. Individual copies of listed publications may be obtained free of charge, unless a price is listed, by contacting the Regulatory Coordinator at the above address, telephone (804) 786-6124 or FAX (804) 786-6141. Most manuals and reports listed without a price attached were produced in very limited quantities and are available for copying charges. For documents with a cost associated,

please refer to the document listings. Individual copies of certain documents may also be viewed at the department's divisional headquarters and in some cases at regional or district offices or at Virginia State Parks.

Questions regarding interpretation or implementation of these documents may be directed to David C. Dowling, Policy, Planning, and Budget Director, Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219, telephone (804) 786-2291 or FAX (804) 786-6141. Other staff may be assigned by the Director or Mr. Dowling to answer specific questions regarding these documents.

## Guidance Documents:

### Division of Natural Heritage

DCR – NH – 001, Native Plants for Conservation, Restoration, and Landscaping, Coastal Plain, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 002, Native Plants for Conservation, Restoration and Landscaping - Grasslands, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 003, Native Plants for Conservation, Restoration, and Landscaping, Mountain Region, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 004, Native Plants for Conservation, Restoration, and Landscaping, Piedmont Region, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 005, Native Plants for Conservation, Restoration and Landscaping - Riparian Forest Buffers, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 006, Natural Areas Management Techniques - Fire and Natural Areas: An Overview, 06/01/1997 §§ 10.1-209 through 10.1-217

DCR – NH – 007, Natural Area Protection - Natural Area Dedication, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 008, Natural Area Protection - Natural Area Management Agreements, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 009, Natural Area Stewardship - Ecological Management, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 010, Natural Heritage Resources Fact Sheet - Conserving Virginia's Natural Communities ...Why?, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 011, Natural Heritage Resources Fact Sheet - Barrier Beaches, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 012, Natural Heritage Resources Fact Sheet - Groundwater Seepage Wetlands of the Coastal Plain and Piedmont, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 013, Natural Heritage Resources Fact Sheet - Tidal Freshwater Marshes, 06/01/1997, §§ 10.1-209 through 10.1-217

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## Guidance Documents

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DCR – NH – 014, Natural Heritage Resources Fact sheet – Virginia's Rare Natural Environments: Baldcypress - Water Tupelo Swamps, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 015, Natural Heritage Resources Fact Sheet – Virginia's Rare Natural Environments: Pocosins, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 016, Natural Heritage Resources Fact Sheet – Virginia's Rare Natural Environments: Sea-level Fens, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 017, Natural Heritage Resources Fact Sheet – Virginia's Rare Natural Environments: Seasonal Ponds, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 018, Natural Heritage Resources Fact Sheet – Virginia's Rare Natural Environments: Turkey Oak Sandhills, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 019, Natural Resources Fact Sheet - Rare Odonates Found in Virginia's Coastal Plain, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 020, Natural Resources Fact Sheet - Migratory Songbird Habitat in Virginia's Coastal Plain, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 021, Natural Resources Fact Sheet - Rare Marsh Nesting Birds of Virginia's Coastal Plain, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 022, Natural Heritage Resources Fact Sheet - Purple Pitcher Plant, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 023, Natural Heritage Resources Fact Sheet - Sensitive Joint-vetch, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 024, Natural Heritage Resources Fact Sheet - Spreading Pogonia, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 025, Natural Heritage Resources Fact Sheet - Swamp Pink, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 026, Invasive Alien Plant Species of Virginia, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 027, Invasive Alien Plant Species of Virginia - Aneilema, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 028, Invasive Alien Plant Species of Virginia - Asiatic Sand Sedge, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 029, Invasive Alien Plant Species of Virginia - Bush Honeysuckles, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 030, Invasive Alien Plant Species of Virginia - Canada Thistle, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 031, Invasive Alien Plant Species of Virginia - Chinese Lespedeza, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 032, Invasive Alien Plant Species of Virginia - Crown Vetch, 06/01/1997 §§ 10.1-209 through 10.1-217

DCR – NH – 033, Invasive Alien Plant Species of Virginia - Eurasian Water-milfoil, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 034, Invasive Alien Plant Species of Virginia - Garlic Mustard, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 035, Invasive Alien Plant Species of Virginia - Japanese Honeysuckle, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 036, Invasive Alien Plant Species of Virginia - Johnson Grass, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 037, Invasive Alien Plant Species of Virginia - Kudzu, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 038, Invasive Alien Plant Species of Virginia - Mile-a-Minute, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 039, Invasive Alien Plant Species of Virginia - Multiflora Rose, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 040, Invasive Alien Plant Species of Virginia - Autumn Olive and Russian Olive, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 041, Invasive Alien Plant Species of Virginia - Oriental Bittersweet, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 042, Invasive Alien Plant Species of Virginia - Parrot's Feather, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 043, Invasive Alien Plant Species of Virginia - Porcelain Berry, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 044, Invasive Alien Plant Species of Virginia - Purple Loosestrife, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 045, Invasive Alien Plant Species of Virginia - Spotted Knapweed, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 046, Invasive Alien Plant Species of Virginia - Tall Fescue, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 047, Invasive Alien Plant Species of Virginia - Tree-of-Heaven, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 048, Invasive Alien Plant Species of Virginia - Winged Burning Bush, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 049, Invasive Alien Plant Species of Virginia - Alligatorweed, 06/01/1996, §§ 10.1-209 through 10.1-217

DCR – NH – 050, Invasive Alien Plant Species of Virginia - Chinese Privet, 01/01/1998, §§ 10.1-209 through 10.1-217

DCR – NH – 051, Invasive Alien Plant Species of Virginia - Hydrilla, 06/01/1996, §§ 10.1-209 through 10.1-217

DCR – NH – 052, Invasive Alien Plant Species of Virginia - Japanese Knotweed, 06/01/1996, §§ 10.1-209 through 10.1-217



DCR – NH – 053, Invasive Alien Plant Species of Virginia - Japanese Stilt Grass, 01/01/1998, §§ 10.1-209 through 10.1-217

DCR – NH – 054, Managing Invasive Alien Plants in Natural Areas, Parks, and Small Woodlands (booklet), 06/01/1998, §§ 10.1-209 through 10.1-217

DCR – NH – 055, Natural Heritage Resources of Virginia - Rare Vascular Plants, 04/01/2004, §§ 10.1-209 through 10.1-217

DCR – NH – 056, Natural Areas Protection - Natural Areas Registry, 06/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 057, Natural Heritage Resources Fact Sheet - Rare Beach - Nesting Birds of Virginia, 07/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 058, Natural Heritage Resources Fact Sheet - Virginia Sneezeweed, 07/01/1997, §§ 10.1-209 through 10.1-217

DCR – NH – 059, Natural Heritage Information Services, 07/01/2003, §§ 10.1-209 through 10.1-217

DCR – NH – 060, Invasive Alien Plant Species of Virginia - Common Reed, 06/01/1996, §§ 10.1-209 through 10.1-217

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

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

DCR – NH – 063\*, 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

DCR – NH – 064\*, Natural Heritage Resources of Virginia - Rare Animal Species, Natural Heritage Technical Report 03-04, 03/01/2003, §§ 10.1-209 through 10.1-217

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

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

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

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

DCR – NH – 069\*, Canoe Trail Guide - Alton's Creek, North Landing River Natural Area Preserve (brochure), 03/01/1998, §§ 10.1-209 through 10.1-217

DCR – NH – 070\*, Canoe Trail Guide - Pocatoy Creek, North Landing River Natural Area Preserve (brochure), 03/01/1998, §§ 10.1-209 through 10.1-217

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

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

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

\* not available on Townhall

## Division of Planning and Recreation Resources

DCR – PRR – 001\*, 2002 Virginia Outdoors Plan, 2002 [a plan for meeting Virginia's outdoor recreational needs and conserving the environment (a 445 page document)], §§ 10.1-200 and 10.1-207, cost: \$20 plus \$7 for shipping and handling – CD Rom version available for \$10 plus \$1 shipping and handling

DCR – PRR – 002, Virginia Recreational Trails Fund Program, December 2004 (project application for the grant program established for the purposes of providing and maintaining recreational trails and trails-related facilities), § 10.1-200

DCR – PRR – 003, Virginia Outdoors Fund Grant Program, December 2004 (describes the Virginia Outdoors Fund Grant Program and provides appropriate application instructions and forms), § 10.1-200

DCR – PRR – 004\*, 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

DCR – PRR – 009\*, Open Space Land Within the Shenandoah River Corridor and Use-Value Assessment, §§ 10.1-417 and 58.1-3230

DCR – PRR – 010\*, Bear Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on September 6, 2002, and adopted by Joseph H. Maroon, December 6, 2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 011\*, Belle Isle State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on November 4, 2004, and was renewed by Joseph H. Maroon on December 16, 2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

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## Guidance Documents

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DCR – PRR – 012\*, 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. The master plan was given a 5-year review by the Board of Conservation and Recreation on November 4, 2004, and was renewed by Joseph H. Maroon on December 16, 2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 013\*, Chippokes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 2, 1999, adopted by David G. Brickley, May 16, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 014\*, Claytor Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, and adopted by David Brickley, March 6, 2001, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 015\*, Douthat State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on November 4, 2004, and was renewed by Joseph H. Maroon on December 16, 2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 016\*, False Cape State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on November 4, 2004, and was renewed by Joseph H. Maroon on December 16, 2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 017\*, First Landing State Park Master Plan, Reviewed by the Board of Conservation and Recreation on September 27, 1999, and adopted by David G. Brickley, November 15, 1999, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 018\*, Hungry Mother State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, and adopted by David G. Brickley, March 6, 2001, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 019\*, James River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on November 4, 2004, and was renewed by Joseph H. Maroon on December 16, 2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 020\*, Kiptopeke State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, and adopted by David G. Brickley, March 11, 2001, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 021\*, Lake Anna State Park Master Plan, Reviewed by the Board of Conservation and Recreation on November 30, 2001, and adopted by David G. Brickley, January 8, 2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

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

DCR – PRR – 023\*, New River Trail State Park Master Plan, Reviewed by the Board of Conservation and Recreation on April 26, 1999, and adopted by David G. Brickley, November 15, 1999, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 024\*, Natural Tunnel State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 2, 1999, and adopted by David G. Brickley, May 16, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 025\*, Oconeechee State Park Master Plan, Reviewed by the Board of Conservation and Recreation on November 7, 2002, and adopted by Joseph H. Maroon, June 9, 2003, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 026\*, Pocahontas State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on November 4, 2004, and was renewed by Joseph H. Maroon on December 16, 2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 027\*, Raymond R. "Andy" Guest Jr./Shenandoah River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, and adopted by David G. Brickley, March 11, 2001, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 028\*, Sailor's Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on September 6, 2002, and adopted by Joseph H. Maroon, December 4, 2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

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

DCR – PRR – 030\*, Smith Mountain Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on November 7, 2002, and adopted by Joseph H. Maroon, June 6, 2003, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 031\*, Staunton River Battlefield State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and adopted by David G. Brickley, December 29, 1998, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 032\*, Wilderness Road State Park Master Plan (formerly Karlan State Park), Reviewed by the Board of Conservation and Recreation on June 30, 1998, and December 7, 1998, and adopted by David G. Brickley, on July 2, 1998, and December 14, 1998, updated March 21, 2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 033\*, Grayson Highlands State Park Master Plan, Reviewed by the Board of Conservation and Recreation on January 8, 2004, and adopted by Joseph H. Maroon, September 9, 2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 034\*, Leesylvania State Park Master Plan, Reviewed by the Board of Conservation and Recreation on January 8, 2004, and adopted by Joseph H. Maroon, September 9, 2005, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 035\*, Holiday Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on January 6, 2005, and adopted by Joseph H. Maroon, December 20, 2005, §§ 10.1-107, 10.1-200 and 10.1-200

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

DCR – PRR – 037\*, York River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on June 2, 2005, §§ 10.1-107, 10.1-200 and 10.1-200.

DCR – PRR – 038\*, Westmoreland State Park Master Plan, Reviewed by the Board of Conservation and Recreation on June 2, 2005, §§ 10.1-107, 10.1-200 and 10.1-200

\* not available on Townhall

## Division of Soil and Water Conservation

DCR – SW – 007\*, Virginia Nutrient Management Guidelines for Continuing Education Meetings, May 1997, 4 VAC 5-15-40 A

DCR – SW – 008\*, Virginia Nutrient Management Certification Education and Experience Guidelines, Document currently under revision, 4 VAC 5-15-40 A

DCR – SW – 009\*, Virginia Nutrient Management Application Instruction Packet, October 1997, 4 VAC 5-15-40 A 1

DCR – SW – 010\*, Virginia Nutrient Management Standards and Criteria, Document currently under revision, 4 VAC 5-15

DCR – SW – 011\*, Nutrient Management Handbook, Third Edition, 2002, 4 VAC 5-15, cost: \$13 (shipping and handling included)

DCR – SW – 014\*, DCR Guidance for Crop Nutrient Recommendations for Hay/Pasture Fields, January 2001, 4 VAC 5-15-150

DCR – SW – 015\*, DCR Guidance for Fall Applied Manure Nitrogen Rates for Small Grains, Document currently under revision, 4 VAC 5-15-150

DCR – SW – 016\*, DCR Guidance for Manure Storage Facilities for Nutrient Management Plans Developed for a VPA Permit, January 2001, 9 VAC 25-192

\* not available on Townhall

## Division of State Parks

DCR – SP – 001, Virginia State Parks, Bear Creek Lake State Park Guide, revised 09/01/2003, §§ 10.1-200 and 10.1-201

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

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

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

DCR – SP – 005, Virginia State Parks, Claytor Lake State Park Guide, 06/01/2002, §§ 10.1-200 and 10.1-201

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

DCR – SP – 007, Virginia State Parks, Douthat State Park, 06/01/2004, §§ 10.1-200 and 10.1-201

DCR – SP – 008, Virginia State Parks, Fairy Stone State Park Facilities Guide, 10/01/2003, §§ 10.1-200 and 10.1-201

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

DCR – SP – 010, Virginia State Parks, First Landing State Park and Natural Area Trail Guide, 07/01/1996, §§ 10.1-200 and 10.1-201

DCR – SP – 011, Virginia State Parks, Grayson Highlands State Park Guide, 04/01/2003, §§ 10.1-200 and 10.1-201

DCR – SP – 012, Virginia State Parks, Holliday Lake State Park Guide, 11/01/1996, §§ 10.1-200 and 10.1-201

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

DCR – SP – 014, Virginia State Parks, James River State Park Guide, 07/01/2003, §§ 10.1-200 and 10.1-201

DCR – SP – 015, Virginia State Parks, Kiptopeke State Park Guide, 06/01/2002, § 10.1-200 and 10.1-201

DCR – SP – 016, Virginia State Parks, Lake Anna State Park Guide, 06/01/2003, §§ 10.1-200 and 10.1-201

DCR – SP – 016, Virginia State Parks, Lake Anna State Park Trail Guide, 06/01/2000, §§ 10.1-200 and 10.1-201

DCR – SP – 017, Virginia State Parks, Leesylvania State Park, 05/01/1999, §§ 10.1-200 and 10.1-201

DCR – SP – 018, Virginia State Parks, Mason Neck State Park Guide, 02/01/1998, §§ 10.1-200 and 10.1-201

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

DCR – SP – 020, Virginia State Parks, New River Trail State Park Guide, 04/01/2004, §§ 10.1-200 and 10.1-201

DCR – SP – 021, Virginia State Parks, Occoneechee State Park Guide, 06/01/2003, §§ 10.1-200 and 10.1-201

DCR – SP – 022, Virginia State Parks, Pocahontas State Park Guide, 06/01/2000, §§ 10.1-200 and 10.1-201

DCR – SP – 023, Sailor's Creek, 72 Hours Before the End, 03/01/1996, §§ 10.1-200 and 10.1-201

DCR – SP – 024, Virginia State Parks, Raymond R. "Andy" Guest, Jr./Shenandoah River State Park, 06/01/1997, §§ 10.1-200 and 10.1-201

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

DCR – SP – 026, Virginia State Parks, Sky Meadows State Park Guide, 05/01/1996, §§ 10.1-200 and 10.1-201

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## Guidance Documents

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DCR – SP – 027, Virginia State Parks, Smith Mountain Lake State Park Guide, 06/01/2000, §§ 10.1-200 and 10.1-201

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

DCR – SP – 029, Southwest Virginia Museum Historical State Park, A Story To Tell, 06/01/2003, §§ 10.1-200 and 10.1-201

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

DCR – SP – 031, Southwest Virginia Museum Historical State Park, A Walk on the Grounds, 06/01/2003, §§ 10.1-200 and 10.1-201

DCR – SP – 032, Virginia State Parks, Westmoreland State Park Guide, 06/01/1999, §§ 10.1-200 and 10.1-201

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

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

DCR – SP – 035, Virginia State Parks, First Landing State Park and Natural Area Trail System Guide, 05/01/1996, §§ 10.1-200 and 10.1-201

DCR – SP – 036\*, The 2005 Virginia State Parks' Guide to Virginia State Parks, §§ 10.1-200 and 10.1-201

DCR – SP – 037\*, Virginia State Parks 2005 Outdoor Adventure Guide and Calendar, §§ 10.1-200 and 10.1-201

DCR – SP – 038\*, Virginia State Parks Fee Guide, April 2005, §§ 10.1-200 and 10.1-201

DCR – SP – 039\*, Virginia State Parks, Bear Creek Lake State Park, Cumberland Multi-Use Trail Map and Guide, April 2000, §§ 10.1-200 and 10.1-201

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DCR – SP – 041\*, Virginia State Parks, Caledon Natural Area, Boyd's Hole Trail Guide, 1995, §§ 10.1-200 and 10.1-201

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

DCR – SP – 044\*, Virginia State Parks, Claytor Lake State Park, Shady Ridge Trail Interpretive Guide, 1988, §§ 10.1-200 and 10.1-201

DCR – SP – 045\*, Virginia State Parks, Claytor Lake State Park, William Christian Interpretive Brochure, 1992, §§ 10.1-200 and 10.1-201

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DCR – SP – 048\*, Virginia State Parks, Grayson Highlands State Park Hunting Guide, February 1997, §§ 10.1-200 and 10.1-201

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DCR – SP – 050\*, Virginia State Parks, Grayson Highlands State Park Mountain Bike Guide, February 1997, §§ 10.1-200 and 10.1-201

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DCR – SP – 060\*, Virginia State Parks, Sky Meadows State Park, Sky Meadows Bird Checklist, 1992, §§ 10.1-200 and 10.1-201

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DCR – SP – 063\*, 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

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DCR – SP – 070\*, Virginia State Parks, Westmoreland State Park, Big Meadows Interpretive Brochure, 1996, §§ 10.1-200 and 10.1-201

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## **Board of Conservation and Recreation**

DCR – BCR – 001\*, General Information for Board Members (3-ring notebook), December 2005, §§ 10.1-105 through 10.1-107, cost: per page copying

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## **Chesapeake Bay Local Assistance Board**

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

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

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

DCR – CBLAB – 004, 1991 Atty. Gen. Ann. Rep, at 36 (to Delegate George F. Allen, regarding unconstitutional taking of agricultural land), July 2, 1991, 9 VAC 10-20-130 B4

DCR – CBLAB – 005, 2001 Attorney General Opinion (letter to Michael D. Clower, CBLAD Executive Director) regarding the authority of the Chesapeake Bay Local Assistance Board to institute legal action to enforce the Chesapeake Bay Preservation Act and associated regulations, November 26, 2001, §§ 10.1-2103.10 and 10.1-2104, and 9 VAC 10-20-250

DCR – CBLAB – 006, 2002 Attorney General Opinion (letter to Leslie Kiduff, Jr., County Attorney for Northumberland County) regarding Equal Protection Clause of the Constitution of the

United States, October 30, 2002, 9 VAC 10-20-120 and 9 VAC 10-20-130(5)

DCR – CBLAB – 007, Board Guidance Document: Agricultural Operations: Soil and Water Quality Conservation Assessment/Plans, December 9, 2002, 9 VAC 10-20-120 (9)

DCR – CBLAB – 008, Board Document and Checklist: Local Program Compliance Evaluation Procedures, September 16, 2002

DCR – CBLAB – 009, Board Determination of Consistency Regarding Local Designation of Resource Protection Areas, February 1992, 9 VAC 10-20-80

DCR – CBLAB – 010, Procedural Policies for Local Program Review Policy, amended March 19, 2001, 9 VAC 10-20-231

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

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DCR – CBLAB – 013, Board Guidance Document: Resource Protection Area – Onsite Buffer Area Delineation, September 16, 2002, 9 VAC 10-20-105

DCR – CBLAB – 014, Board Guidance Document: Resource Protection Area – Buffer Area Encroachments, September 16, 2002, 9 VAC 10-20-130 (3)

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DCR – CBLAB – 023, Memorandum of Understanding between the Chesapeake Bay Local Assistance Department

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and the Department of Forestry, December 15, 2000, 9 VAC 10-20-120-10

DCR – CBLAB – 024, Letter to Henrico County, March 3, 2000, regarding the location of fences in the RPA, 9 VAC 10-20-130

DCR – CBLAB – 025, Letter to Hanover County, April 20, 2000, regarding the location of fences in the RPA, 9 VAC 10-20-130

DCR – CBLAB – 026, Letter to Mr. Robert Moses, June 16, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC 10-20-150 B

DCR – CBLAB – 027, Letter to Northampton County, August 28, 2000, regarding removal of buffer vegetation for fire protection, 9 VAC 10-20-130 B

DCR – CBLAB – 028, Letter to Fairfax County, October 10, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC 10-20-150 B

DCR – CBLAB – 029, Letter to Chesterfield County, February 13, 2001, regarding stormwater management requirements for redevelopment, 9 VAC 10-20-120

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DCR – CBLAB – 031, Letter to James City County, February 22, 2001, regarding agricultural land uses, 9 VAC 10-120-9

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DCR – CBLAB – 033, Letter to Spotsylvania County, July 12, 2001, regarding onsite designation of RPA features, 9 VAC 10-20-110 B

DCR – CBLAB – 034, Letter to Northampton County, October 23, 2001, regarding removal of vegetation through the use of herbicides in buffer, 9 VAC 10-20-130 B

DCR – CBLAB – 035, Letter to Fairfax County, January 2, 2002, regarding exemptions for cellular facilities, 9 VAC 10-20-150 B 1

DCR – CBLAB – 036, Letter to York County, January 9, 2002, regarding site-specific RPA determinations, 9 VAC 10-20-105

DCR – CBLAB – 037, Letter to HRPDC, January 23, 2002, regarding IDAs, 9 VAC 10-20-100

DCR – CBLAB – 038, Letter to City of Norfolk, January 24, 2002, regarding effective date of RPA buffer revisions, 9 VAC 10-20-130

DCR – CBLAB – 039, Letter to Fairfax County, February 11, 2002, regarding appurtenant structures of sewage treatment facilities, 9 VAC 10-20-150 B

DCR – CBLAB – 040, Letter to City of Poquoson, March 15, 2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 041, Letter to City of Poquoson, April 3, 2002, regarding permitted activities in RPAs, 9 VAC 10-20-130

DCR – CBLAB – 042, Letter to York County, May 14, 2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 043, Letter to Mathews County, June 11, 2002, regarding an exception request, 9 VAC 10-20-150 C

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DCR – CBLAB – 045, Letter to City of Poquoson, July 9, 2002, regarding tidal ditches, 9 VAC 10-20-80

DCR – CBLAB – 046, Letter to Caroline County, September 19, 2002, regarding BMPs in RPAs, 9 VAC 10-20-130.1.e

DCR – CBLAB – 047, Letter to City of Poquoson, September 19, 2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 048, Letter to James City County, April 25, 2003, regarding a silvicultural violation, 9 VAC 10-20-120.9

DCR – CBLAB – 049, Letter to Mathews County, December 16, 1993, regarding septic system criteria, 9 VAC 10-20-120 (7)

DCR – CBLAB – 050, Letter to Fairfax County, January 12, 1994, regarding reserve drainfield requirements on existing lots, 9 VAC 10-20-120 (7)

DCR – CBLAB – 051, 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

DCR – CBLAB – 052, Letter to Department of Environmental Quality, December 9, 1994, regarding delineation of RPA adjacent to new marina basin, 9 VAC 10-20-80

DCR – CBLAB – 053, 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)

DCR – CBLAB – 054, Letter to Fairfax County, October 2, 1995, regarding status of in-stream ponds as related to perenniality, 9 VAC 10-20-80

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DCR – CBLAB – 056, Letter to the Town of Smithfield, April 29, 1997, regarding fences within RPA buffers, 9 VAC 10-20-130

DCR – CBLAB – 057, Letter to Middlesex County, June 12, 1998, regarding buffer modifications, 9 VAC 10-20-130 B

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DCR – CBLAB – 060, Letter to Arlington County, February 4, 1999, regarding buffer encroachment by cantilevers, 9 VAC 10-20-130 B

DCR – CBLAB – 061, Letter to Northumberland County, May 5, 1999, regarding expansions of nonconforming structures, 9 VAC 10-20-150 A

DCR – CBLAB – 062, Letter to City of Alexandria, June 28, 1999, regarding buffer modifications, 9 VAC 10-20-130 B

DCR – CBLAB – 063, Letter to Chesterfield County, October 8, 1999, regarding buffer violation, 9 VAC 10-20-130 B

DCR – CBLAB – 064, 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

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DCR – CBLAB – 066, Letter to Chesapeake Bay Foundation, November 12, 2003, regarding wetland creation and stream restoration in RPAs, 9 VAC 10-20-130.1.b

DCR – CBLAB – 067\*, Letter to all Tidewater Administrators, Mayors and Town and City Managers, January 8, 2004, regarding vesting and grandfathering issues, § 10.1-2115

DCR – CBLAB – 068\*, Letter to Hanover County, February 25, 2004, regarding grandfathering and vesting issues, § 10.1-2115

DCR – CBLAB – 069\*, Letter to all Tidewater Administrators, Mayors and Town and City Managers, April 14, 2004, regarding stream and wetland restoration in RPAs and vesting issues, 9 VAC 10-20-130.1.b and § 15.2-2307

DCR – CBLAB – 070, Letter to City of Norfolk, April 22, 2004, regarding drainage ditches, 9 VAC 10-20-130.1.e

DCR – CBLAB – 071, Letter to Hanover County, May 5, 2004, regarding grandfathering provisions, § 15.2-2307

DCR – CBLAB – 072, Letter to Prince William County, June 2, 2004, regarding vesting and grandfathering issues, § 15.2-2307

DCR – CBLAB – 073, Letter to Mr. Billy Wood, private citizen, June 9, 2004, regarding formal exceptions, 9 VAC 10-20-150 C

DCR – CBLAB – 074, Letter to York County, June 14, 2004, regarding buffer protection, 9 VAC 10-20-130.3

DCR – CBLAB – 075, Letter to City of Hampton, June 23, 2004, regarding IDAs, 9 VAC 10-20-100

DCR – CBLAB – 076, Letter to Prince William County, October 1, 2004, regarding exemption for private roads and drives, 9 VAC 10-20-130.1.d

DCR – CBLAB – 077\*, Letter to Mr. Benard Levey, private citizen, November 30, 2004, regarding septic tanks in RPAs, 9 VAC 10-20-130.4

DCR – CBLAB – 078, Letter to Town of Vienna, December 2, 2004, regarding IDAs, 9 VAC 10-20-100

DCR – CBLAB – 079, Letter to USACE, December 8, 2004, regarding filling of RPA wetlands, 9 VAC 10-20-130.1 and 9 VAC 10-20-130.3

DCR – CBLAB – 080, Board Guidance Document: Agricultural Operations, Appendices, December 9, 2002, 9 VAC 10-20-120 (9)

DCR – CBLAB – 081, Letter regarding exemptions for public roads and appurtenant structures, June 16, 2002, 9 VAC 10-20-150 B

DCR – CBLAB – 082\*, Letter to City of Hampton, September 24, 2004, regarding fences in the RPA, 9 VAC 10-20-130

DCR – CBLAB – 083\*, Attorney General Opinion to Del Marrs, March 25, 2005, § 10.1-2115

\* not available on Townhall

## Chippokes Plantation Farm Foundation

DCR – CPFF – 001\*, General Information for Board Members (3-ring notebook), December 2005, §§ 3.1-22.6 through 3.1-22.12, cost: per page copying

DCR – CPFF – 002\*, Chippokes Farm and Forestry Museum brochure, 2004, §§ 3.1-22.6 through 3.1-22.12

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

DCR – CPFF – 004\*, Group Tour Guide, Chippokes Farm and Forestry Museum, §§ 3.1-22.6 through 3.1-22.12

DCR – CPFF – 005\*, SOL Programs Brochure, Chippokes Farm and Forestry Museum, §§ 3.1-22.6 through 3.1-22.12

DCR – CPFF – 006\*, Volunteering at the Chippokes Farm & Forestry Museum, 2002, §§ 3.1-22.6 through 3.1-22.12

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## Virginia Cave Board

DCR – VCB – 001\*, General Information for Board Members (3-ring notebook), May 2000, §§ 10.1-1000 through 10.1-1008, cost: per page copying

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## Virginia Land Conservation Foundation

DCR – VLFCF – 001\*, General Information for Board Members (3-ring notebook), December 2005, §§ 10.1-1017 through 10.1-1026, cost: per page copying

DCR – VLFCF – 002\*, Virginia Land Conservation Foundation's 2005 Virginia Land Conservation Fund Grant Program, June, 2005 (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

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# Guidance Documents

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## Virginia Outdoors Foundation

- DCR – VOF – 001, Easement Donation Guidelines, 12/01/2002, §§ 10.1-1800 through 10.1-1804
- DCR – VOF – 002, Easement Approval Process (10-steps), 04/01/2004, §§ 10.1-1800 through 10.1-1804
- DCR – VOF – 003, Template Conservation Easement, 10/01/2004, §§ 10.1-1800 through 10.1-1804
- DCR – VOF – 004, Open-Space Lands Preservation Trust Fund, 06/01/1997, §§ 10.1-1800 through 10.1-1804
- DCR – VOF – 005, Open-Space Easements in Virginia, 06/01/2001, §§ 10.1-1800 through 10.1-1804
- DCR – VOF – 006\*, General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-1800 through 10.1-1804, cost: per page copying
- DCR – VOF – 007\*, Open-Space Lands Preservation Trust Fund Application (to be completed by the landowner), 1997, §§ 10.1-1800 through 10.1-1804
- DCR – VOF – 008\*, Summary Ranking Sheet for Open Space Preservation Trust Fund, 1997, §§ 10.1-1800 through 10.1-1804

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## Virginia Scenic River Board

- DCR – VSRB – 001\*, General Information for Board Members (3-ring notebook), December 2005, §§ 10.1-400 through 10.1-419, cost: per page copying
- DCR – VSRB – 002, Scenic River Designation Factsheet, August 26, 2005, §§ 10.1-400 and 10.1-402
- DCR – VSRB – 003, A Guide to Citizen Involvement in the Scenic River Designation Process, September 1, 2005, §§ 10.1-400 and 10.1-402
- DCR – VSRB – 004\*, Evaluation Criteria (evaluating and ranking of streams according to relative uniqueness or quality), § 10.1-401
- DCR – VSRB – 005\*, 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

\* not available on Townhall

## Virginia Soil and Water Conservation Board

- DCR – VSWCB – 001\*, General Information for Board Members (3-ring notebook), December 2005, §§ 10.1-502 through 10.1-505, cost: per page copying
- DCR – VSWCB – 002, Virginia Soil & Water Conservation Board Policy on Financial Assistance for Soil & Water Conservation Districts, October 15, 2003, §§ 10.1-502 through 10.1-505
- DCR – VSWCB – 003, Financial Commitments for Establishment of a New Soil and Water Conservation District (SWCD/district), or Realignment of an Existing District, October 15, 2003

DCR – VSWCB – 004, Dam Safety Fact Sheet 1: Rodent Control on Earthfilled Dams, April 1998, §§ 10.1-604 through 10.1-613.5

DCR – VSWCB – 005, Fact Sheet for Dam Ownership: Vegetation and Erosion Control on Earthfill Dams, January 2005, §§ 10.1-604 through 10.1-613.5

DCR – VSWCB – 006, The Floodplain Management Plan for the Commonwealth of Virginia, 2005 Revised Plan, December 2005, §§ 10.1-600 through 10.1-603.23

DCR – VSWCB – 007\*, Virginia's Floodplain Management Program, Fact Sheet No. 4: Effects of Non – Compliance in the National Flood Insurance Program, December 2004, §§ 10.1-600 through 10.1-603.23

DCR – VSWCB – 008\*, Virginia's Floodplain Management Program, Fact Sheet No. 5: Probation and Suspension from the National Flood Insurance Program, December 2004, §§ 10.1-600 through 10.1-603.23

DCR – VSWCB – 009, Virginia Citizen's Guide to Floodplain Management, December 2005. §§ 10.1-600 through 10.1-603.23

DCR – VSWCB – 010, Virginia Local Officials Guide to Floodplain Management, December 2005, §§ 10.1-600 through 10.1-603.23

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

DCR – VSWCB – 012, Stormwater Management Enforcement Manual, November 2005, 4 VAC 50-60-10 et seq.

DCR – VSWCB – 013\*, Virginia Erosion and Sediment Control Handbook, Third Edition, 1992, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: \$53 (shipping and handling included)

DCR – VSWCB – 014\*, Virginia Erosion and Sediment Control Field Manual, Second Edition, 1995, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: \$25 (shipping and handling included)

DCR – VSWCB – 015\*, Virginia Erosion and Sediment Control Handbook AutoCad Drawings, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: \$30 (shipping and handling included)

\* not available on Townhall

## STATE CORPORATION COMMISSION

### Office of the Clerk of the Commission

Copies of the following forms and documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting the Clerk's Office by telephone at (804) 371-9733 or toll-free in Virginia at (866) 722-2551, or FAX (804) 371-9654. The forms may be downloaded from the Clerk's Office section on the State Corporation Commission's homepage ([www.scc.virginia.gov](http://www.scc.virginia.gov)).



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) 371-9654. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

### Guidance Documents:

SCC 21.2, Expedited Service Request - Business Entity Filing, October 2005, § 12.1-21.2

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

SCC 607, Guide for Articles of Correction of a Virginia Stock Corporation, revised July 2005, § 13.1-607

SCC 615/815, Notice of Assessment of Registration Fee, revised annually, §§ 13.1-615 and 13.1-815

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

SCC 631/830, Application for Reservation or for Renewal of Reservation of Corporate Name, revised August 2005, §§ 13.1-631 and 13.1-830

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

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

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

SCC 710, Guide for Articles of Amendment – Virginia Stock Corporation, revised July 2005, § 13.1-710

SCC 710N, Articles of Amendment - Changing the Name of a Virginia Stock Corporation By Unanimous Consent of the Shareholders, revised July 2005, § 13.1-710

SCC 711, Guide for Articles of Restatement of a Virginia Stock Corporation, revised July 2005, § 13.1-711

SCC 720, Guide for Articles of Merger or Share Exchange - Stock Corporation, revised June 2002, § 13.1-720

SCC 722.4, Guide for Articles of Domestication (Foreign stock corporation to be domesticated as a Virginia corporation), revised July 2003, § 13.1-722.4

SCC 722.5, Guide for Articles of Incorporation Surrender (Virginia stock corporation to be domesticated under the laws of another jurisdiction), revised July 2002, § 13.1-722.5

SCC 722.12 - CORP, Guide for Articles of Entity Conversion (Virginia limited liability company converting to a Virginia corporation), revised July 2005, § 13.1-722.12

SCC 722.12 - LLC, Guide for Articles of Entity Conversion (Virginia stock corporation converting to a Virginia limited liability company), revised July 2005, § 13.1-722.12

SCC 743, Articles of Dissolution - Stock Corporation, revised July 2005, § 13.1-743

SCC 744, Articles of Revocation of Dissolution - Stock Corporation, revised July 2005, § 13.1-744

SCC 750, Articles of Termination of Corporate Existence - Stock Corporation, revised July 2005, § 13.1-750

SCC 751, Articles of Termination of Corporate Existence - By the Initial Directors or the Incorporators of a Stock Corporation, revised July 2005, § 13.1-751

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

SCC 760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised July 2005, §§ 13.1-760 and 13.1-922

SCC 767/929, Application for a Certificate of Withdrawal of a Foreign Corporation Authorized to Transact Business in Virginia, revised July 2005, §§ 13.1-767 and 13.1-929

SCC 807, Guide for Articles of Correction of a Virginia Nonstock Corporation, revised July 2005, § 13.1-807

SCC 819, Articles of Incorporation - Virginia Nonstock Corporation, revised July 2005, § 13.1-819

SCC 888, Guide for Articles of Amendment - Virginia Nonstock Corporation, revised July 2005, § 13.1-888

SCC 896, Guide for Articles of Merger - Nonstock Corporation, revised June 2002, § 13.1-896

SCC 898.4, Guide for Articles of Domestication (Foreign nonstock corporation to be domesticated as a Virginia corporation), revised July 2003, § 13.1-898.4

SCC 898.5, Guide for Articles of Incorporation Surrender (Virginia nonstock corporation to be domesticated under the laws of another jurisdiction), revised July 2003, § 13.1-898.5

SCC 904, Articles of Dissolution - Nonstock Corporation, revised July 2005, § 13.1-904

SCC 905, Articles of Revocation of Dissolution - Nonstock Corporation, revised July 2005, § 13.1-905

SCC 912, Articles of Termination of Corporate Existence - Nonstock Corporation, revised July 2005, § 13.1-912

SCC 913, Articles of Termination of Corporate Existence - By the Initial Directors or the Incorporators of a Nonstock Corporation, revised July 2005, § 13.1-913

SCC 1, Corporate Annual Report of Principal Office and Officers/Directors, revised annually, §§ 13.1-775 and 13.1-936

LPA-73.3, Application for Reservation or for Renewal of Reservation of Limited Partnership Name, revised July 2005, § 50-73.3

LPA-73.5, Statement of Change of Registered Office and/or Registered Agent of a Limited Partnership, revised July 2005, § 50-73.5

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

LPA-73.11, Certificate of Limited Partnership, revised July 2005, § 50-73.11

LPA-73.12, Certificate of Amendment to Certificate of Limited Partnership, revised July 2004, § 50-73.12

LPA-73.13, Certificate of Cancellation of a Virginia Limited Partnership, revised July 2005, § 50-73.13

LPA-73.54, Application for Registration of a Foreign Limited Partnership, revised July 2005, § 50-73.54

LPA-73.57, Certificate of Correction for a Foreign Limited Partnership, revised July 2004, § 50-73.57

LPA-73.58, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Partnership, revised July 2005, § 50-73.58

LPA-73.67, Notice of Assessment of Registration Fee, revised annually, § 50-73.67

LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised July 2005, § 50-73.77

LLC-1010.1, Articles of Organization for Conversion of a Domestic or Foreign Partnership or Limited Partnership to a Limited Liability Company, revised July 2005, § 13.1-1010.1

LLC-1011, Articles of Organization of a Domestic Limited Liability Company, revised July 2005, § 13.1-1011

LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Domestic Limited Liability Company, July 2005, § 13.1-1011.1

LLC-1013, Application for Reservation or Renewal of Reservation of a Limited Liability Company Name, revised July 2005, § 13.1-1013

LLC-1014, Guide for Articles of Amendment – Domestic Limited Liability Company, revised August 2005, § 13.1-1014

LLC-1014N, Articles of Amendment – Changing the Name of a Virginia Limited Liability Company – By the Members, July 2005, § 13.1-1014

LLC-1014.1, Guide for Articles of Restatement of the Articles of organization of a Domestic Limited Liability Company, revised August 2005, § 13.1-1014.1

LLC-1016, Statement of Change of Registered Office and/or Registered Agent of a Limited Liability Company, revised July 2005, § 13.1-1016

LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised July 2005, § 13.1-1017

LLC-1050, Certificate of Cancellation of a Domestic Limited Liability Company, revised August 2005, § 13.1-1050

LLC-1050.1, Articles of Reinstatement of a Domestic Limited Liability Company (Voluntarily Canceled), revised August 2003, § 13.1-1050.1

LLC-1052, Application for Registration as a Foreign Limited Liability Company, revised July 2005, § 13.1-1052

LLC-1055, Certificate of Correction for a Foreign Limited Liability Company, revised July 2005, § 13.1-1055

LLC-1056, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Liability Company, revised July 2005, § 13.1-1056

LLC-1062, Notice of Assessment of Registration Fee, revised annually, § 13.1-1062

LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2005, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised July 2005, § 50-73.93

UPA-94, Statement of Denial for a Partnership, revised October 2001, § 50-73.94

UPA-115, Statement of Dissociation from a Partnership, revised July 2003, § 50-73.115

UPA-121, Statement of Dissolution of a Partnership, revised July 2003, § 50-73.121

UPA-83D-CANC, Cancellation of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D

UPA-83D-AMEND, Amendment of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D

UPA-83D-RENEW, Renewal of a Statement of Partnership Authority, revised July 2003, § 50-73.83 D

UPA-125, Certificate of Limited Partnership of a Domestic or Foreign Partnership Converting to a Virginia Limited Partnership, revised July 2005, § 50-73.125

UPA-132, Statement of Registration as a Domestic Registered Limited Liability Partnership, revised July 2003, § 50-73.132

UPA-134, Annual Continuation Report of a Domestic or Foreign Registered Limited Liability Partnership, revised June 2002, § 50-73.134

UPA-135, Certificate of Change of Registered Office and/or Registered Agent of a Registered Limited Liability Partnership, revised July 2005, § 50-73.135

UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised July 2005, § 50-73.135

UPA-136, Statement of Amendment of a Statement of Registration of a Domestic or Foreign Registered Limited Liability Partnership, revised September 2003, § 50-73.136

UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised March 2003, § 50-73.137

UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 2004, § 50-73.138

UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.139

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

BTA 1213, Guide for Articles of Correction to the Articles of Trust of a Domestic Business Trust, revised July 2005, § 13.1-1213

BTA 1215, Application for Reservation or for Renewal of Reservation of a Business Trust Name, revised July 2005, § 13.1-1215

BTA 1216, Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust, revised July 2005, § 13.1-1216

BTA 1217, Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust, revised October 2003, § 13.1-1217

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

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

BTA 1238, Articles of Cancellation of a Domestic Business Trust, revised July 2005, § 13.1-1238

BTA 1239, Articles of Reinstatement of a Domestic Business Trust (Voluntarily Canceled), revised July 2005, § 13.1-1239

BTA 1242, Application for Registration as a Foreign Business Trust, revised July 2005, § 13.1-1242

BTA 1245, Certificate of Correction for a Foreign Business Trust, revised October 2003, § 13.1-1245

BTA 1246, Articles of Cancellation of a Certificate of Registration as a Foreign Business Trust, revised July 2005, § 13.1-1246

SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent, revised May 2004, § 12.1-19.1

Charter/Entrance Fee and Annual Registration Fee Schedule, revised February 2005, §§ 13.1-615.1, 13.1-616, 13.1-775, 13.1-775.1, 13.1-815.1, 13.1-816, 13.1-936, and 13.1-936.1

Business Registration Guide, A Cooperative Effort by the State Corporation Commission, the Virginia Employment Commission and the Department of Taxation, 8th Edition, revised 2005

Notice to Virginia Corporations, July 2005, § 13.1-601 et seq., § 13.1-801 et seq.

Notice to Foreign Corporations, July 2005, § 13.1-757 et seq., § 13.1-919 et seq.

Notice to Virginia Limited Liability Companies, July 2005, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, July 2005, § 13.1-1051 et seq.

## 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 (Judy.Shapard@scc.virginia.gov). 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:

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

Letter, Director of Communications, dated October 25, 1990, Advising All Companies That All Local and Toll Billing Must Be Kept for a Minimum of Three Years.

Letter, Director of Communications, dated October 21, 1997, Advising All Telecommunications Companies That: (1) No Applicant Can Be Refused Telephone Service Because of Another Person's Indebtedness, And (2) A Utility May Not Disconnect Local Service For Nonpayment of International and/or Interstate Dial-A-Porn/Pay-Per-Call Telephone Charges Billed By a Regulated or Nonregulated Long Distance Carrier Since These Are Nonregulated Services.

Letter, Director of Communications, dated August 17, 1999, Concerning and Clarifying the State Corporation Commission's new rules, effective October 1, 1999, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20 VAC 5-400-151 (currently 20 VAC 5-413-10).

Letter, Director of Communications, dated April 19, 2001, Concerning Interconnection Agreements Filed with the SCC. It gives direction on (i) names on agreements, (ii) timely filing of agreements, (iii) notice requirements, and (iv) replacing existing agreements.

Letter, Director of Communications, dated December 16, 2005, Concerning Annual Payphone Service Provider Registration for 2006 including the letter and the forms for the payphone service provider annual registration.

Letter, Director of Communications, dated December 16, 2005, Concerning Annual Operator Service Provider Registration for 2006 including the letter and the forms for the operator service provider annual registration.

## Division of Economics and Finance

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Division of Economics and Finance, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained free of charge by contacting Freida Bomgardner at the same address,

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## Guidance Documents

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telephone (804) 371-9295, FAX (804) 371-9935 or e-mail econfin@scc.virginia.gov.

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

### Guidance Documents:

Interest Rate to be Paid on Customer Deposits, revised December 6, 2005, 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 each for the first two pages and \$.50 for each page thereafter. Contact Sandy Estes at the same address, telephone number (804) 371-9611, FAX (804) 371-9350 or e-mail sandy.estes@scc.virginia.gov.

**Guidance Documents:** Questions regarding interpretation or implementation of these documents may be directed to Timothy Faherty, Manager, Consumer Services, at the above address and telephone number.

Memorandum to All Electric Utilities re: Underground electric distribution facilities, July 10, 1970, § 56-265.1 et seq., 2 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) and filing of complaint procedures, November annually, § 56-247.1, 1 page

Letter to electric cooperatives re: tree trimming items required to be compiled on an annual basis, February 26, 1990, House Joint Resolution No. 155 - 1989 Acts of Assembly, 2 pages

Letter to electric companies re: data required annually for tree trimming for utility line clearance, December 8, 1993, House Joint Resolution No. 155 - 1989 Acts of Assembly, 1 page

### Bureau of Financial Institutions

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting Mary Lou Kelly at the same address, telephone (804) 371-9659, FAX (804) 371-9416 or e-mail marylou.kelly@scc.virginia.gov.

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

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

### Guidance Documents:

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

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

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Company, revised January 22, 1996, §§ 6.1-60.1, 6.1-194.69 and 6.1-194.136

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

BFI-AL-0205, Securities Rating Services, issued June 21, 1978, § 6.1-61

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

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

BFI-AL-0208, Exceptions to Lending Limits for State-Chartered Banks, issued December 16, 1977, §§ 6.1-61 A(2) and 6.1-61 A(7)

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

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

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

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

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

BFI-AL-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., issued February 12, 1987, §§ 6.1-194.4 and 6.1-194.69, subdivision 15

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-end Management Investment Companies, issued August 12, 1987, § 6.1-194.69, subdivision 14

BFI-AL-0401, Investments of Funds by State-Chartered Credit Unions, revised and reissued May 17, 1999, § 6.1-225.57

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

BFI-AL-0701, Judgment Rate of Interest; Excessive Deferments, revised and reissued September 30, 2002, § 6.1-330.54

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

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

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

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

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

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

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

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

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

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

BFI-AL-1801, Prohibition on Additional Security for Payday Loans, amended August 8, 2005, § 6.1-459

"The Compliance Connection," a newsletter for consumer finance 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

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

### Forms and Instructions:

CCB-1117, Bank Directors Responsibilities Certification, revised December 1999

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, Rev 12/04

CCB-1122, Oath of Office for Single Director

CCB-1123, Personal Financial Report and Disclosure Statement, Rev 12/04

CCB-1124, Application by an Out-of-State Institution to Acquire a Virginia Bank Pursuant to Chapter 14 of Title 6.1 of the Code of Virginia, revised January 2005

CCB-1125, Application to Establish a Branch, Rev 12/04

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.1 of the Code of Virginia, revised January 2005

CCB-1127, Application by a Bank to Engage in the Trust Business Pursuant to Title 6.1, Chapter 2, Article 3 of the Code of Virginia, revised January 2005

CCB-1128, Application for Approval of Merger Pursuant to Title 6.1 of the Code of Virginia, Rev 12/04

CCB-1129, Application of a Subsidiary Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.1, Chapter 2, Article 3.1 of the Code of Virginia, revised January 2005

CCB-1131, Application of an Interim Institution to Begin Business in Virginia, Rev 12/04

CCB-1133, Application for an EFT Terminal of a Bank, revised January 2005

CCB-1137, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution Pursuant to § 6.1-383.1 of the Code of Virginia, Rev 12/04

CCB-1137A, Consent to Service of Process, Rev 12/04

CCB-1138, Notice of Intent to Acquire a Bank Outside Virginia Pursuant to § 6.1-406 of the Code of Virginia, Rev 12/04

CCB-1139, Application to Acquire a Virginia Bank Holding Company or Virginia Bank Pursuant to Chapter 15 of Title 6.1 the Code of Virginia, Rev 12/04

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised December 1999

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CCB-1143, Limited Personal Financial Disclosure Statement Information, Rev 12/04

CCB-1144, Application of a Bank Holding Company to Acquire a Federal Savings Institution Pursuant to § 6.1-194.40 of the Code of Virginia, revised January 2002

CCB-1146, Application to Convert Pursuant to Title 6.1 of the Code of Virginia, Rev 12/04

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

CCB-1148, Personal Information and Disclosure Statement for Directors of Credit Counseling Agencies, revised July 2005

CCB-1149, Depository Institution Authorization Form

CCB-1150, Employment and Business Affiliation Disclosure Form

CCB-2201, Application to Establish a Savings Institution Branch, revised January 2005

CCB-2206, Savings Institution Directors Responsibilities Certification, Rev 12/04

CCB-2207, Application of a Savings Institution Holding Company for Permission to Acquire Control of a State Savings Institution Pursuant to § 6.1-194.87 of the Code of Virginia and 10 VAC 5-30, revised January 2005

CCB-2209, Application by an Out-of-State Savings Institution to Transact a Savings Institution Business in Virginia Pursuant to Title 6.1, Chapter 3.01, Article 5 of the Code of Virginia, revised January 2005

CCB-2210, Application to Acquire a Virginia Savings Institution Holding Company or Virginia Savings Institution Pursuant to Chapter 3.01, Article 11 of Title 6.1 of the Code of Virginia, revised January 2005

CCB-2211, Notice of Intent to Acquire a Savings Institution Outside Virginia Pursuant to § 6.1-194.105 of the Code of Virginia, revised January 2005

CCB-2212, Notice of Proposed Change of Location of a Main Office or Branch of a Savings Institution Pursuant to Title 6.1, Chapter 3.01 of the Code of Virginia, revised January 2005

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

CCB-2215, Application for a Certificate of Authority to Begin Business as a Savings Bank Pursuant to Chapter 3.01, Article 12 of Title 6.1 of the Code of Virginia, revised January 2005

CCB-3302, Application for Permission to Establish and Operate a Credit Union Pursuant to § 6.1-225.14 of the Code of Virginia, revised January 2005

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

CCB-3305, Application by an Out-of-State Credit Union to Conduct Business as a Credit Union in Virginia Pursuant to § 6.1-225.61 of the Code of Virginia, revised January 2005

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to § 6.1-225.27 of the Code of Virginia, revised January 2005

CCB-3307, Application of a Credit Union to Establish a Service Facility Pursuant to § 6.1-225.20 of the Code of Virginia, revised January 2005

CCB-3308, Credit Union Request for Field of Membership Expansion Pursuant to § 6.1-225.23:1 of the Code of Virginia, revised January 2005

CCB-4401, Annual Report of a Consumer Finance Company, § 6.1-301 of the Code of Virginia

CCB-4402, Application for a Consumer Finance License Pursuant to § 6.1-256.1 of the Code of Virginia, Rev 12/04

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised January 2002, § 6.1-267 of the Code of Virginia

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised January 2002, § 6.1-269.1 of the Code of Virginia

CCB-4407, Application for an Additional Office Pursuant to § 6.1-256.1 B of the Consumer Finance Act, revised January 2002

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

CCB-5500, Application for a License to Engage in the Money Transmission and/or Money Order Business Pursuant to Chapter 12 of Title 6.1 of the Code of Virginia, Rev 12/04

CCB-5501, Surety Bond for Money Order Sales, Rev 12/04, § 6.1-372 of the Code of Virginia

CCB-5507, Annual Report of Money Order Sellers and Money Transmitters for the Year Ending December 31, revised December 1999, § 6.1-373 of the Code of Virginia

CCB-5508, Surety Bond for Money Transmission, revised August 2000, § 6.1-372 of the Code of Virginia

CCB-5509, Surety Bond for Money Order Sales and Money Transmission, revised December 1999, § 6.1-372 of the Code of Virginia

CCB-5510, Check Cashier Registration Form, revised August 2003, § 6.1-433 of the Code of Virginia

CCB-5511, Transaction Report of Money Order Sellers and Money Transmitters for the Semi-Annual Period, 10 VAC 5-120-40 of the Virginia Administrative Code

CCB-5512, Money Order Sellers and Money Transmitters Quarterly Transaction Report Form, 10 VAC 5-120-40 of the Virginia Administrative Code

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

CCB-5514, Application for Permission to Acquire Control of a Money Order Seller/Money Transmitter Licensee Pursuant to § 6.1-378.2 of the Code of Virginia, December 2004

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.1 of the Code of Virginia, Rev 12/04

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

CCB-5517, Application for an Additional Office or Relocation of an Existing Office Pursuant to the Payday Lender Act, Rev 12/04, § 6.1-451 of the Code of Virginia

CCB-5518, Application for Permission to Acquire Control of a Payday Lender Licensee Pursuant to § 6.1-452 of the Code of Virginia, Rev 12/04

CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at the Same Location, § 6.1-463 of the Code of Virginia

CCB-5521, Annual Report of Payday Lenders, effective December 2002, § 6.1-454 of the Code of Virginia

CCB-6602, Annual Report of Industrial Loan Associations, Revised December 2002, § 6.1-237.2 of the Code of Virginia

CCB-7700, Application to Engage in the Business of a Credit Counseling Agency Pursuant to Chapter 10.2 of Title 6.1 of the Code of Virginia, revised July 2005

CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to the Credit Counseling Act, revised July 2005

CCB-7703, Surety Bond Pursuant to § 6.1-363.5 of the Code of Virginia, revised July 2005

CCB-7704, Application for Permission to Acquire Control of a Credit Counseling Licensee Pursuant to § 6.1-636.9 of the Code of Virginia

CCB-8802, Surety Bond Pursuant to § 6.1-413 of the Virginia Code, revised December 1999

CCB-8804, Application for a Mortgage Lender and/or Mortgage Broker License Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, Rev 12/04

CCB-8805, Annual Report of Mortgage Lenders and Brokers, § 6.1-418 of the Code of Virginia

CCB-8808, Application for Permission to Acquire Control of a Mortgage Lender and/or Broker Licensee Pursuant to § 6.1-416.1 of the Code of Virginia, December 2004

CCB-8809, Application for an Additional Office or Relocation of an Existing Office Pursuant to the Mortgage Lender and Broker Act, January 2002

CCB-8810, Application for Additional Authority For a Mortgage Lender or Mortgage Broker Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, Rev 12/04

CCB-8811, Application for Exclusive Agent Qualification Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, Rev 12/04

CCB-9900, Application of a Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.1, Chapter 2, Article 3.2 of the Code of Virginia, revised January 2005

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

CCB-9902, Bond of a Trust Company, revised December 1999, § 6.1-32.17 of the Code of Virginia

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

CCB-9905, Application to Establish a Trust Office, revised January 2005, § 6.1-32.21 of the Code of Virginia

CCB-9906, Application for Permission to Acquire Voting Shares of a Trust Company Pursuant to § 6.1-32.19 of the Code of Virginia, revised January 2005

CCB-9907, Application to Change the Location of a Main Office or Branch Pursuant to § 6.1-32.21 of the Code of Virginia, revised January 2005

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised January 2005, § 6.1-32.30.2 of the Code of Virginia

Bank Directors Responsibilities Bureau of Financial Institutions State Corporation Commission Commonwealth of Virginia, revised November 1996

## Bureau of Insurance

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 4:30 p.m. in the office of the State Corporation Commission Bureau of Insurance, Tyler Building, 6th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1157, Richmond, VA 23218. For general information call the Bureau of Insurance (Bureau) at (804) 371-9741 or for in-state calls use the toll free number (800) 552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Special Assistant to the Commissioner of Insurance. Single copies of each document listed may be obtained free of charge by contacting Ms. Tompkins at the Bureau's mailing address, by telephone (804) 371-9694 or by FAX (804) 371-9873. Many of these documents are available online at the Bureau's website <http://www.scc.virginia.gov/division/boi>.

### Administrative Letters:

Administrative Letter 1977-3, Insurance Problems Encountered by Handicapped or Disabled Persons, issued March 7, 1977

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1)

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1)

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

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980

Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980

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

Administrative Letter 1980-9, Certification of Insurance, issued July 7, 1980, §§ 38.2-513.2 (formerly § 38.1-52 (10a)) and 38.2-2105 (formerly § 38.1-366)

Administrative Letter 1980-10, 1980 Revisions in the NAIC Program to Implement the President's Anti-Inflation Program (COWPS), issued July 30, 1980

Administrative Letter 1980-11, Modification of Agents' Examination Schedule, issued August 29, 1980

Administrative Letter 1980-12, Assignment of Points - Safe Driver Insurance Plan, issued November 10, 1980, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1980-13, Deductibles and Coinsurance Options Required - Accident and Sickness Insurance and Prepaid Hospital, Medical, Surgical, Dental or Optometric Service Plans (Virginia Senate Bill 184-1980), issued November 17, 1980, § 38.2-3417 (formerly § 38.1-348.12)

Administrative Letter 1981-1, Termination of the President's Anti-Inflation Program (COWPS), issued March 10, 1981

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

Administrative Letter 1981-19, Notice to Be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued November 30, 1981, § 38.2-4806 (formerly § 38.1-327.52)

Administrative Letter 1981-20, Adoption Date for the Revised "License Request" Form PIN050-A and Definition of the Conditions Under Which an "Interim Appointment" Form May be Utilized, issued December 16, 1981, § 38.2-1826 (formerly § 38.1-327.37)

Administrative Letter 1982-1, Notice to be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued January 7, 1982, § 38.2-1826 (formerly § 38.1-327.52)

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8)

Administrative Letter 1982-3, 14 VAC 5-340-10 et seq. (formerly Insurance Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982, 14 VAC 5-340-10 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 1982-6, Changes in the Insurance Code of Virginia Regarding Credit Life Insurance and Credit Accident and Sickness Insurance, issued May 6, 1982

Administrative Letter 1982-9, Uninsured Motorists Rule and Rate Revisions - Revision to Forms VA CP-19 and VA CP-20, issued May 28, 1982

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§ 38.2-124 and 38.2-125 (formerly § 38.1-21)

Administrative Letter 1982-13, Competitive Pricing Rating Law Chapter 226 (H213), 1982 Acts of Assembly Rate Standards - Motor Vehicle Insurance, issued May 28, 1982, § 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1982-14, Collection of Unearned Commissions, issued November 5, 1982

Administrative Letter 1982-15, Administrative Order 7582, entered August 6, 1982 - Uninsured Motorists Premium Modification Rule, issued November 15, 1982

Administrative Letter 1982-16, Vehicle Service Contract Reimbursement Policies - Contractual Liability Insurance, issued December 21, 1982

Administrative Letter 1982-17, Compilation of Experience Sections 38.1-261 and 38.1-279.46, issued December 21, 1982, §§ 38.2-2012 (formerly § 38.1-261) and 38.2-1919 (formerly § 38.1-279.46)

Administrative Letter 1983-1, 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 1983-12, 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 1984-3, Form Approval Requirements as Provided by Section 38.1-342.1 of the Code of Virginia, issued June 18, 1984, § 38.2-316 (formerly § 38.1-342.1)

Administrative Letter 1984-4, Insurance in Connection with Variable Rate Loans, issued June 20, 1984 (replaced Administrative Letter 1983-11)

Administrative Letter 1984-5, Virginia Insurance Rating Laws (for all companies licensed to write property and casualty insurance in Virginia), issued June 25, 1984, § 38.2-1831 (formerly § 38.1-327.43)

Administrative Letter 1984-6, Hospital Billing Procedures Commencing October 1, 1984, issued September 18, 1984

Administrative Letter 1985-1, Surplus Lines Brokers Gross - Premium Tax Report Calendar Year - 1984, issued January 18, 1985, § 38.2-4807 (formerly § 38.1-327.53)

Administrative Letter 1985-2, Safe Driver Insurance Plans Section 38.1-279.33(c) of the Code of Virginia, issued January 31, 1985, § 38.2-1904 (formerly § 38.1-279.33 (c))

Administrative Letter 1985-3, Application for License as Surplus Lines Broker, issued February 4, 1985

Administrative Letter 1985-4, Misstatement of Age or Sex Adjustments in Universal Life Insurance Policies, issued February 21, 1985

Administrative Letter 1985-5, 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 1985-13, Rules Governing Group Self-Insurers of Liability under the Virginia Workers' Compensation Act, issued June 10, 1985

Administrative Letter 1985-14, Alteration of Administrative Letter 1985-10 on Pollution Liability Exclusion Endorsement, issued July 8, 1985

Administrative Letter 1985-15, New Regulatory Requirements, issued July 22, 1985, §§ 38.2-4902 (formerly § 38.1-957) and 38.2-4905 (formerly § 38.1-960)

Administrative Letter 1985-16, Administrative Order Number 8926 - Revised Uninsured Motorists Rates, issued August 12, 1985

Administrative Letter 1985-17, Appraisal Conditions, issued October 10, 1985

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

Administrative Letter 1985-19, Changes in the Licensing Procedure of Agents in Accordance with House Bill 1715, issued December 19, 1985, § 38.2-218 (formerly § 38.1-40)

Administrative Letter 1986-1, New Monthly Report Form for Surplus Lines Brokers, issued January 10, 1986

Administrative Letter 1986-2, Surplus Lines Brokers - Gross Premiums Tax Report - Calendar Year 1985, issued January 10, 1986, § 38.2-4807 (formerly § 38.1-327.53)

Administrative Letter 1986-3, Application for License as Surplus Lines Broker, issued January 22, 1986, § 38.2-1800 (formerly § 38.1-327.1)

Administrative Letter 1986-4, Virginia Market Assistance Plan, issued January 31, 1986

Administrative Letter 1986-5, Prohibition Against Insuring Lives or Persons of Residents of States in Which Insurer Is Not Licensed, issued April 30, 1986, § 38.2-3102 (formerly § 38.1-433)

Administrative Letter 1986-6, Legislation Enacted by the 1986 Session of the General Assembly of Virginia, issued May 11, 1986

Administrative Letter 1986-7, Cancellation of Vanpool Vehicles, issued May 19, 1986, § 38.2-2217.1 (formerly § 38.1-381.11)

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

Administrative Letter 1986-11, Health Agent Study Course and Examination, issued June 4, 1986, §§ 38.2-1815 and 38.2-1816

Administrative Letter 1986-12, Guidelines for Approval of Copayment Requirements, issued June 20, 1986, §§ 38.2-4300 and 38.2-4302

Administrative Letter 1986-13, Requirements for Coverage for Mental Illness and Substance Abuse, issued June 26, 1986, §§ 38.2-3412, 38.2-3413 and 38.2-4300

Administrative Letter 1986-14, Senate Bill 250, Recodification of the Insurance Code - Title 38.2, issued July 1, 1986

Administrative Letter 1986-15, Health Agent Study Course - Administrative Letter 1986-11, issued June 30, 1986

Administrative Letter 1986-16, Administrative Order No. 9177 - Mobile Home Owners Policy - MH(C), Virginia Amendatory Endorsement - MH(C)-1, issued July 1, 1986

Administrative Letter 1986-19 Prohibition Against the Payment or Receipt of Title Insurance Kickbacks, Rebates, Commissions and Other Payments, issued October 10, 1986, § 38.2-4614

Administrative Letter 1986-20, New Regulatory Requirements, revised November 10, 1986, § 38.2-4904.1

Administrative Letter 1986-21, Variable Contracts Examination, issued October 23, 1986, § 38.2-1817

Administrative Letter 1986-22, 1980 Smoker/Nonsmoker Mortality Tables for Use in Determining Minimum Reserve Liabilities and Nonforfeiture Benefits, issued December 18, 1986, §§ 38.2-3130.1 and 38.2-316

Administrative Letter 1986-23, Title Insurance Agents Examination, issued December 29, 1986, § 38.2-1814.1

Administrative Letter 1987-1, Gross Premiums Tax Report - Calendar Year 1986 Application for License, issued January 15, 1987, Administrative Letter 1986-23, Title Insurance Agents Examination, issued December 29, 1986, § 38.2-1814.1

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

Administrative Letter 1987-7, Legislation Enacted by the 1987 Session of the General Assembly of Virginia, issued April 30, 1987

Administrative Letter 1987-9, Report of Acts Deemed Larceny, issued May 22, 1987, §§ 38.2-1810 and 18.2-111

Administrative Letter 1987-10, Revised Law and Procedures for Licensing and Appointment of Insurance Agents, issued June 1, 1987, §§ 38.2-126, 38.2-1800, 38.2-2503 and 38.2-3902

Administrative Letter 1987-12, Revision to Title Insurance Financial Responsibility Requirement, issued September 10, 1987, §§ 38.2-1814.1 and 38.2-1833

Administrative Letter 1987-13, Request for Assistance in Updating Agent Address Records, issued September 16, 1987, § 38.2-1826

Administrative Letter 1987-15, 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28), issued October 7, 1987, § 38.2-4311 and 14 VAC 5-210 (formerly Insurance Regulation No. 28)

Administrative Letter 1987-16, Revised Form for the Appointment of Insurance Agents, issued November 24, 1987, § 38.2-1826

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Credit Insurance Experience Exhibits Questionnaire

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Letter to Newly Licensed Insurers Advising the Insurers of the Applicable Insurance Rules and Regulations in the Commonwealth of Virginia, revised 2001

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Workers' Compensation Deductible Plans Filing Instructions, revised August 2001

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Instructions for Filing the Virginia Declaration of Estimated License Tax and Estimated Assessment, revised December 2005

Virginia Premium License Tax/Assessments Reports for Year Ended December 31, 2004, revised December 2005

Virginia Surplus Lines Filing Instructions, revised September 1996, electronic version revised February 2000

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### **Life and Health Guides**

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2005 Virginia Medicare Supplement Insurance Premium Comparison Guide, revised April 2005

A Shopper's Guide to Long-Term Care Insurance, revised 2003

Consumer Alert – Discount Health Plans, What Consumers Should Know, published August 2005

Consumer Complaint & Outreach Services Brochure, revised July 2005

Facts About Long-Term Care Insurance, published August 2005

Helpful Coverage Tips for Parents of Special Needs Children, published October 2003

List of Carriers that have Registered with the State Corporation Commission as Small Employer Carriers, revised June 2005

List of Insurance Companies Licensed to Sell Individual Health Insurance, revised September 2005

List of Long-Term Care and Tax-Qualified Long-Term Care Policies in Virginia, revised October 2005

List of Medicare Supplement and Medicare Select Insurance Companies in Virginia, revised November 2005

Prescription Drug Assistance Program in Virginia, revised September 2005

Tips on Obtaining Out-of-Network Services through Your Managed Care Health Insurance Plan, revised August 2005

Tips to Help You Appeal a Denial from Your Managed Care Health Insurance Plan (MCHIP), revised August 2005

Tips to Help You Appeal an Experimental Investigational Services Denial by Your MCHIP, revised August 2005

Tips to Help You Appeal a Prescription Medication Denial with Your Managed Care Health Insurance Plan, revised August 2005

Tips to Help You Understand and Appeal Health Plan Decisions When the Coverage is Self-Insured, revised August 2005

The Office of the Managed Care Ombudsman, published July 1999

The Office of the Managed Care Ombudsman - 10 Tips to Help you Understand Your Coverage and Rights Under Your Managed Care Health Insurance Plan, revised August 2005

Virginia Health Insurance Guide for Consumers, revised May 2003

Virginia Life Insurance Consumer's Guide, published 1998

What If Your Managed Care Company Says No?, published 2005

## **Property and Casualty Guides**

Auto Insurance Consumer's Guide, revised 2003

Auto Insurance Sample Premium Tables 2005, revised 2005

Consumer Complaint & Outreach Services, revised 2003

Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, revised 2003

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Homeowners Insurance Sample Premium Tables 2005, revised 2005

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Teenager's Guide to Auto Insurance, revised 2004

Virginia Commercial Insurance Consumer's Guide, revised 2003

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

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

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PIN3701, Application for Consultants License and Viatical Settlement Brokers, July 2005

PIN3702, Application for Agency Consultants License and Viatical Settlement Brokers, July 2005

PIN4051, Application for Limited Lines License, July 2005

PIN4052, Application for Agency License, July 2005

PIN4151, Appointment Form, July 2005

PIN4921, Appointment Cancellation Form, July 2005

Licensing Procedures and Information for Insurance Consultants, July 2005

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Licensing and Renewal Procedures for Resident Surplus Lines Brokers, July 2005

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

Form SLB-1, Application for Surplus Lines Broker License, July 2005

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

Form SLB-3, Quarterly Combined Affidavit by Surplus Lines Broker, revised October 2002

Form SLB-4, Annual Combined Affidavit by Surplus Lines Broker, revised October 2002

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) 371-9480, FAX (804) 371-9797, or e-mail [alene.katz@scc.virginia.gov](mailto:alene.katz@scc.virginia.gov). Many of these forms are available on our website: [www.scc.virginia.gov/division/pst](http://www.scc.virginia.gov/division/pst).

