



# Virginia Register of Regulations

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# THE VIRGINIA REGISTER INFORMATION PAGE

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

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

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

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

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

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

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

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

A regulation becomes effective at the conclusion of the 30-day final adoption period, or at any other later date specified by the promulgating agency, unless (i) a legislative objection has been filed, in which event the regulation, unless withdrawn, becomes effective on the date

specified, which shall be after the expiration of the 21-day objection period; (ii) the Governor exercises his authority to require the agency to provide for additional public comment, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the period for which the Governor has provided for additional public comment; (iii) the Governor and the General Assembly exercise their authority to suspend the effective date of a regulation until the end of the next regular legislative session; or (iv) the agency suspends the regulatory process, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the 30-day public comment period and no earlier than 15 days from publication of the readopted action.

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

## **FAST-TRACK RULEMAKING PROCESS**

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

## **EMERGENCY REGULATIONS**

If an agency demonstrates that (i) there is an immediate threat to the public's health or safety; or (ii) Virginia statutory law, the appropriation act, federal law, or federal regulation requires a regulation to take effect no later than (a) 280 days from the enactment in the case of Virginia or federal law or the appropriation act, or (b) 280 days from the effective date of a federal regulation, it then requests the Governor's approval to adopt an emergency regulation. The emergency regulation becomes operative upon its adoption and filing with the Registrar of Regulations, unless a later date is specified. Emergency regulations are limited to addressing specifically defined situations and may not exceed 12 months in duration. Emergency regulations are published as soon as possible in the *Register*.

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

## **STATEMENT**

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

## **CITATION TO THE VIRGINIA REGISTER**

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

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

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

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

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# PUBLICATION SCHEDULE AND DEADLINES

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

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## February 2007 through November 2007

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
<b>INDEX 1 Volume 23</b>		<b>January 2007</b>
23:11	January 17, 2007	February 5, 2007
23:12	January 31, 2007	February 19, 2007
23:13	February 14, 2007	March 5, 2007
23:14	February 28, 2007	March 19, 2007
<b>INDEX 2 Volume 23</b>		<b>April 2007</b>
23:15	March 14, 2007	April 2, 2007
23:16	March 28, 2007	April 16, 2007
23:17	April 11, 2007	April 30, 2007
23:18	April 25, 2007	May 14, 2007
23:19	May 9, 2007	May 28, 2007
23:20	May 23, 2007	June 11, 2007
<b>INDEX 3 Volume 23</b>		<b>July 2007</b>
23:21	June 6, 2007	June 25, 2007
23:22	June 20, 2007	July 9, 2007
23:23	July 3, 2007 ( <b>Tuesday</b> )	July 23, 2007
23:24	July 18, 2007	August 6, 2007
23:25	August 1, 2007	August 20, 2007
23:26	August 15, 2007	September 3, 2007
<b>FINAL INDEX - Volume 23</b>		<b>October 2007</b>
24:1	August 29, 2007	September 17, 2007
24:2	September 12, 2007	October 1, 2007
24:3	September 26, 2007	October 15, 2007
24:4	October 10, 2007	October 29, 2007
24:5	October 24, 2007	November 12, 2007

\*Filing deadlines are Wednesdays unless otherwise specified.

# 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 2006 VAC Supplement includes final regulations published through *Virginia Register* Volume 22, Issue 22, dated July 10, 2006). 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 50-10-10 through 1 VAC 50-10-50	Repealed	22:26 VA.R. 4083	10/4/06
1 VAC 50-10-60 through 1 VAC 50-10-150	Added	22:26 VA.R. 4084-4085	10/4/06
1 VAC 50-20-1	Added	22:26 VA.R. 4085	10/4/06
1 VAC 50-20-5	Added	22:26 VA.R. 4085	10/4/06
1 VAC 50-20-10	Amended	22:26 VA.R. 4086	10/4/06
1 VAC 50-20-20	Repealed	22:26 VA.R. 4086	10/4/06
1 VAC 50-20-30	Repealed	22:26 VA.R. 4086	10/4/06
1 VAC 50-20-40	Amended	22:26 VA.R. 4086	10/4/06
1 VAC 50-20-50	Amended	22:26 VA.R. 4086	10/4/06
1 VAC 50-20-60 through 1 VAC 50-20-90	Repealed	22:26 VA.R. 4086-4087	10/4/06
1 VAC 50-20-100	Amended	22:26 VA.R. 4087	10/4/06
1 VAC 50-20-110	Amended	22:26 VA.R. 4087	10/4/06
1 VAC 50-20-120	Repealed	22:26 VA.R. 4087	10/4/06
1 VAC 50-20-130	Repealed	22:26 VA.R. 4087	10/4/06
1 VAC 50-20-140	Amended	22:26 VA.R. 4087	10/4/06
1 VAC 50-20-142	Added	22:26 VA.R. 4087	10/4/06
1 VAC 50-20-150 through 1 VAC 50-20-180	Amended	22:26 VA.R. 4088	10/4/06
1 VAC 50-20-190 through 1 VAC 50-20-220	Repealed	22:26 VA.R. 4088	10/4/06
1 VAC 50-20-230	Amended	22:26 VA.R. 4089	10/4/06
1 VAC 50-20-240	Repealed	22:26 VA.R. 4089	10/4/06
1 VAC 50-20-250	Repealed	22:26 VA.R. 4089	10/4/06
1 VAC 50-20-260	Repealed	22:26 VA.R. 4089	10/4/06
1 VAC 50-20-270	Amended	22:26 VA.R. 4089	10/4/06
1 VAC 50-20-280	Repealed	22:26 VA.R. 4089	10/4/06
1 VAC 50-20-290	Repealed	22:26 VA.R. 4089	10/4/06
1 VAC 50-20-300	Repealed	22:26 VA.R. 4090	10/4/06
1 VAC 50-20-310	Amended	22:26 VA.R. 4090	10/4/06
1 VAC 50-20-320	Repealed	22:26 VA.R. 4090	10/4/06
1 VAC 50-20-330	Repealed	22:26 VA.R. 4090	10/4/06
1 VAC 50-20-340	Repealed	22:26 VA.R. 4090	10/4/06
1 VAC 50-20-350	Amended	22:26 VA.R. 4090	10/4/06
1 VAC 50-20-360	Repealed	22:26 VA.R. 4090	10/4/06
1 VAC 50-20-370	Repealed	22:26 VA.R. 4091	10/4/06
1 VAC 50-20-380	Repealed	22:26 VA.R. 4091	10/4/06
1 VAC 50-20-382	Added	22:26 VA.R. 4091	10/4/06
1 VAC 50-20-384	Added	22:26 VA.R. 4091	10/4/06
1 VAC 50-20-390	Amended	22:26 VA.R. 4091	10/4/06
1 VAC 50-20-400 through 1 VAC 50-20-530	Repealed	22:26 VA.R. 4091-4093	10/4/06
1 VAC 50-20-540 through 1 VAC 50-20-600	Amended	22:26 VA.R. 4093-4098	10/4/06

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

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
1 VAC 50-20-601	Added	22:26 VA.R. 4098	10/4/06
1 VAC 50-20-605	Added	22:26 VA.R. 4099	10/4/06
1 VAC 50-20-610	Amended	22:26 VA.R. 4100	10/4/06
1 VAC 50-20-612	Added	22:26 VA.R. 4101	10/4/06
1 VAC 50-20-614	Added	22:26 VA.R. 4101	10/4/06
1 VAC 50-20-616	Added	22:26 VA.R. 4102	10/4/06
1 VAC 50-20-620 through 1 VAC 50-20-670	Amended	22:26 VA.R. 4102-4105	10/4/06
1 VAC 50-20-680	Repealed	22:26 VA.R. 4105	10/4/06
1 VAC 50-20-690	Repealed	22:26 VA.R. 4105	10/4/06
1 VAC 50-20-700	Repealed	22:26 VA.R. 4105	10/4/06
1 VAC 55-30-10 through 1 VAC 55-30-90	Added	23:3 VA.R. 334-337	
<b>Title 2. Agriculture</b>			
2 VAC 5-195-10 through 2 VAC 5-195-180	Added	22:25 VA.R. 3872-3876	8/21/06
2 VAC 5-210-10	Amended	22:24 VA.R. 3579	7/19/06
2 VAC 5-210-20	Amended	22:24 VA.R. 3579	7/19/06
2 VAC 5-210-30	Amended	22:24 VA.R. 3579	7/19/06
2 VAC 5-210-40	Repealed	22:24 VA.R. 3580	7/19/06
2 VAC 5-210-41	Added	22:24 VA.R. 3580	7/19/06
2 VAC 5-210-50	Repealed	22:24 VA.R. 3580	7/19/06
2 VAC 5-210-60	Amended	22:24 VA.R. 3581	7/19/06
2 VAC 5-330-30	Amended	22:24 VA.R. 3587	9/7/06
2 VAC 20-40-10	Amended	22:26 VA.R. 4105	10/5/06
2 VAC 20-40-20	Amended	22:26 VA.R. 4106	10/5/06
2 VAC 20-40-40	Amended	22:26 VA.R. 4107	10/5/06
2 VAC 20-40-60	Amended	22:26 VA.R. 4107	10/5/06
2 VAC 20-40-65	Added	22:26 VA.R. 4107	10/5/06
2 VAC 20-40-70 through 2 VAC 20-40-110	Amended	22:26 VA.R. 4107-4109	10/5/06
2 VAC 20-40-120	Repealed	22:26 VA.R. 4109	10/5/06
<b>Title 4. Conservation and Natural Resources</b>			
4 VAC 5-36-50	Amended	23:6 VA.R. 845	1/1/07
4 VAC 5-36-60	Amended	23:6 VA.R. 848	1/1/07
4 VAC 5-36-70	Amended	23:6 VA.R. 849	1/1/07
4 VAC 5-36-90 through 4 VAC 5-36-120	Amended	23:6 VA.R. 850-856	1/1/07
4 VAC 5-36-150	Amended	23:6 VA.R. 856	1/1/07
4 VAC 5-36-170	Amended	23:6 VA.R. 857	1/1/07
4 VAC 5-36-200	Amended	23:6 VA.R. 858	1/1/07
4 VAC 5-36-210	Amended	23:6 VA.R. 862	1/1/07
4 VAC 15-20-220	Added	23:9 VA.R. 1382	12/15/06
4 VAC 15-320-40	Amended	23:9 VA.R. 1383	1/15/07
4 VAC 15-360-10	Amended	23:9 VA.R. 1383	1/15/07
4 VAC 20-20-20	Amended	23:4 VA.R. 574	10/1/06
4 VAC 20-20-20	Amended	23:8 VA.R. 1161	11/29/06
4 VAC 20-20-50	Amended	23:4 VA.R. 574	10/1/06
4 VAC 20-20-50	Amended	23:8 VA.R. 1161	11/29/06
4 VAC 20-150-70	Amended	22:23 VA.R. 3277	6/28/06
4 VAC 20-252-10	Amended	23:8 VA.R. 1162	1/1/07
4 VAC 20-252-20	Amended	23:8 VA.R. 1163	1/1/07
4 VAC 20-252-30	Amended	22:23 VA.R. 3277	7/1/06
4 VAC 20-252-50	Amended	22:23 VA.R. 3278	7/1/06
4 VAC 20-252-115	Added	22:23 VA.R. 3278	7/1/06
4 VAC 20-252-130	Amended	23:8 VA.R. 1163	1/1/07

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

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
4 VAC 20-252-135	Amended	23:8 VA.R. 1164	1/1/07
4 VAC 20-252-150	Amended	23:8 VA.R. 1165	1/1/07
4 VAC 20-252-155	Added	23:8 VA.R. 1165	1/1/07
4 VAC 20-252-160	Amended	23:8 VA.R. 1166	1/1/07
4 VAC 20-490-42 emer	Amended	23:8 VA.R. 1168	11/29/06-12/28/06
4 VAC 20-490-42	Amended	23:10 VA.R. 1540	12/21/06
4 VAC 20-566-30	Amended	22:25 VA.R. 3877	8/1/06
4 VAC 20-610-30	Amended	23:4 VA.R. 575	10/1/06
4 VAC 20-610-40	Amended	23:4 VA.R. 576	10/1/06
4 VAC 20-610-60	Amended	23:4 VA.R. 576	10/1/06
4 VAC 20-720-20	Amended	23:4 VA.R. 578	10/1/06
4 VAC 20-720-40	Amended	23:4 VA.R. 579	10/1/06
4 VAC 20-720-40 emer	Amended	23:10 VA.R. 1540	1/1/07-1/30/07
4 VAC 20-720-50	Amended	23:4 VA.R. 579	10/1/06
4 VAC 20-720-50 emer	Amended	23:10 VA.R. 1541	1/1/07-1/30/07
4 VAC 20-720-60	Amended	23:4 VA.R. 580	10/1/06
4 VAC 20-720-70	Amended	23:4 VA.R. 580	10/1/06
4 VAC 20-720-75	Amended	23:4 VA.R. 580	10/1/06
4 VAC 20-720-80	Amended	23:4 VA.R. 580	10/1/06
4 VAC 20-720-100	Amended	23:4 VA.R. 581	10/1/06
4 VAC 20-900-10 through 4 VAC 20-900-30	Amended	22:23 VA.R. 3279-3280	7/1/06
4 VAC 20-910-45	Amended	23:6 VA.R. 865	11/1/06
4 VAC 20-910-45	Erratum	23:8 VA.R. 1290	--
4 VAC 20-1090-20	Repealed	23:4 VA.R. 581	10/1/06
4 VAC 20-1090-30	Amended	23:4 VA.R. 582	10/1/06
4 VAC 25-130-816.11	Amended	22:24 VA.R. 3587	9/6/06
4 VAC 25-130-816.64	Amended	22:24 VA.R. 3588	9/6/06
<b>Title 6. Criminal Justice and Corrections</b>			
6 VAC 20-30-10 through 6 VAC 20-30-60	Amended	23:9 VA.R. 1385-1388	2/9/07
6 VAC 20-30-80	Amended	23:9 VA.R. 1388	2/9/07
6 VAC 20-50-10 through 6 VAC 20-50-90	Amended	23:9 VA.R. 1392-1397	7/1/07
6 VAC 20-50-21	Added	23:9 VA.R. 1394	7/1/07
6 VAC 20-50-100	Repealed	23:9 VA.R. 1397	7/1/07
6 VAC 20-50-110	Added	23:9 VA.R. 1397	7/1/07
6 VAC 20-120-80	Amended	22:20 VA.R. 2704	7/12/06
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 20-240-10 through 6 VAC 20-240-120	Added	22:11 VA.R. 1764-1768	3/8/06
6 VAC 20-260-10 through 6 VAC 20-260-360 emer	Added	22:12 VA.R. 2044-2053	2/20/06-2/19/07
6 VAC 35-10-10 through 6 VAC 35-10-50	Amended	23:1 VA.R. 25-26	10/18/06
6 VAC 35-10-60	Repealed	23:1 VA.R. 26	10/18/06
6 VAC 35-10-70 through 100	Amended	23:1 VA.R. 26-27	10/18/06
6 VAC 35-10-105	Added	23:1 VA.R. 27	10/18/06
6 VAC 35-10-110	Amended	23:1 VA.R. 28	10/18/06
6 VAC 35-10-120 through 6 VAC 35-10-150	Added	23:1 VA.R. 28	10/18/06
6 VAC 35-10-120	Amended	23:1 VA.R. 28	10/18/06
6 VAC 40-10-10 through 6 VAC 40-10-90	Added	22:24 VA.R. 3746-3747	10/25/06
6 VAC 40-50-10 through 6 VAC 40-50-80 emer	Added	22:23 VA.R. 3406-3407	7/1/06-6/30/07

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

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
<b>Title 8. Education</b>			
8 VAC 20-21-10 through 8 VAC 20-21-730	Repealed	23:3 VA.R. 337	11/28/06
8 VAC 20-22-10 through 8 VAC 20-22-760	Added	23:3 VA.R. 344-376	11/28/06
8 VAC 20-131-5	Added	22:24 VA.R. 3589	9/7/06
8 VAC 20-131-10	Amended	22:24 VA.R. 3590	9/7/06
8 VAC 20-131-20	Amended	22:24 VA.R. 3591	9/7/06
8 VAC 20-131-30	Amended	22:24 VA.R. 3591	9/7/06
8 VAC 20-131-40	Repealed	22:24 VA.R. 3592	9/7/06
8 VAC 20-131-50 through 8 VAC 20-131-110	Amended	22:24 VA.R. 3592-3598	9/7/06
8 VAC 20-131-140	Amended	22:24 VA.R. 3598	9/7/06
8 VAC 20-131-150	Amended	22:24 VA.R. 3598	9/7/06
8 VAC 20-131-160	Repealed	22:24 VA.R. 3599	9/7/06
8 VAC 20-131-170 through 8 VAC 20-131-210	Amended	22:24 VA.R. 3599-3600	9/7/06
8 VAC 20-131-240	Amended	22:24 VA.R. 3600	9/7/06
8 VAC 20-131-260 through 8 VAC 20-131-310	Amended	22:24 VA.R. 3601-3607	9/7/06
8 VAC 20-131-315	Added	22:24 VA.R. 3607	9/7/06
8 VAC 20-131-320	Repealed	22:24 VA.R. 3608	9/7/06
8 VAC 20-131-325	Amended	22:24 VA.R. 3608	9/7/06
8 VAC 20-131-330	Repealed	22:24 VA.R. 3608	9/7/06
8 VAC 20-131-340	Amended	22:24 VA.R. 3608	9/7/06
8 VAC 20-131-350	Added	22:24 VA.R. 3609	9/7/06
8 VAC 20-131-360	Added	22:24 VA.R. 3609	9/7/06
8 VAC 20-131, Appendix I	Repealed	22:24 VA.R. 3609	9/7/06
8 VAC 20-521-30	Amended	22:26 VA.R. 4110	10/4/06
8 VAC 20-541-10 through 8 VAC 20-541-60	Repealed	23:3 VA.R. 376	11/29/06
8 VAC 20-542-10 through 8 VAC 20-542-600	Added	23:3 VA.R. 376-434	11/29/06
8 VAC 20-700-10 through 8 VAC 20-700-50	Added	23:10 VA.R. 1541-1543	2/21/07
8 VAC 20-710-10 through 8 VAC 20-710-30	Added	23:10 VA.R. 1543-1544	2/21/07
8 VAC 40-30	Repealed	22:23 VA.R. 3281	8/24/06
8 VAC 40-31-10 through 8 VAC 40-31-320	Added	22:23 VA.R. 3281-3298	8/24/06
8 VAC 103-20-10 through 8 VAC 103-20-50	Added	23:7 VA.R. 1045-1050	12/11/06
<b>Title 9. Environment</b>			
9 VAC 5-20-21	Amended	22:26 VA.R. 4111	10/4/06
9 VAC 5-20-21	Erratum	23:5 VA.R. 791	--
9 VAC 5-20-203	Amended	22:23 VA.R. 3299	9/1/06
9 VAC 5-20-204	Amended	22:23 VA.R. 3299	9/1/06
9 VAC 5-20-206	Amended	22:26 VA.R. 4114	10/4/06
9 VAC 5-40-250	Amended	23:5 VA.R. 737	12/15/06
9 VAC 5-40-300	Amended	22:26 VA.R. 4115	10/4/06
9 VAC 5-40-300	Repealed	23:5 VA.R. 737	12/15/06
9 VAC 5-40-310	Repealed	23:5 VA.R. 738	12/15/06
9 VAC 5-40-311	Repealed	23:5 VA.R. 739	12/15/06
9 VAC 5-40-5060	Amended	22:26 VA.R. 4115	10/4/06
9 VAC 5-40-5200	Amended	22:26 VA.R. 4116	10/4/06
9 VAC 5-40-5600	Amended	23:1 VA.R. 29	10/18/06
9 VAC 5-40-5610	Amended	23:1 VA.R. 29	10/18/06
9 VAC 5-40-5620	Amended	23:1 VA.R. 31	10/18/06
9 VAC 5-40-5630	Amended	23:1 VA.R. 31	10/18/06
9 VAC 5-40-5631	Amended	23:1 VA.R. 33	10/18/06
9 VAC 5-40-5641	Amended	23:1 VA.R. 33	10/18/06
9 VAC 5-40-5641	Erratum	23:5 VA.R. 791	--



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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
9 VAC 5-40-5700	Amended	22:26 VA.R. 4116	10/4/06
9 VAC 5-40-5720	Amended	22:26 VA.R. 4117	10/4/06
9 VAC 5-40-5750	Amended	22:26 VA.R. 4118	10/4/06
9 VAC 5-40-6970	Amended	22:26 VA.R. 4118	10/4/06
9 VAC 5-40-7050	Amended	22:26 VA.R. 4118	10/4/06
9 VAC 5-40-7120	Amended	22:26 VA.R. 4119	10/4/06
9 VAC 5-40-7130	Amended	22:26 VA.R. 4119	10/4/06
9 VAC 5-40-7140	Amended	22:26 VA.R. 4122	10/4/06
9 VAC 5-40-7140	Erratum	23:5 VA.R. 791	--
9 VAC 5-40-7210	Amended	22:26 VA.R. 4124	10/4/06
9 VAC 5-40-7240	Amended	22:26 VA.R. 4124	10/4/06
9 VAC 5-40-7250	Amended	22:26 VA.R. 4124	10/4/06
9 VAC 5-40-7260	Amended	22:26 VA.R. 4125	10/4/06
9 VAC 5-40-7260	Erratum	23:5 VA.R. 791	--
9 VAC 5-40-7270	Amended	22:26 VA.R. 4136	10/4/06
9 VAC 5-40-7300	Amended	22:26 VA.R. 4139	10/4/06
9 VAC 5-40-7330	Amended	22:26 VA.R. 4140	10/4/06
9 VAC 5-40-7360	Amended	22:26 VA.R. 4140	10/4/06
9 VAC 5-40-7370 through 9 VAC 5-40-7540	Added	23:5 VA.R. 740-745	12/15/06
9 VAC 5-40-7800	Amended	22:26 VA.R. 4141	10/4/06
9 VAC 5-40-7880	Amended	22:26 VA.R. 4141	10/4/06
9 VAC 5-50-250	Amended	22:23 VA.R. 3301	9/1/06
9 VAC 5-50-270	Amended	22:23 VA.R. 3302	9/1/06
9 VAC 5-50-280	Amended	22:23 VA.R. 3302	9/1/06
9 VAC 5-80-1100	Amended	22:23 VA.R. 3302	9/1/06
9 VAC 5-80-1110	Amended	22:23 VA.R. 3303	9/1/06
9 VAC 5-80-1310	Repealed	22:23 VA.R. 3308	9/1/06
9 VAC 5-80-1605	Added	22:23 VA.R. 3309	9/1/06
9 VAC 5-80-1615	Added	22:23 VA.R. 3310	9/1/06
9 VAC 5-80-1625	Added	22:23 VA.R. 3321	9/1/06
9 VAC 5-80-1635	Added	22:23 VA.R. 3321	9/1/06
9 VAC 5-80-1645	Added	22:23 VA.R. 3322	9/1/06
9 VAC 5-80-1655	Added	22:23 VA.R. 3322	9/1/06
9 VAC 5-80-1665	Added	22:23 VA.R. 3322	9/1/06
9 VAC 5-80-1675	Added	22:23 VA.R. 3322	9/1/06
9 VAC 5-80-1685	Added	22:23 VA.R. 3322	9/1/06
9 VAC 5-80-1695	Added	22:23 VA.R. 3323	9/1/06
9 VAC 5-80-1700	Repealed	22:23 VA.R. 3324	9/1/06
9 VAC 5-80-1705	Added	22:23 VA.R. 3324	9/1/06
9 VAC 5-80-1710	Repealed	22:23 VA.R. 3324	9/1/06
9 VAC 5-80-1715	Added	22:23 VA.R. 3324	9/1/06
9 VAC 5-80-1720	Repealed	22:23 VA.R. 3324	9/1/06
9 VAC 5-80-1725	Added	22:23 VA.R. 3324	9/1/06
9 VAC 5-80-1730	Repealed	22:23 VA.R. 3324	9/1/06
9 VAC 5-80-1735	Added	22:23 VA.R. 3324	9/1/06
9 VAC 5-80-1740	Repealed	22:23 VA.R. 3325	9/1/06
9 VAC 5-80-1745	Added	22:23 VA.R. 3325	9/1/06
9 VAC 5-80-1750	Repealed	22:23 VA.R. 3325	9/1/06
9 VAC 5-80-1755	Added	22:23 VA.R. 3325	9/1/06
9 VAC 5-80-1760	Repealed	22:23 VA.R. 3325	9/1/06

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
9 VAC 5-80-1765	Added	22:23 VA.R. 3325	9/1/06
9 VAC 5-80-1770	Repealed	22:23 VA.R. 3327	9/1/06
9 VAC 5-80-1775	Added	22:23 VA.R. 3327	9/1/06
9 VAC 5-80-1780	Repealed	22:23 VA.R. 3328	9/1/06
9 VAC 5-80-1785	Added	22:23 VA.R. 3328	9/1/06
9 VAC 5-80-1790	Repealed	22:23 VA.R. 3329	9/1/06
9 VAC 5-80-1795	Added	22:23 VA.R. 3329	9/1/06
9 VAC 5-80-1800	Repealed	22:23 VA.R. 3329	9/1/06
9 VAC 5-80-1805	Added	22:23 VA.R. 3329	9/1/06
9 VAC 5-80-1810	Repealed	22:23 VA.R. 3329	9/1/06
9 VAC 5-80-1815	Added	22:23 VA.R. 3329	9/1/06
9 VAC 5-80-1820	Repealed	22:23 VA.R. 3329	9/1/06
9 VAC 5-80-1825	Added	22:23 VA.R. 3329	9/1/06
9 VAC 5-80-1830	Repealed	22:23 VA.R. 3330	9/1/06
9 VAC 5-80-1835	Added	22:23 VA.R. 3330	9/1/06
9 VAC 5-80-1840	Repealed	22:23 VA.R. 3332	9/1/06
9 VAC 5-80-1845	Added	22:23 VA.R. 3332	9/1/06
9 VAC 5-80-1850	Repealed	22:23 VA.R. 3334	9/1/06
9 VAC 5-80-1855	Added	22:23 VA.R. 3334	9/1/06
9 VAC 5-80-1860	Repealed	22:23 VA.R. 3335	9/1/06
9 VAC 5-80-1865	Added	22:23 VA.R. 3335	9/1/06
9 VAC 5-80-1870 through 9 VAC 5-80-1920	Repealed	22:23 VA.R. 3340	9/1/06
9 VAC 5-80-1925	Added	22:23 VA.R. 3340	9/1/06
9 VAC 5-80-1930	Repealed	22:23 VA.R. 3341	9/1/06
9 VAC 5-80-1935	Added	22:23 VA.R. 3341	9/1/06
9 VAC 5-80-1940	Repealed	22:23 VA.R. 3341	9/1/06
9 VAC 5-80-1945	Added	22:23 VA.R. 3341	9/1/06
9 VAC 5-80-1950	Repealed	22:23 VA.R. 3342	9/1/06
9 VAC 5-80-1955	Added	22:23 VA.R. 3342	9/1/06
9 VAC 5-80-1960	Repealed	22:23 VA.R. 3342	9/1/06
9 VAC 5-80-1965	Added	22:23 VA.R. 3342	9/1/06
9 VAC 5-80-1970	Repealed	22:23 VA.R. 3342	9/1/06
9 VAC 5-80-1975	Added	22:23 VA.R. 3342	9/1/06
9 VAC 5-80-1985	Added	22:23 VA.R. 3343	9/1/06
9 VAC 5-80-1995	Added	22:23 VA.R. 3343	9/1/06
9 VAC 5-80-2000 through 9 VAC 5-80-2020	Amended	22:23 VA.R. 3343-3355	9/1/06
9 VAC 5-80-2040 through 9 VAC 5-80-2070	Amended	22:23 VA.R. 3355-3358	9/1/06
9 VAC 5-80-2090	Amended	22:23 VA.R. 3358	9/1/06
9 VAC 5-80-2091	Added	22:23 VA.R. 3358	9/1/06
9 VAC 5-80-2110 through 9 VAC 5-80-2140	Amended	22:23 VA.R. 3359-3362	9/1/06
9 VAC 5-80-2141 through 9 VAC 5-80-2143	Added	22:23 VA.R. 3362-3366	9/1/06
9 VAC 5-80-2144	Added	22:23 VA.R. 3367	9/1/06
9 VAC 5-80-2180	Amended	22:23 VA.R. 3372	9/1/06
9 VAC 5-80-2200 through 9 VAC 5-80-2240	Amended	22:23 VA.R. 3373-3375	9/1/06
9 VAC 20-60-18	Amended	22:23 VA.R. 3375	8/23/06
9 VAC 20-85-20	Amended	23:4 VA.R. 584	11/29/06
9 VAC 20-85-30	Amended	23:4 VA.R. 585	11/29/06
9 VAC 20-85-40	Amended	23:4 VA.R. 585	11/29/06
9 VAC 20-85-60 through 9 VAC 20-85-170	Amended	23:4 VA.R. 585-589	11/29/06
9 VAC 25-31-10	Amended	22:24 VA.R. 3610	9/6/06
9 VAC 25-31-30	Amended	22:24 VA.R. 3619	9/6/06

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
9 VAC 25-31-80	Amended	22:24 VA.R. 3620	9/6/06
9 VAC 25-31-100	Amended	22:24 VA.R. 3620	9/6/06
9 VAC 25-31-165	Added	22:24 VA.R. 3637	9/6/06
9 VAC 25-31-220	Amended	22:24 VA.R. 3651	9/6/06
9 VAC 25-31-290	Amended	22:24 VA.R. 3656	9/6/06
9 VAC 25-31-770	Amended	22:24 VA.R. 3657	9/6/06
9 VAC 25-31-780	Amended	22:24 VA.R. 3658	9/6/06
9 VAC 25-31-790	Amended	22:24 VA.R. 3662	9/6/06
9 VAC 25-31-800	Amended	22:24 VA.R. 3667	9/6/06
9 VAC 25-31-840	Amended	22:24 VA.R. 3670	9/6/06
9 VAC 25-31-870	Amended	22:24 VA.R. 3677	9/6/06
9 VAC 25-260-5	Amended	23:1 VA.R. 41	*
9 VAC 25-260-30	Amended	22:26 VA.R. 4142	*
9 VAC 25-260-30	Amended	23:1 VA.R. 38	*
9 VAC 25-260-50	Amended	23:1 VA.R. 42	*
9 VAC 25-260-187	Added	23:1 VA.R. 42	*
9 VAC 25-260-310	Amended	23:1 VA.R. 44	*
9 VAC 25-260-480	Amended	23:1 VA.R. 46	*
9 VAC 25-660-90	Erratum	22:23 VA.R. 3424	--
9 VAC 25-680-70	Erratum	22:23 VA.R. 3424	--
9 VAC 25-680-90	Erratum	22:23 VA.R. 3424	--
9 VAC 25-690-70	Erratum	22:23 VA.R. 3424	--
9 VAC 25-720-70	Amended	23:6 VA.R. 869	2/26/07
9 VAC 25-820-10 through 9 VAC 25-820-70	Added	23:2 VA.R. 231-251	11/1/06
<b>Title 11. Gaming</b>			
11 VAC 5-20-200	Amended	22:25 VA.R. 3907	11/6/06
11 VAC 5-20-210 through 11 VAC 5-20-520	Repealed	22:25 VA.R. 3907-3914	11/6/06
11 VAC 10-70-20	Amended	22:25 VA.R. 3916	11/4/06
11 VAC 10-70-20	Amended	22:26 VA.R. 4144	9/4/06-11/3/06
11 VAC 10-70-30	Amended	22:25 VA.R. 3917	11/4/06
11 VAC 10-70-30	Amended	22:26 VA.R. 4144	9/4/06-11/3/06
11 VAC 10-70-40	Amended	22:25 VA.R. 3917	11/4/06
11 VAC 10-70-40	Amended	22:26 VA.R. 4144	9/4/06-11/3/06
11 VAC 10-70-50	Repealed	22:25 VA.R. 3917	11/4/06
11 VAC 10-70-50	Repealed	22:26 VA.R. 4144	9/4/06-11/3/06
11 VAC 10-70-60 through 11 VAC 10-70-90	Amended	22:25 VA.R. 3917-3918	11/4/06
11 VAC 10-70-60	Amended	22:26 VA.R. 4144	9/4/06-11/3/06
11 VAC 10-70-70	Amended	22:26 VA.R. 4145	9/4/06-11/3/06
11 VAC 10-70-80	Amended	22:26 VA.R. 4146	9/4/06-11/3/06
11 VAC 10-70-90	Amended	22:26 VA.R. 4146	9/4/06-11/3/06
11 VAC 10-70-170	Amended	22:25 VA.R. 3918	11/4/06
11 VAC 10-70-170	Amended	22:26 VA.R. 4146	9/4/06-11/3/06
11 VAC 10-90-10	Amended	22:25 VA.R. 3919	11/4/06
11 VAC 10-90-10	Amended	22:26 VA.R. 4146	9/4/06-11/3/06
11 VAC 10-90-30	Amended	22:25 VA.R. 3919	11/4/06
11 VAC 10-90-30	Amended	22:26 VA.R. 4146	9/4/06-11/3/06
11 VAC 10-90-50	Amended	22:25 VA.R. 3919	11/4/06
11 VAC 10-90-50	Amended	22:26 VA.R. 4146	9/4/06-11/3/06

\* Upon filing notice of EPA approval with the Registrar of Regulations.

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
<b>Title 12. Health</b>			
12 VAC 5-31-10	Amended	23:6 VA.R. 870	12/13/06
12 VAC 5-31-50	Amended	23:6 VA.R. 876	12/13/06
12 VAC 5-31-60	Amended	23:6 VA.R. 876	12/13/06
12 VAC 5-31-110	Amended	23:6 VA.R. 877	12/13/06
12 VAC 5-31-140	Amended	23:6 VA.R. 877	12/13/06
12 VAC 5-31-190	Amended	23:6 VA.R. 877	12/13/06
12 VAC 5-31-220	Amended	23:6 VA.R. 878	12/13/06
12 VAC 5-31-230	Amended	23:6 VA.R. 878	12/13/06
12 VAC 5-31-1610	Amended	23:5 VA.R. 745	12/13/06
12 VAC 5-31-2000 through 12 VAC 5-31-2260	Repealed	23:6 VA.R. 879-888	12/13/06
12 VAC 5-60-10 through 12 VAC 5-60-260	Repealed	23:5 VA.R. 745	12/13/06
12 VAC 5-371-10	Amended	23:10 VA.R. 1544	3/1/07
12 VAC 5-371-20	Repealed	23:10 VA.R. 1546	3/1/07
12 VAC 5-371-30	Amended	23:10 VA.R. 1547	3/1/07
12 VAC 5-371-40	Amended	23:10 VA.R. 1547	3/1/07
12 VAC 5-371-50	Repealed	23:10 VA.R. 1548	3/1/07
12 VAC 5-371-60	Amended	23:10 VA.R. 1548	3/1/07
12 VAC 5-371-70 through 12 VAC 5-371-130	Amended	23:10 VA.R. 1548-1551	3/1/07
12 VAC 5-371-150	Amended	23:10 VA.R. 1551	3/1/07
12 VAC 5-371-160	Amended	23:10 VA.R. 1551	3/1/07
12 VAC 5-371-190	Amended	23:10 VA.R. 1551	3/1/07
12 VAC 5-371-200	Amended	23:10 VA.R. 1552	3/1/07
12 VAC 5-371-400	Amended	23:10 VA.R. 1552	3/1/07
12 VAC 5-371-410	Amended	23:10 VA.R. 1552	3/1/07
12 VAC 5-410-10	Amended	23:10 VA.R. 1554	3/1/07
12 VAC 5-410-30	Amended	23:10 VA.R. 1555	3/1/07
12 VAC 5-410-70	Amended	23:10 VA.R. 1555	3/1/07
12 VAC 5-410-80	Amended	23:10 VA.R. 1555	3/1/07
12 VAC 5-410-100	Amended	23:10 VA.R. 1555	3/1/07
12 VAC 5-410-110	Amended	23:10 VA.R. 1555	3/1/07
12 VAC 5-410-130	Amended	23:10 VA.R. 1555	3/1/07
12 VAC 5-410-140	Amended	23:10 VA.R. 1555	3/1/07
12 VAC 5-410-150	Amended	23:10 VA.R. 1556	3/1/07
12 VAC 5-410-180	Amended	23:10 VA.R. 1556	3/1/07
12 VAC 5-410-210	Amended	23:10 VA.R. 1556	3/1/07
12 VAC 5-410-220	Amended	23:10 VA.R. 1557	3/1/07
12 VAC 5-410-270	Amended	23:10 VA.R. 1558	3/1/07
12 VAC 5-410-442	Amended	23:10 VA.R. 1558	3/1/07
12 VAC 5-410-445	Amended	23:10 VA.R. 1559	3/1/07
12 VAC 5-410-650	Amended	23:10 VA.R. 1560	3/1/07
12 VAC 5-410-720	Amended	23:10 VA.R. 1560	3/1/07
12 VAC 5-410-760	Amended	23:10 VA.R. 1560	3/1/07
12 VAC 5-410-1150	Amended	23:10 VA.R. 1560	3/1/07
12 VAC 5-410-1170	Amended	23:10 VA.R. 1561	3/1/07
12 VAC 5-410-1350	Amended	23:10 VA.R. 1561	3/1/07
12 VAC 5-410-1380	Amended	23:10 VA.R. 1561	3/1/07
12 VAC 5-480-10 through 12 VAC 5-480-8920	Repealed	22:25 VA.R. 3877	9/20/06
12 VAC 5-481-10 through 12 VAC 5-481-3670	Added	22:25 VA.R. 3877	9/20/06
12 VAC 5-585-70	Amended	23:3 VA.R. 438	11/9/06
12 VAC 5-585-310	Amended	23:9 VA.R. 1406	2/9/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 5-585-460	Amended	23:9 VA.R. 1406	2/9/07
12 VAC 5-585-480	Amended	23:9 VA.R. 1407	2/9/07
12 VAC 5-585-490	Amended	23:9 VA.R. 1408	2/9/07
12 VAC 5-585-510	Amended	23:3 VA.R. 438	11/9/06
12 VAC 5-585-600 through 12 VAC 5-585-630	Amended	23:3 VA.R. 442-450	11/9/06
12 VAC 5-590-10	Amended	22:24 VA.R. 3677	9/6/06
12 VAC 5-590-370	Amended	22:24 VA.R. 3683	9/6/06
12 VAC 5-590-410	Amended	22:24 VA.R. 3708	9/6/06
12 VAC 5-590-440	Amended	22:24 VA.R. 3711	9/6/06
12 VAC 5-590-505	Added	23:1 VA.R. 47	10/18/06
12 VAC 5-590, Appendix N	Amended	22:24 VA.R. 3717	9/6/06
12 VAC 5-590, Appendix O	Erratum	23:7 VA.R. 1112	9/6/06
12 VAC 5-590-545	Amended	22:24 VA.R. 3712	9/6/06
12 VAC 5-590-820	Amended	22:24 VA.R. 3717	9/6/06
12 VAC 30-40-10	Amended	22:23 VA.R. 3376	8/23/06
12 VAC 30-40-290	Amended	22:23 VA.R. 3377	8/23/06
12 VAC 30-40-300	Amended	22:23 VA.R. 3379	8/23/06
12 VAC 30-40-360	Added	22:23 VA.R. 3385	8/23/06
12 VAC 30-50-190	Amended	22:23 VA.R. 3386	8/23/06
12 VAC 30-70-221 emer	Amended	22:26 VA.R. 4183	9/4/06-9/3/07
12 VAC 30-70-291	Amended	22:23 VA.R. 3388	8/23/06
12 VAC 30-70-301	Amended	22:25 VA.R. 3921	11/6/06
12 VAC 30-70-425	Amended	22:23 VA.R. 3389	8/23/06
12 VAC 30-70-426	Repealed	22:23 VA.R. 3390	8/23/06
12 VAC 30-80-20	Amended	22:23 VA.R. 3390	8/23/06
12 VAC 30-80-30	Amended	22:23 VA.R. 3393	8/23/06
12 VAC 30-80-75 emer	Added	23:7 VA.R. 1067	11/21/06-11/20/07
12 VAC 30-90-19	Amended	22:23 VA.R. 3395	8/23/06
12 VAC 30-110-90	Amended	22:26 VA.R. 4168	11/20/06
12 VAC 30-110-370	Amended	22:26 VA.R. 4168	11/20/06
12 VAC 30-110-710	Amended	22:23 VA.R. 3385	8/23/06
12 VAC 30-110-960	Amended	22:23 VA.R. 3385	8/23/06
12 VAC 30-120-215	Amended	22:24 VA.R. 3718	9/6/06
12 VAC 30-120-280	Amended	22:26 VA.R. 4170	11/20/06
12 VAC 30-120-290	Amended	22:26 VA.R. 4172	11/20/06
12 VAC 30-120-310	Amended	22:26 VA.R. 4172	11/20/06
12 VAC 30-120-320	Amended	22:26 VA.R. 4173	11/20/06
12 VAC 30-120-380	Amended	22:23 VA.R. 3386	8/23/06
12 VAC 30-120-720	Amended	22:24 VA.R. 3721	9/6/06
12 VAC 30-120-920	Amended	22:24 VA.R. 3724	9/6/06
12 VAC 30-141-10	Amended	22:26 VA.R. 4147	10/4/06
12 VAC 30-141-10	Amended	23:7 VA.R. 1083	1/10/07
12 VAC 30-141-40	Amended	22:26 VA.R. 4149	10/4/06
12 VAC 30-141-100	Amended	22:26 VA.R. 4150	10/4/06
12 VAC 30-141-100	Amended	23:7 VA.R. 1085	1/10/07
12 VAC 30-141-120	Amended	23:7 VA.R. 1086	1/10/07
12 VAC 30-141-150	Amended	23:7 VA.R. 1087	1/10/07
12 VAC 30-141-160	Amended	22:26 VA.R. 4151	10/4/06
12 VAC 30-141-170	Repealed	22:26 VA.R. 4152	10/4/06
12 VAC 30-141-175	Added	22:26 VA.R. 4153	10/4/06

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 30-141-180	Amended	23:7 VA.R. 1088	1/10/07
12 VAC 30-141-200	Amended	22:23 VA.R. 3387	8/23/06
12 VAC 30-141-200	Amended	22:26 VA.R. 4155	10/4/06
12 VAC 30-141-500	Amended	22:16 VA.R. 2385	7/3/06
12 VAC 30-141-500	Amended	22:23 VA.R. 3387	8/23/06
12 VAC 30-141-650	Amended	23:7 VA.R. 1088	1/10/07
12 VAC 30-141-670 through 12 VAC 30-141-880	Added	23:7 VA.R. 1089-1098	1/10/07
12 VAC 30-150-40	Amended	22:25 VA.R. 3924	11/6/06
12 VAC 30-150-50	Amended	22:25 VA.R. 3925	11/6/06
12 VAC 30-150-70	Amended	22:25 VA.R. 3925	11/6/06
12 VAC 30-150-80	Amended	22:25 VA.R. 3926	11/6/06
12 VAC 30-150-90	Amended	22:25 VA.R. 3926	11/6/06
12 VAC 35-45-10	Amended	23:10 VA.R. 1562	2/21/07
12 VAC 35-45-25	Added	23:10 VA.R. 1565	2/21/07
12 VAC 35-45-70	Amended	23:10 VA.R. 1564	2/21/07
12 VAC 35-45-80	Amended	23:10 VA.R. 1564	2/21/07
12 VAC 35-45-210	Added	23:10 VA.R. 1564	2/21/07
12 VAC 35-105-20	Amended	23:10 VA.R. 1567	2/21/07
12 VAC 35-105-30	Amended	23:10 VA.R. 1575	2/21/07
12 VAC 35-105-115 emer	Added	23:10 VA.R. 1566	1/3/07-1/2/08
12 VAC 35-105-590	Amended	23:10 VA.R. 1575	2/21/07
12 VAC 35-105-660	Amended	23:10 VA.R. 1576	2/21/07
12 VAC 35-115-10 through 12 VAC 35-115-150	Amended	23:1 VA.R. 50-79	10/18/06
12 VAC 35-115-145	Added	23:1 VA.R. 76	10/18/06
12 VAC 35-115-146	Added	23:1 VA.R. 77	10/18/06
12 VAC 35-115-160	Repealed	23:1 VA.R. 79	10/18/06
12 VAC 35-115-170 through 12 VAC 35-115-250	Amended	23:1 VA.R. 79-91	10/18/06
<b>Title 13. Housing</b>			
13 VAC 10-50-10 through 13 VAC 10-50-100	Repealed	23:5 VA.R. 746	11/1/06
13 VAC 10-120-10 through 13 VAC 10-120-80	Amended	23:5 VA.R. 746-748	11/1/06
<b>Title 14. Insurance</b>			
14 VAC 5-30-10 through 14 VAC 5-30-40	Amended	23:9 VA.R. 1409-1413	4/1/07
14 VAC 5-30-20	Erratum	22:24 VA.R. 3755	--
14 VAC 5-30-50	Repealed	23:9 VA.R. 1413	4/1/07
14 VAC 5-30-51	Added	23:9 VA.R. 1413	4/1/07
14 VAC 5-30-55	Added	23:9 VA.R. 1413	4/1/07
14 VAC 5-30-60 through 14 VAC 5-30-90	Amended	23:9 VA.R. 1414-1416	4/1/07
14 VAC 5-30-80	Erratum	22:24 VA.R. 3755	--
14 VAC 5-30-100 and Exhibit A	Repealed	23:9 VA.R. 1416	4/1/07
14 VAC 5-45-10 through 14 VAC 5-45-50	Added	23:9 VA.R. 1423-1424	4/1/07
14 VAC 5-260 (Forms)	Erratum	22:24 VA.R. 3756	--
14 VAC 5-260-10	Amended	23:2 VA.R. 253	10/2/06
14 VAC 5-260-20	Repealed	23:2 VA.R. 253	10/2/06
14 VAC 5-260-30 through 14 VAC 5-260-60	Amended	23:2 VA.R. 253-257	10/2/06
14 VAC 5-260-80	Amended	23:2 VA.R. 257	10/2/06
14 VAC 5-260-90	Amended	23:2 VA.R. 257	10/2/06
14 VAC 5-260-110	Added	23:2 VA.R. 258	10/2/06
14 VAC 5-321-10	Amended	23:10 VA.R. 1577	1/1/07
14 VAC 5-321-20	Amended	23:10 VA.R. 1577	1/1/07
14 VAC 5-321-30	Amended	23:10 VA.R. 1578	1/1/07
14 VAC 5-321-70	Added	23:10 VA.R. 1578	1/1/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
14 VAC 5-322-10 through 14 VAC 5-322-50	Added	23:10 VA.R. 1579-1581	1/1/07
<b>Title 16. Labor and Employment</b>			
16 VAC 25-60-10	Amended	22:25 VA.R. 3878	9/21/06
16 VAC 25-60-30	Amended	22:25 VA.R. 3879	9/21/06
16 VAC 25-60-40	Amended	22:25 VA.R. 3879	9/21/06
16 VAC 25-60-80	Amended	22:25 VA.R. 3879	9/21/06
16 VAC 25-60-90	Amended	22:25 VA.R. 3880	9/21/06
16 VAC 25-60-100	Amended	22:25 VA.R. 3881	9/21/06
16 VAC 25-60-120 through 16 VAC 25-60-150	Amended	22:25 VA.R. 3882-3883	9/21/06
16 VAC 25-60-190	Amended	22:25 VA.R. 3883	9/21/06
16 VAC 25-60-260	Amended	22:25 VA.R. 3884	9/21/06
16 VAC 25-60-300	Amended	22:25 VA.R. 3885	9/21/06
16 VAC 25-60-320	Amended	22:25 VA.R. 3885	9/21/06
16 VAC 25-60-340	Amended	22:25 VA.R. 3886	9/21/06
16 VAC 25-90-1910.95	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.134	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.178	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.266	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.441	Repealed	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1000	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1001	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1017	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1018	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1020	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1025	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1027	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1028	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1029	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1030	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1043	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1045	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1047	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1048	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1050	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1051	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1052	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-90-1910.1450	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-100-1915.1001	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-175-1926.60	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-175-1926.62	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-175-1926.754	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-175-1926.1092	Repealed	22:23 VA.R. 3396	9/1/06
16 VAC 25-175-1926.1101	Amended	22:23 VA.R. 3396	9/1/06
16 VAC 25-175-1926.1127	Amended	22:23 VA.R. 3396	9/1/06
<b>Title 18. Professional and Occupational Licensing</b>			
18 VAC 10-20-10	Amended	23:1 VA.R. 96	2/1/07
18 VAC 10-20-15	Amended	23:1 VA.R. 97	2/1/07
18 VAC 10-20-17	Added	23:1 VA.R. 97	2/1/07
18 VAC 10-20-20	Amended	23:1 VA.R. 97	2/1/07
18 VAC 10-20-25	Added	23:1 VA.R. 98	2/1/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
18 VAC 10-20-30	Repealed	23:1 VA.R. 98	2/1/07
18 VAC 10-20-60	Repealed	23:1 VA.R. 99	2/1/07
18 VAC 10-20-35 through 18 VAC 10-20-55	Amended	23:1 VA.R. 98-99	2/1/07
18 VAC 10-20-70	Amended	23:1 VA.R. 99	2/1/07
18 VAC 10-20-75	Amended	23:1 VA.R. 99	2/1/07
18 VAC 10-20-80	Repealed	23:1 VA.R. 99	2/1/07
18 VAC 10-20-85	Added	23:1 VA.R. 99	2/1/07
18 VAC 10-20-90 through 18 VAC 10-20-420	Amended	23:1 VA.R. 99-110	2/1/07
18 VAC 10-20-440 through 18 VAC 10-20-560	Amended	23:1 VA.R. 110-113	2/1/07
18 VAC 10-20-565	Repealed	23:1 VA.R. 114	2/1/07
18 VAC 10-20-570 through 18 VAC 10-20-620	Amended	23:1 VA.R. 113-116	2/1/07
18 VAC 10-20-625	Repealed	23:1 VA.R. 116	2/1/07
18 VAC 10-20-630 through 18 VAC 10-20-660	Amended	23:1 VA.R. 116-117	2/1/07
18 VAC 10-20-665	Repealed	23:1 VA.R. 117	2/1/07
18 VAC 10-20-670 through 18 VAC 10-20-795	Amended	23:1 VA.R. 117-122	2/1/07
18 VAC 15-20-20	Amended	23:3 VA.R. 451	12/1/06
18 VAC 15-20-30	Repealed	23:3 VA.R. 453	12/1/06
18 VAC 15-20-31	Added	23:3 VA.R. 454	12/1/06
18 VAC 15-20-32	Added	23:3 VA.R. 454	12/1/06
18 VAC 15-20-33	Added	23:3 VA.R. 457	12/1/06
18 VAC 15-20-33	Erratum	23:5 VA.R. 791	--
18 VAC 15-20-34	Added	23:3 VA.R. 458	12/1/06
18 VAC 15-20-40	Repealed	23:3 VA.R. 459	12/1/06
18 VAC 15-20-50	Repealed	23:3 VA.R. 459	12/1/06
18 VAC 15-20-51	Added	23:3 VA.R. 459	12/1/06
18 VAC 15-20-52	Added	23:3 VA.R. 459	12/1/06
18 VAC 15-20-53	Added	23:3 VA.R. 459	12/1/06
18 VAC 15-20-60	Amended	23:3 VA.R. 460	12/1/06
18 VAC 15-20-70	Amended	23:3 VA.R. 460	12/1/06
18 VAC 15-20-80 through 18 VAC 15-20-150	Repealed	23:3 VA.R. 461	12/1/06
18 VAC 15-20-250 through 18 VAC 15-20-361	Repealed	23:3 VA.R. 461-463	12/1/06
18 VAC 15-20-400 through 18 VAC 15-20-451	Amended	23:3 VA.R. 464-466	12/1/06
18 VAC 15-20-453	Amended	23:3 VA.R. 466	12/1/06
18 VAC 15-20-456	Amended	23:3 VA.R. 466	12/1/06
18 VAC 15-20-459.6 through 18 VAC 15-20-460	Repealed	23:3 VA.R. 466-468	12/1/06
18 VAC 15-20-461	Added	23:3 VA.R. 468	12/1/06
18 VAC 15-20-462	Added	23:3 VA.R. 468	12/1/06
18 VAC 15-20-463	Added	23:3 VA.R. 469	12/1/06
18 VAC 15-20-464	Added	23:3 VA.R. 469	12/1/06
18 VAC 15-20-470	Amended	23:3 VA.R. 469	12/1/06
18 VAC 15-30-30	Repealed	23:3 VA.R. 471	12/1/06
18 VAC 15-30-40	Repealed	23:3 VA.R. 471	12/1/06
18 VAC 15-30-50	Repealed	23:3 VA.R. 471	12/1/06
18 VAC 15-30-51 through 18 VAC 15-30-54	Added	23:3 VA.R. 472-475	12/1/06
18 VAC 15-30-100 through 18 VAC 15-30-330	Repealed	23:3 VA.R. 475-481	12/1/06
18 VAC 15-30-161 through 18 VAC 15-30-167	Added	23:3 VA.R. 477-479	12/1/06
18 VAC 15-30-332	Added	23:3 VA.R. 481	12/1/06
18 VAC 15-30-334	Added	23:3 VA.R. 481	12/1/06
18 VAC 15-30-420	Amended	23:3 VA.R. 481	12/1/06
18 VAC 15-30-510	Amended	23:3 VA.R. 482	12/1/06
18 VAC 15-30-810	Amended	23:3 VA.R. 483	12/1/06



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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
18 VAC 15-30-820	Amended	23:3 VA.R. 484	12/1/06
18 VAC 25-21-70	Amended	22:26 VA.R. 4155	11/1/06
18 VAC 25-21 (Forms)	Amended	22:26 VA.R. 4155	--
18 VAC 30-20-80 emer	Amended	22:26 VA.R. 4186	9/1/06-8/31/07
18 VAC 30-20-170 emer	Amended	22:26 VA.R. 4186	9/1/06-8/31/07
18 VAC 30-20-171 emer	Added	22:26 VA.R. 4186	9/1/06-8/31/07
18 VAC 41-30-10 through 18 VAC 41-30-250	Added	23:1 VA.R. 124-131	11/1/06
18 VAC 41-50-10 through 18 VAC 41-50-420	Added	22:25 VA.R. 3887-3900	10/1/06
18 VAC 45-20-10	Amended	23:9 VA.R. 1425	3/1/07
18 VAC 45-20-20	Amended	23:9 VA.R. 1425	3/1/07
18 VAC 50-22-40 emer	Amended	23:1 VA.R. 131	8/21/06-8/20/07
18 VAC 50-22-50 emer	Amended	23:1 VA.R. 132	8/21/06-8/20/07
18 VAC 50-22-60 emer	Amended	23:1 VA.R. 133	8/21/06-8/20/07
18 VAC 50-22-300 through 18 VAC 50-22-350 emer	Added	23:1 VA.R. 134	8/21/06-8/20/07
18 VAC 60-20-10	Amended	22:23 VA.R. 3397	8/23/06
18 VAC 60-20-20	Amended	22:23 VA.R. 3398	8/23/06
18 VAC 60-20-20	Amended	23:7 VA.R. 1098	1/10/07
18 VAC 60-20-30	Amended	23:7 VA.R. 1099	1/10/07
18 VAC 60-20-71	Added	22:23 VA.R. 3399	8/23/06
18 VAC 60-20-100	Amended	22:24 VA.R. 3749	10/23/06
18 VAC 60-20-105	Amended	22:23 VA.R. 3399	8/23/06
18 VAC 60-20-106	Amended	22:23 VA.R. 3399	8/23/06
18 VAC 60-20-108	Amended	22:26 VA.R. 4175	11/18/06
18 VAC 60-20-210	Amended	22:23 VA.R. 3400	8/23/06
18 VAC 60-20-230	Amended	22:23 VA.R. 3400	8/23/06
18 VAC 60-20-250	Amended	23:7 VA.R. 1099	1/10/07
18 VAC 60-20 (Forms)	Amended	23:7 VA.R. 1100	1/10/07
18 VAC 65-20-70	Amended	23:7 VA.R. 1102	1/10/07
18 VAC 65-20-130	Amended	23:7 VA.R. 1103	1/10/07
18 VAC 65-20-140	Amended	23:7 VA.R. 1103	1/10/07
18 VAC 65-20-154	Amended	23:7 VA.R. 1103	1/10/07
18 VAC 65-20 (Forms)	Amended	23:7 VA.R. 1103	1/10/07
18 VAC 70-20-30	Amended	22:26 VA.R. 4156	11/1/06
18 VAC 70-20-50	Amended	22:26 VA.R. 4156	11/1/06
18 VAC 70-20 (Forms)	Amended	22:26 VA.R. 4156	--
18 VAC 76-20-10	Amended	22:23 VA.R. 3402	8/23/06
18 VAC 76-20-20	Amended	22:23 VA.R. 3402	8/23/06
18 VAC 76-20-30	Amended	22:23 VA.R. 3402	8/23/06
18 VAC 76-20-50	Amended	22:23 VA.R. 3402	8/23/06
18 VAC 76-20-60	Amended	22:23 VA.R. 3402	8/23/06
18 VAC 76-20-70	Added	22:23 VA.R. 3403	8/23/06
18 VAC 85-20-22 emer	Amended	22:26 VA.R. 4187	9/1/06-8/31/07
18 VAC 85-20-122	Amended	22:26 VA.R. 4157	10/4/06
18 VAC 85-20-226 emer	Added	22:26 VA.R. 4188	9/1/06-8/31/07
18 VAC 85-20-330	Amended	22:25 VA.R. 3901	9/20/06
18 VAC 85-40-35 emer	Amended	22:26 VA.R. 4189	9/1/06-8/31/07
18 VAC 85-40-35	Amended	23:9 VA.R. 1429	2/7/07
18 VAC 85-40-65	Amended	23:9 VA.R. 1429	2/7/07
18 VAC 85-40-67 emer	Added	22:26 VA.R. 4190	9/1/06-8/31/07
18 VAC 85-50-35 emer	Amended	22:26 VA.R. 4190	9/1/06-8/31/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
18 VAC 85-50-35	Amended	23:9 VA.R. 1429	2/7/07
18 VAC 85-50-61 emer	Added	22:26 VA.R. 4191	9/1/06-8/31/07
18 VAC 85-80-26 emer	Amended	22:26 VA.R. 4191	9/1/06-8/31/07
18 VAC 85-80-26	Amended	23:9 VA.R. 1430	2/7/07
18 VAC 85-80-73 emer	Added	22:26 VA.R. 4191	9/1/06-8/31/07
18 VAC 85-80-80	Amended	23:9 VA.R. 1430	2/7/07
18 VAC 85-101-25 emer	Amended	22:26 VA.R. 4192	9/1/06-8/31/07
18 VAC 85-101-25	Amended	23:9 VA.R. 1430	2/7/07
18 VAC 85-101-153 emer	Added	22:26 VA.R. 4192	9/1/06-8/31/07
18 VAC 85-110-35 emer	Amended	22:26 VA.R. 4193	9/1/06-8/31/07
18 VAC 85-110-35	Amended	23:9 VA.R. 1431	2/7/07
18 VAC 85-110-161 emer	Added	22:26 VA.R. 4193	9/1/06-8/31/07
18 VAC 85-120-100	Amended	23:9 VA.R. 1431	2/7/07
18 VAC 85-120-150	Amended	23:9 VA.R. 1431	2/7/07
18 VAC 85-130-10 through 18 VAC 85-130-170	Added	23:10 VA.R. 1582-1586	2/21/07
18 VAC 90-25-15 through 18 VAC 90-25-80	Amended	23:3 VA.R. 487-492	11/14/06
18 VAC 90-25-71	Added	23:3 VA.R. 491	11/14/06
18 VAC 90-25-72	Added	23:3 VA.R. 491	11/14/06
18 VAC 90-25-81	Added	23:3 VA.R. 492	11/14/06
18 VAC 90-25-100 through 18 VAC 90-25-130	Amended	23:3 VA.R. 492-494	11/14/06
18 VAC 90-30-10 emer	Amended	22:26 VA.R. 4194	9/1/06-8/31/07
18 VAC 90-30-80	Amended	22:26 VA.R. 4177	11/18/06
18 VAC 90-30-120 emer	Amended	22:26 VA.R. 4195	9/1/06-8/31/07
18 VAC 90-30-121 emer	Added	22:26 VA.R. 4195	9/1/06-8/31/07
18 VAC 95-20-220	Amended	22:26 VA.R. 4157	10/4/06
18 VAC 95-20-221	Added	22:26 VA.R. 4158	10/4/06
18 VAC 95-20-310	Amended	22:26 VA.R. 4158	10/4/06
18 VAC 95-20-330	Amended	22:26 VA.R. 4158	10/4/06
18 VAC 95-20-340	Amended	22:26 VA.R. 4159	10/4/06
18 VAC 95-20-380	Amended	22:26 VA.R. 4159	10/4/06
18 VAC 95-20-390	Amended	22:26 VA.R. 4159	10/4/06
18 VAC 105-20-20	Amended	22:26 VA.R. 4159	10/4/06
18 VAC 110-20-20	Amended	22:15 VA.R. 2321	5/3/06
18 VAC 110-20-20	Erratum	22:16 VA.R. 2399	--
18 VAC 110-20-20	Amended	22:24 VA.R. 3726	9/6/06
18 VAC 110-20-20	Erratum	22:25 VA.R. 3935	--
18 VAC 110-20-20	Amended	23:4 VA.R. 635	11/29/06
18 VAC 110-20-70	Amended	22:24 VA.R. 3751	10/23/06
18 VAC 110-20-630	Amended	22:24 VA.R. 3728	9/6/06
18 VAC 110-20-640	Repealed	22:24 VA.R. 3728	9/6/06
18 VAC 110-20-660	Repealed	22:24 VA.R. 3728	9/6/06
18 VAC 110-20-670	Repealed	22:24 VA.R. 3728	9/6/06
18 VAC 110-20-720	Amended	23:4 VA.R. 634	11/29/06
18 VAC 110-30-15	Amended	23:4 VA.R. 637	11/29/06
18 VAC 110-50-10 through 18 VAC 110-50-150	Added	22:24 VA.R. 3729-3735	9/6/06
18 VAC 110-50-20	Amended	23:4 VA.R. 637	11/29/06
18 VAC 112-20-50	Amended	22:23 VA.R. 3404	8/23/06
18 VAC 112-20-65	Amended	22:23 VA.R. 3404	8/23/06
18 VAC 120-30-100	Amended	23:3 VA.R. 497	12/11/06
18 VAC 155-20-10	Amended	22:26 VA.R. 4160	11/1/06
18 VAC 155-20-110	Amended	22:26 VA.R. 4161	11/1/06

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
18 VAC 155-20-120	Amended	22:26 VA.R. 4161	11/1/06
18 VAC 155-20-160	Amended	22:26 VA.R. 4162	11/1/06
18 VAC 155-20-220	Amended	22:26 VA.R. 4163	11/1/06
18 VAC 155-20-280	Amended	22:26 VA.R. 4166	11/1/06
18 VAC 155-20 (Forms)	Amended	22:26 VA.R. 4166	--
18 VAC 160-20-10	Amended	23:1 VA.R. 136	12/1/06
18 VAC 160-20-74	Amended	23:1 VA.R. 137	12/1/06
18 VAC 160-20-76	Amended	22:26 VA.R. 4179	12/1/06
18 VAC 160-20-90	Amended	22:26 VA.R. 4180	12/1/06
18 VAC 160-20-95	Added	23:1 VA.R. 137	12/1/06
18 VAC 160-20-104	Amended	23:1 VA.R. 137	12/1/06
18 VAC 160-20-106	Amended	23:1 VA.R. 137	12/1/06
18 VAC 160-20-109	Amended	23:1 VA.R. 138	12/1/06
18 VAC 160-20-140	Amended	23:1 VA.R. 139	12/1/06
<b>Title 19. Public Safety</b>			
19 VAC 30-20-80	Amended	23:10 VA.R. 1587	3/1/07
<b>Title 20. Public Utilities and Telecommunications</b>			
20 VAC 5-315 (Form)	Amended	23:4 VA.R. 639	--
20 VAC 5-315-10	Amended	23:3 VA.R. 500	9/26/06
20 VAC 5-315-20	Amended	23:3 VA.R. 500	9/26/06
20 VAC 5-315-30	Amended	23:3 VA.R. 500	9/26/06
20 VAC 5-315-40	Amended	23:3 VA.R. 501	9/26/06
20 VAC 5-413-5	Added	23:3 VA.R. 504	12/1/06
20 VAC 5-413-10	Amended	23:3 VA.R. 504	12/1/06
20 VAC 5-413-20	Amended	23:3 VA.R. 505	12/1/06
20 VAC 5-413-25	Added	23:3 VA.R. 505	12/1/06
20 VAC 5-413-30	Amended	23:3 VA.R. 505	12/1/06
20 VAC 5-413-35	Added	23:3 VA.R. 506	12/1/06
20 VAC 5-413-40	Amended	23:3 VA.R. 506	12/1/06
20 VAC 5-413-50	Added	23:3 VA.R. 506	12/1/06
<b>Title 22. Social Services</b>			
22 VAC 15-10-40	Amended	23:10 VA.R. 1587	3/1/07
22 VAC 15-10-50	Amended	23:10 VA.R. 1587	3/1/07
22 VAC 40-35-10 emer	Amended	22:26 VA.R. 4196	9/1/06-8/31/07
22 VAC 40-35-80 emer	Amended	22:26 VA.R. 4198	9/1/06-8/31/07
22 VAC 40-35-90 emer	Amended	22:26 VA.R. 4198	9/1/06-8/31/07
22 VAC 40-35-100 emer	Amended	22:26 VA.R. 4199	9/1/06-8/31/07
22 VAC 40-71	Repealed	23:6 VA.R. 892	12/28/06
22 VAC 40-72-10 through 22 VAC 40-72-1160	Added	23:6 VA.R. 893-952	12/28/06
22 VAC 40-72-789	Erratum	22:26 VA.R. 4207	--
22 VAC 40-72-1060	Erratum	22:26 VA.R. 4207	--
22 VAC 40-80-60	Amended	23:6 VA.R. 952	12/28/06
22 VAC 40-80-120	Amended	23:6 VA.R. 952	12/28/06
22 VAC 40-80-340	Amended	23:6 VA.R. 953	12/28/06
22 VAC 40-80-345	Added	23:6 VA.R. 954	12/28/06
22 VAC 40-80-370	Amended	23:6 VA.R. 955	12/28/06
22 VAC 40-80-430	Amended	23:6 VA.R. 955	12/28/06
22 VAC 40-325-10	Amended	22:25 VA.R. 3901	10/1/06
22 VAC 40-325-20	Amended	22:25 VA.R. 3902	10/1/06
22 VAC 40-740-10	Amended	23:10 VA.R. 1588	3/1/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
22 VAC 40-740-15	Added	23:10 VA.R. 1591	3/1/07
22 VAC 40-740-20	Repealed	23:10 VA.R. 1592	3/1/07
22 VAC 40-740-21	Added	23:10 VA.R. 1592	3/1/07
22 VAC 40-740-30	Repealed	23:10 VA.R. 1593	3/1/07
22 VAC 40-740-31	Added	23:10 VA.R. 1593	3/1/07
22 VAC 40-740-40	Amended	23:10 VA.R. 1593	3/1/07
22 VAC 40-740-50	Amended	23:10 VA.R. 1594	3/1/07
22 VAC 40-740-60	Amended	23:10 VA.R. 1595	3/1/07
22 VAC 40-740-70	Added	23:10 VA.R. 1596	3/1/07
22 VAC 40-740-80	Added	23:10 VA.R. 1596	3/1/07
22 VAC 40-745-10 through 22 VAC 40-745-70	Amended	23:1 VA.R. 140-145	11/1/06
22 VAC 40-745-90	Amended	23:1 VA.R. 145	11/1/06
22 VAC 40-745-100	Amended	23:1 VA.R. 145	11/1/06
22 VAC 40-745-110	Amended	23:1 VA.R. 145	11/1/06
22 VAC 40-901-10	Amended	22:25 VA.R. 3903	10/1/06
22 VAC 40-901-40 through 22 VAC 40-901-90	Added	22:25 VA.R. 3903-3905	10/1/06
22 VAC 42-10-10 emer	Amended	23:9 VA.R. 1451	12/28/06-12/27/07
22 VAC 42-10-15 emer	Added	23:9 VA.R. 1455	12/28/06-12/27/07
22 VAC 42-10-30 emer	Amended	23:9 VA.R. 1456	12/28/06-12/27/07
22 VAC 42-10-32 emer	Added	23:9 VA.R. 1456	12/28/06-12/27/07
22 VAC 42-10-35 emer	Amended	23:9 VA.R. 1456	12/28/06-12/27/07
22 VAC 42-10-40 emer	Amended	23:9 VA.R. 1456	12/28/06-12/27/07
22 VAC 42-10-85 emer	Added	23:9 VA.R. 1457	12/28/06-12/27/07
22 VAC 42-10-180 emer	Amended	23:9 VA.R. 1458	12/28/06-12/27/07
22 VAC 42-10-200 through 22 VAC 42-10-230 emer	Amended	23:9 VA.R. 1458-1459	12/28/06-12/27/07
22 VAC 42-10-255 emer	Added	23:9 VA.R. 1459	12/28/06-12/27/07
22 VAC 42-10-260 emer	Amended	23:9 VA.R. 1459	12/28/06-12/27/07
22 VAC 42-10-270 emer	Amended	23:9 VA.R. 1459	12/28/06-12/27/07
22 VAC 42-10-330 emer	Amended	23:9 VA.R. 1460	12/28/06-12/27/07
22 VAC 42-10-530 emer	Amended	23:9 VA.R. 1460	12/28/06-12/27/07
22 VAC 42-10-570 emer	Amended	23:9 VA.R. 1460	12/28/06-12/27/07
22 VAC 42-10-580 emer	Amended	23:9 VA.R. 1461	12/28/06-12/27/07
22 VAC 42-10-600 emer	Amended	23:9 VA.R. 1461	12/28/06-12/27/07
22 VAC 42-10-690 through 22 VAC 42-10-720 emer	Amended	23:9 VA.R. 1461	12/28/06-12/27/07
22 VAC 42-10-740 emer	Amended	23:9 VA.R. 1463	12/28/06-12/27/07
22 VAC 42-10-750 emer	Amended	23:9 VA.R. 1464	12/28/06-12/27/07
22 VAC 42-10-780 emer	Amended	23:9 VA.R. 1464	12/28/06-12/27/07
22 VAC 42-10-790 emer	Amended	23:9 VA.R. 1465	12/28/06-12/27/07
22 VAC 42-10-800 emer	Amended	23:9 VA.R. 1465	12/28/06-12/27/07
22 VAC 42-10-820 emer	Amended	23:9 VA.R. 1466	12/28/06-12/27/07
22 VAC 42-10-850 emer	Amended	23:9 VA.R. 1466	12/28/06-12/27/07
22 VAC 42-10-870 emer	Amended	23:9 VA.R. 1466	12/28/06-12/27/07
22 VAC 42-10-880 emer	Amended	23:9 VA.R. 1467	12/28/06-12/27/07
22 VAC 42-10-970 emer	Amended	23:9 VA.R. 1467	12/28/06-12/27/07
22 VAC 42-10-980 emer	Repealed	23:9 VA.R. 1469	12/28/06-12/27/07
22 VAC 42-10-990 emer	Repealed	23:9 VA.R. 1469	12/28/06-12/27/07
22 VAC 42-10-1000 emer	Repealed	23:9 VA.R. 1469	12/28/06-12/27/07
<b>Title 23. Taxation</b>			
23 VAC 10-20-40	Repealed	23:8 VA.R. 1196	3/10/07
23 VAC 10-20-50	Repealed	23:8 VA.R. 1196	3/10/07
23 VAC 10-20-70	Repealed	23:8 VA.R. 1196	3/10/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
23 VAC 10-20-100	Repealed	23:8 VA.R. 1197	3/10/07
23 VAC 10-20-120	Repealed	23:8 VA.R. 1197	3/10/07
23 VAC 10-20-150	Repealed	23:8 VA.R. 1197	3/10/07
23 VAC 10-55-10	Repealed	23:8 VA.R. 1199	3/10/07
23 VAC 10-55-20	Repealed	23:8 VA.R. 1199	3/10/07
23 VAC 10-55-30	Repealed	23:8 VA.R. 1199	3/10/07
23 VAC 10-55-60 through 23 VAC 10-55-90	Repealed	23:8 VA.R. 1199	3/10/07
23 VAC 10-60-10	Repealed	23:8 VA.R. 1201	3/10/07
23 VAC 10-60-20	Repealed	23:8 VA.R. 1201	3/10/07
23 VAC 10-60-30	Repealed	23:8 VA.R. 1201	3/10/07
23 VAC 10-60-60 through 23 VAC 10-60-100	Repealed	23:8 VA.R. 1201	3/10/07
23 VAC 10-65-10	Repealed	23:8 VA.R. 1204	3/10/07
23 VAC 10-65-20	Repealed	23:8 VA.R. 1203	3/10/07
23 VAC 10-65-30	Repealed	23:8 VA.R. 1204	3/10/07
23 VAC 10-65-50 through 23 VAC 10-65-100	Repealed	23:8 VA.R. 1204-1205	3/10/07
23 VAC 10-70	Repealed	23:6 VA.R. 956	2/10/07
23 VAC 10-75-10	Repealed	23:8 VA.R. 1206	3/10/07
23 VAC 10-75-30 through 23 VAC 10-75-60	Repealed	23:6 VA.R. 958-959	2/10/07
23 VAC 10-110-10	Repealed	23:8 VA.R. 1208	3/10/07
23 VAC 10-110-50	Repealed	23:8 VA.R. 1208	3/10/07
23 VAC 10-110-100	Repealed	23:8 VA.R. 1209	3/10/07
23 VAC 10-110-120	Repealed	23:8 VA.R. 1209	3/10/07
23 VAC 10-110-140	Repealed	23:8 VA.R. 1209	3/10/07
23 VAC 10-110-150 through 23 VAC 10-110-167	Repealed	23:8 VA.R. 1212-1221	3/10/07
23 VAC 10-110-200	Repealed	23:8 VA.R. 1221	3/10/07
23 VAC 10-110-210	Repealed	23:8 VA.R. 1209	3/10/07
23 VAC 10-110-260	Repealed	23:8 VA.R. 1210	3/10/07
23 VAC 10-110-290	Repealed	23:8 VA.R. 1210	3/10/07
23 VAC 10-110-300	Repealed	23:8 VA.R. 1210	3/10/07
23 VAC 10-112-50 through 23 VAC 10-112-90	Repealed	23:6 VA.R. 960-961	2/10/07
23 VAC 10-115-30	Repealed	23:6 VA.R. 962	2/10/07
23 VAC 10-115-120	Repealed	23:6 VA.R. 962	2/10/07
23 VAC 10-115-130	Repealed	23:6 VA.R. 962	2/10/07
23 VAC 10-120-50 through 23 VAC 10-120-67	Repealed	23:8 VA.R. 1223-1232	3/10/07
23 VAC 10-120-85	Repealed	23:8 VA.R. 1238	3/10/07
23 VAC 10-120-87	Repealed	23:8 VA.R. 1239	3/10/07
23 VAC 10-120-290	Repealed	23:8 VA.R. 1232	3/10/07
23 VAC 10-120-340	Repealed	23:8 VA.R. 1239	3/10/07
23 VAC 10-120-360 through 23 VAC 10-120-364	Repealed	23:8 VA.R. 1233-1236	3/10/07
23 VAC 10-120-370	Repealed	23:8 VA.R. 1239	3/10/07
23 VAC 10-120-450	Repealed	23:8 VA.R. 1240	3/10/07
23 VAC 10-130	Repealed	23:8 VA.R. 1240	3/10/07
23 VAC 10-140-20	Repealed	23:6 VA.R. 963	2/10/07
23 VAC 10-140-30	Repealed	23:6 VA.R. 964	2/10/07
23 VAC 10-140-80	Repealed	23:6 VA.R. 964	2/10/07
23 VAC 10-140-90	Repealed	23:6 VA.R. 964	2/10/07
23 VAC 10-140-120	Repealed	23:6 VA.R. 964	2/10/07
23 VAC 10-140-140 through 23 VAC 10-140-180	Repealed	23:6 VA.R. 964-965	2/10/07
23 VAC 10-140-210	Repealed	23:6 VA.R. 965	2/10/07
23 VAC 10-140-220	Repealed	23:6 VA.R. 965	2/10/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
23 VAC 10-140-240 through 23 VAC 10-140-270	Repealed	23:6 VA.R. 965	2/10/07
23 VAC 10-210-60	Repealed	23:8 VA.R. 1243	3/10/07
23 VAC 10-210-110	Repealed	23:8 VA.R. 1243	3/10/07
23 VAC 10-210-150	Repealed	23:8 VA.R. 1243	3/10/07
23 VAC 10-210-180	Repealed	23:8 VA.R. 1243	3/10/07
23 VAC 10-210-200	Repealed	23:8 VA.R. 1243	3/10/07
23 VAC 10-210-210	Repealed	23:8 VA.R. 1243	3/10/07
23 VAC 10-210-240	Repealed	23:8 VA.R. 1243	3/10/07
23 VAC 10-210-260	Repealed	23:8 VA.R. 1243	3/10/07
23 VAC 10-210-270	Repealed	23:8 VA.R. 1244	3/10/07
23 VAC 10-210-300	Repealed	23:8 VA.R. 1244	3/10/07
23 VAC 10-210-330	Repealed	23:8 VA.R. 1244	3/10/07
23 VAC 10-210-370	Repealed	23:8 VA.R. 1251	3/10/07
23 VAC 10-210-460	Repealed	23:8 VA.R. 1244	3/10/07
23 VAC 10-210-510	Repealed	23:8 VA.R. 1245	3/10/07
23 VAC 10-210-520	Repealed	23:8 VA.R. 1245	3/10/07
23 VAC 10-210-540	Repealed	23:8 VA.R. 1245	3/10/07
23 VAC 10-210-640	Repealed	23:8 VA.R. 1245	3/10/07
23 VAC 10-210-710	Repealed	23:8 VA.R. 1245	3/10/07
23 VAC 10-210-740	Repealed	23:8 VA.R. 1245	3/10/07
23 VAC 10-210-890	Repealed	23:8 VA.R. 1246	3/10/07
23 VAC 10-210-950	Repealed	23:8 VA.R. 1246	3/10/07
23 VAC 10-210-1000	Repealed	23:8 VA.R. 1246	3/10/07
23 VAC 10-210-1010	Repealed	23:8 VA.R. 1246	3/10/07
23 VAC 10-210-1040	Repealed	23:8 VA.R. 1246	3/10/07
23 VAC 10-210-1050	Repealed	23:8 VA.R. 1246	3/10/07
23 VAC 10-210-2000	Repealed	23:8 VA.R. 1246	3/10/07
23 VAC 10-210-2010	Repealed	23:8 VA.R. 1246	3/10/07
23 VAC 10-210-2030	Repealed	23:8 VA.R. 1247	3/10/07
23 VAC 10-210-2034	Repealed	23:8 VA.R. 1247	3/10/07
23 VAC 10-210-2040	Repealed	23:8 VA.R. 1248	3/10/07
23 VAC 10-210-3020	Repealed	23:8 VA.R. 1253	3/10/07
23 VAC 10-210-4000	Repealed	23:8 VA.R. 1248	3/10/07
23 VAC 10-210-4030	Repealed	23:8 VA.R. 1248	3/10/07
23 VAC 10-210-4060	Repealed	23:8 VA.R. 1248	3/10/07
23 VAC 10-210-4080 through 23 VAC 10-210-5050	Repealed	23:8 VA.R. 1248-1249	3/10/07
23 VAC 10-210-5080	Repealed	23:8 VA.R. 1249	3/10/07
23 VAC 10-210-5090 through 23 VAC 10-210-5094	Repealed	23:8 VA.R. 1255-1257	3/10/07
23 VAC 10-220-80 and 23 VAC 10-220-90	Repealed	23:6 VA.R. 967	2/10/07
23 VAC 10-230-10	Repealed	23:8 VA.R. 1258	3/10/07
23 VAC 10-230-60	Repealed	23:8 VA.R. 1258	3/10/07
23 VAC 10-230-70	Repealed	23:8 VA.R. 1259	3/10/07
23 VAC 10-230-100	Repealed	23:8 VA.R. 1259	3/10/07
23 VAC 10-230-130	Repealed	23:8 VA.R. 1260	3/10/07
23 VAC 10-230-50	Repealed	23:6 VA.R. 968	2/10/07
23 VAC 10-250	Repealed	23:8 VA.R. 1260	3/10/07
23 VAC 10-300-10	Repealed	23:8 VA.R. 1262	3/10/07
23 VAC 10-300-40	Repealed	23:8 VA.R. 1263	3/10/07
23 VAC 10-300-60	Repealed	23:8 VA.R. 1263	3/10/07
23 VAC 10-300-70	Repealed	23:8 VA.R. 1263	3/10/07
23 VAC 10-310-10	Repealed	23:6 VA.R. 970	2/10/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
23 VAC 10-310-40	Repealed	23:6 VA.R. 970	2/10/07
23 VAC 10-330-1 through 23 VAC 10-330-10	Repealed	23:8 VA.R. 1264-1265	3/10/07
23 VAC 10-330-40 through 23 VAC 10-330-130	Repealed	23:8 VA.R. 1265-1267	3/10/07
23 VAC 10-340-10	Repealed	23:8 VA.R. 1268	3/10/07
23 VAC 10-340-50 through 23 VAC 10-340-190	Repealed	23:8 VA.R. 1268-1271	3/10/07
23 VAC 10-350-10 through 23 VAC 10-350-40	Repealed	23:8 VA.R. 1272-1273	3/10/07
23 VAC 10-350-50	Repealed	23:6 VA.R. 971	2/10/07
23 VAC 10-350-60	Repealed	23:6 VA.R. 973	2/10/07
23 VAC 10-350-70	Repealed	23:8 VA.R. 1273	3/10/07
23 VAC 10-350-80	Repealed	23:8 VA.R. 1273	3/10/07
23 VAC 10-350-90	Repealed	23:6 VA.R. 974	2/10/07
23 VAC 10-350-100	Repealed	23:6 VA.R. 974	2/10/07
23 VAC 10-350-110 through 23 VAC 10-350-190	Repealed	23:8 VA.R. 1273-1275	3/10/07
23 VAC 10-360	Repealed	23:6 VA.R. 975	2/10/07
23 VAC 10-370-10	Repealed	23:8 VA.R. 1277	3/10/07
23 VAC 10-370-30	Repealed	23:8 VA.R. 1277	3/10/07
23 VAC 10-370-50	Repealed	23:6 VA.R. 977	2/10/07
23 VAC 10-370-60	Repealed	23:6 VA.R. 977	2/10/07
23 VAC 10-370-130	Repealed	23:8 VA.R. 1277	3/10/07
23 VAC 10-370-140	Repealed	23:8 VA.R. 1277	3/10/07
23 VAC 10-370-150	Repealed	23:6 VA.R. 977	2/10/07
23 VAC 10-370-160	Repealed	23:8 VA.R. 1278	3/10/07
23 VAC 10-370-170	Repealed	23:8 VA.R. 1278	3/10/07
23 VAC 10-370-190 through 23 VAC 10-370-230	Repealed	23:8 VA.R. 1278-1279	3/10/07
23 VAC 10-380	Repealed	23:8 VA.R. 1279	3/10/07
23 VAC 10-390-10	Repealed	23:6 VA.R. 979	2/10/07
23 VAC 10-390-30	Repealed	23:6 VA.R. 979	2/10/07
23 VAC 10-390-50	Repealed	23:6 VA.R. 979	2/10/07
<b>Title 24. Transportation and Motor Vehicles</b>			
24 VAC 30-271-10	Amended	23:2 VA.R. 259	11/1/06
24 VAC 30-271-20	Amended	23:2 VA.R. 259	11/1/06
24 VAC 30-280-10	Repealed	23:8 VA.R. 1281	12/1/06
24 VAC 30-280-20 through 24 VAC 30-280-70	Amended	23:8 VA.R. 1281-1287	12/1/06
24 VAC 30-280-25	Added	23:8 VA.R. 1282	12/1/06
24 VAC 30-280-65	Added	23:8 VA.R. 1287	12/1/06
24 VAC 30-550	Repealed	22:24 VA.R. 3736	9/6/06
24 VAC 30-551-10 through 24 VAC 30-551-100	Added	22:24 VA.R. 3736-3744	9/6/06
24 VAC 30-600	Repealed	22:24 VA.R. 3736	9/6/06

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# PETITIONS FOR RULEMAKING

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## TITLE 9. ENVIRONMENT

### STATE WATER CONTROL BOARD

#### Agency Decision

Title of Regulation: 9 VAC 25-720. Water Quality Management Planning Regulation.

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

Name of Petitioner: Edward J. O'Brien, President, Boston Water & Sewer Company.

Nature of Petitioner's Request: The petitioner requests the board to amend the Water Quality Management Planning Regulation, 9 VAC 25-720-70 C, to include total nitrogen and total phosphorus allocations for the Boston Water & Sewer Company's proposed wastewater facility (VPDES Permit No. 0088749). The permit, first issued in 1995 (reissued in 2000 and 2005), contains flow tiers of 0.075, 0.15, 0.25 and 0.45 million gallons per day (MGD). The plant will be initially constructed for 0.25 MGD capacity, scheduled to commence operating in the third quarter of 2008. The new facility will replace an existing 0.015 MGD plant (VPDES Permit No. 65358).

Agency Decision: Request denied.

Statement of Reasons for Decision: The board denied the petition based on the following factors:

1. The Boston W&S facility was a nonsignificant discharger during the rulemaking for nutrient discharge control regulations. Therefore, it was not assigned nutrient waste load allocations.
2. The proposed facility expansion to 0.45 MGD is still below the threshold for a significant discharger and remains ineligible for assignment of nutrient waste load allocations.
3. As a result, the facility is considered an expanding nonsignificant discharge and per Virginia Code § 62.1-44.19:15 A 2, Boston W&S must:

- acquire waste load allocations sufficient to offset any increase in the delivered nutrient loads resulting from the expansion beyond the permitted capacity as of July 1, 2005;

- at a minimum, install biological nutrient removal technology at the time of the expansion.

Agency Contact: John M. Kennedy, Department of Environmental Quality, Chesapeake Bay Program Manager, P.O. Box 10009, Richmond, VA 23240-0009, telephone (804) 698-4312, FAX (804) 698-4116, or email [jmkennedy@deq.virginia.gov](mailto:jmkennedy@deq.virginia.gov).

VA.R. Doc. No. R06-342; Filed January 8, 2007, 11:10 a.m.

#### Initial Agency Notice

Title of Regulation: 9 VAC 25-720. Water Quality Management Planning Regulation.

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

Name of Petitioner: Stephen E. Tarnowski, Assistant Counsel, Merck-Safety & Environmental Law.

Nature of Petitioner's Request: The petitioner requests the board to amend the Water Quality Management Planning Regulation, 9 VAC 25-720-50 C to increase Merck's total nitrogen allocation from 14,619 lbs/yr to 43,835 lbs/yr, and total phosphorus allocation from 1,096 lbs/yr to 4,384 lbs/yr. The request is based on scientific and engineering studies conducted to determine technically feasible and equitable nutrient removal treatment of Merck's process wastewater. It is Merck's understanding that this approach is consistent with the state's implementation strategy for nutrient discharge control in the Chesapeake Bay watershed that required comparable levels of effort from all affected dischargers and that industrial dischargers would be considered on a case-by-case basis.

