



# VIRGINIA

## REGISTER OF REGULATIONS

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# VIRGINIA REGISTER INFORMATION PAGE

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

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

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

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

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

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

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

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

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

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

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

## **FAST-TRACK RULEMAKING PROCESS**

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

## **EMERGENCY REGULATIONS**

Pursuant to § 2.2-4011 of the Code of Virginia, an agency, upon consultation with the Attorney General, and at the discretion of the Governor, may adopt emergency regulations that are necessitated by an emergency situation. An agency may also adopt an emergency regulation when Virginia statutory law or the appropriation act or federal law or federal regulation requires that a regulation be effective in 280 days or less from its enactment. The emergency regulation becomes operative upon its adoption and filing with the Registrar of Regulations, unless a later date is specified. Emergency regulations are limited to no more than 18 months in duration; however, may be extended for six months under certain circumstances as provided for in § 2.2-4011 D. Emergency regulations are published as soon as possible in the *Register*. During the time the emergency status is in effect, the agency may proceed with the adoption of permanent regulations through the usual procedures. To begin promulgating the replacement regulation, the agency must (i) file the Notice of Intended Regulatory Action with the Registrar within 60 days of the effective date of the emergency regulation and (ii) file the proposed regulation with the Registrar within 180 days of the effective date of the emergency regulation. If the agency chooses not to adopt the regulations, the emergency status ends when the prescribed time limit expires.

## **STATEMENT**

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

## **CITATION TO THE VIRGINIA REGISTER**

The *Virginia Register* is cited by volume, issue, page number, and date. **29:5 VA.R. 1075-1192 November 5, 2012**, refers to Volume 29, Issue 5, pages 1075 through 1192 of the *Virginia Register* issued on November 5, 2012.

*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: **John S. Edwards**, Chair; **James M. LeMunyon**, Vice Chair, **Gregory D. Habeeb**; **Ryan T. McDougle**; **Pamela S. Baskerville**; **Robert L. Calhoun**; **Carlos L. Hopkins**; **E.M. Miller, Jr.**; **Thomas M. Moncure, Jr.**; **Christopher R. Nolen**; **Timothy Oksman**; **Charles S. Sharp**; **Robert L. Tavenner**.

Staff of the Virginia Register: **Jane D. Chaffin**, Registrar of Regulations; **Karen Perrine**, Assistant Registrar; **Anne Bloomsburg**, Regulations Analyst; **Rhonda Dyer**, Publications Assistant; **Terri Edwards**, Operations Staff Assistant.

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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.dls.virginia.gov>).

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## February 2015 through March 2016

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
31:13	February 4, 2015	February 23, 2015
31:14	February 18, 2015	March 9, 2015
31:15	March 4, 2015	March 23, 2015
31:16	March 18, 2015	April 6, 2015
31:17	April 1, 2015	April 20, 2015
31:18	April 15, 2015	May 4, 2015
31:19	April 29, 2015	May 18, 2015
31:20	May 13, 2015	June 1, 2015
31:21	May 27, 2015	June 15, 2015
31:22	June 10, 2015	June 29, 2015
31:23	June 24, 2015	July 13, 2015
31:24	July 8, 2015	July 27, 2015
31:25	July 22, 2015	August 10, 2015
31:26	August 5, 2015	August 24, 2015
32:1	August 19, 2015	September 7, 2015
32:2	September 2, 2015	September 21, 2015
32:3	September 16, 2015	October 5, 2015
32:4	September 30, 2015	October 19, 2015
32:5	October 14, 2015	November 2, 2015
32:6	October 28, 2015	November 16, 2015
32:7	November 11, 2015	November 30, 2015
32:8	November 24, 2015 ( <b>Tuesday</b> )	December 14, 2015
32:9	December 9, 2015	December 28, 2015
32:10	December 21, 2015 ( <b>Monday</b> )	January 11, 2016
32:11	January 6, 2016	January 25, 2016
32:12	January 20, 2016	February 8, 2016
32:13	February 3, 2016	February 22, 2016
32:14	February 17, 2016	March 7, 2016

\*Filing deadlines are Wednesdays unless otherwise specified.

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# PETITIONS FOR RULEMAKING

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## TITLE 2. AGRICULTURE

### DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

#### Initial Agency Notice

**Title of Regulation: 2VAC5-110. Rules and Regulations Pertaining to a Pound or Enclosure to Be Maintained by Each County or City.**

**Statutory Authority:** § 3.2-6546 of the Code of Virginia.

**Name of Petitioner:** No Kill Advocacy Center.

**Nature of Petitioner's Request:** The petitioner is requesting that the Board of Agriculture and Consumer Services amend the regulation to require that public and private animal shelters keep certain records for five years and make those records available for inspection by the board and the public. The petitioner requests that the regulation be amended to require that public and private animal shelters record "when and how each animal was taken in (stray, owner surrendered, taken in at the shelter, picked up in the field, etc.), why the animal was taken in (e.g., the owner did not want) and include a signed surrender form for anyone turning in an animal, the condition of each animal on intake, whether the animal had indicia of ownership and what attempts were made to reunite the animal with the owner, the kinds of care and treatment each animal received, including veterinary treatment, the disposition of each animal, and if the animal was killed, when and why the animal was killed."

**Agency Plan for Disposition of Request:** The Board of Agriculture and Consumer Services will consider this request at its next scheduled meeting following the public comment period. This meeting will occur on March 19, 2015.

**Public Comment Deadline:** March 16, 2015.

**Agency Contact:** Dr.Carolynn Bissett, Acting Program Manager, Animal Care and Emergency Response, Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-2483, or email carolynn.bissett@vdacs.virginia.gov.

VA.R. Doc. No. R15-20; Filed January 23, 2015, 11:19 a.m.

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# NOTICES OF INTENDED REGULATORY ACTION

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## TITLE 9. ENVIRONMENT

### STATE WATER CONTROL BOARD

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the State Water Control Board intends to consider amending **9VAC25-820, General Virginia Pollutant Discharge Elimination System (VPDES) Watershed Permit Regulation for Total Nitrogen and Total Phosphorus Discharges and Nutrient Trading in the Chesapeake Bay Watershed in Virginia.**

The purpose of the proposed action is to amend and reissue the existing general permit that expires on December 31, 2016. The general permit governs facilities holding individual VPDES permits that discharge or propose to discharge total nitrogen or total phosphorus to the Chesapeake Bay or its tributaries. The facilities are authorized to discharge to surface waters and exchange credits for total nitrogen, total phosphorus, or both.

The agency is seeking comments on this regulatory action, including but not limited to (i) ideas to be considered in the development of this proposal, (ii) the costs and benefits of the alternatives stated in the agency background document or other alternatives, (iii) potential impacts of the regulation, and (iv) impacts of the regulation on farm and forest land preservation. The agency is also seeking information on impacts on small businesses as defined in § 2.2-4007.1 of the Code of Virginia. Information may include projected reporting, recordkeeping and other administrative costs, the probable effect of the regulation on affected small businesses, and the description of less intrusive or costly alternatives for achieving the purpose of the regulation.

In addition, pursuant to Executive Order 17 (2014) and § 2.2-4007.1 of the Code of Virginia, the agency is conducting a periodic review and small business impact review of this regulation to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economic performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; (iii) designed to achieve its intended objective in the most efficient, cost-effective manner; (iv) is clearly written and easily understandable; (v) overlaps, duplicates, or conflicts with federal or state law or regulation; and (vi) technology, economic conditions, or other factors have changed in the area affected by the regulation since the last review.

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

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

Public Comment Deadline: March 25, 2015.

Agency Contact: Allan Brockenbrough, Department of Environmental Quality, 629 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4147, FAX (804) 698-4032, or email [allan.brockenbrough@deq.virginia.gov](mailto:allan.brockenbrough@deq.virginia.gov).

VA.R. Doc. No. R15-4273; Filed February 4, 2015, 8:22 a.m.



## TITLE 12. HEALTH

### DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Board of Medical Assistance Services intends to consider amending **12VAC30-50, Amount, Duration, and Scope of Medical and Remedial Care Services** and **12VAC30-141, Family Access to Medical Insurance Security Plan.** The purpose of the proposed action is provide for the coverage of existing dental services, with the exception of orthodontia, for pregnant women who are enrolled in Medicaid or FAMIS MOMS.

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

Statutory Authority: § 32.1-325 of the Code of Virginia; 42 USC § 1396 et seq.

Public Comment Deadline: March 25, 2015.

Agency Contact: Victoria Simmons, Regulatory Coordinator, Department of Medical Assistance Services, Policy Division, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-6043, FAX (804) 786-1680, TTY (800) 343-0634, or email [victoria.simmons@dmas.virginia.gov](mailto:victoria.simmons@dmas.virginia.gov).

VA.R. Doc. No. R15-4215; Filed January 28, 2015, 11:18 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 12. HEALTH

### DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

#### Emergency Regulation

Titles of Regulations: **12VAC30-50. Amount, Duration, and Scope of Medical and Remedial Care Services (amending 12VAC30-50-190).**

**12VAC30-141. Family Access to Medical Insurance Security Plan (amending 12VAC30-141-820).**

Statutory Authority: § 32.1-325 of the Code of Virginia; 42 USC § 1396 et seq.

Effective Dates: March 1, 2015, through August 31, 2016.

Agency Contact: Victoria Simmons, Regulatory Coordinator, Department of Medical Assistance Services, Policy Division, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-6043, FAX (804) 786-1680, TTY (800) 343-0634, or email victoria.simmons@dmas.virginia.gov.

#### Preamble:

*This action qualifies as an emergency regulation pursuant to § 2.2-4011 A of the Code of Virginia because the Department of Medical Assistance Services (DMAS) determined that these changes are necessitated by an emergency situation, consulted with the Attorney General, and received approval from the Governor to promulgate emergency regulations to address the situation.*

*Virginia has 45,000 pregnant women enrolled in Medicaid and FAMIS MOMS. Neither of these programs currently provides comprehensive dental care for adults. As a result, these women risk having dental health issues go undiagnosed and untreated, needlessly putting their pregnancies and unborn babies in jeopardy. A pregnant woman's oral health is linked to her delivery and her baby's health. In the absence of effective treatment, dental issues can become medical issues, leading to significantly greater costs from pre-term deliveries and high neonatal costs.*

*Currently, the Department of Medical Assistance Services only covers dental services for children as a required element of the Early and Periodic Screening, Diagnosis, and Treatment Program and emergency dental care with the associated diagnostic tests for adults. This emergency regulatory action adds pregnant women to the list of individuals eligible to receive dental services. With the exception of not covering orthodontia for pregnant women,*

*this action makes no other changes in the amount, duration, or scope of currently covered dental services.*

*Services for pregnant women include the following: diagnostic x-rays, exams; preventive cleanings; restorative fillings; endodontics (root canals); periodontics (gum related treatment); prosthodontics both removable and fixed (crowns, bridges, partials, and dentures); oral surgery (extractions and other oral surgeries); and adjunctive general services (all covered services that do not fall into specific professional categories). The appropriateness of particular services for an individual pregnant woman will be determined by the dental provider based on the term of the woman's pregnancy.*

*The section of the State Plan for Medical Assistance that is affected by this action is the Amount, Duration, and Scope of Services for the Categorically Needy and the Medically Needy: Dental Services (12VAC30-50-190). The section of the FAMIS MOMS regulations that is being amended is Benefits (12VAC30-141-820).*

#### **12VAC30-50-190. Dental services.**

A. Dental services ~~are limited to recipients under~~ shall be covered for individuals younger than 21 years of age in fulfillment of the treatment requirements under the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program and defined as routine diagnostic, preventive, or restorative procedures necessary for oral health provided by or under the direct supervision of a dentist in accordance with the State Dental Practice Act.

B. Certain dental services, as described in the agency's Office Reference Manual (Smiles for Children, ~~copyright 2005~~ March 13, 2014), prepared by DMAS' dental benefits administrator, require preauthorization or prepayment review by the state agency or its designee.

C. Dental services, determined by the dental provider to be appropriate for a woman during the term of her pregnancy, shall be provided to a Medicaid-enrolled pregnant woman. The dental services that shall be covered are (i) diagnostic x-rays and exams; (ii) preventive cleanings; (iii) restorative fillings; (iv) endodontics (root canals); (v) periodontics (gum related treatments); (vi) prosthodontics, both removable and fixed (crowns, bridges, partial plates, and dentures); (vii) oral surgery (tooth extractions and other oral surgeries); and (viii) adjunctive general services (all covered services that do not fall into specific professional categories). These services require prepayment review by the state agency or its designee.

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# Regulations

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~~C. The D.~~ For the dental services covered for individuals younger than 21 years of age and for Medicaid-enrolled pregnant women, the state agency may place appropriate limits on a service based on medical necessity, for utilization control, or both. Examples of service limitations are: examinations, prophylaxis, fluoride treatment (once/six months); space maintenance appliances; bitewing x-ray—two films (once/12 months); routine amalgam and composite restorations (once/three years); dentures (once/five years); extractions, orthodontics, tooth guidance appliances, permanent crowns and bridges, endodontics, patient education and sealants (once).

~~D. E.~~ Limited oral surgery procedures, as defined and covered under Title XVIII (Medicare), are covered for all recipients, and require preauthorization or prepayment review by the state agency or its designee as described in the agency's Office Reference Manual located on the DMAS website at:

~~([http://www.dmas.virginia.gov/downloads/pdfs/dental-office\\_reference\\_manual\\_06-09-05.pdf](http://www.dmas.virginia.gov/downloads/pdfs/dental-office_reference_manual_06-09-05.pdf))~~  
[http://www.dmas.virginia.gov/Content\\_atchs/dnt/VA\\_SFC ORM\\_140313.pdf](http://www.dmas.virginia.gov/Content_atchs/dnt/VA_SFC ORM_140313.pdf).

DOCUMENTS INCORPORATED BY REFERENCE  
(12VAC30-50)

Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition DSM-IV-TR, copyright 2000, American Psychiatric Association

Length of Stay by Diagnosis and Operation, Southern Region, 1996, HCIA, Inc.

Guidelines for Perinatal Care, 4th Edition, August 1997, American Academy of Pediatrics and the American College of Obstetricians and Gynecologists

Virginia Supplemental Drug Rebate Agreement Contract and Addenda

~~Office Reference Manual (Smiles for Children), prepared by DMAS' Dental Benefits Administrator, copyright 2005 ([www.dmas.virginia.gov/downloads/pdfs/dental-office\\_reference\\_manual\\_06-09-05.pdf](http://www.dmas.virginia.gov/downloads/pdfs/dental-office_reference_manual_06-09-05.pdf)).~~

~~Office Reference Manual (Smiles for Children), prepared by DMAS' Dental Benefits Administrator, copyright 2010, dated March 13, 2014 ([http://www.dmas.virginia.gov/Content\\_atchs/dnt/VA\\_SFC ORM\\_140313.pdf](http://www.dmas.virginia.gov/Content_atchs/dnt/VA_SFC ORM_140313.pdf))~~

Patient Placement Criteria for the Treatment of Substance-Related Disorders ASAM PPC-2R, Second Edition, copyright 2001, American Society of Addiction Medicine

Virginia Medicaid Durable Medical Equipment and Supplies Provider Manual, Appendix B (rev. 1/11), Department of Medical Assistance Services

Human Services and Related Fields Approved Degrees/Experience, Department of Behavioral Health and Developmental Services (rev. 5/13)

## 12VAC30-141-820. Benefit packages.

Pregnant women covered through FAMIS MOMS may receive the same medical and dental services and are subject to the same limitations on services as pregnant women (see 12VAC30-50-190) covered by the Medicaid program as defined in 12VAC30-10-140 and 12VAC30-50-10.

VA.R. Doc. No. R15-4215; Filed January 28, 2015, 11:18 a.m.

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# GOVERNOR

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## EXECUTIVE ORDER NUMBER 37 (2015)

### **Directing the Commissioner of the Department of Motor Vehicles to Extend the Validity of Expiring Licenses and Registrations**

Given under my hand and under the Seal of the Commonwealth of Virginia, this 3rd day of February, 2015.

/s/ Terence R. McAuliffe  
Governor

#### Importance of the Issue

On January 30, 2015, an internal power disruption temporarily interrupted the electronic services provided by the Commonwealth's data center. This disruption greatly impacted the ability of many Virginians to renew their driver's licenses and vehicle registrations. On January 31, 2015, I verbally directed the Commissioner of the Department of Motor Vehicles to extend the validity period for expiring licenses and registrations for a period of one week. This unforeseen disruption of services places citizens at risk of suffering fines and other costs resulting from their inability to timely renew their mandatory credentials.

Therefore, by virtue of the authority vested in me as Governor, and subject always to my continuing and ultimate authority and responsibility to act in such matters, I hereby confirm, ratify, and memorialize in writing that verbal directive issued on January 31, 2015, whereby it was determined that the Department of Motor Vehicles suffered a disruption in service that prevented the Department from processing applications for renewal of driver's licenses and vehicle registrations.

In order to prevent any further hardship to the citizens of Virginia, and in accordance with my authority contained in §§ 46.2-330, 46.2-345, 46.2-646 A, and 44-146.24 of the Code of Virginia, I hereby order the following measures:

- I hereby direct the Commissioner of the Department of Motor Vehicles, and such other executive branch agencies as deem appropriate in their discretion, to extend the validity period of Virginia driver's licenses, special identification cards, permits, vehicle registration and other licenses or credentials issued by the Commonwealth that expire during the period from January 31, 2015, through February 6, 2015 until February 7, 2015. I request that the Department of Motor Vehicles and such other executive branch agencies as deemed appropriate in their discretion, to waive any late fees associated with January registrations, licenses, permits, or credential renewals that are submitted on or before February 7, 2015. I further request that all appropriate executive branch agencies exercise their discretion to the extent allowed by law to address any other pending deadlines or expirations affected by or attributable to the January 30th internal power interruption at the Commonwealth's data center.

#### Effective Date of this Executive Order

This Executive Order shall be effective retroactively from January 30, 2015, and shall remain in full force and effect until February 7, 2015.



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# GUIDANCE DOCUMENTS

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

## BOARD OF ACCOUNTANCY

Copies of the following documents may be viewed or obtained on regular work days from 8 a.m. until 5 p.m. at the Board of Accountancy, 9960 Mayland Drive, Suite 402, Henrico, VA 23233, telephone (804) 367-8505, or FAX (804) 527-4409. There are no costs associated with obtaining printed copies of the documents listed. These documents may be viewed using the links below.

Questions regarding obtaining copies, interpretation, or implementation of these documents may be directed to Mary T. Charity, Director of Operations, telephone (804) 367-0495, FAX (804) 527-4409, or email [mary.charity@boa.virginia.gov](mailto:mary.charity@boa.virginia.gov) at the above address.

### Guidance Documents:

[Adjudication Manual](#) (11/16/11)

[Board of Accountancy Rights and Responsibilities on FOIA](#) (11/1/11)

## 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 North 14th Street, 2nd Floor, Richmond, VA 23219. Copies are available online at the Department of Accounts website at <http://www.doa.virginia.gov>, and the respective document's specific web link is listed below with the document title. Hardcopies of all documents except the CAPP Manual may be obtained free of charge by contacting Michael E. Rider at P.O. Box 1971, Richmond, VA 23218-1971, telephone (804) 225-3051, or email [michael.rider@doa.virginia.gov](mailto:michael.rider@doa.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Douglas N. Page, Director of Finance & Administration, telephone (804) 225-3136, or email [doug.page@doa.virginia.gov](mailto:doug.page@doa.virginia.gov).

### Guidance Documents:

[Agency Risk Management and Internal Control Standards](#) (ARMICS), updated routinely. This document provides risk management and internal control standards for state agencies and institutions.

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. Choose the correct CAPP Manual link, which is determined by the accounting system in use for the agency. There is a link for CARS users and a link for CARDINAL users.

- [CARS User Manual](#)
- [CARDINAL User Manual](#)

[Financial Statement Preparation for Agencies and Institutions](#), updated annually. These are two documents: one for agencies and one for institutions that provide financial statement preparation guidance.

[Year End Closing Procedures](#), prepared annually. This document provides guidance to agencies and institutions regarding proper procedures for closing the state accounting year.

## DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office location at 8004 Franklin Farms Drive, Richmond VA 23229. All guidance documents are available electronically at no charge from the Town Hall using the links below or from the department website at [www.dars.virginia.gov](http://www.dars.virginia.gov). Contact Vanessa S. Rakestraw, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7612. Costs for printing hard copies of these documents vary with the document requested.

[Accessibility for Government Websites](#) (9/1/00)

[Application for Vendorship of Community Support Services A1205 – Guidance Document](#) (1/10/14)

[AS Assisted Living Facility Private Pay Assessment Manual](#) (12/5/12)

[AS Broadcast 8682 State Median Income for Adult Services](#) (8/14/14)

[AS Volume II-Auxiliary Grants Policy Manual-Part III, Chapters A-L and Transmittals](#) (12/5/12)

[AS Adult Services Manual, Chapters 1-9](#) (4/4/14)

[AS Assisted Living Facility Assessment Manual](#) (9/1/12)

[AS Broadcast 5696 Revised Adult Protective Services \(APS\) Minimum Training Standards](#) (6/1/09)

- AS Broadcast 7658 Guidelines for Pre-Admission Screening of Children with Disabilities Seeking Long-Term Care Services (10/25/12)
- AS Broadcast 7913 Right of an Alleged Perpetrator in a Substantiated Case of Adult Abuse, Neglect or Exploitation (4/16/13)
- AS Broadcast 8023 Revised Guidance Concerning Rights of Alleged Perpetrators in Substantiated Cases of Adult Abuse, Neglect or Exploitation (6/28/13)
- Consumer's Guide to Self Employment (11/8/11)
- DARS Services for Employers (1/1/13)
- DARS Services Reference Manual - Fee Schedule (12/1/14)
- DRS Policy and Procedure Manual (12/1/14)
- DRS Training and Facilities Manual (12/1/14)
- Guidance for Provision of Therapeutic Behavioral Services (TBS) (9/1/12)
- Human Research Procedures Manual (12/1/11)
- Long Term Employment Support Services Guide (2/4/10)
- New Counselor Skills and Competencies Checklist (11/1/13)
- Personal Assistance Services Program Handbook (2/9/11)
- Procurement Guidelines - Minimum Procurement Guidelines (2003) (6/1/03)
- State Plan for Independent Living (10/1/13)
- State Plan for the State Vocational Rehabilitation Services Program (10/1/14)
- Therapeutic Behavioral Services (TBS) Description of DARS Service Item Code H2019 (10/1/13)
- VDA Senior Community Service Employment Program State Plan for Program Years 2012-2015 (3/8/13)
- VDA Service Standard: Adult Day Care (11/23/04)
- VDA Service Standard: Care Coordination (4/14/03)
- VDA Service Standard: CCEVP Level One (10/18/11)
- VDA Service Standard: CCEVP Level Two (10/18/11)
- VDA Service Standard: CCEVP S.O.S. (10/18/11)
- VDA Service Standard: Checking (4/14/03)
- VDA Service Standard: Chore (10/1/13)
- VDA Service Standard: Communication, Referral and Information & Assistance (CRIA) (10/3/11)
- VDA Service Standard: Congregate Nutrition (10/1/14)
- VDA Service Standard: Disease Prevention & Health Promotion (7/1/12)
- VDA Service Standard: Elder Abuse Prevention (4/14/03)
- VDA Service Standard: Emergency (4/22/03)
- VDA Service Standard: Employment Title III (12/20/12)
- VDA Service Standard: Health Education & Screening (1/3/12)
- VDA Service Standard: Home Delivered Nutrition (10/1/14)
- VDA Service Standard: Home Health (4/14/03)
- VDA Service Standard: Homemaker (10/1/13)
- VDA Service Standard: ID Discount (4/29/03)
- VDA Service Standard: Legal Assistance (10/14/08)
- VDA Service Standard: Long Term Care Coordinating Activities (4/14/03)
- VDA Service Standard: Medication Management (7/31/12)
- VDA Service Standard: Money Management (4/29/03)
- VDA Service Standard: Options Counseling (5/11/12)
- VDA Service Standard: Personal Care (10/1/13)
- VDA Service Standard: Preparation and Administration of the Area Plan (4/14/03)
- VDA Service Standard: Public Information & Education (6/30/03)
- VDA Service Standard: Residential Repair & Renovation (10/14/04)
- VDA Service Standard: Transportation Services (10/1/03)
- VDA Service Standard: Volunteer (4/22/03)
- VDA State Plan: Socialization & Recreation Services, Multipurpose Senior Center (1/3/12)
- Virginia Guide to Supported Employment and Job Coach Training Services (1/4/12)
- Virginia's State Plan for Aging (October 1, 2011 – September 30, 2015) (6/16/11)
- Your Path To Work - the VR Program Explained (4/1/11)
- [4518] DARS Agency Brochure (12/4/13)
- [4521] Vocational Evaluation Best Practices Manual (10/28/93)
- [4534] WWRC Counselor Responsibilities Policy 4.01 (6/1/11)
- [4535] WWRC Informed Choice Policy 4.02 (5/1/11)
- [4536] WWRC Medical Services for Day Students Policy 4.05 (8/1/07)
- [4538] WWRC Records Standards Policy 4.31 (8/1/11)

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## Guidance Documents

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[4539] WWRC Client Appeal System Policy 4.41 (11/1/03)

[4541] Centers for Independent Living General Policies and Procedures Manual (11/26/12)

[4542] COADMIN-110] WWRC Alcohol and Other Drugs Policy 5.24 (9/1/08)

[4543] WWRC-02] WWRC Client Handbook (5/1/13)

[4545] ADM-102] WWRC General Admissions Criteria (7/1/06)

[4546] WWRC Transition Academy Training & Reference Manual (1/14/12)

[4547] ADM-200] WWRC Service Listing/Fee Schedule (7/1/11)

[4548] Guidance for the Provision of Therapeutic Behavioral Health Services and Fee Schedules (9/1/12)

[4549] PERT Training & Reference Manual (12/2/13)

[4550] WWRC Blue Print for Direction (3/19/13)

[4551] WWRC Master Plan (12/15/11)

[4552] WWRC Case Management Manual (12/1/08)

[4553] WWRC Consumer Participation Policy 1.12 (5/1/11)

[4554] WWRC Nondiscrimination Policy 1.17 (8/1/03)

[4555] WWRC Research Policy 1.25 (4/1/11)

[4556] WWRC Records Management Policy 1.27 (2/1/11)

[4557] WWRC Staff/Client Relationships Policy 2.08 (3/1/07)

[4558] WWRC Records Disclosure Policy 5.02 (6/1/03)

[4559] WWRC Student Worker Policy 5.06 (4/1/11)

[4560] WWRC Consumer Wellness Policy 5.07 (5/1/07)

[4561] WWRC Client Performance & Progress Policy 5.10 (11/1/03)

[4562] WWRC Admission to Training Programs Policy 5.11 (10/1/05)

[4563] WWRC Ability to Benefit Policy 5.12 (3/1/03)

[4564] WWRC Academic Progress policy 5.13 (7/1/14)

[4565] WWRC Anti-Harassment Policy 5.15 (7/1/02)

[4566] WWRC Search and Seizure Policy 5.22 (9/1/08)

[4567] WWRC Tobacco Use Policy 5.25 (11/1/12)

[4568] WWRC Serious Incident Panel Policy 5.30 (11/1/03)

[4569] WWRC Service Animal Policy 7.01 (6/1/11)

[4570] WWRC Mental Health Intervention Policy 7.03 (1/1/11)

[4572] WWRC Syringe and Needle Policy 7.29 (6/1/11)

[4573] WWRC Check Cashing Policy 8.05 (3/1/11)

[4574] WWRC Receiving Student Medication via Mail Policy 8.06 (10/1/11)

[4575] WWRC Smoking Areas Policy 10.04 (2/1/11)

[4576] WWRC Transportation in State Vehicles for Non-DRS Personnel Policy 10.12 (6/1/07)

[4577] WWRC STAR Trail and Lake Usage Policy 10.13 (5/1/09)

[4578] WWRC Records Confidentiality Policy 11.01 (8/1/11)

[4579] WWRC Rothrock Hall Guidelines (6/9/13)

[4580] WWRC Mailing Medications, Pharmacy Department (10/1/06)

[5158] VDA National Family Caregiver Support Guidance (7/12/12)

[5159] VDA Cost Sharing/Fee for Service Policy (12/3/13)

[5160] Ticket-To-Work Procedures (7/17/13)

[5161] VDA Farm Market Fresh for Seniors Handbook for Farmers (3/1/14)

[5162] Personal Assistance Services Policy and Procedures Manual (12/1/11)

[5163] DRS Transition Services Guide (9/27/13)

### **DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, VA 23219. For information about guidance documents of the Department of Agriculture and Consumer Services, including their interpretation, contact:

For guidance documents relating to:

- Dairy and foods, contact Ryan Davis, telephone (804) 786-8899.
- Approved capture drugs and methods approved for animal euthanasia, commercial breeder guidelines and the Pound and Shelter Civil Penalty Matrix contact Dr.Carolynn Bissett, telephone (804) 692-4001.
- Avian influenza, contact Dr. Charles Broaddus, telephone (804) 786-2483.
- State Milk Commission, contact Crafton Wilkes, telephone (804) 786-2013.
- Agricultural stewardship, contact Darrell Marshall, telephone (804) 786-3538.

- All other matters (including ginseng), contact Laura Hare, telephone (804) 786-1908.

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 using the links below.

### **Guidance Documents:**

[A Guide to Virginia's Meat and Poultry Inspection Programs \(12/15/14\)](#)

[Agents of Virginia Cooperative Extension Program Proctoring Commercial Applicator Examinations \(7/3/12\)](#)

[Animal Pound and Shelter Civil Penalty Matrix - Guidelines for Enforcement \(2/17/12\)](#)

[Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores \(7/3/12\)](#)

[Applicator Recertification Options - Approval Procedures for Recertification Courses \(9/5/12\)](#)

[Applicator Testing in Order to Recertify \(7/3/12\)](#)

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

[Avian Influenza \(H5 and H7\) Proclamation \(1/18/12\)](#)

[CLRT25 Testing Opportunities with Fee \(7/6/12\)](#)

[Commercial Breeder Guidelines \(1/20/09\)](#)

[Commercial Carpet Cleaners Who Apply Pesticides for Flea and Tick Control \(7/3/12\)](#)

[Discontinuance Policy \(7/6/12\)](#)

[Division of Consumer Protection - Administrative Procedure for Compliance Actions \(8/7/12\)](#)

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

[Guidelines for Enforcement of the Virginia Pesticide Control Act - Civil Penalty Assessment Decision Matrix \(7/2/12\)](#)

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

[Guidelines for the Virginia Ginseng Management Program \(9/1/13\)](#)

[Health Spa Contract Requirements \(7/29/10\)](#)

[Interpreting Personal Protection Equipment Standards on Pesticide Labels \(9/5/12\)](#)

[Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements \(5/20/13\)](#)

[Model Ordinance for Use by Localities in Their Regulation of Charitable Solicitations \(9/13/13\)](#)

[Office of Pesticide Services Proposal Requirements \(11/30/12\)](#)

[Office of Veterinary Services Guidance Documents \(12/15/14\)](#)

[Office of Weights and Measures Technical Bulletin Number 2011-1 - Labeling of Motor Fuel Dispensers outside Reformulated Gasoline Areas \(6/1/11\)](#)

[Office of Weights and Measures Technical Bulletin Number 2011-2 - Advertisement Signs and Posted Signs with Taxes Included or Excluded and the Total Price Displayed at the Pump \(7/1/11\)](#)

[Office of Weights and Measures Technical Bulletin Number 2011-3 - Taxes Charged for the Purchase of Gasoline, Diesel, Off-Road Diesel, Heating Oil and Kerosene \(7/1/11\)](#)

[Product Registration - Submission of 24c - Special Local Need Registration \(12/11/14\)](#)

[Product Registration - When Two Pesticide Products May Be Registered for a Single Fee \(9/29/10\)](#)

[Production Registration - Submission of Labels \(12/11/14\)](#)

[Registration Label Review \(12/11/14\)](#)

[Supervision of Registered Technicians \(Including Government Employees and Not-for-Hire Individuals \(7/3/12\)](#)

[Virginia Shipping Requirements for Package Bees and Queens \(12/1/13\)](#)

[\[1115\] Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws \(12/1/12\)](#)

[\[1743\] Agricultural Stewardship Act Guidelines \(4/1/10\)](#)

[\[740\] Dairy Services Procedure Manual \(8/15/12\)](#)

[\[751\] Virginia Cooperative Gypsy Moth Suppression Program, 2015 Guidelines \(12/17/14\)](#)

[\[754\] Food Safety & Security Field Operations Manual \(12/15/14\)](#)

[\[756\] Virginia Entry Requirements for Honey Bee Hives and Appliances \(12/1/13\)](#)

[\[OPIS 2012-01\] Guidelines for Beehive Grant Program \(12/10/14\)](#)

### **Charitable Gaming Board**

#### **Guidance Documents:**

[Progressive Games \(6/2/10\)](#)

[\[4309\] Use of Proceeds \(12/1/12\)](#)

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## Guidance Documents

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[4311] [Electronic Pull-Tab Game Displays, Themes, and Sounds](#) (11/14/12)

### State Milk Commission

#### Guidance Document:

[2727] [State Milk Commission Audit Manual](#) (11/27/12)

### VIRGINIA COMMISSION FOR THE ARTS

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 Commission for the Arts, 1001 East Broad Street, Suite 330, Richmond, VA 23219. Copies may be obtained free of charge by contacting Margaret Vanderhye, Executive Director, at the same address, telephone (804) 225-3132, FAX (804) 225-4327, or email [margaret.vanderhye@vca.virginia.gov](mailto:margaret.vanderhye@vca.virginia.gov).

These documents may be found on the Virginia Commission for the Arts website at <http://www.arts.virginia.gov>.

Questions regarding interpretation or implementation of these documents may be directed to Margaret Vanderhye, Executive Director, at the address above or email [margaret.vanderhye@vca.virginia.gov](mailto:margaret.vanderhye@vca.virginia.gov).

#### Guidance Documents:

Guidelines for Funding, revised July 1, 2014 - June 30, 2015, [http://www.arts.virginia.gov/grants\\_guidelines.html](http://www.arts.virginia.gov/grants_guidelines.html)

Strategic Plan, revised July 1, 2013 - June 30, 2015, <http://www.arts.virginia.gov/about/pdf/StrategicPlan.pdf>

### OFFICE OF THE ATTORNEY GENERAL

Copies of the following documents may be viewed on regular work days from 8:30 a.m. until 5 p.m. in the offices of the Department of Law, Office of the Attorney General, 900 East Main Street, Richmond, VA 23219. Copies may be obtained by contacting Christopher J. Pitera, Assistant Attorney General/Regulatory Coordinator, at the same address, telephone (804) 786-6576, FAX (804) 786-4839, or email [cpitera@oag.state.va.us](mailto:cpitera@oag.state.va.us). The documents are also available using the links below.

Questions regarding the interpretation or implementation of these documents may be directed to the Assistant Attorney General named above.

#### Guidance Documents:

[Synopsis of the Division of Human Rights \(DHR\) Investigative Process](#)

[Frequently Asked Questions Regarding Residential Landlord-Tenant Issues](#)

### BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/aud> and the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie L. Knachel, Executive Director, Board of Audiology and Speech-Language Pathology, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4630. Copies are free of charge.

#### Guidance Documents:

[http://www.dhp.virginia.gov/aud/aud\\_guidelines.htm](http://www.dhp.virginia.gov/aud/aud_guidelines.htm)

30-1, Sanctioning Reference Points Instruction Manual, revised November 3, 2011

30-2, By-Laws of the Board of Audiology and Speech-Language Pathology, revised March 13, 2014

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

30-4, Board guidance for process of delegation of informal fact-finding to an agency subordinate, revised September 2010

30-5, Board guidance on meeting continuing competency requirements, revised February 3, 2011

30-6, Board guidance on interpretation of active practice, revised April 11, 2013

30-7, Board guidance on practice of fiberoptic endoscopic evaluation of swallowing (FEES) by speech-language pathologists, revised August 11, 2010

30-8, Practice and the need for licensure as a speech-language pathologist, revised June 19, 2014

30-9, Continuing education audits and sanctions for failure to comply, revised April 11, 2013

30-10, Disposition of disciplinary cases for practicing on expired licenses, adopted November 3, 2011

30-11, Guidelines for processing applications, adopted June 19, 2014

### AUDITOR OF PUBLIC ACCOUNTS

Printed copies of the following documents may be viewed on regular work days from 8:15 a.m. until 5 p.m. in the office of the Auditor of Public Accounts, 101 North 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). Costs for obtaining a printed copy are noted by the name of the document.

Electronic copies of guidance documents are available on the APA's [website](http://www.apa.virginia.gov) at <http://www.apa.virginia.gov/LocalGovernment/manuals.cfm> or by using the links below.

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:

[ABC SPEC14] Specifications for Audits of Authorities, Boards, and Commissions (8/1/14) - \$20

[CCT SPEC14] Specifications for Audits of Counties, Cities, and Towns (7/1/14) - \$20

[Sheriffs14] Virginia Sheriffs Accounting Manual (5/1/14) - \$10

[UFRM14] Uniform Financial Reporting Manual (7/1/14) - \$20

### DEPARTMENT OF AVIATION

A printed copy of the Airport Program Manual may be viewed at the Virginia Department of Aviation (DOAV) office, 5702 Gulfstream Road, Richmond, VA 23250.

For questions regarding the Airport Program Manual or to request a copy, contact Susan Simmers with the Airport Services Division, Virginia Department of Aviation (DOAV), 5702 Gulfstream Road, Richmond, VA 23250, telephone (804) 236-3632, or email [susan.simmers@doav.virginia.gov](mailto:susan.simmers@doav.virginia.gov).

This guidance document is available electronically for no charge on the Town Hall using the link below.

A printed copy may be obtained from DOAV at no charge.

### Guidance Document:

[Virginia Department of Aviation Airport Program Manual](#) (11/21/13)

### DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Included in the detailed listing for each Department of Behavioral Health and Developmental Services (DBHDS) guidance document is the name and contact information of the staff person who can respond to interpretive or implementation questions. All departmental guidance documents are available electronically without charge by using the links below. There may be a nominal charge if an individual requests that the department mail a paper copy of

any of these documents. Any questions regarding DBHDS guidance documents should be directed to Marion Greenfield, telephone (804) 786-4516, or email [marion.greenfield@dbhds.virginia.gov](mailto:marion.greenfield@dbhds.virginia.gov).

### Guidance Documents:

[CSB 1] FY 2015 and FY 2016 Community Services Performance Contract (5/9/14)

[CSB 1a] FY 2015 and FY 2016 Community Services Performance Contract (5/9/14)

[CSB 1b] FY 2015 and FY 2016 Community Services Performance Contract (5/9/14)

[CSB 1c] FY 2015 and FY 2016 Community Services Performance Contract (5/9/14)

[CSB 2] Core Services Taxonomy 7.3 (6/30/14)

[CSB 3] CCS 3 Extract Specifications Version 7.2 Revision 1 (1/1/14)

[CSB MH-1] Discharge Protocols for Community Services Boards and State Mental Health Facilities (8/1/14)

[CSB MH-2] Discharge Assistance Program Manual (12/18/14)

[FOR 1] Guidelines for the Management of Individuals Found Not Guilty by Reason of Insanity (5/28/03)

[FOR 2] List of Standardized Measures of Intellectual Functioning (11/5/08)

[HR 1] Office of Human Rights, Protocols, Procedures and Practices Manual (11/1/14)

[lic 1] Office of Licensing: Protocols (12/1/10)

[lic 2] Licensing Intensive In-Home Guidance (3/1/11)

[lic 3] Outpatient Services with Applied Behavior Analysis Track Guidance (12/14/11)

[lic 4] Process for Adding a New Location of a Licensed Service in the Same Region (12/14/11)

[lic 5] Human Services and Related Fields Approved Degrees/Experience (5/3/13)

[lic 6] Guidance for Selected Licensing Regulations (11/25/14)

[MH 1] Mandatory Outpatient Treatment Guidance (8/15/12)

[MH 2] Medical Screening and Assessment Guidance (3/13/07)

[Part C 1] Policies and Procedures for the Implementation of Part C of the Individuals with Disabilities Education Act (IDEA) (8/1/02)

[Part C 2] Infant and Toddler Connection of Virginia Practice Manual (10/1/14)

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## Guidance Documents

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[Part C 4] Determining the Status of Infant/Toddler Development in Relation to the Three Offices of Special Education Program (OSEP) Outcomes (2/1/08)

[Part C 5] Child Indicators Booklet (2/22/13)

[Part C 8] Supporting Young Children with Autism Spectrum Disorders and their Families (1/31/12)

[Plan 1] Comprehensive State Plan 2014-2020 (12/31/13)

### 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 Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227 or may be viewed by using the links below. 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 Henry A. Street at the same address, telephone (804) 371-3145, FAX (804) 371-3157, or email [henry.street@dbvi.virginia.gov](mailto:henry.street@dbvi.virginia.gov).

Questions regarding the interpretation or implementation of these documents may be directed to Eva F. Ampey, Special Assistant to the Commissioner, Department for the Blind and Vision Impaired, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3351, or email [eva.ampey@dbvi.virginia.gov](mailto:eva.ampey@dbvi.virginia.gov).

#### Guidance Documents:

[Orientation and Mobility Procedure Manual](#) (12/27/12)

[DS-PPD-12-04] [DBVI Orientation and Mobility Policy and Procedure Manual](#) (12/27/12)

[702004001] [Application for Vocational Rehabilitation Services](#) (12/20/12)

[DS-PPD-12-01] [Policy and Procedures Directive - Revisions to the Vocational Rehabilitation Application for Services](#) (12/20/12)

[DS-PPD-12-02] [Policy and Procedures Directive - Revisions to Chapter VII-A, Vocational Rehabilitation Manual](#) (12/20/12)

[DS-PPD-12-03] [Policy and Procedures Directive - Revisions to Chapter IX-B and Appendix S of the Vocational Rehabilitation Manual](#) (12/20/12)

[DS-PPD-12-05] [Policy and Procedures Directive - Revisions to Chapter VII-A, Vocational Rehabilitation Manual](#) (12/20/12)

[Orientation and Mobility Services to Children Who Are Visually Impaired](#) (12/27/11)

[DS-PPD-11-02] [2010 RSA Monitoring Report Corrective Actions](#) (12/27/11)

### CHRISTOPHER NEWPORT UNIVERSITY

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the Office of Institutional Research, Analysis and Reports, 1 Avenue of the Arts, Newport News, VA 23606. Copies may be obtained free of charge by contacting Tamra McGrath at the same address, telephone (757) 594-7609, or email [irar@cnu.edu](mailto:irar@cnu.edu). Copies are also available free of charge using the links below. Questions regarding interpretation or implementation of these documents may be directed to Tamra McGrath at the same address and contact points.