Questions regarding interpretation or implementation of these documents may be directed to R. H. Adams, Principal Utility Appraiser, Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9182, FAX 804 371-9797, or e-mail [roy.adams@scc.virginia.gov](mailto:roy.adams@scc.virginia.gov). 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, revised 2004, § 58.1-2628

CCTD-6, Tax Report, Telecommunications Companies, Rev 12/04, § 58.1-2628

CCTD-7, Tax Report, Gas Companies, Rev 12/04, § 58.1-2628

CCTD-8, Tax Report, Water Companies, Rev 12/04, § 58.1-2628

CCTD-9, Report for Certificated Motor Vehicle Carriers Rolling Stock Tax, Rev 12/04, § 58.1-2654

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CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, Rev 12/04, § 58.1-2663

CCTD-11, Report for Special Tax on Virginia Pilots Association, Rev 12/04, § 58.1-2663

CCTD-12, Report of Railroad Companies – Statement of Gross Transportation Receipts, Rev 12/04, § 58.1-2663

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, November 1998, §§ 58.1-2640 and 58.1-2647

CCTD-DPR, Telecommunications Relay Service Monthly Report, Rev 12/04, § 56-484.6

CCTD-RVP, Registration Procedure for Persons Subject to the Video Programming Excise Tax, 1998, § 58.1-3818.3 G

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, Rev 12/04, §§ 58.1-2901 and 58.1-2902

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, Rev 12/04, §§ 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 documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission's Division of Securities and Retail Franchising, Ninth Floor, Tyler Building, 1300 East Main Street, Richmond, VA. Copies may be obtained free of charge by contacting Kathy O'Sullivan at the same address, telephone number (804) 371-9784 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Questions regarding interpretation or implementation of these documents may be directed to Amanda Blanks, Investor Education Coordinator, at the same address, telephone number (804) 371-9088 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

### Guidance Documents:

Capital Formation Alternatives for Small Business in Virginia, August 2002

Uniform Franchise Offering Circular Filing Reminders, February 1999, § 13.1-561

NASAA Statements of Policy, July 2003 (Virginia Securities Act, 21 VAC 5-30-80)

### Investor Education Publications

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

Securities Complaints, June 2003 (Virginia Securities Act)

Get the Facts about Investing Online, August 2003 (Virginia Securities Act)

Investor "Bill of Rights," September 2002 (Virginia Securities Act)

10 Do's and Don'ts for Investors, September 2002 (Virginia Securities Act)

When Your Broker Calls, Take Notes, September 2002 (Virginia Securities Act)

Understanding Your Brokerage Account Statements, September 2002 (Virginia Securities Act)

### Forms: (Virginia Securities Act)

#### Broker-Dealer Forms

Uniform Application for Broker-Dealer Registration (Form # BD), May 2002

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

Application for Renewal of a Broker-Dealer's Registration (Form # S.A. 2), July 1999

Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form #BDW), November 2000

#### Broker-Dealer Agent Forms

Application for Renewal of Registration as an Agent of an Issuer (Form # S.D. 4), 1997

Non-NASD Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form #S.D. 4 A), 1974

Non-NASD Broker-Dealer or Issuer Agents to be Canceled with no disciplinary history (Form # S.D. 4 B). 1974

Non-NASD Broker-Dealer or Issuer Agents to be Canceled with disciplinary history (Form # S.D. 4 C), 1974

Uniform Application for Securities Industry Registration or Transfer (Form # U-4), June 2003

Uniform Termination Notice for Securities Industry Registration (Form # U-5), June 2003

Agent Agreement for Inspection of Records (Form # Agentagree), July 2001

Affidavit Regarding SCOR Offering (Form # Aff), July 1999

#### Investment Advisor Forms

Uniform Application for Registration of Investment Advisors (Form # ADV), October 2003

IA Surety Bond Form (Form # IA-sure), July 1999

Notice of Withdrawal from Registration as Investment Advisor (Form # ADV-W), October 2003

#### Investment Advisor Representative Forms

Uniform Application for Securities Industry Registration or Transfer (Form # U-4), June 2003

Uniform Termination Notice for Securities Industry Registration (Form # U-5), June 2003

Investment Advisor Representative Multiple Employment Agreement (Form # S.A. 15), July 1998 Affidavit for Waiver of Examination (Form # S.A. 3), July 1999



## Securities Registration Forms

Uniform Application to Register Securities (Form # U-1), July 1981

Uniform Consent to Service of Process (Form # U-2), July 1981

Uniform Form of Corporate Resolution (Form # U-2a), July 1999

Small Company Offering Registration (Form # U-7), September 1999

Registration by Notification - Original Issue (Form # S.A. 4), November 1996

Registration by Notification - Non-Issuer Distribution (Form # S.A. 5), November 1996

Registration by Notification - Pursuant to 21 VAC 5-30-50 Non-Issuer Distribution "Secondary Trading" (Form # S.A. 6), 1989

Registration by Qualification (Form # S.A. 8), July 1991

Escrow Agreement (Form # S.A. 12), 1971

Impounding Agreement (Form # S.A. 13), July 1999

Notice of Limited Offering of Securities (Form # VA-1), November 1996

Uniform Investment Company Notice Filing (Form # NF), April 1997

Notice of Sale of Securities Pursuant to Regulation D (Form # SEC Form D), June 2002

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form # Model Form), July 1999

Application for Coordinated State Review (Form # CR-Equity-1), August 2003

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form # CR-SCOR Mid-Atlantic), May 2002

## Forms: (Virginia Retail Franchising Act)

Facing Page - Uniform Franchise Registration Application (Form # A), July 1995

Supplemental Information (Form # B), July 1995

Certification - Disclosure Verification (Form # C), July 1999

Uniform Consent to Service of Process (Form # D), July 1999

Affidavit of Compliance - Franchise Amendment/Renewal (Form # E), July 1999

Guarantee of Performance (Form # F), July 1999

Franchise Surety Bond (Form # G), July 1999

Application for Coordinated Review of Franchise Registration (Form # CR-FRAN), June 1999

## Forms: (Virginia Trademark Act)

Application for Registration of a Trademark or Service Mark (Form # TM1), July 1999

Application for Renewal of a Trademark or Service Mark (Form # TM2), July 1999

Certificate of Name Change of an Applicant or Registrant (Form # TM3), July 1999

## Division of Public Utility Accounting

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Virginia State Corporation Commission's Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Please contact Barbara Hayek at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of \$1.00 per page for the first two pages of each document and \$.50 for each additional page.

Questions regarding interpretation or implementation of these documents may be directed to Ronald A. Gibson, Director, Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9950 or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218.

## Guidance Documents:

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2004, § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2005, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2005, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2005, § 56-249

Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory

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## Guidance Documents

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Commission Form 1 and supplemental schedules, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Electric Cooperatives, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Gas Companies, consisting of the Federal Energy Regulatory Commission Form 2 and supplemental schedules, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Class A Water and/or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Class C Water and/or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company

Guidelines on the recording and recovery of regulatory assets, issued March 29, 1995, 2 pages, § 56-249

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4 (Public Utilities Affiliates Law) and Chapter 5 (Utility Transfers Act)) as follows:

Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87

Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87

Chapter 5 - Transaction Summary, 11 pages, §§ 56-88 through 56-92

### Division of Utility and Railroad Safety

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the Commission's Division of Utility and Railroad Safety, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$1.00 each for the first two pages and \$.50 for each page thereafter. To obtain copies, contact Renee Salmon at the same address, telephone number (804) 371-9947, FAX (804) 371-9734 or e-mail renee.salmon@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to James Hotinger, Senior Utilities Engineer, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone number (804) 371-9843, FAX (804) 371-9734 or e-mail jim.hotinger@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218.

#### Guidance Documents:

Gas Pipeline Safety Inspection Procedures, revised December 2003, § 56-257.2, 43 pages

Damage Prevention Advisory Committee Bylaws, August 2005, § 56-265.31 et seq., 7 pages

Virginia Professional Excavation Manual, Rev 6/04, 77 pages

Virginia Underground Utility Marking Standards, March 2004, 13 pages

\*\*The State Corporation Commission issues an annual report each year which contains the leading matters disposed of by formal orders that year. The Annual Reports of the commission may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained for approximately \$55 (price may vary depending on the year of the report) by contacting Rebecca Otey at the same address, telephone (804) 371-9030, or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9912.

Questions regarding interpretation of the annual reports may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9834, or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

### 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 Policy and Initiatives Unit office, Virginia Department of Corrections, 6900 Atmore Drive, Richmond, VA 23225. Requests for copies, or questions regarding interpretation or implementation of policy documents may be directed to Janice Dow, Department of Corrections Policy and Initiatives Unit at the same address, (804) 674-3303 x1128 or janice.dow@vadoc.virginia.gov. Requests for copies, or questions regarding interpretation or implementation of standards documents may be directed to Donna Lawrence, Manager, Compliance and Accreditation Unit at the above listed address or by calling (804) 674-3499 x1143 or donna.lawrence@vadoc.virginia.gov. A charge of \$.20 per page plus shipping charges will be required for all paper documents.

#### Guidance Documents:

Joint Policy 1-1 (Board of Corrections/Va. Parole Board) Graduated Release From Confinement, revised 7/16/2003, §§ 53.1-5 and 53.1-136

BOC Policy 10-1 Board of Corrections Policy Process, revised 7/16/2003, §§ 53.1-5 and 53.1-10

BOC Policy 10-3 Equal Employment Opportunity, revised 7/16/2003, §§ 53.1-5, and 53.1-10, and Executive Order Number One (02)

BOC Policy 10-4 Budget, revised 7/16/2003, § 53.1-5

BOC Policy 10-5 Sale Or Lease Of Gas, Oil, or Minerals, revised 7/16/2003, § 53.1-31

BOC Policy 10-6 Real and Personal Property, revised 7/16/2003, §§ 53.1-18 and 53.1-19

BOC Policy 10-7 Negotiations With Low Bidder, revised 7/16/2003, §§ 53.1-5 and 2.2-4318

BOC Policy 10-8 Volunteer Program, revised 7/16/2003, §§ 53.1-5 and 2.2-3600

BOC Policy 20-10 Agribusiness, revised 7/16/2003, §§ 53.1-5 and 53.1-41

BOC Policy 20-11 Correctional Enterprises, revised 7/15/2003, §§ 53.1-5, 53.1-41, 53.1-45, and 53.1-45.1

BOC Policy 20-12 Procurement, revised 7/16/2003, §§ 53.1-5, 2.2-4300, and 2.2-1400 et seq.

BOC Policy 20-2 Sentence Reductions, revised 7/16/2003, §§ 53.1-191 and 53.1-202.2

BOC Policy 20-3 Entry into Correctional Facilities, revised 7/16/2003, § 53.1-30

BOC Policy 20-6 Record of Convictions and Register To Be Kept, revised 7/16/2003, §§ 53.1-24, 2.2-3700 et. seq., and 42.1-76 et. seq.

BOC Policy 20-7 Inmate Pay, revised 7/16/2003, §§ 53.1-5, 53.1-41, 53.1-42, 53.1-43, 53.1-190, 53.1-216

BOC Policy 20-8 Extending Limits of Confinement for Work & Educational Programs, revised 7/16/2003, § 53.1-60

BOC Policy 20-9 Good Conduct Allowance and Earned Sentence Credits, revised 7/16/2003, §§ 53.1-200 and 53.1-202.4

BOC Policy 30-1 Local Correctional Facility Standards, revised 7/16/2003, §§ 53.1-5, and 53.1-68, 53.1-69, 53.1-125

BOC Policy 30-5 Purchase of Services Authorized, revised 7/16/2003, §§ 53.1-5, and 53.1-179

BOC Policy 30-6 Cost of Maintenance of Jails, revised 7/16/2003, §§ 53.1-5, 53.1-83.1, 53.1-87

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at

[www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [coun@dhp.virginia.gov](mailto:coun@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the Board, at the address above or by telephone at (804) 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

115-2.6, 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

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## Guidance Documents

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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

115-4.10, May 30, 2002, Board policy on reviewing applications for licensure by endorsement

115-4.11, Board guidance on use of confidential consent agreements, February 27, 2004

115-4.12, Board guidance on the process of conducting informal fact-finding proceedings by an agency subordinate, November 5, 2004

115.4-13, Board guidance on supervision of face-to-face hours in a residency, November 4, 2005

### 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, 202 North 9th Street, 10th Floor, Richmond, VA 23219. Copies may be obtained by contacting Judy Kirkendall at the same address, telephone (804) 786-8003. Fees vary depending upon document. Questions regarding interpretation or implementation of these documents may be directed to Judy Kirkendall, Department of Criminal Justice Services, 202 North 9th Street, Richmond, Virginia 23219, telephone (804) 786-8003 or e-mail [judith.kirkendall@dcjs.virginia.gov](mailto:judith.kirkendall@dcjs.virginia.gov).

#### Guidance Documents:

Combined Training School Policy, revised September 1994, § 9.1-102

Training Exemption Guidelines, revised September 1998, § 9.1-116

Instructor Certification/Recertification Process, September 1999, 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

Guidelines for Allowing Individuals to Attend Criminal Justice Mandated Training Prior to Employment, revised November 1994

Radar Operator Training Guidelines, revised March 15, 1995, § 9.1-102

Private Security Training Exemption Guidelines, revised November 13, 2003, 6 VAC 20-170

Private Security Criminal History Waiver Guidelines, issued December 10, 2003, 6 VAC 20-170

Private Security Sanctions Publication Guidelines, revised September 4, 2003, 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, revised August 22, 2003, 6 VAC 20-170

Criminal Justice Services Board Regional Criminal Justice Training Academy Policy, revised May 3, 1995, 6 VAC 20-90

Grants for Community-Oriented Justice, issued December 1997

Child Witness Testimony in Court: Using Closed Circuit Equipment, revised September, 2004, reprinted December, 2005

Use of Closed-Circuit Television in Virginia Courtrooms: 1994-2003, issued December, 2005

2000 Criminal History Records Improvement Program Guide, issued March, 2004

An Informational Guide for Domestic Violence Victims in Virginia, issued 1997, updated 2004

An Summary of Virginia's Crime Victim and Witness Rights Act, revised November 1997 (to be reprinted January 2006)

STOP Violence Against Women Grant Program, issued July 7, 2005

Victim/Witness Grant Program Fiscal Years 2005 and 2006 Program Guidelines, issued March 9, 2004

An Informational Guide for Sexual Assault Victims in Virginia, issued 1989, revised April 2004

Sexual Assault Grant Guidelines and application; issued February 2001, updated 2003

Sexual Assault Program Codebook developed 1999, revised 2002

Victim/Witness Grant Program Codebook, revised March 1, 2005

Stalking: A Guide for Victims issued May 2001

Virginia Domestic Violence Victim Fund Program Codebook for Prosecution Grantees, developed February 2005, updated August 2005

Virginia Domestic Violence Victim Fund Program Codebook for Victim Service Grantees, developed July 2005, updated August 2005

Virginia Domestic Violence Victim Fund 2005-2006 Prosecution Grant Guidelines, developed April 2005

Virginia Domestic Violence Victim Fund 2005-2006 Competitive Grant Guidelines, developed March 2005

Domestic Violence Protective Orders: A Guide for Victims of Domestic Violence in Virginia, updated July 2004

Protective Orders: A Guide for victims of Stalking or Serious Bodily Injury in Virginia, updated September 2004

Program Guide: Comprehensive Community Corrections Act for Local-Responsible Offenders and Pretrial Services Act, FY 2005-2006, issued February 2004, §§ 19.2-152.2 through 19.2-152.7 and 9.1-173 through 9.1-183.

Preparing a Community-Based Corrections Plan, issued April 4, 1995

Community Criminal Justice Boards of Virginia: Information and Ideas for New and Continuing Members, issued 2000, § 9.1-178

Monthly Reporting Requirements and Instructions: Pretrial Services Act and Comprehensive Community Corrections Act for Local-Responsible Offenders, issued July 1998, §§ 19.2-152.2 through 19.2-152.7 and 9.1-173 through 9.1-183.

"Bench Card" for PSA and CCA, revised January 2004, §§ 9.1-173 through 9.1-183, 19.2-303.2, and 19.2-152.2 through 19.2-152.7

Program Guide: Virginia School Resource Officer Incentive Grants Program Guidelines, issued 2001

Court Appointed Special Advocate (CASA) Program Guide, issued 1997, to be reissued 2006

Child Abuse: Virginia Statutes and Case Law, 3rd revision, issued December 2003

Information sharing and the Multidisciplinary Child Abuse Team, issued April 2005

Juvenile Justice and Delinquency Prevention Grant information about current offerings is available on the DCJS web site at [www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

Evidence Handling and Laboratory Capabilities Guide, revised November 2003

Serious or Habitual Offender Comprehensive Action Program (SHOCAP) Guidelines, issued April 1999, revised 2001

Forfeited Asset Sharing Program, issued 1990, § 18.2-249

Money Laundering, § 18.2-246, issued July 1999

Sample Directives Manual for Law Enforcement Agencies, revised 1999, updated October 2001, is currently under revision and is available only on the DCJS website, [www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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

Three-year Plan Update, 2005, Under the Juvenile Justice and Delinquency Prevention Act

### **DEPARTMENT FOR THE DEAF AND HARD OF HEARING**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the offices of the Virginia Department for the Deaf and Hard of Hearing (VDDHH), 1602 Rolling Hills Drive, Suite 203, Richmond, VA 23229-5012. Copies may be obtained free of charge by contacting Leslie Hutcheson Prince at the same address, telephone (804) 662-9703 (V/TTY), FAX (804) 662-9718 or e-mail [leslie.prince@vddhh.virginia.gov](mailto:leslie.prince@vddhh.virginia.gov). Some of the documents may be available to be downloaded from the VDDHH homepage (<http://www.vddhh.org>).

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

#### **Guidance Documents:**

VDDHH Policies and Procedures implementing 22 VAC 20-20 (Regulations Governing Eligibility Standards and Application Procedures of the Distribution of Technological Assistive Devices), revised 2005

VDDHH Policies and Procedures implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised July 2002

Directory of Qualified Interpreters, implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised monthly

Virginia Quality Assurance Screening Applicant Packet, implementing 22 VAC 20-30 (Regulations Governing

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# Guidance Documents

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Interpreter Services for the Deaf and Hard of Hearing), revised 2002

## BOARD OF DENTISTRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [dentlc@dhp.virginia.gov](mailto:dentlc@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the Board, at the address above or by telephone at (804) 662-9906. Copies are free of charge.

### Guidance Documents:

60-1, Board policy on confidential consent agreements, adopted July 11, 2003

60-3, Board guidance on the meaning of an "updated health history," adopted December 9, 2005

60-7, Board guidance on practice names, adopted July 11, 2003

60-8, Special bulletin on clarification of general supervision, September 30, 2002

60-8.1, Bulletin article on general supervision, Spring 2003

60-10, Board minutes on Infection Control, October 1, 1993, September 14, 1991, and August 1, 1991

60-11, Board minutes, Completion of treatment of patient if fees not paid, October 1-2, 1997

60-16, Letter from Marcia J. Miller to Michael Vernon regarding sale of vitamins, December 10, 1997

60-18, 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

60-21, Board guidance for process of delegation of informal fact-finding to an agency subordinate, November 19, 2004

## VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

Copies of the following documents may be viewed on regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Economic Development Partnership, 19th Floor of Riverfront Plaza West, 901 East Byrd Street, Richmond, VA 23219. 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) 545-5610, or by facsimile at (804) 545-5611. Copies will be provided at no charge.

Guidelines for use of the Governor's Opportunity Fund, revised March 2005, § 2.2-115

Guidelines for use of the Virginia Investment Partnership, revised March 2005, § 2.2-5100 through 2.2-5104

## DEPARTMENT OF EDUCATION

The documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. at the Department of Education, 101 North 14th Street, 25th Floor, Richmond, VA 23219. Copies may be obtained at no cost by contacting Dr. Margaret N. Roberts at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2540 or e-mail [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov). Questions may also be directed to Dr. Roberts. The documents are also available on the Department of Education's website <http://www.doe.virginia.gov>.

### Guidance Documents:

#### Charter Schools

List of Board of Education Regulations Identified as Waivable for Charter School Purposes, June 1999

Criteria and Process for the Board of Education to Review Charter School Applications, Consistent with Existing State Law, July 2004

#### Comprehensive Services

Comprehensive Services Act (CSA) for At Risk Youth and Families Implementation Manual, revised 2001

#### Driver's Education

Curriculum and Administrative Guide for Driver Education in Virginia, 2001

#### Family Life Education

Board of Education Guidelines for Family Life Education Programs, 2002, Rev 6/04

#### Gifted Education Programs

The Virginia Plan for the Gifted, 2001

#### Governor's Schools

Procedures for Initiating an Academic Year Governor's School, 1998

#### Health and Physical Fitness

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV), 1990

Virginia School Health Guidelines, 1998

Guidelines for Specialized Health Care Procedures: Superintendent's Memo Number 196, 1996

Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon, July 1999

Guidelines for Suicide Prevention, September 1999

## **Licensure and Teacher Preparation**

The Virginia License Renewal Manual, 1998

Local Eligibility License Guidelines, September 2000

Guidelines for the Evaluation of Superintendents, Teachers, and Administrators and Instructional Central Office Personnel, January 2000

Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation, June 2000

Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Experienced Teachers, January 2004

Virginia's Definition of Alternate Route for Highly Qualified Teachers, April 2004

Virginia Requirements to Be a Highly Qualified Special Education Teacher, April 2005

Guidelines for Prescribed Professional Teacher's Examinations, June 2005

Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure, October 2005

Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment™, November 2005

## **Literary Fund**

Use of Literary Fund Loan Proceeds, Supts. Memo. No. 6, Regulatory, May 31, 1996

## **Miscellaneous**

Handbook for Homebound Service, January 1990

Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students, September 2000

Guidelines: Minute of Silence, June 2000

Acceptable Use Policy: A Handbook, 2001, June 2000

Guidelines for Honorary High School Diplomas for Veterans of World War II, the Korean War, and the Vietnam War, 2002

Guidelines for Establishing Joint or Regional Continuation High Schools or Programs, May 2004

Criteria for Identifying School Divisions for Division-Level Academic Reviews, June 2004

Guidelines for Alternatives to Animal Dissection, July 2004

Criteria for Review of Private Educational Management Companies, April 2005

Eligibility Criteria for Cost-Saving and Service-Sharing Agreements Between School Divisions in the Commonwealth of Virginia, June 2005

## **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, 2005 (updated annually)

Guidelines for Accommodating Children with Special Dietary Needs in School Nutrition Programs, October 2002.

## **School Safety**

Model School Crisis and Emergency Management Plan, November 2002

Virginia School Search Resource Guide, October 2000

School Safety Audits: Protocol, Procedures, and Checklists, July 2000

Policy Regarding Medication Recommendation by School Personnel, August 2002

Guidelines for Drug-Testing in the Public Schools, June 2004

## **Special Education**

Rights and Procedural Safeguards for Special Education Related to Free and

Appropriate Public Education, February 2001

Discipline of Students with Disabilities, 2000

Guidelines for the Participation of Students with Disabilities in the Assessment Component of Virginia's Accountability System, 2002

Guidelines for Participation of Students with Disabilities in Alternate Assessments, 2002

## **Standards of Accreditation**

Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia, November 30, 2000, Revised October 2005 (Remediation Recovery)

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students, 2002

Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations, 2002

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Interpretation of Regulations for Certain Transfer Students, 2002

School-Level Academic Review Process, 2003, Revised September 2004

## **Standards of Learning and Instructional Programs**

Criteria for Character Education Programs, February 2000

Objectives for Personal Living and Finance, April 1999

Guidelines for the K-3 Record for Reading and Mathematics, May 1999

Guidelines for Banking-in-School Demonstration Partnership Programs, 2002

## **Standards of Learning Testing Program**

Guidelines for Participation of Limited English Proficient Students in the SOL Assessments, October 1997

## **Student Discipline**

Student Conduct Policy Guidelines, 2004, Revised September 2004 and September 2005

## **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

## **Implementation of the No Child Left Behind Act of 2001**

Persistently Dangerous Schools and Unsafe School Choice Options, 2002

Guidelines for the Provision of Public School Choice for Students in Title I Schools that are Identified for Improvement Status Under the No Child Left Behind Act of 2001, 2002

Criteria for the Providers of Supplemental Education Services Under the No Child Left Behind Act of 2001, 2002

Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval, 2003, Revised February 2004

Criteria and Process for Adoption of Instructional Models/Programs that Include Instructional Methods to Satisfy Provisions in Regulations Establishing Accrediting Standards for Public Schools in Virginia, 2002, Revised January 2004

Guidelines for School Division Rewards Allowable Under the No Child Left Behind Act of 2001, July 2004

Guidelines for Sanctions/Corrective Actions for Virginia School Divisions in Improvement Status as Required by the No Child Left Behind Act of 2001, October 2004

## **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.

## **STATE BOARD OF ELECTIONS**

Copies of the following documents may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. in the office of the State Board of Elections, 9th Street Office Building, 200 North 9th St, Suite 101, Richmond VA 23219. Copies of many forms may be obtained from the State Board website at [www.sbe.state.va.us](http://www.sbe.state.va.us), or by contacting the State Board offices at (800) 552-9745 or FAX at (804) 371-0194.

Questions regarding interpretation or implementation of these documents may be directed to the above office address in person, telephone number, or fax and will be directed to the appropriate staff member.

## **Certification of Candidate Forms – By General Registrars and Electoral Boards**

SBE-505(4), Senate of Virginia, § 24.2-505

SBE-505(5), House of Delegates, § 24.2-505

SBE-505(6), /SBE-612(6), Clerk of Court Shared, §§ 24.2-505 and 24.2-612

SBE-505(7)/SBE-612(7), Commonwealth's Attorney (shared), §§ 24.2-505 and 24.2-612

SBE-505(8)/SBE-612(8), Sheriff (shared), §§ 24.2-505 and 24.2-612

SBE-505(9)/SBE-612(9), Treasurer (shared), §§ 24.2-505 and 24.2-612

SBE-505(10)/SBE-612(10), Clerk of Court, §§ 24.2-505 and 24.2-612

SBE-505(11)/SBE-612(11), Commonwealth's Attorney, §§ 24.2-505 and 24.2-612

SBE-505(12)/SBE-612(12), Sheriff, §§ 24.2-505 and 24.2-612

SBE-505(13)/SBE-612(13), Commissioner of Revenue, §§ 24.2-505 and 24.2-612

SBE-505(14)/SBE-612(14), Treasurer, §§ 24.2-505 and 24.2-612



SBE-505(15)/SBE-612(15), Board of Supervisors, §§ 24.2-505 and 24.2-612

SBE-505(16)/SBE-612(16), County Board, §§ 24.2-505 and 24.2-612

SBE-505(17)/SBE-612(17), City Council Offices, §§ 24.2-505 and 24.2-612

SBE-505(18)/SBE-612(18), Town Council Offices, §§ 24.2-505 and 24.2-612

SBE-505(19)/SBE-612(19), City School Board, §§ 24.2-505 and 24.2-612

SBE-505(20)/SBE-612(20), Town School Board, §§ 24.2-505 and 24.2-612

SBE-505(21)/SBE-612(21), Local Vacancy – November w/June Filing Deadline, §§ 24.2-505 and 24.2-612

SBE-505(22)/SBE-612(22), Local Vacancy – November w/August Filing Deadline, §§ 24.2-505 and 24.2-612

SBE-505(23)/SBE-612(23), County School Board, §§ 24.2-505 and 24.2-612

SBE-505(24)/SBE-612(24), Soil and Water Conservation Director, §§ 24.2-505 and 24.2-612

SBE-505(25)/SBE-612(25), Local Vacancy – May Election, §§ 24.2-505 and 24.2-612

SBE-505(26)/SBE-612(26), Local Vacancy – Other than May or November, §§ 24.2-505 and 24.2-612

## **Certification of Candidates by Political Party Chairs**

SBE-511(1), U. S. Senate, § 24.2-511

SBE-511(2), U. S. House of Representatives, § 24.2-511

SBE-511(3), Governor, Lieutenant Governor, Attorney General, § 24.2-511

SBE-511(4), Senate of Virginia, § 24.2-511

SBE-511(5), House of Delegates, § 24.2-511

SBE-511(6), Clerk of Court, § 24.2-511

SBE-511(7), Commonwealth's Attorney (shared), § 24.2-511

SBE-511(8), Sheriff (shared), § 24.2-511

SBE-511(9), Treasurer (shared), § 24.2-511

SBE-511(10), Clerk of Court, § 24.2-511

SBE-511(11), Commonwealth's Attorney, § 24.2-511

SBE-511(12), Sheriff, § 24.2-511

SBE-511(13), Commissioner of Revenue, § 24.2-511

SBE-511(14), Treasurer, § 24.2-511

SBE-511(15), Board of Supervisors, § 24.2-511

SBE-511(16), Country Board, § 24.2-511

SBE-511(17), City Council Offices, § 24.2-511

SBE-511(21), Local Vacancy – November w/June Filing Deadline, § 24.2-511

SBE-511(22), Local Vacancy – November w/August Filing Deadline, § 24.2-511

## **Method of Nomination – By Political Party Chairs**

SBE-516(1A), President, § 24.2-516

SBE-516(1B), U.S. Senate, § 24.2-516

SBE-516(2), U.S. House of Representative, § 24.2-516

SBE-516(3), Governor, Lieutenant Governor, Attorney General, § 24.2-516

SBE-516(4), Senate of Virginia, § 24.2-516

SBE-516(5), House of Delegates, § 24.2-516

SBE-516(CO), Constitutional Officers, § 24.2-516

SBE-516(15), Board of Supervisors, § 24.2-516

SBE-516(16), County Board, § 24.2-516

SBE-516(17), City Council Officers, § 24.2-516

SBE-516(21), Local Vacancy, § 24.2-516

## **Candidate Forms**

SBE-505/520, Declaration of Candidacy, Rev 12/04, §§ 24.2-505,520

SBE-545, Petition of Qualified Voters for Presidential Primary, Rev 12/04, § 24.2-54 5

SBE-543, Petition of Qualified Voters for Electors for President and Vice President, Rev 12/04, § 24.2-543

SBE-506/521, Petition of Qualified Voters (all other offices), Rev 12/04, §§ 24.2-506 and 24.2-521

SBE-501(1)/542, Certificate of Candidate Qualification for Elector for President and Vice President, Rev 12/04, §§ 24.2-501 and 24.2-542

SBE-501(2), Certificate of Candidate Qualification for Member of United States Senate, Rev 12/04, § 24.2-501

SBE-501(3), Certificate of Candidate Qualification for Member, House of Representatives, Rev 12/04, § 24.2-501

SBE-501(4), Certificate of Candidate Qualification for Governor and Lieutenant Governor, Rev 12/04, § 24.2-501

SBE-501(5), Certificate of Candidate Qualification for Attorney General, § 24.2-501

SBE-501(6), Certificate of Candidate Qualification for General Assembly, § 24.2-501

SBE-501(7), Certificate of Candidate Qualification for Local Office, § 24.2-501

SBE-501(8), Certificate of Candidate Qualification for City or Town Officer, § 24.2-501

RECEIPT, Documents Presented at Time of Filing for Statewide Office, Rev 12/04, §§ 24.2-501, 24.2-503, 24.2-505, 24.2-506, 24.2-507

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# Guidance Documents

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## Candidate Bulletins

**Note: Bulletins for special elections are issued as needed.**

Federal Law, Deadlines and Ballot Access Requirements for President, Rev 12/04, Title 24.2

U.S. Senate, Title 24.2

U.S. House of Representatives, Rev 3/04, Title 24.2

Statewide Office, Rev 12/04, Title 24.2

House of Delegates, Rev 12/04, Title 24.2

Local Offices (November), Rev 12/04, Title 24.2

City Offices (May), Rev 11/03, Title 24.2

Town Offices (Vienna) [May], Rev 12/04, Title 24.2

Towns Offices (Floyd) [November], Rev 12/04, Title 24.2

Do's and Don'ts on a Primary Election Day, Rev 12/04, Title 24.2

Guidelines for Pollworkers and Authorized Representatives - Primary Election, Rev 12/04, Title 24.2

Do's and Don'ts on a General or Special Election Day, Rev 12/04, Title 24.2

Guidelines for Pollworkers and Authorized Representatives – General and Special Elections, Rev 12/04, Title 24.2

## Referendum Documents

SBE-684.1(1), Petition of Qualified Voters for Referendum, Rev 12/04, § 24.2-684.1

Statement of Petitioner for Local Referendum, Rev 12/04, Title 24.2

Certificate of Receipt and Acceptance for Local Referendum, Rev 12/04, Title 24.2

Bulletin - Referendum Provisions - In General, Rev 12/04, Title 24.2

Bulletin - Direct Election of School Board Members, Rev 12/04, Title 24.2

Bulletin - Pari-Mutuel Wagering, Rev 12/04, Title 24.2

## Voter Registration

VA-NVRA-1, Virginia Voter Registration Form, Rev 6/04, § 24.2-418

SBE-13, Voter Registration Card, Rev 11/99, §§ 24.2-411.11, 24.2-423, 24.2-424, 24.2-428, 24.2-643, 24.2-651.1

SBE-418A 10M, Household Voter Registration Data, Rev 6/97, § 24.2-418

SBE-03P, Authorization to Cancel Voter Registration, Rev 12/94, § 24.2-427

SBE 422, Denial of Application for Virginia Voter Registration, Rev 3/98, § 24.2-422

SBE-410, Adjudication of Incapacitated Form, Rev 12/98, § 24.2-410

## Absentee Voting Materials

SBE-701, Absentee Ballot Application Rev 7/03, §§ 24.2-700, 24.2-701

SBE-706-1, Ballot Within (Envelope A), Rev 8/99, § 24.2-706

SBE-706-2, Ballot(s) [Envelope B], Rev 5/04, § 24.2-706

SBE-705.1, Business/Personal/Medical Emergency AB Application, Rev 7/04, § 24.2-705.1

SBE-705, Emergency Absentee Ballot Application, Rev 7/01, § 24.2-705

SBE-710-1, Emergency AB Applicants List, Rev 9/99, § 24.2-710

SBE-710-2, Business/Personal/Medical Emergency AB Applicants List, Rev 7/01, § 24.2-710

SBE-706-4, Instructions Voting An AB [All others], Rev 12/03, § 24.2-706

SBE-706-4.BC, Instructions Voting An AB [Punch Card Only], Rev 12/03, § 24.2-706

SBE-706-4ES&S, Instructions Voting An AB [iVotronic Only], Rev 12/03, § 24.2-706

SBE-706-4.MS, Instructions Voting An AB [Accu-Vote and Marksense], Rev 12/03, § 24.2-706

SBE-706-4Optech, Instructions Voting An AB [Optech], Rev 12/03, § 24.2-706

SBE-706-4Patriot, Instructions Voting An AB [Patriot Only], Rev 12/03, § 24.2-706

SBE-706-4UOCAVA, Instructions Voting An AB [All others – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706

SBE-706-4BC\_UOCAVA, Instructions Voting An AB [Punch Card Only – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706

SBE-706-4ES&S\_UOCAVA, Instructions Voting An AB [iVotronic Only – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706

SBE-706-4MS\_UOCAVA, Instructions Voting An AB [Marksense – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706

SBE-706-4Optech\_UOCAVA, Instructions Voting An AB [Optech – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706

SBE-706-4Patriot\_UOCAVA, Instructions Voting An AB [Patriot Only – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706

SBE-705.2, Instructions Voting An Emergency AB [All others without a CAP], Rev 9/99, § 24.2-705

SBE-705.2-CAP, Instructions Voting An Emergency AB (CAP) [All Others with a CAP], Rev 9/99, § 24.2-705

SBE-705.2BC/CAP, Instructions Voting An Emergency AB (CAP) [Punch Card only], Rev 9/99, § 24.2-705

SBE-705.2MS, Instructions Voting An Emergency AB [Accu-Vote & Optech without a CAP], Rev 9/99, § 24.2-705

SBE-705.2MS-CAP, Instructions Voting An Emergency AB (CAP) [Accu-Vote & Optech with a CAP, Rev 9/99, § 24.2-705

SBE-703.2(3), Instructions Voting A Replacement AB [All Others], Rev 10/02, § 24.2-703.2

SBE-703.2(3)ES&S, Instructions Voting A Replacement AB [iVotronic Only], Rev 10/02, § 24.2-703.2

SBE-703.2(3)MS, Instructions Voting A Replacement AB [Accu-Vote & Optech], Rev 10/02, § 24.2-703.2

SBE-703.2(3)PC, Instructions Voting A Replacement AB [Punchcard Only], Rev 10/02, § 24.2-703.2

SBE-649(AB), Request For Assistance In Voting An AB, Rev 8/99, § 24.2-649

SBE-705-1, Statement of Designated Representative, Rev 9/99, § 24.2-705

SBE-703.2(2), Statement of Designated Representative of Ill or Disabled Voter, Rev 7/02, § 24.2-703.2

SBE-703.2(1), Statement of Ill or Disabled Voter, Rev 7/02, § 24.2-703.2

SBE HAVA-1, Voter ID Instructions for Absentee Voters, 8/04, § 24.2-707

SBE-703.1, Annual Application for an Absentee Ballot due to Physical Disability or Illness, Rev 12/01, § 24.2-703.1

## **Affidavits and Statements Printing of Ballots**

SBE-616, Statement of Printer, Rev 1/01, § 24.2-616

SBE-616(T), Statement of Printer Town Elections Only, Rev 1/01, § 24.2-616

SBE-617, Statement of Electoral Board Representative, Rev 1/01, § 24.2-617

SBE-618(1), Certificate Of Number Of Ballots Delivered To EB Rep, Rev 9/97, § 24.2-618

BE-618(1)T, Certificate Of Number Of Ballots Delivered To EB Rep- Town Elections Only, Rev 1/01, § 24.2-618

SBE-618(2), Certificate Of Number Of Ballots Received From Printer, Rev 9/97, § 24.2-618

SBE-618(2)T, Certificate Of Number Of Ballots Received From Printer - Town Elections Only, Rev 1/01, § 24.2-618

SBE-619(1), Affidavit Of Witness To Affixing Of Seal, Rev 1/01, § 24.2-619

SBE-619(2), Affidavit Of Person Affixing Seal, Rev 1/01, § 24.2-619

SBE-621, Receipt For Ballots, Rev 9/97, § 24.2-621

SBE-621T, Receipt For Ballots - Town Elections Only, Rev 1/01, § 24.2-621

## **Officer Instructions**

Election Day Guide - Accu-Vote, Rev 11/05, § 24.2-600 et seq.

Election Day Guide - ACCU-VOTE [Tele-Results], Rev 11/05, § 24.2-600 et seq.

Election Day Guide – AVC, Rev 11/05, § 24.2-600 et seq.

Election Day Guide - CAP - Punchcard and Marksense, Rev 11/05, § 24.2-600 et seq.

Election Day Guide - Mechanical Voting Equipment, Rev 11/05, § 24.2-600 et seq.

Election Day Guide - Optech III PE or Insight, Rev 11/05, § 24.2-600 et seq.

Election Day Guide - PBC IIID, Rev 11/05, § 24.2-600 et seq.

Election Day Guide – Unilect Patriot, Rev 11/05, § 24.2-600 et seq.

Election Day Guide – ES&S iVotronic, Rev 11/05, § 24.2-600 et seq.

Election Day Guide – AVS WINvote, Rev 11/05, § 24.2-600 et seq.

Election Day Guide – Sequoia Edge, Rev 11/05, § 24.2-600 et seq.

Election Day Guide – Hart eSlate, Rev 11/05, § 24.2-600 et seq.

Election Day Guide – Diebold AccuVote TS R6. Rev 11/05, § 24.2-600 et seq.

What if....Quick Reference To Problems, Rev 06/05, Title 24.2

SBE-611.1, Officer of Elections Oath, Rev 7/02, § 24.2-611.1

SBE-649A, Outside Polls Voter Envelope [All Other], Rev 7/94, § 24.2-649

SBE-649-BRC, Outside Polls Voter Envelope [Punchcard Only], § 24.2-649

SBE-711.1, Rejected Absentee Ballots Log, Rev 8/02, § 24.2-711-1

## **Posters and Signs**

SBE-613, Explanation of Political Party Abbreviations [November Elections Only], Rev 6/04, § 24.2-613

SBE-643S, Attention All Voters, Rev 3/01, § 24.2-643

Full Legal Name Signs, § 24.2-643

Notice - New Procedure [Accu-Vote, Optech & Punchcard], § 24-2-600 et seq.

SBE-604, Prohibited Area And Activities Signs, Rev 1/04, § 24.2-604

SBE-HAVA-2, Election Date and Hours Notice [Federal Elections Only], 42 USCS § 15482(b)(1)(B) § 24.2-603

SBE-HAVA-3, Voter ID Requirements [federal elections only], Rev 7/04, 42 USCS § 15483(b) § 24.2-643

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SBE-HAVA-4, Voters Rights and Responsibilities Poster (includes instructions on voting a provisional [conditional] ballot) For All Elections, Rev 7/04, 42 USCS § 15301 et seq., § 24.2-600 et seq.

SBE-HAVA-5, Provisional Voter Notice, Rev 7/04, 42 USCS § 15482, § 24.2-653

## Reports

Ballot Record Report – Marksense, Rev 99, § 24.2-600 et seq.

Ballot Record Report – Punchcard, Rev 11/94, § 24.2-600 et seq.

Incident Report – Marksense and Punchcard, § 24.2-600 et seq.

## Statement of Results

Mechanical Lever, Rev 11/04, § 24.2-667

Accuvote TS R6, Rev 11/04, § 24.2-667

AVC Advantage, Rev 11/04, § 24.2-667

eSlate Voting System, Rev 2/04, § 24.2-667

iVotronic, Rev 11/04, § 24.2-667

Unilect Patriot Voting System, Rev 11/04, § 24.2-667

Winvote Voting System, Rev 11/04, § 24.2-667

## Statement of Voter Forms

SBE-708, Absentee Ballot Not Received, Rev 8/99, § 24.2-708

SBE-643B, Affirmation of Identity, Rev 7/00, § 24.2-643

SBE-649, Request for Assistance/Affirmation of Eligibility, Rev 7/04, § 24.2-649

SBE-651 (PVP), Affirmation of Eligibility [Presidential Ballot Only], Rev 7/04, § 24.2-651

## Voting Machine Checklists

SBE-632(3), AVM-NP (non-printer), § 24.2-632

SBE-632(5), AVM-RL (printer with rigid pointers), Rev 2/96, § 24.2-632

SBE-632(4), AVM-RP (printer with removable pointers), 9/80, § 24.2-632

SBE-632(2), IES Shoup, § 24.2-632

SBE-632(1), RF Shoup, § 24.2-632

## Ballots and Voting Equipment

SBE-612, Certificate of Number of Ballots Ordered to Be Printed, Rev 6/04, § 24.2-612

Fax Certification of Ballot Content Accuracy By Secretary of the Electoral Board or General Registrar, § 24.2-612

Voting Equipment Testing and Programming - Certification of Completion by Electoral Board, §§ 24.2-632, and 24.2-633

## Abstracts

Note: Abstract forms are routinely updated to reflect the candidates running for the specific offices in November general Elections, May elections, primaries, and special elections and are all created in order for the electoral boards to provide the information to SBE necessary to implement § 24.2-675.

Abstracts of Votes for Electors for President and Vice President of the United States

Abstracts of Votes for Write-Ins Certification - Electors for President and Vice President

Abstracts of Votes for Member, United States Senate

Abstracts of Votes for Member, House of Representatives

Abstracts of Votes for Governor

Abstracts of Votes for Lieutenant Governor

Abstracts of Votes for Attorney General

Abstracts of Votes for Member, Senate of Virginia

Abstracts of Votes for Member, House of Delegates

Abstracts of Votes for Clerk of Court (shared by a county and one or more cities)

Abstracts of Votes for Commonwealth's Attorney (shared by a county and one or more cities)

Abstracts of Votes for Sheriff (shared by a county and one or more cities)

Abstracts of Votes for Treasurer (shared by a county and one or more cities)

Abstracts of Votes for Clerk of Court

Abstracts of Votes for Commonwealth's Attorney

Abstracts of Votes for Sheriff

Abstracts of Votes for Commissioner of Revenue

Abstracts of Votes for Treasurer

Abstracts of Votes for Member, Board of Supervisors

Abstracts of Votes for County Board (Arlington County - even numbered years)

Abstracts of Votes for Mayor - City (May)

Abstracts of Votes for Mayor - Town (May)

Abstracts of Votes for Mayor (November)

Abstracts of Votes for Member, City Council (May)

Abstracts of Votes for Town Council (May)

Abstracts of Votes for Member, City Council (November)

Abstracts of Votes for Town Council (November)

Abstracts of Votes for Member, School Board - City (May)

Abstracts of Votes for Member, School Board - Town (May)

Abstracts of Votes for Member, School Board - City (November)

Abstracts of Votes for Member, School Board - County (November)

Abstracts of Votes for School Board (Arlington County even-numbered years)

Abstracts of Votes for Soil and Water Conservation Director

Abstracts of Votes for Write-Ins Certification (all offices)

Abstracts of Votes for Write-Ins Certification - Continuation (all offices)

## Recount Documents

**Note: All Recount documents were created to implement the various provisions of Chapter 8 of Title 24.2.**

PB-I, Instructions for Recount Officials Paper Ballots Only

PB-II, Instructions for Recount Coordinators Paper Ballots Only

AB-I, Instructions for Recount Officials Lever Machines and Paper Ballots

AB-II, Instructions for Recount Coordinators Lever Machines and Paper Ballots

DE-I-Paper, Instructions for Recount Officials DRE and Paper Ballots

DE-II-Paper, Instructions for Recount Coordinators DRE and Paper Ballots

DE-I-PC, Instructions for Recount Officials DRE and PBC-IIID Punchcard Tabulators

DE-II-PC, Instructions for Recount Coordinators DRE and PBC-IIID Punchcard Tabulators

DE-I-MS, Instructions for Recount Officials DRE and Marksense Ballot Tabulators

DE-I-MS, Instructions for Recount Coordinators DRE and Marksense Ballot Tabulators

MS-I, Instructions for Recount Officials Marksense Ballot Tabulators

MS-II, Instructions for Recount Coordinators Marksense Ballot Tabulators

SBE-654R6, Recount Reimbursement - Officer of Election, Rev 12/01

SBE-654R7, Recount Reimbursement – Alternate, Rev 12/01

## Campaign Finance

Virginia's Campaign Finance Disclosure Act: Summary of Laws and Policies for Candidates and Their Committees, Rev. 7/05, § 24.2-903

Virginia's Campaign Finance Disclosure Act: Summary of Laws and Policies for Political Committees, Rev. 7/05, § 24.2-903

Virginia's "Stand By Your Ad" Law: Summary of Law and Policies for Candidates, Political Committees, and Persons, Rev. 7/05, § 24.2-903

Form 908, Statement of Organization: Political Committee, Rev. 1/05, § 24.2-908

2005 Regular Report Filing Cover Sheet, Rev. 1/05, § 24.2-914

Form 920P, Final Report Filing Cover Sheet, Rev. 12/04, § 24.2-920

Form 906.1, Request for Exemption from E-Filing Agreement, Rev. 12/04, § 24.2-914.1

Form 914.1P, Rescind Request for E-Filing Agreement, Rev. 12/04, § 24.2-914.1

Form 904, Statement of Organization: Candidate, Rev. 12/04, § 24.2-904

2004 and 2005 Regular Report Filing Cover Sheet, Rev. 12/04, § 24.2-914

Form 920C, Final Report Filing Cover Sheet, Rev. 12/04, § 24.2-920

Form 919, Large Pre-Election Contribution Form, Rev. 12/04, § 24.2-919

Form 919.1, Large Contribution Form for Board of Supervisors and City and Town Council Candidates, Rev. 12/04, § 24.2-919.1

Form 906.1R, Exemption from Reporting Requirements Form, Rev. 12/04, § 24.2-906.1

SBE-906.1B, Rescind Request for Exemption, Rev. 4/02, § 24.2-906.1

SBE-914.1 A-I, Reporting Forms, Rev. 12/03, §§ 24.2-914, and 24.2-914.1

Form 910.1, Independent Expenditure Form, Rev. 12/04, § 24.2-910.1

Approved Vendor Agreement (for Campaign Finance e-filing), Rev. 12/04, § 24.2-900 et seq.

## General Registrar and Electoral Board Guidance

SBE-119, Certificate of Eligibility for Appointment to Electoral Board, Rev. 12/98, § 24.2-119

VVRS User's Guide, Rev. 7/04, § 24.2-404

Electronic Precinct Record Listing Program User's Manual, § 24.2-444

Electronic Alpha Roster Program User's Manual, § 24.2-404

General Registrar and Electoral Board Manual, Rev. 10/04, Title 24.2

Guidelines for Conducting Voter Registration Drives, Rev. 1/04, § 24.2-416.6

Virginia Recount Standards, Rev. 7/02, § 24.2-800 et seq

List of Those Who Voted Instructions, Rev. 4/04, § 24.2-600 et seq.

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# Guidance Documents

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Voting Equipment Replacement Policy and Procedures, Rev. 3/04, 42 USCS § 15301 et seq.

Emergency Voting Procedures for Military and Pilot Program Information, Rev. 11/04, § 24.2-631

Weekly Newsletter to Election Officials, Title 24.2

## Voting Equipment Vendors

The Virginia Voting Systems and Equipment Certification Guidelines: Submission Procedures, Rev. 6/04, § 24.2-628

## VIRGINIA EMPLOYMENT COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the central office of the Virginia Employment Commission, 703 East Main Street, Richmond, VA 23219. Copies of Unemployment Insurance Program documents may be obtained by contacting M. Coleman Walsh, Jr., at the Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-7554 or FAX (804) 786-9034. Copies of Workforce Investment Act documents are available on the VEC's Internet site at <http://www.vec.state.va.us/wia.cfm?loc=wia&info=vaplans> or by contacting Caprichia Thurston at the Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 371-5365 or FAX (804) 225-2190. Unless otherwise indicated, there is a \$1 per document copying charge.

Questions regarding interpretation or implementation of Unemployment Insurance documents may be directed to M. Coleman Walsh, Jr., Chief Administrative Law Judge, Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-7554 or FAX (804) 786-9034. Questions regarding interpretation or implementation of Workforce Investment Act documents may be directed to Caprichia Thurston at the Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 371-5365 or FAX (804) 225-2190.

### Unemployment Insurance Guidance Documents:

Precedent Decision Manual, revised January 1997, § 60.2-100 et seq. and 16 VAC 5-10, \$90

Guide for Effective Unemployment Insurance Adjudication, revised September 1994, § 60.2-100 et seq., \$90

A Digest of Virginia Unemployment Insurance Tax Law, revised June 1990, Va. Code Anno., Title 60.2 Chapters 2 and 5, \$43

Field Operations Bulletin Manual, revised January 29, 1997, Title 60.2 Chapters 2 and 6, 16 VAC 5-10, \$10

Interoffice Communication on The 28-Day Rule, issued July 11, 1996, 16 VAC 5-60-10 F

Interoffice Communication on Interpretation of the Two-Week Limitation on Benefits Set Out in Section 60.2-612(8) of the Code of Virginia, issued January 3, 1997, § 60.2-612(8)

Interoffice Communication on Party Tape Recording Hearing, issued March 19, 1997, § 60.2-623

Commission Decision 54991-C, Meade v. Buster Brown Apparel, Inc., issued November 25, 1997, § 60.2-229(A)

Commission Decision 41251-C, Williams v. U. S. Army, issued March 19, 1993, § 60.2-604

Commission Decision 47602-C, Sikka v. Cater Air International Corp., issued March 22, 1995, § 60.2-604

Commission Decision 45419-C, In re Purvis, issued June 13, 1994, § 60.2-608

Commission Decision 12665-C, Picard v. Hayes, Seay, Mattern and Mattern, issued October 4, 1979, § 60.2-612

Commission Decision 22777-C, Moore v. Klate Holt Company, issued January 24, 1984, § 60.2-612

Commission Decision 25950-C, Heldreth v. Southwest Virginia Enterprise, issued July 11, 1986, § 60.2-612

Commission Decision 46472-C, Duncan v. Department of Corrections, issued November 15, 1994, § 60.2-612

Commission Decision 50908-C, In re Parnell, issued April 17, 1996, § 60.2-612(1)

Commission Decision 36809-C, Coy v. Philip Morris, Inc., issued November 20, 1991, § 60.2-612(5)

Commission Decision 23806-C, Sysco v. Virginia Stage Company, issued August 31, 1984, § 60.2-612(7)

Commission Decision 38556-C, Copeland v. U.S. Navy, issued July 1, 1992, § 60.2-612(7)

Commission Decision 47764-C, Lilliam v. Commonwealth Health Care, issued April 4, 1995, § 60.2-612(7)

Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, § 60.2-612(7)

Decision SUA-3, Fulk v. Rocco Farm Foods, issued August 11, 1975, § 60.2-612(7)

Decision UI-76-393, Corbett v. C and P Telephone Company, issued January 24, 1977, § 60.2-612(7)

Commission Decision 3153-C, Weaver v. Ideal Laundry and Dry Cleaners, issued October 16, 1957, § 60.2-618(1)

Commission Decision 5909-C, Mahew v. Capitol Concrete Rental Corporation, issued March 12, 1973, § 60.2-618(1)

Commission Decision 6514-C, Thompson v. Dow Badische Company, issued November 26, 1974, § 60.2-618(1)

Commission Decision 8298-C, Gross v. Command Deliveries, Inc., issued August 16, 1976, § 60.2-618(1)

Commission Decision 16998-C, Johnson v. Hall and Taylor Body Shop, issued November 6, 1981, § 60.2-618(1)

Commission Decision 24302-C, Young v. Mick or Mack, issued December 13, 1984, § 60.2-618(1)

Commission Decision 26561-C, Bartley v. Atlantic Research Corp., issued February 28, 1986, § 60.2-618(1)

- Commission Decision 27729-C, Rasnake v. Pepsi Cola Bottling of Norton, issued July 31, 1987, § 60.2-618(1)
- Commission Decision 33298-C, Pugh v. Christian Children's Fund, issued June 29, 1990, § 60.2-618(1)
- Commission Decision 34957-C, Edwards v. Landmark Builders of the Triad, issued January 18, 1991, § 60.2-618(1)
- Commission Decision 36673-C, Winisky v. Fauquier County School Board, issued December 2, 1991, § 60.2-618(1)
- Commission Decision 37072-C, Boardwine v. Tennessee Investment Casting Company, issued December 20, 1991, § 60.2-618(1)
- Commission Decision 37487-C, Beckner v. Harris Teeter Super Markets, issued April 2, 1992, § 60.2-618(1)
- Commission Decision 38232-C, Wright v. Prince Edward County Department of Social Services, issued June 15, 1992, § 60.2-618(1)
- Commission Decision 40365-C, Hampe v. Krisp-Pak Company, Inc., issued March 3, 1994, § 60.2-618(1)
- Commission Decision 40827-C, Meador v. Bunker Hill Packing Corp., issued April 1, 1993, § 60.2-618(1)
- Commission Decision 40968-C, Fields v. Bristol Home Health Services, issued May 12, 1993, § 60.2-618(1)
- Commission Decision 41241-C, Jennings v. Craddock-Terry, Inc., issued March 24, 1993, § 60.2-618(1)
- Commission Decision 43248-C, Zumbaugh v. GTE Government Systems, Inc., issued October 1, 1993, § 60.2-618(1)
- Commission Decision 46659-C, Alsip v. Department of the Army, issued October 27, 1994, § 60.2-618(1)
- Commission Decision 46964-C, Barrington v. Virginia Power, issued January 17, 1995, § 60.2-618(1)
- Commission Decision 50372-C, Fedelez v. Bell Atlantic Virginia, Inc., issued March 9, 1996, § 60.2-618(1)
- Commission Decision 5585-C, Newkirk v. Virginia National Bank, issued February 18, 1972, § 60.2-618(2)
- Commission Decision 7340-C, Porter v. Wilson Trucking Company, issued January 5, 1976, § 60.2-618(2)
- Commission Decision 7446-C, McAfee v. Harvey's Chevrolet Corp., issued February 2, 1976, § 60.2-618(2)
- Commission Decision 11446-C, Wertz v. Russell Transfer, Inc., issued January 10, 1979, § 60.2-618(2)
- Commission Decision 14088-C, Lee v. City of Roanoke, issued January 13, 1981, § 60.2-618(2)
- Commission Decision 25853-C, Stevens v. Copy Systems, issued December 12, 1985, § 60.2-618(2)
- Commission Decision 26734-C, Dawson v. Old Dominion Job Corps, issued March 28, 1986, § 60.2-618(2)
- Commission Decision 28159-C, Cornett v. Harry C. Sutherland, CPA, issued April 23, 1987, § 60.2-618(2)
- Commission Decision 28209-C, Garrett v. Chester Drugs, Inc., issued March 1, 1993, § 60.2-618(2)
- Commission Decision 29748-C, Shelton v. Department of Labor, issued April 12, 1988, § 60.2-618(2)
- Commission Decision 30052-C, Johnston v. Kennedy's Piggly Wiggly Stores, issued June 28, 1988, § 60.2-618(2)
- Commission Decision 30317-C, Hodge v. Sentara Nursing Center, issued May 2, 1992, § 60.2-618(2)
- Commission Decision 30397-C, Blount v. D.G.S.C., issued June 30, 1988, § 60.2-618(2)
- Commission Decision 30470-C, Summers v. Turn-Key Homes, Inc., issued July 8, 1988, § 60.2-618(2)
- Commission Decision 30524-C, Thomas v. Family Fashions by Avon, Inc., issued August 26, 1988, § 60.2-618(2)
- Commission Decision 30609-C, Hogan v. Commonwealth of Virginia, issued September 12, 1988, § 60.2-618(2)
- Commission Decision 30974-C, Garner v. Accomack County School Board, issued December 2, 1988, § 60.2-618(2)
- Commission Decision 33438-C, Davis v. Stone Container Corp., issued January 18, 1991, § 60.2-618(2)
- Commission Decision 34000-C, Busler v. Rapoca Energy Company, issued December 14, 1990, § 60.2-618(2)
- Commission Decision 34061-C, Spencer v. Regis Hair Stylists, issued February 6, 1991, § 60.2-618(2)
- Commission Decision 34343-C, Carr v. Conagra, Inc., issued November 9, 1990, § 60.2-618(2)
- Commission Decision 34603-C, Lambert v. Department of the Army, issued November 29, 1990, § 60.2-618(2)
- Commission Decision 35174-C, Thomas v. Steven J. Chavis, issued February 11, 1991, § 60.2-618(2)
- Commission Decision 35294-C, Baker v. Norfolk Shipbuilding and Drydock, issued (unknown), § 60.2-618(2)
- Commission Decision 35309-C, Morrison v. J.T.M. Pizza, Inc., issued March 2, 1992, § 60.2-618(2)
- Commission Decision 35866-C, Bishop v. Crown Central Petroleum Corp., issued June 24, 1991, § 60.2-618(2)
- Commission Decision 35909-C, Culpepper v. Quality Cleaners, issued July 1, 1991, § 60.2-618(2)
- Commission Decision 35999-C, Simmons v. Numanco, issued July 11, 1991, § 60.2-618(2)
- Commission Decision 36195-C, Mallory v. J. A. Jones Construction Company, issued August 19, 1991, § 60.2-618(2)
- Commission Decision 36310-C, Holloway v. Pearle Vision Center and The Price Club, issued August 29, 1991, § 60.2-618(2)
- Commission Decision 36653-C, Parker v. Roadway Express, issued July 22, 1992, § 60.2-618(2)

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## Guidance Documents

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Commission Decision 36655-C, Simonson v. Sligh Plumbing and Heating Company, issued November 27, 1991, § 60.2-618(2)

Commission Decision 36794-C, Jordan v. Newport News Shipbuilding, Inc., issued December 17, 1991, § 60.2-618(2)

Commission Decision 37114-C, Neil v. Newport News Shipbuilding, Inc., issued December 24, 1991, § 60.2-618(2)

Commission Decision 37615-C, Robinson v. Smithfield Packing Co., Inc., issued March 6, 1992, § 60.2-618(2)

Commission Decision 37762-C, Critton v. Sola Optical U.S.A., issued April 25, 1992, § 60.2-618(2)

Commission Decision 37934-C, Jefferson v. Heritage Garden Center, Inc., issued April 17, 1992, § 60.2-618(2)

Commission Decision 39082-C, Perry v. Newport News Shipbuilding, Inc., issued September 12, 1992, § 60.2-618(2)

Commission Decision 39702-C, Butts v. Jones, Blechman, Woltz and Kelly, P.C., issued October 15, 1992, § 60.2-618(2)

Commission Decision 39703-C, Kao v. Gordon Boulevard Services, Inc., issued November 3, 1992, § 60.2-618(2)

Commission Decision 39862-C, Lauzonis v. Holiday Inn-South, issued December 7, 1992, § 60.2-618(2)

Commission Decision 40195-C, Slacum v. R. H. Walker and Associates, issued January 11, 1993, § 60.2-618(2)

Commission Decision 41247-C, Osborne v. Transit Management of Alexandria, Inc., issued June 4, 1993, § 60.2-618(2)

Commission Decision 41966-C, Cobble v. United Consumers, Inc., issued June 28, 1993, § 60.2-618(2)

Commission Decision 42083-C, Girma v. News Emporium, Inc., issued June 7, 1993, § 60.2-618(2)

Commission Decision 42091-C, Hurley v. Wallace, issued July 10, 1993, § 60.2-618(2)

Commission Decision 42493-C, Layne v. Leslie G. Rowland, issued July 16, 1993, § 60.2-618(2)

Commission Decision 42703-C, Lee v. Gam Industries, Inc., issued July 30, 1993, § 60.2-618(2)

Commission Decision 42977-C, Bland v. Bristol Newspapers, Inc., issued August 28, 1993, § 60.2-618(2)

Commission Decision 43306-C, Stover v. Pulaski Furniture Corporation, issued October 2, 1993, § 60.2-618(2)

Commission Decision 43933-C, Yousef v. Avis Rent-A-Car System, Inc., issued January 7, 1994, § 60.2-618(2)

Commission Decision 44291-C, Liberty v. Hampton Roads Vending and Food Service, Inc., issued February 12, 1994, § 60.2-618(2)

Commission Decision 44375-C, Turner v. Christiansburg Garment Co., Inc., issued March 29, 1994, § 60.2-618(2)

Commission Decision 45948-C, Robins v. Security Transcontinental, Inc., issued August 26, 1994, § 60.2-618(2)

Commission Decision 45991-C, Sydenstricker v. Boddie-Noell Enterprises, issued July 28, 1994, § 60.2-618(2)

Commission Decision 47019-C, Agnew v. Memorial Hospital of Martinsville, issued February 28, 1995, § 60.2-618(2)

Commission Decision 49303-C, Broad v. Town of Grottoes, issued September 23, 1995, § 60.2-618(2)

Commission Decision 49590-C, Vanwinkle v. Ammars, Incorporated, issued July 25, 1996, § 60.2-618(2)

Commission Decision 50577-C, Billings v. Regional Enterprises, issued June 25, 1996, § 60.2-618(2)

Commission Decision 52458-C, Larrabee v. The Sealaw Group, issued June 16, 1996, § 60.2-618(2)

Commission Decision UCFE-246, Pryor v. Department of Defense, issued April 25, 1975, § 60.2-618(2)

Commission Decision 34269-C, Coleman v. Clinchfield Coal Company, issued February 6, 1991, § 60.2-618(3)

Commission Decision 43652-C, Hearn v. U. S. Army, issued November 30, 1993, § 60.2-618(3)

Commission Decision 47442-C, Jones v. Northside Electric Company, issued March 27, 1995, § 60.2-618(3)

Commission Decision 30679-C, Russell v. Richard T. Traylor, issued August 24, 1988, § 60.2-618(4)

Commission Decision 39904-C, Warren v. Orion Associates, Inc., issued November 19, 1992, § 60.2-618(5)

Commission Decision 45555-C, Fuller v. Banner Masonry, issued June 3, 1994, § 60.2-618(5)

Commission Decision 10619-C, In re Ardizzone, issued August 2, 1978, § 60.2-619(A) and (C)

Commission Decision 18398-C, Crone v. Kitchens Equipment Company, issued July 1, 1982, § 60.2-619(A) and (C)

Commission Decision 25734-C, Randolph v. Huff-Cook, MBA, issued July 11, 1986, § 60.2-619(A) and (C)

Commission Order 38616-C, Melton v. Monroe Systems for Business, Inc., issued June 26, 1992, § 60.2-619(A) and (C)

Commission Decision 43213-C, Forehand v. J. B. Denny Company, et al, issued September 10, 1993, § 60.2-619(C)

Commission Decision 51475-C, Crisman v. Select Staffing Services, Inc., issued June 14, 1996, § 60.2-619(C)

Commission Decision 53842-C, Wilson v. Four J's, Inc., issued December 12, 1997, § 60.2-619(C)

Commission Decision 40782-C, Luther v. Dynamic Engineering, Inc., et al, issued March 2, 1993, § 60.2-620(A)

Commission Decision 43043-C, Olabosipo v. Electronics Boutique, issued October 4, 1993, § 60.2-620(A)

Commission Order 42777-C, Royster v. Halifax-South Boston Community Hospital, § 60.2-620(A)

Commission Decision 33733-C, Gonzalez v. Thornhill, issued June 22, 1990, § 60.2-620(B)



Commission Decision 42124-C, Lasalle v. Great Falls Shell, issued June 29, 1993, § 60.2-620(B)

Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, 16 VAC 5-60-20 F

Commission Decision 39240-C, Edwards v. Newport News Shipbuilding, Inc., issued August 31, 1992, 16 VAC 5-80-20 I

Commission Decision 42406-C, Singleton v. Wilds, issued July 8, 1993, 16 VAC 5-80-20 I

Commission Decision 33733-C, Gonzalez v. Thornhill, issued June 22, 1990, 16 VAC 5-80-30 A 1

## **Workforce Investment Act Guidance Documents:**

All documents provide interpretive guidance for P.L. 105-220 and 20 CFR Part 652.

Virginia's Negotiated Levels of Performance

Virginia's Unified WIA Plan, revised according to USDOL comments, and resubmitted on 5/30/200

Index to Unified Plan Revisions; 5/30/2000

Virginia's Abbreviated Transition Plan for Youth Activities

99-1 Designation of Local Workforce Investment Areas

99-2 Establishment of Local Workforce Investment Board

00-1 Local Workforce Investment Board Focus, Staffing and Service Restrictions

00-2 Youth Councils Under Title I of the Workforce Investment Act

00-3 Public Participation and Collaboration in the Development and Implementation of the Commonwealth's Workforce Investment System

00-4 One Stop Service Delivery System

00-5 Youth Programs Under Title I of the Workforce Investment Act

00-6 Universal Access, Adult Eligibility and Priority of Services

00-7 Certification Process for WIA Training Providers

00-8 Virginia's Training Voucher System Under WIA

00-9 One Stop Chartering Process

00-10 Equal Opportunity Policy

00-11 Continuous Improvement, Incentives and Sanctions for the WIA

00-12 Assessment Services for Adult, Dislocated Workers and Youth Programs

01-01 WIA Methods of Administration, 29 CFR Part 37

01-02 Discrimination Policy

01-03 National Emergency Grant

01-04 Process for Additional Funding of Dislocated Worker Activities

02-01 Processing Grievances and Complaints

02-02 Recaptured Workforce Investment Act Title I Local Formula Funds

Virginia Workforce Training Oversight Assessment Guide

PY03 Local Plan Guidance

PY2001-PY2003 Local Planning Guidance, as approved by the Virginia Workforce Council

Virginia Memorandum of Understanding Guide

FGM #00-01 Consumer Reports System

FGM # 00-02 Implementation of Interim Data Collection and Reporting System

FGM #01-01 Follow-up Services

FGM #01-02 Employed Worker Response

FGM #01-03 Memoranda of Understanding Guidelines

FGM #01-04 Local WIA Program Policy Implementation

FGM #02-01 FGM Board Staff Costs

FGM #02-02 Clarification of the Term "School Dropout"

FGM #02-03 Carrying Over WIA Funds

FGM #02-04 Local Area WIA Funds Transfer Procedures

FGM #02-05 Sanctions for Unacceptable Performance

FGM #02-06 2002 Poverty and 70% Lower Living Standard Income Levels

FGM #02-07 Definition of Family

Q&A DOL WIA Transition and Implementation Issues

Q&A WIA Local Roles and Responsibilities

Q&A WIA Title I Funding to Localities in Virginia

Q&A Transition to a One Stop System in Virginia

Q&A Youth and Summer Program 2000 Guidance

Q&A Transition to WIA

Q&A WIA Overview for Virginia

## **Health Coverage Tax Credit Guidance Documents**

HCTC Application Process, Step-By-Step Instructions

HCTC Gap Filler Grant Application

HCTC Q&A

HCTC Notice

## **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 (EDR), 830 E. Main Street, Suite 400, Richmond, VA 23219. A single copy may be obtained free of charge by contacting Doris Harris-Price at the same address, telephone (804) 786-7994, toll free (888) 232-

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# Guidance Documents

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3842, FAX (804) 786-0100 or e-mail administrator@edr.virginia.gov. EDR reserves the right to charge a reasonable fee for multiple copies. All documents are posted on EDR's website at www.edr.virginia.gov. EDR does not charge for the downloading of these documents.

Questions regarding interpretation or implementation of the documents may be directed to Claudia T. Farr, Director, Department of Employment Dispute Resolution, 830 E. Main Street, Suite 400, Richmond, VA 23219, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or e-mail administrator@edr.virginia.gov.

## Guidance Documents:

Grievance Procedure Manual, revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Rules for Conducting Grievance Hearings, revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Mediation Guidelines, revised October 18, 2002, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

**Note:** EDR publishes fact-specific grievance rulings and hearing decisions on EDR's website at www.edr.virginia.gov. EDR does not charge for the downloading of rulings or decisions.

## DEPARTMENT OF ENVIRONMENTAL QUALITY

The Department of Environmental Quality has numerous documents in use that 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 that follows contains documents prepared by the department. It does not include documents that merely restate regulatory provisions in a different format such as checklists or boilerplates, nor does it include guidance documents developed by other federal and state agencies.

The majority of the guidance documents are available, at no charge, on the Virginia Regulatory Town Hall website: www.townhall.virginia.gov. Requests for copies of those documents not available electronically on the Town Hall or copies of any of the documents listed are considered a request for information under the Freedom of Information Act. There is a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy.