Agency's Plan for Disposition of Request: Public-notice receipt of the petition and provide for a 21-day public comment period. Upon close of the public comment period, review any comments received and then make a decision to either initiate a rulemaking or place the petition on the board's next meeting agenda for their consideration.

Comments may be submitted until February 26, 2007.

Agency Contact: John M. Kennedy, Department of Environmental Quality, Chesapeake Bay Program Manager, P.O. Box 10009, Richmond, VA 23240-0009, telephone (804) 698-4312, FAX (804) 698-4116, or email [jmkennedy@deq.virginia.gov](mailto:jmkennedy@deq.virginia.gov).

VA.R. Doc. No. R07-128; Filed January 17, 2007, 10:28 a.m.

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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 and of the Code of Virginia.

Name of Petitioner: Matthew C. Pauls.



Nature of Petitioner's Request: The petitioner requests the board consider creating an exception to the board's current education requirements to sit for the uniform CPA exam, and to obtain a license to practice public accountancy in Virginia. The exception would be for those individuals who study the subject on their own (i.e., individuals would be able to "read for the CPA license" just as individuals are able to "read for the bar").

Agency Decision: Request denied.

Statement of Reasons for Decision: It is well established and accepted that formal education in accounting and related subjects provides valuable knowledge, skills, and abilities for the practice of public accounting that are not provided consistently by on-the-job experience. All states require formal education to be licensed as a certified public accountant (CPA), and formal education has been consistently included in the Uniform Accountancy Act (UAA) promulgated by the National Association of State Boards of Accountancy (NASBA). Also, because all other states require formal education, Virginia CPAs without formal education would not be able to practice in other states under substantial equivalency provisions in state statutes. 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 email [boa@boa.virginia.gov](mailto:boa@boa.virginia.gov).

VA.R. Doc. No. R07-11; Filed January 17, 2007, 8:11 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 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 purpose of the proposed action is to 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.

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

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

Public comments may be submitted until 5 p.m. on February 23, 2007.

**Contact:** Dr. Margaret N. Roberts, Executive Assistant to the Board of Education, 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, or email [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov).

VA.R. Doc. No. R07-94; Filed January 3, 2007, 11:20 a.m.

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Education intends to consider amending regulations entitled **8 VAC 20-80, Regulations Governing Special Education Programs for Children with Disabilities in Virginia**. The purpose of the proposed action is to ensure compliance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and with its federal implementing regulations at 34 CFR Part 300, effective October 13, 2006. Alignment with these federal requirements is required to ensure Virginia's continued eligibility for federal special education funding, which will total \$268.7 million in 2006-2007. The revision process will incorporate requirements of the Code of Virginia and other regulations that apply to the provision of special education in Virginia and strive to clarify areas of ambiguity in the previous regulations.

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

Statutory Authority: §§ 22.1-16 and 22.1-214 of the Code of Virginia; 20 USC § 1400 et seq. and 34 CFR Part 300.

Public comments may be submitted until 5 p.m. on February 23, 2007.

**Contact:** Melissa Smith, Coordinator of Administrative Services, Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 371-0524 or email [melissa.smith@doe.virginia.gov](mailto:melissa.smith@doe.virginia.gov).

VA.R. Doc. No. R07-95; Filed January 3, 2007, 11:19 a.m.

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## TITLE 12. HEALTH

### STATE BOARD OF HEALTH

#### † Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Health intends to consider amending regulations entitled **12 VAC 5-90, Regulations for Disease Reporting and Control**. The purpose of the proposed action is to identify the process acute care hospitals shall use in reporting certain healthcare associated infections to the Virginia Department of Health.

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

Statutory Authority: §§ 32.1-12 and 32.1-35.1 of the Code of Virginia.

Public comments may be submitted until March 7, 2007.

**Contact:** Mary Beth White-Comstock, Nurse Epidemiologist, Division of Surveillance and Investigation, Department of Health, P.O. Box 2448, Suite 516E, Richmond, VA 23218, telephone (804) 864-8141, FAX (804) 864-8129 or email [mb.white-comstock@vdh.virginia.gov](mailto:mb.white-comstock@vdh.virginia.gov).

VA.R. Doc. No. R07-116; Filed January 16, 2007, 12:36 p.m.

#### † Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Health intends to consider amending regulations entitled **12 VAC 5-490, Virginia Radiation Protection Regulations: Fee Schedule**. The purpose of the proposed action is to amend existing regulations to include additional types of X-ray machines in the inspection fee schedule, increase the registration fees for X-ray machines and adopt new fees for licensing and inspecting radioactive materials facilities.

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# Notices of Intended Regulatory Action

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

Statutory Authority: § 32.1-229.1 of the Code of Virginia.

Public comments may be submitted until March 7, 2007.

**Contact:** Leslie P. Foldesi, Director, Radiological Health, Department of Health, 109 Governor St., Room 732, Richmond, VA 23219, telephone (804) 864-8151, FAX (804) 864-8155, toll-free (800) 468-0138 or email les.foldesi@vdh.virginia.gov.

VA.R. Doc. No. R07-114; Filed January 16, 2007, 9:46 a.m.

## Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Health intends to consider amending regulations entitled **12 VAC 5-585, Biosolids Use Regulations**. The purpose of the proposed action is to address recommendations on site access control as contained in the 2005 Joint Legislative Audit and Review Commission Report (House Document No. 89), entitled Review of Land Application of Biosolids in Virginia. The amendment is designed to provide site access control by clarifying the description of high and low potential for public access and revising the requirements contained in the farmer/land owner agreements. Permit applicants provide copies of these agreements to VDH when requesting a permit authorizing land application of biosolids on the sites listed in the signed agreements. VDH will request that the regulations advisory committee (BURAC) provide recommendations that will be used to develop a draft amendment.

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

Statutory Authority: § 32.1-164.5 of the Code of Virginia.

Public comments may be submitted until February 8, 2007.

**Contact:** C.M. Sawyer, Director, Division of Wastewater Engineering, Department of Health, 109 Governor St., 5th Floor, Richmond, VA 23219, telephone (804) 864-7463, FAX (804) 864-7475 or email cal.sawyer@vdh.virginia.gov.

VA.R. Doc. No. R07-86; Filed December 19, 2006, 11:15 a.m.

## 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 35-105, Rules and Regulations for the Licensing of Providers of Mental Health, Mental Retardation and Substance Abuse Services**. The purpose of the proposed action is add

provisions for issuing an order of summary suspension of the license.

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

Statutory Authority: § 37.2-203 of the Code of Virginia and Chapter 168 of the 2006 Acts of Assembly.

Public comments may be submitted until 5 p.m. on February 21, 2007.

**Contact:** Leslie Anderson, Director, Office of Licensing, Department of Mental Health, Mental Retardation and Substance Abuse Services, 1220 Bank St., P.O. Box 1797, Richmond, VA 23218, telephone (804) 371-6885, FAX (804) 692-0066 or email leslie.anderson@co.dmhmsras.virginia.gov.

VA.R. Doc. No. R07-93; Filed January 3, 2007, 10:31 a.m.

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## TITLE 13. HOUSING

### BOARD OF HOUSING AND COMMUNITY DEVELOPMENT

#### † Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Housing and Community Development intends to consider amending regulations entitled **13 VAC 5-21, Virginia Certification Standards**. The purpose of the proposed action is to update the regulation to incorporate the latest editions of nationally recognized model building codes and standards produced by the International Code Council (ICC).

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

Statutory Authority: § 36-137 of the Code of Virginia.

Public comments may be submitted until March 7, 2007.

**Contact:** Steve Calhoun, Regulatory Coordinator, Department of Housing and Community Development, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7015, FAX (804) 371-7090 or email steve.calhoun@dhcd.virginia.gov.

VA.R. Doc. No. R07-122; Filed January 17, 2007, 10 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 Housing and Community Development intends to consider amending regulations entitled **13 VAC 5-31, Virginia Amusement Device Regulations**. The purpose of the proposed action is to update

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# Notices of Intended Regulatory Action

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the regulation to incorporate the latest editions of nationally recognized model building codes and standards produced by the International Code Council (ICC).

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

Statutory Authority: § 36-98.3 of the Code of Virginia.

Public comments may be submitted until March 7, 2007.

**Contact:** Steve Calhoun, Regulatory Coordinator, Department of Housing and Community Development, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7015, FAX (804) 371-7090 or email [steve.calhoun@dhcd.virginia.gov](mailto:steve.calhoun@dhcd.virginia.gov).

VA.R. Doc. No. R07-123; Filed January 17, 2007, 10:01 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 Housing and Community Development intends to consider amending regulations entitled **13 VAC 5-51, Virginia Statewide Fire Prevention Code**. The purpose of the proposed action is to update the regulation to incorporate the latest edition of the applicable nationally recognized model fire code. Since the national code is so comprehensive in its scope, the agency will accept comment on all provisions of the regulations to ensure its compatibility with the model code.

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

Statutory Authority: § 27-97 of the Code of Virginia.

Public comments may be submitted until March 7, 2007.

**Contact:** Steve Calhoun, Regulatory Coordinator, Department of Housing and Community Development, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7015, FAX (804) 371-7090 or email [steve.calhoun@dhcd.virginia.gov](mailto:steve.calhoun@dhcd.virginia.gov).

VA.R. Doc. No. R07-124; Filed January 17, 2007, 10:01 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 Housing and Community Development intends to consider amending regulations entitled **13 VAC 5-63, Virginia Statewide Building Code**. The purpose of the proposed action is to update the regulation to incorporate the latest editions of nationally recognized model building codes and standards produced by the International Code Council (ICC).

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

Statutory Authority: § 36-98 of the Code of Virginia.

Public comments may be submitted until March 7, 2007.

**Contact:** Steve Calhoun, Regulatory Coordinator, Department of Housing and Community Development, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7015, FAX (804) 371-7090 or email [steve.calhoun@dhcd.virginia.gov](mailto:steve.calhoun@dhcd.virginia.gov).

VA.R. Doc. No. R07-125; Filed January 17, 2007, 10:01 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 Housing and Community Development intends to consider amending regulations entitled **13 VAC 5-91, Virginia Industrialized Building Safety Regulations**. The purpose of the proposed action is to update the regulation to incorporate the latest edition of the nationally recognized model building codes and standards. Since the national codes are so comprehensive in scope, the agency will accept comment on all provisions of the regulations to ensure compatibility with the model code.

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

Statutory Authority: § 36-73 of the Code of Virginia.

Public comments may be submitted until March 7, 2007.

**Contact:** Steve Calhoun, Regulatory Coordinator, Department of Housing and Community Development, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7015, FAX (804) 371-7090 or email [steve.calhoun@dhcd.virginia.gov](mailto:steve.calhoun@dhcd.virginia.gov).

VA.R. Doc. No. R07-126; Filed January 17, 2007, 10:01 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 Housing and Community Development intends to consider amending regulations entitled **13 VAC 5-95, Virginia Manufactured Home Safety Regulations**. The purpose of the proposed action is to update the regulation to incorporate the latest editions of nationally recognized model building codes and standards produced by the International Code Council (ICC).

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

Statutory Authority: § 36-85.7 of the Code of Virginia.

Public comments may be submitted until March 7, 2007.

**Contact:** Steve Calhoun, Regulatory Coordinator, Department of Housing and Community Development, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7015, FAX (804) 371-7090 or email [steve.calhoun@dhcd.virginia.gov](mailto:steve.calhoun@dhcd.virginia.gov).

VA.R. Doc. No. R07-127; Filed January 17, 2007, 10:01 a.m.

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## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### BOARD OF COUNSELING

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Counseling intends to consider amending regulations entitled **18 VAC 115-10, Public Participation Guidelines**. The purpose of the proposed action is to clarify and update the board's public participation guidelines.

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

Statutory Authority: §§ 2.2-4007 and 54.2400 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 21, 2007.

**Contact:** Evelyn B. Brown, Executive Director, Board of Counseling, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9133, FAX (804) 662-9943 or email [evelyn.brown@dhp.virginia.gov](mailto:evelyn.brown@dhp.virginia.gov).

VA.R. Doc. No. R07-99; Filed January 3, 2007, 10:45 a.m.

### BOARD OF HEALTH PROFESSIONS

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Health Professions intends to consider amending regulations entitled **18 VAC 75-10, Public Participation Guidelines**. The purpose of the proposed action is to clarify and update the regulation on public participation in the regulatory process.

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

Statutory Authority: §§ 2.2-4007 and 54.1-2400 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 21, 2007.

**Contact:** Elizabeth A. Carter, Ph.D., Executive Director, Board of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9910, FAX (804) 662-9943 or email [elizabeth.carter@dhp.virginia.gov](mailto:elizabeth.carter@dhp.virginia.gov).

VA.R. Doc. No. R07-96; Filed January 3, 2007, 10:45 a.m.

### BOARD OF LONG-TERM CARE ADMINISTRATORS

#### Notice of Intended Regulatory Action

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 consider amending regulations entitled **18 VAC 95-10, Public Participation Guidelines**. The purpose of the proposed action is to clarify and update the regulation on public participation in rulemaking.

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

Statutory Authority: §§ 2.2-4007 and 54.1-2400 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 21, 2007.

**Contact:** Lisa Hahn, Executive Director, Board of Long-Term Care Administrators, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, FAX (804) 662-9943 or email [lisa.hahn@dhp.virginia.gov](mailto:lisa.hahn@dhp.virginia.gov).

VA.R. Doc. No. R07-97; Filed January 3, 2007, 10:46 a.m.

### 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 85-10, Public Participation Guidelines**. The purpose of the proposed action is to clarify and update regulations as recommended by periodic review.

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

Statutory Authority: §§ 2.2-4007 and 54.1-2400 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on March 7, 2007.

**Contact:** William L. 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 email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

VA.R. Doc. No. R07-117; Filed January 16, 2007, 12:49 p.m.

### BOARD OF NURSING

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Nursing intends to consider amending regulations entitled **18 VAC 90-10,**

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# Notices of Intended Regulatory Action

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**Public Participation Guidelines.** The purpose of the proposed action is to clarify and update the regulation on public participation in the regulatory process.

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

Statutory Authority: §§ 2.2-4007 and 54.1-2400 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 21, 2007.

**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) 662-9943, (804) 662-7197/TTY ☎, or email jay.douglas@dhp.virginia.gov.

VA.R. Doc. No. R07-98; Filed January 3, 2007, 10:45 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 Nursing intends to consider amending regulations entitled **18 VAC 90-40, Regulations for Prescriptive Authority for Nurse Practitioners.** The purpose of the proposed action is to establish standards for the management of chronic pain, consistent with proposed standards for medicine.

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

Statutory Authority: §§ 54.1-2400 and 54.1-2957.01 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on March 7, 2007.

**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) 662-9943, or email jay.douglas@dhp.virginia.gov.

VA.R. Doc. No. R07-118; Filed January 3, 2007, 12:49 p.m.

## BOARDS OF NURSING AND MEDICINE

### † Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Boards of Nursing and Medicine intend to consider amending regulations entitled **18 VAC 90-30, Regulations Governing the Licensure of Nurse Practitioners.** The purpose of the proposed action is to enact changes relating to inactive licensure for registered nurses.

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

Statutory Authority: §§ 54.1-2400 and 54.1-2957.01 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on March 7, 2007.

**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) 662-9943, or email jay.douglas@dhp.virginia.gov.

VA.R. Doc. No. R07-129; Filed January 17, 2007, 12:12 p.m.

## BOARD OF PHARMACY

### † Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Pharmacy intends to consider amending regulations entitled **18 VAC 110-10, Public Participation Guidelines.** The purpose of the proposed action is to clarify and update the board's public participation guidelines pursuant to a periodic review.

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

Statutory Authority: §§ 2.2-4007 and 54.1-2400 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on March 7, 2007.

**Contact:** Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9911, FAX (804) 662-9313 or email elizabeth.russell@dhp.virginia.gov.

VA.R. Doc. No. R07-119; Filed January 16, 2007, 12:49 p.m.

## BOARD OF SOCIAL WORK

### † Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Social Work intends to consider amending regulations entitled **18 VAC 140-20, Regulations Governing the Practice of Social Work.** The purpose of the proposed action is to consolidate two previous notices of intended regulatory action on practice standards and the examination requirement with a change to allow group supervision in post-graduate training.

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 5 p.m. on March 7, 2007.

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# Notices of Intended Regulatory Action

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**Contact:** Evelyn B. Brown, Executive Director, Board of Social Work, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9914, FAX (804) 662-9943 or email [evelyn.brown@dhp.virginia.gov](mailto:evelyn.brown@dhp.virginia.gov).

VA.R. Doc. No. R07-120; Filed January 16, 2007, 12:49 p.m.

## † Withdrawal of Notices of Intended Regulatory Action

Notice is hereby given that the Board of Social Work has WITHDRAWN the two Notices of Intended Regulatory Action for **18 VAC 140-20, Regulations Governing the Practice of Social Work**, which were published in 21:25 VA.R. 3450 August 22, 2005. The issues relating to the need for clarity and consistency with other behavioral science regulations and the ability of persons to take the examination for licensure as a social worker have been incorporated in a new Notice of Intended Regulatory Action published in this issue of the Virginia Register of Regulations.

**Contact:** Evelyn B. Brown, Executive Director, Board of Social Work, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9914, FAX (804) 662-9943 or email [evelyn.brown@dhp.virginia.gov](mailto:evelyn.brown@dhp.virginia.gov).

VA.R. Doc. Nos. R05-262 and R05-263; Filed January 18, 2007, 3:33 p.m.

## BOARD OF VETERINARY 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 Veterinary Medicine intends to consider amending regulations entitled **18 VAC 150-10, Public Participation Guidelines**. The purpose of the proposed action is to clarify and update the board's public participation guidelines.

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

Statutory Authority: §§ 2.2-4007 and 54.1-2400 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 21, 2007.

**Contact:** Elizabeth A. Carter, Ph.D., Executive Director, Board of Veterinary Medicine, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9910, FAX (804) 662-9943 or email [elizabeth.carter@dhp.virginia.gov](mailto:elizabeth.carter@dhp.virginia.gov).

VA.R. Doc. No. R07-100; Filed January 3, 2007, 10:45 a.m.



## TITLE 23. TAXATION

### DEPARTMENT OF TAXATION

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to consider amending regulations entitled **23 VAC 10-210, Retail Sales and Use Tax**. The purpose of the proposed action is to provide clarification concerning charges for running an advertisement through electronic media such as the Internet and mass communication electronic databases.

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

Statutory Authority: § 58.1-203 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 22, 2007.

**Contact:** Mark Haskins, Director, Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355, or email [mark.haskins@tax.virginia.gov](mailto:mark.haskins@tax.virginia.gov).

VA.R. Doc. No. R07-102; Filed January 3, 2007, 10:21 a.m.

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to consider amending regulations entitled **23 VAC 10-210, Retail Sales and Use Tax**. The purpose of the proposed action is to provide clarification concerning the taxability of an advertising business's resale of tangible personal property in connection with a nonadvertising campaign.

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

Statutory Authority: § 58.1-203 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 22, 2007.

**Contact:** Mark Haskins, Director, Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355, or email [mark.haskins@tax.virginia.gov](mailto:mark.haskins@tax.virginia.gov).

VA.R. Doc. No. R07-104; Filed January 3, 2007, 10:21 a.m.

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to consider amending regulations entitled **23 VAC 10-210, Retail Sales and Use Tax**. The purpose of the proposed

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## Notices of Intended Regulatory Action

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action is to add definitions, address laser and traditional printers, and identify taxable and exempt sales and services.

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

Statutory Authority: § 58.1-203 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 22, 2007.

**Contact:** Mark Haskins, Director, Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355, or email mark.haskins@tax.virginia.gov.

VA.R. Doc. No. R07-101; Filed January 3, 2007, 10:21 a.m.

### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to consider amending regulations entitled **23 VAC 10-210, Retail Sales and Use Tax**. The purpose of the proposed action is to provide clarification on the taxability of certain purchases made for the purpose of in-house advertising.

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

Statutory Authority: § 58.1-203 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on February 22, 2007.

**Contact:** Mark Haskins, Director, Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355, or email mark.haskins@tax.virginia.gov.

VA.R. Doc. No. R07-103; Filed January 3, 2007, 10:21 a.m.





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# REGULATIONS

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

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## Symbol Key

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

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## TITLE 4. CONSERVATION AND NATURAL RESOURCES

### MARINE RESOURCES COMMISSION

**REGISTRAR'S NOTICE:** The following regulations filed by the Marine Resources Commission is exempt from the Administrative Process Act in accordance with § 2.2-4006 A 12 of the Code of Virginia; however, the commission is required to publish the full text of final regulations.

#### Final Regulation

**Title of Regulation:** 4 VAC 20-200. Pertaining to the Requirements for Reporting Oyster Transactions and Payment of Taxes (amending 4 VAC 20-200-10, 4 VAC 20-200-20, 4 VAC 20-200-30 and 4 VAC 20-200-40).

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

**Effective Date:** February 1, 2007.

**Agency Contact:** Brandy L. Battle, Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002 or email brandy.battle@mrc.virginia.gov.

#### Summary:

*The amendments (i) change the numbering of the commissioner's oyster tax forms and require completion of the entire tax form by any person or company receiving oysters from the harvester, (ii) require harvests from aquaculture operations to be reported, (iii) outline the distribution of the oyster tax form, and (iv) require all reports, forms and oyster taxes to be submitted to the Marine Resources Commission by the 5th day of each month.*

#### 4 VAC 20-200-10. Purpose.

The purpose of this chapter is to set forth the reporting requirements and procedures that comply with § 28.2-538 of the Code of Virginia, and ~~which that~~ also permits permit the collection of taxes on oysters as set forth in §§ 28.2-539, 28.2-540, and 28.2-541 of the Code of Virginia. ~~Interested persons should note that the inspection tax set forth in § 28.2-539 is not imposed during the period July 1, 1994, until July 1, 1996, and the forms used to report those transactions upon which the inspection tax would ordinarily be imposed will not be used for the purpose of collecting the inspection tax during that period. However, the forms used to report those~~

~~transactions upon which the inspection tax would ordinarily be imposed are still required by § 28.2-538 of the Code of Virginia. The information on these forms reported is a valuable for management tool, providing statistical information for purposes of protecting and preserving the public oyster resource.~~

#### 4 VAC 20-200-20. Definitions.

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

"Public ground" means all ground defined in ~~§ 28.2-551 of~~ the Code of Virginia, all ground set aside as public oyster ground by court order, and all ground set aside as public oyster ground by order of the Marine Resources Commission.

"Unassigned ground" means all ground other than public oyster ground as defined by this chapter and ~~which that~~ has not been set aside or assigned by lease, permit, or easement by the Marine Resources Commission.

"Private ground" means all ground leased by the Marine Resources Commission pursuant to Chapter 6 (§ 28.2-600 et seq.) of Title 28.2 of the Code of Virginia.

#### 4 VAC 20-200-30. Reports required.

A. Any person or company purchasing or otherwise receiving oysters from a harvester, whether taken from public, unassigned, or private ground, shall complete a MRC Form ~~53~~ 453 for each such transaction. All applicable information requested on the form shall be completed.

~~B. Any person reselling shell stock oysters, when the repurchaser shall be liable for any tax on said oysters, shall complete a MRC Form 55 for each such transaction. The original purchaser shall retain two copies of each Form 55 and shall submit one of those copies to the Marine Resources Commission with the Oyster Tax Report; the repurchaser of oysters shall receive two copies of the MRC Form 55, one copy of which shall be submitted to the Marine Resources Commission with an Oyster Tax Report and all applicable taxes.~~

~~C. B.~~ Any person who shall be a harvester of oysters, whether taken from public, unassigned ~~or~~ private ground, or aquaculture operations, who shall shuck, pack, ship, or otherwise direct market said oysters shall complete a MRC Form ~~53~~ 453 for each day's harvest. All applicable information requested on the form shall be completed.

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# Regulations

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~~D. C.~~ Any person or company importing unshucked oysters from outside Virginia shall complete a MRC Form ~~55 455~~ for each such load imported. All applicable information requested on the form shall be completed.

D. Any person, company, or harvester receiving a supply of MRC Form 457 (tax report) shall be held accountable for such forms. Two copies (yellow and white) of the MRC Form 457 shall be submitted to the Marine Resources Commission (MRC) main office (attn: Conservation and Replenishment Department (CRD) accompanying any oyster taxes (replenishment and/or inspection)) and all appropriate copies of the MRC Forms 453 (public and/or private ground oysters) and/or 455 (imported, unshucked oysters); and, the pink copy of the MRC Form 457 is to be retained by the person, company, or harvester.

~~E. Any person, company, or harvester receiving a supply of MRC Form ~~53 453~~ or MRC Form ~~55 455~~ shall be held accountable for such forms. One copy shall be given to the seller, a copy retained by the buyer, and a copy sent to the Marine Resources Commission main office accompanying any oyster taxes (replenishment and/or inspection) and oyster tax reports (MRC Form 457) due the commission. All persons, firms, or corporations dealing in the buying and selling of oysters are reminded of the provisions set forth in Article 3 of Chapter 5 of Title 28.2 of the Code of Virginia, concerning such transactions.~~

#### **4 VAC 20-200-40. ~~Additional seed areas~~ Reporting schedule.**

~~The seaside of Accomack and Northampton Counties is hereby designated as being a seed area for purposes of collecting taxes, pursuant to § 28.2 541 of the Code of Virginia.~~

A. All reports and applicable transaction MRC forms and oyster taxes (replenishment and inspection) shall be submitted to the Virginia Marine Resources Commission main office (attn: Conservation and Replenishment Department) at 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, by the 5<sup>th</sup> day of each month.

B. If there should be a report period where no oysters were purchased or harvested by the person or company, then it shall be the person's or company's responsibility to submit in writing a signed statement advising the Virginia Marine Resources Commission that such has occurred.

C. All applicable information shall be completed on all of the MRC forms. All persons, companies, or harvesters dealing in the buying and selling of oysters are reminded of the provisions set forth in Article 3 (§ 28.2-538 et seq.) of Chapter 5 of Title 28.2 of the Code of Virginia concerning such transactions.

#### **4 VAC 20-200-50. Penalty.**

As set forth in § 28.2-538 of the Code of Virginia, any person failing to keep the records and submit reports with appropriate documentation and oyster taxes as required by this chapter shall be guilty of a Class ~~I~~ 1 misdemeanor.

**NOTICE:** The forms used in administering 4 VAC 20-200, Pertaining to the Requirements for Reporting Oyster Transactions and Payment of Taxes are not being published; however, the name of each form is listed below. The forms are available for public inspection at the Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, Virginia, or at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia.

#### FORMS

MRC Form ~~53 453~~, Marine Resources Commission.

MRC Form ~~55 455~~, Marine Resources Commission.

MRC Form 457, Marine Resources Commission.

VA.R. Doc. No. R07-108; Filed January 5, 2007, 3:10 p.m.

#### **Final Regulation**

**Title of Regulation: 4 VAC 20-610. Pertaining to Commercial Fishing and Mandatory Harvest Reporting (amending 4 VAC 20-610-30 and 4 VAC 20-610-60).**

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

Effective Date: February 1, 2007.

Agency Contact: Brandy L. Battle, Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002 or email [brandy.battle@mrc.virginia.gov](mailto:brandy.battle@mrc.virginia.gov).

#### Summary:

*The amendments (i) specify that persons planting or harvesting oysters or clams from private shellfish growing grounds are exempt from the requirement to register as commercial fishermen provided the person possesses an Oyster Aquaculture License or Clam Aquaculture License, (ii) describe the requirements for the use of agents by oyster and clam aquaculture licensees, and (iii) add oyster aquaculture licensees and clams aquaculture licensees to the list of those who must report their harvest.*

#### **4 VAC 20-610-30. Commercial Fisherman Registration License; exceptions and requirements of authorized agents.**

A. In accordance with § 28.2-241 C of the Code of Virginia, only persons who hold a valid Commercial Fisherman Registration License may sell, trade, or barter their harvest, or give their harvest to another, in order that it may be sold,

traded, or bartered. Only these licensees may sell their harvests from Virginia tidal waters, regardless of the method or manner in which caught. Exceptions to the requirement to register as a commercial fisherman for selling harvest are authorized for the following persons or firms only:

1. Persons taking menhaden under the authority of licenses issued pursuant to § 28.2-402 of the Code of Virginia.
2. Persons independently harvesting and selling, trading, or bartering no more than three gallons of minnows per day who are not part of, hired by, or engaged in a continuing business enterprise.
  - a. Only minnow pots, a cast net or a minnow seine less than 25 feet in length may be used by persons independently harvesting minnows.
  - b. All other marine species taken during the process of harvesting minnows shall be returned to the water immediately.

~~3. Any person whose commercial fisherman registration license or fishing gear license is not revoked by the Marine Resources Commission pursuant to § 28.2-232 of the Code of Virginia is authorized to possess the registration license of a commercial fisherman in order to serve as an agent for fishing the commercial fisherman's gear and selling the catch. No commercial fisherman shall use more than one person as an agent at any time. The agent shall possess the registration license and gear license of the commercial fisherman when fishing. When transporting or selling a commercial fisherman's catch, the agent shall possess either the registration license of that commercial fisherman or a bill of lading indicating that fisherman's name, address, commercial fisherman registration license number, date and amount of product to be sold. Any person or firm responsible for planting, propagating, or harvesting oysters or clams on private shellfish growing grounds, except that:~~

- a. Any person or firm responsible for planting, propagating, or harvesting oysters on private shellfish growing grounds must possess a valid Oyster Aquaculture License.
- b. Any person or firm responsible for planting, propagating, or harvesting clams on private shellfish growing grounds must possess a valid Clam Aquaculture License.

**B. Requirements of authorized agents.**

1. Any person whose Commercial Fisherman Registration License or fishing gear license is not currently revoked by the Marine Resources Commission pursuant to § 28.2-232 of the Code of Virginia is authorized to possess the registration license of a commercial fisherman in order to serve as an agent for fishing the commercial fisherman's gear and selling the catch. No commercial fisherman shall

use more than one person as an agent at any time. The agent shall possess the registration license and gear license of the commercial fisherman while fishing. When transporting or selling a commercial fisherman's catch, the agent shall possess either the registration license of that commercial fisherman or a bill of lading indicating that fisherman's name, address, Commercial Fisherman Registration License number, date and amount of product to be sold.

2. Any person whose Oyster Aquaculture License, Clam Aquaculture License, or Commercial Fishing Registration License is not currently revoked by the Marine Resources Commission pursuant to § 28.2-232 of the Code of Virginia is authorized to possess a valid Oyster Aquaculture License or Clam Aquaculture License in order to serve as an agent of an oyster aquaculture licensee or a clam aquaculture licensee for harvesting from aquaculture gear or private oyster ground leases and selling the aquaculture product. No aquaculture licensee shall use more than one person as an agent at any time. The agent shall possess that Oyster Aquaculture License or Clam Aquaculture License while harvesting. When transporting or selling the aquaculture product, the agent shall possess either the Oyster Aquaculture License or Clam Aquaculture License of that aquaculture licensee, or a bill of lading indicating that licensee's name, address, Oyster Aquaculture License or Clam Aquaculture License number, date, and amount of products to be sold.

~~B. C.~~ In accordance with § 28.2-241 H of the Code of Virginia, only persons with a valid Commercial Fisherman Registration License may purchase gear licenses. Beginning with licenses for the 1993 calendar year and for all years thereafter, gear licenses will be sold only upon presentation of evidence of a valid Commercial Fisherman Registration License.

Exceptions to the prerequisite requirement are authorized for the following gears only and under the conditions described below:

1. Menhaden purse seine licenses issued pursuant to § 28.2-402 of the Code of Virginia may be purchased without holding a Commercial Fisherman Registration License.
2. Commercial gear licenses used for recreational purposes and issued pursuant to § 28.2-226.2 of the Code of Virginia may be purchased without holding a Commercial Fisherman Registration License.

~~C. D.~~ Exceptions to the two-year delay may be granted by the commissioner if he finds any of the following:

1. The applicant for an exception (i) has demonstrated, to the satisfaction of the commissioner, that the applicant has fished a significant quantity of commercial gear in Virginia waters during at least two of the previous five years; and

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# Regulations

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(ii) can demonstrate, to the satisfaction of the commissioner, that a significant hardship caused by unforeseen circumstances beyond the applicant's control has prevented the applicant from making timely application for registration. The commissioner may require the applicant to provide such documentation as he deems necessary to verify the existence of hardship.

2. The applicant is purchasing another commercial fisherman's gear, and the seller of the gear holds a Commercial Fisherman Registration License and the seller surrenders that license to the commission at the time the gear is sold.

3. An immediate member of the applicant's family, who holds a current registration, has died or is retiring from the commercial fishery and the applicant intends to continue in the fishery.

Any applicant denied an exception may appeal the decision to the commission. The applicant shall provide a request to appeal to the commission 30 days in advance of the meeting at which the commission will hear the request. The commission will hear requests at their March, June, September, and December meetings.

Under no circumstances will an exception be granted solely on the basis of economic hardship.

#### **4 VAC 20-610-60. Mandatory harvest reporting.**

A. It shall be unlawful for any valid commercial fisherman registration licensee, oyster aquaculture licensee, or clam aquaculture licensee to fail to fully report his harvests and related information as set forth in this chapter.

B. It shall be unlawful for any recreational fisherman, charter boat captain, head boat captain, commercial fishing pier operator, or owner of a private boat licensed pursuant to §§ 28.2-302.7 through 28.2-302.9 of the Code of Virginia to fail to report recreational catches upon request to those authorized by the commission.

C. All registered commercial fishermen and any valid seafood landing License licensee, oyster aquaculture licensee, and clam aquaculture licensee shall complete a daily form accurately quantifying and legibly describing that day's harvest from Virginia tidal and federal waters. The forms used to record daily harvest shall be those provided by the commission or another form approved by the commission. Registered commercial fishermen, seafood landing licensees, oyster aquaculture licensees, and clam aquaculture licensees may use more than one form when selling to more than one buyer.

D. Registered commercial fishermen, valid oyster aquaculture licensees and valid clam aquaculture licensees shall submit a monthly harvest report to the commission no later than the fifth day of the following month. This report shall be

accompanied by the daily catch records described in subsection C of this section. Completed forms shall be mailed or delivered to the commission or other designated locations.

E. The monthly catch report and daily catch records shall include the name and signature of the registered commercial fisherman and his license registration number, buyer or private sale information, date of harvest, city or county of landing, water body fished, gear type and amount used, number of hours gear fished, number of hours watermen fished, number of crew on board including captain, species harvested, market category, and live weight or processed weight or species harvested, and vessel identification (Coast Guard documentation number, Virginia license number or hull/VIN number). Any information on the price paid for the catch may be provided voluntarily.

F. Registered commercial fishermen, valid oyster aquaculture licensees, and valid clam aquaculture licensees not fishing during a month shall so notify the commission no later than the 5th of the following month by postage paid postal card provided by the commission or by calling the commission's toll free telephone line.

G. Any person licensed as a commercial seafood buyer pursuant to § 28.2-228 of the Code of Virginia shall maintain for a period of one year a copy of each fisherman's daily harvest record form for each purchase made. Such records shall be made available upon request to those authorized by the commission.

H. Registered commercial fishermen, valid oyster aquaculture licensees and valid clam aquaculture licensees shall maintain their daily harvest records for one year and shall make them available upon request to those authorized by the commission.

I. Registered commercial fishermen and licensed seafood buyers shall allow those authorized by the commission to sample catch and seafood products to obtain biological information for scientific and management purposes only. Such sampling shall be conducted in a manner which does not hinder normal business operations.

J. The reporting of oyster harvest and transactions by licensed seafood buyers, oyster aquaculture licensees, and any registered commercial fisherman who self-markets his oyster catch shall be made in accordance with 4 VAC 20-200 ~~shall be exempted from the procedures described in this section and Article 3 (§ 28.2-538 et seq.) of Chapter 5 of Title 28.2 of the Code of Virginia.~~

K. The reporting of the harvest of federally permitted species from beyond Virginia's tidal waters that are sold to a federally permitted dealer shall be exempt from the procedures described in this section.

L. The owner of any purse seine vessel or bait seine vessel (snapper rig) licensed under the provisions of § 28.2-402 of

the Code of Virginia shall submit the Captain's Daily Fishing Reports to the National Marine Fisheries Service, in accordance with provisions of Amendment 1 to the Interstate Fishery Management Plan of the Atlantic States Marine Fisheries Commission for Atlantic Menhaden, which became effective July 2001.

VA.R. Doc. No. R07-107; Filed January 5, 2007, 3:10 p.m.

**Final Regulation**

**Title of Regulation:** 4 VAC 20-1090. Pertaining to Licensing Requirements and Licensee Fees (amending 4 VAC 20-1090-30).

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

**Effective Date:** February 1, 2007.

**Agency Contact:** Brandy L. Battle, Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002 or email brandy.battle@mrc.virginia.gov.

**Summary:**

*The amendment establishes a Clam Aquaculture License and an Oyster Aquaculture License and sets the license fees at \$10 each.*

**4 VAC 20-1090-30. License fees.**

The following listing of license fees applies to any person who purchases a license for the purposes of harvesting for commercial purposes, or fishing for recreational purposes, during any calendar year.

1. COMMERCIAL LICENSES.	
Commercial Fisherman Registration License	\$190.00
Commercial Fisherman Registration License for a person 70 years or older	\$90.00
Delayed Entry Registration.	\$190.00
Delayed Entry Registration License for a person 70 years or older	\$90.00
Seafood Landing License for each boat or vessel	\$175.00
For each Commercial Fishing Pier over or upon subaqueous beds (mandatory)	\$83.00
Seafood Buyer's License – For each boat or motor vehicle	\$63.00
Seafood Buyer's License – For each place of business	\$126.00
Clam Aquaculture License	\$10.00
Oyster Aquaculture License	\$10.00
Nonresident Harvester's License	\$444.00

Oyster Harvesting and Shucking Licenses	
For each person taking oysters by hand, or with ordinary tongs	\$10.00
For each single-rigged patent tong boat taking oysters	\$35.00
For each double-rigged patent tong boat taking oysters	\$70.00
Oyster Dredge Public Ground	\$50.00
Oyster Hand Scrape	\$50.00
To shuck and pack oysters, for any number of gallons under 1000	\$12.00
To shuck and pack oysters, for 1000 gallons, up to 10,000	\$33.00
To shuck and pack oysters, for 10,000 gallons, up to 25,000	\$74.00
To shuck and pack oysters, for 25,000 gallons, up to 50,000	\$124.00
To shuck and pack oysters, for 50,000 gallons, up to 100,000	\$207.00
To shuck and pack oysters, for 100,000 gallons, up to 200,000	\$290.00
To shuck and pack oysters, for 200,000 gallons or over	\$456.00
Blue Crab Harvesting and Shedding Licenses	
For each person taking or catching crabs by dip nets	\$13.00
For ordinary trotlines	\$13.00
For patent trotlines	\$51.00
For each boat used for taking or catching hard crabs with dredges	\$96.00
For each single-rigged crab-scrape boat	\$26.00
For each double-rigged crab-scrape boat	\$53.00
For up to 100 crab pots	\$48.00
For over 100 but not more than 150 crab pots	\$79.00
For over 150 but not more than 200 crab pots	\$79.00
For over 200 but not more than 300 crab pots	\$79.00
For over 300 but not more than 500 crab pots	\$127.00
For up to 300 peeler pots	\$36.00
For up to 20 tanks and floats for shedding crabs	\$9.00
For more than 20 tanks or floats for shedding crabs	\$19.00
For each crab trap or crab pound	\$8.00
Horseshoe Crab and Lobster Licenses	
For each person harvesting horseshoe crabs by hand	\$16.00

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For each boat engaged in fishing for, or landing of, lobster using less than 200 pots	\$41.00
For each boat engaged in fishing for, or landing of, lobster using 200 pots or more	\$166.00
Clam Harvesting Licenses	
For each person taking or harvesting clams by hand, rake or with ordinary tongs	\$24.00
For each single-rigged patent tong boat taking clams	\$58.00
For each double-rigged patent tong boat taking clams	\$84.00
For each boat using clam dredge (hand)	\$19.00
For each boat using clam dredge (power)	\$44.00
For each boat using hydraulic dredge to catch soft shell clams	\$83.00
For each person taking surf clams	\$124.00
Conch (Whelk) Harvesting Licenses	
For each boat using a conch dredge	\$58.00
For each person taking channeled whelk by conch pot	\$51.00
Finfish Harvesting Licenses	
Each pound net	\$41.00
Each stake gill net of 1,200 feet in length or under, with a fixed location	\$24.00
All other gill nets up to 600 feet	\$16.00
All other gill nets over 600 feet and up to 1200 feet	\$24.00
Each person using a cast net or throw net or similar device	\$13.00
Each fyke net head, weir, or similar device	\$13.00
For fish trotlines	\$19.00
Each person using or operating a fish dip net	\$9.00
On each haul seine used for catching fish, under 500 yards in length	\$48.00
On each haul seine used for catching fish, from 500 yards in length to 1000 yards in length	\$146.00
For each person using commercial hook and line	\$31.00
For each person using commercial hook and line for catching striped bass only	\$31.00
On each boat or vessel under 70 gross tons fishing with purse net, per gross ton, but not more than \$249	\$4.00
On each boat or vessel over 70 gross tons	\$8.00

fishing with purse net, per gross ton. Provided the maximum license fee for such vessels shall not be more than \$996	
For up to 100 fish pots or eel pots	\$19.00
For over 100 but not more than 300 fish pots or eel pots	\$24.00
For over 300 fish pots or eel pots	\$62.00
2. COMMERCIAL GEAR FOR RECREATIONAL USE.	
Up to five Crab pots	\$36.00
Crab trotline (300 feet maximum)	\$10.00
One crab trap or crab pound	\$6.00
One gill net up to 300 feet in length	\$9.00
Fish dip net	\$7.00
Fish cast net	\$10.00
Up to two eel pots	\$10.00
3. SALTWATER RECREATIONAL FISHING LICENSE.	
Individual License	\$12.50
Temporary 10-Day License	\$5.00
Recreational boat	\$38.00
Head Boat/Charter Boat, six or less passengers	\$190.00
Head Boat/Charter Boat, more than six passengers plus \$5.00 per person over six	\$190.00
Rental Boat, per boat, with maximum fee of \$635	\$9.00
Commercial Fishing Pier (Optional)	\$571.00
Disabled Resident Lifetime Saltwater License	\$5.00
Reissuance of Saltwater Recreational Boat License	\$5.00
Combined Sportfishing License to fish in all inland waters and tidal waters of the Commonwealth during open season	
Residents	\$24.50
Nonresidents	\$42.50
Combined Sportfishing Trip License to fish in all inland waters and tidal waters of the Commonwealth during open season, for five consecutive days	
Residents	\$10.50
Nonresidents	\$15.50
Individual Lifetime License	\$250.00
Individual Lifetime License age 45 – 50	\$120.00
Individual Lifetime License age 51 – 55	\$90.00
Individual Lifetime License age 56 – 60	\$60.00
Individual Lifetime License age 61 – 64	\$30.00

VA.R. Doc. No. R07-106; Filed January 5, 2007, 3:10 p.m.



**TITLE 9. ENVIRONMENT****VIRGINIA WASTE MANAGEMENT BOARD****Final Regulation**

**REGISTRAR'S NOTICE:** The following amendments to 9 VAC 20-110-110 are exempt from the Administrative Process Act in accordance with § 2.2-4006 A 4 c of the Code of Virginia, which excludes regulations that are necessary to meet the requirements of federal law or regulations provided such regulations do not differ materially from those required by federal law or regulation. The Virginia Waste Management Board is claiming an exemption from the Administrative Process Act for amendments to 9 VAC 20-110-90 in accordance with § 2.2-4006 A 4 a, which excludes regulations that are necessary to conform to changes in Virginia statutory law where no agency discretion is involved. The Virginia Waste Management Board will receive, consider and respond to petitions by any interested person at any time with respect to reconsideration or revision.

**Title of Regulation:** 9 VAC 20-110. Regulations Governing the Transportation of Hazardous Materials (amending 9 VAC 20-110-90 and 9 VAC 20-110-110).

**Statutory Authority:** §§ 10.1-1450 and 44-146.30 of the Code of Virginia; 49 USC §§ 1809-1810 and 49 CFR Parts 107, 170-180, 383 and 390-397.

**Effective Date:** March 21, 2007.

**Agency Contact:** Robert G. Wickline, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4213, FAX (804) 698-4327, or email rgwickline@deq.virginia.gov.

**Summary:**

*The regulations include requirements in the form of incorporated federal regulatory text at Title 49 of the Code of Federal Regulations. Since Virginia regulations incorporate the federal regulations, with certain exceptions, it is only necessary to change one section to bring Virginia's regulations up to date with the federal changes. The amended section is 9 VAC 20-110-110, which specifies the date of the federal regulations that are incorporated into Virginia regulations. For the ease of use by the regulated community, this date is always October 1; however, the text is amended to change the year, thus incorporating federal changes from October 1 of the previously incorporated year through September 30 of the newly specified year.*

*Immediate Final Rule 2006 covers three years, October 1, 2003, through September 30, 2006, and there are 48 changes. Also, statutory penalties for violation of the board's regulation have changed; this caused a deletion of a note in 9 VAC 20-110-90 B that is no longer correct.*

**9 VAC 20-110-90. Enforcement.**

A. The Department of State Police and all other law-enforcement officers of the Commonwealth who have satisfactorily completed the course in Hazardous Materials Compliance and Enforcement as prescribed by the U.S. Department of Transportation in federal safety regulations and safety inspection procedures pertaining to the transportation of hazardous materials, shall enforce the provisions of Article 7 (§ 10.1-1450 et seq.) of Chapter 14 of Title 10.1 of the Code of Virginia, and any rule or regulation promulgated herein. Those law-enforcement officers certified to enforce the provisions of this article, and any regulations promulgated under such article, shall annually receive in-service training in current federal safety regulations and safety inspection procedures pertaining to the transportation of hazardous materials.

B. Judicial enforcement of these regulations shall be governed by § 10.1-1455 of the Code of Virginia. ~~(Note: The federal regulations at 40 CFR Part 171 and elsewhere set maximum civil penalties. Section 10.1-1455 of the Code of Virginia limits the maximum civil penalty for the acts occurring on any single day to \$25,000 per violation. Therefore, this is the maximum penalty available under these regulations in courts of the Commonwealth. Maximum penalties for acts occurring over more than one day are \$25,000 per violation for each day, each day of violation constituting a separate offense.)~~

**9 VAC 20-110-110. Compliance.**

Every person who transports or offers for transportation hazardous materials within or through the Commonwealth of Virginia shall comply with the federal regulations governing the transportation of hazardous materials promulgated by the United States Secretary of Transportation with amendments promulgated as of October 1, 2003 ~~2006, or as specified in the federal rule, whichever is later,~~ pursuant to the Hazardous Materials Transportation Act, and located at Title 49 of the Code of Federal Regulations as set forth below and which are incorporated in these regulations by reference:

1. Exemptions. 49 CFR Part 107, Subpart B.
2. Registration of Persons Who Offer or Transport Hazardous Materials in 49 CFR Part 107, Subpart G.
3. Hazardous Materials Regulations in 49 CFR Parts 171 through 177.
4. Specifications for Packagings in 49 CFR Part 178.
5. Specifications for Tank Cars in 49 CFR Part 179.
6. Continuing Qualifications and Maintenance of Packagings in 49 CFR Part 180.
7. Motor Carrier Safety Regulations in 49 CFR Parts 390 through 397.

VA.R. Doc. No. R07-111; Filed January 11, 2007, 1:57 p.m.

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# Regulations

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## Final Regulation

**REGISTRAR'S NOTICE:** The Virginia Waste Management Board has claimed an exemption from the Administrative Process Act in accordance with § 2.2-4006 A 4 a of the Code of Virginia, which excludes regulations that are necessary to conform to changes in Virginia statutory law where no agency discretion is involved. The second enactment of Chapters 16 and 163 of the 2006 Acts of Assembly provides that adoption of regulations concerning the removal of mercury switches by vehicle demolishers is exempt from the Administrative Process Act. The Virginia Waste Management Board will receive, consider and respond to petitions by any interested person at any time with respect to reconsideration or revision.

**Title of Regulation:** **9 VAC 20-200. Mercury Switch Regulations (adding 9 VAC 20-200-10 through 9 VAC 20-200-70).**

**Statutory Authority:** § 10.1-1402 of the Code of Virginia.

**Effective Date:** March 21, 2007.

**Agency Contact:** Steven E. Frazier, Department of Environmental Quality, 629 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4199, email sefrazier@deq.virginia.gov.

**Summary:**

*Pursuant to Chapters 16 and 163 of the 2006 Acts of Assembly, this regulation establishes criteria and standards for the removal of mercury switches from end-of-life automobiles to promote environmental mercury reduction.*

### CHAPTER 200. MERCURY SWITCH REGULATIONS.

#### **9 VAC 20-200-10. Definitions.**

The following words and terms when used in this chapter shall have the following meanings:

"Board" means the Virginia Waste Management Board.

"Demolition" means the flattening, crushing, baling, shredding, dismantling or other processing of end-of-life vehicles for the purpose of recycling or reselling scrap metal.

"Department" means the Virginia Department of Environmental Quality.

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

"End-of-life vehicle" means a vehicle manufactured for the 2002 model year or preceding model years that is sold, given, assigned, or otherwise conveyed to a vehicle demolisher for the purpose of resale of its parts or recycling.

"Manufacturer" means an entity that is the last entity in the production or assembly process of vehicles that used one or more mercury switches or, in the case of an imported vehicle, the importer or domestic distributor of the vehicle. "Manufacturer" does not include any person or entity engaged in the business of selling new vehicles at retail or converting or modifying new vehicles after the production or assembly process.

"Mercury switch" means each mercury-containing capsule, commonly known as a "bullet," that is part of a convenience light switch assembly in a vehicle.

"National Vehicle Mercury Switch Recovery Program" means a program implemented pursuant to the August 11, 2006, Memorandum of Understanding to Establish the National Vehicle Mercury Switch Recovery Program, as amended, between the United States Environmental Protection Agency and the parties referenced therein to provide for management of mercury switches from end-of-life vehicles.

"Scrap metal processor" means any entity that from a fixed location, utilizes machinery and equipment for processing and manufacturing iron, steel and nonferrous metallic scrap into prepared grades and whose principal product is scrap iron, scrap steel or nonferrous metallic scrap for sale for remelting or recycling purposes.

"Vehicle" means any passenger automobile or car, station wagon, truck, van, trailer or sport utility vehicle with a gross vehicle weight rating of less than 12,000 pounds.

"Vehicle demolisher" means a Scrap Metal Processor or an individual or entity engaged in the business of demolition of end-of-life vehicles within the Commonwealth.

#### **9 VAC 20-200-20. Purpose of regulations.**

The purpose of these regulations is to reduce the quantity of mercury released into the environment by establishing standards and procedures for the removal of mercury switches from end-of-life vehicles demolished in the Commonwealth. The regulations also provide for the storage, shipping, recycling, or disposal of mercury switches removed from vehicles.

#### **9 VAC 20-200-30. Administration of the chapter.**

A. The Virginia Waste Management Board promulgates and enforces regulations that it deems necessary to protect the environment, natural resources, and public health and safety.

B. The director is authorized and directed to administer this chapter in accordance with the Virginia Waste Management Act, §§ 10.1-1400 through 10.1-1457 of the Code of Virginia, including § 10.1-1402(23).

#### **9 VAC 20-200-35. Applicability of these regulations.**



This chapter applies to any person who demolishes an end-of-life vehicle in the Commonwealth and any person who stores, ships, recycles, or disposes of mercury switches removed from vehicles in the Commonwealth.

**9 VAC 20-200-40. Relationship to other regulations.**

A. The Virginia Hazardous Waste Management Regulations address other requirements for handling, storing, accumulating, shipping and disposing of mercury switches as universal waste (9 VAC 20-60-273). Mercury switches removed from end-of-life vehicles may be handled, stored, accumulated, shipped and disposed of in accordance with such regulations. Mercury spill residues shall be managed in accordance with the Virginia Hazardous Waste Management Regulations (9 VAC 20-60).

B. Every person disposing of an end-of-life vehicle is subject to the requirements of § 46.2-635 of the Code of Virginia requiring a certification that before demolition a good faith effort was made to remove all mercury switches from the vehicle. A good faith effort means the actual removal of all mercury switches except when removal is not required by 9 AC 20-200-60 A.

C. It is the intent of this regulation that requirements imposed herein are consistent with the National Vehicle Mercury Switch Recovery Program, such that vehicle demolishers are eligible to participate in the National Vehicle Mercury Switch Recovery Program, including any available reimbursement under that program.

**9 VAC 20-200-50. Prohibitions.**

It is unlawful for a person to:

1. Intentionally fail to remove a mercury switch when the person is required to do so.
2. Knowingly make a false report under this chapter or in the certification required by § 46.2-635 of the Code of Virginia.
3. Knowingly or intentionally flatten, crush, bale, shred, or otherwise alter the condition of a vehicle from which accessible mercury switches have not been removed in any manner that would prevent or significantly hinder removal of a mercury switch.
4. Obtain a mercury switch from another source and falsely report that it was removed from a demolished vehicle.
5. Manage mercury spill residues or mercury containing equipment and devices, other than mercury switches removed from automobiles, through collection programs established under the National Vehicle Mercury Switch Recovery Program.

**9 VAC 20-200-60. Removal of mercury switches from end-of-life vehicles.**

A. A vehicle demolisher shall remove, or verify prior removal of, all mercury switches subject to this regulation from end-of-life vehicles prior to demolition of the end-of-life vehicle, except that removal is not required where it is unreasonable, impractical or the vehicle has been damaged in such a way to prevent removal. It shall be unreasonable to remove a mercury switch where to do so would significantly increase the risk of a release of mercury into the environment or place workers in danger. It shall be impractical to remove a mercury switch if the mercury switch is inaccessible due to the condition of the vehicle.

B. If a vehicle demolisher does not know or is uncertain whether a switch contains mercury, a presumption exists that the switch contains mercury.

C. If a vehicle demolisher does not know or is uncertain of a vehicle's model year, a presumption exists that the vehicle was manufactured for the 2002 model year or preceding model years.

**9 VAC 20-200-70. End-of-life vehicle mercury switch management programs.**

A. Demolishers or other generators of mercury switches removed from end-of-life vehicles may manage them in accordance with the provisions of the Virginia Hazardous Waste Management Regulations for universal waste (9 VAC 20-60-273).

B. Nothing in these regulations shall prohibit demolisher participation in the National Vehicle Mercury Switch Recovery Program, including any available reimbursements available under that program, or an affiliated program established by automobile manufacturers individually or as a group to provide for postremoval handling of mercury switches that is consistent with the National Vehicle Mercury Switch Recovery Program, provided that such program is conducted in accordance with the requirements of 9 VAC 20-60-273.

DOCUMENT INCORPORATED BY REFERENCE

Memorandum of Understanding to Establish the National Vehicle Mercury Switch Recovery Program between United States Environmental Protection Agency and Signatories, August 11, 2006.

NOTICE: The forms used in administering 9 VAC 20-200, Mercury Switch Regulations, are listed below.

FORM

Demolisher and Mercury Switch Removal Declaration, VSA 44A (Draft), March 2007.



## DEMOLISHER AND MERCURY SWITCH REMOVAL DECLARATION

VSA 44A (DRAFT)

**Purpose:** Use the form to record the demolition of a vehicle and the disposition of a vehicle's mercury switch.

**Instructions:** Attach this form to the vehicle title and write "Demolished" on the vehicle's title. Return the title and DMV copy of the completed form to DMV's Dealer, Salvage and E-Liens Work Center, Room 322 using the above address. Retain the Demolisher copy in your files.

VEHICLE INFORMATION			
VEHICLE MAKE	MODEL YEAR	TITLE	VEHICLE IDENTIFICATION NUMBER (VIN)

DEMOLISHER INFORMATION		
DEMOLISHER AUTHORIZED NAME	DATE VEHICLE ACQUIRED (mm/dd/yyyy)	DEMOLISHER NUMBER

Check one of the following:

The mercury switches have been removed from the vehicle.

The mercury switches could not be removed from the vehicle (An attempt to remove the switches would be impractical, unreasonable or unsafe).

The mercury switches have previously been removed from the vehicle or the vehicle is not manufactured with mercury switches.

DECLARATION		
To the best of my knowledge the facts contained in the above section are accurate and the vehicle has been demolished.		
SIGNATURE	DATE (mm/dd/yyyy)	TELEPHONE NUMBER ( )

DMV USE ONLY	
Stamp area	Reminder: Forward to DEP

DISTRIBUTION: DEMOLISHER

VA.R. Doc. No. 07-112; Filed January 11, 2007, 1:58 p.m.

**STATE WATER CONTROL BOARD**

**Final Regulation**

**REGISTRAR'S NOTICE:** The following regulatory action is exempt from the Administrative Process Act in accordance with § 2.2-4006 A 4 c of the Code of Virginia, which excludes regulations that are necessary to meet the requirements of federal law or regulations provided such regulations do not differ materially from those required by federal law or regulation. The State Water Control Board will receive, consider and respond to petitions by any interested person at any time with respect to reconsideration or revision.

**Title of Regulation: 9 VAC 25-720. Water Quality Management Planning Regulation (amending 9 VAC 25-720-50, 9 VAC 25-720-80, 9 VAC 25-720-90, and 9 VAC 25-720-100).**

**9 VAC 25-720-50. Potomac-Shenandoah River Basin.**

**A. Total Maximum Daily Load (TMDLs).**

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

Effective Date: March 21, 2007.

Summary:

*The amendment consists of the inclusion of four Total Maximum Daily Load (TMDL) waste load allocations contained in four TMDL reports. The TMDLs were developed in accordance with Federal Regulations (40 CFR 130.7). The TMDLs were subject to the TMDL public participation process and the waste load allocations are adopted as part of 9 VAC 25-720 in accordance with Virginia's "Public Participation Procedures for Water Quality Management Planning."*

TMDL #	Stream Name	TMDL Title	City/County	WBID	Pollutant	WLA	Units
1.	Muddy Creek	Nitrate TMDL Development for Muddy Creek/Dry River, Virginia	Rockingham	B21R	Nitrate	49,389.00	LB/YR
2.	Blacks Run	TMDL Development for Blacks Run and Cooks Creek	Rockingham	B25R	Sediment	32,844.00	LB/YR
3.	Cooks Creek	TMDL Development for Blacks Run and Cooks Creek	Rockingham	B25R	Sediment	69,301.00	LB/YR
4.	Cooks Creek	TMDL Development for Blacks Run and Cooks Creek	Rockingham	B25R	Phosphorus	0	LB/YR
5.	Muddy Creek	TMDL Development for Muddy Creek and Holmans Creek, Virginia	Rockingham	B22R	Sediment	286,939.00	LB/YR
6.	Muddy Creek	TMDL Development for Muddy Creek and Holmans Creek, Virginia	Rockingham	B22R	Phosphorus	38.00	LB/YR
7.	Holmans Creek	TMDL Development for Muddy Creek and Holmans Creek, Virginia	Rockingham/Shenandoah	B45R	Sediment	78,141.00	LB/YR
8.	Mill Creek	TMDL Development for Mill Creek and Pleasant Run	Rockingham	B29R	Sediment	276.00	LB/YR
9.	Mill Creek	TMDL Development for Mill Creek and Pleasant Run	Rockingham	B29R	Phosphorus	138.00	LB/YR
10.	Pleasant Run	TMDL Development for Mill Creek and Pleasant Run	Rockingham	B27R	Sediment	0.00	LB/YR
11.	Pleasant Run	TMDL Development for Mill Creek and Pleasant Run	Rockingham	B27R	Phosphorus	0.00	LB/YR
12.	Linville Creek	Total Maximum Load Development for Linville Creek: Bacteria and Benthic Impairments	Rockingham	B46R	Sediment	5.50	TONS/YR
13.	Quail Run	Benthic TMDL for Quail Run	Rockingham	B35R	Ammonia	7,185.00	KG/YR
14.	Quail Run	Benthic TMDL for Quail Run	Rockingham	B35R	Chlorine	27.63	KG/YR
15.	Shenandoah River	Development of Shenandoah River PCB TMDL (South Fork and Main Stem)	Warren & Clarke	B41R B55R B57R B58R	PCBs	179.38	G/YR
16.	Shenandoah River	Development of Shenandoah River PCB TMDL (North Fork)	Warren & Clarke	B51R	PCBs	0.00	G/YR
17.	Shenandoah River	Development of Shenandoah River PCB TMDL (Main Stem)	Warren & Clarke	WV	PCBs	179.38	G/YR
18.	Cockran Spring	Benthic TMDL Reports for Six Impaired Stream Segments in the Potomac-Shenandoah and James River Basins	Augusta	B10R	Organic Solids	1,556.00	LB/YR
19.	Lacey Spring	Benthic TMDL Reports for Six Impaired Stream Segments in the Potomac-Shenandoah and James	Rockingham	B47R	Organic Solids	680.00	LB/YR

# Regulations

		River Basins					
20.	Orndorff Spring	Benthic TMDL Reports for Six Impaired Stream Segments in the Potomac-Shenandoah and James River Basins	Shenandoah	B52R	Organic Solids	103.00	LB/YR
21.	Toms Brook	Benthic TMDL for Toms Brook in Shenandoah County, Virginia	Shenandoah	B50R	Sediment	8.1	T/YR
22.	Goose Creek	Benthic TMDLs for the Goose Creek Watershed	Loudoun, Fauquier	A08R	Sediment	1,587	T/YR
23.	Little River	Benthic TMDLs for the Goose Creek Watershed	Loudoun	A08R	Sediment	105	T/YR
24.	Christians Creek	Fecal Bacteria and General Standard Total Maximum Daily Load Development for Impaired Streams in the Middle River and Upper South River Watersheds, Augusta County, VA	Augusta	B14R	Sediment	145	T/YR
25.	Moffett Creek	Fecal Bacteria and General Standard Total Maximum Daily Load Development for Impaired Streams in the Middle River and Upper South River Watersheds, Augusta County, VA	Augusta	B13R	Sediment	0	T/YR
26.	Upper Middle River	Fecal Bacteria and General Standard Total Maximum Daily Load Development for Impaired Streams in the Middle River and Upper South River Watersheds, Augusta County, VA	Augusta	B10R	Sediment	1.355	T/YR
27.	Mossy Creek	Total Maximum Daily Load Development for Mossy Creek and Long Glade Run: Bacteria and General Standard (Benthic) Impairments	Rockingham	B19R	Sediment	0.04	T/YR
28.	Smith Creek	Total Maximum Daily Load (TMDL) Development for Smith Creek	Rockingham, Shenandoah	B47R	Sediment	353,867	LB/YR
29.	Abrams Creek	Opequon Watershed TMDLs for Benthic Impairments: Abrams Creek and Lower Opequon Creek, Frederick and Clarke counties, Virginia	Frederick	B09R	Sediment	478	T/YR
30.	Lower Opequon Creek	Opequon Watershed TMDLs for Benthic Impairments: Abrams Creek and Lower Opequon Creek, Frederick and Clarke counties, Virginia	Frederick, Clarke	B09R	Sediment	1,039	T/YR
31.	Mill Creek	Mill Creek Sediment TMDL for a Benthic Impairment, Shenandoah County, Virginia	Shenandoah	B48R	Sediment	0.9	T/YR

**EDITOR'S NOTE:** Subsections B and C of 9 VAC 25-720-50 are not amended; therefore, the text of those subsections are not set out.

## 9 VAC 25-720-80. Roanoke River Basin.

### A. Total Maximum Daily Load (TMDLs).

TMDL #	Stream Name	TMDL Title	City/County	WBID	Pollutant	WLA	Units
1.	Ash Camp Creek	Total Maximum Daily Load Development for Ash Camp Creek	Charlotte	L39R	Sediment	20.7	T/YR
2.	North Fork Blackwater River	Total Maximum Daily Load (TMDL) Development for the Upper Blackwater River Watershed	Franklin	L08R	Sediment	0	T/YR
3.	North Fork Blackwater River	Total Maximum Daily Load (TMDL) Development for the Upper Blackwater River Watershed	Franklin	L08R	Phosphorus	0	T/YR
4.	Upper Blackwater River	Total Maximum Daily Load (TMDL) Development for the Upper Blackwater River Watershed	Franklin	L08R	Sediment	0.526	T/YR
5.	Flat Creek	Benthic TMDL for Flat Creek Watershed, Virginia	Mecklenburg	L79R	Sediment	76.2	T/YR
6.	Twitty's Creek	Benthic TMDL for Twittys Creek Watershed, Virginia	Charlotte	L39R	Sediment	20.4	T/YR
7.	Roanoke River	Benthic TMDL Development for the Roanoke River, Virginia	Roanoke, Montgomery, Floyd, Botetout, Salem, Roanoke	L04R	Sediment	5.189	T/YR

**EDITOR'S NOTE:** Subsection B of 9 VAC 25-720-80 is not amended; therefore, the text of that subsection is not set out.

**9 VAC 25-720-90. Tennessee-Big Sandy River Basin.**

A. Total Maximum Daily Load (TMDLs).

TMDL #	Stream Name	TMDL Title	City/County	WBID	Pollutant	WLA	Units
1.	Guest River	Guest River Total Maximum Load Report	Wise	P11R	Sediment	317.52	LB/YR
2.	Cedar Creek	Total Maximum Daily Load (TMDL) Development for Cedar Creek, Hall/Byers Creek and Hutton Creek	Washington	O05R	Sediment	1,789.93	LB/YR
3.	Hall/Byers Creek	Total Maximum Daily Load (TMDL) Development for Cedar Creek, Hall/Byers Creek and Hutton Creek	Washington	O05R	Sediment	57,533.49	LB/YR
4.	Hutton Creek	Total Maximum Daily Load (TMDL) Development for Cedar Creek, Hall/Byers Creek and Hutton Creek	Washington	O05R	Sediment	91.32	LB/YR
5.	Clinch River	Total Maximum Daily Load Development for the Upper Clinch River Watershed	Tazewell	P01R	Sediment	206,636	LB/YR
6.	Lewis Creek	Total Maximum Daily Load Development for the Lewis Creek Watershed	Russell	P04R	Sediment	40,008	LB/YR
7.	Black Creek	General Standard Total Maximum Daily Load Development for Black Creek, Wise County, Virginia	Wise	P17R	Manganese	2,127	KG/YR
8.	Dumps Creek	General Standard Total Maximum Daily Load Development for Dumps Creek, Russell County, Virginia	Russell	P08R	Total Dissolved Solids	1,631,575	KG/YR
9.	Dumps Creek	General Standard Total Maximum Daily Load Development for Dumps Creek, Russell County, Virginia	Russell	P08R	Total Suspended Solids	316,523	KG/YR
10.	Beaver Creek	Total Maximum Daily Load Development for the Beaver Creek Watershed	Washington	O07R	Sediment	784,036	LB/YR
11.	Stock Creek	General Standard (Benthic) Total Maximum Daily Load Development for Stock Creek	Scott	P13R	Sediment	0	T/YR

**EDITOR'S NOTE:** Subsection B of 9 VAC 25-720-90 is not amended; therefore, the text of that subsection is not set out.

**9 VAC 25-720-100. Chowan River - Dismal Swamp River Basin.**

TMDL #	Stream Name	TMDL Title	City/County	WBID	Pollutant	WLA	Units
1.	Unnamed Tributary to Hurricane Branch	Benthic TMDL for Hurricane Branch Unnamed Tributary, Virginia	Nottoway	K16R	Sediment	60.9	T/YR
2.	Spring Branch	Total Maximum Daily Load Development for Spring Branch	Sussex	K32R	Phosphorus	145.82	KG/YR

V.A.R. Doc. No. R07-113; Filed January 11, 2007, 1:59 p.m.

**TITLE 11. GAMING**

**VIRGINIA RACING COMMISSION**

**Final Regulation**

**REGISTRAR'S NOTICE:** The Virginia Racing Commission is exempt from the Administrative Process Act pursuant to subdivision B 21 of § 2.2-4002 of the Code of Virginia when promulgating regulations relating to the Virginia Breeders Fund created pursuant to § 59.1-372 of the Code of Virginia.

**Title of Regulation:** 11 VAC 10-130. Virginia Breeders Fund (amending 11 VAC 10-130-10 and 11 VAC 10-130-60).

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

**Effective Date:** January 10, 2007.

**Agency Contact:** David S. Lermond, Jr., Regulatory Coordinator, Virginia Racing Commission, 10700 Horsemen's Lane, New Kent, VA 23024, telephone (804) 966-7404, FAX (804) 966-7418 or email david.lermond@vrc.virginia.gov.

**Summary:**

*The amendments simplify the definition of "Virginia-bred Thoroughbred horse" with the intent to make it easier for people living in Virginia to certify their horses as such and give the commission the option of adjusting the percentages for award distribution in order to benefit as many owners and breeders as possible.*

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# Regulations

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## 11 VAC 10-130-10. Definitions.

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

"Breeding season" means a period of time beginning on February 1 and ending on August 1 of each year. For Standardbreds, the breeding season means a period of time beginning February 15 and ending on July 15 of each year.

"Registered" means the completion of the process of filing an application with the commission or its designee to satisfy the requirements for participation in the Virginia Breeders Fund.

"Stallion owner" means an owner or lessee of record of a stallion that covered mares in the Commonwealth of Virginia during the breeding season in which it sired a Virginia-bred horse.

"Virginia-bred Arabian horse" means a registered Arabian horse foaled in the Commonwealth of Virginia.

"Virginia Arabian horse breeder" means the owner or lessee of record of the mare at the time of foaling of a Virginia-bred Arabian horse.

"Virginia Arabian sire" means a registered Arabian stallion that covered mares only in the Commonwealth of Virginia during the breeding season in which it sired a Virginia-bred Arabian horse.

"Virginia-bred Quarter Horse" means a registered Quarter Horse foaled or conceived in the Commonwealth of Virginia.

"Virginia Quarter Horse breeder" means the owner or lessee of record of the mare at the time of conception of a Virginia-bred Quarter Horse.

"Virginia Quarter Horse sire" means a registered Quarter Horse stallion or registered Virginia Thoroughbred stallion that covered mares only in the Commonwealth of Virginia during the breeding season in which it sired a Virginia-bred Quarter Horse.

"Virginia-bred Standardbred horse" means a registered Standardbred horse foaled or conceived in the Commonwealth of Virginia, sired by a Virginia Standardbred sire or purchased or owned by a Virginia resident and meeting the following requirements:

1. During the first nine calendar years of live pari-mutuel harness racing in the Commonwealth, a foal not meeting the requirements of the previous paragraph may still be registered as Virginia bred providing it is registered by a Virginia resident and owner with the commission or its designee by submitting documentation proving that the horse was purchased prior to April 1 of its two-year-old year and prior to making its first start in a nonqualifying race. For purposes of registration under this subdivision, neither the stallion owner of a sire standing outside the

Commonwealth nor the breeder of a Standardbred foaled outside the Commonwealth shall be eligible for any award from the Virginia Breeders Fund;

2. For purposes of determining the eligibility for an owner to register a Virginia Standardbred, a Virginia resident and owner shall be defined as a person legally required to file a resident income tax return with the Commonwealth that year or a partnership, corporation, stable name or other entity that is solely owned by Virginia residents and owners legally required to file resident income tax returns with the Commonwealth that year; and

3. After December 31 of the seventh calendar year of live harness racing in the Commonwealth, foals of that year and each succeeding year must be sired by a Virginia Standardbred sire to qualify as Virginia-bred Standardbreds.

"Virginia Standardbred horse breeder" means the owner or lessee of record of the mare at the time of conception of a Virginia-bred Standardbred horse.

"Virginia Standardbred sire" means a registered Standardbred stallion that stood only in the Commonwealth of Virginia during the breeding season in which it sired a Virginia-bred Standardbred horse. Shipment of semen for the breeding of mares outside the Commonwealth shall be permitted so long as any resulting foals meet the requirements of this chapter in all other respects.

"Virginia-bred Thoroughbred horse" means a registered Thoroughbred horse foaled in Virginia and, if foaled in the Commonwealth after December 31, 1999, shall also satisfy one of the following additional requirements:

- ~~1. The foal was sired by a Virginia Thoroughbred sire;~~
- ~~2. If not so sired, the dam, if bred back that same breeding season, is bred to a Virginia Thoroughbred sire; or~~
- ~~3. If not so sired, or the dam is not bred back that same breeding season or is bred to a sire other than a Virginia Thoroughbred sire, the dam remains continuously in the Commonwealth from September 1 to date of foaling, or if barren to February 1 of the following year.~~

"Virginia-sired Thoroughbred horse" means a registered Thoroughbred horse sired by a Virginia Thoroughbred sire, but not foaled in Virginia or not otherwise satisfying the requirements for a Virginia-bred Thoroughbred horse.

"Virginia Thoroughbred horse breeder" means the owner or lessee of record of the mare at the time of foaling a Virginia-bred Thoroughbred horse.

"Virginia Thoroughbred sire" means a registered Thoroughbred stallion that covers mares, other than test mares, only in the Commonwealth during the breeding season in which it sires a Virginia-bred Thoroughbred horse, or only

during that part of the breeding season after entering the Commonwealth.

**11 VAC 10-130-60. Fund distribution; allocation of funds.**

The funds generated by pari-mutuel wagering on Thoroughbred horse races for the Virginia Breeders Fund shall be allocated on the following schedule or as the commission deems appropriate in order to promote, sustain, and grow a native industry:

1. 35% shall be set aside for payment to the breeders of Virginia-bred Thoroughbred horses that win races at a race meeting designated by the commission;
2. 15% shall be set aside for payment to owners or lessees of registered Virginia stallions that sire Virginia-bred Thoroughbred horses that win races at race meetings designated by the commission; and
3. 50% shall be paid to supplement purses as determined by the commission under the following provisions:
  - a. An award may be paid to the owner or owners of a Virginia-bred Thoroughbred horse each time the horse earns purse money in a nonrestricted race at race meetings licensed by the commission or wins races at race meetings designated by the commission;
  - b. The maximum amount payable for breeder or stallion owner awards to a Virginia-bred Thoroughbred horse for any single race shall be \$25,000;
  - c. The maximum amount payable for an owner award to a Virginia-bred Thoroughbred horse for any single race run in Virginia shall be \$10,000, and the maximum amount payable for an owner award for any single in any other jurisdiction shall be \$5,000; and
  - d. Purses shall be paid for races restricted to Virginia-bred Thoroughbred horses.

VA.R. Doc. No. R07-110; Filed January 10, 2007, 11:47 a.m.

**TITLE 12. HEALTH**

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**

**Final Regulation**

Titles of Regulations: **12 VAC 30-30. Groups Covered and Agencies Responsible for Eligibility Determination (adding 12 VAC 30-30-60).**

**12 VAC 30-40. Eligibility Conditions and Requirements (amending 12 VAC 30-40-10).**

**12 VAC 30-50. Amount, Duration, and Scope of Medical and Remedial Care Services (amending 12 VAC 30-50-530; adding 12 VAC 30-50-35 and 12 VAC 30-50-75).**

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

Effective Date: March 7, 2007.

Agency Contact: Jack Quigley, Project Manager, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 786-1300, FAX (804) 786-1680, or e-mail jack.quigley@dmas.virginia.gov.

Summary:

*The Medicare Prescription Drug, Improvement and Modernization Act of 2003 (MMA) established the Medicare Prescription Drug Program, also known as Medicare Part D, making prescription drug coverage available to individuals who are entitled to receive Medicare benefits under Part A or Part B, beginning on January 1, 2006. In response to this federal mandate the 2005 General Assembly mandated that the Medicaid Agency promulgate "necessary regulations to implement the provisions of the Medicare Part D prescription drug benefit."*

*The amendments (i) require the Medicaid agency to determine eligibility for premium and cost-sharing subsidies under Part D for Medicare beneficiaries and report subsidy eligible individuals to the Centers for Medicare and Medicaid Services, (ii) mandate that the Medicaid agency screen individuals for Medicare cost-sharing and offer enrollment to eligible individuals, (iii) require beneficiaries that may be eligible for Medicare Parts A, B or D to enroll in those program as a condition of eligibility for Medicaid, (iv) provide assurance that the Medicaid agency will not cover any Part D drug for a full benefit Medicaid recipient who is entitled to receive Medicare benefits and require that the Medicaid agency provide the Centers for Medicare and Medicaid Services information regarding which drugs excluded for payment under Medicare Part D will be covered for categorically or medically needy individuals, and (v) require the Medicaid agency to provide necessary transportation for dual-eligible recipients to obtain medically necessary, noncovered Medicare Part D prescription drugs.*

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

**12 VAC 30-30-60. Requirements relating to determining eligibility for Medicare Prescription Drug Low-Income Subsidy.**

The agency provides for making Medicare Prescription Drug Low-Income Subsidy determinations under § 1935(a) of the Social Security Act;

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1. The agency makes determinations of eligibility for premium and cost-sharing subsidies under and in accordance with § 1860 D 14 of the Social Security Act;

a. The Social Security Administration's subsidy application (SSA-1020) will be used as the official application form for individuals to request that the state determine eligibility for the Low-Income Subsidy.

b. The application must be filed at the local department of social services in the city or county where the applicant resides. A face-to-face interview is not required.

c. The applicant may be represented by an individual who is authorized to act on behalf of the applicant; if the applicant is incapacitated or incompetent, someone acting responsibly on his behalf; or an individual of the applicant's choice who is requested by the applicant to act as his representative in the application process. The person acting responsibly on behalf of, or acting as the representative of the applicant is required to attest to the accuracy of the information on the application.

d. Applications must be acted on within 45 days from the date the application is received by the local department of social services. A determination of eligibility or ineligibility must be made and the applicant must be sent written notice of his approval or denial of assistance under the Low-Income Subsidy program as well as the reasons for such findings.

e. Redeterminations of eligibility must be made in the same manner and frequency as redeterminations are required under the state's Medicaid State Plan.

f. Family size. The following persons are counted in the family size: the applicant; the applicant's spouse, if living with the applicant; and any persons who are related by blood, marriage or adoption, who are living with the applicant and spouse and who are dependent on the applicant or spouse for at least one-half of their financial support.

g. Financial requirements. Regulations at 20 CFR [ Part ] 416 Subparts K and L are used to evaluate income and resources for subsidy eligibility. Current SSI policy can be found in the online Program Operations Manual System (POMS) at <http://policy.ssa.gov/poms.nsf/aboutpoms>. Less restrictive rules the state uses for Medicaid determinations are not used for the Low-Income Subsidy determination.

h. The subsidy applicant may appeal his Low-Income Subsidy determination according to the appeal procedures found in the state's Medicaid State Plan.

2. The agency provides for informing the secretary of such determinations in cases in which such eligibility is established or redetermined;

3. The agency provides for screening of individuals for Medicare cost-sharing described in § 1905(p)(3) of the Act and offering enrollment to eligible individuals under the state plan or under a waiver of the state plan.

## **12 VAC 30-40-10. General conditions of eligibility.**

Each individual covered under the plan:

1. Is financially eligible (using the methods and standards described in Parts II and III of this chapter) to receive services.

2. Meets the applicable nonfinancial eligibility conditions.

a. For the categorically needy:

(i) Except as specified under items (ii) and (iii) below, for AFDC-related individuals, meets the nonfinancial eligibility conditions of the AFDC program.

(ii) For SSI-related individuals, meets the nonfinancial criteria of the SSI program or more restrictive SSI-related categorically needy criteria.

(iii) For financially eligible pregnant women, infants or children covered under § 1902(a)(10)(A)(i)(IV), 1902(a)(10)(A)(i)(VI), 1902(a)(10)(A)(i)(VII), and 1902(a)(10)(A)(ii)(IX) of the Act, meets the nonfinancial criteria of § 1902(l) of the Act.

(iv) For financially eligible aged and disabled individuals covered under § 1902(a)(10)(A)(ii)(X) of the Act, meets the nonfinancial criteria of § 1902(m) of the Act.

b. For the medically needy, meets the nonfinancial eligibility conditions of 42 CFR 435.

c. For financially eligible qualified Medicare beneficiaries covered under § 1902(a)(10)(E)(i) of the Act, meets the nonfinancial criteria of § 1905(p) of the Act.

d. For financially eligible qualified disabled and working individuals covered under § 1902(a)(10)(E)(ii) of the Act, meets the nonfinancial criteria of § 1905(s).

3. Is residing in the United States and:

a. Is a citizen; or

b. Is a qualified alien as defined under Public Law 104-193 who arrived in the United States prior to August 22, 1996;

c. Is a qualified alien as defined under Public Law 104-193 who arrived in the United States on or after August



22, 1996, and whose coverage is mandated by Public Law 104-193;

d. Is an alien who is not a qualified alien, or who is a qualified alien who arrived in the United States on or after August 22, 1996, whose coverage is not mandated by Public Law 104-193 (coverage must be restricted to certain emergency services).

4. Is a resident of the state, regardless of whether or not the individual maintains the residence permanently or maintains it a fixed address.

The state has open agreement(s).

5. Is not an inmate of a public institution. Public institutions do not include medical institutions, nursing facilities and intermediate care facilities for the mentally retarded, or publicly operated community residences that serve no more than 16 residents, or certain child care institutions.

6. Is required, as a condition of eligibility, to assign rights to medical support and to payments for medical care from any third party, to cooperate in obtaining such support and payments, and to cooperate in identifying and providing information to assist in pursuing any liable third party. The assignment of rights obtained from an applicant or recipient is effective only for services that are reimbursed by Medicaid. The requirements of 42 CFR 433.146 through 433.148 are met.

An applicant or recipient must also cooperate in establishing the paternity of any eligible child and in obtaining medical support and payments for himself or herself and any other person who is eligible for Medicaid and on whose behalf the individual can make an assignment; except that individuals described in § 1902(1)(1)(A) of the Social Security Act (pregnant women and women in the post-partum period) are exempt from these requirements involving paternity and obtaining support. Any individual may be exempt from the cooperation requirements by demonstrating good cause for refusing to cooperate.

An applicant or recipient must also cooperate in identifying any third party who may be liable to pay for care that is covered under the state plan and providing information to assist in pursuing these third parties. Any individual may be exempt from the cooperation requirements by demonstrating good cause for refusing to cooperate.

7. Is required, as a condition of eligibility, to furnish his social security account number (or numbers, if he has more than one number) except for aliens seeking medical assistance for the treatment of an emergency medical condition under § 1903(v)(2) of the Social Security Act (§ 1137(f)).

8. Is not required to apply for AFDC benefits under Title IV-A as a condition of applying for, or receiving Medicaid if the individual is a pregnant women, infant, or child that the state elects to cover under § 1902(a)(10)(A)(i)(IV) and 1902(a)(10)(A)(ii)(IX) of the Act.

9. Is not required, as an individual child or pregnant woman, to meet requirements under § 402(a)(43) of the Act to be in certain living arrangements. (Prior to terminating AFDC individuals who do not meet such requirements under a state's AFDC plan, the agency determines if they are otherwise eligible under the state's Medicaid plan.)

10. Is required to apply for enrollment in an employer-based cost-effective group health plan (as determined by the state agency), if such plan is available to the individual. Enrollment is a condition of eligibility except for the individual who is unable to enroll on his own behalf (failure of a parent to enroll a child does not affect a child's eligibility).

11. Is required to apply for coverage under Medicare A, B and/or D if it is likely that the individual would meet the eligibility criteria for any or all of those programs. The state agrees to pay any applicable premiums and cost-sharing (except those applicable under Part D) for individuals required to apply for Medicare. Application for Medicare is a condition of eligibility unless the state does not pay the Medicare premiums, deductibles or co-insurance (except those applicable under Part D) for persons covered by the Medicaid eligibility group under which the individual is applying.

**12 VAC 30-50-35. Requirements relating to payment for covered outpatient drugs for the categorically needy.**

A. Effective January 1, 2006, the Medicaid agency will not cover any Part D drug for full-benefit dual eligible individuals who are entitled to receive Medicare benefits under Part A or Part B.

1. The Medicaid agency provides coverage for the following excluded or otherwise restricted drugs or classes of drugs, or their medical uses to all Medicaid recipients, including full benefit dual eligible beneficiaries under the Medicare Prescription Drug Benefit-Part D. The following excluded drugs are covered:

a. Agents when used for anorexia, weight loss, weight gain (see specific drug categories in subsection B of this section);

b. Agents when used for the symptomatic relief cough and colds (see specific drug categories in subsection B of this section);

c. Prescription vitamins and mineral products, except prenatal vitamins and fluoride (see specific drug categories in subsection B of this section);

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d. Nonprescription drugs (see specific drug categories in subsection B of this section);

e. Barbiturates (see specific drug categories in subsection B of this section); and

f. Benzodiazepines (see specific drug categories in subsection B of this section).

B. Coverage of specific categories of excluded drugs will be in accordance with existing Medicaid policy as described in 12 VAC 30-50-520.

**12 VAC 30-50-75. Requirements relating to payment for covered outpatient drugs for the medically needy.**

A. Effective January 1, 2006, the Medicaid agency will not cover any Part D drug for full-benefit dual eligible individuals who are entitled to receive Medicare benefits under Part A or Part B.

1. The Medicaid agency provides coverage for the following excluded or otherwise restricted drugs or classes of drugs, or their medical uses to all Medicaid recipients, including full benefit dual eligible beneficiaries under the Medicare Prescription Drug Benefit Part D. The following excluded drugs are covered:

a. Agents when used for anorexia, weight loss, weight gain (see specific drug categories in subsection B of this section);

b. Agents when used for the symptomatic relief cough and colds (see specific drug categories in subsection B of this section);

c. Prescription vitamins and mineral products, except prenatal vitamins and fluoride (see specific drug categories in subsection B of this section);

d. Nonprescription drugs (see specific drug categories in subsection B of this section);

e. Barbiturates (see specific drug categories in subsection B of this section); and

f. Benzodiazepines (see specific drug categories in subsection B of this section).

B. Coverage of specific categories of excluded drugs will be in accordance with existing Medicaid policy as described in 12 VAC 30-50-520.

**12 VAC 30-50-530. Methods of providing transportation.**

A. DMAS will ensure necessary transportation for recipients to and from providers of covered medical services. DMAS shall cover transportation to covered medical services under the following circumstances:

1. Emergency air, ambulance transportation, and all other modes of transportation shall be covered as medical services under 42 CFR 431.53 and any other applicable

federal Medicaid regulations. These modes include, but shall not be limited to, nonemergency air travel, nonemergency ground ambulance, stretcher vans, wheelchair vans, common user bus (intra-city and inter-city), volunteer/registered drivers, and taxicabs. DMAS may contract directly with providers of transportation or with brokers of transportation services, or both. DMAS may require that brokers not have a financial interest in transportation providers with whom they contract.

2. Medicaid provided transportation shall only be available when recipients have no other means of transportation available.

3. Recipients shall be furnished transportation services that are the most economical to adequately meet the recipients' medical needs.

4. Ambulances, wheelchair vans, taxicabs, and other modes of transportation must be licensed to provide services in the Commonwealth by the appropriate state or local licensing agency, or both. Volunteer/registered drivers must be licensed to operate a motor vehicle in the Commonwealth and must maintain automobile insurance.

B. DMAS will ensure necessary nonemergency transportation for full-benefit, dual eligible recipients to obtain medically necessary, noncovered Medicare Part D prescription drugs.

VA.R. Doc. No. R06-132; Filed January 16, 2007, 10:20 a.m.