#### Guidance Documents:

[Catalog\_01] [Undergraduate Catalog 2014-2015](#) (12/3/14)

[Catalog\_02] [Graduate Catalog 2014-2015](#) (12/3/14)

[Handbook\_01] [University Handbook 2014-2015](#) (12/3/14)

[Handbook\_03] [Student Handbook 2014-2015](#) (12/3/14)

[Handbook\_04] [Residence Life Handbook 2014-2015](#) (12/3/14)

### STATE BOARD FOR COMMUNITY COLLEGES

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Community College System, James Monroe Building, 101 North 14th Street, 15th Floor, Richmond, VA 23219. Copies may be obtained by contacting Donna Swiney at the same address, telephone (804) 819-4910, or email [dswiney@vccs.edu](mailto:dswiney@vccs.edu). The document may be downloaded from the Virginia Community College System (VCCS) website at <http://www.vccs.edu>.

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

#### Guidance Document:

Virginia Community College System Policy Manual, (approximately 319 pages), revised November 15, 2013, §§ 23-214 through 23-231.1, \$25

#### Workforce Investment Act (WIA) Guidance Documents:

Copies of Workforce Investment Act (WIA) guidance documents are available on the VCCS's website at <http://www.elevatevirginia.org/practitioners-corner/resources/> or by contacting Paula Dehetre, Interim WIA Administrator, 101 North 14th Street, 17th Floor, Richmond, VA 23219, telephone (804) 819-1689, FAX (804) 819-1698, or email

[pdehetre@vccs.edu](mailto:pdehetre@vccs.edu). Unless otherwise indicated, there is a \$1.00 per document copying charge.

Questions regarding interpretation or implementation of WIA guidance documents may be directed to Paula Dehetre. All WIA guidance documents provide interpretive guidance for P.L. 105-220 and 20 CFR Part 652.

## Virginia WIA Policy Statements

Refer to [The Practitioner's Corner on ElevateVirginia.org](http://ThePractitionerCorneronElevateVirginia.org) for the most updated WIA Policy Statements.

[99-2, Establishment of Local Workforce Investment Board](#) (Revised, January 2011)

[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](#) (Technical Amendments, April 2010)

[00-5, Youth Programs under Title I of the Workforce Investment Act](#) (Revised August 1, 2011)

[00-8, Virginia's Training Voucher System under WIA](#) (Technical Amendments, April 2010)

[00-10, Equal Opportunity Policy](#)

[00-11, Continuous Improvement, Incentives and Sanctions for the WIA – \(rescinded\)](#)

[00-12, Assessment Services for Adult, Dislocated Workers and Youth Programs](#)

[00-14, WIA Policy on Corrective Action or Sanctions for Discrimination](#)

[01-01 WIA Methods of Administration, 29 CFR Part 37 - MOA Elements](#)

[01-02, Discrimination Policy](#)

[01-04, Process for Additional Funding of Dislocated Worker Activities](#) (Technical Amendments, April 2010)

[02-01, Processing Grievances and Complaints](#)

[02-02, Recaptured Workforce Investment Act Title I Local Formula Funds](#) (Technical Amendments, April 2010)

[02-04, Existing Worker Strategy VWC Policy](#) (Updated December 20, 2010)

[03-01, Tiered Services](#) (Technical Amendments, April 2010)

[03-02, Core Services](#) (Revised, January 3, 2005)

[03-03, Priority of Service](#)

[05-01, Continuous Improvement](#)

[05-02, WIA Incentives](#) (Revised, March 2013)

[05-03, Sanctions](#) (Revised, March 2013)

[05-04, Use of WIA Local Formula Funds for Economic Development](#)

[07-01, WIA and Trade Co-Enrollment](#)

[10-01, One Stop Service Delivery System](#)

[13-01, Business Services Requirements for Local Workforce Investment Areas](#)

[13-02, Occupational Skills Training Policy](#)

[Virginia Workforce Network WIA Policy and Procedures](#) (November 12, 2013)

[Virginia Workforce Network WIA Policy and Procedures](#) (July 15, 2013)

## Virginia WIA Eligibility Guidelines

The guidelines for determining WIA eligibility for adults, dislocated workers, and youth.

Refer to [The Practitioner's Corner on ElevateVirginia.org](http://ThePractitionerCorneronElevateVirginia.org) for the most updated WIA Eligibility Guidelines.

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[Introduction](#)

[WIA Adult Eligibility](#)

[WIA Dislocated Worker Eligibility](#)

[WIA Youth Eligibility](#)

[Verification and Documentation for WIA Eligibility](#)

[Selective Service Requirements](#)

[Family Size/Family Income](#)

[Self Certification Requirements](#)

[Eligibility Definitions](#)

[WIA Youth Eligibility Reference List](#)

[WIA Eligibility Checklist for Adults and Dislocated Workers](#)

## Virginia Workforce Letters

As the state WIA administrative entity, the VCCS issues Virginia Workforce Letters to provide administrative guidance deemed necessary to implement the WIA in Virginia.

Refer to [The Practitioner's Corner on ElevateVirginia.org](http://ThePractitionerCorneronElevateVirginia.org) for the most updated WIA workforce letters.

[VWL #01-01, Follow-up Services](#)



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## Guidance Documents

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- VWL #01-02, Employed Worker Response
- VWL #01-04, Local WIA Program Policy Implementation
- VWL #02-02, Clarification of the Term "School Dropout"
- VWL #02-03, Carrying over WIA Funds
- VWL #02-04, Local Area WIA Funds Transfer Procedures
- VWL #02-07, Definition of Family
- VWL #02-08, Definition of Family Income
- VWL #03-04, Supplemental Data
- VWL #05-01, Oversight and Compliance Activities for Local Workforce Investment Act Areas (Added 2/9/11)
- VWL #05-05, Expenses Prohibited under WIA
- VWL #05-06, Program Income
- VWL #05-08, Individual Training Accounts for Out-of-School and/or Older Youth
- VWL #05-12, WIA Program Participation and Performance Measures
- VWL #05-13, Program Exit
- VWL #07-01, Mandatory Co-enrollment for WIA and Trade
- VWL #08-05, Needs-related Payments and Supportive Services Guidance
- VWL #08-07, Timely Data Entry
- VWL #08-08, Out of school Youth Definition and 30% Expenditure Level
- VWL #08-09, Priority of Service for Veterans (Revised 02/12)
- VWL #08-11, Adult and Dislocated Worker Work Experience Guidance
- VWL #10-01, Youth Work Experience
- VWL #10-02, Common Measures (Attachment C revised 9/17/12)
- VWL #10-04, WIA Equipment Management Procedures (Added 3/1/11)
- VWL #11-01, 2011 Poverty and 70% Lower Living Standard Income Levels
- VWL #11-02, WIA Service Code Definitions and Limitations
- VWL #11-03, Record Retention
- VWL #11-04, Business Services Model
- Business Measures Data Collection Spreadsheet
- VWL #11-05, Credential and CRC Attainment Measurements under Common Measures
- VWL #11-06, Additional guidance on Coordination of WIA Title 1 and Trade Act Programs
- VWL #11-07, Definition of Allowable High School Diplomas or Equivalents for Credential Attainment
- VWL #11-08, Local Monitoring Requirements for Workforce Investment Areas
- VWL #11-09, Veterans Gold Card Initiative
- VWL #11-10, One-Stop Staff Frontline Professional Development
- VWL #11-11, 2012 Poverty and 70% Lower Living Standard Income Levels
- VWL #11-12, One-Stop Certification Process
- VWL #11-13, CRC Service Codes in VOS
- VWL #12-01, Clarification of the Definition of In-School Youth
- VWL #12-02, Selective Service Registration Requirements for Employment and Training Administration Funded Programs
- VWL #12-03, Local Plan Guidance
- VWL #12-04, Entrepreneurship and Self-Employment Training
- VWL #12-05, Work Search Waivers for WIA-Approved Training Program Participants
- VWL #12-06, Youth Work Readiness and Life Skills
- VWL #12-07, Testing of All Out-of-School Youth for Basic Skills Deficiencies
- VWL #12-08, 2013 Poverty and 70% Lower Living Standard Income Levels
- VWL #13-02, Use of E-Verify for Right to Work
- VWL #13-03, Use of Self-certification for Eligibility Documentation
- VWL #13-04, Requirements for Workforce Investment Act (WIA) Local Plan Annual Report
- VWL #13-05, Definition of Family and Family Income
- VWL #13-06, 2014 Poverty and 70% Lower Living Standard Income Levels
- VWL #13-07, Virginia Workforce Connection (VaWC) System of Record and Entry of Case Notes in VaWC, Including Guidelines
- VWL #13-08, Local Workforce Investment Boards
- Attachment A - Local Workforce Investment Boards

[VWL #13-09, Program Year 2014 Performance Negotiations Process](#)

[VWL #14-01, WIA Participant Activity Code Definitions, Projected Durations and Use Limitations](#)

[Attachment A - Service Codes by Number](#)

[VWL #14-02, Guidance on the Handling and Protection of Personally Identifiable Information](#)

[VWL #14-03, Leadership Development Services](#)

[VWL #14-04, Youth in Need of Additional Assistance Requirements](#)

[VWL #14-05, Data Change Requests](#)

[Attachment A - Data Change Request](#)

[VWL #14-06, Services Extensions in the Virginia Workforce Connection \(VaWC\)](#)

[VWL #14-07, Local Workforce Investment Areas System Administrator Roles and Responsibilities](#)

[VWL #14-08, Common Measures](#)

[VWL #14-09, Timely Data Entry](#)

[VWL #14-10, Exclusions from Common Measures](#)

[VWL #14-11, Program Exit Policy](#)

[VWL #14-12, Services to Applicants with Dishonorable Discharge from the Armed Forces](#)

[VWL #14-13, Adult and Dislocated Worker Service Planning](#)

[VWL #14-14, Approved Tests for Literacy-Numeracy Gains](#)

[VWL #14-15, Definition of Family and Family Income](#)

[VWL #14-16, Use of Self-Attestation and Telephone Verification for Program Eligibility](#)

### **DEPARTMENT OF CONSERVATION AND RECREATION**

Copies of the following documents may be viewed using the links below or 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, 600 East Main Street, 24th Floor, 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 Virginia Cave Board, and the Virginia Land Conservation 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, refer to the document listings. In some cases, individual copies of certain documents may also be viewed at the department's regional offices or at Virginia State Parks.

Questions regarding availability, interpretation, or implementation of these documents may be directed to David C. Dowling, Policy and Planning Director, Department of Conservation and Recreation, 600 East Main Street, 24th Floor, 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.

### **Board of Conservation and Recreation**

#### **Guidance Documents:**

[\[DCR-BCR-002\] Scenic River Designation Factsheet \(12/14/14\)](#)

[\[DCR-BCR-003\] A Guide to Citizen Involvement in the Scenic River Designation Process \(12/19/14\)](#)

[\[DCR-BCR-006\] Virginia's Scenic Rivers Program \(1/24/13\)](#)

[\[DCR-BCR-007\] Virginia Scenic Rivers List \(4/23/14\)](#)

[\[DCR-BCR-008\] Virginia Scenic Rivers Status \(12/17/14\)](#)

### **Department of Conservation and Recreation**

#### **Guidance Documents:**

[\[DCR-DS-006\] The Floodplain Management Plan for the Commonwealth of Virginia \(12/1/05\)](#)

[\[DCR-DS-009\] Virginia Citizen's Guide to Floodplain Management \(12/1/05\)](#)

[\[DCR-DS-010\] Virginia Local Official's Guide to Floodplain Management \(12/1/05\)](#)

[\[DCR-NH-064\] Natural Heritage Resources of Virginia - Rare Animal Species \(2/1/12\)](#)

[\[DCR-NH-065\] The Natural Communities of Virginia - Ecological Groups and Community Types \(7/1/13\)](#)

[\[DCR-NH-066\] Natural Heritage Resource Fact Sheet - Conserving Endangered Species \(7/1/97\)](#)

[\[DCR-NH-074\] Virginia's Precious Heritage: A Report on the Status of Virginia's Natural Communities, Plants, and Animals \(12/1/03\)](#)

[\[DCR-NH-075\] Natural Heritage Resources of Virginia - Rare Plants \(2/1/14\)](#)

[\[DCR-PRR-001\] 2007 Virginia Outdoors Plan \(1/12/14\)](#)

[\[DCR-PRR-002\] Virginia Recreational Trails Program \(10/1/13\)](#)

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## Guidance Documents

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- [DCR-PRR-003] Land and Water Conservation Fund Grant Application Manual 2013 (11/1/12)
- [DCR-PRR-010] Bear Creek State Park Master Plan (12/16/14)
- [DCR-PRR-011] Belle Isle State Park Master Plan (3/22/11)
- [DCR-PRR-012] Caledon State Park Master Plan (4/1/12)
- [DCR-PRR-013] Chippokes State Park Master Plan (4/1/12)
- [DCR-PRR-014] Claytor Lake State Park Master Plan (6/16/10)
- [DCR-PRR-015] Douthat State Park Master Plan (10/15/14)
- [DCR-PRR-016] False Cape State Park Master Plan (6/16/10)
- [DCR-PRR-017] First Landing State Park Master Plan (6/16/10)
- [DCR-PRR-018] Hungry Mother State Park Master Plan (6/10/09)
- [DCR-PRR-019] James River State Park Master Plan (10/15/14)
- [DCR-PRR-020] Kiptopeke State Park Master Plan (6/10/09)
- [DCR-PRR-021] Lake Anna State Park Master Plan (9/2/11)
- [DCR-PRR-022] Mason Neck State Park Master Plan (6/16/10)
- [DCR-PRR-023] New River State Park Master Plan (3/23/12)
- [DCR-PRR-024] Natural Tunnel State Park Master Plan (12/16/14)
- [DCR-PRR-025] Oconeechee State Park Master Plan (1/5/12)
- [DCR-PRR-026] Pocahontas State Park Master Plan (10/21/13)
- [DCR-PRR-027] Raymond R. "Andy" Guest, Jr. Shenandoah River State Park Master Plan (9/26/12)
- [DCR-PRR-028] Sailor's Creek State Park Master Plan (10/15/14)
- [DCR-PRR-029] Sky Meadows State Park Master Plan (9/2/11)
- [DCR-PRR-030] Smith Mountain Lake State Park Master Plan (3/22/11)
- [DCR-PRR-031] Staunton River Battlefield State Park Master Plan (6/16/10)
- [DCR-PRR-032] Wilderness Road State Park Master Plan (7/7/14)
- [DCR-PRR-033] Grayson Highlands State Park Master Plan (9/2/11)
- [DCR-PRR-034] Leesylvania State Park Master Plan (6/16/10)
- [DCR-PRR-035] Holiday Lake State Park Master Plan (7/7/14)
- [DCR-PRR-036] Twin Lakes State Park Master Plan (7/7/14)
- [DCR-PRR-037] York River State Park Master Plan (1/5/12)
- [DCR-PRR-038] Westmoreland State Park Master Plan (1/5/12)
- [DCR-PRR-039] Fairy Stone State Park Master Plan (3/22/11)
- [DCR-PRR-040] Powhatan State Park Master Plan (8/6/12)
- [DCR-PRR-041] High Bridge State Park Master Plan (9/27/12)
- [DCR-PRR-042] Seven Bends State Park Master Plan (8/6/14)
- [DCR-PRR-043] Widewater State Park Master Plan (8/15/14)
- [DCR-PRR-044] Southwest Virginia Museum Master Plan (9/2/11)
- [DCR-PRR-045] Middle Peninsula State Park Master Plan (10/15/10)
- [DCR-PRR-046] Staunton River State Park Master Plan (2/11/08)
- [DCR-PRR-047] Biscuit Run State Park Master Plan (10/21/13)
- [DCR-SP-001] Booklet about Virginia State Parks (12/28/12)
- [DCR-SW-017] Grant Project Management Manual (4/15/11)
- [DCR-VLCF-002] Virginia Land Conservation Foundation's 2012 Grant Program Manual (10/18/14)
- [DCR-VLCF-003] Land Preservation Tax Credits - Conservation Value Review Criteria (3/27/09)
- [DCR-VLCF-004] Procedural Guidelines for Land Conservation Tax Credits Conservation Value Review (12/12/06)
- [DCR-VLCF-005] Virginia's Land Preservation Tax Credit Brochure (12/27/12)
- [DCR-VLCF-006] Land Preservation Tax Credit Questions and Answers (9/1/12)

### Virginia Soil and Water Conservation Board

#### Guidance Documents:

- [DCR-VSWCB-018] Virginia Dam Safety, Flood Prevention and Protection Assistance Fund Loan and Grant Manual (3/11/14)

[DCR-VSWCB-019] Virginia Soil and Water Conservation Board Guidance Document on Impounding Structure Ownership (9/26/08)

[DCR-VSWCB-021] Guidance Document on Credits and Refunds of Dam Safety Certificate Application Fees (11/30/10)

[DCR-VSWCB-022] Guidance Document on Agricultural Exemption Requirements (11/30/10)

[DCR-VSWCB-023] Guidance Document on Roadways on or below Impounding Structures (11/30/10)

[DCR-VSWCB-025] Guidance Document on Supplemental Environmental Projects (10/27/11)

[DCR-VSWCB-031] Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2015 (6/27/14)

[DCR-VSWCB-032] Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations (Fiscal Year 2015) (6/30/14)

[DCR-VSWCB-033] Financial Commitments for Establishment of a New Soil & Water Conservation District (SWCD/district), or Realignment of an Existing District (10/15/03)

[DCR-VSWCB-034] Virginia Dam Owner's Handbook, Second Edition (3/31/13)

## **STATE CORPORATION COMMISSION**

### **Office of the Clerk of the Commission**

Copies of the following business entity and Uniform Commercial Code (UCC) forms and documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting the Clerk's Office by telephone (804) 371-9733, toll-free in Virginia (866) 722-2551, or FAX (804) 371-9521. Most of the forms can be downloaded from the Clerk's Office section on the State Corporation Commission's website at <http://www.scc.virginia.gov/clk>.

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, 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:**

For business entity forms, use the following link:  
<http://www.scc.virginia.gov/clk/formfee.aspx>

For UCC forms, use the following link:  
<http://www.scc.virginia.gov/clk/uccfile.aspx>

SCC 21.2, Expedited Service Request Form - Business Entity Filing, July 2014, § 12.1-21.2

SCC 21.2, Expedited Service Request Form - Business Entity Filing Instructions, May 1, 2014, § 12.1-21.2

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

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

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

SCC 619, Articles of Incorporation of a Virginia Stock Corporation, revised October 2011, § 13.1-619

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

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

SCC 635/834, Statement of Change of Registered Office and/or Registered Agent of a Corporation, revised July 2010, §§ 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 2010, §§ 13.1-636, 13.1-765, 13.1-835 and 13.1-927

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

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

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

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

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

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

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

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## Guidance Documents

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

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

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

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

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

SCC 754P, Reinstatement Requirements Packet, §§ 13.1-754, 13.1-769.1, 13.1-916 and 13.1-931.1

SCC 759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised August 2013, §§ 13.1-759 and 13.1-921

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

SCC 767/929, Application for a Certificate of Withdrawal of a Foreign Corporation Authorized to Transact Business in Virginia, revised July 2012, §§ 13.1-767 and 13.1-929

SCC 819, Articles of Incorporation of a Virginia Nonstock Corporation, revised June 2014, § 13.1-819

SCC 888, Guide for Articles of Amendment - Nonstock Corporation, revised September 2011, § 13.1-888

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

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

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

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

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

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

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

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

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

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 2010, § 50-73.5

LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised July 2010, § 50-73.6

LPA-73.11, Certificate of Limited Partnership, revised July 2010, § 50-73.11

LPA-73.11:3, Certificate of Limited Partnership of a Domestic or Foreign Partnership Converting to a Virginia Limited Partnership, revised July 2010, § 50-73.11:3

LPA-73.12, Certificate of Amendment of a Certificate of Limited Partnership, revised July 2013, § 50-73.12

LPA-73.52:4, Certificate of Cancellation of a Virginia Limited Partnership, revised July 2010, § 50-73.52:4

LPA-73.52:7P, Reinstatement Requirements Packet, §§ 50-73.52:7 and 50-73.58:3

LPA-73.54, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Partnership, revised July 2010, § 50-73.54

LPA-73.57, Amended Application for Registration as a Foreign Limited Partnership, revised July 2010, § 50-73.57

LPA-73.58, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Partnership, revised July 2013, § 50-73.58

LPA-73.67, Limited Partnership - Annual Registration Fee Assessment Notice, revised annually, § 50-73.67

LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised July 2010, § 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 2013, § 13.1-1010.1

LLC-1011, Articles of Organization of a Virginia Limited Liability Company, revised October 2011, § 13.1-1011

- LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Domestic Limited Liability Company, revised February 2013, § 13.1-1011.1
- LLC-1013, Application for Reservation or for Renewal of Reservation of a Limited Liability Company Name, revised July 2006, § 13.1-1013
- LLC-1014, Guide for Articles of Amendment - Virginia Limited Liability Company, revised April 2010, § 13.1-1014
- LLC-1014N, Articles of Amendment - Changing the Name of a Virginia Limited Liability Company - By the Members, April 2010, § 13.1-1014
- LLC-1014.1, Guide for Articles of Restatement of the Articles of Organization of a Virginia Limited Liability Company, revised April 2010, § 13.1-1014.1
- LLC-1016, Statement of Change of Registered Office and/or Registered Agent of a Limited Liability Company, revised July 2010, § 13.1-1016
- LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised July 2010, § 13.1-1017
- LLC-1018.1, Statement of Change of the Principal Office Address of a Limited Liability Company, April 2010, § 13.1-1018.1
- LLC-1050, Articles of Cancellation of a Virginia Limited Liability Company, revised July 2013, § 13.1-1050
- LLC-1050.4P, Reinstatement Requirements Packet, §§ 13.1-1050.4 and 13.1-1056.3
- LLC-1052, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Liability Company, revised July 2013, § 13.1-1052
- LLC-1055, Amended Application for Registration as a Foreign Limited Liability Company, revised July 2013, § 13.1-1055
- LLC-1056, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Liability Company, revised July 2013, § 13.1-1056
- LLC-1062, Limited Liability Company Annual Registration Fee Assessment Notice, revised annually, § 13.1-1062
- LLC-1077, Guide for Articles of Domestication (foreign limited liability company intending to become a Virginia limited liability company), revised April 2008, § 13.1-1077
- LLC-1078, Guide for Articles of Organization Surrender (Virginia limited liability company to be domesticated under the laws of another jurisdiction), revised April 2008, § 13.1-1078
- LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2006, § 13.1-1103
- UPA-93, Statement of Partnership Authority, revised July 2010, § 50-73.93
- UPA-94, Statement of Denial for a Partnership, revised July 2010, § 50-73.94
- UPA-115, Statement of Dissociation from a Partnership, revised July 2010, § 50-73.115
- UPA-121, Statement of Dissolution of a Partnership, revised July 2010, § 50-73.121
- UPA-83D-CANC, Cancellation of Partnership Statement (of any statement filed), revised July 2010, § 50-73.83 D
- UPA-83D-AMEND, Amendment to Partnership Statement (of any statement filed), revised July 2010, § 50-73.83 D
- UPA-83D-RENEW, Renewal of a Statement of Partnership Authority, revised July 2010, § 50-73.83 D
- UPA-132, Statement of Registration as a Virginia Registered Limited Liability Partnership, revised July 2010, § 50-73.132
- UPA-134, Annual Continuation Report of a Virginia or Foreign Registered Limited Liability Partnership, revised annually, § 50-73.134
- UPA-134P, Restoration Requirements Packet, § 50-73.134
- UPA-135, Certificate of Change of Registered Office and/or Registered Agent of a Registered Limited Liability Partnership, revised July 2010, § 50-73.135
- UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised July 2010, § 50-73.135
- UPA-136, Statement of Amendment of a Statement of Registration of a Virginia or Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.136
- UPA-137, Statement of Cancellation of a Statement of Registration of a Virginia Registered Limited Liability Partnership, revised July 2010, § 50-73.137
- UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.138
- UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 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 April 2008, § 13.1-1213
- BTA 1215, Application for Reservation or for Renewal of Reservation of a Business Trust Name, revised July 2006, § 13.1-1215

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## Guidance Documents

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

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

BTA 1221, Statement of Change of Registered Office and/or Registered Agent of a Business Trust, revised July 2010, § 13.1-1221

BTA 1222, Statement of Resignation of Registered Agent of a Business Trust, revised July 2010, § 13.1-1222

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

BTA 1239P, Reinstatement Requirements Packet, §§ 13.1-1239 and 13.1-1246.3

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

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

BTA 1246, Articles of Cancellation of a Certificate of Registration as a Foreign Business Trust, revised July 2013, § 13.1-1246

BTA 1251, Business Trust Annual Registration Fee Assessment Notice, revised annually, § 13.1-1251

SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent, revised October 2014, § 12.1-19.1

SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent Instructions, revised December 3, 2014, § 12.1-19.1

UCC1, UCC Financing Statement, revised April 20, 2011, § 8.9A-509

UCC1Ad, UCC Financing Statement Addendum, revised April 20, 2011, § 8.9A-509

UCC1AP, UCC Financing Statement Additional Party, revised August 22, 2011, § 8.9A-509

UCC3, UCC Financing Statement Amendment, revised April 20, 2011, § 8.9A-512

UCC3Ad, UCC Financing Statement Amendment Addendum, revised April 20, 2011, § 8.9A-512

UCC3AP, UCC Financing Statement Amendment Additional Party, revised August 22, 2011, § 8.9A-512

UCC5, Information Statement, revised July 19, 2012, § 8.9A-518

UCC11, National Information Request, revised July 19, 2012, 5VAC5-30-40

Annual Corporation Requirements, revised March 2008, §§ 13.1-775, 13.1-775.1, 13.1-936 and 13.1-936.1

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

Notice to Virginia Corporations, revised June 2014, § 13.1-601 et seq. and § 13.1-801 et seq.

Notice to Foreign Corporations, revised June 2014, § 13.1-757 et seq. and § 13.1-919 et seq.

Notice to Virginia Limited Liability Companies, revised March 2013, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, revised March 2013, § 13.1-1051 et seq.

EINFRM, Request for Refund, revised August 2010, §§ 13.1-615, 13.1-815, 13.1-1065, 13.1-1255, 50-73.70 and 50-73.83

Frequently Asked Questions Regarding:

Annual Registration Fees, [http://scc.virginia.gov/clk/befaq/an\\_regfees.aspx](http://scc.virginia.gov/clk/befaq/an_regfees.aspx)

Annual Reports, [http://scc.virginia.gov/clk/befaq/an\\_repts.aspx](http://scc.virginia.gov/clk/befaq/an_repts.aspx)

Business Entity Names, <http://scc.virginia.gov/clk/befaq/name.aspx>

Fictitious Names, <http://scc.virginia.gov/clk/befaq/fict.aspx>

Foreign Business Entities, <http://scc.virginia.gov/clk/befaq/forinva.aspx>

Registered Agents, <http://scc.virginia.gov/clk/befaq/ra.aspx>

SCC eFile, <http://scc.virginia.gov/clk/befaq/sccefile.aspx>

Virginia Nonstock Corporations, <http://scc.virginia.gov/clk/befaq/vanon.aspx>

Uniform Commercial Code, <http://scc.virginia.gov/clk/uccfaq.aspx>

### Division of Communications

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the State Corporation Commission, Division of Communications, 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 Sheryl Ward at the same address, telephone (804) 371-9536, FAX (804) 371-9069, or email [sheryl.ward@scc.virginia.gov](mailto:sheryl.ward@scc.virginia.gov). Questions regarding interpretation or implementation of these documents may also be directed to Sheryl Ward. There is no charge for copies of documents. Additional information regarding the Division of

Communications may be obtained at <http://www.scc.virginia.gov/puc>.

**Guidance Documents:**

Virginia Local Telephone Companies Telecommunications "Bill of Rights" adopted by Final Order in Case No. PUC-2003-00110 dated September 30, 2005. <http://www.scc.virginia.gov/puc/bor.aspx>

Letter, Director of Communications, dated November 1, 2006, Concerning and Clarifying the State Corporation Commission's new rules, effective December 1, 2006, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20VAC5-413. Contact the Division of Communications at (804) 371-9420.

Letter, Director of Communications, dated April 19, 2001, Concerning Interconnection Agreements Filed with the SCC. Gives direction on (i) names on agreements, (ii) timely filing of agreements, (iii) notice requirements, and (iv) replacing existing agreements. Contact the Division of Communications at (804) 371-9420.

Letter, Director of Communications, dated December 16, 2014, Concerning Annual Payphone Service Provider Registration for 2015 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407. Contact the Division of Communications at (804) 371-9420.

Letter, Director of Communications, dated December 16, 2014, Concerning Annual Operator Service Provider Registration for 2015 including the letter and the forms for the operator service provider annual registration, 20VAC5-407. Contact the Division of Communications at (804) 371-9420.

Application for Registration as an Operator Service Provider, December 2013, 20VAC5-407. <http://scc.virginia.gov/publicforms/149/osp.pdf>

Application for Registration as a Payphone Service Provider, December 2013, 20VAC5-407. <http://scc.virginia.gov/publicforms/147/psp.pdf>

Letter, Director of Communications, dated March 29, 2006, Concerning Telephone Company Sales and Use Tax Review and Verification. Contact the Division of Communications at (804) 371-9420.

Instructions and Form for Competitive Local Exchange Carrier Performance/Surety Bond. [http://scc.virginia.gov/publicforms/510/bond\\_blank.doc](http://scc.virginia.gov/publicforms/510/bond_blank.doc)

Instructions and Forms for June 30th Reporting Requirements for New Entrants and Certain ILECs, 20VAC5-417-60. [http://scc.virginia.gov/publicforms/511/630\\_rep.pdf](http://scc.virginia.gov/publicforms/511/630_rep.pdf)

Instructions and Forms for December 31st Reporting Requirements for New Entrants and Certain ILECs, 20VAC5-417-60. [http://scc.virginia.gov/publicforms/512/1231\\_rep.pdf](http://scc.virginia.gov/publicforms/512/1231_rep.pdf)

**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 State Corporation Commission, 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 Kelli Gravely at the same address, telephone (804) 371-9611, FAX (804) 371-9350, or email [kelli.gravely@scc.virginia.gov](mailto:kelli.gravely@scc.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to David Roberts, Manager, Consumer Services, at the above address and telephone number.

**Guidance Documents:**

Memorandum to All Electric Utilities regarding underground electric distribution facilities, July 10, 1970, § 56-265.1 et seq. [http://www.scc.virginia.gov/pue/docs/und\\_dist.pdf](http://www.scc.virginia.gov/pue/docs/und_dist.pdf)

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly, <http://www.scc.virginia.gov/pue/docs/tree.pdf>

Guidelines regarding application requirements for a certificate of public convenience and necessity for water and sewerage utilities, November 1, 2006, § 56-265.1 et seq. <http://www.scc.virginia.gov/pue/docs/ws.pdf>

Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§ 56-46.1 and 56-265.1 et seq. <http://www.scc.virginia.gov/pue/docs/trans.pdf>

Letter to All Electric and Gas Utilities regarding collection of monthly bills (cold weather - termination of service) and filing of complaint procedures, November annually, § 56-247.1, <http://www.scc.virginia.gov/pue/docs/cold.pdf>

Form NMIN, Net Metering Interconnection Notification, July 1, 2014, 20VAC5-315, <http://www.scc.virginia.gov/publicforms/153/notification.pdf>

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-598 and 56-599, <http://www.scc.virginia.gov/pue/docs/irp.pdf>

Gas Utility Five-Year Forecast Information Requirements, revised September 17, 1998, § 56-248.1, <http://www.scc.virginia.gov/pue/docs/forecast.pdf>

**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 State Corporation Commission, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street,



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# Guidance Documents

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Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting the bureau at the same address, telephone (804) 371-9657, FAX (804) 371-9416, or email [bfquestions@scc.virginia.gov](mailto:bfquestions@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 East Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416, or email [bfquestions@scc.virginia.gov](mailto:bfquestions@scc.virginia.gov). The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information are available online at the bureau's website at <http://www.scc.virginia.gov/bfi/>.

## Guidance Documents:

The following documents are available at [http://www.scc.virginia.gov/bfi/files/admin\\_lets.pdf](http://www.scc.virginia.gov/bfi/files/admin_lets.pdf):

### Banking Act

- BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia
- BFI-AL-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.2-874 of the Code of Virginia
- BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186 and 6.2-1187 of the Code of Virginia
- BFI-AL-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.2-874 of the Code of Virginia
- BFI-AL-0205, Securities Rating Services, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia
- BFI-AL-0206, Loans in Violation of § 6.2-875, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia
- BFI-AL-0207, Obligations Subject to the Limits Specified, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia
- BFI-AL-0208, Exceptions to Lending Limits for State-Chartered Banks, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia
- BFI-AL-0209, Right of Offset by Holders of Subordinated Bank Debt, revised and reissued June 1, 2011, §§ 6.2-875 and 6.2-890 of the Code of Virginia

- BFI-AL-0210, Loans Secured by Real Estate, revised and reissued June 1, 2011, §§ 6.2-878 and 6.2-879 of the Code of Virginia
- BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia
- BFI-AL-0214, Responsibility of Directors for Legal Lending Limit Violations, revised and reissued June 1, 2011, § 6.2-875 H of the Code of Virginia
- BFI-AL-0215, Bank-Owned Life Insurance, revised and reissued June 1, 2011, §§ 6.2-808, 6.2-814 A, 13.1-627 A 14, 13.1-627 A 15, and 38.2-302 A 3 of the Code of Virginia
- BFI-AL-0216, Payment of Dividends, issued March 27, 2012, §§ 6.2-869 and 6.2-708 of the Code of Virginia

### Savings Institutions Act

- BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia
- BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186 and 6.2-0187 of the Code of Virginia
- BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia
- BFI-AL-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., revised and reissued June 1, 2011, §§ 6.2-1110 and 6.2-1186 A 22 of the Code of Virginia
- BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-End Management Investment Companies, revised and reissued June 1, 2011, § 6.2-1186 A 21 of the Code of Virginia

### Credit Union Act

- BFI-AL-0401, Investments of Funds by Credit Unions, revised and reissued June 1, 2011, § 6.2-1376 of the Code of Virginia

### Consumer Finance Act

- BFI-AL-0601, Sales of Automobile Club Memberships, revised and reissued June 1, 2011, § 6.2-1518 of the Code of Virginia

Interest and Usury

- BFI-AL-0701, Judgment Rate of Interest, revised and reissued June 1, 2011, § 6.2-302 of the Code of Virginia
- BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, revised and reissued June 1, 2011, § 6.2-327 of the Code of Virginia
- BFI-AL-0703, Rebate of Unearned Installment Loan Interest by Banks - Rule of 78, revised and reissued June 1, 2011, §§ 6.2-401, 6.2-403, 6.2-423 and 6.2-1409 of the Code of Virginia

Mortgage Lenders and Brokers

- BFI-AL-1601, Mortgage Brokers as Named Payee on Mortgage Loan Notes, revised and reissued June 1, 2011, § 6.2-1600 of the Code of Virginia
- BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1600 of the Code of Virginia
- BFI-AL-1604, Funds Available to Licensed Mortgage Lenders for Business Operation, revised and reissued June 1, 2011, §§ 6.2-1606 and 6.2-1619 of the Code of Virginia
- BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1625 of the Code of Virginia
- BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued June 1, 2011, § 6.2-326 of the Code of Virginia
- BFI-AL-1607, Fees Charged by Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1616 B 4 of the Code of Virginia
- BFI-AL-1609, Minimum Mortgage Lender and Broker Surety Bond, revised and reissued June 1, 2011, § 6.2-1604 of the Code of Virginia
- BFI-AL-1610, Prepayment Penalties in Alternative Mortgage Transactions, revised and reissued June 1, 2011, §§ 6.2-422 and 6.2-423 of the Code of Virginia
- BFI-AL-1611, Nontraditional Mortgage Products, revised and reissued June 1, 2011

Payday Lenders

BFI-AL-1802, Threatening Criminal Proceedings, revised and reissued June 1, 2011, § 6.2-1816 of the Code of Virginia

**Forms and Instructions:**

Banks

Bank Directors Responsibilities, revised October 2010  
<http://www.scc.virginia.gov/publicforms/47/bankresp.pdf>

CCB-1117, Bank Directors Responsibilities Certification, revised October 2010  
<http://www.scc.virginia.gov/publicforms/46/ccb1117.pdf>

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 October 2010  
<http://www.scc.virginia.gov/publicforms/45/ccb1121.pdf>

CCB-1122, Oath of Office for Multiple Directors, revised January 2000  
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000  
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1125, Application of a Virginia Bank to Establish a Branch, revised October 2010  
<http://www.scc.virginia.gov/publicforms/53/ccb1125.pdf>

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.2 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/54/ccb1126.pdf>

CCB-1127, Application by a Bank to Engage in the Trust Business Pursuant to Title 6.2, Chapter 8, Article 3 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/66/ccb1127.pdf>

CCB-1128, Application for Approval of Merger Pursuant to Title 6.2 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/56/ccb1128.pdf>

CCB-1129, Application of a Subsidiary Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.2, Chapter 10, Article 3 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/64/ccb1129.pdf>

CCB-1131, Application of an Interim Institution to Begin Business in Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/102/ccb1131.pdf>

CCB-1133, Notice to Establish an EFT Terminal, revised October 2010  
<http://www.scc.virginia.gov/publicforms/55/ccb1133.pdf>

CCB-1137, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution Pursuant to § 6.2-

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## Guidance Documents

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704 A of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/57/ccb1137.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010  
<http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1138, Notice of Intent to Acquire a Bank Outside Virginia Pursuant to § 6.2-715 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/61/ccb1138.pdf>

CCB-1139, Application to Acquire a Virginia Bank Holding Company or Virginia Bank Pursuant to Title 6.2, Chapter 7 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/59/ccb1139.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010  
<http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1144, Application of a Bank Holding Company to Acquire a Federal Savings Institution Pursuant to § 6.2-1146 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/62/ccb1144.pdf>

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/52/ccb1146.pdf>

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998  
<http://www.scc.virginia.gov/publicforms/50/ccb1147.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010  
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-9905, Application to Establish a Trust Office, revised October 2010  
<http://www.scc.virginia.gov/publicforms/67/ccb9905.pdf>

### Savings Institutions

Responsibilities of Savings Institutions' Directors, revised September 1991

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/45/ccb1121.pdf>

CCB-1122, Oath of Office for Multiple Directors, revised January 2000  
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000  
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.2 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/54/ccb1126.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010  
<http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010  
<http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/52/ccb1146.pdf>

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998  
<http://www.scc.virginia.gov/publicforms/50/ccb1147.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010  
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-2201, Application of a Virginia Savings Institution to Establish a Branch, revised October 2010  
<http://www.scc.virginia.gov/publicforms/104/ccb2201.pdf>

CCB-2206, Supplemental Sheet - Application of Savings Institutions for a Certificate of Authority to Begin Business, revised March 2008  
<http://www.scc.virginia.gov/publicforms/101/ccb2206.pdf>

CCB-2207, Application of a Savings Institution Holding Company for Acquisition of Control Pursuant to § 6.2-1147 of the Code of Virginia and 10VAC5-30-10 et seq., revised October 2010  
<http://www.scc.virginia.gov/publicforms/107/ccb2207.pdf>

CCB-2209, Application by an Out-of-State Savings Institution to Transact a Savings Institution Business in Virginia Pursuant to Title 6.2, Chapter 11, Article 5 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/108/ccb2209.pdf>

CCB-2210, Application to Acquire a Virginia Savings Institution Holding Company or Virginia Savings Institution Pursuant to Title 6.2, Chapter 11, Article 5 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/109/ccb2210.pdf>

CCB-2211, Notice of Intent to Acquire a Savings Institution Outside Virginia Pursuant to § 6.2-1160 of the Code of

Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/110/ccb2211.pdf>

CCB-2212, Notice of Proposed Change of Location (within one mile) of a Main Office or Branch of a Savings Institution, revised October 2010  
<http://www.scc.virginia.gov/publicforms/105/ccb2212.pdf>

CCB-2213, Notice of Intent to Establish a Non-Depository Office by a Savings Institution Pursuant to § 6.2-1133 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/106/ccb2213.pdf>

CCB-2215, Application for a Certificate of Authority to Begin Business as a Savings Bank Pursuant to Title 6.2, Chapter 11, Article 2 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/103/ccb2215.pdf>

### Credit Unions

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010  
<http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010  
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-3302, Application for Permission to Establish and Operate a Credit Union Pursuant to § 6.2-1321 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/80/ccb3302.pdf>

CCB-3304, Consent to Service of Process (Insurer of Shares), revised October 2010  
<http://www.scc.virginia.gov/publicforms/82/ccb3304.pdf>

CCB-3305, Application by an Out-of-State Credit Union to Conduct Business as a Credit Union in Virginia Pursuant to § 6.2-1379 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/81/ccb3305.pdf>

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to § 6.2-1344 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/83/ccb3306.pdf>

CCB-3307, Application of a Credit Union to Establish a Service Facility Pursuant to § 6.2-1326 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/84/ccb3307.pdf>

CCB-3308, Credit Union Request for Field of Membership Expansion, revised October 2010  
<http://www.scc.virginia.gov/publicforms/79/ccb3308.pdf>

### Consumer Finance Companies

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004  
<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010  
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-4401, Annual Report of a Consumer Finance Company, revised November 2013  
<http://www.scc.virginia.gov/publicforms/119/ccb4401.pdf>

CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 15 of Title 6.2 of the Code of Virginia, revised May 2013  
<http://www.scc.virginia.gov/publicforms/68/ccb4402.pdf>

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised October 2010  
<http://www.scc.virginia.gov/publicforms/70/ccb4403.pdf>

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised October 2010  
<http://www.scc.virginia.gov/publicforms/71/ccb4406.pdf>

CCB-4407, Application for an Additional Consumer Finance Office Pursuant to § 6.2-1507 B of the Consumer Finance Act, revised October 2010  
<http://www.scc.virginia.gov/publicforms/72/ccb4407.pdf>

CCB-4408, Application for Permission to Acquire Control of a Consumer Finance Licensee Pursuant to § 6.2-1510 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/73/ccb4408.pdf>

### Money Order Sellers and Money Transmitters

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004  
<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010  
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

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## Guidance Documents

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CCB-5500, Application for a License to Engage in the Money Transmission and/or Money Order Sales Business Pursuant to Chapter 19 of Title 6.2 of the Code of Virginia, revised June 2014

<http://www.scc.virginia.gov/publicforms/85/ccb5500.pdf>

CCB-5507, Annual Report of Money Transmitters, revised November 2013

<http://www.scc.virginia.gov/publicforms/121/ccb5507.pdf>

CB-5509, Surety Bond for Money Order Sales and Money Transmission, revised October 2010

<http://www.scc.virginia.gov/publicforms/86/ccb5509.pdf>

CCB-5511, Transaction Report of Money Order Sellers and Money Transmitters for the Semi-Annual Period, revised 2011

<http://www.scc.virginia.gov/publicforms/122/ccb5511.pdf>

CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised 2011

<http://www.scc.virginia.gov/publicforms/123/ccb5512.pdf>

CCB-5513, Deposit Agreement under Virginia Code Title 6.2, Chapter 19 (Money Order Sales), revised October 2010

<http://www.scc.virginia.gov/publicforms/87/ccb5513.pdf>

CCB-5514, Application for Permission to Acquire Control of a Money Transmitter Licensee Pursuant to § 6.2-1914 of the Code of Virginia, revised June 2014

<http://www.scc.virginia.gov/publicforms/88/ccb5514.pdf>

### Check Cashers

CCB-5510, Check Casher Registration Form, revised October 2010

<http://www.scc.virginia.gov/publicforms/44/ccb5510.pdf>

### Payday Lenders

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012

<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

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

<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.2 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/95/ccb5515.pdf>

CCB-5516, Surety Bond Pursuant to § 6.2-1804 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/96/ccb5516.pdf>

CCB-5517, Application for an Additional Office or Relocation of an Existing Office Pursuant to § 6.2-1807 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/97/ccb5517.pdf>

CCB-5518, Application for Permission to Acquire Control of a Payday Lender Licensee Pursuant to § 6.2-1808 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/98/ccb5518.pdf>

CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at Same Location, revised October 2010

<http://www.scc.virginia.gov/publicforms/99/ccb5519.pdf>

CCB-5521, Annual Report of Payday Lenders, revised November 2013

<http://www.scc.virginia.gov/publicforms/120/ccb5521.pdf>

CCB-5529, Annual Report of Motor Vehicle Title Lenders, revised November 2013

<http://www.scc.virginia.gov/publicforms/591/ccb5529.pdf>

### Industrial Loan Associations

CCB-6602, Annual Report of Industrial Loan Associations, revised November 2013

<http://www.scc.virginia.gov/publicforms/124/ccb6602.pdf>

### Credit Counseling Agencies

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

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

<http://www.scc.virginia.gov/publicforms/75/ccb1148.pdf>

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

<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-7700, Application to Engage in the Business of a Credit Counseling Agency Pursuant to Chapter 20, Title 6.2 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/74/ccb7700.pdf>

CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to § 6.2-2006 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/77/ccb7702.pdf>

CCB-7703, Surety Bond Pursuant to § 6.2-2003 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/76/ccb7703.pdf>

CCB-7704, Application for Permission to Acquire Control of a Credit Counseling Licensee Pursuant to § 6.2-2007 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/78/ccb7704.pdf>

CCB-7705, Semi-Annual Report of Agencies Providing Debt Management Plans, revised November 2014  
<http://www.scc.virginia.gov/publicforms/126/ccb7705.pdf>

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised November 2013  
<http://www.scc.virginia.gov/publicforms/125/ccb7706.pdf>

### Mortgage Lenders and Mortgage Brokers

Effective January 3, 2011, mortgage lenders and mortgage brokers licensed pursuant to Chapter 16, Title 6.2 of the Code of Virginia began transitioning to the National Mortgage Licensing System (NMLS). Also, applicants for mortgage lender and mortgage broker licenses and for additional offices are required to apply online through NMLS.