Requests for copies or questions regarding interpretation of Waste Division Guidance should be directed to: Central Office Waste Division, 629 E. Main Street, P.O. Box 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) 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:

Southwest Regional Office, 355 Deadmore Street, P.O. Box 1688, Abingdon, VA 24210, telephone (276) 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.

2172, Enforcement Manual, 12/01/1999

Guidance documents pertaining to specific boards or regulations under Department of Environmental Quality

Air Pollution Control Board

2172, Enforcement Manual, 12/01/1999

2672, Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency, 09/01/2005

2692, Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001), 10/26/2005

2693, Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 9-2005, 10/20/2005

2159, Ability to Pay Guidance: Local Governments, 07/01/2002

2160, Ability to Pay Guidance: Bankrupt Entities, 01/01/2002

2161, Ability to Pay Guidance: Corporations, 07/01/2002

2162, Ability to Pay Guidance: Individuals, 07/01/2002

2163, Ability to Pay Guidance: Partnerships, 07/01/2002

2205, Air Permitting Guidelines, New and Modified Sources, 01/05/1996

2204, Interim Guidance, Shell Buildings, 01/30/1987

2181, Public Participation Requirements prior to issuing any permit for the construction of a new major stationary source or major modification to an existing source pursuant to Section

- 10.1-1307.01 (Localities Particularly Affected) (Memo No. 99-1004), 08/19/1999
- 2208, Guidance on Permit Applicability - PM and PM-10 Sources (Memo No. 01-1002), 11/02/2001
- 2210, Confidentiality Policy (Memo No. 02-1002), 03/29/2002
- 2222, Procedures for Shutting Down Sources (Memo No. 03-1006), 10/01/2003
- 2832, Comments Received for the Procedures for Shutting Down Sources, 10/01/2003
- 2224, Nitrogen Oxides Emissions during Fuel Transfers for GE Frame 7FA Turbines (Memo No. 03-1009), 11/22/2003
- 2833, Air Permit Application Fee Guidance (Memo No. 05-1001), 07/29/2005
- 2180, New Title V Procedures Manual (Memo No. 99-1002), 06/15/1999
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2421, Submission Instruction 19 - Alternate Source Demonstrations, 09/22/2004

2422, Submission Instruction 21 - Monitored Natural Attenuation, 09/22/2004

1907, Clarification of Final Cover Designs and Alternate Designs, 05/18/1993

2593, Risk Based Closure - (REAMS) Risk Exposure and Analysis Modeling System, 11/01/1994

1943, Sanitary Landfill Inspection Guidance, 10/01/1995

1969, Notice of Expansion for Category 2 and Category 3 Facilities, 08/17/1997

2123, Local Landfill Certification for Non-Captive Industrial Landfills, 04/19/2001

2144, Guidance for Assessing Groundwater at Voluntary Remediation Sites, 04/16/2002

2586, Waste Division Review of Environmental Review Reports as Required by NEPA, 05/25/2004

2660, Siting and Groundwater Monitoring for Landfills and the Vicinity of Wetlands, 08/17/2005

1908, HELP Model - Leachate generation for tank design, 06/01/2003

1935, Guidelines for Special Waste Disposal, 09/01/2003

1936, Guidelines for Special Waste Disposal (Form SPSW-1), 09/01/2003

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1937, Guidelines for Special Waste Disposal (Form SPSW-2), 09/01/2003

1938, Guidelines for Special Waste Disposal (Form SPSW-3), 09/01/2003

1944, Solid Waste Landfill Closure Responsibilities, 10/01/1995

1950, Addendum to Policy for Handling Investigation Derived Waste, 07/24/1996

1973, Guidance for Facility Property Boundary Modifications, 10/11/1999

2139, Submission Instruction 15 - Nature and Extent, 07/14/2003

2140, Submission Instruction 16 - Assessment of Corrective Measures, 07/14/2003

2141, Submission Instruction 17 - Corrective Action Plan, 07/31/2003

2666, Sanitary Landfill Siting Relative to Public Water Supply Intake or Reservoir, 08/23/2005

1945, Definition of Appropriate Container, 09/01/2003

1963, Siting Requirements for Hazardous Waste Management Facilities, 07/26/1996

2158, Certification of Satisfactory Completion of Remediation, 06/14/2001

2154, Solid Waste Permitting Manual, 07/31/2003

1946, Closed Landfill Inspection Guidance, 10/30/1995

1964, Disposal of Sharps, 08/06/1996

2124, Guidance on the Director's Determination in 10.1-1408.1. D 1 of the Code of Virginia - Permit by Rule Submissions, 08/09/2001

2155, Brownfields Manual, 08/11/2003

2667, Coordination of Permitting Requirements for Wetlands and the Permitting of Solid Waste Landfills, 08/22/2005

1905, Yard Waste Composting Facility Inspection Guidance, 06/14/1993

1965, Closure Documents - Survey Plat Guidance, 08/06/1996

2156, Permitting Guidance for the 10 Year Permit Review, 08/27/2003

1902, P. E. Certifications Required for Permit by Rules, 10/01/1993

1966, Inspection of Closed Solid Waste Management Facilities, 12/12/1996

2125, Statement Regarding Data to be Incorporated into the Regulations for Solid Waste Management Planning, 12/18/2001

1909, Thermal Treatment Facility Inspection Guidance, 11/09/1993

2621, Management of Dredged Material, 12/31/2001

2145, Guidance for Recycling Equipment Tax Credit, 08/15/2005

2146, Guidance for Recycling Tax Credit, 08/15/2005

2147, Guidance for Recycling Equipment Tax Credit, 06/04/2002

2142, Submission Instruction 18 - Proposal for Presumptive Remedies, 10/10/2003

1910, CDD Landfill Inspection Guidance, 11/09/1993

1911, Industrial Landfill Inspection Guidance, 11/09/1993

2159, Ability to Pay Guidance: Local Governments, 07/01/2002

1912, Materials Recovery Facility Inspection Guidance, 11/09/1993

2160, Ability to Pay Guidance: Bankrupt Entities, 01/01/2002

1913, Solid Waste Energy Recovery and Incineration Facility Inspection Guidance, 11/09/1993

2161, Ability to Pay Guidance: Corporations, 07/01/2002

1914, Solid Waste Transfer Station Inspection Guidance, 11/09/2003

2162, Ability to Pay Guidance: Individuals, 07/01/2002

2163, Ability to Pay Guidance: Partnerships, 07/01/2002

2148, Guidance for Certification of Waste Oil Burning Equipment for the State Income Tax Credit, 08/01/2002

2149, Solid Waste Financial Assurance Procedures, 08/22/2002

2150, Hazardous Waste Financial Assurance Procedures, 08/22/2002

2279, Virginia Waste Tire Program - Waste Tire Certification Instructions, 11/01/2003

2278, Virginia Waste Tire Program - Standards for Use of Tire Chips in a Residential Septic Drainfield, 08/01/1997

2280, Virginia Waste Tire Program Utilization of Waste Tire Shred/Chips, 08/01/2002

2669, Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills, 08/22/2005

### DEPARTMENT OF FIRE PROGRAMS

Copies of the following documents may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. in the central office of the Virginia Department of Fire Programs, 1005 Technology Park Drive, Glen Allen, VA 23059. Copies may be obtained free of charge by contacting Christy King, Policy, Planning, and Legislative Affairs Manager, Office of the Executive Director, Virginia Department of Fire Programs, 1005 Technology Park Drive, Glen Allen, VA 23059, telephone (804) 371-0220, FAX (804) 371-3408 or e-mail christy.king@vdfp.virginia.gov.

Questions regarding interpretation or implementation of the following documents may be directed to Aubrey W. Hyde, Jr., Executive Director, Virginia Department of Fire Programs, 1005 Technology Park Drive, Glen Allen, VA 23059, telephone (804) 371-0220, FAX (804) 371-3408 or e-mail [buddy.hyde@vdfp.virginia.gov](mailto:buddy.hyde@vdfp.virginia.gov).

## Guidance Documents:

Virginia Fire Services Board, Aid to Localities Policy

([http://www.vafire.com/ATL/VFSB%20ATL%20Policy\\_8\\_05.pdf](http://www.vafire.com/ATL/VFSB%20ATL%20Policy_8_05.pdf)), revised August 2005, § 38.2-401

Virginia Fire Services Board, Burn Building Policy

([http://www.vafire.com/burnbuildinggrants/Burn%20Building%20Policy%20\\_%203-16-05%20\\_%20latest.pdf](http://www.vafire.com/burnbuildinggrants/Burn%20Building%20Policy%20_%203-16-05%20_%20latest.pdf)), revised October 2005, § 38.2-401

Virginia Fire Services Board, Burn Building Exhibit A

([http://www.vafire.com/burnbuildinggrants/Burn%20Building%20Exhibit%20A%20\\_final%2010-25-01\\_.pdf](http://www.vafire.com/burnbuildinggrants/Burn%20Building%20Exhibit%20A%20_final%2010-25-01_.pdf)), revised December 2000, § 38.2-401

Virginia Fire Services Board, Training Mini-Grant Policy,

(<http://www.vafire.com/minigrant.htm>), revised August 2000, § 38.2-401

Virginia Fire Services Board, Virginia Fire Incident Reporting (VFIRS) Hardware Grant Policy

(<http://www.vafire.com/grantapplications.htm>), revised February 2005, § 38.2-401

## DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 1144, Charlottesville, VA 22903.

Copies of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Dean Cumbia 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 Timberland Policy may be directed to Dean Cumbia, Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 2108, Charlottesville, VA 22903, telephone (434) 977-6555 or FAX (434) 296-2369.

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 or FAX (434) 296-2369 or e-mail [matt.poirot@dof.virginia.gov](mailto:matt.poirot@dof.virginia.gov).

## Guidance documents pertaining to the agency - Department of Forestry

2875, Procedure, Reforestation of Timberlands Policy, 05/01/2003

2876, Procedure, Water Quality Enforcement, 04/04/2004

## BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [fanbd@dhp.virginia.gov](mailto:fanbd@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young, Executive Director of the Board, at the address above or by telephone at (804) 662-9907. Copies are free of charge.

## Guidance Documents:

65-3, Board opinion on what constitutes training sites for resident trainee, adopted January 10, 1995

65-4, Board-instituted procedure allowing funeral service establishment voluntary compliance of noted deficiencies during routine inspections, adopted September 12, 1995

65-5, Reciprocal agreement with the District of Columbia Board of Funeral Directors, adopted 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

65-12, Board action on Confidential Consent Agreements, adopted March 9, 2004

65-13, Guidance for Conduct of an Informal Conference by an Agency Subordinate, adopted December 8, 2004

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# Guidance Documents

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65-14, Board guidance on whether Emergency Medical Service (EMS) agencies need to become registered by the Board as surface transportation and removal service entities, adopted April 12, 2005

## DEPARTMENT OF GAME AND INLAND FISHERIES

Copies of the following guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the office of the Department of Game and Inland Fisheries, 4010 W. Broad Street, Richmond, VA 23230. Copies of most documents listed below may be obtained at no charge. Documents listed below that are followed by an indication of the number of pages may be obtained at a cost of \$.25 per page for copying and handling.

Requests for copies, and questions regarding interpretation or implementation of these documents, may be directed to the agency policy analyst and regulatory coordinator, Phil Smith, 4016 West Broad Street, Richmond, VA 23230, telephone (804) 367-1000, or FAX (804) 367-0488.

### Guidance Documents:

#### General (revised 2005)

Department of Game and Inland Fisheries Mission Statement, January 1990, § 29.1-103

Board of Game and Inland Fisheries Governance Manual, December 14, 2005, § 29.1-103, 45 pages

Board of Game and Inland Fisheries Code of Ethics and Conduct, December 14, 2005, § 29.1-103

Board of Game and Inland Fisheries ("Board") Policy A-1-90, for Adoption of Policies, July 1990, § 29.1-103

Board Policy A-5-93 on Financial Management Guidance, amended July 1997, §§ 29.1-101 and 29.1-101.1

Board Policy on Open Government, December 14, 2005, §§ 2.2-3100 through 2.2-3131, 2.2-3700 through 2.2-3714, 2.2-3800 through 2.2-3809, 29.1-103 and 29.1-109

Rights of Requesters and Responsibilities of the Department of Game and Inland Fisheries Under the Virginia Freedom of Information Act, July 1, 2004, § 2.2-3704.1 Board Policy on Constituency and Communications, December 14, 2005, §§ 29.1-103 and 29.1-109

Board Policy on Ethical Behavior and Practices, December 14, 2005, §§ 29.1-103 and 29.1-109

Board Policy on Use of Scientific Principles and Procedures in Natural Resources Management, December 14, 2005, §§ 29.1-103 and 29.1-109(A)

Board Policy on Mission Focus to Staff Activities, December 14, 2005, § 29.1-103

Board Policy on Acquisition of Lands, Waters, and Structures, December 14, 2005, §§ 29.1-103, 2.2-3705.1(2), (5), (8), and (12), and 2.2-3711(A)(3) and (6).

Department of Game and Inland Fisheries Fiscal Year 2006 Planned Management Document, June 2005, § 29.1-103, approximately 60 pages

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

Board Resolution conferring on the Director the Board's authority to allow exceptions to the requirement to display motorboat registration decals, November 29, 2005, §§ 29.1-103 and 29.1-703

#### Regulatory Coordination (revised 2005)

Board Procedures for Wildlife Regulations, revised January 1997, §§ 29.1-103, 29.1-501 and 29.1-502

#### Administrative (revised 2005)

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 \$5,000 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 (reviewed 2005)

Application for Lifetime Licenses, revised July 1, 2002, §§ 28.2-302.10:1 and 29.1-302.1

Application for Virginia Resident Disabled Veteran's Lifetime State License to Hunt and Freshwater Fish in Inland Waters and Virginia Resident Disabled Veteran's Lifetime State License to Trap, 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, §§ 28.2-302.10, 29.1-302.1, 29.1-302.2, 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

Replacement Application for Disabled Resident Lifetime License or Saltwater Lifetime License, revised July 1, 2002, § 29.1-334

### Game Wildlife (revised 2005)

Hunting and Trapping in Virginia, 2005-2006 Regulations, June 2005, §§ 29.1-103, 29.1-501 and 29.1-502

2005-2006 Virginia Migratory Waterfowl Seasons and Bag Limits, August 2005, § 29.1-103

2005-2006 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits), July 2005, § 29.1-103

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

Virginia Black Bear Management Plan, 2001-2010, revised March 2002, §§ 29.1-103, 29.1-109, and 29.1-501

Deer Management Assistance Program (DMAP) 2005 Regulations for Participants, § 29.1-103

Wildlife Damage Control Assistance Program (DCAP) 2005 Rules, § 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, 68 pages, five dollars

### Fish (revised 2005)

January 2005 - June 2006 Virginia Freshwater Fishing Regulations, §§ 29.1-103, 29.1-501 and 29.1-502

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

2006 Catchable Trout Stocking Plan, January 2006, § 29.1-103

2006 Trout Guide, January 2006, § 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

Striped Bass Fishing Tournament Application and Permit, April 1981, §§ 29.1-501 and 29.1-502

Threatened and Endangered Species, Wildlife Diversity, and Environmental Review (revised 2005)

Virginia Wildlife Action Plan, September 16, 2005, § 29.1-103, 906 pages

Special Status Species in Virginia, January 2001, §§ 29.1-563 through 29.1-568 and § 29.1-570

2001 Official Listing of Native and Naturalized Fauna in Virginia, January 2001, § 29.1-100

Bald Eagle Protection Guidelines for Virginia, last updated May 15, 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Replacement criteria and values for raptors in Virginia, August 25, 2005, §§ 29.1-103 and 29.1-551

Plan to Provide Safe Harbor Assurances to Landowners in Virginia Who Voluntarily Agree to Enhance Habitat for the Endangered Red-Cockaded Woodpecker, April 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Red-Cockaded Woodpecker Safe Harbor Evaluation Form for Virginia Landowners, April 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Red-Cockaded Woodpecker Safe Harbor Cooperative Agreement for Landowners Near the Nature Conservancy's Piney Grove Preserve in Sussex County, Virginia, October 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Appalachian Water Shrew Recovery Plan, approved March 2, 1994, §§ 29.1-563 through 29.1-568 and § 29.1-570

Canebrake Rattlesnake Recovery Plan, approved February 1, 1991, §§ 29.1-563 through 29.1-568 and § 29.1-570

Eastern Big-Eared Bat Recovery Plan, approved July 16, 1990, §§ 29.1-563 through 29.1-568 and § 29.1-570

Wilson's Plover Recovery Plan, approved May 28, 1991, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Bog Turtle, No. 030061.1, November 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Canebrake Rattlesnake, No. 030013.1, October 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Eastern Hellbender, No. 020020.1, November 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Eastern Tiger Salamander, No. 020052.1, October 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Spotted Salamander, No. 020049.1, November 1999, §§ 29.1-563 through 29.1-568 and § 29.1-570

Standard Environmental Review Procedures, November 20, 1992, § 29.1-103

### Permitting for Threatened and Endangered Species, and Scientific and Wildlife Salvage Collection (revised 2005)

Board Policy E-1-90, on Permits to Take Threatened and Endangered Species, October 1990, §§ 29.1-563 through 29.1-568 and 29.1-570

Threatened and Endangered Species Permit Application and Permit Information, revised November 27, 2002, §§ 29.1-412, 29.1-417, and 29.1-568

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Threatened/Endangered Species Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, and 29.1-568

Scientific Collection or Salvage Permit Application and Permit Information, revised November 27, 2002, §§ 29.1-412, 29.1-417, 29.1-418

Scientific Collection Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Wildlife Salvage Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Supplemental Amendment Form for Scientific Collection or Salvage Permit, March 24, 1992, §§ 29.1-412, 29.1-417, 29.1-418

Scientific Collection, Salvage, and T&E Annual Permit Report and Report Instructions, June 2003, §§ 29.1-412, 29.1-417, 29.1-418

### Permitting - Generally (revised 2005)

Animal Population Control Permit for Furbearing Animals, Application and Permit Information, August 30, 2000, § 29.1-501

Commercial Nuisance Animal Permit Application to Capture, Transport, and Release or Euthanize Wildlife, and Permit Conditions, April 12, 2004, §§ 29.1-103 and 29.1-501

Permit Application to Collect Snapping Turtles, Crayfish, and Hellgrammites for Sale, and Permit Conditions, revised September 1, 2005, § 29.1-412

Dog Field Trial Permit Application and Conditions, revised July 1, 2003, §§ 29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised September 1, 2005, §§ 29.1-412 and 29.1-417

Import and Possess Certain Non-Native (Exotic) Wildlife in Virginia Permit Application and Permit Conditions, revised November 1, 2005, §§ 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 November 1, 2005, § 29.1-542

Exotic Species - Permit to Import Certified Triploid Grass Carp for Aquatic Vegetation Control in Private Ponds Application and Permit Information, revised May 25, 2004, § 29.1-542

Falconry Permit Application, revised March 11, 2005, §§ 29.1-412 and 29.1-419

Falconry Regulations, Facilities and Equipment Examination Guidance Document, March 1, 2003, §§ 29.1-412 and 29.1-419

Permit Application to Operate a Foxhound Training Preserve and Annual Reporting Form, revised July 1, 2003, §§ 29.1-103, 29.1-412 and 29.1-417

Permit Conditions for the Operation of Foxhound Training Preserves in Virginia, revised June 6, 2005, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Deal in Furs Application and Permit Conditions, revised May 1, 2005, Title 29.1, Chapter 4

Gill Net Permit Application and Permit Conditions, revised April 26, 2005, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 1, 2005, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 1, 2005, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 1, 2005, §§ 29.1-412 and 29.1-416

Permit to Hold and Sell Certain Fish, Snakes, Snapping Turtles, Crayfish, and Hellgrammites For Sale Application and Permit Conditions, revised August 1, 2005, §§ 29.1-412 and 29.1-471

Nonresident Harvester's Permit Application to Take or Catch Fish in Back Bay and its Tributaries, revised August 1, 2005, §§ 29.1-412 and 29.1-416

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Fisheries, Wildlife) Application and Permit Conditions, revised November 1, 2005, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Raptors) Application and Permit Conditions, revised, May 1, 2003, §§ 29.1-103, 29.1-412 and 29.1-417

Raccoon Hound Field Trial Permit Application and Permit Conditions, July 1, 2003, §§ 29.1-417 and 29.1-422

Wildlife Rehabilitator Permit Application, revised May 27, 2003, §§ 29.1-412 and 29.1-417

Wildlife Rehabilitator Permit Conditions, revised October 1, 2005, §§ 29.1-412 and 29.1-417

Licensed Shooting Preserve Permit Application and Permit Conditions, revised May 1, 2005, §§ 29.1-514, 29.1-544

Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation Application and Taxidermy Permit General Conditions, revised June 6, 2005, Title 29.1, Chapter 4

### Boating (revised 2005)

Virginia Watercraft Owner's Handbook, published online and in print, revised 2005, § 29.1-701

Boat Virginia, A Course on Responsible Boating, 2004, § 29.1-701

Youth Boating and Water Safety Activities, Third and Fourth Grade Unit, June 1999, § 29.1-701

Life Jackets, 2003, § 29.1-701

Personal Watercraft in Virginia, A Course for a Safe and Responsible Ride, 2003, § 29.1-701

Personal Watercraft - PWC - Safety Brochure, revised 2003, § 29.1-701

PWC (Personal Watercraft) Rental Information, January 2000, § 29.1-701

Boat Safe Without Drugs and Alcohol, 2003, § 29.1-701

Watercraft Dealer Licensing Fact Sheet, revised January 2000, § 29.1-818

#### Law Enforcement (revised 2005)

Board Policy B-2-90, on Game and Fish Replacement Values, October 1990, § 29.1-551

Revised Replacement Values for Illegally Taken Wildlife and Fish, August 25, 2005, § 29.1-551

Physician's Affirmation as to One's Permanent Inability to Walk to Shoot from a Stationary Vehicle, revised August 2003, § 29.1-521.3

Sportsman's Pledge, Release of Landowner from Liability, and Landowner's Permission to Hunt card, 1992, §§ 29.1-103, 29.1-509 and 29.1-521

## **DEPARTMENT OF GENERAL SERVICES**

### **Division of Engineering and Buildings**

#### **Bureau of Capital Outlay Management**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Capital Outlay Management, 3rd Floor, 202 N. Ninth Street, Richmond, VA 23219. Copies may be downloaded at no cost from the Bureau's website, <http://bcom.dgs.virginia.gov>. Printed copies may be obtained for \$50 per copy. An order form, which must accompany all payments, may be downloaded from the above website. An order form may also be obtained by writing to the Bureau or by personal appearance at the above address. Payment can be made by cash, check, or credit card (VISA and MasterCard only). Checks should be made payable to the Treasurer of Virginia. As the Bureau cannot accept payments directly, please return completed order forms and payments to the DGS Fiscal Services address noted on the order form.

Questions regarding interpretation of these documents may be directed to W. Michael Coppa, Director, Bureau of Capital Outlay Management, 3rd Floor, 202 N. Ninth Street, Richmond, VA 23219, telephone (804) 786-4398, FAX (804) 225-4709 or e-mail [Mike.Coppa@dgs.virginia.gov](mailto:Mike.Coppa@dgs.virginia.gov).

#### **Guidance Documents:**

2004 Construction and Professional Services Manual, July 2004 (Rev 0), § 2.2-1132

2004 Construction and Professional Services Manual, Oct 2004 (Rev 1), § 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 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 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 [bruce.brooks@dgs.virginia.gov](mailto:bruce.brooks@dgs.virginia.gov).

#### **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.

## **Division of Real Estate Services**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219. Copies may be obtained for \$10 per copy by contacting Bea Brito, Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673, or e-mail [bea.brito@dgs.virginia.gov](mailto:bea.brito@dgs.virginia.gov). Payment can be made by check, money order, or cash. Checks and money orders should be made payable to the Treasurer of Virginia. These documents may also be downloaded at no charge from our website at [www.dgs.virginia.gov/DRES](http://www.dgs.virginia.gov/DRES).

Questions regarding interpretation or implementation of these documents may be directed to Robert J. Gluck, Director, Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673 or e-mail [robert.gluck@dgs.virginia.gov](mailto:robert.gluck@dgs.virginia.gov).

#### **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 Two: Fee Acquisition, issued December 10, 2002

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

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# Guidance Documents

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## Division of Purchases and Supply

The following document is available at no cost at [www.eva.virginia.gov](http://www.eva.virginia.gov). This publication is only available electronically. Questions regarding interpretation or implementation of this document may be directed to Sherie Sensabaugh, Division of Purchases and Supply, 805 East Broad Street, Richmond, VA 23218-1199, telephone (804) 786-3846, FAX (804) 371-7877 or e-mail [bob.sievert@dgs.virginia.gov](mailto:bob.sievert@dgs.virginia.gov).

### Guidance Document:

Virginia Business Opportunities (VBO) Ads

## DEPARTMENT OF HEALTH

Copies of the following documents are available at no charge for electronic viewing by setting an Internet browser to: [www.townhall.virginia.gov](http://www.townhall.virginia.gov), and thereafter navigating the Virginia Regulatory Town Hall to the regulatory page of the State Board of Health, and clicking on "Guidance Documents." This is the most efficient means by which citizens may obtain access to these documents.

Copies of the documents are also available from the various program offices of the Virginia Department of Health in Richmond, although a charge may apply (as indicated in the following list). For copies, contact the Regulatory Coordinator, Office of the State Health Commissioner, Virginia Department of Health, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7001 or FAX (804) 864-7022. 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, 109 Governor 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, who will redirect such questions to knowledgeable program administrators.

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2698, Policy on Youth Involvement in HIV Prevention

2718, WTR-884(W) Use of Emergency Wells

2781, Managing Accounts Receivable for Patient Care, 02/01/2005

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1491, Disaster Medical Response Ops. Guide, 10/01/1997

1492, EMS Physician Strike Teams SOP, 02/07/2002

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1497, Standard Operating Procedure for Virginia Critical Incident Stress Management Strike Teams, 10/24/2000

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1502, EVOC Equivalents, 03/07/2003

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1517, Application for Wheelchair Interfacility Transport License, 12/08/2004

1503, EMS Agency Drug Diversion Report Form, 12/08/2004

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1788, Memorandum: STD / HIV Interview Periods, 02/26/1997

1789, Memorandum: Bloodborne Pathogen Training for School Personnel and Management of Exposure-Prone Incidents in Schools, 06/27/1997

1790, Memorandum: Law Enforcement Officer and Deemed Consent, 07/02/1997

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- 1792, Memorandum: Tattoo Parlors and Piercing Salons, 03/28/2001
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- 2584, Guidelines for Infection Control in Virginia Department of Health Personnel, 05/12/2004
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- 2583, Virginia Bleeding Disorders Program Fact Sheet, 04/01/2004
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- 1639, ENV-021 Tuf-Tite Distribution Boxes, 06/30/1995
- 1640, ENV-022 Mass Drainfield Reviews, 06/29/1995
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- 1643, ENV-027 Approval of Avgol Polypropylene Spunbound Non-woven Filter Fabric, 01/09/1995

### **Guidance documents pertaining to specific boards or regulations under Department of Health**

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- 2649, Instructions and Model Petition for Good Cause, 06/03/2005
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- 1644, ENV-028 Approved Bentonite Grout Materials, 11/03/1994
- 1746, ENV-029 Questions from the Field on Senate Bill 415, 10/25/1994
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- 1659, ENV-033 Authority When Inspecting Pump Station Electrical Controls, 06/20/1994
- 1676, 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, 06/16/1994
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- 1679, ENV-037 Sand Filter Systems Permitted under Individual VPDES of NPDES Permits which do not discharge, 05/17/1994
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- 1683, ENV-041 Procedure for applying for an Experimental Permit, 03/17/1994
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- 1243, WTR-212 Improper Out-of-State Shellstock Tags, 11/25/1992
- 1244, WTR-214 (SF) Licensing of Well Drillers, 12/18/1992
- 1245, WTR-216 (SF) Chilling of Surf Clam and Ocean Quahog Interstate Shipments, 01/04/1993

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- 1248, WTR-220 (SF) FDA Inspections and Warning Letters, 02/19/1993
- 1249, WTR-221 (SF) Certification and Enforcement, 02/19/1993
- 1251, WTR-226 (SF) Notice of Emergency Closure and Reopenings, 04/02/1993
- 1252, WTR-227 (SF) Aquaculture Operations, 04/02/1993
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- 1254, WTR-230 (SF) Areas Scheduled to be Sewered, 05/11/1993
- 1257, WTR-232 (SF) Relay Areas, 05/11/1993
- 1258, WTR-238 (SF) Use of Rodac Plates, 05/27/1993
- 1259, WTR-244 (SF) Marine Biotoxins, 11/12/1993
- 1182, WTR-259(W) Replacement of Filter Sand with Granular Activated Carbon (GAC), 04/30/1979
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- 1262, WTR-265 (SF) Shoreline Survey Preparation and Procedure, 11/07/1996
- 1264, WTR-267 (SF) Marina Inspection Form, 11/07/1996
- 1183, WTR-268(W) Monthly Reports on Fluoridation, 07/15/1980
- 1265, WTR-269 (SF) Harvester's Tag, 07/24/1997
- 1266, WTR-270 (SF) Handling of Fish for Testing by VIMS, 09/09/1997
- 1267, WTR-273 (SF) Shellstock Commingling Plan, 10/16/1997
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- 1184, WTR-276(W) Interaction with the Board of Housing and Community Development (HCD), 11/15/2002
- 1271, WTR-278 (SF) Hard Clams as Bait, 07/07/1998
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- 1292, WTR-300 (SF) Adoption of the HACCP Rule as Policy, 04/18/2001
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- 1195, WTR-453(W) Enforcement, 12/21/1984
- 1196, WTR-514(W) Individual Home Booster Pumps, 03/13/1987
- 1198, WTR-529(W) Enforcement (Replacement pages for WTR-453), 05/15/1987
- 1200, WTR-547(W) Distribution System-Precast Concrete Water Reservoirs, 10/02/1987
- 1201, WTR-549(W) Sample Collection-Consecutive Systems, 10/28/1987
- 1202, WTR-563(W) Plan Processing, 04/13/1988
- 1203, WTR-566(W) Infilco Degremont Superpulsator (TM) Clarifier-Flocculator, 05/12/1988
- 1222, WTR-596(W) Equipment-Streaming Current Monitors, 05/18/1989
- 1223, WTR-599(W) Sample Collection/Analysis Required Chemical Analysis, 06/12/1989
- 1224, WTR-655(W) Enforcement-Informational Notices, 06/05/1991
- 1225, WTR-657(W) Distribution System-Fire Pump For Small Systems, 06/07/1991
- 1226, WTR-658(W) Surveillance-Bacteriological Sampling Site Report (BSSR), 06/21/1991
- 1227, WTR-680(W) Treatment-Fluoride, 05/29/1992
- 1228, WTR-690(W) Inventory MSIS and DWIMS, 09/17/1992
- 1229, WTR-697(W) Licensing of Well Drillers, 12/18/1992
- 1231, WTR-704(W) Abandonment of Waterworks, 03/15/1993
- 1318, WTR-737(W) Lead Public Notice, 12/08/1995
- 1319, WTR-740(W) Technical Assistance Lead and Copper Rule Desktop Evaluations, 01/26/1995
- 1320, WTR-743(W) Inspections Confined Space Entry, 02/23/1995
- 1321, WTR-746(W) Trenchless Pipe Construction, 06/19/1995
- 1322, WTR-747(W) Emergency Orders in Response to Inadequate Residential Water Service, 08/03/1995
- 1324, WTR-748(W) Chemical Additives to Potable Water, 08/28/1995
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- 1325, WTR-753(W) Emergency Response Manual, 10/27/1995
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- 1327, WTR-769(W) Monitoring of Additives to Drinking Water, 10/08/1996
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- 1363, WTR-781(W) Utility Records Management Schedule, 01/15/1997
- 1364, WTR-782(W) Distribution System - Air Release Valves, 01/27/1997
- 1458, WTR-784(W) Permit Application/Comprehensive Business Plan, 02/10/1997
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- 1469, WTR-807(W) Contaminants Methylene Tertiary Butyl Ether (MTBE), 10/26/1998
- 1478, WTR-808(W) Lead and Copper Rule Operational Control Monitoring, 01/22/1999
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- 1481, WTR-812(W) Monitoring Requirements for Consecutive Waterworks, 06/21/1999
- 1482, WTR-813(W) Well Development, 07/06/1999
- 1484, WTR-816(W) Notice of Violation Format/Definitional Changes, 07/09/1999
- 1485, WTR-817(W) Cartridge Filtration, 03/03/2000
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- 1488, WTR-819(W) IESWTR - Disinfection Profiling and Benchmarking, 03/16/2000
- 1489, WTR-823(W) Data Management (SDWIS), 04/29/2003
- 1490, WTR-824(W) SDWIS Data Reports and Retrieval Program (R & R), 04/11/2003
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1546, WTR-834(W) Miscellaneous - Consumer Confidence Report Implementation Instructions, 02/23/2001

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1548, WTR-840(W) Standby Generators/Fuel Tanks, 06/12/2001

1549, WTR-841(W) Interim Guidance on Waterworks Classification, 06/13/2001

1550, WTR-842(W) Board for Water and Wastewater Operators vs. Dept of Health Responsibilities, 06/13/2001

1551, WTR-844(W) Enforcement Boil Water Notices, 06/25/2001

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1553, WTR-846(W) Sample Collection & Analysis-D/DBP Testing Requirement, 11/14/2001

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1556, WTR-850(W) Plan Processing Review of Changes to Disinfection, 01/23/2002

1557, WTR-851(W) Surveillance Sanitary Surveys, 02/07/2002

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1559, WTR-853(W) Permits - Policy for Permitting Waterworks, 10/08/2002

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1992, WTR-861(W) Transient Noncommunity Waterworks Procedures Manual, 12/17/2002

1993, WTR-862(W) General Permit & Local Review Programs, 01/07/2003

1994, WTR-864(W) Protection/Preservation of Farm and Forest Lands, 02/04/2003

1995, WTR-865(W) Design Capacity Evaluation of Waterworks, 02/11/2003

1996, WTR-866(W) Sample Collection and Analysis - Emergency Sampling Utilizing DCLS, 06/10/2003

1997, WTR-867(W) Emergency Response - M256A1 Chemical Agent Detector Kit, 08/26/2003

1998, WTR-868(W) Emergency Response - Vulnerability Assessments and VSAT, 08/26/2003

1999, WTR-869(W) Turbidity Treatment Technique for Other Filtration Technologies, 10/21/2003

2543, Emergency Response-Waterworks Guide for Contamination Threats to Water Supplies, 11/06/2003

2544, Enforcement and Public Notification - Radionuclides Monitoring/Scheduling and CCR Reporting, 12/15/2003

2545, Emergency Response - Overview of EPA Response Protocol Toolbox, 03/23/2004

2546, Permits & Project Review - Construction Permits and Processing of Reports, Plans, and Specifications, 07/14/2004

2547, Treatment Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology, 10/01/2004

2719, WTR-884(W) Use of Emergency Wells, 06/27/2005

2720, WTR-885(W) Permits and Project Review - Operation Permits, 07/01/2005

2721, WTR-886(W) Secondary Maximum Contaminant Levels, 07/08/2005

### 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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [optbd@dhp.virginia.gov](mailto:optbd@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the Board, at the address above or by telephone at (804) 662-9910. Copies are free of charge.

#### Guidance Documents:

75-1, Recommended Policy and Procedures in Disciplinary Cases Involving Board Members, adopted October 1993

75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, adopted February 1998.

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

### DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the department's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested at [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elaine



Yeatts, Agency Regulatory Coordinator, at the address above or by telephone at (804) 662-9918. Copies are free of charge.

### Department Directives:

76-1, Mission Statement of the Department (Directive 1.1), September 15, 2003

76-2, Agency Staff Titles (Directive 1.4), September 1, 2002

76-2.1, Internet Privacy Policy (Directive 1.9), September 15, 2003

76-3, Promulgation of Rules (Directive 2.1), July 1, 1996

76-4, Publication of Regulations and Statutes (Directive 2.2), July 1, 1996

76-4.1, Publication of Notices and Orders on the Department websites (Directive 1.17), April 1, 2005

76-5, Execution of Disciplinary Orders (Directive 3.1), February 28, 2002

76-6, Petition for Reinstatement of License or Modification of Disciplinary Orders (Directive 3.2), July 1, 1996

76-7, Subpoenas for Disciplinary Hearings (Directive 3.3), October 1, 1996

76-8, Complainant Notification of Case Proceedings (Directive 3.4), July 1, 1996

76-9, Complaint Receipt and Investigation of Allegations of Misconduct (Directive 4.1), July 1, 1996

76-11, 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

76-13.1, Agency Standards for Case Resolution (Directive 4.6), May 2, 2002

76-14, Procurement of Nonprofessional Services (Directive 5.1), July 1, 1996

76-15, Procurement of Goods (Directive 5.2), July 1, 1996

76-16, Sole Source Approval for Examination Services (Directive 5.3), July 1, 1996

76-16.1, Equal Opportunity in Agency Procurement (Directive 5.8), October 1, 2002.

76-17, Recruitment and Filling Vacant Positions (Directive 6.1), July 1, 1996

76-18, Indoor Clean Air (Directive 7.1), August 18, 1997

76-19, Records Management (Directive 7.3), July 1, 1996

76.19.1, Retention of Applications and Applicant Documentation (Directive 1.16), April 1, 2005

76-25, Compensation for Members of Appointed Bodies (Directive 5.4), July 1, 1998

76-26, Compliance with Licensure Laws (Directive 4.7), October 21, 2003

76-27, Extension of Time for Active Duty Servicemen (Directive 1.12), June 13, 2003

76-28, Disclosure of Information (Directive 1.6), September 27, 2005

76-29, Disclosure of Information to Health Practitioner Intervention Program (Directive 1.7), September 15, 2003

76-30, Conduct of Surveys (Directive 1.8), September 15, 2003

76-31, Principles/Establishment of Fees (Directive 5.5), November 8, 2000

76-32, Letter to Sentara on Confidentiality Agreements, April 24, 2002

76-33, Foreign Applicants; Requirement to Provide Social Security Numbers, September 5, 2002

76-34, Requirements Imposed on Hospitals, Other Health Care Institutions, and Health Care Professionals to Report Disciplinary Actions Against and Allegations of Misconduct by Certain Health Care Practitioners to the Virginia Department of Health Professions, revised July 1, 2004

76-35, Rights & Responsibilities: The Virginia Freedom of Information Act, July 1, 2004

76-36, Use of grant funds derived from United States v. Dinkar N. Patel (Directive 5.10), May 1, 2005

76-37, Distribution of Controlled Substance Registration (CSR) funds (Directive 5.11), May 1, 2005

76-38, Temporary Licenses Pursuant to Executive Order 97 (Directive 3.5), September 26, 2005

### Enforcement Documents:

76-20, Adjudication Manual - Disciplinary process, October 13, 1998.

### Frequently-cited Inspection Deficiencies:

76-20.1, Community pharmacies, June 30, 2005

76-20.2, Hospital pharmacies, September 1, 2002

76-20.3, Funeral facilities, September 1, 2000

### Inspection Plans and Inspection Reports:

76-21.1 Board of Pharmacy Inspection Guidelines, July 1, 1999

76-21.1:1, community pharmacy, October, 2003

76-21.1:2, hospital pharmacy, July 1990

76-21.1:3, permitted physicians, June 2003

76-21.1:4, humane society, September 16, 2003

76-21.1:5, wholesale distributors, May 2005

76-21.1:6, medical equipment suppliers, April 2005

76-21.1:7, warehouser, April 2005

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76-21.1:8, manufacturers, January 1989

76-21.1:9, practitioners licensed to sell controlled substances, November 2, 2003

76-21.1:10, controlled substance registration inspection report A, September 16, 2003

76-21.1:11, controlled substance registration inspection report B, September 16, 2003

76-21.1:12, robotic inspection report, September 16, 2003

76-21.1:13, sterile compounding report, September 16, 2003

76-21.1:14, automation report, September 16, 2003

76-21.1:15, compounding report, September 2003

76-21.2, Board of Veterinary Medicine Inspection Guidelines, July 1, 1999

76-21.2:1, Animal facility inspection report, December 1997

76-21.3, Board of Funeral Directors and Embalmers Inspection Guidelines, July 1, 1999

76-21.3:1, Funeral establishment inspection report, July 1, 2000

76-21.3:2, Crematory inspection report, October 2005

76-21.4, Compliance Notice, November, 2003

76-22, Case Intake Manual, 1998

76-23, Investigators Manual, 1993

76-24, Case Format Guidelines, February 1997

76-24.1, Inspection Guidelines, September 2000

76-24.2, Dental Office Inspection Report, May 2005

76-24.3, Compressed Gas, July, 12, 1993

(NOTE: 76-21 through 76-24 are maintained in the Enforcement Division of the department. For copies or questions, contact Faye Lemon at the address above or at (804) 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 N. 14th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Linda H. Woodley, Regulatory Coordinator, at the same address, telephone (804) 371-2938, fax (804) 786-2027 or e-mail [lindawoodley@schev.edu](mailto:lindawoodley@schev.edu). All documents are available on SCHEV's website at <http://www.schev.edu>.

### Guidance documents pertaining to the agency - State Council of Higher Education for Virginia

2855, Policies and Procedures for Program Approval, 05/01/2002

2857, Program Productivity/Viability at Public Institutions, 04/01/2003

2858, Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes, 12/01/2003

2859, Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investments Yields, 04/30/1990

2860, Higher Education Facilities Condition Reporting Guidelines, 03/23/2001

2861, Higher Education Facilities Condition Reporting Guidelines, Instructions for Reporting Infrastructure Data, 07/09/2001

2863, Chart of Accounts for Virginia State-Supported Colleges and Universities, 07/01/1990

2867, Guidelines for the Development of Patent and Copyright Policies and Procedures by State-Supported Institutions of Higher Education, 06/03/1987

2868, Higher Education Fixed Assets Guidelines for Educational and General Programs, 07/16/2001

2869, Equipment Trust Funds Policies and Procedures, 04/01/1995

## 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 Pam Doak in the main office at the address above, telephone (804) 367-2323 x101 or FAX (804) 367-2391.

The department also prepares occasional research, survey and preservation planning reports of general interest and materials of an advisory or educational nature. For a listing of such publications with prices contact Pam Doak 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.virginia.gov>.

Regional office addresses and phone numbers are as follows:

Tidewater Regional Preservation Office, Department of Historic Resources, 14415 Old Courthouse Way, 2nd Floor, Newport News, VA 23608, telephone (757) 886-2807.

Roanoke Regional Preservation Office, Department of Historic Resources, 1030 Penmar Avenue, SE, Roanoke, VA 24013, telephone (540) 857-7585.

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 and 17 VAC 10-20

Preliminary Information Forms for Archaeological Sites, Architectural Properties, and Historic Districts, revised 2004

State and Federal Regulations Related to the Preservation of Historic Properties in the Commonwealth of Virginia, prepared 1996, revised 2001

Rehabilitation Tax Credits: Frequently Asked Questions, issued 2000, updated 2004, § 58.1-339.2

Tax Credit Information and Resources on the Internet, issued 2001, updated 2004, § 58.1-339.2

Sample Description of Rehabilitation Proposal, updated August 1996, § 58.1-339.2

Application Checklist (tax credit program), issued 1997, updated 2003, § 58.1-339.2

Vision and Choice: Protecting Your Historic Landmark, published 1990, revised 2001, § 10.1-2202.9

The Certified Local Government Program in Virginia, 36 CFR Part 61, revised 2002

How to Apply for Designation as a Certified Local Government in Virginia, 36 CFR Part 61, revised 2002

Historic Preservation Grant Funds from the Commonwealth for Rehabilitation or Restoration, revised 2005, § 10.1-2213

Application for Historic Preservation Funds, § 10.1-2213

Application for Capital Expense Appropriation - Historic Entities, revised 2005, § 10.1-2213

Guidelines for Disbursement of State Grant for Restoration of a Presidential Home, issued 2005, § 10.1-2213.1

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 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, Revised 2001

Permit Application for Archaeological Removal of Human Burials (Application Form), issued 1998, § 10.1-2305

Permit Application for Archaeological Investigations on State Lands (Application Form), issued 1998, § 10.1-2304

Requesting a Project Review from the Department of Historic Resources, issued 2004, 36 CFR Part 800

Cell Tower Review Process and Application, issued 2001, 36 CFR Part 800

Archives Search Request and User Agreement (form) issued 2000, revised 2004

Criteria for Virginia Historical Highway Markers, issued December 1993, § 10.1-2204

Virginia Historical Highway Marker Program: Procedure for Placement of New Markers, August 2002, revised November 2005, § 10.1-2204

Virginia Historical Highway Marker Program: Writing Style, August 2001, revised January 2003, § 10.1-2204

Virginia Historical Highway Marker Program: Criteria for Marker Placement, August 2002, revised 2003, § 10.1-2204

Local Historical Highway Marker Programs, August 2002, revised April 2004, § 10.1-2210

Instructions for Release of State Grants to Nonstate Entities, §§ 2.2-1505 and 2.2-4343 A 14 of the Code of Virginia and § 4-5.05 of the 2004 Appropriation Act (Chapter 4, 2004 Acts of the Assembly, Special Session I)

Virginia Department of Historic Resources, Data Sharing System User Manual, February 2002, revised 2004

Guidelines for electronic submission of Archaeological and Architectural Survey data, June 2002, revised 2004

## **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, VA 23219. Copies may be obtained at agency cost by contacting Stephen W. Calhoun at the same address or by telephone (804) 371-7015.

Questions regarding interpretation or implementation of these documents may be directed to Stephen Calhoun at the above address or telephone number or by e-mail at [steve.calhoun@dhcd.virginia.gov](mailto:steve.calhoun@dhcd.virginia.gov). Guidance documents of the Commission on Local Government are listed separately.

## **Guidance Documents:**

HOME ownership Down Payment Assistance Program Manual, October 2005

Affordable Housing Production and Preservation Manual, revised September 2003

State Homeless Housing Assistance Resources (SHARE) Program Manuals:

SHARE Expansion Program Manual, revised November 2003

SHARE Homeless Intervention Program Manual, revised May 2005

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SHARE Federal Shelter Grant Manual, revised May 2005  
SHARE Shelter Support Grant Manual, revised May 2005  
Child Care for Homeless Children Manual, May 2005  
HOME Match Funds for the Supportive Housing Program Manual, revised November 2003  
Child Services Coordinator Program Manual, June 2005  
Housing Opportunities for Persons with AIDS Program Manual, Rev 6/04  
Community Housing Development Organization Assistance Program Guide and Manual, revised November 2001  
Community Housing Development Organization Certification Program Guide and Application Manual, revised July 2005  
Emergency Home Repair Program Manual, July 2004  
Virginia Lead Safe Home Implementation Manual, October 2003  
Home Investment Partnership Program Design Manual, August 2003  
Accessibility Rehabilitation Program Manual (Supplement to the Emergency Home Repair Program Operations Manual)  
Supportive Housing Minor Rehabilitation Program, September 2004  
Weatherization and Low-Income Housing Energy Assistance Annual State Plan, September 2004  
Virginia Community Development Block Grant Program: Program Design Manual, Rev 12/04  
Community Improvement Grant Contract Negotiation Guide, revised September 2002, 24 CFR Part 570  
Community Improvement Grant Management Manual, revised September 2002, 24 CFR Part 570  
Regional Consortia Workforce Grants Program Design, July 2005  
Industrial Site Redevelopment Grant Program Design, July 2005  
Planning Grant Prospectus and Manual, 2004  
Rural Virginia Housing Rehabilitation Demonstration Program Proposal Format, 2004  
Virginia Disaster Recovery Program Request for Proposals, 2005  
Indoor Plumbing Rehabilitation Loan Program Management Manual, October 1999  
Virginia Enterprise Zone Program Instruction and Application Manuals:  
    General Income Tax Credit Instruction Manual, October 2005  
    Job Grant Instruction Manual, October 2005  
Main Street Program Guidelines, December 2003

Techrider Letter of Participation Guidelines  
Virginia Enterprise Initiative Program Design, 2004  
Virginia Individual Development Account Program Design, February 2005  
Handbook on State Certification for Code Officials and Inspectors, 2003

### **VIRGINIA HOUSING DEVELOPMENT AUTHORITY**

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the offices of the Virginia Housing Development Authority, 601 S. Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Judson McKellar at the same address or by telephone at (804) 343-5540.

Questions regarding interpretation or implementations of these documents may be directed to Judson McKellar at the above address or telephone number.

#### **Guidance Documents:**

3.1-3.23, Single-Family Processing Guide, April 1999, 13 VAC 10-40  
Single-Family Exhibits Guide, May 2001, 13 VAC 10-40  
Single-Family Loan Documents Guide, February 2001, 13 VAC 10-40  
VHDA Homeownership Program Guidelines for Realtors and Lenders, May 2003, 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), January 2005, 13 VAC 10-40 and Chapter 9 (§ 36-141 et seq.) of Title 36 of the Code of Virginia  
Single-Family FasTrak Users Guide, September 2004, 13 VAC 10-40  
Single-Family Loan Reservation Systems Guide, October 2004, 13 VAC 10-40  
Single-Family Servicing Guide, April 1997, 13 VAC 10-40  
Homeownership Education Guide, July 2002, 13 VAC 10-40  
Single Family Consumer Guide - Making Homeownership a Reality, June 2003, 13 VAC 10-40  
Resolution Adopting Minimum Standards for Multi-Family Loans, March 15, 2005, 13 VAC 10-20  
Asset Management Operations Manual, July 1, 2005, 13 VAC 10-20  
Operating Procedures, Assisted Multi-Family Program Compliance, November 28, 2000, 13 VAC 10-20  
Program Compliance Rules Guide, July 13, 2004, 13 VAC 10-20  
Housing Choice Voucher Operations Manual, October 2003, 13 VAC 10-70 and 13 VAC 10-80

8-528-1, Subsidy Standards, February 2005, 13 VAC 10-70 and 13 VAC 10-80

8-910-1, Interim Reporting Requirements, February 2005, 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, April 2002, 13 VAC 10-70

VHDA Administrative Plan for Tenant Based Rental Assistance, July 2005, 13 VAC 10-70

VHDA PHA Plan, July 2005, 13 VAC 10-70

Application Manual - Low Income Housing Tax Credit Program, January 4, 2005, 13 VAC 10-180

Federal Low-Income Housing Tax Credit Program, Compliance Monitoring Manual, January 2002, 13 VAC 10-180

## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Copies of the following documents may be viewed during regular workdays 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 Walter Norman at the same address, e-mail [walter.norman@dhrm.virginia.gov](mailto:walter.norman@dhrm.virginia.gov), telephone (804) 786-6460 or FAX (804) 371-0231. Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Walter Norman.

### Guidance Documents:

Personnel Management Information System User's Manual, revised September 2000

Policies and Procedures Manual, (Individual policies are updated on a regular basis) Last Revised November 2005

Human Resource Management Manual, revised July 2003

Salary Structure, revised November 25, 2005

Job Structure, revised September 2000

Employee Handbook, Rev 6/04

Employee Suggestion Program Procedures Manual, revised December 2003

Handbook for Agency Heads, September 2004

Employee Recognition Program Handbook, September 2000

Health Insurance Manual, revised June 2005, cost \$20

The Local Choice Administrative Manual, revised January 2006, cost \$20

Flexible Reimbursement Accounts Program Administrative Handbook for Benefits Administrators, revised January 2003, cost \$10

Workers' Compensation Claims Procedural Manual, revised October 2005

State Health Benefits Program

COVA Care Member Handbook, July 2004  
Amendment Effective July 1, 2005

State Retiree Health Benefits Program

Advantage 65 Member Handbook, January 2001  
Amendment Effective January 1, 2005  
Amendment Effective January 1, 2004  
Amendment Effective January 1, 2003

Medicare Retiree Dental/Vision Member Handbook, January 2001

Amendment Effective January 1, 2005  
Amendment Effective January 1, 2004  
Amendment Effective January 1, 2003  
Amendment Effective November 1, 2001

Medicare Complementary Option I Member Handbook, January 2001

Amendment Effective January 1, 2005  
Amendment Effective January 1, 2004  
Amendment Effective January 1, 2003  
Amendment Effective November 1, 2001

Medicare Supplemental Option II Member Handbook, January 2001

Amendment Effective January 1, 2005  
Amendment Effective January 1, 2004  
Amendment Effective January 1, 2003  
Amendment Effective November 1, 2001

The Local Choice Health Benefits Program

Key Advantage Member Handbook, July 1, 2005  
Key Advantage Expanded Benefits Summary Insert Effective July 1, 2005  
Key Advantage 200 Benefits Summary Insert Effective July 1, 2005  
Key Advantage 300 Benefits Summary Insert Effective July 1, 2005  
Key Advantage 500 Benefits Summary Insert Effective July 1, 2005

Advantage 65 Member Handbook, January 1, 2001  
Group Administrator Memo # 05-06 Effective January 1, 2006  
Amendment Effective July 2005  
Amendment Effective July 2004

Dental/Vision Member Handbook, January 2001

Amendment Effective July 2005  
Amendment Effective July 2004

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# Guidance Documents

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Medicare Complementary Option I Member Handbook,  
January 1, 2001

Group Administrator Memo # 05-06 Effective January 1,  
2006

Amendment Effective July 2005

Amendment Effective July 2004

## **VIRGINIA INDIGENT DEFENSE COMMISSION**

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. in the administrative office of the Indigent Defense Commission, located at 701 E. Franklin Street, Suite 1416, Richmond, VA 23219. Copies may be obtained free of charge by contacting Karl A. Doss, Director of Training and Human Resources at 701 E. Franklin Street, Suite 1416, Richmond, VA 23219 or by telephone (804) 225-3297 or FAX (804) 692-0487. The contents of the documents can also be accessed on the Indigent Defense Commission website at <http://www.indigentdefense.virginia.gov/requirements.htm>.

Questions regarding interpretation or implementation of these documents may also be directed to Mr. Doss.

### **Guidance Documents:**

Qualifications for Court Appointed Counsel (for indigent defendants charged with misdemeanors, felonies, and cases involving juveniles in juvenile and domestic relations district court), Code of Virginia § 19.2-163.03

Standards for the Qualifications of Appointed Counsel in Capital Cases, issued January 1, 2002, § 19.2-163.8 E

## **JAMES MADISON UNIVERSITY**

Copies of the following documents are available by contacting the University Advancement office at James Madison University. The address is MSC 5714, JMU Administrative Complex 6, Suite 24, Harrisonburg, VA 22807. The telephone number is (540) 568-3474 and the FAX number is (540) 568-3634. Most of the documents are also available online.

Faculty Handbook -  
<http://web.jmu.edu/facultysenate/facultyhandbook/Current%20Handbook/1.9.04%20official%20amended1.pdf>

Financial Procedures Manual -  
<http://www.jmu.edu/finprocedures/>

Graduate Catalog -  
<http://www.jmu.edu/cgapp/GradCatalog/05/>

Manual of the Board of Visitors - Hard copy only

Manual of Policies and Procedures -  
<http://www.jmu.edu/JMUpolicy/>

Parking Regulations -  
<http://web.jmu.edu/parking/regulations.asp>

Student Handbook -  
<http://www.jmu.edu/judicial/handbook.shtml>

Undergraduate Catalog - <http://www.jmu.edu/catalog/05/>

## **DEPARTMENT OF JUVENILE JUSTICE**

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Certification Unit, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ken Bailey at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0737 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Ken Bailey, Certification Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0737 or FAX (804) 371-0773.

### **Guidance Documents:**

Standards Manual for Interdepartmental Regulation of Residential Facilities for Children, July 1, 2000, 22 VAC 42-10

Compliance Manual for Standards for Juvenile Residential Facilities as Applicable to Secure Detention Facilities, First Edition, June 1998, 6 VAC 35-140

Compliance Manual for Standards for Juvenile Residential Facilities as Applicable to Group Homes, June 1998, 6 VAC 35-140

Compliance Manual for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts, 2004, 6 VAC 35-150

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Bob Wilburn, Capital Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3772 or FAX (804) 786-1557.

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 e-mail [Marilyn.Miller@djj.virginia.gov](mailto:Marilyn.Miller@djj.virginia.gov).

### **Guidance Document:**

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, revised January 10, 2001, § 16.1-309.5

(NOTE: This document is also included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, which may be obtained from the department's Detention Specialist, Marilyn Miller, by calling (804) 786-5402 or e-mail [marilyn.miller@djj.virginia.gov](mailto:marilyn.miller@djj.virginia.gov)).

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Research and Evaluation Section at the Central Office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lynette Greenfield at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Lynette Greenfield, Research and Evaluation Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 786-0773.

#### **Guidance Documents:**

Review and Approval of External Research Proposals, Procedure 07-006.3, effective August 2, 2005.

Department of Juvenile Justice Grants Manual, June 2002 (revised)

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donald Carignan at the same address, telephone (804) 371-0743 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of these documents may be directed to Angela Valentine, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219, telephone (804) 225-3911 or FAX (804) 692-0865.

#### **Guidance Document:**

School Re-enrollment Plan Procedures, issued January 1997, § 16.1-293

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the State & Local Partnerships Unit, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge through e-mail (if available) or paper copy by contacting Donielle Langhorne, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or e-mail Donielle.Langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of the documents may be directed to Scott Reiner, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219, telephone (804) 371-0720 or e-mail Scott.Reiner@djj.virginia.gov.

#### **Guidance Documents related to the Virginia Juvenile Community Crime Control Act (VJCCCA) (§ 16.1-309.2 et seq.) and the Community Programs Reporting (CPR) System:**

VJCCCA: Local Plan Instructions, issued biennially, with related forms

VJCCCA: Plan Amendment and Fiscal Adjustment to Local Plans, issued annually

Virginia Department of Juvenile Justice Community Programs Reporting System and instructions for reporting community-based services and expenditures for programs funded through VJCCCA, State IV-E, 294, and state operated Halfway Houses, maintained on the CPR Website, § 16.1-322.3

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Certification Unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or e-mail Donielle.Langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone 804-786-5402 or e-mail Marilyn.Miller@djj.virginia.gov.

#### **Guidance Documents related to Detention and other programs:**

Department of Juvenile Justice Directive 02-004 Reporting Serious Incidents, effective November 22, 2004

Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, revised March 2001, § 16.1-309.5

Annual Block Grant Expenditure Reports (for detention homes and former block grant programs), issued annually

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the State and Local Partnerships Unit of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or e-mail Donielle.Langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of the document may be directed to Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or e-mail Donielle.Langhorne@djj.virginia.gov.

#### **Guidance Document:**

Virginia Department of Juvenile Justice Community Programs Reporting System and instructions for reporting community-

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# Guidance Documents

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based services and expenditures for programs funded through VJCCCA, State IV-E, 294, and state operated Halfway Houses, maintained on the CPR Website, § 16.1-322.3

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Interstate Compact Unit, Community Programs Section (5th floor), Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Joyce A. Layne-Jordan 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 Joyce A. Layne-Jordan, Interstate Compact Specialist, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219, telephone (804) 692-0167 or FAX (804) 371-0773.

## **Guidance Documents:**

Form I, Requisition for Runaway Juvenile or Child Removed from Jurisdiction of Court, revised August 2000, § 16.1-323

Form II, Requisition for Escape or Absconder, Requisition for Juvenile Charged With Being Delinquent (Rendition Amendment), revised August 2000, § 16.1-323

Form III, Consent for Voluntary Return by Runaway, Escapee or Absconder, advised August 2000, § 16.1-323

Form IV, Parole or Probation Investigation Request, revised August 2000, § 16.1-323

Form V, Report of Sending State Upon Parolee or Probationer Being Sent To The Receiving State, revised August 2000, § 16.1-323

Form IA/VI, Application for Services and Waiver, revised August 2000, § 16.1-323

Form A, Petition for Requisition to Return a Runaway Juvenile, revised 2000, § 16.1-323

Out of State Travel Permit and Agreement to Return, revised August 2000, § 16.1-323

Home Evaluation Report, revised 2000

Quarterly Progress Report, revised 2000

## **DEPARTMENT OF LABOR AND INDUSTRY**

### **Apprenticeship Program**

Guidance documents are available through [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219 or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of \$.10 per page. Requests for copies should be made to Director, Division of Registered

Apprenticeship, at the above address, or by telephone, at (804) 786-2382 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of these documents may be directed to Director, Division of Registered Apprenticeship, at the above address, telephone (804) 786-2382 or FAX (804) 786-8418.

### **Guidance Documents:**

Standards of Apprenticeship Nail Technicians developed by the Virginia Board of Cosmetology and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised August 25, 1995, §§ 40.1-117 through 40.1-127

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 26, 1999, §§ 40.1-117 through 40.1-127

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 6, 1995, §§ 40.1-117 through 40.1-127

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 January 1, 2002, §§ 40.1-117 through 40.1-127

Apprenticeship Opportunities brochure, 2003

Registered Apprenticeship Program brochure, 2003

Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, United States Department of Labor, revised July 23, 2002

Apprenticeship Directive 81-4, Granting Credit for Previous Experience, May 21, 1981

Apprenticeship Directive 86-4, Part-Time Cosmetology Student/Apprentices, September 15, 1986

Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations, April 27, 1990

Apprenticeship Directive 01-1, Signature on Standards, August 15, 2001

Apprenticeship Directive 03-3, Exemption from Full-Time Employment, June 1, 2003

Apprenticeship Directive 03-04, Temporary Staffing Agencies, March 21, 2002

Apprenticeship Directive 03-05 Guidelines Governing Out of State Businesses, March 21, 2002

Apprenticeship Directive 3-07, Registration for Barber, Cosmetology, Nail Technician, September 7, 1998

Apprenticeship Directive 03-09, Progressive Wage Policy, March 20, 2003



Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations, April 27, 1990

## **Boiler Safety Compliance Division**

Guidance documents are available through [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Copies of the following document may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219, or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of \$.10 per page. Requests for copies should be made to Melodee Brown at the above address, telephone (804) 371-2321 or FAX (804) 371-2324.

Questions regarding interpretation or implementation of this document may be directed to Frederick P. Barton, Boiler Chief Inspector, Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-3262 or FAX (804) 371-2324. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of \$.10 per page. Requests for copies should be made to Melodee Brown at the same address, telephone (804) 371-2321 or FAX (804) 371-2324.

### **Guidance Document:**

Boiler and Pressure Vessel Safety Compliance, Operations Manual, 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 1, 1999, Virginia Code §§ 40.1-51.5 through 40.1-51.19:5.

## **State Labor and Employment Law Division**

Guidance documents are available through [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219 or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of \$.10 per page. Requests for copies should be made to the Division of Labor and Employment, at the above address, telephone (804) 786-2386, FAX (804) 371-2324.

Questions regarding interpretation or implementation of these documents may be directed to the Division of Labor and Employment Law, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-2386, or FAX (804) 371-2324.

### **Guidance Document:**

Guide for the Employment of Teenagers (Child Labor), July 1, 2003; copies free

Division of Labor and Employment Law Field Operations Manual, revised January 30, 2000, Chapter 1, Minimum Wage Act, §§ 40.1-28.8 through 40.1-28.12.; Chapter 2, Use of Polygraphs in Certain Employment Situations, § 40.1-51.4:4; Chapter 3, Equal Pay, § 40.1-28.6; Chapter 4, Prevention of

Employment, § 40.1-27; Chapter 5, Payment of Medical Exams as a Condition of Employment, § 40.1-28; Chapter 6, Right to Work, §§ 40.1-58 through 40.1-69; Chapter 7, Garnishment, § 34-29, 16 VAC 15-20 and 16 VAC 15-21, Chapter 8, Day of Rest, Repealed 2005, formerly §§ 40.1-28.1 through 40.1-28.4:1; Chapter 9, Child Labor, §§ 40.1-78 through 40.1-116; 16 VAC 15-30, 16 VAC 15-40, and 16 VAC 15-50, Chapter 10, Payment of Wage, § 40.1-29

## **Office of Cooperative Programs**

Guidance documents are available through the website at [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Copies of the following documents for the Office of Cooperative Programs' Voluntary Protection Program and Consultation Program may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219, or at any of the department's regional offices.

### **Voluntary Protection Program**

Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of \$.10 per page. Requests for copies of the Voluntary Protection Program Manual should be made to Milford Stern at the Virginia Department of Labor and Industry, Roanoke Regional Office, 3013 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-3580, ext. 123 or FAX (540) 562-3587.

Questions regarding interpretation or implementation of the program or use of the manual may be directed to Milford Stern, VPP Coordinator, at the above address.

### **Guidance Document:**

Voluntary Protection Program (VPP) Policies and Procedures Manual, revised January 12, 2004.

### **Consultation Program**

Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of \$.10 per page. Requests for copies of the following documents should be made to Warren Rice at the Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-6613 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of the program may be directed to Warren Rice, Consultation Program Manager, at the above address.

### **Guidance Document:**

OSHA Instruction TED 3.6 Consultation Policy and Procedures Manual, July 1, 2003, available on OSHA website, [www.osha.gov](http://www.osha.gov), under "compliance" click on "consultation," in the search box, enter TED 3.6 or [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

Job Safety and Health Poster, April 4, 2003, available on DOLI's website under publications, [www.doli.virginia.gov](http://www.doli.virginia.gov).

Training Requirements/OSHA Standards and Training Guidelines, July 1, 1998, 16 VAC 25-90-through 16 VAC 25-130, 16 VAC 25-175 and 16 VAC 25-190, available on OSHA's website at [www.osha.gov](http://www.osha.gov), go to newsroom and click on publications or [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

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# Guidance Documents

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## Occupational Health Compliance Division

Guidance documents are available through [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219 or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of \$.10 per page. Requests for copies should be made to the Director of Occupational Health Compliance at the above address, telephone (804) 786-0574 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, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-0574 or FAX (804) 371-6524.

### Guidance Document:

Virginia Occupational Safety and Health Program Interpretations of Health Standards, revised October 17, 2003, 16 VAC 25-90-1910, and 16 VAC 25-175-1926

## Occupational Safety Compliance Division

Guidance documents are available through [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219, or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of \$.10 per page. Requests for copies should be made to the Director of Occupational Safety Compliance at the above 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 Occupational Safety Compliance, Virginia Department of Labor and Industry, Powers Taylor Building, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-2391 or FAX (804) 371-6524.

### Guidance Document:

Virginia Occupational Safety and Health Program Interpretations of Safety Standards, revised October 17, 2003, 16 VAC 25-90-1910, and 16 VAC 25-175-1926

## Virginia Occupational Safety and Health Program

Guidance documents are available through [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Guidance documents may be requested through the department's home page: [www.doli.virginia.gov](http://www.doli.virginia.gov). 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 (DOLI), 13 South Thirteenth Street, Richmond, VA 23219, or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of \$.10 per page. Requests for copies

should be made to Regina Cobb at the above address, or at (804) 786-0610 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of these documents may be directed to John Crisanti at the above address or at (804) 786-4300 or FAX (804) 786-8418.

### Guidance Document:

Virginia Occupational Safety and Health Program Directives Manual, revised April, 1, 2003, 16 VAC 25-10-10 through 16 VAC 25-30-30 and 16 VAC 25-60-10 through 16 VAC 25-190-1928, copies \$.10 per page, 7,515 pages

VOSH Field Operations Manual, revised March 1, 2003, 16 VAC 25-10-10 through 16 VAC 25-30-30 and 16 VAC 25-60-10 through 16 VAC 25-190-1928, copies \$.10 per page, 439 pages

## THE LIBRARY OF VIRGINIA

### Library Development and Networking Services Division

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 E. Broad Street, Richmond, VA 23219-8000. Copies may be obtained free of charge for 10 pages and for requests of 11 pages or more for \$.25 per page by contacting Elizabeth M. Lewis, at the above address, telephone (804) 692-3762, FAX (804) 692-3771, e-mail [elewis@lva.lib.va.us](mailto:elewis@lva.lib.va.us).

Questions regarding interpretation or implementation of this document may be directed to Wayne Modlin, Public Library Consultant, Library Development and Networking, at the above address, telephone (804) 692-3763, FAX (804) 692-3771, e-mail [wmodlin@lva.lib.va.us](mailto:wmodlin@lva.lib.va.us).

### Information Regarding Public Library Trustees:

Virginia Public Library Trustees Handbook, 2005 edition online

Questions regarding interpretation or implementation of these documents may be directed to Elizabeth M. Lewis, Director, Library Development and Networking, at the above address, telephone (804) 692-3762, FAX (804) 692-3771, e-mail [elewis@lva.lib.va.us](mailto:elewis@lva.lib.va.us).

### Information Regarding Public Libraries:

Public Library Directors' Manual, 2000

Planning for Library Excellence, 2000

### Archival and Records Management Services Division

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 E. Broad Street, Richmond, VA 23219-8000.

Copies may be obtained free of charge for 10 pages and for requests of 11 pages or more for \$.25 per page by contacting

Patrice Morgan, Archival and Records Management Services Division, at the above address, telephone (804) 692-3600, FAX (804) 692-3603, e-mail pmorgan@lva.lib.va.us.

Virginia Public Records Manual, revised April 2000

## COMMISSION ON LOCAL GOVERNMENT

Copies of the following documents may be reviewed during regular work days from 8:30 a.m. to 5 p.m. in the office of the Commission on Local Government, 205 N. 2nd Street, Richmond, VA 23219-1321. Copies may be obtained free of charge by contacting Ted McCormack at the same address, telephone (804) 786-6508, FAX (804) 371-7090 or e-mail ted.mccormack@dhcd.virginia.gov.

Questions about interpretation or implementation of these documents may be directed to Ted McCormack, Associate Director for the Commission on Local Government, 205 N. 2nd Street, Richmond, VA 23219-1321, telephone (804) 786-6508, FAX (804) 371-7090 or e-mail ted.mccormack@dhcd.virginia.gov.

### Guidance Documents:

Guidelines for Submissions in City-to-Town Transitions, adopted January 1997, §§ 15.2-2907, 15.2-2908 and 15.2-4100 et seq.