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## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### BOARD OF ACCOUNTANCY

#### Fast-Track Regulation

Title of Regulation: **18 VAC 5-10. Public Participation Guidelines (amending 18 VAC 5-10-10 through 18 VAC 5-10-90).**

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

Public Hearing Date: N/A -- Public comments may be submitted until April 6, 2007.

(See Calendar of Events section for additional information)

Effective Date: April 23, 2007.

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 email [boa@boa.virginia.gov](mailto:boa@boa.virginia.gov).

Basis: Section 2.2-4007 of the Code of Virginia provides authority for the promulgation of Public Participation

**Guidelines.** The Public Participation Guidelines implement the requirements of the Administrative Process Act by establishing procedures to be followed by the board in soliciting, receiving and considering public comments. Section 54.1-4403 of the Code of Virginia provides the board with the specific authority to promulgate regulations.

**Purpose:** The purpose of the proposed action is to update the statutory citations contained in the board's public participation guidelines regulation referencing the Administrative Process Act (APA) and to bring the language in line with the current APA requirements. Such changes are noncontroversial and are intended to increase the public's input into the regulation promulgation process in the most efficient and effective manner possible.

It is essential to the health, safety and welfare of the public for the board to set out any methods for the identification and notification of interested parties, and any specific means of seeking input from interested persons or groups as the board promulgates its regulations. By updating the board's public participation guidelines all groups and individuals registering interest in working with the agency shall have a more efficient and effective means to submit data, views, and arguments, either orally or in writing, to the board.

**Rationale for Using Fast-Track Process:** Section 2.2-4012.1 of the Code of Virginia permits the use of the fast-track rulemaking process for regulations that are expected to be noncontroversial. The board is proposing a fast-track regulation to revise the public participation guidelines solely for the purpose of updating the statutory citations contained therein referencing the Administrative Process Act (APA) and bringing the language in line with the current APA requirements. Such changes are noncontroversial and are intended to increase the public's input into the regulation promulgation process in the most efficient and effective manner possible.

**Substance:** The statutory citations referencing the Administrative Process Act (APA) will be revised and the language will be put in line with the current APA requirements. Such changes are noncontroversial and are intended to increase the public's input into the regulation promulgation process in the most efficient and effective manner possible.

**Issues:** The primary advantage to the public is to decrease any confusion about the public participation guidelines because the relevant statutory citations will be revised and the language in the regulation will be brought in line with that of the Administrative Process Act. The primary advantage to the board is that these changes will increase the public's input into the regulation promulgation process in the most efficient and effective manner possible.

**Department of Planning and Budget's Economic Impact Analysis:**

**Summary of the Proposed Amendments to Regulation.** The Board of Accountancy (board) proposes to revise its Public Participation Guidelines by: 1) stating that individuals may request to be added to the notification list electronically as well as "in writing," 2) stating that persons or organizations will be deleted from the notification list only when mail is returned as undeliverable over more than one day, 3) adding clarifying language on the proper procedure to file a petition for rulemaking, 4) updating statutory citations referencing the Administrative Process Act, and 5) adding other clarifying language.

**Result of Analysis.** The benefits likely exceed the costs for all proposed changes.

**Estimated Economic Impact.** The board proposes to amend these regulations to state that individuals may request to be added to the notification list electronically as well as "in writing." This is a positive change in that it makes clear that the public has the less costly and faster option of email to request being added to the notification list, as well as mail. The board has in practice accepted electronic requests to be added to the notification list.<sup>1</sup> Thus, in practice the impact of the change will be small.

The current regulations state that "When mail is returned as undeliverable, individuals and organizations will be deleted from the list." That is reasonable when communication is only through physical mail. It is not reasonable when email is used. Most Internet servers are down at some point. Thus, it is not reasonable to assume that individuals or organizations are no longer using an email address if a single email message is returned as undeliverable.

The board sensibly proposes to amend the text to state that "When mail is returned as undeliverable over more than one day or there has been no response to a request from the Board, such persons or organizations will be deleted from the list." The proposed language indicates that if email is returned as undeliverable that at least one more email message will be sent on another day before the person or organization is deleted from the list. This proposed amendment will create a net benefit for the public since the likelihood that interested parties will be struck from the notification list will be reduced.

The board also proposes clarifying language on the proper procedure to file a petition for rulemaking. The proposed clarifying language is beneficial in that it will reduce the probability that a petitioner will have to resubmit due to failure to include necessary information.

**Businesses and Entities Affected.** The proposed regulations affect the 19,000 individual CPA licensees and 1,600 CPA firms in the Commonwealth, as well as other parties interested in the board's activities.<sup>2</sup>

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<sup>1</sup> Source: Board of Accountancy Regulatory Coordinator

<sup>2</sup> Source: Board of Accountancy

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Localities Particularly Affected. The proposed regulations do not disproportionately affect specific localities.

Projected Impact on Employment. The proposed amendments should not significantly affect employment.

Effects on the Use and Value of Private Property. The proposed amendments will not have a large impact on the use and value of private property.

Small Businesses: Costs and Other Effects. The proposed language indicating that if email is returned as undeliverable that at least one more email message will be sent on another day before the person or organization is deleted from the list will reduce the likelihood that interested parties, including small businesses, will be struck from the notification list.

Small Businesses: Alternative Method that Minimizes Adverse Impact. The proposed amendments do not adversely affect small businesses.

Legal mandate. 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 36 (06). 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. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Accountancy (Board) is in agreement with the economic impact analysis prepared by the Department of Planning and Budget.

## Summary:

*The proposed amendments (i) provide that individuals may request to be added to the notification list electronically as well as "in writing," (ii) provide that persons or*

*organizations will be deleted from the notification list only when mail is returned as undeliverable over more than one day, (iii) clarify the proper procedure to file a petition for rulemaking, and (iv) update statutory citations referencing the Administrative Process Act.*

## **18 VAC 5-10-10. Definitions.**

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

"Administrative Process Act" means Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia.

~~"Agency" means any authority, instrumentality, officer, board, or other unit of state government empowered by the basic laws to make regulations or decide cases~~

"Board" means Board of Accountancy.

"Notification list" means the list used by the board to notify persons or organizations pursuant to this chapter. Such list may include electronic mailing lists or regular mailing lists maintained by the board.

~~"Organization" means any one or more association, advisory council, committee, corporation, partnership, governmental body, or other legal entity.~~

~~"Person" means one or more individuals.~~

## **18 VAC 5-10-20. Mailing Notification list.**

The ~~agency will~~ board shall maintain a list of persons and organizations ~~who~~ that will be mailed the following documents as they become available:

1. "Notice of Intended Regulatory Action" to promulgate, amend or repeal regulations;:
2. "Notice of Comment Period" and public hearings; and
3. Notice that ~~the a final regulations have~~ regulation has been adopted.

Failure of these persons and organizations to receive the documents for any reason shall not affect the validity of any regulations otherwise properly adopted under the Administrative Process Act, ~~§ 9-6.14:7.1 of the Code of Virginia.~~

## **18 VAC 5-10-30. Placement on the mailing notification list; deletion.**

Any person ~~wishing~~ or organization may request to be placed on the mailing notification list ~~may do so~~ by indicating so electronically or in writing to the agency board. In addition, the ~~agency board~~, at its discretion, may add to the list any person, organization, or publication it believes will serve the purpose of ~~responsible~~ enhancing participation in the ~~formation or promulgation of regulations~~ regulatory process. Persons and organizations on the list will be provided all

information stated in 18 VAC 5-10-20. ~~Individuals and organizations~~ The board may periodically may be requested request persons and organizations on the list to indicate their desire to continue to receive documents or to be deleted from the list. When mail is returned as undeliverable over more than one day or there has been no response to a request from the board, individuals and such persons or organizations will be deleted from the list.

**18 VAC 5-10-40. Petition for rulemaking.**

Any person or organization may petition the agency board to adopt a new regulation or amend any an existing regulation. Any petition received shall appear on the board's next agenda of the agency. The petition shall state (i) the substance and purpose of the rulemaking that is requested, including reference to any applicable Virginia Administrative Code sections, and (ii) reference to the legal authority of the board to take the action requested. The agency board shall consider and respond to the petition within 180 days in accordance with § 2.2-4007 of the Code of Virginia. The agency board shall have sole authority to dispose of the petition.

**18 VAC 5-10-50. Notice of ~~intent~~ Intended Regulatory Action.**

~~At Pursuant to § 2.2-4007 of the Code of Virginia, at least 30 days prior to filing a proposed regulation and the "Notice of Comment Period" and proposed regulations as required by § 9-6.14:7.1 of the Code of Virginia, the agency will board shall publish a "Notice of Intended Regulatory Action, or "NOIRA."~~ This notice will NOIRA shall provide for at least a 30-day comment period and shall state whether the agency board intends to hold a public hearing. If the board does not intend to hold a public hearing, it shall state the reason in the NOIRA. The agency board is required to hold a hearing on the proposed regulation upon request by (i) the Governor or (ii) 25 or more persons. Further, the ~~notice~~ NOIRA shall describe the subject matter and intent of the planned regulation. Such ~~notice~~ NOIRA shall be transmitted to the Registrar of Regulations for inclusion in The Virginia Register of Regulations.

**18 VAC 5-10-60. Informational proceedings or public hearings for existing rules.**

~~Within two years of the promulgation of a regulation In accordance with §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the agency board shall periodically evaluate it for effectiveness and continued need its regulations.~~ The agency board shall conduct an informal proceeding, which may take the form of a public hearing, to receive public comment on existing ~~regulation~~ regulations. Notice of such proceedings shall be transmitted to the Registrar of Regulations for inclusion in The Virginia Register and shall be sent to the persons and organizations on the notification list identified in 18 VAC 5-10-30. Such proceedings may be held separately or in conjunction with other ~~informational~~ informal proceedings.

**18 VAC 5-10-70. Notice of formulation and adoption.**

~~At Prior to any meeting of the agency board or a subcommittee where it is anticipated the formation or adoption of a regulation will occur~~ is anticipated, the subject matter shall be transmitted to the Registrar of Regulations for inclusion in The Virginia Register.

If ~~there are~~ one or more changes with substantial impact on are made to a regulation from the time that it is published as a proposed regulation to the time it is published as a final regulation, any person may petition the agency board within 30 days from the publication of the final regulation to request an opportunity for oral or written submittals comments on the changes to the regulations regulation. If the agency board receives requests from at least 25 persons for an opportunity to make oral or written comment, the agency board shall (i) suspend the regulatory process for 30 days to solicit additional public comment and (ii) file notice of the additional 30-day public comment period with the Registrar of Regulations, unless the agency board determines that the changes made are minor or inconsequential in their impact.

If the Governor finds that one or more changes with substantial impact have been made to proposed regulation, he may suspend the regulatory process for 30 days to require the agency board to solicit further public comment on the changes to the regulation.

A draft of the agency's board's summary description of public comment shall be sent by the agency board to all public commenters on the proposed regulation at least five days before final adoption of the regulation.

**18 VAC 5-10-80. Advisory committees.**

The agency board intends to appoint advisory committees as it deems necessary to provide adequate participation in the formation, promulgation, adoption, and review of regulations. Such committees are particularly appropriate when other interested parties may possess specific expertise in the area of proposed regulation. The advisory committee shall only provide recommendations to the agency board and shall not participate in any final ~~decision-making~~ decision-making actions on a regulation.

When identifying potential advisory committee members the agency board may use the following:

1. Directories of organizations related to the profession,
2. Industry, professional and trade associations' mailing lists, ~~and or~~
3. Lists of persons who have previously participated in public proceedings concerning this or a related issue.

**18 VAC 5-10-90. Applicability.**

18 VAC 5-10-20, 18 VAC 5-10-30, 18 VAC 5-10-40, 18 VAC 5-10-60, and 18 VAC 5-10-70 shall apply to all

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regulations promulgated and adopted in accordance with § ~~9-6.14:9~~ 2.2-4012 of the Code of Virginia except those regulations promulgated in accordance with § ~~9-6.14:4.1~~ § 2.2-4002, 2.2-4006, 2.2-4011, 2.2-4012.1, 2.2-4018 or 2.2-4025 of the Administrative Process Act.

VA.R. Doc. No. R07-121; Filed January 17, 2007, 8:10 a.m.

## BOARD OF MEDICINE

### Proposed Regulation

**Title of Regulation:** **18 VAC 85-20. Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic (amending 18 VAC 85-20-140).**

**Statutory Authority:** §§ 54.1-2400 and 54.1-2930 of the Code of Virginia.

**Public Hearing Date:** February 22, 2007 - 8:15 a.m.

Public comments may be submitted until April 6, 2007.

(See Calendar of Events section for additional information)

**Agency Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email elaine.yeatts@dhp.virginia.gov.

**Basis:** Section 54.1-2400 provides the Board of Medicine the authority to promulgate regulations to administer the regulatory system.

Provisions in the Medical Practice Act relating to requirements for examination include §§ 54.1-2930 and 54.1-2931 of the Code of Virginia.

**Purpose:** The purpose of this action is to address a regulatory issue that has been raised by the Credentials Committee in the process of considering applications for licensure. Current regulations require that all three steps of the United States Medical Licensing Examination (USMLE) be taken within seven years, with an exception to the rule "for good cause shown." The board has received several such requests, and the Credentials Committee has had no standard by which to interpret the rule. Without clear criteria for "good cause," the board has some concern that the rule could be applied inconsistently. Therefore, it has proposed a more definitive regulation for passage of the examinations, but will allow board certification in a specialty to substitute for the 10-year limitation if necessary. A clear 10-year standard for passage of USMLE will encourage qualified applicants who may need more than seven years to complete advanced training to seek licensure in Virginia. Elimination of the waiver option for "good cause shown" may also provide greater protection for patients since Virginia will be less likely to attract applicants who would not qualify in other states.

**Substance:** While USMLE still believes that it is best for the three examinations to be taken within seven years, passage of Step 3 may be a sufficient measure of an applicant's

competency and ability to retain medical knowledge over a longer period of time. Therefore, the board believes extension of the seven-year rule to 10 years is appropriate without compromising its responsibility to ensure minimum competency to practice with skill and safety. Primarily, the 10-year time limit is needed for MD/PhD candidates, but there may be other legitimate reasons why someone needs a longer period of time for completion. If Step 3 cannot be completed within 10 years, the applicant would have to demonstrate competency by another standard, namely board certification in a specialty.

**Issues:** The primary advantage to the public is a clearer standard for the licensure examination to assure that the applicants for licensure in medicine or osteopathic medicine are qualified and competent. Since most states do not allow licensure if an applicant did not complete USMLE in 7 or 10 years, Virginia is one of the only options available for persons who have had to repeat Step 3 multiple times. If the rule is clearly set at a maximum of 10 years or board certification, there may be a few individuals who will not qualify, but the board does not believe the proposed standard will disqualify any competent individual who should have a license to practice in Virginia. There are no disadvantages to the public.

There are no advantages or disadvantages to the agency or the Commonwealth.

### Department of Planning and Budget's Economic Impact Analysis:

**Summary of the Proposed Amendments to Regulation.** Under the current regulations applicants for licensure in medicine who use passage of the United States Medical Licensing Examination (USMLE) for licensure qualification must pass Steps 1, 2, and 3 of the USMLE within seven years, except for good cause shown. The Board of Medicine (board) proposes to increase the time limit to ten years, eliminate the "for good cause shown" language, and specify that applicants who are board-certified in a specialty approved by the American Board of Medical Specialties or the Bureau of Osteopathic Specialists of the American Osteopathic Association are exempt from the time limit.

**Result of Analysis.** The benefits likely exceed the costs for all proposed changes.

**Estimated Economic Impact.** According to the Department of Health Professions (department), the average domestic medical school graduate completes Steps 1 and 2 of the USMLE during medical school and Step 3 during residency. Hence, all three steps are typically completed within three years.

The current regulations require that applicants for licensure in medicine who use passage of USMLE for licensure qualification must pass Steps 1, 2, and 3 of the USMLE within seven years, except for good cause shown. According

to the department, approximately 15 to 20 individuals per year who have taken more than seven years to complete all three steps apply to the board to waive the seven-year time limit. All or nearly all applicants who currently apply for waiver of the time limit for good cause are approved.<sup>1</sup>

The board proposes to increase the time limit to ten years, eliminate the "for good cause shown" language, and specify that applicants who are Board-certified in a specialty approved by the American Board of Medical Specialties or the Bureau of Osteopathic Specialists of the American Osteopathic Association are exempt from the time limit. In recent years nearly all applicants who have applied for waiver of the seven-year time limit have completed all three steps within ten years.<sup>2</sup> Thus, the proposed amendments will in practice cause very little change in terms of who qualifies for licensure. The small number of applicants who currently need to apply for waiver of the time limit for completion of the USMLE will no longer need to apply for a waiver. These applicants will save on time and preparation efforts.

Most member boards of the American Board of Medical Specialties or the Bureau of Osteopathic Specialists require licensure as a precondition for board certification. Also, no other states are currently known to permit more than ten years for medical licensure applicants to pass all three steps of the USMLE.<sup>3</sup> Thus, the proposed language that specifies that applicants who are board-certified in a specialty approved by the American Board of Medical Specialties or the Bureau of Osteopathic Specialists of the American Osteopathic Association are exempt from the time limit is unlikely to have much impact in practice.

**Businesses and Entities Affected.** The proposed amendments affect medical license applicants who have taken more than seven years to pass all three steps of the USMLE. According to the department, approximately 15 to 20 persons annually appeal for waiver of the current 7-year limit on time to pass all three steps. The proposed amendments would affect most of these individuals.

**Localities Particularly Affected.** The proposed regulations affect all Virginia localities.

**Projected Impact on Employment.** The proposed amendments will not significantly affect employment. All or nearly all applicants who currently apply for waiver of the time limit for good cause are approved. Nearly all of these applicants have completed all three steps within ten years. Thus, the proposed amendments will in practice cause very little change in terms of who qualifies for licensure. Consequently, employment will not be significantly affected.

**Effects on the Use and Value of Private Property.** A small number of applicants who currently need to apply for waiver

of the time limit for completion of the USMLE will no longer need to apply for a waiver. These applicants will save on time and preparation efforts.

**Small Businesses: Costs and Other Effects.** The proposed amendments do not significantly affect small businesses.

**Small Businesses: Alternative Method that Minimizes Adverse Impact.** The proposed amendments do not significantly affect small businesses.

**Legal Mandate.** 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 36 (06). 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. Further, if the proposed regulation has adverse effect on small businesses, Section 2.2-4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Medicine concurs with the analysis of the Department of Planning and Budget for amendments to 18 VAC 85-20 on the revision of the regulation for a time limit on completion of all three steps of the United States Medical Licensing Examination.

Summary:

*The proposed amendments require that applicants who sat for the United States Medical Licensing Examination (USMLE) must pass Steps 1, 2, and 3 within a 10-year period, unless the applicant is board certified in a specialty approved by the American Board of Medical Specialties or the Bureau of Osteopathic Specialists of the American Osteopathic Association. The current requirement is passage within a seven-year period except for "good cause shown."*

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<sup>1</sup> Source: Department of Health Professions

<sup>2</sup> Ibid

<sup>3</sup> Ibid

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## 18 VAC 85-20-140. Examinations, general.

A. The Executive Director of the Board of Medicine or his designee shall review each application for licensure and in no case shall an applicant be licensed unless there is evidence that the applicant has passed an examination equivalent to the Virginia Board of Medicine examination required at the time he was examined and meets all requirements of Part III (18 VAC 85-20-120 et seq.) of this chapter. If the executive director or his designee is not fully satisfied that the applicant meets all applicable requirements of Part III of this chapter and this part, he shall refer the application to the Credentials Committee for a determination on licensure.

B. A Doctor of Medicine or Osteopathic Medicine who has passed the examination of the National Board of Medical Examiners or of the National Board of Osteopathic Medical Examiners, FLEX, or the United States Medical Licensing Examination, or the examination of the Licensing Medical Council of Canada or other such examinations as prescribed in § 54.1-2913.1 of the Code of Virginia may be accepted for licensure.

C. A Doctor of Podiatry who has passed the National Board of Podiatric Medical Examiners examination and has passed a clinical competence examination equivalent to the Virginia Board of Medicine examination may be accepted for licensure.

D. A Doctor of Chiropractic who has met the requirements of one of the following may be accepted for licensure:

1. An applicant who graduated after January 31, 1996, shall document successful completion of Parts I, II, III, and IV of the National Board of Chiropractic Examiners examination (NBCE).
2. An applicant who graduated from January 31, 1991, to January 31, 1996, shall document successful completion of Parts I, II, and III of the National Board of Chiropractic Examiners examination (NBCE).
3. An applicant who graduated from July 1, 1965, to January 31, 1991, shall document successful completion of Parts I, II, and III of the NBCE, or Parts I and II of the NBCE and the Special Purpose Examination for Chiropractic (SPEC), and document evidence of licensure in another state for at least two years immediately preceding his application.
4. An applicant who graduated prior to July 1, 1965, shall document successful completion of the SPEC, and document evidence of licensure in another state for at least two years immediately preceding his application.

E. The following provisions shall apply for applicants taking Step 3 of the United States Medical Licensing Examination or the Podiatric Medical Licensing Examination:

1. Applicants for licensure in medicine and osteopathic medicine may be eligible to sit for Step 3 of the United States Medical Licensing Examination (USMLE) upon evidence of having passed Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).

2. Applicants who sat for the United States Medical Licensing Examination (USMLE) shall provide evidence of passing Steps 1, 2, and 3 within a ~~seven~~ 10-year period ~~except for good cause shown unless the applicant is board certified in a specialty approved by the American Board of Medical Specialties or the Bureau of Osteopathic Specialists of the American Osteopathic Association.~~

3. Applicants shall have completed the required training or be engaged in their final year of required postgraduate training.

4. Applicants for licensure in podiatry shall provide evidence of having passed the National Board of Podiatric Medical Examiners Examination to be eligible to sit for the Podiatric Medical Licensing Examination (PMLEXIS) in Virginia.

VA.R. Doc. No. R06-241; Filed January 16, 2007, 12:58 p.m.

### Proposed Regulation

**Title of Regulation:** 18 VAC 85-20. Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic (amending 18 VAC 85-20-235).

**Statutory Authority:** §§ 54.1-2400 and 54.1-2912.1 of the Code of Virginia.

**Public Hearing Date:** February 22, 2007 - 8:15 a.m.

Public comments may be submitted until April 6, 2007.

(See Calendar of Events section for additional information)

**Agency Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email elaine.yeatts@dhp.virginia.gov.

**Basis:** The amendment is promulgated under the general authority of § 54.1-2400 of the Code of Virginia, which provides the Board of Medicine the authority to promulgate regulations to administer the regulatory system established in Chapter 29 (§ 54.1-2900 et seq.) of Title 54.1 of the Code of Virginia.

The specific mandate for evidence of continued competency is found in § 54.1-2912.1 of the Code of Virginia.

**Purpose:** The board believes that the proposed waiver may have the effect of a modest increase in the availability of physicians willing to serve as medical examiners in local communities. If this action had that effect, delays in determining the cause of death could be avoided, which could be important to law enforcement and to the health and safety of persons in those communities.



**Substance:** The proposed change would amend 18 VAC 85-20-235 to grant authority for the board to waive all or part of the continuing education requirements for doctors of medicine or osteopathic medicine who limit their practice to serving as a medical examiner in a locality. The only requirement for continued competency would be completion of the six hours of training provided annually by the Office of the Chief Medical Examiner.

The action is in response to a petition for rulemaking from a physician in Lee County, who is retired from active practice but is serving his community as a medical examiner and would like to be freed from the expense and time commitment of 60 hours of continuing education each biennium.

**Issues:** The primary advantage to the public would be to encourage and support older physicians who have retired from active practice but are willing to continue serving as a local medical examiner. Compensation for a medical examiner is minimal, so the additional expense of acquiring continuing medical education relating to clinical practice is burdensome. An exemption from continuing education for a physician practicing solely as a local medical examiner would not represent any risk of harm to the public or any diminution in the quality of health care.

There are no advantages or disadvantages to the agency or the Commonwealth.

**Department of Planning and Budget's Economic Impact Analysis:**

**Summary of the Proposed Amendments to Regulation.** The Board of Medicine (board) proposes to exempt individuals practicing solely as a medical examiner from the standard 60 hours of continuing education per two year licensure period typically required for an active medical license, provided that the licensee obtains six hours of medical examiner training per year provided by the Office of the Chief Medical Examiner.

**Result of Analysis.** The benefits likely exceed the costs for all proposed changes.

**Estimated Economic Impact.** Pursuant to § 32.1-282 of the Code of Virginia, the Commonwealth's Chief Medical Examiner appoints for each county and city one or more medical examiners. Section 32.1-282 specifies that each medical examiner be licensed to practice medicine in Virginia. The Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry and Chiropractic specify that in order to renew a Virginia medical license, physicians must complete at least 60 hours of continuing learning activities per two year licensure period.

The board is concerned about the availability of persons who are willing to serve as medical examiners, especially in more

isolated regions of the state.<sup>1</sup> In response, the board proposes to exempt individuals practicing solely as a medical examiner from the requirement for 60 hours of continuing learning activities, provided the licensee obtains six hours of medical examiner training per year provided by the Office of the Chief Medical Examiner.

According to the Department of Health Professions the proposed changes would encourage and support the older physicians, who have retired from active practice, but are willing to continue serving as a local medical examiner. Compensation for a medical examiner is minimal, so the additional expense of acquiring continuing medical education relating to clinical practice is burdensome. An exemption from continuing education for a physician practicing solely as a local medical examiner would not represent any risk of harm to the public or any diminution in the quality of health care.

Reducing the required amount of continuing medical education from 60 hours per two year licensure period to 12 hours (6 hours per year) is a significant reduction in the burden. The current regulations do not specify that any of the continuing education be on topics directly related to work as a medical examiner, such as determining cause of death. According to Virginia's Chief Medical Examiner, a significant number of medical examiners do not currently participate in continuing education related to work as a medical examiner. Thus by specifying that the continuing medical education be medical examiner training provided by the Office of the Chief Medical Examiner, the proposed amendments will likely increase the overall average competency level of medical examiners, as well as reduce the costs for those older physicians who have retired from active practice, but are willing to continue serving as a local medical examiner. Therefore the proposed amendments to the regulations will create a net benefit for the Commonwealth.

**Businesses and Entities Affected.** The proposed amendments particularly affect older physicians, who have retired from active practice, but are willing to continue serving as a local medical examiner.

**Localities Particularly Affected.** The proposed regulations particularly affect rural Virginia localities.

**Projected Impact on Employment.** The proposed amendments may encourage a small number of older physicians who have retired from active practice to serve as a local medical examiner.

**Effects on the Use and Value of Private Property.** The proposed amendments reduce costs (time and fees) for physicians who wish to serve as a medical examiner, but not otherwise practice medicine. The net financial worth of these individuals will increase. The reduction in costs may

<sup>1</sup> Source: Department of Health Professions

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encourage a small number of older physicians who have retired from active practice to serve as a local medical examiner.

**Small Businesses: Costs and Other Effects.** The proposed amendments reduce costs (time and fees) for physicians who wish to serve as a medical examiner, but not otherwise practice medicine. Most or all of these physicians would work as individuals or otherwise work for small businesses.

**Small Businesses: Alternative Method that Minimizes Adverse Impact.** The proposed amendments reduce costs for small businesses.

**Legal Mandate.** 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 36 (06). 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. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Medicine concurs with the analysis of the Department of Planning and Budget for amendments to 18 VAC 85-20, on the waiver of the continuing education requirements for persons practicing solely as medical examiners.

Summary:

*The proposed amendments allow the Board of Medicine to waive requirements for continuing medical education for doctors of medicine whose practice is limited to service as a medical examiner.*

## **18 VAC 85-20-235. Continued competency requirements for renewal of an active license.**

A. In order to renew an active license biennially on or after January 1, 2002, a practitioner shall complete the Continued Competency Activity and Assessment Form ("Form") which is provided by the board and which shall indicate completion of at least 60 hours of continuing learning activities within the two years immediately preceding renewal as follows:

1. A minimum of 30 of the 60 hours shall be in Type 1 activities or courses offered by an accredited sponsor or organization sanctioned by the profession. At least 15 of the Type 1 hours shall be earned in face-to-face group activities or other interactive courses.

a. Type 1 hours in chiropractic shall be accredited by the Council on Chiropractic Education or any other organization approved by the board.

b. Type 1 hours in podiatry shall be accredited by the American Podiatric Medical Association, the American Council of Certified Podiatric Physicians and Surgeons or any other organization approved by the board.

2. No more than 30 of the 60 hours may be Type 2 activities or courses, which may or may not be approved by an accredited sponsor or organization but which shall be chosen by the licensee to address such areas as ethics, standards of care, patient safety, new medical technology, and patient communication.

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

C. The practitioner shall retain in his records the completed Form with all supporting documentation for a period of six years following the renewal of an active license.

D. The board shall periodically conduct a random audit of at least 1.0% to 2.0% of its active licensees to determine compliance. The practitioners selected for the audit shall provide the completed Form and all supporting documentation within 30 days of receiving notification of the audit.

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

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

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

H. The board may grant an exemption for all or part of the requirements for a licensee who:

1. Is practicing solely in an uncompensated position, provided his practice is under the direction of a physician fully licensed by the board; or

2. Is practicing solely as a medical examiner, provided the licensee obtains six hours of medical examiner training per year provided by the Office of the Chief Medical Examiner.

V.A.R. Doc. No. R06-231 and R06-303; Filed January 16, 2007, 12:54 p.m.

**Proposed Regulation**

**Title of Regulation:** 18 VAC 85-20. Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic (amending 18 VAC 85-20-235).

**Statutory Authority:** §§ 54.1-2400 and 54.1-2912.1 of the Code of Virginia.

**Public Hearing Date:** February 22, 2007 - 8:15 a.m.  
Public comments may be submitted until April 6, 2007.  
(See Calendar of Events section for additional information)

**Agency Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email elaine.yeatts@dhp.virginia.gov.

**Basis:** Section 54.1-2400 of the Code of Virginia provides the Board of Medicine the authority to promulgate regulations to administer the regulatory system.

In addition, § 54.1-2912.1 of the Code of Virginia requires the board to establish requirements to ensure continued practitioner competence.

**Purpose:** The purpose of the action is to amend 18 VAC 85-20-235 to eliminate the requirement that 15 of the required 30 hours of Type 1 continuing competency activities or course be completed face-to-face or in interactive experiences. According to comments received from practitioners on the petition for rulemaking, much of the electronically-offered CME is superior in quality and applicability to practice than the courses that can be accessed through conferences and meetings. In addition, Internet CME can be obtained and digested during hours and in settings that do not remove the practitioner from practice and limit his availability to patients. For those reasons, the board believes the public health and safety benefits of amending the continuing competency requirements to eliminate face-to-face CE would outweigh any concerns about practitioner isolation.

**Substance:** The proposed regulatory action eliminates the requirement that 15 of the 30 hours of Type 1 continuing education must be acquired face-to-face or in interactive course work, so all 30 hours can be obtained in online or journal course or activities, which are approved for Category

1 by an accrediting body such as the American Medical Association.

**Issues:** There are no advantages or disadvantages to the public. There are no advantages or disadvantages to the agency or the Commonwealth.

**Department of Planning and Budget's Economic Impact Analysis:**

Summary of the Proposed Amendments to Regulation. The Board of Medicine (board) proposes to eliminate the requirement that 15 of the 30 hours of Type 1 continuing education required for biennial renewal of a license in medicine, osteopathic medicine, podiatry or chiropractic be acquired "in face-to-face group activities or other interactive courses."

Result of Analysis. The benefits likely exceed the costs for all proposed changes.

Estimated Economic Impact. 18 VAC 85-20-235, titled "Continued competency requirements for renewal of an active license," specifies that in order for practitioners to renew an active license at least 60 hours of continuing learning activities must be completed within the two years immediately preceding renewal as follows:

1. A minimum of 30 of the 60 hours shall be in Type 1 activities or courses offered by an accredited sponsor or organization sanctioned by the profession. At least 15 of the Type 1 hours shall be earned in face-to-face group activities or other interactive courses.
  - a. Type 1 hours in chiropractic shall be accredited by the Council on Chiropractic Education or any other organization approved by the board.
  - b. Type 1 hours in podiatry shall be accredited by the American Podiatric Medical Association, the American Council of Certified Podiatric Physicians and Surgeons or any other organization approved by the board.
2. No more than 30 of the 60 hours may be Type 2 activities or courses, which may or may not be approved by an accredited sponsor or organization but which shall be chosen by the licensee to address such areas as ethics, standards of care, patient safety, new medical technology, and patient communication.

The board proposes to eliminate the requirement that "At least 15 of the Type 1 hours shall be earned in face-to-face group activities or other interactive courses."

In practice, the elimination of this requirement will reduce costs for many practitioners. Online training can be accessed at whichever times are most convenient for the practitioner. Face-to-face training is available at limited times. Practitioners often must obtain face-to-face training at relatively inconvenient times. The cost to practitioners of lost time with patients or otherwise productively used at work, or

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for family or leisure time is greater if training must be obtained at less convenient times. Face-to-face training also often requires extra time and transportation costs for travel to and from the training compared to online training which can be obtained at either home or the office, whichever is more convenient.

Also, according to comments received by the board from practitioners, much of the available electronically-offered continuing medical education is superior in quality and applicability to practice than the courses that can be accessed through face-to-face training such as conferences and meetings. This is supported by recent research. As described in a 2005 Journal of the American Medical Association article, Fordis et al. found that "Appropriately designed, evidence-based online CME (continuing medical education) can produce objectively measured changes in behavior as well as sustained gains in knowledge that are comparable or superior to those realized from effective live activities."

On the other hand, at the time this requirement was initially adopted, board members voiced concerns about practitioners seen in disciplinary cases who had become isolated in their practices. The board then determined that half of the Type 1 hours should be acquired in courses that would force the doctor to interact with peers. In practice, introverted practitioners could attend face-to-face training such as meetings or conferences with minimal interaction with peers; but the requirement does likely increase the probability of significant interaction. As stated by some comments to the Medical Society of Virginia, attending face-to-face continuing medical education allows practitioners to witness and interact with peers and superiors, learning attitudes and traits that carry over into practice in a way that goes beyond assimilating information. Thus, eliminating the requirement will probably produce a small cost in that a few isolated practitioners who could significantly improve their methods of practice by being forced to attend face-to-face training will no longer be required to do so. Overall though, it seems likely that the potential cost savings for many practitioners will likely outweigh the likely small cost of not forcing face-to-face training.

**Businesses and Entities Affected.** The 27,191 doctors of medicine, 1,145 doctors of osteopathic medicine, 1,409 doctors of chiropractic, and 417 doctors of podiatric medicine licensed in Virginia, as well as their practices and patients, will be affected by the proposed regulatory amendment. Most practitioner practices are small businesses.

**Localities Particularly Affected.** The proposed regulations affect all Virginia localities.

**Projected Impact on Employment.** The proposed amendment may induce a small shift in employment. The elimination of the requirement that half of Type 1 training be in face-to-face group activities or other interactive courses will likely reduce the demand for such training, while in turn increase demand

for other training courses offered by an accredited sponsor or organization sanctioned by the profession, i.e., other Type 1 training. It is very likely that demand for online courses in particular will increase. Thus, employment hours in training that involves face-to-face group activities may moderately decline, while employment hours associated with online training may moderately increase.

**Effects on the Use and Value of Private Property.** The elimination of the requirement that half of Type 1 training be in face-to-face group activities or other interactive courses will likely reduce the demand for such training, while in turn increase demand for other training courses offered by an accredited sponsor or organization sanctioned by the profession, i.e., other Type 1 training. It is very likely that demand for online courses in particular will increase. Thus, the value of firms or organizations that offer face-to-face group activity training may moderately decline, while the value of firms or organizations that offer online training may moderately increase. Some organizations that offer both will likely increase online offerings and decrease face-to-face training opportunities. Some organizations may offer online training for the first time in reaction to the change in demand.

**Small Businesses: Costs and Other Effects.** The proposal will reduce costs for many practitioners and their practices, most of which are small businesses. Small businesses that offer face-to-face training and little or no online training will likely lose revenue. Small businesses that offer online training will likely gain revenue.

**Small Businesses: Alternative Method that Minimizes Adverse Impact.** The proposal will have a positive impact for most affected small businesses. A small number of small businesses will likely lose revenue, but there is no alternative method that will prevent this without adversely affecting a significantly larger number of small businesses.

**Reference.** Fordis M, King JE, Ballantyne CM, Jones PH, Schneider KH, Spann SJ, Greenberg SB, Greisinger AJ, "Comparison of the Instructional Efficacy of Internet-Based CME with Live Interactive CME Workshops," Journal of the American Medical Association 2005; 294:1043-1051.

**Legal Mandate.** 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. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-

4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Medicine concurs with the analysis of the Department of Planning and Budget for amendments to 18 VAC 85-20 on elimination of the face-to-face hours of continuing medical education.

Summary:

*The proposed amendments eliminate the requirement that 15 of the 30 hours of Type 1 continuing education required for biennial renewal of a license in medicine, osteopathic medicine, podiatry or chiropractic must be acquired face-to-face or in interactive course work.*

**18 VAC 85-20-235. Continued competency requirements for renewal of an active license.**

A. In order to renew an active license biennially on or after January 1, 2002, a practitioner shall complete the Continued Competency Activity and Assessment Form ("Form") which is provided by the board and which shall indicate completion of at least 60 hours of continuing learning activities within the two years immediately preceding renewal as follows:

1. A minimum of 30 of the 60 hours shall be in Type 1 activities or courses offered by an accredited sponsor or organization sanctioned by the profession. ~~At least 15 of the Type 1 hours shall be earned in face-to-face group activities or other interactive courses.~~
  - a. Type 1 hours in chiropractic shall be accredited by the Council on Chiropractic Education or any other organization approved by the board.
  - b. Type 1 hours in podiatry shall be accredited by the American Podiatric Medical Association, the American Council of Certified Podiatric Physicians and Surgeons or any other organization approved by the board.
2. No more than 30 of the 60 hours may be Type 2 activities or courses, which may or may not be approved by an accredited sponsor or organization but which shall be chosen by the licensee to address such areas as ethics, standards of care, patient safety, new medical technology, and patient communication.

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

C. The practitioner shall retain in his records the completed Form with all supporting documentation for a period of six years following the renewal of an active license.

D. The board shall periodically conduct a random audit of at least 1.0% to 2.0% of its active licensees to determine compliance. The practitioners selected for the audit shall provide the completed Form and all supporting documentation within 30 days of receiving notification of the audit.

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

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

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

H. The board may grant an exemption for all or part of the requirements for a licensee who is practicing solely in an uncompensated position, provided his practice is under the direction of a physician fully licensed by the board.

VA.R. Doc. No. R06-94 and R06-215; Filed January 16, 2007, 12:55 p.m.

**Proposed Regulation**

Title of Regulation: **18 VAC 85-20. Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic (adding 18 VAC 85-20-400, 18 VAC 85-20-410, 18 VAC 85-20-420).**

Statutory Authority: §§ 54.1-2400 and 54.1-3401 of the Code of Virginia.

Public Hearing Date: February 22, 2007 - 8:15 a.m.

Public comments may be submitted until April 6, 2007.  
(See Calendar of Events section for additional information)

Agency Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email elaine.yeatts@dhp.virginia.gov.

Basis: Section 54.1-2400 of the Code of Virginia provides the Board of Medicine the authority to promulgate regulations to administer the regulatory system.

Changes to the Drug Control Act that necessitate the adoption of regulations by the Board of Medicine are found in § 54.1-3401 of the Code of Virginia.

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Purpose: The purpose of the regulatory action is compliance with a statutory mandate for regulations establishing standards for mixing, diluting or reconstituting of sterile drug products by doctors or personnel under their supervision to be administered to patients with minimal requirements that protect the safety, integrity and efficacy of drugs that will be administered to patients in doctors' practices. In addition, the law requires establishment of standards for facilities in which the mixing, diluting or reconstituting of sterile drug products occurs and for the transportation of such drugs.

Substance: This regulatory action adds Part IX for the Mixing, Diluting or Reconstituting (MDR) of Drugs for Administration. For the purpose of applicability, immediate-use MDR is defined as no direct contamination and 10 hours or less between preparation and administration. Emergency drugs used in anesthesia and allergens are allowed to exceed the 10-hour limit. Standards for safe procedures in immediate-use MDR, training of personnel involved, checks for accuracy, work space and equipment and documentation are set in 18 VAC 85-20-400. Mixing, diluting or reconstituting that is hazardous to personnel must be consistent with federal OSHA standards. Mixing, diluting or reconstituting that does not fall under the definition of immediate-use must be conducted in accordance with requirements of USP Chapter 797 for compounding of sterile drug products. Finally, doctors who mix, dilute or reconstitute are responsible for patient care and for monitoring and documenting adverse reaction. They must also disclose that they mix, dilute or reconstitute drugs in their practices in a manner prescribed by the board and are subject to unannounced inspection.

Issues: The primary advantage to the public is some measure of increased safety for the mixing, diluting or reconstituting of drug products that will be administered to a patient. Many patients who receive such products have very vulnerable immune systems, so the introduction of even miniscule amounts of contaminants can have risks. Patients who are receiving chemotherapy, for example, need to be assured that the mixing occurs under aseptic manipulations and that the dosages have been properly mixed and checked for maximum accuracy and efficacy. There are no disadvantages to the public.

There are no advantages or disadvantages to the agency or the Commonwealth.

## Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Regulation. The Board of Medicine (board) proposes permanent rules for mixing, diluting and reconstituting sterile solutions to replace emergency rules put into place in December 2005. These emergency rules were put into place to comply with Chapter 475 (2005 Acts of Assembly) which exempts doctors of medicine and osteopathic medicine who mix, dilute or

reconstitute (MDR) short term use drugs from the Drug Control Act definition of compounding.

Result of Analysis. The benefits likely exceed the costs for this proposed regulatory change.

Estimated Economic Impact. Prior to legislation passed by the General Assembly in 2005, places like doctors' offices, oncology clinics and out-patient surgery clinics mixed drugs for same day use (or for longer term use by, for example, patients undergoing allergen therapy). In response to a pharmacist at an oncology clinic being cited by the Board of Pharmacy for allowing unlicensed individuals to practice MDR, and for working in an office that had not been licensed by the Board of Pharmacy, the General Assembly carved out an exception to compounding rules that would allow these medical facilities to continue their MDR practices. As required by legislation, the board instituted emergency rules to put this exception into Department of Health Profession (DHP) regulations.

Emergency regulations that became effective in December 2005 allow doctors and medical clinics to continue MDR of drugs with certain restrictions. All drugs have to be prepared in ways that avoid the possibility of direct contact contamination. Administration of MDR drugs labeled "immediate use" must begin within eight hours. Emergency drugs used in the practice of anesthesiology and allergens may be start to be administered after this eight-hour limit. Doctors of medicine or osteopathic medicine who engage in MDR of drugs must:

1. Utilize the practices and principles of disinfection techniques, aseptic manipulations and solution compatibility.
2. Ensure that all personnel under their supervision who are involved in MDR are trained in principles of sanitation, aseptic manipulation and solution compatibility.
3. Establish procedures for verification of accuracy and sanitation in MDR. These procedures have to include protocols for a second check on MDR of drugs. These second checks may be performed by a doctor, pharmacist, physician's assistant or a licensed nurse. MDR performed by doctors or pharmacists need not receive a second check.
4. Provide a designated, sanitary work space and equipment appropriate for aseptic manipulation of drugs.
5. Document certain information in patient records. This information includes the names of MDR drugs that were administered, the date these drugs were prepared, and the date they were administered.
6. Develop a policy and procedures manual with rules for training and to be followed in mixing, diluting or reconstituting of sterile products.

Any drugs that are hazardous to the personnel who would be mixing them must be mixed in compliance with all federal and state laws (OSHA standards, clean air act standards, etc). Emergency regulations state that doctors retain responsibility for patient care and must monitor and document any adverse drug reactions.

Emergency rules also reiterate that MDR drugs that are not considered "immediate use" are defined as low, medium or high risk compounding by Chapter 797 of the U.S. Pharmacopeia. Doctors who do this type of MDR will follow "immediate use" rules until July 1, 2006. Thereafter, this type of MDR must comply with all applicable standards in Chapter 797.

In response to comments by interested parties, mainly members of the regulated community, the board proposes several changes to MDR rules before they are finalized. Because most doctors' offices and clinics are open for longer than eight hours, the board proposes to extend the start of administration of immediate use drugs to 10 hours of MDR. The board also adds language to clarify that, regardless of any time limit set in these rules, administration cannot exceed drug manufacturer time limits for use. The board also proposes to clarify that doctors need not document their own training and that references to licensed nurses in the emergency rules are meant to read as registered nurses licensed by the Board of Nursing.

Even though qualified nurses and physician's assistants are allowed to perform second checks for MDR drugs, the emergency rules do not allow these individuals to engage in MDR of drugs without a second check on their own work. The board proposes to add registered nurses and physician's assistants to this list of individuals who can engage in MDR without a second check.

The board also proposes to ease the paperwork burden for this regulation by eliminating the need for preparation dates of drugs to be documented in patient files and changing the requirement for a "manual" to document policies and procedures to a requirement for "written policies and procedures." The proposed rules require that procedures for verification be established and implemented rather than just established, as required by the emergency rules.

In response to comments asking that physicians be allowed to implement and teach aseptic techniques specific to their setting, specific techniques that define aseptic manipulation will be eliminated from these proposed MDR rules.

Since emergency rules were put into place, members of the regulated community have incurred costs associated with training personnel and documenting both correct MDR of drugs (second checks) and use of MDR drugs by patients that they likely were not incurring when they were practicing MDR outside of the then existing regulatory structure. The proposed rules will decrease, but not eliminate, these costs.

The proposed rules do offer a benefit for public health in that there are now codified rules that will tend to protect patients from improperly mixed drugs. The benefits that will likely be realized in increased safeguards on patient safety will likely outweigh the costs that remain after promulgation of these proposed rules.

**Businesses and Entities Affected.** The proposed rules, and the emergency rules they replace, will affect any doctors who engage in mixing, diluting or reconstituting drugs for use during regular office hours or, in certain instances, for longer term patient use. The Commonwealth currently licenses approximately 27,190 doctors of medicine and 1,145 doctors of osteopathic medicine.

**Localities Particularly Affected.** The proposed rules will affect all localities in the Commonwealth.

**Projected Impact on Employment.** To the extent that the proposed rules cause doctors to begin in-office mixing diluting and reconstituting drugs, employment opportunities may be created for qualified individuals to engage in this activity. It seems, though, that most doctors' offices that engage in MDR practices were already following currently allowed practice before emergency rules were put in place. If this latter scenario more closely resembles practice before emergency rules, the proposed rules will likely have little impact on employment in the Commonwealth.

**Effects on the Use and Value of Private Property.** The Department of Health Professions reports that regulants will incur minimal training and documentation costs to comply with the proposed rules. To the extent that costs for regulants increase, but revenues do not experience a corresponding increase due to this regulatory change, the proposed rules will likely lead to a (likely very small) decrease in profits and the value of affected regulants' businesses.

**Small Businesses: Costs and Other Effects.** The Department of Health Professions reports these proposed rules will likely affect approximately 5,000 small businesses in the Commonwealth. These businesses will incur training and documentation costs. Changes made to these rules between the emergency and proposed stage of this regulatory action likely minimize these costs.

**Small Businesses: Alternative Method that Minimizes Adverse Impact.** The Department of Health Professions reports these proposed rules will likely affect approximately 5,000 small businesses in the Commonwealth. These businesses will incur training and documentation costs. Changes made to these rules between the emergency and proposed stage of this regulatory action likely minimize these costs.

**Legal mandate.** 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

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(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. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Medicine concurs with the analysis of the Department of Planning and Budget for amendments to 18 VAC 85-20, relating to the mixing, diluting and reconstituting of sterile drug products.

## Summary:

*Chapter 475 of the 2005 Acts of Assembly required the Board of Medicine to comply with amendments to the Drug Control Act (§ 54.1-3400 et seq. of the Code of Virginia), exempting doctors of medicine or osteopathic medicine who mix, dilute or reconstitute drugs from the definition of compounding.*

*The key provisions of the new regulation include the definition and requirements for "immediate-use" sterile mixing, diluting or reconstituting; requirements for low, medium or high risk mixing, diluting or reconstituting; and the responsibilities of the supervising doctor.*

## PART IX. MIXING, DILUTING OR RECONSTITUTING OF DRUGS FOR ADMINISTRATION.

### 18 VAC 85-20-400. Requirements for immediate-use sterile mixing, diluting or reconstituting.

A. For the purposes of this chapter, the mixing, diluting, or reconstituting of sterile manufactured drug products when there is no direct contact contamination and administration begins within 10 hours of the completion time of preparation shall be considered immediate-use. If manufacturers' instructions or any other accepted standard specifies or indicates an appropriate time between preparation and administration of less than 10 hours, the mixing, diluting or

reconstituting shall be in accordance with the lesser time. No direct contact contamination means that there is no contamination from touch, gloves, bare skin or secretions from the mouth or nose. Emergency drugs used in the practice of anesthesiology and administration of allergens may exceed 10 hours after completion of the preparation, provided administration does not exceed the specified expiration date of a multiple use vial and there is compliance with all other requirements of this section.

B. Doctors of medicine or osteopathic medicine who engage in immediate-use mixing, diluting or reconstituting shall:

1. Utilize the practices and principles of disinfection techniques, aseptic manipulations and solution compatibility in immediate-use mixing, diluting or reconstituting;

2. Ensure that all personnel under their supervision who are involved in immediate-use mixing, diluting or reconstituting are appropriately and properly trained in and utilize the practices and principles of disinfection techniques, aseptic manipulations and solution compatibility;

3. Establish and implement procedures for verification of the accuracy of the product that has been mixed, diluted, or reconstituted to include a second check performed by a doctor of medicine or osteopathic medicine or a pharmacist, or by a physician assistant or a registered nurse who has been specifically trained pursuant to subdivision 2 of this subsection in immediate-use mixing, diluting or reconstituting. Mixing, diluting or reconstituting that is performed by a doctor of medicine or osteopathic medicine, a pharmacist, or by a specifically trained physician assistant or registered nurse does not require a second check;

4. Provide a designated, sanitary work space and equipment appropriate for aseptic manipulations;

5. Document or ensure that personnel under his supervision documents in the patient record or other readily retrievable record that identifies the patient; the names of drugs mixed, diluted or reconstituted; and the date of administration; and

6. Develop and maintain written policies and procedures to be followed in mixing, diluting or reconstituting of sterile products and for the training of personnel.

C. Any mixing, diluting or reconstituting of drug products that are hazardous to personnel shall be performed consistent with requirements of all applicable federal and state laws and regulations for safety and air quality, to include but not be limited to those of the Occupational Safety and Health Administration (OSHA). For the purposes of this chapter, Appendix A of the National Institute for Occupational Safety and Health publication (NIOSH Publication No. 2004-165), Preventing Occupational Exposure to Antineoplastic and Other Hazardous Drugs in Health Care Settings is



incorporated by reference for the list of hazardous drug products and can be found at [www.cdc.gov/niosh/docs/2004-165](http://www.cdc.gov/niosh/docs/2004-165).

**18 VAC 85-20-410. Requirements for low-, medium- or high-risk sterile mixing, diluting or reconstituting.**

A. Any mixing, diluting or reconstituting of sterile products that does not meet the criteria for immediate-use as set forth in 18 VAC 85-20-400 A shall be defined as low-, medium-, or high-risk compounding under the definitions of Chapter 797 of the U.S. Pharmacopeia (USP).

B. Until July 1, 2007, all low-, medium-, or high-risk mixing, diluting or reconstituting of sterile products shall comply with the standards for immediate-use mixing, diluting or reconstituting as specified in 18 VAC 85-20-400. Beginning July 1, 2007, doctors of medicine or osteopathic medicine who engage in low-, medium-, or high-risk mixing, diluting or reconstituting of sterile products shall comply with all applicable requirements of the USP Chapter 797. Subsequent changes to the USP Chapter 797 shall apply within one year of the official announcement by USP.

C. A current copy, in any published format, of USP Chapter 797 shall be maintained at the location where low-, medium- or high-risk mixing, diluting or reconstituting of sterile products is performed.

**18 VAC 85-20-420. Responsibilities of doctors who mix, dilute or reconstitute drugs in their practices.**

A. Doctors of medicine or osteopathic medicine who delegate the mixing, diluting or reconstituting of sterile drug products for administration retain responsibility for patient care and shall monitor and document any adverse responses to the drugs.

B. Doctors who engage in the mixing, diluting or reconstituting of sterile drug products in their practices shall disclose this information to the board in a manner prescribed by the board and are subject to unannounced inspections by the board or its agents.

**DOCUMENTS INCORPORATED BY REFERENCE**

Preventing Occupational Exposure to Antineoplastic and Other Hazardous Drugs in Health Care Settings (NIOSH Publication No. 2004-165), Appendix A (Drugs Considered Hazardous), National Institute of Occupational Safety and Health.

USP Chapter 797, United States Pharmacopeial Convention.

VA.R. Doc. No. R06-148; Filed January 16, 2007, 12:53 p.m.

**Fast-Track Regulation**

**Title of Regulation: 18 VAC 85-20. Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic (amending 18 VAC 85-20-235).**

**Statutory Authority:** §§ 54.1-2400 and 54.1-2912.1 of the Code of Virginia.

**Public Hearing Date:** February 22, 2007 - 8:15 a.m.

Public comments may be submitted until April 6, 2007.

(See Calendar of Events section for additional information)

**Effective Date:** April 21, 2007.

**Agency Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

**Basis:** Section 54.1-2400 of the Code of Virginia provides the Board of Medicine the authority to promulgate regulations to administer the regulatory system.

The specific mandate for evidence of continued competency is found in § 54.1-2912.1 of the Code of Virginia.

**Purpose:** Current regulations require the Type 1 hours in chiropractic to be accredited by the Council on Chiropractic Education or any other organization approved by the board. The problem with the current language is that the Council on Chiropractic Education does not "accredit" continuing education; it accredits the colleges or universities that offer educational activities or courses in chiropractic. Therefore, it is theoretically impossible to comply with the current regulation for chiropractic continuing education.

In addition, Type 1 activities or courses offered by an accredited sponsor or organization sanctioned by the medical profession are always clinical hours of CME. The addition of the phrase "clinical hours" is necessary for the health and safety of the public to ensure that the Type 1 hours of continuing education for chiropractors are in patient care and clinical topics rather than in business management.

**Rationale for Using Fast-Track Process:** The fast-track process is being used to promulgate the amendment because it is strongly recommended by the chiropractic community to clarify the current requirement and make it consistent with the accreditation of chiropractic education.

**Substance:** The proposed fast-track action clarifies that the Type 1 (verifiable) hours of chiropractic continuing education must be clinical hours that are approved by a college or university accredited by the Council on Chiropractic Education or any other organization approved by the board.

**Issues:** There are no disadvantages to the public of this amendment. Currently, the board looks for accreditation of the chiropractic programs by the Council on Chiropractic Education, but that is not consistent with the language in the regulation.

There are no disadvantages to the agency or the Commonwealth; the proposal is a clarification for ease of compliance.

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## Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Amendments to Regulation. The Board of Medicine (board) proposes to clarify that Type 1 (verifiable) hours of chiropractic continuing education must be clinical hours which are approved by a college or university accredited by the Council on Chiropractic Education or any other organization approved by the board.

Result of Analysis. The benefits likely exceed the costs for all proposed changes.

Estimated Economic Impact. In order to renew a Virginia chiropractor's license, individuals must complete at least 60 hours of continuing learning activities within the two years immediately preceding renewal. A minimum of 30 of the 60 hours shall be in Type 1 activities or courses offered by an accredited sponsor or organization sanctioned by the profession. The current regulations require that the Type 1 hours in chiropractic "be accredited by the Council on Chiropractic Education or any other organization approved by the board." According to the Department of Health Professions the Council on Chiropractic Education does not "accredit" continuing education; it accredits the colleges or universities that offer educational activities or courses in chiropractic. In order to better reflect the actual requirement in practice, the board proposes to amend the regulatory language to state that the Type 1 hours in chiropractic "be clinical hours which are approved by a college or university accredited by the Council on Chiropractic Education or any other organization approved by the board." This will not significantly change what occurs in practice, but may produce a small benefit in that it may reduce confusion for readers of the regulation.

Businesses and Entities Affected. The proposed amendments affect 1,480 chiropractors with active licenses.

Localities Particularly Affected. The proposed regulations affect all Virginia localities.

Projected Impact on Employment. The proposed amendments will not affect employment.

Effects on the Use and Value of Private Property. The proposed amendments will not significantly affect the use and value of private property.

Small Businesses: Costs and Other Effects. The proposed amendments do not significantly affect small businesses.

Small Businesses: Alternative Method that Minimizes Adverse Impact. The proposed amendments do not significantly affect small businesses.

Legal Mandate. The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with Section 2.2-4007.H of the Administrative Process Act and Executive Order Number 36

(06). 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. Further, if the proposed regulation has adverse effect on small businesses, Section 2.2-4007.H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Medicine concurs with the analysis of the Department of Planning and Budget for amendments to 18 VAC 85-20 on clarification of Type 1 continuing education for chiropractors.

### Summary:

*The amendments clarify that the Type 1 (verifiable) hours of chiropractic continuing education must be clinical hours that are approved by a college or university accredited by the Council on Chiropractic Education or any other organization approved by the board.*

### **18 VAC 85-20-235. Continued competency requirements for renewal of an active license.**

A. In order to renew an active license biennially on or after January 1, 2002, a practitioner shall complete the Continued Competency Activity and Assessment Form ("Form") which is provided by the board and which shall indicate completion of at least 60 hours of continuing learning activities within the two years immediately preceding renewal as follows:

1. A minimum of 30 of the 60 hours shall be in Type 1 activities or courses offered by an accredited sponsor or organization sanctioned by the profession. At least 15 of the Type 1 hours shall be earned in face-to-face group activities or other interactive courses.

a. Type 1 hours in chiropractic shall be clinical hours that are approved by a college or university accredited by the Council on Chiropractic Education or any other organization approved by the board.

b. Type 1 hours in podiatry shall be accredited by the American Podiatric Medical Association, the American Council of Certified Podiatric Physicians and Surgeons or any other organization approved by the board.

2. No more than 30 of the 60 hours may be Type 2 activities or courses, which may or may not be approved by an accredited sponsor or organization but which shall be chosen by the licensee to address such areas as ethics, standards of care, patient safety, new medical technology, and patient communication.

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

C. The practitioner shall retain in his records the completed Form with all supporting documentation for a period of six years following the renewal of an active license.

D. The board shall periodically conduct a random audit of at least 1.0% to 2.0% of its active licensees to determine compliance. The practitioners selected for the audit shall provide the completed Form and all supporting documentation within 30 days of receiving notification of the audit.

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

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

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

H. The board may grant an exemption for all or part of the requirements for a licensee who is practicing solely in an uncompensated position, provided his practice is under the direction of a physician fully licensed by the board.

VA.R. Doc. No. R07-115; Filed January 16, 2007, 1:00 p.m.

**Proposed Regulation**

**Title of Regulation:** 18 VAC 85-40. Regulations Governing the Practice of Respiratory Care Practitioners (amending 18 VAC 85-40-61 and 18 VAC 85-40-65).

**Statutory Authority:** §§ 54.1-2400 and 54.1-2954.1 of the Code of Virginia.

**Public Hearing Date:** February 6, 2007 - 1 p.m.

Public comments may be submitted until April 6, 2007.

(See Calendar of Events section for additional information)

**Agency Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email elaine.yeatts@dhp.virginia.gov.

**Basis:** Section 54.1-2400, which provides the Board of Medicine the authority to promulgate regulations to administer the regulatory system:

In addition, § 54.1-2954.1 of the Code of Virginia requires the board to establish requirements for the licensure of respiratory care practitioners.

**Purpose:** The purpose of the proposed action is to clarify certain provisions of the regulation for ease of compliance and consistency with current practices. The board has amended rules for reactivation or reinstatement of inactive or lapsed licenses to provide requirements that will reasonably ensure competency for active practice to protect the health and safety of patients who will receive respiratory care from such practitioners.

**Substance:** The proposed change is to clarify the requirements for a person seeking reactivation from inactive status and reinstatement for a person who has allowed his license to lapse. Currently, such a person has to indicate that he has actively practiced in another jurisdiction while his license was lapsed or inactive in Virginia or provide other evidence of competency, which may be problematic since it was interpreted to mean that the applicant had to perform an internship or traineeship at a practice site in Virginia. The amended rule would specify that the evidence of competency may be hours of continuing education in respiratory care. It would also provide an additional alternative to indicate competency to return to active practice. If a respiratory care practitioner has chosen to be recertified by passage of an examination by the National Board for Respiratory Care (the certifying body that provides the licensing examination), the board would find that to be ample evidence of current competency.

Finally, an amendment would add a provision stating that the board has the right to deny reactivation or reinstatement based on grounds that would be a violation of law or regulation. While the law currently grants such authority, the board determined that a statement in the regulation would be clarifying to potential applicants.

**Issues:** The primary advantage to the public would be to potentially increase the accessibility of respiratory care practitioners who want to return to active practice in Virginia by clarifying the requirements. An interpretation of the current rule to require an internship or traineeship if someone has not been practicing in another jurisdiction has created a hardship on a few persons who were unable to find a situation in which that requirement could be met. Obtaining the necessary continuing education hours as an alternative to

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active practice is a more reasonable requirement that will not present a barrier to reentry or relocation.

There are no advantages or disadvantages to the agency or the Commonwealth.

## Department of Planning and Budget's Economic Impact Analysis:

**Summary of the Proposed Amendments to Regulation.** The Board of Medicine (board) proposes to add two methods by which individuals can reactivate or reinstate their respiratory care practitioner license: 1) recertification by passage of an examination from the National Board for Respiratory Care, and 2) completion of ten hours of continuing education for each year in which the license has been inactive, not to exceed three years (without an internship or traineeship).

**Result of Analysis.** The benefits likely exceed the costs for all proposed changes.

**Estimated Economic Impact.** Under the current regulations respiratory care practitioners with an inactive or lapsed<sup>1</sup> license who wish to reactivate or reinstate their license must either "Submit information on continued practice in another jurisdiction or other evidence of competency to return to active practice to include 10 hours of continuing education for each year in which the license has been inactive, not to exceed three years." According to the Department of Health Professions, in practice the board has required those following the "other evidence of competency route" to perform an internship or traineeship at a practice site in Virginia in addition to the 10 hours of continuing education for each year in which the license has been inactive.

The board proposes two changes that will make reactivation or reinstatement of the respiratory care license significantly less burdensome for those individuals who have not continued practice in another jurisdiction. Under the proposed regulations such individuals may qualify for reactivation or reinstatement by completing 10 hours of continuing education for each year in which the license has been inactive, not to exceed three years (without an internship or traineeship), or by passage of a recertification examination from the National Board for Respiratory Care.

Since passage of the recertification exam provides evidence that the candidate has kept up knowledge relevant for competence in the profession, this proposed option does not appear to put the public at risk of having practitioners who are significantly less competent than if this option did not exist. The savings in time for practitioners provided by this option is potentially large. An internship or traineeship and 10 hours of continuing education for each year in which the license has been inactive would likely take months to complete,<sup>2</sup> while

the exam could be taken in one day. Thus, the proposal to permit individuals to reactivate their license through passage of a recertification examination from the National Board for Respiratory Care likely produces significantly positive net benefit.

The proposal to permit individuals to reactivate their license through continuing education only, without an internship or traineeship, clearly could save practitioners the time cost of months in internship or traineeship as well. The regulations specify that the continuing education be from a sponsor recognized by the American Association for Respiratory Care or courses directly related to the practice of respiratory care as approved by the American Medical Association. The American Association for Respiratory Care website specifies that

Courses and/or programs not directly related to the direct application of patient care may be acceptable if the course or program relates to any of the following: 1) Education, supervision, and management, 2) Health care cost containment or cost management, 3) Preventative health services and health promotion, 4) Medical ethics and legal aspects of health care, 5) Patient Safety, and 6) Bioterrorism.<sup>3</sup>

Since the continuing education can be on topics not directly related to patient care, continuing education does not provide the same level of assurance of knowledge that is produced by passage of the recertification exam. Nevertheless, an individual seeking reactivation of their license will have previously shown a degree of competence in order to receive initial licensure. Time away from practice presumably does not erase competence. Hopefully most individuals seeking recertification will choose to take courses that contain information on emerging technology and its application in the delivery of respiratory care. Specifying this in the regulations could be beneficial.

**Businesses and Entities Affected.** The 3,271 individuals licensed as respiratory care practitioners in Virginia are potentially affected by the proposed regulations.<sup>4</sup>

**Localities Particularly Affected.** The proposed regulations affect all Virginia localities.

**Projected Impact on Employment.** The proposed amendments may have a small positive impact on respiratory care practitioner employment. The significant reduction in costs associated with reactivating or reinstating licensure under the proposed regulations versus the current regulations may encourage some individuals to reactivate or reinstate their license who otherwise would not have done so.

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<sup>1</sup> A license becomes lapsed if it is not renewed. Practitioners may also request that their license become inactive.

<sup>2</sup> Source: Department of Health Professions

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<sup>3</sup> Source: [http://www.aarc.org/education/crce\\_app/index.html](http://www.aarc.org/education/crce_app/index.html), accessed on September 25, 2006

<sup>4</sup> Data source: Department of Health Professions

Effects on the Use and Value of Private Property. The proposed amendments reduce the cost of reactivating or reinstating the respiratory care practitioner license. This will commensurately increase the net worth of individuals who reactivate or reinstate their license. Also, the reduced cost may encourage some individuals to reactivate or reinstate their license who otherwise would not have done so.

Small Businesses: Costs and Other Effects. The proposals will reduce costs for respiratory care practitioners who seek to reactivate or reinstate their license. Thus, small businesses that employ such practitioners may be moderately positively affected.

Small Businesses: Alternative Method that Minimizes Adverse Impact. The proposed amendments do not produce an adverse impact.

Legal Mandate. 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. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Medicine concurs with the analysis of the Department of Planning and Budget for the proposed regulation 18 VAC 85-40, Regulations Governing the Practice of Respiratory Care, relating to requirements for reinstatement or reactivation.

Summary:

*The proposed amendments add two methods by which an individual can reactivate or reinstate his respiratory care practitioner license as follows:*

1. *Recertification by passage of an examination from the National Board for Respiratory Care, and*
2. *Completion of 10 hours of continuing education for each year in which the license has been inactive, not to exceed three years without an internship or traineeship.*

**18 VAC 85-40-61. Inactive license.**

~~A. A licensed respiratory therapist who holds a current, unrestricted license in Virginia shall, upon a request on the renewal application and submission of the required fee, be issued an inactive license. The holder of an inactive license shall not be entitled to perform any act requiring a license to practice respiratory care in Virginia.~~

~~B. To reactivate an inactive license, a licensee shall:~~

- ~~1. Submit the required application;~~
- ~~2. Pay a fee equal to the difference between the current renewal fee for inactive licensure and the renewal fee for active licensure; and~~
- ~~3. Submit information on continued practice in another jurisdiction or other evidence of competency to return to active practice to include 10 hours of continuing education for each year in which the license has been inactive, not to exceed three years.~~

~~C. The board reserves the right to deny a request for reactivation to any licensee who has been determined to have committed an act in violation of § 54.1-2914 of the Code of Virginia or any provisions of this chapter.~~

**18 VAC 85-40-65. Reinstatement Reactivation or reinstatement.**

A. To reactivate an inactive license or to reinstate a license that has been lapsed for more than two years, a respiratory care practitioner shall submit evidence of competency to return to active practice to include one of the following:

1. Information on continued practice in another jurisdiction during the period in which the license has been inactive or lapsed;
2. Ten hours of continuing education for each year in which the license has been inactive or lapsed, not to exceed three years; or
3. Recertification by passage of an examination from NBRC.

~~B. To reactivate an inactive license, a respiratory care practitioner shall pay a fee equal to the difference between the current renewal fee for inactive licensure and the renewal fee for active licensure.~~

~~A. In order to~~ C. To reinstate a license which has been lapsed for more than two years, a respiratory care practitioner shall file an application for reinstatement, and pay the fee for reinstatement of his licensure as prescribed in 18 VAC 85-40-

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~~35, and submit to the board evidence of competency to practice to include 10 hours of continuing education for each year in which the license has been lapsed, not to exceed three years.~~ The board may specify additional requirements for reinstatement of a license so lapsed to include education, experience or reexamination.

~~B. D.~~ A respiratory care practitioner whose licensure has been revoked by the board and who wishes to be reinstated shall make a new application to the board, fulfill additional requirements as specified in the order from the board and make payment of the fee for reinstatement of his licensure as prescribed in 18 VAC 85-40-35 pursuant to § 54.1-2408.2 of the Code of Virginia.

E. The board reserves the right to deny a request for reactivation or reinstatement to any licensee who has been determined to have committed an act in violation of § 54.1-2915 of the Code of Virginia or any provisions of this chapter.

VA.R. Doc. No. R06-242; Filed January 16, 2007, 12:59 p.m.

## Proposed Regulation

Title of Regulation: **18 VAC 85-120. Regulations Governing the Licensure of Athletic Trainers (amending 18 VAC 85-120-130).**

Statutory Authority: §§ 54.1-2400 and 54.1-2957.4 of the Code of Virginia.

Public Hearing Date: February 8, 2007 - 9 a.m.

Public comments may be submitted until April 6, 2007.

(See Calendar of Events section for additional information)

Agency Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email elaine.yeatts@dhp.virginia.gov.

Basis: Section 54.1-2400 of the Code of Virginia provides the Board of Medicine the authority to promulgate regulations to administer the regulatory system.

The specific legal authority to promulgate the regulation for provisional licensure is found in § 54.1-2957.4 of the Code of Virginia.

Purpose: Applicants for licensure who are graduates of an accredited education program or have fulfilled internship educational requirements through the National Athletic Trainers Association Board of Certification and who have applied to take the certification examination may currently be granted a provisional license to practice athletic training under the supervision and control of a licensed athletic trainer. 18 VAC 85-120-80 sets out the requirements for issuance of provisional licensure. 18 VAC 85-120-130 specifies the supervisory responsibilities of the licensed trainer for a provisional licensee and for student trainers

working under his direction and control. The Advisory Board on Athletic Training has information that many new graduates are, in fact, practicing independently with little or no supervision from a licensed trainer who may practice 50 or more miles away from the provisional licensee. If this practice continues without further delineation of the supervisory responsibilities, there is concern that the public health and safety may be at risk. Young people being treated by a provisional licensee may be permanently harmed if the interventions being utilized are inappropriate or ineffective. The purpose of supervision of the trainer who has not yet demonstrated competency by passage of an examination is to ensure that the care being provided is appropriate, and that can only be determined if the supervisor is on site reviewing and evaluating on a daily basis.

Substance: The only change is an amendment to 18 VAC 85-120-130 relating to supervisory responsibilities to specify that supervision of a person holding a provisional license should be daily and on site, rather than just "periodic" supervision, which is undefined and too subjective.

Issues: The primary advantage to the public is greater assurance that the care and treatment of young athletes, primarily in local school systems, is being appropriately supervised if it is provided by persons who do not yet qualify for licensure. There are no disadvantages to the public.

There are no advantages or disadvantages to the agency or the Commonwealth.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Regulation. The Board of Medicine (board) proposes to amend its Regulations Governing the Licensure of Athletic Trainers to clarify that provisionally licensed athletic trainers must work in an environment where they have daily supervision on site.

Result of Analysis. There is insufficient data to accurately compare the magnitude of the costs and benefits of the proposed regulatory change. Analysis of possible costs and benefits can be found below.

Estimated Economic Impact. Currently, the board offers a provisional athletic trainer license for individuals who have completed an accredited education program or who have fulfilled internship educational requirements through the National Athletic Trainer Association Board of Certification (NATABOC) but who have not taken and passed the national certification examination. Provisionally licensed individuals may work as athletic trainers so long as they are supervised by a fully licensed athletic trainer. The Department of Health Professions (DHP) reports that, because current regulatory language is silent as to the type and frequency of supervision required, provisionally licensed individuals have been practicing in environments where their listed supervisor is 50 or more miles away and where their only supervision is by

way of infrequent phone calls. The board believes that this type of supervision is inadequate to protect student athletes who work with these provisionally licensed individuals from unsound, and possibly physically harmful, practices.

In order to ensure that provisionally licensed athletic trainers are adequately supervised, the board proposes to add language that they work in environments where there is daily, on-site supervision by a fully licensed athletic trainer. Provisionally licensed individuals may experience a decrease in the wages they can command after the promulgation of this regulation since the educational institutions at which they will be able to seek employment will be limited to those that already have a licensed athletic trainer that can supervise. Institutions that have employed provisionally licensed individuals, but have not provided supervision for these individuals, will likely see cost increases. These institutions will either have to hire supervision for their provisionally licensed employee or, more likely, will choose to hire a fully licensed athletic trainer rather than a, likely lower cost, provisionally licensed one. To the extent that passage of the certification examination implies greater competence than does completion of training and educational requirements, this regulatory change may lead to safer practices for athletic trainers.

**Businesses and Entities Affected.** Individuals who hold provisional athletic trainer licenses, as well as their employers, will be affected by the proposed regulation. Currently, there are nine athletic trainers who are provisionally licensed by the board in the Commonwealth.

**Localities Particularly Affected.** The proposed regulation will affect all localities in the Commonwealth.

**Projected Impact on Employment.** The proposed regulatory change will likely make it more expensive for small schools to employ provisionally licensed individuals (since these schools would now have to have or hire on-site supervision for them); this may lead these schools to choose to hire fully licensed athletic trainers instead. Larger schools would likely already have a licensed athletic trainer on staff and, so, are not likely to change their hiring decisions because of the proposed regulation. DHP believes that provisionally licensed individuals will have to limit their job searches to larger institutions but they will not likely remain unemployed because of this regulatory change.

**Effects on the Use and Value of Private Property.** The value of a provisional athletic trainer license will likely be diminished by the proposed regulation since provisionally licensed individuals will no longer be able to choose employment that allows them to maximize their utility without constraint. These individuals will instead be constrained to choose jobs at institutions that can offer supervision. These institutions will likely be able to offer wages lower than would be offered had they been in wider

competition for the provisionally licensed individual's services.

**Small Businesses: Costs and Other Effects.** The proposed regulation is not likely to affect any small businesses.

**Small Businesses: Alternative Method that Minimizes Adverse Impact.** The proposed regulation is not likely to affect any small businesses.

**Legal mandate.** 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. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Medicine concurs with the analysis of the Department of Planning and Budget for proposed regulations, 18 VAC 85-120, relating to supervision of provisional licensees.

Summary:

*The proposed amendments specify that supervision of a person holding a provisional license should be daily and on site, rather than just periodic.*

**18 VAC 85-120-130. Supervisory responsibilities.**

A. The athletic trainer supervising the practice of persons holding a provisional license issued by the board shall develop a written protocol with the provisional licensee to include but not be limited to the following:

1. Provisions for ~~periodic~~ daily, on-site review and evaluation of services being provided, including a review of outcomes for individuals being treated; and

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2. Guidelines for availability and ongoing communications proportionate to such factors as practice setting, acuity of population being served, and experience of the provisional licensee.

B. The athletic trainer supervising the practice of student athletic trainers shall:

1. Provide daily, on-site supervision and shall plan, direct, advise and evaluate the performance and experience of the student trainer.

2. Delegate only nondiscretionary tasks that are appropriate to the level of competency and experience of the student athletic trainer, practice setting and acuity of population being served.

VA.R. Doc. No. R06-197; Filed January 16, 2007, 12:56 p.m.

## BOARD OF NURSING

### Proposed Regulation

**Title of Regulation:** 18 VAC 90-20. Regulations Governing the Practice of Nursing (amending 18 VAC 90-20-30; adding 18 VAC 90-20-225).

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

**Public Hearing Date:** March 20, 2007 - 11:30 a.m.

Public comments may be submitted until April 6, 2007.

(See Calendar of Events section for additional information)

**Agency Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email elaine.yeatts@dhp.virginia.gov.

**Basis:** The regulatory action is promulgated under the authority of § 54.1-2400 of the Code of Virginia, which provides that health regulatory boards administer the regulatory system and may delegate informal fact-finding to an agency subordinate.

**Purpose:** To ensure that nurses with inactive licenses understand that they are not authorized to practice, even as a volunteer, the board has added a rule to specify that holding an inactive license does not entitle an individual to practice nursing in Virginia or under a multistate licensure privilege in another state.

The board also set the qualifications and criteria for reactivation as necessary to protect the health, safety and welfare of the public. Continuing education is not required for renewal of an active license since it is presumed that the nurse is engaged in active practice and is therefore maintaining her knowledge and skills. However, to ensure that an inactive nurse is competent and ready to resume safe practice, the board will require some evidence of continued competency, consisting of evidence of completion of 15

hours of continuing education in nursing approved by a regionally accredited educational institution or professional nursing organization or of passage of National Council Licensing Examination or active practice in another jurisdiction during the period in which the license has been inactive.

In addition, the board reserves the right to deny a request for reactivation to any licensee who has been determined to have committed an act in violation of § 54.1-3007 of the Code of Virginia or any provision of 18 VAC 90-20. Such a provision protects the public because it will ensure that a nurse who has been disciplined in another jurisdiction or who has been found guilty of a violation that would be grounds for discipline in Virginia could be denied licensure.

**Substance:** The proposed amendments allow a registered nurse or licensed practical nurse with a current, unrestricted license to take an inactive status. Regulations set forth the fee for renewal of an inactive license, the process for obtaining an inactive license, the restriction on practice, and the requirements for reactivation to active status, which include submission of an application and fee and evidence of competency to resume practice.

**Issues:** There are no advantages or disadvantages to the public. Nurses who would request inactive licensure would not actively practice in any setting, so their inactive status would not remove them from the workforce.

There are no advantages or disadvantages to the agency or the Commonwealth. Experience with other boards has shown that a certain percentage of licensees will request inactive status, which results in reduced revenue, but others who may have allowed a license to lapse will choose to maintain an inactive license, resulting in a net revenue gain.

### Department of Planning and Budget's Economic Impact Analysis:

**Summary of the Proposed Regulation.** The proposed regulations will allow issuance of inactive nursing licenses. The rules for obtaining an inactive license, restrictions on practice, and the requirements for reactivation to active status will also be established.

**Result of Analysis.** The benefits likely exceed the costs for at least one of the proposed changes.

**Estimated Economic Impact.** The proposed regulations will allow nurses with a current, unrestricted license to take an inactive status. A \$50 fee will be established for an inactive license and a \$15 fee for late renewal of an inactive license. Nurses in inactive status will also be required to take 15 hours of continuing education. A nurse with an inactive license will not be allowed to perform work even in a voluntary status.

The proposed regulations do not impose any requirements on nurses but rather provides an option to obtain an inactive license provided certain criteria are met. Currently, nurses



who do not practice nursing but want to maintain their license must either pay the \$95 biennial licensure renewal or give up their license. According to the Department of Health Professions (DHP), some nurses (especially retired nurses) desire to maintain their "registered nurse" or "licensed practical nurse" titles even though they may not be practicing the profession. The proposed regulations will allow a nurse to take an inactive status.

While making a decision to obtain the inactive status, a rational nurse is expected to compare the value of being an inactive nurse to the cost of obtaining this status. The main costs of inactive licensure status include \$50 inactive license fee, the fees paid for obtaining 15 hours of continuing education, and the time spent on the application procedure and on the continuing education requirements. Because a rational nurse would apply for inactive status if the benefits from such status outweigh the costs, the proposed regulations are expected to produce net benefits for the applicant nurses.

The net fiscal impact of the inactive licensure on DHP is uncertain. Using the statistics available from inactive doctors of medicine, DHP estimates that approximately 805 Licensed Practical Nurses and 3,026 Registered Nurses may take the inactive license status. If this occurs, the revenue loss would be \$86,198 per year or 1.3% of the total revenues. However, some nurses who would otherwise allow their licenses to lapse may now choose to obtain an inactive status creating additional revenues for DHP. Thus, the net revenue impact depends on the magnitude of the two opposing revenue effects.

In addition, DHP expects to incur approximately \$2,900 in administrative costs in order to reconfigure the information system to set up a new license type under the Board of Nursing.

**Businesses and Entities Affected.** The proposed regulations are estimated to affect approximately 805 Licensed Practical Nurses and 3,026 Registered Nurse who may be interested in obtaining an inactive license under the proposed regulations.

**Localities Particularly Affected.** The proposed regulations apply throughout the Commonwealth.

**Projected Impact on Employment.** The proposed regulations are not expected to affect unemployment as an inactive nurse is not allowed to practice nursing.

**Effects on the Use and Value of Private Property.** The proposed regulations are not expected to have significant effect on the use and value of private property.

**Small Businesses: Costs and Other Effects.** The proposed regulations are not likely to create any costs or other effects on small businesses.

**Small Businesses: Alternative Method that Minimizes Adverse Impact.** The proposed regulations are not expected to affect small businesses.

**Legal mandate.** 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. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: In the Economic Impact Analysis prepared by the Department of Planning and Budget, there is an inaccurate statement in the paragraph on the Estimated Economic Impact, where it is stated that "Nurses in inactive status will also be required to take 15 hours of continuing education." Nurses in inactive status are not required to complete continuing education, nor are they authorized to practice nursing. Only if someone wants to reactivate from inactive to active licensure status would they be required to demonstrate current competency by completion of 15 hours of continuing education.

With the exception of that statement, the Board of Nursing concurs with the analysis of the department on proposed amended regulations for 18 VAC 90-20, Regulations Governing the Practice of Nursing.

Summary:

*In response to a petition for rulemaking, the proposed amendments allow a nurse with a current, unrestricted license to take an inactive status. The amendments set forth the process for obtaining an inactive license, the restriction on practice, and the requirements for reactivation to active status.*

**18 VAC 90-20-30. Fees.**

Fees required in connection with the licensing of applicants by the board are:

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1. Application for licensure by examination	\$130
2. Application for licensure by endorsement	\$130
3. Reapplication for licensure by examination	\$25
4. Biennial licensure renewal	\$95
5. Late renewal	\$35
6. Reinstatement of lapsed license	\$145
7. Reinstatement of suspended or revoked license	\$185
8. Duplicate license	\$5
9. Replacement wall certificate	\$15
10. Verification of license	\$25
11. Transcript of all or part of applicant/licensee records	\$25
12. Returned check charge	\$35
13. Application for CNS registration	\$95
14. Biennial renewal of CNS registration	\$60
15. Reinstatement of lapsed CNS registration	\$105
16. Verification of CNS registration to another jurisdiction	\$25
17. Late renewal of CNS registration	\$20
<u>18. Inactive licensure renewal</u>	<u>\$50</u>
<u>19. Late renewal of an inactive license</u>	<u>\$15</u>

## **18 VAC 90-20-225. Inactive licensure.**

A. A registered nurse or licensed practical nurse who holds a current, unrestricted license in Virginia may, upon a request on the renewal application and submission of the required fee, be issued an inactive license. The holder of an inactive license shall not be entitled to practice nursing in Virginia or practice on a multistate licensure privilege but may use the title "registered nurse" or "licensed practical nurse."

### **B. Reactivation of an inactive license.**

1. A nurse whose license is inactive may reactivate within one renewal period by payment of the difference between the inactive renewal and the active renewal fee.

2. A nurse whose license has been inactive for more than one renewal period may reactivate by:

a. Submitting an application;

b. Paying the difference between the inactive renewal and the active renewal fee; and

c. Providing evidence of completion of 15 hours of continuing education in nursing approved by a regionally accredited educational institution or professional nursing organization or of passage of the National Council Licensing Examination during the period in which the license has been inactive.

3. The board may waive all or part of the continuing education requirement for a nurse who holds a current, unrestricted license in another state and who has engaged in active practice during the period the Virginia license was inactive.

4. The board may request additional evidence that the nurse is prepared to resume practice in a competent manner.

5. The board reserves the right to deny a request for reactivation to any licensee who has been determined to have committed an act in violation of § 54.1-3007 of the Code of Virginia or any provision of this chapter.

VA.R. Doc. No. R05-255; Filed January 16, 2007, 12:50 p.m.

## **Proposed Regulation**

**Title of Regulation: 18 VAC 90-20. Regulations Governing the Practice of Nursing (amending 18 VAC 90-20-10, 18 VAC 90-20-35, 18 VAC 90-20-40 through 18 VAC 90-20-70, 18 VAC 90-20-90, 18 VAC 90-20-95, 18 VAC 90-20-110 through 18 VAC 90-20-140, 18 VAC 90-20-160, 18 VAC 90-20-190, 18 VAC 90-20-200, 18 VAC 90-20-220, 18 VAC 90-20-230, 18 VAC 90-20-275, 18 VAC 90-20-280, 18 VAC 90-20-300, 18 VAC 90-20-370, 18 VAC 90-20-390, 18 VAC 90-20-410; adding 18 VAC 90-20-96 and 18 VAC 90-20-151; and repealing 18 VAC 90-20-65).**

**Statutory Authority: §§ 54.1-2400 and 54.1-3005 of the Code of Virginia.**

**Public Hearing Date: March 20, 2007 - 11:30 a.m.**

Public comments may be submitted until April 6, 2007.

(See Calendar of Events section for additional information)

**Agency Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email elaine.yeatts@dhp.virginia.gov.**

**Basis: The regulatory action is promulgated under the general rulemaking authority given to health regulatory boards in § 54.1-2400 of the Code of Virginia and the specific authority given to the Board of Nursing in § 54.1-3005 of the Code of Virginia.**

**Purpose: The proposed amendments result from an extensive review of nursing regulations to determine whether they are necessary and sufficient to ensure minimal competency and protect the public. The Education Special Conference Committee, which has responsibility for initial approval and continued approval of nursing education programs, has encountered situations in which it was apparent that nursing education programs were not adequately preparing students for passage of the national examination of nurses for safe, competent practice. In some cases there was insufficient specificity in regulation about the expectation for programs and inadequate requirements for accountability to enable the board to appropriately address those situations. To that end, there is a need for establishment of additional standards for programs and for the clinical practice of students. Other amendments are recommended to address changes in the renewal process and the multistate licensure compact and to make the requirements clearer for applicants and licensees.**

**Substance:** Amendments are proposed in the following sections:

18 VAC 90-20-10. Definitions. Several words and terms used in the regulation, such as "accreditation" and "NCLEX," are defined in this section. Other definitions, such as "clinical nurse specialist," are eliminated and provisions incorporated into the regulation.

## Part II. Nursing Education Programs.

18 VAC 90-20-40. Application. Amendments are proposed to require the program seeking board approval to pay an application fee of \$1,200 to cover expenses involved in the process. A program will also be required to provide a projection of the number of students it expects to enroll and then to provide information indicating that the program not only has faculty and clinical training facilities available but that they will be sufficient to provide classroom instruction and clinical supervision for the number of students specified by the program. The board proposes to require submission of an enrollment plan specifying the beginning dates and number of students for each class for a two-year period from the date of initial approval in order to indicate that it has adequately planned for resources, faculty and facilities.

18 VAC 90-20-60. Program approval. The board proposes to set a standard for approval that includes not only that the first graduating class has taken the licensure examination, but that the cumulative passing rate for the program's first-time test takers taking the NCLEX over the first four quarters following graduation of the first class is not less than 80%. The requirement for a survey visit by a representative of the board needed to be more explicit, so it is clear that the visit and report indicate satisfactory compliance with all requirements for program approval.

18 VAC 90-20-70. Organization and administration. There are some clarifying amendments proposed and an additional rule for the program to submit evidence ensuring that the director of the nursing education program has authority to implement the program and curriculum; oversee the admission, academic progression and graduation of students; hire and evaluate faculty; and recommend and administer the program budget, consistent with established policies of the controlling agency.