CCB-8805, Annual Report of Mortgage Lenders and Brokers, revised November 2013  
<http://www.scc.virginia.gov/publicforms/118/ccb8805.pdf>

CCB-8820, Annual Report of Exempt Mortgage Lenders and Brokers, revised November 2013  
<http://www.scc.virginia.gov/publicforms/590/ccb8820.pdf>

### Mortgage Loan Originators

CCB-8808, Application for Permission to Acquire Control of a Mortgage Lender/Broker Licensed Pursuant to § 6.2-1608 of the Code of Virginia, revised November 2012

CCB-8812, Criminal History Records Consent and Fingerprinting, revised October 2011

CCB-8813, Surety Bond Pursuant to §§ 6.1-413 and 6.1-431.4 of the Code of Virginia, revised October 2010

CCB-8814, Surety Bond Pursuant to § 6.1-431.4 of the Code of Virginia, revised October 2010

CCB-8815, Employment Verification Form, revised October 2010

CCB-8816, Virginia Mortgage Business Certification Form, revised October 2010

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

MUA, Uniform Individual Mortgage License/Registration and Consent Form, revised April 2012

### Trust Companies

CCB-1122, Oath of Office for Multiple Directors, revised January 2000  
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000  
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012  
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010  
<http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010  
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-9900, Application of a Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.2, Chapter 10, Article 2 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/111/ccb9900.pdf>

CCB-9901, Certificate of a Control Person of a Trust Company Pursuant to § 6.2-1024 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/112/ccb9901.pdf>

CCB-9902, Bond for a Trust Company, revised October 2010  
<http://www.scc.virginia.gov/publicforms/113/ccb9902.pdf>

CCB-9904, Dual Service Certificate - Affiliated Trust Companies, revised January 2005  
<http://www.scc.virginia.gov/publicforms/114/ccb9904.pdf>

CCB-9905, Application to Establish a Trust Office, revised October 2010  
<http://www.scc.virginia.gov/publicforms/67/ccb9905.pdf>

CCB-9906, Application for Permission to Acquire Voting Shares of a Trust Company Pursuant to § 6.2-1023 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/116/ccb9906.pdf>

CCB-9907, Application of a Trust Company to Change the Location of a Main Office or Branch Pursuant to § 6.2-1028 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/115/ccb9907.pdf>

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised October 2010  
<http://www.scc.virginia.gov/publicforms/117/ccb9908.pdf>

### Settlement Agents

CCB-10001, Settlement Agent Registration Form for a Financial Institution or its Affiliate or Subsidiary Pursuant to Chapter 27.3 of Title 55 of the Code of Virginia, revised October 2010  
<http://www.scc.virginia.gov/publicforms/520/ccb10001.pdf>

### **Publications:**

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

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## Guidance Documents

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industrial loan associations, published quarterly  
[http://www.scc.virginia.gov/bfi/cc\\_news.aspx](http://www.scc.virginia.gov/bfi/cc_news.aspx)

"The Virginia State Banker," a newsletter for state-chartered banks, published quarterly  
[http://www.scc.virginia.gov/bfi/sb\\_news.aspx](http://www.scc.virginia.gov/bfi/sb_news.aspx)

"Regulatory Report" (formerly "Payday Pre\$\$"), regulatory news for Virginia payday lender and motor vehicle title lender licensees, published on an as-needed basis  
[http://www.scc.virginia.gov/bfi/rr\\_news.aspx](http://www.scc.virginia.gov/bfi/rr_news.aspx)

Virginia Mortgage Law and Regulation Overview, revised April 6, 2010  
<http://www.scc.virginia.gov/bfi/files/mortguide.pdf>

### Bureau of Insurance

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 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 at telephone (804) 371-9741 or toll free in Virginia (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 P.O. Box 1157, Richmond, VA 23218, telephone (804) 371-9694, or FAX (804) 371-9873. Many of these documents are available online at the bureau's website at <http://www.scc.virginia.gov/boi>.

#### Administrative Letters:

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977  
<http://www.scc.virginia.gov/boi/adminlets/77-4.pdf>

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)  
<http://www.scc.virginia.gov/boi/adminlets/77-5.pdf>

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)  
<http://www.scc.virginia.gov/boi/adminlets/77-6.pdf>

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33) <http://www.scc.virginia.gov/boi/adminlets/77-7.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/77-8.pdf>

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)  
<http://www.scc.virginia.gov/boi/adminlets/77-9.pdf>

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7)  
<http://www.scc.virginia.gov/boi/adminlets/77-11.pdf>

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-1928 (formerly § 38.1-279.56), 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-3802) and 46.2-465 (formerly § 46.1-497.1) <http://www.scc.virginia.gov/boi/adminlets/77-13.pdf>

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)  
<http://www.scc.virginia.gov/boi/adminlets/77-14.pdf>

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)  
<http://www.scc.virginia.gov/boi/adminlets/77-15.pdf>

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978  
<http://www.scc.virginia.gov/boi/adminlets/78-2.pdf>

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)  
<http://www.scc.virginia.gov/boi/adminlets/78-4.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/78-5.pdf>

Administrative Letter 1978-7, Policy Form Filings (for Maintenance of Mutual Assessment Fire Insurance Company Policy Form Filings), issued June 8, 1978 <http://www.scc.virginia.gov/boi/adminlets/78-7.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/78-8.pdf>

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)) <http://www.scc.virginia.gov/boi/adminlets/78-9.pdf>

Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly § 38.1-381.5) <http://www.scc.virginia.gov/boi/adminlets/78-10.pdf>

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)) <http://www.scc.virginia.gov/boi/adminlets/78-11.pdf>

Administrative Letter 1978-12, ISO Copyright on Standard Forms, issued October 11, 1978 <http://www.scc.virginia.gov/boi/adminlets/78-12.pdf>

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978 <http://www.scc.virginia.gov/boi/adminlets/78-13.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/79-9.pdf>

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-12.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/79-14.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/79-15.pdf>

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-17.pdf> (also see Administrative Order 7245)

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)) <http://www.scc.virginia.gov/boi/adminlets/79-20.pdf>

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)) <http://www.scc.virginia.gov/boi/adminlets/79-21.pdf>

Administrative Letter 1979-22, The Arson Reporting-Immunity Act, issued August 30, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-22.pdf>

Administrative Letter 1979-23, Readability of All Insurance (property and casualty) Policies in Virginia, issued September 27, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-23.pdf>

Administrative Letter 1979-24, Readability of All Insurance (life and health) Policies in Virginia, issued September 27, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-24.pdf>

Administrative Letter 1979-25, Single Interest, issued October 2, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-25.pdf> (also see Administrative Order 7245)

Administrative Letter 1980-1, Adoption of 14VAC5-320 (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980, 14VAC5-320 (formerly Insurance Regulation No. 15) <http://www.scc.virginia.gov/boi/adminlets/80-1.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/80-2.pdf>

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980 <http://www.scc.virginia.gov/boi/adminlets/80-5.pdf>

Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980 <http://www.scc.virginia.gov/boi/adminlets/80-6.pdf>



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## Guidance Documents

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Administrative Letter 1980-8, Insurance Regulation No. 13, issued June 16, 1980 (replaced Administrative Letter 1980-4) <http://www.scc.virginia.gov/boi/adminlets/80-8.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/80-12.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/80-13.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-2.pdf>

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 <http://www.scc.virginia.gov/boi/adminlets/81-3.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-4.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-5.pdf>

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 <http://www.scc.virginia.gov/boi/adminlets/81-6.pdf>

Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-9.pdf>

Administrative Letter 1981-10, Risk Sharing Arrangements (replacement for Administrative Letter 1980-7), issued August 13, 1981, § 38.2-1314 (formerly § 38.1-173) <http://www.scc.virginia.gov/boi/adminlets/81-10.pdf>

Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages (clarification of Administrative Letter 1981-9), issued September 11, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-12.pdf>

Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative Amortization, issued September 30, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-14.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-15.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/81-16.pdf>

Administrative Letter 1981-17, 1981 Legislation by the General Assembly of Virginia, issued November 19, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-17.pdf>

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8) <http://www.scc.virginia.gov/boi/adminlets/82-2.pdf>

Administrative Letter 1982-3, 14VAC5-340 (formerly Insurance Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982, 14VAC5-340 (formerly Insurance Regulation No. 17) <http://www.scc.virginia.gov/boi/adminlets/82-3.pdf>

Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982 <http://www.scc.virginia.gov/boi/adminlets/82-5.pdf>

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 <http://www.scc.virginia.gov/boi/adminlets/82-6.pdf>

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§ 38.2-124 and 38.2-125 (formerly § 38.1-21) <http://www.scc.virginia.gov/boi/adminlets/82-10.pdf>

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) <http://www.scc.virginia.gov/boi/adminlets/82-13.pdf>

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Administrative Letter 2009-09, Risk-Focused Examination Approach, issued, October 2, 2009 <http://www.scc.virginia.gov/boi/adminlets/09-09.pdf>

Administrative Letter 2009-11, Remittance of Title Premium and Issuance of Title Policy, issued November 16, 2009 <http://www.scc.virginia.gov/boi/adminlets/09-11.pdf>

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Administrative Letter 2013-04, Producer Licensing Appointment Fee Reduction Effective July 1, 2013, issued May 1, 2013, <http://www.scc.virginia.gov/boi/adminlets/13-04.pdf>

Administrative Letter 2013-05, Legislation Enacted by the 2013 Virginia General Assembly, issued May 20, 2013, <http://www.scc.virginia.gov/boi/adminlets/13-05.pdf>

Administrative Letter 2013-06, Senate Bill 984 (Section 38.2-236), issued June 4, 2013, <http://www.scc.virginia.gov/boi/adminlets/13-06.pdf>

Administrative Letter 2014-01, Assessment Practices and Procedures, Replacement of Administrative Letter 2010-10, issued January 28, 2014, <http://www.scc.virginia.gov/boi/adminlets/14-01.pdf>

Administrative Letter 2014-02, Premium Tax and Assessment Practices and Procedures, Withdrawal of Administrative Letter 2010-08 Dated July 28, 2010, issued January 28, 2014, <http://www.scc.virginia.gov/boi/adminlets/14-02.pdf>

Administrative Letter 2014-03, 14VAC5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2013 Reporting Period, issued March 7, 2014, <http://www.scc.virginia.gov/boi/adminlets/14-03.pdf>

Administrative Letter 2014-04, Insurance-Related Legislation Enacted by the 2014 Virginia General Assembly, issued May 28, 2014, <http://www.scc.virginia.gov/boi/adminlets/14-04.pdf>

Administrative Letter 2014-05, Virginia Life, Accident and Sickness Insurance Guaranty Association Notice of Protection Provided by the Virginia Life, Accident and Sickness Insurance Guaranty Association, Replacement of Administrative Letter 2010-12, issued October 6, 2014, <http://www.scc.virginia.gov/boi/adminlets/14-05.pdf>

### Financial Regulation Unit Guidance Documents:

Future Year-end Reserve Valuation Submissions to the Virginia Bureau of Insurance, January 1993 (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division by calling 804-371-9589).

Future Year-end Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, September 2002 (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division, by calling 804-371-9589).

Future Year-end Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, November 2005 (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division, by calling 804-371-9589).

Letter to Insurers Prior to an Examination Specifying the Date of the Upcoming Examination and Requesting Specific Documentation the Insurer is to Provide to the Bureau of Insurance Staff, revised December 2014 (This letter is available upon request from the Financial Examination Section of the Financial Regulation Division, by calling 804-371-9123).

The following documents are available at [http://www.scc.virginia.gov/boi/co/lic\\_reg.aspx](http://www.scc.virginia.gov/boi/co/lic_reg.aspx):

- Dental Plan Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-6102
- Instructions for Completing the Initial Reinsurance Intermediary License Application, revised April 2007, § 38.2-1348
- Requirements for Surplus Lines Approval in Virginia for an Alien Insurer, revised July 2011, § 38.2-4800
- Requirements for Surplus Lines Approval in Virginia for a Foreign Carrier, revised July 2011, § 38.2-4800

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- Application for the Establishment of a Managed Care Health Insurance Plan (MCHIP), revised July 2011, § 38.2-5800
- Home Protection Company Requirements for Organizing and Licensing in Virginia, revised August 2012, §§ 38.2-1024 and 38.2-2603
- Home Service Contract Provider Requirements for Organizing and Licensing in Virginia, revised August 2012, Article 2 of Chapter 26 of Title 38.2
- Captive Insurers Requirements for Organizing and Licensing in Virginia, revised April 2012, §§ 38.2-1024 and 38.2-1102
- Health Services Plan Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4200
- Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301
- Limited Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301
- Virginia Legal Services Plan Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4413
- Dental Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517
- Optometric Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517
- Requirements for Admission to Transact Business as an Insurance Premium Finance Company in Virginia, revised August 2012, § 38.2-4701
- Community-Based Continuing Care Providers Registration and Disclosure Filing Guidelines, August 2012, § 38.2-4919,
- Continuing Care Providers Registration and Disclosure Filing Guidelines, revised August 2012, § 38.2-4901
- Viatical Settlement Providers Requirements for Operating in Virginia, revised September 2014, § 38.2-6002
- Automobile Club Requirements for Organization and Licensing in Virginia, revised April 2012, § 13.1-400.2
- Multiple Employer Welfare Arrangements Requirements for Operating in Virginia, revised January 2014, Article 3 of Chapter 34 of Title 38.2
- Requirements for Accredited Substantially Similar, and Trusteed Reinsurers, October 2013, § 38.2-1316.2
- Requirements for Certified Reinsurers, October 2013, § 38.2-1316.2 B
- Requirements for Organizing and Licensing of a Group Self-Insurance Association, revised February 2005, § 65.2-802
- Licensing Procedures for Managing General Agents to Obtain Authority in Virginia (Procedures, Instructions and Application), revised October 2005, § 38.2-1359
- Information Concerning Purchasing Group Registration, January 2012, § 38.2-5108
- Information Concerning Risk Retention Group Registration, January 2012, §§ 38.2-5102 and 38.2-5103

The following document is available at [http://www.naic.org/industry\\_ucaa.htm](http://www.naic.org/industry_ucaa.htm):

Uniform Certificate of Authority Application, revised December 2014, §§ 38.2-1024 and 38.2-1206,

The following documents are available at <http://www.scc.virginia.gov/boi/co/holdco.aspx>:

- Form A, Instructions for Application for Approval of Acquisition of Control of or Merger with a Domestic Insurer Pursuant to § 38.2-1323, revised January 2015, 14VAC5-260
- Form B, Instructions for Insurance Holding Company System Annual Registration Statement Pursuant to § 38.2-1329, revised January 2015, 14VAC5-260
- Form C, Instructions for Summary of Changes to Registration Statement Pursuant to § 38.2-1329, revised January 2015, 14VAC5-260
- Form D, Instructions for Prior Notice and Application for Approval of Certain Transactions Pursuant to § 38.2-1330 B, revised January 2015, 14VAC5-260
- Form E, Instructions for Pre-Acquisition Notification Form Regarding the Potential Competitive Impact of a Proposed Merger or Acquisition by a Non-Domiciliary Insurer Doing Business in this Commonwealth or by a Domestic Insurer Pursuant to § 38.2-1323, revised January 2015, 14VAC5-260

- Form F, Instructions for Enterprise Risk Report Pursuant to § 38.2-1329 L, January 2015, 14VAC5-260
- Form G, Instructions for Notice of Dividends and Distributions to Shareholders Pursuant to §§ 38.2-1329 F and 38.2-1330.1, revised January 2015, 14VAC5-260

The following documents are available at [http://www.scc.virginia.gov/boi/co/an\\_renew.aspx](http://www.scc.virginia.gov/boi/co/an_renew.aspx)

- Annual Renewal Instructions - Multiple Employer Welfare Arrangements, revised December 2014, 14VAC5-410-40 D
- Annual Renewal Instructions - Dental Plan Organizations, (§ 38.2-6104), Dental or Optometric Services Plans (§ 38.2-4518), Fraternal Benefit Societies (§ 38.2-4127), Health Maintenance Organizations (§ 38.2-4318), Life and Health Insurance Companies (§ 38.2-1025), Legal Services Plans (§ 38.2-4414), Property and Casualty Insurance Companies (§ 38.2-1025), Reinsurers (§ 38.2-1316.2), and Title Insurance Companies (§ 38.2-4602), December 2014
- Annual Renewal Instructions - Purchasing Groups, revised December 2014, § 38.2-5108
- Annual Renewal Instructions - Risk Retention Groups, (§ 38.2-5103), Burial Societies (§ 38.2-4005), and Property and Casualty Association – JUA (§ 38.2-2909), December 2014
- Annual Renewal Instructions - Premium Finance Companies, revised December 2014, § 38.2-4703
- Annual Renewal Instructions - Workers' Compensation Group Self-Insurers, December 2014, § 65.2-802
- Annual Renewal Instructions – Mutual Assessment Property and Casualty Insurers, December 2014, § 38.2-2506
- Annual Renewal Instructions - Automobile Clubs, revised December 2014, § 13.1-400.3
- Annual Renewal Instructions - Viatical Settlement Provider, issued December 2014, §§ 38.2-6002 and 38.2-6004
- Annual Renewal Instructions - Home Service Contract Providers, December 2014, § 38.2-2619

**Market Regulation Unit Guidance Documents:**

Assigned Risk Workers' Compensation Insurance Rates, revised April 2014, <http://www.scc.virginia.gov/boi/co/pc/files/wcomp11.pdf>

Common Problems Found during Agents Investigations, revised May 2010, <http://www.scc.virginia.gov/boi/pro/files/comprob.pdf>

Common Problems Found during Life and Health Market Conduct Examinations, revised September 2010, [http://www.scc.virginia.gov/boi/co/mkt\\_conduct/lh\\_prob.pdf](http://www.scc.virginia.gov/boi/co/mkt_conduct/lh_prob.pdf)

Common Problems for Real Estate Settlement Agents (RESA), updated periodically, § 55.525.16 and 14VAC5-395, <http://www.scc.virginia.gov/boi/pro/resa/agentresa.pdf>

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Forms/Reports for Insurers: Long Term Care (14VAC5-200), Small Employer (14VAC5-234), Medicare Supplement (14VAC5-170) and Mandated Benefits (Form MB-1 and instructions) (14VAC5-190)

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### **Forms and Guides Respecting Licensing of Public Adjusters (Individuals and Agencies):**

Public Adjuster Licensing, Renewal and Continuing Education Guide, May 2014, [http://www.scc.virginia.gov/boi/pro/files/adj\\_guide.pdf](http://www.scc.virginia.gov/boi/pro/files/adj_guide.pdf)

Form PA-2, Bond for Public Adjusters, July 2014, <http://www.scc.virginia.gov/publicforms/603/pa2bond.pdf>

### **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, Division of Securities and Retail Franchising, 9th 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 Kathy O'Sullivan at the same address, telephone (804) 371-9784, or FAX (804) 371-9911.

Questions regarding interpretation or implementation of these documents may be directed to Amanda Blanks, Investor

Education Coordinator, at the same address, telephone (804) 371-9088, or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

**Guidance Documents:**

Capital Formation Alternatives for Small Business in Virginia, October 2013  
[www.scc.virginia.gov/srf/bus/smbusalt.aspx](http://www.scc.virginia.gov/srf/bus/smbusalt.aspx)

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<http://www.scc.virginia.gov/srf/cons/files/secbook.pdf>

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Investment Advisor Representative

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<http://www.scc.virginia.gov/srf/bus/forms.aspx>

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Uniform Investment Company Notice Filing (Form # NF), April 1997 <http://www.scc.virginia.gov/publicforms/290/nf.pdf>

Notice of Exempt Offering of Securities (Form # SEC Form D), revised September 2013 <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form # Model Form), July 1999 <http://www.scc.virginia.gov/publicforms/291/model.pdf>

Application for Coordinated State Review - CR (Form # CR-Equity-1), August 2003 [http://www.scc.virginia.gov/publicforms/292/cr\\_equity1.pdf](http://www.scc.virginia.gov/publicforms/292/cr_equity1.pdf)

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form # CR-SCOR Mid-Atlantic), May 2002 [http://www.scc.virginia.gov/publicforms/293/cr\\_scor.pdf](http://www.scc.virginia.gov/publicforms/293/cr_scor.pdf)

### Virginia Retail Franchising Act Forms:

Uniform Franchise Registration Application (Form # A), July 2008 <http://www.scc.virginia.gov/publicforms/294/forma.pdf>

Franchisor's Costs and Sources of Funds (Form # B), July 2008 <http://www.scc.virginia.gov/publicforms/295/formb.pdf>

Uniform Franchise Consent to Service of Process (Form # C), July 2008 <http://www.scc.virginia.gov/publicforms/296/formc.pdf>

Affidavit of Compliance - Franchise Amendment/Renewal (Form # E), July 2008 <http://www.scc.virginia.gov/publicforms/298/forme.pdf>

Guarantee of Performance (Form # F), March 2013 <http://www.scc.virginia.gov/publicforms/299/formf.pdf>

Franchisor's Surety Bond (Form # G), July 1999 <http://www.scc.virginia.gov/publicforms/300/formg.pdf>

Notice of Claim of Exemption (Form # H), July 2008 <http://www.scc.virginia.gov/publicforms/301/formh.pdf>

Escrow Agreement (Form # K), July 2007 <http://www.scc.virginia.gov/publicforms/302/formk.pdf>

Application for Coordinated Review of Franchise Registration (Form # CR-FRAN), June 1999 [http://www.scc.virginia.gov/publicforms/303/cr\\_fran.pdf](http://www.scc.virginia.gov/publicforms/303/cr_fran.pdf)

### Virginia Trademark Act Forms:

Application for Registration of a Trademark or Service Mark (Form # TM1), November 2014 <http://www.scc.virginia.gov/publicforms/304/tmapp.pdf>

Application for Renewal Registration of a Trademark or Service Mark (Form # TM2), November 2014 <http://www.scc.virginia.gov/publicforms/305/tm2.pdf>

Certificate of Name Change of an Applicant or Registrant (Form # TM3), November 2014 <http://www.scc.virginia.gov/publicforms/306/tm3.pdf>

Assignment of Trademark or Service Mark Registration (Sample # TM4), November 2014 <http://www.scc.virginia.gov/publicforms/307/tm4.pdf>

### 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 State Corporation Commission, 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 per page. To obtain copies, contact Renee Salmon at the same address, telephone (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/urs/mutility/pubs.aspx>.

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 (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 23218-1197.

### Outreach Documents:

Marking Color Code Card, 2 pages <http://www.scc.virginia.gov/urs/mutility/docs/colorcode.pdf>

Virginia Professional Excavator's Manual, revised April 2014, 90 pages <http://www.scc.virginia.gov/urs/mutility/docs/exman.pdf>

Virginia Care Brochure: A Guide for Safe Excavation or Demolition, July 2011, 2 pages <http://www.scc.virginia.gov/urs/mutility/docs/carebroch.pdf>

Virginia Underground Utility Marking Standards, February 2014, 24 pages  
[http://www.scc.virginia.gov/urs/mutility/docs/va\\_uums.pdf](http://www.scc.virginia.gov/urs/mutility/docs/va_uums.pdf)

Exposing Underground Utility Lines Requirements and Best Practices, August 2005, 11 pages  
[http://www.scc.virginia.gov/urs/mutility/docs/exp\\_bp.pdf](http://www.scc.virginia.gov/urs/mutility/docs/exp_bp.pdf)

Impact Mole Requirements and Best Practices, January 2011, 14 pages  
[http://www.scc.virginia.gov/urs/mutility/docs/imole\\_bp.pdf](http://www.scc.virginia.gov/urs/mutility/docs/imole_bp.pdf)

Trenchless Excavation Requirements and Best Practices, January 2011, 14 pages  
<http://www.scc.virginia.gov/urs/mutility/docs/te.pdf>

Plumbers Beware: A Safety Precautions Brochure, July 2007, 2 pages  
<http://www.scc.virginia.gov/urs/mutility/docs/plumber.pdf>

Coloring Book for Children: Wally's Digging Adventure, 20 pages  
<http://www.scc.virginia.gov/urs/mutility/docs/color.pdf>

For copies of the following DVDs, email [vadamageprevention@scc.virginia.gov](mailto:vadamageprevention@scc.virginia.gov):

- Dig with C.A.R.E. Keep Virginia Safe, Training DVD, English and Spanish versions, August 2008
- Dig With C.A.R.E. Keep Virginia Safe, Requirements and Best Practices for Trenchless Excavation, Training DVD, English and Spanish versions, January 2011
- Wally's Digging Adventure DVD, July 2010. A children's DVD for use in conjunction with the Wally's Digging Adventure Coloring Book for Children.

**Advisory Committee Information:**

Damage Prevention Advisory Committee Bylaws, July 2009, § 56-265.31 et seq., 5 pages  
<http://www.scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

**La información en Español:**

CARE Folleto: Virginia Guía para Excavar o Demoler sin Peligro, May 2007, 2 pages  
<http://www.scc.virginia.gov/urs/mutility/docs/folleto.pdf>

Tarjeta de Código de Colores, 2 pages  
<http://www.scc.virginia.gov/urs/mutility/docs/colores.pdf>

**Division of Utility Accounting and Finance**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Virginia State Corporation Commission, Division of Utility Accounting and Finance, 1300 East Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Contact Yolanda Sutte at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of \$ .50 per page.

Questions regarding interpretation or implementation of these documents may be directed to Susan Larsen, Director, or Kent Peterson, Kimberly Pate, or Lawrence T. Oliver, Deputy Directors, Division of Utility Accounting and Finance, 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 23218-1197. Some of the listed documents may be downloaded from the Division of Public Utility Accounting and Finance Section on the State Corporation Commission's website at <http://www.scc.virginia.gov>.

**Guidance Documents:**

Hard copies are available. Contact the Division of Utility Accounting and Finance at (804) 371-9950 or by email at [accounting@scc.virginia.gov](mailto:accounting@scc.virginia.gov).

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2013 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2014, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2014, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2014, § 56-249

**Forms for Annual Reports:**

Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory Commission Form 1 and supplemental schedules, § 56-249. Length of report varies by company.

Annual Financial and Operating Report for Gas Companies, consisting of the Federal Energy Regulatory Commission

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## Guidance Documents

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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, [http://www.scc.virginia.gov/uaf/TelephoneRequestForm\\_resp.aspx](http://www.scc.virginia.gov/uaf/TelephoneRequestForm_resp.aspx)

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, [http://www.scc.virginia.gov/uaf/WaterRequestForm\\_resp.aspx](http://www.scc.virginia.gov/uaf/WaterRequestForm_resp.aspx)

### Guidelines:

Guidelines on the Recording and Recovery of Regulatory Assets, issued March 29, 1995, 2 pages, § 56-249 <http://www.scc.virginia.gov/uaf/laws.aspx>

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4, Regulation of Relations with Affiliated Interests; and Title 56, Chapter 5, Utility Transfers Act) <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87 <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92 <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Supplemental Guidelines for Filing Chapter 5 Applications under Streamlined Review, 1 page, §§ 56-88 through 56-92 <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87 <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 5 - Transaction Summary - Utilities Transfers Act, 11 pages, §§ 56-88 through 56-92 <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Interest Rate to be Paid on Customer Deposits, revised December 8, 2010, 20VAC5-10-20, updated annually <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60 <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, § 56-60 <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56 <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56 <http://www.scc.virginia.gov/uaf/fileguide.aspx>

### 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 State Corporation Commission, Office of the Public Service Taxation Division, Tyler Building, 4th Floor, 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 Dee Deskins at the same address, telephone (804) 371-9855, FAX (804) 371-9797, or email [dee.deskins@scc.virginia.gov](mailto:dee.deskins@scc.virginia.gov). Many of these forms are available on the website at <http://www.scc.virginia.gov/pst>.

Questions regarding interpretation or implementation of these documents may be directed to Dee Deskins, Principal Utility Appraiser, Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9855, (FAX) 804 371-9797, or email [dee.deskins@scc.virginia.gov](mailto:dee.deskins@scc.virginia.gov). The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

### Guidance Documents:

CCTD-1, State Tax Bills, all updated annually, Chapter 26 of Title 58.1 (Contact the Division of Public Service Taxation at (804) 371-9855.)

CCTD-3, Tax Report, Electric Companies, revised December 2013, § 58.1-2628 <http://www.scc.virginia.gov/publicforms/129/etax.pdf>

CCTD-6, Tax Report, Telecommunications Companies, revised December 2013, § 58.1-2628 <http://www.scc.virginia.gov/publicforms/143/teltax.pdf>

CCTD-7, Tax Report, Gas Companies, revised December 2013, § 58.1-2628 <http://www.scc.virginia.gov/publicforms/133/gtax.pdf>

CCTD-8, Tax Report, Water Companies, revised December 2013, § 58.1-2628 <http://www.scc.virginia.gov/publicforms/145/wtax.pdf>

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2013, § 58.1-2654 <http://www.scc.virginia.gov/publicforms/137/rolstock.pdf>

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2013, § 58.1-2663 <http://www.scc.virginia.gov/publicforms/135/mctax.pdf>

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2013, § 58.1-2663  
<http://www.scc.virginia.gov/publicforms/139/patax.pdf>

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2013, § 58.1-2663  
<http://www.scc.virginia.gov/publicforms/141/rrtax.pdf>

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, December 2013, §§ 58.1-2640 and 58.1-2647 (Contact the Division of Public Service Taxation at (804) 371-9855.)

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2901 and 58.1-2902  
<http://www.scc.virginia.gov/publicforms/131/emon.pdf>

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2905 and 58.1-2906  
<http://www.scc.virginia.gov/publicforms/132/gmon.pdf>

Real Estate Transaction Form Purchase/Conveyance, 2013, § 58.1-2628  
<http://www.scc.virginia.gov/publicforms/128/restran.pdf>

Motor Vehicle Carriers, Urban-Suburban Statement for Special Tax Exemption, 1963, § 58.1-2660 (Contact the Division of Public Service Taxation at (804) 371-9855.)

Application for Registration as a Payphone Service Provider, revised December 2013  
<http://www.scc.virginia.gov/publicforms/147/psp.pdf>

Application for Registration as an Operator Service Provider, revised December 2013  
<http://www.scc.virginia.gov/publicforms/149/osp.pdf>

### SCC Annual Reports:

The State Corporation Commission issues an annual report each year that contains the leading matters disposed of by formal orders that year. The annual reports of the commission may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. Annual Reports for the years 2002 through 2013 are available on the commission website at [http://scc.virginia.gov/comm/an\\_rept.aspx](http://scc.virginia.gov/comm/an_rept.aspx).

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, toll-free in Virginia (866) 722-2551, or FAX (804) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

### DEPARTMENT OF CORRECTIONS

Copies of guidance documents may be viewed at Virginia Department of Corrections (DOC) headquarters during

regular work days from 8 a.m. until 5 p.m. at 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained, at a cost of \$.10 per page, by contacting Jim Bruce, Regulatory Coordinator, at the above address, telephone (804) 887-8215, or email [james.bruce@vadoc.virginia.gov](mailto:james.bruce@vadoc.virginia.gov). Interpretive or implementation questions may be directed to the same contact.

Guidance documents may also be viewed and printed, at no cost, at the Virginia Regulatory Town Hall at <http://www.townhall.state.va.us/L/viewagency.cfm-agencynumber=701&display=documents> or by using the links below.

### Guidance Documents:

[\[BOC Policy 10-1\] Board of Corrections Policy Process \(6/1/13\)](#)

[\[BOC Policy 10-2\] Board of Corrections Regulations \(6/1/13\)](#)

[\[BOC Policy 10-3\] Equal Employment Opportunity \(6/1/13\)](#)

[\[BOC Policy 10-4\] Budget \(6/1/13\)](#)

[\[BOC Policy 10-7\] Negotiations with Low Bidder \(6/1/13\)](#)

[\[BOC Policy 10-8\] Volunteer Program \(6/1/13\)](#)

[\[BOC Policy 20-10\] Agribusiness \(6/1/13\)](#)

[\[BOC Policy 20-11\] Correctional Enterprises \(6/1/13\)](#)

[\[BOC Policy 20-13\] Offender Co-Payment Program for Health Care Services \(1/1/12\)](#)

[\[BOC Policy 20-14\] Offender Health Records \(1/1/12\)](#)

[\[BOC Policy 20-7\] Inmate Pay \(6/1/13\)](#)

[\[BOC Policy 20-8\] Extending Limits of Confinement for Work & Educational Programs \(6/1/13\)](#)

[\[BOC Policy 20-9\] Good Conduct Allowance and Earned Sentence Credits \(6/1/13\)](#)

[\[BOC Policy 30-1\] Local Correctional Facility Standards \(6/1/13\)](#)

[\[BOC Policy 30-2\] Furlough, Work, Educational & Rehabilitative Releases from Local Correctional Facilities \(6/1/13\)](#)

[\[BOC Policy 30-5\] Purchase of Services Authorized \(1/1/12\)](#)

[\[BOC Policy 30-6\] Cost of Maintenance of Jails \(6/1/13\)](#)

[\[BOC Policy 30-7\] Regional Contracts for Cooperative Jailing of Offenders \(6/1/13\)](#)

[\[BOC Policy 30-8\] Community Facilities for Offenders \(6/1/13\)](#)

[\[BOC Policy 30-9\] Approval for Jail Construction and Reimbursement \(6/1/13\)](#)



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# Guidance Documents

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[Compliance Jail 2013] [Compliance Documentation for Jails effective 7/1/13 audits](#) (12/13/12)

[Compliance Jail 2015] [Compliance Documentation for Jails effective 1/1/15 audits](#) (11/10/14)

[Compliance LU 2013] [Compliance Documentation for Lockups effective 7/1/13](#) (12/13/12)

[Joint Policy 1-1] [Graduated Release from Confinement](#) (6/1/13)

## BOARD OF COUNSELING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/counseling> or the Regulatory Town Hall at <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 Catherine Chappell, Executive Director, Board of Counseling, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4610. Copies are free of charge.

### Guidance Documents:

[http://www.dhp.virginia.gov/counseling/counseling\\_guidelines.htm](http://www.dhp.virginia.gov/counseling/counseling_guidelines.htm)

115-1.1, Possible disciplinary or alternative actions for non-compliance with continuing education requirements, February 17, 2006

115-1.2, By-Laws of the Board, revised November 15, 2013

115-1.3, Meeting degree program requirements for licensure, revised April 1, 2010

115-1.4, Guidance on technology-assisted counseling and technology-assisted supervision, adopted August 8, 2008

115-1.5, Sanctioning Reference Points Instruction Manual, adopted June 5, 2009

115-1.6, Internship requirements, adopted February 19, 2010

115-1.7, Applicants whose degree programs do not meet requirements of 18VAC115-20-49 B, adopted August 24, 2012

115-2, Impact of criminal convictions, impairment, and past history on licensure or certification, adopted November 15, 2013

115-2.1, Excerpt from 1987 newsletter, guidance that hypnosis is an appropriate counseling tool, re-adopted August 8, 2008

115-2.2, Guidance on participation by substance abuse counselors in interventions, published in newsletter June 1990, revised June 5, 2009

115-4.1, Evidence of clinical practice for licensure by endorsement, adopted August 7, 2009

115-4.3, Direct client contact hours in an internship that can be applied towards the residency, adopted February 19, 2010

115-4.11, Board guidance on use of confidential consent agreements, February 27, 2004

115-5, Board guidance on the process of conducting informal fact-finding proceedings by an agency subordinate, revised September, 2010

115-6, Coursework necessary to begin supervision for licensure as a professional counselor, adopted February 18, 2011

115-7, Supervised experience for the delivery of clinical services for professional counselor licensure, adopted February 18, 2011

## DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA 23219, on the department's website at <http://www.dcjs.virginia.gov>, or by using the links below. Copies may be obtained by contacting Lisa McGee at the same address, telephone (804) 371-2419. Fees vary depending upon document. Questions regarding interpretation or implementation of these documents may be directed to Lisa McGee, Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA 23219, telephone (804) 371-2419, or email [lisa.mcgee@dcjs.virginia.gov](mailto:lisa.mcgee@dcjs.virginia.gov).

### Guidance Documents:

[2013 School Safety Inspection Checklist for Virginia Public Schools](#) (8/12/13)

[Certified Crime Prevention Community Program Manual](#) (12/31/09)

[Certified Crime Prevention Community Program Recertification Guidelines](#) (12/31/09)

[Critical Incident Response for School Faculty and Staff](#) (8/8/13)

[Governor's School and Campus Safety Task Force - Legislation and Summary of Requirements for Schools - 2013](#) (7/17/13)

[Guidance Documents for Comprehensive Community Corrections Act and Pretrial Services Act - 2013](#) (12/31/13)

[Guidance for School Systems in the Event That Victims Arise from an Emergency](#) (11/25/13)

[Guidance on Emergency Manager Designee](#) (11/17/13)  
[Guidance on School Safety Inspection Checklist](#) (8/8/13)  
[Local Community-based Probation and Pretrial Services Supplemental Program Guide for FY2013-2014](#) (3/1/13)  
[Threat Assessment in Virginia Public Schools: Model Policies, Procedures and Guidelines](#) (11/17/13)  
[Virginia Juvenile Law Handbook for School Administrators](#) (8/1/13)  
[Virginia School Resource Officer Program Guide - 2004 Edition](#) (7/1/04)  
[CASA/CJA Advisory Committee Guidance Policy for Court Appointed Special Advocates Programs](#) (12/31/13)  
[Virginia Criminal Justice Training Reference Manual](#) (9/1/12)  
[Virginia Criminal Justice Training Reference Manual for Basic Corrections Officer](#) (12/9/14)  
[Virginia Juvenile Justice Training Reference Manual](#) (12/17/14)

## **VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND**

Copies of the following documents may be viewed on regular work days from 8 a.m. until 4 p.m. at the Superintendent's Office of the Virginia School for the Deaf and the Blind, 104 VSDB Drive, Staunton, VA 24402-2069. Copies may be obtained free of charge by contacting Jane Nessar at P.O. Box 2069, Staunton, VA 24402, telephone (540) 332-9000, FAX (540) 332-9042, or email [jane.nessar@vsdb.k12.va.us](mailto:jane.nessar@vsdb.k12.va.us).

Questions regarding interpretation or implementation of these documents may be directed to Patricia Trice, Interim Superintendent, P.O. Box 2069, Staunton, VA 24402-2069, telephone (540) 332-9216, FAX (540) 332-9042, or email [patricia.trice@vsdb.virginia.gov](mailto:patricia.trice@vsdb.virginia.gov).

### **Guidance Documents:**

[VSDB Policy Manual](#)  
[Program of Studies](#), 2014-2015  
[Student Handbook and Code of Conduct](#), 2014-2015  
[VSDB Board of Visitors Bylaws](#), revised March 2010

## **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 (TTY/Voice), 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 website at <http://www.vddhh.org>.

Questions regarding interpretation or implementation of these documents may also be directed to Leslie Hutcheson Prince.

### **Guidance Document:**

VDDHH Policies and Procedures implementing 22VAC20-20 (Regulations Governing Eligibility Standards and Application Procedures of the Distribution of Technological Assistive Devices), revised 2008

VDDHH Policies and Procedures implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised July 2008

[Directory of Qualified Interpreters](#), implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised monthly

[Virginia Quality Assurance Screening Applicant Packet](#), implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised 2011

## **BOARD OF DENTISTRY**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/dentistry> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [denbd@dhp.virginia.gov](mailto:denbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director, Board of Dentistry, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4538. Copies are free of charge.