Guidelines for Advisory Review of Voluntary Economic Growth-Sharing Agreements, adopted November 1996, § 15.2-1301

Guidelines for Review of Annexations Initiated by Voters or Property Owners, adopted May 2003, § 15.2-2302

### Information Sheets:

1. Agreements Defining Town Annexation Rights, March 2005
2. Alternative Approaches to Interlocal Concerns, May 2005
3. Alternative Forms of County Government in Virginia, May 2005
4. Annulment of Town Charter, March 2005
5. Boundary Changes of Towns and Cities, March 2005
6. Boundary Line Adjustment by Agreement, March 2005
7. Consolidation of Local Governmental Units, March 2005
8. Functional Authority of Virginia Local Governments May 2005
9. Post-Boundary Change Actions, March 2005
10. Reversion of a City to Town Status, March 2005
11. Taxing Powers Granted to Virginia Counties, Cities, and Towns, May 2005
12. Town Incorporation, March 2005
13. Voluntary Settlements of Annexation, Transition, or Immunity Issues, March 2005

14. Discretionary Authorities and Special Districts Available to Local Governments in Virginia, July 2004

15. Direct State Financial Assistance to Local Governments in Virginia, October 2005

## BOARD OF LONG-TERM CARE ADMINISTRATORS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [denltc@dhp.virginia.gov](mailto:denltc@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the Board, at the address above or by telephone at (804) 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

95-2, Board Procedures for Auditing Continuing Education, July 10, 2002

95-3, Board guidelines on disciplinary case intake requirements, adopted February 27, 1996

95-4, Board policy on confidential consent agreements, July 23, 2003

95-5, Document of Department of Health; Common understanding of definitions and terms used to identify resident mistreatment, April 17, 2000

95-6, Board policy on process for delegation of informal fact-finding to an agency subordinate, October 13, 2004

95-7, Board policy on Qualifying for Licensure: Required Content for College Coursework, April 20, 2005

## LONGWOOD UNIVERSITY

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 Vice President for Administration and Finance, Lancaster Hall, Room 207A, 201 High Street, Farmville, VA 23909. Copies may be obtained, free of charge, by contacting the office of the Vice President for Administration and Finance at the same address, telephone (434) 395-2016 or FAX (434) 395-2635. The documents may be downloaded from the Longwood University website (<http://www.longwood.edu>).

Questions regarding interpretation or implementation of these guidance documents may be directed to the office of the Vice President for Administration and Finance at the above address, telephone or FAX number.

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# Guidance Documents

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## Guidance Documents:

Administrative Policies and Procedures Manual  
Faculty Handbook  
Parking Regulations  
Student Handbook  
University Catalogs (Undergraduate and Graduate)

## STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Legislative and Regulatory Affairs Office of the State Lottery Department, 900 East Main Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents and requests for copies may be directed to Frank S. Ferguson, General Counsel and Director, Legislative and Regulatory Affairs, at the same address, telephone (804) 692-7901, FAX (804) 692-7603 or e-mail fferguson@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 the Virginia Lottery's regulations relating to the licensing of lottery sales agents (11 VAC 5-31-10 through 11 VAC 5-31-190) and the games conducted by the Virginia Lottery (11 VAC 5-41-10 through 11 VAC 5-41-340). The following director's orders are active as of the date of this filing:

31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, issued 08/15/94

48(97), Virginia Lottery Retailer Cashing Bonus Program and Rules, issued 12/01/97

02(99), Establishment of a Sliding Scale for Surety Bonding Requirements, issued 02/22/99

37(99), Virginia's Third On-Line Game Lottery; "Pick 4," Final Rules for Game Operation; Second Revision, issued 09/17/99

59(99), Virginia's Instant Game Lottery 445; "Super BlackJack," Final Rules for Game Operation, issued 09/21/99

57(01), Virginia's Eighth On-Line Game Lottery; "Lotto South," Final Rules for Game Operation, issued 09/01/01

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

14(02), Virginia Lottery "Million Dollar Bonus," Promotional Rules, issued 03/01/02

26(02), Virginia's Ninth Online Game Lottery; "Mega Millions," Final Rules for Game Operation, issued 05/14/02

25(04), Virginia Instant Game Lottery 275; "Blackjack," Final Rules for Game Operation, issued 07/08/04

37(04), Virginia Instant Game Lottery 606; "Sapphire Blue 7's," Final Rules for Game Operation, issued 10/05/04 nunc pro tunc

40(04), Virginia Instant Game Lottery 623; "Ruby Red 7's," Final Rules for Game Operation, issued 10/05/04 nunc pro tunc

46(04), Virginia Instant Game Lottery 630; "Win For Life," Final Rules for Game Operation, issued 09/06/04 nunc pro tunc

49(04), Virginia Instant Game Lottery 272; "Hot 100's," Final Rules for Game Operation, issued 08/23/04

61(04), Virginia Instant Game Lottery 602; "The Big Money Game," Final Rules for Game Operation, issued 11/19/04

62(04), Virginia Instant Game Lottery 634; "5 Card Stud," Final Rules for Game Operation, issued 11/23/04

63(04), Virginia Instant Game Lottery 276; "Aces High," Final Rules for Game Operation, issued 11/19/04

64(04), Virginia Instant Game Lottery 635; "Cash Spectacular," Final Rules for Game Operation, issued 12/27/04

65(04), Virginia Instant Game Lottery 267; "Grand Hand," Final Rules for Game Operation, issued 12/27/04

66(04), Virginia Instant Game Lottery 636; "\$100,000 Hot Streak," Final Rules for Game Operation, issued 12/27/04

67(04), Virginia Instant Game Lottery 622; "Fabulous Fortune," Final Rules for Game Operation, issued 12/27/04

01(05), Virginia Instant Game Lottery 620; "Blackjack Tripler," Final Rules for Game Operation, issued 02/03/05

02(05), Virginia Instant Game Lottery 277; "Straight 8's," Final Rules for Game Operation, issued 02/04/05

03(05), Virginia Instant Game Lottery 326; "Double Bingo Bonus," Final Rules for Game Operation, issued 02/07/05

04(05), Virginia Instant Game Lottery 640; "Lucky Times 10," Final Rules for Game Operation, issued 02/04/05

05(05), Virginia Instant Game Lottery 638; "Weekly Grand," Final Rules for Game Operation, issued 02/11/05

07(05), Virginia Instant Game Lottery 654; "World Series of Poker \$100,000 Texas Hold'em," Final Rules for Game Operation, issued 02/03/05

08(05), Virginia Instant Game Lottery 648; "Fast Cash Cashword," Final Rules for Game Operation, issued 02/03/05

09(05), Virginia Instant Game Lottery 655; "Jackpot Gold," Final Rules for Game Operation, issued 02/07/05

10(05), Virginia Instant Game Lottery 653; "Blazing Red Hot Numbers," Final Rules for Game Operation, issued 03/02/05

11(05), Virginia Instant Game Lottery 279; "Hot Numbers," Final Rules for Game Operation, issued 03/02/05

- 12(05), Virginia Instant Game Lottery 652; "Money Maker/Double Play," Final Rules for Game Operation, issued 03/25/05
- 13(05), Virginia Instant Game Lottery 643; "Red Hot Numbers," Final Rules for Game Operation, issued 03/02/05
- 14(05), Virginia Instant Game Lottery 649; "Super Red Hot Numbers," Final Rules for Game Operation, issued 03/02/05
- 16(05), Virginia Instant Game Lottery 284; "Crazy Hearts," Final Rules for Game Operation, issued 03/02/05
- 17(05), Virginia Instant Game Lottery 269; "Triple Cash," Final Rules for Game Operation, issued 03/23/05
- 18(05), Virginia Instant Game Lottery 646; "Triple Tripler," Final Rules for Game Operation, issued 03/23/05
- 19(05), Virginia Instant Game Lottery 283; "Jacks In The Box," Final Rules for Game Operation, issued 03/23/05
- 20(05), Virginia Instant Game Lottery 651; "Magnificent 7's," Final Rules for Game Operation, issued 03/23/05
- 22(05), Virginia Instant Game Lottery 328; "Diamond Bingo," Final Rules for Game Operation, issued 03/29/05
- 23(05), Virginia Instant Game Lottery 660; "Hearts," Final Rules for Game Operation, issued 03/29/05
- 24(05), Virginia Instant Game Lottery 609; "\$500,000 Payout," Final Rules for Game Operation, issued 03/29/05
- 25(05), Virginia Instant Game Lottery 665; "Stacks of Cash," Final Rules for Game Operation, issued 03/29/05
- 26(05), Virginia Instant Game Lottery 668; "Set For Life," Final Rules for Game Operation, issued 04/26/05
- 27(05), Virginia Instant Game Lottery 661; "Lucky Stars," Final Rules for Game Operation, issued 03/29/05
- 28(05), Virginia Instant Game Lottery 280; "Fun 1's," Final Rules for Game Operation, issued 04/21/05
- 29(05), Virginia Instant Game Lottery 644; "Beat The Dealer," Final Rules for Game Operation, issued 04/21/05
- 30(05), Virginia Instant Game Lottery 647; "\$500,000 Bonus Bucks," Final Rules for Game Operation, issued 04/21/05
- 31(05), Virginia Instant Game Lottery 327; "Bingo Times Ten," Final Rules for Game Operation, issued 04/21/05
- 32(05), Virginia Instant Game Lottery 639; "Money Money Money," Final Rules for Game Operation, issued 04/21/05
- 33(05), Virginia Instant Game Lottery 645; "20 Grand Doubler," Final Rules for Game Operation, issued 04/21/05
- 36(05), Virginia Instant Game Lottery 285; "Luck of the Dice," Final Rules for Game Operation, issued 05/27/05
- 37(05), Virginia Instant Game Lottery 663; "Super Cashword," Final Rules for Game Operation, issued 05/27/05
- 38(05), Virginia Instant Game Lottery 669; "Lightning 7's," Final Rules for Game Operation, issued 05/27/05
- 40(05), Virginia Instant Game Lottery 657; "Cash Out," Final Rules for Game Operation, issued 05/27/05
- 41(05), Virginia Instant Game Lottery 678; "Emerald Green 7's," Final Rules for Game Operation, issued 05/27/05
- 42(05), Virginia Instant Game Lottery 667; "Magic Wheel," Final Rules for Game Operation, issued 05/27/05
- 43(05), Virginia Instant Game Lottery 676; "Slots of 999's," Final Rules for Game Operation, issued 05/25/05
- 44(05), Virginia Instant Game Lottery 658; "21 Blackjack," Final Rules for Game Operation, issued 05/27/05
- 45(05), Virginia Instant Game Lottery 683; "Million Dollar Madness," Final Rules for Game Operation, issued 05/27/05
- 46(05), Virginia Instant Game Lottery 656; "Red Payline Cashword," Final Rules for Game Operation, issued 05/27/05
- 47(05), Virginia Instant Game Lottery 659; "5 Times The Play," Final Rules for Game Operation, issued 06/23/05
- 48(05), Virginia Instant Game Lottery 677; "Extreme Cash," Final Rules for Game Operation, issued 06/23/05
- 49(05), Virginia Instant Game Lottery 682; "Treasure Chest," Final Rules for Game Operation, issued 06/23/05
- 50(05), Virginia Instant Game Lottery 288; "Black Cat Cash Doubler," Final Rules for Game Operation, issued 08/03/05
- 51(05), Virginia Instant Game Lottery 673; "Strike It Witch Tripler," Final Rules for Game Operation, issued 07/21/05
- 52(05), Virginia Instant Game Lottery 685; "Wild Card Tripler," Final Rules for Game Operation, issued 06/23/05
- 53(05), Virginia Instant Game Lottery 674; "Instant Keno," Final Rules for Game Operation, issued 08/08/05
- 54(05), Virginia Instant Game Lottery 679; "Stack'em," Final Rules for Game Operation, issued 08/08/05
- 56(05), Virginia Instant Game Lottery 289; "Money Jar," Final Rules for Game Operation, issued 08/12/05
- 57(05), Virginia Instant Game Lottery 684; "World Poker Tour \$100,000 Texas Hold'em," Final Rules for Game Operation, issued 08/08/05
- 58(05), Virginia Instant Game Lottery 680; "The Apprentice," Final Rules for Game Operation, issued 08/18/05
- 59(05), Final Rules for Operation; "Subscription Program," for Virginia Lottery On-line Games, issued 08/08/05
- 60(05), Virginia Instant Game Lottery 290; "Dash For Cash," Final Rules for Game Operation, issued 08/25/05
- 61(05), Virginia Instant Game Lottery 664; "In The Money," Final Rules for Game Operation, issued 08/25/05
- 62(05), Virginia Instant Game Lottery 675; "Fantastic 4's," Final Rules for Game Operation, issued 08/25/05
- 63(05), Virginia Instant Game Lottery 681; "\$150,000 Cash Galore," Final Rules for Game Operation, issued 08/25/05

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## Guidance Documents

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64(05), Virginia Instant Game Lottery 291; "Season's Greetings," Final Rules for Game Operation, issued 10/20/05

65(05), Virginia Instant Game Lottery 686; "Jingle Bell Bonus," Final Rules for Game Operation, issued 10/20/05

66(05), Virginia Instant Game Lottery 687; "Bah Humbugs," Final Rules for Game Operation, issued 10/20/05

67(05), Virginia Instant Game Lottery 688; "Holiday Cash," Final Rules for Game Operation, issued 10/20/05

68(05), Virginia Instant Game Lottery 696; "Blue Payline Cashword," Final Rules for Game Operation, issued 10/20/05

69(05), Virginia Instant Game Lottery 689; "6 Times The Money," Final Rules for Game Operation, issued 10/20/05

70(05), Virginia Instant Game Lottery 690; "Gold Card," Final Rules for Game Operation, issued 10/20/05

71(05), "Scratch Win Fall," Virginia Lottery Retailer Incentive Program Rules, issued 10/02/05

73(05), Virginia Instant Game Lottery 701; "3 Times Lucky," Final Rules for Game Operation, issued 10/20/05

74(05), Virginia Instant Game Lottery 691; "Pet Talk," Final Rules for Game Operation, issued 10/20/05

75(05), Virginia Instant Game Lottery 692; "Fortune 5's," Final Rules for Game Operation, issued 10/20/05

78(05), Virginia Instant Game Lottery 292; "Aces & 8's," Final Rules for Game Operation, issued 11/07/05

79(05), Virginia Instant Game Lottery 697; "Cold Hard Cash," Final Rules for Game Operation, issued 11/07/05

80(05), Virginia Instant Game Lottery 698; "Super Size Cash," Final Rules for Game Operation, issued 11/07/05

81(05), Virginia Instant Game Lottery 695; "Blackjack Showdown," Final Rules for Game Operation, issued 11/07/05

82(05), Virginia Instant Game Lottery 294; "Hit \$50!," Final Rules for Game Operation, issued 11/07/05

83(05), Virginia Instant Game Lottery 702; "Hit \$500!," Final Rules for Game Operation, issued 11/07/05

84(05), Virginia Instant Game Lottery 703; "Hit \$5,000!," Final Rules for Game Operation, issued 11/07/05

85(05), Virginia Instant Game Lottery 704; "Hit \$50,000!," Final Rules for Game Operation, issued 11/07/05

### Policies/Procedures:

Clerk Activated Terminal Policy, issued 07/01/01, 11 VAC 5-40-10 et seq.

Criteria for Lottery Advertising, issued 07/31/99, 11 VAC 5-20-60

Lotto South Drawings, issued 09/04/01, 11 VAC 5-40-40

Mail Claims Processing, issued 01/01/97, 11 VAC 5-30-330 through 11 VAC 5-30-740 and 11 VAC 5-40-310 through 11 VAC 5-40-690

On-Line Game Drawings (#007, rev. 8), issued 09/07/01, 11 VAC 5-40-40

Release of Payroll and Other Personal Data, issued 08/09/96, DPT Policy #6.05

Regional Scratch Ticket Sales to Retailers, issued 05/01/00, 11 VAC 5-30-300

Scratch Ticket Returns, issued 12/03/01, 11 VAC 5-30-320

Virginia Lottery Retailer Manual, issued 2001, 11 VAC 5-30 and 11 VAC 5-40

Lottery Prize Assignment Registration information, posted on the Virginia Lottery website 7/01/03

Borrowing and Assignment Activity by Virginia Lottery Winners Following Enactment of House Bill 1564 (2003), issued 11/30/04

Virginia Lottery Annual Report for 2005

## MARINE RESOURCES COMMISSION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the offices of the Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607. Copies may be obtained free of charge by contacting Wilford Kale at the same address, telephone (757) 247-2269 or FAX (757) 247-2020.

### Habitat Documents:

Questions regarding interpretation or implementation of habitat documents may be directed to Robert W. Grabb, Chief, Habitat Management Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2252 or FAX (757) 247-8062.

Wetlands Guidelines, revised December 1982, § 28.2-1301 D

Subaqueous Guidelines subtitled Guidelines for the Permitting of Activities which Encroach In, On or Over the Submerged Lands of the Commonwealth of Virginia, revised October 2005, § 28.2-1200 et seq.

Coastal Primary Sand Dune/Beaches Guidelines subtitled Guidelines for the Permitting of Activities which Encroach into Coastal Primary Sand Dunes/Beaches, revised June 1986, § 28.2-1401 C

Resolution by the Virginia Marine Resources Commission Citizen Board Interpreting Code § 28.2-1203 a 5 (iv) and Delegating Authority to Make the Determination Called for by Code § 28.2-1203 a 5 (iv).

Water Dependency definition subtitled criteria for determining whether structures or activities must be located in, on or over state-owned subaqueous beds of the Commonwealth, adopted July 2003.

Guidelines for evaluating private piers and a delegation to staff to approve structures meeting certain specific criteria, adopted July 2003.

Rent and Royalty Guidelines, subtitled Rent and Royalty Schedule for determining the appropriate rate to be assessed

for projects that encroach in, on or over the subaqueous beds of the Commonwealth, revised November 2005.

## **Law-Enforcement Document:**

Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Steve Bowman, Chief, Law Enforcement Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2278 or FAX (757) 247-2020.

Guidelines on Repeat Offenders, revised July 1996, § 28.2-232

## **UNIVERSITY OF MARY WASHINGTON**

Copies of the following document may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Human Resources, 1301 College Avenue, Fairfax House, Fredericksburg, VA 22401. Copies may be obtained free of charge by contacting Sabrina Johnson, Assistant Vice President for Human Resources, at the same address, telephone (540) 654-1046.

Questions regarding interpretation or implementation of this document also may be directed to Sabrina Johnson, Assistant Vice President for Human Resources, at the same address.

## **Guidance Document:**

Smoking Policy, August 15, 1989

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. to 5 p.m. in the office of the Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219. Copies of the Medicaid memos, booklets, and brochures may be obtained at the specified charge by contacting the Freedom of Information Act (FOIA) staff at the same address, telephone (804) 371-6391 or FAX (804) 371-4981. Copies of the provider manuals and updates may be downloaded free of charge from the Internet at [www.dmas.virginia.gov](http://www.dmas.virginia.gov) or printed copies may be purchased by calling Commonwealth Mailing at (804) 780-0076 to obtain an order blank. The order blank includes the manual prices for both paper and compact disc (CD) copies. The paper copies of manuals are priced individually (as noted by each manual on this list), and CDs are \$18 per CD. Charges for paper copies are the cost of the individual manual, plus 5.0% sales tax, and \$5 per manual for shipping and handling. Charges for CDs are \$18 per CD, plus 5.0% sales tax and \$5 for shipping and handling regardless of the quantity of CDs ordered. Provider manual updates are also available on the Internet free of charge (at the web address above) and from Commonwealth Mailing for \$15 per update, plus 5.0% sales tax, and \$5.00 shipping and handling per manual update.

## **DMAS Medicaid Memos, Booklets, and Brochures:**

Questions regarding interpretation or implementation of policies contained in these documents should be directed to the FOIA staff, at the numbers specified above, who will

determine the appropriate staff person to respond and then direct the caller to that appropriate individual.

Special 7/31/95 Medicaid Memo, Nursing Facility and Community-Based Care Enrollment, Reimbursement, and Provision of Community-Based Care Services, issued July 31, 1995, 12 VAC 30-60-360 and 12 VAC 30-120 Part I, no charge for copy

Special 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12 VAC 30-80-170, no charge for copy

Special 2/16/96 Medicaid Memo, Time Frames by Which Cases Remanded by the Department of Medical Assistance Services (DMAS) Hearing Officers Must Be Completed, issued February 16, 1996, 12 VAC 30-110, unavailable in electronic format

Special 9/13/96 Medicaid Memo, Contents of Notices to Medicaid Recipients, issued September 13, 1996, 12 VAC 30-10-410, no charge for copy

Brochures 8/1/01, You Are Being Enrolled in the Medicaid Client Medical Management Program, issued December 5, 1996, 12 VAC 30-130-800 et seq., no charge for copy

Booklet 5/1/97, Virginia Medicaid Handbook, issued May 1, 1997, 12 VAC 30-10, revised annually, no charge for copy

Special 5/21/97 Medicaid Memo, Certification of Coverage Required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), issued May 21, 1997, Public Law 104-191, no charge for copy

Special 7/14/97 Medicaid Memo, Reimbursement to Audiologists for Services Provided to Adults, issued July 14, 1997, 12 VAC 30-50-95 et seq., no charge for copy, not available electronically

Special 1/16/98 Medicaid Memo, Placement of Individuals with Mental Retardation and Mental Illness in the Elderly and Disabled Waiver, issued January 16, 1998, 12 VAC 30-120-10 et seq., no charge for copy

Letter 5/26/99, HCFA Report for the Elderly and Disabled Waiver, issued May 26, 1999, 12 VAC 30-120-10 through 12 VAC 30-120-70, no charge for copy

Special 5/29/98 Medicaid Memo, Use of the Uniform Assessment Instrument for Preadmission Screening for the AIDS Waiver and Technology Assisted Waiver, issued May 29, 1998, 12 VAC 30-120-140 through 12 VAC 30-120-200 and 12 VAC 30-120-70 through 12 VAC 30-120-130, no charge for copy

Special 7/13/98 Medicaid Memo, Billing for the Completion of the Assessment of Active Treatment Needs for Individuals With MI or MR Who Request Services Under the Elderly and Disabled Waiver and New Order Number for the Revised Assessment Document, issued July 13, 1998, 12 VAC 30-120, no charge for copy

Special 11/15/00 Medicaid Memo, Hospital-Based Ambulance Services Changes, issued November 15, 2000, 12 VAC 30-50-300 and 12 VAC 30-50-530, no charge for copy

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## Guidance Documents

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Special 5/4/01 Medicaid Memo, Systems Specifications for Point of Services Claims Submission Information Alert, issued May 4, 2001, 12 VAC 30-80-40, no charge for copy

Special 4/26/2002 Medicaid Memo Clarification of Medicaid Reimbursable Transportation Services, issued April 26, 2002, 12 VAC 30-50-510, no charge for copy

Special 8/8/2002 Medicaid Memo, New Virginia Medicaid Management Information System (MMIS) and HIPPA Update, issued August 8, 2002, 42 CFR 433.10 et seq., no charge for copy

Special 10/18/2002 Medicaid Memo, Implementation of the New Virginia Medicaid Management Information System (MMIS), issued October 18, 2002, 42 CFR 433.10 et seq., no charge for copy

Special 11/8/2002 Medicaid Memo, Changes in the Distribution of Virginia Medicaid Provider Manuals, issued November 8, 2002, 42 CFR 431.18, no charge for copy of memo

Special Revisions to the Pharmacy Claim Form and Introduction of a Pharmacy Compound Claim Form (ID # 04-16-2003); 12 VAC 30-50; no charge for copy

Special Implementation of the New Virginia Medicaid Management Information Systems (MMIS) (ID #'s 05-01-2003-01, 05-01-2003-02, 05-01-2003-03, 05-01-2003-04); 12 VAC 30-10; no charge for copy

Special Telemedicine Services (ID # 06-10-2003-01); 12 VAC 30-50; no charge for copy

Special Pharmacy Claims Processing Information in NCPDP Version 5.1 (ID # 06-10-2003-02); 12 VAC 30-80; no charge for copy

Special Medicaid and FAMIS New ID Cards and Eligibility Verification (ID # 08-01-2003); 12 VAC 30-10 and 12 VAC 30-141; no charge for copy

Special Escalation of HIPAA Transactions and Codes (ID # 08-08-2003); Public Law 104-191; no charge for copy

Special Implementation of New Virginia Medicaid Management Information Systems (MMIS) (ID # 08-15-2003-01); 12 VAC 30-10; no charge for copy

Special Changes to Residential Treatment Services Billing Process (ID # 09-01-2003); 12 VAC 30-50; no charge for copy

Special Trading Partner Contingency Plan for HIPAA Transactions and Code Sets (ID # 09-16-2003-01); Public Law 104-191; no charge for copy

Special Revised Effective Date for Changes to Residential Treatment Services Billing Process (ID # 10-01-2003); 12 VAC 30-50; no charge for copy

Special VAMMIS Issues Resolution (ID # 10-08-2003); 12 VAC 30-10; no charge for copy

Special Clarification of Billing for Residential Treatment Services for Children and Adolescents (ID # 02-27-2003); 12 VAC 30-50; no charge for copy

Special Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 06-01-2003); 12 VAC 30-50; no charge for copy

Special Revised Effective Date for Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 07-01-2003); 12 VAC 30-50; no charge for copy

Special Community Mental Health Services FAMIS Coverage (ID # 07-25-2003); 12 VAC 30-141; no charge for copy

Special Clarification of New Pre-Authorization Requirements for Outpatient Psychiatric Services (Revised) (ID # 08-15-2003); 12 VAC 30-50; no charge for copy

Special Changes to Billing for EPSDT Services and Summary of Blood Lead Screening Requirements (ID # 09-12-2003); 12 VAC 30-50; no charge for copy

Special 12/1/2003 Prescriber ID Numbers for Pharmacy Claims; 12 VAC 30-50; no charge for copy

Special 11/25/2003 Introduction of Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services; 12 VAC 30-50; no charge for copy

Special 11/20/2003 Mandatory Use of ASC X12 Formats for Electronic Transactions; 12 VAC 30-10; no charge for copy

Special 10/28/2003 Changes in Billing for Medicare "Crossover" Claims; 12 VAC 30-80; no charge for copy

Special 10/24/2003 Acknowledgement of BabyCare VAMMIS Issues; 12 VAC 30-50; no charge for copy

HMO Project Managers Memos (various topics and dates); 12 VAC 30-120; no charge for copies

Emergency room procedure codes policy (9/25/2003); 12 VAC 30-50 and 12 VAC 30-80; no charge for copy

Special 1/23/2004 Medicaid Memo, Prospective Drug Review Program Changes for Pharmacy Claims and Other Pharmacy Program Changes, issued January 23, 2004, 12 VAC 30-10-130, no charge for memo copy

Special 2/6/2004 Medicaid Memo, Request Required by Providers Receiving ASC X12 835 Transactions for the Continued Receipt of Paper Remittances Advices Past 30 Days, issued February 6, 2004, 12 VAC 30-10, no charge for memo copy

Special 3/1/2004 Medicaid Memo, Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 1, 2004, 12 VAC 30-50, no charge for memo copy

Special 3/5/2004 Medicaid Memo Correction, Correction to March 1, 2004, Medicaid Memo Titled: Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 5, 2004, 12 VAC 30-50, no charge for correction copy

Special 3/18/2004 Medicaid Memo, Billing Information Correction for Submitting Paper UB-92 Medicare Part A and B Claims, issued March 18, 2004, 12 VAC 30-20, no charge for memo copy



Special 3/22/2004 Medicaid Memo, Update of Medicaid, FAMIS, and FAMIS Plus ID Cards and Eligibility Verification Systems Information, issued March 22, 2004, 12 VAC 30-141, no charge for memo copy

Special 4/1/2004 Medicaid Memo, Processing and Payment of Emergency Room Claims, issued April 1, 2004, 12 VAC 30-50, no charge for memo copy

Special 4/13/2004 Medicaid Memo, Claim Repayments Due to ClaimCheck, issued April 13, 2004, 12 VAC 30-10, no charge for memo copy

Special 4/15/2004 Medicaid Memo, Durable Medical Equipment (DME) Appendix B Information, issued April 15, 2004, 12 VAC 30-50, no charge for memo copy

Special 5/17/2004 Medicaid Memo, Prospective Drug Review Program (ProDUR) Changes to Early Refill (ER) Edits and Updates on Home Infusion Billing, issued May 17, 2004, 12 VAC 30-10 and 12 VAC 30-130, no charge for memo copy

Special 5/25/2004 Medicaid Memo, Billing Alert - Processing of Certain Community Mental Health Services Covered Under FAMIS, issued May 25, 2004, 12 VAC 30-141, no charge for memo copy

Special 6/1/2004 Medicaid Memo, COX-2 Clinical Edits, Phase III of the Virginia Medicaid Preferred Drug List (PDL) Program and PDA Download for PDL Quick List - July 2004, issued June 1, 2004, 12 VAC 30-50, no charge for memo copy

Special 7/1/2004 Medicaid Memo, Claims Edits and Extensions for Prior Authorization of Home and Community Based Waiver Services and Offline Billing for MR Waiver Claims, issued July 1, 2004, 12 VAC 30-120, no charge for memo copy

Special 7/19/2004 Medicaid Memo, Sending Attachments to 837 Electronic Claims Transactions, issued July 19, 2004, 12 VAC 30-10, no charge for memo copy

Special 7/26/2004 Medicaid Memo, Re-Implementation of the 180-Day Outstanding Check and Claim Void Process, issued July 26, 2004, 12 VAC 30-10, no charge for memo copy

Special 8/1/2004 Medicaid Memo, Mandatory Generic Edits, ePocrates, Weight Loss Drugs - New Prior Approval Procedure and Over-the-Counter Drugs, issued August 1, 2004, 12 VAC 30-50, no charge for memo copy

Special 8/15/2004 Medicaid Memo, Billing Information Update for Submitting Paper UB-92 Medicare Crossover Part A and B Claims, issued August 15, 2004, 12 VAC 30-20, no charge for memo copy

Special 8/6/2004 Medicaid Memo, Rate Increase for Specific Home and Community-Based Waiver Services, issued August 6, 2004, 12 VAC 30-120, no charge for memo copy

Special 8/16/2004 Medicaid Memo, Rate Increase for Obstetrical and Gynecological Services, issued August 16, 2004, 12 VAC 30-80, no charge for memo copy

Special 8/20/2004 Medicaid Memo, Use of Electronic Signatures, issued August 20, 2004, 12 VAC 30-10, no charge for memo copy

Special 8/30/2004 Letter, Change in Medicaid AP DRG Grouper Software - Effective October 1, 2004, issued August 30, 2004, 12 VAC 30-70, no charge for letter copy

Special 8/31/2004 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued August 31, 2004, 12 VAC 30-50, no charge for memo copy

Special 9/1/2004 Medicaid Memo, Threshold/Polypharmacy Program, issued September 1, 2004, 12 VAC 30-50, no charge for memo copy

Special 9/3/2004 Medicaid Memo, Changes to the Review Process for Residential Treatment Services, issued September 3, 2004, 12 VAC 30-50, no charge for memo copy

Special 10/1/2004 Medicaid Memo, Implementation of the New Provider Remittances for Professionals and Facilities, issued October 1, 2004, 12 VAC 30-70 and 12 VAC 30-90, no charge for memo copy

Special 10/15/2004 Medicaid Memo, Maximum Allowable Cost (MAC) Program for Virginia Medicaid and Notification of COX-II Drug Class Changes to Preferred Drug List (PDL), issued October 15, 2004, 12 VAC 30-80, no charge for memo copy

Special 11/5/2004 Medicaid Memo, Changes to the Review Process for Treatment Foster Care-Case Management Services - Effective December 15, 2004, issued November 5, 2004, 12 VAC 30-50, no charge for memo copy

Special 11/5/2004 Medicaid Memo, Waiver Billing and Maintenance Issues, issued November 5, 2004, 12 VAC 30-120, no charge for memo copy

Special 11/5/2004 Medicaid Memo, Clarification of Family Planning Waiver - Covered Services and Billing Procedures, issued November 5, 2004, 12 VAC 30-135, no charge for memo copy

Special 12/1/2004 Medicaid Memo, Annual Review of Phase I of the Virginia Medicaid Preferred Drug List Program and PDL Quicklist, issued December 1, 2004, 12 VAC 30-50, no charge for memo copy

Special 12/1/2004 Medicaid Memo, Medicaid Eligibility for Infants Born to Non-Medicaid-Eligible Alien Women Whose Deliveries Were Covered by Medicaid as an Emergency Medical Service, issued December 1, 2004, 12 VAC 30-50, no charge for memo copy

Special 12/3/2004 Medicaid Memo, Long-Acting Narcotics Step Therapy & the Preferred Drug List, issued December 3, 2004, 12 VAC 30-50, no charge for memo copy

Special 12/13/2004 Medicaid Memo, Enrollment of Licensed Marriage and Family Therapists, issued December 13, 2004, 12 VAC 30-50, no charge for memo copy

Special 1/5/2005 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued January 5, 2005, 12 VAC 30-50, no charge for memo copy

Special 1/10/2005 Medicaid Memo, Services Requiring Claims Submission Through the VaMMIS – Effective February 1, 2005, issued January 10, 2005, 12 VAC 30-50, no charge for memo copy

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## Guidance Documents

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Special 3/28/2005 Medicaid Memo, New Billing Requirements for Non-emergency, Outpatient MRI/CAT/PET Scans – Effective May 1, 2005, issued March 28, 2005, 12 VAC 30-50, no charge for memo copy

Special 3/28/2005 Medicaid Memo, Patient Pay Recorded on Paper Claim Submissions for Waiver Services – Effective May 1, 2005, issued March 28, 2005, 12 VAC 30-50, no charge for memo copy

Special 5/19/2005 Medicaid Memo, Change in Reimbursement Policy for School-Based Health Screenings of Children Enrolled in Medicaid Managed Care Organizations – Effective July 1, 2005, issued May 19, 2005, 12 VAC 30-50, no charge for memo copy

Special 6/3/2005 Medicaid Memo, Termination of Erectile Dysfunction (ED) Drug Coverage for Individuals Convicted of a Sex Offense – Effective as of May 27, 2005, issued June 3, 2005, 12 VAC 30-50, no charge for memo copy

Special 6/10/2005 Medicaid Memo, Annual Review of Phases II and III of the Virginia Medicaid Preferred Drug List (PDL) Program, Review of New Drugs, Dispensing Fee for Generic Drugs, and PDL Quicklist – Effective July 1, 2005, issued June 10, 2005, 12 VAC 30-50, no charge for memo copy

Special 6/10/2005 Medicaid Memo, Smiles For Children, Virginia's Dental Program for Medicaid, FAMIS, and FAMIS Plus Children – Effective July 1, 2005, issued June 10, 2005, 12 VAC 30-50, no charge for memo copy

Special 6/14/2005 Medicaid Memo, Dental Program Coverage of Medical/Surgical Procedures for Medicaid, FAMIS, and FAMIS Plus Children – Effective July 1, 2005, issued June 14, 2005, 12 VAC 30-50, no charge for memo copy

Special 6/14/2005 Medicaid Memo, Coverage of Orthodontics Billing Procedures for Medicaid, FAMIS, and FAMIS Plus Children – Effective July 1, 2005, issued June 14, 2005, 12 VAC 30-50, no charge for memo copy

Special 6/28/2005 Medicaid Memo, Preferred Drug List (PDL) Changes Affecting Nursing Home Providers – Effective August 1, 2005, issued June 28, 2005, 12 VAC 30-50, no charge for memo copy

Special 6/28/2005 Medicaid Memo, Billing Changes to Date of Discharge for Hospice Services – Effective July 1, 2005, issued June 28, 2005, 12 VAC 30-50, no charge for memo copy

Special 7/8/2005 Medicaid Memo, Coverage Changes to the FAMIS Program (FAMIS MOMS & FAMIS Select) – Effective August 1, 2005, issued July 8, 2005, 12 VAC 30-50, no charge for memo copy

Special 7/14/2005 Medicaid Memo, Reimbursement for Dental Services under Smiles For Children – Effective July 1, 2005, issued July 14, 2005, 12 VAC 30-50, no charge for memo copy

Special 8/1/2005 Medicaid Memo, Rate Increases & New Patient Pay Payroll Procedure for Consumer-Directed Services – Effective July 1, 2005, issued August 1, 2005, 12 VAC 30-50, no charge for memo copy

Special 8/1/2005 Medicaid Memo, Correction to the Billing Instructions for the UB-92 Claim Form, issued August 1, 2005, 12 VAC 30-50, no charge for memo copy

Special 8/9/2005 Medicaid Memo, Expansion of Managed Care Organization (MCO) Program in Northern Virginia, issued August 9, 2005, 12 VAC 30-50, no charge for memo copy

Special 8/19/2005 Medicaid Memo, FAMIS MOMS Enrollees – How to Apply for Newborn Coverage, issued August 19, 2005, 12 VAC 30-50, no charge for memo copy

Special 9/6/2005 Medicaid Memo, Changes to Orthotic Services Pre-authorization (PA) Process – Effective October 1, 2005, issued September 6, 2005, 12 VAC 30-50, no charge for memo copy

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all providers and managed care organizations, issued September 8, 2005, 12 VAC 30-50, no charge for memo copy

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all pharmacy providers, issued September 8, 2005, 12 VAC 30-50, no charge for memo copy

Special 9/16/2005 Medicaid Memo, Clarification of BabyCare Claims Process & FAMIS MOMS Eligibility for BabyCare Services, issued September 16, 2005, 12 VAC 30-50, no charge for memo copy

Special 11/7/2005 Medicaid Memo, Medicaid Reimbursement Rate Changes for Culpeper and King George Counties – Effective January 1, 2006, issued November 7, 2005, 12 VAC 30-50, no charge for memo copy

Special 11/30/2005 Medicaid Memo, Managed Care Organization (MCO) Program Expands Into the Winchester Region – Effective December 1, 2005, issued November 30, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/2/2005 Medicaid Memo, Implementation of ClaimCheck for all Physician and Laboratory Services – Effective January 9, 2006, issued December 2, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/5/2005 Medicaid Memo, Pending Cancellation of DMAS Disaster Relief Health Care Coverage for Victims of Hurricane Katrina, issued December 5, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/5/2005 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and PDL Quicklist & Medicare Part D Implementation – Effective January 1, 2005, issued December 5, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/20/2005 Medicaid Memo, Monitoring Kidney Functions & the Classification Stages of Chronic Kidney Disease (CKD), issued December 20, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/20/2005 Medicaid Memo, Managed Care Organization (MCO) Merger Between Anthem HealthKeepers Plus & UniCare Health Plan of Virginia – Effective January 1,

2006, issued December 20, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/20/2005 Medicaid Memo, Termination of Erectile Dysfunction Drug Coverage for Medicaid Enrollees – Effective January 1, 2006, issued December 20, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/20/2005 Medicaid Memo, Virginia Medicaid Healthy Returns<sup>SM</sup> Disease Management Program Expands – Effective January 13, 2006, issued December 20, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/27/2005 Medicaid Memo, New Federal Requirements Regarding the Compliance with Seclusion and Restraint Regulations – Effective Immediately, issued December 27, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/30/2005 Medicaid Memo, Upcoming Changes to the Processing of Medicare "Crossover" Claims, issued December 30, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/30/2005 Medicaid Memo, Discontinuation of Default Medicaid Prescriber ID Numbers – Effective February 1, 2006, issued December 30, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/30/2005 Medicaid Memo, Proper Procedure for Sending Checks for Claims Processing Errors, issued December 30, 2005, 12 VAC 30-50, no charge for memo copy

**DMAS Provider Manuals:**

AIDS Waiver Case Management Services Provider Manual, issued 1988/substantially revised November 1991/continuously revised, 12 VAC 30-120 Part III, \$24

Assisted Living Services Provider Manual, second edition issued November 1, 2000/continuously revised, 12 VAC 30-120-450 through 12 VAC 30-120-480, \$24

BabyCare Provider Manual, second edition issued June 24, 1999/continuously revised, 12 VAC 30-50; \$24

Community Mental Health Rehabilitative Services Provider Manual, first edition issued August 1, 2000/continuously revised, 12 VAC 30-50; \$28

Dental Provider Manual, second edition issued July 15, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$24

Elderly or Disabled with Consumer Direction Waiver Services Provider Manual, first edition issued June 20, 2003/continuously revised, 12 VAC 30-50; \$36

Freestanding Renal Dialysis Clinic Provider Manual, second edition issued May 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Durable Medical Supplies and Equipment Provider Manual, second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$28

Elderly Case Management Services Provider Manual, second edition issued September 8, 2000/continuously revised, 12 VAC 30-50-460, \$20

Home Health Provider Manual, second edition issued June 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Hospice Provider Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Hospital Provider Manual, second edition issued November 1, 2000/continuously revised, 12 VAC 30-50-95 et seq. and 12 VAC 30-70 Part V, \$32

Independent Laboratory Provider Manual, second edition issued June 15, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$20

Mental Health Clinic Provider Manual, second edition issued April 14, 2000/continuously revised, 12 VAC 30-50, \$24

Mental Retardation Community Services Provider Manual, first edition issued May 1, 2001/continuously revised, 12 VAC 30-50; \$32

Nursing Home Provider Manual, second edition issued April 15, 2000/continuously revised, 12 VAC 30-90 Part II, \$32

Pre-Admission Screening Provider Manual, first edition issued June 20, 2003/continuously revised, 12 VAC 30-130 Part III, \$24

Personal/Respite Care Provider Manual, first edition issued February 1, 1994, 12 VAC 30-120, \$24

Pharmacy Provider Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Physician Provider Manual, second edition issued February 15, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$36

Podiatry Provider Manual, second edition issued May 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Prosthetic Device Provider Manual, second edition issued January 4, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

Psychiatric Services Provider Manual, second edition issued April 28, 2000/continuously revised, 12 VAC 30-50, \$28

Rehabilitation Provider Manual, second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., \$28

School Division Provider Manual, second edition issued June 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

State and Local Hospitalization Program Provider Manual, second edition issued December 1, 1998/continuously revised, 12 VAC 30-50-100 et seq., \$24

Technology Assisted Waiver and Private Duty Nursing Services Provider Manual, first edition issued November 1, 2000/continuously revised, 12 VAC 30-120 Part II, \$24

Transportation Provider Manual, second edition issued February 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$20

Vision Provider Manual, second edition issued July 15, 1999/continuously revised, 12 VAC 30-50-95 et seq., \$24

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# Guidance Documents

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## BOARD OF MEDICINE

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to William L. Harp, M.D., Executive Director of the Board, at the address above or by telephone at (804) 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, September 2003

85-5, Staff guide for responding to calls concerning medical records, December 2003

85-6, Board Briefs #60, Summer 2000, Section III.F, Ownership of health care records

85-7, Board Briefs #52, Spring 1997, Pharmacotherapy for weight loss

85-9, Board Briefs #49, Spring 1995, Pain management

85-10, Recommendation for preventing transmission of HIV or hepatitis B virus to patients during exposure-prone invasive procedures, revised February 11, 2005

85-11, Sanctioning Reference Points Instruction Manual, adopted by Board, January 2004

85-12, Consumer Guide to the Virginia Board of Medicine, approved by the board at its meeting on February 5, 1998

85-13, Board motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, January 22, 2004

85-14, Board Briefs #54, Spring 1998, Pain Management Guidelines

85-15, Board motion, Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures, January 22, 2004

85-16, Board Briefs #59, Winter 1999, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine

85-17, Rules for the placement and use of equipment necessary for recording or broadcasting a hearing, revised December 2000

85-18, Practitioners' Help Section, - Definitions and explanations for terminology used in Practitioner Profile System and Frequently Asked Questions, revised November 22, 2004

85-19, Practitioner Information System - Glossary of Terms, revised November 22, 2004

85-20, Official Opinion of the Attorney General, December 1992 on employment of surgeon by a nonstock, nonprofit corporation

85-21, Official Opinion of the Attorney General, May 1995 on employment of physician by a for profit corporation

85-22, Board motion, Model Policy Guidelines for Opioid Addiction Treatment in the Medical Office, April 22, 2004

85-23, Board motion, Policy on the Use of Confidential Consent Agreements, October 9, 2003

85-24, Board motion, Adoption of FSMB Model Policy for the Use of Controlled Substances for the Treatment of Pain, June 24, 2004

85-25, Board motion, Process for Delegation of Informal Fact-finding to an agency subordinate, October 14, 2004

## DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the DMHMRSAS library on the 3rd floor of the Jefferson Building, 1220 Bank Street, Richmond, VA. Copies may be obtained by contacting Wendy Brown, Office of Planning and Development, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 225-2252 or FAX (804) 371-0092.

Questions regarding interpretation or implementation of these documents may be directed to the staff persons listed with each document. Any cost for obtaining copies is listed with each document.

Admission and Discharge Protocols for Persons with Mental Retardation Served in Mental Retardation Facilities, issued March 26, 2003, §§ 37.2-837 and 37.2-505, no cost, contact Cynthia Smith (804) 786-0946

Buprenorphine Products for the Pharmacologic Management of Opioid Addiction, Office of Substance Abuse Services Bulletin No. 2004-01, issued July 14, 2004, 21 CFR Part 291, 42 CFR Part 8, § 54.1-3400 et seq. of the Code of Virginia, 12 VAC 35-105-790, 18 VAC 110-20, no cost, contact Denise Clayborn, (804) 786-3906

Criminal History Background Checks for Direct Consumer Care Personnel in Adult Substance Abuse Treatment Programs, Office of Substance Abuse Bulletin No. 2005-01,

issued March 28, 2005, §§ 37.2-416 and 37.2-506 of the Code of Virginia, no cost, contact Mary Randall, (804) 786-3906

CSB Procurement Procedures Manual, revised 2002, §§ 37.2-508 and 37.2-608, no cost, contact Horace Ford, (804) 786-5812

Comprehensive State Plan 2006-2012, issued December 7, 2005, § 37.2-315, no cost, contact Charline Davidson (804) 786-7357

Discharge Protocols for Community Services Boards and State Mental Health Facilities, issued November 5, 2001, §§ 37.2-837 and 37.2-505, no cost, contact Russell Payne, (804) 786-1395

Early Childhood Transition From Part C Early Intervention to Part B Special Education and Other Services for Young Children with Disabilities, Technical Assistance Document, Infant and Toddler Connection of Virginia, issued August 2003, no cost, contact Shirley Ricks (804) 786-0992

Financial Management Standards/Accounts Receivable and Reimbursement Procedures, Volume III, issued May 27, 2003, § 37.2-504, no cost, contact John F. Jackson or Barry A. Mason, (804) 786-3942

Financial Management Standards Guide for Community Services Boards, revised July 2002, no cost, contact Ken Gunn, (804) 786-1555

FY 2006 Community Services Performance Contract Package, issued May 5, 2005, § 37.2-508, no cost, contact Paul R. Gilding, (804) 786-4982

Guidance on Contents of Local Interagency Agreements and Contracts, Infant & Toddler Connection of Virginia, issued August 2003, no cost, contact Shirley Ricks, (804) 786-0992

Guidelines for the Management of Individuals Found Not Guilty by Reason of Insanity, revised May 28, 2003, Chapter 11.1 of Title 19.2 of the Code of Virginia, \$30, contact Kathleen Sadler, (804) 786-8044

Human Rights Regulations-Restrictions on the Use of Telephones and Visitation Privileges, Office of Substance Abuse Services Guidance Bulletin No. 2003-02, issued April 2, 2003, 12 VAC 35-115, no cost, contact Mary Randall, (804) 786-3906

Individualized Part C Early Intervention Supports and Services in Everyday Routines, Activities and Places, Infant & Toddler Connection of Virginia, issued September 2003, no cost, contact Shirley Ricks (804) 786-0992

Managed Withdrawal Training Manual, Office of Substance Abuse Services Guidance Bulletin No. 2003-01, issued March 31, 2003, 12 VAC 35-105-1080, no cost, contact Denise Clayborn, (804) 786-3906

Office of Human Rights, Protocols, Procedures and Practices Manual, revised effective January 2002, §§ 37.2-400 and 37.2-204, no cost, contact Margaret Walsh, (804) 786-3988

Office of Licensing: Protocols, latest revision September 22, 2004, §§ 37.2-505 and 37.2-411, no cost, contact Leslie Anderson, (804) 786-1747

Policies and Procedures for the Implementation of Part C of the Individuals with Disabilities Education Act (IDEA), last revision date August 2002, 34 CFR Part 303; §§ 2.2-5300 through 2.2-5308 and 2.2-2664 no cost, contact Shirley Ricks, (804) 786-0992

Policy Clarification and Technical Assistance on the Implementation of Requirements for Vision and Hearing Components of the Part C Evaluation and Assessment, Infant & Toddler Connection of Virginia, revised October 2003, no cost, contact Shirley Ricks, (804) 786-0992

Prevention Services and Personnel Supported by the Substance Abuse Prevention and Treatment Block Grant Prevention Set-Aside, Office of Substance Abuse Services Guidance Bulletin No. 2003-03, issued August 1, 2003, 45 CFR 96.125, no cost, contact Hope Merrick, (804) 786-3906

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, 19.2-177.1, 37.2-505, 37.2-840, 63.2-1805, no cost, contact Michael Shank, (804) 371-2480

Required Activities for Prevention Services Units Funded Wholly or in Part by the Substance Abuse Prevention and Treatment Block Grant Prevention Set-Aside, Office of Substance Abuse Services Guidance Bulletin No. 2003-04, issued August 1, 2003, contact Hope Merrick (804) 786-3906

Requirements for Federally Mandated Independent Peer Review, Office of Substance Abuse Services Guidance Bulletin No. 2002-01, issued October 7, 2002, 45 CFR 96.136, no cost, contact Mary Randall, (804) 786-3906

Special treatment needs of Individuals with Co-Occurring Substance Abuse Disorders and Traumatic Brain Injuries, Office of Substance Abuse Services Guidance Bulletin No. 2005-02, Issued March 28, 2005, 12 VAC 35-105-150, no cost, contact Mary Randall, (804) 786-3906

## DEPARTMENT OF MILITARY AFFAIRS

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the office of the Department of Military Affairs, Building 316, Fort Pickett, Blackstone, VA 23824. Copies may be obtained free of charge by contacting Mary Sunderlin at the same address, telephone (804) 298-6103, FAX (804) 298-6250 or e-mail mary.sunderlin@va-arng.ngb.army.mil.

Questions regarding interpretation or implementation of these documents may be directed to Mary Sunderlin, Administrative Assistant to the Adjutant General at the address above.

### Guidance Documents:

VaARNG Regulation No. 56-3/VaANG Instruction No. 24-301, Registration of Privately Owned Vehicles by Virginia National Guard Personnel (Special Virginia National Guard License Plates), revised May 1, 2000, § 46.2-725, 46.2-744 and 46.1-105.9

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## Guidance Documents

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VaARNG Regulation No. 56-5/VaANG Instruction No. 24-3011, Registration of Privately Owned Vehicles by Retired Virginia National Guard Personnel (Special Virginia National Guard License Plates), revised May 1, 2000, §§ 46.2-725, 46.2-726 and 46.2-765.5

VaARNG Regulation Number 621.1, Education, Virginia National Guard Tuition Assistant Program, May 1, 2000, § 23-7.4:2

VaARNG Regulation Number 405-1, Armory Management, Army Control Board and Non-Military Use of Armories, July 15, 1994, § 44-135.1

### **VIRGINIA MILITARY INSTITUTE**

Copies of the following document may be viewed on regular work days from 8 a.m. until 5 p.m. in the office of Auxiliary Services, VMI Hospital - 2nd Floor, Virginia Military Institute, Lexington, VA 24450. Copies may be obtained free of charge by contacting James N. Joyner, Jr., Colonel U.S. Army (Ret.), Director of Auxiliary Services at the same address, telephone (540) 464-7096, FAX (540) 464-7793 or e-mail joynerjn@vmi.edu. The internet address for accessing the document is found below.

Questions regarding interpretation or implementation of this document may be directed to Col. James N. Joyner, Jr. at the address and phone number listed above.

Virginia Military Institute Motor Vehicle Policy  
<http://www.vmi.edu/show.asp?durki=798&site=26&return=790>,  
issued September 2005, § 23-9.2:3

### **STATE MILK 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 State Milk Commission, Department of Agriculture and Consumer Services, Oliver Hill Building, 102 Governor Street, Room 205, Richmond, VA 23219. Copies may be obtained free of charge by contacting Edward C. Wilson at the same address, telephone (VOICE/TTY) (804) 786-2013, FAX (804) 786-3779, or e-mail [Edward.Wilson@vdacs.virginia.gov](mailto:Edward.Wilson@vdacs.virginia.gov)

Questions regarding interpretation or implementation of these documents may be directed to Edward C. Wilson, Deputy Administrator, State Milk Commission, Department of Agriculture and Consumer Services, Oliver Hill Building, 102 Governor Street, Room 205, Richmond, Virginia 23219, telephone (VOICE/TTY) (804) 786-2013, FAX (804) 786-3779, or e-mail [Edward.Wilson@vdacs.virginia.gov](mailto:Edward.Wilson@vdacs.virginia.gov)

#### **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**

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 Steve Walz, Department of Mines, Minerals and Energy, 202 North Ninth Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3211, FAX (804) 692-3237, or [stephen.walz@dmme.virginia.gov](mailto:stephen.walz@dmme.virginia.gov).

All DMME guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall, <http://www.townhall.state.va.us/Intro.cfm>.

For paper copies, unless otherwise noted, the first 20 pages of any guidance document or group of documents are free of charge, and subsequent pages cost \$.25 per page.

For TTY contacts to the department regarding all guidance documents on this list, call the Virginia Relay Center at 1-800-828-1120.

#### **General DMME Documents**

DMME guidance documents of a general nature may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy's Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Lola Varner or Cindy Ashley at the same address, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Mike Abbott, Public Relations Manager, Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8146 or FAX (276) 523-8148.

#### **Division of Mines (DM)**

##### **Board of Coal Mining Examiners**

Guidance documents pertaining to DMME's Board of Coal Mine Examiners may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. by contacting Becky Moore at the Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8227, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chairman, Board of Coal Mining Examiners, Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain

Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8226 or FAX (276) 523-8239.

### Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety are available on diskette, free of charge, at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material may be directed to Carroll Green, Inspector Supervisor, Division of Mines, at the same address, telephone (276) 523-8232 or FAX (276) 523-8239; or Rebecca Moore, Office Services Specialist, Division of Mines, at the same address, telephone (276) 523-8227, same FAX number.

### Division of Mines Notices and Memoranda to Operators

Division of Mines Notices and Memoranda to Operators may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

### Division of Mines Procedures

Division of Mines procedures may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these procedures may be directed to Frank A. Linkous, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

### Division of Mines Forms

Division of Mines forms may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These forms are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these forms may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

### Guidelines for Application of Regulatory Standards

Guidelines for Application of Regulatory Standards may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these documents may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

### Division of Mined Land Reclamation (DMLR)

#### Division of Mined Land Reclamation Memoranda

Division of Mined Land Reclamation memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to 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.

#### Division of Mined Land Reclamation Procedures

Division of Mined Land Reclamation procedures may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to 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.

#### Division of Mined Land Reclamation -- Other Documents

Other documents issued by the Division of Mined Land Reclamation may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

#### Division of Mined Land Reclamation Forms

Division of Mined Land Reclamation forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141. These forms are used by agency staff to implement 4 VAC 25-130.

Questions regarding interpretation or implementation of these documents may be directed to Gavin M. Bledsoe, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8157 or FAX (276) 523-8163.

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# Guidance Documents

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## Division of Mineral Mining (DMM)

### Division of Mineral Mining Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

### Division of Mineral Mining Procedures

Division of Mineral Mining procedures may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These procedures are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

### Division of Mineral Mining Forms

Division of Mineral Mining forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These forms are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Questions regarding interpretation or implementation of these forms may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

## Division of Gas and Oil (DGO)

### Division of Gas and Oil Memoranda to Operators and Bulletins

Division of Gas and Oil memoranda to operators and bulletins may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these documents may be directed to Bob Wilson, Director, Division of Gas and Oil, same address and telephone.

## Division of Gas and Oil Forms

Division of Gas and Oil forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these forms may be directed to Bob Wilson, Director, Division of Gas and Oil, same address and telephone.

### **Guidance documents pertaining to the agency - Department of Mines, Minerals and Energy**

343, DMLR Procedure No.2.1.03, Unpermitted/Exempted Sites, 03/12/1997

347, DMLR Procedure No. 2.2.02, Confidentiality of Permit Application Information, 03/12/1997

387, DMLR Procedure No. 3.6.01, Certification of Pollution Control Equipment, 03/12/1997

390, DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, Administrative Hearings Manual, 03/27/2002

392, DM Procedure No. 1.03.02, Rescue and Recovery Plan, 10/01/2000

393, DM Procedure No. 1.04.02, 5-Day Spot Inspection, 01/13/1997

394, DM Procedure No. 1.04.09, Administrative Review of Notices of Violation, 01/01/1997

396, DM Procedure No. 1.03.03, State Designated Mine Rescue, 01/01/1997

397, DM Procedure No. 1.04.01, Inspection of Coal Mines, 10/01/2000

398, DM Procedure No. 1.04.04, Regular Inspections, 10/01/2000

400, DM Procedure No. 1.04.05, Spot Inspection, 10/01/2000

401, DM Procedure No. 1.04.06, Risk Assessment, 01/01/1997

402, DM Procedure No. 1.04.07, Independent Contractors, 01/01/1997

403, DM Procedure No. 1.04.08, Smoking Articles Inspection, 01/27/2000

404, DM Procedure No. 1.04.10, Impoundment Inspections, 07/18/2001

405, DM Procedure No. 1.05.01, Investigation of Accidents and Incidents, 10/01/2000

406, DM Procedure No. 1.05.02, Inundation of Water and Gas, 10/01/2000

407, DM Procedure No. 1.05.03, Methane Ignition, 10/01/2000

408, DM Procedure No. 1.05.04, Serious Personal Injury, 10/01/2000



- 409, DM Procedure No. 1.05.05, Unintentional Roof Falls, 10/01/2000
- 410, DM Procedure No. 1.05.06, Unlicensed Mine Sites, 10/01/2000
- 411, DM Procedure No. 1.05.07, Safety Complaints, 10/01/2000
- 412, DM Procedure No. 1.05.09, Investigation Documents File, 05/03/1999
- 413, DM Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities, 08/01/2000
- 414, DM Procedure No. 1.06.01, Plan Approvals, 09/01/2002
- 415, DM Procedure No. 1.06.02, Map Submittals, 10/01/2000
- 417, DM Procedure No. 1.07.01, Technical Instruction, 01/29/1999
- 418, DM Procedure No. 1.07.02, Small Mine Safety Service, 01/29/1999
- 419, DM Procedure No. 1.07.03, Training and Accident Reduction, 01/09/1999
- 420, DM Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites, 10/01/2000
- 421, DM Procedure No. 1.08.04, Other Requests for Assistance, 10/01/2000
- 422, DM Procedure No. 1.09.02, Recertification Requirements, 01/01/1997
- 426, DM Procedure No. 1.09.01, Certification of Miners, 10/01/2000
- 427, DM Procedure No. 1.08.01, Licensing, 10/01/2000
- 428, DM Procedure No. 1.08.03, Requests Through the Freedom of Information Act, 04/30/2002
- 429, DM Procedure No. 1.03.01, Emergency Response Team, 01/01/1999
- 430, DM Procedure No. 1.04.03, Reopening Inspection, 08/18/1998
- 431, DMME-IR-1, Request for Information Under FOIA, 12/28/1999
- 432, Responding to Requests for Information, 10/23/2002
- 433, DM Chapter 14.3, Article 2, Section 45.1-161.115 D, Supplies of Materials for Supports, 04/10/2000
- 434, DM Chapter 14.3, Article 4, Section 45.1-161.124 A, Shop and Other Equipment, 04/10/2000
- 435, DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices, 04/10/2000
- 436, DM Chapter 14.3, Article 6, Section 45.1-161.139, Inspection of Underground Equipment, 04/10/2000
- 437, DM Chapter 14.3, Article 6, Section 45.1-161.141 E, Self Propelled Equipment, 04/10/2000
- 438, DM Chapter 14.3, Article 6, Section 45.1-161.143 A and B, Transportation of Material, 04/10/2000
- 439, DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents, 04/10/2000
- 440, DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators, 04/10/2000
- 442, DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine, 04/10/2000
- 443, DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist, 04/10/2000
- 444, DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 45.1-161.30, Operator/Independent Contractor (Examinations and Record Keeping), 09/30/2002
- 445, DM Chapter 14.2, Article 3, Section 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons, Penalty, 04/10/2000
- 446, DM Chapter 14.2, Article 3, Section 45.1-161.37 A, General Coal Miner Certification, 04/10/2000
- 447, DM Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification, 04/10/2000
- 450, DM Chapter 14.2, Article 7, Section 45.1-161.77 A, Reports of Explosions and Mine Fires, 04/10/2000
- 451, DM Chapter 14.2, Article 7, Section 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department, 04/10/2000
- 452, DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records, 04/10/2000
- 453, DM Chapter 14.2, Article 8, Section 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets, 04/10/2000
- 454, DM Chapter 14.2, Article 8, Section 45.1-161.85 A, Scheduling of Inspections, 04/10/2000
- 458, DM Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment, 04/10/2000
- 459, DM Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips, 04/10/2000
- 460, DM Chapter 14.3, Article 7, Section 45.1-161.159 A and C, Hoisting Engineer, 04/10/2000
- 461, DM Chapter 14.3, Article 8, Section 45.1-161.162 A, Mine Openings and Escapeways, 09/30/2002
- 462, DM Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings, 04/10/2000
- 464, DM Chapter 14.3, Article 11, Section 45.1-161.189 E, Electricity, 09/30/2002
- 466, DM Chapter 14.3, Article 11, Section 45.1-161.195 B, C and D, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, 04/10/2000
- 467, DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment, 09/30/2002

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## Guidance Documents

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- 468, DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment, 04/10/2000
- 469, DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel, 04/10/2000
- 470, DM Chapter 14.3, Article 13, Section 45.1-161.202 B, Emergency Response Plans; List of Next of Kin, 04/10/2000
- 471, DM Chapter 14.3, Article 13, Section 45.1-161.205 F, Storage and Use of Flammable Fluids and Materials, 09/30/2002
- 472, DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment, 09/30/2002
- 473, DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations, 04/10/2000
- 474, DM Chapter 14.3, Article 14, Section 45.1-161.210 J, Weekly Examinations, 04/10/2000
- 475, DM Chapter 14.3, Article 14, Section 45.1-161.221 D, Coursing of Air, 04/10/2000
- 477, DM Chapter 14.3, Title 15, Section 45.1-161.238 D, Storage and Use of Flammable Fluids and Materials, 09/30/2002
- 478, DM Chapter 14.3, Article 16, Section 45.1-161.251 A, Employment of Inexperienced Underground Miners, 04/10/2000
- 479, DM Chapter 14.4, Article 2, Section 45.1-161.256-257, Safety Examinations, 04/10/2000
- 480, DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards, 04/10/2000
- 481, DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment, 04/10/2000
- 482, DM Chapter 14.4, Article 5, Section 45.1-161.267 L, Storage and Use of Flammable Fluids and Materials, 09/30/2002
- 483, DM Chapter 14.4, Article 12, Sections 45.1-161.288 and 45.1-161.290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, 04/10/2000
- 522, DM-CM-3S, Inspection Report, 03/01/1999
- 524, DM-RAU-1-S, Underground Mine Risk Assessment, 04/01/1999
- 525, DM -RAS-1-S, Surface Mine, Auger, Highwall Miner Risk Assessment, 04/01/1999
- 527, DM-TS-1-S, Field Report Form, 03/01/1999
- 528, DM-IMP-1-S, Impoundment Inspection Form, 03/01/1999
- 530, DM-F-2-S, Roof Fall Investigation, 03/01/1999
- 531, DM-F-1-S, Accident Investigation, 03/01/1999
- 532, DM-IGN-1-S, Ignition Investigation, 03/01/1999
- 533, DM-IU-1-S, Inundation Investigation, 03/01/1999
- 535, DM-CI-1S, Complaint Investigation Report, 03/01/1999
- 536, DM -RV-1-S, Report of Violation Form, 03/01/1999
- 537, DM-WI-1-S, Special Written Instructions, 03/01/1999
- 538, DM-DE-01-S, Diesel Equipment Approval Form, 04/01/2001
- 541, DM-DC-01, Operator Assistance Request, 11/01/2001
- 544, DM Operator Memorandum DM 02-05, Division of Mines Rescue and Recovery, 10/28/2002
- 546, DM Operator Memorandum DM-02-01, State-Designated Mine Rescue, 01/29/2002
- 547, DM Operator Memorandum DM 01-07, Surface Mining Within 200 Feet of a Gas Well or Pipeline, 12/17/2001
- 549, DM LIC-01, License to Operate a Mine, 01/01/1997
- 550, DM Operator Memorandum DM 01-04, Verification of Current Mine Foreman Certifications, 10/03/2001
- 551, DM Operator Memorandum DM 00-02, On-Shift Examination of All Mobile Equipment, 01/04/2000
- 555, DM Operator Memorandum DM 99-03, Required Submittal of Annual Affidavits to the Department of Mines, Minerals and Energy, 02/26/1999
- 566, DMM Procedure No. 2.1, Operator Assistance, 05/21/1997
- 567, DMM Procedure No. 2.4, Inspections, 05/21/1997
- 568, DMM Procedure No. 2.5, Inspection Frequency; Safety, 05/21/1997
- 569, DMM Procedure No. 2.6, Inspection Frequency; Reclamation, 05/21/1997
- 570, DMM Procedure No. 2.7, Inspection Reports, 05/21/1997
- 571, DMM Procedure No. 2.8, Special Orders/Notices of Violation, 05/21/1997
- 572, DMM Procedure No. 2.9, Notice of Non-Compliance, 05/21/1997
- 573, DMM Procedure No. 2.10, Closure Orders, 05/21/1997
- 574, DMM Procedure No. 2.11, Recommending Bond Forfeitures, 05/21/1997
- 575, DMM Procedure No. 2.12, Safety/Health/Reclamation Complaints, 05/21/1997
- 576, DMM Procedure No. 2.13, Blasting Complaint Investigations, 05/21/1997
- 577, DMM Procedure No. 2.14, Accident/Fire Investigations, 05/21/1997
- 578, DMM Procedure No. 2.15, Unlicensed Mine Sites, 05/21/1997
- 579, DMM Procedure No. 4.1, Relinquishments and Repermitting, 09/10/1991
- 580, DMM Procedure No. 4.2, Permit Renewal and Progress Reports, 09/10/1991

- 581, DMM Procedure No. 4.3, Additional Bond Required at Anniversary Time, 09/10/1991
- 582, DMM Procedure No. 4.4, Bond Reduction and Release, 09/10/1991
- 583, DMM Procedure No. 4.5, Completion Material/Permit Close-Out, 09/10/1991
- 584, DMM Procedure No. 4.7, Change in Operating Officials, 09/10/1991
- 585, DMM Procedure No. 4.8, Temporary Cessation of Surface Mines, 09/10/1991
- 586, DMM Procedure No. 4.9, Exemption for Extraction of Coal Which is Incidental to the Extraction of Other Minerals, 09/10/1991
- 587, DMM Procedure No. 4.10, Field Approval, 01/08/1996
- 588, DMM Procedure No. 4.11, Initial Site Inspection, 09/10/1991
- 589, DMM Procedure No. 4.12, Mineral Mining Quarrying Schedule (Tonnage Report), 09/10/1991
- 590, DMM Procedure No. 4.13, Permit Application Review, 09/10/1991
- 591, DMM Procedure No. 4.14, Hearing Procedure, 09/10/1991
- 592, DMM Procedure No. 4.15, Termination of License Requirement, 10/24/1995
- 593, DMM Procedure No. 4.18, Contractor Information, 01/08/1996
- 594, DMM Procedure No. 4.19, Confidential Files, 03/24/1997
- 595, DMM Procedure No. 4.20, Permit Transfers, 01/08/1996
- 596, DMM Education and Training Plan for Mineral Mining, 01/01/1996
- 597, DMM Surface Foreman's Certification Study Guide, 03/01/2002
- 598, DMM Surface Blaster Certification Student Guide, 03/01/2001
- 599, DMM Operator Memorandum, Waste Materials Brought Onto Mine Sites, 01/25/1993
- 620, DMLR-DT-000, Certification Checklist Pollution Control Equipment and Facilities, Section 58.1-3660 of the Code of Virginia, 02/01/1996
- 631, DMLR-PT-028, Anniversary Notification, 09/01/1999
- 635, DMLR--A Citizen's Guide to Coal Mine Complaint Resolution, 12/01/2002
- 638, DMLR Guidance Memorandum No. 5-02, Updated Application Submittal Procedures, 12/09/2002
- 640, DM Operator Memorandum DM 97-17, On-Site Examination of Mine Foremen by a Mine Inspector, 12/05/1997
- 642, DM Notice to Operators, DM 02-07, Submittal of Annual Report and Tax Affidavit, 12/16/2002
- 648, DMM Procedure No. 4.6, Amendments, 01/08/1996
- 666, DGO-IR-S, Inspection Report, 10/01/2001
- 668, DGO-CI-S, Complaint Investigation, 02/01/1999
- 670, DGO-P, Permit for Gas and Oil Operations, 10/01/1991
- 673, DMM Procedure No. 3.1, General Procedures for Reclaiming Orphaned Land Sites, 02/24/1998
- 674, DMM Informational Brochure for Public Hearings, 01/01/1998
- 677, DMM-164, Certification of No Changes in Permit Map, 10/01/2002
- 685, DM-V-1-S, Notice of Violation, 03/01/1999
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- 2014, DMM-101, Permit/License Application, 09/01/2003
- 2297, DMLR Memo to Operators, (Change to 8-85), 1-9-2004, 01/09/2004
- 2352, DMLR Guidance Memo - 9-04 - Requirements for Permit Transfer, 02/17/2004
- 2371, DM Chapter 14.2, Article 5, Section 45.1-161.62.A&C, Licensing of Mines-Annual Reports, 04/15/2004
- 2372, DM Chapter 14.2, Article 5, Section 45.1-161.64 A, Licensing of Mines, Mine maps are required, 04/15/2004
- 2373, DM Chapter 14.3, Article 5, Section 45.1-161.128 B, Explosives and Blasting, 04/15/2004
- 2374, DM Chapter 14.3, Article 5, Section 45.1-161.158 F, Hoisting, 04/15/2004
- 2606, DMM-157, License Renewal and Transfer Application, 03/01/2004
- 2607, DMLR-PT-013, Surety Bond, 07/01/2004
- 2608, DMLR-PT-013B, Surety Bond Rider, 07/01/2004
- 2609, DMLR-PT-026, Certificate of Deposit Form, 07/01/2004
- 2610, DMLR-PT-255, Irrevocable Letter of Credit, 07/01/2004
- 2611, DMLR-PT-012, Premining -v- Postmining Analysis, 08/01/2003
- 2612, DMLR\_PT-013A Surety Bond/Federal Lands, 10/01/1995
- 2613, DMM-157, License Renewal/Transfer Application, 03/01/2004
- 2615, DM Operator Memo, 96-02, General Coal Miner Certification, 01/17/1996
- 2616, DMLR Procedure 3.3.16, Sediment Pond Effluent limits, 04/04/2003
- 2760, DMLR Procedure No. 3.3.17 Tree Planting, 08/30/2005
- 2761, DMLR Procedure No. 2.3.11 Ground Control Plans, 09/27/2005

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# Guidance Documents

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## MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the Motor Vehicle Dealer Board's (MVDB) Office, 2201 W. Broad Street, Suite 104, Richmond, VA 23220. Copies may be obtained free of charge by contacting Alice Weedon at the same address, telephone (804) 367-1100, ext. 3001 or toll free at (877) 270-0203, ext. 3001, FAX (804) 367-1053, or e-mail [dboard@mvb.virginia.gov](mailto:dboard@mvb.virginia.gov).