18 VAC 90-20-90. Faculty. There are several clarifying amendments in the faculty requirements. Changes in the process for other exceptions that do require board would be amended to permit the program to submit a request whenever an unexpected vacancy has occurred and to allow for exceptions to be made for the entire academic year rather than for one term. An amendment is proposed to state explicitly the expectation that, when students are giving direct care to patients, the faculty has to be on-site solely to supervise students.

18 VAC 90-20-95. Preceptorships. Amendments are proposed to specify that faculty is responsible for the designation of a preceptor for each student and must communicate such assignment with the preceptor, and that a preceptor cannot further delegate the duties of the preceptorship.

18 VAC 90-20-96. Clinical practice of students. In response to a need for clarity about the responsibility and accountability of a clinical supervisor and of the student who is engaged in direct patient care, a new section is proposed. First, it specifies that the student is permitted to perform tasks that would constitute the practice of nursing in accordance with § 54.1-3001 of the Code of Virginia, but that the student will be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned. Second, it specifies that faculty members or preceptors providing supervision in the clinical care of patients are responsible and accountable for the assignment of patients and tasks based on their assessment and evaluation of the student's clinical knowledge and skills. Supervisors must also monitor clinical performance and intervene if necessary for the safety and protection of the patients.

18 VAC 90-20-110. School records; student records; school bulletin or catalogue. The board proposes to require that nursing programs publish the annual passage rates on the NCLEX for the past five years, so prospective students will have that information for their consideration of which nursing program to attend.

18 VAC 90-20-120. Curriculum. The section that sets out the required curriculum will be revised to reflect current nursing education and to consolidate the requirements that are applicable to all levels of nursing education – practical nursing and registered nursing. In general, the board proposes that curriculum requirements be modified to:

1. Clarify that principles of direct client care and practice includes didactic content and supervised clinical experience in nursing in a variety of clinical settings;
2. Specify that concepts of the nursing process means the conduct of a focused nursing assessment of the client status that includes decision-making about who and when to inform, identifying client needs, planning for episodic nursing care, implementing appropriate aspects of client care, and contributing to data collection and the evaluation of client outcomes;
3. Include behavioral sciences along with concepts of anatomy, physiology, chemistry, and microbiology;
4. Include in concepts of communication, growth and development, interpersonal relations, the development of professional socialization including working in interdisciplinary teams and conflict resolution;

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5. Include within concepts of ethics and vocational and legal aspects of nursing, professional responsibility and history and trends in nursing and health care;

6. Add concepts of client-centered care including: (i) respect for cultural differences, values, preferences and expressed needs; (ii) promotion of healthy life styles for clients and populations; (iii) promotion of a safe client environment; and (iv) prevention and appropriate response to situations of bioterrorism and domestic violence; and

7. Add development of management and supervisory skills.

For nursing education programs preparing the student for licensure as a registered nurse, there would be the following additional curriculum requirements:

1. Didactic content and supervised clinical experiences in conducting a comprehensive nursing assessment that includes:

a. Extensive data collection, both initial and ongoing, for individuals, families, groups, and communities addressing anticipated changes in client conditions as well as emerging changes in a client's health status;

b. Recognition of alterations to previous client conditions;

c. Synthesizing the biological, psychological and social aspects of the client's condition;

d. Evaluation of the effectiveness and impact of nursing care;

e. Planning for nursing interventions and evaluating the need for different interventions for individuals, groups and communities;

f. Evaluation and implementation of the need to communicate and consult with other health team members; and

g. Use of a broad and complete analysis to make independent decisions and nursing diagnoses;

2. Didactic content and supervised experiences in:

a. Development of clinical judgment;

b. Development of leadership skills and knowledge of the rules and principles for delegation of nursing tasks;

c. Involvement of clients in decision-making and a plan of care; and

d. Participation in quality improvement processes to measure client outcomes and identify hazards and errors; and

3. Concepts of pathophysiology. Clinical practice is set out in a separate subsection D to state: "A nursing education program preparing for licensure as a practical nurse shall provide a minimum of 400 hours of direct client care

supervised by qualified faculty. A nursing education program preparing for licensure as a registered nurse shall provide a minimum of 500 hours of direct client care supervised by qualified faculty."

18 VAC 90-20-130. Resources, facilities and services. Changes are needed to update terminology and clarify that the resources must not only be available but sufficient to meet the needs of the program.

18 VAC 90-20-140. Program changes. Additional changes that indicate a substantive change in an approved program will need to be reported to the board within 10 days, such as changes in content of curriculum, faculty or method of delivery that affects 25% or more of the hours of instruction. Other less substantive changes in curriculum or faculty may be reported to the board with the annual report.

18 VAC 90-20-151. Passage rate on national examination. A new section is proposed to establish a standard for continued approval of a nursing education program and grounds for withdrawal of approval. For the purpose of continued approval by the board, a nursing education program will be required to maintain a prescribed passage rate of 80% for first-time test takers on the NCLEX, calculated on the cumulative results of the past four quarters in each year. If a program falls below that rate for two consecutive years, the board will conduct a site visit and place the program on conditional approval. If a program falls below the rate for three consecutive years, the board may withdraw program approval. For the purpose of program evaluation, the board will be allowed to provide to the program the examination results of its graduates. However, further release of such information by the program will not be authorized without written authorization from the candidate.

18 VAC 90-20-160. Maintaining an approved nursing education program. The requirements for maintaining approval are amended to allow reevaluation of a registered nurse program every six years if it is not accredited by a recognized accrediting body. Any RN program that does not have accreditation is likely to be problematic and requires closer oversight by the board. In contrast, a program (PN or RN) that does have national accreditation will be reevaluated every 10 years (currently every eight years) with submission of all required documentation about the study report, site visit and findings of the accrediting body. If a program fails to submit the required documentation, it will be evaluated on the schedule for a nonaccredited program.

18 VAC 90-20-190. Licensure by examination. Several amendments are necessary to eliminate outdated or inconsistent provisions. For example, it is not necessary to require submission of an application 60 days prior to the month the applicant expects to take the examination. The provision that prohibits release of examination results without written permission of the applicant or licensee will be

eliminated to allow the board to release results only to the nursing programs from which the student graduated.

18 VAC 90-20-220. Renewal of licenses. Amendments are needed to reflect the current renewal process in which licensees are sent a notice and encouraged to renew on-line. In addition, implementation of the Compact has necessitated an amendment that states: Upon renewal, all licensees shall declare their primary state of residence. If the declared state of residence is another Compact state, the licensee is not eligible for renewal.

18 VAC 90-20-230. Reinstatement of licenses. The amendments clarify that this section includes provisions for lapsed licenses and for licenses that have been suspended or revoked.

Part IV. Clinical Nurse Specialists. Amendments to regulations for clinical nurse specialists are necessary to: (i) clarify that the board approves programs that offer a graduate degree (which may be a doctorate rather than a master's); (ii) allow registration of clinical nurse specialists who have graduated from a school that is in the process of being accredited; (iii) ensure that the applicant actually holds a graduate degree in nursing; and (iv) include provisions that are currently in the definition section.

18 VAC 90-20-300. Disciplinary provisions. An amendment is proposed to express the intent of the board that it may be a violation of professional boundaries to take advantage of the vulnerability of a patient's family as well as the patient himself. All provisions of unprofessional conduct will be considered to address issues that have arisen in disciplinary cases before the board.

Part VII. Medication Administration Training Program. The regulations for medication administration training programs are amended in this action to increase the required hours from 24 to 32, which is consistent with all programs currently approved. While the board has adopted a new chapter for registration of medication aides and approval of training programs, those regulations are directed to practice in assisted living facilities. These regulations will remain in 18 VAC 90-20 to be applicable to medication administration in settings other than assisted living facilities.

18 VAC 90-20-410. Requirements for protocol for administration of adult immunization. The board reviewed the protocol and made one change related to emergency guidelines in immunization programs as necessary to ensure patient safety.

Issues: The primary advantage to the public is greater assurance that nursing education programs are adequately preparing students for practice. There are no disadvantages of the regulations.

Clarification and additional specificity should improve enforceability and reduce some confusion or questions about

the intent of some requirements, resulting in greater efficiency for the agency. There are no disadvantages to the agency or the Commonwealth.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Regulation. The Board of Nursing (board) proposes to amend its Regulations Governing the Practice of Nursing in several substantive ways. The board proposes to change rules governing nursing education so that:

- Any institution that wants to establish a new nursing education program must pay a \$1,200 application fee.
- Graduating students at all nursing education programs, old and new, will be required to maintain an 80% first-time test taker pass rate on the National Council of State Boards of Nursing's National Council Licensure Examination (NCLEX).
- Nursing education programs will be required to provide its graduates' NCLEX pass rates to potential students.
- The board's Educational Conference Committee may consider requests for continuing exceptions to the boards nursing program staffing rules.
- There are specific numbers of clinical hours that students must work during their degree program. The number of hours required differ according to whether students are working toward a practical nursing or registered nursing degree.
- Nursing education programs will have to report certain program changes to the board within 10 days.
- Nursing education programs that maintain their accreditation status need only apply for re-approval every 10 years. Non-accredited registered nursing education programs will be re-evaluated by the board every six years.

In addition to these substantive changes, clarifying language was added to many sections of the board's nursing education program rules.

The board also proposes to:

- Eliminate a requirement that applications for licensure by examination be submitted no later than 60 days before a planned examination.
- Increase the number of hours required in administration of medication training from 24 to 32.
- Add language that disallows renewal of a Virginia nursing license for licensees whose primary residence is in a state that is part of the Compact agreement.

Result of Analysis. The benefits likely exceed the costs for this proposed regulatory change.

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Estimated Economic Impact. The Department of Health Professions (DHP) estimates four full days of staff time are spent evaluating any potential new nursing education program that applies for board approval. This includes time spent reviewing all required paperwork as well as time spent on two (sometimes three) onsite visits. Currently, the expenses incurred by DHP during this process are paid by initial licensure fees and license renewal fees paid by nurses statewide.

As a matter of equity, the board proposes to shift the cost of program approval to the parties seeking approval; the board proposes to institute a \$1,200 fee that will be paid by the institutions or entities that are seeking to start a nursing education program. Although this regulatory change certainly represents a cost increase for entities considering starting a program, it may also lead to more efficient allocation of available resources. Since the costs incurred by DHP in processing program approvals has, up to this point, been an externality that institutions were not forced to consider when deciding whether or not their resources were best devoted to educating nurses or to some other purpose, some resources may have been inefficiently allocated. Now that these costs (through the \$1,200 fee) will be paid by those applying for program approval, some institutions may choose to direct their time, money and effort toward some other use that yields a greater net benefit for them. Additionally, DHP expects that the number of nurses seeking Virginia licensure will decrease slightly because of a recently instituted compact agreement that allows nurses from signatory states to practice in any signatory state with a license from their state of primary residence. This means that nurses who live in Maryland or North Carolina, for instance, would not need a Virginia nursing license to work within the Commonwealth's borders. If the number of nurses licensed drops, but the number of board activities that those fees cover stays constant, nurses would likely be subject to a fee increase in short order. Licensed nurses in the Commonwealth will likely benefit from this regulatory change because they are less likely to see fee increases to pay for program approval.

Currently regulation does not allow the board to use student success at passing the NCLEX exam as a criterion when approving or re-approving nursing education programs.

The board proposes to add a requirement for final approval of any new nursing education program that "the cumulative passing rate for the program's first time test takers taking the NCLEX over the first four quarters following graduation of the first class is not less than 80%." To maintain program approval, nursing education programs will have to maintain an 80% pass rate. If a program failed to meet this standard for two consecutive years, the board will place the program on conditional approval and conduct a site visit and suggest remedial action to help improve test performance. Any program that failed to meet this standard for three consecutive years would lose its approval to operate. The proposed

regulation will also require that all nursing education programs provide potential students with past NCLEX pass rates.

The average nationwide first-time test taker pass rate on the NCLEX practical nurse exam for the first two quarters of 2006 was 86%; first-time takers of the NCLEX registered nurse exam had an average pass rate of 85% during the same period. The average Virginia first-time practical nurse test taker pass rate for the third quarter of 2005 was 83.2%; the pass rate for Virginia first-time test takers on the NCLEX registered nurse exam was 87.48%. Although current nursing education programs in the state appear, on average, to already be meeting the new pass rate requirement, lower performing schools may find their program approval at risk. While these individual programs may, if education issues are not remediated, be closed, students will likely benefit as these proposed changes may reduce the chance of nursing students wasting their time and money on programs that are not teaching them what they need to know in order to be successful nurses. These changes will also enable potential nursing students to make better informed decisions about what programs would best serve their needs.

Current rules allow nursing education programs that need to fill faculty jobs on an emergency basis to apply to the board for exception to the normal faculty requirements so long as this application is filed before the start of the school term. There is no provision in current regulation for applying for exception during an academic term. The proposed regulation will allow programs to file for exception at times other than before the start of academic term, will allow the board to approve exceptions for the entire academic year rather than for just a term and also will allow the Education Special Conference Committee to approve continuing exceptions. These changes will benefit nursing education programs in that they will now have the flexibility to remain fully staffed under all circumstances.

Current regulation does not specify any particular level of clinical experience for students of either practical nursing education or registered nursing education programs. The proposed regulation will require student practical nurses to complete 400 hours working with patients in a clinical setting before graduating from their program; student registered nurses will be required to complete 500 clinical hours. DHP reports that all registered nursing programs and most practical nursing programs operating in the state already have students complete at least the number of clinical hours that will be required. A few private practical nursing programs require only 350-400 hours of clinical experience. Costs for these programs will likely increase as they will have to arrange for extra clinical time to be available for their students.

Currently, nursing education programs must report to the board within 10 days if there is a change in program directors, governing body or parent institution, if their accreditation

status changes or if they receive a final report with findings and recommendations from an accrediting body. The proposed regulation will add to this list. Nursing education programs will be required to report (within 10 days) "changes in content of curriculum, faculty or method of delivery that affects 25% or more of the hours of instruction," any "change in financial resources that could substantively affect the nursing program" and any change in the physical location of a nursing program. Nursing programs will incur a very slight increase in reporting costs. Nursing students in particular and the public in general are likely to benefit from the board being more knowledgeable about these reported changes.

All approved nursing programs, whether accredited or not, must currently seek re-approval every eight years. The proposed regulation will only require programs with accreditation to seek re-approval every 10 years. Practical nursing programs without outside accreditation will still have to seek program re-approval every eight years but non-accredited registered nursing programs will have to seek re-approval every six years. The board reports that non-accredited registered nursing programs tend to be deficient in some way and so should be watched more closely. Accredited registered nursing programs will likely experience a decrease in costs as they will have to apply for program re-approval less often. Conversely, non-accredited registered nursing programs will likely experience an increase in costs as they will have to apply for re-approval more frequently.

Currently, any individual who plans to take a nursing licensure exam must submit an application for licensure at least 60 days before a scheduled exam date and any nurse that practices in Virginia must hold a license issued by the Commonwealth. DHP now has computerized exams which can be taken at the convenience of the examinee. Virginia has also recently become a party to an interstate nursing compact which allows nurses from signatory states to practice in any other signatory state using a license issued by their home state. Because of these changes, the proposed regulation will completely eliminate the 60 day requirement and disallow Virginia re-licensure for nurses with primary residence in another compact state. Both of these changes represent a lessening of regulatory requirements that will benefit the regulated community.

Current regulation requires that unlicensed individuals receive 24 hours of medication administration training. The proposed regulation will require 32 hours of this training. DHP reports that this change reflects the number of hours that all medication administration training programs already require. Because of this, the regulated community will likely not incur any extra cost because of this regulatory change.

**Businesses and Entities Affected.** The proposed regulation will affect all nursing education programs in the Commonwealth as well as all registered nurses and practical nurses who are currently licensed by the board or who will

seek licensure at some point in the future. Currently there are 68 nursing education programs that train practical nurses and 47 programs that train registered nurses. DHP estimates that five or six new practical nursing education programs and one or two new registered nursing education programs apply to the board for program approval each year. Currently there are 82,370 registered nurses and 27,198 practical nurses licensed by the Commonwealth. DHP estimates that they receive approximately 5,500 applications for licensure of registered nurses and 2,400 applications for licensure of practical nurses each year.

**Localities Particularly Affected.** The proposed regulation will affect all localities in the Commonwealth.

**Projected Impact on Employment.** To the extent that the new \$1,200 approval fee discourages new nursing education programs from opening, future employment in the field of nursing education may grow more slowly than it otherwise would have. Any impact on employment is likely, however, to be minuscule since the cost of this fee is dwarfed by other costs associated with opening such a program.

**Effects on the Use and Value of Private Property.** The few private, for-profit nursing programs that have not been having nursing students work the number of clinical hours that will be required by the proposed regulation will likely see their costs rise as they change their programs to adapt. These programs will likely see a decrease in profits as they will either have to absorb these costs or they will likely have fewer enrollees as they pass these cost increases on to their students.

**Small Businesses: Costs and Other Effects.** There are 17 nursing education programs in the Commonwealth that are private, for-profit and meet the criteria for small businesses. These programs may incur costs for securing available clinical space/more clinic hours so that their students can fulfill the board's direct client care/clinical hours requirement.

**Small Businesses: Alternative Method that Minimizes Adverse Impact.** While the board has the option of not specifying the number of clinical hours that must be completed by nursing students, it is not at all clear that this option would not just transfer adverse impacts to the students who will likely eventually be practicing nurses. Since most other states require a set number of clinical hours worked (while a student) as one criterion for licensure, nurses whose programs did include sufficient required clinical hours will have to maintain records to prove this in order to be licensed through endorsement or reciprocity. Nurses whose training did not include sufficient clinical hours will not be able to move freely and still work in their chosen field.

**Legal Mandate.** 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

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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. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Board of Nursing concurs with the analysis of the Department of Planning and Budget on proposed amended regulations for 18 VAC 90-20, Regulations Governing the Practice of Nursing.

## Summary:

*As a result of a thorough review of regulations governing the practice of nursing, the board has proposed a number of amendments relating to nursing education that provide more specificity to the requirements for nursing education programs, add an application fee for program approval, set a minimum NCLEX passage rate for approved programs and a minimum number of clinical hours, clarify the responsibilities in the clinical practice of students, provide additional grounds for disciplinary action to address issues relating to unprofessional conduct for nurses, and increase the number of hours for an approved medication administration program from 24 to 32.*

## **18 VAC 90-20-10. Definitions.**

In addition to words and terms defined in § 54.1-3030 of the Code of Virginia, the following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Accreditation" means having been accredited by the National League for Nursing Accrediting Commission (NLNAC) or by the Commission on Collegiate Nursing Education (CCNE).

"Approval" means the process by which the board or a governmental agency in another state or foreign country

evaluates and grants official recognition to nursing education programs that meet established standards not inconsistent with Virginia law.

"Associate degree nursing program" means a nursing education program preparing for registered nurse licensure, offered by a Virginia college or other institution and designed to lead to an associate degree in nursing, provided that the institution is authorized to confer such degree by the State Council of Higher Education.

"Baccalaureate degree nursing program" means a nursing education program preparing for registered nurse licensure, offered by a Virginia college or university and designed to lead to a baccalaureate degree with a major in nursing, provided that the institution is authorized to confer such degree by the State Council of Higher Education.

"Board" means the Board of Nursing.

~~"Clinical nurse specialist" means a licensed registered nurse who holds:~~

~~1. A master's degree from a board-approved program which prepares the nurse to provide advanced clinical nursing services; and~~

~~2. Specialty certification from a national certifying organization acceptable to the board or an exception available from March 1, 1990, to July 1, 1990.~~

"Clinical setting" means any location in which the clinical practice of nursing occurs as specified in an agreement between the cooperating agency and the school of nursing.

"Conditional approval" means a time-limited status which results when an approved nursing education program has failed to maintain requirements as set forth in Article 2 (18 VAC 90-20-70 et seq.) of Part II of this chapter.

"Cooperating agency" means an agency or institution that enters into a written agreement to provide learning experiences for a nursing education program.

"Diploma nursing program" means a nursing education program preparing for registered nurse licensure, offered by a hospital and designed to lead to a diploma in nursing, provided the hospital is licensed in this state.

"NCLEX" means the National Council Licensing Examination.

"NCSBN" means the National Council of State Boards of Nursing.

"National certifying organization" means an organization that has as one of its purposes the certification of a specialty in nursing based on an examination attesting to the knowledge of the nurse for practice in the specialty area and is accredited by a national body recognized by NCSBN.



"Nursing education program" means an entity offering a basic course of study preparing persons for licensure as registered nurses or as licensed practical nurses. A basic course of study shall include all courses required for the degree, diploma or certificate.

"Nursing faculty" means registered nurses who teach the practice of nursing in nursing education programs.

"Practical nursing program" means a nursing education program preparing for practical nurse licensure that leads to a diploma or certificate in practical nursing, provided the school is authorized by the Virginia State Board of Education or the appropriate governmental credentialing agency.

"Preceptor" means a licensed health care provider who is employed in the clinical setting, serves as a resource person and role model, and is present with the nursing student in that setting.

"Primary state of residence" means the state of a person's declared fixed permanent and principal home or domicile for legal purposes.

"Program director" means a registered nurse who holds a current, unrestricted license in Virginia or a multistate licensure privilege and who has been designated by the controlling authority to administer the nursing education program.

"Provisional approval" means the initial status granted to a nursing education program which shall continue until the first class has graduated and the board has taken final action on the application for approval.

"Recommendation" means a guide to actions that will assist an institution to improve and develop its nursing education program.

"Requirement" means a mandatory condition that a nursing education program must meet to be approved.

**18 VAC 90-20-35. Identification; accuracy of records.**

A. Any person regulated by this chapter who provides direct patient care shall, while on duty, wear identification ~~which~~ that is clearly visible and indicates the person's first and last name and the appropriate title for the license, certification, or registration issued to such person by the board under which he is practicing in that setting.

B. A licensee who has changed his name shall submit as legal proof to the board a copy of the marriage certificate or court order evidencing the change. A duplicate license shall be issued by the board upon receipt of such evidence and the required fee.

C. Each licensee shall maintain a record of his current mailing address with the board, and any change of address by a licensee shall be submitted in writing to the board within 30 days of such change. All notices required by law and by this

chapter to be mailed by the board to any licensee shall be validly given when mailed to the latest address on file with the board.

**18 VAC 90-20-40. Application.**

A. An institution wishing to establish a nursing education program shall:

1. Submit to the board, at least 12 months in advance of expected opening date, a statement of intent to establish a nursing education program along with an application fee of \$1,200.

2. Submit to the board evidence documenting adequate resources for the projected number of students and the ability to provide a program that can meet the requirements of Article 2 (18 VAC 90-20-70 et seq.) of this part to include the following information:

a. Organizational structure of the institution and relationship of nursing program therein;

b. Purpose and type of program;

c. Availability of qualified faculty sufficient to provide classroom instruction and clinical supervision for the number of students specified by the program;

d. Budgeted faculty positions sufficient in number to provide classroom instruction and clinical supervision;

e. Availability of clinical training facilities for the program as evidenced by ~~letters of support indicating a willingness and the ability to provide a clinical site for training~~ copies of contracts or letters of agreement specifying the responsibilities of the respective parties and indicating sufficient availability of clinical experiences for the number of students in the program;

f. Availability of academic facilities for the program, including classrooms, laboratory, and library;

g. Evidence of financial resources for the planning, implementation and continuation of the program with budget projections for three years; ~~and~~

h. Tentative time schedule for planning and initiating the program; ~~and~~

i. An enrollment plan specifying the beginning dates and number of students for each class for a two-year period from the date of initial approval.

3. Respond to the board's request for additional information.

B. A site visit may be conducted by a representative of the board.

C. The Education Special Conference Committee (the "committee"), ~~comprised~~ composed of not less than two members of the board, shall, in accordance with § 2.2-4019 of

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the Code of Virginia, receive and review applications and the report of the site visit and shall make recommendations to the board regarding the granting or denial of approval of the program application.

1. If the board accepts the recommendation to approve the program application, the institution may apply for provisional approval of the nursing education program as set forth in this chapter.

2. If the committee recommendation is to deny approval of the program application, no further action will be required of the board unless the program requests a hearing before the board or a panel thereof in accordance with § 2.2-4020 and subdivision 9 of § 54.1-2400 of the Code of Virginia.

## 18 VAC 90-20-50. Provisional approval.

A. The application for provisional approval shall be complete when the following conditions are met:

1. A program director has been appointed, and there are sufficient faculty to initiate the program as required in 18 VAC 90-20-90; and

2. A written curriculum plan developed in accordance with 18 VAC 90-20-120 has been submitted.

B. The committee shall, in accordance with § 2.2-4019 of the Code of Virginia, make recommendations to the board ~~for the~~ to grant or ~~denial of~~ deny provisional approval.

1. If provisional approval is granted:

a. The admission of students is authorized; and

b. The program director shall submit quarterly progress reports to the board which shall include evidence of progress toward ~~application for program~~ approval and other information as required by the board.

2. If the committee recommendation is to deny provisional approval, no further action will be required of the board unless the program requests a hearing before the board or a panel thereof in accordance with § 2.2-4020 and subdivision 9 of § 54.1-2400 of the Code of Virginia.

## 18 VAC 90-20-60. Program approval.

A. The application for approval shall be complete when:

1. A self-evaluation report of compliance with Article 2 (18 VAC 90-20-70 et seq.) of this part has been submitted;

2. The first graduating class has taken the licensure examination, and the cumulative passing rate for the program's first-time test takers taking the NCLEX over the first four quarters following graduation of the first class is not less than 80%; and

3. A satisfactory survey visit and report has been made by a representative of the board verifying that the program is in compliance with all requirements for program approval.

B. The committee shall, in accordance with § 2.2-4019 of the Code of Virginia, receive and review the self-evaluation, the NCLEX results and survey reports and shall make a recommendation to the board for the granting or denial of approval or for continuance of provisional approval.

C. If the committee's recommendation is to deny approval, no further action will be required of the board unless the program requests a hearing before the board or a panel thereof in accordance with § 2.2-4020 ~~and subdivision 9 of § 54.1-2400~~ of the Code of Virginia.

## 18 VAC 90-20-65. ~~Continued approval.~~ (Repealed.)

~~For the purpose of continued approval of a program, the board may accept evidence of accreditation by a nursing education accrediting body recognized by the U.S. Department of Education.~~

## 18 VAC 90-20-70. Organization and administration.

A. The governing or parent institution offering nursing education programs shall be approved or accredited by the appropriate state agencies or by an accrediting agency recognized by the United States Department of Education.

B. Any agency or institution used for clinical experience by a nursing education program shall be in good standing with its licensing body.

C. The director of the nursing education program shall ~~be~~ hold an unencumbered license as a registered nurse licensed or a multistate licensure privilege to practice nursing in the Commonwealth, with the additional education and experience necessary to administer, plan, implement and evaluate the nursing education program. The program shall provide evidence that the director has authority to:

1. Implement the program and curriculum;

2. Oversee the admission, academic progression and graduation of students;

3. Hire and evaluate faculty; and

4. Recommend and administer the program budget, consistent with established policies of the controlling agency.

D. An organizational plan shall indicate the lines of authority and communication of the nursing education program to the controlling body; to other departments within the controlling institution; to the cooperating agencies; and to the advisory committee, if one exists.

E. There shall be evidence of financial support and resources sufficient to meet the goals of the nursing education program. ~~The program director of the nursing education program shall be responsible for the budget recommendations and administration, consistent with the established policies of the controlling agency.~~

**18 VAC 90-20-90. Faculty.**

**A. Qualifications.**

1. Every member of the nursing faculty, including the program director, shall hold a current, unencumbered license to practice as a registered nurse or a multistate licensure privilege to practice nursing in Virginia. Persons providing instruction in topics other than nursing shall not be required to hold a license as a registered nurse.

2. Every member of a nursing faculty supervising the clinical practice of students shall meet the licensure requirements of the jurisdiction in which that practice occurs.

3. The program director and each member of the nursing faculty shall maintain professional competence through such activities as nursing practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing.

4. For baccalaureate degree programs:

- a. The program director shall hold a doctoral degree.
- b. Every member of the nursing faculty shall hold a graduate degree. Faculty members with a graduate degree with a major other than in nursing shall have a baccalaureate degree with a major in nursing.

5. For associate degree and diploma programs:

- a. The program director shall hold a graduate degree, preferably with a major in nursing.
- b. The majority of the members of the nursing faculty shall hold a graduate degree, preferably with a major in nursing.
- c. Other members of the nursing faculty shall hold a baccalaureate degree, preferably with a major in nursing.

6. For practical nursing programs:

- a. The program director shall hold a baccalaureate degree, preferably with a major in nursing.
- b. The majority of the members of the nursing faculty shall hold a baccalaureate degree, preferably with a major in nursing.

7. Exceptions to provisions of subdivisions 4, 5, and 6 of this subsection shall be by board approval.

- a. Initial request for exception.
  - (1) The program director shall submit a request for initial exception in writing for consideration ~~at a regular board meeting~~ prior to the ~~term~~ academic year during which the nursing faculty member is scheduled to teach or whenever an unexpected vacancy has occurred.

(2) A description of teaching assignment, a curriculum vitae, and a statement of intent from the prospective faculty member to pursue the required degree shall accompany each request.

b. Request for continuing exception.

(1) Continuing exception will be based on the progress of the nursing faculty member toward meeting the degree required by this chapter during each year for which the exception is requested.

(2) The program director shall submit the request for continuing exception in writing ~~for consideration at a regular board meeting~~ prior to the next ~~term~~ academic year during which the nursing faculty member is scheduled to teach.

(3) A list of courses required for the degree being pursued and college transcripts showing successful completion of a minimum of two of the courses during the past academic year shall accompany each request.

(4) Any request for continuing exception shall be considered by the committee, which shall make a recommendation to the board.

c. The executive director of the board shall be authorized to make the initial decision on requests for exceptions. Any appeal of that decision shall be in accordance with the provisions of the Administrative Process Act (§ ~~9-6.14-1~~ 2.2-4000 et seq. of the Code of Virginia).

**B. Number.**

1. The number of faculty shall be sufficient to prepare the students to achieve the objectives of the educational program and to ensure safety for patients to whom students provide care.

2. When students are giving direct care to patients, the ratio of students to faculty shall not exceed 10 students to one faculty member, and the faculty shall be on site solely to supervise students.

3. When preceptors are utilized for specified learning experiences in clinical settings, the ~~ratio shall not exceed 15 students to one~~ faculty member may supervise up to 15 students.

**C. Functions.** The principal functions of the faculty shall be to:

- 1. Develop, implement and evaluate the philosophy and objectives of the nursing education program;
- 2. Design, implement, teach, evaluate and revise the curriculum;
- 3. Develop and evaluate student admission, progression, retention and graduation policies within the framework of the controlling institution;

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4. Participate in academic advisement and counseling of students;
5. Provide opportunities for student and graduate evaluation of curriculum and teaching and program effectiveness; and
6. Document actions taken in faculty and committee meetings.

## **18 VAC 90-20-95. Preceptorships.**

A. Clinical preceptors may be used to augment the faculty and enhance the clinical learning experience. The clinical preceptor shall be licensed at or above the level for which the student is preparing.

B. When giving direct care to patients, students shall be supervised by faculty or preceptors as designated by faculty. In utilizing preceptors to supervise students, the ratio shall not exceed two students to one preceptor at any given time.

C. Faculty shall be responsible for the designation of a preceptor for each student and shall communicate such assignment with the preceptor. A preceptor may not further delegate the duties of the preceptorship.

~~C.~~ D. Preceptorships shall include:

1. Written objectives, methodology, and evaluation procedures for a specified period of time;
2. An orientation program for faculty, preceptors, and students;
3. The performance of skills for which the student has had faculty-supervised clinical and didactic preparation; and
4. The overall coordination by faculty who assume ultimate responsibility for implementation, periodic monitoring, and evaluation.

## **18 VAC 90-20-96. Clinical practice of students.**

A. In accordance with § 54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned.

B. Faculty members or preceptors providing supervision in the clinical care of patients shall be responsible and accountable for the assignment of patients and tasks based on their assessment and evaluation of the student's clinical knowledge and skills. Supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the patients.

## **18 VAC 90-20-110. School records; student records; school bulletin or catalogue.**

A. A system of records shall be maintained and be made available to the board representative and shall include:

1. Data relating to accreditation by any agency or body.
2. Course outlines.
3. Minutes of faculty and committee meetings.

B. A file shall be maintained for each student. Each file shall be available to the board representative and shall include the student's:

1. Application;
2. High school transcript or copy of high school equivalence certificate; and
3. Current record of achievement.

A final transcript shall be retained in the permanent file of the institution.

Provision shall be made for the protection of student and graduate records against loss, destruction and unauthorized use.

C. Current information about the nursing education program shall be published periodically and distributed to students, applicants for admission and the board. Such information shall include:

1. Description of the program.
2. Philosophy and objectives of the controlling institution and of the nursing program.
3. Admission and graduation requirements.
4. Fees.
5. Expenses.
6. Financial aid.
7. Tuition refund policy.
8. Education facilities.
9. Student activities and services.
10. Curriculum plan.
11. Course descriptions.
12. Faculty-staff roster.
13. School calendar.
14. Annual passage rates on NCLEX for the past five years.

## 18 VAC 90-20-120. Curriculum.

A. Curriculum shall reflect the philosophy and objectives of the nursing education program and shall be consistent with the law governing the practice of nursing.

B. Nursing education programs preparing for ~~practical~~ nursing licensure shall include:

1. ~~Principles and practice~~ Didactic content and supervised clinical experience in nursing encompassing the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life cycle and in a variety of clinical settings;

2. ~~Basic concepts~~ Concepts of the nursing process that include conducting a focused nursing assessment of the client status that includes decision making about who and when to inform, identifying client needs, planning for episodic nursing care, implementing appropriate aspects of client care, and contributing to data collection and the evaluation of client outcomes;

3. ~~Basic concepts~~ Concepts of anatomy, physiology, chemistry and microbiology and the behavioral sciences;

4. ~~Basic concepts~~ Concepts of communication, growth and development, interpersonal relations, and patient education and cultural diversity, including:

a. Development of professional socialization that includes working in interdisciplinary teams; and

b. Conflict resolution;

5. ~~Basic concepts~~ Concepts of ethics and the vocational and legal aspects of nursing, including:

a. Regulations and sections of the Code of Virginia related to nursing;

b. Patient rights; and

c. Prevention of patient abuse, neglect and abandonment; and

d. Professional responsibility; and

e. History and trends in nursing and health care;

6. ~~Basic concepts~~ Concepts of pharmacology, nutrition and diet therapy;

7. Concepts of client-centered care, including:

a. Respect for cultural differences, values, preferences and expressed needs;

b. Promotion of healthy life styles for clients and populations;

c. Promotion of a safe client environment; and

d. Prevention and appropriate response to situations of bioterrorism and domestic violence; and

8. Development of management and supervisory skills.

C. Nursing In addition to meeting curriculum requirements set forth in subsection B of this section, nursing education programs preparing for registered nurse licensure shall also include:

1. ~~Theory and practice in nursing, encompassing the attainment and maintenance of physical and mental health and the prevention of illness throughout the life cycle for individuals, groups and communities;~~

2. ~~Concepts of the nursing process;~~

3. ~~Concepts of anatomy, physiology, chemistry, and microbiology;~~

4. ~~Sociology, psychology, communications, growth and development, interpersonal relations, group dynamics, cultural diversity and humanities;~~

5. ~~Concepts of pharmacology, nutrition and diet therapy, and pathophysiology;~~

6. ~~Concepts of ethics, and the professional and legal aspects of nursing, including:~~

a. ~~Regulations and sections of the Code of Virginia related to nursing;~~

b. ~~Patient rights; and~~

e. ~~Prevention of patient abuse, neglect and abandonment.~~

7. ~~Concepts of leadership, delegation, management and patient education.~~

1. Didactic content and supervised clinical experiences in conducting a comprehensive nursing assessment that includes:

a. Extensive data collection, both initial and ongoing, for individuals, families, groups, and communities addressing anticipated changes in client conditions as well as emerging changes in a client's health status;

b. Recognition of alterations to previous client conditions;

c. Synthesizing the biological, psychological and social aspects of the client's condition;

d. Evaluation of the effectiveness and impact of nursing care;

e. Planning for nursing interventions and evaluating the need for different interventions for individuals, groups and communities;

f. Evaluation and implementation of the need to communicate and consult with other health team members; and

g. Use of a broad and complete analysis to make independent decisions and nursing diagnoses;

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## 2. Didactic content and supervised experiences in:

- a. Development of clinical judgment;
- b. Development of leadership skills and knowledge of the rules and principles for delegation of nursing tasks;
- c. Involvement of clients in decision making and a plan of care;
- d. Participation in quality improvement processes to measure client outcomes and identify hazards and errors;

## 3. Concepts of pathophysiology; and

## 4. Principles of delegation of nursing tasks to unlicensed persons.

D. On and after July 1, 2007, all nursing education programs shall provide instruction in child abuse recognition and intervention.

E. A nursing education program preparing for licensure as a practical nurse shall provide a minimum of 400 hours of direct client care supervised by qualified faculty. A nursing education program preparing for licensure as a registered nurse shall provide a minimum of 500 hours of direct client care supervised by qualified faculty.

### **18 VAC 90-20-130. Resources, facilities and services.**

A. Periodic evaluations of resources, facilities and services shall be conducted by the administration, faculty, students and graduates of the nursing education program.

B. Secretarial and other support services shall be provided.

C. Classrooms, conference rooms, laboratories, clinical facilities and offices shall be ~~available~~ sufficient to meet the objectives of the nursing education program and the needs of the students, faculty, administration and staff.

D. The ~~library program~~ shall have learning resources that are current, pertinent and accessible to students and faculty, and sufficient ~~in number~~ to meet the needs of the students and faculty.

E. Written agreements with cooperating agencies shall be developed, maintained and periodically reviewed. The agreement shall:

1. Ensure full control of student education by the faculty of the nursing education program, including the selection and supervision of learning experiences.
2. Provide that faculty members or preceptors be present in the clinical setting ~~to which~~ when students are assigned for direct patient care.
3. Provide for cooperative planning with designated agency personnel to ensure safe patient care.

4. Provide that faculty be available to students and preceptors while students are involved in preceptorship experiences.

F. Any observational experiences shall be planned in cooperation with the agency involved to meet stated course objectives.

G. Cooperating agencies shall be approved by the appropriate accreditation, evaluation or licensing bodies, if such exist.

### **18 VAC 90-20-140. Program changes.**

A. The following shall be reported to the board within 10 days of the change or receipt of a report from an accrediting body:

1. Change in the program director, governing body or parent institution;
2. Change in accreditation status; ~~or~~
3. Change in content of curriculum, faculty or method of delivery that affects 25% or more of the hours of instruction;
4. Change in financial resources that could substantively affect the nursing education program;
5. Change in the physical location of the program; and

~~3- 6.~~ A final report with findings and recommendations from the accrediting body.

B. ~~Curriculum~~ Other curriculum or faculty changes shall be reported to the board with the annual report required in 18 VAC 90-20-160 A.

### **18 VAC 90-20-151. Passage rate on national examination.**

A. For the purpose of continued approval by the board, a nursing education program shall maintain a passage rate for first-time test takers on the NCLEX that is not less than 80%, calculated on the cumulative results of the past four quarters in each year.

B. If a program falls below 80% for two consecutive years, the board shall conduct a site visit and place the program on conditional approval. If a program falls below 80% for three consecutive years, the board may withdraw program approval.

C. For the purpose of program evaluation, the board may provide to the program the examination results of its graduates. However, further release of such information by the program shall not be authorized without written authorization from the candidate.

### **18 VAC 90-20-160. Maintaining an approved nursing education program.**

A. The program director of each nursing education program shall submit an annual report to the board.

B. Each nursing education program shall be reevaluated as follows:

1. A program that ~~is not accredited as prescribed~~ has not achieved accreditation as defined in 18 VAC 90-20-65 18 VAC 90-20-10 shall be reevaluated at least every eight years for a practical nursing program and every six years for a registered nursing program by submission of a comprehensive self-evaluation report based on Article 2 (18 VAC 90-20-70 et seq.) of this part, and a survey visit by a representative(s) of the board on dates mutually acceptable to the institution and the board.

2. A program that has maintained accreditation as ~~prescribed defined in 18 VAC 90-20-65~~ 18 VAC 90-20-10 shall be reevaluated at least every ~~eight~~ 10 years by submission of a comprehensive self-evaluation report as provided by the board. As evidence of compliance with specific requirements of this chapter, the board may accept the most recent study report, site visit report and final decision letter from the accrediting body. The board may require additional information or a site visit to ensure compliance with requirements of this chapter. If accreditation has been withdrawn or a program has been placed on probation, the board shall conduct an on-site survey visit within one year of such action. If a program fails to submit the documentation required in this subdivision, the requirements of subdivision 1 of this subsection shall apply.

C. The Education Special Conference Committee (the "committee"), ~~comprised~~ composed of not less than two members of the board, shall, in accordance with § 2.2-4019 of the Code of Virginia, receive and review the self-evaluation and survey reports and shall make a recommendation to the board ~~for to grant of continued or conditional approval, place the program on conditional approval or withdraw approval.~~

1. A nursing education program shall continue to be approved provided the requirements set forth in Article 2 of this part are attained and maintained.

2. If the committee determines that a nursing education program is not maintaining the requirements of Article 2 of this part, the committee shall recommend to the board that the program be placed on conditional approval and the governing institution shall be given a reasonable period of time to correct the identified deficiencies.

a. The committee shall receive and review reports of progress toward correcting identified deficiencies and, when a final report is received at the end of the specified time showing correction of deficiencies, make a recommendation to the board ~~for to grant of~~ continued approval, continue the program on conditional approval or withdraw approval.

b. If the ~~governing institution~~ nursing education program fails to correct the identified deficiencies within the time

specified by an order of the board, the board may withdraw the approval following a formal hearing.

c. The governing institution may request a formal hearing before the board or a panel thereof pursuant to § 2.2-4020 and subdivision 9 of § 54.1-2400 of the Code of Virginia if it objects to any action of the board relating to conditional approval.

D. Interim visits shall be made to the institution by board representatives at any time within the ~~eight-year~~ approval period either by request or as deemed necessary by the board.

## **18 VAC 90-20-190. Licensure by examination.**

A. The board shall authorize the administration of examinations for registered nurse licensure and examinations for practical nurse licensure.

B. A candidate shall be eligible to take the examination (i) upon receipt by the board of the completed application, fee and an official transcript from the nursing education program; and (ii) when a determination has been made that no grounds exist upon which the board may deny licensure pursuant to § 54.1-3007 of the Code of Virginia.

C. To establish eligibility for licensure by examination, an applicant for the licensing examination shall:

1. File the required application, any necessary documentation and fee ~~no later than 60 days prior to the first day of the month in which the applicant expects to take the examination.~~

2. Arrange for the board to receive an official transcript from the nursing education program which shows either:

a. That the degree or diploma has been awarded and the date of graduation or conferral; or

b. That all requirements for awarding the degree or diploma have been met and specifies the date of conferral.

3. File a new application and reapplication fee if:

a. The examination is not taken within six months of the date that the board determines the applicant to be eligible; or

b. Eligibility is not established within six months of the original filing date.

D. The minimum passing standard on the examination for registered nurse licensure and practical nurse licensure shall be determined by the board.

E. Any applicant suspected of giving or receiving unauthorized assistance during the examination may be noticed for a hearing pursuant to the provisions of the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) to determine eligibility for licensure or reexamination.

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~~F. The board shall not release examination results of a candidate to any individual or agency without written authorization from the applicant or licensee.~~

~~G. F.~~ Practice of nursing pending receipt of examination results.

1. A graduate who has filed a completed application for licensure in Virginia and has received an authorization letter issued by the board may practice nursing in Virginia from the date of the authorization letter. The period of practice shall not exceed 90 days between the date of successful completion of the nursing education program, as documented on the applicant's transcript, and the publication of the results of the candidate's first licensing examination.

2. Candidates who practice nursing as provided in subdivision 1 of this subsection shall use the designation "R.N. Applicant" or "L.P.N. Applicant" on a nametag or when signing official records.

3. The designations "R.N. Applicant" and "L.P.N. Applicant" shall not be used by applicants who either do not take the examination within 90 days following receipt of the authorization letter from the board or who have failed the examination.

~~H. G.~~ Applicants who fail the examination.

1. An applicant who fails the licensing examination shall not be licensed or be authorized to practice nursing in Virginia.

2. An applicant for licensure by reexamination shall file the required application and reapplication fee no later than 60 days prior to the first day of the month in which the applicant expects to take the examination in order to establish eligibility.

3. Applicants who have failed the examination for licensure in another U.S. jurisdiction but satisfy the qualifications for licensure in this jurisdiction may apply for licensure by examination in Virginia. Such applicants shall submit the required application and fee. Such applicants shall not, however, be permitted to practice nursing in Virginia until the requisite license has been issued.

## **18 VAC 90-20-200. Licensure by endorsement.**

A. A graduate of an approved nursing education program who has been licensed by examination in another U.S. jurisdiction and whose license is in good standing, or is eligible for reinstatement, if lapsed, shall be eligible for licensure by endorsement in Virginia, provided the applicant satisfies the same requirements for registered nurse or practical nurse licensure as those seeking initial licensure in Virginia.

1. A graduate of a nursing school in Canada where English was the primary language shall be eligible for licensure by endorsement provided the applicant has passed the

Canadian Registered Nurses Examination (CRNE) and holds an unrestricted license in Canada.

2. An applicant for licensure by endorsement who has not passed NCLEX may only be issued a single state license to practice in Virginia.

B. An applicant for licensure by endorsement who has submitted the required application and fee and submitted the required form to the appropriate credentialing agency for verification of licensure may practice for 30 days upon receipt of an authorization letter from the board. If an applicant has not received a Virginia license within 30 days and wishes to continue practice, he shall seek an extension of authorization to practice by submitting a request and evidence that he has requested verification of licensure.

C. If the application is not completed within one year of the initial filing date, the applicant shall submit a new application and fee.

## **18 VAC 90-20-220. Renewal of licenses.**

A. Licensees born in even-numbered years shall renew their licenses by the last day of the birth month in even-numbered years. Licensees born in odd-numbered years shall renew their licenses by the last day of the birth month in odd-numbered years.

B. No less than 30 days prior to the last day of the licensee's birth month, ~~an application~~ a notice for renewal of license shall be mailed by the board to the last known address of each licensee, who is currently licensed.

C. The licensee shall complete the ~~application~~ renewal form and ~~return~~ submit it with the required fee.

D. Failure to receive the ~~application for~~ renewal form shall not relieve the licensee of the responsibility for renewing the license by the expiration date.

E. The license shall automatically lapse if the licensee fails to renew by the expiration date.

F. Any person practicing nursing during the time a license has lapsed shall be considered an illegal practitioner and shall be subject to prosecution under the provisions of § 54.1-3008 of the Code of Virginia.

G. Upon renewal, all licensees shall declare their primary state of residence. If the declared state of residence is another compact state, the licensee is not eligible for renewal.

## **18 VAC 90-20-230. Reinstatement of lapsed licenses or license suspended or revoked.**

A. A nurse whose license has lapsed may be reinstated within one renewal period by payment of the current renewal fee and the late renewal fee.

B. A nurse whose license has lapsed for more than one renewal period shall:



1. File a reinstatement application and pay the reinstatement fee; and

2. Provide evidence of completing 15 hours of continuing education in nursing approved by a regionally accredited educational institution or professional nursing organization or of passage of National Council Licensing Examination during the period in which the license has been lapsed.

C. The board may waive all or part of the continuing education requirement for a nurse who holds a current, unrestricted license in another state and who has engaged in active practice during the period the Virginia license was lapsed.

D. A nurse whose license has been suspended or revoked by the board may apply for reinstatement by filing a reinstatement application, fulfilling requirements for continuing competency as required in subsection B of this section and paying the fee for reinstatement after suspension or revocation. A nurse whose license has been revoked may not apply for reinstatement sooner than three years from entry of the order of revocation.

E. The board may request additional evidence that the nurse is prepared to resume practice in a competent manner.

**18 VAC 90-20-275. Clinical nurse specialist education programs.**

~~A. An approved program shall be offered by: 1. A nationally accredited in a school of nursing that holds accreditation as defined in 18 VAC 90-20-10 that is within a regionally accredited college or university that offers a master's graduate degree in nursing designed to prepare a registered nurse for advanced practice in a clinical specialty in nursing; or,~~

~~2. B. A college or university that offers a master's degree consistent with the requirements of a national certifying organization as defined in 18 VAC 90-20-10 program that is in the process of obtaining and has not been denied accreditation may be considered by the board as an approved program for the purpose of registering a person who graduated during the accrediting process.~~

**18 VAC 90-20-280. Clinical nurse specialist registration.**

A. Initial registration. An applicant for initial registration as a clinical nurse specialist shall:

1. Be currently licensed as a registered nurse in Virginia or hold a current multistate licensure privilege as a registered nurse;

2. Submit evidence of ~~graduation~~ a graduate degree in nursing from an approved program as defined in 18 VAC 90-20-275;

3. Submit evidence of current specialty certification as a clinical nurse specialist from a national certifying organization ~~as defined in 18 VAC 90-20-10 acceptable to~~

the board or has an exception available from March 1, 1990, to July 1, 1990; and

4. Submit the required application and fee.

**B. Renewal of registration.**

1. Registration as a clinical nurse specialist shall be renewed biennially at the same time the registered nurse license is renewed. If registered as a clinical nurse specialist with a multistate licensure privilege to practice in Virginia as a registered nurse, a licensee born in even-numbered years shall renew his license by the last day of the birth month in even-numbered years and a licensee born in odd-numbered years shall renew his license by the last day of the birth month in odd-numbered years.

2. The clinical nurse specialist shall complete the renewal application form and ~~return~~ submit it with the required fee and evidence of current specialty certification unless registered in accordance with an exception.

3. Registration as a clinical nurse specialist shall lapse if the registered nurse license is not renewed or the multistate licensure privilege is lapsed and may be reinstated upon:

a. Reinstatement of R.N. license or multistate licensure privilege;

b. Payment of reinstatement and current renewal fees; and

c. Submission of evidence of continued specialty certification unless registered in accordance with an exception.

**18 VAC 90-20-300. Disciplinary provisions.**

A. The board has the authority to deny, revoke or suspend a license or multistate licensure privilege issued, or to otherwise discipline a licensee or holder of a multistate licensure privilege upon proof that the licensee or holder of a multistate licensure privilege has violated any of the provisions of ~~§ 4.1-3007~~ 54.1-3007 of the Code of Virginia. For the purpose of establishing allegations to be included in the notice of hearing, the board has adopted the following definitions:

1. Fraud or deceit in procuring or maintaining a license means, but shall not be limited to:

a. Filing false credentials;

b. Falsely representing facts on an application for initial license, reinstatement or renewal of a license; or

c. Giving or receiving assistance in the taking of the licensing examination.

2. Unprofessional conduct means, but shall not be limited to:

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a. Performing acts beyond the limits of the practice of professional or practical nursing as defined in Chapter 30 (§ 54.1-3000 et seq.) of Title 54.1 of the Code of Virginia, or as provided by §§ 54.1-2901 and 54.1-2957 of the Code of Virginia;

b. Assuming duties and responsibilities within the practice of nursing without adequate training or when competency has not been maintained;

c. Obtaining supplies, equipment or drugs for personal or other unauthorized use;

d. Employing or assigning unqualified persons to perform functions that require a licensed practitioner of nursing;

e. Falsifying or otherwise altering patient, employer, student, or educational program records, including falsely representing facts on a job application or other employment-related documents;

f. Abusing, neglecting or abandoning patients or clients;

g. Practice of a clinical nurse specialist beyond that defined in 18 VAC 90-20-290;

h. Representing oneself as or performing acts constituting the practice of a clinical nurse specialist unless so registered by the board;

i. Delegating nursing tasks to an unlicensed person in violation of the provisions of Part VIII (18 VAC 90-20-420 et seq.) of this chapter;

j. Giving to or accepting from a patient or client property or money for any reason other than fee for service or a nominal token of appreciation;

k. Obtaining money or property of a patient or client by fraud, misrepresentation or duress;

l. Entering into a relationship with a patient or client that constitutes a professional boundary violation in which the nurse uses his professional position to take advantage of ~~a patient or client's~~ the vulnerability of a patient, a client or his family, to include but not limited to actions that result in personal gain at the expense of the patient or client, a nontherapeutic personal involvement or sexual conduct with a patient or client;

m. Violating state laws relating to the privacy of patient information, including but not limited to § 32.1-127.1:03 of the Code of Virginia; ~~or~~

n. Providing false information to staff or board members in the course of an investigation or proceeding; or

~~or~~ o. Violating any provision of this chapter.

B. Any sanction imposed on the registered nurse license of a clinical nurse specialist shall have the same effect on the clinical nurse specialist registration.

## **18 VAC 90-20-370. Establishing a medication administration training program.**

A. A program provider wishing to establish a medication administration training program pursuant to § 54.1-3408 of the Code of Virginia shall submit an application to the board at least 90 days in advance of the expected beginning date.

B. The application shall be considered at a meeting of the board. The board shall, after review and consideration, either grant or deny approval.

C. If approval is denied, the program provider may request a hearing before the board, and the provisions of the Administrative Process Act shall apply (§ ~~9-6.14-1~~ 2.2-4000 et seq. of the Code of Virginia).

## **18 VAC 90-20-390. Content.**

The curriculum shall include a minimum of ~~24~~ 32 hours of classroom instruction and practice in the following:

1. Preparing for safe administration of medications to clients in specific settings by:

a. Demonstrating an understanding of the client's rights regarding medications, treatment decisions and confidentiality.

b. Recognizing emergencies and other health-threatening conditions and responding accordingly.

c. Identifying medication terminology and abbreviations.

2. Maintaining aseptic conditions by:

a. Implementing universal precautions.

b. Insuring cleanliness and disinfection.

c. Disposing of infectious or hazardous waste.

3. Facilitating client self-administration or assisting with medication administration by:

a. Reviewing administration records and prescriber's orders.

b. Facilitating client's awareness of the purpose and effects of medication.

c. Assisting the client to interpret prescription labels.

d. Observing the five rights of medication administration and security requirements appropriate to the setting.

e. Following proper procedure for preparing medications.

f. Measuring and recording vital signs to assist the client in making medication administration decisions.

g. Assisting the client to administer oral medications.

h. Assisting the client with administration of prepared instillations and treatments of:

- (1) Eye drops and ointments.
- (2) Ear drops.
- (3) Nasal drops and sprays.
- (4) Topical preparations.
- (5) Compresses and dressings.
- (6) Vaginal and rectal products.
- (7) Soaks and sitz baths.
- (8) Inhalation therapy.
- (9) Oral hygiene products.
- i. Reporting and recording the client's refusal to take medication.
- j. Documenting medication administration.
- k. Documenting and reporting medication errors.
- l. Maintaining client records according to facility policy.
- m. Sharing information with other staff orally and by using documents.
- n. Storing and securing medications.
- o. Maintaining an inventory of medications.
- p. Disposing of medications.
- 4. Facilitating client self-administration or assisting with the administration of insulin. Instruction and practice in the administration of insulin shall be included only in those settings where required by client needs and shall include:
  - a. Cause and treatment of diabetes.
  - b. The side effects of insulin.
  - c. Preparation and administration of insulin.
- b. Single or multiple dose administration.
- c. Injection site.
- d. Vaccine storage.
- e. Biohazardous waste disposal.
- f. Standard precautions.
- 8. Post-immunization instructions.
- 9. Emergency guidelines, including a signed medical directive for emergency treatment.
- 10. Qualification of immunization providers.
  - a. Virginia licensure as a registered nurse, licensed practical nurse, or pharmacist.
  - b. Supervision of LPN provider.
  - c. Current cardiopulmonary resuscitation training.
- 11. Resource personnel and supervision.
- 12. Sample of patient record with date, vaccine, dose, site, expiration date, lot number, and administering person's signature.

VA.R. Doc. No. R06-307; Filed January 16, 2007, 12:52 p.m.

**BOARDS OF PHARMACY AND MEDICINE**

**Proposed Regulation**

Title of Regulation: **18 VAC 110-40. Regulations Governing Collaborative Practice Agreements (amending 18 VAC 110-40-10 through 18 VAC 110-40-50).**

Statutory Authority: §§ 54.1-2400 and 54.1-3300.1 of the Code of Virginia.

Public Hearing Date: February 28, 2007 - 9 a.m.  
 Public comments may be submitted until April 6, 2007.  
 (See Calendar of Events section for additional information)

Agency Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 West Broad Street, Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, or email elaine.yeatts@dhp.virginia.gov.

Basis: This action is promulgated based on the authority provided in § 54.1-2400 of the Code of Virginia, which establishes the general powers and duties of health regulatory boards including the responsibility to promulgate regulations in accordance with the Administrative Process Act.

The specific statutory authority for the Boards of Pharmacy and Medicine to promulgate regulations for collaborative practice agreements between doctors of medicine or osteopathic medicine and pharmacists is found in § 54.1-3300.1 of the Code of Virginia.

**18 VAC 90-20-410. Requirements for protocol for administration of adult immunization.**

Pursuant to provisions of § 54.1-3408 of the Code of Virginia, a protocol shall be submitted to the board prior to the administration of an adult immunization program ~~which~~ that includes the following:

- 1. Purpose and objectives of immunization program.
- 2. Target population.
- 3. Name and address of medical director.
- 4. A signed and dated medical directive.
- 5. Screening criteria for inclusion and exclusion.
- 6. Informed consent form.
- 7. Immunization procedures.
  - a. Dosage.

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**Purpose:** Without a regulatory action to make the process for collaborative practice agreements less cumbersome and more clear to practitioners and pharmacists, the restrictions that may impede collaborative agreements will remain in effect. Any impediment to the implementation of collaborative agreements without an accompanying benefit to patient health, safety and welfare should be eliminated to encourage a process that enables patients to have disease states and conditions monitored and treated in a manner that is less costly and more accessible. By using local pharmacists as participants in patient care, the patient is better served and the physician can concentrate on other aspects of practice. Proposed amendments preserve the practitioner-patient-pharmacist relationship but modify some of the procedures to facilitate collaborative agreements.

**Substance:** The boards amended those regulations that are confusing and modified others that are unnecessarily cumbersome or burdensome and did not achieve a greater degree of patient safety. The advisory committee reviewing the regulation recommended changes that were subsequently adopted by the two boards in the following regulations:

1. Alternate practitioners/pharmacists. The Code of Virginia indicates that a collaborative practice can exist between "one pharmacist and his designated alternate pharmacists involved directly in patient care at a location where patients receive services" and "a practitioner...and his designated alternate practitioners involved directly in patient care."

The regulations assert that practitioners and pharmacists may designate alternate practitioners and pharmacists "provided the alternates are also signatories to the agreements."

For compliance with the law, it is not necessary to require the "signatures" of the designated alternate pharmacists and practitioners in the agreement. This would be especially beneficial in cases in which practitioners or pharmacists are filling in at a practice location for a short time or in the case of transfers between practice sites on the part of practitioners or pharmacists. Additionally, word "regularly" is not needed in the description of where a patient receives services. For example, a pharmacist may designate an alternate pharmacist working at a different pharmacy where the patient does not normally go, but could consent to go if the regular pharmacist is absent for some reason.

2. Patient informed consent. Virginia Law states that "[n]o patient shall be required to participate in a collaborative procedure without such patient's consent."

The regulations stipulate that the practitioner must obtain "written" informed consent from the patient and provide a copy to the pharmacist.

In practice, the order by the practitioner for a patient to participate in a collaborative agreement may come after he has seen the patient and ordered certain tests. Based on the results of those tests, he may feel the patient would benefit from followup with his local pharmacist and suggest participation in a collaborative agreement. In this and in other situations, it may be more practical for the informed consent to be documented by the pharmacist and sent to the practitioner for inclusion in the patient's medical record rather than making the patient go back to the practitioner's office. Amendments to the section on signed authorization are necessary to effect this change.

3. Length of agreement. The Code of Virginia does not impose a restriction on the length of a collaborative practice agreement. However, the current regulations only allow an agreement to be valid for "a period not to exceed two years."

This constraint is not necessary under the definition of the law and a less restrictive and better approach would consider an agreement valid until terminated by either the practitioner or the pharmacist that entered into the agreement, or at a time when the treatment plan is no longer current or no longer considered to be the standard of care. The regulation change requires that the parties establish a plan for periodic review and revision of the agreement and treatment protocol.

4. Approval of protocols. Current regulations are causing confusion under the heading of "Approval of Protocols" as some pharmacists and practitioners have been reluctant to initiate such programs because they feel the approval process is cumbersome and do not realize that they do not need approval if they are using protocols that are already within the accepted standard of care. The approval process and application fee would only apply to a rare protocol that is outside the clinically accepted standard of care. By changing the title of the section to "Approval of Protocols Outside the Standard of Care" or an equally clarifying title, this confusion may be eliminated.

There may also be confusion that approval is required for management of a disease state for which there is an accepted standard of care, but for which a practitioner may want to increase monitoring and oversight above the level required by the accepted standard. Amended language clarifies that increased oversight does not require approval.

A requirement for an applicant to submit documentation that the protocol "follows an acceptable standard of care" is an impossibility, since the reason for seeking board approval is that the protocol is "outside the standard of care." The criteria should be whether the protocol is safe and effective for the particular condition or disease to be managed or treated by a collaborative agreement.

5. Notification requirements. A requirement was added for notice to the collaborating parties and to the patient if there is a change in ownership or in location of one of the practices. Such a change may affect patient care and the patient's choice about participation in the collaborative agreement.

Issues: As noted by the National Association of Chain Drug Stores in a comment to the board, the primary advantage to the public would be an increase in efficiencies and reduction of unnecessary burdens by reducing the paperwork and simplifying the process of implementing a collaborative agreement. Patients could be monitoring for a chronic disease state by their local pharmacist in accordance with an agreed-upon protocol with their physician, reducing cost to the patient and improving the opportunity for compliance with a treatment regime. There are no disadvantages to the patients, since informed consent would still be required and the patient would continue to have the option to not participate or to withdraw at any time.

There are no advantages to disadvantages to the agency or the Commonwealth.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Regulation. The Boards of Pharmacy and Medicine (boards) propose to amend the requirements for collaborative practice agreements between doctors and pharmacists. The proposed amendments will clarify sections of the regulation that have the potential to be confusing and eliminate requirements that the boards deem unnecessarily burdensome to the parties who enter into collaborative agreements (doctors, pharmacists and patients). The boards have also proposed adding one new requirement that pharmacists and doctors who are signatories to collaborative agreements inform other parties to these agreements of any changes in ownership or location.

Result of Analysis. The benefits likely exceed the costs for this proposed regulatory change.

Estimated Economic Impact. Currently doctors and pharmacists may enter into collaborative patient care agreements for patients who have chronic conditions that have generally accepted and well defined treatment protocols. These agreements allow pharmacists and doctors to exchange more information, allow pharmacists to directly receive patient test results and allow pharmacists to modify medicine dosing and directions in response to received test results. This allows patients the benefit of more timely response to any changes in their health status. The Department of Health Professions reports that the chronic conditions most often treated through collaborative agreements are diabetes, asthma, anti-coagulant therapy and hypertension. Patients with these conditions are likely to need frequent, sometimes daily, adjustment of their medicine dosages.

The doctors and pharmacists who currently enter into collaboration must sign an agreement and the doctors must obtain signed informed consent from the patient whose care is the subject of the agreement. Pharmacists may designate alternative pharmacists as parties to a collaborative agreement so long as these alternative pharmacists are directly involved in the patient's care and they are signatories of the agreement. Current regulation, but not Virginia law, only allows collaborative agreements to be valid for two years or less.

The proposed regulation will eliminate the requirement that designated alternate pharmacists actually be signatories to collaborative agreements, allow pharmacists to document informed patient consent and eliminate the time restriction that collaborative agreements. The board reports that the Code of Virginia does not require alternate pharmacists to be signatories and believes that these signatures are not required to ensure patient safety.

The boards further report that the Code of Virginia requires that patients consent to any collaborative agreements that govern their care; the Code of Virginia does not, however, require doctors to gain a signed informed consent form. Since a timeline of patient care may make it more convenient for patients to consent to a collaborative agreement at their pharmacy, rather than going back to their doctor specifically to sign a consent form, the boards propose to change this requirement.

Legislative actions that allow collaborative agreements do not impose any restriction on the length of those agreements. The boards feel that patients would be better served if collaborative agreements remain in force until terminated by the signatories. The boards propose to eliminate the two-year validity restriction and, instead, require signatories to review collaborative agreements so that they reflect best medical practices. All three of these proposed changes will likely decrease the costs incurred by doctors, pharmacists and patients when they participate in collaborative agreements. If these decreased costs encourage more participation, patients will likely enjoy an increase in the probability that they will get more seamless healthcare and better healthcare outcomes.

In addition to these changes that loosen restrictions on signatories to collaborative agreements, the boards propose to add language to the regulation that will make clear that doctors and pharmacists need only get the boards' approval for protocols that are outside what is generally considered standard care. The boards report that there has been confusion on this point and that confusion may have artificially suppressed collaborative agreement participation rates. If clarifying this matter encourages more participation in collaborative agreements, patients will likely enjoy an increase in the probability that they will get more seamless healthcare and better healthcare outcomes.

The boards propose to add a requirement that signatories to collaborative agreements inform each other of any change in

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ownership or location of their practices. This will decrease the chance of any confusion that might adversely affect patient care. This is likely already common practice but could, at least hypothetically, slightly increase costs for any doctors or pharmacists who have had occasion to move without informing their partners in patient care.

**Businesses and Entities Affected.** The proposed regulation will affect all doctors, pharmacists and patients who choose to enter into collaborative agreements. Currently, there are approximately 27,190 licensed doctors and 9,000 licensed pharmacists in the Commonwealth.

**Localities Particularly Affected.** The proposed regulation will affect all localities in the Commonwealth.

**Projected Impact on Employment.** The proposed regulation will likely have no impact on employment in the Commonwealth.

**Effects on the Use and Value of Private Property.** Because the proposed regulation will eliminate requirements that are (slightly) costly for doctors and pharmacists but are not likely to improve patient care, those regulants who are already parties in existing collaborative agreements will likely see a (very small) increase in profits. In addition, regulants who are not currently parties to collaborative agreements will likely be more willing to enter such agreements than they otherwise would have been. To the extent that new collaborative agreements lower information search costs and improve patient care, the doctors and pharmacists involved may also experience a small increase in their profits.

**Small Businesses: Costs and Other Effects.** Doctors and pharmacists who currently choose to participate in collaborative agreements will likely experience a decrease in costs for that participation. The proposed regulation will also decrease the compliance burden borne by members of the regulated community who may enter into collaborative agreements in the future.

**Small Businesses: Alternative Method that Minimizes Adverse Impact.** The proposed regulation will decrease the compliance burden borne by the regulated community.

**Legal mandate.** 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. Further, if the proposed regulation has an adverse effect on small businesses, § 2.2-

4007 H requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Boards of Pharmacy and Medicine concur with the analysis of the Department of Planning and Budget for amendments to 18 VAC 110-40 relating to clarification and reduction in requirements.

Summary:

*The Boards of Pharmacy and Medicine have proposed amendments to requirements for collaborative practice agreements between doctors of medicine, osteopathy or podiatry and pharmacists directly involved in patient care in order to clarify certain provisions and modify others that are unnecessarily cumbersome or burdensome.*

**18 VAC 110-40-10. Definitions.**

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

"Agreement" means a collaborative practice agreement by which practitioners of medicine, osteopathy or podiatry and pharmacists enter into voluntary, written agreements to improve outcomes for their mutual patients using drug therapies, laboratory tests, and medical devices, pursuant to the provisions of § 54.1-3300.1 of the Code of Virginia.

"Committee" means an Informal Conference Committee, comprised of two members of the Board of Pharmacy and two members of the Board of Medicine.

"Pharmacist" means a pharmacist who holds an active license to practice pharmacy from the Virginia Board of Pharmacy and who is a signatory to a collaborative practice agreement.

"Practitioner" means, notwithstanding the definition in § 54.1-3401 of the Code of Virginia, a doctor of medicine, osteopathy, or podiatry who writes the order and is directly and ultimately responsible for the care of a patient being treated under an agreement and who holds an active license to practice from the Virginia Board of Medicine.

**18 VAC 110-40-20. Signed authorization for an agreement.**

A. The signatories to an agreement shall be a practitioner of medicine, osteopathy, or podiatry involved directly in patient care and a pharmacist involved directly in patient care. The practitioner may designate alternate practitioners, and the pharmacist may designate alternate pharmacists, provided the alternates are ~~also signatories to the agreement and are~~ involved directly in patient care at a location where patients ~~regularly~~ receive services.

B. An agreement shall only be implemented for an individual patient pursuant to an order from the practitioner for that patient ~~and only after written.~~ Documented informed consent from the patient ~~has been~~ shall be obtained by the practitioner who authorizes the patient to participate in the agreement ~~or by the pharmacist who is also a party to the agreement.~~ ~~A copy of the informed written consent from the patient shall be provided to the pharmacist.~~

1. The patient may decline to participate or withdraw from participation at any time.
2. Prior to giving consent to participate, the patient shall be informed by the practitioner or the pharmacist of the cooperative procedures that will be used pursuant to an agreement, and such discussion shall be documented in the patient record. ~~The procedures to be followed pursuant to an agreement shall be clearly stated on the informed consent form.~~
3. As part of the informed consent, the practitioner and the pharmacist shall provide written disclosure to the patient of any contractual arrangement with any other party or any financial incentive that may impact one of the party's decisions to participate in the agreement.

**18 VAC 110-40-30. Approval of protocols outside the standard of care.**

A. If a practitioner and a pharmacist intend to manage or treat a condition or disease state for which there is not a protocol that is clinically accepted as the standard of care, the practitioner and pharmacist shall ~~submit a proposed protocol~~ apply for approval. The committee shall, in accordance with § ~~9-6.14:11~~ 2.2-4019 of the Code of Virginia, receive and review the proposed treatment protocol and recommend approval or disapproval to the boards.

B. ~~For a proposed treatment protocol in which practitioner oversight increases from that which is the accepted standard of care, approval by the committee is not required.~~ Application and approval are not needed for treatment of conditions for which there is an accepted standard of care, but for which the practitioner wants to increase the monitoring and oversight of the condition over what the protocol recommends.

C. In order to ~~request a protocol review by the committee~~ apply for approval of a protocol outside the standard of care, the practitioner and the pharmacist shall submit:

1. An application and required fee of \$750;
2. A copy of the proposed protocol; and
- ~~2-3.~~ Supporting documentation that the protocol ~~follows an acceptable standard of care~~ is safe and effective for the particular condition or disease state for which the practitioner and the pharmacist intend to manage or treat through an agreement.

**18 VAC 110-40-40. Content of an agreement and treatment protocol.**

A. An agreement shall contain treatment protocols that are clinically accepted as the standard of care within the medical and pharmaceutical professions.

B. The treatment protocol shall describe the disease state or condition, drugs or drug categories, drug therapies, laboratory tests, medical devices, and substitutions authorized by the practitioner.

C. The treatment protocol shall contain a statement by the practitioner that describes the activities the pharmacist is authorized to engage in, including:

1. The procedures, decision criteria, or plan the pharmacist shall follow when providing drug therapy management;
2. The procedures the pharmacist shall follow for documentation; and
3. The procedures the pharmacist shall follow for reporting activities and results to the practitioner.

D. ~~An agreement shall be valid for a period not to exceed two years.~~ The signatories shall implement a procedure for periodically reviewing and, if necessary, revising the procedures and protocols of a collaborative agreement ~~at least every two years.~~

E. If either the practitioner or the pharmacist who is a party to the agreement has a change of location or change of ownership, that person shall notify the other party and all patients who are participants in the collaborative agreement.

**18 VAC 110-40-50. Record retention.**

A. Signatories to an agreement shall keep a copy of the agreement on file at their primary places of practice.

B. An order for a specific patient from the prescribing practitioner authorizing the implementation of drug therapy management pursuant to the agreement shall be noted in the patient's medical record and kept on file by the pharmacist.

C. ~~A copy of the~~ The patient's documented informed written consent from the patient shall be maintained in the patient's medical retained by the practitioner in the patient record ~~and~~

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~~kept on file along with the practitioner's order by the pharmacist in a readily retrievable manner.~~

VA.R. Doc. No. R06-198; Filed January 16, 2007, 12:49 p.m.



# GUIDANCE DOCUMENTS

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

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

## DEPARTMENT OF ACCOUNTS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Department of Accounts, 101 N. 14th Street, 2nd Floor, 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 email 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 email 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 9 a.m. until 5 p.m. in the office of the Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, VA 23229. Copies may be obtained free of charge by contacting Janet James at the address above, telephone (804) 662-7049, FAX (804) 662-9354, or email janet.james@vda.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Janet James at the address

above, telephone (804) 662-7049, FAX (804) 662-9354, or email janet.james@vda.virginia.gov.

### Guidance documents pertaining to this agency and all its boards:

3097	Virginia Long-Term Care Ombudsman Program Policies and Procedures Manual, revised September 30, 2003.	09/30/2003
3098	Guidelines for a Client Appeals Process for Services Provided Under the Older	07/30/2002
3099	Minimum Procurement Guidelines, issued June 1, 2003	06/01/2003
3092	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	06/19/2003

### Guidance documents pertaining to this board or specific regulations within this board:

3093	Title III and Title V Service Standards, revised October 1, 2003, interpreting 22 VAC 5-20-80	10/01/2003
3094	Care Coordination for Elderly Virginians Policies and Procedures Manual, January 28, 2004.	10/28/2004
3095	Senior Employment Services Coordination Plan (Title V), PY2004 issued July 1, 2004; PY2005 Modification effective July 1, 2005.	07/01/2005
3096	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).	04/04/2004
3100	National Family Caregiver Support Program Guidelines, implementing Title	02/22/2005

# Guidance Documents

	III-E of the Older Americans Action of 1965 (as amended), Sections 306(a)(4)(A)(i), 306(a)(4)(B)(i)(1), 372(3), 373, 373(b) and interpreting 22 VAC 5-20-250.	
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## 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 Rodney Phillips at (804) 786-2013.

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

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

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

### Guidance documents pertaining to this agency and all its boards:

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

### Guidance documents pertaining to this board or specific regulations within this board:

441	Food Safety and Security Manual	07/15/2006
740	Dairy Services Procedure Manual	10/31/2006
750	Guidelines for the Virginia Ginseng Management Program	10/02/2006

751	Virginia Cooperative Gypsy Moth Suppression Program, 2007 Guidelines	09/01/2006
753	Invitation for Bids for the Cotton Boll Weevil Monitoring Program	04/18/2005
754	Food Safety & Security Field Operations Manual	06/15/2006
1743	Agricultural Stewardship Act Guidelines (Part 1)	07/01/2000
1745	Agricultural Stewardship Act Guidelines (Part 2)	07/01/2000

## Pesticide Control Board

### Guidance documents pertaining to this board or specific regulations within this board:

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

**Guidance documents pertaining to this board or specific regulations within this board:**

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

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

Copies of guidance documents may viewed during regular workdays from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Alcoholic Beverage Control, 2901

Hermitage Road, Richmond, VA 23220. Copies may be obtained free of charge from and questions regarding interpretation or implementation of these documents may be directed to W. Curtis Coleburn, Chief Operating Officer, at the same address, telephone (804) 213-4409, FAX (804) 213-4411, or email at [curtis.coleburn@abc.virginia.gov](mailto:curtis.coleburn@abc.virginia.gov). Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall, [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

**Guidance documents pertaining to this agency and all its boards:**

1852	Licensee Bulletin Vol. 56, No.2	01/01/2000
1878	Circular Letter 92-1	05/22/1992
1848	Licensee Newsletter - Spring 2003	03/01/2003

**Guidance documents pertaining to this board or specific regulations within this board:**

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

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## Guidance Documents

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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

### **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 Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa R. Hahn, 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 email [kimberly.via@apa.virginia.gov](mailto:kimberly.via@apa.virginia.gov).

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

#### **Guidance Documents:**

Specification for Audits of Counties, Cities, and Towns, 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).

### **VIRGINIA STATE BAR**

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 4:45 p.m. in the office of the Virginia State Bar at 707 E. Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Williams at the same address, telephone (804) 775-0530 or email [williams@vsb.org](mailto:williams@vsb.org).

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

#### **Guidance Document:**

Unauthorized Practice of Law (UPL) Guidelines, issued June 1997, 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 Kathy C. Proffitt at the same address, telephone (804) 371-3145, FAX (804) 371-3157 or email [kathy.proffitt@dbvi.virginia.gov](mailto:kathy.proffitt@dbvi.virginia.gov).

Questions regarding the interpretation or implementation of these documents may be directed to Kathy C. Proffitt, Administrative Staff Assistant, Virginia Department for the Blind and Vision Impaired, Richmond, VA 23227, telephone (804) 371-3145, FAX (804) 371-3351 or email [kathy.proffitt@dbvi.virginia.gov](mailto:kathy.proffitt@dbvi.virginia.gov).

**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 2006, 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 October 2006, § 22.1-217, § 22.1-217

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

VRCBVI Student Handbook, revised October 2000

Vocational Rehabilitation Policies and Procedures Manual, revised October 2006, 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

**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

State Certified Seed Board Annual Report, 2005

**DEPARTMENT OF CHARITABLE GAMING**

Copies of the following document may be viewed during regular workdays from 8:30 a.m. until 5 p.m. at the Department of Charitable Gaming, James Monroe Building, 17th Floor, 101 North 14th Street, Richmond, VA 23219-3684. Copies may be obtained free of charge by contacting Pam Doak, Office Manager, at telephone (804) 786-3014, FAX (804) 786-1079 or email at [pam.doak@dcg.virginia.gov](mailto:pam.doak@dcg.virginia.gov). These documents are also available on the department's website at [www.dcg.virginia.gov](http://www.dcg.virginia.gov). Questions regarding interpretation or implementation of these documents may be directed to Harry Durham, Interim Director of the Department of Charitable Gaming, at the address above or by telephone at (804) 786-2444, FAX (804) 786-1079, or email at [harry.durham@dcg.virginia.gov](mailto:harry.durham@dcg.virginia.gov).

**Guidance Document:**

Advisory Letter to all Charitable Gaming Permit and Exempt Authorization Holders – “Texas Hold'em” Poker Tournaments (9-27-04)

Charitable Gaming Board – Charitable Gaming Rules and Regulations -  
[http://www.dcg.virginia.gov/stat1\\_regulations.htm](http://www.dcg.virginia.gov/stat1_regulations.htm) (Eff. 8-9-06)

Charitable Gaming Board – Supplier Regulations -  
[http://www.dcg.virginia.gov/stat1\\_supplierregs.htm](http://www.dcg.virginia.gov/stat1_supplierregs.htm) (Eff. 8-9-06)

Department of Charitable Gaming – Application Checklist – New Organizations -  
[http://www.dcg.virginia.gov/licensing\\_all\\_orgs.htm](http://www.dcg.virginia.gov/licensing_all_orgs.htm) (Eff. 6-06)

Department of Charitable Gaming – Application Checklist – Renewal Organizations -

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## Guidance Documents

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[http://www.dcg.virginia.gov/licensing\\_all\\_orgs.htm](http://www.dcg.virginia.gov/licensing_all_orgs.htm) (Eff. 6-06)

Department of Charitable Gaming – Bingo Manager Application/Instructions – Certificate of Registration - [http://www.dcg.virginia.gov/training\\_callers.htm](http://www.dcg.virginia.gov/training_callers.htm) (Eff. 7-1-05)

Department of Charitable Gaming – Bingo Caller Application/Instructions – Certificate of Registration - [http://www.dcg.virginia.gov/training\\_callers.htm](http://www.dcg.virginia.gov/training_callers.htm) (Eff. 7-1-05)

Form 301 - Department of Charitable Gaming – Supplier Registration Certificate Application/Instructions - [http://www.dcg.virginia.gov/forms\\_supplier.htm](http://www.dcg.virginia.gov/forms_supplier.htm) (Eff. 2-10-06)

Form 302 - Department of Charitable Gaming – Annual Supplier Sales and Transaction Report/Instructions - [http://www.dcg.virginia.gov/forms\\_supplier.htm](http://www.dcg.virginia.gov/forms_supplier.htm) (Eff. 11-30-05)

Form 303 - Department of Charitable Gaming – Certification of Non-Permit Holder – Supplier Use Only - [http://www.dcg.virginia.gov/forms\\_supplier.htm](http://www.dcg.virginia.gov/forms_supplier.htm) (Eff. 7-1-05)

Department of Charitable Gaming – Instructions - Online Submission of Financial Reports - [http://www.dcg.virginia.gov/fina\\_register.htm](http://www.dcg.virginia.gov/fina_register.htm) (2006)

Form 101 - Department of Charitable Gaming – Instructions - Annual Financial Report - <http://www.dcg.virginia.gov/forms.htm> (Eff. 11-22-06)

Form 102 - Department of Charitable Gaming – Instructions - Quarterly Financial Report - <http://www.dcg.virginia.gov/forms.htm> (Eff. 10-02-06)

Form 103 - Department of Charitable Gaming – Instructions - Bingo Session Reconciliation Summary - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 104-A - Department of Charitable Gaming – Instructions - Admission Sales Reconciliation Form – Paper - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 104-B - Department of Charitable Gaming – Instructions - Floor Sales Reconciliation Form – Paper - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 105 - Department of Charitable Gaming – Instructions – Instant Bingo/Seal cards/Pull-Tabs Reconciliation Form - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 105-A - Department of Charitable Gaming – Instructions – Instant Bingo/Seal Cards/Pull-Tabs Reconciliation Continuation Form – Instructions - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 106-A - Department of Charitable Gaming – Instructions - Storeroom Inventory Issue Form – Paper - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 106-B - Department of Charitable Gaming – Instructions - Storeroom Inventory Issue Form – Instant Bingo/Seal Cards/Pull-Tabs - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 107 - Department of Charitable Gaming – Instructions – List of Volunteer Workers - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 108 - Department of Charitable Gaming – Instructions – Prize Receipt Form - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 109-A - Department of Charitable Gaming – Instructions – Storeroom Inventory Form – Paper - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 109-B - Department of Charitable Gaming – Instructions – Storeroom Inventory Form – Instant Bingo/Seal Cards/Pull-Tabs - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-26-06)

Form 110 - Department of Charitable Gaming – Instructions – Raffle Sales Reporting – (Non-Bingo) - <http://www.dcg.virginia.gov/forms.htm> (Eff. 7-1-03)

Department of Charitable Gaming – “Lucky Seven” Rules of Play” - <http://www.dcg.virginia.gov/pdf/g/lucky7.pdf> (Eff. 7-1-04) - § 18.2-340.33.10.b.

Department of Charitable Gaming – Game Observation Program - <http://www.dcg.virginia.gov/pdf/i/gameobservation.pdf>

Department of Charitable Gaming – Security Tips for Organizations Conducting Charitable Gaming - [http://www.dcg.virginia.gov/training\\_security.htm](http://www.dcg.virginia.gov/training_security.htm)

Department of Charitable Gaming – Gaming Resources - [http://www.dcg.virginia.gov/training\\_resources.htm](http://www.dcg.virginia.gov/training_resources.htm)

Department of Charitable Gaming – DCG Web Policy (available at [http://www.dcg.virginia.gov/dcg\\_webpolicy.htm](http://www.dcg.virginia.gov/dcg_webpolicy.htm)) – 2006 or by directly contacting Betty B. Bowman at (804) 786-3015.

Department of Charitable Gaming – DCG FOIA Policy (available at [http://www.dcg.virginia.gov/dcg\\_foia.htm](http://www.dcg.virginia.gov/dcg_foia.htm)) or by directly contacting Betty B. Bowman at (804) 786-3015.

### VIRGINIA CODE COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Code Commission, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 786-3591, FAX (804)

692-0625 or email [tedwards@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 email [jchaffin@leg.state.va.us](mailto:jchaffin@leg.state.va.us).

**Guidance Documents:**

Form, Style and Procedure Manual for Publication of Virginia Regulations (DRAFT) (<http://legis.state.va.us/codecomm/register/download/2006draftversion4.pdf>), revised November 2006, § 2.2-4104

Preparing and Filing Guidance Document Lists (<http://legis.state.va.us/codecomm/register/guidadoc.htm>), revised October 2006, §§ 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

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

DCR – NH – 059, Natural Heritage Information Services, 07/01/2006, §§ 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, 02/15/1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

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

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

DCR – NH – 064, Natural Heritage Resources of Virginia - Rare Animal Species, Natural Heritage Technical Report 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, 01/01/2004, §§ 10.1-209 through 10.1-217

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

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

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

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

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## Guidance Documents

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

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

### 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, 11/01/2006 (project application for the grant program established for the purposes of providing and maintaining recreational trails and trails-related facilities), § 10.1-200

DCR – PRR – 003, Virginia Outdoors Fund Grant Program, 01/01/2005 (describes the Virginia Outdoors Fund Grant Program and provides appropriate application instructions and forms), § 10.1-200

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 09/06/2002, and adopted by Joseph H. Maroon, 12/06/2002, §§ 10.107, 10.1-200 and 10.1-200.1

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

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

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

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

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

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

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

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

DCR – PRR – 018, Hungry Mother State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/06/2001, §§ 10.1-107, 10.1-200 and 10.1-200.1

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

DCR – PRR – 020, Kiptopeke State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/11/2001, §§ 10.1-107, 10.1-200 and 10.1-200.1

DCR – PRR – 021, Lake Anna State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2001, and adopted by David G. Brickley, 01/08/2002. The Master Plan was revised and reviewed by the Board of Conservation and Recreation on 11/04/2004 and adopted by



Joseph H. Maroon on 12/16/2004, §§ 10.1-107, 10.1-200 and 10.1-200.1

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

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

DCR – PRR – 024, Natural Tunnel State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/02/1999, and adopted by David G. Brickley, 05/16/2000, §§ 10.1-107, 10.1-200 and 10.1-200.1

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

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

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

DCR – PRR – 028, Sailor’s Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 09/06/2002, and adopted by Joseph H. Maroon, 12/04/2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

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

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

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

DCR – PRR – 032, Wilderness Road State Park Master Plan (formerly Karlan State Park), Reviewed by the Board of Conservation and Recreation on 06/30/1998, and 12/07/1998, and adopted by David G. Brickley, on 07/02/1998, and 12/14/1998, updated 03/21/2002, §§ 10.1-107, 10.1-200 and 10.1-200.1

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

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

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

DCR – PRR – 036, Twin Lakes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on January 6, 2005, and adopted by Joseph H. Maroon, 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 06/02/2005 and adopted by Joseph H. Maroon on 01/10/2006, §§ 10.1-107, 10.1-200 and 10.1-200.