### **Guidance Documents:**

[http://www.dhp.virginia.gov/dentistry/dentistry\\_guidelines.htm](http://www.dhp.virginia.gov/dentistry/dentistry_guidelines.htm)  
60-1, Board policy on confidential consent agreements, revised September 13, 2013  
60-2, Sanctioning Reference Points Instruction Manual, revised September 7, 2012  
60-3, Periodic inspection for sedation and anesthesia in dental offices, June 13, 2014  
60-5, Sanctioning for violations for continuing education requirements, revised September 12, 2014  
60-6, Policy on sanctioning for practicing with an expired license, revised September 13, 2013

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## Guidance Documents

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60-7, Chart on delegable duties for dental assistants, revised March 9, 2012

60-8, Educational requirements for dental assistant II, December 2, 2011

60-9, Code of conduct for Board members, June 12, 2009

60-10, Policy on sanctioning for failure to comply with advertising guidelines, revised September 17, 2010

60-11, Guidance on treatment of patient if fees not paid, revised September 12, 2008

60-12, Board guidance on administration of topical oral fluorides by dental hygienists in the Virginia Department of Health, revised September 7, 2007

60-14, Bylaws of the Board of Dentistry, revised March 7, 2013

60-15, Standards for professional conduct in the practice of dentistry, December 4, 2009

60-17, Policy on recovery of disciplinary costs, revised September 12, 2014

60-18, Dental laboratory work order, adopted December 7, 2012

60-19, Dental laboratory subcontractor work order, adopted December 7, 2012

60-22, Policy on sanctioning for failure to comply with insurance and billing practices, adopted March 7, 2013

### VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

Documents of the Virginia Economic Development Partnership (VEDP) are available using the links below, which will link the user to the guidance document on VEDP's Ally Information Exchange website at <http://virginiaallies.org>.

Questions regarding these documents may be directed to Alexander R. Thorup, Manager, Legislation and Policy, Virginia Economic Development Partnership, 901 East Byrd Street, P.O. Box 798, Richmond, VA 23218-0798, telephone (804) 545-5600.

[Guidelines for the Clean Energy Manufacturing Incentive Grant Program](#), FY 2015, §§ 59.1-284.25 through 59.1-284.27

[Guidelines for the Governor's Development Opportunity Fund Program](#), FY 2015, § 2.2-115

[Guidelines for the Major Eligible Employer Grant Program](#), FY 2015, §§ 2.2-5100 through 2.2-5104

[Major Employment and Investment \(MEI\) Project Site Planning Grant Program Guidelines](#), August 2010, § 2.2-2240.2

[Brownfield Restoration and Economic Redevelopment Assistance Fund Guidelines](#), FY 2012, § 10.1-1237

[Guidelines for the Virginia Economic Development Incentive Grant Program](#), FY 2015, §§ 2.2-5100 through 2.2-5104

[Guidelines for the Virginia Investment Partnership Grant Program](#), FY 2015, §§ 2.2-5100 through 2.2-5104

### DEPARTMENT OF EDUCATION

For copies of documents, contact Melissa Luchau at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2540, FAX (804) 225-2524, or email [melissa.luchau@doe.virginia.gov](mailto:melissa.luchau@doe.virginia.gov). Questions may also be directed to Mrs. Luchau. These documents may be viewed using the links below.

#### Guidance Documents:

[Academic Review Process](#) (9/27/12)

[A-F School Grading Formula](#) (11/21/13)

[Application for College Partnership Laboratory Schools and the Procedures for Receiving, Reviewing, and Ruling on College Partnership Laboratory School Applications](#) (10/25/12)

[Criteria and Process for the Board of Education to Review Charter School Applications](#) (6/28/12)

[Criteria for Identifying Alternative Routes to Teacher Licensure as "Low Performing" or "At Risk of Becoming Low Performing" Required by Title II of the Higher Education Opportunity Act](#) (2/17/11)

[Criteria for the Virginia Index of Performance](#) (10/24/13)

[Definitions of At-Risk of Becoming Low-Performing and Low-Performing Institutions of Higher Education in Virginia as Required by Title II of the Higher Education Act \(HEA\)](#) (5/19/11)

[Discipline of Students with Disabilities](#) (12/30/10)

[Division-Level Academic Review Process](#) (10/25/12)

[Eating Disorders Awareness in the Public School Setting](#) (1/5/15)

[Educational Interpreting Services](#) (12/31/10)

[Elementary School Gun Safety Guidelines and Curriculum](#) (7/31/11)

[Extended School Year Services](#) (12/31/07)

[Functional Behavioral Assessment, Behavior Intervention Plans and Positive Intervention and Supports](#) (12/31/09)

[Growth Indicators in Response to the 2013 Acts of the Assembly](#) (7/25/13)

- Guidance Document for Implementing New Special Education Requirements for the Definition of Parent (5/31/09)
- Guidance Document for Standards-based IEPs (2/22/11)
- Guidance Document on Manifestation Determination New Requirements (11/30/06)
- Guidance Document on the Implementation of the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8/31/09)
- Guidance for Military Families with Students in Special Education (8/31/14)
- Guidance for the Development of Postsecondary Goals (1/31/11)
- Guidance on Evaluation and Eligibility for the Special Education Process (10/7/13)
- Guidance on Prior Written Notice in the Special Education Process (5/31/13)
- Guidance Regarding Maximum Class Size and Student-Teacher Ratios in the Standards of Quality (1/16/14)
- Guidelines and Standards of Learning for Family Life Education (7/1/11)
- Guidelines for Academic and Career Plans (9/17/09)
- Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations (12/31/02)
- Guidelines for Considering and Approving Requests for Pre-Labor Day Openings (3/28/13)
- Guidelines for Distributing National Board Incentive Awards (6/28/12)
- Guidelines for Educating Students with Autism Spectrum Disorders (10/31/10)
- Guidelines for Educating Students with Specific Learning Disabilities (SLD) (10/4/13)
- Guidelines for Instruction-Based Assessments (12/31/04)
- Guidelines for Local Alternative Assessments for 2014-2015 (9/18/14)
- Guidelines for Local Textbook Approval (9/22/11)
- Guidelines for Policies on Concussions in Student-Athletes (1/13/11)
- Guidelines for Recognition and Treatment of Anaphylaxis in the School Setting (12/30/14)
- Guidelines for School Division Policy Regarding Service Dogs in Virginia's Public Schools (12/31/11)
- Guidelines for School Division Transfer of Assistive Technology Devices (9/6/13)
- Guidelines for School Facilities in Virginia's Public Schools (9/1/13)
- Guidelines for Seizure Management (12/31/10)
- Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools (3/24/11)
- Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals (2/23/12)
- Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (9/27/12)
- Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers (4/28/11)
- Guidelines for Working with Students Who Are Blind or Visually Impaired in Virginia Public Schools (12/31/10)
- Guidelines for Working with Students Who Are Deaf or Hard of Hearing in Virginia Public Schools (2/1/12)
- Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia (1/13/11)
- Guidelines Pertaining to the Employment of Substitute Teachers (3/24/11)
- Handbook for Educators of Students Who Are English Language Learners with Suspected Disabilities (12/31/09)
- Handbook for Occupational & Physical Therapy Services in the Public Schools of Virginia (12/31/10)
- High School to Work Partnerships Guidelines and Model Liability Waiver (6/26/14)
- Industry, Professional, or Trade Association Certification Examinations and Occupational Competency Assessments to Meet Requirements for Board of Education's Career and Technical Education and Advanced Mathematics and Technology Seals (4/24/14)
- Interpretation of Regulations for Certain Transfer Students (12/20/02)
- List of Board of Education Regulations Identified as Waivable for Charter School Purposes (6/30/99)
- Model Policy to Address Bullying in Virginia's Schools (10/24/13)
- Models of Best Practice in the Education of Students with Autism Spectrum Disorders (5/31/11)
- Parent's Guide to Special Education (12/31/10)
- Parents' Guide to Special Education Dispute Resolution (12/31/08)

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# Guidance Documents

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Persistently Dangerous Schools Identification Process & Criteria (4/29/03)

Physical Education Program Guidelines for Public Elementary and Middle Schools (11/21/13)

Process by which Locally Prescribed Graduation Requirements that Exceed the Requirements in 8VAC20-131-50 of the Regulations Establishing Standards for Accrediting Public Schools in Virginia May Be Amended or Discontinued (11/17/11)

Resource Document for Local Screening Requirements in Virginia's Public Schools (9/30/09)

Responsive Instruction: Refining Our Work of Teaching All Children (10/31/07)

Special Education in Local and Regional Jails: Guidelines for Best Practice (4/1/12)

Speech-Language Pathology Services in the Schools: Guidelines for Best Practice (12/31/11)

Standard Diploma Credit Accommodations for Students with Disabilities (3/28/13)

Students with Disabilities: Guidelines for Assessment Participation (9/1/14)

Substitute Tests for Verified Credit - Effective Beginning 2014-2015 School Year (1/16/14)

The Manual for the Training of Public School Employees in the Administration of Medication (6/1/12)

The Virginia Paraprofessional Guide to Supervision and Collaboration with Paraprofessionals: A Partnership (6/1/05)

Training Standards for Paraprofessionals Assigned to Work with a Teacher Who Has Primary Oversight of Students with Autism Spectrum Disorder (1/10/13)

Transfer of Rights for Students with Disabilities Upon Reaching the Age of Majority in Virginia (5/1/12)

VAAP Participation Criteria and the Determination of Significant Cognitive Disabilities (4/1/14)

Virginia School Bus Specifications (11/21/13)

Virginia Tiered System of Supports (VTSS) A Guide for School Divisions (12/31/13)

Virginia's Textbook Review Process (3/24/11)

[825] Student Conduct Policy Guidelines (10/24/13)

[827] Virginia School Search Resource Guide, Including Student Search Guidelines (10/1/00)

[828] Use of Literary Fund Proceeds (6/29/07)

[832] Guidance For Accommodating Children with Special Dietary Needs in School Nutrition Programs (10/11/02)

[833] Guidelines on the Recitation of the Pledge of Allegiance, Including Guidelines for Appropriate Etiquette and Conventions for Respecting the Dignity of the Flag (7/26/01)

[834] Acceptable Use Policy: A Handbook (1/1/01)

[835] Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students (10/20/00)

[836] Guidelines for Management of the Student's Scholastic Record (5/1/04)

[837] Guidelines on the Minute of Silence Requirements (6/13/00)

[838] Guidelines for Honorary High School Diplomas for Veterans of World War II, the Korean War, and the Vietnam War (10/25/10)

[839] Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (12/30/90)

[840] Virginia School Health Guidelines (5/1/99)

[841] Suicide Prevention Guidelines (12/1/03)

[842] Model School Crisis and Emergency Management Plan (11/30/07)

[843] School Safety Audit Protocol (7/30/00)

[845] Policy Regarding Medication Recommendation by School Personnel (8/16/02)

[846] Guidelines for the K-3 Record for Reading and Mathematics (5/30/03)

[847] Objectives for Personal Living and Finance (12/30/06)

[848] Criteria for Character Education (7/26/12)

[851] Curriculum and Administrative Guide for Driver Education in Virginia (12/30/10)

[852] Guidelines for Banking-In-School Demonstration Partnership Programs (12/30/06)

[853] Persistently Dangerous Schools & Unsafe School Choice Option (4/30/03)

[854] Guidelines for Implementation of No Child Left Behind Act of 2001 Public School Choice Requirements (11/30/02)

[855] Criteria for the Providers of Supplemental Educational Services under the No Child Left Behind Act of 2001 (11/30/02)

[857] Limited English Proficient Students: Guidelines for Participation in the Standards of Learning Assessments (12/30/10)

[860] Virginia Plan for the Gifted (12/30/06)

- [861] Procedures for Initiating Academic Year Governor's Schools (1/30/99)
- [862] Virginia Comprehensive Services Act for At-Risk Youth and Families Implementation Manual (7/30/02)
- [863] Guidelines for the Participation of Students with Disabilities in the State Accountability System (11/30/10)
- [866] Your Family's Special Education Rights – Virginia Procedural Safeguards Notice (9/30/13)
- [868] Guidelines for Mentor Teacher Programs (6/30/00)
- [869] Local Eligibility License Guidelines (9/30/00)
- [870] Virginia License Renewal Manual (1/19/11)
- [871] Guidelines for Managing Asthma: A Team Approach (7/1/03)
- [872] Homebound Instructional Services Guidelines (2/1/12)
- [873] Individual Student Alternative Education Plan (ISAEP) Program Guidelines (9/27/12)
- [874] Model Guidelines for the Wearing of Uniforms in Public Schools (7/1/96)
- [875] Guidelines Concerning Religious Activity in Public Schools (12/30/95)
- [877] Criteria for Review of Private Educational Management Companies (4/1/05)
- [878] Guidelines for Establishing Joint or Regional Continuation High Schools or Programs (5/28/04)
- [879] Eligibility Criteria and Procedures for Supplemental Funding for School Divisions in the Commonwealth of Virginia That Enter into Cost-Saving or Service-Sharing Agreements (7/23/09)
- [880] Criteria for Establishing Governor's Career and Technical Academies (1/30/08)
- [881] Criteria for Making Distributions from the Public Charter School Fund (1/10/08)
- [882] Guidelines for Specialized Health Care Procedures (12/30/04)
- [883] Manual for Training Public School Employees in the Administration of Insulin and Glucagon (11/1/11)
- [884] Guidelines for Student Drug-Testing in the Public Schools (6/30/04)
- [885] Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines (12/30/03)
- [886] Guidelines for Alternatives to Animal Dissection (7/30/04)
- [887] Virginia's Definition of School Readiness (4/30/08)
- [888] Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas (8/7/01)
- [889] The Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-to-Staff Schools (6/30/04)
- [890] Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Experienced Teachers (4/30/05)
- [891] Virginia's Definition of Alternate Route for Highly Qualified Teachers (4/30/04)
- [892] Virginia Requirements to Be a Highly Qualified Special Education Teacher (9/30/06)
- [893] Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Visiting International Faculty (VIF) Cultural Exchange Teachers (3/30/07)
- [894] Guidelines for Prescribed Professional Teacher's Examinations (1/8/11)
- [895] High-Quality Professional Development Criteria (4/30/04)
- [896] Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure (10/30/05)
- [897] Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment (11/30/05)
- [898] Virginia Standards for the Professional Practice of Teachers (4/28/11)
- [899] Accountability Measurement of Partnerships and Collaborations Based on PreK-12 School Needs Required by the Regulations Governing the Review and Approval of Education Programs in Virginia (11/29/12)
- [901] Advancing Virginia's Leadership Agenda Guidance Document: Standards and Indicators for School Leaders and Documentation for the Principal of Distinction (Level II) Administration and Supervision Endorsement (9/27/12)
- [902] 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 (1/30/04)
- [903] Revision to the Terminology Used in the Criteria and Disclaimers to Identify and Select Instructional Interventions in Regulations Establishing Standards for Accrediting Public Schools in Virginia (2/5/07)
- [904] Guidelines for School Division Rewards Allowable under the No Child Left Behind Act of 2001 (7/30/04)
- [905] Guidelines for Sanctions/Corrective Actions for Virginia School Divisions in Improvement Status as Required by the No Child Left Behind Act of 2001 (10/30/04)

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# Guidance Documents

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[906] [Process for School Divisions to Submit Locally Developed and/or Selected English Language Proficiency Assessments for Board Approval \(1/30/03\)](#)

[907] [Annual Agreement to Participate in the School Nutrition Programs \(5/30/14\)](#)

[908] [Guidelines for the Development of Policies and Procedures for Managing Student Behaviors in Emergency Situations: Focusing on Physical Restraint and Seclusion \(11/30/05\)](#)

[909] [Required Modifications to Local Procedures and Policies \(Special Education\) \(11/30/09\)](#)

[910] [Alternative Special Education Staffing Plan Procedures \(1/30/01\)](#)

[911] [Procedures for Receiving and Resolving Complaints Which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities \(2/25/00\)](#)

[912] [Guidelines for Schools for Students with Disabilities Fund \(6/30/07\)](#)

[914] [Standards for the Governor's Career and Technical Education Exemplary Standards Awards Program \(5/30/08\)](#)

[915] [Guidelines Establishing an Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence \(7/30/07\)](#)

[916] [Protocol for State-Directed Investigations of Testing Irregularities \(4/30/08\)](#)

[917] [World-Class Instructional Design and Assessment \(WIDA\) English Language Proficiency \(ELP\) Standards \(3/30/08\)](#)

## DEPARTMENT OF ELECTIONS

The Virginia Department of Elections is located in the Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. The Virginia State Board of Elections is the policy making board responsible for approving regulations, forms, and guidance documents. Copies of guidance documents authorized to be provided are subject to costs stated in the agency's FOIA policy published on its website at <http://www.elections.virginia.gov> and may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. Questions regarding interpretation or implementation of these documents may be directed to the above office address in person, via telephone (804) 864-8901, toll free (800) 552-9745, email [info@elections.virginia.gov](mailto:info@elections.virginia.gov), or FAX (804) 371-0194. Questions will be directed to the appropriate staff member.

To obtain the most up-to-date information on many of the guidance documents approved by the State Board of Elections, visit the Department of Elections website. These

guidance documents are available electronically for no charge on the Town Hall by using the links below.

### Guidance Documents:

[Dos and Don'ts for Campaigners and Authorized Representatives \(7/1/14\)](#)

[\[DDG\] Guidelines for Conducting Voter Registration Drives \(7/1/14\)](#)

[\[DEL-1\] State Board of Elections Policy 2004-007 \(9/14/10\)](#)

[\[DEL-2\] Campaign Finance and Advertising Delegations to Secretary \(Updating Policy 2004-007\) \(8/19/11\)](#)

[\[EDG\] Election Day Guide \(9/15/14\)](#)

[\[EDG-CAP\] Election Day Guide--CAP \(9/26/14\)](#)

[\[EVG\] Easy Voter Guide \(8/4/14\)](#)

[\[GREB-0\] Introduction to the GREB Handbook \(7/1/14\)](#)

[\[GREB-01\] Chapter 1, The State Board of Elections \(7/1/14\)](#)

[\[GREB-02\] Chapter 2, The Electoral Board \(7/1/14\)](#)

[\[GREB-03\] Chapter 3, The General Registrar \(7/1/14\)](#)

[\[GREB-04\] Chapter 4, Officers of Election \(7/1/14\)](#)

[\[GREB-05\] Chapter 5, Registrar Office Operations \(7/1/14\)](#)

[\[GREB-06\] Chapter 6, Files and Records \(10/22/14\)](#)

[\[GREB-07\] Chapter 7, Voter Registration: List Maintenance \(7/1/14\)](#)

[\[GREB-08\] Chapter 8, Accessibility \(7/1/14\)](#)

[\[GREB-09\] Chapter 9, Voter Registration \(7/1/14\)](#)

[\[GREB-10\] Chapter 10, Candidate and Referenda Processing \(7/1/14\)](#)

[\[GREB-11\] Chapter 11, Absentee Voting \(8/1/14\)](#)

[\[GREB-13\] Chapter 13, Precinct or Polling Place Requirement and Procedures \(8/15/14\)](#)

[\[GREB-14\] Chapter 14, Managing Split Precincts \(7/1/14\)](#)

[\[GREB-15\] Chapter 15, Managing Ballots \(7/1/14\)](#)

[\[GREB-16\] Chapter 16, Central Absentee Precinct \(7/1/14\)](#)

[\[GREB-17\] Chapter 17, Election Day Preparations \(10/22/14\)](#)

[\[GREB-18\] Chapter 18, Election Day \(7/1/14\)](#)

[\[GREB-19\] Chapter 19, Canvassing Results \(7/1/14\)](#)

[\[GREB-20\] Chapter 20, Voting Equipment \(7/1/14\)](#)

[\[GREB-21\] Chapter 21, Campaign Finance and Advertising \(7/1/14\)](#)

[\[GREB-22\] Chapter 22, Recounts and Contested Elections \(7/1/14\)](#)

[GREB-23] Chapter 23, Election Offenses (7/1/14)  
[GREB-24] Chapter 24, DOJ Preclearance (7/1/14)  
[GREB-26] Chapter 26, The Virginia Freedom of Information Act (7/1/14)  
[GREB-27] Chapter 27, Emergency Procedures (7/1/14)  
[GREB-28] Chapter 28, Electronic Communications and the SBE (7/1/14)  
[GREB-29] Chapter 29, Provisional Ballots (11/5/14)  
[GREB-30] Chapter 30, Fiscal Operations (7/1/14)  
[GUIDE-MED] Guidelines for the Media (10/27/14)  
[ID-What If] Voter Photo ID What If Guide (9/12/14)  
[OTHDOCS-1] Other Guidance Documents (12/29/14)  
[OTHDOCS-2] Library of Virginia Digital Depository (10/22/14)  
[RECOUNT-1] Recount Step by Step Instructions (11/6/14)  
[RECOUNT-2] Examples for Handcounting Ballots (7/1/07)  
[VOTER ID] Voter ID Chart (8/20/14)  
[What If] What If (8/20/14)

## DEPARTMENT OF EMERGENCY MANAGEMENT

Copies of the guidance document may be viewed at <http://www.vaemergency.gov/emcommunity/plans/2012COV EOP>. The document may also be viewed using the link below.

Questions regarding interpretation or implementation of this document may be directed to Marilyn Harris, Virginia Department of Emergency Management, 10501 Trade Court, Richmond, VA 23236, telephone (804) 897-9715, or email [marilyn.harris@vdem.virginia.gov](mailto:marilyn.harris@vdem.virginia.gov).

### Guidance Document:

[2012 Commonwealth of Virginia Emergency Operations Plan \(9/1/11\)](#)

## 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 the guidance documents may be obtained by contacting Lisa J. Rowley, at the Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-7263, FAX (804) 786-9034, or email [lisa.rowley@vec.virginia.gov](mailto:lisa.rowley@vec.virginia.gov). Unless otherwise indicated, there is a \$1.00 per document copying charge. These documents may be accessed from the Virginia Employment Commission's website at [www.vec.virginia.gov](http://www.vec.virginia.gov)

by clicking on "Unemployed?" and then clicking on "File an Appeal." Documents may be downloaded from the website at no charge.

Questions regarding interpretation or implementation of the guidance documents may be directed to Lisa J. Rowley, Chief Administrative Law Judge, Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-7263, FAX (804) 786-9034, or email [lisa.rowley@vec.virginia.gov](mailto:lisa.rowley@vec.virginia.gov).

### Guidance Documents:

[\[VEC-01\] Guide to Effective Unemployment Insurance Adjudication \(12/12/12\)](#)  
[\[VEC-02\] Precedent Decision Manual \(12/28/12\)](#)  
[\[VEC-03\] Precedent Decision Manual Supplement \(12/12/12\)](#)  
[\[VEC-04\] Employer as Claimant Interoffice Communication \(5/20/11\)](#)

## DEPARTMENT OF ENVIRONMENTAL QUALITY

The documents listed have been prepared by the department. The list does not include documents that merely restate regulatory provisions in a different format, such as checklists or boilerplates, nor does it include guidance documents developed by other federal and state agencies. Requests for copies of those documents not available electronically on the Town Hall or for copies of the documents listed are considered requests 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.

For FOIA requests, contact DEQ's FOIA Officer, telephone (540) 574-7886. For a listing of regional office FOIA contacts, see DEQ's FOIA webpage at <http://www.deq.virginia.gov/ConnectWithDEQ/FreedomofInformationAct/RegionalFOIAContacts.aspx>

Copies may also be requested by writing to FOIA Officer, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218.

Requests for copies or questions regarding interpretation of the Litter Prevention and Recycling documents should be directed to Coordinator, Recycling and Tire Program, Department of Environmental Quality, 629 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4029.

### Guidance Documents:

[Division of Enforcement Case Referrals \(8/20/09\)](#)  
[Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency \(9/1/05\)](#)  
[Regulatory Guidance Development \(4/17/06\)](#)



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## Guidance Documents

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- [CEM-01] Civil Enforcement Manual - Introduction (4/28/09)
- [CEM-02] Civil Enforcement Manual - Chapter 1- Enforcement Policy (4/28/09)
- [CEM-03] Civil Enforcement Manual - Chapter 2 - General Enforcement Procedures - Cover Memorandum (5/11/12)
- [CEM-04] Civil Enforcement Manual - Chapter 2 - General Enforcement Procedures (5/11/12)
- [CEM-05] Civil Enforcement Manual - Chapter 2A - Attachments to Chapter 2 - General Enforcement Procedures (12/30/14)
- [CEM-06] Civil Enforcement Manual - Chapter 3 - Priority, Timeliness and Certainty of Enforcement Actions (12/1/99)
- [CEM-07] Civil Enforcement Manual - Chapter 4 - Civil Charges and Civil Penalties (12/29/14)
- [CEM-07A] Civil Enforcement Manual - Chapter 4 - Civil Charges and Penalties (12/29/14)
- [CEM-07B] Memo Enforcement Manual - Chapter 4A Cover Memo (12/29/14)
- [CEM-08] Civil Enforcement Manual - Chapter 5 - Incentives for Identifying and Resolving Violations - Revision 2 Cover Memorandum (5/2/12)
- [CEM-09] Civil Enforcement Manual - Chapter 5 Continued - Incentives for Identifying and Resolving Violations - Revision 2 (5/2/12)
- [CEM-10] Civil Enforcement Manual - Chapter 6 - Adversarial Administrative Actions (12/1/99)
- [CEM-11] Civil Enforcement Manual - Chapter 6 Continued - Formal Hearings (12/20/07)
- [CEM-12-EGMNo.1-2011] Civil Enforcement Manual - Chapter 8 - Access to Private Property for Inspections and Investigations, Denial of Access, and Obtaining Administrative Inspection Warrants (3/3/11)
- [6-2014] Virginia Freedom of Information Act Compliance (10/10/14)
- [APG-100] Air Permitting Guidelines, New and Modified Sources (1/5/96)
- [APG-101] Interim Guidance, Shell Buildings (1/30/87)
- [APG-102] Public Participation Requirements prior to issuing any permit for the construction of a new major stationary source or major modification to an existing source pursuant to Section 10.1-1307.01 (Localities Particularly Affected) (Memo No. 99-1004) (1/25/10)
- [APG-103] Guidance on Permit Applicability - PM and PM-10 Sources (Memo No. 01-1002) (9/14/09)
- [APG-105] Procedures for Shutting Down Sources (Memo No. 03-1006) (8/19/10)
- [APG-106] Nitrogen Oxides Emissions during Fuel Transfers for GE Frame 7FA Turbines (Memo No. 03-1009) (11/22/03)
- [APG-150] Air Permit Application Fee Guidance (7/1/12)
- [APG-200A] Title V Air Permits Guidance Manual (5/23/13)
- [APG-202] EPA's White Papers on Title V Operating Permit Program (Memo No. 97-1004) (8/19/97)
- [APG-203] Utilization of the Wood Furniture Manufacturing Title V Permit Boilerplate (Memo No. 98-1001) (2/17/98)
- [APG-204] Common Control Determinations for Title V Permit Applicability (Memo No. 98-1002) (1/25/10)
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- [APG-213] Sample MACT Place Holder Conditions (3/5/04)
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- [APG-304] Interpretation of the Term "Designed to Accommodate" (9/14/09)
- [APG-306] Relocation of Portable Non-diesel Engines (10/25/02)
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### Air Pollution Control Board

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- Enforcement Discretion Guidance for New & Modified Gasoline Dispensing Facilities Related to Installation of Stage II Vapor Recovery Systems (8/8/12)
- Fugitive Dust Control from Mining Operations (6/9/11)
- Memorandum of Agreement Between the Department of Mines, Minerals and Energy and the Department of Environmental Quality (2/19/10)
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- [APG-309] Air Permitting Guidelines - New and Modified PSD Sources (8/4/11)
- [APG-310] New and Modified Major Sources in Nonattainment Areas and Ozone Transport Region (2/20/08)
- [APG-311] Interim Guidance on Prevention of Significant Deterioration (PSD) (8/25/14)
- [APG-350] New Source Review Permits Program Manual (4/1/02)
- [APG-350A] Article 6 - Minor New Source Review Permit Program Manual, Draft (10/6/05)
- [APG-352] Permit and BACT Applicability under Chapter 80 Article 6 Permitting (Memo. No. 03-1004) (9/26/03)
- [APG-354] Article 6 – Uncontrolled Emissions Calculation (3/17/09)
- [APG-354A] Article 6 - Determining Minor NSR Permitting & BACT Applicability (3/17/09)
- [APG-355] Used Oil Fuel Permitting (7/11/13)
- [APG-356] Revised Article 6 Regulation (12/19/12)
- [APG-400A] State Operation Permits Manual (9/30/99)
- [APG-450] Primary Authority for Implementation and Enforcement of 40 CFR Part 63 Standards in Virginia (Memo No. 98-1003) (12/3/98)
- [APG-452] Section 112(g) Implementation Guidance (Policy No. 99-1007) (1/25/10)
- [APG-453] Implementation Guidance for Incorporating State Toxics Requirements in Air Permits (Memo No. 02-1001) (1/20/10)
- [APG-456] Regulation of Federal HAPs Under the State Toxics Program and State NSR Programs (9/1/04)
- [APG-457] State Toxics and Solid Waste Combustion Rules (7/12/12)
- [APG-551] Procedures for Permitting and other Activities Associated with Coal Processing Plants (ADP Statement No. 2-96) (9/18/08)
- [APG-552] Evaluation and Air Permitting Requirements for Landfills in Virginia (ADP Statement No. 1-96) (1/20/10)
- [APG-553A] Municipal Solid Waste Landfill Procedures and Boilerplate Permits (9/1/99)
- [APG-554] Permitting and Compliance Issues for Non-road Internal Combustion Engines (12/1/99)
- [APG-554A] Internal Combustion Engine (12/1/99)
- [APG-555] Boilerplate and Procedures for Poultry Incinerator Permits (Memo No. 02-1005) (7/1/02)
- [APG-558] Stone Processing Operations (1/3/05)
- [APG-559] Coal Preparation Procedure for Writing New and Modified Permits (4/21/98)
- [APG-560] Wood Fired Boiler Procedure for Writing New and Modified Permits (8/14/98)
- [APG-561] Residual Oil Procedure for Writing New and Modified Permits for Boilers (9/17/98)
- [APG-562] Natural Gas and Distillate Oil Procedure for Writing New and Modified Permits for Boilers (8/18/08)
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- [APG-564] Wood Working Procedure for Writing New and Modified Permits (11/5/98)
- [APG-565] Concrete Plant Procedure for Writing New and Modified Permits (7/7/09)
- [APG-566] Asphalt Plant Procedure for Writing New and Modified Permits (11/19/12)
- [APG-567] Miscellaneous Coatings Procedure for Writing New and Modified Permits (11/7/12)
- [APG-568] Printing Procedure for Writing New and Modified Permits (8/10/00)
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- [APG-570] Interim Guidance for Permit Applicability for Emergency Generators Participating in an Emergency Load Response Program (5/15/09)
- [APG-571] Permit Boilerplate Procedures for Human Remain Crematory Units and Pathological Waste Crematory Units (11/7/12)
- [APG-573] Lumber Kiln Emissions Calculations (9/30/10)
- [APG-574] Exemption of Qualified Fumigation Facilities (7/11/13)
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- [AQP-09] Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities (1/1/93)
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- [ASOP-01] Complaints (8/9/01)
- [ASOP-02] Inspections (9/14/01)
- [ASOP-03] Visible Emissions Evaluations (3/20/03)
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- [ASOP-05] Gasoline Delivery Tank Operation, Testing and Certification (10/23/97)
- [ASOP-06] Title V Report/Certification Evaluations (3/1/02)
- [ASOP-07] VOC Testing (10/23/97)
- [ASOP-08] Particulate Testing: Role of Agency Observer (5/26/98)
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- [ASOP-10] Review of CEM Reports (11/14/02)
- [ASOP-11] The NO<sub>x</sub> Trading Program (6/6/03)
- [ASOP-13] Tax Certifications (11/22/04)
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- [LPR-SW-01-2007] Vegetative Waste Burning at Closed Landfills (1/8/07)
- [MSOP-01] Professional Responsibilities and Conduct of Mobile Source Operations Staff (8/22/00)
- [MSOP-02] Field Activity Procedures (6/17/10)
- [MSOP-03] Station/Facility Permitting/Certification and Renewal Procedures (6/17/10)
- [MSOP-04] Complaint Procedures and Investigations (12/11/06)
- [MSOP-05] Procedures for Operating State Vehicles (7/10/08)
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- [MSOP-07] Vehicle Emissions Inspection Station Recognition Program (6/1/11)
- [MSOP-08] Exemption of Non-Conforming Vehicles (6/1/12)
- [MSOP-09] Special Inspections of Emissions Inspection Stations (8/2/10)
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- [MSOP-12] Remote Visual Observation Inspection Procedures (7/24/00)
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- [SBAP-02] Guide to Compliance Requirements for Dry Cleaners (3/17/94)

[SBAP-03] Fact Sheet - Wood Furniture Operations (12/13/96)

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[SBAP-05] Fact Sheet - Flexographic, Rotogravure, and Publication Rotogravure Printing Lines (7/1/96)

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Litter Prevention and Recycling Grant Programs (11/21/06)

Memorandum of Agreement between the Department of Mines, Minerals and Energy and the Department of Environmental Quality (2/19/10)

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[REW2012-01] Solar PBR Guidance - Cover Memo (7/18/12)

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### **State Water Control Board**

#### **Guidance Documents:**

Enforcement Discretion Guidance for New & Modified Gasoline Dispensing Facilities Related to Installation of Stage II Vapor Recovery Systems (8/8/12)

Guidance for Citizen Nomination of State Surface Waters for Inclusion in Annual Water Quality Monitoring Plan in Accordance with Section 62.1-44.19:5 F of the Code of Virginia (12/19/14)

Procedural Guidelines for Virginia's Wastewater Revolving Loan Fund (2/1/04)

Procedure for Uncontested Termination of Ground Water Withdrawal Permits and Special Exceptions (3/8/05)

Public Comment at State Water Control Board Meetings (2/25/04)

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- [00-2008] Notification of Acceptance for Coverage by a General Permit (5/12/00)
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- [01-2002] Implementation Guidance for Financial Assurance Regulation (1/10/01)
- [01-2003] Standard Operating Procedures for Clean Metals Sampling - Amendment 1 (4/10/03)
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- [01-2007] Implementation Guidance for December 2000 Revisions to the VPDES Permit Regulation (3/15/01)
- [01-2008] Numbering of Outfalls for VPDES Permits (3/21/01)
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- [01-2012] Siting of Storm Water BMPs in Surface Waters and the Application of Temperature Standard to Impoundments (4/18/01)
- [01-2013] Checklists for Wastewater Laboratory Inspections (5/3/01)
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- [01-2020] 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 (7/17/01)
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- [03-2007] Implementation of Bacteria Standards in VPDES Permits (3/27/03)
- [6-2014] Virginia Freedom of Information Act Compliance (10/10/14)
- [90-011] Interpretation of Nutrient Policy (4/20/90)
- [90-016] Use of State Model by Consultants (7/2/90)
- [91-004] Permits/Certificates Approved at Board Meetings (2/1/91)
- [91-006] Purchase of Sample Containers (2/20/91)
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- [91-028] Procedure for Assigning Numbers to Permits (12/10/91)
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- [93-008] DEQ Water Division Water Purification Systems Contaminants (4/20/93)
- [93-026] Permitting Strategy for Wood Preserving Operations (10/11/94)
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- [94-014] Implementation of the VPA General Permit for Confined Animal Feeding Operations (11/16/94)
- [94-017] VPA Farm Fertilizer and Chemical Dealerships (12/22/94)
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- [95-005] Local Government Ordinance Forms (CAFO) (6/20/95)
- [95-006] Updated Technical Criteria for VPA Industrial Land Application Program (9/28/95)
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- [96-009] Obtaining Dissolved Metals Data (11/19/96)
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- [98-2010] VPDES Permit and VPA Permit Ground Water Monitoring Plans (9/30/98)
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- [DCR-CBLAB-002] Letter to Prince William County Attorney Sharon E. Pandek (9/10/90)
- [DCR-CBLAB-003] Opinion from the Office of the Attorney General regarding Grandfathering (6/28/91)
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[DCR-CBLAB-019] Board Guidance Document: Determination of Water Bodies with Perennial Flow (6/21/10)

[DCR-CBLAB-020] Board Guidance Document: Resource Protection Areas: Permitted Development Activities (6/21/10)

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[DCR-CBLAB-022] Riparian Buffers Modification & Mitigation Guidance Manual (9/15/03)

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[DCR-CBLAB-025] Letter, Hanover County regarding Placing Fences in the RPA (4/20/00)

[DCR-CBLAB-069] Letter to all Tidewater Administrators, Mayors and Town and City Managers (4/14/04)

[DCR-CBLAB-085] Procedural Policies for Local Program Review (6/16/08)

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[DCR-VSWCB-024] Guidance Document on Virginia Stormwater Management Program Site Inspection Strategies (3/7/11)

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- [GM04-2018] Requirements for VWPP to Impact Wetlands within Storm Water Best Management Practices (9/27/04)
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- [GM05-2003] Revisions to the Virginia Water Protection Permit General Permits (1/26/05)
- [GM05-2005] Procedures - Closure or Abandonment of Lagoon or Sewage Treatment Works (4/14/05)
- [GM05-2006] Virginia Petroleum Storage Tank Fund Third Party Disbursement Guidelines (4/15/05)
- [GM05-2007] Pollution Response Program (PREP) Manual (4/15/05)
- [GM05-2012] Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills (8/22/05)
- [GM05-2013] Duty to Apply for VPDES CAFO Permit in Lieu of 2005 U.S. 2nd Circuit Court of Appeals Decision (10/6/05)
- [GM05-2014] Modifications to the VPA General Permit Regulation for Poultry Waste Management (11/7/05)
- [GM05-2015] EPA Brownfields Grant Eligibility Review for Petroleum Contaminated Sites (11/29/05)
- [GM05-2016] Lender Liability Exemption Guidelines (11/29/05)
- [GM06-2004] Geographical Information System (GIS) Data Plotting Procedure (5/12/06)
- [GM06-2005] Biosecurity Procedures for Poultry Farm Visits (5/24/06)
- [GM06-2006] Guidelines for Underground Storage Tank Cathodic Protection Evaluation (5/26/06)
- [GM06-2007] Definition of Aboveground Storage Tanks for the Purpose of Eligibility for Virginia Petroleum Storage Tank Reimbursement (6/13/06)
- [GM06-2008] Local Government Certification for New VPDES Permitted Landfills (6/29/06)
- [GM06-2009] Review and Approval of Operation and Maintenance Manuals for Municipal Sewage Treatment Works (7/5/06)
- [GM06-2010] Guidelines for DEQ Review and Approval of Biological Monitoring QAPPs Submitted by Non-DEQ Sources (8/28/06)
- [GM06-2011] Water Permit Fee Program Procedures (8/1/06)
- [GM06-2012-Amd #1] Review Procedures for WQIF Grant Applications and Agreement Negotiations (12/10/07)
- [GM06-2014] Revisions to the Virginia Water Protection General Permits 9VAC25-660, 9VAC25-670, 9VAC25-680, 9VAC25-690 (Effective August 1, 2006) (10/25/06)
- [GM06-2015] VWP Permit Program Staff Manual (10/31/06)
- [GM06-2016] Significant Figures for Discharge Monitoring Reports (11/2/06)
- [GM06-2016] Significant Figures for Discharge Monitoring Reports - Amendment 1 (11/16/06)
- [GM07-2001] Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume III, Application Process (For Work Authorized on or after March 1, 2007) (2/23/07)
- [GM07-2002] The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume IV, 007 UCR Schedules (For Work Authorized on or after March 1, 2007) (2/23/07)
- [GM07-2003] The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume V, Reconsideration Procedures Applicable to initial Reimbursement Decisions issued after March 1, 2007 (2/23/07)
- [GM07-2006] Tank Registration Database Operations (4/18/07)
- [GM07-2007] Threatened and Endangered Species Screening for VPDES Permits (5/2/07)
- [GM07-2008] Permitting Considerations for Facilities in the Chesapeake Bay Watershed - Amendment 2 (10/23/07)
- [GM07-2008] Permitting Considerations for Facilities in the Chesapeake Bay Watershed, Addendum No. 1 to Amendment No. 2 (4/9/09)
- [GM07-2009] VPDES Permit Applications for Discharges in Shellfish Growing Areas (6/15/07)
- [GM07-2011] Issuing a Certificate to Construct from a Final Engineering Report (7/30/07)
- [GM07-2012] Assigning Operator License Classes (10/10/07)
- [GM07-2013] CEDS DMR Data Entry Rules (10/25/07)



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[GM08-2001] Processing of Priority Permits, Administrative Continuance of Expired Permits and Permitting (1/24/08)

[GM08-2002] Surface Water Impacts at Solid Waste Landfills (2/22/08)

[GM08-2003] Procedure for Designation of Vessel No Discharge Zones (2/28/08)

[GM08-2004] Regulation of Ditches under the Virginia Water Protection Permit Program (5/13/08)

[GM08-2007] Issuance of Biosolids Use Permits under the Virginia Pollution Abatement Permit System (5/13/08)

[GM08-2008] Investigating and Coordinating Complaints Related to Discharges of Sediment from Construction Sites (6/9/08)

[GM08-2009] Use of Preservation for Compensatory Mitigation in VWP Permits (6/9/08)

[GM08-2011] Permitting Dam Maintenance Activities in Surface Waters (7/30/08)

[GM08-2012] Farm Pond or Impoundment and Stock Pond or Impoundment Exemption from Virginia Water Protection Program Requirements (10/1/08)

[GM09-2001] Guidance for Monitoring of Point Sources for TMDL Development Using Low-Level PCB Method 1668 (3/6/09)

[GM09-2001] TMDL Guidance for Monitoring of Point Sources for TMDL Development Using Low-Level PCB Method 1668 (Amendment 1) (11/1/11)

[GM09-2002] DEQ Field Measurements, Sampling and Evaluation of Data (2/27/09)

[GM09-2004] Applying Compensatory Mitigation Preferences Provided in the EPA Mitigation Rule to Virginia Water Protection Permitting (3/19/09)

[GM09-2005] Monitoring and Assessment of Lakes and Reservoirs (4/23/09)

[GM09-2009] Resolving Unpermitted Impacts to Surface Waters with Enforcement Actions (7/28/09)

[GM09-2011] Conducting an Alternatives Analysis per the Requirements of 9VAC25-260-275 Protection of Eastern Shore Waters for Clams and Oysters (8/18/09)

[GM09-2012] Applying the Freedom of Information Act Exemption of Location Information to DEQ Water Division Permit Files - Amendment No. 1 (11/23/09)

[GM10-2001] Implementation Guidance for the Water Reclamation and Reuse Regulation, 9VAC25-740-10 et seq. (1/13/10)

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[GM10-2004 (Rev-1)] Implementation of Extended Buffers, Coordination of Health Complaints and Waiving of Buffers at Biosolids Land Application Sites (1/5/11)

[GM10-2005] Guidance Memorandum No. 10-2005 - DEQ Policy for Areas and Activities Given the "Manipulated Wetland" Label by the Natural Resource Conservation Service (9/30/10)

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[GM11-2002] Assessing Points for Violations of Chesapeake Bay Annual Load and Concentration Limitations for Total Nitrogen and Total Phosphorus (1/26/11)

[GM11-2003] Implementation of the 2011 Reissuance of the VPDES General Permit Regulation for Seafood Processing Facilities - VAG52 (2/4/11)