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.

Resolution on Educational and Warning Letters, January 10, 2005, Board Meeting

### Guidance Documents: Dealer Licensing

LI010-97, Certificate of Qualification, December 1997, §§ 46.2-1511 and 46.2-1512

LI020-01, Dual Licensing Process, July 2001

"Guidelines for Review of Applicants Who Have a Criminal History" (March 17, 1998)

"Process for Determining Sanctions" (July 1999)

"Salesperson and Dealer-Operator Test," MVDB Meeting Summaries from March 1996, May 1996 and September 1996

"Review of the Dealer's Buyer's Order," MVDB Meeting Summary from January 1996, § 46.2-1530

"Delegation of Authority to the Executive Director and Office Manager," Meeting Summaries from March 1996, September 1996, September 1997 and July 1999

"Bonding Requirements," Memorandum from the executive director to the members of the Board dated October 27, 2000

### Guidance Documents: Dealer Advertising

AV010-00, Deviations from Standard Practices June 2000

"Delegation of Authority to the Executive Director and Office Staff for Enforcing Regulations and Determining Civil Penalties," MVDB Meeting Summaries, January 1996, and November 1998.

### Guidance Documents: Administration

AD010-95, Board Meetings (Parliamentary Guidelines), May 1997

AD020-95, Board Meetings (Public Comment), May 1997

AD030-96, Board Meetings (Meeting Documentation), Rev. Dec 2002

AD040-95, Board Meetings (Vice-Chair), May 1997

AD050-96, Board Meetings (Meeting Dates and Times), December 2001

AD060-95, Executive Director (Office Supplies), May 1997

AD070-95, Executive Director (Board Guidance), May 1997

AD075-99, MVDB 800 Toll Free Customer Service Line, May 1999

AD080-00, MVDB American Express Purchase Policy, September 2000

AD090-00, MVDB Annual Loss Analysis Policy, September 2000

AD0100-00, MVDB Internet Privacy Policy, October 2000

AD0-105-01, MVDB Purchasing Policy

AD110-02, MVDB, Internal Database System Data Manipulation, Storage, Mainframe and Record Deletion Policy

AD111-02, MVDB Freedom of Information Act Compliance

AD120-02, MVDB Minority, Women & Small Business Source Procurement Policy

### Guidance Documents: Internal Process

MVDB-01, Qualifications, October 1999

MVDB-02, Initial Salesperson Licensing, October 1999

MVDB-03, Monthly Renewals, November 1999

MVDB-04, Dealer Licensing, October 1999

MVDB-05, Nonprofit Organization Consignment Processing, April 2000

MVDB-06, Permanent and Temporary Supplemental Licensing, May 2000

MVDB-07, Field Inspections, June 2000

MVDB-08, Plate and Decal Inventory, August 2000

## DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular business hours, Monday through Friday, 8:30 a.m. until 5 p.m. in Legislative Services, Room 724, at the Department of Motor Vehicles, 2300 West Broad Street, Richmond, VA 23220. Copies totaling under ten pages may

be obtained for no charge. Copies totaling ten pages or more may be obtained at a cost of \$.50 per 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 Marc.Copeland@dmv.virginia.gov.

### Guidance Documents:

Personal Property Tax Relief Guidelines for Direct Compensation Years, revised July 2004, § 58.1-3532

Personal Property Tax Relief Technical Reference Guide for Local Government Officials, revised October 2004, § 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-508, State Vehicles Assigned or Owned by DMV Policy

AD-508.1, How to Request for Occasional Use Policy

AD-508.2, How to Request Permanently Assigned Vehicle Policy

AD-508.4, Reporting Accident/Loss Involving State Vehicle

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, updated on a regular basis as necessary

Financial Responsibility Insurance Filing Via Internet, Issued January 1999

Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566

Insurance Verification Activities Annual Report

Licensee Responsibilities Regarding Recordkeeping Requirements in Accordance with the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA), issued June 1996

MCTS247, Motor Carrier Guidelines, revised February 16, 2005, §§ 58.1-2700 et. al, 46.2-703, 46.2-2000 et. al, and 46.2-2100 et. al

MED 5, Minimum Vision Requirements for Licensed Drivers of Motor Vehicles, revised June 2001, § 46.2-311

MED 12, Virginia Parking Placards and Plates for Customers with Disabilities, revised July 2003, §§ 46.2-731, 46.2-732, 46.2-739 and 46.2-1241

MED 31, Conditions of Variance for CDL Drivers to Haul Hazardous Materials, revised September 1998, §§ 10.1-1402 (11), 10.1-1405, 10.1-1450 and 46.2-341.9:1

MED 44, Driver Licensing Information for Wearers of Bioptic Telescopic Lens, revised June 2001, § 46.2-312

Memorandum from Richard D. Holcomb to All DMV Investigators Re: Sale of Trailer Kits and Trailers, dated August 13, 1996, § 46.2-1992.6 et seq.

Memorandum from Richard D. Holcomb to All On-line Dealers Re: Processing Fee, dated November 21, 1995

Memorandum from Richard D. Holcomb to Holders of Drive-Away License Plates Re: Drive-Away License Plate Usage, dated May 23, 1994, § 46.2-733

Memorandum from Richard D. Holcomb to Motor Vehicle Dealers, DMV Personnel, CVR Personnel Re: Transfer of License Plates to Leased Vehicles, dated September 7, 1995

DMV 2, Virginia Motorcycle Operator Manual, July 2003

DMV 7, Virginia webCAT - Virginia's Electronic Motor Carrier Solution, April 2003

DMV 16, Parents in the Driver's Seat, July 2003

DMV 30, Legal Presence Frequently Asked Questions, October 2003, § 46.2-105.2

DMV 32, Alternative Services card, January 2003

DMV 33, Self-Service Center brochure, April 2003

DMV 34, Alternate Motorcycle Skill Test, January 2003

DMV 34A, Alternate Motorcycle Skill Test (for smaller testing area), January 2003

DMV 35, Your driver's license expires on your birthday! card, September 2003

DMV 39, Virginia Driver's Manual - Rules of the Road, July 2003

DMV 39S, Manual del Conductor de Virginia - Reglas de la Carretera 2003-2004, Julio de 2003

DMV 51, Legal Presence affects you. insert, September 2003, § 46.2-105.2

DMV 51S, La Presencia Legal lo afecta a usted., Septiembre 2003, § 46.2-105.2

DMV 52, Saving lives through organ and tissue donation/Legal Presence, September 2003

DMV 60, Virginia Commercial Driver's Manual, July 2000

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## Guidance Documents

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DMV 72, Automobile Liability Insurance Reporting Requirements/Reporting Guide for Insurance Companies, May 2003

DMV 105, DMV Guide for family members and friends of the recently deceased, September 2003

DMV 106, What Can I Do Online?, February 2003

DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, August 2005

DMV 114, A Different Kind of Crash Course, The Virginia DI Program, July 2004, § 46.2-489 et seq.

DMV 115, Moving Violations and Point Assessments, The Virginia DI Program, July 2004, §§ 46.2-491 through 46.2-494

DMV 132, Virginia Fuels Tax Act Guidelines, dated August 2000, § 58.1-2200 et. al

DMV134, Virginia Motor Vehicle Rental Regulations, October 2004, §§58.1-2400 - 2426, 24 VAC 20 -100 through 100-540

DMV 137, What is the Personal Property Tax Relief Act?/Legal Presence, September 2003

DMV 138, Congratulations on your new driver's license!, July 2002

DMV 140, New to Virginia?, August 2003

DMV 141, Acceptable Documents for Obtaining a Driver's License or Photo Identification Card, effective March 25, 2004

DMV 141S, Documentos aceptables para obtener una licencia de conductor o una tarjeta de identificación con foto, (25 de Marzo de 2004)

DMV 142, Basic Steps to your Driver's License, effective January 1, 2004

DMV 142S, Pasos basicos para obtener su licencia de conducir o tarjeta de identificación con foto, (Vigente el 1ro de enero de 2004)

DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, July 2002, § 46.2-323.1

DMV 144, If you hold a photo ID card.../Legal Presence, September 2003, § 46.2-345

DMV 166, Are You Covered? To protect our citizens, Virginia law requires insurance coverage for all motor vehicles, July 2003

DMV 168, Virginia is Tough on drunk and drugged drivers, July 2003

RDT131, International Fuels Tax Agreement Guidebook, July 26, 2005, § 58.1-2700 et seq.

Recommended Guidelines of the Medical Control Advisory Board, Administrative Procedures, revised November 1995, §§ 46.2-200, 46.2-203, 46.2-204 and 46.2-322.

SB97-005A, Mechanics and Storage Lien: Program Enhancements Special Bulletin, issued August 15, 1997, §§ 43-32 through 43-34

Special Employee Identification Card Program for Agencies/Organizations in State and Local Governments Information Sheet, revised October 2004, § 46.2-345

US531A/AR, Information Use Agreement, revised May 2005, § 46.2-208

US531E/ER, Application for Extranet Transaction Access, revised November 2004, § 46.2-208

Vehicle Registration Guidebook, updated on a regular basis, as necessary

Virginia International Registration Plan, issued September 1997, § 46.2-703

Virginia International Registration Plan, issued September 1997

Virginia Motor Vehicle Dealer Manual, revised July 1997

Virginia Department of Motor Vehicles Electronic Liens Participant Package, issued June 1, 1998, §§ 46.2-216.1 and 46.2-216.2

**In addition to the above documents, the following documents are continuously updated:**

Bulletins Relating to Motor Carrier Issues and Requirements, updated throughout the year

Notices Relating to Fuels Tax Issues and Requirements, updated throughout the year

Procedures for the Transportation Safety Grants Program, updated throughout the year

**The following is continuously updated throughout the year on a daily basis:**

DMV Website - contents as of December 2005 include:

### ONLINE TRANSACTIONS

Address Change  
Administrative Hearing Request  
Compliance Summary Request - New  
Disabled Parking Placard Renewal  
Driver's License Renewal  
Driver's License Replacement  
Hauling Permits  
ID Card Replacement  
Insurance Verification  
Organ Donor Status Change  
PIN Administration  
Plate Purchase  
Prospective Purchaser Inquiry (PPI)  
Record at a Glance  
Record Request  
Registration Card Replacement  
Report a Vehicle Sold or Traded  
Souvenir Plate Orders  
Title Replacement  
Trip Permit Purchase  
Vehicle Registration Renewal  
What Have I Done Online

### Citizen Services

Legal Presence	CDT 12	Commercial Driver Training School Student Questionnaire
Disability Services	CDT B	Instructions for Completing the CDT-B
Driver Services	CRD 01	Request for Vehicle Information by a Prospective Purchaser
Family of Deceased	CRD 93	Information Request
Fees	CSMA 01	Contact Information for Vital Statistics
Fuels Tax Refund	CSMA 10	DMV Select Site Visit Check Sheet
Hauling Permits	CSMA 11	DMV Select Contractual Agent, Application for
ID Services	CSMA 22	Special ID Card Information Sheet
Local Vehicle Registration Program (LVR)	DI 3	Driver Improvement Clinic (DI) Student Questionnaire
Medical Information	DI 15	DI Clinic Certification & Agreement (& Instructions), App. for
Record Services	DI 505	Driver Improvement Clinic Instructor Personal Data Sheet
Vehicle Services	DL 1M	Driver's License, ID Card and Voter Registration Application
<b>Information for Businesses</b>	DL 1PA	Supplemental Driver's Licensing History Sheet
Business Opportunities	DL 5	Identification Card Application for Minors Under Age 15
Commercial Driver Improvement Clinic Program	DL 15	Private Trucking Drivers Status Report
Dealer Services	DL 18	Cancellation of Minor's Driving Privilege
Electronic Lien Program	DL 19	Commercial/Private Business Drivers Status Report
Fuels Tax	DL 29	Private School and Day Care Status Report
Governmental Access to DMV Records	DL 30	Driver Status Report
Insurance Industry Services	DL 32	School Bus Drivers Status Report
Motor Carrier Services	DL 34	Public/Private School Driver Education Instructors
Non-Governmental Access to DMV Records	DL 55	Request for NDR File Check on Current or Prospective Employee
Online Dealer	DL 56	Individual Request for NDR Check
Online Fleet	DL 70	Hazmat Endorsement Background Record Check
Online Salvage Pools	DL 140	Vehicle Inspection Study Guide- Tractor Trailer
Rental Tax	DL 141	Vehicle Inspection Study Guide - Straight Truck/School Bus
Salvage and Nonrepairable Vehicles	DL 142	Vehicle Inspection Study Guide - Coach/Transit Bus
Size and Weight Enforcement	DMV 2	Motorcycle Operator Manual
Voluntary Driving Record Monitoring Program	DMV 7	Virginia web-CAT – Virginia's Electronic Motor Carrier Solution
Webcat	DMV 16	Parents in the Driver's Seat
<b>General DMV Information</b>	DMV 25	Be an Online Dealer
A message from the Commissioner	DMV 28	Farm Vehicle FAQs
Business Opportunities	DMV 30	Legal Presence Fact Sheet
Commonwealth Transportation Fund (CTF) Revenues	DMV 30S	La Nueva Ley de La P Presencia resencia Legal de Virginia
Contact Us	DMV 32	Alternative Service Card
DMV Legislation	DMV 33	Self-Service Center brochure
DMV News	DMV 34	Alternative Motorcycle Skill Test
Employment Opportunities	DMV 34A	Virginia's Motorcycle Skills Test
Freedom of Information Act (FOIA)	DMV 35	Your Driver's License Expires on Your Birthday
Insurance Consumer Information	DMV 39	Driver's Manual
Office Locations	DMV 39-SP	Manual de Conductor de Virginia
Outside of VA?	DMV 51	Legal Presence Affects You
Personal Property Tax Relief (PPTR)	DMV 51-SP	La Presencia Legal lo afecta a usted
Privacy and Security		
Recognition and Awards		
Resources		
Safety		
Selective Service Registration		
Vehicle Consumer Information		
Voter Registration		
Website Survey		
<b>DMV Forms and Publications</b>		
DMV Forms Online		
CDT 001	Commercial Driver Training School License, Application for	
CDT 002	Commercial Driver Training School Instructor License, Application for	
CDT 006	Surety Bond	

# Guidance Documents

DMV 52	Organ Donor/Legal Presence Brochure	DSD 14-A	Manufactured Home Dealer Certificate of Registration Application
DMV 53	Turning 80? Come See Us	DSD 15	Watercraft Trailer Dealer Certificate of Registration Application
DMV 60	Commercial Driver's Manual	DSD 21	Record of All Wholesale Sales and Retail Sales Registered Out of State
DMV 61	USA Patriot Act Requirements for Hazardous Materials Endorsements	DSD 27	Permission to Use Dealer's License Plates
DMV 65	Credit Card Charge Request	DSD 27-A	Permission to Use Dealer Transport License Plates...
DMV 72	VA Automobile Liability Insurance Reporting Requirements	DSD 27-B	Permission to Use Drive Away License Plates
DMV 105	DMV Guide for Family Members and Friends of the Recently Deceased	DSD 36	Dealer Request for DMV Forms
DMV 106	Online Transaction List	DSD 40	Motor Vehicle Dealer Board Application - Subsequent 30 Day Plates
DMV 109	Size,Weight,Equipment and Other Requirements for Trucks...	DSD41	Temporary Certificate of Ownership / Authorization for Dealer to Issue Third Set of 30-day Temporary Plates
DMV 110	Coloring Book, Snap Dragon	DSD 42	Motor Vehicle Dealer Board Application - Increase 30-Day Plate Purchase
DMV 114	A Different Kind of Crash Course DI Program	DSD43	Motor Vehicle Dealer Application To Authorize Temporary Plate Purchaser
DMV 115	Moving Violations and Point Assessment	DSD 65	Certificate of Zoning Compliance
DMV 132	Virginia Fuels Tax Guidelines	DSD 65-A	Certificate of Zoning Compliance
DMV 133	Virginia Motor Vehicle Rental Tax Questions and Answers Guidelines for Rentors	DTS 001	Driver Training School License, Application for
DMV 134	Virginia Motor Vehicle Rental Tax Rules and Regulations	DTS 002	Driver Training Instructor License, Application for
DMV 137	What is the Personal Property Tax Relief Act?/Legal Presence	DTS 005	Vehicle Insurance Certification – Va. Driver Training School
DMV 140	New to Virginia	DTS 014	Instructions for Student In-car Instruction Record
DMV 141	Acceptable Documents for Obtaining a Driver's License or Photo ID Card	FMS 210	Vehicle Registration Refund, Application for
DMV 141-SP	Documentos Aceptables para Obtener una Licencia de Conductor...	FMS 310	ACH Authorization Package
DMV 142	Basic Steps to your Driver's License	FMS 310	ACH Authorization Package
DMV 142-SP	Pasos Basicos Para Obtener su Licencia de Conducir	FR 1	Insurance Coverage Report
DMV 143	Re-establishing Your VA Residency/Qualifying for a VA Address...	FR 3	Insurance Verification Annual Report
DMV 144	If You Hold a Photo ID Card.	FR 4	Financial Responsibility Insurance Filing via Internet
DMV 166	Are You Covered?/Insurance Requirements	FR 200	Voluntary Report of an Accident
DMV 168	Virginia is Tough on Drunk and Drugged Drivers	FR 521	Self-Insured Accident Involvement Quarterly Report
DMV 168s	Virginia es MUY ESTRICTA con los conductores borrachos y drogados	FSPA 2	Architect/Engineer Services Invoice
DMV 172	Children's Identification Card	FSPA 3	Hold Harmless Agreement
DMV 172S	Tarjeta de Identificacion de ninos	FT 213	Virginia Fuels Tax Application
DMV 173	What Can I Do Online?	FT 214	Virginia Fuels Tax Notice of Tax Payment Default
DMV 177	Acceptable Documents	FT 215	Diversion Registration Input Sheet
DSD 2	Motor Vehicle Dealer Bond	FT 218	Tax and Tank Fee Assessment
DSD 4	Dealer Application for Temporary Registration/Transport Plates	FT 219	Schedule of Diversion Corrections
DSD 5	Temporary Transport Certificate	FT 220	Interstate Fuel Diversion Fax Notification Application
DSD 5A	Temporary Transport Certificate	FT 441	Fuel Alcohol Provider's Report
DSD 7	Certificate of Qualification/Salesperson's license, Application for	FT 442	Fuel Alcohol Provider's Schedule of Disbursements
DSD 9	Dealer/Drive-away/Office Trailers Plates, Application for	FT 443	Fuel Alcohol Provider's Schedule of Receipts
DSD 10	Motor Vehicle Dealer License Application for Initial License or Renewal	FT 445	Alternative Fuel Report
DSD 10-A	Salvage Dealer, Demolisher, Rebuilder... Application	FT 446	Alternative Fuel Schedule of Disbursements
DSD 12	Reissue or Exchange of Dealer /Drive-away Plates, Application for	FT 447	Alternative Fuel Schedule of Receipts
DSD 13	Temporary or Permanent Dealer License, Application for	FT 448	Distributor's Report
DSD 14	Foreign Motor Vehicle Dealer Cert. of Reg. Application for Initial or Renewal	FT 449	Distributor's Schedule of Disbursements
		FT 450	Distributor's Schedule of Receipts
		FT 451	Supplier's Report

FT 455	Supplier's Schedule of Disbursements		Materials Variance Application
FT 456	Supplier's Schedule of Tax-Paid Receipts(1)	MED 31	Conditions of Variance for CDL Drivers to Haul Hazardous Materials
FT 457	Terminal Report		Vision Examination Form for Wearers of Bioptic Telescopic Lens
FT 458	Terminal Operator's Schedule of Disbursements(4A)	MED 40	Certification for Use of Bioptic Telescopic Lens
FT 459	Assignment of Securities in Lieu of Surety Bond	MED 41	Driver Licensing Information for Bioptic Telescopic Lens Wearers
FT 460	Terminal Operator's Schedule of Receipts(2A)	MED 44	Medical Fitness for Safe Driving
FT 461	Motor Fuel Transporter's Report	MED 80	Criminal History Check Data Form
FT 462	Fuels Tax Bond	MVB 21	For-Hire Intrastate Operating Authority Certificate or License Application
FT 463	Motor Fuel Transporter's Schedule of Deliveries	OA 141	For-Hire Intrastate Operating Authority Permit and/or Decal Application
FT 464	Alternative Fuel License Certificate Application	OA 142	Intrastate Operation of Rental Vehicle Authorization Application
FT 465	Aviation Consumer's Report	OA 143	For Hire Intrastate Op. Authority Cert., License or Permit Renewal Application
FT 466	Aviation Consumer's Schedule of Disbursements	OA 144M	For Hire Intrastate Operating Authority Decal Renewal Application
FT 467	Aviation Consumer's Schedule of Receipts	OA 145M	Household Goods Mover Complaint Form
FT 468	Importer's Report	OA 411	Passenger Carrier and Passenger Broker Bond
FT 469	Importer's Schedule of Disbursements	OA 435	Households Goods Carrier Bond
FT 470	Importer's Schedule of Receipts	OA 436	Broker for the Transportation of Property Bond
FT 471	Blender's Report Form	OA 437	For-Hire Operating Authority Certificate or License
FT 472	Blender's Schedule of Receipts(2B)	OA 447	Sample Tariff for Common Carriers Over Irregular Routes
FT 473	Electronic Funds Transfer Program Application	OA 448	Sample Tariff and Time Schedule for Common Carriers...Regular Routes
FT 474	Electronic Funds Transfer Summary	OA 449	Sample Tariff for Household Goods Carriers
FT 477	Motor Fuels Tax and Alternative Fuels Tax Irrevocable Letter of Credit	OA 450	Sample Tariff and Time Schedule for Sight-Seeing Carriers
FT 486	Schedule of Defaulted Tax Payments Receipts	OA 451	For-Hire Operating Authority Certificate or License
FT 510	Fuels Tax Electronic/Internet Filing Application	OA 456	Personal Property Tax Relief Guidelines
HP 400	Hauling Permits Single Trip Application	PPTR 9	Personal Property Tax Relief Technical Reference Guide
HP 401	Hauling Permits Blanket Permit Application	PPTR 10	Personal Property Tax Relief - Paper Submission Instructions
HP 402	Superload Permit Application	PPTR 11	IFTA Licensing Application
HS 1	Home Schooled In-car Driver Education Parental Authority	RDT 120	IFTA Quarterly Tax Report
HS 3	Home Schooled In-car Driver Education Information Sheet	RDT 121	IFTA License Renewal or Additional Decal Application
IRP 1	Virginia Apportioned Registration Application	RDT 123	IFTA Renewal Notice
IRP 5	International Registration Plan Guide	RDT 125	IFTA Guidebook
IS 22A	Request for Repaired or Rebuilt Salvage Vehicle Examination	RDT 131	IFTA Fee Schedule
ISD 01	Address Change Request Form	RDT 382	Motor Vehicle Rental Tax Return
LSD 03	Certificate of Recovered Stolen Vehicle	RT 420	Rentor's Tax Bond
MCTS 247	Motor Carrier Guidelines	RT 421	Assignment of Security in Lieu of Surety Bond
MCTS 270	Individual Vehicle Mileage and Fuel Report	RT 422	Motor Vehicle Rental Tax Application
MCTS 271	Virginia IRP and/or Fuel Trip Permit, Application for	RT 423	Motor Vehicle Rental Tax Schedule Of Additional Tax
MED 2	Customer Medical Report	RT 424	Irrevocable Letter of Credit
MED 3	Medical Review Request	RT 428	Single State Registration Application
MED 4	Vision Screening Report	SSRS 40	RS2 - SSR Fee Schedule - Virginia
MED 5	Minimum Vision Requirements	SSRS 41	RS2 - SSR Fee Schedule - Delaware
MED 10	Disabled Parking Plates or Placard Application	SSRS 360	RS2 - SSR Fee Schedule - Florida
MED 11	Institutional/Organizational Permanent Placard Application	SSRS 361	
MED 12	Disability Parking Application Information		
MED 20	Sun-Shading Medical Waiver Application		
MED 21	Sun-Shading Removal Certification		
MED 30	CDL Disability Waiver or Hazardous		

# Guidance Documents

SSRS 362	RS2 - SSR Fee Schedule - Maryland	VSA 41	Mechanics' or Storage Lien Title Application
SSRS 363	RS2 - SSR Fee Schedule - New Jersey	VSA 44	Vehicle Disposition History
SSRS 364	RS2 - SSR Fee Schedule - Pennsylvania	VSA 54	Veteran Certification of Disability
SUT 1	(A) Supplemental Information for Procurement of Title	VSA 56	Salvage Certificate, Application for
SUT 1A	(B) Seller's Statement	VSA 57	Non-Repairable Certificate, Application for
SUT 2	Affidavit for Procurement of Title	VSA 58	Notification of Owner Retained Late Model Vehicle
SUT 3	Refund of Erroneous Payment of Sales and Use Tax, Appl.	VSA 61	Special Revenue Sharing Series Application
SUT 4	Purchaser's Statement of Tax Exemption	VSA 62	Report of Levied and Seized Vehicle
SUT 5	Transfer of Certification of Lien Information	VSA 64	Required Evidence of Ownership
TS 216	Cert. of exemption from Sales and Use Tax for Special Equip.	VSA 66	Supplemental Lien, Transfer of Lien, Replacement Title or Substitute Title, Application for Supplemental Lien, Transfer of Lien, Replacement Title or Substitute Title, Application for
TS 217	Fuels Tax Refund, Application for	VSA 69	Verification of Vehicle Identification Number
TS 218	Fuels Tax Refund for Fuel Used in Boats or Watercraft, Application for	VSA 70	Power of Attorney
TSS 1	Itemized Statement of Bulk Storage Fuel Used	VSA 71	Change of Record, Application for
TSS 2	Virginia Traffic Crash Facts	VSA 86	How to Title and License a Motor Vehicle
TSS 3	Alcohol-Related Motor Vehicle Statistics ('79-'04)	VSA 94	License Plates or Decals for Deaf Person, Application for
TSS 6	Motor Vehicle Statistics in Va. ('69-'04)	VSA 98	Repossession of Vehicle Titled Outside of Va., Application for
TSS 10	Time and Activity Tracking Non-Profit Organizations, Universities and State Agencies	VSA 124	Fire Department/Rescue Squad License Plate Application
TSS 10A	Highway Safety Project Grant, Application for Guidelines For The Submission Of Highway Safety Grant Appl.	VSA 145	Overload Permit Application
TSS 12	Safety Project Agreement		
TSS 13	Highway Safety Mini-grant, Application for	<b>Moving ?</b>	
TSS 14	Grantee Progress Report	New to Virginia?	
TSS 15	Expenditure and Reimbursement Voucher	Leaving Virginia?	
TSS 15A	Salary Reimbursement(s) Reporting	Moving Within Virginia	
TSS 17	Child Safety Seat Mini-Grant, Application for	Temporarily Outside of Virginia?	
TSS 18	Occupant Protection Checkpoint Mini-Grant, Application for		Copies of Motor Carrier Services bulletins relating to motor carrier issues and requirements totaling under ten pages may be obtained for no charge. Copies of these documents totaling ten pages or more may be obtained at a cost of \$.50 per page. Requests for copies of these documents may be made by contacting Department of Motor Vehicles, Motor Carrier Services, 2300 West Broad Street, Richmond, VA 23220-0001, telephone (804) 367-0040, FAX (804) 367-1746 or e-mail mcsonline@dmv.state.va.us.
TSS 19	Checkpoint Strikeforce Mini-Grant, Application for		The DMV website Contents documents may be viewed and downloaded at no charge by visiting <a href="http://www.dmv.state.va.us">www.dmv.state.va.us</a> . These Site Contents documents provide general information to the public about DMV, its administrative processes and procedures and the services it offers. For more information about the DMV website, please contact Jamie Habecker, Department of Motor Vehicles, Web Services, Room 411, 2300 West Broad Street, Richmond, VA 23220, telephone (804) 367-1175, FAX (804) 367-6631 or e-mail <a href="mailto:jamie.habecker@dmv.virginia.gov">jamie.habecker@dmv.virginia.gov</a> .
TSS 20	Total Cost and Matching Report		
TSS 96	Virginia Rider Training Program Training Site License, Application for		
US 002	Extranet LogonID Request Form		
US 531A	Information Use Application		
US 531C	DMV Information Use Criteria		
US 531E	Extranet Transaction Access, Application for		
VSA 3	Certification of Stolen Vehicle		
VSA 5	Odometer Disclosure Sheet		
VSA 6	Color Chart		
VSA 9	Disabled Personalized Plates, Application for		
VSA 10	Application for Personalized License Plates		
VSA 12	Affidavit in Lieu of Title Certificate		
VSA 14	Registration, Application for		
VSA 15	Special Registration, Application for		
VSA 16	Registration Information Sheet		
VSA 17A	Certificate of Title and Registration, Application for		
VSA 17B	Certificate of Title - Manufactured Home, Application for		
VSA 22	Assigned Vehicle Identification Number, Application for		
VSA 24	Statement of Authority to Assign Title		
VSA 40	Abandoned Motor Vehicles		

## BOARD OF NURSING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be



downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [nursebd@dhp.virginia.gov](mailto:nursebd@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jay Douglas, R.N., Executive Director of the Board, at the address above or by telephone at (804) 662-9909. Copies are free of charge.

### Guidance Documents:

- 90-1, Policy statement on Registered Nurses or Licensed Practical Nurses as first assistants in surgery, adopted 1976 and 1994, revised by board motion, November 18, 2003
- 90-2, Guidelines for agency to use regarding transmittal of third-party orders, accepted by the Boards of Nursing and Medicine, December 1982
- 90-3, Board motion to accept the National Certification Examination for Therapeutic Massage (NCETM) for certification as a massage therapist in Virginia, July 20, 2004
- 90-4, Opinion on how licensure as a nurse relates to service on a volunteer rescue squad, revised by Board motion, November 18, 2003
- 90-5, Board opinion of the administration of neuromuscular blocking agents by nurses, adopted November 1990, revised by board motion, November 18, 2003
- 90-6, Guidance statement by board regarding peripherally inserted central catheters, adopted January 27, 1993
- 90-8, Board opinion on delegation of collection of specimens for gonorrhea and chlamydia, adopted January 1993, revised November 18, 2003
- 90-10, Board guidelines for processing applications for licensure by examination, endorsement and reinstatement, accepted 1985, revised by board motion 1993 and September 24, 2003
- 90-13, Authority granted to Special Conference Committees to approve or deny applicants, adopted on March 26, 1995
- 90-14, Disposal of narcotics in the home following death of a patient, internal memo of November 25, 1996
- 90-15, Insertion of Prostaglandin E2 Gel by Registered Nurses, revised by board motion, November 18, 2003
- 90-16, Evaluation form for adult immunization protocols, developed by staff, August 1996
- 90-17, Opinion of cutting of corns and warts with a scalpel by Licensed RN/LPN, adopted December 16, 1996, revised November 18, 2003
- 90-18, Guidance regarding prescriptive authority in Virginia, prepared by Elizabeth Russell, revised December 2005.
- 90-19, Board interpretative statement on bolusing epidural anesthesia by Registered Nurses, adopted September 23, 1997, amended September 22, 1998, revised by board motion, November 18, 2003
- 90-21, Preparation of medications, letter from Executive Director, Corinne Dorsey, October 2, 1990
- 90-22, Execution of a Do Not Resuscitate Order, letter from Executive Director, Nancy Durrett, February 19, 1998
- 90-23, Decision-making Model for Determining RN/LPN Scope of Practice, adopted by the board September 24, 1996
- 90-25, Transcribing a physician order to a prescription, letter from Executive Director, Nancy Durrett, May 27, 1998
- 90-26, Board opinion on reinstatement applications for individuals with revoked certificates based on a finding of abuse, neglect or misappropriation of resident property, adopted July 23, 1996, revised by board motion, November 18, 2003
- 90-27, Board opinion on reinstatement requests by individuals with lapsed certificates who have findings of abuse, neglect or misappropriation of resident property, adopted May 20, 1998, revised by board motion, November 18, 2003
- 90-29, Definition of the term "administer" for patient in private residence and for students on a school field trip, adopted by the Board of Pharmacy on June 11, 1998, with concurrence of the Board of Nursing on July 21, 1998
- 90-30, Ability of registered nurses to take orders from physician assistants, letter from Executive Director, Nancy K. Durrett, September 3, 1998
- 90-31, Drug orders conveyed by pharmacists, letter from Executive Director, Nancy K. Durrett, September 8, 1998
- 90-32, Board opinion on adverse findings of neglect by certified nurse aides, adopted September 23, 1998, revised by board motion, November 18, 2003
- 90-33, 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, adopted August 1999
- 90-37, Board motion on requesting strategies for improvement for nursing education programs having less than 80% passing rate on the licensure examination for at least two years, adopted March 24, 1998.
- 90-38, Board motion on disposition of cases against nurses practicing with expired licenses, adopted May 11, 1999, revised by board motion, November 18, 2003
- 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

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## Guidance Documents

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90-40, Board opinion that the surveillance activities required by the OSHA Respiratory Standards are within the scope of practice of the registered nurse, adopted November 15, 2000

90-41, Board motion adopting article on patient abandonment by Dr. Shelley Conroy in the Spring 2001 Nursing Notes, adopted March 20, 2001

90-42, Board opinion on the delegation of circulating duties in the operating room to unlicensed persons, adopted July 17, 2001

90-43, Board opinion on attachment of scalp leads for internal fetal monitoring adopted October 22, 1983, revised by board motion on November 18, 2003

90-44, Board opinion on reinstatement authority to a Special Conference Committee, adopted November 1, 1992

90-46, Board opinion on administration of over-the-counter drugs by certified nurse aides, adopted March 19, 2002

90-47, Board motion authorizing staff to offer pre-hearing consent orders for reprimand in cases involving a one-time failure to provide an acceptable standard of care, adopted May 21, 2002

90-48, Board motion authorizing staff to offer pre-hearing consent orders in additional scenarios, adopted September 24, 2002

90-49, Board motion authorizing staff to modify probation orders, adopted September 24, 2002

90-50, Board motion authorizing staff to issue order following successful completion of the Health Practitioners Intervention Program, adopted September 24, 2002

90-51, Board motion on types of cases that may be considered for possible confidential consent agreements, adopted May 14, 2003

90-52, Board opinion on delegation of the removal of venous and arterial sheaths by registered nurses to unlicensed personnel, adopted May 1, 2002

90-53, Board opinion on treatment by women's health nurse practitioners of male clients for sexually transmitted diseases, adopted by the Board of Nursing on May 18, 2004 and by the Board of Medicine on June 24, 2004

90-54, Board motion on process for delegation of informal fact-finding to an agency subordinate, adopted September 21, 2004

90-55, Joint statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia, adopted September, 2005

### OLD DOMINION UNIVERSITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Assistant to the Vice President for Administration and Finance, Koch Hall, Room 225 A, 49th Street and Hampton Boulevard, Norfolk, VA 23529. Copies may be obtained free of

charge by contacting Donna Meeks at the same address, telephone (757) 683-3072, FAX (757) 683-5679 or e-mail [dmeeks@odu.edu](mailto:dmeeks@odu.edu). The documents may be downloaded from the Old Dominion University website (<http://web.odu.edu>).

Questions regarding interpretation or implementation of these guidance documents may be directed to Ms. Donna Meeks, Assistant to the Vice President for Administration and Finance, Old Dominion University, Norfolk, VA 23529, telephone (757) 683-3073, FAX (757) 683-5679 or e-mail [dmeeks@odu.edu](mailto:dmeeks@odu.edu).

#### Guidance Documents:

Faculty Handbook

Student Handbook

Board of Visitors Policies and Procedures

Parking Regulations

### BOARD OF OPTOMETRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [optbd@dhp.virginia.gov](mailto:optbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to 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; recordkeeping

105-16, Newsletter, July 1996, Recordkeeping

105-17, Board minutes, February 7, 1997, Advertising guidelines

105-19, Consent Order for Jack David Cadenhead, O.D.; July 12, 1996, Mercantile practice

105-20, Consent Order for Lynne A. Chintala, O.D.; November 13, 1997, Mercantile practice

105-21, Consent Order for Robert Fornilli, O.D.; March 12, 1998, Mercantile practice

105-22, Consent Order for Christopher A. McGlone, O.D.; October 1, 1998, Mercantile practice

105-23, Consent Order for Mary Vaughan-Camp, O.D.; March 12, 1998, Mercantile practice

105-24, Consent Order for Thomas Hwa-Hong, O.D.; July 26, 1999, Mercantile practice

105-25, Current Procedural Terminology (CPT) Codes for Optometry, January 25, 2002

105-26, Board motion on Delegation of informal fact-finding to an agency subordinate, October 12, 2004

105-27, Board motion on Prescribing for Self and Family, January 21, 2005

105-28, Board motion on response to violation of continuing education requirement, June 8, 2005

## BOARD OF PHARMACY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [pharmbd@dhp.virginia.gov](mailto:pharmbd@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to

Elizabeth Scott Russell, Executive Director of the Board, at the address above or by telephone at (804) 662-9911. Copies are free of charge.

## Guidance Documents:

110-1, List of categories of facility licenses and a brief description of each, December 2005

110-2, Application information for the pharmacist examination, December 2005

110-3, Guidance on alternative delivery of prescriptions, pharmacy to physician type of delivery, December 12, 2002

110-4, Continuing Education Guide for Pharmacists, December 2005

110-5, Instructions and forms for reporting of thefts or losses of drugs, December 2005

110-6, Instructions and forms for destruction of drugs by pharmacies, May 24, 2002

110-8, Information on prescriptive authority in Virginia, revised December 2005

110-9, Board guidance on use of confidential consent agreements, revised June 7, 2005

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

110-16, Guidance for pharmacies on returning drugs to stock from "will-call," September 15, 2004

110-17, Instructions for graduates of foreign schools of pharmacy, revised September 24, 2005

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 25, 2003

110-20, Guidance for pharmacies providing prescriptions blanks to prescribers, December 8, 1998

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, November 25, 2003

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# Guidance Documents

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- 110-27, Pharmacist-In-Charge responsibilities, August 2005
- 110-28, Guidance for free clinic pharmacy permit applicants, July 2000
- 110-29, Guidance Document for physician dispensing, July 2004
- 110-30, Methods prescribed or approved for animal euthanasia and competency certification requirements, Directive from the State Veterinarian, November 2005
- 110-31, Approved capture drugs and drug administering equipment, Directive from the State Veterinarian, December 1, 2000
- 110-32, Regulatory Information for New Pharmacies, revised August 2005.
- 110-33, Use of Pharmacy Interns as Pharmacy Technicians - Interpretation of § 54.1-3321 C, board motion, January 14, 2004
- 110-34, Records for Compounding IV Admixtures - Interpretation of § 54.1-3410.2 (I), Board motion, January 14, 2004
- 110-35, Requirements for Prescription Blanks, board motion, April 13, 2004, Revised January 19, 2005
- 110-36, Compliance with USP Chapter 797 on Sterile Compounding, board motion, revised June 7, 2005
- 110-37, Guidance for conducting informal fact-finding by an agency subordinate, board motion, December 10, 2004
- 110-38, Requirement for Non-resident Pharmacies to Submit Most Recent Inspection Form, board motion, June 7, 2005
- 110-39, Guidelines for Requests for NAPLEX and Virginia Drug Law Examination Accommodations, board motion, September 13, 2005

## BOARD OF PHYSICAL THERAPY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [ptboard@dhp.virginia.gov](mailto:ptboard@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young, Executive Director of the Board, at the address above or by telephone at (804) 662-9911. Copies are free of charge.

### Guidance Documents:

- 112-1, By-Laws of the Board of Physical Therapy, adopted September 22, 2000
- 112-2, Board guidance on the use of confidential consent agreements, October 24, 2003

- 112-3, Board guidance for conduct of an informal conference by an agency subordinate, October 29, 2004
- 112-7, Board guidance on physical therapists and Individualized Educational Plans in public schools, November 15, 2002
- 112-8, Board guidance on review of applicants from non-approved schools, March 7, 2003
- 112-10, Board interpretation on credits for continuing competency requirements, May 2, 2004
- 112-11, Board guidance on functional capacity evaluations and use of aides in a home care, August 20, 2004

## DEPARTMENT OF PLANNING AND BUDGET

Copies of the following documents may be viewed at the Virginia Department of Planning and Budget during normal business hours. The Virginia Department of Planning and Budget is located in the Patrick Henry Building at 1111 E. Broad St., Room 5040 (Fifth Floor) in Richmond, VA 23219 (corner of 11th & Broad Streets).

Copies of guidance documents may also be obtained free of charge from Melanie Kielb West, Counsel for Regulatory Affairs at (804) 786-8812 or by email at [melanie.west@dpb.virginia.gov](mailto:melanie.west@dpb.virginia.gov).

### Guidance documents.

- 2871, Nonstate Agency Budget Request Instructions and Form, 06/01/05
- 2872, Town Hall Agency User Manual, 11/01/04
- 2873, Fast-track Rulemaking Process: Letter/Fee Increases, 12/09/05
- 2877, Small Business Impact Legislation 2005 - Implementation on Town Hall website, 12/09/05

## VIRGINIA PORT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the offices of the Virginia Port Authority, 600 World Trade Center, Norfolk, VA 23510. Copies may be obtained for a fee (varies depending on document) by contacting Rodney W. Oliver, at the same address, telephone (757) 683-2170 or FAX (757) 683-8211.

Questions regarding interpretation or implementation of these documents may be directed to Rodney W. Oliver at the same address and phone number.

### Guidance Documents:

- Virginia Port Authority Purchasing Policies and Procedures Manual, revised November 23, 2004, §§ 2.2-4300, 2.2-4343, 62.132.1, and 62.132.6. Available on the Authority's website at [www.vaports.com](http://www.vaports.com)
- Virginia Port Authority Capital Outlay Manual, May 1997, §§ 2.2-1132, 2.2-4300, 2.2-4343, 62.1-132.1, and 62.1-132.6, \$30.

Virginia Port Authority Travel Policies and Procedures, revised November 23, 2004. Available on the Authority's website at [www.vaports.com](http://www.vaports.com)

## DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Policy, Planning and Public Records Section of the Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, 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.virginia.gov](mailto:recordsmgt@dpor.virginia.gov) or documents are available electronically at no charge on the Town Hall. Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Policy, Planning and Public Records Director, Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, Richmond, VA 23230, telephone (804) 367-8583, FAX (804) 367-2475, or e-mail [waters@dpor.virginia.gov](mailto:waters@dpor.virginia.gov).

- 1834, New Board Member Training Manual, 07/01/2005
- 1144, Establishing and Revising Policies and Related Procedures, 06/13/2005
- 1145, Compliance with Americans with Disabilities Act, 07/17/2002
- 2388, Release of Information, 07/11/2005
- 1147, License Suspensions, 03/06/2003
- 1148, Subpoenas/Service of Process/Notices, 11/12/2002
- 1150, Gifts and Honoraria, 05/17/2005
- 1152, Internet Web Site, 05/23/2005
- 1154, Establishing and Revising Procedures and Forms, 06/16/2005
- 1331, Public Service Hours, 05/21/2003
- 2531, Alternative Dispute Resolution, 05/23/2005
- 2530, Equal Employment Opportunity, 08/18/2004
- 1157, Regulant Name & Address Change, 05/23/2005
- 1158, Examination Fees, 11/08/2005
- 1159, Examination Site Conduct, 02/10/2003
- 2782, Accounts Receivable & Debt Collection, 08/30/2005
- 2650, Revenue Refunds, 05/23/2005
- 1000, Filing of Complaints Against Regulants, 02/10/2003
- 1061, APELSCIDLA Board Sanction Guidelines Before 7/1/99, 03/06/2003

Guidance documents pertaining to specific boards or regulations under Department of Professional and Occupational Regulation:

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

1061, APELSCIDLA Board Sanction Guidelines Before 7/1/99, 03/06/2003

1062, APELSCIDLA Board Sanction Guidelines After 7/1/99, 03/06/2003

Board for Contractors

2788, Interpretation of Board for Contractors Regulation 18 VAC 50-22, 12/14/2005

Real Estate Appraiser Board

2022, Real Estate Appraisers Experience Hours, 11/18/2003

Real Estate Board

2021, Real Estate Advisory Council's Report Regarding Post-Licensure Education, 10/23/2003

## BOARD OF PSYCHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [psy@dhp.virginia.gov](mailto:psy@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the Board, at the address above or by telephone at (804) 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 cannot 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

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# Guidance Documents

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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

125-3.8, Flowchart and narrative explanation for guidance on conduct of an informal conference by an agency subordinate, October 12, 2004

125-3.9, Policy on the use of confidential consent agreements in lieu of disciplinary action by the Board, January 13, 2003

## 125-4, 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

## DEPARTMENT OF REHABILITATIVE SERVICES

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23229. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000, toll free (800) 552-5019. TTY users call (804) 662-9040, toll free (800) 464-9950).

### **Vocational Rehabilitation Program, including Supported Employment Guidance Documents:**

State Plan for the State Vocational Rehabilitation Services Program, updated July 1, 2005, Elizabeth Smith. Also available on DRS website.

Your Path To Work Through Vocational Rehabilitation: A Guide to the Virginia DRS Vocational Rehabilitation Program (customer handbook), revised 11/99, Aileen Colorado. Also available on DRS Website.

Virginia Department of Rehabilitative Services flyer, revised 10/04, Aileen Colorado. Also available on DRS website.

DRS Business Services Packet, revised 2001, Aileen Colorado.

Virginia Guide to Supported Employment and Job Coach Training Services manual, revised January 2004, Scott Fraley. Also available on DRS website.

Long Term Employment Support Services Guide, revised January 2005, Jack Hayek or Judy Hill.

New Counselor Skills Supervisor's Checklist, revised 2004, Susan Burns.

Best Practices Manual for Vocational Evaluation, issued 1995, Dale Batten.

Self Employment Enterprise Handbook, issued 1999, Sherry Hailey or Lawrence Roberts. Also available on DRS Website.

School to Work Transition Services fact sheet, issued 2002, Erica Lovelace. Also available on DRS Website.

### **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. Also available on DRS website.

**Training and Facilities Manual**, Erica Lovelace for colleges, Carrie Worrell for ESOs, Kenna Bayer for Occupational Training vendors, Patricia Goodall for Life Skills Services vendors, and Theresa Preda for Employment Services Organizations that provide Independent Living Services.

**Services Reference Manual**, Robert Johnson or Carrie Worrell.

### **Independent Living Services Program Guidance Documents, Theresa Preda:**

State Plan for Independent Living, effective October 1, 2005 through September 30, 2008

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised January 2002.

### **Personal Assistance Services Program Guidance Documents, Mary-Margaret Cash (also available on DRS Website):**

Personal Assistant Services Policy Manual, revised 2004.

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 Services Program Guidance Documents, Patricia Goodall (also available on DRS website):**

**Brain Injury Direct Services (BIDS) Fund:** BIDS Application Form; BIDS Eligibility Criteria, both revised September 2005.

**Life Skills Services:** Application for Vendorship; Application for Vendorship Cover Letter; Purchase of Services Agreement for the Provision of Life Skills Services, all revised August 2005.

**Psychology Services:** Behavioral and Mental Health Services: Procedures and Fees; Vendor Application for Licensed Behavioral Health Services Provider, both revised August 2005.

**Registry Operations:** At a Glance; Program Highlights, both revised November 2005. Virginia Central Registry for Brain Injury and Spinal Cord Injury – Hospital Reporting Form; Virginia Central Registry for Brain Injury and Spinal Cord Injury – Self Report Form, both revised 2004.

**Consumer Service Fund Guidelines and Application, revised** September 2003, Sandra Prince, Assistive Technology Loan Fund Authority. Also available on ATLFA website at [www.atlfa.org](http://www.atlfa.org)

**Disability Services Boards Member Handbook**, issued October 2001, Sheila Williams.

**Rehabilitation Services Incentive Fund Guidelines and Application**, Rev 12/04, Sheila Williams.

**Human Research Procedures Manual**, issued August 2003, Liz Smith or Myra Owens. Also available on DRS Website.

## Woodrow Wilson Rehabilitation Center

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at Woodrow Wilson Rehabilitation Center located in Fishersville, VA 22939-0010. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling toll-free (800) 345-9972 or (540) 332-7000. TTY users call toll free (800) 811-7893 or locally (540) 332-7239.

**General Admissions Criteria**, Greta Hedberg.

**Medical Services Guidance Documents, Paige Moore:**

Admissions Criteria for Short Term Rehabilitation Unit, revised November 2001.

**Vocational Services Guidance Documents, Kathy Trossi:**

PERT Manual, revised November 2004.

**Student Life Guidance Documents, Bob Edmiston:**

Student Handbook, revised April 2003.

**Other WWRC Guidance Documents:**

WWRC Services listing/fee schedule, revised every 2 years, Greta Hedberg.

WWRC Guide to Programs and Services, revised 2005, Kathy Trossi.

Psychology Services: Behavioral and Mental Health Services: Procedures and Fees; Vendor Application for Licensed Behavioral Health Services Provider, both revised August 2005, Dr. Fred Capps.

WWRC Policies and Procedures Manual, revised monthly as needed, Wayne Heatwole.

Unified Case Management Operations Manual, revised November 2003, Tom Blosser.

## RICHARD BLAND COLLEGE

Copies of the following documents may be viewed during the hours of 8 a.m. to 5 p.m., Monday through Friday, in either the Library or the Office of the Provost at Richard Bland College. Copies may be obtained free of charge by contacting Ms. Karen Peffer, Office of the Provost, Richard Bland College, 11301 Johnson Road, Petersburg, VA 23805, telephone (804) 862-6242.

2004-2006 College Catalogue

Student Handbook

Faculty Handbook

The College Catalogue may be viewed at: <http://www.rbc.edu/RBC%20Cat%202004.pdf>

The Student Handbook may be viewed at: <http://www.rbc.edu/StudentActivities/RBC%20STUDENT%20HANDBOOK%202005-2006.pdf>

The following document is not available in hard copy but may be viewed at:

<http://www.rbc.edu/Faculty/fac-handbook.pdf>

Please address any questions concerning the above to Patricia Harvey, Director of Institutional Effectiveness, telephone (804) 863-1629.

## DEPARTMENT OF SOCIAL SERVICES

To obtain copies or to arrange viewing of the following documents, contact the Freedom of Information Act (FOIA) Coordinator at the offices of the Department of Social Services, Office of Public Affairs, 7 North 8th Street, Richmond, VA 23219-1849.

If there are costs for any of the listed documents, they are indicated below. Where documents are available free of charge, it is for a single copy of the document. There may be charges for multiple copies.

Copies of the following documents may be viewed during regular business hours, 8:30 a.m. until 5 p.m. on normal work days, at the above address. Some of the listed documents are available for viewing in Department of Social Services' regional and district offices located throughout the Commonwealth. Other documents may be viewed in local departments of social services serving that locality; there is a local agency serving every city and county in the state.

Questions concerning interpretation or implementation of these documents may be directed to Richard Martin, Manager, Office of Public Affairs, Department of Social Services, 7 North 8th Street, Richmond, VA 23219-1849, telephone (804) 726-7902 or e-mail [richard.martin@dss.virginia.gov](mailto:richard.martin@dss.virginia.gov).

You may obtain the most up-to-date information on many of the Department of Social Services' guidance documents on the department's Internet home page (<http://www.dss.virginia.gov>).

The Department of Social Services provides administrative support to the Office of Interdepartmental Regulation of Children's Residential Facilities and to the Family and Children's Trust Fund. You may contact the above individual concerning these agencies' guidance documents.

**Guidance Documents:**

Appeals and Fair Hearings

Administrative Disqualification Hearings, Virginia Department of Social Services, October 1, 2002, free

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# Guidance Documents

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Benefits & Services Appeals, Virginia Department of Social Services, October 1, 2002, free

Virginia Department of Social Services Appeals and Fair Hearings Unit Child Protective Services Section, November 2005, free

Child Support Enforcement Appeals, Virginia Department of Social Services; October 1, 2002, free

Electronic Benefits Transfer (EBT) Appeals, July 14, 2003

## Audit Services

Fraud Reduction and Elimination Effort (FREE) Policy Manual, Revised December 2005, § 63.2-526, 22 VAC 40-325

Fraud Program Clearinghouse Documents, revised December 2005

## Benefit Programs

Volume IX, Energy Assistance Policy Manual, revised September 2005, 22 VAC 40-680, \$22.90 (can also be accessed via the Internet at [www.dss.virginia.gov/pub/pdf/ea\\_manual.pdf](http://www.dss.virginia.gov/pub/pdf/ea_manual.pdf)).

Energy Assistance Program Quick Reference Guides (crisis, fuel and cooling) revised (cooling June 2005, crisis December 2004, fuel September 2005), 22 VAC 40-680, \$3.10

Volume V, Food Stamp Certification Policy Manual, revised September 2005, § 63.2-801, \$81 (can also be accessed via the Internet @ [www.dss.virginia.gov/benefit/fs\\_manual.html](http://www.dss.virginia.gov/benefit/fs_manual.html))

Food Stamp Program Quick Reference Guide, revised September 2005, § 63.2-801, \$3.60

Volume XIII, Medicaid Policy Manual, revised July 2005, § 32.1-323 et seq., \$78.75 (can also be accessed via the Internet at [www.dss.virginia.gov/benefit/medicaid\\_manual.html](http://www.dss.virginia.gov/benefit/medicaid_manual.html))

Volume II - GR Policy - Part IV, October 1, 1995

Volume II - State/Local Hospitalization Policy, February 2005

Temporary Assistance For Needy Families (TANF) Policy Manual (VIEW included), revised July 2005, § 63.2-600, \$54.60 (can also be accessed via the Internet at [www.dss.virginia.gov/benefit/tanf\\_manual.html](http://www.dss.virginia.gov/benefit/tanf_manual.html))

## Child Care and Development

Child Care Maximum Reimbursement Rates, free

Child Care Services Policy (Volume VII, Sect. II, Chapter D, Social Services Policy Manual) revised June 2005

## Child Support Enforcement

Division of Child Support Enforcement Program Manual, November 1, 2005, 22 VAC 40-880, initial CD-ROM at \$35 annually which includes updates each 60 days

## Communications

Statewide Human Services Information & Referral Manual, June 2002, § 63.2-222, free

## Office of Community Services

Neighborhood Assistance Program Donor Fact Sheet, revised July 2005 § 63.2-2000 et seq., free

Neighborhood Assistance Program Project Fact Sheet, revised July 2005, § 63.2-2000 et seq., free

Neighborhood Assistance Program Contribution Notification Forms, A, B, C, D, and E, revised July 2000, § 63.2-2005 et seq., free

## Finance

Final Allocations for Local Departments of Social Services - Fiscal Year Ending June 30, 2006, free

Finance and Administration Guidelines Manual for LDSS - revised March 25, 2002, free

LASER Expenditure Guidelines Manual, free

Virginia Electronic Benefits Transfer (EBT) Policies and Procedures Guide, June 2002, free

## Information Systems

Virginia Department of Social Services Information Security Policy, revised November 18, 2003, § 63.2

Virginia Department of Social Services Internet Policy, July 1, 2004, free and available at <http://www.localagency.dss.state.va.us>.

## Human Resource Management

Chapter 1, EEO and Hiring, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter1.pdf>

Chapter 2, Compensation, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter2.pdf>

Chapter 3, General Leave, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter3.pdf>

Chapter 4, Medical Leaves of Absence, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter4.pdf>

Chapter 5, Operations of an Agency, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter5.pdf>



Chapter 6, Standards of Performance and Evaluation, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter6.pdf>

Chapter 7, Discipline and Termination of Employment, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter7.pdf>

Chapter 8, Personnel Records, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter8.pdf>

Local Compensation Plan, Deviating, for Local Department of Social Services, revised effective December 2005, § 63.2-330, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/local/index.cgi>

Local Compensation Plan, Non-Deviating, for Local Department of Social Services, revised effective December 2005, § 63.2-330, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/local/index.cgi>

Agency Salary Administration Plan, Approved September 25, 2000, free

Division of Human Resource Management Standard Operating Procedures for Classified and Wage Employees, Revised November 9, 2004, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/procedures.cgi>

Management/Recruitment Selection Guide V3, May 2002, free

<http://www.localagency.dss.state.va.us/divisions/dhrm/procedures.cgi>

### Licensing Programs

Criteria for Training, February 2003, free

Curriculum Outline for Assisted Living Facility Administrators, February 1997, 22 VAC 40-71, free

Curriculum Outline for Assisted Living Facility Direct Care Staff Training, November 2002, 22 VAC 40-71, free

Curriculum Form for First Aid and Cardiopulmonary Resuscitation (CPR) for Licensed Child Day Centers, December 2001, 22 VAC 15-30, free

First Aid Curriculum Form for Minimum Standards for Licensed Family Day Homes, August 2000, 22 VAC 40-110, free

First Aid and CPR Curriculum Form for Standards and Regulations for Licensed Assisted Living Facilities, January 2002, 22 VAC 40-71, free

Information related to Background Checks for Child Welfare Agencies, January 2005, 22 VAC 40-191-60 A 4, free

Information for Religiously Exempt Child Day Centers, August 2004, § 63.2-1716, free

Model Policies for Implementing Section 63.2-1808 of the Code of Virginia (Rights and Responsibilities of Residents of Assisted Living Facilities), June 2005, § 63.2-1808, free

Notification to State Regulated Care Facilities of the 2000 Uniform Statewide Building Code and the 2000 Statewide Fire Prevention Code Requirements, September 2000, 22 VAC 40-110, free

Requirements for Proof of Child Identity and Age for Licensed Child Day Centers & Certified Preschools, July 1999, § 63.2-1809, free

Requirements for Proof of Child Identify and Age for Licensed Family Day Homes, February 1999, § 63.2-1809, free

Risk Assessment Guidance Manual, June 6, 2003

Standard Operating Procedure 001, Issuance of Standard Operating Procedures, May 2005, 22 VAC 40-80-30, free

Standard Operating Procedure 002, Administrative Bulletins, May 2005, 22 VAC 40-80-30, free

Standard Operating Procedure 201, Licensing Process, August 2005, §§ 63.2-1700, 63.2-1705, 63.2-1707, 63.2-1719 through 63.2-1727, and 63.2-1800, free

Standard Operating Procedure 202, Licensing Categories, August 2005, §§ 63.2-1700, 63.2-1701, 63.2-1705, 63.2-1707, 63.2-1719 through 63.2-1727, and 63.2-1800, free

Standard Operating Procedure 205, Allowable Variances, May 2005, § 63.2-1703, free

Standard Operating Procedure 207, Modifying a License, August 2005, §§ 63.2-1732 through 63.2-1734, free

Standard Operating Procedure 301, Conducting an Inspection, September 2005, §§ 63.2-1702, 63.2-1705 through 63.2-1708, 63.2-1736 through 63.2-1737, free

Standard Operating Procedure 304, Violation Notices and Inspection Summaries, September 2005, §§ 63.2-1702, and 63.2-1706, free

Standard Operating Procedure 305, Corrective Action Notices and Plans, September 2005, §§ 63.2-1706 through 63.2-1708, free

Standard Operating Procedure 307, Problem Solving Conference, September 2005, §§ 63.2-203, 63.2-211, free

Standard Operating Procedure 40I, Complaints, September 2005, §§ 63.2-101, 63.2-102, 63.2-104, 63.2-105, 63.2-1701, 63.2-1706, 63.2-1712, 63.2-1728, 63.2-1731, 63.2-1736, 63.2-1737, free

Standard Operating Procedure 501, Adverse Enforcement Actions, May 2005, § 63.2-1709, free

Standard Operating Procedure 801, Provider Meetings, May 2005, § 63.2-1700, free

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## Guidance Documents

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Technical Assistance Questions and Answers for Standards and Regulations for Licensed Assisted Living Facilities, revised June 2003, 22 VAC 40-71, \$6

Technical Assistance for Minimum Standards for Licensed Family Day Homes, May 2000, 22 VAC 40-110, free

Technical Assistance Questions and Answers for Minimum Standards for Licensed Child Day Centers, revised Nov. 2004, 22 VAC 15-30, free

Technical Assistance Questions and Answers for Standards and Regulations for Licensed Adult Day Care Centers, October 2003, 22 VAC 40-60

### Family Services

Title IV-E Eligibility Manual, Revised October 2005, free

Assisted living Facility Assessment Manual, revised November 2002, 22 VAC 40-745, free

Child Protective Services (CPS) Policy (Vol. VII, Sec. III, Chapter A, Social Services Policy Manual) revised October 2005, \$25

Foster Care Policy (Vol. VII, Sect. III, Chapter B, Social Services Policy Manual) revised October 2005

Generic Policy (Vol. VII, Sec. 1, Social Services Policy Manual) Chapters A, B, C, G H, and F of this section covers policy on Intake and Case Management, Confidentiality, Purchase of Services, Appeals, and Standards for Agency-Approved Providers.

Adoption Policy (Vol. VII, Sec. III, Chapter C, Social Services Policy Manual)

Adoption Policy (Vol. VII, Sec. III, Chapter D, Social Services Policy Manual)

Adult Services Policy (Vol. II, Sec. IV, Chapter A, Social Services Policy Manual) revised July 2005, free

User's Manual: Virginia Uniform Assessment Instrument (UAI), revised July 2005, 22 VAC 40-745, free

User's Manual: Virginia Uniform Assessment Instrument (UAI) for Private Pay Residents of Adult Care Residences, revised July, 2005, 22 VAC 40-71-170 et seq. and 22 VAC 40-745, free

Virginia's Guide to the Interstate Compact on the Placement of Children, updated November 2002, §§ 63.2-100, 63.2-1000 and 63.2-1100-1105, free

Parental Placement for Adoption and the Interstate Compact on the Placement of Children, revised November 2002, §§ 63.2-1230 through 63.2-1240, free

Virginia's Guide to Intercountry Placement: Virginia's Preadoptive Requirements, updated November 2002, § 63.2-1104, free

Request to Place Virginia youth Out-of-Commonwealth, updated November 2002, §§ 16.1-286 A, 22.1-218.1, 63.2-100, 63.2-1000, and 63.2-1100 through 63.2-1105, free

032-01-300, Access to Information Form A finalized Adoption Record in Virginia, December 1995, free

032-01-926/1, Parental Placement Adoptions in Virginia, April 1990, free

Permanency Unit (Adoption/Family Preservation/Foster Care) Broadcast Notebook, 2002

Volume II - Auxiliary Grants Policy Manual - Part III, February 2002

Virginia Refugee Resettlement Program manual, free

### Family and Children's Trust Fund

Small Grant Awards Policy Statement, revised November 1997, § 63.2-2103, free

### Interdepartmental Regulation of Children's Residential Facilities

Procedures for Conducting Background Investigations required by § 63.2-1726 of the Code of Virginia on Employees, Volunteers, and Contractual Service Providers Affiliated with Children's Residential Facilities, December 1, 2005, § 63.2-1726, free

Addendum to Background Investigation Procedures Required by § 37.2-416 of the Code of Virginia, December 1, 2005, § 37.2-416, free

Standards Manual for Interdepartmental Regulation of Children's Residential Facilities, July 1, 2000, 22 VAC 42-10, free

### Virginia Commission for National and Community Service

Virginia AmeriCorps Policy & Procedures Manual, revised September 2004

## 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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [bsw@dhp.virginia.gov](mailto:bsw@dhp.virginia.gov).

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the Board, at the address above or by telephone at (804) 662-9914. Copies are free of charge.

### **Guidance Documents:**

140-1, Board guidance on use of confidential consent agreements, October 31, 2003

140-2, Newsletters

140-2.1, Interpretation of work settings exempted from licensure requirements by state law. Clarification of standards of practice pertaining to dual relationships, recordkeeping and competency areas, 1995

140-2.2, Summary of Virginia statutes regarding maintenance and release of client records, 2000.

## 140-3, Assistant Attorney General Opinions

140-3.1, Interpretation of § 32.1-127.1:02 regarding the release of medical records, September 20, 1995

140-3.2, Interpretation of § 32.1-127.1:03 pertaining to release of health care records, April 7, 1997

## 140-4, Minutes of the Board

140-4.1, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, February 26, 1999

140-4.2, Board guidance on possible disciplinary or alternative actions in response to non-compliance with continuing education requirements, September 16, 2005

## DEPARTMENT OF TAXATION

Copies of the following documents may be obtained from TAX's Internet website <http://www.tax.virginia.gov> or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, Department of Taxation, 3600 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 Department of Taxation is also required to collect certain agricultural commodity taxes found under Title 3.1 of the Code of Virginia. Copies may be obtained by contacting the Forms Request Unit at the Department of Taxation, P.O. Box 1317, Richmond, VA 23218-1317, telephone (804) 236-2760 or (804) 236-2761.

Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Relations, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, FAX (804) 786-2670. Telephone numbers for contact regarding the various forms listed below are noted by section and in some cases by the form.

### Individual Taxes

Unless otherwise noted, questions can be directed to Customer Service at (804) 367-8031.

Form 760, Individual Tax Filing Form, Annually

Form 760 Inst, Instructions for Form 760, Annually

Form 760C, "Underpayment of Estimated tax by Individuals, Estates, and Trusts", Annually

Form 760C Inst, Instructions for Form 760C, Annually

Form 760ES, "VA Estimated Income Tax Payment Vouchers and Instructions for Individual, Estates, and Trusts", Annually

Form 760F, Form & Instructions for Underpayment of Estimated tax by Farmers and Fisherman, Annually

Form 760IP, Individual Automatic Extension Payment (Replaces the 760E), Annually

Form 760PY, Part-Year Resident Individual Income Tax Return 760PY, Annually

Form 760PY Inst, Instructions for Form 760PY, Annually

Form 762, "Return of Tangible Personal Property, Machinery and Tools, and Merchant's Capitol", Annually

Form 763, Nonresident Individual Income Tax Return 763, Annually

Form 763 Inst, Instructions for Form 763, Annually

Form 763S, Claim for Individual Income Tax Withheld, Annually

Form 770, VA Fiduciary Income Tax Return 770, Annually

Form 770 Inst, Instructions for Form, Annually

Form 770IP, VA Fiduciary Automatic Extension Payment, Annually

Form CU-7, Form & Instructions for Virginia Consumer's Use Tax Return for Individuals, Annually

Schedule ADJ, Schedule ADJ, Annually

Schedule CR, "Credit Computation Schedule for Forms 760, 760PY, and 763 Schedule", Annually

Form CR Inst, Instructions for Schedule CR, Annually

Schedule NPY, Schedule NPY (Form 763 and Form 760PY filers), Annually

Schedule OSC, Credit for tax paid to another state Schedule, Annually

Form VA 8453, Individual Electronic Filing Declaration, Annually

### Individual Credits

Form 301, Enterprise Zone Credit - Individual Tax and Instructions, Annually

Form 304, Major Business Facility Job Tax Credit and Instructions, Annually

Form 305, Clean Fuel Vehicle Job Creation Tax Credit and Instructions, Annually

Form 306, Coalfield Employment Enhancement Tax Credit and Instructions, Annually

Form EDC, Taxpayer Application for Qualified Equity and Subordinated Debt Investments Credit, Annually

Form HAC, Application for Home Accessibility Features for the Disabled Credit, Annually

Form LPC, Virginia Land Preservation Tax Credit Notification Form, Annually

Schedule CLI, Computation for Tax Credit for Low Income Individuals, 2000

### Individual Miscellaneous

Form 760PMT, ELF/iFile/Telefile Payment Voucher, Annually

Form EST-80, Estate Tax Return, 10/2005

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# Guidance Documents

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Form GFD, General Fund Donation Voucher, 12/2002  
Form OIC-Ind, OIC Offer in Compromise Individual, 03/2003  
Form PAR101, Power of Attorney Release Form, 04/2003  
Form PP-2, Partial Payment Voucher, 09/1997  
Form PT-1, Probate Tax Return, 08/1999  
Form R-5, Nonresidential Real Property Owner Registration Form, 07/2000  
Form R-5E, Nonresidential Real Property Owner Exemption Certificate, 07/2000  
Form R-5P, Nonresidential Real Property Owner Shareholder/Partner Schedule, 04/1992  
Form STA Worksheet, Spouse Tax Adjustment Worksheet  
Form VA-4, Employee's Withholding Exemption Certificate, 10/2004  
Form VA-4B, Employee's Withholding Income Tax Credit for Income Taxes Paid to Another State, 05/2005  
Form VA-4P, Withholding Exemption Certificate for Recipients of Pension and Annuity Payments, 10/2004

## **Business Taxes**

Unless otherwise noted, questions can be directed to Customer Service at (804) 367-8037.