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

DCR-PRR-039, Fairy Stone State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/08/2004 and adopted by Joseph H. Maroon, 12/20/2005, §§ 10.1-107, 10.1-200 and 10.1-200

**Division of Soil and Water Conservation**

DCR – SW – 007, Virginia Nutrient Management Guidelines for Continuing Education Meetings, 05/01/1997, 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, 10/01/1997, 4 VAC 5-15-40 A 1

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## Guidance Documents

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DCR – SW – 010, Virginia Nutrient Management Standards and Criteria, 10/01/2005, 4 VAC 5-15

DCR – SW – 011, Nutrient Management Handbook, Third Edition, 12/01/2002, 4 VAC 5-15, cost: \$13 (shipping and handling included)

DCR – SW – 014, DCR Guidance for Crop Nutrient Recommendations for Hay/Pasture Fields, 01/01/2001, 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, 01/01/2001, 9 VAC 25-192

### Division of State Parks

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

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

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

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

DCR – SP – 005, Virginia State Parks, Claytor Lake State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

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

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

DCR – SP – 008, Virginia State Parks, Fairy Stone State Park Facilities Guide, 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, 12/01/2006, §§ 10.1-200 and 10.1-201

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

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

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

DCR – SP – 014, Virginia State Parks, James River State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

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

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

DCR – SP – 016, Virginia State Parks, Lake Anna State Park Trail Guide, 12/01/2006, §§ 101.1-200 and 10.1-201

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

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

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

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

DCR – SP – 021, Virginia State Parks, Occoneechee State Park Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

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

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

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

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

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

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

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

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

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

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

DCR – SP – 035, Virginia State Parks, First Landing State Park and Natural Area Trail System Guide, 12/01/2006, §§ 10.1-200 and 10.1-201

DCR – SP – 036, The 2006 Virginia State Parks' Guide to Virginia State Parks, §§ 10.1-200 and 10.1-201

DCR – SP – 037, Virginia State Parks 2006 Outdoor Adventure Guide and Calendar, §§ 10.1-200 and 10.1-201

DCR – SP – 038, Virginia State Parks Fee Guide, 04/01/2006, §§ 10.1-200 and 10.1-201

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

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

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

DCR – SP – 049, Virginia State Parks, Grayson Highlands State Park Horseback Riding Guide, 02/01/1997, §§ 10.1-200 and 10.1-201.

DCR – SP – 050, Virginia State Parks, Grayson Highlands State Park Mountain Bike Guide, 02/01/1997, §§ 10.1-200 and 10.1-201.

DCR – SP – 059, Virginia State Parks, Pocahontas State Park Bicycle Trails Guide, 12/01/1998, §§ 10.1-200 and 10.1-201

DCR – SP – 061, Virginia State Parks, Sky Meadows State Park, 10 Good Reasons to Leash Your Dog, 12/01/1997, §§ 10.1-200 and 10.1-201

DCR 0 SP – 069, Virginia State Parks, Twin Lakes State Park, Gallion Boot, Bike, Bridle Trail Guide, 04/01/1997, §§ 10.1-200 and 10.1-201

DCR – SP – 071, Virginia State Parks, Westmoreland State Park Potomac River Retreat Publication, 12/01/1998, §§ 10.1-200 and 10.1-201

DCR – SP – 072, Virginia State Parks, Become a Volunteer, 01/01/1995, §§ 10.1-200 and 10.1-201

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

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

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

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

DCR – CBLAB – 004, 1991 Atty. Gen. Ann. Rep, at 36 (to Delegate George F. Allen, regarding unconstitutional taking of agricultural land), 07/02/1991, 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, 11/26/2001, §§ 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, 10/30/2002, 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, 12/09/2002, 9 VAC 10-20-120 (9)

DCR – CBLAB – 008, Board Document and Checklist: Local Program Compliance Evaluation Procedures, 09/16/2002

DCR – CBLAB – 009, Board Determination of Consistency Regarding Local Designation of Resource Protection Areas, 02/01/1992, 9 VAC 10-20-80

DCR – CBLAB – 010, Procedural Policies for Local Program Review Policy, amended 03/19/ 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

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

DCR – CBLAB – 013, Board Guidance Document: Resource Protection Area – Onsite Buffer Area Delineation, 09/16/2002, 9 VAC 10-20-105

DCR – CBLAB – 014, Board Guidance Document: Resource Protection Area – Buffer Area Encroachments, 09/16/2002, 9 VAC 10-20-130 (3)

DCR – CBLAB – 015, Board Guidance Document: Stormwater Management Requirements, 09/16/2002, 9 VAC 10-20-120 (8)

DCR – CBLAB – 016, Board Guidance Document: Silvicultural Operations, 09/16/2002, 9 VAC 10-20-120 (10)

DCR – CBLAB – 017, Board Guidance Document: Exceptions, 09/16/2002, 9 VAC 10-20-150 C

DCR – CBLAB – 018, Board Guidance Document: Nonconforming Structures and Uses, 09/16/2002, 9 VAC 10-20-150 A

DCR – CBLAB – 019, Board Guidance Document: Determinations of Water Bodies with Perennial Flow, 09/15/2003, 9 VAC 10-20-105

DCR – CBLAB – 020, Board Guidance Document: Resource Protection Areas: Permitted Development Activities, 09/19/2005, 9 VAC 10-20-130

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## Guidance Documents

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DCR – CBLAB – 021, Board Guidance Document: Administrative Procedures for the Designation and Refinement of Chesapeake Bay Preservation Area Boundaries, 09/15/2003, 9 VAC 10-20-60

DCR – CBLAB – 022, Guidance Manual: Riparian Buffers Modification & Mitigation Manual, 09/15/2003, 9 VAC 10-20-30.5 a.

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

DCR – CBLAB – 024, Letter to Henrico County, 03/03/2000, regarding the location of fences in the RPA, 9 VAC 10-20-130

DCR – CBLAB – 025, Letter to Hanover County, 04/20/2000, regarding the location of fences in the RPA, 9 VAC 10-20-130

DCR – CBLAB – 026, Letter to Mr. Robert Moses, 06/16/2000, regarding the exemption for public roads and appurtenant structures, 9 VAC 10-20-150 B

DCR – CBLAB – 027, Letter to Northampton County, 08/28/2000, regarding removal of buffer vegetation for fire protection, 9 VAC 10-20-130 B

DCR – CBLAB – 028, Letter to Fairfax County, 10/10/2000, regarding the exemption for public roads and appurtenant structures, 9 VAC 10-20-150 B

DCR – CBLAB – 029, Letter to Chesterfield County, 02/13/2001, regarding stormwater management requirements for redevelopment, 9 VAC 10-20-120

DCR – CBLAB – 030, Letter to York County, 02/16/2001, regarding clarification of water dependent facilities, redevelopment and expansion of nonconforming structures, 9 VAC 10-20

DCR – CBLAB – 031, Letter to James City County, 02/22/2001, regarding agricultural land uses, 9 VAC 10-120-9

DCR – CBLAB – 032, Letter to City of Hampton, 02/28/2001, regarding removal of buffer vegetation, 9 VAC 10-20-130 B

DCR – CBLAB – 033, Letter to Spotsylvania County, 07/12/2001, regarding onsite designation of RPA features, 9 VAC 10-20-110 B

DCR – CBLAB – 034, Letter to Northampton County, 10/23/2001, regarding removal of vegetation through the use of herbicides in buffer, 9 VAC 10-20-130 B

DCR – CBLAB – 035, Letter to Fairfax County, 01/02/2002, regarding exemptions for cellular facilities, 9 VAC 10-20-150 B 1

DCR – CBLAB – 036, Letter to York County, 01/09/2002, regarding site-specific RPA determinations, 9 VAC 10-20-105

DCR – CBLAB – 037, Letter to HRPDC, 01/23/2002, regarding IDAs, 9 VAC 10-20-100

DCR – CBLAB – 038, Letter to City of Norfolk, 01/24/2002, regarding effective date of RPA buffer revisions, 9 VAC 10-20-130

DCR – CBLAB – 039, Letter to Fairfax County, 02/11/2002, regarding appurtenant structures of sewage treatment facilities, 9 VAC 10-20-150 B

DCR – CBLAB – 040, Letter to City of Poquoson, 03/15/2002, regarding an exception request, 9 VAC 10-20-150.C

DCR – CBLAB – 041, Letter to City of Poquoson, 04/03/2002, regarding permitted activities in RPAs, 9 VAC 10-20-130

DCR – CBLAB – 042, Letter to York County, 05/14/2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 043, Letter to Mathews County, 06/11/2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 044, Letter to City of Poquoson, 07/09/2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 045, Letter to City of Poquoson, 07/09/2002, regarding tidal ditches, 9 VAC 10-20-80

DCR – CBLAB – 046, Letter to Caroline County, 09/19/2002, regarding BMPs in RPAs, 9 VAC 10-20-130.1.e

DCR – CBLAB – 047, Letter to City of Poquoson, 09/19/2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 048, Letter to James City County, 04/25/2003, regarding a silvicultural violation, 9 VAC 10-20-120.9

DCR – CBLAB – 049, Letter to Mathews County, 12/16/1993, regarding septic system criteria, 9 VAC 10-20-120 (7)

DCR – CBLAB – 050, Letter to Fairfax County, 01/12/1994, regarding reserve drainfield requirements on existing lots, 9 VAC 10-20-120 (7)

DCR – CBLAB – 051, Letter to the Town of Smithfield, 04/05/1994, 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, 12/09/1994, regarding delineation of RPA adjacent to new marina basin, 9 VAC 10-20-80

DCR – CBLAB – 053, Letter to Virginia Department of Health, 10/12/1995, regarding septic pump-out provision for small spray irrigation systems, 9 VAC 10-20-120 (7)

DCR – CBLAB – 054, Letter to Fairfax County, 10/02/1995, regarding status of in-stream ponds as related to perennality, 9 VAC 10-20-80

DCR – CBLAB – 055, Letter to Mathews County, 02/14/1996, regarding application of septic system reserve drainfield requirement, 9 VAC 10-20-120 (7)

DCR – CBLAB – 056, Letter to the Town of Smithfield, 04/29/1997, regarding fences within RPA buffers, 9 VAC 10-20-130

DCR – CBLAB – 057, Letter to Middlesex County, 06/12/1998, regarding buffer modifications, 9 VAC 10-20-130 B

DCR – CBLAB – 058, Letter to Stafford County, 11/16/1998, regarding onsite RPA delineation, clarification of tributary streams, 9 VAC 10-20-110 B

DCR – CBLAB – 059, Letter to James City County, 11/30/1998, regarding buffer modification and mitigation, 9 VAC 10-20-130 B

DCR – CBLAB – 060, Letter to Arlington County, 02/04/1999, regarding buffer encroachment by cantilevers, 9 VAC 10-20-130 B

DCR – CBLAB – 061, Letter to Northumberland County, 05/05/1999, regarding expansions of nonconforming structures, 9 VAC 10-20-150 A

DCR – CBLAB – 062, Letter to City of Alexandria, 06/28/1999, regarding buffer modifications, 9 VAC 10-20-130 B

DCR – CBLAB – 063, Letter to Chesterfield County, 10/08/1999, regarding buffer violation, 9 VAC 10-20-130 B

DCR – CBLAB – 064, Letter to Caroline County, 10/14/1999, regarding expansion of RPA due to created wetlands, 9 VAC 10-20-80 B and 9 VAC 10-20-110 B

DCR – CBLAB – 065, Letter to Stafford County, 09/19/2002, regarding BMPs in RPAs, 9 VAC 10-20-130 1 e

DCR – CBLAB – 066, Letter to Chesapeake Bay Foundation, 11/12/2003, 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, 01/08/2004, regarding vesting and grandfathering issues, 10.1-2115

DCR – CBLAB – 068, Letter to Hanover County, 02/25/2004, regarding grandfathering and vesting issues, 10.1-2115

DCR – CBLAB – 069, Letter to all Tidewater Administrators, Mayors and Town and City Managers, 04/14/2004, regarding stream and wetland restoration in RPAs and vesting issues, 9 VAC 10-20-130.1.b and § 15.2-2307

DCR – CBLAB – 070, Letter to City of Norfolk, 04/22/2004, regarding drainage ditches, 9 VAC 10-20-130.1.e

DCR – CBLAB – 071, Letter to Hanover County, 05/05/2004, regarding grandfathering provisions, 15.2-2307

DCR – CBLAB – 072, Letter to Prince William County, 06/02/2004, regarding vesting and grandfathering issues, § 15.2-2307

DCR – CBLAB – 073, Letter to Mr. Billy Wood, private citizen, 06/09/2004, regarding formal exceptions, 9 VAC 10-20-150 C

DCR – CBLAB – 074, Letter to York County, 06/14/2004, regarding buffer protection, 9 VAC 10-20-130.3

DCR – CBLAB – 075, Letter to City of Hampton, 06/23/2004, regarding IDAs, 9 VAC 10-20-100

DCR – CBLAB – 076, Letter to Prince William County, 10/01/2004, regarding exemption for private roads and drives, 9 VAC 10-20-130.1.d

DCR – CBLAB – 077, Letter to Mr. Benard Levey, private citizen, 11/30/2004, regarding septic tanks in RPAs, 9 VAC 10-20-130.4

DCR – CBLAB – 078, Letter to Town of Vienna, 12/02/2004, regarding IDAs, 9 VAC 10-20-100

DCR – CBLAB – 079, Letter to USACE, 12/08/2004, 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, 12/09/2002, 9 VAC 10-20-120 (9)

DCR – CBLAB – 081, Letter regarding exemptions for public roads and appurtenant structures, 06/16/2002, 9 VAC 10-20-150 B

DCR – CBLAB – 082, Letter to City of Hampton, 09/24/2004, regarding fences in the RPA, 9 VAC 10-20-130

DCR – CBLAB – 083, Attorney General Opinion to Del Marrs, 03/25/2005, § 10.1-2115

DCR – CBLAB – 084, Letter to Town of Herndon, 12/05/2005, clarifying the application of Water Quality Impact Assessments in cases of exemptions to the Chesapeake Bay Preservation Act Regulations.

### **Chippokes Plantation Farm Foundation**

DCR – CPFF – 002, Chippokes Farm and Forestry Museum brochure, 12/01/2004, §§ 3.1-22.6 through 3.1-22.12

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## Guidance Documents

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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, 12/01/2002, §§ 3.1-22.6 through 3.1-22.12

### **Virginia Land Conservation Foundation**

DCR – VLCF – 002, Virginia Land Conservation Foundation's 2006 Grant Program Manual , 08/09/2006, §§ 10.1-1017 through 10.1-1026

DCR – VLCF – 003, Virginia Land Conservation Foundation's Land Preservation Tax Credits, Conservation Value Review Criteria, 11/21/2006, §§ 10.1-1017 through 10.1-1026

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

### **Virginia Outdoors Foundation**

DCR – VOF – 001, Easement Donation Guidelines, 01/17/2006, §§ 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 – 007, Open-Space Lands Preservation Trust Fund Application, Staff Handbook, 06/01/2006, §§ 10.1-1800 through 10.1-1804

DCR – VOF – 008, Summary Ranking Sheet for Open Space Preservation Trust Fund, 12/01/1997, §§ 10.1-1800 through 10.1-1804

### **Virginia Scenic River Board**

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

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

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

DCR – VSRB – 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

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

### **Virginia Soil and Water Conservation Board**

DCR – VSWCB – 002, Virginia Soil & Water Conservation Board Policy on Financial Assistance for Soil & Water Conservation Districts, 05/24/2006, §§ 10.1-502 through 10.1-505

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

DCR – VSWCB – 004, Dam Safety Fact Sheet 1: Rodent Control on Earthfilled Dams, 04/01/1998, §§ 10.1-604 – 613.5

DCR – VSWCB – 005, Fact Sheet for Dam Ownership: Vegetation and Erosion Control on Earthfill Dams, 01/01/2005, §§ 10.1-604 – 613.5

DCR – VSWCB – 006, The Floodplain Management Plan for the Commonwealth of Virginia, 2005 Revised Plan, 12/01/2005, §§ 10.1-600 – 603.23

DCR – VSWCB – 007, Virginia's Floodplain Management Program, Fact Sheet No. 4: Effects of Non – Compliance in the National Flood Insurance Program, 12/01/2004, §§ 10.1-600 – 603.23

DCR – VSWCB – 008, Virginia's Floodplain Management Program, Fact Sheet No. 5: Probation and Suspension from the National Flood Insurance Program, 12/01/ 2004, §§ 10.1-600 – 603.23

DCR – VSWCB – 009, Virginia Citizen's Guide to Floodplain Management, 12/01/2005. §§ 10.1-600 – 603.23

DCR – VSWCB – 010, Virginia Local Officials Guide to Floodplain Management, 12/01/2005, §§ 10.1-600 – 603.23

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

DCR – VSWCB – 012, Stormwater Management Enforcement Manual, 11/01/2005, 4 VAC 50-60-10 et seq.

DCR – VSWCB – 013, Virginia Erosion and Sediment Control Handbook, Third Edition, 12/01/1992, 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, 12/01/1995, 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)

DCR – VSWCB – 016, Virginia’s Floodplain Management Program, Fact Sheet No. 2: Preparing for a Flood, 12/01/2004, §§ 10.1-600 – 603.23

DCR – VSWCB – 017, Virginia’s Floodplain Management Program, Fact Sheet No. 8: Letters of Map Change, 12/01/2004, §§ 10.1-600 – 603.23

**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/division/clk/index.htm](http://www.scc.virginia.gov/division/clk/index.htm)).

Questions regarding interpretation or implementation of these forms/documents may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9834 or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

**Guidance Documents:**

SCC 21.2, Expedited Service Request - Business Entity Filing, 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 July 2006, §§ 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 August 2006, § 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 intending to become a Virginia stock corporation), revised August 2006, § 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 August 2006, § 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 2006, § 13.1-722.12

SCC 722.12 - LLC, Guide for Articles of Entity Conversion (Virginia 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

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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 - Nonstock Corporation, revised August 2006, § 13.1-888

SCC 888N, Articles of Amendment – Changing the Name of a Virginia Nonstock Corporation by Unanimous Consent of the Members or by the Directors Without Member Action, revised April 2006, § 13.1-888

SCC 889, Guide for Articles of Restatement of a Virginia Nonstock Corporation, revised September 2006, § 13.1-889

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 intending to become a Virginia nonstock corporation), revised August 2006, § 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 August 2006, § 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 a Limited Partnership Name, revised July 2006, § 50-73.3

LPA-73.5, Statement of Change of Registered Office and/or Registered Agent of a Limited Partnership, revised July 2005, § 50-73.5

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

LPA-73.11, Certificate of Limited Partnership, revised July 2005, § 50-73.11

LPA-73.12, Certificate of Amendment of a Certificate of Limited Partnership, revised July 2006, § 50-73.12

LPA-73.13, Certificate of Cancellation of a Certificate of Limited Partnership, revised July 2006, § 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 2006, § 50-73.57

LPA-73.58, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Partnership, revised July 2006, § 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 2006, § 13.1-1010.1

LLC-1011, Articles of Organization of a Domestic Limited Liability Company, revised July 2006, § 13.1-1011

LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Domestic Limited Liability Company, July 2006, § 13.1-1011.1

LLC-1013, Application for Reservation or Renewal of Reservation of a Limited Liability Company Name, revised July 2006, § 13.1-1013

LLC-1014, Guide for Articles of Amendment - Virginia Limited Liability Company, revised July 2006, § 13.1-1014

LLC-1014N, Articles of Amendment - Changing the Name of a Virginia Limited Liability Company - By the Members, July 2006, § 13.1-1014

LLC-1014.1, Guide for Articles of Restatement of the Articles of Organization of a Virginia Limited Liability Company, revised July 2006, § 13.1-1014.1

LLC-1016, Statement of Change of Registered Office and/or Registered Agent of a Limited Liability Company, revised July 2006, § 13.1-1016

LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised July 2005, § 13.1-1017

LLC-1050, Articles of Cancellation of a Domestic Limited Liability Company, revised July 2006, § 13.1-1050

LLC-1050.1, Articles of Reinstatement of a Domestic Limited Liability Company (Voluntarily Canceled), revised July 2006, § 13.1-1050.1



LLC-1052, Application for Registration as a Foreign Limited Liability Company, revised April 2006, § 13.1-1052

LLC-1055, Certificate of Correction for a Foreign Limited Liability Company, revised July 2006, § 13.1-1055

LLC-1056, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Liability Company, revised July 2006, § 13.1-1056

LLC-1062, Notice of Assessment of Registration Fee, revised annually, § 13.1-1062

LLC-1077, Guide for Articles of Domestication (Foreign limited liability company intending to become a Virginia limited liability company), revised November 2006, § 13.1-1077

LLC-1078, Guide for Articles of Organization Surrender (Virginia limited liability company to be domesticated under the laws of another jurisdiction), revised November 2006, § 13.1-1078

LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2006, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised July 2005, § 50-73.93

UPA-94, Statement of Denial for a Partnership, revised August 2006, § 50-73.94

UPA-115, Statement of Dissociation from a Partnership, revised January 2006, § 50-73.115

UPA-121, Statement of Dissolution of a Partnership, revised January 2006, § 50-73.121

UPA-83D-CANC, Cancellation of Partnership Statement (of any statement filed), revised January 2006, § 50-73.83 D

UPA-83D-AMEND, Amendment to Partnership Statement (of any statement filed), revised January 2006, § 50-73.83 D

UPA-83D-RENEW, Renewal of a Statement of Partnership Authority, revised January 2006, § 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 March 2006, § 50-73.134

UPA-135, Certificate of Change of Registered Office and/or Registered Agent of a Registered Limited Liability Partnership, revised July 2005, § 50-73.135

UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised July 2005, § 50-73.135

UPA-136, Statement of Amendment of a Statement of Registration of a Domestic or Foreign Registered Limited Liability Partnership, revised April 2006, § 50-73.136

UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised April 2006, § 50-73.137

UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 2004, § 50-73.138

UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised April 2006, § 50-73.139

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 2006, § 13.1-1213

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

BTA 1216, Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust, revised July 2006, § 13.1-1216

BTA 1217, Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust, revised July 2006, § 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 2006, § 13.1-1238

BTA 1239, Articles of Reinstatement of a Domestic Business Trust (Voluntarily Canceled), revised July 2006, § 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 July 2006, § 13.1-1245

BTA 1246, Articles of Cancellation of a Certificate of Registration as a Foreign Business Trust, revised July 2006, § 13.1-1246

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

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

UCC1Ad, UCC Financing Statement Addendum, revised May 22, 2002, § 8.9A-509

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

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

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

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

UCC5, Correction Statement, May 27, 2004, § 8.9A-518

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

Uniform Commercial Code Filing Rules, July 1, 2001, 5 VAC 5-30

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, February 2006, § 13.1-601 et seq., § 13.1-801 et seq.

Notice to Foreign Corporations, February 2006, § 13.1-757 et seq., § 13.1-919 et seq.

Notice to Virginia Limited Liability Companies, July 2006, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, July 2006, § 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 email ([Judy.Shapard@scc.virginia.gov](mailto: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. Additional information regarding the Division of Communications may be obtained by visiting <http://www.scc.virginia.gov/division/puc/index.htm>.

### 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 November 1, 2006, Concerning and Clarifying the State Corporation Commission's new rules, effective December 1, 2006, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20 VAC 5-413.

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 15, 2006, Concerning Annual Payphone Service Provider Registration for 2007 including the letter and the forms for the payphone service provider annual registration.

Letter, Director of Communications, dated December 15, 2006, Concerning Annual Operator Service Provider Registration for 2007 including the letter and the forms for the operator service provider annual registration.

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

### 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, telephone (804) 371-9295, FAX (804) 371-9935 or email [econfin@scc.virginia.gov](mailto:econfin@scc.virginia.gov). Some of the documents may be downloaded from the division's website at <http://www.scc.virginia.gov/division/eaf/finplans.htm>.

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

## Guidance Documents:

Interest Rate to be Paid on Customer Deposits, revised December 15, 2006, 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. Contact Sallie Holmes at the same address, telephone number (804) 371-9611, FAX (804) 371-9350 or email sallie.holmes@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, November 1, 2006, § 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

Form NMN, Net Metering Interconnection Notification, September, 2006, 20 VAC 5-315 (no copy charge)

## Bureau of Financial Institutions

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting Mary Lou Kelly at the same address, telephone (804) 371-9659, FAX (804) 371-9416 or email marylou.kelly@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416 or email bfquestions@scc.virginia.gov. 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:

### Banks

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

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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

## Savings Institutions

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

## Credit Unions

BFI-AL-0401, Investments of Funds by State-Chartered Credit Unions, revised and reissued May 17, 1999, § 6.1-225.57

## Consumer Finance Companies

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

## Money and Interest

BFI-AL-0701, Judgment Rate of Interest; Excessive Deferrals, 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

## Payday Lenders

BFI-AL-1801, Prohibition on Additional Security for Payday Loans, amended August 8, 2005, § 6.1-459

## **Forms and Instructions:**

### Banks

Bank Directors Responsibilities – Bureau of Financial Institutions State Corporation Commission Commonwealth of Virginia, revised November 1996

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, revised December, 2004

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

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

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, revised December 2004

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, revised January 2004

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, revised December 2004

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, revised December 2004

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

CCB-1138, Notice of Intent to Acquire a Bank Outside Virginia Pursuant to § 6.1-406 of the Code of Virginia, revised December 2004

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, revised December 2004

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised December 1999

CCB-1143, Limited Personal Financial Disclosure Statement Information, revised June 2006

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, revised December 2004

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 June 2006

CCB-1149, Depository Institution Authorization Form

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

### Savings Institutions

CCB-2201, Application to Establish a Savings Institution Branch, revised January 2005

CCB-2206, Savings Institution Directors Responsibilities Certification, revised December 1999

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

### Credit Unions

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

### Consumer Finance Licensees

CCB-4401, Annual Report of a Consumer Finance Company, § 6.1-301 of the Code of Virginia, revised December 2005

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CCB-4402, Application for a Consumer Finance License Pursuant to § 6.1-256.1 of the Code of Virginia, revised June 2006

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised June 2006, § 6.1-267 of the Code of Virginia

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised June 2006, § 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 June 2006

CCB-4408, Application for Permission to Acquire Control of a Consumer Finance Licensee Pursuant to § 6.1-258.1 of the Code of Virginia, revised June 2006

### Money Order Sellers and Money Transmitters

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, revised August 2006

CCB-5507, Annual Report of Money Order Sellers and Money Transmitters for the Year Ending December 31, revised November 2005, § 6.1-373 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 June 2006, § 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, June 2006

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.1 of the Code of Virginia, revised June 2006

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, revised June 2006, § 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, revised June 2006

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, revised June 2006

CCB-5521, Annual Report of Payday Lenders, effective December 2002, § 6.1-454 of the Code of Virginia, revised December 2006

### Industrial Loan Association

CCB-6602, Annual Report of Industrial Loan Associations, revised November 2005, § 6.1-237.2 of the Code of Virginia, revised November 2006

### Credit Counseling Agencies

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 June 2006

CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to the Credit Counseling Act, revised June 2006

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, revised June 2006

CCB-7705, Credit Counseling Agencies Semi-Annual Transaction Report Form, revised May 2006

CCB-7706, Annual Report of Credit Counseling Agencies, revised December 2006

### Mortgage Lenders/Brokers

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, revised June 2006

CCB-8805, Annual Report of Mortgage Lenders and Brokers, § 6.1-418 of the Code of Virginia, revised November 2005

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, revised June 2006

CCB-8809, Application for an Additional Office or Relocation of an Existing Office Pursuant to the Mortgage Lender and Broker Act, revised June 2006

CCB-8810, Application for Additional Authority For a Mortgage Lender or Mortgage Broker Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised June 2006

CCB-8811, Application for Exclusive Agent Qualification Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised June 2006

## Trust Companies

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

## **Publications:**

"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

## **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)

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§ 38.2-2118 (formerly § 38.1-279.49:1), 38.2-2204 (formerly § 38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly § 38.1-781)

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6)

Administrative Letter 1977-10, Lawyers Professional Liability Insurance, issued May 26, 1977

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7)

Administrative Letter 1977-12, Automobile Rating Territories, issued May 23, 1977

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-1928 (formerly § 38.1-279.56), 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1)

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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 1983-12, 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 1985-13, Rules Governing Group Self-Insurers of Liability under the Virginia Workers' Compensation Act, issued June 10, 1985

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Administrative Letter 1985-14, Alteration of Administrative Letter 1985-10 on Pollution Liability Exclusion Endorsement, issued July 8, 1985

Administrative Letter 1985-15, New Regulatory Requirements, issued July 22, 1985, §§ 38.2-4902 (formerly § 38.1-957) and 38.2-4905 (formerly § 38.1-960)

Administrative Letter 1985-16, Administrative Order Number 8926 - Revised Uninsured Motorists Rates, issued August 12, 1985

Administrative Letter 1985-17, Appraisal Conditions, issued October 10, 1985

Administrative Letter 1985-18, 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

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Homeowners Insurance Consumer's Guide, revised 2006

Homeowners Insurance Sample Premium Tables, revised 2006

Renters Insurance Consumer's Guide, revised 2005

Seguro para Inquilinos, guía del Consumidor, 2006

State Corporation Commission Bureau of Insurance Consumer Complaint Form

Teenager's Guide to Auto Insurance, revised 2006

Virginia Commercial Insurance Consumer's Guide, revised 2003

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

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

Forms and Instructions Respecting Licensing of Individuals and Agencies:

PIN3001, Application for Individual License, October 2006

PIN3701, Application for Consultants License and Viatical Settlement Brokers, October 2006

PIN3702, Application for Agency Consultants License and Viatical Settlement Brokers, July 2006

PIN4051, Application for Limited Lines License, October 2006

PIN4052, Application for Agency License, July 2005

PIN4151, Appointment Form, July 2006

PIN4921, Appointment Cancellation Form, July 2005

Licensing Procedures and Information for Insurance Consultants, July 2005

Licensing Procedures for Nonresident Insurance Agents to Obtain Authority in Virginia, July 2005

Licensing and Renewal Procedures for Nonresident Surplus Lines Brokers, July 2005

Licensing and Renewal Procedures for Resident Surplus Lines Brokers, July 2005

Licensing and Renewal Procedures for Viatical Settlement Brokers, July 2005

Forms for Surplus Lines Insurance:

Form SLB-1, Application for Surplus Lines Broker License, March 2006

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-5, Surplus Lines Quarterly Report, effective September 1999

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

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

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

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

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

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission's Division of Securities and Retail Franchising, Ninth Floor, Tyler Building, 1300 East Main Street, Richmond, VA. Copies may be obtained free of charge by contacting Kathy O'Sullivan at the same address, telephone number (804) 371-9784 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Questions regarding interpretation or implementation of these documents may be directed to Amanda Blanks, Investor Education Coordinator, at the same address, telephone number (804) 371-9088 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

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# Guidance Documents

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## **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

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 Utility and Railroad Safety**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the Commission's Division of Utility and Railroad Safety, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$.50 a page. To obtain copies, contact Renee Salmon at the same address, telephone number (804) 371-9947, FAX (804) 371-9734 or email [renee.salmon@scc.virginia.gov](mailto:renee.salmon@scc.virginia.gov). Some of the documents may be downloaded from the Division website at <http://www.scc.virginia.gov/division/urs/index.htm>

Questions regarding interpretation or implementation of these documents may be directed to James Hotinger, Assistant Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone number (804) 371-9843, FAX (804) 371-9734 or email [james.hotinger@scc.virginia.gov](mailto:james.hotinger@scc.virginia.gov). The mailing address is P.O. Box 1197, Richmond, VA 23218.

**Guidance Documents:**

Gas Pipeline Safety Inspection Procedures, revised 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, revised June 2004, 85 pages

Virginia Underground Utility Marking Standards, March 2004, 13 pages

State Corporation Commission Underground Damage Prevention Act Incident Report, DPA-1, revised March 2005, 2 pages

**Division of Public Utility Accounting**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Virginia State Corporation Commission's Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Please contact Barbara Hayek at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of \$.50 a page.

Questions regarding interpretation or implementation of these documents may be directed to Ronald A. Gibson, Director, Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9950 or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218. Some of the listed documents may be downloaded from the Division of Public Utility Accounting section on the State Corporation Commission's homepage ([www.scc.virginia.gov/division/pua/index.htm](http://www.scc.virginia.gov/division/pua/index.htm)).

**Guidance Documents:**

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2005, § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2006, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2006, § 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

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## Guidance Documents

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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, 2006, § 56-249

Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory Commission Form 1 and supplemental schedules, § 56-249. Length of report varies by company

Annual Financial and Operating Report for 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 Public Service Taxation

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Public Service Taxation Division of the State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained free of charge by contacting Alene Katz at the same address, telephone (804) 371-9480, FAX (804) 371-9797, or email [alene.katz@scc.virginia.gov](mailto:alene.katz@scc.virginia.gov). Many of these forms are available on our website: [www.scc.virginia.gov/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 email [roy.adams@scc.virginia.gov](mailto:roy.adams@scc.virginia.gov). The mailing address is P.O. Box 1197, Richmond, VA 23218.

#### Guidance Documents:

State Tax Bills, all updated annually, Chapter 26 of Title 58.1  
CCTD-3, Tax Report, Electric Companies, Rev 12/05, § 58.1-2628

CCTD-6, Tax Report, Telecommunications Companies, Rev 12/05, § 58.1-2628

CCTD-7, Tax Report, Gas Companies, Rev 12/05, § 58.1-2628

CCTD-8, Tax Report, Water Companies, Rev 12/05, § 58.1-2628

CCTD-9, Report for Certificated Motor Vehicle Carriers Rolling Stock Tax, Rev 12/05, § 58.1-2654

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, Rev 12/05, § 58.1-2663

CCTD-11, Report for Special Tax on Virginia Pilots Association, Rev 12/05, § 58.1-2663

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, Rev 12/05, § 58.1-2663

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, November 1998, §§ 58.1-2640 and 58.1-2647

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

Application for Registration as a Payphone Service provider, revised January 21, 2005

Application for Registration as an Operator Service Provider, revised January 21, 2005

\*\*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.

## 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 Town Hall 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:

#### 115-1, Board actions

115-1.1, Possible Disciplinary or Alternative Actions for Non-Compliance with Continuing Education Requirements, February 17, 2006

#### 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

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

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## Guidance Documents

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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, Virginia 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 email [judith.kirkendall@dcjs.virginia.gov](mailto:judith.kirkendall@dcjs.virginia.gov).

#### Guidance Documents:

Combined Training School Policy, revised September 1994, § 9.1-102

Training Exemption Guidelines, revised September 1998, § 9.1-116

Instructor Certification/Recertification Process, September 1999, 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 (reprinted January 2006)

STOP Violence Against Women Grant Program, issued July 7, 2005

Victim/Witness Grant Program Fiscal Years 2007 and 2008 Program Guidelines, issued April 2004

An Informational Guide for Sexual Assault Victims in Virginia, issued 1989, revised April, 2004, reprinted June 2006

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, February 2006

Virginia Domestic Violence Victim Fund Program Codebook for Victim Service Grantees, developed July 2005, updated August 2005

Virginia Domestic Violence Victim Fund 2007-2008 Prosecution Grant Guidelines, developed September 2006

Virginia Domestic Violence Victim Fund 2007-2008 Competitive Grant Guidelines, developed July 2006

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 2006-2007, issued January 2006, §§ 19.2-152.2 through 19.2-152.7 and 9.1-173 through 9.1-183.

Community Criminal Justice Boards of Virginia: Information and Ideas for New and Continuing Members, issued 2000, § 9.1-178

"Bench Card" for PSA and CCCA, revised March 2006, §§ 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; to be reissued April 2006

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 website 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)

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, 2006 - 2008, 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 email [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 2006

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## Guidance Documents

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VDDHH Policies and Procedures implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised July 2002

Directory of Qualified Interpreters, implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised monthly

Virginia Quality Assurance Screening Applicant Packet, implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised 2002

### BOARD OF DENTISTRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Town Hall 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) 662-9906. Copies are free of charge.

#### Guidance Documents:

60-1, Board policy on confidential consent agreements, adopted July 11, 2003

60-2, Sanction reference point instruction manual, adopted July 22, 2005

60-3, Board guidance on the meaning of an "updated health history," adopted December 9, 2005

60-4, Board guidance on the meaning of "morbidity" for reporting of adverse reactions, adopted March 3, 2006

60-5, Board policy on sanctioning for failure to meet continuing education requirements, March 3, 2006

60-6, Board policy on policy on sanctioning for practicing with an expired license, March 3, 2006

60-7, Board guidance on practice names, adopted July 11, 2003

60-8, Special bulletin on clarification of general supervision, adopted September 30, 2002, revised December 2006

60-8.1, Bulletin article on general supervision, Spring 2003

60-11, Board minutes, Completion of treatment of patient if fees not paid, October 1-2, 1997

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) 545-5617, or by facsimile at (804) 545-5611. Copies will be provided at no charge.

Guidelines for use of the Governor's Opportunity Fund, revised December 2006, § 2.2-115

Guidelines for use of the Virginia Investment Partnership, revised December 2006, § 2.2-5100 through 2.2-5104

Guidelines for use of the Virginia Economic Development Investment Grant, revised December 2006, § 2.2-5102 through 2.2-5104

### DEPARTMENT OF EDUCATION

The documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. at the Department of Education, 101 North 14th Street, 25th Floor, Richmond, VA 23219. Single copies may be obtained at no cost by contacting Dr. Margaret N. Roberts at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120; telephone (804) 225-2540; FAX 804/ 225-2524; or email [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov). Questions may also be directed to Dr. Roberts. The documents are also available on the Department of Education's website, as shown below, or at <http://www.doe.virginia.gov/VDOE/PC/guidance.shtml>

#### Guidance Documents:

##### Administration and Governance

List of Board of Education Regulations Identified as Waivable for Charter School Purposes ([http://www.doe.virginia.gov/VDOE/Instruction/boe\\_waivable\\_cs.pdf](http://www.doe.virginia.gov/VDOE/Instruction/boe_waivable_cs.pdf)), June 1999, § 22.1-16

Use of Literary Fund Loan Proceeds, Supts. Memo. No. 6, Regulatory (<http://www.pen.k12.va.us/VDOE/suptsmemos/1996/reg006.html>), May 31, 1996, 8VAC 20-100-10 et seq.

Approved School Bus Specifications ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2006/ItemI-sep.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2006/ItemI-sep.pdf)), 2006 (updated annually), Article VIII, § 4, Constitution of Virginia; §§ 22.1-176, 22.1-177, 22.1-178, 22.1-181, and 22.1-186



Model Guidelines for the Wearing of Uniforms in Public Schools  
(<http://www.doe.virginia.gov/VDOE/PC/uniforms.pdf>), 1996, § 22.1-79.2

Guidelines on the Recitation of the Pledge of Allegiance,  
(<http://www.pen.k12.va.us/VDOE/suptsmemos/2001/inf107a.pdf>), 2001, § 22.1-202

Guidelines Concerning Religious Activity in Public Schools  
(<http://www.doe.virginia.gov/VDOE/PC/religion.pdf>), 1995, § 22.1-280.3

Acceptable Use Policy: A Handbook  
(<http://www.doe.virginia.gov/VDOE/Technology/AUP/home.shtml>), revised 2001, § 22.1-70.2

Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students  
(<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf197a.pdf>), 2000, § 22.1-199.1 B 4

Guidelines: Minute of Silence  
(<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf122a.pdf>), 2000, § 22.1-203

Guidelines for Honorary High School Diplomas for Veterans of World War II, the Korean War, and the Vietnam War  
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/inf147a.pdf>), 2002, §§ 22.1-17.4 and 2.2-3309.1

Criteria and Process for the Board of Education to Review Charter School Applications, Consistent with Existing State Law  
([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2004/jul21min.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2004/jul21min.pdf)), Pages 143-145, July 2004, § 22.1-212.9

Guidelines for Establishing Joint or Regional Continuation High Schools or Programs  
([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2004/may26min.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2004/may26min.pdf)), pages 98-99, May 2004, § 22.1-26

Criteria for Review of Private Educational Management Companies  
([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2005/ItemC-apr.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2005/ItemC-apr.pdf)), April 2005, Section 1116(b)(7)(C)(iv) of the No Child Left Behind Act of 2001

Eligibility Criteria for Cost-Saving and Service-Sharing Agreements Between School Divisions in the Commonwealth of Virginia  
([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2005/ItemJ-jul.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2005/ItemJ-jul.pdf)), July 2005, § 22.1-98.2

**Graduation and School Accreditation**

Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia

([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2006/ItemB-oct.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2006/ItemB-oct.pdf)), Revised October 2006, 8 VAC 20-131

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students  
([http://www.doe.virginia.gov/VDOE/Verified\\_credit.pdf](http://www.doe.virginia.gov/VDOE/Verified_credit.pdf)), July 2002, 8 VAC 20-131-50. B

Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations  
(<http://www.pen.k12.va.us/VDOE/suptsmemos/2002/adm045a.pdf>), 2002, 8 VAC 20-131-10 et seq, Interpretation of Regulations for Certain Transfer Students  
(<http://www.pen.k12.va.us/VDOE/suptsmemos/2002/int002.html>), 2002, 8 VAC 20-131-50

Criteria for Identifying Schools for School-Level Academic Reviews  
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2005/inf202a.pdf>), September 2005, 8VAC 20-131.

**Health, Safety, and Student Discipline**

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV)  
(<http://www.longwood.edu/vchetrc/HIVSchoolGuidelines.htm>), 1990, § 22.1-271.3

Virginia School Health Guidelines  
(<http://www.vahealth.org/schoolhealth/onlinepubs.htm#vshguidelines>), Revised May 1999

Guidelines for Specialized Health Care Procedures  
(<http://www.doe.virginia.gov/VDOE/Instruction/Health/home.html>), Revised 2004

Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon  
(<http://www.doe.virginia.gov/VDOE/Instruction/Health/insulin-glucagon.pdf>), September 1999, §§ 8.01-225, 22.1-274, 22.1-275.1, 54.1-2901, 54.1-3001, 54.1-3005, and 54.1-3408

Guidelines for Suicide Prevention  
(<http://www.pen.k12.va.us/VDOE/Instruction/prevention.pdf>), Revised 2003, § 22.1-272.1

Guidelines for Student Drug-Testing in the Public Schools  
(<http://www.pen.k12.va.us/VDOE/PC/DrugTestingGuidelines.pdf>), June 2004, §§ 22.1-279.6 and 22.1-279.7

Student Conduct Policy Guidelines  
([http://www.pen.k12.va.us/VDOE/Instruction/Sped/stu\\_conduct.pdf](http://www.pen.k12.va.us/VDOE/Instruction/Sped/stu_conduct.pdf)), Revised 2006, § 22.1-279.6

Virginia School Search Resource Guide (includes student search guidelines)  
(<http://www.safeanddrugfreeva.org/SearchGuideJul00.pdf>), July 2000, § 22.1-277.01:2

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## Guidance Documents

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Model School Crisis and Emergency Management Plan (<http://www.doe.virginia.gov/VDOE/Instruction/model.pdf>), November 2002

School Safety Audits: Protocol, Procedures, and Checklists (<http://www.pen.k12.va.us/VDOE/Instruction/schoolsafety/safetyaudit.pdf>), June 2000, § 22.1-278.1

Policy Regarding Medication Recommendation by School Personnel (<http://www.pen.k12.va.us/VDOE/suptsmemos/2002/adm054.html>), August 2002, §22.1-274.3

Resource Guide for Crisis Management in Virginia's Schools (<http://www.pen.k12.va.us/VDOE/Instruction/crisis-guide.pdf>), 2002

Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines (<http://www.doe.virginia.gov/VDOE/suptsmemos/2003/inf209a.pdf>), 2003, § 22.1-298

Guidelines for Managing Asthma in Virginia Schools: A Team Approach (<http://www.doe.virginia.gov/VDOE/Instruction/PE/ManagingAsthmaGuidelines.pdf>), 2003, § 2.1-274.2

### Instruction

Guidelines for the K-3 Record for Reading and Mathematics (<http://www.doe.virginia.gov/VDOE/suptsmemos/1999/inf128.html>) 1999, 8 VAC 20-131-80

Objectives for Personal Living and Finance (<http://www.doe.virginia.gov/VDOE/Instruction/CTE/persfin.pdf>), 1999, § 22.1-253.13:1.B

Criteria for Character Education Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2000/inf045.html>), 2000, § 22.1-208.01

Board of Education Guidelines for Family Life Education Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/inf132a.pdf>), Revised 2004, §22.1-207.1

Curriculum and Administrative Guide for Driver Education in Virginia ([http://www.doe.virginia.gov/VDOE/Instruction/PE/ca\\_guide.html](http://www.doe.virginia.gov/VDOE/Instruction/PE/ca_guide.html)), 2001, § 22.1-205

Guidelines for Banking-at-School Demonstration Partnership Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/inf092a.pdf>), 2002, § 22.1-208.2:3

Individual Student Alternative Education Plan (ISAEP) Program Guidelines (<http://www.doe.virginia.gov/VDOE/suptsmemos/2003/inf041a.pdf>), 2003, § 22.1-254

Guidelines for Alternatives to Animal Dissection ([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2004/2004-35.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2004/2004-35.html)), July 2004, § 22.1-200.01

### Licensure and Teacher Preparation

The Virginia License Renewal Manual (<http://www.doe.virginia.gov/VDOE/Compliance/TeacherED/remannual.pdf>), 1998, § 22.1-298

Local Eligibility License Guidelines (<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf125.html>) September 2000, §§ 22.1-298, 22.1-299, 22.299.3 and 22.1-303

Guidelines for Uniform Evaluation of Superintendents, Teachers, and Administrators and Instructional Central Office Personnel (<http://www.doe.virginia.gov/VDOE/newvdoe/evaluation.pdf>), January 2000, §§ 22.1-253.13:5, 22.1-293, 22.1-294, 22.1-295, 22.1-298, 22.1-303, 22.1-303.1, 22.1-305, 22.1-305.1, 22.1-60.1, 22.1-299.2 and 23-9.2:3.4

Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation (<http://www.doe.virginia.gov/VDOE/newvdoe/legislat.PDF>), June 2000, § 22.1-305.1

Standards Governing the Issuance of a Regular Five Year License to Individuals Holding a Local Eligibility License (<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf125.html>), September 2000, §§ 22.1-298, 22.1-299, 22.299.3 and 22.1-303

Implementation of Legislation Authorizing the Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas (<http://www.doe.virginia.gov/VDOE/suptsmemos/2001/inf111.html>), August 7, 2001, § 51.1-155

The Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-To-Staff Schools (<http://www.doe.virginia.gov/VDOE/suptsmemos/2006/inf169.html>), June 2004

Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Experienced Teachers (<http://www.doe.virginia.gov/VDOE/newvdoe/BOEItemIIonHOUSSE.pdf>), Revised April 2005, No Child Left Behind (NCLB) Act of 2001

Virginia's Definition of Alternate Route for Highly Qualified Teachers ([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2004/2004-21.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2004/2004-21.html)), April 2004, No Child Left Behind (NCLB) Act of 2001

Virginia Requirements to Be a Highly Qualified Special Education Teacher

([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2006/ItemP-sep.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2006/ItemP-sep.pdf)), Revised September 2006, No Child Left Behind (NCLB) Act of 2001

Guidelines for Prescribed Professional Teacher's Examinations  
(<http://www.doe.virginia.gov/VDOE/newvdoe/praxis.pdf>), July 2006, § 22.1-298

High-Quality Professional Development Criteria  
(<http://www.doe.virginia.gov/VDOE/nclb/HQPDcriteria4-04.pdf>), April 2004,

## No Child Left Behind Act of 2001

Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure  
([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2005/2005-18.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2005/2005-18.html)), October 2005, § 22.1-298

Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment  
([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2005/2005-23.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2005/2005-23.html)), November 2005

Persistently Dangerous Schools and Unsafe School Choice Options  
(<http://www.doe.virginia.gov/VDOE/nclb/nclbdangerousschools.pdf>), April 2003

Guidelines for the Provision of Public School Choice for Students in Title I Schools that are Identified for Improvement Status Under the No Child Left Behind Act of 2001  
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/inf110a.pdf>), 2002

Criteria for the Providers of Supplemental Education Services Under the No Child Left Behind Act of 2001  
([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2002/2002-24.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2002/2002-24.html)), July 2002

Criteria and Process for Adoption of Instructional Models/Programs that Include Instructional Methods to Satisfy Provisions in Regulations Establishing Accrediting Standards for Public Schools in Virginia  
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2004/inf069.html>), Revised January 2004

Guidelines for School Division Rewards Allowable Under the No Child Left Behind Act of 2001  
(<http://www.pen.k12.va.us/VDOE/suptsmemos/2004/inf151a.pdf>), July 2004

Guidelines for Sanctions/Corrective Actions for Virginia School Divisions in Improvement Status as Required by the No Child Left Behind Act of 2001  
([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2004/2004-44.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2004/2004-44.html)), October 2004

Process for Submitting Locally Developed and/or Selected English Language Proficiency Assessments for Board of Education Approval  
([http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/2003/2003-1.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2003/2003-1.html)), January 2003

## School Nutrition Programs

Agreement to Participate in the School Nutrition Programs  
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2006/reg001.html>), Updated annually, May 2006, 7CFR 210.16 Para. a. 5

Guidelines for Accommodating Children with Special Dietary Needs in School Nutrition Programs  
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/reg008.html>), October 2002.

## Special Education

Rights and Procedural Safeguards for Special Education Related to Free and Appropriate Public Education  
([http://www.doe.virginia.gov/VDOE/Instruction/Sped/proc\\_safe.pdf](http://www.doe.virginia.gov/VDOE/Instruction/Sped/proc_safe.pdf)), Revised 2006, Individuals with Disabilities Education Improvement Act (IDEA; P.L. 108-446; 20 USC § 1400 et seq.)

Discipline of Students with Disabilities, 2000 (Currently under revision)

Guidelines for the Development of Policies and Procedures for Managing Student Behaviors in Emergency Situations: Focusing on Physical Restraint and Seclusion  
(<http://www.doe.virginia.gov/VDOE/sess/EmergBehaviorGd.pdf>), November 2005, § 22.1-276 et seq., § 22.1-279.1, 8 VAC 20-80-10

Required Modifications to Local Procedures and Policies  
(<http://www.doe.virginia.gov/VDOE/sess/spedannualplan/guidancedocument.pdf>) November 2005, IDEA '04 § 1412(a)(11)(A)(iii), 1412(a)(24), and 1412(a)(25)

Alternative Special Education Staffing Plan Procedures  
(<http://www.doe.virginia.gov/VDOE/sped/AltStfPln-ProceduresReqForm.doc>), January 2001, 8 VAC 20-80-45

Procedures for Receiving and Resolving Complaints which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities  
([http://www.doe.virginia.gov/VDOE/Instruction/complaint\\_res\\_proced.pdf](http://www.doe.virginia.gov/VDOE/Instruction/complaint_res_proced.pdf)), February 2000, 34 Code of Federal Regulations § 300.151, et. seq.; § 22.1-214, E., 8 VAC 20-80-78

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# Guidance Documents

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## Special Programs

The Virginia Plan for the Gifted (<http://www.doe.virginia.gov/VDOE/Instruction/Gifted/VAPlanforGifted1996.pdf>), 1996, 22.1-253.13:1. Standard 1, 8 VAC 20-40

Procedures for Initiating an Academic Year Governor's School (<http://www.doe.virginia.gov/VDOE/Instruction/Govschools/boeaygsprocess.pdf>), 1998, 8 VAC 20-40-10 et seq.

## Standards of Learning Testing Program

Guidelines for Participation of Limited English Proficient Students in the SOL Assessments (<http://www.doe.virginia.gov/VDOE/Assessment/LEPsol.html>), October 1997, Public Law 103-382 (Improving America's Schools Act, Title VII, Part E, Section 7501 (8))

Procedures for Participation of Students with Disabilities in the Assessment Component of Virginia's Accountability System (<http://www.doe.virginia.gov/VDOE/Assessment/Assess.PDF/SWDsol.pdf>), 2002, No Child Left Behind Act of 2001, § 2.2-5200 et. seq.

Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval ([http://www.doe.virginia.gov/VDOE/VA\\_Board/Meetings/2005/ItemI-oct.pdf](http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2005/ItemI-oct.pdf)), Revised October 2005, Title I, Part A, of the No Child Left Behind Act of 2001

Comprehensive Services Act (CSA) for At Risk Youth and Families Implementation Manual (<http://www.doe.virginia.gov/VDOE/studentsrvcs/csa-funding.pdf>), Revised 2002, Individuals with Disabilities Education Act (IDEA) (20 USC §§ 1400, et. seq.), 8 VAC 20-80 et. seq., § 2.2-5200 et. seq.

Handbook for Homebound Services (<http://www.doe.virginia.gov/VDOE/sess/Homebound.pdf>), Revised 2005, 8 VAC 20-131-100, 8 VAC 20-131-180

## Student Records

Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools (<http://www.doe.virginia.gov/VDOE/studentsrvcs/MSSRedit.pdf>), Revised 2004, §§ 2.1-377-386, 20-124.6, 34 CFR Part 99, 8 VAC 20-150-10 et seq.

## Resolutions of the Board of Education

Subsequent to promulgating a regulation, additional questions may arise regarding the intent of the board regarding a regulation or section of a regulation. The Board of Education may then adopt a resolution to explain to the public its intent regarding the regulation or section of a regulation. All

actions and resolutions of the Board of Education as they relate to implementation of policy may be viewed at [http://www.doe.virginia.gov/VDOE/VA\\_Board/resolutions/index.html](http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/index.html)

## Guidance to Local School Officials

The Virginia Department of Education provides ongoing regulatory and nonregulatory guidance to local school boards and superintendents. The official communications are made in weekly Superintendent's Memoranda, which may be viewed at <http://www.doe.virginia.gov/VDOE/suptsmemos/2006>

## 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, 612

SBE-505(7)/SBE-612(7), Commonwealth's Attorney (shared), §§ 24.2-505,612

SBE-505(8)/SBE-612(8), Sheriff (shared), §§ 24.2-505,612

SBE-505(9)/SBE-612(9), Treasurer (shared), §§ 24.2-505,612

SBE-505(10)/SBE-612(10), Clerk of Court, §§ 24.2-505, 612

SBE-505(11)/SBE-612(11), Commonwealth's Attorney, §§ 24.2-505,612

SBE-505(12)/SBE-612(12), Sheriff, §§ 24.2-505, 612

SBE-505(13)/SBE-612(13), Commissioner of Revenue, §§ 24.2-505, 612

SBE-505(14)/SBE-612(14), Treasurer, §§ 24.2-505, 612

SBE-505(15)/SBE-612(15), Board of Supervisors, §§ 24.2-505, 612

SBE-505(16)/SBE-612(16), County Board, §§ 24.2-505, 612

SBE-505(17)/SBE-612(17), City Council Offices, §§ 24.2-505, 612

SBE-505(18)/SBE-612(18), Town Council Offices, §§ 24.2-505, 612

SBE-505(19)/SBE-612(19), City School Board, §§ 24.2-505, 612

SBE-505(20)/SBE-612(20), Town School Board, §§ 24.2-505, 612

SBE-505(21)/SBE-612(21), Local Vacancy – November w/ June Filing Deadline, §§ 24.2-505, 612

SBE-505(22)/SBE-612(22), Local Vacancy – November w/ August Filing Deadline, §§ 24.2-505, 612

SBE-505(23)/SBE-612(23), County School Board, §§ 24.2-505, 612

SBE-505(24)/SBE-612(24), Soil and Water Conservation Director, §§ 24.2-505, 612

SBE-505(25)/SBE-612(25), Local Vacancy – May Election, §§ 24.2-505, 612

SBE-505(26)/SBE-612(26), Local Vacancy – Other than May or November, §§ 24.2-505, 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, 521

SBE-501(1)/542, Certificate of Candidate Qualification for Elector for President and Vice President, Rev 12/04, §§ 24.2-501, 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

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# Guidance Documents

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RECEIPT, Documents Presented at Time of Filing for Statewide Office, Rev 12/04, § 24.2-501, 503, 505, 506, 507

## Candidate Bulletins

**Note: Bulletins for special elections are issued as needed.**

Federal Law, Deadlines and Ballot Access Requirements for President, 12/04, Title 24.2

U.S. Senate, Rev 12/05, Title 24.2

U.S. House of Representatives, Rev 12/05, Title 24.2

Statewide Office, Rev 12/04, Title 24.2

General Assembly, Rev 12/06, Title 24.2

Local Offices (November), Rev 12/06, Title 24.2

City Offices (May), Rev 10/05, Title 24.2

Town Offices (Vienna) [May], Rev 12/06, Title 24.2

Towns Offices (Floyd) [November], Rev 12/04, Title 24.2

Town Offices (Excluding the Towns of Blacksburg & Leesburg) [May], Rev 10/05, 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 09/05, § 24.2-418

SBE-13, Voter Registration Card, Rev 11/99, §§ 24.2-411.11, 423, 424, 428, 643, 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

Petition for Appeal of Denial of Virginia Voter Registration, § 24.2-422

SBE-410, Adjudication of Incapacitated Form, Rev 12/98, § 24.2-410

## Absentee Voting Materials

SBE-701, Absentee Ballot Application Rev 08/06, §§ 24.2-700, 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 07/06, § 24.2-706

SBE-706-4ES&S, Instructions Voting An AB [iVotronic Only], Rev 07/06, § 24.2-706

SBE-706-4.MS, Instructions Voting An AB [Accu-Vote and Marksense], Rev 07/06, § 24.2-706

SBE-706-4Optech, Instructions Voting An AB [Optech], Rev 07/06, § 24.2-706

SBE-706-4Patriot, Instructions Voting An AB [Patriot Only], Rev 07/06, § 24.2-706

SBE-706-4UOCAVA, Instructions Voting An AB [All others – For Uniformed and Overseas Voters], Rev 7/06, § 24.2-706

SBE-706-4ES&S\_UOCAVA, Instructions Voting An AB [iVotronic Only – For Uniformed and Overseas Voters], Rev 7/06, § 24.2-706

SBE-706-4MS\_UOCAVA, Instructions Voting An AB [Marksense – For Uniformed and Overseas Voters], Rev 7/06, § 24.2-706

SBE-706-4Optech\_UOCAVA, Instructions Voting An AB [Optech – For Uniformed and Overseas Voters], Rev 7/06, § 24.2-706

SBE-706-4Patriot\_UOCAVA, Instructions Voting An AB [Patriot Only – For Uniformed and Overseas Voters], Rev 7/06, § 24.2-706

SBE-705.2, Instructions Voting An Emergency AB, Rev 07/06, § 24.2-705

SBE-705.2MS, Instructions Voting An Emergency AB [Accu-Vote & Optech], Rev 07/06, § 24.2-705

SBE-705.2Patriot, Instructions Voting An Emergency AB [Patriot Only], Rev 07/06, § 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-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 TSX DRE Voting Equipment, Rev 11/06, § 24.2-600 et seq.

Election Day Guide - ACCU-VOTE [Tele-Results], Rev 11/06, § 24.2-600 et seq.

Election Day Guide – AVC Advantage, Rev 11/06, § 24.2-600 et seq.

Election Day Guide - Optech, Rev 11/06, § 24.2-600 et seq.

Election Day Guide – Unilect Patriot, Rev 11/06, § 24.2-600 et seq.

Election Day Guide – ES&S iVotronic, Rev 11/06, § 24.2-600 et seq.

Election Day Guide – AVS WINvote, Rev 11/06, § 24.2-600 et seq.

Election Day Guide – Sequoia Edge, Rev 11/06, § 24.2-600 et seq.

Election Day Guide – Hart eSlate, Rev 11/06, § 24.2-600 et seq.

Election Day Guide – Diebold AccuVote TS R6. Rev 11/06, § 24.2-600 et seq.

What if...Quick Reference To Problems, Rev 01/07, 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-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 and Optech], § 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

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# Guidance Documents

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SBE-HAVA-3, Voter ID Requirements [federal elections only], Rev 7/04, 42 USCS § 15483(b) § 24.2-643

SBE-HAVA-4, Voters Rights and Responsibilities Poster (includes instructions on voting a provisional [conditional] ballot) For All Elections, Rev 06/05, 42 USCS § 15301 et seq. § 24.2-600 et seq.

SBE-HAVA-5, Provisional Voter Notice, Rev 08/06, 42 USCS § 15482 § 24.2-653

## Reports

Ballot Record Report – Marksense, Rev 99, § 24.2-600 et seq.

Incident Report – Marksense, § 24.2-600 et seq.

## Statement of Results

DRE Voting System – Precinct Counting Absentee Ballots, 11/06, § 24.2-667

DRE Voting System – Precinct Not Counting Absentee Ballots, 11/06, § 24.2-667

Accuvote TS R6, Rev 11/04, § 24.2-667

Unilect Patriot Voting System, Rev 11/06, § 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.-632, 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.**

Standards for Recounts of Virginia Election, Rev 11/05  
 Ballot Examples for Handcounting Paper or Paper-based Ballots for Virginia Elections or Recounts (Appendix A to Recount Standards), Rev 07/02  
 PB-I, Instructions for Recount Officials Paper Ballots Only, Rev 12/05  
 PB-II, Instructions for Recount Coordinators Paper Ballots Only, Rev 12/05  
 DE-I-Paper, Instructions for Recount Officials DRE and Paper Ballots, Rev 12/05  
 DE-II-Paper, Instructions for Recount Coordinators DRE and Paper Ballots, Rev 12/05  
 DE-I-MS, Instructions for Recount Officials DRE and Marksense Ballot Tabulators, Rev 12/05  
 DE-I-MS, Instructions for Recount Coordinators DRE and Marksense Ballot Tabulators, Rev 12/05  
 MS-I, Instructions for Recount Officials Marksense Ballot Tabulators, Rev 12/05  
 MS-II, Instructions for Recount Coordinators Marksense Ballot Tabulators, Rev 12/05  
 SBE-654R MS Precinct Results Pollbooks and Marksense Ballots, Rev 12/05  
 SBE-654R DE Precinct Results  
 SBE-654R1 PB Pollbooks and Paper Ballot, Rev 12/05  
 SBE-654R1 Pollbooks and Paper Ballots, Rev 12/05  
 SBE-654R2 Challenged Ballot Form, Rev 12/05

SBE-654R6, Recount Reimbursement - Officer of Election, Rev 12/01

SBE-654R7, Recount Reimbursement – Alternate, Rev 12/01

**Campaign Finance**

Summary of Laws and Policies for Candidate Campaign Committees, Form SBE-945, Rev. 8/06

Statement of Organization for a Candidate, Form SBE-947.1, Rev. 8/06

Report Cover Sheet: Candidates, Form SBE-947.4, Rev. 8/06

Final Report Cover Sheet: Candidate, Form SBE 948.4, Rev. 8/06

Large Pre-Election Contribution Report, Form SBE-947.9, Rev. 8/06

Request Exemption from Reporting Requirements, Form SBE-948.1E, Rev. 8/06

Rescind Request for Exemption from Reporting Requirements, Form SBE-948.1R, Rev. 8/06

Large Contribution Report for Local Candidates, Form SBE-948, Rev. 8/06

Summary of Laws and Policies for Political Action Committees, Form SBE-945PAC, Rev. 8/06

Statement of Organization: Political Action Committee, Form SBE-949.2, Rev. 8/06

Report Cover Sheet: Political Action Committee, Form SBE-949.5, Rev. 8/06

Final Report Cover Sheet: Political Action Committee, Form SBE-949.9, Rev. 8/06

Request for Exemption from Electronic Filing: Political Action Committee, Form SBE-949.8E, Rev. 8/06

Rescind Request for Exemption from Electronic Filing: Political Action Committee, Form SBE-949.8R, Rev. 8/06

Summary of Laws and Policies for Political Party Committees, Form SBE-945PP, Rev. 8/06

Statement of Organization: Political Party Committee, Form SBE-950.2, Rev. 8/06

Report Cover Sheet: Political Party Committee, Form SBE-950.5, Rev. 8/06

Final Report Cover Sheet: Political Party Committee, Form SBE-950.9, Rev. 8/06

Request for Exemption from Electronic Filing: Political Party Committee, Form SBE-950.8E, Rev. 8/06

Rescind Request for Exemption from Electronic Filing: Political Party Committee, Form SBE-950.8R, Rev. 8/06

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# Guidance Documents

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Summary of Laws and Policies for Referendum Committees, Form SBE-945R, Rev. 8/06

Statement of Organization: Referendum Committee, Form SBE-951.1, Rev. 8/06

Report Cover Sheet: Referendum Committee, Form SBE-951.3, Rev. 8/06

Final Report Cover Sheet: Referendum Committee, Form SBE-951.9, Rev. 8/06

Request for Exemption from Electronic Filing: Referendum Committee, Form SBE-951.8E, Rev. 8/06

Rescind Request for Exemption from Electronic Filing: Referendum Committee, Form SBE-951.8R, Rev. 8/06

Statement of Organization: Federal Political Action Committee, Form SBE-949.2F

Summary of Laws and Policies for Out-of-State Political Action Committees, Form SBE-945O, Rev. 8/06

Summary of Laws and Policies for Inaugural Committees, Form SBE-945I, Rev. 8/06

Statement of Organization: Inaugural Committee, Form SBE-952.1, Rev. 8/06

Report Cover Sheet: Inaugural Committee, Form SBE-952.3, Rev. 8/06

Final Report Cover Sheet: Inaugural Committee, Form SBE-952.7, Rev. 8/06

Request for Exemption from Electronic Filing: Inaugural Committee, Form SBE-952.6E, Rev. 8/06

Rescind Request for Exemption from Electronic Filing: Inaugural Committee, Form SBE-952.6R, Rev. 8/06

Reporting Schedules A-I, Form SBE-945A-I, Rev. 8/06

Independent Expenditure Report, Form SBE-945.2, Rev. 8/06

VAFiling User Handbook, Rev. 11/05

Approved Vendor Agreement for Campaign Finance e-filing, Rev 12/04, § 24.2-946.1 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 08/06, Title 24.2

Guidelines for Conducting Voter Registration Drives, Rev 1/04, § 24.2-416.6

Virginia Recount Standards, Rev 11/05, § 24.2-800 et seq

List of Those Who Voted Instructions, Rev 4/04, § 24.2-600 et seq.

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

## **DEPARTMENT OF EMERGENCY MANAGEMENT**

Commonwealth of Virginia Emergency Operations Plan (COVEOP)

### **Guidance documents pertaining to this agency and all its boards:**

2895 Commonwealth of Virginia Emergency, 04/01/2004 Operations Plan

## **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 \$1.00 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)

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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)

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

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# Guidance Documents

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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 re-submitted on 5/30/200

Index to Unified Plan Revisions; 5/30/2000

Virginia's Abbreviated Transition Plan for Youth Activities

99-1 Designation of Local Workforce Investment Areas

99-2 Establishment of Local Workforce Investment Board

00-1 Local Workforce Investment Board Focus, Staffing and Service Restrictions

00-2 Youth Councils Under Title I of the Workforce Investment Act

00-3 Public Participation and Collaboration in the Development and Implementation of the Commonwealth's Workforce Investment System

00-4 One Stop Service Delivery System

00-5 Youth Programs Under Title I of the Workforce Investment Act

00-6 Universal Access, Adult Eligibility and Priority of Services

00-7 Certification Process for WIA Training Providers

00-8 Virginia's Training Voucher System Under WIA

00-9 One Stop Chartering Process

00-10 Equal Opportunity Policy

00-11 Continuous Improvement, Incentives and Sanctions for the WIA

00-12 Assessment Services for Adult, Dislocated Workers and Youth Programs

01-01 WIA Methods of Administration, 29 CFR Part 37

01-02 Discrimination Policy

01-03 National Emergency Grant

01-04 Process for Additional Funding of Dislocated Worker Activities

02-01 Processing Grievances and Complaints

02-02 Recaptured Workforce Investment Act Title I Local Formula Funds

Virginia Workforce Training Oversight Assessment Guide

PY03 Local Plan Guidance

PY2001-PY2003 Local Planning Guidance, as approved by the Virginia Workforce Council

Virginia Memorandum of Understanding Guide

FGM #00-01 Consumer Reports System

FGM # 00-02 Implementation of Interim Data Collection and Reporting System

FGM #01-01 Follow-up Services

FGM #01-02 Employed Worker Response

FGM #01-03 Memoranda of Understanding Guidelines

FGM #01-04 Local WIA Program Policy Implementation

FGM #02-01 FGM Board Staff Costs

FGM #02-02 Clarification of the Term "School Dropout"

FGM #02-03 Carrying Over WIA Funds

FGM #02-04 Local Area WIA Funds Transfer Procedures

FGM #02-05 Sanctions for Unacceptable Performance

FGM #02-06 2002 Poverty and 70% Lower Living Standard Income Levels

FGM #02-07 Definition of Family

Q&A DOL WIA Transition and Implementation Issues

Q&A WIA Local Roles and Responsibilities

Q&A WIA Title I Funding to Localities in Virginia

Q&A Transition to a One Stop System in Virginia

Q&A Youth and Summer Program 2000 Guidance

Q&A Transition to WIA

Q&A WIA Overview for Virginia

## **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) 232-3842, FAX (804) 786-0100 or email 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 email administrator@edr.virginia.gov.

**Guidance Documents:**

Grievance Procedure Manual, revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Rules for Conducting Grievance Hearings, revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Frequently Asked Grievance Questions, October 24, 2006.

Mediation Guidelines, revised October 18, 2002, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

**Note:** EDR publishes fact-specific grievance rulings and hearing decisions on EDR's website at www.edr.virginia.gov. EDR does not charge for the downloading of rulings or decisions.

**DEPARTMENT OF ENVIRONMENTAL QUALITY**

The Department of Environmental Quality has numerous documents in use which guide staff in the implementation of the regulations adopted by the three boards: State Air Pollution Control Board, Virginia Waste Management Board and State Water Control Board. In accordance with state law, the department will publish an annual list of guidance documents.

The list which follows contains documents prepared by the department. It does not include documents which merely restate regulatory provisions in a different format such as checklists or boilerplates, nor does it include guidance documents developed by other federal and state agencies.

The majority of the guidance documents are available, at no charge, on the Virginia Regulatory Town Hall website: www.townhall.virginia.gov. Requests for copies of those documents not available electronically on the Town Hall or copies of any of the documents listed are considered a

request for information under the Freedom of Information Act. There is a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy.

Requests for copies or questions regarding interpretation of Waste Division Guidance should be directed to: Central Office Waste Division, 629 E. Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 629-4147.

Requests for copies or questions regarding interpretation of the FOIA Policy should be directed to: Central Office FOIA Coordinator, 629 E. Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 629-4531 698-4315.

Requests for copies or questions regarding interpretation of the Litter Prevention and Recycling documents should be directed to: Coordinator, Litter Control and Recycling, Department of Environmental Quality, 629 E. Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4003.

Requests for copies or questions regarding interpretation of any of the other guidance documents should be directed to the appropriate regional office:

Southwest Regional Office, 355 Deadmore Street, P.O. Box 1688, Abingdon, VA 24210, telephone (276) 676-4800.

Valley Regional Office, 4411 Early Road, 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 1105, Richmond, VA 23218.

**Air Pollution Control Board**

**Guidance documents pertaining to this board or specific regulations within this board:**

2672	Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency	09/01/2005
2693	Virginia Freedom of Information Act	10/20/2005

## Guidance Documents

	Compliance - Agency Policy Statement No. 9-2005		2177	Common Control Determinations for Title V Permit Applicability (Memo No. 98-1002)	03/05/1998
2951	Regulatory Guidance Development	04/17/2006	2207	Chapter 9, CAM Guidance (Memo No. 01-1001)	09/25/2001
2159	Ability to Pay Guidance: Local Governments	07/01/2002	2834	Existing Source Startup, Shutdown, and Malfunction Opacity Exclusion for Title V Permits	12/06/2001
2160	Ability to Pay Guidance: Bankrupt Entities	01/01/2002	2211	Chapter 10 Procedure for State Only Changes (Memo No. 02-1003)	04/26/2002
2161	Ability to Pay Guidance: Corporations	07/01/2002	2212	Chapter 11, Procedure for Changing a Facility from a Major Title V Facility to a Synthetic Minor Facility (Memo No. 02-1004)	05/21/2002
2162	Ability to Pay Guidance: Individuals	07/01/2002	2835	Title V Permit Changes	10/24/2002
2163	Ability to Pay Guidance: Partnerships	07/01/2002	2837	Title V Boilerplate Changes	06/02/2003
2205	Air Permitting Guidelines, New and Modified Sources	01/05/1996	2218	Chapter 12, Procedures for Renewal of Federal Operating Permits (Memo No. 03-1003)	06/10/2003
2204	Interim Guidance, Shell Buildings	01/30/1987	2836	Title V Template Changes: Titles and Language Update	07/08/2003
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	2838	Sample MACT Place Holder Conditions	03/05/2004
2208	Guidance on Permit Applicability - PM and PM-10 Sources (Memo No. 01-1002)	11/02/2001	2839	T5 NSR Conflicts	09/30/2004
2210	Confidentiality Policy (Memo No. 02-1002)	03/29/2002	2840	Title V Boilerplate Style Update	04/22/2005
2222	Procedures for Shutting Down Sources (Memo No. 03-1006)	10/01/2003	2217	Permit Writer's Guide to Acid Rain Permitting (Memo No. 03-1002)	03/26/2003
2832	Comments Received for the Procedures for Shutting Down Sources	10/01/2003	2215	Title V Acid Rain Permit Conversion and Boilerplate (Memo No. 02-1007)	09/20/2002
2224	Nitrogen Oxides Emissions during Fuel Transfers for GE Frame 7FA Turbines (Memo No. 03-1009)	11/22/2003	2831	Title V Acid Rain Permits, September 20, 2002	09/20/2002
2833	Air Permit Application Fee Guidance (Memo No. 05-1001)	07/29/2005	2186	Memorandum of understanding between Shenandoah National Park and Commonwealth of Virginia regarding PSD permitting issues	03/31/1993
2180	New Title V Procedures Manual (Memo No. 99-1002)	06/15/1999	2187	Memorandum of understanding between Jefferson National Forest and Commonwealth of Virginia Regarding PSD Permitting Issues	03/30/1993
2183	Title V Air Permits Guidance Manual	06/15/1999	2846	PSD Definitions	07/21/1995
2841	Implementation of Exclusionary General Permit Regulation (Memo No. 90-1002)	07/28/1997	2847	Interpretation of "Designed to Accommodate" in the New Source Review Definition of "Modification"	10/16/1998
2174	EPA's White Papers on Title V Operating Permit Program (Memo No. 97-1004)	08/19/1997	2849	Incidental CO Emission Increases from Utility NOx Control Efforts	07/19/1999
2175	Utilization of the Wood Furniture Manufacturing Title V Permit Boilerplate (Memo No. 98-1001)	02/17/1998			



## Guidance Documents

2845	Relocation of Portable Non-diesel Engines	10/25/2002		Requirements for Landfills in Virginia (ADP Statement No. 1-96)	
2970	Interim Implementation of New Source Review for PM <sub>2.5</sub>	10/10/2006			
2188	New Source Review Permits Program Manual	04/01/2002		2185 Promulgation of Municipal Solid Waste Landfill Procedures and Boilerplate Permits (Memo No. 99-1005)	09/01/1999
2844	Article 6 - Minor New Source Review Permit Program Manual, Draft	10/06/2005		2275 Municipal Solid Waste Landfill Procedures and Boilerplate Permits	09/01/1999
2221	Guidance on Confidential Information and Responding to FOIA Requests for Air Permitting Records, New Source Review Manual (Memo No. 03-1005)	08/01/2003		2842 Permitting and Compliance Issues for Non-road Internal Combustion Engines	12/01/1999
2219	Permit and BACT Applicability under Chapter 80 Article 6 Permitting (Memo. No. 03-1004)	09/26/2003		2843 Internal Combustion Engine	12/01/1999
2182	Promulgation of State Operating Permits Manual (Memo No. 99-1006)	10/21/1999		2213 Boilerplate and Procedures for Poultry Incinerator Permits (Memo No. 02-1005)	07/11/2002
2184	State Operation Permits Manual	09/30/1999		2223 Exemption for Poultry Incinerators (Memo No. 03-1008)	10/31/2003
2179	Primary Authority for Implementation and Enforcement of 40 CFR Part 63 Standards in Virginia (Memo No. 98-1003)	12/03/1998		2196 Incinerator Procedure for Writing New and Modified Permits	02/24/1998
2850	Incorporating State Toxics Requirements in Title V Permits (Memo No. 00-1001)	06/15/2000		2276 Stone Processing Operations	01/03/2005
2189	Section 112(g) Implementation Guidance (Policy No. 99-1007)	09/30/2000		2194 Coal Preparation Procedure for Writing New and Modified Permits	04/21/1998
2209	Implementation Guidance for Incorporating State Toxics Requirements in Air Permits (Memo No. 02-1001)	02/11/2002		2201 Wood Fired Boiler Procedure for Writing New and Modified Permits	08/14/1998
2851	Policy for Formaldehyde Emission Estimates	12/27/1988		2200 Residual Oil Procedure for Writing New and Modified Permits for Boilers	09/17/1998
2852	EPA Guidance on Case-by-Case MACT for POTWs (Memo No. 97-1003)	08/08/1997		2198 Natural Gas and Distillate Oil Procedure for Writing New and Modified Permits for Boilers	11/04/1998
2853	Regulation of Federal HAPs Under the State Toxics Program and State NSR Programs	09/01/2004		2202 Wood Coating Procedure for Writing New and Modified Permits	11/05/1998
2214	Nitrogen Oxides Budget Trading Program State Implementation Plan - Permit Application (Memo No. 02-1006)	09/06/2002		2203 Wood Working Procedure for Writing New and Modified Permits	11/05/1998
2216	Permit Writer's Guide to the NO <sub>x</sub> Budget Trading Program (Memo No. 03-1001)	06/09/2003		2195 Concrete Plant Procedure for Writing New and Modified Permits	02/22/1999
2190	Procedures for Permitting and other Activities Associated with Coal Processing Plants (ADP Statement No. 2-96)	04/22/1996		2192 Asphalt Plant Procedure for Writing New and Modified Permits	06/02/1999
2206	Evaluation and Air Permitting	04/23/1996		2197 Miscellaneous Coatings Procedure for Writing New and Modified Permits	08/10/2000
				2199 Printing Procedure for Writing New and Modified Permits	08/10/2000
				2225 Procedures for Testing Facilities Subject to Emission Standards for Volatile Organic Compounds	07/01/1991
				2226 Procedures for Determining Compliance with Volatile Organic Compound	07/01/1991

## Guidance Documents

	Emission Standards Covering Surface Coating Operations		2247	Compliance Assistance	09/23/2003
2227	Procedures for the Measurement of Capture Efficiency for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations and Graphic Arts Printing Processes	04/01/1996	2172	Enforcement Manual	12/01/1999
2228	Procedures for Maintaining Records for Surface Coating Operations and Graphic Arts Printing Processes	07/01/1991	2692	Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001)	10/26/2005
2229	Procedures for Preparing and Submitting Emission Statements for Stationary Sources	01/01/1993	3118	Voluntary Environmental Assessments (Enforcement Guidance Memorandum No. 1-2006)	06/13/2006
2230	Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities	01/01/1993	3119	Civil Charges and Civil Penalties in Administrative Actions (Enforcement Guidance Memorandum No. 2-2006)	08/10/2006
2232	Implementation of the Prevention of Significant Deterioration (PSD) of Air Quality Program	01/01/1993	2968	Supplemental Environmental Projects (SEPs) - Enforcement Guidance Memorandum No. 3-2006	09/19/2006
2233	Factors to be Considered in Determining the Suitability of a Proposed Facility to Locate at a Particular Site	09/11/1987	2922	Chain of Custody Policy and Procedures - Amendment 1	03/14/2006
2234	Control Technology Requirements for Emissions of NO <sub>x</sub> from Electric Generating Combined Cycle Turbines	12/01/2002	2248	Professional Responsibilities and Conduct of Mobile Source Operations Staff	08/22/2000
2357	Public Comments at State Air Pollution Control Board Meetings	02/25/2004	2249	Field Activity Procedures	12/19/2000
2236	Complaints	08/09/2001	2250	Station/Facility Permitting/Certification and Renewal Procedures	08/17/2000
2237	Inspections	09/14/2001	2298	Complaint Procedures and Investigations	11/27/2000
2238	Visible Emissions Evaluations	03/20/2003	2251	Procedures for Operating State Vehicles	02/23/2001
2239	CEM Audit Evaluation	03/19/2003	2252	Data Disk Procedures and Vehicle Inspection Report Voiding Process	08/11/2000
2240	Gasoline Delivery Tank Operation, Testing and Certification	10/23/1997	2253	Vehicle Emissions Inspection Station Recognition Program	08/16/2000
2241	Title V Report/Certification Evaluations	03/01/2002	2254	Exemption of Non-Conforming Vehicles	03/01/2000
2242	VOC Testing	10/23/1997	2255	Special "Covert" Inspection Procedures	12/20/2000
2243	Particulate Testing: Role of Agency Observer	05/26/1998	2256	Kit-Car Vehicles	08/17/2000
2244	VOC Sampling and Analysis	03/28/2002	2257	Emissions Inspection Deferral Request	08/14/2000
2245	Review of CEM Reports	11/14/2002	2258	Remote Visual Observation Inspection Procedures	07/24/2000
2246	The NO <sub>x</sub> Trading Program	06/06/2003	2299	Enforcement Procedures and Schedule of Penalties	12/05/2000
2599	Tax Certifications	11/22/2004	2963	Civil Charges and Civil Penalties in Administrative Actions	08/10/2006
			2261	Small Business Assistance Program Modification Procedures for Modification of Work Practices, Technical Methods or Time Frame	10/28/1994

## Guidance Documents

2262	Guide to Compliance Requirements for Dry Cleaners	03/17/1994
2263	Fact Sheet - Wood Furniture Operations	12/13/1996
2264	Fact Sheet - Lithographic Printing Processes	07/01/1996
2265	Fact Sheet - Flexographic, Rotogravure, and Publication Rotogravure Printing Lines	07/01/1996
2266	Fact Sheet - Small Business Assistance Program	12/17/1997

**Guidance documents pertaining to this board or specific regulations within this board:**

2170	Procedure for Environmental Impact Review	03/17/2005
2281	Virginia Litter and Recycling Educational Projects	12/01/2003
2282	Litter Prevention and Recycling Grant Programs	11/21/2006
2596	FY2006 Virginia Coastal Resources Management Program Grant Proposal Guidance	08/03/2006
2672	Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency	09/01/2005
2693	Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 9-2005	10/20/2005
2951	Regulatory Guidance Development	04/17/2006
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
2172	Enforcement Manual	12/01/1999
2692	Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001)	10/26/2005
3118	Voluntary Environmental Assessments (Enforcement Guidance Memorandum No. 1-2006)	06/13/2006

3119	Civil Charges and Civil Penalties in Administrative Actions (Enforcement Guidance Memorandum No. 2-2006)	08/10/2006
2968	Supplemental Environmental Projects (SEPs) - Enforcement Guidance Memorandum No. 3-2006	09/19/2006
2922	Chain of Custody Policy and Procedures - Amendment 1	03/14/2006
2963	Civil Charges and Civil Penalties in Administrative Actions	08/10/2006

### State Water Control Board

**Guidance documents pertaining to this board or specific regulations within this board:**

2283	Virginia Brownfield Remediation Loan Program Guidelines	05/01/2003
2284	Virginia Land Conservation Loan Program Guidelines	10/28/2003
2285	Virginia Water Quality Improvement Fund - Guidelines	11/01/1999
2286	Virginia Wastewater Revolving Loan Fund Program Design Manual	05/16/2001
2287	Procedural Guidelines for Virginia's Wastewater Revolving Loan Fund	02/01/2004
2288	Virginia Agricultural BMP Loan Program Guidelines	05/01/2005
2355	Public Comment at State Water Control Board Meetings	02/25/2004
2623	Procedure for Uncontested Termination of Ground Water Withdrawal Permits and Special Exceptions	03/08/2005
2672	Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency	09/01/2005
2693	Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 9-2005	10/20/2005
2951	Regulatory Guidance Development	04/17/2006
1395	Wetland Compensation Ratios	02/01/2000
2601	Reimbursement Guidance Manual - 3rd Edition	02/08/2000
1397	Spiking Requirements for Metals Analysis	03/23/2000
1398	Notification of Acceptance for Coverage by a General Permit	05/12/2000

## Guidance Documents

1399	Protocol for DEQ Action in the Event Unpermitted Discharges are Identified	08/22/2000	2385	Checklists for Wastewater Laboratory Inspections - Amendment #3	05/24/2004
1400	Guidance on Preparing VPDES Permit Limits based on Water Quality Standards for Toxics	08/24/2000	1421	DEQ Staff Biosecurity Procedures and Response to Suspected and/or Confirmed Outbreak of Foot & Mouth Disease	05/21/2001
1401	QL Related Update to Guidance Memo 00-2011 - Amendment 4 (1-3 no longer effective))	04/10/2003	1424	Implementation of Amendments to the VPDES Permit Regulation and General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD - Local Government Ordinance Form	07/17/2001
1477	Toxics Management Program Implementation	08/24/2000	1425	Virginia Department of Transportation Interagency Transfer Process for Permit Application Fees	07/26/2001
2602	Quality Assurance Project Plan for the Alternate Water Supply Program	09/07/2000	2296	Storage Tank Program Technical Manual, Third Edition	10/04/2001
2603	Quality Assurance Project Plan for the State Lead Program	09/07/2000	2295	Petroleum Storage Tank Compliance Manual	10/12/2001
1402	Implementation Guidance for July 2000 Revisions to the VPDES Permit Regulation	09/27/2000	1427	Confined Animal Feeding Operation (CAFO) Inspection Checklist	01/23/2002
1404	Implementation of the VPA General Permit Regulation for Poultry Waste Management	11/30/2000	1457	Fish Kill Guidance Manual Second Edition	03/04/2002
1407	Use of USGS 1980 Hydrologic Unit Map of the US to Determine Appropriate Hydrologic Unit Code for Compensatory Mitigation using Mitigation Bank Credits	01/08/2001	1455	Targeted Lake and Reservoir Monitoring	04/08/2002
1408	Implementation Guidance for Financial Assurance Regulation	01/10/2001	1429	VPDES-VPA Inspection Strategy	05/06/2002
1409	Standard Operating Procedures for Clean Metals Sampling - Amendment 1	04/10/2003	1430	Authorization of Remediation Equipment for Reimbursement Using Lease Versus Purchase Analysis	05/23/2002
1410	Interim Guidance for Spray Irrigation and Reuse of Wastewater	01/18/2001	1432	Water Compliance Auditing Manual	07/03/2002
1413	Implementation Guidance for December 2000 Revisions to the VPDES Permit Regulation	03/15/2001	1433	Clarification of Farm or Stock Pond Exemption from Virginia Water Protection Permit Program Requirements	07/03/2002
1414	Numbering of Outfalls for VPDES Permits	03/21/2001	1434	Determination of Service Areas for Compensatory Mitigation Banks	07/12/2002
1451	Monitoring Toxic Trace Metals in Surface Waters	04/16/2001	1435	Evaluation of Vapor Monitoring Data for Petroleum Storage Tank Release Detection	07/17/2002
1416	Siting of Storm Water BMPs in Surface Waters and the Application of Temperature Standard to Impoundments	04/18/2001	1436	Repeal of the Sewerage Regulations and VDH's Adoption of Sewage Collection and Treatment Regulations	08/07/2002
1417	Checklists for Wastewater Laboratory Inspections	05/03/2001	1437	Issuance of Virginia Water Protection Permits for Surface Water Impacts in the Potomac River	08/07/2002
1418	Checklists for Wastewater Laboratory Inspections - Amendment 2	05/10/2002	1441	Revision to Petroleum Clean-up AAF Verification Procedures	10/24/2002