[GM11-2004] Amendments to the Virginia Water Protection Permit Program Regulation 9VAC25-210 (Effective July 25, 2007) Regarding Surface Water Withdrawal Permitting (3/17/11)

[GM11-2005] Revised Local Government, Riparian Property Owner, Adjacent Property Owner or Resident, and General Public Notification Procedures for VPDES, VPA and VWP Permit Applications and Draft Permits (3/18/11)

[GM11-2006] Managing Frozen Ground for Biosolids Land Application (3/18/11)

[GM11-2007] 2012 Water Quality Assessment Guidance Manual (6/7/11)

[GM11-2008] Implementation Guidance for Reissuance of the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day (6/15/11)

[GM11-2009] Implementation of the 2011 Issuance of the VPDES General Permit Regulation for Discharges Resulting from the Application of Pesticides to Surface Waters VAG87 (10/26/11)

[GM11-2010] Process for Determination of Noncompliance with the General VPDES Permit for Storm Water Discharges Associated with Industrial Activity, VAR05 (12/5/11)

[GM12-2001] Determining Compliance with the Use of VELAP Laboratory for VPDES and VPA Reporting (4/20/12)

[GM12-2002] Implementation of the Reissued VPDES General Permit for Vehicle Wash Facilities and Laundry Facilities (9/24/12)

- [GM12-2003] Landowner Agreements for Biosolids Land Application (9/24/12)
- [GM13-2001] Implementation Guidance for the Reissuance of the General VPDES Permit Regulation for Discharges from Petroleum Contaminated Sites, Groundwater Remediation and Hydrostatic Tests, 9VAC25-120 (2/27/13)
- [GM13-2002] Implementation Guidance for the Reissuance of the General VPDES Permit for Noncontact Cooling Water Discharges of 50,000 GPD or Less, 9VAC25-196 (2/27/13)
- [GM13-2003] Guidance for Calibration Verification of Online Analyzers Used to Monitor Reclaimed Water (2/10/14)
- [GM13-2004] Implementation Guidance for Reissuance of the General VPDES Permit for Concrete Products Facilities VAG11 (8/12/13)
- [GM13-2005] Implementation Guidance for Reissuance of the General VPDES Permit for Potable Water Treatment Plants VAG64 (10/31/13)
- [GM14-2001] Modifying VPA Biosolids Permits and Terminating VDH-BUR Permits after the Adoption of 2013 Regulatory Amendments (2/10/14)
- [GM14-2002] Implementation Guidance for the 2009 General Permit for Discharges of Stormwater from Construction Activities, 9VAC25-880 (3/7/14)
- [GM14-2003] March 2014 VPDES Permit Manual Revisions (3/27/14)
- [GM14-2004] Procedures for Reviewing and Deriving Total PCB Concentrations from Samples Analyzed Using Low-Level PCB Method 1668 to be Used in the Development and Implementation of TMDLs (4/4/14)
- [GM14-2005] 2014 Water Quality Assessment Guidance Manual (4/21/14)
- [GM14-2006] VPA and SWM Permitting and BUD Approval at Solid Waste Management Facilities (4/30/14)
- [GM14-2008] Implementation Guidance for Reissuance of the General VPDES Permit for Nonmetallic Mineral Mining Facilities VAG84 (7/13/09)
- [GM14-2009] Interim Use of Stormwater Manufactured Treatment Devices (MTDs) to Meet the New Virginia Stormwater Management Program (VSMP) Technical Criteria, Part IIB Water Quality Design Requirements (5/15/14)
- [GM14-2010] Certification Time Restrictions and Provisional Certification Requirements for Stormwater Management and Erosion & Sediment Control (6/6/14)
- [GM14-2011] Nutrient Monitoring for Nonsignificant Discharges to the Chesapeake Bay Watershed (8/8/14)
- [GM14-2012] Guidance for Meeting the Special Condition for the Chesapeake Bay TMDL Requirements (8/18/14)
- [GM14-2013] Implementation Guidance for Reissuance of the General VPDES Permit for Stormwater Discharges Associated with Industrial Activity, VAR05 (8/8/14)
- [GM14-2014] Implementation Guidance for Section 47 (time limits on applicability of approved design criteria) and Section 48 (grandfathering) of the Virginia Stormwater Management Program Regulation, 9VAC25-870 (8/25/14)
- [GM14-2015] TMDL Waste Load Allocation Modifications in Response to New, Expanding, or Relinquished Discharges (9/26/14)
- [GM14-2016] Public Participation Procedures for Water Quality Management Planning (10/20/14)
- [GM14-2017] Implementation of VPA Regulation and General Permit for Animal Feeding Operations and Animal Waste Management Amendments, VPG1 (11/12/14)
- [GM99-2006] Storage Tank Program Quality Management Plan - Amendment 2 (7/27/11)
- [GMWRD06-100] Ground Water Withdrawal Permit Procedures Manual (5/25/06)
- [LPR-SRR-01-2012] Risk Based Inspection Strategy for USTs (2/1/13)
- [LPR-SRR-01-2013] Provision of Alternate Water Supplies to Operators of Petroleum-Impacted Water Supplies (6/13/13)
- [LPR-SRR-02-2012] Tank Ownership and Responsible Person Identification Changes (10/2/12)
- [LPR-SRR-03-2012] Case Closure Evaluation of Sites with Free Product (12/28/12)
- [LPR-SRR-2014-01] State Lead Procedures Manual, First Edition (5/14/14)
- [LPR-SRR-2014-02] Storage Tank Program Compliance Manual Volume 4: Compliance Process (7/15/14)
- [LPR-SRR-2014-03] Quality Assurance Project Plan for the Alternate Water Supply Program (8/8/14)
- [LPR-SRR-2014-04] Storage Tank Program Compliance Manual Volume 1: Program Fundamentals (12/22/14)
- [LPR-SW-03-2012] Implementation of VELAP Certification (3/27/12)
- [LPR-UST-01-2010A] Delivery Prohibition and the Compliance Process in the UST Program (5/17/11)
- [LPR-WS-2013-01] Incorporation of Water Supply Planning in VWP Permit Decisions for Surface Water Withdrawals (10/8/13)
- [WQS-1] Water Quality Standards Interpretation - New Standards (2/24/92)

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[WQS-2] Water Quality Standards Interpretation of Biologically Based Flows, Low Flow Application and Mixing Zones (11/2/92)

[WQS-3] Water Quality Standards Interpretation of Fecal Coliform Bacteria and Mixing Zones (4/20/93)

[WQS-5] Guidance on Application of Public Water Supply (11/2/94)

### Virginia Waste Management Board

#### Guidance Documents:

Public Comments at Virginia Waste Management Board Meetings (2/25/04)

[00-2016] Chain of Custody Policy and Procedures - Amendment 1 (3/14/06)

[6-2014] Virginia Freedom of Information Act Compliance (10/10/14)

[GM14-2006] VPA and SWM Permitting and BUD Approval at Solid Waste Management Facilities (4/30/14)

[LPR 02-2002] Guidance Document Development (6/3/02)

[LPR 03-2004] Waste Division Review of Environmental Review Reports as Required by NEPA (5/25/04)

[LPR 16-2002] Guidance for Certification of Waste Oil Burning Equipment for the State Income Tax Credit (8/1/02)

[LPR-09-2002] Guidance for the Certification of Recycling Machinery and Equipment for State Income Tax Credit (7/20/07)

[LPR-HW] Closure Guidance-Wood Treatment Facilities - Drip Pads (6/7/07)

[LPR-HW] Emergency Permits - Virginia Hazardous Waste Management Regulations and the RCRA Regulations - Guidance Summary (5/13/10)

[LPR-HW] EOD Emergency Response Operations and Emergency Permits Clarification (3/4/11)

[LPR-HW-01-1997] Discarded Sandblast Grit Policy (2/14/97)

[LPR-HW-01-2012] "Contained-in" and "Contained-out" Policy Guidance for Soils Contaminated with Hazardous Waste (7/9/12)

[LPR-HW-03-1994] Risk Based Closure - (REAMS) Risk Exposure and Analysis Modeling System (11/1/94)

[LPR-HW-05-1996] Siting Requirements for Hazardous Waste Management Facilities (7/26/96)

[LPR-HW-18-2002] Hazardous Waste Financial Assurance Procedures (8/22/02)

[LPR-HW-2013-01] Waste Procedure No. 5 - Hazardous Waste Emergency Permits (12/9/13)

[LPR-REM-01-1995] Policy for Handling Investigation Derived Waste (9/1/03)

[LPR-REM-01-1999] Guidance for Determining Eligibility of Sites for the Voluntary Remediation Program (5/5/99)

[LPR-REM-01-2001] Terminating Sites in the Voluntary Remediation Program (2/3/01)

[LPR-REM-02-2003] Guidance on Procedures for Reporting NPL-Caliber Landfills Progress to EPA (4/7/03)

[LPR-REM-03-2002] Guidance for Assessing Groundwater at Voluntary Remediation Sites (4/16/02)

[LPR-REM-04-1996] Addendum to Policy for Handling Investigation Derived Waste (7/24/96)

[LPR-REM-05-2001] Certification of Satisfactory Completion of Remediation (6/14/01)

[LPR-REM-06-2003] Brownfields Manual (3/12/04)

[LPR-REM-RA RCRA] RCRA Corrective Action Risk Assessment Guidance (11/20/13)

[LPR-REM-RA SW] Solid Waste Risk Assessment Guidance (10/10/12)

[LPR-REM-RA VRP] Voluntary Remediation Risk Assessment Guidance (5/17/13)

[LPR-SW- EE-151] Virginia Waste Tire Program - Waste Tire Certification Instructions (11/1/03)

[LPR-SW-01-1994] Gas Condensate Recirculation (11/1/02)

[LPR-SW-01-2005] Guidance for Soil Analysis Required for Facilities Treating Petroleum Contaminated Soil under the Provisions of 9VAC20-80-360 (3/11/05)

[LPR-SW-01-2007] Vegetative Waste Burning at Closed Landfills (1/8/07)

[LPR-SW-01-2007(2)] Post-Closure Care Termination Memo (4/30/07)

[LPR-SW-01-2008] Surface Water Impacts at Solid Waste Landfills (2/22/08)

[LPR-SW-01-2009] Scenarios under Which a Part A Amendment Is or Is Not Required (4/15/09)

[LPR-SW-01-2011A] Implementation of the New Operations Manual Requirements (7/9/12)

[LPR-SW-01-2012] Interpretive Guidance for Groundwater Well Replacement Actions at Solid Waste Landfills (2/3/12)

[LPR-SW-02-1993] Seismic Impact Zone - Part A Requirements (11/1/02)

[LPR-SW-02-1997] Activities on Closed Landfills (9/1/03)

[LPR-SW-02-2007] Close Safely the Old 1205 Permitted Landfills (12/22/11)

- [LPR-SW-02-2008] Landfill Waste Disposal Limits (1/20/09)
- [LPR-SW-02-2009] On-Site Composting of Routine Animal Mortality (5/1/09)
- [LPR-SW-02-2010] Solid Waste Compliance Program Inspection Manual (5/27/11)
- [LPR-SW-02-2011] Crosswalk Comparison 9VAC20-80 Versus 9VAC20-81 (3/28/11)
- [LPR-SW-02-2012] Solid Waste Special Waste Disposal Requests (2/2/12)
- [LPR-SW-03-1997] Notice of Expansion for Category 2 and Category 3 Facilities (8/17/97)
- [LPR-SW-03-2001] Local Landfill Certification for Non-Captive Industrial Landfills (4/19/01)
- [LPR-SW-03-2005] Siting and Groundwater Monitoring for Landfills and the Vicinity of Wetlands (8/17/05)
- [LPR-SW-03-2007] Management of Grit and Screenings (2/26/07)
- [LPR-SW-03-2008] Solid Waste Permit Manual (12/16/08)
- [LPR-SW-03-2009] On-Site Burial of Routine Animal Mortality (5/1/09)
- [LPR-SW-03-2011] Changes to the Composting Provisions (3/28/11)
- [LPR-SW-03-2012] Implementation of VELAP Certification (3/27/12)
- [LPR-SW-04-1993] HELP Model - Leachate Generation for Tank Design (6/1/03)
- [LPR-SW-04-2005] Sanitary Landfill Siting Relative to a Public Water Supply Intake or Reservoir (8/23/05)
- [LPR-SW-04-2009] Solid Waste Management Plan 5-Year Update Guidance (5/13/09)
- [LPR-SW-04-2011] Financial Assurance for Stockpiles of Materials for Beneficial Use or Other Uses (2/22/13)
- [LPR-SW-04-2012] Management and Reuse of Contaminated Media (7/17/12)
- [LPR-SW-05-1995] Definition of Appropriate Container (9/1/03)
- [LPR-SW-05-2009] Research Development and Demonstration Plans (11/9/09)
- [LPR-SW-06-1996] Disposal of Sharps (8/6/96)
- [LPR-SW-06-2001] Guidance on the Director's Determination in § 10.1-1408.1 D 1 of the Code of Virginia - Permit by Rule Submissions (8/9/01)
- [LPR-SW-06-2005] Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills (8/22/05)
- [LPR-SW-06-2011] Amendment 7 and Phase I Monitoring (8/3/11)
- [LPR-SW-07-1996] Closure Documents - Survey Plat Guidance (8/6/96)
- [LPR-SW-07-2003] Permitting Guidance for the 10 Year Permit Review (8/27/03)
- [LPR-SW-08-1993] P. E. Certifications Required for Permit by Rules (10/1/93)
- [LPR-SW-08-2001] Statement regarding Data to Be Incorporated into the Regulations for Solid Waste Management Planning (12/18/01)
- [LPR-SW-09-2001] Management of Dredged Material (12/31/01)
- [LPR-SW-17-2002] Solid Waste Financial Assurance Procedures (8/22/02)
- [LPR-SW-2013-01] Landfill Construction Oversight Inspections (6/3/13)
- [LPR-SW-2013-02] Landfill Mining Applicability and Application Requirements (9/27/13)
- [LPR-SW-2013-03] Waste Information Request and Trade Secret Protection (8/15/13)
- [LPR-SW-2014-01] Clarification of Required Final Cover Designs and Acceptable Alternate Designs (3/28/14)
- [LPR-SW-ACL] Use of Alternate Concentration Limits for Establishing Groundwater Protection Standards (GPS) (6/4/13)
- [LPR-SW-EE-160] Virginia Waste Tire Program - Standards for Use of Tire Chips in a Residential Septic Drainfield (8/1/97)
- [LPR-SW-EE-166] Virginia Waste Tire Program Utilization of Waste Tire Shred/Chips (8/1/02)
- [LPR-SW-SI-00] Submission Instructions - 2012 Revision Approval Memo (2/1/12)
- [LPR-SW-SI-01] Submission Instruction 01 - Procedural Requirements for a New or Modified Solid Waste Management Facility Application (2/1/12)
- [LPR-SW-SI-02] Submission Instruction 02 - Design Plans and Report for Solid Waste Disposal Facilities (2/2/12)
- [LPR-SW-SI-03] Submission Instruction 03 - Design Plans and Report for Waste to Energy, Thermal Treatment, and Incineration Facilities (2/2/12)

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## Guidance Documents

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[LPR-SW-SI-04] [Submission Instruction 04 - Design Plans and Report for Other Solid Waste Management Facilities \(2/2/12\)](#)

[LPR-SW-SI-06] [Submission Instruction 06 - Closure and Post-Closure Plans \(2/2/12\)](#)

[LPR-SW-SI-07] [Submission Instruction 07 - Leachate Management Plan for Solid Waste Management Facilities \(2/1/12\)](#)

[LPR-SW-SI-09] [Submission Instruction 09 - Requirements for Financial Assurance Mechanisms \(5/21/02\)](#)

[LPR-SW-SI-10] [Submission Instruction 10 - Procedural Requirements for Permits-By-Rule \(2/1/12\)](#)

[LPR-SW-SI-13] [Submission Instruction 13 - Landfill Gas Management, Remediation, and Odor Plans for Solid Waste Disposal Facilities \(2/2/12\)](#)

[LPR-SW-SI-15] [Submission Instruction 15 - Groundwater Nature and Extent Studies at Solid Waste Landfills \(1/31/12\)](#)

[LPR-SW-SI-16] [Submission Instruction 16 - Assessment of Corrective Measures for Groundwater at Solid Waste Landfills \(1/31/12\)](#)

[LPR-SW-SI-17] [Submission Instruction 17 - Corrective Action Plan \(12/11/13\)](#)

[LPR-SW-SI-18] [Submission Instruction 18 - Proposal for Presumptive Remedies \(1/31/12\)](#)

[LPR-SW-SI-19] [Submission Instruction 19 - Alternate Source Demonstrations \(2/3/12\)](#)

[LPR-SW-SI-20] [Submission Instruction 20 - Termination of Post-Closure Activity Evaluation \(12/10/13\)](#)

[LPR-SW-SI-21] [Submission Instruction 21 - Monitored Natural Attenuation \(9/22/04\)](#)

[LPR-SW-SI-22] [Submission Instruction 22 - Groundwater Alternate Point of Compliance Variance Petitions \(12/16/11\)](#)

[LPR-SW-SI-23] [Submission Instruction 23 - Groundwater Annual Reports \(12/16/11\)](#)

[LPR-SW-SI-24] [Submission Instruction 24 - Groundwater Semi-Annual and Quarterly Monitoring Reports \(12/16/11\)](#)

[LPR-SW-SI-25] [Submission Instructions for MNA-based CASE Reports at Solid Waste Landfills \(7/13/12\)](#)

[LPR-SW-SI-26] [Submission Instructions for Groundwater Pump & Treat Based CASE Reports at Solid Waste Landfills \(7/13/12\)](#)

[LPR-SW-SI-27] [Submission Instruction 27 - Landfill Mining Operating Plans for Solid Waste Disposal Facilities \(9/30/13\)](#)

### DEPARTMENT OF FIRE PROGRAMS

Copies of the agency's guidance documents can be viewed at the Virginia Department of Fire Programs (VDFP) Headquarters Office, 1005 Technology Park Drive, Glen Allen, VA 20359. Contact the agency's Director of Administration, telephone (804) 371-0220 or toll free 1 (866) 4VAFIRE, to schedule an appointment to view the guidance documents.

To obtain copies of the agency's guidance documents, contact the agency's Director of Administration, telephone (804) 371-0220 or toll free 1 (866) 4VAFIRE.

Contact the agency's Grant and Local Aid Manager, telephone (804) 371-0220 or toll free 1 (866) 4VAFIRE, for interpretive or implementation questions regarding the Virginia Fire Services Board guidance Documents.

Contact the agency's State Fire Marshal's Office, Headquarters Office, telephone (804) 371-0220 or toll free 1 (866) 4VAFIRE, for interpretive or implementation questions regarding the issuance of permits.

Copies of the guidance documents can be retrieved, free of charge, via the agency's website at [www.vafire.com](http://www.vafire.com), under the Grants & Local Aid link and the State Fire Marshal's Office link.

Copies of the agency's guidance documents are also available, free of charge, via the Town Hall website using the links below.

#### Guidance Documents:

[SFMO - 1] [Use of Pyrotechnics Inside or Outdoors on State-owned Property before a Proximate Audience \(7/14/14\)](#)

[SFMO - 10] [Blasters Re-Certification Training Hours & Sources Policy Statement \(7/1/08\)](#)

[SFMO - 11] [Application to Operate Theatrical Flame Effects \(7/14/14\)](#)

[SFMO - 2] [Application for Emergency or SPEC OP Permit to Use Explosives Based on 2012 SFPC \(7/16/14\)](#)

[SFMO - 3] [Application for Annual Permit to Manufacture Explosives \(7/14/14\)](#)

[SFMO - 4] [Application for Annual Permit to Sell Explosives \(7/14/14\)](#)

[SFMO - 5] [Application for Annual Permit to Store Explosives \(7/14/14\)](#)

[SFMO - 6] [Application for Annual Permit to Use Explosives \(7/14/14\)](#)

[SFMO - 7] [Application for a Background Clearance Card \(BCC\) Application for Certification of a Blaster or Pyrotechnician \(6/28/11\)](#)

[SFMO - 8] [Application to Renew a Background Clearance Card \(BCC\) Application to renew Certification as a Blaster or Pyrotechnician \(6/28/11\)](#)

[SFMO - 9] [Application for the Display of Aerial Fireworks on State-owned Property \(7/14/14\)](#)

[SFMO 13] [Application for Replacement Certification or BCC \(7/17/14\)](#)

[SFMO-12] [Pyrotechnician Re-Certification Training Hours and Sources \(3/8/12\)](#)

[3219] [Aid-To-Localities Policy \(7/1/12\)](#)

[3220] [Burn Building Policy \(7/1/13\)](#)

[3229] [Virginia Fire Incident Reporting \(VFIRS\) Hardware Grant \(8/1/10\)](#)

[3327] [Burn Building Project Manual \(4/11/13\)](#)

[3328] [Training Mini-Grant Policy \(8/19/10\)](#)

## DEPARTMENT OF FORENSIC SCIENCE

The following document is available on the department's website at <http://dfs.virginia.gov> and from the link below. Questions regarding this document may be directed to Stephanie Merritt, Department Counsel, Department of Forensic Science, 700 North 5th Street, Richmond, VA 23219, telephone (804) 786-2281, or email [stephanie.merritt@dgs.virginia.gov](mailto:stephanie.merritt@dgs.virginia.gov).

### Guidance Document:

[6VAC4060-1] [Evidence Handling and Laboratory Capabilities Guide September 2012 \(11/28/12\)](#)

## DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 7:30 a.m. until 4:30 p.m. in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903 or by using the links below. Copies of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Dean Cumbia at the same address, telephone (434) 220-9042, FAX (434) 296-2369, or email [dean.cumbia@dof.virginia.gov](mailto:dean.cumbia@dof.virginia.gov).

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberland Policy may be directed to Dean Cumbia, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9042, FAX (434) 296-2369, or email [dean.cumbia@dof.virginia.gov](mailto:dean.cumbia@dof.virginia.gov).

Copies of the Water Quality Enforcement documents may be viewed during regular work days from 7:30 a.m. until 4:30 p.m. in the Office of the Department of Forestry, Augusta Forestry Center, P.O. Box 160, Crimora, VA 24431.

Copies may be obtained free of charge by contacting Brenda Taylor at the same address, telephone (540) 363-7002.

Questions regarding interpretation or implementation of Water Quality Enforcement documents may be directed to Matt Poirot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9027, FAX (434) 296-2369, or email [matt.poirot@dof.virginia.gov](mailto:matt.poirot@dof.virginia.gov).

The Department of Forestry does not charge a fee for these publications.

### Guidance Documents:

[2874, Procedure, Alternate Management Plans \(AMP\)](#)

[2875, Procedure, Reforestation of Timberlands](#)

[2876, Procedure, Water Quality Enforcement, 4/4/2004](#)

## BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/funeral> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [fanbd@dhp.virginia.gov](mailto:fanbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa R. Hahn, Executive Director, Board of Funeral Directors and Embalmers, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4479. Copies are free of charge.

### Guidance Documents:

[http://www.dhp.virginia.gov/funeral/fun\\_guidelines.htm](http://www.dhp.virginia.gov/funeral/fun_guidelines.htm)

65-1, Guidance on time credit for continuing education, adopted June 5, 2007

65-2, Disposition of disciplinary cases for practicing on an expired license, adopted July 16, 2012

65-5, Reciprocal agreement with the District of Columbia Board of Funeral Directors, adopted December 7, 1995

65-6, Reciprocal agreement with the Maryland State Board of Morticians and Funeral Directors, effective February 8, 2012

65-7, Memorandum of Understanding with the Virginia Department of Agriculture and Consumer Services, May 11, 1998

65-8, Board opinion on casket stores in the Commonwealth of Virginia, revised June 3, 2008

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# Guidance Documents

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65-9, Memorandum of Understanding between the Cemetery Board of the Department of Professional and Occupational Regulation and the Board of Funeral Directors and Embalmers of the Department of Health Professions, April 2, 1999

65-10, By-Laws of the Board, adopted March 8, 2000, revised June 3, 2008

65-11, Inspection guidance document, adopted December 7, 2004, revised December 11, 2013

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, Sanctioning Reference Points Instruction Manual, revised April 13, 2010

65-15, Guidance for granting internship extensions, adopted January 18, 2011

65-16, Guidance for audits of continuing education, adopted January 18, 2011

76-21.3:1, Inspection report for funeral establishments, revised January 7, 2014

76-21.3:2, Inspection report for crematories, revised September 30, 2013

## DEPARTMENT OF GENERAL SERVICES

### Office of Surplus Property

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 Department of General Services, Office of Surplus Property, 1910 Darbytown Road, Richmond, VA 23231 or on the office's website using the link below.

Questions regarding interpretation of this document may be directed to Floyd Coburn, Director, Surplus Property, telephone (804) 236-3675 or email [floyd.coburn@dgs.virginia.gov](mailto:floyd.coburn@dgs.virginia.gov).

#### Guidance Document:

[Commonwealth of Virginia, Department of General Services, Virginia Federal Property Agency, State Plan of Operations, March 24, 2009, § 2.2-1123.](#)

### Office of Fleet Management Services

The following document is available at no cost at [www.dgs.virginia.gov/fleet](http://www.dgs.virginia.gov/fleet). This publication is only available electronically.

Questions regarding interpretation or implementation of this document may be directed to Michael Bisogno, Office of Fleet Management Services, 2400 West Leigh Street,

Richmond, VA 23220, telephone (804) 367-6526, FAX (804) 367-8987, or email [michael.bisogno@dgs.virginia.gov](mailto:michael.bisogno@dgs.virginia.gov).

#### Guidance Document:

[Office of Fleet Management Policies and Procedures Manual, March 2012 revision, Code of Virginia, § 2.2-1180.](#)

### Division of Engineering and Buildings

#### Bureau of Capital Outlay 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 Bureau of Capital Outlay Management, 6th Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be viewed or downloaded at no cost from the Bureau's website at <http://bcom.dgs.virginia.gov>.

Questions regarding interpretation of this document may be directed to W. Michael Coppa, Director, Bureau of Capital Outlay Management, 6th Floor, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-4398, FAX (804) 225-4709, or email [mike.coppa@dgs.virginia.gov](mailto:mike.coppa@dgs.virginia.gov).

#### Guidance Document:

[2014 Construction and Professional Services Manual, October 15, 2014; § 2.2-1132.](#)

#### Bureau of Facilities Management

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Bureau of Facilities Management, Washington Building, 10th Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting the Bureau of Facilities Management, telephone (804) 786-3529 or FAX (804) 371-7974.

Questions regarding interpretation or implementation of these documents may be directed to Thomas George, Director, Bureau of Facilities Management, 1100 Bank Street, 10th Floor, Richmond, VA 23219, telephone (804) 786-1821, FAX (804) 371-7974, or email [thomas.george@dgs.virginia.gov](mailto:thomas.george@dgs.virginia.gov).

#### Guidance Documents:

Department of General Services Directive 3-90, Cable Installation, March 1990, § 2.2-1129 et seq.

Department of General Services Directive 12A, Agency Space Plans, § 2.1-481.

Department of General Services Directive No. 14, Policies and Procedures for the Use of Parking Facilities, updated October 1, 2012.

Department of General Services Directive No. 15, Indoor Clean Air, April 27, 2005, § 15.1-291.1 et seq.

Department of General Services Policies and Procedures for the Use of DGS Maintained Facilities, Tenant Handbook, dated June 8, 2011.

## Division of Real Estate Services

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Division of Real Estate Services, 1100 Bank Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained by contacting Georgiann Davis, Division of Real Estate Services, 1100 Bank Street, 3rd Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673, or email [georgiann.davis@dgs.virginia.gov](mailto:georgiann.davis@dgs.virginia.gov). These documents may also be downloaded from the website at [www.dgs.virginia.gov/DRES](http://www.dgs.virginia.gov/DRES).

Questions regarding interpretation or implementation of these documents may be directed to Holly L. Eve, Director, Division of Real Estate Services, 1100 Bank Street, 3rd Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673, or email [holly.eve@dgs.virginia.gov](mailto:holly.eve@dgs.virginia.gov).

### Guidance Documents:

Department of General Services, Division of Engineering and Buildings, Directive No.1 (revised) dated June 15, 1984, Attachments K and L, revised August 12, 1986.

Real Property Management Manual, Chapter One: Acquisition by Lease, issued July 1, 2008, revised November 4, 2010.

Real Property Management Manual, Chapter Two: Fee Acquisition, issued December 10, 2002.

Real Property Management Manual - Chapter Five: Antenna Policy: Leasing Land and Space for Communication Antennas, Revised May 1, 2009.

## Division of Purchases and Supply

The following documents are available electronically at no cost at [www.eva.virginia.gov](http://www.eva.virginia.gov). Questions regarding interpretation or implementation of these documents may be directed to Robert Gleason, Division of Purchases and Supply, 1111 East Broad Street, 6th Floor, P. O. Box 1199, Richmond, VA 23218-1199, telephone (804) 786-3846, FAX (804) 371-7877, or email [robert.gleason@dgs.virginia.gov](mailto:robert.gleason@dgs.virginia.gov).

### Guidance Documents:

Virginia Business Opportunities (VBO) Ads.

Commonwealth of Virginia Vendors Manual, Revised September 20, 2013.

Agency Procurement and Surplus Property Manual.

## DEPARTMENT OF HEALTH

The documents may be viewed using the links below. This process is free and is the most efficient means by which

citizens and others may obtain access to these documents. The provision by the agency of a paper copy of a guidance document, upon a particular request, may involve a fee to be paid by the person requesting a document.

Questions regarding interpretation or implementation of these documents may be directed to the Virginia Department of Health Regulatory Coordinator Joseph Hilbert, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7006, or email [joe.hilbert@vdh.virginia.gov](mailto:joe.hilbert@vdh.virginia.gov). Mr. Hilbert will redirect questions to knowledgeable program administrators.

[ADJ-004.1] COPN (Certificate of Public Need) IFFC (informal fact finding conference) Policies and Procedures (10/30/13)

[ADJ-005] Suggested Instructions and Model Petition for Good Cause in COPN Cases (6/3/05)

[CHS-002] Eligibility Guidance Document (8/9/07)

[CHS-005] Managing Accounts Receivable for Patient Care (2/1/05)

[COM-501(Reg)] Memo on New Public Participation Guidelines (PPGs) (12/15/08)

[EMS-1014] Guidelines for the Expenditure of the 26% Return to Locality Share of Four-for-Life Funds (12/9/14)

[EMS-1015] EMS Surge Planning Template (10/30/08)

[EMS-1016] EMS Communications Manual (12/14/09)

[EMS-1050] Virginia Office of EMS Accreditation of PSAP, Guidelines (12/15/09)

[EMS-2001] Regional Council Designation Manual (12/14/07)

[EMS-3010] Medication Kit Storage Clarification Letter (12/26/13)

[EMS-3011] EVOC Requirements Clarification (3/8/12)

[EMS-3012] EVOC Equivalents (3/8/12)

[EMS-3013] Alternative Site Application for EMS Programs in Virginia (12/18/14)

[EMS-3014] EMT Accreditation Self Study (12/18/14)

[EMS-3015] Institutional Self Study for Intermediate Programs in Virginia (12/18/14)

[EMS-3015A] Institutional Self-Study for Reaccreditation of Intermediate Programs in Virginia (12/18/14)

[EMS-3016] Institutional Self Study for Paramedic Programs in Virginia (12/18/14)

[EMS-3017] Self Study - Advanced EMT, Accreditation and Application (12/18/14)

[EMS-3019] CoAEMSP Standards and Guidelines (12/18/14)



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## Guidance Documents

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- [EMS-3021] Training Program Administration Manual (12/18/14)
- [EMS-3040A] ALS Coordinator Application (12/18/14)
- [EMS-3042F] BLS Student Permission Form (6/7/12)
- [EMS-3043] Clinical Training Record (8/16/12)
- [EMS-3044F] Course Approval Request Form (10/15/14)
- [EMS-3046] Course Roster (2/9/12)
- [EMS-3047] Initial BLS Student Paperwork (5/14/12)
- [EMS-3048] Initial ALS Student Paperwork (5/25/12)
- [EMS-3049] Scope of Practice - Formulary (12/18/14)
- [EMS-3050] Scope of Practice - Procedures (12/18/14)
- [EMS-5001] VSTR User & Training Manual for Trauma Registrars (1/1/07)
- [EMS-6011F] EMS Accommodation Request Form (12/1/02)
- [EMS-6015] Federal Agency "Exemption from EMS Regulations" Notice (7/29/04)
- [EMS-6018F] EMS Ground Ambulance Checklist (12/26/13)
- [EMS-6019F] Non-Transport EMS Vehicle Checklist (12/26/13)
- [EMS-6020] Oxygen Cylinder Guidance (10/5/11)
- [EMS-6021F] Air Ambulance Checklist (10/18/12)
- [EMS-6024F] EMS Agency Drug Diversion Report Form (11/18/10)
- [EMS-6026F] Application for EMS Agency License (12/9/14)
- [EMS-6028F] EMS Physician Application for Endorsement (10/11/12)
- [EMS-6029] EMS Provider Variance/Exemption Request (12/9/11)
- [EMS-6030] EMS Agency Variance/Exemption (12/9/11)
- [EMS-6035] EMS Agency Status Report (12/9/14)
- [EMS-6036] Criminal History Record Verification, Challenge-Appeal Process (6/2/14)
- [EMS-6038] Criminal History Record Verification, Disqualifying Factors (6/2/14)
- [EMS-6038A] Criminal History Record Verification, Frequently Asked Questions (FAQ's) (6/2/14)
- [EMS-7008B] Trauma Center Fund Disbursement Policy (8/26/13)
- [EMS-7010] Trauma Registry System File Upload & Submission Manual (4/1/07)
- [EMS-7011] Resource Manual, Trauma Center Fund (11/1/05)
- [EMS-7015] Virginia Statewide Trauma Registry Reporting Requirements (12/14/09)
- [EMS-7016] VPHIB Administrative User Logon (12/14/09)
- [EMS-7017] VPHIB Vendor Import Instructions (12/14/09)
- [EMS-7018] VPHIB State Bridge (12/14/09)
- [EMS-7019] VPHIB EMS Agency Instructions (12/14/09)
- [EMS-7020] Virginia Minimum Data Set (12/14/09)
- [EMS-7021] VPHIB Security Agreement (12/14/09)
- [EMS-7022] New Electronic Patient Reporting Program Announcement (12/14/09)
- [EMS-7023] VPHIB Field Bridge User Guide (12/14/09)
- [EMS-7024] Required Submission of Prehospital Patient Care Reports by Non-transport EMS Agencies (12/14/09)
- [EMS-7025] VPHIB Data Dictionary (3/21/11)
- [EMS-7026] VPHIB Minimum Dataset and Submission Schedule (3/21/11)
- [EMS-7101F] How to Complete the Durable DNR Form (4/13/06)
- [EMS-7102] How to Purchase Durable Do Not Resuscitate Bracelets and Necklaces (12/14/09)
- [EMS-7103F] How to Request Durable Do Not Resuscitate Forms (4/3/06)
- [EMS-7104F] Virginia Durable DNR Request Form (4/1/06)
- [EMS-7105] DDNR Sample Form (12/14/07)
- [EMS-7106] DDNR Training Presentation (7/7/07)
- [EMS-8001] RSAF Grant Program - Reimbursement Instructions (12/17/14)
- [EMS-8002] E-Gift Agency Super User Guide (12/18/14)
- [EMS-8003F] RSAF Grant Program (6/1/11)
- [EMS-8004] E-Gift Financial Officer Guide (12/18/14)
- [EMS-8005] E-Gift Financial Officer User Guide - non-licensed agency (12/18/14)
- [EMS-8006] E-Gift RSAF Grant Application for EMS agency (12/18/14)
- [EMS-8007] RSAF Grant Program - Affirmation Page (12/1/11)
- [EMS-8008] RSAF Grant Program - Special Conditions (12/17/14)

- [EMS-8009] E-Gift User Guider for non-EMS agency (12/18/14)
- [EMS-8010] E-GIFT OMD User Guide (12/18/14)
- [ENV-001 A] Private Well Regulations Implementation Manual (9/1/90)
- [ENV-002] ENV-066 Environmental Health Considerations of Sewage (9/4/92)
- [ENV-003] Approved distribution box forms (8/6/92)
- [ENV-004 A] Discharging regulations implementation manual (10/1/95)
- [ENV-005] SDR 35 pipe approved for building sewer (9/4/92)
- [ENV-006] Approved Septic Tank Forms (12/7/10)
- [ENV-007] Approval of Flow Divider Tee (10/14/92)
- [ENV-008] Approval of PVC-DWV Foam Core Pipe (10/16/92)
- [ENV-010] Approval of Septic Tank Forms (11/3/92)
- [ENV-011] Approval of Tuf-Tite Connectors (11/23/92)
- [ENV-013] Approval of sewer line pipe (12/21/92)
- [ENV-016] CAPROLAN-RC Nylon Fibers in Place of Welded Fabric in Precast Septic Tanks (1/21/93)
- [ENV-017 A] Engineering Plan Review Process (1/13/09)
- [ENV-018] Preliminary Approval of Discharge Systems (3/2/93)
- [ENV-024] Enforcement Consideration for Discharging Regulations (4/28/93)
- [ENV-026] Approval of Septic Tank Forms (12/8/10)
- [ENV-027] Enforcement of 10/10 Effluent Standards (6/2/93)
- [ENV-028] Sampling Port Requirements (6/7/93)
- [ENV-030] Construction Standards for Existing Discharging Sewage Treatment Systems (6/22/93)
- [ENV-031] Approval of PTI 4-foot Diameter Double Wall Pipe (6/23/93)
- [ENV-032] Permitting Sewage Disposal Systems in Utility Rights-of-Way (6/28/93)
- [ENV-034] Approval of Polylok Pipe Seals (1/18/93)
- [ENV-035] Estimated versus Real Water Use as it Relates to Soil Absorption Field Design (9/21/93)
- [ENV-036] Revalidation of Permits-Expired or Unexpired (9/10/93)
- [ENV-038] Approval of the United Baffle and Gas Deflector (10/4/93)
- [ENV-039] Guidelines for Designating Prohibited Discharge Areas (12/21/93)
- [ENV-040] Approval of Norwesco Polyethylene Septic Tanks (12/20/93)
- [ENV-042] Approval of Incinolet Electric Toilet (3/11/94)
- [ENV-045] Mirafi 140N Drainage Fabric (4/27/94)
- [ENV-047] Discharging Sewage Treatment Systems not Registered under the VPDES General Permit Operating Without a Current Individual VPDES Permit (5/17/95)
- [ENV-048] Sand Filter Systems Permitted under Individual VPDES of NPDES Permits Which Do Not Discharge (5/17/94)
- [ENV-049] Sand Filter Systems Which do not Discharge Which Were Permitted under LHS-120 Permits or Constructed before Permits Were Required (5/17/94)
- [ENV-051] Procedure for Prioritizing Applications for Onsite Sewage Disposal System Construction Permits and Certification Letters under the Sewage Handling and Disposal Regulations. (6/16/94)
- [ENV-052 A] Procedure for Issuing Certification Letters in Lieu of Sewage Disposal System Construction Permits under the Sewage Handling and Disposal Regulations; Validity and Renewal of Permits (8/20/08)
- [ENV-053] Inspecting Pump Station Electrical Controls (6/20/94)
- [ENV-054] Defining Onsite Sewage Permit Construction Backlogs (6/24/94)
- [ENV-055] Septic Tank Forms (6/27/94)
- [ENV-057] Water Softener Regeneration Discharge into Drainfields (8/11/94)
- [ENV-060 A] Fees for Closed-loop Heat Pump Wells (7/13/94)
- [ENV-061] Questions from the Field on Senate Bill 415 (10/25/94)
- [ENV-062] Bentonite Grout Approval (11/4/94)
- [ENV-063] Approval of Avgol Polypropylene Spunbound Non-woven Filter Fabric (1/9/95)
- [ENV-065] Approval of Septic Tank forms (3/21/95)
- [ENV-070] Preliminary Approval of Sewage Discharge Systems (6/13/95)
- [ENV-072] Mass Drainfield Reviews (6/29/95)
- [ENV-073] Tuf-Tite Distribution Boxes (6/30/95)
- [ENV-074] Spray Irrigation Sewage Systems (7/14/95)

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- [ENV-075 A] Permanent Pump and Haul - General Permit (12/17/08)
- [ENV-076] Approval of Xactics Polyethylene Septic Tanks (8/16/95)
- [ENV-077] ENV-017 Approval of AK Industries Polyethylene Septic Tank (8/22/95)
- [ENV-080] Terralift (5/19/96)
- [ENV-081] ENV-013 Variance from Maintenance Contract Requirements in Discharge Regulations (5/17/96)
- [ENV-082] ENV-012 FORTA NYLON and FORTA CFP Fibers in Place of Welded Fabric in Precast Septic Tanks (7/16/96)
- [ENV-083] Approval of Septic Tank Forms (7/16/96)
- [ENV-084] Approval of Septic Tank Forms (7/16/96)
- [ENV-089] Approval of ADS Pipe (6/18/97)
- [ENV-091 A] Tire Chip Aggregate (8/21/97)
- [ENV-092] Time Limit to Appeal Certain Case Decisions (8/26/97)
- [ENV-094] ENV-094 SIM TECH Filter Approval (3/20/98)
- [ENV-095] Completion Statement Waiver (8/4/98)
- [ENV-098] ENV-098 Wyo-Ben Bentonite Grout (5/11/99)
- [ENV-099] Graywater Use Guidelines (12/14/11)
- [ENV-101] ENV-101 Large Subsurface Wastewater Systems/Mass Drainfields (7/20/99)
- [ENV-104] Approval of Septic Tank Forms (3/13/00)
- [ENV-106] ENV-106 Wyo-Ben Grout Approval (5/26/00)
- [ENV-107] ENV-107 Generic Drip Disposal Policy (8/3/00)
- [ENV-108] Approval of Septic Tank Forms (8/8/00)
- [ENV-109] ENV-109 Black Hills Bentonite, LLCV/Geo Pro, Inc. Grout Approval (1/3/01)
- [ENV-110] ENV-110 Zoeller Distribution Box Model 173-0001 (10/26/00)
- [ENV-111] ENV-111 AlasCan/ClearWater Letter (1/4/01)
- [ENV-113] ENV-113 AOSE Courtesy Copies of Approvals and Denials (6/21/01)
- [ENV-116] ENV-116 Design of Gravelless Systems to Manufacturer's Specifications (4/15/02)
- [ENV-120] Approval of Septic Tank Forms (10/2/02)
- [ENV-122] Proprietary System Modification (9/12/03)
- [ENV-123.A] Indemnification Fund Policy (7/26/07)
- [ENV-126.B] Implementation Manual for Sewage Handling and Disposal Regulations (7/30/09)
- [ENV-127] ENV-127 Use of Proprietary Materials, Methods and Products Designed to Replace Gravel in Absorption Trenches (11/17/05)
- [ENV-128] ENV-128 Implementation of House Bill 930 (10/15/04)
- [ENV-129] ENV-129 Approval of SEPTECH Septic Tanks Models ST-750, ST-1060, ST-1250, ST-1500 (10/31/05)
- [ENV-130] ENV-130 Boshart Industries, Inc. Pitless Adapter Approvals (10/18/05)
- [ENV-131] ENV-131 Approval of Coon Manufacturing Tanks, 1,00 gallons and 1,500 gallons (12/1/05)
- [ENV-132] ENV-132 BORA-CARE and Standoff to Wells (1/31/06)
- [ENV-133 A] Septic Tank Forms (7/12/10)
- [ENV-134] ENV-134 Enviro Loo (Eloo) Privy, Model #2040 (11/6/06)
- [ENV-135] General Approval for the Use of Proprietary Non-Gravel Systems at Manufacturer's Specifications for Trench Drainfields (12/21/06)
- [ENV-135.A] Gravel Systems and Drip Dispersal (1/28/14)
- [ENV-136] Approval of FRALO Monster D-Box (12/21/06)
- [ENV-137 A] Approval Grouting Material for Geothermal Heat Loop Wells (2/5/09)
- [ENV-138] A & B Die Casting - Model 1, 6 inch, well cap approval (4/16/07)
- [ENV-139] Approval of septic tank forms (6/18/07)
- [ENV-140] WYO-BEN grouting material (6/25/07)
- [ENV-141 A] Implementation of House Bill 2102 (7/1/08)
- [ENV-142] Boshart Industries Well Caps (7/31/07)
- [ENV-143] Disposal of spent peat media (1/25/08)
- [ENV-146] Interim Guidance for House Bill 1166 (7/8/08)
- [ENV-147] Evaluation procedure for devices that treat effluent (5/13/09)
- [ENV-148] ENV-148 Betterment Loan (7/1/09)
- [ENV-150] ENV-150 Borate-based Termiticides (7/16/09)
- [ENV-151] ENV-151 Septic Tank Name Change from NuConSept to Dominator (9/22/09)
- [ENV-152] Procedures for requiring a survey plat (3/25/10)
- [ENV-153] Verifying licenses of persons who submit work to the Virginia Department of Health (6/11/10)