### Corporate Forms

Form 500, Corporate Income Tax Return 500, Annually  
Form 500 Inst, Instructions for Form 500, Annually,  
Form 500C, Underpayment of Estimated Tax by Corporations and Instructions, Annually  
Form 500CR, Credit Computation Schedule for Form 500 500CR, Annually  
Form 500CP, Extension Payment Voucher and Tentative Tax Return, Annually  
Form 500EC, Modified Net Income Tax Return for Electric Cooperatives, Annually  
Form 500EC Inst, Instructions for Form 500EC, Annually  
Form 500ES, Forms and Instructions for Declaration of Estimated Income Tax, Annually  
Form 500NOLD, Corporation Application for Refund-Carryback of Net Operating Loss and Instructions, Annually  
Form 500S, Small Business Corporation Income Tax Return, Annually  
Form 500T, Telecommunications Companies Minimum Tax and Credit Schedule, Annually  
Form 500T Inst, Instructions for Form 500T, Annually  
Form 500V, Corporation Income Tax Payment Voucher, Annually

Form 500X, Amended Corporation Income Tax Return 500X and Instructions, Annually

Form Schedule A, Multistate Corporation Allocation and Apportionment of Income (Form 500) Schedule A, Annually

Form 500 Sch A Inst, "Instructions for Form 500, Schedule A", Annually

### Forms for Pass Through Entity

Form 502, Pass Through Entity Return of Income, Annually

Form 502 Instructions, "Instructions for Form 502, Schedule A and VK-1", Annually

Form 502 Schedule A, Multistate Pass Through Entity, Annually

Form VK-1, Owner's Share of Income and Virginia Modifications and Credits, Annually

### Bank Franchise

Form 301 Banks, Enterprise Zone Credit - Bank Franchise Tax and Instructions, Annually

Form 64 and Schedules, Virginia Bank Franchise with Schedules and Instructions, Annually, (804) 786-3503

### Business Credits

Form 301 Corp, Enterprise Zone Credit - Corporation Tax, Annually

Form 301 Banks, Enterprise Zone Credit - Bank Franchise Tax and Instructions, Annually

Form 301 Indiv, Enterprise Zone Credit - Individual Tax and Instructions, Annually

Form 304, Major Business Facility Job Tax Credit and Instructions, Annually, (804) 786-2992

Form 305, Clean Fuel Vehicle Job Creation Tax Credit and Instructions, Annually

Form 306, Coalfield Employment Enhancement Tax Credit and Instructions, Annually

Form EDC, Taxpayer Application for Qualified Equity and Subordinated Debt Investments Credit, Annually, (804) 786-2992

Form LPC, Virginia Land Preservation Tax Credit Notification Form, Annually, (804) 786-2992

Form PTE, Pass-Through Credit Allocation, Annually, (804) 786-2992

Form QBA, Application for Designation as a Qualified Business for the Qualified Equity and Subordinated Debt Investments Tax Credit, Annually, (804) 786-2992

Form WRC, Worker Retraining Tax Credit Application, Annually, (804) 786-2992

### Business Miscellaneous

Form 200, Litter Tax Return and Instructions, 08/2005

Form OIC Bus, Offer in Compromise Business, 11/2002

Form PAR101, Power of Attorney Release Form, 10/2003  
Form R-5, Nonresident Real Property Owner Registration Form, 07/2000, (804) 367-8031

Form R-5E, Nonresident Real Property Owner Exemption Certificate, 07/2000, (804) 367-8031

Form R-5P, Nonresident Real Property Owner Shareholder/Partner Schedule, 04/1992

#### Rolling Stock Tax on Railroad and Freight Car Companies

Form RR1S, Supplemental Information, 09/2002

Form RR2-1, Statement to the Department of Taxation, 01/1985

Form RR3-1, Report to the Department of Taxation, 03/1995

Form RR5, "Class 5 (Locomotives, Passenger, Freight, and Work Equipment owned as of Dec. 31)", 12/2000, (804) 367-8020

Form RR5S, Class 5 Summary, 12/2000, (804) 367-8020

### **Commodity and Excise Tax**

#### Egg

Form EG-1, VA Egg Excise Assessment, 01/2003, (804) 786-2450

Form EG-2, Worksheet for VA Egg Board and Conversion Calculations for Egg Products, 06/2002, (804) 786-2450

#### Forest Products

Form 1034, Forest Products Tax Return, 10/2002, (804) 786-2450

Form 1034/1035 Inst, 1034 - 1035 Forest Products Tax Return Instructions, 10/2002, (804) 786-2450

Form 1035, Forest Product Tax Return - Small Manufacturers, 10/2002, (804) 786-2450

#### Miscellaneous

Form 404, Soft Drink Excise Tax Return, 07/2002, (804) 786-2450

Form CO-1, Virginia Corn Assessment, 04/2004, (804) 786-2450

Form CX-1, Virginia Cotton Assessment, 05/1999, (804) 786-2450

Form PN-1, Peanut Excise Tax Return, 01/1999, (804) 786-2450

Form SG-1, Virginia Small Grains Assessment, 05/1998, (804) 786-2450

Form SH-1, Sheep Tax Return, 04/1995, (804) 786-2450

#### Tobacco

Form CFT, "Cigarette Floor Tax (For month of August, 2004 only.)", 08/2004, (804) 367-8465

Form SPU, Virginia Stamping Agent Permit Update, 08/2004, (804) 786-2809

Form TT-1A, Application for Permit to Purchase and Affix Tobacco Revenue Stamps, 11/2005, (804) 786-3503

Form TT-2, Order for Virginia Cigarette Tax Stamps, 04/2005, (804) 367-8465

Form TT-8, Tobacco Products Tax Return and Instructions, 12/2005, (804) 786-3503

Form TT-12, Application for Tobacco Tax Credit Certificate, 04/2005, (804) 367-8465

Form TT-13, Monthly Report of Cigarette Wholesaler, 11/2005, (804) 786-3503

Form TT-13 and TT-14 Inst, Tobacco Tax Instructions for Schedule D and Schedule E, 08/2005, (804) 786-3503

Form TT-14, Monthly Report of Non-Resident Cigarette Wholesaler, 11/2005, (804) 786-3503

Form TT-18, Monthly Report of Cigarette Manufacturer and Instructions, 11/2005, (804) 786-3183

Form TT-19NPM, Tobacco Product Manufacturer Certification for Non-Participating Manufacturers, 02/2005 (804) 786-3183

Form TT-19PM, Tobacco Product Manufacturer Certification for Participating Manufacturers, 02/2005, (804) 786-3183

Form TT-20, Tobacco Product Tax Monthly Recordkeeping, 02/2005, (804) 786-3503

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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 27185, Richmond, VA 23261-7185, telephone (804) 371-2294 or FAX (804) 371-2355.

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Copies of the following documents (all documents listed on pages 13-21) may be obtained from the Department of Planning and Budget's Internet website, [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Additionally, copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Policy and Administration, Appeals and Rulings, Department of Taxation, 600 East Main Street, Richmond, VA 23219. 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 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179.

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Virginia Tax Bulletin No. 85 - 9, Retail Sales and Use Tax Regulation VR 630-10-3 [now 23 VAC 10-210-40]: Advertising, April 26, 1985

Virginia Tax Bulletin No. 85 - 10, Schools and Parent Teacher Associations, August 6, 1985

Virginia Tax Bulletin No. 85 - 11, State Interest Rates, June 14, 1985

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- Virginia Tax Bulletin No. 85 - 20, Stamping 25 Cigarette Packages in Cartons of Eight, September 16, 1985
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- Virginia Tax Bulletin No. 86 - 1, Tax Regulation VR 630-2-311.1 [now 23 VAC 10-110-80]: Net Operating Losses, January 1, 1986
- Virginia Tax Bulletin No. 86 - 2, not published
- Virginia Tax Bulletin No. 86 - 3, Application of the Retail Sales and Use Tax to Off-Road Vehicles, March 20, 1986
- Virginia Tax Bulletin No. 86 - 4, Application of the Sales and Use Tax to Veterinarians, February 28, 1986
- Virginia Tax Bulletin No. 86 - 5, Adoption of Emergency Sales and Use Tax Regulation on Innovative High Technology Industries and Research, March 5, 1986
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- Virginia Tax Bulletin No. 86 - 15, Increase in the Virginia Sales and Use Tax Rate Effective on January 1, 1987, October 30, 1986
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- Virginia Tax Bulletin No. 87 - 2, Interest Rates, July 1, 1987
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- Virginia Tax Bulletin No. 87 - 4, Sales and Use Tax: 1987 Legislative Changes, June 18, 1987
- Virginia Tax Bulletin No. 87 - 5, Watercraft Sales and Use Tax: 1987 Legislative Changes, June 1, 1987
- Virginia Tax Bulletin No. 87 - 6, 1987 Legislative Changes to Miscellaneous Taxes, June 1, 1987
- Virginia Tax Bulletin No. 87 - 7, 1987 Legislative Changes Affecting Localities, June 1, 1987
- Virginia Tax Bulletin No. 87 - 8, Virginia Tax Reform Act of 1987, and Estimated Individual Income Tax Payment Requirements, June 1, 1987
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- Virginia Tax Bulletin No. 87 - 11, Income Tax: Final Adoption of Individual and Corporation Income Tax Regulations, July 1, 1987
- Virginia Tax Bulletin No. 87 - 12, Processing of Nonresident Individual Income Tax Returns by Commissioners of the Revenue, July 6, 1987
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- Virginia Tax Bulletin No. 87 - 14, Imposition of the Motor Vehicle Fuel Sales Tax in the City of Manassas Park, July 15, 1987
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- Virginia Tax Bulletin No. 88 - 1, Interest Rates, March 15, 1988
- Virginia Tax Bulletin No. 88 - 2, Repeal of Partnership Filing Requirements, March 29, 1988
- Virginia Tax Bulletin No. 88 - 3, Impact of Federal Fuel Excise Tax Law Changes on Virginia Sale and Use Taxes, April 1, 1988
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- Virginia Tax Bulletin No. 88 - 5, Enterprise Zone Tax Incentives, May 20, 1988
- Virginia Tax Bulletin No. 88 - 6, 1988 Tax Changes Affecting Localities, June 1, 1988
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Virginia Tax Bulletin No. 88 - 12, Individual and Withholding Taxation: Virginia State Lottery Winnings, September 26, 1988

Virginia Tax Bulletin No. 88 - 13, Interest Rates, September 15, 1988

Virginia Tax Bulletin No. 88 - 14, Virginia and West Virginia Enter Into Reciprocal Income Tax Agreement, December 15, 1988

Virginia Tax Bulletin No. 88 - 15, Motor Vehicle Fuel Sales Tax: Imposition in Loudoun County, November 28, 1988

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Virginia Tax Bulletin No. 89 - 1, Individual Income Tax: Crime Solver Rewards, January 1, 1989

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Virginia Tax Bulletin No. 89 - 3, Telecommunication Companies

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Virginia Tax Bulletin No. 89 - 5, Interest Rates, June 1, 1989

Virginia Tax Bulletin No. 89 - 6, Interest Rates, September 1, 1989

Virginia Tax Bulletin No. 89 - 7, Increase in Corn Assessment, September 22, 1989

Virginia Tax Bulletin No. 90 - 1, Withholding Virginia Income Tax from Wages Paid to Agricultural Workers, March 15, 1990

Virginia Tax Bulletin No. 90 - 2, Interest Rates, March 1, 1990

Virginia Tax Bulletin No. 90 - 3, Local License Tax on Motor Vehicle Dealers, July 10, 1990

Virginia Tax Bulletin No. 90 - 4, Interest Rates, June 1, 1990

Virginia Tax Bulletin No. 90 - 5, Assessment of Railroad and Interstate Pipelines for Local Tax Purposes, July 3, 1990

Virginia Tax Bulletin No. 90 - 6, Impact of Recent Changes in Federal Withholding Requirements, October 1, 1990

Virginia Tax Bulletin No. 90 - 7, Interest Rates: Fourth Quarter 1990, September 4, 1990

Virginia Tax Bulletin No. 90 - 8, Issuance of 1990 Assessments of Railroads and Interstate Pipelines, September 6, 1990

Virginia Tax Bulletin No. 90 - 9, Interest Rates: First Quarter 1991, November 12, 1990

Virginia Tax Bulletin No. 91 - 1, 1990 Individual Income Tax: Age Subtraction, February 26, 1991

Virginia Tax Bulletin No. 91 - 2, Interest Rates: Second Quarter 1991, April 1, 1991

Virginia Tax Bulletin No. 91 - 3, Operation Desert Storm, April 1, 1991

Virginia Tax Bulletin No. 91 - 4, Federal Excise Tax Changes, April 1, 1991

Virginia Tax Bulletin No. 91 - 5, Corporate Income Tax: Late Filing Penalty, April 1, 1991

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Virginia Tax Bulletin No. 91 - 7, Virginia Tire Tax, June 10, 1991

Virginia Tax Bulletin No. 91 - 8, Interest Rates: Fourth Quarter 1991, September 17, 1991

Virginia Tax Bulletin No. 91 - 9, Employer Withholding Tax: 1991 Legislative Changes, October 21

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Virginia Tax Bulletin No. 91 - 12, Collection of Property Taxes Enjoined, December 9, 1991

Virginia Tax Bulletin No. 92 - 1, Interest Rates: Second Quarter 1992, March 16, 1992

Virginia Tax Bulletin No. 92 - 3, Important Information for 1992 Estimated Tax Filers, April 15, 1992

Virginia Tax Bulletin No. 92 - 4, Interest Rates, June 15, 1992

Virginia Tax Bulletin No. 92 - 5, Virginia Sales and Use Tax: Nonprofit Organization Exemptions, September 15, 1992

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Virginia Tax Bulletin No. 92 - 7, Sale and Installation of Floor Coverings, September 15, 1992

Virginia Tax Bulletin No. 92 - 8, New Addresses for Tax Department

Virginia Tax Bulletin No. 92 - 9, Interest Rates, October 15, 1992

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Virginia Tax Bulletin No. 92 - 12, Collection of Property Taxes Restrained for the 1992 Tax Year, December 8, 1992

Virginia Tax Bulletin No. 92 - 13, Consumer's Use Tax Returns for Individuals, December 16, 1992

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Virginia Tax Bulletin No. 92 - 15, Interest Rates, December 30, 1992

Virginia Tax Bulletin No. 93 - 1, Notice of Intended Regulatory Action, February 8, 1992

Virginia Tax Bulletin No. 93 - 2, Virginia Income Tax Changes for 1993 Filings, February 22, 1993

Virginia Tax Bulletin No. 93 - 3, Virginia Income Tax Withholding: Impact of Federal Changes for 1993, February 25, 1993

Virginia Tax Bulletin No. 93 - 4, Reporting Nonapportionable Investment Income on Virginia Corporate Income Tax Returns, April 6, 1993

Virginia Tax Bulletin No. 93 - 5, State Recordation Tax, March 8, 1993

Virginia Tax Bulletin No. 93 - 6, Interest Rates, April 9, 1993

Virginia Tax Bulletin No. 93 - 7, Application of the Sales Tax to Printing Purchased by Advertising Agencies, April 23, 1993

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Virginia Tax Bulletin No. 93 - 10, Interest Rates, October 1, 1993

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Virginia Tax Bulletin No. 94 - 3, Virginia State Lottery Winnings, February 4, 1994

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Virginia Tax Bulletin No. 94 - 9, Application of the Watercraft Sales and Use Tax to the Sale of Boat Motors, June 27, 1994

Virginia Tax Bulletin No. 94 - 10, Application of the Sales Tax to Disposal Fees on Waste Tires and Other Environmentally Hazardous Materials, December 1, 1994

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Virginia Tax Bulletin No. 94 - 13, Retail Sales and Use Tax: Legislative Consideration of Exemption Request, September 30, 1994

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Virginia Tax Bulletin No. 96 - 2, Operation Joint Endeavor, April 23, 1996

Virginia Tax Bulletin No. 96 - 3, Interest Rates, Third Quarter 1996, June 19, 1996

Virginia Tax Bulletin No. 96 - 4, Virginia Egg Excise Tax, August 23, 1996

Virginia Tax Bulletin No. 96 - 5, Employer Withholding by Electronic Fund Transfer (EFT), September 27, 1997

Virginia Tax Bulletin No. 96 - 6, Retail Sales and Use Tax: Film Purchased by Commercial Photographers, September 27, 1997

Virginia Tax Bulletin No. 96 - 7, Interest Rates, Fourth Quarter 1996, September 27, 1996

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Virginia Tax Bulletin No. 97 - 2, Interest Rates, Second Quarter 1997, March 20, 1997

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Virginia Tax Bulletin No. 97 - 5, Watercraft Tax, December 19, 1997

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Virginia Tax Bulletin No. 98 - 1, Major Business Facility Job Tax Credit, January 13, 1998

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Virginia Tax Bulletin No. 98 - 4, Exemption for Nonprescription Drugs and Proprietary Medicine, May 8, 1998

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Virginia Tax Bulletin No. 98 - 5, Interest Rates, Third Quarter, June 26, 1998

Virginia Tax Bulletin No. 98 - 6, Interest Rates, Fourth Quarter

Virginia Tax Bulletin No. 98 - 7, Forest Products Tax, October 1, 1998

Virginia Tax Bulletin No. 99 - 1, Personal Property Tax Relief Act of 1998, Income Tax Treatment of Tax Relief, January 4, 1999

Virginia Tax Bulletin No. 99 - 2, Interest Rates, First Quarter, January 6, 1999

Virginia Tax Bulletin No. 99 - 3, Interest Rates, Second Quarter, April 4, 1999

Virginia Tax Bulletin No. 99 - 4, Worker Retraining Tax Credit, April 5, 1999

Virginia Tax Bulletin No. 99 - 5, Operation Allied Force, May 1, 1999

Virginia Tax Bulletin No. 99 - 6, Major Business Facility Job Tax Credit Economically Distressed Areas for 1998, May 1, 1999

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Virginia Tax Bulletin No. 00 - 3, Modular Housing, June 20, 2000

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Virginia Tax Bulletin No. 00 - 5, Qualified Equity and Subordinated Debt Investment Tax Credit, July 31, 2000

Virginia Tax Bulletin No. 00 - 6, Interest Rates, Third Quarter, September 26, 2000

Virginia Tax Bulletin No. 00 - 7, Interest Rates, First Quarter, December 27, 2000

Virginia Tax Bulletin No. 01 - 1, Taxation of Electric Cooperatives, January 4, 2001

Virginia Tax Bulletin No. 01 - 2, Interest Rates, Second Quarter, March 26, 2001

Virginia Tax Bulletin No. 01 - 3, Interest Rates, Third Quarter, June 29, 2001

Virginia Tax Bulletin No. 01 - 4, Interest Rates, Fourth Quarter, September 19, 2001

Virginia Tax Bulletin No. 01 - 5, Interest Rates, First Quarter, December 21, 2001

Virginia Tax Bulletin No. 02 - 1, Interest Rates, Second Quarter, March 20, 2002

Virginia Tax Bulletin No. 02 - 2, Virginia Income Tax Fixed Date Conformity, March 20, 2002

Virginia Tax Bulletin No. 02 - 3, Additional Information on Fixed Date Conformity, April 8, 2002

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Virginia Tax Bulletin No. 03 - 1, Fixed Date Conformity Advancement, February 18, 2003

Virginia Tax Bulletin No. 03 - 2, Educator's Expenses, February 18, 2003

Virginia Tax Bulletin No. 03 - 3, Avian Flu Indemnification Payments, February 18, 2003

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Virginia Tax Bulletin No. 03 - 6, USDA Peanut Quota Buyout Subtraction, April 7, 2003

Virginia Tax Bulletin No. 03 - 7, Interest Rates, Third Quarter, June 12, 2003

Virginia Tax Bulletin No. 03 - 8, Appeals of State Tax Assessments, July 15, 2003

Virginia Tax Bulletin No. 03 - 9, Interest Rates, Fourth Quarter, September 22, 2003

Virginia Tax Bulletin No. 03 - 10, Real Estate Appeals to Local Boards of Equalization, November 18, 2003

Virginia Tax Bulletin No. 03 - 11 (PD 03-95) 12/16/2003, First Quarter Interest Rates 2004

Virginia Tax Bulletin No. 04 - 1 (PD 04-7) 03/05/2004, Second Quarter Interest Rates

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Virginia Tax Bulletin No. 04 - 3 (PD 04-30) 07/09/2004, THIRD QUARTER 2004 Interest Rates

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Virginia Tax Bulletin No. 04 - 05 (PD 04-220) 12/17/2004, First Quarter Interest Rates 2005

Virginia Tax Bulletin No. 05 - 1, Important Information Regarding 2004 Virginia Income Tax Returns, March 7, 2005

Virginia Tax Bulletin No. 05 - 2, Second Quarter Interest Rates, March 18, 2005

Virginia Tax Bulletin No. 05 - 3, Financial Corporation Apportionment and Nexus, April 18, 2005

Virginia Tax Bulletin No. 05 - 4, Exemption Eligibility Expanded - For Non Profit Organizations, April 13, 2005

Virginia Tax Bulletin No. 05 - 5, Extensions and Other Tax Benefits to Members of the Armed Forces Serving in Areas Designated as Combat Zones, April 26, 2005

Virginia Tax Bulletin No. 05 - 6, Important Information Regarding Filing Requirement For Pass-Through Entities, May 6, 2005

Virginia Tax Bulletin No. 05 - 7, Food Tax Rate Reduction, May 31, 2005

Virginia Tax Bulletin No. 05 - 8, Third Quarter Interest Rates, June 23, 2005

Virginia Tax Bulletin No. 05 - 9, Important Information Regarding Hurricane Katrina Disaster Relief: FEMA and American Red Cross Debit Cards, September 16, 2005

Virginia Tax Bulletin No. 05 - 10, Fourth Quarter Interest Rates, September 23, 2005

Virginia Tax Bulletin No. 05 -11, First Quarter Interest Rates 2006, December 21, 2005

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 5,000 public documents and adds an additional 40 to 50 documents to this list each month.

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations/Compliance/Audit, Department of Taxation, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of \$.10 per page by contacting Richard Dotson at the Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Questions regarding interpretation or implementation of these documents may be directed to Richard Dotson, Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

#### **Guidance Documents:**

Office of Compliance, Sales and Use Tax Audit Procedures Manuals, revised June 2003, Vols. 1-4, 2,000 pages

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations/Compliance/Collections, Department of Taxation, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of \$.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.

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#### **Guidance Documents:**

Commonwealth of Virginia, Department of Taxation, Office of Compliance, Procedures for Safeguarding Federal Tax Information, July 1981, revised September 30, 2004, 16 pages

## **DEPARTMENT OF TRANSPORTATION**

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the work unit (division or district) that issued or has custody of the document.

### **Asset Management Division - Administration**

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 4 p.m. in the VDOT's Asset Management Division, located in the Brookfield Corporate Complex, 6600 West Broad Street, Richmond, Virginia. Mailing address: VDOT, Asset Management Division, 1401 East Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 662-7640 or FAX (804) 662-9405. Additional copies and/or pages may be received at a cost of \$0.15 per page, checks are to be made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be mailed to Mr. Quintin D. Elliott, Asset Management Director, VDOT, 1401 East Broad Street, Richmond, VA, 23219, telephone (804) 662-9102, FAX (804) 662-9405, or e-mailed at quintin.elliott@vdot.virginia.gov.

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# Guidance Documents

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## Guidance Documents:

Abandoned Vehicles, Asset Management Best Practices Manual, Section 6.6.5, § 46.2-1210

Additions, Abandonments and Discontinuances (Guide to...), Title 33.1, Articles 10-14, § 33.1-229 et seq., available at the following web site: <http://www.virginiadot.org/business/local-assistance-programs.asp#Secondary%20Roads>

Note: This Guide is being revised and will incorporate the Roadway Relocation Guide in its entirety, a portion of which is already duplicated in the "Additions Guide." The new consolidated document will be entitled "Guide to Additions, Abandonments, and Discontinuances of State Maintained Highways." It should be released in mid-2006.

Asset Management, Asset Management Directives 3.0 and 17.0, Asset Management Best Practices Manual, Section 3.1 and Chapter 17, §§ 33.1-23.02 and 33.1-23.1

Contracts, Asset Management Directive 4.0, Asset Management Best Practices Manual, Chapter 4, §§ 2.2-4301, 2.2-4303, 33.1-12 (2) and 33.1-190

Dead Animal Removal, Asset Management Best Practices Manual, Section 11.5.2, § 18.2-323

Debris on Highway or Roadside, Asset Management Best Practices Manual, Section 11.5.3, §§ 10.1-1424, 18.2-324, and 33.1-346

Driveways of Volunteer Fire Departments and Rescue Squads, Asset Management Directive 14.0, Asset Management Best Practices Manual, Section 14.2.9, § 33.1-200.1

Dump Creating Fire Hazard to Public Bridges, Asset Management Best Practices Manual, Sections 11.5.5.2 and 16.9.14, § 33.1-347

Entrances, Asset Management Directive 6.0, Asset Management Best Practices Manual, Chapter 6 (specifically, Sections 6.3 and 6.5), §§ 33.1-197 through 33.1-199

Ferries, Bridges, and Turnpikes, Asset Management Directives 15.0 and 16.0, Asset Management Best Practices Manual, Chapter 15, §§ 33.1-252 and 33.1-268

Fishing From Bridges, Asset Management Best Practices Manual, Section 16.9.1, § 33.1-207, 24 VAC 30-20-90

Garden Week, Asset Management Directive 11.0, Asset Management Best Practices Manual, Section 11.6, § 33.1-12

Historical Markers, Asset Management Directive 11.0, Asset Management Best Practices Manual, Section 11.7, § 10.1-2202 et seq., 24 VAC 30-151-270(1), document numbers 0.0 thru 3.0, Inside VDOT Portal at:

<http://insidevdot/C5/Roadside/default.aspx?RootFolder=%2fC5%2fRoadside%2fDocument%20Library%2fHistorical%20Markers&View=%7b0546DD5D%2d639C%2d48E2%2dBF7%2d0CC3EAAFB736%7d>

Illegal Signs on Right-of-Way, Asset Management Best Practices Manual, Section 11.8.2, § 33.1-373, 24 VAC 30-20-160

Inmate Labor, Asset Management Directive 9.0, Asset Management Best Practices Manual, Chapter 9, §§ 53.1-56, 53.1-57, and 53.1-58

Junkyards, Asset Management Directive 11.0, Asset Management Best Practices Manual, Section 11.8, § 33.1-348, number 1.0, Inside VDOT Portal at:

<http://insidevdot/C5/Roadside/default.aspx?RootFolder=%2fC5%2fRoadside%2fDocument%20Library%2fJunkyards&View=%7b0546DD5D%2d639C%2d48E2%2dBF7%2d0CC3EAAFB736%7d>

Land Development Manual, Volumes I and II, which supports the Minimum Standards of Entrances to State Highways (§ 33.1-198 and 24 VAC 30-71) and the Subdivision Street Requirements (§§ 33.1-69 and 33.1-229 and 24 VAC 30-91).

Landfills, Asset Management Directive 11.0, Asset Management Best Practices Manual, Section 11.5.5.2, § 33.1-347

Land Use Permit Manual, Asset Management Directive 6.0, Asset Management Best Practices Manual, Chapters 5 and 6, §§ 33.1-198 and 33.1-199, 24 VAC 30-20-20 and 24 VAC 30-150-10 et seq.

Litter and Debris, Asset Management Best Practices Manual, Sections 11.5.2 and 11.5.3, §§ 10.1-1424, 18.2-323, 18.2-324, and 33.1-346

Newspaper Boxes, Asset Management Best Practices Manual, Section 6.6.3, § 33.1-206, 24 VAC 30-20-110

Outdoor Advertising, Asset Management Directive 11.0, Asset Management Best Practices Manual, Section 11.8, §§ 33.1-351 – 33.1-381, 24 VAC 30-120-10 et seq., and document Numbers 0.0 thru 42.0, Inside VDOT Portal at: <http://insidevdot/C5/Roadside/default.aspx?RootFolder=%2fC5%2fRoadside%2fDocument%20Library%2fOutdoor%20Advertising&View=%7b0546DD5D%2d639C%2d48E2%2dBF7%2d0CC3EAAFB736%7d>

Pesticide Use, Asset Management Best Practices Manual, Section 11.4, Virginia Pesticide Control Act, Title 3.1, Chapter 14.1, Articles 1 and 2 of the Code of Virginia

Political Signs on Right-of-Way, Asset Management Best Practices Manual, Sections 11.8.2.1 and 11.8.2.3, § 33.1-373, 24 VAC 30-20-160

Primary System Overhead Crossing and Underpass, Asset Management Best Practices Manual, Section 10.3, § 56.368-1

Posted Roads and Bridges, Asset Management Directive 16.0, Asset Management Best Practices Manual, Sections 12.3.7, 12.8 and 16.9.3, § 46.2-1104

Railroad Grade Crossings, Asset Management Directive 10.0, Asset Management Best Practices Manual, Sections 10.2 and 10.5, §§ 56-405 and 56-406.2

Railroads, Asset Management Directive 10.0, Asset Management Best Practices Manual, Chapter 10, §§ 56-405, 56-406.1, 56-406.2, and 56.368-1

Real Estate Signs on Right-of-Way, Asset Management Best Practices Manual, Sections 11.8.2.2 and 11.8.2.3, § 33.1-373

Rest Areas and Waysides, Asset Management Directive 15.0, Asset Management Best Practices Manual, Sections 15.5 and 15.6, §§ 33.1-12(3) and 33.1-218, 24 VAC 30-50-10

Restricted Structures, Asset Management Directive 16.0, Asset Management Best Practices Manual, Sections 16.9.2 and 16.9.3, §§ 46.2-1104, 46.2-1124 through 46.2-1127

Roads in State Institutions, Asset Management Best Practices Manual, Section 15.11, § 33.1-33

Roadway Lighting, Asset Management Directive 18.0, Asset Management Best Practices Manual, Section 18.10, §§ 15.2-2020 and 46.2-100

Roadway Relocation Guide, Title 33.1, Articles 10-14, 33.1-229 et seq.

Note: This Guide is being revised and will incorporate the "Guide to Additions, Abandonments and Discontinuances" document. The new consolidated document will be entitled "Guide to Additions, Abandonments, and Discontinuances of State Maintained Highways." It should be released in mid-2006.

Sale of Materials, Rental of Equipment, and Use of Equipment by Local Governments and School Boards, Asset Management Best Practices Manual, Sections 1.15 and 7.3.8, "Disposal of Materials" Directive 1.02 (2 pages), §§ 5.1-49, 5.1-50 and 33.1-195

School Zone Signs, Asset Management Best Practices Manual, Section 18.1.4, § 46.2-873

Sledding Play Areas Designated by Local Governments, Asset Management Directive 14.0, Asset Management Best Practices Manual, Section 14.2.12, § 46.2-1302

Snow Emergency Routes, Asset Management Directive 14.0, Asset Management Best Practices Manual, Section 14.2.10, § 46.2-1302

Speed Limits, Asset Management Directive 18.0, Asset Management Best Practices Manual, Section 18.1.5, § 46.2-878

Steel Plates, Asset Management Best Practices Manual, Section 18.11, § 33.1-223.2:14

Street Name Signs, Asset Management Directive 18.0, Asset Management Best Practices Manual, Section 18.1.2, § 33.1-69.01

Trash Containers, Asset Management Best Practices Manual, Section 11.5.5.3, 24 VAC 30-151-270 P

Unauthorized Signs/Advertising, Asset Management Directives 11.0 and 18.0, Asset Management Best Practices Manual, Section 11.8.2, § 33.1-373

## Scheduling and Contract 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 Scheduling and Contract Division, 1401 E. Broad St., 12th Floor, Richmond, VA 23219. Copies may be obtained either free of charge, or at the specified cost by contacting the Scheduling and Contract

Division Administrator's Office at the same address, telephone (804) 225-3292 or FAX (804) 786-7778.

Questions regarding interpretation or implementation of these documents may be directed to the Scheduling and Contract Division Administrator at the same address, telephone, and FAX numbers given above.

The documents below are issued pursuant to § 33.1-13 of the Code of Virginia. The Post Construction Manual and the Instructional Memoranda are available at the following Internet address:

[http://www.virginiadot.org/business/const/pc\\_manual.pdf](http://www.virginiadot.org/business/const/pc_manual.pdf)

### Guidance Documents:

VDOT Construction and Maintenance Claims Manual, issued 1992, no charge

VDOT Emergency Contract Manual, issued August 2003, no charge

VDOT Post Construction Manual (Imperial and Metric), revised 1997, no charge

VDOT Construction Manual, revised 2003, \$11

VDOT Construction Phase Inspection Manual, revised December 2001, no charge

VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

VDOT Value Engineering Program Administration Manual, revised November 2005, § 33.1-190, no charge

VDOT Construction Division Memoranda, issued 1994 - 2003, no charge from Internet

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, go to <http://www.virginiadot.org/business/const/default.asp> Under "ALL THINGS ADVERTISEMENT" click on Construction Directive Memoranda.

## Financial Planning Division

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Financial Planning Division, located on the 4th Floor of the Highway Building, 1221 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or via telephone at (804) 786-6065 or FAX (804) 786-2564.

Questions regarding interpretation or implementation of the documents may be directed to John W. Lawson, Director of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-2454, FAX (804) 786-2564 or e-mail [john.lawson@vdot.virginia.gov](mailto:john.lawson@vdot.virginia.gov).

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# Guidance Documents

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## Guidance Document:

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget, (updated annually at the end of the fiscal year as required by the Code of Virginia, 33.1-12(9)). This item may also be viewed at the VDOT website at the following address:

VDOT Info & Service: VDOT Budget and Supplement  
<http://www.virginiadot.org/infoservice/reports-budget.asp>

### Innovative Project Delivery Division

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Innovative Project Delivery Division, located at 1221 E. Broad St., 4th Floor, Richmond, VA 23219. Copies may be obtained free of charge at the same address or via telephone (804) 786-1103 or FAX 786-7221. The document is also accessible via the Internet from the following address:  
<http://www.virginiadot.org/business/ppta-Guidelines.asp>

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221 or e-mail [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

## Guidance Document:

Commonwealth of Virginia Public-Private Transportation Act of 1995 Guidelines, revised October 31, 2005, § 56-556

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Innovative Project Delivery Division, located at 1221 E. Broad St., 4th Floor, Richmond, VA 23219. Copies may be obtained free of charge at the same address or via telephone (804) 786-1103 or FAX 786-7221. The document is also accessible via the Internet from the following address:  
[http://www.virginiadot.org/business/resources/Final%20DB%20manual\\_November12%2020041.pdf](http://www.virginiadot.org/business/resources/Final%20DB%20manual_November12%2020041.pdf)

Questions regarding interpretation or implementation of the Design-Build Procurement Manual may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221 or e-mail [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

## Guidance Document:

Design-Build Procurement Manual, November 2004, § 33.1-12(2) (b)

### Local Assistance Division

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive

copies by contacting W.R. Dandridge, Program Manager, at the same address, telephone (804) 786-2745 (or Hugh W. Adams, Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603.

## Guidance Document:

Guide for the Industrial Access Program, revised April 2002, § 33.1-221, 24 VAC 30-271. (Industrial Access Policy)

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219.

For more information on this program or to obtain a copy of the application packet, please contact our Transportation Enhancement Program Staff, at 1-800-444-7832. In the Richmond area, please call (804) 786-2264, FAX (804) 786-2603 or e-mail [h.chenault@vdot.virginia.gov](mailto:h.chenault@vdot.virginia.gov), [pamela.liston@vdot.virginia.gov](mailto:pamela.liston@vdot.virginia.gov), or [cynthia.clark@vdot.virginia.gov](mailto:cynthia.clark@vdot.virginia.gov).

Enhancement Program Procedure Manual, March 2005, § 33.1-12 (9) and (11)

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, 4th Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Local Assistance Division at the same address, telephone (804) 786-0334 or FAX (804) 371-0847.

Questions regarding interpretation or implementation of this document may be directed to Jennifer B. Debruhl, Assistant Division Administrator, at the same address, telephone number, and FAX number given above.

Urban Division Manual, May 2001, 24 VAC 30-320 (Urban Street Payment Program), 24 VAC 30-330 (Urban Construction Program) (also available at:

<http://www.virginiadot.org/projects/resources/UrbanManual.pdf>

### 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained at the same location and mailing address, telephone (804) 786-2393 or FAX (804) 786-5157.

## Guidance Document:

VDOT Public Involvement Policy and Procedure Manual, revised September 2004, § 33.1-18, no charge

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, Policies and Procedures Section located in Room 712 of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting the Policies and Procedures Section Manager at the same

location and mailing address, telephone (804) 786-8287 or FAX (804) 786-9311. Questions regarding interpretation or implementation of this document may be directed to the Policies and Procedures Section Manager.

Instructional and Informational Memorandum IIM-LD-55.7, Curb Ramps for Persons with Mobility Impairments, issued February 12, 2003, § 15.2-2021, no charge

## Traffic Engineering Division

Copies of the Traffic Engineering Memoranda (1967- present), issued pursuant to authority set forth in § 33.1-12 (3) and (5), and that deal with traffic control devices, along with related safety issues, may be viewed during regular work days from 8 a.m. until 4:30 p.m. in Room 206, 2nd floor of the Virginia Department of Transportation's Traffic Engineering Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Mr. Mansour Mahbanoozadeh at the same address, telephone (804) 786-7983.

### Guidance Document:

Traffic Engineering Division Memoranda, issued 1967-present, § 33.1-12 (3) and (5), 24

Questions regarding interpretation or implementation of this document may be directed to the State Traffic Engineer, Room 207, 2nd Floor, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

## Programming Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Programming Division, Room 404, 1401 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Six-Year Program (SYP) may also be viewed on the Internet at <http://www.virginiadot.org/projects/syp-default.asp>

Questions regarding interpretation or implementation of this document may be directed to the Programming Division Administrator at (804) 786-2741 or FAX (804) 371-8719.

### Guidance Document:

Virginia Six-Year Improvement Program, implemented July 1, 2005, § 33.1-12 (9)

## Office of Public Affairs

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Office of Public Affairs, located in the VDOT Hospital Building, 2nd Floor, 1201 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 786-5595, FAX (804) 786-5323 or e-mail [bryan.kelley@VDOT.virginia.gov](mailto:bryan.kelley@VDOT.virginia.gov).

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

## Policy Division

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 Policy Division. Copies may be obtained free of charge by contacting the Policy Division Administrator, 1401 E. Broad St., Richmond, VA, telephone (804) 786-1830 or FAX (804) 225-4700.

Questions regarding interpretation or implementation of this document may be directed to the Policy Division Administrator at the address, telephone number or FAX number provided above.

### Guidance Document:

Intellectual Property Handbook, Fourth Edition, issued August 2005, § 2.2-2822, no charge

## Right of Way and Utilities Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way and Utilities Division, located in the VDOT Annex Building, 5th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting the State Utilities Engineer, at the same address, telephone (804) 786-2931 or FAX (804) 786-1706.

### Guidance Document:

Questions regarding interpretation or implementation of this document may be directed to the State Utilities Engineer.

Utility Relocation Policies and Procedures Manual, Volume II, revised November 2004, 24 VAC 30-210 (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 for Determination of Certain Financial Benefits For Displacees, effective November 21, 2001, Rev. February 3, 2005, 24 VAC 30-41 (Rules and Regulations Governing Relocation Assistance)

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# Guidance Documents

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## **Security and Emergency Management Division - Transportation Emergency Operations Center**

Copies of the following documents may be viewed at the Emergency Operations Center (EOC) within VDOT's Security Management Division, located at 1221 E. Broad Street, 4th Floor, South Wing, Richmond, VA 23219. The EOC is staffed on a 24-hour basis, so arrangements may be made to view the documents as needed. Any document or a combination of documents may be obtained free of charge by contacting the Emergency Operations Center at the same address, telephone (804) 786-2848, FAX (804) 225-4979, or e-mail perry.cogburn.@vdot.virginia.gov.

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 2004, (an eight-volume set of plans promulgated under Executive Order and published under the auspices of the Virginia Department of Emergency Management)

VDOT Hurricane Guidance Manual, March 1997

## **Structure and Bridge Division**

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Structure and Bridge Division, located in the VDOT Annex Building, 10th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Ann Lafrancis at the same address, telephone (804) 786-2636 or FAX (804) 786-2988.

Questions regarding interpretation or implementation of this document may be directed to Fred J. Townsend at Structure and Bridge Division, VDOT Annex Building, 9th Floor, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2853 or FAX (804) 786-7787.

### **Guidance Document:**

Structure and Bridge Division Instructional and Informational Memorandum 05-27.5, Bridge Safety Inspections, issued July 2005, § 33.1-12

### **Districts:**

#### **Staunton District**

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, Staunton District Office, Rt. 11 Bypass/Commerce Rd., Staunton, VA 24401.

Copies may be obtained free of charge by contacting Guy Tudor, Transportation Engineer, at the same address, telephone (540) 332-9120 or FAX (540) 332-9267.

Questions regarding interpretation or implementation of this document may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

### **Guidance Documents:**

VDOT General Notes for Subdivisions, revised May 2004, 24 VAC 30-91 (Subdivision Street Requirements)

Subdivision Checklist for Subdivisions in the Staunton District, revised May 2000, 24 VAC 30-91 (Subdivision Street Requirements)

## **DEPARTMENT OF THE TREASURY**

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.

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

## **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 (804) 371-6006 or FAX (804) 225-3187. Copies may be obtained free of charge.

### **Guidance Documents:**

List of Approved Rating Agencies, dated October 31, 2000, § 2.2-4902

Treasury Board Debt Structuring and Issuance Guidelines for the Issuance of Appropriation-Supported Debt, dated November 2003, §§ 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 August 1, 2002

Virginia Public Building Authority By-Laws, dated July 25, 2002, § 2.2-2263

Virginia Public Building Authority Debt Issuance and Management Guidelines, dated August 25, 1994

Virginia Public Building Authority Guidelines for Jail Projects Reimbursements, dated July 16, 1996, §§ 2.2-2263 and 53.1-80 through 53.1-82

Virginia Public School Authority By-Laws, dated December 18, 1962 and amended January 25, 1988, § 22.1-171

Virginia Public School Authority General Pooled Bond Policy, dated June 23, 1997

Virginia Public School Authority Stand Alone Bond Policy, dated June 23, 1997

Virginia Public School Authority 1987 General Fund Balance Policy, dated as of September 27, 1999

## Cash Management and Investments

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Judy Milliron at (804) 225-3167, FAX (804) 225-3478 or email at Judy.Milliron@trs.virginia.gov. Copies may be obtained free of charge.

### Guidance Documents:

General Account Investment Policy and Guidelines, revised July 1, 2005, §§ 2.2-4500 et. al.

Tobacco Indemnification and Community Revitalization Endowment Fund Investment Guidelines Statement of Investment Policies and Goals, Effective August 1, 2005 §§ 3.1-1106 thru 3.1-1114.1

Local Government Investment Pool Policy and Guidelines, revised April 1, 2005, §§ 2.2-4500 et. al.

Local Government Investment Pool Investment Circular, revised August 1, 2005, §§ 2.2-4600 et. al.

State Non-Arbitrage Program Information Statement, dated September 17, 2004

## 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 (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

## 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.virginia.gov.

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, FAX (804) 371-8400 or e-mail Joyce.Palmer@trs.virginia.gov.

### Guidance Documents:

Virginia Risk Management Plan, revised January 6, 2005, § 2.2-1837

Virginia Property Risk Management Plan, revised January 6, 2005, § 2.2-1836

Virginia Faithful Performance of Duty Bond Plan, revised January 6, 2005, § 2.2-1840

Virginia Constitutional Officer Risk Management Plan "VaRISK", revised January 6, 2005, § 2.2-1839

Virginia Local Government Risk Management Plan "VaRISK 2," revised January 6, 2005, § 2.2-1840

## Unclaimed Property

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

Questions regarding these documents may be directed to William Dadmun, telephone (804) 225-2547, FAX (804) 786-4653, or e-mail william.dadmun@trs.virginia.gov. Copies may be obtained free of charge and are available on the Internet at www.trsvirginia.gov.

### Guidance Document:

Unclaimed Property Holder Reporting Package, revised July, 2005, §§ 55-210.1 through 55-210.30

## BOARD OF VETERINARY MEDICINE

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at vetbd@dhp.virginia.gov.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to

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# Guidance Documents

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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 Recordkeeping at shared facilities

150-2, Board minutes of February 12, 2003, Expanded duties for Licensed Veterinary Technicians

150-3, Board motion of May 21, 2003, Distance learning programs and preceptorships for veterinary technicians

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"

150-9, Board motion on content of a medical record, February 3, 2005

150-12, Newsletter of December 1999, Unannounced inspections and veterinary facilities acting as pharmacies

150-13, Board opinion on veterinary prescriptions, May 16, 2002, revised February, 2004

150-14, Board guidance on process for delegation of informal fact-finding to an agency subordinate, November 3, 2004

150-15, Board guidance on planning or leveling of equine teeth, adopted August 10, 2005

150-16, Board motion on protocol to follow upon discovery of a loss or theft of drugs, adopted November 9, 2005

## UNIVERSITY OF VIRGINIA

### Office of the Vice President and Chief Financial Officer

Unless noted otherwise, the documents below are used in interpreting the Code of Virginia, § 23-76.

### Department of Parking and Transportation Services

Copies of the following document may be viewed Monday through Friday from 7:30 a.m. until 5 p.m. at the Department of Parking and Transportation Services, 1101 Millmont Street, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Rebecca White, Director of Parking and Transportation Services at the Department of Parking and Transportation Services, P.O. Box 400000, Charlottesville, VA 22904-4000, telephone (434) 924-6763, FAX (434) 924-3980 or e-mail [rwcfj@virginia.edu](mailto:rwcfj@virginia.edu). Internet address for accessing the document is listed below.

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) ([http://www.virginia.edu/registrar/records/ugradrec/chapter5/c\\_hapter5-5.htm](http://www.virginia.edu/registrar/records/ugradrec/chapter5/c_hapter5-5.htm)), revised August 2003, § 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 Housing Division Conference Services, P.O. Box 400734, Charlottesville, VA 22904-4734. Copies may be obtained free of charge by contacting Megan Gladding, Assistant Director of Conference Services, at the same address, telephone (434) 924-4479, FAX (434) 924-1027 or e-mail [ssates@virginia.edu](mailto:ssates@virginia.edu). Internet address for accessing the document is listed below.

Questions concerning interpretation or implementation of the policies may be directed to Megan Gladding (same address and telephone number as above).

## Guidance Document:

Conference Services Agreement (<http://www.virginia.edu/housing/conferences/>), revised 2005

## Office of the Vice President and Chief Financial Officer

Copies of the following documents may be viewed Monday through Friday from 7 a.m. until 3:30 p.m. in the office of the Policy Manager, Carruthers Hall, 1001 North Emmet St., P.O. Box 400194, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Lynn Mitchell at the same address, telephone (434) 924-4037, FAX (434) 924-3694, or by e-mail [lmm2z@virginia.edu](mailto:lmm2z@virginia.edu). Internet address for accessing the documents is listed below.

Questions regarding interpretation or implementation of these documents may be directed to Lynn Mitchell at the address and phone number above.

## Guidance Document:

University of Virginia Policy Directory (<http://www.virginia.edu/uvapolicies/>)

## Office of the Vice President and Provost

Copies of the Undergraduate Prospectus can be viewed at the Office of Admission, Peabody Hall, Charlottesville, VA, Monday through Friday from 8:30 a.m. to 5 p.m. Questions regarding viewing may be directed to Senem Kudat, Assistant Dean of Admission, Peabody Hall, Charlottesville, VA, telephone (434) 982-3200, or e-mail at [skudat@virginia.edu](mailto:skudat@virginia.edu). Copies may be obtained at no charge by contacting Carol Craig, Office of Admission, P.O. Box 400160, Charlottesville, VA 22904-4160, telephone (434) 982-3383. Internet address for accessing the document is listed below.



Questions regarding interpretation or implementation of this document may be directed to Senem Kudat 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 Patricia Hartsook, Executive Staff Assistant to the Vice President and Provost, Madison Hall, P.O. Box 400226, Charlottesville, VA 22904-4226, telephone (434) 982-2362, or e-mail at pah8h@virginia.edu.

Individuals eligible to receive a complimentary copy of the Undergraduate and Graduate Records should contact Robert LeHeup, Associate Registrar, Office of the University Registrar, P.O. Box 900203, Charlottesville, VA 22904-4203, telephone (434) 924-4122, or e-mail at rd19e@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. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation and implementation of the Undergraduate and Graduate Records may be directed to Laura Hawthorne, Special Assistant to the Vice President and Provost, Office of the Vice President and Provost, Madison Hall, P.O. Box 400226, Charlottesville, VA 22904-4226, telephone (434) 983-2362, or e-mail at LauraH@virginia.edu.

Copies of the Faculty Handbook may be viewed on-line at Alderman Library, McCormick Road at University Avenue, Charlottesville, VA, Monday through Thursday from 8 a.m. to 12 a.m., Friday from 8 a.m. to 9 p.m., Saturday from 9 a.m. to 6 p.m., and Sunday from 12 p.m. to 12 a.m. (Times may vary; check prior to coming: telephone, (434) 924-3021.) Assistance in locating a computer terminal is available at the circulation desk. Hard copies of the Faculty Handbook are no longer available. Internet address for accessing the documents is listed below.

Questions regarding the interpretation and implementation of the Faculty Handbook may be directed to Laura Hawthorne at the above telephone number and address.

#### **Guidance Document:**

University of Virginia's Undergraduate Prospectus (<http://www.virginia.edu/OfStud.html>), Fall 2004

University of Virginia Undergraduate and Graduate Record (<http://www.virginia.edu/docs.html>), 2004-2005

University of Virginia Faculty Handbook (<http://www.virginia.edu/provost/policies.html>), 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, Interim Director for Library Operations, 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) 924-5591, or e-mail gvn8r@virginia.edu. Internet address for accessing the documents is listed below.

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 (<http://www.healthsystem.virginia.edu/internet/library/admin/policy/eligibility.cfm>), revised November 2003.

#### **Libraries**

Copies of the following document may be viewed at any University library public information desk during regular library hours (hours vary by facility). Copies may be obtained free of charge by contacting Diane Walker, Deputy University Librarian for User Services, telephone (434) 924-4606, or e-mail dpw@virginia.edu. Internet address for accessing the documents is listed below.

Questions concerning interpretation or implementation of the policies may be directed to Diane Walker (same address and telephone number as above).

#### **Guidance Document:**

University Library Policies (<http://www.lib.virginia.edu/policies/>), December 2004.

#### **Office of the Vice President for Management and Budget**

#### **Facilities Management**

Copies of the Higher Education Capital Outlay Manual (HECOM) may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Facilities Planning and Construction, University of Virginia, 575 Alderman Road, Charlottesville, VA 22903. Copies may be obtained for \$30 per copy from Kim Breden at the same address, telephone (434) 982-4615, FAX (434) 982-4628 or e-mail kbm4n@virginia.edu. Internet address for accessing the document is listed below.

Questions regarding interpretation or implementation of this document may be directed to Patricia Clifton, Manager Contract Administration, University of Virginia, P.O. Box 400726, Charlottesville, VA 22904-4726, telephone (434) 982-5472, FAX (434) 982-4628 or e-mail pcm8b@virginia.edu.

#### **Guidance Document:**

Higher Education Capital Outlay Manual (<http://www.fm.virginia.edu/fpc/HECOMManual/HECOMManualRe v2.pdf>), Edition 2, thru Revision II of February 24, 2004.

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# Guidance Documents

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## Procurement Services

The following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at Procurement Services, Carruthers Hall, 1001 N. Emmet Street, P.O. Box 400202, Charlottesville, VA 22904-4202. Copies may be obtained free of charge by contacting Eric Denby, Director of Procurement Services, at the above address, telephone (434) 924-4019, FAX (434) 982-2690 or e-mail [ed@virginia.edu](mailto:ed@virginia.edu). Internet address for accessing the document is listed below.

Questions concerning interpretation or implementation of the policies may be directed to Eric Denby (same address and telephone number as above).

This document and other relevant information as to how the University conducts business in the areas of purchasing, accounts payable, surplus property, and procurement with small, women-owned, and minority firms are also available on the University of Virginia's Procurement Services website (<http://www.procurement.virginia.edu/main/>).

### Guidance Document:

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors (<http://www.procurement.virginia.edu/main/>), July 2004.

## Office of the Senior Vice President for Development and Public Affairs

### Office of University Development

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the University Development Office, 400 Ray C. Hunt Drive, #100, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Julian Bivins, Assistant Vice President for Advancement Services, University Development Office, at the above address, telephone (434) 924-6022 or FAX (434) 924-0556.

Interpretive or implementation questions may be directed to Julian Bivins (same address and telephone number as above).

### Guidance Document:

University Development Mission and Values Statement, October 1991

## Office of the Vice President for Student Affairs

### Division of Student Affairs

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Vice President and Chief Student Affairs Officer, S.W. Wing, the Rotunda, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Patricia M. Lampkin at the same address, telephone (434) 924-7984, FAX (434) 924-

1002, or e-mail [vpsa@virginia.edu](mailto:vpsa@virginia.edu). Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of these documents may be directed to Patricia M. Lampkin, Vice President and Chief Student Affairs Officer, at the same address above.

### Guidance Document:

Unless stated otherwise, the documents also may be viewed and 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).

Alcohol and Drug Policy, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2004

Discriminatory Harassment Policy, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2004

Sexual Assault, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2005. Policies and procedures may be viewed at [http://sexualassault.virginia.edu/uva\\_policies.htm](http://sexualassault.virginia.edu/uva_policies.htm)

Use of University Equipment, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2002

Use of University Facilities, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2004

University Services and Activities, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2004

## Vice President and Chief Information Officer

### Office of Information Technologies/Department of Information Technology and Communication

Copies of the following documents may be viewed and printed from the URLs listed below.

Questions regarding interpretation or implementation of these documents may be directed to Robert Reynolds, Vice President and Chief Information Officer, University of Virginia, 108 Cresap Road, P.O. Box 400217, Charlottesville, VA 22904-4217, telephone (434) 982-2249, FAX (434) 924-3579 or e-mail [oit@virginia.edu](mailto:oit@virginia.edu).

### Guidance Document:

Virginia Information Technology Agency Information Technology Resource Management (ITRM) Policies, Standards and Guidelines (<http://www.vita.virginia.gov/docs/psg.cfm>)

University of Virginia university-wide computing policies and procedures (<http://www.itc.virginia.edu/policy>)

## Vice President and Chief Executive Officer of the Medical Center

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of the Vice President and Chief Executive Officer, P.O. Box 800810, McKim Hall, 3rd Floor, Room 3004, Charlottesville, VA 22908-0788. Copies may be obtained free of charge by contacting Sally Barber at the same address, telephone (434) 243-5788 or (434) 243-5920, FAX (434) 243-9328 or by e-mail [snb4af@virginia.edu](mailto:snb4af@virginia.edu).

Questions regarding interpretation or implementation of these documents may be directed to Sally Barber at the address and phone number above.

### Guidance Document:

Medical Center Policy Manual, revised 2005

## Medical Center Supply Chain Management

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Supply Chain Management, Medical Center Level 0, Room G-525, P.O. Box 800690, Charlottesville, VA 22908. Copies may be obtained free of charge by contacting James P. Keathley, Administrator, Supply Chain Management, at the same address, telephone (434) 982-3865, FAX (434) 982-1796 or e-mail [jpk7a@virginia.edu](mailto:jpk7a@virginia.edu).

Questions regarding interpretation or implementation of these documents may be directed to James P. Keathley at the address and phone number above.

### Guidance Document:

Medical Center Policy #0189, Purchasing Guidelines, revised 12/04

## Office of the President

### Office of Equal Opportunity Programs

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Equal Opportunity Programs, Washington Hall East Range, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Darlene Scott-Scurry, telephone (434) 924-3200, or e-mail [ds7sb@virginia.edu](mailto:ds7sb@virginia.edu). Internet addresses for accessing the documents are listed below.

Questions concerning interpretation or implementation of the policies may be directed to Darlene Scott-Scurry at the address and telephone number above.

Web address: <http://www.virginia.edu/eop/>.

### Guidance Document:

Non-Discrimination Policy  
(<http://www.virginia.edu/eop/policies.html#non-discrim>)

Discrimination Complaint Procedures  
(<http://www.virginia.edu/eop/policies.html#complaintproced>),

Ch 5 "Non-Academic Regulations," University of Virginia Undergraduate Record; Ch. 4 "Non-Academic Regulations," University of Virginia Graduate Record.

## THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

Copies of the following document may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Enrollment Management, The University of Virginia's College at Wise, 1 College Avenue, Bowers-Sturgill Hall, Wise, VA 24293. Copies may be obtained free by contacting Linda Baker, Office of Enrollment Management, same address, telephone (276) 328-0102 or FAX (276) 328-0251.

Questions regarding interpretation or implementation of this document may be directed to Rusty Necessary, Vice Chancellor for Enrollment Management, The University of Virginia's College at Wise, 1 College Avenue, Wise, Virginia 24293, telephone (276) 328-0102 or FAX (276) 328-0251.

### Guidance Documents:

Admissions Viewbook, August 2005, no charge

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Copies of the following documents can be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Provost, The University of Virginia's College at Wise, 1 College Avenue, Bowers-Sturgill Hall, Wise, VA 24293. Copies may be obtained free by contacting Darlene Moore, Office of the Provost, same address, telephone (276) 328-0120 or FAX (276) 376-4518.

Questions regarding interpretation or implementation of this document may be directed to Gil Blackburn, Provost and Senior Vice Chancellor, The University of Virginia's College at Wise, 1 College Avenue, Wise, Virginia 24293, telephone (276) 328-0120 or FAX (276) 376-4518.

### Guidance Document:

The University of Virginia's College at Wise Faculty Handbook, August 2005, no charge

The University of Virginia's College at Wise Catalog, August 2005, no charge  
<http://www.uvawise.edu/academics/catalog.html>

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Electronic versions of the following documents are accessible for viewing at and may be printed from the URLs listed below.

Questions regarding interpretation or implementation of this document may be directed to Gil Blackburn, Provost and Senior Vice Chancellor, The University of Virginia's College at Wise, 1 College Avenue, Wise, VA 24293, telephone (276) 328-0120 or FAX (276) 376-4518.

### Guidance Document:

Computing Policies: <http://www.uvawise.edu/oit/policies.html>

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# Guidance Documents

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Library Use Policies: <http://lib.uvawise.edu/services.htm>

## **VIRGINIA COMMONWEALTH UNIVERSITY**

Copies of the following document may be viewed Monday through Friday from 8:30 a.m. until 5 p.m. in the Office of the Vice Provost for Academic Affairs, 901 West Franklin Street, Richmond, VA 23284. Copies may be obtained free of charge by contacting Anne M. Peterson at (804) 828-6162 or e-mail [ampeters@vcu.edu](mailto:ampeters@vcu.edu).

These policies may also be downloaded at Virginia Commonwealth University's website (<http://www.vcu.edu/provost/handbook/general/>). Questions concerning interpretation or implementation of the policies may be directed to Donna R. Brodd (same telephone and address as above).

### **Guidance Document:**

Faculty Handbook

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Copies of the following document may be viewed Monday through Friday from 8:30 a.m. until 5 p.m. in the Office of the Dean of Student Affairs, 901 Floyd Avenue, Richmond, VA 23284. Copies may be obtained free of charge by contacting Janet Coury at (804) 828-8940 or e-mail [jmcoury@vcu.edu](mailto:jmcoury@vcu.edu).

These policies may also be downloaded at Virginia Commonwealth University's website <http://www.vcu.edu/vcu/current.html>. Questions concerning interpretation or implementation of the policies may be directed to Janet Coury (same telephone and address as above).

VCU Resource Guide for Students

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Copies of the following document may be viewed Monday through Friday from 8:30 a.m. until 5 p.m. in the Academic Campus Customer Service Office at 1111 West Broad Street, Suite A, Richmond, VA 23284. Copies may be obtained free of charge by contacting Miriam Maddux at (804) 827-0556 or e-mail [madduxmf@vcu.edu](mailto:madduxmf@vcu.edu).

These policies may also be downloaded at Virginia Commonwealth University's website <http://www.bsv.vcu.edu/vcupark/guide1.htm>. Questions concerning interpretation or implementation of the policies may be directed to Miriam Maddux (same telephone and address as above).

Parking Guidelines

## **VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

Copies of the following documents may be viewed during the regular work days from 8 a.m. to 5 p.m. in the Office of the Chief of Staff to the Executive Vice President and Chief Operating Officer, 321 Burruss Hall, Virginia Tech,

Blacksburg, VA 24060. Copies may be obtained free of charge by contacting Kathy Sanders at 400 Burruss Hall, Virginia Tech, Blacksburg VA 24060, telephone (540) 231-3852, FAX (540) 231-6474 or email [sandersk@vt.edu](mailto:sandersk@vt.edu). The documents may be downloaded from the Virginia Tech's website (<http://www.vt.edu>).

Questions regarding interpretation or implementation of these guidance documents may be directed to Lisa J. Wilkes, Chief of Staff, Office of the Executive Vice President and Chief Operating Officer, Virginia Tech, Blacksburg, VA 24060, telephone, (540) 231-5706, FAX (540) 231-4830 or e-mail [lwilkes@vt.edu](mailto:lwilkes@vt.edu).

### **Guidance Documents:**

Board of Visitors Bylaws, amended August 2004 (<http://www.bov.vt.edu/bylaws.html>)

Faculty Handbook, revised October 2005 ([http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%20Oct%202005.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%20Oct%202005.pdf))

Special Research Faculty Handbook, revised June 2005 ([http://www.provost.vt.edu/web\\_pages/Spec%20Res%20FHB%20June%202005.pdf](http://www.provost.vt.edu/web_pages/Spec%20Res%20FHB%20June%202005.pdf))

Virginia Tech Employee Handbook, revised April 2001 (<http://www.ps.vt.edu/downloads/handbook.pdf>)

Undergraduate Course Catalog and Academic Policies, 2004-05, <http://www.undergradcatalog.registrar.vt.edu/0405/index.html>

Graduate Policies and Procedures and Course Catalog, revised 2005 (<http://www.vt.edu/academics/gcat/index.html>)

Hokie Handbook (student handbook), 2005-06 (<http://www.hokiehandbook.vt.edu/>)

2004 Jeanne Clery Act Report (<http://www.police.vt.edu>) See Crime Statistics

Parking Rules and Regulations, 2005-06 ([http://facilities.vt.edu/documents/parking/rules\\_05-06.pdf](http://facilities.vt.edu/documents/parking/rules_05-06.pdf))

## **VIRGINIA RETIREMENT SYSTEM**

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ann Black, Communications Manager, at the same address, telephone (804) 649-8059, FAX (804) 786-1541 or e-mail [ablack@vrs.state.va.us](mailto:ablack@vrs.state.va.us). The documents may be downloaded from the Virginia Retirement System website ([www.varetire.org](http://www.varetire.org)).

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Jeanne Chenault, Public Relations Director, Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219, telephone (804) 649-8059, FAX (804) 786-1541 or e-mail [jchenault@vrs.state.va.us](mailto:jchenault@vrs.state.va.us).

## Guidance Documents:

Applying for Disability Retirement – revised July 2005, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Applying for Service Retirement – revised September 2005, Code of Virginia, Title 51.1, Chapters 1, 3

Choosing Your Retirement Plan – Guidelines and Provider Information for employees of colleges and universities who are eligible to select the Optional Retirement Plan for Higher Education, revised July 2005, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Choosing Your Retirement Plan – Guidelines for Employees Eligible to Select the Optional Retirement Plan for School Superintendents, revised June 2005, Code of Virginia, Title 51.1–126.6, [www.varetire.org](http://www.varetire.org)

Choosing Your Retirement Plan – Guidelines for Political Appointees eligible to select the Optional Retirement Plan for Political Appointees, revised June 2005, Code of Virginia, Title 51.1-126.5, [www.varetire.org](http://www.varetire.org)

Composite Copy of The Deferred Compensation Plan of The Commonwealth of Virginia Plan Document – Rev 6/04, Code of Virginia, Title 51.1, Chapter 6, [www.vadcp.com](http://www.vadcp.com)

Composite Copy of The Master Trust for The Deferred Compensation Plan of The Commonwealth of Virginia – revised October 2004, Code of Virginia, Title 51.1, Chapter 6, [www.vadcp.com](http://www.vadcp.com)

Composite Copy of The Optional Retirement Plan of The Commonwealth of Virginia For Employees of Institutions Of Higher Education – revised March 2005, Code of Virginia, Title 51.1, Chapter 2, [www.varitre.org](http://www.varitre.org)

Comprehensive Annual Financial Report, December 2005 – published annually, Code of Virginia, Title 51.1, Chapters 1-7

Deferred Compensation Plan and Cash Match Plans Plan Features and Highlights – revised May 2004, Code of Virginia, Chapter 6, [www.vadcp.com](http://www.vadcp.com)

Deferred Compensation and Cash Match Plans Planning Guide – revised January 1, 2002, Code of Virginia, Title 51.1, Chapter 6, [www.vadcp.com](http://www.vadcp.com)

Employer Manual - revised August 2004, Code of Virginia, Title 51.1, [www.varetire.org](http://www.varetire.org)

Employer Update – published bi-monthly, Code of Virginia, Title 51.1, Chapters 1-7

Explorations – published quarterly, Code of Virginia, Title 51.1, Chapter 6

Guidelines to Retirement (Judicial Retirement System) – revised September 2002, Code of Virginia, Title 51.1 (Chapters 1-7 and 10), [www.varetire.org](http://www.varetire.org)

Handbook for Members – State Police Officers' Retirement System, summary plan description – published October 2003, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members – Virginia Law Officers' Retirement System, summary plan description – revised September 2004, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - Virginia Retirement System (Benefits for Law Enforcement Officers and Eligible Employees in Hazardous Duty Positions), summary plan description – published November 2005, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - Virginia Retirement System, summary plan description – revised July 2005, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan for Higher Education – published September 2004, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan For School Superintendents – revised July 2005, Code of Virginia, Title 51.1-126.6, [www.varetire.org](http://www.varetire.org)

Making the Future Secure After The Loss of A Loved One – revised May 2003, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Master Trust For The Optional Retirement Plan of The Commonwealth of Virginia For Employees of Institutions of Higher Education – published July 2002, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Member Benefit Profile – last published September 2005, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member Bulletin – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan of the Commonwealth of Virginia For Employees of Institutions of Higher Education Investment Policy Statement – revised July 2004, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Optional Retirement Plan for Political Appointees – Plan Features and Highlights – revised February 2002, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Optional Retirement Plan for School Superintendents Plan Features and Highlights – Rev 12/04, Code of Virginia, Title 51.1-126.6, [www.vadcp.com](http://www.vadcp.com)

Pre-Retirement Planning Guide – revised September 2005, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5, [www.varetire.org](http://www.varetire.org)

Retiree Handbook – Rev 12/04, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Retirement Benefits Under the Workforce Transition Act – revised January 2003, Code of Virginia, Section 2.2-3200, [www.varetire.org](http://www.varetire.org)

VRS Retirement Benefits and Divorce – revised May 1996, addendum printed July 2003, Code of Virginia, Title 51.1, Chapter 1

Virginia Retirement System, 2005 Edition - revised August 2005, Code of Virginia

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# Guidance Documents

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Virginia Sickness and Disability Program Handbook – revised January 2004, Code of Virginia, Title 51.1, Chapter 11

Virginia Supplemental Retirement Plan – published July 2004, Code of Virginia, Title 1.1-617, [www.vadcp.com](http://www.vadcp.com)

## **VIRGINIA STATE UNIVERSITY**

Please find below the following guidance documents filing for Virginia State University. Additional information on these documents can be obtain by going to the Virginia State University website: [www.vsu.edu/pages/165.asp](http://www.vsu.edu/pages/165.asp)

Graduate Catalog

Undergraduate Catalog

## **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 Sam Lupica at the same address, telephone (804) 367-4395, toll-free in Virginia at 1-877-664-2566, or e-mail [salvatore.lupica@vwc.state.va.us](mailto:salvatore.lupica@vwc.state.va.us). The documents are available on the commission's website (<http://www.vwc.state.va.us>).

### **Guidance Documents:**

A Brief Guide to Workers' Compensation for Employees, § 65.2-100 et seq.

A Brief Guide to Workers' Compensation for Employees (minor injury cases), § 65.2-100 et seq.

Appealing A Case to the Court of Appeals from the VWC, § 65.2-706.

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

Second Injury Fund Information Sheet, § 65.2-1100 et seq.

Workers' Compensation Notice, Workplace Placard, §§ 65.2-100 et seq.

Notice To All Employers Regarding Mandatory Insuring Requirement, § 65.2-800.

Guidelines for Administering Provisions Relating to Professional Employer Organizations (Rev. 09/04), § 65.2-803.1.

VWC Information Resource Manual (Rev. 1/04), § 65.2-100 et seq.

Claim for Benefits Form (Rev. 9/00), § 65.2-100 et seq.

Eighth Annual Virginia Workers' Compensation Seminar Notebook (Rev. 09/05), § 65.2-100 et seq.

Guidelines For Vocational Rehabilitation, § 65.2-603.

Help For Crime Victims/Criminal Injuries Compensation Fund, §§ 19.2-368.1 et seq.

Procedures and Guidelines of the Criminal Injuries Compensation Fund (Rev. 11/04), § 19.2-368.1 et seq.

Outline for Analyzing Claims Under The Compensating Victims of Crime Act, § 19.2-368.1 et seq.

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# GENERAL NOTICES/ERRATA

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## DEPARTMENT OF ENVIRONMENTAL QUALITY

### Total Maximum Daily Load - Dodd Creek

The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of an Implementation Plan (IP) for a bacteria Total Maximum Daily Load (TMDL) on Dodd Creek in Floyd County. The Dodd Creek TMDL was approved by EPA in December 2002. TMDL study reports can be found at the DEQ website <http://www.deq.virginia.gov/tmdl/apptmdls>.