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1442	Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume II, 5th Edition	11/04/2002	1342	Pretreatment Program Priorities	02/27/1992
1443	MTBE Corrective Action Requirements	11/20/2002	1344	Authorization to Issue Certifications for Tax Exemptions	03/09/1992
1444	Reporting Operator Misconduct or Convictions	01/07/2003	1445	Authorization to Issue Certifications for Tax Exemptions for Underground Storage Tanks - Addendum #5	11/04/1996
1447	Managing Water Monitoring Programs While Under Reduced Resources	02/10/2003	1345	Reporting of BOD5 Results for VPDES Monitoring	04/21/1992
1474	Permitting ISTEA Exempted Municipally Owned Industrial Activity Storm Water Discharges	03/19/2003	1346	Virginia Pollution Abatement (VPA) Permit Manual	06/01/1992
1470	Implementation of bacteria standards in VPDES Permits	03/27/2003	1347	Virginia Pollution Abatement (VPA) Permit Program	08/28/1992
1472	Implementation Guidance for Reissuance of VPDES General Permit for Cooling Water Discharges	04/10/2003	1348	Virginia Pollution Abatement (VPA) Manual Update-New PAN Uptake Tables	04/07/1993
2290	Implementation Guidance for Reissuance of the General VPDES Permit for Ready-Mixed Concrete Plants VAG 11	08/28/2003	1349	DEQ Water Division Water Purification Systems Contaminants	04/20/1993
2289	Underground Storage Tank Financial Responsibility: Frequently Asked Questions	12/30/2003	1350	Procedures for Processing VPA Permits for the Food Processing Category	09/20/1993
2159	Ability to Pay Guidance: Local Governments	07/01/2002	1353	Classification of Effluent/Water Quality Limiting Segments and Relationship with Antidegradation Tiers	03/22/1994
2160	Ability to Pay Guidance: Bankrupt Entities	01/01/2002	1354	Calcium Carbonate Equivalence Testing Requirements	10/20/1994
2161	Ability to Pay Guidance: Corporations	07/01/2002	1355	Implementation of the VPA General Permit for Confined Animal Feeding Operations	11/16/1994
2162	Ability to Pay Guidance: Individuals	07/01/2002	1356	VPA Farm Fertilizer and Chemical Dealerships	12/22/1994
2163	Ability to Pay Guidance: Partnerships	07/01/2002	1357	VPA Land Application of Water Treatment Plant Residuals	01/19/1995
1336	Interpretation of Nutrient Policy	04/20/1990	1358	Updated Technical Criteria for VPA Industrial Land Application Program	09/28/1995
1337	Use of State Model by Consultants	07/02/1990	1359	General Permits	11/03/1995
1338	Permits/Certificates Approved at Board Meetings	02/01/1991	1360	Nutrient Management Plans for Activities Covered Under the VPA General Permit for Confined Animal Feeding Operations	11/06/1995
1454	Purchase of Sample Containers	02/20/1991	1361	VPA Permit Application Forms Revision	11/06/1995
1453	Sample Volumes for Nonmetals Lab	02/20/1991	1366	Storm Water Permitting	03/15/1996
1339	Modifications to September 8, 1989 Guidance Memo VPDES Permitting Strategy for Discharges Resulting from UST Remediation Projects and Similar Projects	10/01/1991	1367	OandG/TPH Limites for Certain Effluents	04/09/1996
1340	Oil and Grease Analysis Manual	11/18/1991	1370	Obtaining Dissolved Metals Data	11/19/1996
1341	Procedure for Assigning Numbers to Permits	12/10/1991	1371	Obtaining Dissolved Metals Data - Amendment 1	12/02/1996

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1372	Obtaining Dissolved Metals Data - Amendment 2	04/10/2003		Guidance for Underground Storage Tanks - Amendment 1	
1373	VPDES Toxic Management Program	01/03/1997	2923	Interpretation for Water Monitoring of GM00-2016 - Chain of Custody Policy and Procedures - Amendment 1	03/14/2006
1374	Holding Time Requirements	03/14/1997	2916	Implementation Guidance for Modification of the General VPDES Permit for Concrete Products Facilities (VAG11)-Amendment 1	03/08/2006
1452	Standard Operating Procedure for the Electronic File Transfer of Data Sets from the National Computing Center STORET Database to a PC	09/12/1997	1893	Method for Calculating E. Coli TMDLs based on Fecal Coliform Monitoring	03/03/2003
1378	Reduced Monitoring	05/04/1998	1903	Reporting of Data Generated During Approved Training Programs	09/10/2003
1379	Evaluation of Calibration Curve Linearity	09/16/1998	2028	Method for Representing WLAs in Bacteria TMDLs	11/25/2003
1381	VPDES Permit and VPA Permit Ground Water Monitoring Plans	09/30/1998	2310	Implementation of the VPDES General Permit for Discharges from Petroleum Contaminated Sites and Hydrostatic Discharges	01/15/2004
1382	Inspection Checklists for Analyses of Mercury by Cold Vapor and Metals	11/04/1998	2399	Implementation of the VPDES General Permit for Discharges from Petroleum Contaminated Sites - Amendment 1	08/03/2004
1385	Use of Method 1664 for Total Petroleum Hydrocarbons (TPH) Determination in VPDES Permits	02/26/1999	2312	Assigning Operator License Classes	01/20/2004
1392	Implementation of the VPDES General Permit for Storm Water Discharges Associated with Industrial Activity	07/16/1999	2313	Certification of Operator Requirements	01/20/2004
2172	Enforcement Manual	12/01/1999	2311	Permit Reviews and Issuance for VWP Applications Involving Water Withdrawal and Minimum In-Stream Flows	01/20/2004
2692	Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001)	10/26/2005	2529	Water Quality Monitoring Consolidated Guidance Memorandum - Amendment 1	11/01/2004
3118	Voluntary Environmental Assessments (Enforcement Guidance Memorandum No. 1-2006)	06/13/2006	2351	Avoidance and Minimization of Impacts to Surface Waters	02/06/2004
3119	Civil Charges and Civil Penalties in Administrative Actions (Enforcement Guidance Memorandum No. 2-2006)	08/10/2006	2354	Guidance on Wetlands Created During Mining Operations	02/24/2004
2968	Supplemental Environmental Projects (SEPs) - Enforcement Guidance Memorandum No. 3-2006	09/19/2006	2378	Public Participation Procedures for Water Quality Management Planning	05/12/2004
2922	Chain of Custody Policy and Procedures - Amendment 1	03/14/2006	2379	Implementation of the VPDES General Permit Regulation for Nonmetallic Mineral Mining Facilities - 2004 Reissuance	05/17/2004
2683	Checklists for Wastewater Laboratory Inspections - Amendment 4A	10/05/2005	2384	Coordination of Water Permit Programs with the Dept. of Health	05/25/2004
2936	Checklists for Wastewater Laboratory Inspections - Amendment #5	05/04/2006	2390	VPDES Manual - June 2004	06/14/2004
2964	Checklists for Wastewater Laboratory Inspections - Amendment #6	08/30/2006	2391	Procedures-Project Evaluation & Processing of Plans & Specs for Sewage	06/23/2004
2657	Clarification of Statistical Inventory Reconciliation Release Detection	07/26/2005			

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Collection Systems and Treatment Works			Regulation for Poultry Waste Management		
2392	Local Review Program	06/24/2004	2750	EPA Brownfields Grant Eligibility Review for Petroleum Contaminated Sites	11/29/2005
2465	Requirements for VWPP to Impact Wetlands within Storm Water Best Management Practices	09/27/2004	2751	Lender Liability Exemption Guidelines	11/29/2005
2527	Revised Commercial Laboratory Inspection Procedures	10/27/2004	2780	2006 Water Quality Assessment Guidance Manual	12/12/2005
2553	Guidance for Exceptional State Waters Designations in Antidegradation Policy Section of WQS Regulation	11/15/2004	2917	Implementation of the 2006 Reissuance of the VPDES General Permit Regulation for Seafood Processing Facilities - VAG52	03/08/2006
2569	Procedures for Establishing Boating No Discharge Zones	11/29/2004	2921	Implementation of the VPDES General Permit for Coin Operated Laundries VAG72	03/15/2006
2597	2004 Joint Permit Application Form for Virginia Water Protection Permits	12/10/2004	2935	Implementation Guidance for Reissuance of the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day	04/25/2006
2617	Final 316(b) Phase II Rule Implementation	01/25/2005	2939	Geographical Information System (GIS) Data Plotting Procedure	05/12/2006
2618	Procedure for Terminating Uncontested Permits	02/04/2005	2945	Biosecurity Procedures for Poultry Farm Visits	05/24/2006
2622	Revisions to the Virginia Water Protection Permit General Permits	01/26/2005	2946	Guidelines for Underground Storage Tank Cathodic Protection Evaluation	05/26/2006
2628	EPA Review of VPDES Permits for 2005	04/07/2005	2952	Definition of Aboveground Storage Tanks for the Purpose of Eligibility for Va. Petroleum Storage Tank Reimbursement	06/13/2006
2630	Procedures-Closure or abandonment of Lagoon or Sewage Treatment Works	04/14/2005	2957	Local Government Certification for New VPDES Permitted Landfills	06/29/2006
2631	Virginia Petroleum Storage Tank Fund Third Party Disbursement Guidelines	04/15/2005	2958	Review and Approval of Operation and Maintenance Manuals for Municipal Sewage Treatment Works	07/05/2006
2632	Pollution Response Program (PREP) Manual	04/15/2005	2965	Guidelines for DEQ Review and Approval of Biological Monitoring QAPPs Submitted by Non-DEQ Sources	08/28/2006
2644	Determining Eligibility and Issuance of the VPA General Permit Regulation for Animal Feeding Operations	05/17/2005	2961	Water Permit Fee Program Procedures	08/01/2006
2646	VPDES Nutrient Limitations for Significant Discharges to the Chesapeake Bay Watershed	05/24/2005	2966	Review Procedures for WQIF Grant Applications and Agreement Negotiations	09/13/2006
2655	CEDS Data Entry Rules	06/24/2005	2978	Implementation of the Reissued VPDES General Permit for Car Wash Facilities (VAG75)	10/25/2006
2658	TMDL Modifications in Response to New or Expanding Discharges	07/26/2005	2979	Revisions to the Virginia Water Protection General Permits 9 VAC25-660, 9VAC25-670, 9VAC25-680, 9 VAC 25-690 (Effective August 1, 2006)	10/25/2006
2668	Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills	08/22/2005			
2684	Duty to Apply for VPDES CAFO Permit in Lieu of 2005 U.S. 2nd Circuit Court of Appeals Decision	10/06/2005			
2703	Modifications to the VPA General Permit	11/07/2005			

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2980	VWP Permit Program Staff Manual	10/31/2006
2982	Significant Figures for Discharge Monitoring Reports	11/02/2006
2990	Significant Figures for Discharge Monitoring Reports - Amendment #1	11/16/2006
2918	Storage Tank Program Quality Management Plan - Amendment 1	03/03/2006
2955	Ground Water Withdrawal Permit Procedures Manual	05/25/2006
2963	Civil Charges and Civil Penalties in Administrative Actions	08/10/2006
2009	Water Quality Standards Interpretation - New Standards (1992)	02/24/1992
2005	Water Quality Standards Interpretation of Biologically Based Flows, Low Flow Application and Mixing Zones	11/02/1992
2006	Water Quality Standards Interpretation of Fecal Coliform Bacteria and Mixing Zones	04/20/1993
2008	Water Quality Standards Interpretation of Cyanide Standard	11/02/1994

## Virginia Waste Management Board

### Guidance documents pertaining to this board or specific regulations within this board:

2356	Public Comments at Virginia Waste Management Board Meetings	02/25/2004
2672	Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency	09/01/2005
2693	Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 9-2005	10/20/2005
2951	Regulatory Guidance Development	04/17/2006
3126	Guidance for the Removal of Mercury Switches From End-of-Life Vehicles	12/18/2006
1891	Permit Fees	02/18/1993
1915	Gas Condensate Recirculation	11/01/2002
1939	Policy for Handling Investigation Derived Waste	09/01/2003
1967	Discarded Sandblast Grit Policy	02/14/1997
1970	Guidance for Determining Eligibility of Sites for the Voluntary Remediation	05/05/1999

	Program	
2157	Terminating Sites in the Voluntary Remediation Program	02/03/2001
2126	Submission Instruction 01 - Procedural Requirements	08/23/2005
2127	Submission Instruction 02 - Module III, IV and V Landfill Design Report	05/21/2002
2129	Submission Instruction 04 - Design Plans and Report for Other Storage and Treatment Units	05/21/2002
2130	Submission Instruction 05 - Groundwater Monitoring and Sampling and Analysis Plans for New Solid Waste Disposal Facilities	05/21/2002
2131	Submission Instruction 06 - Closure and Post Closure Requirements	05/21/2002
2132	Submission Instruction 07 - Emergency (Contingency) Plans	05/21/2002
2133	Submission Instruction 08 - Operation Manual	05/21/2002
2134	Submission Instruction 09 - Requirements for Financial Assurance Mechanisms	05/21/2002
2135	Submission Instruction 11 - Groundwater Monitoring Sampling and Analysis Plan for Existing Regulated CDD and Industrial Landfills	05/21/2002
2136	Submission Instruction 12 - Groundwater Monitoring Sampling and Analysis Plan for Sanitary Landfills	05/21/2002
2137	Submission Instruction 13 - Gas Management and Control System Facilities	05/21/2002
2138	Submission Instruction 14 - Groundwater Annual Report	09/24/2003
2151	Solid Waste Annual Report Procedure	03/10/2003
2624	Guidance for Soil Analysis Required for Facilities Treating Petroleum Contaminated Soil Under the Provisions of 9 VAC 20-80-360	03/11/2005
1906	Seismic Impact Zone - Part A Requirements	11/01/2002
1934	Hazardous Waste Permit and Closure Plan Processing Guidelines	10/25/1994
1940	Two Tier Approach to Hazardous Waste	07/05/1995



## Guidance Documents

	ACLs and Reduction of the Post Closure Care Period		1950	Addendum to Policy for Handling Investigation Derived Waste	07/24/1996
1948	Activities Allowed on Pre-1971 Landfills	02/08/1996	1973	Guidance for Facility Property Boundary Modifications	10/11/1999
1968	Activities on Closed Landfills	09/01/2003	2139	Submission Instruction 15 - Nature and Extent	07/14/2003
2122	Groundwater Staff Coordination	03/30/2001	2140	Submission Instruction 16 - Assessment of Corrective Measures	07/14/2003
2143	Guidance Document Development	06/03/2002	2141	Submission Instruction 17 - Corrective Action Plan	07/31/2003
2128	Submission Instruction 03 - Design Plans and Report for Incinerators and Energy Recovery Facilities	05/21/2002	2666	Sanitary Landfill Siting Relative to Public Water Supply Intake or Reservoir	08/23/2005
2152	Guidance on Procedures for Reporting NPL-Caliber Landfills Progress to EPA	04/07/2003	1945	Definition of Appropriate Container	09/01/2003
2421	Submission Instruction 19 - Alternate Source Demonstrations	09/22/2004	1963	Siting Requirements for Hazardous Waste Management Facilities	07/26/1996
2422	Submission Instruction 21 - Monitored Natural Attenuation	09/22/2004	2158	Certification of Satisfactory Completion of Remediation	06/14/2001
1907	Clarification of Final Cover Designs and Alternate Designs	05/18/1993	2154	Solid Waste Permitting Manual	07/31/2003
2593	Bisk Based Closure - (REAMS) Risk Exposure and Analysis Modeling System	11/01/1994	1946	Closed Landfill Inspection Guidance	10/30/1995
1943	Sanitary Landfill Inspection Guidance	10/01/1995	1964	Disposal of Sharps	08/06/1996
1969	Notice of Expansion for Category 2 and Category 3 Facilities	08/17/1997	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
2123	Local Landfill Certification for Non-Captive Industrial Landfills	04/19/2001	2155	Brownfields Manual	08/11/2003
2144	Guidance for Assessing Groundwater at Voluntary Remediation Sites	04/16/2002	2667	Coordination of Permitting Requirements for Wetlands and the Permitting of Solid Waste Landfills	08/22/2005
2586	Waste Division Review of Environmental Review Reports as Required by NEPA	05/25/2004	1905	Yard Waste Composting Facility Inspection Guidance	06/14/1993
2660	Siting and Groundwater Monitoring for Landfills and the Vicinity of Wetlands	08/17/2005	1965	Closure Documents - Survey Plat Guidance	08/06/1996
1908	HELP Model - Leachate generation for tank design	06/01/2003	2156	Permitting Guidance for the 10 Year Permit Review	08/27/2003
1935	Guidelines for Special Waste Disposal	09/01/2003	1902	P. E. Certifications Required for Permit by Rules	10/01/1993
1936	Guidelines for Special Waste Disposal (Form SPSW-1)	09/01/2003	1966	Inspection of Closed Solid Waste Management Facilities	12/12/1996
1937	Guidelines for Special Waste Disposal (Form SPSW-2)	09/01/2003	2125	Statement Regarding Data to be Incorporated into the Regulations for Solid Waste Management Planning	12/18/2001
1938	Guidelines for Special Waste Disposal(Form SPSW-3)	09/01/2003	1909	Thermal Treatment Facility Inspection Guidance	11/09/1993
1944	Solid Waste Landfill Closure Responsibilities	10/01/1995			

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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
2172	Enforcement Manual	12/01/1999
2692	Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001)	10/26/2005

3118	Voluntary Environmental Assessments (Enforcement Guidance Memorandum No. 1-2006)	06/13/2006
3119	Civil Charges and Civil Penalties in Administrative Actions (Enforcement Guidance Memorandum No. 2-2006)	08/10/2006
2968	Supplemental Environmental Projects (SEPs) - Enforcement Guidance Memorandum No. 3-2006	09/19/2006
2922	Chain of Custody Policy and Procedures - Amendment 1	03/14/2006
2669	Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills	08/22/2005
2963	Civil Charges and Civil Penalties in Administrative Actions	08/10/2006

## 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 Brook M. Pittinger, Policy, Planning, and Legislative 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 email [brook.pittinger@vdfp.virginia.gov](mailto:brook.pittinger@vdfp.virginia.gov).

Questions regarding interpretation or implementation of the following documents may be directed to W. G. Shelton, 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 email [billy.shelton@vdfp.virginia.gov](mailto:billy.shelton@vdfp.virginia.gov).

### Guidance Documents:

Virginia Fire Services Board, Aid to Localities Policy: Revised August 2005, § 38.2-401

Available on line at:

[http://www.vafire.com/grants\\_local\\_aid/aid\\_to\\_Localities/VFSBATLPolicy\\_8\\_05.pdf](http://www.vafire.com/grants_local_aid/aid_to_Localities/VFSBATLPolicy_8_05.pdf)

Virginia Fire Services Board, Burn Building Policy: Revised October 2005, § 38.2-401

Available on line at:

[http://www.vafire.com/grants\\_local\\_aid/Burn%20Building%20Policy%20\\_Oct%202005\\_%20latest.pdf](http://www.vafire.com/grants_local_aid/Burn%20Building%20Policy%20_Oct%202005_%20latest.pdf)

Virginia Fire Services Board, Burn Building Exhibit A, revised December 2000, § 38.2-401

Available on line at:

[http://www.vafire.com/grants\\_local\\_aid/Burn%20Building%20Exhibit%20A%20\\_final%2010-25-01\\_.pdf](http://www.vafire.com/grants_local_aid/Burn%20Building%20Exhibit%20A%20_final%2010-25-01_.pdf)

Virginia Fire Services Board, Training Mini-Grant Policy, revised December 2001, § 38.2-401

Available on line at:

[http://www.vafire.com/grants\\_local\\_aid/training\\_mini\\_grant/Mini-Grant%20Policy-adopted%2012-07-01%20-%20PDF%2011-05\\_NEW.pdf](http://www.vafire.com/grants_local_aid/training_mini_grant/Mini-Grant%20Policy-adopted%2012-07-01%20-%20PDF%2011-05_NEW.pdf)

Virginia Fire Services Board, Virginia Fire Incident Reporting (VFIRS) Hardware Grant Policy, revised February 2006, § 38.2-401

Available on line at:

[http://www.vafire.com/grants\\_local\\_aid/VFIRS%20Practices%20\\_working%20latest\\_.pdf](http://www.vafire.com/grants_local_aid/VFIRS%20Practices%20_working%20latest_.pdf)

## 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 email [matt.poirot@dof.virginia.gov](mailto:matt.poirot@dof.virginia.gov).

### Guidance documents pertaining to this agency and all its boards:

2874, Procedure, Alternate Management Plans, 09/30/2004, (AMP) Form 3.74A

2875, Procedure, Reforestation of Timberlands, 05/01/2003, Policy

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 Town Hall 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

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

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# Guidance Documents

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## 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; copies of larger documents may be obtained at cost as provided for under the Virginia Freedom of Information Act. 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 and Administrative (revised 2006)

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

Department of Game and Inland Fisheries Fiscal Year 2007 Planned Management Strategic Document, August 15, 2006 (<http://www.dgif.virginia.gov/about/PlannedManagementStrategicDocumentFY2007.pdf>), § 29.1-103, 59 pages

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 (<http://www.dgif.virginia.gov/about/policies.asp#foia>), § 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).

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

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

Board Procedures for Wildlife Regulations, revised January 1997, §§ 29.1-103, 29.1-501 and 29.1-502

#### Administrative - Lifetime Hunting and Fishing Licenses (reviewed 2006)

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 2006)

Hunting and Trapping in Virginia, 2006-2007 Regulations, June 2006, §§ 29.1-103, 29.1-501 and 29.1-502

2006-2007 Virginia Migratory Waterfowl Seasons and Bag Limits, August 2006, § 29.1-103

2006-2007 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits), July 2006, § 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, revised December 2006 § 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

A Guide to Virginia's Wildlife Management Areas, revised July 1996, available on-line only, § 29.1-103

Fish (revised 2006)

July 2006 - December 2007 Freshwater Fishing in Virginia ([www.dgif.virginia.gov/downloads/0607fishingregulations.pdf](http://www.dgif.virginia.gov/downloads/0607fishingregulations.pdf)), §§ 29.1-103, 29.1-501 and 29.1-502

Fish Division Procedure and Criteria for Issuing Fish Stocking Authorizations and the Virginia Fish Stocking Authorization Application ([www.dgif.virginia.gov/forms/PERM/PERM-003.pdf](http://www.dgif.virginia.gov/forms/PERM/PERM-003.pdf)), revised August 2004, § 29.1-103

Fish Division "Kid's Fishing Day" trout-stocking policy, July 31, 1998, § 29.1-103

Fish Division Delayed Harvest Trout Waters Management Guidelines, May 27, 1998, § 29.1-103

Striped Bass Fishing Tournament Application and Permit ([www.dgif.virginia.gov/forms/PERM/PERM-004.pdf](http://www.dgif.virginia.gov/forms/PERM/PERM-004.pdf)), April 1981, §§ 29.1-501 and 29.1-502

Threatened and Endangered Species, Wildlife Diversity, and Environmental Review (revised 2006)

Board Policy "Comprehensive Management of Ecosystems, Habitats, and Fish and Wildlife Populations," March 21, 2006, § 29.1-103

Board Policy "Evaluation of and Response to the Changing Landscape of Virginia," March 21, 2006, § 29.1-103

Board Policy "Conservation of Endangered and Threatened Species," March 21, 2006, §§ 29.1-103, 29.1-563 through 29.1-568 and 29.1-570

Virginia Wildlife Action Plan, September 16, 2005 (<http://www.bewildvirginia.org/wildlifeplan/virginia-wildlife-action-plan.pdf>), § 29.1-103, 906 pages

Special Status Species in Virginia, July 2006 (<http://www.dgif.virginia.gov/wildlife/virginiatescspecies.pdf>), §§ 29.1-563 through 29.1-568 and § 29.1-570

2001 Official Listing of Native and Naturalized Fauna in Virginia, January 2001

(<http://www.dgif.virginia.gov/wildlife/virginianativenaturalizedspecies.pdf>), § 29.1-100

Bald Eagle Protection Guidelines for Virginia, last updated May 15, 2000 (<http://www.dgif.virginia.gov/wildlife/birds/bald-eagle-protection-guidelines.pdf>), §§ 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 ([http://www.dgif.virginia.gov/wildlife/species-profiles/030061\\_1\\_BogTurt.pdf](http://www.dgif.virginia.gov/wildlife/species-profiles/030061_1_BogTurt.pdf)), §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Canebrake Rattlesnake, No. 030013.1, October 1999 ([http://www.dgif.virginia.gov/wildlife/species-profiles/030013\\_1\\_Canebrake.pdf](http://www.dgif.virginia.gov/wildlife/species-profiles/030013_1_Canebrake.pdf)), §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Eastern Hellbender, No. 020020.1, November 1999 ([http://www.dgif.virginia.gov/wildlife/species-profiles/020020\\_1\\_Hellbender.pdf](http://www.dgif.virginia.gov/wildlife/species-profiles/020020_1_Hellbender.pdf)), §§ 29.1-563 through 29.1-568 and § 29.1-570

Virginia Wildlife Species Profile: Eastern Tiger Salamander, No. 020052.1, October 1999 ([http://www.dgif.virginia.gov/wildlife/species-profiles/020052\\_1\\_TigSal.pdf](http://www.dgif.virginia.gov/wildlife/species-profiles/020052_1_TigSal.pdf)), §§ 29.1-563 through 29.1-568 and § 29.1-570

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## Guidance Documents

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Virginia Wildlife Species Profile: Spotted Salamander, No. 020049.1, November 1999 ([http://www.dgif.virginia.gov/wildlife/species-profiles/020049\\_1\\_SpotSal.pdf](http://www.dgif.virginia.gov/wildlife/species-profiles/020049_1_SpotSal.pdf)), §§ 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 2006)

Board Policy “Conservation of Endangered and Threatened Species,” on permits to take threatened and endangered species, March 21, 2006, §§ 29.1-563 through 29.1-568 and 29.1-570

Threatened and Endangered Species Permit Application and Permit Information, revised November 27, 2002 (<http://www.dgif.virginia.gov/forms/TE-permit-2003.doc>), §§ 29.1-412, 29.1-417, and 29.1-568

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 (<http://www.dgif.virginia.gov/forms/scp-permit-2003.doc>), §§ 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 ([http://www.dgif.virginia.gov/permits/vert\\_permit\\_report\\_06.zip](http://www.dgif.virginia.gov/permits/vert_permit_report_06.zip); [http://www.dgif.virginia.gov/permits/invert\\_permit\\_report\\_04.zip](http://www.dgif.virginia.gov/permits/invert_permit_report_04.zip)) July 2006, §§ 29.1-412, 29.1-417, 29.1-418

Permitting - Generally (revised 2006)

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 15, 2006, § 29.1-412

Dog Field Trial Permit Application and Conditions, revised February 1, 2006, §§ 29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised September 15, 2006, §§ 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 May 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 June 7, 2006, §§ 29.1-103, 29.1-412 and 29.1-417

Permit Conditions for the Operation of Foxhound Training Preserves in Virginia, revised June 7, 2006, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Deal in Furs Application and Permit Conditions, revised May 1, 2006, Title 29.1, Chapter 4

Gill Net Permit Application and Permit Conditions, revised April 3, 2006, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 1, 2006, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 1, 2006, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 1, 2006, §§ 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, 2006, §§ 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, 2006, §§ 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, November 16, 2006, §§ 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 December 1, 2004, §§ 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, 2006, §§ 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 7, 2006, Title 29.1, Chapter 4

Boating (revised 2006)

Virginia Watercraft Owner's Guide, (www.dgif.virginia.gov/boating/wog), revised 2006, § 29.1-701

Boat Virginia, A Course on Responsible Boating, revised 2006, § 29.1-701

Personal Watercraft in Virginia, A Course for a Safe and Responsible Ride, 2003, § 29.1-701

Personal Watercraft (PWC) – Safety Brochure, (www.dgif.virginia.gov/boating/pwc), revised 2005, § 29.1-701

Life Jackets, 2003, § 29.1-701

Boat Safe without Drugs or Alcohol, 2003, § 29.1-701

Reporting a Boating Accident, (http://www.dgif.virginia.gov/boating/accident.asp), 2006, § 29.1-701

Watercraft Dealer Licensing Fact Sheet, revised 2006, § 29.1-701

Law Enforcement (revised 2006)

Law Enforcement Division Policy Number 1, Division Role and Authority, March 15, 2006

Law Enforcement Division Policy Number 26, Problem Wildlife Response, March 15, 2006

Law Enforcement Division Policy Number 27, Illegal Captive Wildlife, September 25, 2006

Permit for Persons Permanently Unable to Walk to Shoot from a Stationary Vehicle, February 2002, § 29.1-521.3

Physician's Affirmation as to One's Permanent Inability to Walk to Shoot from a Stationary Vehicle, revised August 2003, § 29.1-521.3

Revised Replacement Values for Illegally Taken Wildlife and Fish, August 25, 2005, § 29.1-551

Sportsman's Pledge, Release of Landowner from Liability, and Landowner's Permission to Hunt card (http://www.dgif.state.va.us/forms/PUBR/permission\_to\_hunt.pdf), 1992, §§ 29.1-103, 29.1-509 and 29.1-521

**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, 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.

**Guidance documents pertaining to this agency and all its boards:**

3088	Alternative Site Application for EMS Programs in Virginia	09/15/2005
3083	Institutional Self Study for Intermediate Programs in Virginia	04/30/2004
3087	Institutional Self Study for Paramedic Programs in Virginia	04/30/2006
3082	CoAEMSP Standards and Guidelines	03/01/2005
3085	Guidelines for the ALS Training Funds in Virginia - FY07	07/01/2006
3086	Training Program Administration Manual	07/01/2005

# Guidance Documents

3029	Accreditation Funding Contract	11/14/2006	3072	Student Course Fee Summary	01/01/2005
3031	EMT-Enhanced Funding Contract	11/14/2006	3073	Equivalency Challenge For Virginia EMT Certification	04/01/2001
3032	EMT-Enhanced to EMT-Intermediate Funding Contract	11/14/2006	3089	EMS Medication Schedule	01/15/2004
3033	EMT-Intermediate Funding Contract	11/14/2006	3090	EMS Procedures Schedule	01/15/2004
3034	EMT-Intermediate to EMT-Paramedic Funding Contract	11/14/2006	3091	EMS Specialty Teams MEs and Skills Schedule	07/15/2004
3035	EMT-Paramedic Funding Contract	11/14/2006	3076	EMS Physician Application for Endorsement	12/05/2006
3036	RN to EMT-Paramedic Funding Contract	11/14/2006	3075	Application for EMS Exemption	10/03/2005
3037	EMT-Shock Trauma to EMT-Enhanced Transition Funding Contract	11/14/2006	3074	Application for EMS Variance	10/03/2005
3038	EMT-Cardiac Technician to EMT-Intermediate Transition Funding Contract	11/14/2006	3006	OEMS Data Element Dictionary - Technical Manual	03/01/2005
3060	ALS Coordinator Application	02/01/2005	3005	PPCR Data Dictionary	05/01/2005
3039	EMS Auxiliary Program Funding Contract	11/14/2006	3008	Data File Format	11/01/2001
3061	BLS Individual Age, Clinical and Skill Performance Verification Record	01/01/2006	3009	Trauma Center Funds Guidelines	04/01/2006
3040	Standard Continuing Education Funding Contract	11/14/2006	3004	PPCR User Manual	03/01/2005
3041	Individual Tuition Reimbursement Application	06/22/2006	3014	Trauma Registry - VSTR File Upload	01/01/2006
3063	BLS Student Permission Form	01/01/2005	3010	Trauma Center Designation Application	12/01/2005
3069	Clinical Training Record	12/05/2006	3077	How to Complete the Durable DNR Form	04/13/2006
3042	Organizational Tuition Reimbursement Application	06/22/2006	3079	How to Purchase Durable DDNR Bracelets and Necklaces	04/03/2006
3044	Auxiliary Summary Roster	06/23/2006	3080	How to Request Durable Do Not Resuscitate Forms	04/03/2006
3064	Course Approval Request Form	01/01/2005	3081	Virginia Durable DNR Request Form	04/01/2006
3045	CE Summary Roster	06/27/2005	3011	Grant Program - Reimbursement Instructions	12/01/2005
3066	Course Summary Form	01/01/2003	3012	Grant Program - Award Acceptance Form	12/01/2005
3046	EMS Course Roster	08/11/2003	3013	Grant Program - Equipment Status/Final Report Form	12/01/2005
3065	Course Roster	08/01/2003	2983	Refugee and Immigrant Health Program Manual	11/10/2006
3048	Transition Summary Roster	12/03/2003	2015	Children With Special Health Care Needs Pool of Funds Guidelines	11/17/2006
3067	PA and NP Paramedic Competency Summary Form	01/01/2006	1710	Newborn Screening Facts-Questions Providers Frequently Ask About Newborn Screening	03/01/2006
3068	Prerequisites for EMS Training Program, Criminal History and Standards of Care	07/01/2005	2971	Regulations Governing Eligibility Standards and Charges for Medical Care Services to Individuals	10/01/2006
3070	Reimbursement Claim Form	12/01/2004			
3071	Small Course Approval Form	10/01/2004			



**State Board of Health**

**Guidance documents pertaining to this board or specific regulations within this board:**

2718	WTR-884(W) Use of Emergency Wells	
399	ADJ-003 2002 Guidelines and Policies for COPN IFFCs	11/01/2002
2649	Instructions and Model Petition for Good Cause	06/03/2005
2947	Memo: Communications	06/01/2006
2781	Managing Accounts Receivable for Patient Care	02/01/2005
1493	TASK FORCE COMMANDER CHECKLIST	06/06/1999
1491	Disaster Medical Response Ops. Guide	10/01/1997
1492	EMS Physician Strike Teams SOP	02/07/2002
1494	EMS Task Force Standard Operating Procedures	11/30/1999
1495	EMS C-Teams Standard Operating Procedures	06/06/2002
1496	Communications Format Book	03/13/1998
1497	Standard Operating Procedure for Virginia Critical Incident Stress Management Strike Teams	10/24/2000
1498	Standard Operating Procedure for Virginia Massage Therapy Strike Teams	07/12/2001
1499	Virginia Health and Medical (Esf-8) Emergency Operations Center Staff Standard Operating Procedure and Reference Guide	07/14/2000
1500	Medication Kit Storage Clarification Letter	11/05/1999
1501	EVOC Requirements Clarification	12/08/2004
1502	EVOC Equivalents	03/07/2003
1511	Virginia Statewide Trauma Registry Resource Manual for Trauma Registrars	09/01/2004
1512	Ems Vehicle Liability Coverage Requirements	01/03/2003
1513	The Accommodation Policy Used by the Virginia Office of Emergency Medical Services (Office of EMS)	12/08/2004
1514	EMS Accommodation Request Form	12/01/2002
1515	Federal Agency "Exemption from EMS	07/29/2004

	Regulations" Notice	
1516	Requirements for Licensure Concerning Motor Vehicle Registration	08/16/1999
1524	EMS Ground Ambulance Checklist	12/08/2004
1525	Non Transport EMS Vehicle Checklist	12/08/2004
1526	Air Ambulance Checklist	12/08/2004
1503	EMS Agency Drug Diversion Report Form	12/08/2004
1518	Application for EMS Agency License	12/08/2004
1520	Guidelines for EMS Agency Licensure Applicants	07/01/2004
1748	ENV-001 Private Well Regulations Implementation Manual	09/01/1990
1624	ENV-003 Time limit to Appeal Certain Case Decisions	08/26/1997
1625	ENV-004 Tire Chip Aggregate	08/21/1997
1628	ENV-012 FORTA NYLON and FORTA CFP Fibers in Place of Welded Fabric in Precast Septic Tanks	07/16/1996
1629	ENV-013 Variance from Maintenance Contract Requirements in Discharge Regulations	05/17/1996
1631	ENV-014 Terralift	05/19/1996
1633	ENV-016 Variances for the Use of High Rate Sandfilters	11/17/1995
1634	ENV-017 Approval of AK Industries Polyethylene Septic Tank	08/22/1995
1635	ENV-018 Approval of Xactics Polyethylene Septic Tanks	08/16/1995
1636	ENV-019 Permanent Pump and Haul - General Permit	08/15/1995
1638	ENV-020 Spray Irrigation Sewage Systems	07/14/1995
1639	ENV-021 Tuf-Tite Distribution Boxes	06/30/1995
1640	ENV-022 Mass Drainfield Reviews	06/29/1995
1641	ENV-023 Contracting with Authorized Onsite Soil Evaluators	06/16/1995
1642	ENV-024 Preliminary Approval of Sewage Discharge Systems	06/13/1995
1643	ENV-027 Approval of Avgol Polypropylene Spunbound Non-woven	01/09/1995

# Guidance Documents

	Filter Fabric		1687	ENV-044 Approval of Norwesco Polyethylene Septic Tanks	12/20/1993
1644	ENV-028 Approved Bentonite Grout Materials	11/03/1994	1688	ENV-045 Guidelines for Designating Prohibited Discharge Areas	12/21/1993
1746	ENV-029 Questions from the Field on Senate Bill 415	10/25/1994	1689	ENV-046 Approval of the United Baffle and Gas Deflector	10/04/1993
1645	ENV-030 Fees for Closed-loop Heat Pump Wells	09/29/1994	1690	ENV-047 Revalidation of Permits-Expired or Unexpired	09/10/1993
1646	ENV-031 Water Softener Regeneration Discharge into Drainfields	08/11/1994	1691	ENV-048 Estimated versus Real Water Use as it Relates to Soil Absorption Field Design	09/21/1993
1770	ENV-032 Defining Onsite Sewage Permit Construction Backlogs	06/24/1994	1692	ENV-049 Approval of Polylok Pipe Seals	01/18/1993
1659	ENV-033 Authority When Inspecting Pump Station Electrical Controls	06/20/1994	1693	ENV-050 Policy for Permitting Sewage Disposal Systems in Utility Company Rights-of-Way or Easements	06/28/1993
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	1694	ENV-051 Approval for Use of PTI 4-foot Diameter Double Wall Pipe as a Gravity Main in Undisturbed Soil	06/23/1993
1677	ENV-035 Procedure for prioritizing applications for onsite sewage disposal system construction permits and certification letters under the Sewage Handling and Disposal Regulations.	06/16/1994	1695	ENV-052 Construction Standards for Existing Discharging Sewage Treatment Systems now Coming under General Permit	06/22/1993
1678	ENV-036 old Sand Filter Systems Which do not Discharge Which were permitted under LHS-120 Permits or Constructed Before Permits Were Required	05/17/1994	1696	ENV-053 Sampling Port Requirements	06/07/1993
1679	ENV-037 Sand Filter Systems Permitted under Individual VPDES of NPDES Permits which do not discharge	05/17/1994	1697	ENV-054 Enforcement of 10/10 Effluent Standards	06/02/1993
1680	ENV-038 Discharging Sewage Treatment systems not Registered Under the VPDES General Permit Operating Without a Current Individual VPDES Permit	05/17/1995	1698	ENV-055 Interpretation to Section 1.3 of the Alternative Discharging Sewage Treatment System Regulations for Individual Single Family Dwellings	04/28/1993
1681	ENV-039 Fee Collection for Conditional Permit Applications	05/05/1994	1699	ENV-057 Preliminary Approval of Discharge Systems	03/02/1993
1682	ENV-040 Mirafi 140N Drainage Fabric	04/27/1994	1700	ENV-058 Plan Review and Evaluation Process for Type II and type III Onsite Wastewater Treatment Systems	02/22/1993
1683	ENV-041 Procedure for applying for an Experimental Permit	03/17/1994	1714	ENV-059 CAPROLAN-RC Nylon Fibers in Place of Welded Fabric in Precast Septic Tanks	01/21/1993
1684	ENV-042 Approval of Incinolet Electric Toilet	03/11/1994	1715	ENV-062 Approval of Tuff-Tite Connectors	11/23/1992
1686	ENV-043 Using new or Unconventional Methods, Processes and Equipment Where Conventional Onsite System has failed	12/22/1993	1717	ENV-063 Use of Primer of PVC-DWV Foam Core Pipe	10/16/1992
			1718	ENV-064 Use of "Flow Divider Tee"	10/14/1992
			1720	ENV-065 Use of SDR 35 in Building Sewers	09/04/1992

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1721	ENV-066 Environmental Health Considerations of Sewage	09/04/1992	2640	ENV-122. Proprietary System Modification	09/12/2003
1722	ENV-067 Enforcement of the Well Regulations	12/12/1991	2716	ENV-123 Policy for Processing Requests from the Onsite Sewage Indemnification Fund	12/12/2003
1660	ENV-094 SIM TECH Filter Approval	03/20/1998	2651	ENV-125. Exemptions to the Practice of Engineering	08/09/2004
1782	ENV-097 Variance to the Sewage Handling and Disposal Regulations	05/12/1999	2714	ENV-125 Exemptions to the Practice of Engineering	08/09/2004
1661	ENV-098 Wyo-Ben bentonite grout	05/11/1999	2652	ENV-126. Implementation Manual for Authorized Onsite Soil Evaluator Regulations	07/16/2004
1662	ENV-099 Interim Procedure to Qualify a CPSS as an Authorized Onsite Soil Evaluator	06/03/1999	2723	ENV-127 Use of Proprietary Materials, Methods and Products Designed to Replace Gravel in Absorption Trenches	11/17/2005
1664	ENV-101 Large Subsurface Wastewater Systems/Mass Drainfields	07/20/1999	2653	ENV-128. Implementation of House Bill 930	10/15/2004
1667	ENV-103 Amendments to ENV-100	12/21/1999	3002	ENV-129 Approval of SEPTECH Septic Tanks Models ST-750,ST-1060,ST-1250,ST-1500	10/31/2005
1771	ENV-105 Experimental Protocol for Aquarobic Filter Bed System on Sloping Sites with Fill Material	05/01/2000	3003	ENV-130 Boshart Industries, Inc. Pitless Adapter Approvals	10/18/2005
1670	ENV-106 Wyo-Ben Grout Approval	05/26/2000	3016	ENV-131 Approval of Coon Manufacturing Tanks, 1,00 gallons and 1,500 gallons	12/01/2005
1671	ENV-107 Generic Drip Disposal Policy	08/03/2000	2903	ENV-132 BORA-CARE and Standoff to Wells	01/31/2006
1673	ENV-109 Black Hills Bentonite, LLCV./Geo Pro, Inc. Grout Approval	01/03/2001	3000	ENV-133 Approval of FRALO Plastech Mfg. SEPTECH Single-Compartment Septic Tanks Models ST-750, ST-1060,ST-1250 & ST1500	02/14/2006
1674	ENV-110 Zoeller Distribution Box Model 173-0001	10/26/2000	3001	ENV-134 Enviro Loo (Eloo) Privy, Model #2040	11/06/2006
1675	ENV-111 AlasCan/ClearWater Letter	01/04/2001	1649	ENV-333 Purchasing Shellfish from a Retail Market	05/08/1996
1753	ENV-112 Puraflo Letter	01/19/2001	1821	ENV-353 Exempt Organizations Participating at Fairs and Festivals	07/29/1992
1730	ENV-113 AOSE Courtesy copies of approvals and denials	06/21/2001	1777	ENV-355 Boil Water Notice	08/22/1991
1735	ENV -114 Advantex Letter	10/19/2001	1776	ENV-356 Clarification to Boil Water Notice	11/21/1991
1731	ENV-115 VDH Onsite Quality Review Process	12/21/2001	1775	ENV-363 Venison Donated to Charitable Food Establishments	04/10/1992
1733	ENV-116 Design of Gravel-less Systems to Manufacturer's Specifications	04/15/2002	1774	ENV-371 Authority of Director	08/13/1993
1734	ENV-117 Fee revisions	06/11/2002	1773	ENV-380 Coins and Currency as Potential	07/16/1984
1747	ENV-118 Ecoflo Provisional Approval	07/15/2002			
2380	ENV-119 Emergency Suspension of Portions of the Private Well Regulations	08/23/2002			
2381	ENV-121 MOU between VDH and DPOR	07/09/2003			
2722	ENV-121 Memorandum of Agreement between VDH and DPOR	09/09/2003			
2382	ENV-122 Proprietary system modifications	09/12/2003			

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	Fomites		1789	Memorandum: Bloodborne Pathogen Training for School Personnel and Management of Exposure-Prone Incidents in Schools	06/27/1997
1778	ENV-381 Moldy Cheese	02/20/1985			
1737	ENV-396 Nature and Frequency of Services	10/01/1995			
1742	ENV-397 Foodservice Establishment Inspection Report	11/01/1995	1790	Memorandum: Law Enforcement Officer And Deemed Consent	07/02/1997
1736	ENV-398 Foodservice Critical Procedures Report	11/01/1995	1791	HIV Partner Counseling and Referral Services Guidance	05/18/1999
1738	ENV-399 Revalidation of Restaurant Permits	01/01/1996	1792	Memorandum: Tattoo Parlors and Piercing Salons	03/28/2001
1820	ENV-400 Foodservice Enforcement Procedures	03/01/1996	1793	Memorandum: Additional Clarification on Tattoo Parlors and Piercing Salons	08/02/2001
1648	ENV-401 Hazard Analysis Critical Control Point (HACCP) Guidelines	04/01/1997	1794	HIV / STD Operations Manual	07/03/2001
1650	ENV-402 Migrant Labor Camp Interpretation - Laundry Trays	04/01/1997	2550	HIV/STD Reporting Requirements for Physicians	11/01/2004
1651	ENV-403 Handling Milk and Dairy Product Complaints	07/01/1997	2699	Policy on Youth Involvement in HIV Prevention	09/15/2005
1656	ENV-408 Approved Water Supplies	03/01/1998	1808	Minimum immunization Requirements for Entry into Child Care and School	07/01/2006
1652	ENV-410 Drive Through Coffee Kiosks	06/22/2001	1823	Virginia Disease Control Manual	10/04/2006
1653	ENV-411 Virginia Food Regulations Mobile Food Establishment Matrix	03/20/2002	1757	Rabies Control Guidelines	10/07/2006
1654	ENV-412 Demonstration of Knowledge	04/11/2002	1810	Psittacosis Control Guidelines for Local Health Departments	11/15/2006
1655	ENV-413 Establishment Fees	06/25/2002	1811	Guidelines for Investigating Bites and Other Exposures from Nonhuman Primates	04/19/2004
1669	ENV-414 Members of Exempt Organizations	03/04/2003	1813	Beach Monitoring Protocol	08/01/2006
1884	ENV-415 Temporary Food Establishment Policy	08/20/2003	1814	Memorandum: LaCrosse Encephalitis	09/02/1996
2604	ENV-416 Outdoor Cooking Guidelines	07/07/2004	1815	Memorandum and Fact Sheets: Drinking Water and Cryptosporidium	11/09/1994
2643	ENV-418 Foodservice Protection - Continental Breakfasts	05/17/2005	1816	Communicable Disease Reference Chart for School Personnel	03/09/2006
2656	ENV-419 Temporary Establishment Fees	07/20/2005	1824	Virginia Arbovirus Surveillance and Response Plan	05/11/2005
2937	ENV-420 Condemnation and Impoundment of Food	04/01/2006	2584	Guidelines for Infection Control in Virginia Department of Health Personnel	09/01/2006
2938	ENV-421 Re-use of Plastic Pickle Buckets	04/11/2006	2588	SARS Public Health Emergency Response Plan	06/27/2003
1785	Public Safety Employees and Testing for Blood-borne Pathogens	08/07/1992	2589	Guidance for Organizations Hosting Travelers from Countries Impacted by SARS	05/16/2003
1786	Letter to Physicians on Use of Zidovudine with Pregnant Women with HIV	06/26/1995	2590	SARS Reporting - Letter to Health Care Providers	04/28/2003
1788	Memorandum: STD / HIV Interview Periods	02/26/1997			

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2591	SARS Surveillance Tools for Public Health Follow-up	05/02/2003		Requirements: Poor Quality	
2710	Pandemic Influenza Response Plan	03/09/2006	2562	Guidance on Radon Testing and Mitigation	01/01/2004
2709	Isolation and Quarantine Guide for Communicable Diseases of Public Health Threat	10/03/2005	2563	Guidance for Citizens with Complaints Against a Radon Professional	12/01/2004
2711	VDH Public health Emergency Response Plan for Zoonotic Diseases Using Monkeypox as a Prototype	10/19/2005	2564	Policy on training requirements for Industrial Radiographers	12/01/2004
3054	Human Rabies Prevention Policy	01/05/2006	2565	Guidance on the Response to Radiological Terrorist Threats	12/01/2004
1818	Virginia Tuberculosis Control Laws Guidebook	10/01/2001	2576	Hospital Protocols for Newborn Hearing Screening	09/01/2004
1819	Virginia Tuberculosis Homeless Incentive and Prevention Program	01/01/2001	2579	Protocols for Diagnostic Audiological Assessment: Follow-up for Newborn Hearing Screening	09/15/2004
3055	Advisory Guidelines for Fish with Dioxin	08/25/2000	1768	Virginia School Health Guidelines	05/01/1999
3056	Advisory Guidelines for Fish with Kepone	10/25/2000	2577	Guidelines for Specialized Health Care Procedures	08/15/2004
3057	Advisory Guidelines for Fish with Mercury	10/25/2000	2016	School Entrance Health Form	10/01/2003
3058	Advisory Guidelines for Fish with PBDEs	07/20/2000	1713	High-Risk Virginia ZIP Codes by Number	06/01/2003
3059	Advisory Guidelines for Fish with PCBs	05/10/2004	2582	High-Risk Virginia Zip Codes by Location	06/01/2003
1817	Guidance for the Retention of X-Ray Records	07/01/2005	1804	Guidelines for Childhood Lead Poisoning Screening and Management of Children with Confirmed Elevated Blood Levels	03/01/2004
2566	Policy on Exposure Control Location and Operator Protection	12/01/2004	1830	Virginia's Newborn Hearing Screening, Program, Protocols for Medical Management	12/01/2001
2567	Guidance for requesting U.S. DOT exemption E-10656 upon receiving scrap metal or related recycling material that is radioactively contaminated	12/01/2004	1805	Information Systems: Security and Confidentiality Policies, Procedures and Standards, Division of Child and Adolescent Health (DCAH)	02/01/2004
2568	Guidance for requesting U.S. DOT exemption E-11406 upon receiving trash or refuse with radioactive material	12/01/2004	2583	Virginia Bleeding Disorders Program Fact Sheet	04/01/2004
2556	X-ray Fluorescence Device Regulatory Guide	12/01/2004	1845	Virginia Women, Infants' and Children (WIC) Program Policy and Procedure Manual	10/01/2002
2557	Policy on Bone Densitometry Equipment and Operator Licensure	12/01/2004	2030	Virginia Women, Infants' and Children (WIC) Program Vendor Manual	10/01/2003
2558	Guidance on Healing Arts Screening Programs	12/01/2004	291	Eligibility Criteria for State Funding of Abortion to Terminate Pregnancy as the Result of Rape or Incest, or Fetal Deformity	06/30/1999
2559	Guidance on Film Processing Chemicals: Disposal or Reclamation	12/01/2004	1807	Procedures Manual for the Virginia	09/01/2003
2560	Guidance For Inspections at Mammography Facilities	12/01/2004			
2561	Guidance For Mammography Facilities Regarding Patient Notification	12/01/2004			

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	Congenital Anomalies Reporting and Education System		245	Advance Directive Guidelines	09/01/1999
2018	Family Planning Program, Voluntary Sterilization Services Procedure	11/01/2003	246	Criminal Records - Barrier Crimes	08/17/2006
1711	Breast and Cervical Screening Data Reporting Manual	07/01/2003	247	Extended Power Outages	10/07/2002
2020	Breast and Cervical Early Detection Program Orientation Manual	08/26/2003	248	CNA Training Waive	08/01/2001
2575	Perinatal Guidelines	07/31/2004	249	Hospice Service	05/01/2002
684	Master List of VDH Guidance Documents [ADJ-WTR(W)], 12/13/2002	12/13/2002	2048	Notification of ombudsmen	11/01/2002
252	Income Statement Reconciliation	10/07/2002	2362	Facility Investigations of Abuse	10/10/2006
253	Ambulatory Surgical Hospital Historical Filing	10/07/2002	2363	Reporting Abuse Neglect, and Exploitation	10/10/2006
255	Hospital Historical Filing	10/07/2002	2366	Feeding/hydration Assistants	10/27/2003
256	Nursing Home Historical Filing	10/07/2002	2515	Consumer guide to restraint usage in nursing facilities	08/19/2004
257	Psychiatric Hospital Historical Filing	10/07/2002	2516	Electronic monitoring of resident rooms	08/01/2004
258	Rehabilitation Hospital Historical Filing	10/07/2002	2517	Receiving out of system medications	09/09/2004
259	Ambulatory Surgical Hospital Indicator Definitions	10/07/2002	2518	About nursing home inspections	11/15/2003
260	Hospital Indicator Definitions	10/07/2002	2520	Informal dispute resolution process	08/29/2006
261	Nursing Home Indicator Definitions	10/07/2002	2521	Frequently asked questions for nursing facilities	07/01/2004
263	Psychiatric Hospital Indicator Definitions	10/07/2002	2526	Frequently asked questions in LTC	07/01/2004
262	Rehabilitation Hospital Indicator Definitions	10/07/2002	2523	Compliance with COPN conditions	02/13/2004
2956	Responding to FOIA Requests	06/02/2006	2686	Impact of Criminal Convictions on Nurse Licensure or Certification and Employment in Virginia	09/30/2005
2972	Regulations Governing Eligibility Standards and Charges for Medical Care Services to Individuals	10/01/2006	2713	ADLs for HCOs	10/01/2005
1750	VA Conrad State 30 J-1 Visa Waiver Pro	10/01/2004	2991	AIA Guideline	06/28/2006
1752	Loan Repayment Program in VA for Physicians/Phy. Assistants/Nurse Practitioners	07/01/2004	2685	Impact of Criminal Convictions on Nurse Licensure or Certification and Employment in Virginia	09/07/2006
1754	The Mary Marshall Nursing Scholarship Program for LPNs	04/01/2005	2992	Nursing Facility Emergency Planning	09/15/2006
1755	The Mary Marshall Nursing Scholarship Program for RNs	04/01/2005	2993	Exemptions from Home Care Licensing	09/13/2006
2571	Virginia's Nurse Practitioner/Nurse Midwife Scholarship Program	04/01/2005	2994	Home Care/Hospice Emergency Planning	09/06/2006
2707	IRB Standard Operating Procedures	10/31/2005	2995	Hospice Frequently Asked Questions	09/07/2006
			2996	COPN IFFC guideline	06/06/2006
			3015	COPN Electronic Submission	11/20/2006
			1880	Guidance Document on for Regulations Governing Standards and Charges For Medical Care Services to Individuals	11/29/2002
			1207	WTR-066 (SF) Uncertified Product in the	08/25/1986

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	Marketplace		1241	WTR-204 (SF) Permitting of Wells	07/02/1992
1180	Hydrogen Sulfide Removal	06/22/1977	1242	WTR-206 (SF) Buffer Zones Around Marinas	07/13/1882
1208	WTR-100 (SF) Seams of Food Contact Surfaces	01/20/1988	1243	WTR-212 Improper Out-of-State Shellstock Tags	11/25/1992
1209	WTR-105 (SF) Certificate of Occupancy Permits	02/05/1988	1244	WTR-214 (SF) Licensing of Well Drillers	12/18/1992
1211	WTR-128 (SF) Detention/Destruction of Product/Samples	08/11/1988	1245	WTR-216 (SF) Chilling of Surf Clam and Ocean Quahog Interstate Shipments	01/04/1993
1212	WTR-131 (SF) Shellfish/Crustacea Plant Equipment	08/18/1988	1246	WTR-217 (SF) Approval Process for an Existing Well	01/27/1993
1214	WTR-132 (SF) Interplant Transportation of Cooked Crab Claws	10/13/1988	1247	WTR-218 (SF) Sewage Discharge Buffer Calculations for Single Family Facilities and Graywater Discharges	01/27/1993
1215	WTR-136 (SF) Application for Shellfish/Crustacea Plant Process Schematic	12/22/1988	1248	WTR-220 (SF) FDA Inspections and Warning Letters	02/19/1993
1216	WTR-137 (SF) Compliance with Uniform Statewide Building Code	01/17/1989	1249	WTR-221 (SF) Certification and Enforcement	02/19/1993
1217	WTR-138 (SF) Deactivation, Cancellation, Reactivation Form	01/19/1989	1251	WTR-226 (SF) Notice of Emergency Closure and Reopenings	04/02/1993
1218	WTR-145 (SF) Installation of "Watts 9-D" Type Backflow Preventer	03/14/1989	1252	WTR-227 (SF) Aquaculture Operations	04/02/1993
1219	WTR-146 (SF) Booster Pumps	03/14/1989	1253	WTR-228 (SF) Shellfish Wet Storage Application and Permit Issuance	04/02/1993
1220	WTR-147 (SF) Agreement of Cooperative Procedures Between the VDH and VMRC	03/22/1989	1254	WTR-230 (SF) Areas Scheduled to be Sewered	05/11/1993
1221	WTR-171 (SF) Random Seawater Collection	06/05/1990	1257	WTR-232 (SF) Relay Areas	05/11/1993
1230	WTR-177 (SF) Soft Shell Clams from Maryland	08/24/1990	1258	WTR-238 (SF) Use of Rodac Plates	05/27/1993
1232	WTR-180 (SF) Utensil Washing Requirements and Procedures	08/28/1990	1259	WTR-244 (SF) Marine Biotoxins	11/12/1993
1233	WTR-182 (SF) Notice of Certification Expiration	09/07/1990	1182	Replacement of Filter Sand with Granular Activated Carbon (GAC)	04/30/1979
1234	WTR-185 (SF) Product Sampling Procedures	12/11/1990	1261	WTR-261 (SF) Sample Collection and Hydrographic Data Measurement and Collection	01/11/1996
1235	WTR-186 (SF) Documentation on Inspection Forms	12/11/1990	1262	WTR-265 (SF) Shoreline Survey Preparation and Procedure	11/07/1996
1237	WTR-193 (SF) Enforcement	03/27/1991	1264	WTR-267 (SF) Marina Inspection Form	11/07/1996
1239	WTR-199 (SF) Tags	10/30/1991	1183	Monthly Reports on Fluoridation	07/15/1980
1181	Complaint Investigations	04/30/1979	1265	WTR-269 (SF) Harvester's Tag	07/24/1997
1240	WTR-202 (SF) Water Supply - How to Sample	12/20/1992	1266	WTR270 (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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1268	WTR-274 (SF) Thermomtet Calibration Guidelines	12/02/1997	Oysters		
1269	WTR-275 (SF) Wet Storage Permits	12/03/1997	1298	WTR-307 (SF) Pesticide and Heavy Metal Sampling in Shellstock	09/10/2002
1270	WTR-276 (SF) Intermediate Processing Plan	12/22/1997	1299	WTR-308 (SF) Monitoring Program/Laboratory - Bacterial Source Tracking (BST)	09/16/2002
1184	Interaction with the Board of Housing and Community Development (HCD)	11/15/2002	1300	WTR-310 (SF) Use of Truck Bodies/Trailers for Storage and Refrigeration	09/18/2002
1271	WTR-278 (SF) Hard Clams as Bait	07/07/1998	1189	State Corporation Commission	01/06/1982
1272	WTR-280 (SF) Zip Lock Type Bags for Packing Crab Meat	07/29/1998	1302	WTR-312 (SF) Statement of Certification	02/03/2003
1273	WTR-282 (SF) Classification Guidelines	08/20/1998	2694	WTR-Processing Facility Water Sampling	12/06/2004
1274	WTR-283 (SF) Safety Protocol for Seawater Sampling Program	10/20/1998	2695	WTR-315 (SF) Sampling Processing Facility Water	12/06/2004
1275	WTR-285 (SF) Interstate Shipments	05/31/2000	1190	Iodine Disinfection	09/10/1981
1276	WTR-287 (SF) Inspections at Csmprgrounds and Trailer Parks	06/16/2000	2696	WTR-316 (SF) Relay Purging Standard	07/07/2005
1278	WTR-288 (SF) Phytoplankton Sampling Program	12/08/2000	2697	WTR-318 (SF) Facility Certification Timetables	08/02/2005
1280	WTR-290 (SF) Seawater Sampling Data Entry	12/08/2000	2717	WTR-319 (SF) Policy for Virginia's Public Health Shellfish Program	11/02/2005
1282	WTR-291 (SF) Blower Tank Air Filters	12/08/2000	1191	Requirements of Connect to Water and Sewage Systems	11/06/1981
1284	WTR-292 (SF) Conch/Whelk Operations, Certifications and Bacteriological Standards	12/21/2000	1192	Certification Requirements	11/06/1981
1285	WTR-294 (SF) Policy for Virginia's Public Health Shellfish Program	03/14/2001	1193	Sample Collection/Analysis	02/24/1984
1287	WTR-296 (SF) HACCP Certification Requirements for Shellfish Plants	03/21/2001	1194	McLean Fe and Mn Filters	09/20/1984
1289	WTR-297 (SF) Inspection Frequency and Corrective Action Plans	03/15/2001	1195	Enforcement	12/21/1984
1290	WTR-298 (SF) Prioritization of Work Effort	03/15/2001	1196	Individual Home Booster Pumps	03/13/1987
1185	Bottled Water-Sanitary Surveys in Conjunction with the DACS	03/20/1981	1198	Enforcement (Replacement pages for WTR-453)	05/15/1987
1292	WTR-300 (SF) Adoption of the HACCP Rule as Policy	04/18/2001	1200	Distribution System-Precast Concrete Water Reservoirs	10/02/1987
1293	WTR-301 (SF) Small Business Loan Sources	12/18/2001	1201	Sample Collection-Consecutive Systems	10/28/1987
1294	WTR-302 (SF) Product Sampling Procedure	01/09/2002	1203	Infilco Degremont SUPERPULSATOR (TM) Clarifier-Flocculator	05/12/1988
1296	WTR-304 (SF) Contingency Plan for the Control of Vibrio parahaemolyticus in	08/02/2002	1222	Equipment-Streaming Current Monitors	05/18/1989
			1223	Sample Collection/Analysis Required Chemical Analysis	06/12/1989
			1224	Enforcement-Informational Notices	06/05/1991
			1225	Distribution System-Fire Pump For Small Systems	06/07/1991



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1226	Surveillance-Bacteriological Site Report (BSSR)	Sampling	06/21/1991	1482	Well Development		07/06/1999
1227	Treatment-Fluoride		05/29/1992	1484	Notice of Violation Format/Definitional Changes		07/09/1999
1228	Inventory MSIS and DWIMS		09/17/1992	1485	Cartridge Filtration		03/03/2000
1229	Licensing of Well Drillers		12/18/1992	1487	Water Sampling and Analysis - TOC Testing		03/16/2000
1231	Abandonment of Waterworks		03/15/1993	1488	IESWTR - Disinfection Profiling and Benchmarking		03/16/2000
1319	Technical Assistance Lead and Copper Rule Desktop Evaluations		01/26/1995	1489	Data Management (SDWIS)		10/25/2006
1320	Inspections Confined Space Entry		02/23/1995	1490	SDWIS Data Reports and Retrieval Program (R & R)		11/09/2006
1321	Trenchless Pipe Construction		06/19/1995	1541	Information		08/18/2000
1322	Emergency Orders in Response to Inadequate Residential Water Service		08/03/1995	1542	Emergency Response		11/20/2000
1324	Chemical Additives to Potable Water		08/28/1995	1544	Technical Assistance Code of Virginia - MTBE		11/22/2000
1325	Emergency Response Manual		10/27/1995	1546	Miscellaneous - Consumer Confidence Report Implementation Instructions		02/23/2001
1326	Phase II/V Notice of Violation Informational Notices		06/19/1996	1547	Cross Connection Control		03/07/2001
1327	Monitoring of Additives to Drinking Water		10/08/1996	1567	Permits - Permit Application/Comprehensive Business Plan - Noncommunity		04/18/2001
1362	Recreational Use of Domestic Water Supply Reservoirs		01/03/1997	1568	UV Disinfection Systems for Public Water Supplies		05/01/2001
1363	Utility Records Management Schedule		01/15/1997	1548	Standby Generators/Fuel Tanks		06/12/2001
1364	Distribution System - Air Release Valves		01/27/1997	1549	Interim Guidance on Waterworks Classification		06/13/2001
1458	Permit Application/Comprehensive Business Plan		02/10/1997	1550	Board for Water and Wastewater Operators vs. Dept of Health Responsibilities		06/13/2001
1459	Sample Collection/Analysis Raw Groundwater MPN Sampling		02/10/1997	1551	Enforcement Boil Water Notices		06/25/2001
1460	Chlorination, Disinfection and Monitoring		02/11/1997	1552	IESWTR - Filtration		07/10/2001
1463	Project Tracking Log (PTLOG)		08/15/1997	1553	Sample Collection & Analysis-D/DBP Testing Requirement		11/14/2001
1464	PE Seal		08/15/1997	1569	Sample Collection - Stage I - Disinfection ByProducts Rule (BDPR)		08/16/2001
1465	Bacteriological		02/20/1998	1556	Plan Processing Review of Changes to Disinfection		01/23/2002
1467	Cross Connection Control		03/31/1998	1557	Surveillance Sanitary Surveys		02/07/2002
1468	Pitless Adapters and Watertight Well Caps		06/24/1998	1558	Surveillance - Source Water Assessment Program Implementation Manual		03/25/2002
1469	Contaminants Methylethy Tertiary Bently Ether (MTBE)		10/26/1998	1564	Public Notification Implementation		11/26/2002
1478	Lead and Copper Rule Operational Control Monitoring		01/22/1999				
1479	Package Water Treatment Plants		04/28/1999				
1481	Monitoring Requirements for Consecutive Waterworks		06/21/1999				

# Guidance Documents

1992	Transient Noncommunity Waterworks Procedures Manual	12/17/2002
1993	General Permit & Local Review Programs	01/07/2003
1994	WTR-864(W) Protection/Preservation of Farm and Forest Lands	02/04/2003
1995	Design Capacity Evaluation of Waterworks	02/11/2003
1996	Sample Collection and Analysis - Emergency Sampling Utilizing DCLS	06/10/2003
1997	Emergency Response - M256A1 Chemical Agent Detector Kit	08/26/2003
1998	Emergency Response - Vulnerability Assessments and VSAT	08/26/2003
1999	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	09/14/2006
2719	Use of Emergency Wells	06/27/2005
2720	Permits and Project Review - Operation Permits	09/18/2006
2721	Secondary Maximum Contaminant Levels	07/08/2005
3017	Surveillance & Regulations - Stage 2 DBP Rule 40/30 Certifications and Very Small System Waivers	02/23/2006
3018	Surveillance & Regulations - Long Term 2 Rule - Source Water Monitoring	03/01/2006
3019	Procedure - Sample Collection - Bacteriological Samples at TNC Waterworks	04/19/2006
3020	Sample Collection & Analysis - Special Sampling Procedures	04/26/2006

3021	Surveillance & Regulations - Stage 2DBP - Initial Distribution System Evaluation - System Specific Study and Standard Monitoring Plan	07/21/2006
3022	Permits & Project Review - Policy for Issuing Operation Permits	09/08/2006
3023	System Evaluation, Design & Construction - MIOX Mixed Oxidant Treatment Systems	11/09/2006

## 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 Town Hall 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 Town Hall 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), December 15, 2005

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), March 16, 2006
- 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, 2006
- 76.19.1, Retention of Applications and Applicant Documentation (Directive 1.16), April 1, 2005
- 76-25, Compensation for Members of Appointed Bodies (Directive 5.4), May 15, 2000
- 76-26, Compliance with Licensure Laws (Directive 4.7), October 21, 2003
- 76-27, Extension of Time for Active Duty Servicemen (Directive 1.12), July 1, 2004
- 76-28, Disclosure of Information (Directive 1.6), September 27, 2005
- 76-29, Disclosure of Information to Health Practitioner Intervention Program (Directive 1.7), March 16, 2006
- 76-30, Conduct of Surveys (Directive 1.8), September 15, 2003
- 76-31, Principles/Establishment of Fees (Directive 5.5), November 8, 2000
- 76-32, Letter to Sentara on Confidentiality Agreements, April 24, 2002
- 76-33, Foreign Applicants; Requirement to Provide Social Security Numbers, September 5, 2002
- 76-34, Requirements Imposed on Hospitals, Other Health Care Institutions, and Health Care Professionals to Report Disciplinary Actions Against and Allegations of Misconduct by Certain Health Care Practitioners to the Virginia Department of Health Professions, revised July 1, 2004
- 76-35, Rights & Responsibilities: The Virginia Freedom of Information Act, 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, July 1, 2006.
- Frequently-cited Inspection Deficiencies:**
- 76-20.1, Community pharmacies, July 1, 2006
- 76-20.2, Hospital pharmacies, September 1, 2002
- 76-20.3, Funeral facilities, September 1, 2000
- Inspection plans and Inspection Reports:**
- 76-21.1 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, October 2006

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- 76-21.1:7, warehouse, September 2006
- 76-21.1:8, manufacturers, January 1989
- 76-21.1:9, practitioners licensed to sell controlled substances, July 2006
- 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
- 76-21.1:16, alternative delivery inspection form, February 27, 2006
- 76-21.2, Board of Veterinary Medicine Inspection Guidelines, July 1, 1999
- 76-21.2:1, Animal facility inspection report, December 1997
- 76-21.3, Board of Funeral Directors and Embalmers Inspection Guidelines, July 1, 1999
- 76-21.3:1, Funeral establishment inspection report, July 1, 2000
- 76-21.3:2, Crematory inspection report, October 2005
- 76-21.4, Inspection summary, May 2006
- 76-21.5, Pharmacy inspection report, May 22, 2006
- 76-22, Case Intake Manual, 1998
- 76-23, Investigators Manual, 1993
- 76-24, Case Format Guidelines, February 1997
- 76-24.1, Inspection Guidelines, September 2000
- 76-24.2, Dental Office Inspection Report, May 2005
- 76-24.3, Compressed Gas, July, 12, 1993

(NOTE: 76-21 through 76-24 are maintained in the Enforcement Division of the Department. For copies or questions, contact Faye Lemon at the address above or at (804) 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 5:00 p.m. in the office of the State Council of Higher Education for Virginia, 101 N. 14th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Linda H. Woodley, Regulatory Coordinator, at the same address, telephone (804) 371-2938, fax (804) 786-2027 or email lindawoodley@schev.edu. All

documents are available on SCHEV's website at <http://www.schev.edu>.

### Guidance documents pertaining to this agency and all its boards:

2866	Virginia Tuition Relief Refund and Reinstatement Guidelines	
3120	Tuition Relief Guidelines	
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
2868	Higher Education Fixed Assets Guidelines for Educational and General Programs	07/16/2001
2869	Equipment Trust Funds Policies and Procedures	04/01/1995
3121	Tuition Relief Guidelines	12/18/2006
3125	Guidelines for Transfer, Articulation, and Dual Admissions	12/19/2006

### Guidance documents pertaining to this board or specific regulations within this board:

3122	Tuition Relief Guidelines	12/18/2006
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## DEPARTMENT OF HISTORIC RESOURCES

The documents in the following list represent publications, forms, and photocopied materials that provide guidance for the public on either how to interpret or implement statutes or regulations or how to use key agency programs. Copies of the following documents are available during regular work days from 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221, or at any of its regional offices. Copying costs may apply for large orders or for

documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from the Richmond office manager, Linda Jones, at the address above, telephone (804) 367-2323 ext. 148 or FAX (804) 367-2391.

The department also prepares occasional research, survey and preservation planning reports of general interest and materials of an advisory or educational nature. For a listing of such publications with prices contact the Richmond office manager or receptionist at the address above.

Agency forms, information in the documents listed below and the agency publication lists are also available on the agency website at <http://www.dhr.virginia.gov>.

Regional office addresses and phone numbers are as follows (the Capital Regional Preservation Office is currently collocated at the central office address given above):

Tidewater Regional Preservation Office, Department of Historic Resources, 14415 Old Courthouse Way, 2nd Floor, Newport News, VA 23608, telephone (757) 886-2807.

Roanoke Regional Preservation Office, Department of Historic Resources, 1030 Penmar Avenue, SE, Roanoke, VA 24013, telephone (540) 857-7585.

Northern Regional Preservation Office, Department of Historic Resources, P.O. Box 519, 5357 Main Street, Stephens City, VA 22655 (send all mail inquiries to the P.O. box), telephone (540) 868-7029.

### 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 2006, § 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 2006, § 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 Operations, revised 2006, § 10.1-2212

Application for Operations Appropriation - Historic Organizations, revised 2006, § 10.1-2212

Historic Preservation Grant Funds from the Commonwealth for Rehabilitation or Restoration, revised 2006, § 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 Collections Management Standards, revised 2006, § 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 2006

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

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## Guidance Documents

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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 2006

Guidelines for electronic submission of Archaeological and Architectural Survey data, June 2002, revised 2006

### DEPARTMENT OF HISTORIC RESOURCES

The documents in the following list represent publications, forms, and photocopied materials that provide guidance for the public on either how to interpret or implement statutes or regulations or how to use key agency programs. Copies of the following documents are available during regular work days from 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221, or at any of its regional offices. Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from the Richmond office manager, Linda Jones, at the address above, telephone (804) 367-2323 ext. 148 or FAX (804) 367-2391.

The department also prepares occasional research, survey and preservation planning reports of general interest and materials of an advisory or educational nature. For a listing of such publications with prices contact the Richmond office manager or receptionist at the address above.

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Roanoke Regional Preservation Office, Department of Historic Resources, 1030 Penmar Avenue, SE, Roanoke, VA 24013, telephone (540) 857-7585.

Northern Regional Preservation Office, Department of Historic Resources, P.O. Box 519, 5357 Main Street, Stephens City, VA 22655 (send all mail inquiries to the P.O. box), telephone (540) 868-7029.

### 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 2006, § 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 2006, § 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 Operations, revised 2006, § 10.1-2212

Application for Operations Appropriation - Historic Organizations, revised 2006, § 10.1-2212

Historic Preservation Grant Funds from the Commonwealth for Rehabilitation or Restoration, revised 2006, § 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 Collections Management Standards, revised 2006, § 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 2006

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 2006

Guidelines for electronic submission of Archaeological and Architectural Survey data, June 2002, revised 2006

### **VIRGINIA HOUSING DEVELOPMENT AUTHORITY**

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the offices of the Virginia Housing Development Authority, 601 S. Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Judson McKellar at the same address or by telephone at (804) 343-5540.

Questions regarding interpretation or implementations of these documents may be directed to Judson McKellar at the above address or telephone number.

#### **Guidance Documents:**

3.1-3.23, Single-Family Origination Guide, October 2006, 13 VAC 10-40

Single-Family Exhibits Guide, October 2006, 13 VAC 10-40

Single-Family Loan Documents Guide, June 2006, 13 VAC 10-40

VHDA Homeownership Program Guidelines for Realtors and Lenders, July 2006, 13 VAC 10-40

Single-Family Policy and Procedures Manual, May 2006, 13 VAC 10-40

Single-Family FasTrak Users Guide, September 2004, 13 VAC 10-40

Single-Family Loan Reservation Systems Guide, April 2005, 13 VAC 10-40

Single-Family Servicing Guide, April 1997, 13 VAC 10-40

Homeownership Education Guide, August 2006, 13 VAC 10-40

Single Family Consumer Guide – A Home to Call Your Own; A Way to Make It Happen, June 2004, 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, 2006, 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

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## Guidance Documents

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VHDA PHA Plan, July 2005, 13 VAC 10-70

Application Manual - Low Income Housing Tax Credit Program, January 3, 2006, 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 Teresa Fleming at the same address, email [teresa.fleming@dhrm.virginia.gov](mailto:teresa.fleming@dhrm.virginia.gov), telephone (804) 371-6465 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 Teresa Fleming.

#### 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 June 2006

Human Resource Management Manual, revised July 2003

Salary Structure, revised November 25, 2006

Job Structure, revised September 2000

Employee Handbook (contents available on-line and updated on regular basis), last revised June 2004

Employee Suggestion Program Procedures Manual, revised December 2003

Handbook for Agency Heads (contents available on-line and updated on a regular basis), last September 2004

Employee Recognition Program Handbook, September 2000

Health Insurance Manual, revised June 2005, cost \$20

The Local Choice Administrative Manual, revised July 2006, cost \$20

Flexible Reimbursement Accounts Program Administrative Handbook for Benefits Administrators, revised January 2003, cost \$10

Workers' Compensation Claims Procedural Manual, revised November 2006

State Health Benefits Program

COVA Care Member Handbook, July 2006

State Retiree Health Benefits Program

Member Handbook Medicare Coordinating Plans, January 2006

Dental/Vision Insert, January 2006

Prescription Drug Insert, January 2006

Prescription Drug Insert, Amendment January 2007

Prescription Drug Summary of Benefits, January 2007

Prescription Drug Annual Notification of Change, January 2007

Prescription Drug 2007 Formulary, revised September 2006

The Local Choice Health Benefits Program

Key Advantage Member Handbook, July 1, 2006

Key Advantage 200 Benefits Summary Insert Effective July 1, 2006

Key Advantage 300 Benefits Summary Insert Effective July 1, 2006

Key Advantage 500 Benefits Summary Insert Effective July 1, 2006

Member Handbook Medicare Coordinating Plans, January 2006

Group Administrator Memo # 06-05 Effective January 1, 2006

Dental/Vision Member Handbook, January 2006

### 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, email [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, email [wmodlin@lva.lib.va.us](mailto:wmodlin@lva.lib.va.us).

#### Information Regarding Public Library Trustees:

Virginia Public Library Trustees Handbook, 2005 edition available online at [www.lva.lib.va.us/whatwedo/ldnd/govadmin/trustee/2005Handbook/index.htm](http://www.lva.lib.va.us/whatwedo/ldnd/govadmin/trustee/2005Handbook/index.htm)



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, email [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, available online at [www.lva.lib.va.us/whatwedo/ldnd/govadmin/pfle/index.htm](http://www.lva.lib.va.us/whatwedo/ldnd/govadmin/pfle/index.htm)

## 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, email [pmorgan@lva.lib.va.us](mailto:pmorgan@lva.lib.va.us).

Virginia Public Records Manual, revised April 2000, available online at [www.lva.lib.va.us/whatwedo/records/manuals/00m-toc.htm](http://www.lva.lib.va.us/whatwedo/records/manuals/00m-toc.htm)

## 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, 501 N. 2nd Street, Richmond, VA 23219-1321. Copies may be obtained free of charge by contacting the Commission on Local Government at the same address, telephone (804) 786-6508, or FAX (804) 371-7090.

### Guidance Documents:

Information Sheets:

1. Agreements Defining Town Annexation Rights, March 2006
2. Alternative Approaches to Interlocal Concerns, April 2006
3. Alternative Forms of County Government in Virginia, March 2006
4. Annulment of Town Charter, March 2006
5. Boundary Changes of Towns and Cities, March 2006
6. Boundary Line Adjustment by Agreement, March 2006
7. Consolidation of Local Governmental Units, March 2006
8. Functional Authority of Virginia Local Governments March 2006
9. Post-Boundary Change Actions, March 2006

10. Reversion of a City to Town Status, March 2006

11. Taxing Powers Granted to Virginia Counties, Cities, and Towns, June 2006

12. Town Incorporation, March 2006

13. Voluntary Settlements of Annexation, Transition, or Immunity Issues, March 2006

14. Discretionary Authorities and Special Districts Available to Local Governments in Virginia, April 2006

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 Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [lrc@dhp.virginia.gov](mailto:lrc@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 662-9930. Copies are free of charge.

### Guidance Documents:

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, adopted by board on April 28, 1989

95-2, Board Procedures for Auditing Continuing Education, July 10, 2002

95-4, Board policy on confidential consent agreements, July 23, 2003

95-5, Document of Department of Health; Common understanding of definitions and terms used to identify resident mistreatment, April 17, 2000

95-6, Board policy on process for delegation of informal fact-finding to an agency subordinate, October 13, 2004

95-7, Board policy on Qualifying for Licensure: Required Content for College Coursework, April 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, at the costs listed below, by contacting the office of the Vice President for Administration and Finance at the same address, telephone (434) 395-2016 or

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## Guidance Documents

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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.

### Guidance Documents:

Administrative Policies and Procedures Manual 5 cents per page

Faculty Handbook - \$14.00

Parking Regulations - 5 cents per page

Student Handbook - Online

University Catalogs: Undergraduate - \$14.00 and Graduate-\$9.00

### 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 email [fferguson@valottery.com](mailto:fferguson@valottery.com).

### Director's Orders:

All director's orders are issued by the department's director as administrative orders. These orders interpret and implement the Virginia Lottery's regulations relating to the licensing of lottery sales agents (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

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

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

05 (05), Virginia Instant Game Lottery 638; "Weekly Grand," Final Rules for Game Operation, issued 02/11/05

26 (05), Virginia Instant Game Lottery 668; "Set For Life," Final Rules for Game Operation, issued 04/26/05

38 (05), Virginia Instant Game Lottery 669; "Lightning 7's," Final Rules for Game Operation, issued 05/27/05

39 (05), Virginia Ninth Online Game Lottery; "Mega Millions" Final Rules for Game Operations, issued 05/09/05

41 (05), Virginia Instant Game Lottery 678; "Emerald Green 7's," Final Rules for Game Operation, issued 05/27/05

44 (05), Virginia Instant Game Lottery 658; "21 Blackjack," Final Rules for Game Operation, issued 05/27/05

49 (05), Virginia Instant Game Lottery 682; "Treasure Chest," Final Rules for Game Operation, issued 06/23/05

52 (05), Virginia Instant Game Lottery 685; "Wild Card Tripler," Final Rules for Game Operation, issued 06/23/05

59 (05), Final Rules for Operation; "Subscription Program," for Virginia Lottery On-line Games, issued 08/08/05

68 (05), Virginia Instant Game Lottery 696; "Blue Payline Cashword," 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

81 (05), Virginia Instant Game Lottery 695; "Blackjack Showdown," Final Rules for Game Operation, issued 11/07/05

88 (05), Virginia Instant Game Lottery 712; "Cashword Double Bonus," Final Rules for Game Operation, issued 12/28/05

- 01 (06), Virginia Instant Game Lottery 709; "Diamond White 7's," Final Rules for Game Operation, issued 01/30/06
- 02 (06), Virginia Instant Game Lottery 715; "\$500,000 Maximum Payout," Final Rules for Game Operation, issued 01/30/06
- 03 (06), Virginia Instant Game Lottery 706; "Winner Take All," Final Rules for Game Operation, issued 01/09/06
- 05 (06), Virginia Instant Game Lottery 710; "Jackpot Riches," Final Rules for Game Operation, issued 01/30/06
- 06 (06), Virginia Instant Game Lottery 713; "Blackjack," Final Rules for Game Operation, issued 01/30/06
- 09 (06), Virginia Instant Game Lottery 721; "\$100,000 Mega Multiplier," Final Rules for Game Operation, issued 03/13/06
- 11 (06), Virginia Instant Game Lottery 286; "Easy 10's," Final Rules for Game Operation, issued 03/13/06
- 12 (06), Virginia Instant Game Lottery 330; "Red Hot 7's Bingo," Final Rules for Game Operation, issued 03/13/06
- 13 (06), Virginia Instant Game Lottery 621; "Super Blackjack," Final Rules for Game Operation, issued 03/13/06
- 14 (06), Virginia Instant Game Lottery 722; "Ca\$h Windfall," Final Rules for Game Operation, issued 03/13/06
- 16 (06), Virginia Tenth Online Game Lottery; "Win For Life," Final Rules for Game Operation, issued 02/22/06
- 17 (06), Virginia Instant Game Lottery 711; "Harley-Davidson Ultimate Ride," Final Rules for Game Operation, issued 03/30/06
- 18 (06), Virginia Instant Game Lottery 717; "Lucky X 5," Final Rules for Game Operation, issued 03/30/06
- 19 (06), Virginia Instant Game Lottery 718; "Triple Luck," Final Rules for Game Operation, issued 04/11/06
- 20 (06), Virginia Instant Game Lottery 728; "\$500,000 Cash," Final Rules for Game Operation, issued 04/11/06
- 21 (06), Virginia Instant Game Lottery 727; "Double Triple Cashword," Final Rules for Game Operation, issued 04/11/06
- 22 (06), Virginia Instant Game Lottery 719; "4 Of A Kind," Final Rules for Game Operation, issued 04/11/06
- 23 (06), Virginia Instant Game Lottery 720; "Flaming Hot Tripler," Final Rules for Game Operation, issued 04/11/06
- 24 (06), Virginia Instant Game Lottery 298; "Monthly Money," Final Rules for Game Operation, issued 04/12/06
- 25 (06), Virginia Instant Game Lottery 723; "\$100,000 Double Action," Final Rules for Game Operation, issued 04/11/06
- 26 (06), Virginia Instant Game Lottery 724; "Hit The Jackpot," Final Rules for Game Operation, issued 04/11/06
- 29 (06), Virginia Instant Game Lottery 297; "Money Train," Final Rules for Game Operation, issued 06/02/06
- 30 (06), Virginia Instant Game Lottery 725; "Bank Roll," Final Rules for Game Operation, issued 06/02/06
- 31 (06), Virginia Instant Game Lottery 726; "\$150,000 Payday," Final Rules for Game Operation, issued 06/02/06
- 32 (06), Virginia Instant Game Lottery 299; "Gone Fishin'," Final Rules for Game Operation, issued 06/02/06
- 33 (06), Virginia Instant Game Lottery 729; "Tiki Tripler," Final Rules for Game Operation, issued 06/02/06
- 34 (06), Virginia Instant Game Lottery 731; "\$1,000,000 Cash Spectacular," Final Rules for Game Operation, issued 06/26/06
- 35 (06), Virginia Instant Game Lottery 739; "Safari Riches," Final Rules for Game Operation, issued 06/12/06
- 36 (06), Virginia Instant Game Lottery 740; "Fuelin' Around," Final Rules for Game Operation, issued 06/12/06
- 38 (06), Virginia Instant Game Lottery 743; "Little Green Men Doubler," Final Rules for Game Operation, issued 06/29/06
- 39 (06), Virginia Instant Game Lottery 747; "The Cash Zone," Final Rules for Game Operation, issued 06/29/06
- 40 (06), Virginia Instant Game Lottery 749; "Casino Cash," Final Rules for Game Operation, issued 06/29/06
- 42 (06), Virginia Instant Game Lottery 741; "Creepy Cash," Final Rules for Game Operation, issued 07/24/06
- 43 (06), Virginia Instant Game Lottery 744; "Hallo Win!," Final Rules for Game Operation, issued 07/24/06
- 44 (06), Virginia Instant Game Lottery 752; "World Series of Poker \$100,000 Texas Hold'em," Final Rules for Game Operation, issued 07/24/06
- 45 (06), Virginia Instant Game Lottery 730; "Best of 7's," Final Rules for Game Operation, issued 08/10/06
- 46 (06), Virginia Instant Game Lottery 745; "Super Deuces," Final Rules for Game Operation, issued 08/10/06
- 47 (06), Virginia Instant Game Lottery 742; "Jingle Bucks," Final Rules for Game Operation, issued 08/30/06
- 48 (06), Virginia Instant Game Lottery 750; "Winner Wonderland," Final Rules for Game Operation, issued 08/31/06
- 49 (06), Virginia Instant Game Lottery 746; "Santa Paws," Final Rules for Game Operation, issued 08/30/06
- 50 (06), Virginia Instant Game Lottery 748; "Frosty The Doughman Tripler," Final Rules for Game Operation, issued 08/30/06

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## Guidance Documents

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51(06), Virginia Instant Game Lottery 751; "\$1,000,000 Holiday Cheer," Final Rules for Game Operation, issued 08/30/06

52 (06), Virginia Instant Game Lottery 753; "Fast Cash," Final Rules for Game Operation, issued 09/12/06

53 (06), Virginia Instant Game Lottery 754; "Red Hot Cherries," Final Rules for Game Operation, issued 09/12/06

54 (06), Virginia Instant Game Lottery 755; "\$50,000 Poker Night," Final Rules for Game Operation, issued 09/12/06

55 (06), Virginia Instant Game Lottery 331; "Bingo Magic," Final Rules for Game Operation, issued 10/06/06

56 (06), Virginia Instant Game Lottery 756; "The Big Cheese," Final Rules for Game Operation, issued 10/06/06

57 (06), Virginia Instant Game Lottery 758; "Double Dollars," Final Rules for Game Operation, issued 10/06/06

58 (06), Virginia Instant Game Lottery 759; "\$75,000 Pinball," Final Rules for Game Operation, issued 10/06/06

60 (06), Virginia Instant Game Lottery 757; "Jack In The Box," Final Rules for Game Operation, issued 10/16/06

61 (06), Virginia Instant Game Lottery 760; "King of Cash," Final Rules for Game Operation, issued 10/16/06

62 (06), Virginia Instant Game Lottery 761; "Aces Wild," Final Rules for Game Operation, issued 10/16/06

63 (06), Virginia Instant Game Lottery 763; "Queen of Hearts," Final Rules for Game Operation, issued 10/16/06

### **Policies/Procedures:**

Clerk Activated Terminal Policy, issued 07/01/01, 11 VAC 5-40

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 2006

### **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.

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 Documents:**

Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Rick Lauderman, Chief, Law Enforcement Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2278 or FAX (757) 247-2020.