- [ENV-154] Rainwater Guidelines (12/14/11)
- [ENV-155] Voluntary Upgrades and Implementation of § 32.1-164.1:1 (12/14/11)
- [ENV-156] Implementation of the AOSS Regulations Nitrogen Requirements (3/18/14)
- [ENV-333] ENV-333 Purchasing Shellfish from a Retail Market (5/8/96)
- [ENV-353] ENV-353 Exempt Organizations Participating at Fairs and Festivals (7/29/92)
- [ENV-355] ENV-355 Boil Water Notice (8/22/91)
- [ENV-356] ENV-356 Clarification to Boil Water Notice (11/21/91)
- [ENV-363] ENV-363 Venison Donated to Charitable Food Establishments (4/10/92)
- [ENV-396] ENV-396 Nature and Frequency of Services (10/1/95)
- [ENV-401] ENV-401 Hazard Analysis Critical Control Point (HACCP) Guidelines (4/1/97)
- [ENV-402] ENV-402 Migrant Labor Camp Interpretation - Laundry Trays (4/1/97)
- [ENV-403] ENV-403 Handling Milk and Dairy Product Complaints (7/1/97)
- [ENV-408] ENV-408 Approved Water Supplies (3/1/98)
- [ENV-410] ENV-410 Drive Through Coffee Kiosks (6/22/01)
- [ENV-411] ENV-411 Virginia Food Regulations Mobile Food Establishment Matrix (3/20/02)
- [ENV-414] ENV-414 Members of Exempt Organizations (3/4/03)
- [ENV-416] ENV-416 Outdoor Cooking Guidelines (7/7/04)
- [ENV-418] ENV-418 Foodservice Protection - Continental Breakfasts (5/17/05)
- [ENV-420] ENV-420 Condemnation and Impoundment of Food (4/1/06)
- [ENV-421] ENV-421 Re-use of Plastic Pickle Buckets (4/11/06)
- [ENV-422] ENV-422 Establishment Fees (11/20/07)
- [ENV-424] ENV-424 Foodservice Protection - Temporary Food Establishments (11/20/07)
- [ENV-425] ENV-425 Foodservice Protection - Disposal of Used Cooking Oils (8/17/09)
- [ENV-426] ENV-426 High-Risk Virginia Zip Codes by Number (6/1/03)
- [ENV-427] ENV-427 High-Risk Virginia Zip Codes by Location (6/1/03)
- [ENV-428] ENV-428 Virginia Care Coordination Manual (6/24/09)
- [ENV-429] ENV-429 Enforcement of Virginia Indoor Clean Air Act (3/31/10)
- [ENV-430] ENV-430 Grade "A" Milk Plant Inspection Frequency (12/1/10)
- [ENV-431] ENV-431 Establishment Fees (5/25/11)
- [ENV-432] ENV-432 Grade "A" Milk Plant Enforcement Policy (8/19/11)
- [ENV-433] ENV-433 Commercial Warewashing Machines Post-Sanitizing Rinses (2/22/12)
- [EPI-100] Public Safety Employees and Testing for Bloodborne Pathogens (8/7/92)
- [EPI-101] Letter to Physicians on Use of Zidovudine with Pregnant Women with HIV (6/26/95)
- [EPI-102] Memorandum: STD / HIV Interview Periods for HIV Spousal Notification (3/30/01)
- [EPI-103] Memorandum: Bloodborne Pathogen Training for School Personnel and Management of Exposure-Prone Incidents in Schools (6/27/97)
- [EPI-104] Memorandum: Law Enforcement Officer and Deemed Consent (7/2/97)
- [EPI-106] Memorandum: Tattoo Parlors and Piercing Salons (3/28/01)
- [EPI-107] Memorandum: Additional Clarification on Tattoo Parlors and Piercing Salons (8/2/01)
- [EPI-109] HIV/STD Reporting Requirements for Physicians (6/23/11)
- [EPI-110] Policy on Youth Involvement in HIV Prevention (9/15/05)
- [EPI-201] Minimum Immunization Requirements for Entry into Child Care and School (3/22/12)
- [EPI-201:A] Supplemental Guidance for Required Vaccines (8/15/13)
- [EPI-201:B] Acceptable Evidence of Varicella Immunity (2/24/11)
- [EPI-301] Virginia Disease Control Manual (6/1/13)
- [EPI-302] Virginia Guidelines for Rabies Prevention and Control (2/1/13)
- [EPI-304] Guidelines for Investigating Bites and Other Exposures from Nonhuman Primates (12/8/11)
- [EPI-306] Beach Monitoring Protocol (11/1/06)

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## Guidance Documents

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- [EPI-309] Communicable Disease Reference Chart for School Personnel (11/1/11)
- [EPI-311] Guidelines for Infection Control in Virginia Department of Health Personnel (6/15/08)
- [EPI-317] Pandemic Influenza Response Plan (4/1/09)
- [EPI-318] Isolation and Quarantine Guide for Communicable Diseases of Public Health Threat (2/6/07)
- [EPI-404] Virginia Tuberculosis Control Laws Guidebook (10/1/01)
- [EPI-405] Virginia Tuberculosis Homeless Incentive and Prevention Program (1/31/12)
- [EPI-406] TB Drug Assistance Program Procedures (12/6/12)
- [EPI-407] Drug Assistance Program for Patients Needing Second Line TB Drugs (12/6/12)
- [EPI-408] Tuberculosis Guidelines for Determination of Completion of Treatment (7/2/13)
- [EPI-409] Screening for TB Infection and Disease (9/3/13)
- [EPI-410] Recommendations for Use of Therapeutic Drug Monitoring in Clients with Drug-Susceptible TB Receiving DOT (8/20/13)
- [EPI-411] Guidelines for the Use of Isoniazid/Rifapentine for Treatment of Latent TB Infection in Health Department Settings (10/1/12)
- [EPI-600] Advisory Guidelines for Fish with Dioxin (12/31/12)
- [EPI-601] Advisory Guidelines for Fish with Kepone (10/25/00)
- [EPI-602] Advisory Guidelines for Fish with Mercury (12/31/12)
- [EPI-603] Advisory Guidelines for Fish with PBDEs (12/31/12)
- [EPI-604] Advisory Guidelines for Fish with PCBs (12/31/12)
- [EPI-605] Virginia Recreational Water Guidance for Microcystin and Microcystis Blooms Provisional Guidance (11/1/12)
- [FAM 101] CSHCN Pool of Funds Guidelines (12/1/12)
- [FAM 102] Hospital Protocols for Newborn Hearing Screening (5/20/11)
- [FAM 103] Protocols for Diagnostic Audiological Assessment for Newborn Hearing Screening (7/21/11)
- [FAM 104] Virginia School Health Guidelines (5/1/99)
- [FAM 105] Guidelines for Specialized Health Care Procedures (8/15/04)
- [FAM 105A] Care of Neurological Systems Chapter (5/1/10)
- [FAM 106] School Entrance Health Form (3/20/14)
- [FAM 106A] School Health Entrance Form Instructions (3/20/14)
- [FAM 110] Virginia's Newborn Hearing Screening Program, Protocols for Medical Management (7/21/11)
- [FAM 112] Virginia Bleeding Disorders Program Fact Sheet (10/1/12)
- [FAM 112A] Virginia Bleeding Disorders Program Pool of Funds Guidelines (11/3/14)
- [FAM 201] Virginia Women, Infants and Children (WIC) Program Policy and Procedure Manual (12/3/14)
- [FAM 202] Virginia Women, Infants and Children (WIC) Program Retailer Manual (6/1/14)
- [FAM 301] Guidelines for Fluoride Varnish Programs (3/31/14)
- [FAM 302] Guidelines for Dental Hygiene Pilot Programs (3/7/14)
- [FAM 303] Guidance for Virginia Dental Loan Repayment Program (3/7/14)
- [FAM 401] Policy on State Funding of Certain Abortions (12/4/13)
- [FAM 401A] Application Form for Funding of Certain Abortions (12/4/13)
- [FAM 402] Procedures Manual for the Virginia Congenital Anomalies Reporting and Education System (9/1/03)
- [FAM 403] Newborn Screening Facts-Questions Providers Frequently Ask About Newborn Screening (3/1/06)
- [FAM104A] Anaphylaxis School Setting Guidelines (12/17/14)
- [FAM105B] Guidelines for Specialized Health Care Procedures - Appendix A (12/1/14)
- [FAM-112B] Virginia Bleeding Disorders Program for Health Insurance Case Management Guidelines (7/1/13)
- [FAM-501] Low-Income Safety Seat and Distribution and Education Program (1/1/11)
- [FAM-VCR-2014] VCR User Manual (12/9/14)
- [GMP-003] Approved Distribution Box Forms (12/7/10)
- [OIM-001] Income Statement Reconciliation (12/13/11)
- [OIM-002] Ambulatory Surgical Hospital Historical Filing (12/2/14)
- [OIM-003] Hospital Historical Filing (12/2/14)
- [OIM-004] Nursing Home Historical Filing (12/2/14)

- [OIM-005] Psychiatric Hospital Historical Filing (12/2/14)
- [OIM-006] Rehabilitation Hospital Historical Filing (12/2/14)
- [OIM-007] Ambulatory Surgical Hospital Indicator Definitions (12/13/11)
- [OIM-008] Hospital Indicator Definitions (12/13/11)
- [OIM-009] Nursing Home Indicator Definitions (12/13/11)
- [OIM-010] Psychiatric Hospital Indicator Definitions (12/13/11)
- [OIM-011] Rehabilitation Hospital Indicator Definitions (12/13/11)
- [OIM-012] Freestanding CON Reviewable Services Historical Filing (12/2/14)
- [OIM-501] Responding to FOIA Requests (6/2/06)
- [ORH-700] Guidance for the Retention of X-Ray Records (11/21/12)
- [ORH-701] Policy on Exposure Control Location and Operator Protection (12/1/04)
- [ORH-705] Policy on Bone Densitometry Equipment and Operator Licensure (11/21/12)
- [ORH-706] Guidance on Healing Arts Screening Programs (11/27/12)
- [ORH-707] Guidance on Film Processing Chemicals: Disposal or Reclamation (12/1/04)
- [ORH-708] Guidance for Inspections at Mammography Facilities (12/1/04)
- [ORH-709] Guidance for Mammography Facilities Regarding Patient Notification Requirements: Poor Quality Mammograms (11/27/12)
- [ORH-720-A] Portable Gauges (12/1/14)
- [ORH-720-A1] XRF Devices (12/1/14)
- [ORH-720-B] Industrial Radiography (12/1/14)
- [ORH-720-C] Fixed Gauges (12/1/14)
- [ORH-720-D] Self-Shielded Irradiators (12/1/14)
- [ORH-720-E] Pool Irradiators (12/1/14)
- [ORH-720-F] Academic, Research & Development and Other Licenses of Limited Scope (12/1/14)
- [ORH-720-G] Medical Licenses (12/1/14)
- [ORH-720-H] Broad Scope (12/1/14)
- [ORH-720-I] Radiopharmacy (12/1/14)
- [ORH-720-J] Well Logging (12/1/14)
- [ORH-720-K] Sealed Sources (12/1/14)
- [ORH-720-L] Manufacturing and Distribution (12/1/14)
- [ORH-730] Guidance on the Disposal of X-ray Equipment (1/10/09)
- [ORH-731] Guidance on X-ray Assembler/Manufacturer Requirements (12/1/10)
- [ORH-733] Guidance on Lead Aprons Used as Protective Barriers (10/1/11)
- [ORH-734] Guidance for X-ray Machine Operators (12/14/11)
- [ORH-735] Guidance in the Use of the ZEN-PX2 Port X II Hand-Held X-ray Device (4/10/12)
- [ORH-736] Guidance on Use of the Dexcowin DX3000 and ADX-4000L Hand-Held Intra-Oral Device (6/1/12)
- [ORH-737] Guidance on the Inspection Cycle of Veterinary X-Ray equipment (5/15/13)
- [ORH-738] Amended Guidance on NOMAD Aribex Hand-Held Intra-Oral Device (11/1/13)
- [ORH-739] Xray2Go EX -Model DXR-1 X-Ray Device 6Feb14 (2/6/14)
- [ORH-740] ORH-740 - Registration Fees, Quality Management Program (1/11/09)
- [ORH-741] Access to Regulations, Forms, Quality Management Program (1/1/11)
- [ORH-742] Radiation Safety Procedures (7/7/08)
- [ORH-743] Radiation Safety Procedures for Dental Offices (7/7/08)
- [PRM-002] VA Conrad State 30 J-1 Visa Waiver Program (12/15/11)
- [PRM-003] Virginia Loan Repayment Program (12/15/11)
- [PRM-007] Mary Marshall Nursing Scholarship Program for LPNs (12/15/11)
- [PRM-008] Mary Marshall Nursing Scholarship Program for RNs (12/15/11)
- [PRM-009] Virginia's Nurse Practitioner/Nurse Midwife Scholarship Program (12/15/11)
- [QHC-009] Criminal Records - Barrier Crimes (11/1/14)
- [QHC-011] Extended Power Outages (10/7/02)
- [QHC-012] CNA Training Waiver (8/1/01)
- [QHC-016] Notification of Ombudsmen (11/1/02)
- [QHC-017] Nursing Facility Investigations of Abuse (10/10/06)
- [QHC-020] Feeding/Hydration Assistants in Nursing Facilities (10/27/03)

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- [QHC-021] Consumer Guide to Restraint Usage in Nursing Facilities (8/19/04)
- [QHC-022] Electronic Monitoring of Resident Rooms (8/1/04)
- [QHC-023] Receiving Out of System Medications (9/9/04)
- [QHC-024] About Nursing Home Inspections (11/15/03)
- [QHC-026] Nursing Facility Informal Dispute Resolution Process (8/29/06)
- [QHC-027] Frequently Asked Questions for Nursing Facilities (7/1/04)
- [QHC-028] Compliance with COPN Conditions (2/13/04)
- [QHC-030] ADLs for HCOs (10/1/05)
- [QHC-031] Design and Construction of Health Care Facilities (1/30/11)
- [QHC-033] Nursing Facility Emergency Planning (9/15/06)
- [QHC-035] Home Care/Hospice Emergency Planning (9/6/06)
- [QHC-038] COPN Electronic Submission (11/20/06)
- [QHC-040] Sex Offender Advisory (12/20/07)
- [QHC-041] Restraint Usage in Nursing Facilities (12/20/07)
- [QHC-042] Surety Bonds for Home Care Organizations (12/20/07)
- [QHC-043] Extended Care Facility Response Guideline (1/24/08)
- [QHC-044] Generator Site Survey for Nursing Facilities (12/1/07)
- [QHC-045] Scope and Severity Matrix and Definitions for Nursing Facilities (12/1/07)
- [QHC-046] Accreditation Option for Medicare Payments for Home Care Organizations (12/30/07)
- [QHC-047] Exemptions from Home Care Licensing (12/3/10)
- [QHC-050] Using the Hospice Designation (11/9/09)
- [QHC-051] Hospice Advisory Regarding Medical Direction (8/1/10)
- [QHC-053] Peer Utilization Reviews on Reconsideration of Adverse Action (9/1/10)
- [QHC-054] Home Care Initial Licensure Checklist (8/1/10)
- [QHC-055] Nursing Facility Emergency Planning Resources (11/1/07)
- [QHC-056] Hospice Initial Licensure Checklist (8/1/10)
- [QHC-057] Nursing Facility Bed Hold (12/12/11)
- [QHC-058] Nursing Facility Independent Informal Dispute Resolution process (10/25/12)
- [QHC-059] Informed Consent for Abortion Facilities (7/20/12)
- [QHC-060] Child ID Blood Spot - Hospitals (10/5/12)
- [QHC-061] Child ID Blood Spot - Parents (10/26/12)
- [QHC-062] Abortion Facility Variance Guideline (11/5/12)
- [QHC-063] Abortion Facility Frequently Asked Questions (12/1/14)
- [QHC-064] Resident Transfer or Discharge (12/3/12)
- [QHC-065] Generator Testing in Nursing Facilities (12/13/12)
- [QHC-066] IMPACT Act of 2014 - 36 Month Maximum Survey Interval Memo (12/19/14)
- [QHC-067] CCRC Historical Filing (12/19/14)
- [WTR-066 (SF)] Uncertified Product in the Marketplace (8/25/86)
- [WTR-100 (SF)] Seams of Food Contact Surfaces (1/20/88)
- [WTR-128 (SF)] Detention/Destruction of Product/Samples (8/11/88)
- [WTR-131 (SF)] Shellfish/Crustacea Plant Equipment (8/18/88)
- [WTR-132 (SF)] Interplant Transportation of Cooked Crab Claws (10/13/88)
- [WTR-136 (SF)] Application for Shellfish /Crustacea Plant Process Schematic (12/22/88)
- [WTR-137 (SF)] Compliance with Uniform Statewide Building Code (1/17/89)
- [WTR-171 (SF)] Random Seawater Collection (6/5/90)
- [WTR-177 (SF)] Soft Shell Clams from Maryland (8/24/90)
- [WTR-180 (SF)] Utensil Washing Requirements and Procedures (8/28/90)
- [WTR-182 (SF)] Notice of Certification Expiration (9/7/90)
- [WTR-186 (SF)] Documentation on Inspection Forms (12/11/90)
- [WTR-193 (SF)] Enforcement (3/27/91)
- [WTR-199 (SF)] Tags (10/30/91)
- [WTR-202 (SF)] Water Supply - How to Sample (12/20/92)
- [WTR-204 (SF)] Permitting of Wells (7/2/92)
- [WTR-212 (SF)] Improper Out-of-State Shellstock Tags (11/25/92)

- [WTR-214 (SF)] Licensing of Well Drillers (12/18/92)
- [WTR-216 (SF)] Chilling of Surf Clam and Ocean Quahog Interstate Shipments (1/4/93)
- [WTR-217 (SF)] Approval Process for an Existing Well (1/27/93)
- [WTR-218 (SF)] Sewage Discharge Buffer Calculations for Single Family Facilities and Graywater Discharges (1/27/93)
- [WTR-220 (SF)] FDA Inspections and Warning Letters (2/19/93)
- [WTR-221 (SF)] Certification and Enforcement (2/19/93)
- [WTR-226 (SF)] Notice of Emergency Closure and Reopenings (4/2/93)
- [WTR-227 (SF)] Aquaculture Operations (4/2/93)
- [WTR-228 (SF)] Shellfish Wet Storage Application and Permit Issuance (4/2/93)
- [WTR-230 (SF)] Areas Scheduled to be Sewered (5/11/93)
- [WTR-232 (SF)] Relay Areas (5/11/93)
- [WTR-238 (SF)] Use of Rodac Plates (5/27/93)
- [WTR-244 (SF)] Marine Biotoxins (11/12/93)
- [WTR-259(W)] Replacement of Filter Sand with Granular Activated Carbon (GAC) (4/30/80)
- [WTR-261 (SF)] Sample Collection and Hydrographic Data Measurement and Collection (1/11/96)
- [WTR-265 (SF)] Shoreline Survey Preparation and Procedure (11/7/96)
- [WTR-267 (SF)] Marina Inspection Form (11/7/96)
- [WTR-270 (SF)] Handling of Fish for Testing by VIMS (9/9/97)
- [WTR-274 (SF)] Thermometer Calibration Guidelines (12/2/97)
- [WTR-275 (SF)] Wet Storage Permits (12/3/97)
- [WTR-276 (SF)] Intermediate Processing Plan (12/22/97)
- [WTR-276(W)] Interaction with the Board of Housing and Community Development (2/4/14)
- [WTR-278 (SF)] Hard Clams as Bait (7/7/98)
- [WTR-280 (SF)] Zip Lock Type Bags for Packing Crab Meat (7/29/98)
- [WTR-282 (SF)] Classification Guidelines (8/20/98)
- [WTR-283 (SF)] Safety Protocol for Seawater Sampling Program (10/20/98)
- [WTR-285 (SF)] Interstate Shipments (5/31/00)
- [WTR-287 (SF)] Inspections at Campgrounds and Trailer Parks (6/16/00)
- [WTR-288 (SF)] Phytoplankton Sampling Program (12/8/00)
- [WTR-290 (SF)] Seawater Sampling Data Entry (12/8/00)
- [WTR-291 (SF)] Blower Tank Air Filters (12/8/00)
- [WTR-292 (SF)] Conch/Whelk Operations, Certifications and Bacteriological Standards (12/21/00)
- [WTR-296 (SF)] HACCP Certification Requirements for Shellfish Plants (3/21/01)
- [WTR-297 (SF)] Inspection Frequency and Corrective Action Plans (3/15/01)
- [WTR-298 (SF)] Prioritization of Work Effort (3/15/01)
- [WTR-300 (SF)] Adoption of the HACCP Rule as Policy (4/18/01)
- [WTR-302 (SF)] Product Sampling Procedure (1/9/02)
- [WTR-304 (SF)] Contingency Plan for the Control of *Vibrio parahaemolyticus* in Oysters (8/2/02)
- [WTR-307 (SF)] Pesticide and Heavy Metal Sampling in Shellstock (9/10/02)
- [WTR-308 (SF)] Monitoring Program/Laboratory - Bacterial Source Tracking (BST) (9/16/02)
- [WTR-310 (SF)] Use of Truck Bodies/Trailers for Storage and Refrigeration (9/18/02)
- [WTR-312 (SF)] Statement of Certification (2/3/03)
- [WTR-315 (SF)] WTR-315 (SF) Sampling Processing Facility Water (12/6/04)
- [WTR-316 (SF)] Relay Purging Standard (7/7/05)
- [WTR-318 (SF)] Facility Certification Timetables (8/2/05)
- [WTR-321 (SF)] Shipments to Non-European Union Countries (3/6/06)
- [WTR-325 (SF)] Repeat Violation Procedures (8/27/07)
- [WTR-327 (W)] Policy - Requirements to Connect to Water and Sewage Systems (5/22/07)
- [WTR-328 (SF)] Parameters for Developing Shellfish Buffer Zones (12/5/07)
- [WTR-330 (SF)] Plant Policy, Issuance of certification numbers (12/11/08)
- [WTR-331 (SF)] Certification Periods and Cancellation/Deactivation/Reactivation Form (2/20/09)
- [WTR-336 (SF)] Contingency Plan for Petroleum Hydrocarbon Contamination of Shellfish (11/29/10)



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## Guidance Documents

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- [WTR-340 (SF)] Shellfish harvest restrictions in Virginia from May 1 – September 30 (5/19/11)
- [WTR-341 (SF)] Relay Period May through September (6/4/12)
- [WTR-343 (SF)] Shellstock Oyster Ice-Slurry Method (6/19/12)
- [WTR-344 (SF)] Restricted-Use Shellstock Oysters: Vibrio Concerns (6/18/12)
- [WTR-345 (SF)] Shellstock Shipper Certificates of Inspection (10/3/12)
- [WTR-346 (SF)] Virginia's Vibrio Control Plan (4/11/13)
- [WTR-347 (SF)] Policy for Virginia's Public Health Shellfish Program (12/11/13)
- [WTR-348 (SF)] Plants – Cooler Process Study (4/11/13)
- [WTR-350 (SF)] Policy for Virginia's Public Health Shellfish Program (10/24/14)
- [WTR-453(W)] Enforcement (12/21/84)
- [WTR-529(W)] Enforcement (Replacement pages for WTR-453) (5/15/87)
- [WTR-514(W)] Individual Home Booster Pumps (3/13/87)
- [WTR-547(W)] Precast Concrete Water Reservoirs (10/2/87)
- [WTR-574(W)] Water Horsepower and Mean Velocity Gradient (8/25/88)
- [WTR-596(W)] Equipment-Streaming Current Monitors (5/18/89)
- [WTR-657(W)] Distribution System-Fire Pump for Small Systems (6/7/91)
- [WTR-680(W)] Treatment-Fluoride (5/29/92)
- [WTR-704(W)] Abandonment of Waterworks (3/11/93)
- [WTR-740(W)] Technical Assistance Lead and Copper Rule Desktop Evaluations (1/26/95)
- [WTR-769(W)] Monitoring of Additives to Drinking Water (10/8/96)
- [WTR-777(W)] Recreational Use of Domestic Water Supply Reservoirs (1/3/97)
- [WTR-782(W)] Distribution System - Air Release Valves (1/27/97)
- [WTR-784(W)] Project Review and Permit Procedures (7/18/14)
- [WTR-801(W)] Cross Connection Control (3/31/98)
- [WTR-802(W)] Pitless Adapters and Watertight Well Caps (9/17/98)
- [WTR-808(W)] Lead and Copper Rule Operational Control Monitoring (1/22/99)
- [WTR-810(W)] Package Water Treatment Plants (4/28/99)
- [WTR-813(W)] Well Development (11/3/14)
- [WTR-817(W)] Cartridge Filtration (3/9/00)
- [WTR-834(W)] Consumer Confidence Report Implementation Instructions (3/23/12)
- [WTR-835(W)] Cross Connection Control (3/7/01)
- [WTR-839(W)] UV Disinfection Systems for Public Water Supplies (6/10/13)
- [WTR-840(W)] Standby Generators/Fuel Tanks (6/12/01)
- [WTR-841(W)] Interim Guidance on Waterworks Classification (6/13/01)
- [WTR-842(W)] Board for Water and Wastewater Operators versus Department of Health Responsibilities (4/22/08)
- [WTR-844(W)] Procedure - Enforcement - Special Notices (Boil Water, Do Not Drink, Do Not Use, Rescission Notices) (8/3/09)
- [WTR-845(W)] IESWTR - Filtration (7/30/01)
- [WTR-850(W)] Review of Changes to Disinfection (12/29/11)
- [WTR-851(W)] Surveillance Sanitary Surveys (4/26/12)
- [WTR-852(W)] Surveillance - Source Water Assessment Program Implementation Manual (12/15/04)
- [WTR-859(W)] Public Notification Rule Implementation (11/26/02)
- [WTR-869(W)] Turbidity Treatment Technique for Other Filtration Technologies (10/21/03)
- [WTR-872(W)] Surveillance and Regulations - Radionuclides Rule Procedures for Beta Particle and Photon Emitters (9/11/09)
- [WTR-878(W)] Coordination with Virginia Department of Environmental Quality (7/1/14)
- [WTR-880(W)] Treatment - Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology (9/14/12)
- [WTR-884(W)] Use of Emergency Wells (6/27/05)
- [WTR-886(W)] Secondary Maximum Contaminant Levels (7/8/05)
- [WTR-892(W)] Long Term 2 Enhanced Surface Water Treatment Rule - Source Water Monitoring and Monitoring Plans (12/19/14)
- [WTR-894(W)] Sample Collection & Analysis - Special Sampling Procedures (5/9/14)

[WTR-895(W)] Surveillance & Regulations - Stage 2DBP - Initial Distribution System Evaluation - System Specific Study and Standard Monitoring Plan (7/30/07)

[WTR-896(W)] Permits & Project Review - Policy for Issuing Operation Permits (9/4/14)

[WTR-897(W)] System Evaluation, Design & Construction - MIOX Mixed Oxidant Treatment Systems (6/24/09)

[WTR-898(W)] Compliance Sampling and Reporting (10/10/12)

[WTR-899(W)] Ozone Treatment & Disinfection Credit (11/18/10)

[WTR-902(W)] Exception to Surface Water Treatment Plant Loading Rates (10/23/07)

[WTR-904(W)] Results of Source Water Monitoring (4/22/10)

[WTR-906(W)] Procedures for Arsenic Removal Treatment Systems (5/27/08)

[WTR-908(W)] State Only - Non Federal - Violations (8/12/10)

[WTR-909(W)] Stage 2 D/DBP IDSE Final (4/22/10)

[WTR-910(W)] Surveillance & Regulations - Ground Water Rule Implementation Procedures (4/26/12)

[WTR-912(W)] Transition Between Stage 1 and Stage 2 DDBP Rules and Stage 2 Rule Extension Requests (4/26/12)

[WTR-914(W)] Virginia's Optimization Program (VOP) (10/5/12)

[WTR-915(W)] Disinfection of Groundwater Sources (2/8/13)

### BOARD OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [bhp@dhp.virginia.gov](mailto:bhp@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director, Board of Health Professions, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4403. Copies are free of charge.

#### Guidance Documents:

[http://www.dhp.virginia.gov/bhp/bhp\\_guidelines.htm](http://www.dhp.virginia.gov/bhp/bhp_guidelines.htm)

75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, adopted February 1998

75-3, Mission and Vision of the Board of Health Professions, adopted April 1998

75-4, By-laws of the Board of Health Professions, adopted January 12, 2005

### DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the department's website at <http://www.dhp.virginia.gov> or the Regulatory Town Hall at <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, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4688. Copies are free of charge.

#### Department Policies:

[http://www.dhp.virginia.gov/dhp\\_guidelines/default.htm](http://www.dhp.virginia.gov/dhp_guidelines/default.htm)

76-1.1, Mission statement of the Department, April 20, 2010

76-1.6, Disclosure of information, revised July 17, 2013

76-1.7, Disclosure of information to Health Practitioners' Monitoring Program, April 13, 2010

76-1.8, Conduct of surveys, April 20, 2010

76-1.9, Internet privacy policy, April 22, 2010

76-1.12, Extension of time for active duty servicemen, revised August 29, 2012

76-1.17, Publication of notices and orders on the Department website, revised July 15, 2013

76-1.18, Website policies, April 22, 2010

76-1.22, Reproduction of a public meeting, August 13, 2010

76-1.24, Summary suspensions and restrictions, December 9, 2011

76-3.1, Execution of disciplinary orders, December 28, 2009

76-3.2, Providing sanctioning reference point worksheets to respondents, July 19, 2011

76-3.3, Subpoenas for disciplinary hearings, revised January 9, 2012

76-3.4, Complainant notification of case proceedings, May 6, 2011

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## Guidance Documents

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76-3.5, Reporting to the National Practitioner Data Bank, May 19, 2014

76-3.6, Process for cases involving non-compliance with § 54.1-2400.6, April 5, 2012

76-4.1, Receipt and investigation of allegations of misconduct, October 20, 2010

76-4.4, Requesting information from the national data banks, May 19, 2014

76.4.5, Disciplinary cases involving board members, August 26, 2013

76-4.6, Agency standards for case resolution, April 30, 2010

76-5.1, Procurement of nonprofessional services, December 28, 2009

76-5.2, Procurement of goods, December 28, 2009

76-5.3, Sole source approval for examination services, December 28, 2009

76-5.5, Principles/establishment of fees, April 21, 2010

76-5.8, Equal opportunity in agency procurement, December 28, 2009

76-6.1, Recruitment and filling vacant positions, April 23, 2010

76-7.3, Custodians of records, revised July 22, 2011

76-7.5, Prescription Drug Monitoring Advisory Panel, June 14, 2012

76-20, Adjudication manual - disciplinary process, revised July 1, 2014

76-32, Letter to Sentara on confidentiality agreements, April 24, 2002

76-33, Foreign applicants; requirement to provide social security numbers, November 15, 2013

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 September, 2012

76-35, Rights & responsibilities: The Virginia Freedom of Information Act, revised May 15, 2012

76-39, Guidelines for pro hac vice admission of out-of-state counsel and practice by non-lawyers, adopted August 26, 2010

### Enforcement Documents:

76-20, Adjudication manual - disciplinary process, revised July 1, 2014

### Inspection Plans and Inspection Reports:

76-21.1, Pharmacy inspection report, January 2013

76-21.1:1, New/change of location/remodel pharmacy inspection report, January, 2013

76-21.1:2, Inspection deficiency notice and consent order, February 2012

76-21.1:4, Humane society and animal shelter inspection report, June 2010

76-21.1:10, Controlled substance registration inspection report A, September 2014

76-21.1:11, Controlled substance registration inspection report B, September 2014

76-21.1:12, Medical equipment supplier inspection report, September 2013

76-21.1:13, Controlled substance registration inspection report - alternative delivery sites, December 2010

76-21.1:14, Wholesale distributor inspection report, December 2010

76-21.1:15, Warehouse inspection report, December 2010

76-21.1:16, Physicians selling drugs inspection report, August 2013

76-21.1:17, Permitted physicians inspection report, December 2009

76-21.1:18, Manufacturer, restricted and unrestricted, inspection report, April 2011

76-21.2:1, Veterinary establishment inspection report, October 2013

76-21.3:1, Funeral establishment inspection report, January 2014

76-21.3:2, Crematory inspection report, September 2013

76-21.4, Inspection summary, May 2006

76-24.3, Dental office inspection report, June 2014

### STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the State Council of Higher Education for Virginia, 101 North 14th Street, Richmond, VA 23219 or by using the links below. Copies may be obtained free of charge by contacting Sylvia Rosa-Casanova, Compliance Manager, at the same address, telephone (804) 225-3399, FAX (804) 225-2604, or email [sylviarosacasanova@schev.edu](mailto:sylviarosacasanova@schev.edu). All documents are available on SCHEV's website at <http://www.schev.edu>.

**Guidance Documents:**

- [Academic Credentialing Evaluation Services \(8/23/12\)](#)
- [Chart of Accounts for Virginia State-Supported Colleges and Universities \(7/1/90\)](#)
- [Equipment Trust Funds Policies and Procedures \(6/26/13\)](#)
- [Guidelines for Transfer, Articulation, and Dual Admissions \(12/19/06\)](#)
- [Guidelines on Course Registration Policies for Military-Related Students at Virginia Public Higher Education Institutions \(3/19/13\)](#)
- [Higher Education Facilities Condition Reporting Guidelines \(3/23/01\)](#)
- [Higher Education Facilities Condition Reporting Guidelines, Instructions for Reporting Infrastructure Data \(7/9/01\)](#)
- [Higher Education Fixed Assets Guidelines for Educational and General Programs \(7/16/01\)](#)
- [Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes \(12/1/03\)](#)
- [Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investments Yields \(4/30/90\)](#)
- [Policies and Procedures for Program Approval \(5/1/02\)](#)
- [Program Productivity/Viability at Public Institutions \(4/1/03\)](#)
- [Tuition Relief Guidelines \(12/18/06\)](#)
- [Domicile Guidelines \(10/15/09\)](#)
- [Domicile Guidelines - Addendum A \(1/12/10\)](#)
- [Domicile Guidelines - Addendum B \(10/15/09\)](#)
- [Tuition Relief Guidelines \(12/18/06\)](#)

**DEPARTMENT OF HISTORIC RESOURCES**

Copies of all agency guidance documents are available electronically on Town Hall using the links below and on the agency website at <http://www.dhr.virginia.gov> and may be viewed 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 regional offices. Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from the agency archives manager, Quatro Hubbard, at the address above, telephone (804) 482-6102, or FAX (804) 367-2391.

Interpretation or implementation questions should be addressed to staff working in the appropriate program area. A staff listing by unit and program area can be found on the

agency website at [http://www.dhr.virginia.gov/homepage\\_features/staff3.htm](http://www.dhr.virginia.gov/homepage_features/staff3.htm).

Regional office addresses and phone numbers are as follows (the Capital Regional Preservation Office is collocated at the central office address given above):

Tidewater Regional Preservation Office, Department of Historic Resources, 14415 Old Courthouse Way, Newport News, VA 23608, telephone (757) 886-2818.

Western Regional Preservation Office, Department of Historic Resources, 962 Kime Lane, Salem, VA 24153, telephone (540) 387-5396.

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:**

- [Easement Application Form \(12/30/14\)](#)
- [Easement Program Information Packet \(12/30/14\)](#)
- [Historic Preservation Easement Program Policies \(1 through 10\) \(3/16/11\)](#)
- [Application and Criteria for a State Historical Highway Marker \(5/21/12\)](#)
- [Legal Notification Form - State/Federal Register Process \(9/2/12\)](#)
- [National Register of Historic Places and Virginia Landmarks Register Evaluation Process \(9/2/12\)](#)
- [National Register of Historic Places Nomination Form \(2/1/12\)](#)
- [Permit for Application for Archaeological Removal of Human Burial \(7/1/98\)](#)
- [Photographic Guidance for National Register Nominations in Virginia \(9/2/12\)](#)
- [Preliminary Information Form: Archaeological Site \(9/2/12\)](#)
- [Preliminary Information Form: Historic District \(9/2/12\)](#)
- [Preliminary Information Form: Individual Property \(Building, Structure, Site, etc.\) \(9/2/12\)](#)
- [Virginia's Historic Registers: A Guide for Property Owners \(12/30/07\)](#)
- [Application for Archaeological Investigation on State Lands \(7/1/98\)](#)
- [Cell Tower Review Submission Guidelines \(7/1/10\)](#)
- [Citizen Cemetery Recordation Form \(8/4/10\)](#)
- [Civil War Sites Preservation Fund Grants 2014 Grants Application Form \(3/26/14\)](#)

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## Guidance Documents

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[Civil War Sites Preservation Fund Grants Guidelines for Applications, Prioritization and Award of Grants 2014-2015 Grants \(3/26/14\)](#)

[DHR State Collections Management Standards \(6/16/11\)](#)

[Eligible and Ineligible Expenses in Tax Credit Project \(10/1/07\)](#)

[Guidelines for Assessing Impacts of Proposed Electric Transmission Lines and Associated Facilities on Historic Resources in the Commonwealth of Virginia \(1/8/10\)](#)

[Guidelines for Assessing Visual Effects on Historic Properties \(6/30/10\)](#)

[Guidelines for Conducting Historic Resources Survey in Virginia \(10/15/11\)](#)

[How to Apply for Designation as a Certified Local Government in Virginia \(12/1/10\)](#)

[Instructions to Apply for State & Federal Rehabilitation Tax Credits \(11/12/10\)](#)

[Legal Notification Form - State/Federal Register Process \(9/2/12\)](#)

[National Register of Historic Places and Virginia Landmarks Register Evaluation Process \(9/2/12\)](#)

[National Register of Historic Places Nomination Form \(2/1/12\)](#)

[Photographic Guidance for National Register Nominations in Virginia \(9/2/12\)](#)

[Preliminary Information Form: Archaeological Site \(9/2/12\)](#)

[Preliminary Information Form: Historic District \(9/2/12\)](#)

[Preliminary Information Form: Individual Property \(Building, Structure, Site, etc.\) \(9/2/12\)](#)

[Virginia's Historic Registers: A Guide for Property Owners \(12/30/07\)](#)

### **DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the Department of Housing and Community Development, 600 East Main, Suite 300, Richmond, VA 23219. Copies may be obtained at agency cost by contacting Stephen W. Calhoun at the same address or telephone (804) 371-7015.

Questions regarding interpretation or implementation of these documents may be directed to Stephen Calhoun at the above address, telephone (804) 371-7015, or email [steve.calhoun@dhcd.virginia.gov](mailto:steve.calhoun@dhcd.virginia.gov).

### **Guidance Documents:**

[HOMEownership Down Payment Assistance Program Guidelines and Application, 2014](#)

[Affordable and Special Needs Housing Programs Guidelines, 2014-15](#)

[Affordable and Special Needs Housing Application Instructions, 2014-15 \(Application in CAMS\)](#)

[Virginia Homeless Solutions Program Guidelines, 2014-2016](#)

[Child Care for Homeless Children Program Guidelines, 2014-2015](#)

[Community Housing Development Organization Capacity Self Assessment Tool](#)

[Emergency Home and Accessibility Repair Program, November 2013](#)

[Livable Home Tax Credit Program Application and Guidelines, Tax Year 2014](#)

[Livable Home Tax Credit Program Application and Guidelines, Tax Year 2012 \(not valid after May 1, 2015\)](#)

[Weatherization Annual State Plan 2013](#)

[Communities of Opportunity Program Guidelines 2014](#)

[Virginia Community Development Block Grant Program Design, 2014](#)

[Community Improvement Grant Management Manual, revised August 2012](#)

[Private Activity Bond Program Guidelines, 2014](#)

[Indoor Plumbing Rehabilitation Loan Program Management Manual, 2013](#)

[Virginia Enterprise Zone Program Instruction and Application Manuals:](#)

[General Income Tax Credit Instruction Manual, 2013](#)

[Real Property Investment Grant Instruction Manual, 2013](#)

[Job Creation Grant Instruction Manual, 2013](#)

[CPA Agreed Upon Procedures Manual, 2013](#)

[2014 Enterprise Zone Designation Application Manual](#)

[Virginia Main Street Program Guidelines, 2013](#)

[Neighborhood Stabilization Program Action Plan](#)

[Virginia Enterprise Initiative Program Design, 2011](#)

[Virginia Individual Development Account Program Design, 2013](#)

[Neighborhood Stabilization Program Grant Management Manual, March 2011](#)

Virginia Appalachian Regional Commission ARC Annual Strategy Statement

Virginia Appalachian Regional Commission Four Year Development Plan, 2010-13

Virginia Building Collaborative Program Guidelines

Virginia Industrial Revitalization Fund Program Design, 2014

## **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 South Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Judson McKellar at the same address or telephone (804) 343-5540. Questions regarding interpretation or implementations of these documents may be directed to Judson McKellar at the above address or telephone number. All of these documents are available electronically for no charge on the Town Hall using the links below.