Section 62.1-44.19:7 C of the Code of Virginia requires the development of an IP for approved TMDLs. The IP should provide measurable goals and the date of expected achievement of water quality objectives. The IP should also include the corrective actions needed and their associated costs, benefits and environmental impacts.

A public meeting on the development of the IP for Dodd Creek will be held on Thursday, February 9, 2006, from 7 p.m. to 9 p.m. in the Floyd County High School library located at 721 Baker Street SW (VA State Route 1003) in Floyd, VA. A presentation on development of the IP will be provided, and will be followed by working group meetings to address bacteria reductions from agricultural and residential lands in the Dodd Creek watershed.

The public comment period will end on March 9, 2006. A fact sheet on the development of an IP for the Dodd Creek TMDL is available upon request. Written comments and inquiries should include the name, address, and telephone number of the person submitting the comments and should be sent to Theresa Carter, Department of Conservation and Recreation, 252 W. Main Street, Suite 3, Abingdon, VA 24210, telephone (276) 676-5418, FAX (276) 676-5527, or e-mail [theresa.carter@dcr.virginia.gov](mailto:theresa.carter@dcr.virginia.gov).

### Total Maximum Daily Load - Farnham Creek

The Department of Environmental Quality (DEQ), Virginia Department of Health and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria in shellfish propagation waters in Farnham Creek, located in Richmond County, Virginia.

The impaired segment is located wholly within Richmond County. This area is described in the following publication:

Growing Area 24 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 70, Farnham Creek, effective 22, October 1996, 26 October 1998, and 17 October 2000 respectively.

The affected water body segments are 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 in shellfish waters. 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 Technical Advisory Committee meeting on the development of the fecal coliform TMDLs will be held on February 7, 2006, from 2 p.m. to 4 p.m. at the Rappahannock Community College Board Room, located at 52 Campus Drive, in Warsaw, Virginia. The final public meeting will be held on February 14, 2006, from 7 p.m. to 9 p.m. at the Rappahannock Community College auditorium, located at 52 Campus Drive, in Warsaw, Virginia. Directions can be obtained by calling Chris French at (804) 521-5124. The public comment period will begin on February 14, 2006, and end at 5 p.m. on March 16, 2006. Questions or information requests should be addressed to Chris French and should include the name, address, and telephone number of the person submitting the comments. Requests should be sent to Chris French, Department of Environmental Quality, Piedmont Regional Office, Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804)-527-5106, or e-mail [rcfrench@deq.virginia.gov](mailto:rcfrench@deq.virginia.gov).

### Total Maximum Daily Load - Lancaster County

The Department of Environmental Quality (DEQ), Virginia Department of Health and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria in shellfish propagation waters located in Lancaster County, Virginia.

All impaired segments are located wholly within Lancaster County with the exception of the Lancaster Creek and Morattico segments, these are in part located in Richmond County. These areas are described in the following publications:

1) Growing Area 22 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 116, Rappahannock River: Beach Creek, effective 7 January 1992 and 27 December 2004 respectively.

2) Growing Area 22 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 94, Rappahannock River: Greenvale Creek, effective 7 November 1994, 21 October 1997, 30 October 1998, 5 February 2003, and 6 October 2005 respectively.

3) Growing Area 22 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Number 114, Rappahannock River: Paynes Creek, effective 27 April 1989.

4) Growing Area 23 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 121, Rappahannock River: Deep and Mulberry Creeks, effective 25 May 1989, 19 November 1991, 16 November 1992, 16 November 1994, 9 August 2000, 7 July 2001, 17 July 2002, 4 August 2003, 23 September 2004, and 17 August 2005 respectively.

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5) Growing Area 23 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 121, Rappahannock River: Lancaster, Morattico, and Mulberry Creeks, effective 29 October 1986, 19 November 1991, 20 March 1992, 16 November 1994, 14 August 1995, 28 July 1998, 21 July 1999, 9 August 2000, 17 July 2001, 4 August 2003, and 23 September 2004 respectively.

The affected water body segments are 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 in shellfish waters. 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 Technical Advisory Committee meeting on the development of the fecal coliform TMDL's will be held on February 13, 2006, from 2 p.m. to 4 p.m. at the Lancaster Community Library, located at 235 School Street, in Kilmarnock, Virginia. The final public meeting will be held on February 15, 2006, from 7 p.m. to 9 p.m. at the Lancaster Courthouse, General District Room located at 8311 Mary Ball Road, in Lancaster, Virginia. In case of inclement weather, the meeting will be held on February 22, 2006. Directions can be obtained by calling Chris French at (804) 521-5124.

The public comment period will begin on February 22, 2006, and end at 5 p.m. on March 24 2006. Questions or information requests should be addressed to Chris French and should include the name, address, and telephone number of the person submitting the comments. Requests should be sent to Chris French, Department of Environmental Quality, Piedmont Regional Office, Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804)-527-5106, or e-mail rcfrench@deq.virginia.gov.

### **Total Maximum Daily Load - Mattox Creek Watershed**

The Department of Environmental Quality (DEQ), Virginia Department of Health and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) to address impairments in the Mattox Creek watershed. The affected stream was identified in Virginia's 1998 303(d) TMDL Priority List and Report, the Virginia 2002 303(d) Report on Impaired Waters, and the 2004 VA Water Quality Assessment 305(b)/303(d) Integrated Report as impaired due to violations of Virginia's water quality standards for fecal coliform bacteria. This stream therefore does not supporting the Primary Contact Recreation (Swimmable) Designated Use and the Shellfish Propagation Designated Use.

This impairment includes 34.03 miles and 0.4 square miles of Mattox Creek in both Westmoreland and King George counties.

The shellfish closure is described in the following publications:

Growing Area 2 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 1, Mattox Creek, effective 24 June 1996, 8 July 1997, 14 September 1998, 29 June 1999, 5 September 2002, 19 September 2003, 15 November 2004, 23 September 2005, and 26 January 2006 respectively.

The affected water body segments are 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 in shellfish waters. 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 first public meeting on the development of the fecal coliform TMDL's will be held on February 7, 2006, from 7 p.m. to 9 p.m. at the Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. Directions can be obtained by calling Chris French at (804) 521-5124. In case of inclement weather, the meeting will be held on February 14, 2006.

The public comment period will begin on February 7, 2006, and end at 5 p.m. on March 9 2006. Questions or information requests should be addressed to Chris French and should include the name, address, and telephone number of the person submitting the comments. Requests should be sent to Chris French, Department of Environmental Quality, Piedmont Regional Office, Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804)-527-5106, or e-mail rcfrench@deq.virginia.gov.

### **Total Maximum Daily Load - Westmoreland County**

The Department of Environmental Quality (DEQ), Virginia Department of Health and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria in shellfish propagation waters located in Westmoreland County, Virginia.

All impaired segments are located wholly within Westmoreland County with the exception of the Rosier Creek segment, partly located in King George County and the Yeocomico River segment, which is partly located in Northumberland County. These areas are described in the following publications:

1) Growing Area 1 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 88, Rosier Creek, effective 28 January 1997, 16 July 1997, 6 July 1999, 7 July 2000, 8 July 2002, 28 July 2003, 22 September 2004, and 16 August 2005 respectively.

2) Growing Area 2 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 1, Monroe Creek, effective 24 June 1996, 8 July 1997, 14 September 1998, 29 June 1999, 5 September 2002, 19 September 2003, 15 November 2004, and 23 September 2005 respectively.



3) Growing Area 3 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Number 146, Potomac River: Popes Creek, effective 27 April 1989, and 5 October 2005.

4) Growing Area 7 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 28, Yeocomico River, effective 30 April 1996, 12 May 1997, 28 September 1997, 28 January 1998, 5 February 1999, 3 May 1999, 15 July 1999, 29 July 2000, 3 July 2001, 11 July 2002, 13 May 2003, 21 July 2004, and 2 May 2005 respectively.

The affected water body segments are 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 in shellfish waters. 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 Technical Advisory Committee meeting on the development of the fecal coliform TMDLs will be held on February 15, 2006, from 2 p.m. to 4 p.m. at the Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. The final public meeting will be held on February 23, 2006, from 7 p.m. to 9 p.m. at Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. In case of inclement weather, the public meeting will be held on March 2, 2006. Directions can be obtained by calling Chris French at (804) 521-5124.

The public comment period will begin on February 23, 2006, and end on March 25, 2006. Questions or information requests should be addressed to Chris French and should include the name, address, and telephone number of the person submitting the comments. Requests should be sent to Chris French, Department of Environmental Quality, Piedmont Regional Office, Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804)-527-5106, or e-mail rcfrench@deq.virginia.gov.

## STATE CORPORATION COMMISSION

AT RICHMOND, JANUARY 6, 2006

COMMONWEALTH OF VIRGINIA ex rel.

STATE CORPORATION COMMISSION

CASE NO. PUE-2006-00002

Ex Parte: In the matter of considering  
§ 1251 of the Energy Policy Act of 2005

### ORDER ESTABLISHING PROCEEDING

Section 111 of the Public Utility Regulatory Policies Act of 1978, 16 USC 2601 et seq. ("PURPA"), requires each state regulatory authority, with respect to each electric utility for which it has ratemaking authority, to consider certain federal standards for electric utilities established by PURPA. Each such state regulatory authority is required to determine

whether or not it is appropriate, to the extent consistent with otherwise applicable state law, to implement these standards.<sup>1</sup> The Commission conducted a number of proceedings shortly after PURPA's adoption in 1978 for consideration of original PURPA requirements.<sup>2</sup>

On August 8, 2005, the U.S. Congress enacted the Energy Policy Act of 2005, P.L. 109-58, 119 Stat. 594 (the "Energy Policy Act"), to develop, among other things, new federal net metering, fuel sources, and fossil fuel generation efficiency PURPA standards. Section 1251(a) of the Energy Policy Act amends § 111(d) of PURPA, 16 USC 2621(d), by adding at the end of the subsection the following standards for consideration:

(11) NET METERING – Each electric utility shall make available upon request net metering service to any electric consumer that the electric utility serves. For purposes of this paragraph, the term 'net metering service' means service to an electric consumer under which electric energy generated by that electric consumer from an eligible on-site generating facility and delivered to the local distribution facilities may be used to offset electric energy provided by the electric utility to the electric consumer during the applicable billing period.

(12) FUEL SOURCES – Each electric utility shall develop a plan to minimize dependence on [one] fuel source and to ensure that the electric energy it sells to consumers is generated using a diverse range of fuels and technologies, including renewable technologies.

(13) FOSSIL FUEL GENERATION EFFICIENCY – Each electric utility shall develop and implement a 10-year plan to increase the efficiency of its fossil fuel generation.

Section 1251(b) of the Energy Policy Act requires state regulatory authorities to commence consideration of these standards no later than 2 years after their enactment on August 8, 2005, and to complete consideration and make determinations with respect to each standard no later than 3 years after that date. In addition, § 1251(b) of the Energy Policy Act provides that state regulatory authorities are not required to consider and determine whether or not a standard is appropriate to be implemented if, prior to the August 8, 2005, enactment of the statute: (1) the state has implemented the standard or a comparable one; (2) the state regulatory authority or nonregulated electric utility has conducted a proceeding to consider implementation of the standard or a comparable one; or (3) the state legislature has voted on the implementation of the standard or a comparable one.

NOW THE COMMISSION, upon consideration of the matter, is of the opinion and finds that, notwithstanding our reservations as to its legal propriety, a proceeding will be established to consider for implementation in the

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<sup>1</sup> 16 U.S.C. § 2621.

<sup>2</sup> Such proceedings include among others, Case Nos. PUE-1979-0014 and PUE-1980-00076, -00092, -00093, -00094, -00095, -00096, -00102, -00112, -00113, -00114, -00115, -00116, and -00117. The Commission would note, however, that developments in the law subsequent to the original adoption of PURPA in 1978 raise serious doubt about the constitutionality of its implementation, i.e., co-opting state regulatory agencies to implement a federal regulatory scheme. See *Printz v. United States*, 521 U.S. 898 (1997).

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Commonwealth the standards established by § 1251 of the Energy Policy Act. This action shall not constitute a waiver of any right of the Commission or the Commonwealth of Virginia, including hereafter any right to object, to claim immunity, or to interpose state sovereignty in response to any actions that may be taken by any person, federal authority, or other entity in relation to the Energy Policy Act.

We will direct that notice of this proceeding be given and that interested persons be presented with an opportunity to comment on the issues raised herein. The Staff has developed lists of individuals, organizations, and companies that may be interested in this proceeding. We will direct the Staff to provide copies of this Order by electronic transmission, or when electronic transmission is not possible, by mail to individuals, organizations, and companies on these lists. We will also direct that notice of the proceeding be published in the Virginia Register.

We note that the Commission is not obligated to consider the federal standards where prior state action exists. In 1999, for example, the General Assembly enacted a net metering statute as a part of the Virginia Electric Utility Restructuring Act, Chapter 23 (§ 56-576 et seq.) of Title 56 of the Code of Virginia ("Restructuring Act"). Section 56-594 of the Restructuring Act required the Commission to establish a program affording eligible customer-generators the opportunity to participate in net energy metering, defined net energy metering and eligible customer-generator, and established certain criteria for the program. Pursuant to this statute, on May 25, 2000, the Commission promulgated its Regulations Governing Net Energy Metering, 20 VAC 5-315-10 et seq. ("Net Energy Metering Rules"). The Net Energy Metering Rules establish requirements intended to facilitate net energy metering for certain customers, standardizes interconnection requirements, and provides for certain metering, billing, and contract requirements between net metering customers, electric distribution companies, and energy service providers. More recently, the Commission amended the Net Energy Metering Rules on April 20, 2005, to reflect amendments to § 56-594 of the Restructuring Act made during the 2004 General Assembly Session. We find, therefore, that § 56-594 of the Restructuring Act and the Net Energy Metering Rules establish a net metering standard that is sufficiently comparable to that contained in the federal statute and that no further action is required by this Commission with respect to that standard. Interested persons may comment on this finding by the Commission.

With respect to the federal fuel sources and fossil fuel generation efficiency standards, the Commission invites interested persons to comment on the following issues: (1) whether any prior state action exists such that these standards or comparable ones have already been implemented in the Commonwealth; (2) whether the Commission has the authority to consider the standards and whether the implementation of such standards would be consistent with otherwise applicable Virginia law; and (3) whether electric utilities over which the Commission has ratemaking authority should develop the required plans. If any interested persons advocate implementing the fuel sources and fossil fuel generation efficiency standards, such persons

should describe in their comments how such standards would best be implemented.

Accordingly, IT IS ORDERED THAT:

(1) This case is docketed and assigned Case No. PUE-2006-00002.

(2) The Commission's Division of Information Resources shall deliver forthwith the following notice to the Registrar of Regulations for publication in the Virginia Register.

NOTICE TO THE PUBLIC OF A PROCEEDING  
TO CONSIDER § 1251 OF  
THE ENERGY POLICY ACT OF 2005  
CASE NO. PUE-2006-00002

Section 111 of the Public Utility Regulatory Policies Act of 1978, 16 USC 2601 et seq. ("PURPA"), requires each state regulatory authority with respect to each electric utility for which it has ratemaking authority to consider certain federal standards for electric utilities established by PURPA. On August 8, 2005, the U.S. Congress enacted the Energy Policy Act of 2005, P.L. 109-58, 119 Stat. 594 (the "Energy Policy Act"), to, among other things, amend § 111(d) of PURPA, 16 USC 2621(d) and develop federal net metering, fuel sources, and fossil fuel generation efficiency standards for consideration by state regulatory commissions.

State regulatory authorities may implement any standard determined to be appropriate or decline to implement such standard. State regulatory authorities are not required to consider and determine whether or not a standard is appropriate to be implemented if, prior to the August 8, 2005, enactment of the statute: (1) the state has implemented the standard or a comparable one; (2) the state regulatory authority has conducted a proceeding to consider implementation of the standard or a comparable one; or (3) the state legislature has voted on the implementation of the standard or a comparable one.

The Commission has established a proceeding to begin any consideration of the standards established by § 1251 of the Energy Policy Act as may be required. The Commission has determined that § 56-594 of the Virginia Electric Utility Restructuring Act, Chapter 23 (§ 56-576 et seq.) of Title 56 of the Code of Virginia, and the Regulations Governing Net Energy Metering, 20 VAC 5-315-10 et seq., establish a net metering standard that is sufficiently comparable to that contained in the federal statute and that no further action is required by the Commission with respect to that standard. However, interested persons may comment on this Commission finding. The Commission Order in this proceeding further outlines the Commission's findings with respect to the proceeding and delineates specific issues related to the fuel sources and fossil fuel generation efficiency standards on which interested persons may comment.

A copy of the Commission Order in this proceeding is available for public inspection at the Commission's Document Control Center, Tyler Building, First Floor, 1300 East Main Street, Richmond, Virginia 23219, Monday through Friday, 8:15 a.m. to 5 p.m., or may be downloaded from the Commission's website: <http://www.scc.virginia.gov/caseinfo.htm>.

On or before March 31, 2006, any interested person may file an original and fifteen (15) copies of any comments with the Clerk of the Commission at the address set forth below. Interested persons desiring to submit comments electronically may do so by following the instructions available at the Commission's website.

All filings in this proceeding shall be directed to Joel H. Peck, Clerk, State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218, and shall refer to Case No. PUE-2006-00002.

(3) Within five business days of the filing of this Order with the Clerk of the Commission, the Staff shall transmit electronically or mail copies of this Order to interested persons and organizations as discussed in this Order.

(4) On or before February 3, 2006, the Staff shall file with the Clerk of the Commission a certificate of the transmission or mailing required by Ordering Paragraph (4) and include a list of the names and addresses of persons to whom the Order was transmitted or mailed.

(5) On or before March 31, 2006, any interested person may file an original and fifteen (15) copies of comments with Joel H. Peck, Clerk, State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218. Comments shall refer to Case No. PUE-2006-00002 and address the specific issues raised in this Order. Interested persons desiring to submit comments electronically may do so by following the instructions available at the Commission's website: <http://www.scc.virginia.gov/caseinfo/notice.aspx>.

(6) On or before April 28, 2006, the Staff may file comments with the Commission presenting its findings and recommendations, or responding to any comments filed by interested persons in this matter.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to: C. Meade Browder, Jr., Senior Assistant Attorney General, Division of Consumer Counsel, Office of Attorney General, 900 East Main Street, 2nd Floor, Richmond, Virginia 23219; and the Commission's Divisions of Economics and Finance and Energy Regulation.

## STATE LOTTERY DEPARTMENT

### Director's Orders

The following Director's Orders of the State Lottery Department were filed with the Virginia Registrar of

Regulations on January 10, 2006 and January 17, 2006. The orders may be viewed at the State Lottery Department, 900 E. Main Street, Richmond, Virginia, or at the office of the Registrar of Regulations, 910 Capitol Street, 2nd Floor, Richmond, Virginia.

Final Rules for Game Operation:

Director's Order Number Seventy-Seven (05)

Virginia's Instant Game Lottery 638; "Weekly Grand" (effective 12/28/05)

Director's Order Number Eighty-Eight (05)

Virginia's Instant Game Lottery 712; "Cashword Double Bonus" (effective 12/28/05)

Director's Order Number Eighty-Nine (05)

Virginia's Instant Game Lottery 295; "\$1,000 Payday Tripler" (effective 12/28/05)

Director's Order Number Ninety (05)

Virginia's Instant Game Lottery 700; "Big Cash Double Play" (effective 12/28/05)

Director's Order Number Ninety-Two (05)

Virginia's Instant Game Lottery 714; "Ace In The Hole" (effective 12/28/05)

Director's Order Number Three (06)

Virginia's Instant Game Lottery 706; "Winner Take All" (effective 1/9/06)

## STATE WATER CONTROL BOARD

### Proposed Consent Special Order - All American Plazas, Inc.

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for a facility in Doswell, Virginia (Hanover County).

Public comment period: January 20, 2006, to February 19, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to All American Plazas, Inc. to address alleged violations of Virginia Pollutant Discharge Elimination System ("VPDES") Permit No VA0052906, the Virginia Facility and Aboveground Storage Tank Regulations, and Article 11 of the State Water Control Law that occurred at the Doswell All-American Travel Plaza. The location of the facility where the alleged violation occurred is 10222 Kings Dominion Blvd., Doswell, Virginia, which is at the northeast quadrant of the intersection of Interstate 95 and U.S. Route 30. The consent order describes a settlement to resolve a petroleum release to an Unnamed Tributary to the North Anna River; inadequate recordkeeping, operation and maintenance for two aboveground storage tanks on the site; inadequate maintenance of the facility's oil/water separator and late application for VPDES permit reissuance. The consent order also contains a civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person

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commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Allison Dunaway, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5015, FAX (804) 527-5106, or e-mail [acdunaway@deq.virginia.gov](mailto:acdunaway@deq.virginia.gov).

### **Proposed Consent Special Order - BBB, LLC**

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for a facility in Chesapeake, Virginia.

Public comment period: January 23, 2006, to March 7, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to BBB, LLC, to address alleged violations of the Virginia State Water Control Law. The location of the facility where the alleged violations occurred is 1401 Precon Drive, Chesapeake. The consent order describes a settlement to resolve an unpermitted discharge. The consent order requires the facility to pay a civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax, or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests, and additional information: Caroline Huertas, Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2107, FAX (757) 518-2003, or e-mail [cmhuertas@deq.virginia.gov](mailto:cmhuertas@deq.virginia.gov).

### **Proposed Consent Special Order - Baldwin G. Locher, Jr.**

The State Water Control Board proposes to enter into a consent special order with Baldwin G. Locher, Jr. The parties have agreed to the terms of a consent special order for settlement of violations of State Water Control Law at an underground storage tank (UST) facility.

Mr. Locher owns a UST facility located at 818 Rockbridge Road in Glasgow, Rockbridge County, Virginia, and stores petroleum in these USTs under the requirements of the state underground storage tank regulation. Based on an inspection of the facility and review of submitted documentation, DEQ found Mr. Locher to be in violation of the regulation. The proposed order will require Mr. Locher to submit release detection records for the USTs and will assess a civil charge in settlement of the violations.

The board will receive written comments relating to the proposed order for 30 days from the date of publication of this notice. Comments should be addressed to David C. Robinett,

Department of Environmental Quality, P.O. Box 3000, Harrisonburg, VA 22801, and should refer to the order. The proposed order may be examined at the Department of Environmental Quality, Valley Regional Office, 4411 Early Road, Harrisonburg, VA. A copy of the order may be obtained in person or by mail from the DEQ office.

Comments may also be submitted via electronic mail to [dcobinett@deq.virginia.gov](mailto:dcobinett@deq.virginia.gov). In order to be considered, electronic comments must be received prior to the close of the comment period and must include the name, address and telephone number of the person making the comment.

### **Proposed Consent Special Order - Beazer Homes**

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Prince William County, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to Beazer Homes to address alleged violations of Virginia's regulations. The facility where the alleged violation occurred is Coles Run Manor, located north of Dumfries Road and south of the State Route 234/Business Route 234 split. The consent order describes a settlement to resolve the filling of wetlands and streams without a permit.

How to comment: DEQ accepts comments from the public by e-mail, fax, or postal mail. All comments must include the name, address, and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail [jlsheedy@deq.virginia.gov](mailto:jlsheedy@deq.virginia.gov).

### **Proposed Consent Special Order - Carroll's Foods, LLC**

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for facilities in Isle of Wright, and Sussex counties, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to Carroll's Foods, LLC, to address alleged violations of the Virginia Pollution Abatement Permits numbers VPA01074, VPA00576, and VPA00578. The location of the facilities where the alleged violations occurred is off State Route 621 in Isle of Wright County; off State Route 605 in Sussex County; and off State Route 625 in Sussex County, Virginia. The consent order describes a settlement to resolve a number of unpermitted discharges to state waters from the above facilities and for the payment of a civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Vernon C. Williams, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060-6296, telephone (804) 527-5086, FAX (804) 527-5106, or e-mail [vcwilliams@deq.virginia.gov](mailto:vcwilliams@deq.virginia.gov).

## **Proposed Consent Special Order - Town of Chase City**

Purpose of notice: To invite citizens to comment on a proposed consent order for the Town of Chase City, Virginia, wastewater treatment plant.

Public comment period: January 16, 2006, to March 8, 2006.

Consent order description: the State Water Control Board proposes to issue a consent order to the Town of Chase City to address alleged violations of its Virginia Discharge Elimination System Permit. The location of the facility where the alleged violations occurred is southwest of Chase City. The facility discharges treated sewage into Little Bluestone Creek. The consent order describes a settlement to resolve alleged operational and recordkeeping violations.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by close of business on the final day of the public comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Edward A. Liggett, Department of Environmental Quality, South Central Regional Office, 7705 Timberlake Road, Lynchburg, VA 24502, telephone (434) 582-6254, FAX (434-582-5125), or e-mail [ealiggett@deq.virginia.gov](mailto:ealiggett@deq.virginia.gov).

## **Proposed Consent Special Order - Town of Hamilton**

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Loudon, Virginia.

Public comment period: February 6, 2006, to March 7, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to the Town of Hamilton to address alleged violations of the Virginia Pollutant Discharge Elimination System Permit No. VA0020974. The location of the facility where the alleged violations occurred is 104 North Rogers Street. The consent order describes a settlement to resolve copper effluent limit violations, late submittal of a permit application and failure to obtain a Certificate to Operate.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Carl Ciccarelli, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3862, FAX (703) 583-3841, or e-mail [cjccicarelli@deq.virginia.gov](mailto:cjccicarelli@deq.virginia.gov).

## **Proposed Consent Special Order - Madeira School, Inc.**

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Fairfax County, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to The Madeira School, Inc. to address alleged violations of The Madeira School Wastewater Treatment Plant governed by permit number VA0024121. The location of the facility where the alleged violation occurred is 8328 Georgetown Pike, McLean, VA 22102. The consent order describes a settlement to resolve exceedences to Biological Oxygen Demand, Total Suspended Solids, ammonia, and chlorine limits.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA, 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail [jlshedy@deq.virginia.gov](mailto:jlshedy@deq.virginia.gov).

## **Proposed Consent Special Order - Mansour Akbari-Zarin**

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Louisa, Virginia.

Public comment period: February 6, 2006, to March 7, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to Mansour Akbari-Zarin to address alleged violations of the Virginia Pollutant Discharge Elimination System Permit No. VA0090140. The location of the facility where the alleged violations occurred is 605 Mobile Home Park, Louisa County. The consent order describes a

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## General Notices/Errata

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settlement to resolve permit effluent limit and operations and maintenance violations.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Carl Ciccarelli, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3862, FAX (703) 583-3841, or e-mail [cjccicarelli@deq.virginia.gov](mailto:cjccicarelli@deq.virginia.gov).

### **Proposed Consent Special Order - Massanutten Public Service Corporation**

Citizens may comment on a proposed consent order for a facility in McGaheysville, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Purpose of notice: To invite the public to comment on a proposed consent order.

A consent order is issued to a business owner or other responsible party to perform specific actions that will bring the entity into compliance with the relevant law and regulations. It is developed cooperatively with the facility and entered into by mutual agreement.

Consent order description: The State Water Control Board proposes to issue a consent order to Massanutten Public Service Corporation to address alleged violations of its 2004 Consent Order amendment and VPDES Permit Number VA0024732. The location of the facility where the alleged violations occurred is near McGaheysville. The consent order describes a settlement to resolve violations of the Order and the Permit. It requires the company to take corrective actions to complete the construction of the STP upgrade and complete rehabilitation work on the sewage collection system.

How a decision is made: After public comments have been considered, the State Water Control Board will make a final decision.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period.

To review the consent order: The public may review the proposed consent order at the DEQ Valley Regional Office every work day by appointment or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Steven W. Hetrick, Department of Environmental Quality, Valley Regional Office, Post Office Box 3000, Harrisonburg, VA 22801-9519, telephone (540) 574-

7833, FAX (540) 574-7844, or e-mail [swhetrick@deq.virginia.gov](mailto:swhetrick@deq.virginia.gov).

### **Proposed Consent Special Order - Mendleson Development, L.L.C.**

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Louisa County, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to Mendleson Development, LLC, to address alleged violations of Virginia's regulations. The facility where the alleged violation occurred is the Links at Lake Anna, which is bordered on the west by Route 522, on the north by Route 208, on the east by Route 652, and on the south by Contrary Creek. The consent order describes a settlement to resolve the dredging of 1,250 linear feet of Contrary Creek without a permit.

How to comment: DEQ accepts comments from the public by e-mail, fax, or postal mail. All comments must include the name, address, and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA, 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail [jlsheedy@deq.virginia.gov](mailto:jlsheedy@deq.virginia.gov).

### **Proposed Consent Special Order - North Oaks, LLC**

Citizens may comment on a proposed consent order for a facility in Salem, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Purpose of notice: To invite the public to comment on a proposed consent order.

A consent order is issued to a business owner or other responsible party to perform specific actions that will bring the entity into compliance with the relevant law and regulations. It is developed cooperatively with the facility and entered into by mutual agreement.

Project description: The State Water Control Board proposes to issue a consent order to North Oaks, LLC, to address violations of the Virginia regulations. The location of the facility where the violation occurred is the North Oaks Subdivision on Red Lane Extension in Salem. The consent order describes a settlement to resolve wetland and stream filling without a permit. It requires payment of a civil charge and mitigation of impacts caused by the filling.

How a decision is made: After public comments have been considered, the State Water Control Board will make a final decision.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period.

To review the consent order: The public may review the proposed consent order at the DEQ West Central Regional Office every work day by appointment or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Robert Steele, Department of Environmental Quality, West Central Regional Office, Roanoke, VA 24019, telephone (540) 562-6777, FAX (540) 562-6725, or e-mail [rpsteele@deq.virginia.gov](mailto:rpsteele@deq.virginia.gov).

### **Proposed Consent Special Order - Oceana Salvage, Inc.**

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for a facility in Virginia Beach, Virginia.

Public comment period: January 23, 2006, to March 7, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to Oceana Salvage, Inc. to address alleged violations of the VPDES General Permit Regulation for Storm Water Discharges Associated with Industrial Activity. The location of the facility where the alleged violations occurred is 1040 Oceana Boulevard, Virginia Beach. The consent order describes a settlement to resolve failure to document and/or conduct routine site inspections and staff training, and poor housekeeping practices. The consent order requires the facility to pay a civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax, or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests, and additional information: Caroline Huertas, Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2107, FAX (757) 518-2003, or e-mail [cmhuertas@deq.virginia.gov](mailto:cmhuertas@deq.virginia.gov).

### **Proposed Consent Special Order - Perdue Farms Incorporated**

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for a facility in Accomack County, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to Perdue Farms Incorporated to address alleged violations of its Virginia

Pollutant Discharge Elimination System Permit. The location of the facility where the alleged violation occurred is 22520 Landford Highway, Accomack County, Virginia. The consent order describes a settlement to resolve permit limit exceedances of biochemical oxygen demand and whole effluent toxicity.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Maria Nold, Department of Environmental Quality, Tidewater Regional Office, 5636 Southen Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2173, FAX (757) 518-2003, or e-mail [mrnold@deq.virginia.gov](mailto:mrnold@deq.virginia.gov).

### **Proposed Consent Special Order - Plecker Construction Co., Inc.**

The State Water Control Board proposes to enter into a consent special order with Plecker Construction Co., Inc. The parties have agreed to the terms of a consent special order for settlement of violations of State Water Control Law at an underground storage tank (UST) facility.

Plecker Construction owns a UST facility located at 172 Parkersburg Turnpike in Staunton, Virginia, and stores petroleum in this UST under the requirements of the state underground storage tank regulation. Based on an inspection of the facility and review of submitted documentation, DEQ found Plecker Construction to be in violation of the regulation. The proposed order will require the closure of the UST and will assess a civil charge against Plecker Construction in settlement of the violations.

The board will receive written comments relating to the proposed order for 30 days from the date of publication of this notice. Comments should be addressed to David C. Robinett, Department of Environmental Quality, P.O. Box 3000, Harrisonburg, VA 22801, and should refer to the order. The proposed order may be examined at the Department of Environmental Quality, Valley Regional Office, 4411 Early Road, Harrisonburg, VA. A copy of the order may be obtained in person or by mail from the DEQ office.

Comments may also be submitted via electronic mail to [dcrobinett@deq.virginia.gov](mailto:dcrobinett@deq.virginia.gov). In order to be considered, electronic comments must be received prior to the close of the comment period and must include the name, address and telephone number of the person making the comment.

### **Proposed Consent Special Order - Red Hill Mobile Home Park**

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for a facility in Prince George County, Virginia.

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## General Notices/Errata

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Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to the Red Hill Mobile Home Park on March 24, 2004, to address alleged violations of the VPDES permit. The location of the facility where the alleged violation occurred is 3812 Puddleduck Road, Virginia. The consent order describes a settlement to resolve certain violations of environmental law and regulations at its sewer treatment plant.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5093, FAX (804) 527-5106, or e-mail [felupini@deq.virginia.gov](mailto:felupini@deq.virginia.gov).

### **Proposed Consent Special Order - Stanley Martin Companies, Incorporated**

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Prince William County, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to Stanley Martin Companies, Incorporated, to address alleged violations of Virginia's regulations. The facility where the alleged violation occurred is Coles Run Manor, located north of Dumfries Road and south of the State Route 234/Business Route 234 split. The consent order describes a settlement to resolve the filling of wetlands and streams without a permit.

How to comment: DEQ accepts comments from the public by e-mail, fax, or postal mail. All comments must include the name, address, and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail [jlshedy@deq.virginia.gov](mailto:jlshedy@deq.virginia.gov).

### **Proposed Consent Special Order - Tyson Foods Incorporated**

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for a facility in Glen Allen, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to Tyson Foods Incorporated, to address alleged violations of the VPDES permit. The location of the facility where the alleged violation occurred is 13264 Mountain Road, Glen Allen, Virginia. The consent order describes a settlement to resolve certain violations of environmental law and regulations at its Wastewater treatment plant. The Order requires plant repairs and payment of a civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5093, FAX (804) 527-5106, or e-mail [felupini@deq.virginia.gov](mailto:felupini@deq.virginia.gov).

### **Proposed Consent Special Order - United States Department of Defense**

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Arlington County, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to issue a consent order to The United States Department of Defense to address alleged violations of the Pentagon - Heating and Refrigeration Plant governed by permit number VA0032000. The location of the facility where the alleged violation occurred is the main Pentagon Reservation in southeastern Arlington, Virginia. The consent order describes a settlement to resolve exceedences to copper limits and the failure to meet administrative deadlines.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail [jlshedy@deq.virginia.gov](mailto:jlshedy@deq.virginia.gov).



## Proposed Consent Special Order - Vane Line Bunkering

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for barge spill in Henrico County, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State water Control Board proposes to issue a consent order to Vane Line Bunkering to address a discharge of diesel fuel from a barge to state waters. The location where the spill occurred is the James River near Osborne Landing in Henrico County, Virginia. The consent order requires payment of a \$61,700 civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5093, FAX (804) 527-5106, or e-mail [felupini@deq.virginia.gov](mailto:felupini@deq.virginia.gov).

## Proposed Consent Special Order - Town of Warsaw

Purpose of notice: To seek public comment on a proposed consent order amendment from the Department of Environmental Quality for a facility in Warsaw, Virginia.

Public comment period: February 6, 2006, to March 8, 2006.

Consent order description: The State Water Control Board proposes to amend a consent order issued to the Town of Warsaw on March 24, 2004, to extend the final compliance date from November 1, 2006 to February 28, 2007. The location of the facility where the alleged violation occurred is Route 360 and Wellford's Wharf Road in Warsaw, Virginia.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov).

Contact for public comments, document requests and additional information: Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5093, FAX (804) 527-5106, or e-mail [felupini@deq.virginia.gov](mailto:felupini@deq.virginia.gov).

## VIRGINIA CODE COMMISSION

### Notice to State Agencies

**Mailing Address:** Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219, FAX (804) 692-0625.

### Forms for Filing Material for Publication in the Virginia Register of Regulations

All agencies are required to use the appropriate forms when furnishing material for publication in the Virginia Register of Regulations. The forms may be obtained from: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219, telephone (804) 786-3591.

**Internet:** Forms and other Virginia Register resources may be printed or downloaded from the Virginia Register web page: <http://register.state.va.us>.

#### FORMS:

NOTICE of INTENDED REGULATORY ACTION-RR01  
NOTICE of COMMENT PERIOD-RR02  
PROPOSED (Transmittal Sheet)-RR03  
FINAL (Transmittal Sheet)-RR04  
EMERGENCY (Transmittal Sheet)-RR05  
NOTICE of MEETING-RR06  
AGENCY RESPONSE TO LEGISLATIVE OBJECTIONS-RR08  
RESPONSE TO PETITION FOR RULEMAKING-RR13  
FAST-TRACK RULEMAKING ACTION-RR14

## ERRATA

### BOARD OF PHARMACY

Title of Regulation: **18 VAC 110-30. Regulations for Practitioners of the Healing Arts to Sell Controlled Substances.**

Publication: 22:10 VA.R. 1662 January 23, 2006

Correction to Final Regulation:

Page 1662, in the Registrar's Notice, the correct location for the proposed regulation is Volume 21, Issue 20, rather than Volume 20, Issue 21.

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# CALENDAR OF EVENTS

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## Symbol Key

- † Indicates entries since last publication of the *Virginia Register*  
♿ Location accessible to persons with disabilities  
☎ Teletype (TTY)/Voice Designation

## NOTICE

Only those meetings which are filed with the Registrar of Regulations by the filing deadline noted at the beginning of this publication are listed. Since some meetings are called on short notice, please be aware that this listing of meetings may be incomplete. Also, all meetings are subject to cancellation and the *Virginia Register* deadline may preclude a notice of such cancellation. If you are unable to find a meeting notice for an organization in which you are interested, please check the Commonwealth Calendar at [www.vipnet.org](http://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

(804) 371-6094, FAX (804) 371-2945, e-mail  
[robins.buck@vdacs.virginia.gov](mailto:robins.buck@vdacs.virginia.gov).

### DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

### Virginia Bright Flue-Cured Tobacco Board

#### Virginia Agricultural Council

- † **March 27, 2006 - 8:30 a.m.** -- Open Meeting  
† **March 28, 2006 - 8 a.m.** -- Open Meeting  
Holiday Inn, 1200 Fifth Street, Charlottesville, Virginia.♿

- † **February 16, 2006 - 9:30 a.m.** -- Open Meeting  
Sheldon's Restaurant, Business Routes 15 and 360, Keysville, Virginia.♿

An annual meeting to hear and act upon agricultural project proposals for financial assistance through the Virginia Agricultural Council. The council 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 Donald B. Ayers at least five days before the meeting date so that suitable arrangements can be made.

A meeting to (i) review and consider approval of minutes of the last meeting; (ii) review the board's financial statement and approve budget for FY 06-07; (iii) consider funding proposals for research, promotion, and education projects pertaining to the Virginia flue-cured tobacco industry; and (iv) consider 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:** Donald Ayers, Executive Director, Virginia Agricultural Council, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-0480, FAX (804) 371-0247, (800) 828-1120/TTY☎, e-mail [don.ayers@vdacs.virginia.gov](mailto:don.ayers@vdacs.virginia.gov).

**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 Aquaculture Advisory Board

#### Virginia Cattle Industry Board

- † **February 13, 2006 - 12:30 p.m.** -- Open Meeting  
Virginia Farm Bureau Federation, 12580 West Creek Parkway, Conference 3-C, 3rd Floor, Richmond, Virginia.♿

- February 23, 2006 - 3 p.m.** -- Open Meeting  
The Inn at Virginia Tech, 901 Prices Fork Road, Blacksburg, Virginia.♿ (Interpreter for the deaf provided upon request)


A meeting to discuss issues related to Virginia aquaculture. For directions, call 800-768-8323, extension 1155. 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 T. Robins Buck at least five days before the meeting date so that suitable arrangements can be made.

A regular business meeting to (i) approve the minutes from the November 2005 meeting, (ii) review the board's financial statement and budget, (iii) give program updates for the state and national level, and (iv) hear an educational program using value-added cuts to increase overall beef carcass value. 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 Bill R. McKinnon at least five days before the meeting date so that suitable arrangements can be made.

**Contact:** T. Robins Buck, Board Secretary, Department of Agriculture and Consumer Services, Oliver Hill Building, 102 Governor St., 2nd Floor, Richmond, VA 23219, telephone

**Contact:** Bill R. McKinnon, Executive Director, Virginia Cattle Industry Board, P.O. Box 9, Daleville, VA 24083, telephone (540) 992-1992, FAX (540) 992-4632, e-mail [bmckinnon@vacattlemen.org](mailto:bmckinnon@vacattlemen.org).


## Virginia Corn Board

† **February 20, 2006 - 8 a.m.** -- Open Meeting  
Double Tree Hotel - Richmond Airport, 5501 Eubank Road, Richmond, Virginia. 

A meeting to (i) hear and approve minutes of the last meeting, (ii) discuss checkoff revenues resulting from sale of the 2005 corn crop, (iii) hear FY 2005-2006 project reports and receive FY 2006-2007 project proposals, and (iv) make funding decisions for the fiscal year beginning July 1, 2006. 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, 102 Governor St., 3rd Floor, Room 319, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786, e-mail [phil.hickman@vdacs.virginia.gov](mailto:phil.hickman@vdacs.virginia.gov).


## Virginia Soybean Board

† **March 9, 2006 - 8 a.m.** -- Open Meeting  
Williamsburg Marriott, 50 Kingsmill Road, Williamsburg, Virginia. 


A meeting to (i) hear and approve minutes of the last meeting, (ii) discuss checkoff revenues resulting from sales of the 2005 soybean crop, (iii) hear FY 2005-2006 project reports and receive FY 2006-2007 for project proposals, and (iv) make funding decisions for the fiscal year beginning July 1, 2006. 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, 102 Governor St., 3rd Floor, Room 319, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786, e-mail [phil.hickman@vdacs.virginia.gov](mailto:phil.hickman@vdacs.virginia.gov).


## ALCOHOLIC BEVERAGE CONTROL BOARD

**February 6, 2006 - 9 a.m.** -- Open Meeting  
**February 21, 2006 - 9 a.m.** -- Open Meeting  
**March 6, 2006 - 9 a.m.** -- Open Meeting  
**March 20, 2006 - 9 a.m.** -- Open Meeting  
**April 3, 2006 - 9 a.m.** -- Open Meeting  
**April 17, 2006 - 9 a.m.** -- Open Meeting  
† **May 1, 2006 - 9 a.m.** -- Open Meeting  
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia. 


An executive staff meeting to receive and discuss reports and activities from staff members and to discuss other matters not yet determined.

**Contact:** W. Curtis Coleburn, III, Secretary to the Board, Department of Alcoholic Beverage Control, 2901 Hermitage Rd., Richmond, VA 23220, telephone (804) 213-4409, FAX (804) 213-4411, (804) 213-4687/TTY , e-mail [curtis.coleburn@abc.virginia.gov](mailto:curtis.coleburn@abc.virginia.gov).


## ALZHEIMER'S DISEASE AND RELATED DISORDERS COMMISSION

**March 14, 2006 - 10 a.m.** -- Open Meeting  
Department for the Aging, 1610 Forest Avenue, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A regular meeting.


**Contact:** Cecily Slasor, I and R Specialist, Department for the Aging, 1610 Forest Ave., Ste. 100, Richmond, VA 23229, telephone (804) 662-9338, FAX (804) 662-9354, toll-free (800) 552-3402, (804) 662-9333/TTY , e-mail [cecily.slasor@vda.virginia.gov](mailto:cecily.slasor@vda.virginia.gov).

## BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

**February 7, 2006 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 

A meeting of the Interior Designers Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

**February 8, 2006 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 


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## Calendar of Events

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A meeting of the Professional Engineers Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

**February 9, 2006 - 9 a.m. -- Open Meeting**  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, Richmond, Virginia. 

A meeting of the Landscape Architects Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

**February 15, 2006 - 9 a.m. -- Open Meeting**  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, Richmond, Virginia. 


A meeting of the Land Surveyors Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

**March 15, 2006 - 5:30 p.m. -- Open Meeting**  
University of Virginia, Culbreth Lane, Campbell Hall, Room 158, Charlottesville, Virginia. 

A meeting of the Architects Section to present information regarding architect licensure to the UVA professional practice class.

**Contact:** Mark N. Courtney, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX


(804) 367-2475, (804) 367-9753/TTY , e-mail [APELSCIDLA@dpor.virginia.gov](mailto:APELSCIDLA@dpor.virginia.gov).

**March 16, 2006 - 9 a.m. -- Open Meeting**  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, Richmond, Virginia. 

A meeting of the full board to conduct board business. A portion of the board's business may be discussed in closed session. 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

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**March 16, 2006 - 9 a.m. -- Public Hearing**  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, 4th Floor, Richmond, Virginia. 

**March 16, 2006 - Public comments may be submitted until this date.**

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects is amending regulations entitled **18 VAC 10-20, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations**. The purpose of the proposed action is to amend the entry requirements for landscape architects who possess an LAAB-accredited degree in landscape architecture to require them to obtain three years of acceptable experience before being granted certification. Applicants could still be approved to take, and sit for, the examination prior to obtaining the required three years of experience; however, certification would not be awarded until such time as the three years of acceptable experience is obtained, documented, submitted, reviewed and approved.

Statutory Authority: §§ 54.1-201, 54.1-404 and 54.1-411 of the Code of Virginia.

**Contact:** Mark N. Courtney, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

**† May 3, 2006 - 9 a.m. -- Open Meeting**  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, Richmond, Virginia. 

A meeting of the Architects Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or

interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

## ART AND ARCHITECTURAL REVIEW BOARD


† **March 3, 2006 - 10 a.m.** -- Open Meeting

† **April 7, 2006 - 10 a.m.** -- Open Meeting

† **May 5, 2006 - 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. Art and Architectural Review Board submittal forms and submittal instructions can be downloaded by visiting the DGS Forms Center at [www.dgs.state.va.us](http://www.dgs.state.va.us). Request form #DGS-30-905 or submittal instructions #DGS-30-906. The deadline for submitting project datasheets and other required information is two weeks prior to the meeting date.


**Contact:** Richard L. Ford, AIA, Chairman, Art and Architectural Review Board, 101 Shockoe Slip, 3rd Floor, Richmond, VA 23219, telephone (804) 648-5040, FAX (804) 225-0329, (804) 786-6152/TTY , or e-mail [rford@comarchs.com](mailto:rford@comarchs.com).

## VIRGINIA BOARD FOR ASBESTOS, LEAD, AND HOME INSPECTORS

**March 13, 2006 - 10 a.m.** -- Open Meeting


Wytheville Town Offices, Wytheville Municipal Building, 150 East Monroe Street, Conference Room B, Wytheville, Virginia.

An informal fact-finding conference.

**Contact:** David Dick, Assistant Director, Virginia Board for Asbestos, Lead, and Home Inspectors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail [asbestos@dpor.virginia.gov](mailto:asbestos@dpor.virginia.gov).

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**March 30, 2006 - 9 a.m.** -- Public Hearing


Department of Professional and Occupational Regulation, 3600 West Broad Street, Conference Room 4, Richmond, Virginia. 

**April 14, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board for Asbestos, Lead, and Home Inspectors is amending regulations entitled **18 VAC**


**15-30, Virginia Lead-Based Paint Activities.** The purpose of the proposed action is to empower the board to deny license and approval as well as to take disciplinary action against those acting as or being ostensible licensee for undisclosed persons who do or will control or direct, directly or indirectly, the operations of the licensee's business, and to require training providers to submit information electronically and include social security numbers to speed up application processing. The regulations having been reorganized to present the regulatory requirements in a format that is easier to understand.

Statutory Authority: §§ 54.1-201 and 54.1-501 of the Code of Virginia.

**Contact:** David Dick, Assistant Director, Virginia Board for Asbestos, Lead, and Home Inspectors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail [asbestos@dpor.virginia.gov](mailto:asbestos@dpor.virginia.gov).

NOTE: CHANGE IN MEETING TIME

**March 30, 2006 - 11 a.m.** -- Public Hearing

Department of Professional and Occupational Regulation, 3600 West Broad Street, Conference Room 4, Richmond, Virginia. 

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**April 14, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board for Asbestos, Lead, and Home Inspectors is amending regulations entitled **18 VAC 15-20, Virginia Asbestos Licensing Regulations.** The purpose of the proposed action is to empower the board to deny license and approval as well as to take disciplinary action against those acting as or being ostensible licensee for undisclosed persons who do or will control or direct, directly or indirectly, the operations of the licensee's business, and to require training providers to submit information electronically and include social security numbers to speed up application processing. The regulations having been reorganized to present the regulatory requirements in a format that is easier to understand.

Statutory Authority: §§ 54.1-201 and 54.1-501 of the Code of Virginia.


**Contact:** David Dick, Assistant Director, Virginia Board for Asbestos, Lead, and Home Inspectors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail [asbestos@dpor.virginia.gov](mailto:asbestos@dpor.virginia.gov).

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
# Calendar of Events

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## AUCTIONEERS BOARD

**April 13, 2006 - 10 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, Richmond, Virginia. 

A meeting to conduct board business. The meeting is open to the public; however, a portion of the board's business may be discussed in closed session. All meetings are subject to cancellation. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.

**Contact:** Marian H. Brooks, Regulatory Board Administrator, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail [auctioneers@dpor.virginia.gov](mailto:auctioneers@dpor.virginia.gov)


## VIRGINIA AVIATION BOARD

† **February 14, 2006 - 9 a.m.** -- Open Meeting  
Doubletree Hotel, Richmond Airport, 5501 Eubank Road,  
Sandston, Virginia. 


A regular bimonthly meeting. Applications for state funding will be presented to the board and other matters of interest to the Virginia aviation community will be discussed. Individuals with disabilities should contact Carolyn Toth 10 days prior to the meeting if assistance is needed.

**Contact:** Carolyn Toth, Administrative Assistant, Department of Aviation, 5702 Gulfstream Rd., Richmond, VA 23250, telephone (804) 236-3637, FAX (804) 236-3635, e-mail [carolyn.toth@doav.virginia.gov](mailto:carolyn.toth@doav.virginia.gov).


## BOARD FOR BARBERS AND COSMETOLOGY

**February 6, 2006 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, Richmond, Virginia. 

A general business meeting including consideration of regulatory issues as may be presented on the agenda. The meeting is open to the public; however, a portion of the board's business may be discussed in closed session. All meetings are subject to cancellation. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.

**Contact:** William H. Ferguson, II, Executive Director, Board for Barbers and Cosmetology, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8590, FAX (804) 367-6295, (804) 367-9753/TTY , e-mail [barbercosmo@dpor.virginia.gov](mailto:barbercosmo@dpor.virginia.gov).


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**March 7, 2006 - 10 a.m.** -- Public Hearing  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, Richmond, Virginia. 

**March 10, 2006** - Public comments may be submitted until this date.


Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board for Barbers and Cosmetology intends to adopt regulations entitled **18 VAC 41-60, Body-Piercing Regulations**. The purpose of the proposed action is to promulgate regulations governing the licensure and practice of body piercing as mandated by Chapter 869 of the 2002 Act of Assembly.

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


**Contact:** William H. Ferguson, II, Executive Director, Board for Barbers and Cosmetology, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8590, FAX (804) 367-6295, (804) 367-9753/TTY , e-mail [barbercosmo@dpor.virginia.gov](mailto:barbercosmo@dpor.virginia.gov).

## DEPARTMENT FOR THE BLIND AND VISION IMPAIRED


### Rehabilitation Council for the Blind

**March 11, 2006 - 10 a.m.** -- Open Meeting  
Department for the Blind and Vision Impaired, Administrative  
Headquarters, 397 Azalea Avenue, Richmond, Virginia.   
(Interpreter for the deaf provided upon request)


A regular meeting.


**Contact:** Susan D. Payne, VR Program Director, Department for the Blind and Vision Impaired, 397 Azalea Ave., Richmond, VA 23227, telephone (804) 371-3184, FAX (804) 371-3390, toll-free (800) 622-2155, (804) 371-3140/TTY , e-mail [susan.payne@dbvi.virginia.gov](mailto:susan.payne@dbvi.virginia.gov).

## BOARD FOR BRANCH PILOTS


† **May 1, 2006 - 8:30 a.m.** -- Open Meeting  
Virginia Port Authority, 600 World Trade Center, Norfolk,  
Virginia. 

A meeting of the Examination Administrators to conduct board business. The meeting is open to the public; however, a portion of the board's business may be discussed in closed session. All meetings are subject to cancellation. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.


**Contact:** Mark N. Courtney, Executive Director, Board for Branch Pilots, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail [branchpilots@dpor.virginia.gov](mailto:branchpilots@dpor.virginia.gov).

**† May 1, 2006 - 9:30 a.m.** -- Open Meeting  
Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia. 

A meeting to conduct board business. The meeting is open to the public; however, a portion of the board's business may be discussed in closed session. All meetings are subject to cancellation. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.

**Contact:** Mark N. Courtney, Executive Director, Board for Branch Pilots, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail [branchpilots@dpor.virginia.gov](mailto:branchpilots@dpor.virginia.gov).


## STATE CERTIFIED SEED BOARD

**† February 15, 2006 - 1:15 p.m.** -- Open Meeting  
Ramada Inn 1776, 725 Bypass Road, Williamsburg, Virginia. 

A meeting to consider the ramifications of the 2005 summer drought on seed quality of peanuts and soybeans for 2006 spring planting.

**Contact:** David Whitt, Liaison Officer, State Certified Seed Board, 9142 Atlee Station Rd., Mechanicsville, VA 23116, telephone (804) 746-4884, FAX (804) 746-9447, e-mail [dwhitt@vt.edu](mailto:dwhitt@vt.edu).


## STATE CHILD FATALITY REVIEW TEAM

**March 10, 2006 - 10 a.m.** -- Open Meeting  
Office of the Chief Medical Examiner, 400 East Jackson Street, Richmond, Virginia. 

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:** Rae Hunter-Havens, Coordinator, State Child Fatality Review, 400 East Jackson St.; Richmond, VA 23219, telephone (804) 786-1047, FAX (804) 371-8595, toll-free (800) 447-1708, e-mail [rae.hunter-havens@vdh.virginia.gov](mailto:rae.hunter-havens@vdh.virginia.gov).


## STATE BOARD FOR COMMUNITY COLLEGES

**March 15, 2006 - 1:30 p.m.** -- Open Meeting  
The Prizery, 700 Bruce Street, South Boston, Virginia.   
(Interpreter for the deaf provided upon request)


Meetings of the Academic Committee, Student Affairs and Workforce Development Committee, and Budget and Finance Committee begin at 1:30 p.m. The Facilities Committee and the Audit Committee will meet at 3 p.m. The Personnel Committee will meet at 3:30 p.m.

**Contact:** D. Susan Hayden, Director of Public Affairs, Virginia Community College System, James Monroe Bldg., 101 N.


14th St., Richmond, VA 23219, telephone (804) 819-4961, FAX (804) 819-4768, (804) 371-8504/TTY 

**March 16, 2006 - 9 a.m.** -- Open Meeting  
Southern Virginia Higher Education Center, 820 Bruce Street, South Boston, Virginia.   
(Interpreter for the deaf provided upon request)

A regular business meeting. Public comment may be received upon notification at least five working days prior to the meeting.

**Contact:** D. Susan Hayden, Director of Public Relations, State Board for Community Colleges, VCCS, James Monroe Bldg, 101 N. 14th St., 15th Floor, Richmond, VA 23219, telephone (804) 819-4961, FAX (804) 819-4768, (804) 371-8504/TTY .

## COMPENSATION BOARD

**February 22, 2006 - 11 a.m.** -- Open Meeting  
Compensation Board, 102 Governor Street, Richmond, Virginia. 

A monthly board meeting.

**Contact:** Cindy Waddell, Compensation Board, P.O. Box 710, Richmond, VA 23218, telephone (804) 225-3308, FAX (804) 371-0235, e-mail [cindy.waddell@scb.virginia.gov](mailto:cindy.waddell@scb.virginia.gov).


## DEPARTMENT OF CONSERVATION AND RECREATION

**† February 15, 2006 - 10 a.m.** -- Open Meeting  
Department of Forestry, 900 Natural Resources Drive, Fire Conference Room, Charlottesville, Virginia.


A meeting of the Virginia Outdoors Plan Technical Advisory Committee. This is the initial meeting of a committee appointed by the director of the Department of Conservation and Recreation to provide information and comments on development of the 2007 Virginia Outdoors Plan.

**Contact:** John R. Davy, Division Director, Planning and Recreation Resources, Department of Conservation and Recreation, 203 Governor St., Suite 302, Richmond, VA 23219, telephone (804) 786-1119, FAX (804) 371-7899, e-mail [john.davy@dcr.virginia.gov](mailto:john.davy@dcr.virginia.gov).

## BOARD FOR CONTRACTORS

**February 7, 2006 - 9 a.m.** -- Open Meeting  
**February 14, 2006 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 

Informal fact-finding conferences.


**Contact:** Eric L. Olson, Executive Director, Board for Contractors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2785, FAX (804) 367-2474, (804) 367-9753/TTY , e-mail [contractors@dpor.virginia.gov](mailto:contractors@dpor.virginia.gov).

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# Calendar of Events

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**February 16, 2006 - 1 p.m.** -- Public Hearing  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, Richmond, Virginia. 

**March 24, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board for Contractors intends to amend regulations entitled **18 VAC 50-30, Individual License and Certification Regulations**. The purpose of the proposed action is to establish regulations for the certification of elevator mechanics and to amend the current regulations to reflect statutory changes, respond to changes in the industry and to revise language for clarity and ease of use.


Statutory Authority: §§ 54.1-201 and 54.1-1102 of the Code of Virginia.

**Contact:** Eric L. Olson, Executive Director, Board for Contractors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2785, FAX (804) 367-2474, (804) 367-9753/TTY , e-mail [contractors@dpor.virginia.gov](mailto:contractors@dpor.virginia.gov).


† **February 28, 2006 - 9 a.m.** -- Open Meeting

† **March 28, 2006 - 9 a.m.** -- Open Meeting


† **April 25, 2006 - 9 a.m.** -- Open Meeting

Department of Professional and Occupational Regulation,  
3600 West Broad Street, Richmond, Virginia. 


A regular meeting to address policy and procedural issues and review and render decisions on matured complaints against licensees. The meeting is open to the public; however, a portion of the board's business may be conducted in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the department at least 10 days prior to this meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

**Contact:** Eric L. Olson, Executive Director, Board for Contractors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2785, FAX (804) 367-2474, (804) 367-9753/TTY , e-mail [contractors@dpor.virginia.gov](mailto:contractors@dpor.virginia.gov).

† **February 28, 2006 - 11:30 a.m.** -- Open Meeting

Department of Professional and Occupational Regulation,  
3600 West Broad Street, Conference Room 4 West,  
Richmond, Virginia. 

A quarterly meeting of the Board for Contractors Committee meeting. This meeting will start following the Board for Contractors meeting.

**Contact:** Kevin Hoelt, Regulatory Boards Administrator, Board for Contractors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2785, FAX (804) 367-2474, (804) 367-9753/TTY , e-mail [contractors@dpor.virginia.gov](mailto:contractors@dpor.virginia.gov).

## BOARD OF CORRECTIONS


**March 14, 2006 - 10 a.m.** -- Open Meeting

Department of Corrections, 6900 Atmore Drive, 3rd Floor Board Room, Richmond, Virginia. 

A meeting of the Liaison Committee to discuss correctional matters of interest to the board.

**Contact:** Barbara Woodhouse, Administrative Staff Assistant, Department of Corrections, 6900 Atmore Dr., Richmond, VA 23225, telephone (804) 674-3124, FAX (804) 674-3236, e-mail [barbara.woodhouse@vadoc.virginia.gov](mailto:barbara.woodhouse@vadoc.virginia.gov).

**March 14, 2006 - 1 p.m.** -- Open Meeting

Department of Corrections, 6900 Atmore Drive, 3rd Floor, Richmond, Virginia. 

A meeting of the Correctional Services/Policy and Regulations Committee to discuss correctional services and policy/regulation matters to be considered by the board.

**Contact:** Barbara Woodhouse, Administrative Staff Assistant, Department of Corrections, 6900 Atmore Dr., Richmond, VA 23225, telephone (804) 674-3124, FAX (804) 674-3236, e-mail [barbara.woodhouse@vadoc.virginia.gov](mailto:barbara.woodhouse@vadoc.virginia.gov).


**March 15, 2006 - 9:30 a.m.** -- Open Meeting

Department of Corrections, 6900 Atmore Drive, 3rd Floor, Room 3054, Richmond, Virginia. 

A meeting of the Administration Committee to discuss administrative matters to be considered by the board.

**Contact:** Barbara Woodhouse, Administrative Staff Assistant, Department of Corrections, 6900 Atmore Dr., Richmond, VA 23225, telephone (804) 674-3124, FAX (804) 674-3236, e-mail [barbara.woodhouse@vadoc.virginia.gov](mailto:barbara.woodhouse@vadoc.virginia.gov).

**March 15, 2006 - 10 a.m.** -- Open Meeting

Department of Corrections, 6900 Atmore Drive, 3rd Floor Board Room, Richmond, Virginia. 

A regular meeting of the full board to review and discuss all matters considered by board committees that require action by the board.

**Contact:** Barbara Woodhouse, Administrative Staff Assistant, Department of Corrections, 6900 Atmore Dr., Richmond, VA 23225, telephone (804) 674-3124, FAX (804) 674-3236, e-mail [barbara.woodhouse@vadoc.virginia.gov](mailto:barbara.woodhouse@vadoc.virginia.gov).

## BOARD OF DENTISTRY

**February 10, 2006 - 9 a.m.** -- Open Meeting


**March 17, 2006 - 9 a.m.** -- Open Meeting

**March 31, 2006 - 9 a.m.** -- Open Meeting

**April 21, 2006 - 9 a.m.** -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. 


A meeting of the Special Conference Committee to hold informal conferences. There will not be a public comment period.

**Contact:** Cheri Emma-Leigh, Operations Manager, Department of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9906, FAX (804) 662-7246, (804) 662-7197/TTY , e-mail [cheri.emma-leigh@dhp.virginia.gov](mailto:cheri.emma-leigh@dhp.virginia.gov).




**March 2, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Richmond, Virginia. 

Formal hearings. There will not be a public comment period.


**Contact:** Cheri Emma-Leigh, Operations Manager,  
Department of Health Professions, 6603 W. Broad St., 5th  
Floor, Richmond, VA 23230, telephone (804) 662-9906, FAX  
(804) 662-7246, (804) 662-7197/TTY , e-mail cheri.emma-  
leigh@dhp.virginia.gov.

**March 3, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Richmond, Virginia. 

A general business meeting. There will be a public  
comment period during the first 15 minutes of the meeting.

**Contact:** Sandra Reen, Executive Director, Board of  
Dentistry, Alcoa Bldg., 6603 W. Broad St., 5th Floor,  
Richmond, VA 23230-1712, telephone (804) 662-9906, FAX  
(804) 662-7246, (804) 662-7197/TTY , e-mail  
sandra.reen@dhp.virginia.gov.


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**March 3, 2006 - 9 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Board Room 1, Richmond, Virginia. 

**March 24, 2006** - Public comments may be submitted until  
this date.

Notice is hereby given in accordance with § 2.2-4007 of the  
Code of Virginia that the Board of Dentistry intends to  
amend regulations entitled **18 VAC 60-20, Regulations  
Governing the Practice of Dentistry and Dental Hygiene.**  
The purpose of the proposed action is to (i) establish  
requirements for licensure by credentials for dentists  
consistent with new provisions in the Dental Practice Act; (ii)  
extend the voluntary practice license to include dentists and  
hygienists who held in unrestricted license in Virginia at the  
time it expired or became inactive and eliminate the  
supervision requirement for dentists out of practice less  
than five years; and (iii) clarify certain terms and rules for  
consistency. The proposed regulation will replace an  
emergency regulation adopted by the Board of Dentistry in  
compliance with amendments to Chapter 27 of Title 54.1  
and the third enactment clause of HB 2368 and SB 1127  
enacted by the 2005 General Assembly.

Statutory Authority: §§ 54.1-2400 and Chapter 27 (§ 54.1-  
2700 et seq.) of Title 54.1 of the Code of Virginia.

Public comments may be submitted until March 24, 2006, to  
Sandra Reen, Executive Director, Board of Dentistry, Alcoa  
Bldg., 6603 West Broad Street, 5th Floor, Richmond, VA  
23230-1712, telephone (804) 662-9906, FAX (804) 662-7246,  
(804) 662-7197/TTY , e-mail sandra.reen@dhp.virginia.gov.


**Contact:** Elaine J. Yeatts, Regulatory Coordinator,  
Department of Health Professions, 6603 W. Broad St.,  
Richmond, VA 23230, telephone (804) 662-9918, FAX (804)  
662-9114, e-mail elaine.yeatts@dhp.virginia.gov.

## DESIGN BUILD/CONSTRUCTION MANAGEMENT REVIEW BOARD


**February 16, 2006 - 11 a.m.** -- Open Meeting

**March 16, 2006 - 11 a.m.** -- Open Meeting

**April 20, 2006 - 11 a.m.** -- Open Meeting

Department of General Services, 202 North Ninth Street,  
Room 412, Richmond, Virginia.  (Interpreter for the deaf  
provided upon request)

A regular monthly meeting. Please contact the Division of  
Engineering and Buildings to confirm the meeting.


**Contact:** Rhonda M. Bishton, Administrative Assistant,  
Division of Engineering and Buildings, Department of General  
Services, 202 N. Ninth St., Richmond, VA 23219, telephone  
(804) 786-3263, FAX (804) 371-7934, (804) 786-6152/TTY ,  
e-mail rhonda.bishton@dgs.virginia.gov.

## BOARD OF EDUCATION

**February 15, 2006 - 9 a.m.** -- Open Meeting

**March 22, 2006 - 9 a.m.** -- Open Meeting


**† April 26, 2006 - 9 a.m.** -- Open Meeting

James Monroe Building, 101 North 14th Street, Main Lobby  
Level, Conference Rooms C and D, Richmond, Virginia.   
(Interpreter for the deaf provided upon request)

A regular business meeting of the board. Public comment  
will be received. The public is urged to confirm  
arrangements prior to each meeting by viewing the  
Department of Education's public meeting calendar at  
<http://www.pen.k12.va.us/VDOE/meetings.html>. This site  
will contain the latest information on the meeting  
arrangements and will note any last minute changes in time  
or location. Persons who wish to speak or who require the  
services of an interpreter for the deaf should contact the  
agency at least 72 hours in advance.

**Contact:** Dr. Margaret N. Roberts, Office of Policy and Public  
Affairs, Department of Education, P.O. Box 2120, James  
Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA  
23219, telephone (804) 225-2540, FAX (804) 225-2524,  
e-mail margaret.roberts@doe.virginia.gov.

**April 27, 2006 - 9 a.m.** -- Open Meeting

James Monroe Building, 101 North 14th Street, Main Lobby  
Level, Conference Rooms C and D, Richmond, Virginia.   
(Interpreter for the deaf provided upon request)

The annual planning session. The public is urged to confirm  
arrangements prior to each meeting by viewing the  
Department of Education's public meeting calendar at  
<http://www.pen.k12.va.us/VDOE/meetings.html>. This site  
will contain the latest information on the meeting  
arrangements and will note any last-minute changes in time  
or location. Please note that persons requesting the  
services of an interpreter for the deaf are asked to do so at  
least 72 hours in advance so that the appropriate  
arrangements may be made.

**Contact:** Dr. Margaret N. Roberts, Office of Policy and Public  
Affairs, Department of Education, P.O. Box 2120, James  
Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA

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# Calendar of Events

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23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov).

## Advisory Board on Teacher Education and Licensure

NOTE: CHANGE IN MEETING DATE

**February 6, 2006 - 9 a.m.** -- Open Meeting

**March 20, 2006 - 9 a.m.** -- Open Meeting

**† April 24, 2006 - 9 a.m.** -- Open Meeting

Location to be announced.

A regular meeting. The public is urged to confirm arrangements prior to each meeting by viewing the Department of Education's public meeting calendar at <http://www.pen.k12.va.us/VDOE/meetings.html>. This site will contain the latest information on the meeting arrangements and will note any last-minute changes in time or location. Please note that persons requesting the services of an interpreter for the deaf are asked to do so at least 72 hours in advance so that the appropriate arrangements may be made.

**Contact:** Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Department of Education, P.O. Box 2120, James Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov).

## DEPARTMENT OF ENVIRONMENTAL QUALITY


**February 6, 2006 - 6 p.m.** -- Open Meeting

Hurley Elementary and Middle School, Hurley, Virginia. 

A public meeting on the development of a TMDL to address impairments of Knox Creek and Pawpaw Creek in Buchanan County. The public notice appeared in the Virginia Register of Regulations on January 9, 2006. The public comment period begins on February 6, 2006, and ends on March 7, 2006.

**Contact:** Nancy T. Norton, Department of Environmental Quality, 355 Deadmore St., Abingdon, VA 24212, telephone (276) 676-4807, FAX (276) 676-4899, e-mail [ntnorton@deq.virginia.gov](mailto:ntnorton@deq.virginia.gov).


**† February 7, 2006 - 2 p.m.** -- Open Meeting

Rappahannock Community College, 52 Campus Drive, Board Room, Warsaw, Virginia. 

A meeting of the advisory committee assisting in the development of fecal coliform TMDLs for shellfish propagation waters in Farnham Creek located in Richmond County. The public notice appears in the Virginia Register of Regulations on February 6, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail [rcfrench@deq.virginia.gov](mailto:rcfrench@deq.virginia.gov).


**† February 7, 2006 - 7 p.m.** -- Open Meeting

Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. 

A public meeting on the development of a TMDL to address impairments in the Mattox Creek watershed located in Westmoreland and King George counties. The public notice appears in the Virginia Register of Regulations on February 6, 2006. The public comment period begins on February 7, 2006, and ends on March 9, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail [rcfrench@deq.virginia.gov](mailto:rcfrench@deq.virginia.gov).