Guidelines on Repeat Offenders, revised July 1996, § 28.2-232

**UNIVERSITY OF MARY WASHINGTON**

Copies of the following documents may be viewed 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, fax (540)654-1078, telephone (540)654-1046, or email sjohnson@umw.edu. Internet addresses for accessing the documents are below.

Questions regarding interpretation or implementation of this document also may be directed to Sabrina Johnson, Assistant Vice President for Human Resources, at the same address.

**Guidance Documents:**

Academic Catalog (CGPS) 2006-07-  
[http://www.umw.edu/publications/catalog\\_gp\\_0607/default.php](http://www.umw.edu/publications/catalog_gp_0607/default.php)

Academic Catalog (College of Arts & Sciences) 2005-07-  
[http://www.umw.edu/publications/catalog\\_cas\\_mwc/default.php](http://www.umw.edu/publications/catalog_cas_mwc/default.php)

Adjunct Faculty Handbook (CGPS), revised October 2004-  
[http://www.umw.edu/publications/adjuncthbk\\_gp/default.php](http://www.umw.edu/publications/adjuncthbk_gp/default.php)

Adjunct Faculty Handbook (College of Arts & Sciences), revised August 2004-  
<http://www.umw.edu/publications/adjfachandbook/default.php>

Administrative & Professional Faculty Handbook, revised March 2006-  
[http://www.umw.edu/hr/employee\\_handbooks/documents/HANDBOOK\\_AP\\_Faculty\\_06.pdf](http://www.umw.edu/hr/employee_handbooks/documents/HANDBOOK_AP_Faculty_06.pdf)

Appendices to Commonwealth of Virginia Employee Handbook for Classified Employees, revised November 2004-  
[http://www.umw.edu/hr/employee\\_handbooks/documents/ClassifiedEmployeeHandbook\\_2004.doc](http://www.umw.edu/hr/employee_handbooks/documents/ClassifiedEmployeeHandbook_2004.doc)

Faculty Handbook, revised October 2006-  
[http://www.umw.edu/publications/fac\\_hbk\\_cas\\_mwc/default.php](http://www.umw.edu/publications/fac_hbk_cas_mwc/default.php)

Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act Report, revised September 2006-  
[http://www.umw.edu/police/statistics/crime\\_and\\_arrest/crime\\_statistics.php](http://www.umw.edu/police/statistics/crime_and_arrest/crime_statistics.php)

Student Handbook 2006-07-  
[http://www.umw.edu/studentaffairs/resources/student\\_handbook/default.php](http://www.umw.edu/studentaffairs/resources/student_handbook/default.php)

University Policies- <http://www.umw.edu/policies/default.php>

Wage Employee Handbook, revised March 2006-  
[http://www.umw.edu/hr/employee\\_handbooks/documents/HANDBOOK\\_Wage\\_06.pdf](http://www.umw.edu/hr/employee_handbooks/documents/HANDBOOK_Wage_06.pdf)

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**

The agency person to contact to obtain copies of the 2006 Agency Guidance Document List, or to ask interpretive and/or implementation questions is: Brian McCormick, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, Virginia 23219, telephone (804) 371-8856.

There are no costs associated with obtaining a printed copy of this document. Agency Guidance Documents are available on the Virginia Regulatory Town Hall at no charge. The 2006 DMAS Guidance Document List is located on the Guidance Documents page for DMAS on the Town Hall.

Guidance documents pertaining to this agency and all its boards:

773	Change in the Distribution of Virginia Medicaid Provider Manuals	11/08/2002
3127	2006 Guidance Document List	12/28/2006
2605	2004 List of DMAS Guidance Documents	12/29/2004
1917	Revisions to the Paper Pharmacy Claim Form and Introduction of a Pharmacy Compound Claim Form	04/16/2003
1918	Implementation of the New Virginia Medicaid Management Information System (MMIS)	05/01/2003
1919	Implementation of the New Virginia Medicaid Management Information System (MMIS)	05/01/2003
1920	Implementation of the New Virginia Medicaid Management Information System (MMIS)	05/01/2003
1921	Implementation of the New Virginia Medicaid Management Information System (MMIS)	05/01/2003
1924	Telemedicine Services	06/10/2003
1925	Pharmacy Claims Processing Information in NCPDP Version 5.1	06/10/2003
1927	Medicaid and FAMIS NEW ID Cards and Eligibility Verification	08/01/2003
1928	Escalation of HIPAA Transactions and Code Sets Testing	08/08/2003
1929	Implementation of the New Virginia	08/15/2003

# Guidance Documents

	Medicaid Management Information System (MMIS)	
1931	Changes to Residential Treatment Services Billing Process	09/01/2003
2024	Trading Partner Contingency Plan for HIPAA Transactions and Code Sets	09/16/2003
2026	Revised Effective Date for Changes to Residential Treatment Services Billing Process	10/01/2003
2027	VAMMIS Issues Resolution	10/08/2003
2332	EPSDT Personal Care Services	01/21/2004

## Board of Medical Assistance Services

### Guidance documents pertaining to this board or specific regulations within this board:

332	Termination of DMAS School-Based Services Coverage for Individualized Education Program Plan Meetings	04/01/2002
333	Clarification of DMAS Reimbursement of School-Based Services	05/21/2002
334	Clarification of Medicaid Reimbursable Transportation Services	04/26/2002
335	New Virginia Medicaid Management Information System (MMIS) and HIPAA Update	08/08/2002
797	Medallion II Expansion Within Virginia	10/22/2001
801	Virginia Medicaid Handbook - 5/1/97 Continually Revised	03/01/2002
802	Virginia Medicaid Handbook - 5/1/97 Continually Revised	03/01/2002
803	Preauthorization of Outpatient and Orthotic Services	12/03/2002
804	Change in Coordination of Benefits Procedures	09/01/1995
805	Certification of Coverage Required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA)	05/21/1997
806	Implementation of the New Virginia Medicaid Management System (MMIS)	10/18/2002
813	Contents of Notices to Medicaid Recipients	09/13/1996
816	Medicaid Payment of Medicare Parts A and B Coinsurance	08/01/1996

817	HIPPA Transactions and Code Sets Update	12/24/2002
821	Clarification of Reimbursement for Physician Direction of Mental Health Clinics	12/08/2000
822	Systems Specifications for Point of Services Claims Submission Information Alert	05/04/2001
823	School-Based Health Services Recognized by the Department of Medical Assistance Services for Reimbursement	01/18/2001
1916	Clarification of Billing for Residential Treatment Services for Children and Adolescents	02/27/2003
1922	Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans	06/01/2003
1923	Revised Effective Date for Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans	07/01/2003
1926	Community Mental Health Services FAMIS Coverage	07/25/2003
1930	Clarification of New Pre-Authorization Requirements for Outpatient Psychiatric Services (Revised)	08/15/2003
2023	Changes to Billing for EPSDT Services and Summary of Blood Lead Screening Requirements	09/12/2003

## BOARD OF MEDICINE

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's web page at [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Regulatory Town Hall 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 May 23, 2006

85-2, Assistant Attorney General opinion of October 25, 1986 on who can do a school physical examination

85-3, Board motion on process for an applicant requesting an Informal Conference, adopted June 22, 2006

85-4, Listing of approved schools for physician assistant licensure and prescriptive authority, September 2003

85-5, Guidance of questions concerning medical records, revised June 22, 2006

85-11, Sanctioning Reference Points Instruction Manual, adopted by Board, January 2004

85-13, Board motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, January 22, 2004

85-15, Board motion, Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures, January 22, 2004

85-16, 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 April 18, 2006

85-19, Practitioner Information System - Glossary of Terms, revised April 18, 2006

85-20, Official Opinion of the Attorney General, December 1992 on employment of surgeon by a nonstock, nonprofit corporation

85-21, Official Opinion of the Attorney General, May 1995 on employment of physician by a for profit corporation

85-22, 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 at (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 at (804) 786-3906.

CSB Procurement Procedures Manual, revised 2002, §§ 37.2-508 and 37.2-608, no cost, contact Joy Lazarus at (804) 786-4512.

Comprehensive State Plan 2006-2012, issued December 7, 2005, § 37.2-315, no cost, contact Charline Davidson at (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 at (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 at (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 at (804) 786-3942.

Financial Management Standards Guide for Community Services Boards, revised July 2002, no cost, contact Ken Gunn at (804) 786-1555.

FY 2007 Community Services Performance Contract; Central Office, State Facility, and Community Services Board Partnership Agreement; and Community Services Performance Contract General Requirements Document,

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## Guidance Documents

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issued May 5, 2006, § 37.2-508, no cost, contact Paul R. Gilding at (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 at (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 at (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 at (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 at (804) 786-0992.

List of Standardized Measures of Intellectual Functioning, issued October 31, 2006, § 19.2-264.3:1.2, no cost, contact James Morris, Ph.D. at (804) 786-2615 or (804) 786-9044.

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 at (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 at (804) 786-3988.

Office of Licensing: Protocols, latest revision September 22, 2004, §§ 37.2-505 and 37.2-411, no cost, contact Leslie Anderson at (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 at (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 at (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 at (804) 786-3906.

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 at (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 at (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 at (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, Virginia, 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](mailto: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

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

### 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 Rodney L. Phillips at the same address, telephone (VOICE/TTY) (804) 786-2013, FAX (804) 786-3779, or email [rodney.phillips@vdacs.virginia.gov](mailto:rodney.phillips@vdacs.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Rodney L. Phillips, Administrator, State Milk Commission, Department of Agriculture and Consumer Services, Oliver Hill Building, 102 Governor Street, Room 205, Richmond, VA 23219, telephone (VOICE/TTY) (804) 786-2013, FAX (804) 786-3779, or email [rodney.phillips@vdacs.virginia.gov](mailto:rodney.phillips@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.

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# Guidance Documents

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## 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.

## 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 this agency and all its boards:**

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

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410	DM Procedure No. 1.05.06, Unlicensed Mine Sites	10/01/2000		161.129, Blasting Practices	
411	DM Procedure No. 1.05.07, Safety Complaints	10/01/2000		436 DM Chapter 14.3, Article 6, 45.1-161.139, Inspection of Underground Equipment	04/10/2000
412	DM Procedure No. 1.05.09, Investigation Documents File	05/03/1999		437 DM Chapter 14.3, Article 6, Section 45.1-161.141.E, Self Propelled Equipment	04/10/2000
413	DM Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities	08/01/2000		438 DM Chapter 14.3, Article 6, Section 45.1-161.143.A.B, Transportation of Material	04/10/2000
414	DM Procedure No. 1.06.01, Plan Approvals	09/01/2002		439 DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents	04/10/2000
415	DM Procedure No. 1.06.02, Map Submittals	10/01/2000		440 DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators	04/10/2000
417	DM Procedure No. 1.07.01, Technical Instruction	01/29/1999		442 DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine	04/10/2000
418	DM Procedure No. 1.07.02, Small Mine Safety Service	01/29/1999		443 DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist	04/10/2000
419	DM Procedure No. 1.07.03, Training and Accident Reduction	01/09/1999		444 DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 30, Operator/Independent Contractor (Examinations and Record Keeping)	09/30/2002
420	DM Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites	10/01/2000		445 DM Chapter 14.2, Article 3, Section 45.1-161.30.A, Performance of Certain Tasks by Uncertified Persons, Penalty	04/10/2000
421	DM Procedure No. 1.08.04, Other Requests for Assistance	10/01/2000		446 DM Chapter 14.2, Article 3, Section 45.1-161.37.A, General Coal Miner Certification	04/10/2000
422	DM Procedure No. 1.09.02, Recertification Requirements	01/01/1997		447 DM Chapter 14.2, Article 3, Section 45.1-161.38.A, First Class Mine Foreman Certification	04/10/2000
426	DM Procedure No. 1.09.01, Certification of Miners	10/01/2000		450 DM Chapter 14.2, Article 7, Section 45.1-161.77.A, Reports of Explosions and Mine Fires	04/10/2000
427	DM Procedure No. 1.08.01, Licensing	10/01/2000		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
428	DM Procedure No. 1.08.03, Requests Through the Freedom of Information Act	04/30/2002		452 DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records	04/10/2000
429	DM Procedure No. 1.03.01, Emergency Response Team	01/01/1999		453 DM Chapter 14.2, Article 8, Section 45.1-161.84.A, Advance Notice of Inspections; Confidentiality of Trade Secrets	04/10/2000
430	DM Procedure No. 1.04.03, Reopening Inspection	08/18/1998		454 DM Chapter 14.2, Article 8, Section 45.1-161.85.A, Scheduling of Inspections	04/10/2000
431	DMME-IR-1, Request for Information Under FOIA	12/28/1999		458 DM Chapter 14.3, Article 6, Section 45.1-	04/10/2000
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-	04/10/2000			

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	161.147, Operation of Equipment			
459	DM Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips	04/10/2000		479 DM Chapter 14.4, Article 2, Section 45.1-161.256-257, Safety Examinations
460	DM Chapter 14.3, Article 7, Section 45.1-161.159.A.C, Hoisting Engineer	04/10/2000		480 DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards
461	DM Chapter 14.3, Article 8, Section 45.1-161.162.A, Mine Openings and Escapeways	09/30/2002		481 DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment
462	DM Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings	04/10/2000		482 DM Chapter 14.4, Article 5, Section 45.1-161.267.L, Storage and Use of Flammable Fluids and Materials
464	DM Chapter 14.3, Article 11, Section 45.1-161.189.E, Electricity	09/30/2002		483 DM Chapter 14.4, Article 12, Section 45.1-161.288 and 290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors
466	DM Chapter 14.3, Article 11, Section 45.1-161.195 B.C.D., Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors	04/10/2000		522 DM-CM-3S, Inspection Report
467	DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment	09/30/2002		524 DM-RAU-1-S, Underground Mine Risk Assessment
468	DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment	04/10/2000		525 DM -RAS-1-S, Surface Mine, Auger, Highwall Miner Risk Assessment
469	DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel	04/10/2000		527 DM-TS-1-S, Field Report Form
470	DM Chapter 14.3, Article 13, Section 45.1-161.202.B, Emergency Response Plans; List of Next of Kin	04/10/2000		528 DM-IMP-1-S, Impoundment Inspection Form
471	DM Chapter 14.3, Article 13, Section 45.1-161.205.F, Storage and Use of Flammable Fluids and Materials	09/30/2002		530 DM-F-2-S, Roof Fall Investigation
472	DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment	09/30/2002		531 DM-F-1-S, Accident Investigation
473	DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations	04/10/2000		532 DM-IGN-1-S, Ignition Investigation
474	DM Chapter 14.3, Article 14, Section 45.1-161.210.J, Weekly Examinations	04/10/2000		533 DM-IU-1-S, Inundation Investigation
475	DM Chapter 14.3, Article 14, Section 45.1-161.221.D, Coursing of Air	04/10/2000		535 DM-CI-1S, Complaint Investigation Report
477	DM Chapter 14.3, Title 15, Section 45.1-161.238.D, Storage and Use of Flammable Fluids and Materials	09/30/2002		536 DM -RV-1-S, Report of Violation Form
478	DM Chapter 14.3, Article 16, Section 45.1-161.251.A, Employment of Inexperienced Underground Miners	04/10/2000		537 DM-WI-1-S, Special Written Instructions
				538 DM-DE-01-S, Diesel Equipment Approval Form
				541 DM-DC-01, Operator Assistance Request
				544 DM Operator Memorandum DM 02-05, Division of Mines Rescue and Recovery
				546 DM Operator Memorandum DM-02-01, State-Designated Mine Rescue
				547 DM Operator Memorandum DM 01-07, Surface Mining Within 200 Feet of a Gas Well or Pipeline
				550 DM Operator Memorandum DM 01-04, Verification of Current Mine Foreman

# Guidance Documents

	Certifications	
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
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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
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586	DMM Procedure No. 4.9, Exemption for Extraction of Coal Which is Incidental to the Extraction of Other Minerals	09/10/1991
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731	DMM Procedure No. 5.7, Education and Training Plan and Service	09/12/2002				
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506	DM Mine Inspector Certification Requirements	07/01/2001	1528	DMM Mineral Mine Operators and Mineral Mine Contractors Memorandum	04/25/2003
507	DM Preparation Plant Foreman Certification Requirements	05/17/2002	1532	DMM Communication Memorandum No. 10-00	09/13/2000
508	DM Surface Blaster Certification Requirements	04/10/2001	1533	DMM Communication Memorandum No. 01-99	06/14/1999
509	DM Surface Electrical Repairman Certification Requirements	10/23/2001	1537	DM Operator Memorandum DM 03-02	03/14/2003
510	DM Surface Facilities Foreman for Shops, Labs, and Warehouses Certification Requirements	04/10/2001	1555	DMM Abandoned Mineral Mining Inventory Protocol	06/01/2003
			1573	DM Underground General Coal Miner Certification for Underground Mines and	05/01/2003

## Guidance Documents

	Surface Area of Underground Mines		1608	DMM-111, Release of Bond	01/01/2001
1574	DM Surface General Coal Miner Certification for Surface Mines and Auger Mines Training Manual	05/01/2003	1609	DMM-102, Initial Site Investigation	09/01/1999
1581	DMM Operators Memorandum: Transferability of Mineral Mining Permits	06/28/1996	1610	DMM-104b, Notice/Order Form	07/01/1997
1582	DMM Communication Memorandum 02-93	05/12/1993	1611	DMM-104d, Bond Release Inspection	02/01/1995
1583	DMM Operator's Memorandum 03-01-90	03/01/1990	1612	DMM-104e, Blasting Complaint Investigation	12/01/1994
1584	DMM-106c, Renewal--Special Order Attachment	12/01/1995	1613	DMM-104f, Complaint Investigation	12/01/1994
1585	DMM-106f, Renewal Notice	12/01/1995	1614	DMM-104f-s, Complaint Investigation	10/01/1998
1586	DMM-106a Renewal--Special Order Attachment--Bond Information	12/01/1995	1615	DMM-104s-s, Inspection Form	12/01/2003
1587	DMM-106b Renewal--Special Order Attachment	12/01/1995	1616	DMM Certification Requirements for Foreman	09/01/2001
1588	DMM-106e Renewal--Special Order Notice--License Renewal Fee	12/01/1995	1617	DMM Certification Requirements for Blaster	03/01/2001
1590	DMM-106g Renewal--Special Order Notice	12/01/1995	1618	DMM Mineral Mine Electrician Certification	05/01/2003
1591	DMM-106h Renewal--Minerals Reclamation Fund	12/01/1995	1619	DMM Operators Memorandum - Mine Safety Maps	12/09/1994
1592	DMM-106i Renewal--Bond/No License	12/01/1995	1620	DMM Internal Communication and Directive Regarding Broken or Damaged Windows on Mobile Equipment and Haulroad Dust Control Measures	08/20/1990
1593	DMM-106j, Renewal--Restricted Permit/No License	12/01/1995	1622	DMM Acknowledgement of Certificate of Deposit as Bond	12/31/1988
1594	DMM-106n Renewal--Special Order Notice	12/01/1995	1632	DMLR Guidance Memorandum No. 6-03, Permit Fees	05/12/2003
1595	DMM-106k Renewal--Special Order Notice	12/01/1995	1637	DM Diesel Engine Mechanic Instructor Manual	05/01/2003
1596	DMM-104 Inspection Report	07/01/1994	1732	DMLR State Reclamation Plan	09/01/1999
1597	DMM-104a, Inspection Report Continuation Sheet	07/01/1994	1954	DMM-169 Certificate of Deposit Example	10/01/2003
1598	DMM-115, Permit/License for Mineral Mining	07/01/1994	1955	DMM-107 Surety Bond Form	07/01/2004
1601	DMM-110, Notice of Non-Compliance	09/01/1999	2010	DMM - 161, Permit Transfer Acceptance Form	09/01/2003
1603	DMM-153, Red Tag Closure Order	03/01/1991	2011	DMM - 112, Relinquishment of Mining Permit Form	09/01/2003
1604	DMM-162s, Contractor Contact Report	01/01/2002	2012	DMM - 109, Revised map legend form	07/01/2004
1605	DMM-163, Permit Renewal Checklist	03/01/2004	2013	DMM - 103, Notice of Application to Mine	09/01/2003
1606	DMM-167, Surety Bond Rider	07/01/2004	2014	DMM - 101, Permit/License Application	09/01/2003
1607	DMM-135, Reclamation Construction Inspection Report	06/13/2003	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 No. 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	04/17/2006
2940	DMLR Procedure No. 4.1.04, AML Enhancement Projects	04/27/2006
2941	DMLR Procedure No. 4.1.05, AML Contract Provisions, Ground Control Plan	04/27/2006

## MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the Motor Vehicle Dealer Board's (MVDB) Office, 2201 W. Broad Street, Suite 104, Richmond, VA 23220. Copies may be

obtained free of charge by contacting Alice Weedon at the same address, telephone (804) 367-1100, ext. 3001 or toll free at 877-270-0203, ext. 3001, email dboard@mvb.virginia.gov or FAX (804) 367-1053.

Questions regarding interpretation or implementation of these documents may be directed to Bruce Gould, Executive Director, Motor Vehicle Dealer Board, at the same address and telephone numbers noted above.

### Guidance Documents: Dealer Practices

PR010-97, Variance for Hours of Operation, May 1997, § 46.2-1533

PR020-97, Off-Site Storage of Records, May 1997, § 46.2-1529

PR030-97, Temporary Supplemental Licenses for Used Car Sales, December 1997, § 46.2-1516; and Temporary Supplemental Licenses for Used Car Sales (Rev.1), August 2000

PR050-97, Wholesale Sales Agreement, December 1997, § 46.2-1530

"Dealers Who Are Not Maintaining Hours," MVDB Meeting Summary from July 1998

"Procedures For Violations of Minimum Hours And Established Place of Business," MVDB Meeting Summary from July 1998.

Resolution on Educational and Warning Letters, January 10, 2005 Board Meeting

Resolution on Action on Adjudicated Cases That Do Not Involve the Transaction Recovery Fund, May 8, 2006 Board meeting

### 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

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# Guidance Documents

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## 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 cents a page. Requests for copies of these documents may be made by contacting Marc Copeland at the same address, telephone (804) 367-1875, FAX (804) 367-6631 or email Marc.Copeland@dmv.virginia.gov.

### Guidance Documents:

Personal Property Tax Relief Guidelines for Direct Compensation Years, revised August 2005, § 58.1-3532

Personal Property Tax Relief Technical Reference Guide for Local Government Officials, revised October 2004, revised August 2005, § 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, revised November 28, 2006

AD-508.1, How to Request for Occasional Use Policy, revised November 28, 2006

AD-508.2, How to Request Permanently Assigned Vehicle Policy, revised March 1, 2002

AD-508.3, Returning Mini-Pool Vehicle to DMV, revised November 28, 2006

AD-508.4, Reporting Accident/Loss Involving State Vehicle, revised November 28, 2006

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
- 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

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## Guidance Documents

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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

DMV 170, Driver Training School Manual, April 2005

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 Application, revised May 2005, § 46.2-208

US531E/ER, Application for Extranet Transaction Access, revised December 2005, § 46.2-208

Vehicle Licensing Guide, 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 2006 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
- Disability Services
- Driver Services
- Family of Deceased
- Fees
- Fuels Tax Refund
- Hauling Permits
- ID Services
- Local Vehicle Registration Program (LVR)
- Medical Information
- Record Services
- Vehicle Services

**Information for Businesses**

- Business Opportunities
- Commercial Driver Improvement Clinic Program
- Dealer Services
- Electronic Lien Program
- Fuels Tax
- Governmental Access to DMV Records
- Insurance Industry Services
- Motor Carrier Services
- Non-Governmental Access to DMV Records
- Online Dealer
- Online Fleet
- Online Salvage Pools
- Rental Tax
- Salvage and Nonrepairable Vehicles
- Size and Weight Enforcement
- Voluntary Driving Record Monitoring Program
- Webcat

**General DMV Information**

- A message from the Commissioner
- Business Opportunities
- Commonwealth Transportation Fund (CTF) Revenues
- Contact Us
- DMV Legislation
- DMV News
- Employment Opportunities
- Freedom of Information Act (FOIA)
- Insurance Consumer Information
- Office Locations
- Outside of VA?
- Personal Property Tax Relief (PPTR)
- Privacy and Security
- Recognition and Awards
- Resources
- Safety
- Selective Service Registration
- Vehicle Consumer Information
- Voter Registration
- Website Survey

**DMV Forms and Publications**

DMV Forms Online

CDT 006	Surety Bond
CDT 12	Commercial Driver Training School Student Questionnaire
CDT B	Virginia Commercial Driver Education Certificate
CRD 01	Request for Vehicle Information by a Prospective Purchaser
CRD 93	Information Request
CSMA 01	Contact Information for Vital Statistics
CSMA 10	DMV Select Site Visit Check Sheet
CSMA 11	DMV Select Contractual Agent, Application for

CSMA 22	Special ID Card Information Sheet
DI 3	Driver Improvement Clinic (DI) Student Questionnaire
DI 15	DI Clinic Certification & Agreement (& Instructions), App. for
DI 505	Driver Improvement Clinic Instructor Personal Data Sheet
DL 1M	Driver's License, ID Card and Voter Registration Application
DL 1PA	Supplemental Driver's Licensing History Sheet
DL 5	Identification Card Application for Minors Under Age 15
DL 15	Private Trucking Drivers Status Report
DL 18	Cancellation of Minor's Driving Privilege
DL 19	Commercial/Private Business Drivers Status Report
DL 29	Private School and Day Care Status Report
DL 30	Driver Status Report
DL 32	School Bus Drivers Status Report
DL 34	Public/Private School Driver Education Instructors
DL 55	Request for NDR File Check on Current or Prospective Employee
DL 56	Individual Request for NDR Check
DL 70	Hazmat Endorsement Background Record Check
DL 140	Vehicle Inspection Study Guide- Tractor Trailer
DL 141	Vehicle Inspection Study Guide - Straight Truck/School Bus
DL 142	Vehicle Inspection Study Guide - Coach/Transit Bus
DMV 2	Motorcycle Operator Manual
DMV 7	Virginia web-CAT – Virginia's Electronic Motor Carrier Solution
DMV 16	Parents in the Driver's Seat
DMV 25	Be an Online Dealer
DMV 28	Farm Vehicle FAQs
DMV 30	Legal Presence Fact Sheet
DMV 30S	La Nueva Ley de La P Presencia resencia Legal de Virginia
DMV 32	Alternative Service Card
DMV 33	Self-Service Center brochure
DMV 34	Alternative Motorcycle Skill Test
DMV 34A	Virginia's Motorcycle Skills Test
DMV 35	Your Driver's License Expires on Your Birthday
DMV 39	Driver's Manual
DMV 39-SP	Manual de Conductor de Virginia
DMV 52	Legal Presence Affects You
DMV 53	Turning 80? Come See Us
DMV 60	Commercial Driver's Manual

# Guidance Documents

DMV 61	USA Patriot Act Requirements for Hazardous Materials Endorsements	DSD 13	Temporary or Permanent Dealer License, Application for
DMV 65	Credit Card Charge Request	DSD 14	Foreign Motor Vehicle Dealer Cert. of Reg. Application for Initial or Renewal
DMV 72	VA Automobile Liability Insurance Reporting Requirements	DSD 14-A	Manufactured Home Dealer Certificate of Registration Application
DMV 105	DMV Guide for Family Members and Friends of the Recently Deceased	DSD 15	Watercraft Trailer Dealer Certificate of Registration Application
DMV 109	Size,Weight,Equipment and Other Requirements for Trucks...	DSD 21	Record of All Wholesale Sales and Retail Sales Registered Out of State
DMV 110	Coloring Book, Snap Dragon	DSD 27	Permission to Use Dealer's License Plates
DMV 114	A Different Kind of Crash Course DI Program	DSD 27-A	Permission to Use Dealer Transport License Plates...
DMV 115	Moving Violations and Point Assessment	DSD 27-B	Permission to Use Drive Away License Plates
DMV 132	Virginia Fuels Tax Guidelines	DSD 36	Dealer Request for DMV Forms
DMV 134	Virginia Motor Vehicle Rental Tax Rules and Regulations	DSD 40	Motor Vehicle Dealer Board Application - Subsequent 30 Day Plates
DMV 137	What is the Personal Property Tax Relief Act?/Legal Presence	DSD41	Temporary Certificate of Ownership / Authorization for Dealer to Issue Third Set of 30-day Temporary Plates
DMV 140	New to Virginia	DSD 42	Motor Vehicle Dealer Board Application - Increase 30-Day Plate Purchase
DMV 141	Acceptable Documents for Obtaining a Driver's License or Photo ID Card	DSD43	Motor Vehicle Dealer Application To Authorize Temporary Plate Purchaser
DMV 141-SP	Documentos Aceptables para Obtener una Licencia de Conductor...	DSD 65	Certificate of Zoning Compliance
DMV 142	Basic Steps to your Driver's License	DSD 65-A	Certificate of Zoning Compliance
DMV 142-SP	Pasos Basicos Para Obtener su Licencia de Conducir	DTS 001	Driver Training School License, Application for
DMV 143	Re-establishing Your VA Residency/Qualifying for a VA Address...	DTS 002	Driver Training Instructor License, Application for
DMV 144	If You Hold a Photo ID Card.	DTS 005	Vehicle Insurance Certification – Va. Driver Training School
DMV 166	Are You Covered?/Insurance Requirements	DTS 14	Driver Training School Student In-car Instruction Record
DMV 168	Virginia is Tough on Drunk and Drugged Drivers	FMS 210	Vehicle Registration Refund, Application for
DMV 168s	Virginia es MUY ESTRICTA con los conductores borrachos y drogados	FMS 310	ACH Authorization Package
DMV 172	Children's Identification Card	FMS 310	ACH Authorization Package
DMV 172S	Tarjeta de Indentificacion de ninos	FR 1	Insurance Coverage Report
DMV 173	What Can I Do Online?	FR 3	Insurance Verification Annual Report
DMV 177	Acceptable Documents	FR 4	Financial Responsibility Insurance Filing via Internet
DSD 2	Motor Vehicle Dealer Bond	FR 200	Voluntary Report of an Accident
DSD 4	Dealer Application for Temporary Registration/Transport Plates	FR 521	Self-Insured Accident Involvement Quarterly Report
DSD 5	Temporary Transport Certificate	FSPA 2	Architect/Engineer Services Invoice
DSD 5A	Temporary Transport Certificate	FSPA 3	Hold Harmless Agreement
DSD 7	Certificate of Qualification/Salesperson's license, Application for	FT 213	Virginia Fuels Tax Application
DSD 9	Dealer/Drive-away/Office Trailers Plates, Application for	FT 214	Virginia Fuels Tax Notice of Tax Payment Default
DSD 10	Motor Vehicle Dealer License Application for Initial License or Renewal	FT 215	Diversion Registration Input Sheet
DSD 10-A	Salvage Dealer, Demolisher, Rebuilder... Application	FT 218	Tax and Tank Fee Assessment
DSD 12	Reissue or Exchange of Dealer /Drive-away Plates, Application for	FT 219	Schedule of Diversion Corrections
		FT 220	Interstate Fuel Diversion Fax Notification

	Application	ISD 01	Address Change Request Form
FT 441	Fuel Alcohol Provider's Report	MCTS 247	Motor Carrier Guidelines
FT 442	Fuel Alcohol Provider's Schedule of Disbursements	MCTS 270	Individual Vehicle Mileage and Fuel Report
FT 443	Fuel Alcohol Provider's Schedule of Receipts	MCTS 271	Virginia IRP and/or Fuel Trip Permit, Application for
FT 445	Alternative Fuel Report	MED 2	Customer Medical Report
FT 446	Alternative Fuel Schedule of Disbursements	MED 3	Medical Review Request
FT 447	Alternative Fuel Schedule of Receipts	MED 4	Vision Screening Report
FT 448	Distributor's Report	MED 5	Minimum Vision Requirements
FT 449	Distributor's Schedule of Disbursements	MED 10	Disabled Parking Plates or Placard Application
FT 450	Distributor's Schedule of Receipts	MED 11	Institutional/Organizational Permanent Placard Application
FT 451	Supplier's Report	MED 12	Disability Parking Application Information
FT 455	Supplier's Schedule of Disbursements	MED 20	Sun-Shading Medical Waiver Application
FT 456	Supplier's Schedule of Tax-Paid Receipts(1)	MED 21	Sun-Shading Removal Certification
FT 457	Terminal Report	MED 30	CDL Disability Waiver or Hazardous Materials Variance Application
FT 458	Terminal Operator's Schedule of Disbursements(4A)	MED 31	Conditions of Variance for CDL Drivers to Haul Hazardous Materials
FT 459	Assignment of Securities in Lieu of Surety Bond	MED 40	Vision Examination Form for Wearers of Biotopic Telescopic Lens
FT 460	Terminal Operator's Schedule of Receipts(2A)	MED 41	Certification for Use of Biotopic Telescopic Lens
FT 461	Motor Fuel Transporter's Report	MED 44	Driver Licensing Information for Biotopic Telescopic Lens Wearers
FT 462	Fuels Tax Bond	MED 80	Medical Fitness for Safe Driving
FT 463	Motor Fuel Transporter's Schedule of Deliveries	MVB 21	Criminal History Check Data Form
FT 464	Alternative Fuel License Certificate Application	OA 141	For-Hire Intrastate Operating Authority Certificate or License Application
FT 465	Aviation Consumer's Report	OA 142	For-Hire Intrastate Operating Authority Permit and/or Decal Application
FT 466	Aviation Consumer's Schedule of Disbursements	OA 143	For-Hire Intrastate Operation of Rental Vehicle Authorization Application
FT 467	Aviation Consumer's Schedule of Receipts	OA 144M	For Hire Intrastate Op. Authority Cert., License or Permit Renewal Application
FT 468	Importer's Report	OA 145M	For Hire Intrastate Operating Authority Decal Renewal Application
FT 469	Importer's Schedule of Disbursements	OA 411	Household Goods Mover Complaint Form
FT 470	Importer's Schedule of Receipts	OA 435	Passenger Carrier and Passenger Broker Bond
FT 471	Blender's Report Form	OA 436	Households Goods Carrier Bond
FT 472	Blender's Schedule of Receipts(2B)	OA 437	Broker for the Transportation of Property Bond
FT 473	Electronic Funds Transfer Program Application	OA 447	For-Hire Operating Authority Certificate or License
FT 474	Fuels Tax Payment Form	OA 448	Sample Tariff for Common Carriers Over Irregular Routes
FT 486	Schedule of Defaulted Tax Payments Receipts	OA 449	Sample Tariff and Time Schedule for Common Carriers...Regular Routes
FT 510	Fuels Tax Electronic/Internet Filing Application	OA 450	Sample Tariff for Household Goods Carriers
HP 400	Hauling Permits Single Trip or Superload Hauling Permit Application	OA 451	Sample Tariff and Time Schedule for Sight-Seeing Carriers
HP 401	Hauling Permits Blanket Permit Application	OA 456	For-Hire Operating Authority Certificate or
HP 402	VA Exempt Blanket Hauling Permit Application		
HS 1	Home Schooled In-car Driver Education Parental Authority		
HS 3	Home Schooled In-car Driver Education Information Sheet		
IRP 1	Virginia Apportioned Registration Application		
IRP 5	International Registration Plan Guide		
LES 22A	Request for Repaired or Rebuilt Salvage Vehicle Examination		

# Guidance Documents

	License	TSS 17	Child Safety Seat Mini-Grant, Application for
PPTR 9	Personal Property Tax Relief Guidelines	TSS 18	Occupant Protection Checkpoint Mini-Grant, Application for
PPTR 10	Personal Property Tax Relief Technical Reference Guide	TSS 19	Checkpoint Strikeforce Mini-Grant, Application for
PPTR 11	Personal Property Tax Relief - Paper Submission Instructions	TSS 20	Total Cost and Matching Report
RDT 120	IFTA Licensing Application	TSS 96	Virginia Rider Training Program Training Site License, Application for
RDT 121	IFTA Quarterly Tax Report	US 002	Extranet LogonID Request Form
RDT 123	IFTA License Renewal or Additional Decal Application	US 531A	Information Use Application
RDT 125	IFTA Renewal Notice	US 531C	DMV Information Use Criteria
RDT 131	IFTA Guidebook	US 531E	Extranet Transaction Access, Application for
RDT 382	IFTA Fee Schedule	VSA 3	Certification of Stolen Vehicle
RT 420	Motor Vehicle Rental Tax Return	VSA 5	Odometer Disclosure Sheet
RT 421	Rentor's Tax Bond	VSA 6	Color Chart
RT 422	Assignment of Security in Lieu of Surety Bond	VSA 9	Disabled Personalized Plates, Application for
RT 423	Motor Vehicle Rental Tax Application	VSA 10	Application for Personalized License Plates
RT 424	Motor Vehicle Rental Tax Schedule Of Additional Tax	VSA 12	Affidavit in Lieu of Title Certificate
RT 428	Irrevocable Letter of Credit	VSA 14	Registration, Application for
SSRS 40	Single State Registration Application	VSA 15	Special Registration, Application for
SSRS 41	RS2 - SSR Fee Schedule - Virginia	VSA 16	Registration Information Sheet
SSRS 360	RS2 - SSR Fee Schedule - Delaware	VSA 17A	Certificate of Title and Registration, Application for
SSRS 361	RS2 - SSR Fee Schedule - Florida	VSA 17B	Certificate of Title - Manufactured Home, Application for
SSRS 362	RS2 - SSR Fee Schedule - Maryland	VSA 22	Assigned Vehicle Identification Number, Application for
SSRS 363	RS2 - SSR Fee Schedule - New Jersey	VSA 24	Statement of Authority to Assign Title
SSRS 364	RS2 - SSR Fee Schedule - Pennsylvania	VSA 40	Abandoned Motor Vehicles
SUT 1	(A)Supplemental Information for Procurement of Title (B) Seller's Statement	VSA 41	Mechanics' or Storage Lien Title Application
SUT 1A	Affidavit for Procurement of Title	VSA 44	Vehicle Disposition History
SUT 2	Refund of Sales and Use Tax	VSA 54	Veteran Certification of Disability
SUT 3	Purchaser's Statement of Tax Exemption	VSA 56	Salvage Certificate, Application for
SUT 4	Transfer of Certification of Lien Information	VSA 57	Non-Repairable Certificate, Application for
SUT 5	Cert. of exemption from Sales and Use Tax for Special Equip.	VSA 58	Notification of Owner Retained Late Model Vehicle
TS 216	Fuels Tax Refund, Application for	VSA 61	Special Revenue Sharing Series Application
TS 217	Fuels Tax Refund for Fuel Used in Boats or Watercraft, Application for	VSA 62	Report of Levied and Seized Vehicle
TS 218	Itemized Statement of Bulk Storage Fuel Used	VSA 64	Required Evidence of Ownership
TSS 1	Virginia Traffic Crash Facts	VSA 66	Slemental Lien, Transfer of Lien, Replacement Title or Substitute Supplemental Lien, Transfer of Lien, Replacement Title or Substitute Title, Application for
TSS 2	Alcohol-Related Motor Vehicle Statistics ('79-'04)	VSA 69	Verification of Vehicle Identification Number
TSS 3	Motor Vehicle Statistics in Va. ('69-'04)	VSA 70	Power of Attorney
TSS 6	Time and Activity Tracking Non-Profit Organizations, Universities and State Agencies	VSA 71	Change of Record, Application for
TSS 10	Highway Safety Project Grant, Application for Guidelines For The Submission Of Highway Safety Grant Appl.	VSA 86	How to Title and License a Motor Vehicle
TSS 10A	Guidelines For The Submission Of Highway Safety Grant Appl.	VSA 94	License Plates or Decals for Deaf Person, Application for
TSS 12	Safety Project Agreement	VSA 98	Repossession of Vehicle Titled Outside of Va., Application for
TSS 13	Highway Safety Mini-grant, Application for	VSA 124	Fire Department/Rescue Squad License Plate Application
TSS 14	Grantee Progress Report		
TSS 15	Expenditure and Reimbursement Voucher		
TSS 15A	Salary Reimbursement(s) Reporting		

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 cents a page. Requests for copies of these documents may be made by contacting Department of Motor Vehicles, Motor Carrier Services, 2300 West Broad Street, Richmond, VA 23220-0001, telephone (804) 367-0040, FAX (804) 367-1746 or email [mcsonline@dmv.state.va.us](mailto:mcsonline@dmv.state.va.us).

The DMV website Contents documents may be viewed and downloaded at no charge by visiting [www.dmv.state.va.us](http://www.dmv.state.va.us). These Site Contents documents provide general information to the public about DMV, its administrative processes and procedures and the services it offers. For more information about the DMV 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 email [jamie.habecker@dmv.virginia.gov](mailto:jamie.habecker@dmv.virginia.gov).

**Moving?**

- New to Virginia?
- Leaving Virginia?
- Moving Within Virginia
- Temporarily Outside of Virginia?

**NORFOLK STATE UNIVERSITY**

Copies of the following documents may be viewed during normal work hours from 8 a.m. to 5 p.m. in the Harrison B. Wilson Archives at Norfolk State University, 700 Park Avenue, Norfolk, VA 23504. Copies may be obtained free of charge by contacting Annette Montgomery at (757) 823-2003, FAX (757) 823-2005, or email [amontgomery@nsu.edu](mailto:amontgomery@nsu.edu). The documents are also available online at [www.nsu.edu](http://www.nsu.edu).

Questions regarding the interpretation or implementation of these guidance documents may be directed to Sharon R. Hoggard, Director, News and Media Relations, telephone (757) 823-8374, FAX (757) 823-9206, or email [srhoggard@nsu.edu](mailto:srhoggard@nsu.edu).

**Guidance Documents:**

- Administrative and Professional Faculty Handbook
- NSU Graduate Catalogue
- NSU Undergraduate Catalogue
- Parking and Transportation Services
- Safety and Campus Security
- Student Handbook

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 Town Hall 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
- 90-7, Sanctioning Reference Points Instruction Manual, adopted by Board, May 2006
- 90-8, Board opinion on delegation of collection of specimens for gonorrhea and chlymydia, adopted January 1993, revised November 18, 2003
- 90-9, Board Guidelines for Prescription Drug Administration Training Program for Child Day Care, adopted September 19, 2006
- 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

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## Guidance Documents

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- 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
- 90-40, Board opinion that the surveillance activities required by the OHSa 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, revised September, 2006

## 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 Town Hall 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, August 3, 2006

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,

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## Guidance Documents

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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 Town Hall 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, revised August 2006

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, Destruction of Schedule II through V Drugs, June 2006

110-7, Practitioner/patient relationship and the prescribing of drugs for family or self, February 2006

110-8, Information on prescriptive authority in Virginia, revised July 2006

110-9, Board guidance on use of confidential consent agreements, revised June 7, 2005

110-10, Board guidance on dispensing of drugs from mobile vans, revised April 2006

110-11, Board guidance on stat-drug boxes in assisted living facilities, effective June 5, 2006

110-13, Consent Order for the Board of Pharmacy v. CVS/pharmacy, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, October 9, 1997

110-14, Consent Order for the Board of Pharmacy v. Eckerd Corporation, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, August 19, 1997

110-16, 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 June 5, 2006

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, June 5, 2006

110-27, Pharmacist-In-Charge responsibilities, August 2005

110-28, Guidance for free clinic pharmacy permit applicants, August 2006

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

110-33, Use of Pharmacy Interns as Pharmacy Technicians - Interpretation of § 54.1-3321 (C), 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 5, 2006

110-37, Guidance for conducting informal fact-finding by an agency subordinate, Board motion, December 10, 2004

110-38, Requirement for Non-resident Pharmacies to Submit Most Recent Inspection Form, Board motion, June 5, 2006

110-39, 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 Town Hall 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 Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 662-9930. 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), Richmond, VA 23219 (corner of 11th & Broad Streets).

Copies of guidance documents may also be obtained at no cost from Melanie Kielb West, Associate Director and Counsel for Regulatory Affairs, at (804) 786-8812 or by email at [melanie.west@dpb.virginia.gov](mailto:melanie.west@dpb.virginia.gov).

**Guidance documents pertaining to this agency and all its boards:**

2871	Nonstate Agency Budget Request Instructions and Form	07/01/2006
2872	Town Hall Agency User Manual	11/01/2004
2873	Fast-track Rulemaking Process: Letter/Fee Increases	12/09/2005
2877	Small Business Impact Legislation 2005 - Implementation on Town Hall website	12/09/2005

**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, 5th Floor, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained by contacting Dawn Waters at the same address, telephone (804) 367-8583, FAX (804) 367-2475 or email [recordsmgt@dpor.virginia.gov](mailto:recordsmgt@dpor.virginia.gov) or documents are available electronically at no charge on the Town Hall. Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Policy, Planning and Public Records Director, Department of Professional and Occupational Regulation, 5th Floor, 3600 West Broad Street, Richmond, VA 23230, telephone (804) 367-8583, FAX (804) 367-2475, or email [dawn.waters@dpor.virginia.gov](mailto:dawn.waters@dpor.virginia.gov).

**Guidance documents pertaining to this agency and all its boards:**

1834	New Board Member Training Manual	07/01/2006
1144	Establishing and Revising Policies and Related Procedures	04/04/2006
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 Website	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	03/20/2006
2782	Accounts Receivable & Debt Collection	08/30/2005
2650	Revenue Refunds	05/23/2005
1000	Filing of Complaints Against Regulants	02/10/2003

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# Guidance Documents

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## **Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects**

### **Guidance documents pertaining to this board or specific regulations within this board:**

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**

### **Guidance documents pertaining to this board or specific regulations within this board:**

2959	Board for Contractors Policies & Interpretations	09/26/2006
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## **Real Estate Appraiser Board**

### **Guidance documents pertaining to this board or specific regulations within this board:**

2022	Real Estate Appraisers Experience Hours	11/18/2003
2920	Signing Any Appraisal Report	02/21/2006

## **Real Estate Board**

### **Guidance documents pertaining to this board or specific regulations within this board:**

2021	Real Estate Advisory Council's Report Regarding Post-Licensure Education	10/23/2003
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## **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 Town Hall 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

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

#### 125-5, Board motions

125-5.1, Board guidance on possible disciplinary action for non-compliance with continuing education requirements, July, 2006

## **DEPARTMENT OF REHABILITATIVE SERVICES**

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23229. For questions about interpretation or implementation,

or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000 (toll free 1-800-552-5019). TTY users call (804) 662-9040 (toll free 1-800-464-9950).

**Vocational Rehabilitation Program, including Supported Employment Guidance Documents:**

State Plan for the State Vocational Rehabilitation Services Program, effective October 1, 2006 through September 30, 2007, Elizabeth Smith. Also available on DRS website at <http://www.vadrs.org/publications.htm>.

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 at <http://www.vadrs.org/publications.htm>.

Virginia Department of Rehabilitative Services flyer, revised 10/04, Aileen Colorado. Also available on DRS website at <http://www.vadrs.org/downloads/drsflyer.pdf>.

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 at <http://www.vadrs.org/essp/se.htm>.

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 at <http://www.vadrs.org/vocrehab.htm>.

School to Work Transition Services fact sheet, issued 2002, Erica Lovelace. Also available on DRS website at <http://www.vadrs.org/downloads/transitionservices.pdf>.

**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 at <http://www.vadrs.org/vocrehab.htm>.

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.

Independent Living Services Program Guidance Documents, Theresa Preda:

State Plan for Independent Living, effective October 1, 2005 through September 30, 2008. Also available on DRS website at <http://www.vadrs.org/publications.htm>

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised January 2002.

Personal Assistance Services Program Guidance Documents, Bill Rhodenhiser. Also available on DRS website at <http://www.vadrs.org/formscabinet/Formscabinet.asp?pass=et1&t1=PAS&pg=:>

Personal Assistance Services brochure, revised September 19, 2006.

Consumer and Personal Assistant Handbook, revised September 19, 2006.

Brain Injury Services Program Guidance Documents, Patricia Goodall. Also available on DRS website at <http://www.vadrs.org/formscabinet/Formscabinet.asp?pass=et1&t1=BI/SCIS&pg=:>

Brain Injury Direct Services (BIDS) Fund: BIDS Application Form; BIDS Eligibility Criteria, both revised 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 October 2006.

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, Richard Kriner. Also available on DRS website at <http://www.vadrs.org/cbs/dsc/dsb.htm>

Rehabilitation Services Incentive Fund Guidelines and Application, revised December 2004, Richard Kriner. Also available on DRS website at <http://www.vadrs.org/cbs/dsc/dsb.htm>

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# Guidance Documents

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Human Research Procedures Manual, issued October 2005, Myra Owens. Also available on DRS website at <http://www.vadrs.org/hrrc/>.

## Woodrow Wilson Rehabilitation Center

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at Woodrow Wilson Rehabilitation Center located in Fishersville, Virginia 22939-0010. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling toll-free 1 (800) 345-9972 or (540) 332-7000. TTY users call toll free 1 (800) 811-7893 or locally (540) 332-7239.

General Admissions Criteria, 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 July, 2006.

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, Executive Staff, See Russ Neyman.

Unified Case Management Operations Manual, revised November 2003, Tom Blosser.

WWRC Master Plan, Rick Sizemore

## 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 Legislative & Regulatory Affairs, Department of Social Services, 7 North 8th Street, Richmond, VA 23219-1849, telephone (804) 726-7902 or email [richard.martin@dss.virginia.gov](mailto:richard.martin@dss.virginia.gov).

You may obtain the most up-to-date information on many of the Department of Social Services' guidance documents on the department's Internet 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

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

#### Division of Benefit Programs

Volume IX, Energy Assistance Policy Manual, revised June 2006, 22 VAC 40-680, \$22.90 (can also be accessed via the Internet at [www.dss.virginia.gov/files/division/bp/ea/manual/ea\\_manual.pdf](http://www.dss.virginia.gov/files/division/bp/ea/manual/ea_manual.pdf))

Energy Assistance Program Quick Reference Guides (crisis, fuel and cooling) revised (cooling June 2006, crisis September 2006, fuel September 2006)), 22 VAC 40-680, \$3.10

Volume V, Food Stamp Certification Policy Manual, revised October 2006, § 63.2-801, \$81 (may also be accessed via the Internet @ [www.dss.virginia.gov/benefit/fs/manual.cgi](http://www.dss.virginia.gov/benefit/fs/manual.cgi))

Food Stamp Program Quick Reference Guide, revised October 2006, § 63.2-801, \$3.60 (46 pages)

Electronic Benefits Transfer (EBT) Policies and Procedures Guide, revised November 2006 (120 pages)

EBT Quick Reference Guide, revised October 2006 (33 pages)

Volume XIII, Medicaid Policy Manual, revised September 2006, § 32.1-323 et seq., \$78.75 (may also be accessed via the Internet at [http://www.dss.virginia.gov/benefit/me\\_famis/manual.cgi](http://www.dss.virginia.gov/benefit/me_famis/manual.cgi))

Volume II - Part IV- GR Policy Manual, January 2006

Volume II – Part V - State/Local Hospitalization Policy Manual, February 2006

Temporary Assistance for Needy Families (TANF) Policy Manual (VIEW included), revised October 2006, § 63.2-600, \$54.60 (may also be accessed via the Internet at <http://www.dss.virginia.gov/benefit/tanf/manual.cgi>)

**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 Care Policy Frequently Asked Questions, (Volume VII, Section II, Chapter D), December 1, 2006

**Division of Child Support Enforcement**

Division of Child Support Enforcement Program Manual, October 1, 2006, 22 VAC 40-880, initial CD-ROM at \$35 annually which includes updates every 90 days

**Division of Community and Volunteer Services**

Neighborhood Assistance Program Donor Fact Sheet, revised July 2006 § 63.2-2000 et seq., free

Neighborhood Assistance Program Project Fact Sheet, revised July 2006, § 63.2-2000 et seq., free

Neighborhood Assistance Program Contribution Notification Forms, A, B, C, D, and E, revised July 2006, § 63.2-2005 et seq., free

Small Grant Awards Policy Statement, revised November 1997, § 63.2-2103, free

Virginia AmeriCorps Policy & Procedures Manual, revised May 10, 2005

**Division of 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), revised July 2006, free

Adoption Policy (Vol. VII, Sec. III, Chapter D, Social Services Policy Manual), revised July 2006, free

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 through 63.2-1105, free

Parental Placement for Adoption and the Interstate Compact on the Placement of Children, revised November 2002, §§ 63.2-1230 through 63.2-1240, free

Virginia's Guide to Intercountry Placement: Virginia's Preadoptive Requirements, updated November 2002, § 63.2-1104, free

Request to Place Virginia youth Out-of-Commonwealth, updated November 2002, §§ 16.1-286 A, 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

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# Guidance Documents

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## Division of Finance

Final Allocations for Local Departments of Social Services - Fiscal Year Ending June 30, 2007, free

Finance and Administration Guidelines Manual for LDSS - revised May 2002, free

LASER Expenditure Guidelines Manual, February, 2002, free

## Division of 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; available at <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; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter2.pdf>

Chapter 3, General Leave, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter3.pdf>

Chapter 4, Medical Leaves of Absence, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter4.pdf>

Chapter 5, Operations of an Agency, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter5.pdf>

Chapter 6, Standards of Performance and Evaluation, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter6.pdf>

Chapter 7, Discipline and Termination of Employment, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter7.pdf>

Chapter 8, Personnel Records, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free; available at <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; available at <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; available at <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; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/procedures.cgi>

Management/Recruitment Selection Guide V3, May 2002, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/procedures.cgi>

## Division of 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>

Virginia Department of Social Services Acceptable Use Policy, October 2, 2006

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, January 19, 2006, § 63.2-1726, free

Addendum to Background Investigation Procedures Required by § 37.2-416 of the Code of Virginia, June 2006, § 37.2-416, free

Standards Manual for Interdepartmental Regulation of Children's Residential Facilities, July 1, 2000, 22 VAC 42-10, free

## Division of Licensing Programs

Criteria for Training, February 2003, free

Curriculum Outline for Assisted Living Facility Administrators, February 1997, 22 VAC 40-71, free

Direct Care Staff – Department Approved Adult Care Residence Training, January 2002, 22 VAC 40-71



Direct Care Staff – Department Approved Educational Curriculum for Nursing Assistants, Geriatric Assistants or Home Health Aides, January 2002, 22 VAC 40-71

Request for First Aid and Cardiopulmonary Resuscitation (CPR) Course Approval for Child Day Centers, Assisted Living Facilities and Adult Day Care Centers, October 2006, 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

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 September 2005, 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

## **Office of Public Affairs**

Statewide Human Services Information & Referral Manual, June 2002, § 63.2-222, free

## **Division of Strategy Management and Research**

Institutional Review Board Policies & Procedures Manual, July 2006; § 63.2-217, 63.2-218, and 63.2-104, and 22 VAC 40-890 and 22 VAC 40-910; free and available at [www.dss.virginia.gov/about/irb.cgi](http://www.dss.virginia.gov/about/irb.cgi) under "Policies and Procedures Manual"

## **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 Town Hall 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 the Department of Taxation'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

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## Guidance Documents

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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 765, Unified Nonresident Individual Income Tax Return, Annually

Form 765 Inst, Instructions For Filing Unified Nonresident Individual Income Tax Return, Annually

Sch L (Form 765), Unified Nonresident Income Tax Return List of Participants

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, 01/2006

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, 06/2006

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 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- 371-0730

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 Individuals, 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 306T, Allocation of Coal Employment and Production Incentive Tax Credit Between Interested Parties, 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, 804-786-2800

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, 12/2006

Form OIC Bus, Offer in Compromise Business, 11/2002

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# Guidance Documents

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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

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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 workdays 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.

Questions regarding interpretation or implementation of these documents may be directed to the Office of Policy and Administration, Appeals and Rulings, Department of Taxation, P.O. Box 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179.

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- Virginia Tax Bulletin No. 03 –1, Fixed Date Conformity Advancement, February 18, 2003
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- 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
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- Virginia Tax Bulletin No. 05 –9, Important Information Regarding Hurricane Katrina Disaster Relief: FEMA and American Red Cross Debit Cards, September 16, 2005
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Virginia Tax Bulletin No. 06 –6, Third Quarter Interest Rates, September 22, 2006

Virginia Tax Bulletin No. 06 –7, First Quarter Interest Rates 2007, December 19, 2005

Virginia Tax Bulletin No. 06–8, Virginia and Maryland Update Reciprocal Income Tax Agreement, December 27, 2006

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 workdays 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 \$0.10 per page by contacting Richard Dotson at the Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Questions regarding interpretation or implementation of these documents may be directed to Richard Dotson, Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

### Guidance Documents:

Office of Compliance, Sales and Use Tax Audit Procedures Manuals, revised June 2003, Vols. 1-4, 2,000 pages

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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 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 \$0.10 per page by contacting David Jordan, Office of Customer Relations/Compliance/Collections, Department of Taxation,

P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

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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

Commonwealth of Virginia, Department of Taxation, Office of Compliance, Collection Procedures Manual, December 1, 2006, 103 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 8:30 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 emailed at [quintin.elliott@vdot.virginia.gov](mailto:quintin.elliott@vdot.virginia.gov).

### 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 website: <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-2007.

Asset Management, Asset Management Directives 3.0 (draft) 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 (draft), 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 (draft), 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 (drafts), 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 (draft), Asset Management Best Practices Manual, Section 11.6, § 33.1-12

Historical Markers, Asset Management Directive 11.0 (draft), 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%2dBFE7%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 (draft), Asset Management Best Practices Manual, Chapter 9, §§ 53.1-56, 53.1-57, and 53.1-58

Junkyards, Asset Management Directive 11.0 (draft), 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%2dBFE7%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 (draft), Asset Management Best Practices Manual, Section 11.5.5.2, § 33.1-347

Land Use Permit Manual, Asset Management Directive 6.0 (draft), 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

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 (draft), 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%2dBFE7%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 (draft), 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 (draft), Asset Management Best Practices Manual, Sections 10.2 and 10.5, §§ 56-405 and 56-406.2

Railroads, Asset Management Directive 10.0 (draft), 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

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## Guidance Documents

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Rest Areas and Waysides, Asset Management Directive 15.0 (draft), 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 (draft), 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 (draft), 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-2007.

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 (draft), Asset Management Best Practices Manual, Section 14.2.10, § 46.2-1302

Speed Limits, Asset Management Directive 18.0 (draft), 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 (draft), 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 (drafts), 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.virginia.gov/business/manuals-default.asp>

#### Guidance Documents:

VDOT Construction and Maintenance Claims and Notice of Intent to File Claim (NOI) Manual, revised May 2006, no charge

VDOT Emergency Contract Manual, issued August 2003, no charge

VDOT Post Construction Manual (Imperial and Metric), revised 1997, no charge

VDOT 2005 Construction Manual, revised August 2004, \$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 Directive Memoranda, issued 1994 - 2006, 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.virginia.gov/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 email [john.lawson@vdot.virginia.gov](mailto:john.lawson@vdot.virginia.gov).

### **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/projects/reports-budget.asp>.

### **Innovative Project Delivery 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 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. These documents are also accessible via the Internet from the following addresses:

Public-Private Transportation Act: Commonwealth of Virginia Public-Private Transportation Act of 1995 Guidelines, revised October 31, 2005, § 56-556:  
<http://www.virginiadot.org/business/ppta-Guidelines.asp>

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221 or email [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

Design-Build: Design-Build Procurement Manual, Draft Revision June 30, 2006, § 33.1-12(2) (b):  
[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 email [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

### **Local Assistance Division**

Documents and programs referenced in this entry are accessible from the Virginia Department of Transportation website at: <http://www.virginiadot.org/business/local-assistance.asp>

Copies of the 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:**

The Guide for the Industrial Access Program, revised April 2002 (the Guide is being revised to reflect updates due to the Commonwealth Transportation Board's revision to its policy in 2006; the new document is tentatively scheduled for release in January of 2007), § 33.1-221, 24 VAC 30-271 (Economic Development Access Fund Policy)

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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 email [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).

### **Guidance Document:**

Enhancement Program Procedure Manual, March 2005, § 33.1-12 (9) and (11)

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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

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# Guidance Documents

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Division Administrator, at the same address, telephone number, and FAX number given above.

## Guidance Documents:

Urban Construction & Maintenance Program Policies & Guidelines (replaces Urban Manual, revised in May 2001), effective January 2007, 24 VAC 30-325 (Urban Maintenance and Construction Policy – approved by the Commonwealth Transportation Board on December 14, 2006)

Revenue Sharing Guide, 2006, 24 VAC 30-280 (Revenue Sharing Program)

Guide for Locally Administered VDOT Projects, April 2006, 24 VAC 30-280 (Revenue Sharing Program), §§ 33.1-12, 33.1-75.1, 33.1-75.3, Code of Virginia

## 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, Curb Ramps and Sidewalks. The current version is available at: <http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/IIM55.pdf>.

## 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 201, 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 Messrs. Mansour

Mahbanoozadeh at the same address, telephone (804) 786-7983 or Mark Hodges at the same address, telephone (804) 786-2868.

## Guidance Document:

Traffic Engineering Division Memoranda, issued 1967-present, § 33.1-12 (3) and (5), 24 VAC 30-520 (Classifying & Marking State Highways)

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, 2006, § 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 Room 302 of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Assistant Public Affairs Director at the same address, telephone (804) 786-2717, FAX (804) 786-6250 or email [donna.mayes@VDOT.virginia.gov](mailto:donna.mayes@VDOT.virginia.gov).

Questions regarding interpretation or implementation of this document may be directed to the Assistant Public Affairs Director.

## Guidance Documents:

Virginia Official State Transportation Map Policy and Procedures, revised August 2005, § 33.1-36, no charge

Statement on the Use of VDOT County Map Series Digital Files, revised December 2006, § 33.1-84, no charge

## **Operations and Security Division - Transportation Emergency Operations Center**

Copies of the following documents may be viewed at the Emergency Operations Center (EOC) within VDOT's Operations and Security 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 email [perry.cogburn@vdot.virginia.gov](mailto: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)

### **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 23219, 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)

### **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 Anwar Ahmad 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

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# Guidance Documents

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Tudor, Transportation Engineer, at the same address, telephone (540) 332-9120 or FAX (540) 332-9267.

Questions regarding interpretation or implementation of this document may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

## Guidance Document:

VDOT General Notes 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](mailto: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

Treasury Board Interest Rate Risk Management Guidelines, dated May 18, 2005, § 2.2-2416 (8)

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, amended April 20, 2004

Virginia College Building Authority Variable Rate Debt Policy, dated September 15, 2005, §§ 23-30.28 and 2.2-4517

Virginia College Building Authority Guidelines in Connection with Pooled Bond Financings for the Benefit of Public Institutions of Higher Education, dated April 18, 2006, § 23-14

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 Building Authority Variable Rate Debt Policy, dated October 12, 2005, § 23-30.28 and § 2.2-4517

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 September 8, 2005, § 22.1-171 A(5)

Virginia Public School Authority Stand Alone Bond Policy, dated September 8, 2005, § 22.1-171 A(5)

Virginia Public School Authority 1987 General Fund Balance Policy, dated as of September 27, 1999, § 22.1-171 A(5)

Virginia Public School Authority Variable Rate Debt Policy, dated as of March 17, 2006, § 22.1-162 et seq. and § 2.2-4517

### 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](mailto: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 July, 2006, §§ 2.2-4600 et. al.

State Non-Arbitrage Program Information Statement, dated November 1, 2005

## 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 email 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 email 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 email william.dadmun@trs.virginia.gov. Copies may be obtained free of charge and are available on the Internet at [www.trsvirginia.gov](http://www.trsvirginia.gov).

### Guidance Documents:

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](http://www.dhp.virginia.gov) or the Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or requested by email at [vetbd@dhp.virginia.gov](mailto:vetbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to 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

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## Guidance Documents

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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, revised May 24, 2006

150-16, Board motion on protocol to follow upon discovery of a loss or theft of drugs, adopted November 9, 2005

### UNIVERSITY OF VIRGINIA

Unless noted otherwise, the documents below are used in interpreting the Code of Virginia, § 23-76.

#### Office of the Vice President and Chief Financial Officer

##### Department of Parking and Transportation Services

Copies of the following document may be viewed Monday through Friday from 7:30 a.m. until 5 p.m. at the Department of Parking and Transportation Services, 1101 Millmont Street, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Rebecca White, Director of Parking and Transportation Services 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 email [rwc6j@virginia.edu](mailto:rwc6j@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 at the above address, telephone number, or email.

##### Guidance Document:

University of Virginia Graduate and Undergraduate Record, Chapter 5 (UVA Parking Regulations): [http://records.ureg.virginia.edu/content.php?catoid=7&page=08d\\_department\\_of\\_parking.html](http://records.ureg.virginia.edu/content.php?catoid=7&page=08d_department_of_parking.html) [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, Kent House, Bonnycastle Drive, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Mary Kay Ohaneson, Director of Conference Services, at P.O. Box 400734, Charlottesville, VA 22904-4734, telephone (434) 924-4479, FAX (434) 924-1027, or email [mko5c@virginia.edu](mailto:mko5c@virginia.edu).

Questions concerning interpretation or implementation of the policies may be directed to Mary Kay Ohaneson at the above address, telephone number, or email.

##### Guidance Document:

Conference Services Agreement, revised 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) 982-2315, or email [lm2z@virginia.edu](mailto:lm2z@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 above address, telephone number, or email.

##### 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. until 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 email [skudat@virginia.edu](mailto:skudat@virginia.edu). Copies may be obtained at no charge by contacting Carol Craig, Office of Admission, P.O. Box 400160, Charlottesville, VA 22904-4160, telephone (434) 982-3383. 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 address, telephone number, or email.

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. until 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 email [pah8h@virginia.edu](mailto:pah8h@virginia.edu).

Individuals eligible to receive a complimentary copy of the Undergraduate and Graduate Records should contact Sheila Tolley, Outreach and Resource Coordinator, Office of the University Registrar, P.O. Box 400203, Charlottesville, VA 22904-4203, telephone (434) 924-6868, or email [sft4t@virginia.edu](mailto:sft4t@virginia.edu). Other persons may obtain a copy of the Undergraduate and Graduate Records from the University Bookstore at (434) 924-3721, or write to the University of Virginia Bookstore, P.O. Box 400820, Charlottesville, VA

22904-4820. The cost is \$7. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation and implementation of the Undergraduate and Graduate Records may be directed to Lucy Russell, Executive 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) 982-2362, or email [lrs2n@virginia.edu](mailto:lrs2n@virginia.edu).

Copies of the Faculty Handbook may be viewed on-line at [www.virginia.edu/provost/](http://www.virginia.edu/provost/). Computer terminals are available at Alderman Library, McCormick Road at University Avenue, Charlottesville, VA, Monday through Thursday from 8 a.m. until 12 a.m., Friday from 8 a.m. until 9 p.m., Saturday from 9 a.m. until 8 p.m., and Sunday from 10 a.m. until 12 a.m. (Times may vary; check prior to coming: telephone, (434) 924-3021.) Assistance in locating a computer terminal is available at the circulation desk. Hard copies of the Faculty Handbook are no longer available. Internet address for accessing the documents is listed below.

Questions regarding the interpretation and implementation of the Faculty Handbook may be directed to Lucy Russell, Executive 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) 982-2362, or email [lrs2n@virginia.edu](mailto:lrs2n@virginia.edu).

### Guidance Documents:

University of Virginia's Undergraduate Prospectus (<http://www.virginia.edu/OfStud.html>), Fall 2005

University of Virginia Undergraduate and Graduate Record (<http://www.virginia.edu/docs.html>), 2006-2007

University of Virginia Faculty Handbook (<http://www.virginia.edu/provost/>)

### 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 email [gvn8r@virginia.edu](mailto: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 address, telephone number, or email.

### 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 email [dpw@virginia.edu](mailto: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 at the above address, telephone number, or email.

### 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, P.O. Box 400726, 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 email [kbm4n@virginia.edu](mailto: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 email [pcm8b@virginia.edu](mailto:pcm8b@virginia.edu).

### Guidance Document:

Higher Education Capital Outlay Manual  
(<http://www.fm.virginia.edu/fpc/HECOMManual/HECOM-RevIV-CompleteManual.pdf>), Edition 2, thru Revision IV of June 30, 2006.

#### Procurement Services

The following documents may be viewed Monday through Friday from 8 a.m. until 5 p.m. at Procurement Services, Carruthers Hall, 1001 N. Emmet Street, P.O. Box 400202, Charlottesville, VA 22904-4202. Copies may be obtained free of charge by contacting Eric Denby, Director of Procurement Services, at the above address, telephone (434) 924-4019,

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## Guidance Documents

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FAX (434) 982-2690 or email [end@virginia.edu](mailto:end@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 at the above address, telephone number, or email.

These documents and other relevant information as to how the University conducts business in the areas of purchasing, accounts payable, surplus property, and procurement with small, women-owned, and minority firms are also available on the University of Virginia's Procurement Services website (<http://www.procurement.virginia.edu/main/>).

### **Guidance Document:**

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors (<http://www.procurement.virginia.edu/main/>), July 2006.

Commonwealth Accounting Policies and Procedures (CAPP) Manual ([http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Main.cfm](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm)), October 2006.

Commonwealth of Virginia Executive Order 33 Enhancing Opportunities for Small, Women and Minority Owned Businesses ([http://www.governor.virginia.gov/Initiatives/ExecutiveOrders/pdf/EO\\_33.pdf](http://www.governor.virginia.gov/Initiatives/ExecutiveOrders/pdf/EO_33.pdf)), August 2006.

### **Office of the Senior Vice President for Development and Public Affairs**

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the University Development Office, 400 Ray C. Hunt Drive, #100, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Julian Bivins, Assistant Vice President for Advancement Services, Development and Public Affairs, at the above address, telephone (434) 924-6022, or FAX (434) 924-0556.

Interpretive or implementation questions may be directed to Julian Bivins at the above address or telephone number.

### **Guidance Document:**

DPA Mission and Values Statement, October 1991 (revised April 2006)

### **Office of the Vice President and Chief Student Affairs Officer**

#### **Division of Student Affairs**

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of the Vice President and Chief Student Affairs Officer, S.W. Wing, the Rotunda, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Patricia M. Lampkin at

the same address, telephone (434) 924-7984, FAX (434) 924-1002, or email [vpsa@virginia.edu](mailto:vpsa@virginia.edu). Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of these documents may be directed to Patricia M. Lampkin, Vice President and Chief Student Affairs Officer, at the above address, telephone number, or email.

### **Guidance Documents:**

Unless stated otherwise, the documents also may be viewed and printed from 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

### **Office of the 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 James L. Hilton, Vice President and Chief Information Officer, University of Virginia, 108 Cresap Road, P.O. Box 400217, Charlottesville, VA 22904-4217, telephone (434) 982-2249, FAX (434) 924-3579 or email [vpicio-state@virginia.edu](mailto:vpicio-state@virginia.edu).

### **Guidance Documents:**

Restructuring Management Agreement By and Between the Commonwealth of Virginia and the Rector and Visitors of the University of Virginia

University of Virginia university-wide computing policies and procedures (<http://www.itc.virginia.edu/policy>)

### **Office of the Vice President and Chief Executive Officer of the Medical Center**

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the Office of the Vice President and Chief Executive Officer, 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 email [snb4af@virginia.edu](mailto:snb4af@virginia.edu).

Questions regarding interpretation or implementation of these documents may be directed to Sally Barber at the above address, telephone number, or email.

#### **Guidance Document:**

Medical Center Policy Manual, revised 2006

### **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 email [jpk7a@virginia.edu](mailto:jpk7a@virginia.edu).

Questions regarding interpretation or implementation of these documents may be directed to James P. Keathley at the above address, telephone number, or email.

#### **Guidance Document:**

Medical Center Policy #0189, Procurement Guidelines, Revised October 2006

### **Office of the Vice President for Research and Graduate Studies**

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. at One Morton Drive, 3rd Floor, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Jeff Blank, telephone (434) 924-3990, or email [jdb9b@virginia.edu](mailto:jdb9b@virginia.edu).

Questions concerning interpretation or implementation of the policies may be directed to Jeff Blank at the above address and telephone number. Web address: <http://www.virginia.edu/vprgs/> or

<https://etg07.itc.virginia.edu/policy/policydisplay?id=%27RES-001%27>

#### **Guidance Document:**

Copyright Law, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised April 1, 2004.

### **Office of the President**

#### **Office of Equal Opportunity Programs**

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the Office of Equal Opportunity Programs, Washington Hall East Range, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Darlene Scott-Scurry, telephone (434) 924-3200, or email [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 above address, telephone number, or email.

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#complaintproceed>), 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 2006, no charge

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# Guidance Documents

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Copies of the following documents can be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of the Provost, The University of Virginia's College at Wise, 1 College Avenue, 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 2006, 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>

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 and Faculty Affairs, 901 West Franklin Street, Richmond, VA 23284. Copies may be obtained free of charge by contacting (804) 828-6162.

These policies may also be downloaded at Virginia Commonwealth University's website (<http://www.vcu.edu/provost/pdf/facultyhandbook.pdf#page=1/>). Questions concerning interpretation or implementation of the policies may be directed to Laura J. Moriarty (same telephone number 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 Associate Vice Provost and Dean of Student Affairs, 901 Floyd Avenue, Richmond, VA 23284. Copies may be obtained free of charge by contacting Janet Coury at (804) 828-8940 or email [jmcoury@vcu.edu](mailto:jmcoury@vcu.edu).

These policies may also be downloaded at Virginia Commonwealth University's website <http://www.students.vcu.edu/rg/>. Questions concerning interpretation or implementation of the policies may be directed to Dr. Reuban Rodriguez (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 8:00 a.m. until 4 p.m. in the Monroe Park 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 email [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/facstaffguidelines.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 Assistant Vice President for Administration and Chief of Staff to the Executive Vice President and Chief Operating Officer, 321 Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Kathy Sanders at 400 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-3852, FAX (540) 231-4830 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, Assistant Vice President for Administration and Chief of Staff to the Executive Vice President and Chief Operating Officer, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-5706, FAX (540) 231-4830 or email [lwilkes@vt.edu](mailto:lwilkes@vt.edu).

## Guidance Documents:

Board of Visitors Bylaws, amended June 2006  
(<http://www.bov.vt.edu/bylaws.php>)

Faculty Handbook, revised July 2006  
([http://www.provost.vt.edu/documents/FHB\\_July\\_2006.pdf](http://www.provost.vt.edu/documents/FHB_July_2006.pdf))

Special Research Faculty Handbook, revised June 2005  
([http://www.provost.vt.edu/documents/research\\_handbook\\_june\\_2005.pdf](http://www.provost.vt.edu/documents/research_handbook_june_2005.pdf))

Virginia Tech Employee Handbook, revised April 2001  
(<http://www.hr.vt.edu/downloads/handbook.pdf>)

Undergraduate Course Catalog and Academic Policies, 2004-05, <http://www.undergradcatalog.registrar.vt.edu>

Graduate Policies and Procedures and Course Catalog, revised 2005  
(<http://www.grads.vt.edu/academics/gcat/index.html>)

Hokie Handbook (student handbook), 2005-06  
(<http://www.hokiehandbook.vt.edu/>)

2005 Jeanne Clery Act Report (<http://www.police.vt.edu>)  
See Crime Statistics

Parking Rules and Regulations, 2006-07  
([http://facilities.vt.edu/documents/parking/rules\\_06-07.pdf](http://facilities.vt.edu/documents/parking/rules_06-07.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 (888) 827-3847, FAX (804) 786-1541 or email [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 (888) 827-3847, FAX (804) 786-1541 or email [jchenault@vrs.state.va.us](mailto:jchenault@vrs.state.va.us).

## Guidance Documents:

Applying for Disability Retirement – revised July 2006, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Applying for Service Retirement – revised September 2006, 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 February 2006, Code of Virginia, Title 51.1-126.5, [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 51.1-126.6, [www.varetire.org](http://www.varetire.org)

Composite Copy Of The Deferred Compensation Plan of The Commonwealth Of Virginia Plan Document – revised June 2004, 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 December 2005, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Comprehensive Annual Financial Report, December 2006 - 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 July 2006, 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 September 2006, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

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## Guidance Documents

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Handbook for Members - Virginia Retirement System, summary plan description – revised July 2006, 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 2006, 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 July 2004, Code of Virginia, Title 51.1, Chapter 2, [www.varetire.org](http://www.varetire.org)

Optional Retirement Plan for School Superintendents Plan Features and Highlights – revised December 2004, Code of Virginia, 51.1-126.6, [www.vadcp.com](http://www.vadcp.com)

Pre-Retirement Planning Guide – revised July 2006, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5, [www.varetire.org](http://www.varetire.org)

Retiree Handbook – revised July 2006, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

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

Virginia Sickness and Disability Program Handbook – revised July 2006, Code of Virginia, Title 51.1, Chapter 11

Virginia Supplemental Retirement Plan – published July 2004, Code of Virginia, Title 51.1, Chapter 6.2, [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 may be obtain from the Virginia State University website at [www.vsu.edu](http://www.vsu.edu).

[www.vsu.edu/pages/165.asp](http://www.vsu.edu/pages/165.asp)

1. Undergraduate Catalog
2. Graduate Catalog
3. 2020 Vision Plan - Long Range Plan for Virginia State University



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# GENERAL NOTICES/ERRATA

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## DEPARTMENT OF CRIMINAL JUSTICE SERVICES

### Changes to the Training Objectives, Criteria, and Lesson Plan Guides of the Compulsory Minimum Training Standards for Entry Level Law-Enforcement Officers

The Committee on Training of the Criminal Justice Services Board has approved changes to the training objectives, criteria, and lesson plan guides of the Compulsory Minimum Training Standards for Entry Level Law-Enforcement Officers as part of its annual review under 6 VAC 20-20-25. Copies of the changes may be obtained by contacting Judith Kirkendall at Department of Criminal Justice Services, 202 North 9th Street, 10th Floor, Richmond, VA 23219, telephone (804) 786-8003, or email [judith.kirkendall@dcjs.virginia.gov](mailto:judith.kirkendall@dcjs.virginia.gov).

### Edward Byrne Memorial Justice Assistance Grant (JAG) Program

The Department of Criminal Justice Services intends to submit an application to the Bureau of Justice Assistance of the U.S. Department of Justice to obtain federal fiscal year 2007 funding available through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Although the Bureau has not yet determined the specific amount for which it is eligible to apply, the amount is expected to be approximately \$3.5 million. The application will be submitted no later than February 20, 2007.

The department will use these funds to make grants to support local and state agency law enforcement, prosecution and judicial programs; crime prevention and education programs; corrections and community corrections programs; drug treatment programs; and planning, evaluation and technology improvement programs. Specific guidelines and instructions for agencies interested in submitting grant proposals will be issued at a later date.

The application will be available for public review at the department's offices at 202 North Ninth Street, Richmond, VA 23219, and comments from the public are welcome. Inquiries should be directed to Joe Marshall at (804) 786-1577 or by email to [joe.marshall@dcjs.virginia.gov](mailto:joe.marshall@dcjs.virginia.gov).

## DEPARTMENT OF ENVIRONMENTAL QUALITY

### Proposed Consent Special Order - Novozymes Biologicals, Inc.

Citizens may comment on a proposed consent order for a facility in Salem, Virginia.

Public comment period: February 6, 2007, to March 7, 2007.

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 Department of Environmental Quality (DEQ) proposes to issue a consent order to Novozymes Biologicals, Inc., to address violations of the Virginia regulations. The location of the facility where the violation occurred is the Novozymes Biologicals, Inc., facility on Kessler Mill Road in Salem, Virginia. The consent order describes a settlement to resolve unpermitted discharges of wastewater. It requires payment of a civil charge and performance of a Supplemental Environmental Project.

How a decision is made: After public comments have been considered, DEQ will make a final decision.

How to comment: DEQ accepts comments from the public by email, 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, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6777, FAX (540) 562-6725, or email [rpsteele@deq.virginia.gov](mailto:rpsteele@deq.virginia.gov).

### Total Maximum Daily Loads (TMDL) - Northampton County

The Department of Environmental Quality (DEQ), Virginia Department of Health (VDH) and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of Total Maximum Daily Loads (TMDL) for fecal coliform bacteria in 13 shellfish propagation waters located in Northampton County, Virginia.

The impaired segments are located in the following VDH Growing Areas:

Growing Area 85, Containing Nassawaddox Creek, Warehouse Creek, Westerhouse Creek, Church Creek and Holly Grove Cove;

Growing Area 86, containing Hungars Creek, Jacobus Creek, Barlow and Mattawoman Creeks;

Growing Area 87, containing the Gulf;

Growing Area 88, containing Cherrystone Inlet and Kings Creek; and

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## General Notices/Errata

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Growing Area 90, containing Old Plantation Creek.

All waters are tributaries to the Chesapeake Bay.

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 to provide information and solicit comments from citizens and local government on preparation of the draft reports of the fecal coliform TMDL's studies will be held on February 6, 2007, from 6 p.m. to 9 p.m. at the Old Courthouse, Circuit Court Room, 16404 Courthouse Road, Eastville, Virginia. A preliminary draft of these reports can be obtained on the DEQ website at <http://www.deq.virginia.gov/programs/tmdl/> or the FTP site <http://www.deq.state.va.us/tmdl/tempdocs/>.

The public comment period will begin on February 7, 2007, and end on March 8, 2007. Questions or information requests should be addressed to Chester Bigelow and should include the name, address, and telephone number of the person submitting the comments. Requests should be sent to Chester Bigelow, Department of Environmental Quality, 629 East Main Street, Richmond, VA 23240, telephone (804) 698-4554, FAX (804) 698-4116, or email [cbigelow@deq.virginia.gov](mailto:cbigelow@deq.virginia.gov).

### **Total Maximum Daily Load (TMDL) - 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. These areas are described in the following publications:

- 1) Growing Area 5 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 83, Lower Machodoc Creek, effective 16 May 1997, 11 July 1997, 5 January 1999, 28 December 2001, 18 December 2002, 24 January 2005, 5 December 2005, and 21 December 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 Technical Advisory Committee meeting on the development of the fecal coliform TMDL's will be held on February 8, 2007, from 3 p.m. to 4:30 p.m. at the Westmoreland County Museum and Library located at 43 Court Square in Montross, Virginia. The first public meeting will be held on February 8, 2007, from 7 p.m. to 9 p.m. at the Westmoreland County Museum and Library, located at 43 Court Square in Montross, Virginia. In case of inclement weather the public meeting will be held on February 15, 2007. Directions can be obtained by calling Chris French at (804) 521-5124.

The public comment period will begin on February 8, 2007, and end on March 12, 2007. 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, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, or email [rcfrench@deq.virginia.gov](mailto:rcfrench@deq.virginia.gov).

### **STATE WATER CONTROL BOARD**

#### **Proposed Consent Special Order - Johnny R. Mays**

The State Water Control Board proposes to enter into a consent special order with Johnny R. Mays. 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. Mays owned a UST facility located at 264 Front Street in Lovingston, Nelson County, Virginia, and previously stored petroleum in these USTs under the requirements of the state underground storage tank regulation. Based on inspection of the facilities and review of submitted documentation, the Department of Environmental Quality (DEQ) found Mr. Mays to be in violation of the regulation. The proposed order 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, Virginia. 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 [dcrbinett@deq.virginia.gov](mailto:dcrbinett@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.

**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**

**MARINE RESOURCES COMMISSION**

**Title of Regulation:** 4 VAC 20-1090. **Pertaining to Licensing Requirements and License Fees.**

**Publication:** 23:4 VA.R. 581-584 October 30, 2006.

**Correction to Final Regulation:**

Page 582, in row 6, column 1 of subdivision 3 of 4 VAC 20-1090-20, insert and strike "\$500" so that the cell reads: "~~Rental Boat, per boat, with maximum fee of \$500~~"

Page 584, in row 6, column 1 of subdivision 3 of 4 VAC 20-1090-30, insert "\$635" so that the cell reads: "Rental Boat, per boat, with maximum fee of \$635"

VA.R. Doc. No. R07-10

**CRIMINAL JUSTICE SERVICES BOARD**

**Title of Regulation:** 6 VAC 20-50. **Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers.**

**Publication:** 23:9 VA.R. 1392-1405 January 8, 2007.

**Correction to Final Regulation:**

Page 1395, change 6 VAC 20-50-50 C to read as follows:

C. All ~~approved certified~~ training schools ~~which academies that~~ begin on or after July 1, 1990 [ ~~2006 2007~~ ], shall be conducted in conformance with the Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers as amended by the board on ~~April 4, 1990~~ [ ~~(date to be included later) September 14, 2006~~ ]. However, the period ~~July 1, 1990~~ [ ~~(date to be included later) July 1, 2007~~ ], through ~~June 30, 1991~~ [ ~~(date to be included later) June 30, 2008~~ ], shall serve as a transition period wherein ~~certified training schools~~ academies may be approved by the department to conduct training according to the Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial/Courthouse and Courtroom Security Officers/Deputy Sheriffs Designated to Serve Process as amended by the board on ~~April [ 4, 1987 4, 1990 ]~~, or according to the Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers as amended by the board on ~~April 4, 1990~~ [ ~~(date to be included later) September 14, 2006~~ ].

VA.R. Doc. No. R05-208

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**Title of Regulation:** 6 VAC 20-250. **Regulations Relating to Property and Surety Bail Bondsmen.**

**Publication:** 23:5 VA.R. 683-826 November 13, 2006.

**Correction to Proposed Regulation:**

Page 683, public hearing date, change "March 7" to "March 8."

VA.R. Doc. No. R05-279

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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.virginia.gov](http://www.virginia.gov) 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 website's Legislative Information System (<http://leg1.state.va.us/lis.htm>) and select "Meetings."

VIRGINIA CODE COMMISSION

## EXECUTIVE

### BOARD OF ACCOUNTANCY

† **April 6, 2007** - 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 Accountancy intends to consider amending regulations entitled **18 VAC 5-10, Public Participation Guidelines**. The purpose of the proposed action is to revise the regulation solely for the purpose of updating the statutory citations contained therein referencing the Administrative Process Act (APA), and bringing the language in line with the current APA requirements. Such changes are noncontroversial and are intended to increase the public's input into the regulation promulgation process in the most efficient and effective manner possible.

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

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

### DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

#### Virginia Agricultural Council

† **March 26, 2007 - 8:30 a.m.** -- Open Meeting  
† **March 27, 2007 - 8 a.m.** -- Open Meeting  
Courtyard by Marriott, 1201 West Main Street, Charlottesville, Virginia.♿

A 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 Ayers at least five days before the meeting date so that suitable arrangements can be made.