### **Guidance Documents:**

[Compliance and Asset Management Operations Manual \(12/19/14\)](#)

[Compliance Monitoring Manual for the Federal Low-Income Housing Tax Credit Program \(1/1/02\)](#)

[Homebuyer Handbook \(12/16/13\)](#)

[Homebuyer Handbook \(12/19/14\)](#)

[Homebuyer Handbook - Spanish Version \(12/16/13\)](#)

[Homebuyer Handbook - Spanish Version \(12/19/14\)](#)

[Homeownership Originations Guide \(12/19/14\)](#)

[Homeownership Originations Policies \(11/1/13\)](#)

[Housing Choice Voucher Program Operations Manual \(9/1/13\)](#)

[Housing Choice Voucher Program Operations Manual \(12/19/14\)](#)

[Low-Income Housing Tax Credit Manual \(1/14/13\)](#)

[Low-Income Housing Tax Credit Manual \(12/19/14\)](#)

[Multi-Family Development Asset Management Operations Manual \(7/1/06\)](#)

[Multi-Family Development Policy and Procedures Manual \(4/16/13\)](#)

[Program Compliance Internal Operating Procedures \(6/5/09\)](#)

[Program Compliance Rules Guide \(5/9/05\)](#)

[Single-Family Development Policy and Procedures Manual \(9/30/13\)](#)

[Single-Family Development Policy and Procedures Manual \(12/19/14\)](#)

[Single-Family Rate Lock System User Guide \(10/31/13\)](#)

## **DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Health Benefits, James Monroe Building, 101 North 14th Street, 13th Floor, Richmond, VA 23219. Copies may be obtained by contacting Kevin M. Johnson at the same address, telephone (804) 371-7931, FAX (804) 371-0231, or email [kevin.m.johnson@dhrm.virginia.gov](mailto:kevin.m.johnson@dhrm.virginia.gov). Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Kevin M. Johnson.

### **Guidance Documents:**

[Employee Handbook](#), revised October 2014

[Employee Recognition Program Handbook](#), September 2000

[Handbook for Agency Heads](#), revised November 2013

[FAQs -Work Hours Limitation for Wage Employees](#), published April 2013

[Human Resource Management Manual](#), revised July 2003

[Job Structure](#), revised September 2000

[Policies and Procedures Manual](#) (individual policies are updated on a regular basis), revised October 2014

[Salary Structure](#), revised July 25, 2013

[Talent Management and Workforce Planning](#), September 2012

[Telework and Alternate Work Schedule Guidance](#), revised April 2012

[Teleworking Work Mode Categories Guide](#), Revised July 2014

[Workers' Compensation Claims Procedure Manual](#), December 2010

[Personnel Management Information System \(PMIS\)](#)

[Personnel Management Information System User's Manual](#), revised July 2001

[EPR421 Faculty Keying Guide](#), 2012

[PMIS Top Ten Transaction Guide](#), 2012

[Reset Your PMIS Password](#), 2012

[EPR Keying Guide](#), 2012

[FAQs](#), published 2013

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## Guidance Documents

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[PSE029 RESTORE New Transaction and Training Guide](#), published 2013

[PMIS Performance Management Guide](#), published July 2014

[PMIS Screen Changes Employee Time Status Guide](#), published October 2014

[State Health Benefits Program](#)

[COVA Care Member Handbook](#), revised July 2014

[COVA HDHP Member Handbook](#), published July 2008

[Flexible Spending Account \(FSA\) Sourcebook](#), revised 2014

[State Retiree Health Benefits Program](#)

[Medicare Coordinating Handbook](#), revised July 2011

[Dental/Vision Handbook Insert](#), revised January 2014

[Prescription Drug Handbook Insert](#), revised January 2015

[Express Scripts Medicare Prescription Plan Evidence of Coverage for 2015](#),

[Express Scripts Medicare Prescription Plan 2015 Formulary](#)

[The Local Choice Health Benefits Program](#)

2014 Affordable Care Act (ACA) TLC Glossary of Health Coverage and Medical Terms, <http://www.thelocalchoice.virginia.gov/planinfo/sbcglossary.pdf>, published 2014

2014 ACA Key Advantage Expanded Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcKeyAdvantageExpanded2014.pdf>, published 2014

2014 ACA Key Advantage 250 Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcKeyAdvantage2502014.pdf>, published 2014

2014 ACA Key Advantage 500 Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcKeyAdvantage5002014.pdf>

2014 ACA Key Advantage 1000 Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcKeyAdvantage10002014.pdf>, published 2014

2014 ACA TLC HDHP Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcHDHP2014.pdf>, published 2014

2014 ACA Key Advantage Expanded Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcKeyAdvantageExpandedOct2014.pdf>, published 2014

2014 ACA Key Advantage 250 Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcKeyAdvantage250Oct2014.pdf>, published 2014

2014 ACA Key Advantage 500 Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcKeyAdvantage500Oct2014.pdf>, published 2014

2014 ACA Key Advantage 1000 Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcKeyAdvantage1000Oct2014.pdf>, published 2014

October 2013 ACA TLC HDHP Summary of Benefits and Coverage, <http://www.thelocalchoice.virginia.gov/planinfo/sbcHDHPOct2014.pdf>

2011 The Local Choice Key Advantage Member Handbook, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/keyadvmemberhandbook.pdf> revised 2011

2012-13 Key Advantage Member Handbook Amendment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/KeyAdvantageAmendment20122013.pdf>, revised 2012

2008 TLC HDHP Member Handbook, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPmemberhandbook2008.pdf>, published 2008

2014-15 The Local Choice Key Advantage Expanded Benefits Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/TLCKeyAdvantageWithExpandedBenefits.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/TLCKeyAdvantageWithExpandedBenefits.pdf), revised 2014

2014-15 The Local Choice Key Advantage 250 Benefits Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/TLCKeyAdvantage250BenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/TLCKeyAdvantage250BenefitSummary.pdf), revised 2014

2014-15 The Local Choice Key Advantage 500 Benefits Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/TLCKeyAdvantage500BenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/TLCKeyAdvantage500BenefitSummary.pdf), revised 2014

2014-15 The Local Choice Key Advantage 1000 Benefits Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/TLCKeyAdvantage1000BenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/TLCKeyAdvantage1000BenefitSummary.pdf), revised 2014

2014-15 The Local Choice HDHP Benefits Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/TLCHDHPBenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/TLCHDHPBenefitSummary.pdf), revised 2014

2014-15 The Local Choice Kaiser Permanente Benefits Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/TLCKaiserPermanenteBenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/TLCKaiserPermanenteBenefitSummary.pdf), revised 2014

2011 The Local Choice Member Handbook Medicare Coordinating Plans, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/TLCMedicareHandook092011.pdf>, revised 2011

2014-15 The Local Choice Dental/Vision Summary Handbook Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/TLCDentalVisionBenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/TLCDentalVisionBenefitSummary.pdf), revised 2014

2014-15 The Local Choice Medicare Complementary (Option I) Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/TLCMedicareComplementaryBenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/TLCMedicareComplementaryBenefitSummary.pdf), revised 2014

2014-15 The Local Choice Advantage 65 Medical Only Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/TLCAdvantage65BenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/TLCAdvantage65BenefitSummary.pdf), revised 2014

The Local Choice Dental Vision Plan offered with Advantage 65 Summary Insert, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/DentalVision092011.pdf>, published 2011

## VIRGINIA INDIGENT DEFENSE COMMISSION

Copies of the following documents may be viewed on regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Indigent Defense Commission, 1604 Santa Rosa Road, Suite 200, Richmond, VA 23229. Free copies may be accessed and downloaded from the Commission's website at [www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov).

Questions regarding interpretation and implementation of these documents may be directed to Maria Jankowski, Deputy Executive Director, 1604 Santa Rosa Road, Suite 200, Richmond, VA 23229, telephone (804) 662-7249 ext. 144, FAX (804) 662-7359, or email [mjankowski@adm.idc.virginia.gov](mailto:mjankowski@adm.idc.virginia.gov).

### Guidance Documents:

Court Appointed Attorney Initial Certification Application in Non-Capital Cases, revised November 2014, §§ 19.2-163.01, 19.2-163.03

Court Appointed Attorney Certification Application: Counsel in Capital Cases, revised August 2012, § 19.2-163.8

Court Appointed Attorney Initial Certification Application for Current Prosecutor in Non-Capital Cases, created April 2012, revised August 2012, §§ 19.2-163.01, 19.2-163.03

Court Appointed Attorney Certification Renewal Application (capital and non-capital), revised November 2014, §§ 19.2-163.01, 19.2-163.03, 19.2-163.8

Standards of Practice for Indigent Defense Counsel, issued April 2007, revised and updated March 2012, § 19.2-163.01

Standards of Practice Complaint Process (guidelines for removal of an attorney from the certified counsel list), issued April 2007, revised October 2014, § 19.2-163.01

Standards of Practice Complaint Form, issued April 2007, revised August 2012, § 19.2-163.01

## OFFICE OF THE STATE INSPECTOR GENERAL

For more information on guidance documents issued by the Office of the State Inspector General, contact Jennifer Fischer, telephone (804) 625-3276, or email [jennifer.fischer@osig.virginia.gov](mailto:jennifer.fischer@osig.virginia.gov).

### Guidance Documents:

[AuditGD2014] Oversight of State and Specific Nonstate Agencies' Internal Audit Programs (11/19/14)

[HotlineGD2014] State Fraud, Waste, and Abuse Hotline Policies and Procedures Manual (9/15/14)

[WhistleBlowerGD2014] The Fraud and Abuse Whistle Blower Protection Act Regulations, Policies, and Procedures Manual (8/1/14)

## JAMES MADISON UNIVERSITY

Copies of the following documents are available by contacting the Office of Public Affairs at James Madison University, MSC 8505, 217 South Liberty Street, Harrisonburg, VA 22801, telephone (540) 568-5322. All of the documents are available at [www.jmu.edu](http://www.jmu.edu) and may be viewed using the links below.

[Classified Employee Handbook](#)

[Faculty Handbook](#)

[Financial Procedures Manual](#)

[Graduate Catalog](#)

[Manual of Policies and Procedures](#)

[Parking Regulations](#)

[Student Handbook](#)

[Undergraduate Catalog](#)

[Wage Employee Handbook](#)

## DEPARTMENT OF JUVENILE JUSTICE

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Certification Unit of the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Kenneth E. Bailey, Certification Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 516-9491, FAX (804) 371-6490, or email



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## Guidance Documents

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[kenneth.e.bailey@djj.virginia.gov](mailto:kenneth.e.bailey@djj.virginia.gov). The documents also may be viewed using the links below.

Questions regarding interpretation or implementation of this document may be directed to Kenneth E. Bailey, Certification Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 516-9491, FAX (804) 371-6490, or email [kenneth.e.bailey@djj.virginia.gov](mailto:kenneth.e.bailey@djj.virginia.gov).

### Guidance Documents:

[Compliance Manual for the Regulation for Nonresidential Services \(6VAC35-150\) \(7/1/2011\)](#)

[Compliance Manual Regulation Governing Juvenile Group Homes and Halfway House \(11/25/14\)](#)

[Compliance Manual Regulation Governing Juvenile Correctional Centers \(11/25/14\)](#)

[Compliance Manual Regulation Governing Juvenile Secure Detention Centers \(11/25/14\)](#)

[Guidelines for Determining the Length of Stay of Juveniles Indeterminately Committed to the Department of Juvenile Justice \(7/27/10\)](#)

[Guidelines for Transporting Juveniles in Detention \(9/8/04\)](#)

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office, Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Bob Wilburn, Capital Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3772, FAX (804) 786-1557, or email [robert.wilburn@djj.virginia.gov](mailto:robert.wilburn@djj.virginia.gov).

Questions regarding interpretation or implementation of this document may be directed to Marc Booker, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3888, or email [marc.booker@djj.virginia.gov](mailto:marc.booker@djj.virginia.gov).

### Guidance Document:

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, revised January 10, 2001, § 16.1-309.5 - NOTE: This document is also included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, which may be obtained from the Department's Detention Specialist, Marc Booker, telephone (804) 588-3888, or email [marc.booker@djj.virginia.gov](mailto:marc.booker@djj.virginia.gov).

[Guidelines for Approval and Reimbursement for Local Facility Construction \(7/27/10\)](#)

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Community Programs Unit, Department of Juvenile Justice,

600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge through email (if available) or paper copy by contacting Donielle Langhorne, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295, or email [donielle.langhorne@djj.virginia.gov](mailto:donielle.langhorne@djj.virginia.gov).

Questions regarding interpretation or implementation of the documents may be directed to, Angela Valentine, Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23218, telephone (804) 588-3906, or email [angela.valentine@djj.virginia.gov](mailto:angela.valentine@djj.virginia.gov).

### Guidance Documents:

[Virginia Community Crime Control Act \(VJCCCA\) Manual \(7/1/14\), § 16.1-309.2](#)

[Department of Juvenile Justice Grants Manual](#), revised January 2003

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Angela Valentine, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3906, or email [angela.valentine@djj.virginia.gov](mailto:angela.valentine@djj.virginia.gov).

Questions regarding interpretation or implementation of the document may be directed to Angela Valentine, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3906, or email [angela.valentine@djj.virginia.gov](mailto:angela.valentine@djj.virginia.gov).

### Guidance Document:

[Community Programs Reporting \(CPR\)](#), Reference Manual for Reporting Community-Based Service Data to the Department of Juvenile Justice, July 2009, § 16.1-322.3

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Interstate Compact Unit, Community Programs Unit, Department of Juvenile Justice, 600 East Main Street, 20th floor, Richmond, VA 23218. Copies may be obtained free of charge by contacting Natalie Dalton at the same address, telephone (804) 588-3904, FAX (804) 371-6490, or email [natalie.dalton@djj.virginia.gov](mailto:natalie.dalton@djj.virginia.gov).

### Guidance Documents:

[Interstate Compact for Juveniles - Form I](#), Requisition for Runaway Juvenile, revised December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form II](#), Requisition for Escape or Absconder, Requisition for Juvenile Charged with Being Delinquent (Rendition Amendment), revised April 2014, § 16.1-323

[Interstate Compact for Juveniles - Form III](#), Consent for Voluntary Return of Out of State Juvenile, revised December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form IV](#), Parole or Probation Investigation Request, revised December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form V](#), Report of Sending State upon Parolee or Probationer Being Sent to the Receiving State, revised January 2011, § 16.1-323

[Interstate Compact for Juveniles - Form IA/VI](#), Application for Services and Waiver, revised April 2014, § 16.1-323

[Interstate Compact for Juveniles - Form VII](#), Out of State Travel Permit and Agreement to Return, revised December 2012, § 16.1-323

[Interstate Compact for Juveniles - Form VIII](#), Home Evaluation Report, revised December 2012

[Interstate Compact for Juveniles - Form IX](#), Quarterly Progress, Violation, or Absconder Report, revised April 2014

[Interstate Compact for Juveniles - Form X](#), Case Closure Notification, revised April 2004

### DEPARTMENT OF LABOR AND INDUSTRY

Copies of these guidance documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry, Main Street Center, 600 East Main Street, Suite 207, Richmond, VA 23219, or at any of the department's regional offices. The documents also may be viewed using the links below.

Questions regarding interpretation or implementation of the guidance documents used by the Virginia Department of Labor and Industry, contact the following persons:

Cooperative Programs or the Voluntary Protection Program - Warren Rice, Virginia Department of Labor and Industry, Main Street Center, 600 East Main Street, Suite 207, Richmond, VA 23219.

Registered Apprenticeship - Bev Donati, Director, Division of Registered Apprenticeship, telephone (804) 786-2382.

Boiler and Pressure Vessel Safety - Ed Hilton, Director, Boiler and Pressure Vessel Safety Division, telephone (804) 786-3262.

Labor and Employment Law - the Director, Division of Labor and Employment Law, telephone (804) 786-2386.

Occupational Health - the Director of Occupational Health Compliance, telephone (804) 786-0574.

Occupational Safety - the Director of Occupational Safety Compliance, telephone (804) 786-2391.

Virginia Occupational Safety and Health (VOSH) Program - (for copies) Regina Cobb, telephone (804) 786-0610.

#### Guidance Documents:

[\[LEL - 00\] Field Operations Manual Disclaimer](#) (3/30/10)

[\[LEL - 01\] Division of Labor and Employment Law Field Operations Manual - Chapter 1 Minimum Wage Act](#) (7/30/09)

[\[LEL - 02\] Division of Labor and Employment Law Field Operations Manual - Chapter 2 Use of Polygraphs In Certain Employment Situations](#) (10/30/07)

[\[LEL - 03\] Division of Labor and Employment Law Field Operations Manual - Chapter 3 Equal Pay](#) (1/20/00)

[\[LEL - 04\] Division of Labor and Employment Law Field Operations Manual - Chapter 4 Prevention of Employment](#) (1/30/00)

[\[LEL - 05\] Division of Labor and Employment Law Field Operations Manual - Chapter 5 Payment of Medical Exams as a Condition of Employment](#) (1/30/00)

[\[LEL - 06\] Division of Labor and Employment Law Field Operations Manual - Chapter 6 Right To Work](#) (3/1/10)

[\[LEL - 07\] Division of Labor and Employment Law Field Operations Manual - Chapter 7 Garnishment](#) (7/30/09)

[\[LEL - 09\] Division of Labor and Employment Law Field Operations Manual - Chapter 9 Child Labor](#) (8/30/07)

[\[LEL - 10\] Division of Labor and Employment Law Field Operations Manual - Chapter 10 Payment of Wage](#) (6/10/14)

### Apprenticeship Council

#### Guidance Documents:

[\[APP - 01\] Bylaws of the Virginia Apprenticeship Council](#) (11/18/10)

[\[APP - 02\] State Apprenticeship Standards for Cosmetology, Barbering, and Nail Technology Consisting of Minimum Standards for Apprenticeship](#) (5/10/10)

[\[APP - 03\] Virginia Surveyor Apprenticeship Standards](#) (1/3/03)

[\[APP - 05\] Standards of Apprenticeship for Opticians](#) (7/1/00)

[\[APP - 08\] Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U.S. Department of Labor](#) (7/23/02)

[\[APP - 09\] Apprenticeship Directive 81-4, Granting Credit for Previous Experience](#) (5/21/81)

[\[APP - 10\] Apprenticeship Directive 86-4, Part-Time Cosmetology Student/Apprentices](#) (9/15/86)

[\[APP - 11\] Apprenticeship Directive 90-3, Participation by Minors between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations](#) (4/27/90)

[\[APP - 12\] Apprenticeship Directive 01-1, Signature on Standards \(VAC & Industry Specific\)](#) (8/15/01)

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## Guidance Documents

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[APP - 13] Apprenticeship Directive 03-3, Exemption from Full-Time Employment (12/13/07)

[APP - 14] Apprenticeship Directive 03-04, Temporary Staffing Agencies (3/21/02)

[APP - 15] Apprenticeship Directive 03-05, Guidelines Governing Out-of-State Businesses (3/21/02)

[APP - 16] Apprenticeship Directive 03-07, Registration for Barber, Cosmetology, Nail Technician (9/7/98)

[APP - 17] Apprenticeship Directive 03-09, Progressive Wage Policy (3/20/03)

[APP - 17] Commonwealth of Virginia Registered Apprenticeship Field Operation Manual (9/30/13)

### Safety and Health Codes Board

#### Guidance Documents:

[01-001B] Program Directive Classification and Numbering System - VOSH Directive (2/15/09)

[01-003] VOSH Internal Performance Audit Program (3/15/92)

[01-004SR] Responsibilities of the Central and Regional Office Directors and Managers (5/1/00)

[01-007] Cancellation of Selected VOSH Program Directives (12/1/94)

[01-008] Statewide Settlement Agreements (3/1/96)

[01-009A] Citation Policy for Paperwork and Written Program Requirement Violations (10/15/07)

[01-010] Local Emphasis Programs: Development and Approval of Special Targeting Activities (2/15/14)

[01-015A] State Plan Policies and Procedures Manual (Through CH-5) (3/1/96)

[01-017] Expedited Informal Settlement Agreement (EISA) Program (3/1/05)

[01-020] OSHA Support of NIOSH "FACE" Program (3/1/05)

[01-024] Cancellation and Revision of VOSH/OSHA Instructions Related to Standard Alleged Violation Elements (SAVEs) (8/1/10)

[02-001G] VOSH Field Operations Manual (FOM) (10/1/13)

[02-003O] VOSH Procedures to Comply with OSHA Enforcement Exemptions and Limitations under the Federal Appropriations Act, OSHA Instruction CPL 2-0.51 J; Revision (9/30/14)

[02-004A] Collection of OSHA-300 Log Data (2/15/04)

[02-006B] Abatement Verification Regulation, § 307 of the VOSH Administrative Regulations Manual (ARM) - Enforcement Policies and Procedures (1/1/10)

[02-009B] Prison Inmate Form Letter (1/15/14)

[02-010] Information to be Included in Closing Conferences (8/15/93)

[02-011] Temporary Help Supply Services Used by Employers (10/1/93)

[02-012] Complaint Policies and Procedures (4/1/03)

[02-013] Compliance Policy for Emergency Action Plans and Fire Prevention Plans (4/1/03)

[02-016] Safety and Health Information Bulletins (2/15/04)

[02-020] VOSH Response to Significant Events of Potentially Catastrophic Consequence (1/15/94)

[02-021] Interpretative Rule Addressing OSHA's Policy on Employee Rescue Efforts, 29 CFR 1903.14 (8/15/95)

[02-022A] 29 CFR 1913.10, Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records (11/1/09)

[02-023] Citation and IMIS Guidance for the Administrative Regulations Manual (ARM) (8/15/09)

[02-024A] Severe Violator Enforcement Program (SVEP) (9/1/13)

[02-032] Guidelines for Implementing the Field Sanitation Standard, § 1928.110 (4/15/93)

[02-033] Quick-Fix Program (12/15/96)

[02-050A] General Schedule Inspection Errors: Guidance for Inspection of Establishments (12/15/13)

[02-053C] Procedures for Photographs, Audio and Video Recordings Taken during VOSH Inspections or Investigations (8/15/11)

[02-054A] Process Safety Management of Highly Hazardous Chemicals, 1910.119 – Inspection Procedures and Interpretive Guidance (8/1/99)

[02-058] Procedures for Combining, Grouping and Assessing Penalties for Willful Violations (1/15/88)

[02-060A] Inspection Procedures for the Hazard Communication Standard, 1910.1200, 1915.99, 1917.28, 1918.90, 1926.59 and 1928.21 (9/15/98)

[02-061] Citation Policy Regarding 29 CFR 1926.20, 29 CFR 1926.21 and Related General Safety and Health Provisions (4/4/88)

[02-062A] Application of the Permit-Required Confined Spaces (PRCS) Standards, § 1910.146 (4/1/03)

- [02-064A] Procedure for Handling Issuance of Citations to VDOT (12/15/07)
- [02-065B] Virginia Construction and Telecommunications Industries Confined Space Standard Procedures and Interpretations Manual, CNSP 146 and 1910.268 (t) (9/15/93)
- [02-067C] Overhead High Voltage Line Safety Inspection Procedures and Interpretations (10/15/05)
- [02-071] Inspection Guidelines for Post-Emergency Response Operations under 29 CFR 1910.120 (9/15/91)
- [02-072B] Index of General Industry Standards Applicable to the Construction Industry (5/15/94)
- [02-073B] Inspection Procedures for 29 CFR 1910.120 and 1926.65, Paragraph (q): Emergency Response to Hazardous Substance Releases (10/1/07)
- [02-076] Revision of the Gravity Based Penalty (GBP) Scale (10/1/09)
- [02-101] OSHA/U.S. Coast Guard Authority over Vessels (11/15/98)
- [02-105A] Inspection Scheduling for Construction (1/15/14)
- [02-106] Nursing and Residential Care Facilities, Inspection Procedures (6/1/13)
- [02-206A] Inspection of Grain Handling Facilities, § 1910.272 (11/15/98)
- [02-208A] Acceptance of U.S. Department of Transportation (DOT) Exemption DOT-E 8845 of the Select Fire Oil-Well Perforating System Detonator Interruption Device (DID) (9/1/94)
- [02-209] Fixed Ladders Used on Outdoor Advertising Structures/Billboards in the Outdoor Advertising Industry (4/15/93)
- [02-210] Excavation and Trench Procedures and Interpretations Manual (3/5/90)
- [02-211B] The Control of Hazardous Energy – Enforcement Policy and Inspection Procedures (5/1/08)
- [02-213] Inspection Procedures and Guidelines for Lift-Slab Construction Operations (9/1/91)
- [02-214] Home-Based Worksites (10/1/00)
- [02-215] Enforcement Authority at the Department of Energy's Government Owned, Contractor Operated (GOCO) Sites (5/1/92)
- [02-216] Electrical Safety-Related Work Practices-- Inspection Procedures and Interpretive Guidelines (7/15/92)
- [02-217] Guarding of Three-Roller Printing Ink Mills (9/1/94)
- [02-218] Awareness Barriers Installed on Metal Cutting Shears (9/1/94)
- [02-223] Abrasive Operations Using Cutoff Wheels and Masonry Saws, §§ 1910.215, 1926.303 and 1926.702(i) (8/15/95)
- [02-224B] Inspection Policy and Procedures for OSHA's Steel Erection Standards for Construction; Clarification of OSHA's Enforcement Policies Relating to Floors/Nets and Shear Connectors; Cancellation of CPL 02-01-046 (12/1/10)
- [02-225D] Focused Inspections in Construction - Renewal (7/1/13)
- [02-226A] Enforcement of Electric Power Generation, Transmission, and Distribution Standard, § 1910.269 (2/15/04)
- [02-228] Guidelines for Point of Operation Guarding of Power Press Brakes (9/15/98)
- [02-230] Inspection Procedures for Enforcing Subpart L, Scaffolds Used in Construction - 29 CFR 1926.450-454 (3/15/99)
- [02-231B] Inspection Procedures for Accessing Communication Towers by Hoist (9/30/14)
- [02-232A] Compliance Assistance for the Powered Industrial Truck Operator Training Standards (2/1/02)
- [02-234A] 29 CFR Part 1910, Subpart T – Commercial Diving Operations (9/1/11)
- [02-235] Slide-locks – Enforcement Policy, Inspection Procedures and Performance Guidance Criteria (12/15/07)
- [02-240] Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97, Inspection Procedures and Interpretations (9/15/09)
- [02-243A] Part 1910, Subpart I, Enforcement Guidance for Personal Protective Equipment (PPE) in General Industry (1/15/12)
- [02-244] Tree Trimming Operations, 16VAC25-73, Inspection Procedures and Interpretations (corrected) (5/9/11)
- [02-245] Compliance Policy for Manufacture, Storage, Sale, Handling, Use and Display of Pyrotechnics (1/15/12)
- [02-390B] Compliance Guidance for Residential Construction (6/15/11)
- [02-395] Logging Operations, Inspection Procedures and Interpretive Guidance Including Twelve Previously Stayed Provisions (11/15/98)
- [02-399] Chocking of Tractor Trailer under the Powered Industrial Truck Standard (8/15/00)

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## Guidance Documents

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- [02-400C] Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens (2/1/14)
- [02-403A] Compliance Dates for the Lead Standard with Clarification of the Implementation Schedule, 1910.1025 (1/15/92)
- [02-406] Air Contaminants Standard, 1910.1000 - Inspection Procedures and Enforcement Guidance Resulting from Court Decision Vacating 1989 PELs (9/15/93)
- [02-407] Lead Exposure in Construction: Interim Final Rule; Inspection and Compliance Procedures (5/1/94)
- [02-410] Brass and Bronze Ingot Manufacturing Industry Compliance Requirements and Dates under the Lead Standard, § 1910.1025 (5/15/98)
- [02-411A] Inspection Procedures for the Respiratory Protection Standard, § 1910.134 (9/30/14)
- [02-413] Guidelines for Noise Enforcement; Appendix A (11/15/09)
- [02-415] Inspection Procedures for Occupational Exposure to Methylene Chloride Final Rule, §§ 1910.1052, 1915.1052 and 1926.1152 (2/1/02)
- [02-419] Audiometric Testing Using Insert Phones (5/12/89)
- [02-421] Technical Assistance and Guidelines for Superfund and Other Hazardous Waste Site Activities (8/20/86)
- [02-422A] Inspection Procedures for Occupational Exposure to Asbestos Final Rule, §§ 1910.1001, 1926.1101 and 1915.1001 (8/15/96)
- [02-423] Occupational Exposure to Hazardous Chemicals in Laboratories (6/15/91)
- [02-424] Indoor Air Quality (9/15/91)
- [02-426A] Enforcement Procedures for Occupational Exposure to Formaldehyde (5/1/92)
- [02-432] Inspection Procedures for Occupational Exposure to 1,3-Butadiene (BD), § 1910.1051 (11/15/98)
- [02-433] Enforcement Procedures and Scheduling for Occupational Exposure to Tuberculosis (3/15/99)
- [02-436] Enforcement of the Occupational Noise Exposure Standards, §§ 1910.95, 1926.52, and 1926.101 (2/1/02)
- [02-437] Technical Enforcement and Assistance Guidelines for Hazardous Waste Site and RCRA Corrective Action Clean-up Operations (9/15/06)
- [02-439] Section 1910.1018, Inspection and Compliance Procedures for the Permanent Occupational Exposure Standard for Inorganic Arsenic Compounds (9/15/06)
- [02-440] Inspection Procedures for the Chromium (VI) Standards (5/1/08)
- [02-441] Enforcement Procedures for High to Very High Occupational Exposure Risk to 2009 H1N1 Influenza (1/15/10)
- [02-800B] Longshoring and Marine Terminals "Tool Shed" Directive (1/1/13)
- [02-801C] Shipyard Employment "Tool Bag" Directive (9/1/14)
- [02-802A] Maritime Cargo Gear Standards and Part 1919 Certification (2/15/14)
- [02-803A] 29 CFR Part 1915, Subpart B, Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment (8/15/11)
- [02-804] Subpart I, Personal Protective Equipment (PPE) for Shipyard Employment (Public Sector)--Inspection Procedures and Interpretive Guidelines (8/1/11)
- [03-001B] Consultation Policies and Procedures Manual (10/1/08)
- [03-007] Consultation Policies and Procedures, Chapter 7: Relationship to Enforcement, Hazard Correction and Verification (5/15/07)
- [03-100] Consultation for Wood Treatment Operations Utilizing Inorganic Arsenic Compounds (12/12/86)
- [03-101] Guidelines on the Stability of Well Servicing Derricks (9/15/91)
- [03-102] Changes in Reporting Hazard Correction Verification (2/15/04)
- [04-001C] VOSH Discrimination Investigation Manual (8/1/12)
- [05-001] A Professional Development Training Program for VOSH Compliance and Consultation Personnel (7/1/00)
- [06-002] Designated First Aid Providers - Applicability of Bloodborne Pathogens Standard in General Industry (8/15/00)
- [06-003] Definition of "Employee" for Purposes of VOSH Enforcement Program (5/13/86)
- [06-005] Radford Arsenal and Radford Army Ammunition Plant: VOSH Cession of Enforcement Jurisdiction to Federal OSHA (7/21/86)
- [06-008] Procedures for Requesting Interpretation of the Conflict of Interests Act (4/4/88)
- [06-009] Applicability of the Logging Standard, § 1910.266, to Arborists (5/15/00)
- [06-011A] Letter of Interpretation Concerning Volunteer Firefighters and 16VAC25-60-10 of the Administrative Regulations Manual (ARM) (5/15/08)
- [06-013] Standard Interpretation of 1926.50 (c); First Aid Training on Construction Sites (5/18/88)

- [06-016A] Standard Interpretation: Applicability of Permit-Required Confined Space Standard for General Industry, § 1910.146, to Insurance Companies Employing Boiler and Pressure Vessel Safety Inspectors (9/1/94)
- [06-104] Standard Interpretation of 1926.451(d)(7), Securing Scaffolding to a Building or Structure (8/15/05)
- [06-150] Standard Interpretation of 1910.151(b), Medical and First Aid (8/15/05)
- [06-201] Use of 1910.132(a) and 1926.95(a) to Require Use of Seat Belts in General Industry and Construction Vehicles Potentially Subject to Tip over Due to Operational or Workplace Hazards (3/1/05)
- [06-222] Interpretations of Electrical Standard for Construction Industry (§§ 1926.432(a) and 1926.417(b)) (8/15/05)
- [07-006B] Public Participation Guidelines for the Safety and Health Codes Board (4/1/10)
- [07-007] Amendment to Bylaws of the Safety and Health Codes Board (7/1/07)
- [08-001] Exposure Control Plan for VOSH Personnel with Occupational Exposure to Bloodborne Pathogens (3/15/14)
- [08-005A] CSHO/Inspector Medical Examination Program (9/1/12)
- [09-002] State Program Requirements for Statistical Information on the Incidence of Occupational Injuries and Illnesses by Industry; on the Injured or Ill Worker; and on the Circumstances of the Injuries or Illnesses (10/15/92)
- [09-003F] Administrative Regulations Manual (ARM) for the Virginia Occupational Safety and Health Program (10/15/13)
- [09-004] Respiratory Protection Manual (8/1/12)
- [09-010] Partnership Programs (7/15/97)
- [09-052a] OSHA Technical Manual (1/15/14)
- [09-104A] Recordkeeping Policies and Procedures Manual (RKM) (4/15/14)
- [09-425] OSHA Occupational Chemical Database (formerly Chemical Information Manual) (9/1/12)
- [10-001] Information Dissemination System for Ergonomic Inspections and Consultative Visits Resulting in Significant Benefits (10/19/90)
- [11-201] Permanent Variance From § 1910.178(n)(7)(iii); Virginia Precast Corporation (4/20/90)
- [12-008] Access to Employee Exposure and Medical Records, § 1910.1020 (11/1/09)
- [12-013] Exit Routes, Emergency Action Plans, and Fire Prevention Plans, §§ 1910.33 through 1910.39, Subpart E; Final Rule and Changes to Related Standards (4/1/03)
- [12-015M] Standards Improvement Project - Phase III (SIP - III) Parts 1910, 1915, 1917, 1918, 1919, and 1926 (11/1/13)
- [12-101] Amendments to the Applicability of Standards in 29 CFR Part 1910, § 1928.21 (4/1/95)
- [12-102E] Respiratory Protection Standard, § 1910.134, and Other Related Standards in Parts 1910 and 1926 (12/15/12)
- [12-105C] Lead Standard, General Industry, § 1910.1025; Amendments (2/15/96)
- [12-108B] Commercial Diving Operations: Subpart T of Part 1910 (3/1/05)
- [12-114B] Mechanical Power-Transmission Apparatus, §§ 1910.219 and 1926.307; Mechanical Power Presses, § 1910.217; Telecommunications, § 1910.268; and Hydrogen, § 1910.103 (7/15/14)
- [12-115] Amendment to Virginia Commercial Diving Standard, § 1910.430 (3/9/87)
- [12-118H] Occupational Exposure to Asbestos, General Industry, § 1910.1001, Shipyard Employment, § 1915.1001, and Construction, § 1926.1101; Revised Final Rule (12/15/98)
- [12-119A] Amendment to the Virginia Confined Space Standard for the Construction Industry, CNSP.146 (8/1/93)
- [12-120] Virginia Confined Space Standard for the Telecommunications Industry, § 1910.268(t) (10/7/87)
- [12-122] Lead Exposure in Construction, § 1926.62 (8/1/93)
- [12-123C] Hazard Communication Standard, 1910.1200; and Other Related Standards in Parts 1910, 1915, and 1926; Corrections and Technical Amendment (6/1/13)
- [12-124B] Amendment to Permit-Required Confined Spaces Standard for General Industry, § 1910.146 (8/1/99)
- [12-125] Retention of Department of Transportation (DOT) Markings, Placards, and Labels: §§ 1910.1201, 1915.100, 1917.29, 1918.100, and 1926.61 (4/1/95)
- [12-126] Employer Payment for Personal Protective Equipment (PPE); Final Rule (4/1/08)
- [12-127] Employer Duty to Provide Personal Protective Equipment (PPE) and Train Each Employee; Clarification of Final Rule; Parts 1910, 1915, 1917, 1918 and 1926; and Correction (5/15/09)
- [12-151A] Incorporation into Part 1926 those Part 1910 General Industry Safety and Health Standards determined to be Applicable to Construction Work (5/15/97)
- [12-152C] Occupational Injury and Illness Recording and Reporting Requirements, §§ 1904.0 through 1904.46; and Amendments (9/15/06)

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## Guidance Documents

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- [12-201] Fall Protection in General Industry: 1910.23(c)(1), 1910.23(c)(3), 1910.132(a) (12/24/85)
- [12-202] Explosive Actuated Fastening Tools (1/21/86)
- [12-205] Safety Standards for Signs, Signals, and Barricades, Subpart G, §§ 1926.200 through 1926.203 (4/1/03)
- [12-220A] Exemption for Religious Reasons for Wearing Hard Hats (9/1/94)
- [12-226D] Grain Handling Facilities Standard, § 1910.272; Technical Amendment (8/15/96)
- [12-227A] Personal Protective Equipment, General Industry, §§ 1910.132 through 1910.140; Technical Amendment and Corrections (8/15/96)
- [12-228] Amendment Concerning Presence Sensing Device Initiation of Mechanical Power Presses, 1910.211 and 1910.217 (8/18/88)
- [12-230] Standard Concerning Safety Testing or Certification of Certain Workplace Equipment and Materials (8/18/88)
- [12-231] Amendment Concerning Servicing of Single Piece and Multi-Piece Rim Wheels (1/30/89)
- [12-234B] Underground Construction Standard, 16VAC25-150 (§ 1926.800) (11/1/13)
- [12-239C] Virginia Unique Construction Industry for Sanitation; in General, 16VAC25-160-10, and Field Sanitation Standard, 16VAC25-180-10 [Agriculture] (8/1/12)
- [12-240] Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97 (8/15/09)
- [12-242] Gases, Vapors, Fumes, Dusts, and Mists, § 1926.55; Amendments (6/6/97)
- [12-243A] Welding, Cutting and Brazing Standard, §§ 1910.252 through 1910.257 (4/1/95)
- [12-244] Amendment Concerning Revision of Construction Industry Test and Inspection Records (5/15/91)
- [12-245B] Safety Standards for Scaffolds Used in the Construction Industry, §§ 1926.450 through 1926.454; Repeal of § 1926.556, Aerial Lifts; Corrections to §§ 1926.451 and 1926.453; and Administrative Stay of § 1926.451(b) (2/1/13)
- [12-246A] Overhead High Voltage Line Safety Act (Va. Code §§ 59.1-406 through 59.1-414) (2/15/04)
- [12-247] Safety Standards for General Industry and Construction; Final Rule; and Technical Amendments (3/1/94)
- [12-248B] Electric Power Generation, Transmission and Distribution and Amendments, Parts 1910 and 1926; and Amendment to Electrical Protective Equipment standard, 1910.137 (7/15/14)
- [12-250B] Logging Operations, General Industry, § 1910.266; and Corrections and Technical Amendments (2/15/96)
- [12-251C] Safety Standards for Steel Erection, §§ 1926.750 through 1926.759, 1926.760 (d) and (e); and 1926.761; Revised Final Rule (12/1/10)
- [12-252] 16VAC25-75, Virginia Unique General Industry Standard for Telecommunications, General, Approach Distances (10/15/07)
- [12-253] Virginia Unique Safety Standards for Fall Protection in Steel Erection, Construction Industry, 16VAC25-145, in lieu of 29 CFR 1926.760(a), 1926.760(b) and 1926.760(c) (12/1/10)
- [12-254B] Cranes & Derricks in Construction, §§ 1926.1400 through 1926.1442; Other Related Standards; Demolition & Underground Construction, 16VAC25-150 & §§ 1926.856 & 1926.858; Mechanical Equipment, § 1926.952 (11/1/13)
- [12-255] Tree Trimming Operations (4/26/11)
- [12-256] Rigging Equipment for Material Handling Construction Standard, § 1926.251; Correction and Technical Amendment (2/1/13)
- [12-333C] Powered Industrial Trucks (PITs), Parts 1910, 1915, 1917.1, 1918.1 and 1926; Correction (6/1/06)
- [12-334A] Electrical Standard, Subpart S of Part 1910, §§ 1910.302 through 1910.308 (5/15/09)
- [12-335A] Revising Standards Referenced in 16VAC25-90-1910.102, Acetylene Standard for General Industry, § 1910.102 (8/1/12)
- [12-401] Hazardous Waste Operations and Emergency Response §§ 1910.120 and 1926.65 (4/1/95)
- [12-402B] Occupational Exposure to Methylene Chloride ("MC"), General Industry, § 1910.1052; Shipyard Employment, § 1915.1052; and Construction, § 1926.1152; Revised Final Rule (12/15/98)
- [12-403] Occupational Exposure to 1,3--Butadiene, General Industry, § 1910.1051; Final Rule (6/6/97)
- [12-407] Ethylene Oxide Standard (Construction Industry), § 1926.1147; and Correction (2/15/94)
- [12-410] Occupational Exposure to Cotton Dust, § 1910.1043(n)(4) (11/1/01)
- [12-411A] Occupational Exposure to Bloodborne Pathogens, § 1910.1030 (12/15/12)
- [12-415B] Occupational Exposure to Hexavalent Chromium; Revising Notification Requirements in the Exposure Determination Provisions of Hexavalent Chromium