**† February 9, 2006 - 7 p.m.** -- Open Meeting

Floyd County High School, Library, 721 Baker Street S.W., Floyd, Virginia. 

A public meeting on the development of the implementation plan for a bacteria TMDL on Dodd Creek in Floyd County. The public notice appears in the Virginia Register of Regulations on February 6, 2006. The comment period begins on February 9, 2006, and ends on March 9, 2006.

**Contact:** Theresa Carter, Department of Environmental Quality, 252 W. Main St., Suite 3 Abingdon, VA 24210, telephone (276) 676-5418, FAX (276) 676-5527, e-mail [theresa.carter@deq.virginia.gov](mailto:theresa.carter@deq.virginia.gov).


**† February 13, 2006 - 2 p.m.** -- Open Meeting

Lancaster Community Library, 235 School Street, Kilmarnock, Virginia. 

A meeting of the advisory committee assisting in the development of fecal coliform bacteria TMDLs in shellfish propagation waters located in Lancaster County. The public notice appears in the Virginia Register of Regulations on February 6, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail [refrench@deq.virginia.gov](mailto:refrench@deq.virginia.gov).


**February 13, 2006 - 6 p.m.** -- Open Meeting

Pocahontas Presbyterian Church, 134 Moore Street, Pocahontas, Virginia. 

A public meeting on the development of a TMDL to address impairments of Laurel Fork in Pocahontas and Tazewell County. The public notice appeared in the Virginia Register of Regulations on January 9, 2006. The public comment period begins on February 13, 2006, and ends on March 7, 2006.

**Contact:** Nancy T. Norton, Department of Environmental Quality, 355 Deadmore St., Abingdon, VA 24212, telephone (276) 676-4807, FAX (276) 676-4899, e-mail [ntnorton@deq.virginia.gov](mailto:ntnorton@deq.virginia.gov).


**† February 14, 2006 - 7 p.m.** -- Open Meeting

Rappahannock Community College Auditorium, 52 Campus Drive, Warsaw, Virginia. 

A public meeting of the development of fecal coliform TMDLs for shellfish propagation waters in Farnham Creek located in Richmond County. The public notice appears in


the Virginia Register of Regulations on February 6, 2006. The public comment period begins on February 14, 2006, and ends on March 16, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

**† February 15, 2006 - 2 p.m.** -- Open Meeting  
Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. 


A meeting of the advisory committee assisting in the development of the fecal coliform TMDLs for shellfish propagation waters located in Westmoreland County. The public notice appears in the Virginia Register of Regulations on February 6, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

**† February 15, 2006 - 7 p.m.** -- Open Meeting  
Lancaster Courthouse, General District Room, 8311 Mary Ball Road, Lancaster, Virginia. 


A public meeting on the development of fecal coliform bacteria TMDLs in shellfish propagation waters located in Lancaster County. The public notice appears in the Virginia Register of Regulations on February 6, 2006. The public comment period begins on February 15, 2006, and ends on March 24, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

**† February 23, 2006 - 7 p.m.** -- Open Meeting  
Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. 


A public meeting on the development of the fecal coliform TMDLs for shellfish propagation waters located in Westmoreland County. The public notice appears in the Virginia Register of Regulations on February 6, 2006. The public comment period begins on February 23, 2006, and ends on March 25, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

**† March 1, 2006 - 7 p.m.** -- Public Hearing  
Lorton Library, 9520 Richmond Highway, Lorton, Virginia. 


A public hearing on a permit modification to the Rainwater CDD Landfill located in Fairfax County. The modification addresses implementation of a ground water corrective action plan. The public comment period began on January 25, 2006, and ends on March 16, 2006.

**Contact:** Larry Syverson, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4271, e-mail lwsyverson@deq.virginia.gov.

**† March 2, 2006 - 7 p.m.** -- Public Hearing  
Snow Library in the Marshall Center, Meeting Room 1, 8800 Courthouse Road, Spotsylvania, Virginia. 

A public hearing to receive comment on a draft permit modification to the Livingston Landfill's permit that would allow the implementation of a groundwater corrective action plan (CAP). The comment period began on January 25, 2006, and ends on March 17, 2006.


**Contact:** Larry Syverson, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4271, e-mail lwsyverson@deq.virginia.gov.

**March 21, 2006 - 9 a.m.** -- Open Meeting  
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia. 

A meeting of the Ground Water Protection Steering Committee. The meeting will begin with a presentation by Scott Kudlas, DEQ Office of Water Supply Planning. Agency updates will follow the presentation; the meeting will adjourn by 11 a.m.

**Contact:** Mary Ann Massie, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4042, e-mail mamassie@deq.virginia.gov.

## FORENSIC SCIENCE BOARD


**February 8, 2006 - 10 a.m.** -- Open Meeting  
Department of Forensic Science's Central Laboratory, 700 North 5th Street, Classroom 1, Richmond, Virginia. 

A meeting to discuss program and fiscal goals, the development of long range programs, and other issues pertaining to the Department of Forensic Science.

**Contact:** Charlie Oates, Department Counsel, Department of Forensic Science, 700 N. 5th St., Richmond, VA 23219, telephone (804) 786-1006, e-mail charles.oates@dfs.virginia.gov.

## DEPARTMENT OF FORENSIC SCIENCE

### Scientific Advisory Committee

**February 7, 2006 - 9 a.m.** -- Open Meeting  
Department of Forensic Science's Central Laboratory, 700 North 5th Street, Classroom 1, Richmond, Virginia. 

A meeting to discuss new scientific programs, laboratory protocols, and other issues pertaining to the Department of Forensic Science.


**Contact:** Charlie Oates, Department Counsel, Department of Forensic Science, 700 N. 5th St., Richmond, VA 23219, telephone (804) 786-1006, e-mail charles.oates@dfs.virginia.gov.

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# Calendar of Events

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## BOARD OF FORESTRY

† **April 18, 2006 - 1 p.m.** -- Open Meeting  
Virginia Military Institute, Lexington, Virginia.  (Interpreter for the deaf provided upon request)


A meeting at the Environment Virginia 2006 conference.


**Contact:** Donna S. Hoy, Administrative Staff Specialist, Department of Forestry, 900 Natural Resources Dr., Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555, FAX (434) 977-7749, e-mail donna.hoy@dof.virginia.gov.

## BOARD OF FUNERAL DIRECTORS AND EMBALMERS


† **February 8, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia. 

A meeting of the Legislative/Regulatory Committee to discuss the rules and regulations that pertain to the practice of funeral service.


**Contact:** Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9907, FAX (804) 662-9523, (804) 662-7197/TTY , e-mail elizabeth.young@dhp.virginia.gov.

† **February 15, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia. 


The Professional Credential Services, Inc., will administer the Board of Funeral Directors and Embalmers' Jurisprudence Examination. Public comment will not be heard.

**Contact:** Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9907, FAX (804) 662-9523, (804) 662-7197/TTY , e-mail elizabeth.young@dhp.virginia.gov.

## BOARD FOR GEOLOGY


**April 5, 2006 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 

A regular meeting.

**Contact:** David E. Dick, Executive Director, Board for Geology, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8507, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail geology@dpor.virginia.gov.


## GOVERNOR'S EMS ADVISORY BOARD

NOTE: CHANGE IN MEETING DATE

**February 9, 2006 - 3 p.m.** -- Open Meeting  
The Place at Innsbrook, Glen Allen, Virginia. 

A regularly scheduled meeting of the Regulation and Policy Committee to discuss and review proposed regulations for the upcoming revision process.


**Contact:** Michael D. Berg, Manager, Regulation and Compliance, Department of Health, 109 Governor St., UB-55, Richmond, VA 23219, telephone (804) 864-7600, FAX (804) 864-7580, toll-free (800) 523-6019, e-mail michael.berg@vdh.virginia.gov.

**February 10, 2006 - 1 p.m.** -- Open Meeting  
The Place at Innsbrook, Glen Allen, Virginia. 

A quarterly meeting.

**Contact:** Gary R. Brown, Director, Office of Emergency Medical Services, Department of Health, 109 Governor St., Suite UB-55, Richmond, VA 23219, telephone (804) 864-7600, FAX (804) 864-7580, e-mail gary.brown@vdh.virginia.gov.

## DEPARTMENT OF HEALTH

† **February 8, 2006 - 10 a.m.** -- Open Meeting  
Henrico Doctor's Hospital, 7700 East Parham Road, MOB 111 Classroom, Richmond, Virginia. 

A quarterly Statewide Consortia/MAI meeting.

**Contact:** Safere Diawara, Contract Monitor, Department of Health, 109 Governor St., Richmond, VA 23219, telephone (804) 864-8021, e-mail safere.diawara@vdh.virginia.gov.

**February 24, 2006 - 10 a.m.** -- Open Meeting

**April 7, 2006 - 10 a.m.** -- Open Meeting  
Department of Health, 109 Governor Street, 5th Floor Conference Room, Richmond, Virginia.

A meeting of the Sewage Handling and Disposal Advisory Committee to make recommendations to the commissioner regarding sewage handling and disposal policies, procedures and programs of the department.

**Contact:** Donald Alexander, Division Director, Department of Health, 109 Governor St., Richmond, VA 23219, telephone (804) 864-7452, FAX (804) 864-7475, e-mail donald.alexander@vdh.virginia.gov.

## DEPARTMENT OF HEALTH PROFESSIONS

**March 24, 2006** - Public comments may be submitted until this date.


Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Health Professions intends to amend regulations entitled **18 VAC 76-20, Regulations Governing the Prescription Monitoring Program**. The purpose of the proposed action is to conform the rules of the Prescription Monitoring Program for reporting and disclosure to the changes made during the

2005 Session of the General Assembly. Regulations will (i) eliminate provisions that may stand as a barrier to the adoption of electronic requests and disclosures, (ii) provide criteria for requests from prescribers who are not licensed in Virginia and (iii) establish requirements for notification by a dispenser to his patients about requests for disclosure of prescription information in the program.

Statutory Authority: §§ 54.1-2505 and 54.1-2520 of the Code of Virginia.

Public comments may be submitted until March 24, 2006, to Ralph Orr, Director, Prescription Monitoring Program, 6603 West Broad Street, Richmond, VA 23230-1717.


**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, e-mail [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

**March 30, 2006 - 11 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia. 


A working meeting of the Advisory Committee of the Prescription Monitoring Program for the purpose of reviewing data collected for the Program Evaluation Workplan and a progress report on the enhancement and expansion of the program. A review of Practitioner Notification Reports in other states will be given. The committee will discuss the development of criteria to provide these reports and the resource information that will be provided with them. Public comments will be received during this meeting.

**Contact:** Ralph Orr, PMP, Program Manager, Department of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9133, FAX (804) 662-9240, e-mail [ralph.orr@dhp.virginia.gov](mailto:ralph.orr@dhp.virginia.gov).

## BOARD FOR HEARING AID SPECIALISTS

**March 15, 2006 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia 

A general business meeting including consideration of regulatory issues as may be presented on the agenda. The meeting is open to the public; however, a portion of the board's business may be discussed in closed session. 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:** William H. Ferguson, II, Executive Director, Board for Hearing Aid Specialists, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8590, FAX (804) 367-6295, (804) 367-9753/TTY , e-mail [hearingaidspec@dpor.virginia.gov](mailto:hearingaidspec@dpor.virginia.gov).

## STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

† **February 23, 2006 - 2 p.m.** -- Open Meeting  
James Monroe Building, 101 North 14th Street, Richmond, Virginia.

A legislative briefing for the council.

**Contact:** Lee Ann Rung, State Council of Higher Education for Virginia, James Monroe Bldg., 101 N 14th St., Richmond, VA 23219, telephone (804) 225-2602, FAX (804) 371-7911, e-mail [LeeAnnRung@schev.edu](mailto:LeeAnnRung@schev.edu).

† **March 13, 2006 - 3 p.m.** -- Open Meeting  
Northern Virginia Community College, Annandale Campus, Annandale, Virginia.

A briefing session about community college issues.

**Contact:** Lee Ann Rung, State Council of Higher Education for Virginia, James Monroe Bldg., 101 N 14th St., Richmond, VA 23219, telephone (804) 225-2602, FAX (804) 371-7911, e-mail [LeeAnnRung@schev.edu](mailto:LeeAnnRung@schev.edu).


† **March 14, 2006 - 11 a.m.** -- Open Meeting  
Northern Virginia Community College, Medical Campus, Springfield, Virginia.

Committee meetings begin at 8:30 a.m. Agenda materials will be available on the website approximately one week prior to the meeting at [www.schev.edu](http://www.schev.edu). A public comment period will be allocated on the meeting agenda. To be scheduled, those interested in making public comment should contact the person listed below no later than 5 p.m. three business days prior to the meeting date. At the time of the request, the speaker's name, address and topic must be provided. Each speaker will be given up to three minutes to address SCHEV. Speakers are asked to submit a written copy of their remarks at the time of comment.

**Contact:** Lee Ann Rung, State Council of Higher Education for Virginia, James Monroe Bldg., 101 N 14th St., Richmond, VA 23219, telephone (804) 225-2602, FAX (804) 371-7911, e-mail [LeeAnnRung@schev.edu](mailto:LeeAnnRung@schev.edu).

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

### State Building Code Technical Review Board

**February 17, 2006 - 10 a.m.** -- Open Meeting  
Department of Housing and Community Development, 501 North 2nd Street, Richmond, Virginia  (Interpreter for the deaf provided upon request)

A meeting to hear appeals concerning the application of the building and fire regulations of the department and issues interpretations for recommendations for amendment or repeal of code provisions.

**Contact:** Vernon W. Hodge, Secretary, Department of Housing and Community Development, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7150.

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# Calendar of Events

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## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

**February 27, 2006** - Public comments may be submitted until this date.

Notice is hereby given that the Department of Human Resource Management intends to amend regulations entitled **1 VAC 55-20, Commonwealth of Virginia Health Benefits Program**. The purpose of the proposed action is to bring the state regulations in line with the Working Families Tax Relief Act (WFTRA). The current definition of a dependent is based on IRS regulations that allowed an employee to cover certain dependents without incurring imputed income based on the state's contribution to the plan. WFTRA went into effect December 2004 and redefined who is considered a qualifying dependent for tax purposes under IRS § 152. WFTRA removes the requirement that a qualifying child be claimed by an employee as a dependent on his federal income tax return and sets up dependency criteria based on relationship, residency, age and self-support.


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

**Contact:** Charles Reed, Associate Director, Department of Human Resource Management, 101 N. 14th St., 13th Floor, Richmond, VA 23219, telephone (804) 786-3124, FAX (804) 371-0231 or e-mail [charles.reed@dhrm.virginia.gov](mailto:charles.reed@dhrm.virginia.gov).

## VIRGINIA INFORMATION TECHNOLOGIES AGENCY

### Wireless E-911 Services Board


NOTE: CHANGE IN MEETING DATE

† **April 5, 2006 - 10 a.m.** -- Open Meeting  
Richmond Plaza Building, 110 South 7th Street, 4th Floor Auditorium, Richmond, Virginia. 

A regular board meeting.

**Contact:** Steve Marzolf, Public Safety Communications Coordinator, Virginia Information Technologies Agency, 411 E. Franklin St., 5th Floor, Suite 500, Richmond, VA 23219, telephone (804) 371-0015, FAX (804) 371-2277, toll-free (866) 482-3911, e-mail [steve.marzolf@vita.virginia.gov](mailto:steve.marzolf@vita.virginia.gov).

## JAMESTOWN-YORKTOWN FOUNDATION

**March 15, 2006 - 2 p.m.** -- Open Meeting  
Richmond area.  (Interpreter for the deaf provided upon request)

A regular meeting of the Executive Committee of the Jamestown 2007 Steering Committee. This meeting is rescheduled from March 1, 2006. Please contact the Jamestown 2007 Office with questions.

**Contact:** Judy Leonard, Administrative Office Manager, Jamestown-Yorktown Foundation, 410 West Francis St., Williamsburg, VA 23185, telephone (757) 253-4253, FAX (757) 253-4950, e-mail [judith.leonard@jyf.virginia.gov](mailto:judith.leonard@jyf.virginia.gov).

## STATE BOARD OF JUVENILE JUSTICE

**April 12, 2006 - 9 a.m.** -- Open Meeting  
Shenandoah Valley Juvenile Center, 300 Technology Drive, Staunton, Virginia.

Meeting details will be provided closer to the meeting date.

**Contact:** Donald Carignan, Regulatory Coordinator, Department of Juvenile Justice, 700 Centre, 700 E. Franklin St., 4th Floor, Richmond, VA 23219, telephone (804) 371-0743, FAX (804) 371-0773, e-mail [don.carignan@djj.virginia.gov](mailto:don.carignan@djj.virginia.gov).

## DEPARTMENT OF LABOR AND INDUSTRY


### Virginia Apprenticeship Council

† **March 16, 2006 - 10 a.m.** -- Open Meeting  
Confederate Hills Recreation Building, 302 Lee Avenue, Highland Springs, Virginia. 

A regular business meeting.

**Contact:** Beverley Donati, Program Director, 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](mailto:bgd@doli.state.va.us).

## STATE LIBRARY BOARD


**March 13, 2006 - 8:15 a.m.** -- Open Meeting  
The Library of Virginia, 800 East Broad Street, Richmond, Virginia. 

Meetings of the board to discuss matters pertaining to the Library of Virginia and the board. Committees of the board will meet as follows:

8:15 a.m. - Public Library Development Committee, Orientation Room  
Publications and Educational Services Committee, Conference Room B  
Records Management Committee, Conference Room C

9:30 a.m. - Archival and Information Services Committee, Orientation Room  
Collection Management Services Committee, Conference Room B  
Legislative and Finance Committee, Conference Room C


10:30 a.m. - Library Board, Conference Room, 2M

**Contact:** Jean H. Taylor, Executive Secretary to the Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-8000, telephone (804) 692-3535, FAX (804) 692-3594, (804) 692-3976/TTY , e-mail [jtaylor@lva.lib.va.us](mailto:jtaylor@lva.lib.va.us).

## COMMISSION ON LOCAL GOVERNMENT

† **March 13, 2006 - 10 a.m.** -- Open Meeting  
The Jackson Center, 501 North 2nd Street, 1st Floor Board Room, Richmond, Virginia. 

A regular meeting to consider such matters as may be presented.

**Contact:** Ted McCormack, Associate Director, Commission on Local Government, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 786-6508, FAX (804) 371-7090, (804) 371-7089/TTY , e-mail ted.mccormack@dhcd.virginia.gov.

## BOARD OF LONG-TERM CARE ADMINISTRATORS

**February 24, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Long-Term Care Administrators intends to amend regulations entitled **18 VAC 95-20, Regulations Governing the Practice of Nursing Home Administrators**. The purpose of the proposed action is to amend educational requirements for initial licensure that have been problematic or confusing for some applicants and to clarify the existing regulations.

Statutory Authority: § 54.1-2400 and Chapter 31 (§ 54.1-3100 et seq.) of the Code of Virginia.

Public comments may be submitted until February 24, 2006, to Sandra K. Reen, Executive Director, Board of Long-Term Care Administrators, 6603 West Broad Street, Richmond, VA 23230.


**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.virginia.gov.

**April 11, 2006 - 9:30 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. 

A general business meeting. There will be a 15-minute public comment period at the beginning of the meeting.

**Contact:** Sandra Reen, Executive Director, Board of Long-Term Care Administrators, 6603 W. Broad St., Richmond, VA 23230-1712, telephone (804) 662-7457, FAX (804) 662-9943 or e-mail sandra.reen@dhp.virginia.gov.

## LONGWOOD UNIVERSITY

† **February 20, 2006 - 9:30 a.m.** -- Open Meeting  
Richmond Retail Merchant's Association, 5101 Monument Avenue, Chesterfield Room, Richmond, Virginia. 

A meeting to conduct routine business of the Board of Visitors' Executive Committee.

**Contact:** Jeanne Hayden, Administrative Staff Assistant, Office of the President, Longwood University, 201 High St., Farmville, VA 23909, telephone (434) 395-2004.

## VIRGINIA MANUFACTURED HOUSING BOARD

**March 26, 2006** - 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 Manufactured Housing Board intends to amend regulations entitled **13 VAC 6-20, Manufactured Housing Licensing and Transaction Recovery Fund Regulations**. The purpose of the proposed action is to comply with statutory language and to correct references within the regulation.

Statutory Authority: § 36-85.18 of the Code of Virginia.


**Contact:** Steve Calhoun, Regulatory Coordinator, Department of Housing and Community Development, 501 North 2nd Street, Richmond, VA 23219, telephone (804) 371-7015, FAX (804) 371-7090 or e-mail steve.calhoun@dhcd.virginia.gov.

## MARINE RESOURCES COMMISSION


**February 28, 2006 - 9:30 a.m.** -- Open Meeting

**March 28, 2006 - 9:30 a.m.** -- Open Meeting  
Marine Resources Commission, 2600 Washington Avenue, 4th Floor, Newport News, Virginia.  (Interpreter for the deaf provided upon request)


A monthly commission meeting.

**Contact:** Jane McCroskey, Commission Secretary, Marine Resources Commission, 2600 Washington Ave., 3rd Floor, Newport News, VA 23607, telephone (757) 247-2215, FAX (757) 247-8101, toll-free (800) 541-4646, (757) 247-2292/TTY , e-mail jane.mccroskey@mrc.virginia.gov.

## BOARD OF MEDICAL ASSISTANCE SERVICES

**April 11, 2006 - 10 a.m.** -- Open Meeting  
Department of Medical Assistance Services, 600 East Broad Street, 13th Floor Conference Room, Richmond, Virginia. 

A quarterly meeting.

**Contact:** Nancy Malczewski, Board Liaison, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-8096, FAX (804) 371-4981, (800) 343-0634/TTY , e-mail nancy.malczewski@dmas.virginia.gov.

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

**February 24, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to adopt regulations entitled:

**12 VAC 30-70, Methods and Standards for Establishing Payments Rates; Inpatient Hospital Services.**

**12 VAC 30-80, Methods and Standards for Establishing Payments Rates; Other Types of Care.**

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# Calendar of Events

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## **12 VAC 30-90, Methods and Standards for Establishing Payments Rates; Long-Term Care.**

The purpose of the proposed action is to sunset intergovernmental financial transfers that are not being phased out by the federal government.

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

**Contact:** William Lessard, Provider Reimbursement Division, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 225-4593, FAX (804) 786-1680 or e-mail [william.lessard@dmas.virginia.gov](mailto:william.lessard@dmas.virginia.gov).

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**February 24, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to adopt regulations entitled **12 VAC 30-120, Waivered Services** and **12 VAC 30-141, Family Access to Medical Insurance Security Plan (FAMIS)**. The purpose of the proposed action is to exclude participants in the Virginia Birth-Related Neurological Injury Compensation Program from Medicaid and FAMIS managed care.

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

**Contact:** Daniel Plain, Managed Care Division, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-7958, FAX (804) 786-1680 or e-mail [daniel.plain@dmas.virginia.gov](mailto:daniel.plain@dmas.virginia.gov).

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**February 24, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to adopt regulations entitled **12 VAC 30-60, Standards Established and Methods Used to Assure High Quality Care**, and **12 VAC 30-90, Methods and Standards for Establishing Payments Rates; Long-Term Care**. The purpose of the proposed action is to provide additional reimbursement (\$10 per day) to nursing facilities (NF) for residents who require specialized treatment beds due to their having at least one treatable Stage IV pressure ulcer.

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

**Contact:** Teja Stokes, Project Manager, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-0527, FAX (804) 786-1680 or e-mail [teja.stokes@dmas.virginia.gov](mailto:teja.stokes@dmas.virginia.gov).

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**March 24, 2006** - 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 **Smiles for Children**:

## **12 VAC 30-50, Amount, Duration and Scope of Medical and Remedial Care Services.**

## **12 VAC 30-120, Waivered Services.**

## **12 VAC 30-141, Family Access to Medical Insurance Security Plan (FAMIS).**

The purpose of the proposed action is to reshape the prior authorization regime for dental services and to enhance access to dental services for pediatric Medicaid recipients and for participants in the Family Access to Medical Insurance Security (FAMIS) program.

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

**Contact:** Sandra Brown, Project Manager, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-1567, FAX (804) 786-1680 or e-mail [sandra.brown@dmas.virginia.gov](mailto:sandra.brown@dmas.virginia.gov).

**March 30, 2006 - 9 a.m.** -- Open Meeting

Department of Medical Assistance Services, 600 East Broad Street, 13th Floor, Richmond, Virginia.

A meeting of the Pharmacy and Therapeutics Committee for the annual review of PDL Phases II and III.

**Contact:** Katina Goodwyn, Pharmacy Contract Manager, Department of Medical Assistance Services, 600 East Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 371-0428, FAX (804) 786-0973, (800) 343-0634/TTY ☎, e-mail [katina.goodwyn@dmas.virginia.gov](mailto:katina.goodwyn@dmas.virginia.gov).

## **BOARD OF MEDICINE**

**February 23, 2006 - 8 a.m.** -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. 📍

A meeting to consider regulatory and disciplinary matters as may be presented. Public comment on agenda items will be received at the beginning of the meeting.

**Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

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**February 23, 2006 - 8:15 a.m.** -- Public Hearing

Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. 📍

**March 24, 2006** - Public comments may be submitted until this date.



Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Medicine intends to amend regulations entitled **18 VAC 85-20, Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic**. The purpose of the proposed action is to amend the educational requirements for graduates and former students of institutions not approved by an accrediting agency recognized by the board to specify that at least one of the required two years of postgraduate training or study in the United States or Canada must be as an intern or resident in a hospital or health care facility.

Statutory Authority: § 54.1-2400 and Chapter 29 (§ 54.1-2900 et seq.) of Title 54.1 of the Code of Virginia.

Public comments may be submitted until March 24, 2006, to William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

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**February 23, 2006 - 8:15 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. ♿

**March 24, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Medicine intends to amend regulations entitled **18 VAC 85-20, Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic**. The purpose of the proposed action is to clarify that performance of a major conductive block for diagnostic or therapeutic purposes does not require the services of an anesthesiologist or a certified registered nurse anesthetist, but could be administered by a physician qualified by experience and training in such a procedure.

Statutory Authority: § 54.1-2400 and Chapter 29 (§ 54.1-2900 et seq.) of Title 54.1 of the Code of Virginia.

Public comments may be submitted until March 24, 2006, to William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

† **March 21, 2006 - 9 a.m.** -- Open Meeting  
Holiday Inn Select, 2801 Plank Road, Fredericksburg, Virginia. ♿

A special conference committee will convene informal conferences to inquire into allegations that certain practitioners of medicine or other healing arts may have violated certain laws and regulations governing the practice of medicine. Further, the committee may review cases with board staff for case disposition, including consideration of consent orders for settlement. The committee will meet in open and closed sessions pursuant to the Code of Virginia. Public comment will not be received.

**Contact:** Renee S. Dixon, Discipline Case Manager, Board of Medicine, 6603 W. Broad St., 5th Floor, Richmond, VA, telephone (804) 662-7009, FAX (804) 662-9517, (804) 662-7197/TTY ☎, e-mail [renee.dixon@dhp.virginia.gov](mailto:renee.dixon@dhp.virginia.gov).

**April 7, 2006 - 8 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. ♿

A meeting of the Executive Committee to consider regulatory and disciplinary matters as may be presented on the agenda. Public comment on agenda items will be received at the beginning of the meeting.

**Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

## Advisory Board on Acupuncture

**February 8, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia. ♿

A meeting to consider issues related to the regulations of acupuncture. Public comment on agenda items will be received at the beginning of the meeting.

**Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

## Advisory Board on Athletic Training

**February 9, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulations of athletic training. Public comment on agenda items will be received at the beginning of the meeting.

**Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

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# Calendar of Events

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## Advisory Board on Midwifery

**February 10, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulations of midwifery. Public comment on agenda items will be received at the beginning of the meeting.

**Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

## Advisory Board on Occupational Therapy

**February 7, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Board Room 4, Richmond, Virginia. ♿

A meeting to consider issues related to the regulation of occupational therapy. Public comment on agenda items will be received at the beginning of the meeting.

**Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

## Advisory Board on Physicians Assistants

**February 9, 2006 - 1 p.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulations of physician assistants. Public comment on agenda items will be received at the beginning of the meeting.

**Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

## Advisory Board on Radiologic Technology

**February 8, 2006 - 1 p.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Board Room 4, Richmond, Virginia. ♿

A meeting to consider issues related to the regulations of radiologic technologists and radiologic technologist-limited. Public comment on agenda items will be received at the beginning of the meeting.

**Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

## Advisory Board on Respiratory Care

**February 7, 2006 - 1 p.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Board Room 4, Richmond, Virginia. ♿

A meeting to consider issues related to the regulations of respiratory care. Public comment on agenda items will be received at the beginning of the meeting.

**Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎, e-mail [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

## DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

† **February 22, 2006 - 10 a.m.** -- Open Meeting

† **April 19, 2006 - 10 a.m.** -- Open Meeting

Henrico Community Service Board, 10299 Woodman Road,  
Conference Room C, Glen Allen, Virginia. ♿ (Interpreter for the deaf provided upon request)

A meeting of the Virginia Mental Health Planning Council to review the MHBG plan, review the MHBG implementation report, develop a plan for 2006 issues, and monitor and evaluate mental health programs.

**Contact:** Will Ferriss, LCSW, Director, Planning and Evaluation, Office of Mental Health, Department of Mental Health, Mental Retardation and Substance Abuse Services, 1220 Bank St., Richmond, VA 23218, telephone (804) 371-0363, FAX (804) 371-0091, e-mail [will.ferriss@co.dmhmrsas.virginia.gov](mailto:will.ferriss@co.dmhmrsas.virginia.gov).

## STATE MILK COMMISSION


**February 16, 2006 - 10:45 a.m.** -- Open Meeting  
Department of Forestry, 900 Natural Resources Drive, Room 2063, Charlottesville, Virginia. ♿

A regular meeting to consider industry issues, distributor licensing, base transfers and reports from staff. The commission offers anyone in attendance an opportunity to speak at the conclusion of the agenda. Those persons requiring special accommodations should notify the agency meeting contact at least five working days prior to the meeting date so that suitable arrangements can be made.


**Contact:** Edward C. Wilson, Jr., Deputy Administrator, State Milk Commission, 102 Governor St., Room 205, Richmond, VA 23219, telephone (804) 786-2013, FAX (804) 786-3779, e-mail [edward.wilson@vdacs.virginia.gov](mailto:edward.wilson@vdacs.virginia.gov).

## DEPARTMENT OF MINES, MINERALS AND ENERGY


**February 10, 2006 - 1 p.m.** -- Open Meeting

Department of Mines, Minerals and Energy, Buchanan-Smith Building, 3405 Mountain Empire Road, Room 116, Big Stone Gap, Virginia.  (Interpreter for the deaf provided upon request)


A meeting to give interested persons an opportunity to be heard in regard to the FY2006 Abandoned Mine Land Consolidated Grant Application to be submitted to the Federal Office of Surface Mining. Special accommodations for the disabled will be made available at the public meeting on request. Anyone needing special accommodations should contact DMME-DMLR at least seven days prior to the meeting.

**Contact:** Roger Williams, Abandoned Mine Land Services Manager, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8208, FAX (276) 523-8247, (800) 828-1120/TTY , e-mail roger.williams@dmme.virginia.gov.

**† February 23, 2006 - 10 a.m.** -- Open Meeting


Department of Mines, Minerals and Energy, Buchanan-Smith Building, 3405 Mountain Empire Road, U.S. Route 23 South, Big Stone Gap, Virginia.  (Interpreter for the deaf provided upon request)

A meeting of the Governor's Mined Land Reclamation Advisory Committee to review and discuss recent Interstate Mining Compact Commission (IMCC) issues with the coal industry. Public comments will not be received at this meeting. Special accommodations for the disabled will be made available at the public meeting on request. Anyone needing special accommodations should contact the Division of Mined Land Reclamation at least seven days prior to the meeting date.


**Contact:** Leslie S. Vincent, Customer Services Manager, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8156, FAX (276) 523-8163, (800) 828-1120/TTY , e-mail les.vincent@dmme.virginia.gov.

## VIRGINIA MUSEUM OF FINE ARTS

**February 7, 2006 - 8 a.m.** -- Open Meeting


**March 7, 2006 - 8 a.m.** -- Open Meeting  
Virginia Museum of Fine Arts, 200 North Boulevard, The Pauley Center Dining Room, Richmond, Virginia. 

**April 4, 2006 - 8 a.m.** -- Open Meeting

**† May 2, 2006 - 9 a.m.** -- Open Meeting  
Virginia Museum of Fine Arts, 200 North Boulevard, CEO 2nd Floor Meeting Room, Richmond, Virginia. 

An Executive Committee work session for staff to update the committee. Public comment will not be received.


**Contact:** Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond,

VA 23220, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.


**† February 14, 2006 - 10 a.m.** -- Open Meeting

Virginia Museum of Fine Arts, 200 North Boulevard, Museum Library, Richmond, Virginia. 

A meeting of the Art Acquisitions Subcommittee for staff to update the committee. 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, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1503, FAX (804) 340-1502, toll-free (800) 943-8632, (804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.

**† February 15, 2006 - 8:30 a.m.** -- Open Meeting

Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, Virginia. 


The following committees will meet:

8:30 a.m. - Museum Expansion - The Pauley Center Parlor  
10:45 a.m. - Artistic Oversight - The Pauley Center Parlor  
12:15 p.m. - Government Affairs - The Pauley Center Dining Room

Public comment will not be received.

**Contact:** Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1503, toll-free (800) 943-8632, e-mail sbroyles@vmfa.state.va.us.


**† February 16, 2006 - 9 a.m.** -- Open Meeting

Chrysler Museum, 245 West Olney Road, Board Room, Norfolk, Virginia. 

The Fiscal Oversight Committee will meet at 9 a.m. in the board room. Public comment will not be received. The full Board of Trustees will meet at 11 a.m. in the education workshop. Part 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, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1503, toll-free (800) 943-8632, e-mail sbroyles@vmfa.state.va.us.

**† March 13, 2006 - 2 p.m.** -- Open Meeting

Virginia Museum of Fine Arts, 200 North Boulevard, The Pauley Center 2nd Floor Meeting Room, Richmond, Virginia. 

A meeting of the Nominating and Governance Committee for staff to update the committee in closed session. Public comment will not be received.

**Contact:** Suzanne Broyles, Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1503, e-mail sbroyles@vmfa.state.va.us.

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# Calendar of Events

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## BOARD OF NURSING

**February 6, 2006 - 9 a.m.** -- Open Meeting  
**February 8, 2006 - 9 a.m.** -- Open Meeting  
**February 14, 2006 - 9 a.m.** -- Open Meeting  
**February 23, 2006 - 9 a.m.** -- Open Meeting  
**February 27, 2006 - 9 a.m.** -- Open Meeting  
**February 28, 2006 - 9 a.m.** -- Open Meeting  
**March 2, 2006 - 9 a.m.** -- Open Meeting  
**April 3, 2006 - 9 a.m.** -- Open Meeting  
**April 12, 2006 - 9 a.m.** -- Open Meeting  
**April 13, 2006 - 9 a.m.** -- Open Meeting  
**April 18, 2006 - 9 a.m.** -- Open Meeting  
**† April 24, 2006 - 9 a.m.** -- Open Meeting  
**† April 25, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Richmond, Virginia. ☎

A Special Conference Committee comprised of two or three members of the Virginia Board of Nursing or agency subordinate will conduct informal conferences with licensees and certificate holders. Public comment will not be received.

**Contact:** Jay P. Douglas, R.N., M.S.M., C.S.A.C., Executive Director, Board of Nursing, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail nursebd@dhp.virginia.gov.

**† February 24, 2006 - 10 a.m.** -- Open Meeting  
**† March 31, 2006 - 10 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Richmond, Virginia. ☎

A meeting of the Medication Aide Curriculum Committee to discuss curriculum development for the medication aide program.

**Contact:** Jay P. Douglas, R.N., M.S.M., C.S.A.C., Executive Director, Board of Nursing, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail nursebd@dhp.virginia.gov.

**March 20, 2006 - 9 a.m.** -- Open Meeting  
**March 22, 2006 - 9 a.m.** -- Open Meeting  
**March 23, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Board 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:** Jay P. Douglas, R.N., M.S.M., C.S.A.C., Executive Director, Board of Nursing, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail nursebd@dhp.virginia.gov.

**March 21, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Board Room 2, Richmond, Virginia. ☎

A meeting to conduct general business including receipt of committee reports, and consideration of regulatory action and discipline case decisions as presented on the agenda. Public comment will be received at 11 a.m.

**Contact:** Jay P. Douglas, R.N., Executive Director, Board of Nursing, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail jay.douglas@dhp.virginia.gov.

## JOINT BOARDS OF NURSING AND MEDICINE

**February 22, 2006 - 9 a.m.** -- Open Meeting  
**April 12, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Richmond, Virginia. ☎

A regular meeting.

**Contact:** Jay P. Douglas, R.N., Executive Director, Board of Nursing, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail jay.douglas@dhp.virginia.gov.

## OLD DOMINION UNIVERSITY

NOTE: CHANGE IN MEETING TIME

**February 13, 2006 - Noon** -- Open Meeting  
**March 20, 2006 - Noon** -- Open Meeting  
Webb University Center, Old Dominion University, Norfolk,  
Virginia. ☎

A regular meeting of the Executive Committee of the Board of Visitors to discuss business of the board and the institution as determined by the Rector and the President. Public comment will not be received by the board.

**Contact:** Donna Meeks, Executive Secretary to the Board of Visitors, Old Dominion University, 204 Koch Hall, Old Dominion University, Norfolk, VA 23529, telephone (757) 683-3072, FAX (757) 683-5679, e-mail dmeeks@odu.edu.

**April 7, 2006 - 1 p.m.** -- Open Meeting  
Webb University Center, Old Dominion University, Norfolk,  
Virginia. ☎

A quarterly meeting of the governing board of the institution to discuss business of the board and the institution as determined by the Rector and the President. Public comment will not be received by the Board.

**Contact:** Donna Meeks, Executive Secretary to the Board of Visitors, Old Dominion University, 204 Koch Hall, Old Dominion University, Norfolk, VA 23529, telephone (757) 683-3072, FAX (757) 683-5679, e-mail dmeeks@odu.edu.

## BOARD FOR OPTICIANS

**April 7, 2006 - 9:30 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, 4th Floor, Richmond, Virginia. ☎

A general business meeting including consideration of regulatory issues as may be presented on the agenda. The meeting is open to the public; however, a portion of the board's business may be discussed in closed session. Public comment will be heard at the beginning of the meeting. Person 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:** William H. Ferguson, II, Executive Director, Board for Opticians, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8590, FAX (804) 367-6295, (804) 367-9753/TTY ☎, e-mail [opticians@dpor.virginia.gov](mailto:opticians@dpor.virginia.gov).

## BOARD OF OPTOMETRY

**† February 7, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Room 3, Richmond, Virginia. ☎

A quarterly business meeting to include training on substance abuse issues. Public comment will be received at the beginning of the meeting.

**Contact:** Elizabeth A. Carter, Ph.D., Executive Director, Board of Optometry, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9910, FAX (804) 662-7098, (804) 662-7197/TTY ☎, e-mail [elizabeth.carter@dhp.virginia.gov](mailto:elizabeth.carter@dhp.virginia.gov).

## VIRGINIA OUTDOORS FOUNDATION

**† April 6, 2006 - 10 a.m.** -- Open Meeting  
**† April 7, 2006 - 9 a.m.** -- Open Meeting  
Eastern Shore, Virginia (location to be announced).

A meeting to discuss policy and easement. Public comment will be received.

**Contact:** Trisha Cleary, Administrative Assistant, Department of Conservation and Recreation, 101 N. 14th St., 17th Floor, Richmond, VA 23219, telephone (804) 225-2147, FAX (804) 371-4810, e-mail [tcleary@vofonline.org](mailto:tcleary@vofonline.org).

## BOARD OF PHARMACY

**February 8, 2006 - 9:30 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
5th Floor, Conference Room 2, Richmond, Virginia. ☎

A panel will discuss disciplinary matters. No public comments will be received.

**Contact:** Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9911, FAX (804) 662-9313.

**† March 8, 2006 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street,  
Fifth Floor, Conference Room 2, Richmond, Virginia. ☎

A meeting to consider regulatory and disciplinary matters as may be presented on the agenda. Public comment will be received at the beginning of the meeting.

**Contact:** Elizabeth Scott Russell, RPh, Executive Director, Board of Pharmacy, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9911, FAX (804) 662-9313, (804) 662-7197/TTY ☎, e-mail [scotti.russell@dhp.virginia.gov](mailto:scotti.russell@dhp.virginia.gov).

## BOARD OF PHYSICAL THERAPY

**March 24, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Physical Therapy intends to amend regulations entitled **18 VAC 112-20, Regulations Governing the Practice of Physical Therapy**. The purpose of the proposed action is to establish criteria for acceptance of organizations other than the Foreign Credentialing Commission on Physical Therapy (FCCPT) for credentialing applicants for physical therapy licensure who are graduates of schools that are not approved or accredited and to allow an applicant for licensure by endorsement to substitute evidence of active, clinical practice with an unrestricted license in another U.S. jurisdiction for the past five years in lieu of documentation of having met the educational and examination requirements of these regulations.

Statutory Authority: § 54.1-2400 and Chapter 34.1 (§ 54.1-3473 et seq.) of Title 54.1 of the Code of Virginia.

Public comments may be submitted until March 24, 2006, to Elizabeth Young, Executive Director, Board of Physical Therapy, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9924, FAX (804) 662-9523, (804) 662-7197/TTY ☎, e-mail [elizabeth.young@dhp.virginia.gov](mailto:elizabeth.young@dhp.virginia.gov).

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

## DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

**† April 8, 2006** - 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 Professional and Occupational Regulation intends to amend regulations entitled **18 VAC 120-40, Virginia Professional Boxing and Wrestling Regulations**. The purpose of the proposed action is to create a limited boxing and wrestling license.

Statutory Authority: § 54.1-831 of the Code of Virginia.

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# Calendar of Events


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**Contact:** Karen O'Neal, Deputy Director for Licensing and Regulation, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8537, FAX (804) 367-2475 or e-mail karen.oneal@dpor.virginia.gov.

## BOARD OF PSYCHOLOGY


**February 21, 2006 - 9:30 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. 

Formal hearing held pursuant to § 2.2-4020 of the Code of Virginia.


**Contact:** Evelyn B. Brown, Executive Director, Board of Psychology, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9913, FAX (804) 662-9943, (804) 662-7197/TTY , e-mail evelyn.brown@dhp.virginia.gov.

**April 11, 2006 - 9:30 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. 


A business meeting to include reports from standing committees and any regulatory and disciplinary matters as may be presented on the agenda. Public comment will be received at the beginning of the meeting.

**Contact:** Evelyn B. Brown, Executive Director, Board of Psychology, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9913, FAX (804) 662-9943, (804) 662-7197/TTY , e-mail evelyn.brown@dhp.virginia.gov.


## VIRGINIA PUBLIC GUARDIAN AND CONSERVATOR ADVISORY BOARD

**March 23, 2006 - 10 a.m.** -- Open Meeting  
Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, Virginia. 

A quarterly meeting.

**Contact:** Janet Dingle Brown, Esq., Public Guardianship Coordinator and Legal Services Developer, Virginia Department for the Aging, 1610 Forest Ave., Suite 100, Richmond, VA 23229, telephone (804) 662-7049, FAX (804) 662-9354, toll-free (800) 552-3402, (804) 662-9333/TTY , e-mail janet.brown@vda.virginia.gov.

## REAL ESTATE APPRAISER BOARD


**February 21, 2006 - 10 a.m.** -- Open Meeting  
**† May 2, 2006 - 10 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. 

A meeting to discuss board business.


**Contact:** Christine Martine, Executive Director, Real Estate Appraiser Board, 3600 W. Broad St., Richmond, VA 23230,


telephone (804) 367-8552, FAX (804) 367-6946, (804) 367-9753/TTY , e-mail reappraisers@dpor.virginia.gov.

## REAL ESTATE BOARD


**† February 15, 2005 - 10 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Room 453, Richmond, Virginia. 

Informal fact-finding conferences.

**Contact:** Christine Martine, Executive Director, Real Estate Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-6946, (804) 367-9753/TTY , e-mail reboard@dpor.virginia.gov.

**March 23, 2006 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. 

A meeting to discuss board business.

**Contact:** Christine Martine, Executive Director, Real Estate Appraiser Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-6946, (804) 367-9753/TTY , e-mail reappraisers@dpor.virginia.gov.

## VIRGINIA RESEARCH AND TECHNOLOGY ADVISORY COMMISSION

**March 21, 2006 - 1 p.m.** -- Open Meeting  
NOTE: CHANGE IN MEETING LOCATION  
Virginia Economic Development Partnership, 901 East Byrd Street, 20th Floor, Presentation Room, Richmond, Virginia.

A quarterly meeting.

**Contact:** Nancy Vorona, Virginia Research and Technology Advisory Commission, 2214 Rock Hill Rd., Suite 600, Herndon, VA 20170, telephone (703) 689-3043, e-mail nvorona@cit.org.

## SAFETY AND HEALTH CODES BOARD

**February 13, 2006** - 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 Safety and Health Codes Board intends to amend regulations entitled **16 VAC 25-60, Administrative Regulation for the Virginia Occupational Safety and Health Program**. The purpose of the proposed action is to amend the administrative regulations for the Virginia Occupational Safety and Health Program.

Statutory Authority: §§ 40.1-6 and 40.1-22 of the Code of Virginia.

**Contact:** Reba O'Connor, Regulatory Coordinator, Department of Labor and Industry, 13 S. 13th St., Richmond, VA 23219, telephone (804) 371-2631, FAX (804) 371-6524 or e-mail reba.oconnor@doli.virginia.gov.

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## DEPARTMENT OF SOCIAL SERVICES


**February 25, 2006** - 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 Safety and Health Codes Board intends to adopt regulations entitled **16 VAC 25-55, Financial Responsibility of Boiler and Pressure Vessel Contract Fee Inspectors**. The purpose of the proposed action is to set minimum aggregate limits for professional liability or errors of omission coverage or other methods of insuring financial responsibility for boiler and pressure vessel contract fee inspectors operating in the Commonwealth.

Statutory Authority: § 40.1-51.9:2 of the Code of Virginia.

**Contact:** Fred P. Barton, Director, Boiler Safety Compliance, Department of Labor and Industry, 13 S. 13th St., Richmond, VA 23219, telephone (804) 371-2631, FAX (804) 371-6524 or e-mail fred.barton@doli.virginia.gov.


### SEWAGE HANDLING AND DISPOSAL APPEAL REVIEW BOARD

**February 22, 2006 - 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 or indemnification fund requests.

**Contact:** Susan C. Sherertz, Secretary to the Board, Sewage Handling and Disposal Appeal Review Board, 109 Governor St., 5th Floor, Richmond, Virginia 23219, telephone (804) 864-7464, FAX (804) 864-7475, e-mail susan.sherertz@vdh.virginia.gov.


### VIRGINIA SMALL BUSINESS FINANCING AUTHORITY

**† February 15, 2006 - Noon** -- Open Meeting  
Department of Business Assistance, 707 East Main Street, 3rd Floor Board Room, Richmond, Virginia 

A meeting to review applications for loans submitted to the authority for approval and to conduct general business of the board. The meeting time is subject to change depending upon the board's agenda.


**Contact:** Scott E. Parsons, Executive Director, Department of Business Assistance, P.O. Box 446, Richmond, VA 23218-0446, telephone (804) 371-8256, FAX (804) 225-3384, toll-free (866) 248-8814, e-mail scott.parsons@dba.virginia.gov.

### Family and Children's Trust Fund

**† February 8, 2006 - 9 a.m.** -- Open Meeting  
Department of Social Services, 7 North 8th Street, Richmond, Virginia 

A teleconference meeting of the Fund Development Committee to discuss current fund raising initiatives and future planning.


**Contact:** Fran Ingle, Executive Director, Family and Children's Trust Fund, 7 N. 8th St., Richmond, VA 23219, telephone (804) 726-7604, FAX (804) 726-7015, e-mail fran.ingle@dss.virginia.gov.

**† February 15, 2006 - 9 a.m.** -- Open Meeting  
Department of Social Services, 7 North 8th Street, Richmond, Virginia 


A teleconference meeting of the Marketing Committee to discuss current marketing initiatives and future planning.

**Contact:** Fran Ingle, Executive Director, Family and Children's Trust Fund, 7 N. 8th St., Richmond, VA 23219, telephone (804) 726-7604, FAX (804) 726-7015, e-mail fran.ingle@dss.virginia.gov.

### BOARD FOR PROFESSIONAL SOIL SCIENTISTS AND WETLAND PROFESSIONALS

**February 13, 2006 - 9 a.m.** -- Open Meeting  
**† April 27, 2006 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia 

A meeting to conduct board business. The meeting is open to the public; however, a portion of the board's business may be discussed in closed session. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.

**Contact:** Mark N. Courtney, Executive Director, Board for Professional Soil Scientists and Wetland Professionals, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail soilscientist@dpor.virginia.gov.

### COMMONWEALTH TRANSPORTATION BOARD

**† February 15, 2006 - Noon** -- Open Meeting  
Department of Transportation 1221 East Broad Street, Auditorium, Richmond, Virginia 

A combined workshop and regularly scheduled meeting to transact CTB business, such as permits, additions/deletions to the highway system, and other matters requiring board approval. Public comment will be received at the outset of the meeting on items on the agenda for which the

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# Calendar of Events

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opportunity for public comment has not been afforded the public in another forum. Remarks will be limited to five minutes. Large groups will be asked to select one individual to speak for the group. The board reserves the right to amend these conditions. Separate committee meetings may be held on call of the chairman. Contact VDOT Public Affairs at (804) 786-2715 for schedule.

**Contact:** Carol Mathis, Administrative Staff Assistant, Department of Transportation, Policy Division, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2701, e-mail carol.mathis@vdot.Virginia.gov.

## TREASURY BOARD

† **February 15, 2006 - 9 a.m.** -- Open Meeting  
James Monroe Building, 101 North 14th Street, 3rd Floor, Richmond Virginia ♿

A regular business meeting.

**Contact:** J. Braxton Powell, Department of the Treasury, 101 N. 14th St., 3rd Floor, Richmond, VA 23219, telephone (804) 225-2142, FAX (804) 225-3187, e-mail braxton.powell@trs.virginia.gov.

## DEPARTMENT OF VETERANS SERVICES

### Board of Veterans Services

† **April 4, 2006 - 2 p.m.** -- Open Meeting  
Virginia War Memorial, 621 South Belvidere Street, Richmond, Virginia. ♿

A regular meeting.

**Contact:** Rhonda Earman, Special Assistant to the Commissioner, Department of Veterans Services, 900 E. Main St., Richmond, VA 23219, telephone (804) 786-0286, e-mail rhonda.earman@dvs.virginia.gov.

### Joint Leadership Council of Veterans Service Organizations

**March 15, 2006 - 11 a.m.** -- Open Meeting  
Richmond area (location to be determined). ♿

A regular meeting.

**Contact:** Steve Combs, Assistant to the Commissioner, Department of Veterans Services, 900 E. Main St., Richmond, VA 23219, telephone (804) 786-0294, e-mail steven.combs@dvs.virginia.gov.

## VIRGINIA WASTE MANAGEMENT BOARD

**February 8, 2006 - 1 p.m.** -- Open Meeting  
**February 22, 2006 - 1 p.m.** -- Open Meeting  
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia.

A meeting of the advisory committee assisting in the development of amendments to the regulations for the development of solid waste management plans.

**Contact:** Allen Brockman, Virginia Waste Management Board, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4468, FAX (804) 698-4327, e-mail arbrockman@deq.virginia.gov.

† **February 16, 2006 - 10 a.m.** -- Open Meeting  
† **February 17, 2006 - 10 a.m.** -- Open Meeting  
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia.

A meeting of the advisory committee established to assist in the development of proposed language for amendment 5 to the solid waste management regulations.

**Contact:** Robert G. Wickline, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213, e-mail rgwickline@deq.virginia.gov.

† **February 24, 2006 - 10 a.m.** -- Open Meeting  
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia.

A meeting of the advisory committee established to assist in the development of proposed language for amendment 6 to the solid waste management regulations.

**Contact:** Robert G. Wickline, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213, e-mail rgwickline@deq.virginia.gov.

## STATE WATER CONTROL BOARD

**February 6, 2006 - 3:30 p.m.** -- Public Hearing  
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia. ♿

**March 10, 2006** - Public comment may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to amend regulations entitled **9 VAC 25-660, Virginia Water Protection General Permit for Impacts Less Than One-Half Acre**. The purpose of the proposed action is to review and renew the general permit that is scheduled to expire in October 2006.

Statutory Authority: §§ 62.1-44.15 and 62.1-44.15:5 of the Code of Virginia.

**Contact:** Catherine Harold, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4047, FAX (804) 698-4347, e-mail cmharold@deq.virginia.gov.

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**February 6, 2006 - 3:30 p.m.** -- Public Hearing  
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia. ♿

**March 10, 2006** - Public comment may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends



to amend regulations entitled **9 VAC 25-670, Virginia Water Protection General Permit for Facilities and Activities of Utility and Public Service Companies Regulated by the Federal Energy Regulatory Commission or the State Corporation Commission and Other Utility Line Activities**. The purpose of the proposed action is to review and reissue the VWP General Permit that expires in October 2006.

Statutory Authority: §§ 62.1-44.15 and 62.1-44.15:5 of the Code of Virginia.

**Contact:** Catherine Harold, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4047, FAX (804) 698-4347, e-mail cmharold@deq.virginia.gov.

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**February 6, 2006 - 3:30 p.m.** -- Public Hearing  
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia. ☎

**March 10, 2006** - Public comment may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to amend regulations entitled **9 VAC 25-680, Virginia Water Protection General Permit for Linear Transportation Projects**. The purpose of the proposed action is to review and reissue the VWP General Permit that expires in October 2006.

Statutory Authority: §§ 62.1-44.15 and 62.1-44.15:5 of the Code of Virginia.

**Contact:** Catherine Harold, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4047, FAX (804) 698-4347, e-mail cmharold@deq.virginia.gov.

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**February 6, 2006 - 3:30 p.m.** -- Public Hearing  
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia. ☎

**March 10, 2006** - Public comment may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to amend regulations entitled **9 VAC 25-690, Virginia Water Protection General Permit for Impacts from Development Activities**. The purpose of the proposed action is to review and renew the VWP General Permit that is scheduled to expire in October 2006.

Statutory Authority: §§ 62.1-44.15 and 62.1-44.15:5 of the Code of Virginia.

**Contact:** Catherine Harold, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4047, FAX (804) 698-4347, e-mail cmharold@deq.virginia.gov.

**February 13, 2006 - 10 a.m.** -- Open Meeting  
Department of Environmental Quality Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia. ☎

A meeting to continue developing a general VWP permit for surface water withdrawal activities that have minimal individual and cumulative impact on instream beneficial uses and flow regimes of the receiving waterbody.

**Contact:** Catherine Harold, Department of Environmental Quality, Richmond, VA 23240, telephone (804) 698-4047, e-mail cmharold@deq.virginia.gov.

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**March 21, 2006 - 2 p.m.** -- Public Hearing  
Department of Environmental Quality, 7705 Timberlake Road, Lynchburg, Virginia.

**April 5, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to amend regulations entitled **9 VAC 25-260, Water Quality Standards**. The purpose of the proposed action is to designate two tributaries to the Pedlar River, three tributaries to the North Fork of the Buffalo River and the North Fork of the Buffalo River as Exceptional State Waters.

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

**Contact:** David C. Whitehurst, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4121, FAX (804) 698-4116 or e-mail dcwhitehurst@deq.virginia.gov.

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**March 23, 2006 - 10 a.m.** -- Public Hearing  
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia.

**April 7, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to amend regulations entitled **9 VAC 25-260, Water Quality Standards**. The purpose of the proposed action is to include new numerical and narrative criteria to protect designated uses of lakes and reservoirs from the impacts of nutrients. The rulemaking may also include new and revised use designations for certain categories of lakes and reservoirs.

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

**Contact:** Jean W. Gregory, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4113, FAX (804) 698-4116 or e-mail jwggregory@deq.virginia.gov.

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# Calendar of Events

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**March 27, 2006 - 5:30 p.m.** -- Public Hearing  
Dabney S. Lancaster Community College, Moomaw Student Center, 1000 Dabney Drive, Clifton Forge, Virginia.


**April 11, 2006** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to amend regulations entitled **9 VAC 25-260, Water Quality Standards**. The purpose of the proposed action is to designate portions of the tributaries of the Simpson Creek as Exceptional State Waters.


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

**Contact:** Jean W. Gregory, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4113, FAX (804) 698-4116 or e-mail [jwgregory@deq.virginia.gov](mailto:jwgregory@deq.virginia.gov).

## BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS


**March 8, 2006 - 8:30 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 

A meeting to conduct board business. The meeting is open to the public; however, a portion of the board's business may be discussed in closed session. All meetings are subject to cancellation. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.

**Contact:** David E. Dick, Executive Director, Board for Waterworks and Wastewater Works Operators, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595, FAX (804) 367-2475, (804) 367-9753/TTY , e-mail [waterwasteoper@dpor.virginia.gov](mailto:waterwasteoper@dpor.virginia.gov).

## INDEPENDENT


### VIRGINIA INDIGENT DEFENSE COMMISSION

**† February 6, 2006 - 1 p.m.** -- Open Meeting  
701 East Franklin Street, Suite 1416, Richmond, Virginia. 

A regular meeting.

**Contact:** Danita Pryor, Office Manager, Virginia Indigent Defense Commission, 701 E. Franklin St., Suite 1416, Richmond, VA 23219, telephone (804) 225-3297, FAX (804) 371-8326, e-mail [dpryor@idc.virginia.gov](mailto:dpryor@idc.virginia.gov).

## STATE LOTTERY BOARD


**† March 15, 2006 - 9:30 a.m.** -- Open Meeting  
State Lottery Department, 900 East Main Street, 13th Floor, Richmond, Virginia. 

A regular meeting. There will be an opportunity for public comment shortly after the meeting is convened.


**Contact:** Frank S. Ferguson, Director, Legislative and Regulatory Affairs, State Lottery Department, 900 E. Main St., Richmond, VA 23219, telephone (804) 692-7901, FAX (804) 692-7905, e-mail [fferguson@valottery.state.va.us](mailto:fferguson@valottery.state.va.us).

## VIRGINIA OFFICE FOR PROTECTION AND ADVOCACY

### Board for Protection and Advocacy

**† April 25, 2006 - 9 a.m.** -- Open Meeting  
Woodrow Wilson Rehabilitation Center, Fishersville, Virginia  (Interpreter for the deaf provided upon request)


A meeting of the governing board. Public comment is welcomed by the board and will be received beginning at 9 a.m. Public comment will also be accepted by telephone. If you wish to provide public comment via telephone, call Lisa Shehi, Administrative Assistant at 1-800-552-3962 (Voice/TTY) or e-mail at [lisa.shehi@vopa.virginia.gov](mailto:lisa.shehi@vopa.virginia.gov) no later than April 11, 2006. Ms. Shehi will take your name and phone number and you will be telephoned during the public comment period. If interpreter services or other accommodations are required, please contact Ms. Shehi no later than April 11, 2006.

**Contact:** Lisa Shehi, Administrative Assistant, Virginia Office for Protection and Advocacy, 1910 Byrd Avenue, Suite 5, Richmond, VA 23230, telephone (804) 225-2042, FAX (804) 662-7431, toll-free (800) 552-3962, (804) 225-2042/TTY , e-mail [lisa.shehi@vopa.virginia.gov](mailto:lisa.shehi@vopa.virginia.gov).


### Disabilities Advisory Council

**April 12, 2006 - 10 a.m.** -- Open Meeting  
Location to be determined  (Interpreter for the deaf provided upon request)

A regular meeting.

**Contact:** Lisa Shehi, Administrative Assistant, Virginia Office for Protection and Advocacy, 1910 Byrd Ave., Suite 5, Richmond, VA 23230, telephone (804) 225-2042, FAX (804) 662-7431, toll-free (800) 552-3962, (804) 225-2042/TTY , e-mail [lisa.shehi@vopa.virginia.gov](mailto:lisa.shehi@vopa.virginia.gov).

### PAIMI Advisory Council

**February 16, 2006 - 10 a.m.** -- Open Meeting  
Virginia Office for Protection and Advocacy, Byrd Building, 1910 Byrd Avenue, Suite 5, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A regular meeting. Public comment is welcome and will be received at the beginning of the meeting. For those needing

interpreter services or other accommodations, please contact Ms. Lisa Shehi no later than February 2, 2006.

**Contact:** Lisa Shehi, Administrative Assistant, Virginia Office for Protection and Advocacy, 1910 Byrd Ave., Suite 5, Richmond, VA 23230, telephone (804) 225-2042, FAX (804) 662-7431, toll-free (800) 552-3962, (804) 225-2042/TTY ☎, e-mail lisa.shehi@vopa.virginia.gov.

## VIRGINIA RETIREMENT SYSTEM

**February 16, 2006 - 1 p.m.** -- Open Meeting  
Virginia Retirement System Investment Department, 1111 East Main Street, 3rd Floor, Richmond Virginia. ☎

The regular meeting of the Board of Trustees. No public comment will be received at this meeting.

**Contact:** Harriet Covey, Administrative Assistant, Virginia Retirement System, 1200 E. Main St., Richmond, VA 23219, telephone (804) 649-8059, FAX (804) 786-1541, toll-free (888) 827-3847, (804) 344-3190/TTY ☎, e-mail hcovey@varetire.org.

## LEGISLATIVE

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 6

Alcoholic Beverage Control Board  
Barbers and Cosmetology, Board for  
Education, Board of  
- Advisory Board on Teacher Education and Licensure  
Environmental Quality, Department of  
† Indigent Defense Commission, Virginia  
Nursing, Board of

#### February 7

Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects,  
Board for  
Contractors, Board for  
† Environmental Quality, Department of  
Forensic Science, Department of  
- Scientific Advisory Committee  
Medicine, Board of  
- Advisory Board on Occupational Therapy  
- Advisory Board on Respiratory Care  
Museum of Fine Arts, Virginia  
† Optometry, Board of

#### February 8

Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects,  
Board for

Forensic Science Board  
† Funeral Directors and Embalmers, Board of  
† Health, Department of  
Medicine, Board of  
- Advisory Board on Acupuncture  
- Advisory Board on Radiologic Technology  
Nursing, Board of  
Pharmacy, Board of  
† Social Services, Department of  
- Family and Children's Trust Fund  
Waste Management Board, Virginia

#### February 9

Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects,  
Board for  
† Environmental Quality, Department of  
Governor's EMS Advisory Board  
Medicine, Board of  
- Advisory Board on Athletic Training  
- Advisory Board on Physicians Assistants

#### February 10

Dentistry, Board of  
Governor's EMS Advisory Board  
Medicine, Board of  
- Advisory Board on Midwifery  
Mines, Minerals and Energy, Department of

#### February 13

† Agriculture and Consumer Services, Department of  
- Virginia Aquaculture Advisory Board  
† Environmental Quality, Department of  
Old Dominion University  
Soil Scientists and Wetland Professionals, Board for  
Professional  
Water Control Board, State

#### February 14

† Aviation Board, Virginia  
Contractors, Board of  
† Environmental Quality, Department of  
† Museum of Fine Arts, Virginia  
Nursing, Board of

#### February 15

Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects,  
Board for  
† Certified Seed Board, State  
† Conservation and Recreation, Department of  
Education, Board of  
† Environmental Quality, Department of  
† Funeral Directors and Embalmers, Board of  
† Museum of Fine Arts, Virginia  
† Real Estate Board  
† Small Business Financing Authority  
† Social Services, Department of  
- Family and Children's Trust Fund  
† Transportation Board, Commonwealth  
† Treasury Board

#### February 16

† Agriculture and Consumer Services, Department of  
- Virginia Bright Flue-Cured Tobacco Board  
Design Build/Construction Management Review Board  
Milk Commission, State  
† Museum of Fine Arts, Virginia

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# Calendar of Events

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- Protection and Advocacy, Virginia Office for  
- PAIMI Advisory Council  
Retirement System, Virginia  
† Waste Management Board, Virginia
- February 17**  
Housing and Community Development, Department of  
- State Building Code Technical Review Board  
† Waste Management Board, Virginia
- February 20**  
† Agriculture and Consumer Services, Department of  
- Virginia Corn Board  
† Longwood University
- February 21**  
Alcoholic Beverage Control Board  
Psychology, Board of  
Real Estate Appraiser Board
- February 22**  
Compensation Board  
† Mental Health, Mental Retardation and Substance  
Services, Department of  
Nursing and Medicine, Joint Boards of  
Sewage Handling and Disposal Appeal Review Board  
Waste Management Board, Virginia
- February 23**  
Agriculture and Consumer Services, Department of  
- Virginia Cattle Industry Board  
† Environmental Quality, Department of  
† Higher Education for Virginia, State Council of  
Medicine, Board of  
† Mines, Minerals and Energy, Department of  
Nursing, Board of
- February 24**  
Health, Department of  
- Sewage Handling and Disposal Advisory Committee  
† Nursing, Board of  
† Waste Management Board, Virginia
- February 27**  
Nursing, Board of
- February 28**  
† Contractors, Board for  
Marine Resources Commission  
Nursing, Board of
- March 2**  
Dentistry, Board of  
Nursing, Board of
- March 3**  
† Art and Architectural Review Board  
Dentistry, Board of
- March 6**  
Alcoholic Beverage Control Board
- March 7**  
Museum of Fine Arts, Virginia
- March 8**  
† Pharmacy, Board of  
Waterworks and Wastewater Works Operators, Board for
- March 9**  
† Agriculture and Consumer Services, Department of  
- Virginia Soybean Board
- March 10**  
Child Fatality Review Team, State
- March 11**  
Blind and Vision Impaired, Department for the  
- Rehabilitation Council for the Blind
- March 13**  
Asbestos, Lead, and Home Inspectors, Virginia Board for  
† Higher Education for Virginia, State Council of  
Library Board, State  
† Local Government, Commission on  
† Museum of Fine Arts, Virginia
- March 14**  
Alzheimer's Disease and Related Disorders Commission  
Corrections, Board of  
† Higher Education for Virginia, State Council of
- March 15**  
Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects,  
Board for  
Community Colleges, State Board for  
Corrections, Board of  
Hearing Aid Specialists, Board for  
Jamestown-Yorktown Foundation  
† Lottery Board, State  
Veterans Services, Department of  
- Joint Leadership Council of Veterans Service  
Organizations
- March 16**  
Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects,  
Board for  
Community Colleges, State Board for  
Design Build/Construction Management Review Board  
† Labor and Industry, Department of  
- Virginia Apprenticeship Council
- March 17**  
Dentistry, Board of
- March 20**  
Alcoholic Beverage Control Board  
Education, Board of  
- Advisory Board on Teacher Education and Licensure  
Nursing, Board of  
Old Dominion University
- March 21**  
Environmental Quality, Department of  
- Ground Water Protection Steering Committee  
† Medicine, Board of  
Nursing, Board of  
Research and Technology Advisory Commission, Virginia
- March 22**  
Education, Board of  
Nursing, Board of
- March 23**  
Nursing, Board of  
Public Guardian and Conservator Advisory Board, Virginia  
Real Estate Board
- March 27**  
† Agriculture and Consumer Services, Department of  
- Virginia Agricultural Council
- March 28**  
† Agriculture and Consumer Services, Department of  
- Virginia Agricultural Council  
† Contractors, Board for  
Marine Resources Commission
- March 30**  
Health Professions, Department of

Medical Assistance Services, Department of

**March 31**

Dentistry, Board of  
† Nursing, Board of

**April 3**

Alcoholic Beverage Control Board  
Nursing, Board of

**April 4**

Museum of Fine Arts, Virginia  
† Veterans Services, Department of  
- Board of Veterans Services

**April 5**

Geology, Board for  
† Information Technologies Agency, Virginia  
- Wireless E-911 Services Board

**April 6**

† Outdoors Foundation, Virginia

**April 7**

† Art and Architectural Review Board  
Health, Department of  
- Sewage Handling and Disposal Advisory Committee  
Medicine, Board of  
Old Dominion University  
Opticians, Board for  
† Outdoors Foundation, Virginia

**April 11**

Long-Term Care Administrators, Board of  
Medical Assistance Services, Board of  
Psychology, Board of

**April 12**

Juvenile Justice, State Board of  
Nursing, Board of  
Nursing and Medicine, Joint Boards of  
Protection and Advocacy, Virginia Office for  
- Disabilities Advisory Council

**April 13**

Auctioneers Board  
Nursing, Board of

**April 17**

Alcoholic Beverage Control Board

**April 18**

† Forestry, Board of  
Nursing, Board of

**April 19**

† Mental Health, Mental Retardation and Substance Abuse  
Services, Department of

**April 20**

Design-Build/Construction Management Review Board

**April 21**

Dentistry, Board of

**April 24**

† Education, Board of  
- Advisory Board on Teacher Education and Licensure  
† Nursing, Board of

**April 25**

† Contractors, Board for  
† Nursing, Board of  
† Protection and Advocacy, Virginia Office for  
- Board for Protection and Advocacy

**April 26**

† Education, Board of

**April 27**

† Education, Board of  
† Soil Scientists and Wetland Professionals, Board for

**May 1**

† Alcoholic Beverage Control Board  
† Branch Pilots, Board for

**May 2**

† Museum of Fine Arts, Virginia  
† Real Estate Appraiser Board

**May 3**

† Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects,  
Board for

**May 5**

† Art and Architectural Review Board

## PUBLIC HEARINGS

**February 6**

Water Control Board, State

**February 16**

Contractors, Board for

**February 23**

Medicine, Board of

**March 1**

† Environmental Quality, Department of

**March 2**

† Environmental Quality, Department of

**March 3**

Dentistry, Board of

**March 7**

Barbers and Cosmetology, Board for

**March 16**

Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects

**March 21**

Water Control Board, State

**March 23**

Water Control Board, State

**March 27**

Water Control Board, State

**March 30**

Asbestos, Lead and Home Inspectors, Virginia Board for

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# Calendar of Events

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