**Contact:** Donald Ayers, Executive Director, Virginia Agricultural Council, 7163 Ayersby Dr., New Kent, VA 23124, telephone (804) 779-3493, FAX (804) 779-2581, (800) 828-1120/TTY☎, email [don.ayers@vdacs.virginia.gov](mailto:don.ayers@vdacs.virginia.gov).

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**April 8, 2007** - 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 Agriculture and Consumer Services intends to amend regulations entitled **2 VAC 5-490, Regulations Governing Grade "A" Milk**. The purpose of the proposed action is adopt the requirements contained in the 2005 revision of the Pasteurized Milk Ordinance (PMO). The PMO is a federal model regulation for adoption by the states to governing the production, processing, distribution and sale of milk and milk products in the United States. The current Regulations Governing Grade "A" Milk adopted the 1989 revision of the PMO.

Statutory Authority: § 3.1-530.1 of the Code of Virginia.

**Contact:** John A. Beers, Program Supervisor, 102 Governor St., Suite 349, Richmond, VA 23219, telephone (804) 786-1452, FAX (804) 371-7792 or email [john.beers@vdacs.virginia.gov](mailto:john.beers@vdacs.virginia.gov).


## Bright Flue-Cured Tobacco Board

**February 15, 2007 - 9:30 a.m.** -- Open Meeting  
Sheldon's Restaurant, Business Route 15 and 360, Keysville,  
Virginia. 

A meeting to (i) review and consider approval of the minutes of the last meeting; (ii) review the board's financial statement and approve the budget for FY 07-08; (iii) consider funding proposals for research, promotion and education projects pertaining to the Virginia bright 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 in the meeting should contact D. Stanley Duffer at least five days before the meeting date so that suitable arrangements can be made.

**Contact:** D. Stanley Duffer, Secretary, Bright Flue-Cured Tobacco Board, P.O. Box 129, Halifax, VA 24558, telephone (804) 434-4568, FAX (804) 434-8234.


## Cattle Industry Board

**† February 15, 2007 - 1 p.m.** -- Open Meeting  
The Inn at Virginia Tech, 901 Prices Fork Road, Blacksburg,  
Virginia. 

A meeting to (i) approve minutes from the September 2006 meeting, (ii) review the board's financial statement and budget, and (iii) receive program updates from staff for the state and national level. The board will entertain public comment at the conclusion of all other business around 2:30 p.m. 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:** Bill R. McKinnon, Executive Director, Cattle Industry Board, P.O. Box 9, Daleville, VA 24083, telephone (540) 992-1992, FAX (540) 992-4632.

## Virginia Corn Board


**February 19, 2007 - 8 a.m.** -- Open Meeting  
Double Tree Hotel, Richmond Airport, 5501 Eubank Road,  
Richmond, Virginia. 

A meeting to (i) discuss checkoff revenues resulting from sales of the 2006 corn crop, (ii) approve the previous meeting minutes, (iii) hear FY 2006-2007 project reports and receive FY 2007-2008 project proposals, and (iv) make funding decisions for the fiscal year beginning July 1, 2007. 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, Virginia Corn Board, 102 Governor St., 3rd Floor, Room 319, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786, email phil.hickman@vdacs.virginia.gov.


## Virginia Cotton Board

**† March 7, 2007 - 9:30 a.m.** -- Open Meeting  
Tidewater Agriculture Research and Extension Center, 6321  
Holland Road, Suffolk, Virginia. 

A meeting to (i) discuss and approve contractual arrangements with national and regional organizations; (ii) receive reports of programs and projects funded over the past year; (iii) hear Project Proposal Grant Requests on cotton by VPI&SU, VSU, and other groups for the year 2007-08; and (iv) receive and review financial reports. 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 in the meeting should contact the person identified in this notice at least five days before the meeting date so that suitable arrangements can be made for any appropriate accommodation.

**Contact:** Gail Moody Milteer, Program Director, Virginia Cotton Board, 1100 Armory Dr., Suite 120, Franklin, VA 23851, telephone (757) 569-1100, FAX (757) 562-6104, email gail.moodymilteer@vdacs.virginia.gov.

## Virginia Wine Board

**† February 13, 2007 - 11 a.m.** -- Open Meeting  
Oliver Hill Building, 102 Governor Street, 2nd Floor,  
Boardroom, Richmond, Virginia. 

A meeting to (i) approve the minutes of the last meeting held on September 26, 2006; (ii) review the board's financial statement; and (iii) discuss old business arising from the last meeting and any new business to 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 David Robishaw at least five days before the meeting date so that suitable arrangements can be made.


**Contact:** David Robishaw, Board Secretary, Virginia Wine Board, 900 Natural Resources Dr., Suite 300, Charlottesville, VA 22903, telephone (434) 984-0573, FAX (434) 984-4156, email david.robishaw@vdacs.virginia.gov.

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# Calendar of Events

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## ALCOHOLIC BEVERAGE CONTROL BOARD

† **February 5, 2007 - 9 a.m.** -- Open Meeting  
† **February 20, 2007 - 9 a.m.** -- Open Meeting  
† **March 5, 2007 - 9 a.m.** -- Open Meeting  
† **March 19, 2007 - 9 a.m.** -- Open Meeting  
† **April 2, 2007 - 9 a.m.** -- Open Meeting  
† **April 16, 2007 - 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 as necessary.


**Contact:** W. Curtis Coleburn, III, Secretary to the Board, Alcoholic Beverage Control Board, 2901 Hermitage Rd., Richmond, VA 23220, telephone (804) 213-4409, FAX (804) 213-4411, (804) 213-4687/TTY , email [curtis.coleburn@abc.virginia.gov](mailto:curtis.coleburn@abc.virginia.gov).

## BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

**February 6, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, 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 email [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

**February 8, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, Richmond, Virginia. 

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 email [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

**February 13, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, 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 email [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).


**February 15, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, 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 email [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

**February 20, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, Richmond, Virginia. 

A meeting of the Continuing Education Committee to develop draft wording for the board's consideration for implementing the mandatory continuing education program.

**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) 367-0795, (804) 367-9753/TTY , email [APELSCIDLA@dpor.virginia.gov](mailto:APELSCIDLA@dpor.virginia.gov).

**March 15, 2007 - 9 a.m.** -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, 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 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 email [apelscidla@dpor.virginia.gov](mailto:apelscidla@dpor.virginia.gov).

## ART AND ARCHITECTURAL REVIEW BOARD

† **March 2, 2007 - 10 a.m.** -- Open Meeting

† **April 6, 2007 - 10 a.m.** -- Open Meeting

† **May 4, 2007 - 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.virginia.gov](http://www.dgs.virginia.gov). 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:** Brian H. Ohlinger, Chairman, Art and Architectural Review Board, 700 W. Grace St., Suite 2200, Richmond, VA 23284, telephone (804) 827-9647, FAX (804) 827-1288 or email [bjohlinger@vcu.edu](mailto:bjohlinger@vcu.edu)

## AUCTIONEERS BOARD


† **February 21, 2007 - 11 a.m.** -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Room 453, Richmond, Virginia. 


A meeting to conduct informal fact-finding conferences.

**Contact:** Marian H. Brooks, Regulatory Board Administrator, Auctioneers Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-0795, (804) 367-9753/TTY , email [auctioneers@dpor.virginia.gov](mailto:auctioneers@dpor.virginia.gov).

**April 12, 2007 - 10 a.m.** -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, 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:** Marian H. Brooks, Regulatory Board Administrator, Auctioneers Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-0795, (804) 367-9753/TTY , email [auctioneers@dpor.virginia.gov](mailto:auctioneers@dpor.virginia.gov).

## BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

**February 15, 2007 - 9:30 a.m.** -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 3, Richmond, Virginia.


A meeting to discuss general business matters as it relates to the practice of audiology and speech-language pathology.

**Contact:** Lisa R. Hahn, Executive Director, Board of Audiology and Speech-Language Pathology, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9111, FAX (804) 662-9523, (804) 662-7197/TTY , email [lisa.hahn@dhp.virginia.gov](mailto:lisa.hahn@dhp.virginia.gov).

## VIRGINIA AVIATION BOARD

† **February 20, 2007 - 3 p.m.** -- Open Meeting

† **February 21, 2007 - 9 a.m.** -- Open Meeting


Wyndham Hotel Richmond, 4700 South Laburnum Avenue, Richmond, Virginia. 

A regular bimonthly meeting. Applications for state funding will be presented to the board and other matter 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, Executive Assistant, Virginia Aviation Board, 5702 Gulfstream Rd., Richmond, VA 23250, telephone (804) 236-3626, FAX (804) 236-3635, email [carolyn.toth@doav.virginia.gov](mailto:carolyn.toth@doav.virginia.gov).

## BOARD FOR BARBERS AND COSMETOLOGY

† **February 5, 2007 - 9 a.m.** -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. 

A general business meeting to consider 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

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## Calendar of Events

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discussed in closed session. Public comment will be heard at the beginning of the meeting. 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:** 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 ☎, email [barbercosmo@dpor.virginia.gov](mailto:barbercosmo@dpor.virginia.gov).

### DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

**March 3, 2007 - 10 a.m.** -- Open Meeting

Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A quarterly meeting of the Statewide Rehabilitation Council for the Blind to advise the Department for the Blind and Vision Impaired on matters related to vocational rehabilitation services for the blind and visually impaired citizens of the Commonwealth.

**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 ☎, email [susan.payne@dbvi.virginia.gov](mailto:susan.payne@dbvi.virginia.gov).

**April 17, 2007 - 1 p.m.** -- Open Meeting

Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, Virginia. ♿

A meeting to review information regarding the Department for the Blind and Vision Impaired's activities and operations, review expenditures from board endowment funds, and discuss other issues raised by the board members.

**Contact:** Katherine C. Proffitt, Administrative Staff Assistant, Department for the Blind and Vision Impaired, 397 Azalea Ave., Richmond, VA 23227, telephone (804) 371-3145, FAX (804) 371-3157, toll-free (800) 622-2155, (804) 371-3140/TTY ☎, email [kathy.proffitt@dbvi.virginia.gov](mailto:kathy.proffitt@dbvi.virginia.gov).

### BOARD FOR BRANCH PILOTS

**† May 1, 2007 - 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 ☎, email [branchpilots@dpor.virginia.gov](mailto:branchpilots@dpor.virginia.gov).

**† May 2, 2007 - 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 ☎, email [branchpilots@dpor.virginia.gov](mailto:branchpilots@dpor.virginia.gov).

### CHESAPEAKE BAY LOCAL ASSISTANCE BOARD

**February 13, 2007 - 10 a.m.** -- Open Meeting

Division of Chesapeake Bay Local Assistance, 101 North 14th Street, 17th Floor, Richmond, Virginia.

A meeting of the Northern Area Review Committee to review local programs.

**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, email [david.dowling@dcr.virginia.gov](mailto:david.dowling@dcr.virginia.gov).

**February 13, 2007 - 2 p.m.** -- Open Meeting

Division of Chesapeake Bay Local Assistance, 101 North 14th Street, 17th Floor, Richmond, Virginia.

A meeting of the Southern Area Review Committee to review local programs.

**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, email [david.dowling@dcr.virginia.gov](mailto:david.dowling@dcr.virginia.gov).

**March 26, 2007 - 10 a.m.** -- Open Meeting

Location to be announced.



A regular business meeting to review local programs.

**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, email david.dowling@dcr.virginia.gov.

## STATE BOARD FOR COMMUNITY COLLEGES

**March 21, 2007 - 1:30 p.m.** -- Open Meeting  
Lord Fairfax Community College, Middletown Campus, 173 Skirmisher Lane, Middletown, Virginia.

Meetings of the Academic Committee, Student Affairs and Workforce Development Committee, Budget and Finance Committee, Facilities Committee, Audit Committee, Personnel Committee, and Executive Committee.

**Contact:** D. Susan Hayden, Director of Public Affairs, Virginia Community College System, 101 N. 14th St., 15th Floor, Richmond, VA 23219, telephone (804) 819-4961, FAX (804) 819-4768, (804) 371-8504/TTY ☎

**March 22, 2007 - 9 a.m.** -- Open Meeting  
Lord Fairfax Community College, Middletown Campus, 173 Skirmisher Lane, Middletown, Virginia.

A meeting of the full board. Public comment may be received upon written notification at least five working days prior to the meeting.

**Contact:** D. Susan Hayden, Director of Public Affairs, Virginia Community College System, 101 N. 14th St., 15th Floor, Richmond, VA 23219, telephone (804) 819-4961, FAX (804) 819-4768, (804) 371-8504/TTY ☎

## COMPENSATION BOARD

**February 21, 2007 - 11 a.m.** -- Open Meeting  
102 Governor Street, Lower Level, Room LL22, 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, email cindy.waddell@scb.virginia.gov.

## DEPARTMENT OF CONSERVATION AND RECREATION

### Virginia Soil and Water Conservation Board

† **March 15, 2007 - 9:30 a.m.** -- Open Meeting  
Location to be announced.

A regular board meeting.

**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, email david.dowling@dcr.virginia.gov.

## BOARD FOR CONTRACTORS

**February 6, 2007 - 9 a.m.** -- Open Meeting  
**February 13, 2007 - 9 a.m.** -- Open Meeting  
**February 22, 2007 - 9 a.m.** -- Open Meeting  
† **February 27, 2007 - 1:30 p.m.** -- Open Meeting  
† **March 8, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Room 453, Richmond, Virginia. ♿

An informal fact-finding conference.

**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 ☎, email contractors@dpor.virginia.gov.

**February 27, 2007 - 9 a.m.** -- Open Meeting  
**March 27, 2007 - 9 a.m.** -- Open Meeting  
† **April 24, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulations, 3600 West Broad Street, 4th Floor, Richmond, Virginia. ♿

A 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 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:** 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 ☎, email contractors@dpor.virginia.gov.

**February 27, 2007 - 1 p.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. ♿

A quarterly meeting of the Board for Contractors Committee. The meeting starts after the Board for Contractors meeting ends.


**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 ☎, email contractors@dpor.virginia.gov.

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# Calendar of Events

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## BOARD OF CORRECTIONAL EDUCATION

† **February 16, 2007 - 10 a.m.** -- Open Meeting  
101 North 14th Street, 7th Floor, Richmond, Virginia.   
(Interpreter for the deaf provided upon request)

A meeting to discuss general business.


**Contact:** Patty Ennis, Board Clerk, Board of Correctional Education, 101 N. 14th St., 7th Floor, Richmond, VA 23219, telephone (804) 225-3314, FAX (804) 786-7642, (804) 371-8647/TTY , email patricia.ennis@dce.virginia.gov.

## BOARD OF CORRECTIONS

**March 20, 2007 - 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, email barbara.woodhouse@vadoc.virginia.gov.

**March 20, 2007 - 11 a.m.** -- Open Meeting  
Department of Corrections, 6900 Atmore Drive, 3rd Floor, Board Room, 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, email barbara.woodhouse@vadoc.virginia.gov.

**March 21, 2007 - 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, email barbara.woodhouse@vadoc.virginia.gov.


**March 21, 2007 - 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 presentation to and 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, email barbara.woodhouse@vadoc.virginia.gov.

## CRIMINAL JUSTICE SERVICES BOARD

**March 8, 2007 - 9 a.m.** -- Public Hearing  
General Assembly Building, 9th and Broad Street, House Room D, Richmond, Virginia. 

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Criminal Justice Services Board intends to adopt regulations entitled **6 VAC 20-250, Regulations Relating to Property and Surety Bail Bondsmen**. The purpose of the proposed action is promulgate regulations for property and surety bail bondsmen. The regulation establishes a licensure process, training standards, fee schedule, and the administration of the regulatory system.

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

**Contact:** Leon D. Baker, Jr., Division Director, Department of Criminal Justice Services, Eighth Street Office Bldg., 805 E. Broad St., 10th Floor, Richmond, VA 23219, telephone (804) 225-4086, FAX (804) 786-0588, or email lbaker@dcjs.virginia.gov.


**March 8, 2007 - 11 a.m.** -- Open Meeting  
General Assembly Building, 9th and Broad Streets, House Room D, Richmond, Virginia.

A general business meeting.


**Contact:** Leon D. Baker, Jr., Division Director, Criminal Justice Services Board, 9th Street Office Bldg., 202 N. 9th St., 5th Floor, Richmond, VA 23219, telephone (804) 225-4086, FAX (804) 786-0588, email leon.baker@dcjs.virginia.gov.

## BOARD OF DENTISTRY

**February 9, 2007 - 9 a.m.** -- Open Meeting

† **April 20, 2007 - 9:30 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. 

A meeting of the Credentials Committee to hold informal conferences. There will not be a public comment period.

**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 , email sandra.reen@dhp.virginia.gov.

**February 23, 2007 - 9 a.m.** -- Open Meeting

† **April 27, 2007 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. 

Informal conferences of Special Conference Committee B.  
There will not be a public comment period.

**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 ☎, email sandra.reen@dhp.virginia.gov.

**March 8, 2007 - 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:** 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 ☎, email sandra.reen@dhp.virginia.gov.

**March 9, 2007 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. ♿

A meeting to discuss board business. There will be a 15-minute public comment period at the beginning 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 ☎, email sandra.reen@dhp.virginia.gov.

**March 23, 2007 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. ♿

Informal conferences of Special Conference Committee C.  
There will not be a public comment period.

**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 ☎, email sandra.reen@dhp.virginia.gov.

**March 30, 2007 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. ♿

A meeting of the Special Conference Committee A to hold informal conferences. There will not be a public comment period.

**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 ☎, email sandra.reen@dhp.virginia.gov.

## DESIGN BUILD/CONSTRUCTION MANAGEMENT REVIEW BOARD

† **February 15, 2007 - 11 a.m.** -- Open Meeting

† **March 15, 2007 - 11 a.m.** -- Open Meeting

† **April 19, 2007 - 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 monthly meeting to review requests submitted by localities to use the design build or construction management type contracts. Contact the Division of Engineering and Buildings to confirm this meeting. Board rules and regulations can be obtained on-line at [www.dgs.virginia.gov](http://www.dgs.virginia.gov) under DGS Forms, Form #DGS-30-904.

**Contact:** Kristy H. Martin, 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 ☎, email rhonda.bishton@dgs.virginia.gov.

## BOARD OF EDUCATION

**February 12, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Education intends to amend regulations entitled **8 VAC 20-160, Regulations Governing Secondary School Transcripts**. The purpose of the proposed action is to remove the 1988-89 effective date provision, revise the definitions as necessary to comport with those in other Board of Education regulations, and revise the format options for the transcript and profile data sheets to reflect both Board of Education regulations and state and federal law. The sections concerning class rankings, AP courses and the elements of weighting of advanced, accelerated, advanced placement, and honors level courses are also revised to comport with best instructional practices, as well as other state requirements.

Statutory Authority: § 22.1-16 of the Code of Virginia

**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, email margaret.roberts@doe.virginia.gov.

**February 28, 2007 - 9 a.m.** -- Open Meeting

**March 28, 2007 - 9 a.m.** -- Open Meeting

† **April 23, 2007 - 9 a.m.** -- Open Meeting

James Monroe Building, 101 North 14th Street, 22nd Floor, Jefferson Conference Room, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

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A regular business meeting of the board. Public comment will be received. The agenda and the supporting materials will be posted on the Friday prior to the meeting on the following website:  
[http://www.doe.virginia.gov/VDOE/VA\\_Board/bd-sched.html](http://www.doe.virginia.gov/VDOE/VA_Board/bd-sched.html)

**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, email [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov).

**March 19, 2007 - 9 a.m.** -- Open Meeting

† **April 23, 2007 - 9 a.m.** -- Open Meeting  
Location to be announced.

A meeting of the Advisory Board on Teacher Education and Licensure. For additional information, contact Patty Pitts, Director of Teacher Licensure at the Department of Education, (804) 371-2471, email [patty.pitts@doe.virginia.gov](mailto:patty.pitts@doe.virginia.gov).

**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, email [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov).

**April 18, 2007 - 9 a.m.** -- Open Meeting

**April 19, 2007 - 9 a.m.** -- Open Meeting


**April 20, 2007 - 9 a.m.** -- Open Meeting

Crossroad Inn and Conference Center, 911 East Atlantic Street, South Hill, Virginia.

A meeting of the State Special Education Advisory Committee. For more information on times and agendas go to <http://www.doe.virginia.gov/VDOE/Instruction/Sped/sseac.html> or call the Department of Education Special Education and Student Services office at 804-225-3252 or (TTY) 800-422-1098.

**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, email [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov).

† **April 24, 2007 - 9 a.m.** -- Open Meeting

James Monroe Building, 101 North 14th Street, 22nd Floor, Jefferson Conference Room, Richmond, Virginia.   
(Interpreter for the deaf provided upon request)


A planning session of the board. The president may call additional meetings and special meetings of the full board and its committees, as deemed necessary. Public comment will be received. The agenda and the supporting materials will be posted on the Friday prior to the meeting on the following website:

[http://www.doe.virginia.gov/VDOE/VA\\_Board/bd-sched.html](http://www.doe.virginia.gov/VDOE/VA_Board/bd-sched.html)

**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, email [margaret.roberts@doe.virginia.gov](mailto:margaret.roberts@doe.virginia.gov).

### DEPARTMENT OF ENVIRONMENTAL QUALITY


† **February 6, 2007 - 6 p.m.** -- Open Meeting

Old Courthouse, Circuit Court Room, 16404 Courthouse Road, Eastville, Virginia. 

This is the first public meeting to provide information and solicit comments from citizens and local government on preparation of the draft reports of the fecal coliform TMDLs studies for shellfish propagation waters in Northampton County. The public notice appears in the Virginia Register of Regulations on February 5, 2007. The public comment period begins on February 6, 2007, and ends on March 8, 2007.

**Contact:** Chester Bigelow, Department of Environmental Quality, 629 E. Main St., P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4554, FAX (804) 698-4116, email [cbigelow@deq.virginia.gov](mailto:cbigelow@deq.virginia.gov).


† **February 8, 2007 - 3 p.m.** -- Open Meeting

Westmoreland County Museum and Library, 43 Court Square, Montross, Virginia. 

A meeting of the technical advisory committee assisting in the development of the fecal coliform TMDLs for shellfish propagation waters located in Westmoreland County.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, email [rcfrence@deq.virginia.gov](mailto:rcfrence@deq.virginia.gov).

† **February 8, 2007 - 7 p.m.** -- Open Meeting

Westmoreland County Museum and Library, 43 Court Square, Montross, Virginia. 

The first 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 on February 5, 2007. The public comment period begins on February 8, 2007, and ends on March 12, 2007.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, email [rcfrench@deq.virginia.gov](mailto:rcfrench@deq.virginia.gov).

† **February 14, 2007 - 7 p.m.** -- Public Hearing

Henrico County Eastern Government Center, 3820 Nine Mile Road, Multipurpose Room, Richmond, Virginia. 

A public hearing on an application from BFI Waste Systems of Virginia, LLC, for a permit modification that would allow the vertical expansion of the Old Dominion Sanitary Landfill and Resource Management Facility by increasing the final side slopes to 3 (horizontal) to 1 (vertical). The public comment period runs from January 12, 2007, through March 1, 2007.

**Contact:** John P. Godfrey, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5028, FAX (804) 527-5106, email jpgodfrey@deq.virginia.gov.

**March 8, 2007 - 10 a.m.** -- Open Meeting  
Chesterfield County Airport, Iron Bridge Road, Conference Room, Chesterfield County, Virginia. ♿

A regular meeting of the Recycling Markets Development Council.

**Contact:** Thomas J. Smith, PE, 5 County Complex Court, Suite 250, Prince William, VA 22192, telephone (703) 792-6252, email tsmith@pwcgov.org.

**March 20, 2007 - 9 a.m.** -- Open Meeting  
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia. ♿

A regular meeting of the Ground Water Protection Steering Committee.

**Contact:** Mary Ann Massie, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4042, email mamassie@deq.virginia.gov.

## VIRGINIA FIRE SERVICES BOARD

**February 21, 2007 - 11 a.m.** -- Open Meeting  
Virginia Beach Convention Center, Virginia Beach, Virginia. ♿

A work session of the board. The Executive Subcommittee meets at 3 p.m.

**Contact:** Brook M. Pittinger, Policy, Planning and Legislative Manager, Virginia Fire Services Board, 1005 Technology Park Dr., Glen Allen, VA 23059, telephone (804) 371-0220, email brook.pittinger@vdfp.virginia.gov.

**February 22, 2007 - 10 a.m.** -- Open Meeting  
Virginia Beach Convention Center, Virginia Beach, Virginia. ♿

Committee meetings:  
10 a.m. - Training and Education  
2 p.m. - Prevention and Control  
3 p.m. - Finance and Policy

**Contact:** Brook M. Pittinger, Virginia Fire Services Board, 1005 Technology Park Dr., Glen Allen, VA 23059, telephone (804) 371-0220, email brook.pittinger@vdfp.virginia.gov.

**February 23, 2007 - 9 a.m.** -- Open Meeting  
Virginia Beach Convention Center, Virginia Beach, Virginia. ♿

A full board meeting.

**Contact:** Brook M. Pittinger, Virginia Fire Services Board, 1005 Technology Park Dr., Glen Allen, VA 23059, telephone (804) 371-0220, email brook.pittinger@vdfp.virginia.gov.

**February 24, 2007 - 8 a.m.** -- Open Meeting  
Virginia Beach Convention Center, Virginia Beach, Virginia. ♿

The Governor's 2006 Virginia Fire Services Awards Ceremony held in conjunction with the welcome and opening ceremonies of the Virginia Fire Chiefs Association 2007 Mid-Atlantic Expo and Symposium.

**Contact:** Brook M. Pittinger, Virginia Fire Services Board, 1005 Technology Park Dr., Glen Allen, VA 23059, telephone (804) 371-0220, email brook.pittinger@vdfp.virginia.gov.

## BOARD FOR GEOLOGY

† **April 25, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿

A general business meeting to include 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. 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:** David E. Dick, Executive Director, Board for Geology, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8507, (804) 367-9753/TTY ♿, email geology@dpor.virginia.gov.

## GOVERNOR'S HEALTH REFORM COMMISSION

† **February 8, 2007 - 10 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, Board Room 2, Richmond, Virginia. ♿

**March 2, 2007 - 10 a.m.** -- Open Meeting  
Department of Medical Assistance Services, 600 East Broad Street, Room 7 B, Richmond, Virginia.

A Long-Term Care Workgroup meeting of the Governor's Health Reform Commission. No public comment will be received.

**Contact:** Heidi Dix, Assistant Secretary of Health and Human Resources, Office of the Governor, 1111 E. Broad St,

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## Calendar of Events

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4th Floor, Richmond, VA 23219, telephone (804) 786-7765, email [heidi.dix@governor.virginia.gov](mailto:heidi.dix@governor.virginia.gov).

**February 26, 2007 - 1 p.m.** -- Open Meeting

**March 26, 2007 - 1 p.m.** -- Open Meeting

Department of Medical Assistance Services, 600 East Broad Street, 7th Floor, Conference Room 7B, Richmond, Virginia.

🗣️ (Interpreter for the deaf provided upon request)

A meeting of the Quality, Transparency, and Prevention Workgroup to focus on quality, specifically pay for performance (P4P) initiatives in Medicaid and nursing homes. The goal of the meeting will be to develop ideas and solutions for how the Commonwealth can best implement P4P in Medicaid.

**Contact:** Aryana Khalid, Assistant Secretary of Health and Human Resources, Office of the Governor, 1111 E. Broad St., Richmond, VA 23219, telephone (804) 692-2575, email [aryana.khalid@governor.virginia.gov](mailto:aryana.khalid@governor.virginia.gov).

**February 27, 2007 - 1 p.m.** -- Open Meeting

Department of Medical Assistance Services, 600 East Broad Street, 7th Floor, Conference Room 7B, Richmond, Virginia.

🗣️ (Interpreter for the deaf provided upon request)

A meeting of the Workforce Workgroup to focus on workforce issues for nurses and nurse aides. The goal of the meeting will be to develop ideas and solutions for how the Commonwealth can increase the workforce from both supply and demand perspectives as well as how to retain and reengage the existing workforce in the Commonwealth.

**Contact:** Aryana Khalid, Assistant Secretary of Health and Human Resources, Office of the Governor, 1111 E. Broad St., Richmond, VA 23219, telephone (804) 692-2575, email [aryana.khalid@governor.virginia.gov](mailto:aryana.khalid@governor.virginia.gov).

**March 29, 2007 - 10 a.m.** -- Open Meeting

Department of Medical Assistance Services, 600 East Broad Street, Room 7 B, Richmond, Virginia.

A meeting of the Workforce Workgroup to focus on workforce issues for physicians. The goal of the meeting will be to develop ideas and solutions for how the Commonwealth can increase the workforce from both supply and demand perspectives as well as how to retain and reengage the workforce we already have in the Commonwealth.

**Contact:** Aryana Khalid, Assistant Secretary of Health and Human Resources, Office of the Governor, 1111 East Broad St., Richmond, VA 23219, telephone (804) 692-2575, email [aryana.khalid@governor.virginia.gov](mailto:aryana.khalid@governor.virginia.gov).

**April 18, 2007 - 1 p.m.** -- Open Meeting

Department of Medical Assistance Services, 600 East Broad Street, Room 7 B, Richmond, Virginia.

A meeting of the Workforce Workgroup to focus on final recommendations to the commission concerning the physician, nurse, and nurse aide workforce.

**Contact:** Aryana Khalid, Assistant Secretary of Health and Human Resources, Office of the Governor, 1111 East Broad St., Richmond, VA 23219, telephone (804) 692-2575, email [aryana.khalid@governor.virginia.gov](mailto:aryana.khalid@governor.virginia.gov).

### STATE BOARD OF HEALTH

**February 9, 2007** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Health intends to repeal regulations entitled **12 VAC 5-190, State Plan for the Provision of Children's Specialty Services**, and adopt regulations entitled **12 VAC 5-191, State Plan for the Children with Special Health Care Needs Program**. The purpose of the proposed action is to repeal the current regulation, 12 VAC 5-190, State Plan for the Provision of Children's Specialty Services, because this regulation does not adequately address the existing model for providing services, and promulgate 12 VAC 5-191, State Plan for the Children with Special Health Care Needs Program, to provide a State Plan for the administration, eligibility, and scope of services provided through the Department of Health for residents of the Commonwealth with special health care needs. The Children with Special Health Care Needs Program encompasses various initiatives to serve individuals with special health care needs including the Care Connection for Children network, Child Development Services program, and the Virginia Bleeding Disorders Program. Following a federally mandated comprehensive needs assessment in 1999, the previous Children's Specialty Services program was phased out and replaced with the Care Connection for Children network. The current program operates very differently, and therefore needs new regulations.

Other state-mandated initiatives, such as the Virginia Newborn Screening System, Virginia Congenital Anomalies Reporting and Education System, Virginia Sickle Cell Awareness Program, and Pediatric Comprehensive Sickle Cell Clinic Network also identify and serve children with special health care needs. These programs, several of which have separate regulations, are now referenced in this regulation as well.

The proposed regulation is designed to ensure that program services are made available to eligible residents within available appropriations, are able to respond to changing needs of the population, and can qualify for federal Title V and other available funds for plan administration. It is intended to support consistent program administration

statewide, and assure that resources are expended and distributed fairly across the Commonwealth.

Statutory Authority: §§ 32.1-12 and 32.1-77 of the Code of Virginia.

**Contact:** Nancy Bullock, Director, Children with Special Health Care Needs Program, Division of Child and Adolescent Health, Department of Health, 109 Governor St., 8th Floor, Richmond, VA 23219, telephone (804) 864-7706, FAX (804) 864-7722 or email nancy.bullock@vdh.virginia.gov.

## DEPARTMENT OF HEALTH

**February 13, 2007 - 9 a.m.** -- Open Meeting

**April 17, 2007 - 9 a.m.** -- Open Meeting

Department of Health, 109 Governor Street, 5th Floor Conference Room, Richmond, Virginia.

A meeting of the Authorized Onsite Soil Evaluator Regulations Advisory Committee to make recommendations to the commissioner regarding AOSE/PE policies and programs. The meeting will also be scheduled in remote locations via video conference.

**Contact:** Dwayne Roadcap, Program Manager, Department of Health, 109 Governor St., Richmond, VA 23219, telephone (804) 864-7462, FAX (804) 864-7476, email dwayne.roadcap@vdh.virginia.gov.

† **February 23, 2007 - 10 a.m.** -- Open Meeting

† **March 23, 2007 - 10 a.m.** -- Open Meeting

† **April 24, 2007 - 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 Regulations 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, Division of Onsite Sewage and Water Services, Department of Health, 109 Governor St., 5th Floor, Richmond, VA 23219, telephone (804) 864-7452, FAX (804) 864-7476, email donald.alexander@vdh.virginia.gov.

**April 17, 2007 - 10 a.m.** -- Open Meeting

Division of Consolidated Laboratory Services, 600 North 5th Street, Training Room T-23, Richmond, Virginia. ☎

A meeting of the Genetics Advisory Committee to advise the Department of Health on coordinating access to clinical genetics services across the Commonwealth and assuring the provision of genetic awareness and quality services and education for consumers and providers taking into consideration issues of confidentiality, privacy and consent.

**Contact:** Nancy Ford, Director of Pediatric Screening and Genetics Services, Department of Health, 109 Governor St., 8th Floor, Richmond, VA 23219, telephone (804) 864-7691, email nancy.ford@vdh.virginia.gov.

## State Emergency Medical Services Advisory Board

**February 8, 2007 - 1 p.m.** -- Open Meeting

Richmond Marriott West, 4240 Dominion Boulevard, Glen Allen, Virginia. ☎

A quarterly meeting of the Financial Assistance Review Committee to discuss upcoming grant cycles, initiatives, problems with past grants, and Rescue Squad Assistance Fund (RSAF) finances. The committee is responsible for recommending to the Commissioner of Health monetary awards as stipulated in the Code of Virginia.

**Contact:** Amanda Davis, Grants Administrator, Department of Health, 109 Governor St., Suite UB-55, Richmond, VA 23219, telephone (804) 864-7600, FAX (804) 864-7580, toll-free (800) 523-6019, email amanda.davis@vdh.virginia.gov.

† **February 8, 2007 - 3 p.m.** -- Open Meeting

Richmond Marriott West, 4240 Dominion Boulevard, Richmond, Virginia. ☎

A regular meeting of the Regulation and Policy Committee to review regulatory challenges and ideas.

**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) 864-7022, toll-free (800) 523-6019, email michael.berg@vdh.virginia.gov.

**February 9, 2007 - 9 a.m.** -- Open Meeting

Richmond Marriott West, 4240 Dominion Boulevard, Glen Allen, Virginia. ☎

A quarterly meeting of the Communications Committee to review and recommend policies on emergency medical services (EMS) communications and coordinate the development and implementation of communications and associated technology that support EMS operations at the local, regional and state levels.

**Contact:** Ken Crumpler, Communications Coordinator, Department of Health, 109 Governor St., Suite UB-55, Richmond, VA 23219, telephone (804) 864-7600, FAX (804) 864-7580, toll-free (800) 523-6019, email ken.crumpler@vdh.virginia.gov.

**February 9, 2007 - 1 p.m.** -- Open Meeting

Richmond Marriott West, 4240 Dominion Boulevard, Glen Allen, Virginia. ☎

A quarterly meeting to provide advice and counsel regarding methods and procedures for planning, developing and maintaining a statewide emergency medical services

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# Calendar of Events

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
system to the Office of Emergency Medical Services and the State Board of Health.

**Contact:** Gary R. Brown, Director, Department of Health, 109 Governor St., Suite UB-55 Richmond, VA 23219, telephone (804) 864-7600, FAX (804) 864-7580, toll-free (800) 523-6019, email gary.brown@vdh.virginia.gov.


## DEPARTMENT OF HEALTH PROFESSIONS

**April 18, 2007 - 11 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. 


A meeting of the Prescription Monitoring Program Advisory Committee to review collected data for the program evaluation workplan and to receive a progress report on the enhancement and expansion of the program. 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 the meeting.

**Contact:** Ralph A. Orr, Prescription Monitoring Program Manager, Department of Health Professions, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9133, FAX (804) 662-9240, (804) 662-7197/TTY , email ralph.orr@dhp.virginia.gov.


## BOARD FOR HEARING AID SPECIALISTS

**† March 14, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. 

A general business meeting that will include 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 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:** 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 , email hearingaidspec@dpor.virginia.gov.

## STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

**† March 13, 2007 - 11 a.m.** -- Open Meeting  
Richard Bland College, 11301 Johnson Road, Petersburg, Virginia. 

A regular meeting of the council and committees.

**Contact:** Lee Ann Rung, State Council of Higher Education for Virginia, James Monroe Bldg., 101 N. 14th St., 9th Floor, Richmond, VA 23219, telephone (804) 225-2602, FAX (804) 371-7911, email leannrung@schev.edu.


## VIRGINIA COUNCIL ON HUMAN RESOURCES

**March 22, 2007 - 9:30 a.m.** -- Open Meeting  
James Monroe Building, 101 North 14th Street, PDS #4, Richmond, Virginia.


A quarterly meeting.

**Contact:** Barbara Tanner, Executive Assistant, Department of Human Resource Management, James Monroe Bldg., 101 N. 14th St., 13th Floor, Richmond, VA 23219, telephone (804) 225-2237, FAX (804) 371-7401, email barbara.tanner@dhrm.virginia.gov.

## STATEWIDE INDEPENDENT LIVING COUNCIL

**† February 7, 2007 - 9:30 a.m.** -- Open Meeting  
General Assembly Building, 9th and Broad Streets, 8 West Conference Room, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A public comment forum to receive comments on the State Plan for Independent Living. Platform interpreters are provided. Materials will be available in alternate format. Public comment will be received from 9:30 a.m. to 11:30 a.m.

**Contact:** Lisa Grubb, Executive Director, Department of Rehabilitative Services, 32 Abbey Court, Fishersville, VA 22939, telephone (804) 949-7452, FAX (804) 949-7453, toll-free (800) 552-5019, (800) 464-9950/TTY , email va.silc.lisa@comcast.net.

## STATE BOARD OF JUVENILE JUSTICE

**April 11, 2007 - 10 a.m.** -- Open Meeting  
Department of Juvenile Justice, 7th and Franklin Streets, Richmond, Virginia.


The Secure Services Committee and Nonsecure Services Committee meet at 9 a.m. to receive certification audit reports of several residential and nonresidential programs. The full board meets at 10 a.m. to take action on the certification reports and hear other such business as comes before the board. The board will receive public comment at each of its regular meetings. In order to allow the board sufficient time for its other business, the total time allotted to public comment will be limited to 30 minutes at the beginning of the meeting with additional time allotted at the end of the meeting for individuals who have not had a chance to be heard. Speakers will be limited to 10 minutes each with shorter time frames provided at the Chairman's




discretion to accommodate large numbers of speakers. Those wishing to speak to the board are strongly encouraged to contact Deborah Hayes at 804-371-0704 three or more business days prior to the meeting. Persons not registered prior to the day of the board meeting will speak after those who have preregistered. Normally, speakers will be scheduled in the order that their requests are received. Where issues involving a variety of views are presented before the board, the board reserves the right to allocate the time available so as to insure that the board hears from different points of view on any particular issue. Groups wishing to address a single subject are urged to designate a spokesperson. Speakers are urged to confine their comments to topics relevant to the board's purview. In order to make the limited time available most effective, speakers are urged to provide multiple written copies of their comments or other material amplifying their views. Please provide at least 15 written copies if you are able to do so.

**Contact:** Deborah C. Hayes, Administrative Assistant, Department of Juvenile Justice, 700 Centre, 700 E. Franklin St., 4th Floor, Richmond, VA 23219, telephone (804) 371-0704, FAX (804) 371-0725.

## STATE LIBRARY BOARD

**March 19, 2007 - 10:30 a.m.** - Open Meeting  
The Library of Virginia, 800 East Broad Street, Richmond, Virginia. 


A meeting to discuss matters pertaining to the Library of Virginia and the Library Board.

**Contact:** Jean H. Taylor, Executive Secretary Senior, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-8000, telephone (804) 692-3525, FAX (804) 692-3594, (804) 692-3976/TTY , email jtaylor@lva.lib.va.us.


## BOARD OF LONG-TERM CARE ADMINISTRATORS

**April 17, 2007 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia. 

A meeting to discuss board matters. There will be a public comment period at the beginning of the meeting.

**Contact:** Lisa Russell Hahn, Executive Director, Board of Long-Term Care Administrators, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9930, FAX (804) 662-9943, (804) 662-7197/TTY , email lisa.hahn@dhp.virginia.gov.

## LONGWOOD UNIVERSITY

† **February 19, 2007 - 1 p.m.** -- Open Meeting  
The Martin Agency "Dome Room," One Shockoe Plaza, Richmond, Virginia. 


A meeting to conduct routine business of the Executive Committee.

**Contact:** Jeanne S. Hayden, Administrative Staff Assistant, Office of the President, Longwood University, 201 High St., Farmville, VA 23909, telephone (434) 395-2004.


## MARINE RESOURCES COMMISSION

**February 27, 2007 - 9:30 a.m.** -- Open Meeting

**March 27, 2007 - 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 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 , email jane.mccroskey@mrc.virginia.gov.

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

**February 9, 2007** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled **12 VAC 30-80, Methods and Standards for Establishing Payment Rates; Other Types of Care.** The purpose of the proposed action is to increase reimbursement for certain physician types.

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

**Contact:** William Lessard, Provider Reimbursement, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 225-4593, FAX (804) 786-1680 or email william.lessard@dmas.virginia.gov.

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**February 9, 2007** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled **12 VAC 30-120, Waivered Services.** The purpose of the proposed action is to establish a new waiver program to provide additional services to residents of assisted living facilities who receive an auxiliary grant, who meet nursing facility criteria, and who have a diagnosis of Alzheimer's or a related dementia.

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# Calendar of Events

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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 email teja.stokes@dmas.virginia.gov.

† **April 17, 2007 - 9 a.m.** -- Open Meeting  
Department of Medical Assistance Services, 600 East Broad Street, Richmond, Virginia. ☎

A meeting of the Pharmacy and Therapeutics Committee to review PDL Phase II and new drugs in PDL Phase I.

**Contact:** Katina Goodwyn, Pharmacy Contract Manager, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 371-0428, (800) 343-0634/TTY ☎, email katina.goodwyn@dmas.virginia.gov.

## BOARD OF MEDICINE

† **February 6, 2007 - 1 p.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia.

**April 6, 2007** - 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 Board of Medicine intends to amend regulations entitled **18 VAC 85-40, Regulations Governing the Practice of Respiratory Care Practitioners**. The purpose of the proposed action is to clarify requirements for evidence of competency to return to active practice for applicants for reinstatement or reactivation.

Statutory Authority: §§ 54.1-2400 and 54.1-2954.1 of the Code of Virginia.

Public comments may be submitted until April 6, 2007, to William L. Harp, M.D., Executive Director, Board of Medicine, 6603 West Broad Street, Richmond, VA 23230.

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or email elaine.yeatts@dhp.virginia.gov.

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† **February 8, 2007 - 9 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia.

**April 6, 2007** - 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 Board of Medicine intends to

amend regulations entitled **18 VAC 85-120, Regulations Governing the Licensure of Athletic Trainers**. The purpose of the proposed action is to specify the supervisory responsibility for a provisional licensee should be daily and on site.

Statutory Authority: §§ 54.1-2400 and 54.1-2957.4 of the Code of Virginia.

Public comments may be submitted until April 6, 2007, to William L. Harp, M.D., Executive Director, Board of Medicine, 6603 West Broad Street, Richmond, VA 23230.

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or email elaine.yeatts@dhp.virginia.gov.

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† **February 22, 2007 - 8:15 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.

**April 6, 2007** - 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 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 set requirements for mixing, diluting or reconstituting sterile drug products by physicians or persons under their supervision.

Statutory Authority: §§ 54.1-2400 and 54.1-3401 of the Code of Virginia.

Public comments may be submitted until April 6, 2007, to William L. Harp, M.D., Executive Director, Board of Medicine, 6603 West Broad Street, Richmond, VA 23230.

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or email elaine.yeatts@dhp.virginia.gov.

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† **February 22, 2007 - 8:15 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.

**April 6, 2007** - 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 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 eliminate the requirement that 15 of the 30 hours of Type I continuing education be face-to-face.

Statutory Authority: §§ 54.1-2400 and 54.1-2912.1 of the Code of Virginia.

Public comments may be submitted until April 6, 2007, to William L. Harp, M.D., Executive Director, Board of Medicine, 6603 West Broad Street, Richmond, VA 23230.

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or email [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

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† **February 22, 2007 - 8:15 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.

**April 6, 2007** - 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 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 waive the board's continuing education requirements for persons practicing solely as medical examiners.

Statutory Authority: §§ 54.1-2400 and 54.1-2912.1 of the Code of Virginia.

Public comments may be submitted until April 6, 2007, to William L. Harp, M.D., Executive Director, Board of Medicine, Department of Health Professions, 6603 West Broad Street, Richmond, VA 23230.

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or email [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

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† **February 22, 2007 - 8:15 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.

**April 6, 2007** - 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 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 require that applicants who sat for the United States Medical Licensing Examination (USMLE) must pass Steps 1, 2, and 3 within a 10-year period, unless the applicant is board certified in a specialty. The current requirement is passage within a seven-year period except for "good cause shown."

Statutory Authority: §§ 54.1-2400 and 54.1-2930 of the Code of Virginia.

Public comments may be submitted until April 6, 2007, to William L. Harp, M.D., Executive Director, Board of Medicine, 6603 West Broad Street, Richmond, VA 23230.

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or email [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

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† **February 22, 2007 - 8:15 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.

**April 6, 2007** - 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 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 the Type I (verifiable) hours of chiropractic continuing education must be clinical hours that are approved by a college or university accredited by the Council on Chiropractic Education or any other organization approved by the board.

Statutory Authority: §§ 54.1-2400 and 54.1-2912.1 of the Code of Virginia.

Public comments may be submitted until April 6, 2007, to William L. Harp, M.D., Executive Director, Board of Medicine, 6603 West Broad Street, Richmond, VA 23230.

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or email [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

**February 22, 2007 - 8:30 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. ☎

The board will consider regulatory and disciplinary matters as may be presented on the agenda. Public comment will be received on agenda items at the beginning of the meeting.

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## Calendar of Events

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**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 ☎, email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

**February 22, 2007 - 1:30 p.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia.📍

The Credentials Committee will meet to consider applicants for licensure and other matters of the board. 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 ☎, email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

**March 7, 2007 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.📍

**March 20, 2007 - 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. Dixson, Discipline Case Manager, Department of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-7009, FAX (804) 662-9517, (804) 662-7197/TTY ☎, email [renee.dixson@dhp.virginia.gov](mailto:renee.dixson@dhp.virginia.gov).

**April 6, 2007 - 8:30 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 ☎, email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

### Advisory Board on Athletic Training

**February 8, 2007 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.📍

The advisory board will 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 ☎, email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

### Advisory Board on Occupational Therapy

**February 6, 2007 - 10 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.📍

The advisory board will consider issues related to the regulations 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 ☎, email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

### Advisory Board on Physician Assistants

**February 8, 2007 - 1 p.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.📍

The advisory board will 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 ☎, email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

### Advisory Board on Radiological Technology

NOTE: CHANGE IN MEETING TIME

**February 7, 2007 - 1 p.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.📍

The advisory board will consider issues related to the regulations of radiologic technologists and radiologic technologists-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 ☎, email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

## Advisory Board on Respiratory Care

**February 6, 2007 - 1 p.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia. ♿

The advisory board will 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 ☎, email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

## VIRGINIA MILITARY INSTITUTE

† **February 8, 2007 - 8 a.m.** -- Open Meeting  
Marriott Richmond, 500 East Broad Street, Salon 4, Richmond, Virginia.

A regular meeting of the Board of Visitors.

**Contact:** Colonel Michael M. Strickler, Superintendent's Office, Virginia Military Institute, Lexington, VA 24450, telephone (540) 464-7206.

## STATE MILK COMMISSION

**February 15, 2007 - 10 a.m.** -- Open Meeting  
Department of Agriculture and Consumer Services, Oliver Hill Building, 102 Governor Street, Room 232, Richmond, Virginia. ♿

A regular meeting to consider industry issues, distributor licensing, base transfers and reports from staff. The commission offers anyone in attendance an opportunity to speak at the conclusion of the agenda. Those persons requiring special accommodations should notify Rodney L. Phillips at least five working days prior to the meeting date so that suitable arrangements can be made.

**Contact:** Rodney L. Phillips, Administrator, State Milk Commission, Oliver Hill Bldg., 102 Governor St., Room 205, Richmond, VA 23218, telephone (804) 786-2013, FAX (804) 786-3779, email [rodney.phillips@vdacs.virginia.gov](mailto:rodney.phillips@vdacs.virginia.gov).

## DEPARTMENT OF MINES, MINERALS AND ENERGY

† **February 8, 2007 - 9 a.m.** -- Open Meeting  
Vulcan Construction Materials, 5601 Iron Bridge Parkway, Chester, Virginia. ♿ (Interpreter for the deaf provided upon request)

An informal conference as required by § 45.1-161.292:63 of the Code of Virginia. Vulcan Materials has appealed a Notice of Violation issued by the Department of Mines, Minerals and Energy addressing qualifications for personnel conducting annual electrical continuity/ground tests. Annual continuity testing is required under 4 VAC 25-40-2250. 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 Mineral Mining at least seven days prior to the meeting date.

**Contact:** Conrad T. Spangler, Director, Division of Mineral Mining, Department of Mines, Minerals and Energy, 900 Natural Resources Dr., Suite 400, Charlottesville, VA 22903, telephone (434) 951-6310, FAX (434) 951-6325, (800) 828-1120/TTY ☎, email [conrad.spangler@dmme.virginia.gov](mailto:conrad.spangler@dmme.virginia.gov).

† **February 16, 2007 - 1 p.m.** -- Open Meeting  
Department of Mines, Minerals and Energy, Buchanan-Smith Building, 3405 Mountain Empire Road, Room 116, Big Stone Gap, Virginia. ♿

A meeting to give interested persons an opportunity to be heard in regard to the FY2007 Abandoned Mine Land Consolidated Grant Application to be submitted to the Federal Office of Surface Mining.

**Contact:** Roger Williams, Abandoned Mine Land Services Manager, Department of Mines, Minerals and Energy, 3405 Mountain Empire Rd., Big Stone Gap, VA 24219, telephone (276) 523-8208, FAX (276) 523-8247, (800) 828-1120/TTY ☎, email [roger.williams@dmme.virginia.gov](mailto:roger.williams@dmme.virginia.gov).

## DEPARTMENT OF MOTOR VEHICLES

† **February 13, 2007 - 10 a.m.** -- Open Meeting  
Department of Motor Vehicles, 2300 West Broad Street, Richmond, Virginia. ♿

A meeting of the Motorcycle Advisory Council to continue work on the council's goals and initiatives.

**Contact:** Audrey Odum, Management Analyst, Department of Motor Vehicles, P.O. Box 27412, Richmond, VA 23269-0001, telephone (804) 367-8140, FAX (804) 367-6631, toll-free (800) 272-9268, (800) 272-9268/TTY ☎, email [audrey.odum@dmv.virginia.gov](mailto:audrey.odum@dmv.virginia.gov).

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# Calendar of Events

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## VIRGINIA MUSEUM OF FINE ARTS

**February 6, 2007 - 8 a.m.** -- Open Meeting

**March 6, 2007 - 8 a.m.** -- Open Meeting

**April 5, 2007 - 9 a.m.** -- Open Meeting

**† May 1, 2007 - 8 a.m.** -- Open Meeting

Virginia Museum of Fine Arts, 200 North Boulevard, The Pauley Center, Dining Room, Richmond, Virginia. ☎

A meeting for staff to update the Executive 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 ☎, email [suzanne.broyles@vmfa.museum](mailto:suzanne.broyles@vmfa.museum).

**February 20, 2007 - 2 p.m.** -- Open Meeting

Virginia Museum of Fine Arts, 200 North Boulevard, The Pauley Center Dining Room, Richmond, Virginia. ☎

A meeting of the Statewide Task Force 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, email [suzanne.broyles@vmfa.museum](mailto:suzanne.broyles@vmfa.museum).

**February 21, 2007 - 9 a.m.** -- Open Meeting

Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, Virginia. ☎

Meetings of the following committees:

9 a.m. - Museum Expansion - Pauley Center Parlor

11:15 a.m. - Art Acquisitions Subcommittee - Museum Library

1 p.m. - Artistic Oversight - Pauley Center Parlor

3 p.m. - Government Affairs - Pauley Center 2

Public comment will not be received at committee meetings.

**Contact:** Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1503, email [suzanne.broyles@vmfa.museum](mailto:suzanne.broyles@vmfa.museum).

**February 22, 2007 - 9 a.m.** -- Open Meeting

Virginia Museum of Fine Arts, The Pauley Center, 200 North Boulevard, 2nd Floor Meeting Room, Richmond, Virginia. ☎

A meeting of the Fiscal Oversight Committee 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, email [suzanne.broyles@vmfa.museum](mailto:suzanne.broyles@vmfa.museum).

**February 22, 2007 - Noon** -- Open Meeting

Virginia Museum of Fine Arts, 200 North Boulevard, The Pauley Center Parlor, Richmond, Virginia. ☎

A meeting of the Board of Trustees. 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, email [suzanne.broyles@vmfa.museum](mailto:suzanne.broyles@vmfa.museum).

## BOARD OF NURSING

**March 19, 2007 - 9 a.m.** -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia. ☎

A panel will conduct informal conferences with licensees and/or certificate holders. Public comment will not be received.

**Contact:** Jay P. Douglas, RN, MSM, CSAS, 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 ☎, email [nursebd@dhp.virginia.gov](mailto:nursebd@dhp.virginia.gov).

**March 20, 2007 - 9 a.m.** -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ☎

A general business meeting to include receipt of committee reports, 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) 662-9949, FAX (804) 662-9512, (804) 662-7197/TTY ☎, email [jay.douglas@dhp.virginia.gov](mailto:jay.douglas@dhp.virginia.gov).

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**† March 20, 2007 - 11:30 a.m.** -- Public Hearing

Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ☎

**April 6, 2007** - 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 Board of Nursing intends to amend regulations entitled **18 VAC 90-20, Regulations Governing the Practice of Nursing**. The purpose of the proposed action is to implement provisions for issuance of an inactive license or reactivation of such a license.

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

Public comments may be submitted until April 6, 2007, to Jay P. Douglas, R.N., Executive Director, Board of Nursing, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9949, FAX (804) 662-9512, (804) 662-7197/TTY ☎, email [jay.douglas@dhp.virginia.gov](mailto:jay.douglas@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 or email [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

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† **March 20, 2007 - 11:30 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ♿

**April 6, 2007** - 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 Board of Nursing intends to amend regulations entitled **18 VAC 90-20, Regulations Governing the Practice of Nursing**. The purpose of the proposed action is to revise the regulation relating to nursing education to provide more specificity to the requirements for nursing education programs, add an application fee for program approval, set a minimum NCLEX passage rate for approved programs and a minimum number of clinical hours, and clarify the responsibilities in the clinical practice of students. Additional grounds for disciplinary action are proposed to address issues relating to unprofessional conduct for nurses. The amendments also increase the number of hours for an approved medication administration program from 24 to 32.

Statutory Authority: §§ 54.1-2400 and 54.1-3005 of the Code of Virginia.

Public comments may be submitted until April 6, 2007, to Jay P. Douglas, R.N., Executive Director, Board of Nursing, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9949, FAX (804) 662-9512, (804) 662-7197/TTY ☎, email [jay.douglas@dhp.virginia.gov](mailto:jay.douglas@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 or email [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

**March 21, 2007 - 9 a.m.** -- Open Meeting

**March 22, 2007 - 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 of Nursing will conduct formal hearings with licensees and/or certificate holders. Public comment will not be received.

**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) 662-9949, FAX (804) 662-9512, (804) 662-7197/TTY ☎, email [jay.douglas@dhp.virginia.gov](mailto:jay.douglas@dhp.virginia.gov).

## BOARDS OF NURSING AND MEDICINE

**February 21, 2007 - 9 a.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Room 1, Richmond, Virginia. ♿

A meeting of the Committee of the Joint Boards of Nursing and Medicine to conduct general business.

**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) 662-9949, FAX (804) 662-9512, (804) 662-7197/TTY ☎, email [jay.douglas@dhp.virginia.gov](mailto:jay.douglas@dhp.virginia.gov).

## OLD DOMINION UNIVERSITY

**February 19, 2007 - Noon** -- Open Meeting

**March 19, 2007 - Noon** -- Open Meeting

Old Dominion University, Webb University Center, Norfolk, Virginia. ♿

A regular meeting of the Executive Committee of the governing board of the institution to discuss business of the board and the institution as determined by the rector and the president. Public comment will not be received by the board.

**Contact:** Donna Meeks, Executive Secretary to the Board of Visitors, Old Dominion University, 204 Koch Hall, Norfolk, VA 23529, telephone (757) 683-3072, FAX (757) 683-5679, email [dmeeks@odu.edu](mailto:dmeeks@odu.edu).

**April 6, 2007 - 1:30 p.m.** -- Open Meeting

Webb University Center, Old Dominion University, Norfolk, Virginia. ♿

A regular meeting 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, email [dmeeks@odu.edu](mailto:dmeeks@odu.edu).

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# Calendar of Events

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## BOARD FOR OPTICIANS

† **April 6, 2007 - 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 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:** 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 , email [opticians@dpor.virginia.gov](mailto:opticians@dpor.virginia.gov).

## VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES


**March 15, 2007 - 11 a.m.** -- Open Meeting  
Wyndham Hotel, 4700 South Laburnum Avenue, Richmond, Virginia. 

A meeting of the Executive Committee.

**Contact:** Sandra Smalls, Executive Assistant, Virginia Board for People with Disabilities, 202 N. 9th St., 9th Floor, Richmond, VA 23219, telephone (804) 786-9368, FAX (804) 786-1118, toll-free (800) 846-4464, (804) 786-0016/TTY , email [sandra.smalls@vbpd.virginia.gov](mailto:sandra.smalls@vbpd.virginia.gov).

† **March 16, 2007 - 8:30 a.m.** -- Open Meeting  
Wyndham Hotel, 4700 South Laburnum Avenue, Richmond, Virginia. 

A quarterly board meeting. The following committees will also meet: Community Integration, Community Living and Transportation, Education, and Employment.

**Contact:** Sandra Smalls, Executive Assistant, Virginia Board for People with Disabilities, 202 N. 9th St., 9th Floor, Richmond, VA 23219, telephone (804) 786-9368, FAX (804) 786-1118, toll-free (800) 846-4464, (804) 786-0016/TTY , email [sandra.smalls@vbpd.virginia.gov](mailto:sandra.smalls@vbpd.virginia.gov).

## BOARDS OF PHARMACY AND MEDICINE

† **February 28, 2007 - 9 a.m.** -- Public Hearing  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.

**April 6, 2007** - 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 Board of Medicine intends to


amend regulations entitled **18 VAC 110-40, Regulations Governing Collaborative Practice Agreements**. The purpose of the proposed action is to amend requirements for collaborative practice agreements between doctors of medicine, osteopathy or podiatry and pharmacists directly involved in patient care in order to clarify certain provisions and modify others that are unnecessarily cumbersome or burdensome.

Statutory Authority: §§ 54.1-2400 and 54.1-3300.1 of the Code of Virginia.


Public comments may be submitted until April 6, 2007, to Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6603 West Broad Street, Richmond, VA 23230.

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or email [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).


## BOARD OF PHYSICAL THERAPY

† **April 27, 2007 - 1 p.m.** -- Open Meeting  
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia. 

A formal hearing to inquire into allegations that a licensee may have violated certain laws and regulations governing the practice of physical therapy. The board will meet in open and closed sessions pursuant to § 2.2-3711 A (7), (15), and/or (28) of the Code of Virginia. Public comment will not be received.

**Contact:** Lisa R. Hahn, 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 , email [lisa.hahn@dhp.virginia.gov](mailto:lisa.hahn@dhp.virginia.gov).

## POLYGRAPH EXAMINERS ADVISORY BOARD

**April 5, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation,  
3600 West Broad Street, 4th Floor, 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. 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:** Kevin Hoeft, Regulatory Boards Administrator, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804)



367-2785, FAX (804) 367-0674, (804) 367-9753/TTY ☎, email kevin.hoeft@dpor.virginia.gov.

## BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION

**March 5, 2007 - 10 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, Richmond, Virginia. ♿

A regular board meeting.

**Contact:** Mark N. Courtney, Executive Director, Board for Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, email mark.courtney@dpor.virginia.gov.

## BOARD OF PSYCHOLOGY

**April 10, 2007 - 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 ☎, email evelyn.brown@dhp.virginia.gov.

## VIRGINIA PUBLIC GUARDIAN AND CONSERVATOR ADVISORY BOARD

† **February 15, 2007 - 10 a.m.** -- Open Meeting  
Virginia Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, Virginia. ♿

A meeting of the Ad Hoc Planning and Development Committee.

**Contact:** Faye D. Cates, MSSW, Guardianship Program Specialist, Virginia Public Guardian and Conservator Advisory Board, Department for the Aging, 1610 Forest Ave., Suite 100, Richmond, VA 23229, telephone (804) 662-9310, FAX (804) 662-9354, toll-free (800) 552-3402, (804) 662-9333/TTY ☎, email faye.cates@vda.virginia.gov.

**March 22, 2007 - 10 a.m.** -- Open Meeting  
Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, Virginia. ♿

An Executive Committee meeting.

**Contact:** Faye D. Cates, MSSW, Guardianship Program Specialist, Virginia Public Guardian and Conservator Advisory Board, Department for the Aging, 1610 Forest Ave., Suite 100, Richmond, VA 23229, telephone (804) 662-

9310, FAX (804) 662-9354, toll-free (800) 552-3402, (804) 662-9333/TTY ☎, email faye.cates@vda.virginia.gov.

## REAL ESTATE APPRAISER BOARD

**February 15, 2007 - 10 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. ♿

An informal fact-finding conference.

**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 ☎, email reboard@dpor.virginia.gov.

† **February 20, 2007 - 10 a.m.** -- Open Meeting

† **May 1, 2007 - 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 ☎, email reboard@dpor.virginia.gov.

## REAL ESTATE BOARD

† **March 21, 2007 - 3 p.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, Richmond, Virginia.

A meeting of the Education Committee to discuss education issues.

**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 ☎, email reboard@dpor.virginia.gov.

† **March 22, 2007 - 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 Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-6946, (804) 367-9753/TTY ☎, email reboard@dpor.virginia.gov.

## DEPARTMENT OF REHABILITATIVE SERVICES

† **February 8, 2007 - 9 a.m.** -- Open Meeting  
Crowne Plaza Hotel Richmond West, 6531 West Broad Street, Richmond, Virginia. ♿

A meeting of the Intercommunity Transition Council to work on and improve services relating to transition for students with disabilities within the Commonwealth. The

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## Calendar of Events

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group works on transition-related issues in the area of education, employment and community living. Interpreters and materials in alternate format provided upon prior requests. Public comments will be taken at approximately 1 p.m.

**Contact:** Erica Lovelace, Education Services Manager, Department of Rehabilitative Services, 8004 Franklin Farms Dr., Richmond, VA 23229, telephone (804) 662-7082, FAX (804) 662-9508, toll-free (800) 552-5019, (800) 464-9950/TTY ☎, email [erica.lovelace@drs.virginia.gov](mailto:erica.lovelace@drs.virginia.gov).

**April 27, 2007 - 1 p.m.** -- Open Meeting  
8004 Franklin Farms Drive, Conference Room 101/103/105, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A quarterly meeting of the Virginia Brain Injury Council. Materials provided in alternate format upon request. Public comment will be received at approximately 1:15 p.m.

**Contact:** Kristie Chamberlain, BI/SCI Services Unit, Department of Rehabilitative Services, 8004 Franklin Farms Dr., P.O. Box K-300, Richmond, VA 23229, telephone (804) 662-7154, FAX (804) 662-7663, toll-free (800) 552-5019, (800) 464-9950/TTY ☎, email [Kristie.chamberlain@drs.virginia.gov](mailto:Kristie.chamberlain@drs.virginia.gov).

### VIRGINIA RESEARCH AND TECHNOLOGY ADVISORY COMMISSION

**March 20, 2007 - 1 p.m.** -- Open Meeting  
Northern Virginia.

A quarterly meeting. Specific time and location to be determined.

**Contact:** Nancy Vorona, VP Research Investment, CIT, Virginia Research and Technology Advisory Commission, 2214 Rock Hill Rd., Suite 600, Herndon, VA 20170, telephone (703) 689-3043, FAX (703) 464-1720, email [nvorona@cit.org](mailto:nvorona@cit.org).

### VIRGINIA RESOURCES AUTHORITY

† **February 13, 2007 - 9 a.m.** -- Open Meeting  
1111 East Main Street, 24th Floor, Boardroom, Richmond, Virginia. ♿

A regular business meeting.

**Contact:** Dr. Sheryl D. Bailey, Executive Director, Virginia Resources Authority, 1111 E. Main St., Suite 1920, Richmond, VA 23219, telephone (804) 644-3100, email [sbailey@virginiaresources.org](mailto:sbailey@virginiaresources.org).

### VIRGINIA SMALL BUSINESS FINANCING AUTHORITY

† **February 21, 2007 - 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, email [scott.parsons@dba.virginia.gov](mailto:scott.parsons@dba.virginia.gov).

### STATE BOARD OF SOCIAL SERVICES

**February 14, 2007 - 9 a.m.** -- Open Meeting  
**February 15, 2007 - 9 a.m.** -- Open Meeting  
Department of Social Services, 7 North 8th Street, 6th Floor, Board Conference Room, Richmond, Virginia.

A regular meeting.

**Contact:** Pat Rengnerth, Board Liaison, Office of Legislative and Regulatory Affairs, Department of Social Services, 7 N. 8th St., Room 5214, Richmond, VA 23219, telephone (804) 726-7905, FAX (804) 726-7906, (800) 828-1120/TTY ☎, email [patricia.rengnerth@dss.virginia.gov](mailto:patricia.rengnerth@dss.virginia.gov).

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**March 9, 2007** - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to adopt regulations entitled **22 VAC 40-211, Resource, Foster and Adoptive Family Home Approval Standards**. The purpose of the proposed action is to adopt a new regulation specific to the approval requirements for resource, foster and adoptive family home providers approved by local departments of social services. The new regulation will ensure compliance with changes to federal and state laws and regulations regarding resource, foster and adoptive family homes.

Statutory Authority: §§ 63.2-217 and 63.2-901.1 of the Code of Virginia.

**Contact:** Tamara Temoney, Foster Care Policy Specialist, Department of Social Services, 7 N. 8th St., Richmond, VA 23219, telephone (804) 726-7538, FAX (804) 726-7499 or email [tamara.temoney@dss.virginia.gov](mailto:tamara.temoney@dss.virginia.gov).

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**March 9, 2007** - Public comments may be submitted until this date.


Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to repeal regulations entitled **22 VAC 40-770, Standards and Regulations for Agency Approved Providers**, and adopt regulations entitled **22 VAC 40-771, Adult Services Approved Providers**. The purpose of the proposed action is to repeal 22 VAC 40-770 and establish a new regulation, 22 VAC 40-771, Adult Services Approved Providers, to address standards for providers contracted through local department adult services programs.

Statutory Authority: §§ 63.2-217 and 63.2-1600 of the Code of Virginia.


**Contact:** Gail Nardi, Adult Services/Adult Protective Services Program Manager, Department of Social Services, 7 N. 8th St., 4th Floor, Richmond, VA 23219, telephone (804) 726-7537, FAX (804) 726-7895 or email gail.nardi@dss.virginia.gov.

## BOARD FOR PROFESSIONAL SOIL SCIENTISTS AND WETLAND PROFESSIONALS

**April 17, 2007 - 10 a.m.** -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, 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. 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 Professional Soil Scientists and Wetland Professionals, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-0795, (804) 367-9753/TTY , email soilscientist@dpor.virginia.gov.

## DEPARTMENT OF TAXATION

**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-20, General Provisions Applicable to All Taxes Administered by the Department of Taxation**. The purpose of the proposed action is to repeal unnecessary general provisions

applicable to all taxes administered by the Department of Taxation.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-55, Virginia Corn Excise Tax**. The purpose of the proposed action is to repeal unnecessary sections of the Virginia Corn Excise Tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-60, Virginia Egg Excise Tax**. The purpose of the proposed action is to repeal unnecessary egg excise tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-65, Virginia Peanut Excise Tax**. The purpose of the proposed action is to repeal unnecessary peanut excise tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA

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# Calendar of Events

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23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-65, Virginia Peanut Excise Tax**. The purpose of the proposed action is to repeal an obsolete section (23 VAC 10-65-20) of the Virginia Peanut Excise Tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-75, Virginia Soybean Excise Tax Regulations**. The purpose of the proposed action is to repeal an obsolete section (23 VAC 10-75-10) of the Virginia Soybean Excise Tax Regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-110, Individual Income Tax**. The purpose of the proposed action is to repeal 10 individual income tax sections that have been made obsolete by changes in state law.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-110, Individual Income Tax**. The purpose of the proposed action is to repeal unnecessary sections of the Individual Income Tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-120, Corporation Income Tax**. The purpose of the proposed action is to repeal obsolete sections of the Corporation Income Tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-120, Corporation Income Tax**. The purpose of the proposed action is to repeal unnecessary sections of the Corporation Income Tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to repeal regulations entitled **23 VAC 10-130, Taxation of Partnerships Regulations**. The purpose of the proposed action is to repeal the chapter on partnership tax regulations, which has become obsolete.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-210, Retail Sales and Use Tax**. The purpose of the proposed action is to repeal unnecessary sections of the Virginia Retail Sales and Use Tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-210, Retail Sales and Use Tax**. The purpose of the proposed action is to repeal certain sections of the Virginia Retail Sales and Use Tax regulations because they are obsolete.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-230, Watercraft Sales and Use Tax**. The purpose of the proposed action is

to repeal unnecessary sections of the Watercraft Sales and Use Tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to repeal regulations entitled **23 VAC 10-250, Tire Tax Regulations**. The purpose of the proposed action is to repeal the chapter on Tire Tax Regulations because it is obsolete due to statutory changes.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-300, Estate Tax**. The purpose of the proposed action is to repeal unnecessary sections of the Estate Tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-330, Bank Franchise Tax**. The purpose of the proposed action is to repeal unnecessary sections of the Bank Franchise Tax regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

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# Calendar of Events

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**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-340, Intangible Personal Property Tax Regulations**. The purpose of the proposed action is to repeal unnecessary sections of the Intangible Personal Property Tax Regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-350, Forest Products Tax Regulations**. The purpose of the proposed action is to repeal unnecessary sections of the Forest Products Tax Regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to amend regulations entitled **23 VAC 10-370, Cigarette Tax Regulations**. The purpose of the proposed action is to repeal unnecessary sections of the Cigarette Tax Regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

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**February 23, 2007** - Public comments may be submitted until 5 p.m. on this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Department of Taxation intends to repeal regulations entitled **23 VAC 10-380, Set-Off Debt Collection Act Regulations**. The purpose of the proposed action is to repeal the chapter on Set-Off Debt Collection Act Regulations.

Statutory Authority: § 58.1-203 of the Code of Virginia.

**Contact:** Mark C. Haskins, Director of Policy Development, Department of Taxation, 600 E. Main St., Richmond, VA 23219, telephone (804) 371-2296, FAX (804) 371-2355 or email mark.haskins@tax.virginia.gov.

## TREASURY BOARD

**February 21, 2007 - 9 a.m.** -- Open Meeting

**March 21, 2007 - 9 a.m.** -- Open Meeting

**April 18, 2007 - 9 a.m.** -- Open Meeting

James Monroe Building, 101 North 14th Street, 3rd Floor, Richmond, Virginia.


A regular meeting.

**Contact:** Kathi B. Scarce, Secretary to the Board, Treasury Board, James Monroe Bldg., 101 N. 14th St., 3rd Floor, Richmond, VA 23219, telephone (804) 371-6011, email kathi.scarce@trs.virginia.gov.

## DEPARTMENT OF VETERANS SERVICES

### Board of Veterans Services

† **March 19, 2007 - 11:30 a.m.** -- Open Meeting


American Legion, 1708 Commonwealth Avenue, Richmond, Virginia. 

Pre-registered public comments for the first public comment period may be made through Rhonda Earman.

**Contact:** Rhonda Earman, Special Assistant to the Commissioner, Department of Veterans Services, 900 E. Main St., Richmond, VA 23219, telephone (804) 786-0286, email rhonda.earman@dvs.virginia.gov.

## BOARD OF VETERINARY MEDICINE

**February 7, 2007 - 9 a.m.** -- Open Meeting

Hotel Roanoke and Conference Center, 110 Shenandoah Avenue, Roanoke, Virginia. 

A board meeting to receive a report from the Regulatory Review Committee, approve the minutes, and conduct general board business.

**Contact:** Elizabeth Young, Executive Director, Board of Veterinary Medicine, Alcoa Bldg., 6603 W. Broad St., 5th

Floor, Richmond, VA 23230-1712, telephone (804) 662-9915, FAX (804) 662-7098, (804) 662-7197/TTY ☎, email [elizabeth.young@dhp.virginia.gov](mailto:elizabeth.young@dhp.virginia.gov).

† **February 7, 2007 - 2 p.m.** -- Open Meeting  
Hotel Roanoke and Conference Center, 110 Shenandoah Avenue, Roanoke, Virginia.♿

An open forum of the Legislative Regulatory Review Committee to discuss issues related to the regulations of the Board of Veterinary Medicine. A periodic regulatory review will follow the open forum.

**Contact:** Elizabeth Young, Executive Director, Board of Veterinary Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9915, FAX (804) 662-7098, (804) 662-7197/TTY ☎, email [elizabeth.young@dhp.virginia.gov](mailto:elizabeth.young@dhp.virginia.gov).

**February 8, 2007 - 9 a.m.** -- Open Meeting  
Hotel Roanoke and Conference Center, 110 Shenandoah Avenue, Roanoke, Virginia.♿

A Special Conference Committee meeting to hold informal disciplinary hearings.

**Contact:** Elizabeth Young, Executive Director, Board of Veterinary Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9915, FAX (804) 662-9504, (804) 662-7197/TTY ☎, email [elizabeth.young@dhp.virginia.gov](mailto:elizabeth.young@dhp.virginia.gov).

**February 8, 2007 - 9 a.m.** -- Open Meeting  
Hotel Roanoke and Conference Center, 110 Shenandoah Avenue, Roanoke, Virginia.♿

A Special Conference Committee meeting to hold informal disciplinary hearings.

**Contact:** Elizabeth Young, Executive Director, Board of Veterinary Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9915, FAX (804) 662-9504, (804) 662-7197/TTY ☎, email [elizabeth.young@dhp.virginia.gov](mailto:elizabeth.young@dhp.virginia.gov).

## BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS

† **February 21, 2007 - 9 a.m.** -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.♿ (Interpreter for the deaf provided upon request)

A meeting to conduct board business. 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 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:** David E. Dick, Executive Director, Board for Waste Management Facility Operators, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595, FAX (804) 367-6128, (804) 367-9753/TTY ☎, email [wastemgt@dpor.virginia.gov](mailto:wastemgt@dpor.virginia.gov).

## STATE WATER CONTROL BOARD

**February 16, 2007 - 12:30 p.m.** -- Open Meeting  
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia.♿

A meeting of a workgroup assisting in the development of implementation guidance for non-point source nutrient reductions, which are intended to offset new and expanded point source discharges of Total Nitrogen and Total Phosphorus in the Chesapeake Bay Watershed.

**Contact:** Kyle I. Winter, Department of Environmental Quality, 629 E. Main St., P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4182, email [kiwinter@deq.virginia.gov](mailto:kiwinter@deq.virginia.gov).

**February 21, 2007 - 10 a.m.** -- Open Meeting

**March 21, 2007 - 10 a.m.** -- Open Meeting

**April 18, 2007 - 10 a.m.** -- Open Meeting

Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia.♿

A meeting of the advisory committee to be established to assist in the development of amendments to the water quality standards for the triennial review. The notice of intent appeared in the Virginia Register of Regulations on September 18, 2006.

**Contact:** Elleanore M. Daub, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4111, FAX (804) 698-4116, email [emdaub@deq.virginia.gov](mailto:emdaub@deq.virginia.gov).

## BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS

**March 7, 2007 - 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. 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:** David E. Dick, Executive Director, Board for Waterworks and Wastewater Works Operators, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595,

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# Calendar of Events

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(804) 367-9753/TTY ☎, email  
waterwasteoper@dpor.virginia.gov

## INDEPENDENT

### VIRGINIA OFFICE FOR PROTECTION AND ADVOCACY

† **April 24, 2007 - 9 a.m.** -- Open Meeting  
Location to be determined. ♿ (Interpreter for the deaf  
provided upon request)

A meeting of the Board of Directors. Updated information  
will be posted as soon as it is available.

**Contact:** Lisa Shehi, Executive 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 ☎,  
email lisa.shehi@vopa.virginia.gov.

### Disability Advisory Council

**March 21, 2007 - 10 a.m.** -- Open Meeting  
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 shortly after 10 a.m. Public comment will also be  
accepted by telephone. If you wish to provide public  
comment via telephone call Tracy Manley, Administrative  
Assistant at 1-800-552-3962 (Voice/TTY) or via email at  
tracy.manley@vopa.virginia.gov no later than March 7,  
2007. Ms. Manley will take your name and phone number  
and you will be telephoned during the public comment  
period. For further information, directions to the meeting,  
or interpreter services or other accommodations, please  
contact Ms. Manley no later than March 7, 2007.

**Contact:** Tracy Manley, Administrative Assistant, Virginia  
Office for Protection and Advocacy, 1910 Byrd Ave.,  
Richmond, VA 23230, telephone (804) 225-2042, FAX (804)  
662-7431, toll-free (800) 552-3962, (804) 225-2042/TTY ☎,  
email tracy.manley@vopa.virginia.gov.

### VIRGINIA RETIREMENT SYSTEM

† **February 14, 2007 - 10 a.m.** -- Open Meeting  
Virginia Retirement System, 1111 East Main Street, 3rd Floor  
Conference Room, Richmond, Virginia. ♿

Meetings of the following committees:

- 10 a.m. - Investment Advisory
- 3 p.m. - Audit and Compliance
- 3:30 p.m. - Benefits and Actuarial

No public comment will be received at the meetings.

**Contact:** LaShaunda King, Executive Assistant, Virginia  
Retirement System, 1111 E. Main St., Richmond, VA 23219,  
telephone (804) 344-3119, FAX (804) 786-1541, toll-free  
(888) 827-3847, (804) 344-3190/TTY ☎, email  
lking@varetire.org.

**February 15, 2007 - 1 p.m.** -- Open Meeting

**April 12, 2007 - 1 p.m.** -- Open Meeting

Virginia Retirement System, 1111 East Main Street, 3rd Floor  
Conference Room, Richmond, Virginia. ♿

A regular meeting of the Board of Trustees. No public  
comment will be received at the meeting.

**Contact:** LaShaunda King, Executive Assistant, Virginia  
Retirement System, 1200 E. Main St., Richmond, VA 23219,  
telephone (804) 344-3119, FAX (804) 786-1541, (804) 344-  
3190/TTY ☎, email lking@varetire.org.

**April 10, 2007 - Noon** -- Open Meeting

Location to be determined. ♿

A meeting of the Optional Retirement Plan for Higher  
Education. No public comment will be received at the  
meeting.

**Contact:** Patty Atkins-Smith, Legislative Liaison and Policy  
Analyst, Virginia Retirement System, 1200 E. Main St.,  
Richmond, VA 23219, telephone (804) 344-3123, FAX (804)  
786-1541, toll-free (888) 827-3847, (804) 344-3190/TTY ☎,  
email psmith@varetire.org.

† **April 11, 2007 - 1:30 p.m.** -- Open Meeting

Virginia Retirement System Headquarters, 1200 East Main  
Street, Richmond, Virginia. ♿

A regular meeting of the Benefits and Actuarial  
Committee. No public comment will be received at the  
meeting.

**Contact:** LaShaunda King, Executive Assistant, Virginia  
Retirement System, 1200 E. Main St., Richmond, VA 23219,  
telephone (804) 344-3119, FAX (804) 786-1541, toll-free  
(888) 827-3847, (804) 344-3190/TTY ☎, email  
Lking@varetire.org.

## LEGISLATIVE

### Notice

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 at (804) 698-1500 for information on standing  
committee meetings or check the legislative meetings  
calendar on the General Assembly's website  
(legis.state.va.us).



**CHRONOLOGICAL LIST**

**OPEN MEETINGS**

**February 5**

- † Alcoholic Beverage Control Board
- † Barbers and Cosmetology, Board for

**February 6**

- Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
- Contractors, Board for
- † Environmental Quality, Department of Medicine, Board of
  - Advisory Board on Occupational Therapy
  - Advisory Board on Respiratory Care
- Museum of Fine Arts, Virginia

**February 7**

- † Independent Living Council, Statewide Medicine, Board of
  - Advisory Board on Radiological Technology
- † Veterinary Medicine, Board of

**February 8**

- Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
- † Environmental Quality, Department of
- † Governor's Health Reform Commission
- † Health, Department of
  - State EMS Advisory Board
- Medicine, Board of
  - Advisory Board on Athletic Training
  - Advisory Board on Physician Assistants
- † Military Institute, Virginia
- † Mines, Minerals and Energy, Department of
- † Rehabilitative Services, Department of
- Veterinary Medicine, Board of

**February 9**

- Dentistry, Board of
- Health, Department of
  - State EMS Advisory Board

**February 13**

- † Agriculture and Consumer Services, Department of
  - Virginia Wine Board
- Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
- Chesapeake Bay Local Assistance Board
- Contractors, Board for
- Health, Department of
- † Motor Vehicles, Department of
- † Resources Authority, Virginia

**February 14**

- † Retirement System, Virginia
- Social Services, State Board of

**February 15**

- Agriculture and Consumer Services, Department of
  - Bright-Flue-Cured Tobacco Board
  - Cattle Industry Board
- Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
- Audiology and Speech-Language Pathology, Board of
- † Design-Build/Construction Management Review Board
- Milk Commission, State
- † Public Guardianship and Conservator Advisory Board, Virginia
- Real Estate Appraiser Board
- Retirement System, Virginia
- Social Services, State Board of

**February 16**

- † Correctional Education, Board of
- † Mines, Minerals and Energy, Department of
- Water Control Board, State

**February 19**

- Agriculture and Consumer Services, Department of
  - Virginia Corn Board
- † Longwood University
- Old Dominion University

**February 20**

- † Alcoholic Beverage Control Board
- Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
- † Aviation Board, Virginia
- Museum of Fine Arts, Virginia
- † Real Estate Appraiser Board

**February 21**

- † Auctioneers Board
- † Aviation Board, Virginia
- Compensation Board
- Fire Services Board, Virginia
- Museum of Fine Arts, Virginia
- Nursing and Medicine, Joint Boards of
- † Small Business Financing Authority, Virginia
- Treasury Board
- † Waste Management Facility Operators, Board for
- Water Control Board, State

**February 22**

- Contractors, Board for
- Fire Services Board, Virginia
- Medicine, Board of
- Museum of Fine Arts, Virginia

**February 23**

- Dentistry, Board of
- Fire Services Board, Virginia
- † Health, Department of

**February 24**

- Fire Services Board, Virginia

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## Calendar of Events

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**February 26**

Governor's Health Reform Commission

**February 27**

† Contractors, Board for

Governor's Health Reform Commission

Marine Resources Commission

**February 28**

Education, Board of

**March 2**

† Art and Architectural Review Board

Governor's Health Reform Commission

**March 3**

Blind and Vision Impaired, Department for the

**March 5**

† Alcoholic Beverage Control Board

Professional and Occupational Regulation, Board for

**March 6**

Museum of Fine Arts, Virginia

**March 7**

† Agriculture and Consumer Services, Department of

- Virginia Cotton Board

Medicine Board of

Waterworks and Wastewater Works Operators, Board for

**March 8**

† Contractors, Board for

Criminal Justice Services Board

Dentistry, Board of

Environmental Quality, Department of

**March 9**

Dentistry, Board of

**March 13**

† Higher Education for Virginia, State Council of

**March 14**

† Hearing Aid Specialists, Board for

**March 15**

Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects,  
Board for

† Conservation and Recreation, Department of  
- Virginia Soil and Water Conservation Board

† Design-Build/Construction Management Review Board

† People with Disabilities, Virginia Board for

**March 16**

† People with Disabilities, Virginia Board for

**March 19**

† Alcoholic Beverage Control Board

Education, Board of

Library Board, State

Nursing, Board of

Old Dominion University

† Veterans Services, Department of

- Board Veterans Services

**March 20**

Corrections, Board of

Environmental Quality, Department of

Medicine, Board of

Nursing, Board of

Research and Technology Advisory Commission, Virginia

**March 21**

Community Colleges, State Board for

Corrections, Board of

Nursing, Board of

Protection and Advocacy, Virginia Office for

- Disability Advisory Council

† Real Estate Board

Treasury Board

Water Control Board, State

**March 22**

Community Colleges, State Board for

Human Resources, Virginia Council on

Nursing, Board of

Public Guardian and Conservator Advisory Board, Virginia

† Real Estate Board

**March 23**

Dentistry, Board of

† Health, Department of

**March 26**

† Agriculture and Consumer Services, Department of

- Virginia Agricultural Council

Chesapeake Bay Local Assistance Board

Governor's Healthcare Reform Commission

**March 27**

† Agriculture and Consumer Services, Department of

- Virginia Agricultural Council

Contractors, Board for

Marine Resources Commission

**March 28**

Education, Board of

**March 29**

Governor's Health Reform Commission

**March 30**

Dentistry, Board of

**April 2**

† Alcoholic Beverage Control Board

**April 5**

Museum of Fine Arts, Virginia

Polygraph Examiners Advisory Board

**April 6**

† Art and Architectural Review Board

Medicine, Board of

Old Dominion University

† Opticians, Board for

**April 10**

Psychology, Board of

Retirement System, Virginia

**April 11**

Juvenile Justice, State Board of

† Retirement System, Virginia

**April 12**

Auctioneers Board  
Retirement System, Virginia

**April 16**

† Alcoholic Beverage Control Board

**April 17**

Blind and Vision Impaired, Department for the  
Health, Department of  
Long-Term Care Administrators, Board of  
† Medical Assistance Services, Department of  
Soil Scientists and Wetland Professionals, Board for

**April 18**

Education, Board of  
Governor's Healthcare Reform Commission  
Health Professions, Department of  
Treasury Board  
Water Control Board, State

**April 19**

† Design-Build/Construction Management Review Board  
Education, Board of

**April 20**

† Dentistry, Board of  
Education, Board of

**April 23**

† Education, Board of

**April 24**

† Contractors, Board for  
† Education, Board of  
† Health, Department of  
† Protection and Advocacy, Virginia Office for

**April 25**

† Geology, Board for

**April 27**

† Dentistry, Board of  
Rehabilitative Services, Department of  
† Physical Therapy, Board of

**May 1**

† Branch Pilots, Board for  
† Museum of Fine Arts, Virginia  
† Real Estate Appraiser Board

**May 2**

† Branch Pilots, Board for

**May 4**

† Art and Architectural Review Board

## PUBLIC HEARINGS

**February 6**

† Medicine, Board of

**February 8**

† Medicine, Board of

**February 14**

† Environmental Quality, Department of

**February 22**

† Medicine, Board of

**February 28**

† Pharmacy and Medicine, Board of

**March 8**

Criminal Justice Services Board

**March 20**

† Nursing, Board of

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# Calendar of Events

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