- Standards, paragraph (d)(4)(i) of § 1910.1026 - General Industry, § 1915.1026 - Shipyards, § 1926 - Construction (12/1/10)
- [12-419F] Amendments to the Air Contaminants Standard, § 1910.1000 (3/15/98)
- [12-420] Special Provisions for Air Contaminants, § 1910.19; Amendment (6/15/97)
- [12-421] Dipping and Coating Operations, General Industry, Revised Final Rule, §§ 1910.122 through 1910.126 (8/1/99)
- [12-422] Methylenedianiline in Construction, § 1926.60; Correction (8/15/05)
- [12-423] Occupational Exposure to Hazardous Chemicals in Laboratories, § 1910.1450: (Non-Mandatory) Appendix A— National Research Council Recommendations Concerning Chemical Hygiene in Laboratories; Technical Amendment (6/1/13)
- [12-801A] Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment, 1915.11 through 1915.16; and Corrections (7/1/95)
- [12-802] Competent Person, Shipyard Employment, § 1915.7 (4/1/95)
- [12-803] Personal Protective Equipment (PPE) for Shipyard Employment, Part 1915; Amendment (8/15/96)
- [12-804C] Longshoring and Marine Terminals, Parts 1910, 1917 and 1918 (7/15/14)
- [12-805] Occupational Safety and Health Standards for Shipyard Employment; Technical Amendments (4/1/03)
- [12-806A] Fire Protection in Shipyard Employment, §§ 1915.501 through 1915.509, Public Sector Only (3/1/07)
- [12-807] General Working Conditions in Shipyard Employment; Final Rule and Corrections (12/1/11)
- [13-001] DOLI Interagency Agreements for VOSH (5/15/08)
- [13-002] Areas of Direct Federal Enforcement by OSHA in Virginia (8/15/08)
- [13-006] Memorandum of Understanding between the Department of Transportation (VDOT) and the Department of Labor and Industry (DOLI) (2/15/09)
- [13-010] Memorandum of Understanding between the Department of Labor and Industry (DOLI) and the Department of Professional and Occupational Regulation (DPOR) (9/15/08)
- [13-011] Memorandum of Understanding between the Department of Environmental Quality and the Department of Labor and Industry (9/15/08)
- [13-016] Memorandum of Understanding between the Department of Labor and Industry (DOLI) and the Federal Occupational Safety and Health Administration (OSHA) (9/15/08)
- [13-018A] Alliance between Virginia Department of Labor and Industry (DOLI) and The Virginia State Association of Occupational Health Nurses (VSAOHN) (11/1/12)
- [13-057A] Memorandum of Understanding between Department of Health and Department of Labor and Industry (4/26/86) (4/1/03)
- [14-005C] First Report of Injuries and Illnesses (FRI) Local Emphasis Program (LEP) (12/18/14)
- [14-006] Injury and Illness Recordkeeping National Emphasis Program (RK NEP) (7/1/11)
- [14-035] National Emphasis Program – Site-Specific Targeting (6/3/14)
- [14-201] Local Emphasis Program: Fall Hazards (4/1/03)
- [14-203] Special (National) Emphasis Program: Trenching and Excavation (4/1/03)
- [14-204] Local Emphasis Program: Scaffolding (4/1/03)
- [14-205] Public Sector Local Emphasis Program: Public Work Shops (4/1/03)
- [14-215] Logging and Sawmill Industries: Local Emphasis Program (LEP) (7/1/11)
- [14-216] National Emphasis Program: Primary Metal Industries (9/1/11)
- [14-219C] Local Emphasis Program: Reverse Signal Operation of Vehicles, Machinery and Equipment and Heavy Equipment (Generally) (8/15/09)
- [14-221D] Local Emphasis Program: Overhead High Voltage Line Safety for both General Industry and Construction (4/1/03)
- [14-233A] National Emphasis Program on Amputations (4/1/07)
- [14-234] Local Emphasis Program - Tree Trimming Operations (4/26/11)
- [14-236A] National Emphasis Program – Combustible Dust (Reissued) (4/1/08)
- [14-405] Local Emphasis Program (LEP) -- Asbestos (8/1/12)
- [14-410] National Emphasis Program – Crystalline Silica (5/15/08)
- [14-411] Process Safety Management (PSM) Covered Chemical Facilities National Emphasis Program (8/1/12)
- [14-415] National Emphasis Program – Occupational Exposure to Isocyanates (12/15/13)
- [14-430C] Local Emphasis Program - Wastewater and Water Treatment Facilities (11/1/13)



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[14-437B] National Emphasis Program: Lead (12/15/14)

[14-440] National Emphasis Program – Facilities that Manufacture Food Flavorings Containing Diacetyl (3/15/10)

[14-441] National Emphasis Program – Hexavalent Chromium (5/15/10)

[BPV - 1] Boiler and Pressure Vessel Safety Compliance Operations Manual (10/1/99)

[BPV - 2] Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit A (3/27/74)

[BPV - 3] Application for Reciprocal Certificate of Competency and Identification Work Card (11/10/11)

[BPV - 4] Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit C (4/1/03)

[VOSH Consult. - 1] VOSH Consultation Policies and Procedures Manual (10/1/08)

[VOSH CCG] VOSH Closing Conference Guide (11/30/12)

[VOSH Consult. - 2] Job Safety and Health Protection Poster (4/30/12)

[VOSH ERG] Employer Responsibilities and Courses of Action Following a VOSH Inspection (10/20/12)

[VOSH FO 1979-80 SFY] 1979-80 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1979 - June 30, 1980 (12/10/09)

[VOSH FO 1980-81 SFY] 1980-81 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1980 - June 30, 1981 (12/10/09)

[VOSH 1981-82 SFY] 1981-82 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1981 - June 30, 1982 (12/10/09)

[VOSH FO 1982-83 SFY] 1982-83 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1982 - June 30, 1983 (12/10/09)

[VOSH FO 1983-84 SFY] 1983-84 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1983 - June 30, 1984 (12/10/09)

[VOSH FO 1984-85 SFY] 1984-85 SFY Final Orders of the Virginia General District Courts and Circuit Courts in

Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1984 - June 30, 1985 (12/10/09)

[VOSH FO 1985-86 SFY] 1985-86 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1985 - June 30, 1986 (12/10/09)

[VOSH FO 1986-87 SFY] 1986-87 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1986 - June 30, 1987 (12/10/09)

[VOSH FO 1987-88 SFY] 1987-88 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1987 - June 30, 1988 (12/10/09)

[VOSH FO 1988-89 SFY] 1988-89 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1988 - June 30, 1989 (12/10/09)

[VOSH FO 1989-90 SFY] 1989-90 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1989 - June 30, 1990 (12/10/09)

[VOSH FO 1990-91 SFY] 1990-91 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1990 - June 30, 1991 (12/10/09)

[VOSH FO 1991-92 SFY] 1991-92 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1991 - June 30, 1992 (12/10/09)

[VOSH FO 1992-93 SFY] 1992-93 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1992 - June 30, 1993 (12/10/09)

[VOSH FO 1993-94 SFY] 1993-94 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1993 - June 30, 1994 (12/10/09)

[VOSH FO 1994-95 SFY] 1994-95 SFY Final Orders of the Virginia General District Courts and Circuit Courts in

[Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1994 - June 30, 1995 \(12/10/09\)](#)

[\[VOSH FO 1995-96SFY\] 1995-96 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1995 - June 30, 1996 \(12/10/09\)](#)

[\[VOSH FO 1996-97SFY\] 1996-97 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1996 - June 30, 1997 \(12/10/09\)](#)

[\[VOSH FO 1997-98SFY\] 1997-98 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1997 - June 30, 1998 \(12/10/09\)](#)

[\[VOSH FO 1998-99SFY\] 1998-99 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1998 - June 30, 1999 \(12/10/09\)](#)

[\[VOSH FO 1999-2000SFY\] 1999-2000 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1999 - June 30, 2000 \(12/10/09\)](#)

[\[VOSH FO 2000-01SFY\] 2000-01 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 2000 - June 30, 2001 \(12/10/09\)](#)

[\[VOSH FO 2001-02SFY\] 2001-02 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 2001 - June 30, 2002 \(12/10/09\)](#)

[\[VOSH FO 2002-03 SFY\] 2002-03 SFY Final Orders of the Virginia General District Courts and Circuit Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 2002 - June 30, 2003 \(12/11/09\)](#)

[\[VOSH FO 2005\] 2005 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act \(12/10/09\)](#)

[\[VOSH FO 2006\] 2006 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act \(12/11/09\)](#)

[\[VOSH FO 2007\] 2007 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act \(12/4/09\)](#)

[\[VOSH FO 2008\] 2008 Final Orders of the Virginia Courts in Contested Cases Arising Under the Virginia Occupational Safety and Health Act \(12/4/09\)](#)

[\[VOSH HEALTH 1\] Virginia Occupational Safety and Health Program Interpretations of Health Standards \(10/17/03\)](#)

[\[VOSH Health 2\] 2007 Health Interpretations \(12/20/07\)](#)

[\[VOSH SAFETY 1\] Virginia Occupational Safety and Health Program Interpretations of Safety Standards \(10/17/03\)](#)

[\[VOSH Safety 2\] 2007 Safety Interpretations \(12/20/07\)](#)

[\[VOSH VPP - 1\] Virginia Voluntary Protection Program \(VPP\) Policy and Procedures Manual \(4/1/05\)](#)

## LIBRARY OF VIRGINIA

Documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000. Copies may be obtained free of charge for 10 pages, and for requests of 11 pages or more for \$.25 per page by contacting Patrice Morgan, Archival and Records Management Services Division, at the above address, telephone (804) 692-3600, FAX (804) 692-3603, or email [patrice.morgan@lva.virginia.gov](mailto:patrice.morgan@lva.virginia.gov).

Copies of documents related to public libraries and trustees may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000. Copies may be obtained free of charge for 10 pages, and for requests of 11 pages or more for \$.25 per page by contacting Carol Adams at the above address, telephone (804) 692-3774, FAX (804) 692-3771, or email [carol.adams@lva.virginia.gov](mailto:carol.adams@lva.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Carol Adams, Deputy Director, Library Development and Networking at the above address, telephone (804) 692-3774, FAX (804) 692-3771, or email [carol.adams@lva.virginia.gov](mailto:carol.adams@lva.virginia.gov).

Copies of the documents are available electronically for no charge on the Town Hall using the links below.

### Guidance Documents:

[\[LVA-LDND-001\] Virginia Public Library Trustees Handbook \(7/1/05\)](#)

[\[LVA-LDND-002\] Planning for Library Excellence \(1/13/09\)](#)

[\[LVA-LDND-003\] FY2015 Instructions for the Expenditure of State Aid Grants \(2/11/14\)](#)

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# Guidance Documents

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[LVA-RM-001] [The Virginia Public Records Management Manual](#) (10/1/14)

[LVA-RM-002] [Guidance Document on the Timely Destruction of Records](#) (7/30/06)

## BOARD OF LONG-TERM CARE ADMINISTRATORS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/nha> or the Regulatory Town Hall at <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, Board of Long-Term Care Administrators, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4595. Copies are free of charge.

### Guidance Documents:

[http://www.dhp.virginia.gov/nha/nha\\_guidelines.htm](http://www.dhp.virginia.gov/nha/nha_guidelines.htm)

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, revised July 7, 2011

95-2, Board procedures for auditing continuing education, revised July 7, 2011

95-3, Sanctioning Reference Points Instruction Manual, March 8, 2010

95-4, Board policy on confidential consent agreements, revised July 7, 2011

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, revised July 7, 2011

95-8, Bylaws of the Board of Long-Term Care Administrators, revised July 7, 2011

95-9, Board policy on continuing competency hours for dually licensed administrators, October 28, 2008

95-10, Memorandum of Understanding with the Virginia Department of Social Services, Division of Licensing Programs on Assisted Living Facilities, September 27, 2011

95-11, Disposition of cases for practicing with an expired license, June 19, 2012

## LONGWOOD UNIVERSITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Vice President for Administration and Finance, 201 High Street, Lancaster 207, Farmville, VA 23909. Copies may be obtained free of charge by contacting the Office of the Vice President for Administration and Finance at the same address, telephone (434) 395-2016, FAX (434) 395-2635, or email [copelandpk@longwood.edu](mailto:copelandpk@longwood.edu). The documents are also available using the links below.

Questions concerning the interpretation or implementation of these documents may also be directed to the Vice President for Administration and Finance, at the above address.

### Guidance Documents:

Longwood University 2014-2015 Student Handbook [http://www.longwood.edu/assets/judicial/Student\\_Handbook\\_2014-2015.pdf](http://www.longwood.edu/assets/judicial/Student_Handbook_2014-2015.pdf)

Longwood University 2014-2015 Graduate Catalog [http://www.longwood.edu/assets/graduatestudies/2014-2015\\_GraduateCatalogfinal.pdf](http://www.longwood.edu/assets/graduatestudies/2014-2015_GraduateCatalogfinal.pdf)

Longwood University 2014-2015 Undergraduate Catalog [http://www.longwood.edu/assets/academicaffairs/2014-2015\\_Undergraduate\\_Catalog\\_updated.pdf](http://www.longwood.edu/assets/academicaffairs/2014-2015_Undergraduate_Catalog_updated.pdf)

Longwood University Faculty Policies and Procedures Manual 2014-2015 <http://www.longwood.edu/assets/academicaffairs/FPPM.pdf>

Longwood University Administrative Policies <http://www.longwood.edu/policies/index.html>

## VIRGINIA LOTTERY

Copies of the following documents may be viewed during regular work days from 8 a.m. to 4:30 p.m. Requests for copies as well as questions regarding interpretation or implementation of these documents may be directed to Amy Roper, Policy, Process, and Legal Document Administrator, Virginia Lottery, 900 East Main Street, Richmond, VA 23219, telephone (804) 692-7133, FAX (804) 692-7688, or email [aroper@valottery.com](mailto:aroper@valottery.com).

### Director's Orders:

All Director's Orders are issued by the department's Executive Director as Administrative Orders. These orders interpret and implement the Virginia Lottery's regulations relating to the licensing of lottery sales agents (11VAC5-31-10 through 11VAC5-31-200) and the games, promotions, and retailer incentives conducted by the Virginia Lottery (11VAC5-41-10 through 11VAC5-41-340).

The following Director's Orders are active as of the date of this filing:

- 31(94) Special Licensing Program: Virginia Department of Alcoholic Beverage Control, issued 8/15/94
- 02(99) Establishment of a Sliding Scale for Surety Bonding Requirements, issued 2/22/99
- 59(05) Final Rules for Operation; "Subscription Program," for Virginia Lottery Online Games, issued 8/08/05
- 42(09) Virginia's Online Game Lottery; "Fast Play Bonus Bingo" Final Rules for Game Operation, issued 5/28/09
- 70(09) Virginia Lottery's Retailer Cashing Bonus Program Final Rules for Operation, issued 10/13/09
- 24(10) Virginia's Instant Game Lottery 1189; "Virginia's \$5 Million Club" Final Rules for Game Operation, issued 2/20/10
- 26(10) Virginia's Instant Game Lottery 1188; "\$70 Million Payout Spectacular" Final Rules for Game Operation, issued 5/04/10
- 04(11) Virginia's Instant Game Lottery 1202; "\$1,000,000 Cash Blast" Final Rules for Game Operation, issued 1/19/11
- 11(11) Virginia's Online Game Lottery; "Fast Play Blackjack" Final Rules for Game Operation, issued 1/28/11
- 21(11) Virginia's Instant Game Lottery 1262; "Million Dollar Cash Spectacular" Final Rules for Game Operation, issued 3/14/11
- 59(11) Virginia's Instant Game Lottery 1273; "Right on the Money" Final Rules for Game Operation, issued 7/13/11
- 83(11) Virginia's Instant Game Lottery 1290; "Casino Royale" Final Rules for Game Operation, issued 9/09/11
- 13(12) Virginia's Instant Game Lottery 1253; "Million Dollar Cash Bonanza" Final Rules for Game Operation, issued 3/16/12
- 71(12) Virginia's Instant Game Lottery 1319; "Diamond Bingo" Final Rules for Game Operation, issued 8/14/12
- 87(12) Virginia's Instant Game Lottery 1373; "\$1,000,000 Mega Fortune" Final Rules for Game Operation, issued 8/24/12
- 115(12) Virginia's Instant Game Lottery 1374; "Millionaire Mania" Final Rules for Game Operation, issued 11/14/12
- 130(12) Virginia's Online Game Lottery; "Fast Play Dodge Ball" Final Rules for Game Operation, issued 1/18/13
- 05(13) Virginia's Instant Game Lottery 1412; "\$" Final Rules for Game Operation, issued 1/14/13
- 13(13) Virginia's Instant Game Lottery 1390; "Silver and Gold" Final Rules for Game Operation, issued 5/17/13
- 14(13) Virginia's Online Game Lottery; "Fast Play Find the 9's" Final Rules for Game Operation, issued 1/11/13
- 27(13) Virginia's Instant Game Lottery 1417; "Millions to the Max" Final Rules for Game Operation, issued 4/5/13
- 49(13) Virginia Lottery's "On the Spot Award Program" Retailer Incentive Final Requirements for Operation, issued 5/17/13
- 57(13) Virginia's Instant Game Lottery 1427; "Red Hot Crossword" Final Rules for Game Operation, issued 6/6/13
- 58(13) Virginia's Instant Game Lottery 1416; "Sapphire Riches" Final Rules for Game Operation, issued 6/6/13
- 60(13) Virginia's Instant Game Lottery 1431; "Jewel 7's" Final Rules for Game Operation, issued 6/6/13
- 69(13) Virginia's Instant Game Lottery 1448; "Winner Take All" Final Rules for Game Operation, issued 8/9/13
- 73(13) Virginia's Instant Game Lottery 1453; "21 Blackjack" Final Rules for Game Operation, issued 8/9/13
- 74(13) Virginia's Instant Game Lottery 1469; "50X the Money" Final Rules for Game Operation, issued 8/9/13
- 91(13) Virginia's Instant Game Lottery 1451; "\$100,000 Crossword" Final Rules for Game Operation, issued 10/3/13
- 93(13) Virginia's Online Game Lottery; "Mega Millions" Final Rules for Game Operation, issued 10/15/13
- 104(13) Virginia's Instant Game Lottery 1333; "Hit the Jackpot" Final Rules for Game Operation, issued 10/23/13
- 125(13) Virginia's Instant Game Lottery 1466; "\$52 Million Cash Spectacular" Final Rules for Game Operation, issued 11/26/13
- 4(14) Virginia's Instant Game Lottery 1428; "Wild Number Bingo" Final Rules for Game Operation, issued 10/23/13
- 5(14) Virginia's Instant Game Lottery 1464; "\$3,000,000 Jackpot" Final Rules for Game Operation, issued 11/14/13
- 6(14) Virginia's Instant Game Lottery 1444; "10X the Money" Final Rules for Game Operation, issued 11/14/13
- 8(14) Virginia's Instant Game Lottery 1467; "\$100 Million Cash Extravaganza" Final Rules for Game Operation, issued 11/14/13
- 9(14) Virginia's Instant Game Lottery 1465; "High Stakes" Final Rules for Game Operation, issued 11/14/13
- 10(14) Virginia's Instant Game Lottery 1343; "Lucky Cherry Slots" Final Rules for Game Operation, issued 11/14/13
- 13(14) Virginia's Instant Game Lottery 1369; "Money Money Money" Final Rules for Game Operation, issued 12/20/13
- 14(14) Virginia's Instant Game Lottery 1472; "\$4 Million Mega Multiplier" Final Rules for Game Operation, issued 12/20/13

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- 19(14) Virginia's Instant Game Lottery 1471; "Winner Take All Millionaire Edition" Final Rules for Game Operation, issued 1/6/14
- 20(14) Virginia's Instant Game Lottery 1483; "7X the Money" Final Rules for Game Operation, issued 1/6/14
- 22(14) Virginia's Computer-Generated Game "Powerball – Virginia-Specific" Final Rules for Game Operation, issued 1/21/14, effective 1/22/14
- 31(14) Virginia's Instant Game Lottery 1454; "Bankroll Doubler" Final Rules for Game Operation, issued 2/20/14
- 33(14) Virginia's Computer-Generated Game "Pick 3 with Boost" Final Rules for Game Operation, issued 3/13/14
- 34(14) Virginia's Instant Game Lottery 1326; "Triple the Money" Final Rules for Game Operation, issued 2/20/14
- 43(14) Virginia's Computer-Generated Game "Pick 4" Final Rules for Game Operation, issued 3/25/14
- 44(14) Virginia's Computer-Generated Game "Cash 5" Final Rules for Game Operation, issued 3/25/14
- 53(14) Virginia's Instant Game Lottery 1462; "Blackjack" Final Rules for Game Operation, issued 4/22/14
- 54(14) Virginia's Instant Game Lottery 1478; "\$5,000,000 Cash Blowout!" Final Rules for Game Operation, issued 4/22/14
- 55(14) Virginia's Instant Game Lottery 1481; "Extreme 13" Final Rules for Game Operation, issued 5/9/14
- 57(14) Virginia's Instant Game Lottery 1482; "5X the Money" Final Rules for Game Operation, issued 5/9/14
- 63(14) Virginia's Instant Game Lottery 1363; "\$20 Grand" Final Rules for Game Operation, issued 5/12/14
- 71(14) Virginia's Instant Game Lottery 1495; "We're Game" Final Rules for Game Operation, issued 5/12/14
- 72(14) Virginia's Instant Game Lottery 1497; "All About the Benjamins" Final Rules for Game Operation, issued 5/12/14
- 73(14) Virginia's Instant Game Lottery 1486; "Find the 9's" Final Rules for Game Operation, issued 5/12/14
- 74(14) Virginia's Instant Game Lottery 1485; "7 11 21" Final Rules for Game Operation, issued 5/12/14
- 75(14) Virginia's Instant Game Lottery 1489; "Big Winning Numbers" Final Rules for Game Operation, issued 5/14/14
- 77(14) Virginia's Instant Game Lottery 1476; "High Voltage" Final Rules for Game Operation, issued 5/14/14
- 78(14) Virginia's Instant Game Lottery 1406; "Double Deuces" Final Rules for Game Operation, issued 5/20/14
- 86(14) Virginia's Instant Game Lottery 1496; "Lucky Numbers" Final Rules for Game Operation, issued 6/3/14
- 89(14) Virginia Lottery's Retailer Recruitment Incentive Program, issued 6/24/14
- 90(14) Virginia's Instant Game Lottery 1509; "\$5,000 Cash" Final Rules for Game Operation, issued 6/24/14
- 91(14) Virginia's Instant Game Lottery 1488; "7X the Money" Final Rules for Game Operation, issued 6/24/14
- 92(14) Virginia's Instant Game Lottery 1487; "Money Multiplier" Final Rules for Game Operation, issued 6/24/14
- 96(14) Virginia's Computer-Generated Game Lottery; "\$1,000,000 Money Ball" Final Rules for Game Operation, issued 8/5/14
- 97(14) Virginia's Instant Game Lottery 1499; "20X the Money" Final Rules for Game Operation, issued 8/17/14
- 98(14) Virginia's Instant Game Lottery 1510; "Redskins Game Face!" Final Rules for Game Operation, issued 8/5/14
- 99(14) Virginia's Instant Game Lottery 1473; "Win it All" Final Rules for Game Operation, issued 8/5/14
- 100(14) Virginia's Instant Game Lottery 1458; "High Cards" Final Rules for Game Operation, issued 8/17/14
- 101(14) Virginia's Instant Game Lottery 1508; "Jewel 7's" Final Rules for Game Operation, issued 8/17/14
- 102(14) Virginia's Instant Game Lottery 1484; "10X the Money" Final Rules for Game Operation, issued 8/17/14
- 108(14) Virginia Lottery's "Have You Played?" Retailer Incentive Program Final Rules for Operation, issued 10/6/14
- 109(14) Virginia Lottery's "Game Face Promotion" Final Rules for Operation, issued 8/19/14
- 110(14) Virginia's Instant Game Lottery 1519; "Casino Cash" Final Rules for Operation, issued 9/2/14
- 111(14) Virginia Lottery's "Out of Stock Retailer Incentive Program" Final Rules for Operation, issued 10/6/14
- 112(14) Virginia's Computer-Generated Game; "FastPlay \$15,000 Cash Blast" Final Rules for Game Operation, issued 9/2/14
- 113(14) Virginia's Computer-Generated Game; "FastPlay \$50,000 Blackjack" Final Rules for Game Operation, issued 9/2/14
- 114(14) Virginia's Computer-Generated Game; "FastPlay Bankroll Bingo" Final Rules for Game Operation, issued 9/2/14
- 117(14) Virginia Lottery's "Winter Bonus Promotion" Final Rules for Operation, issued 9/24/14
- 121(14) Virginia Lottery's "Cash and Gas Promotion" Final Rules for Operations, issued 9/15/14

- 125(14) Virginia's Instant Game Lottery 1506; "Hot Shot" Final Rules for Game Operation, issued 10/7/14
- 126(14) Virginia's Instant Game Lottery 1526; "Cash and Gas" Final Rules for Game Operation, issued 9/23/14
- 127(14) Virginia's Instant Game Lottery 1501; "Gold" Final Rules for Game Operation, issued 9/23/14
- 128(14) Virginia's Instant Game Lottery 1443; "Money Bag Crossword" Final Rules for Game Operation, issued 9/23/14
- 129(14) Virginia's Instant Game Lottery 1518; "Wrap It Up" Final Rules for Game Operation, issued 10/7/14
- 131(14) Virginia's Raffle Game Lottery "New Year's Millionaire Raffle" Final Rules for Operation, issued 10/10/14
- 132(14) Virginia Lottery's "Mega Power 10K Bonus Promotion" Final Rules for Operation, issued 9/24/14
- 133(14) Virginia's Instant Game Lottery 1507; "High Roller" Final Rules for Game Operation, issued 10/7/14
- 134(14) Virginia's Instant Game Lottery 1512; "Holiday Double Match" Final Rules for Game Operation, issued 10/7/14
- 135(14) Virginia's Instant Game Lottery 1505; "Holiday Magic" Final Rules for Game Operation, issued 10/7/14
- 136(14) Virginia's Instant Game Lottery 1504; "Peppermint Payout" Final Rules for Game Operation, issued 10/7/14
- 137(14) Virginia's Instant Game Lottery 1520; "Casino Nights" Final Rules for Game Operation, issued 10/7/14
- 142(14) Virginia Lottery's "7-Eleven Holiday Contest" Retailer Incentive Promotion Final Requirements for Operation, issued 11/6/14
- 149(14) Virginia Lottery's "Social Media Contest Standing Rules" Final Rules for Operation, issued 10/31/14
- 150(14) Virginia's Instant Game Lottery 1523; "\$250,000 Jackpot Doubler" Final Rules for Game Operation, issued 11/12/14
- 151(14) Virginia's Instant Game Lottery 1517; "Diamonds and Gold" Final Rules for Game Operation, issued 11/12/14
- 153(14) Virginia's Instant Game Lottery 1525; "5X the Money" Final Rules for Game Operation, issued 12/2/14
- 154(14) Virginia Lottery's "Mega Power Throw Back Promotion" Final Rules for Operation, issued 12/2/14
- 155(14) Virginia Lottery's "Scratcher Throw Back Promotion" Final Rules for Operation, issued 12/7/14,
- 156(14) Virginia's Computer-Generated Game: Decades of Dollars (Virginia only), issued 11/6/14
- 157(14) Virginia Lottery's "LIFT Program Retailer Incentive" Final Requirements for Operation, issued 12/7/15
- 158(14) Virginia's Instant Game Lottery 1521; "Cash King" Final Rules for Game Operation, issued 12/2/14
- 160(14) Virginia's Instant Game Lottery 1524; "Joker's Jackpot" Final Rules for Game Operation, issued 12/7/14
- 161(14) Virginia's Computer-Generated Game; "FastPlay Cold Hard Cash" Final Rules for Game Operation, issued 12/2/14
- 162(14) Virginia's Computer-Generated Game "FastPlay Crossword" Final Rules for Game Operation, issued 12/2/14
- 163(14) Virginia's Computer-Generated Game "FastPlay Fast \$50's Gold Bar Doubler" Final Rules for Game Operation, issued 12/2/14
- 164(14) Virginia's Instant Game Lottery 1527; "Throw Back to the 70's" Final Rules for Game Operation, issued 12/24/14
- 165(14) Virginia's Instant Game Lottery 1528; "Throw Back to the 80's" Final Rules for Game Operation, issued 12/24/14
- 166(14) Virginia's Instant Game Lottery 1529; "Throw Back to the 90's" Final Rules for Game Operation, issued 12/24/14
- 167(14) Virginia's Instant Game Lottery 1530; "Double Match" Final Rules for Game Operation, issued 12/24/14
- 168(14) Virginia Lottery's "Super Teacher Contest" Final Rules for Operation, issued 12/24/14
- 172(14) Virginia Lottery's "Premium Membership Coupon Promotion," issued 12/18/14
- 173(14) Virginia Lottery's "Premium Registration Coupon Promotion," issued 12/17/14
- 174(14) Virginia Lottery's "Collegiate VIP Seat Upgrade Promotion," issued 12/18/14
- 175(14) Virginia's Instant Game Lottery 1532; "\$40,000 Jackpot," issued 12/24/14
- 176(14) Virginia's Instant Game Lottery 1540; "Money Maker," issued 12/24/14
- 177(14) Virginia's Instant Game Lottery 1541; "The Color of Money," issued 12/24/14
- 178(14) Virginia's Instant Game Lottery 1539; "Spicy Hot Cash," issued 12/24/14
- 179(14) Virginia's Instant Game Lottery 1542; "\$3,000,000 Silver Spectacular," issued 12/24/14

### MARINE RESOURCES COMMISSION

Questions regarding interpretation or implementation of habitat documents may be directed to Tony Watkinson, Chief, Habitat Division, Marine Resources Commission, Newport

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## Guidance Documents

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News, VA 23607, telephone (757) 247-2250, or FAX (757) 247-8062.

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.

### Guidance Documents:

[Coastal Primary Sand Dune/Beaches Guidelines](#) (10/1/90)

[Guidelines for Establishment, Use and Operation of Tidal Wetland Mitigation Banks](#) (12/6/11)

[Guidelines on Repeat Offenders](#) (9/26/13)

[Rent and Royalty Guidelines](#) (12/1/05)

[Resolution by the VMRC 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 \(iv\)](#) (12/6/11)

[Subaqueous Guidelines](#) (10/1/05)

[Wetlands Guidelines](#) (12/1/82)

### UNIVERSITY OF MARY WASHINGTON

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Vice President for Administration and Finance, 1301 College Avenue, Room 105, George Washington Hall, Fredericksburg, VA 22401. Copies may be obtained free of charge by contacting Richard R. Pearce, Vice President for Administration and Finance, at the same address, telephone (540) 654-1020, FAX (540) 654-1162, or email [rpearce@umw.edu](mailto:rpearce@umw.edu). Internet addresses for accessing the documents are below. Many of the websites below contain links to multiple documents.

Questions regarding interpretation or implementation of this document also may be directed to Richard R. Pearce, Vice President for Administration and Finance, at the same address.

### Guidance Documents:

University Policies <http://www.umw.edu/policies/default.php>

Security and campus crimes reports including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act Report <http://www.umw.edu/police/2014-annual-security-report/>

**Publications:** <http://publications.umw.edu/>

### DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219. Copies of Medicaid Memos, booklets, and brochures may be obtained at the specified charge by contacting the Freedom of Information Act (FOIA) staff at the same address, telephone (804) 371-6391, or FAX (804) 371-4981. Copies of the provider manuals and updates may be downloaded free of charge at [www.dmas.virginia.gov](http://www.dmas.virginia.gov), or printed copies may be purchased by calling Commonwealth Mailing at (804) 780-0076 to obtain an order blank. The order blank includes the manual prices for both paper and compact disc (CD) copies. The paper copies of manuals are priced individually (as noted by each manual on this list), and CDs are \$18 per CD. Charges for paper copies are the cost of the individual manual, plus 5.0% sales tax, and \$5.00 per manual for shipping and handling. Charges for CDs are \$18 per CD, plus 5.0% sales tax and \$5.00 for shipping and handling regardless of the quantity of CDs ordered. Provider manual updates are also available on the Internet free of charge (at the website above) and from Commonwealth Mailing for \$15 per update, plus 5.0% sales tax, and \$5.00 shipping and handling per manual update.

### Medicaid Memos, Booklets, and Brochures:

Questions regarding interpretation or implementation of policies contained in these documents should be directed to the FOIA staff, at the numbers specified above, who will determine the appropriate staff person to respond and then direct the caller to that appropriate individual. Copies are available at <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/MedicaidMemostoProviders>.

Special 7/31/95 Medicaid Memo, Nursing Facility and Community-Based Care Enrollment, Reimbursement, and Provision of Community-Based Care Services, issued July 31, 1995, 12VAC30-60-360 and 12VAC30-120 Part I, no charge for copy.

Special 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12VAC30-80-170, no charge for copy.

Special 2/16/96 Medicaid Memo, Time Frames by Which Cases Remanded by the Department of Medical Assistance Services (DMAS) Hearing Officers Must Be Completed, issued February 16, 1996, 12VAC30-110, unavailable in electronic format.

Special 9/13/96 Medicaid Memo, Contents of Notices to Medicaid Recipients, issued September 13, 1996, 12VAC30-10-410, no charge for copy.

Brochure 8/1/01, You Are Being Enrolled in the Medicaid Client Medical Management Program, issued December 5, 1996, 12VAC30-130-800 et seq., no charge for copy.

Booklet 5/1/97, Virginia Medicaid Handbook, issued May 1, 1997, 12VAC30-10, revised annually, no charge for copy.

Special 5/21/97 Medicaid Memo, Certification of Coverage Required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), issued May 21, 1997, Public Law 104-191, no charge for copy.

Special 7/14/97 Medicaid Memo, Reimbursement to Audiologists for Services Provided to Adults, issued July 14, 1997, 12VAC30-50-95 et seq., no charge for copy, not available electronically.

Special 1/16/98 Medicaid Memo, Placement of Individuals with Mental Retardation and Mental Illness in the Elderly and Disabled Waiver, issued January 16, 1998, 12VAC30-120-10 et seq., no charge for copy.

Letter 5/26/99, HCFA Report for the Elderly and Disabled Waiver, issued May 26, 1999, 12VAC30-120-10 through 12VAC30-120-70, no charge for copy.

Special 5/29/98 Medicaid Memo, Use of the Uniform Assessment Instrument for Preadmission Screening for the AIDS Waiver and Technology Assisted Waiver, issued May 29, 1998, 12VAC30-120-140 through 12VAC30-120-200 and 12VAC30-120-70 through 12VAC30-120-130, no charge for copy.

Special 7/13/98 Medicaid Memo, Billing for the Completion of the Assessment of Active Treatment Needs for Individuals With MI or MR Who Request Services Under the Elderly and Disabled Waiver and New Order Number for the Revised Assessment Document, issued July 13, 1998, 12VAC30-120, no charge for copy.

Special 11/15/00 Medicaid Memo, Hospital-Based Ambulance Services Changes, issued November 15, 2000, 12VAC30-50-300 and 12VAC30-50-530, no charge for copy.

Special 5/4/01 Medicaid Memo, Systems Specifications for Point of Services Claims Submission Information Alert, issued May 4, 2001, 12VAC30-80-40, no charge for copy.

Special 4/26/2002 Medicaid Memo Clarification of Medicaid Reimbursable Transportation Services, issued April 26, 2002, 12VAC30-50-510, no charge for copy.

Special 8/8/2002 Medicaid Memo, New Virginia Medicaid Management Information System (MMIS) and HIPAA Update, issued August 8, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 10/18/2002 Medicaid Memo, Implementation of the New Virginia Medicaid Management Information System (MMIS), issued October 18, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 11/8/2002 Medicaid Memo, Changes in the Distribution of Virginia Medicaid Provider Manuals, issued November 8, 2002, 42 CFR 431.18, no charge for copy of memo.

Special Revisions to the Pharmacy Claim Form and Introduction of a Pharmacy Compound Claim Form (ID # 04-16-2003); 12VAC30-50; no charge for copy.

Special Implementation of the New Virginia Medicaid Management Information Systems (MMIS) (ID #'s 05-01-2003-01, 05-01-2003-02, 05-01-2003-03, 05-01-2003-04); 12VAC30-10; no charge for copy.

Special Telemedicine Services (ID # 06-10-2003-01); 12VAC30-50; no charge for copy.

Special Pharmacy Claims Processing Information in NCPDP Version 5.1 (ID # 06-10-2003-02); 12VAC30-80; no charge for copy.

Special Medicaid and FAMIS New ID Cards and Eligibility Verification (ID # 08-01-2003); 12VAC30-10 and 12VAC30-141; no charge for copy.

Special Escalation of HIPAA Transactions and Codes (ID # 08-08-2003); Public Law 104-191; no charge for copy.

Special Implementation of New Virginia Medicaid Management Information Systems (MMIS) (ID # 08-15-2003-01); 12VAC30-10; no charge for copy.

Special Changes to Residential Treatment Services Billing Process (ID # 09-01-2003); 12VAC30-50; no charge for copy.

Special Trading Partner Contingency Plan for HIPAA Transactions and Code Sets (ID # 09-16-2003-01); Public Law 104-191; no charge for copy.

Special Revised Effective Date for Changes to Residential Treatment Services Billing Process (ID # 10-01-2003); 12VAC30-50; no charge for copy.

Special VAMMIS Issues Resolution (ID # 10-08-2003); 12VAC30-10; no charge for copy.

Special Clarification of Billing for Residential Treatment Services for Children and Adolescents (ID # 02-27-2003); 12VAC30-50; no charge for copy.

Special Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 06-01-2003); 12VAC30-50; no charge for copy.

Special Revised Effective Date for Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 07-01-2003); 12VAC30-50; no charge for copy.

Special Community Mental Health Services FAMIS Coverage (ID # 07-25-2003); 12VAC30-141; no charge for copy.



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## Guidance Documents

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Special Clarification of New Pre-Authorization Requirements for Outpatient Psychiatric Services (Revised) (ID # 08-15-2003); 12VAC30-50; no charge for copy.

Special Changes to Billing for EPSDT Services and Summary of Blood Lead Screening Requirements (ID # 09-12-2003); 12VAC30-50; no charge for copy.

Special 12/1/2003 Prescriber ID Numbers for Pharmacy Claims; 12VAC30-50; no charge for copy.

Special 11/25/2003 Introduction of Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services; 12VAC30-50; no charge for copy.

Special 11/20/2003 Mandatory Use of ASC X12 Formats for Electronic Transactions; 12VAC30-10; no charge for copy.

Special 10/28/2003 Changes in Billing for Medicare "Crossover" Claims; 12VAC30-80; no charge for copy.

Special 10/24/2003 Acknowledgement of BabyCare VAMMIS Issues; 12VAC30-50; no charge for copy.

HMO Project Managers Memos (various topics and dates); 12VAC30-120; no charge for copies.

Emergency room procedure codes policy (9/25/2003); 12VAC30-50 and 12VAC30-80; no charge for copy.

Special 1/23/2004 Medicaid Memo, Prospective Drug Review Program Changes for Pharmacy Claims and Other Pharmacy Program Changes, issued January 23, 2004, 12VAC30-10-130, no charge for memo copy.

Special 2/6/2004 Medicaid Memo, Request Required by Providers Receiving ASC X12 835 Transactions for the Continued Receipt of Paper Remittances Advices Past 30 Days, issued February 6, 2004, 12VAC30-10, no charge for memo copy.

Special 3/1/2004 Medicaid Memo, Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 1, 2004, 12VAC30-50, no charge for memo copy.

Special 3/5/2004 Medicaid Memo Correction, Correction to March 1, 2004, Medicaid Memo Titled: Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 5, 2004, 12VAC30-50, no charge for correction copy.

Special 3/18/2004 Medicaid Memo, Billing Information Correction for Submitting Paper UB-92 Medicare Part A and B Claims, issued March 18, 2004, 12VAC30-20, no charge for memo copy.

Special 3/22/2004 Medicaid Memo, Update of Medicaid, FAMIS, and FAMIS Plus ID Cards and Eligibility Verification Systems Information, issued March 22, 2004, 12VAC30-141, no charge for memo copy.

Special 4/1/2004 Medicaid Memo, Processing and Payment of Emergency Room Claims, issued April 1, 2004, 12VAC30-50, no charge for memo copy.

Special 4/13/2004 Medicaid Memo, Claim Repayments Due to ClaimCheck, issued April 13, 2004, 12VAC30-10, no charge for memo copy.

Special 4/15/2004 Medicaid Memo, Durable Medical Equipment (DME) Appendix B Information, issued April 15, 2004, 12VAC30-50, no charge for memo copy.

Special 5/17/2004 Medicaid Memo, Prospective Drug Review Program (ProDUR) Changes to Early Refill (ER) Edits and Updates on Home Infusion Billing, issued May 17, 2004, 12VAC30-10 and 12VAC30-130, no charge for memo copy.

Special 5/25/2004 Medicaid Memo, Billing Alert - Processing of Certain Community Mental Health Services Covered Under FAMIS, issued May 25, 2004, 12VAC30-141, no charge for memo copy.

Special 6/1/2004 Medicaid Memo, COX-2 Clinical Edits, Phase III of the Virginia Medicaid Preferred Drug List (PDL) Program and PDA Download for PDL Quick List - July 2004, issued June 1, 2004, 12VAC30-50, no charge for memo copy.

Special 7/1/2004 Medicaid Memo, Claims Edits and Extensions for Prior Authorization of Home and Community Based Waiver Services and Offline Billing for MR Waiver Claims, issued July 1, 2004, 12VAC30-120, no charge for memo copy.

Special 7/19/2004 Medicaid Memo, Sending Attachments to 837 Electronic Claims Transactions, issued July 19, 2004, 12VAC30-10, no charge for memo copy.

Special 7/26/2004 Medicaid Memo, Re-Implementation of the 180-Day Outstanding Check and Claim Void Process, issued July 26, 2004, 12VAC30-10, no charge for memo copy.

Special 8/1/2004 Medicaid Memo, Mandatory Generic Edits, ePocrates, Weight Loss Drugs - New Prior Approval Procedure and Over-the-Counter Drugs, issued August 1, 2004, 12VAC30-50, no charge for memo copy.

Special 8/15/2004 Medicaid Memo, Billing Information Update for Submitting Paper UB-92 Medicare Crossover Part A and B Claims, issued August 15, 2004, 12VAC30-20, no charge for memo copy.

Special 8/6/2004 Medicaid Memo, Rate Increase for Specific Home and Community-Based Waiver Services, issued August 6, 2004, 12VAC30-120, no charge for memo copy.

Special 8/16/2004 Medicaid Memo, Rate Increase for Obstetrical and Gynecological Services, issued August 16, 2004, 12VAC30-80, no charge for memo copy.

Special 8/20/2004 Medicaid Memo, Use of Electronic Signatures, issued August 20, 2004, 12VAC30-10, no charge for memo copy.

Special 8/30/2004 Letter, Change in Medicaid AP DRG Grouper Software - Effective October 1, 2004, issued August 30, 2004, 12VAC30-70, no charge for letter copy.

Special 8/31/2004 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued August 31, 2004, 12VAC30-50, no charge for memo copy.

Special 9/1/2004 Medicaid Memo, Threshold/Polypharmacy Program, issued September 1, 2004, 12VAC30-50, no charge for memo copy.

Special 9/3/2004 Medicaid Memo, Changes to the Review Process for Residential Treatment Services, issued September 3, 2004, 12VAC30-50, no charge for memo copy.

Special 10/1/2004 Medicaid Memo, Implementation of the New Provider Remittances for Professionals and Facilities, issued October 1, 2004, 12VAC30-70 and 12VAC30-90, no charge for memo copy.

Special 10/15/2004 Medicaid Memo, Maximum Allowable Cost (MAC) Program for Virginia Medicaid and Notification of COX-II Drug Class Changes to Preferred Drug List (PDL), issued October 15, 2004, 12VAC30-80, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Changes to the Review Process for Treatment Foster Care-Case Management Services - Effective December 15, 2004, issued November 5, 2004, 12VAC30-50, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Waiver Billing and Maintenance Issues, issued November 5, 2004, 12VAC30-120, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Clarification of Family Planning Waiver - Covered Services and Billing Procedures, issued November 5, 2004, 12VAC30-135, no charge for memo copy.

Special 12/1/2004 Medicaid Memo, Annual Review of Phase I of the Virginia Medicaid Preferred Drug List Program and PDL Quicklist, issued December 1, 2004, 12VAC30-50, no charge for memo copy.

Special 12/1/2004 Medicaid Memo, Medicaid Eligibility for Infants Born to Non-Medicaid-Eligible Alien Women Whose Deliveries Were Covered by Medicaid as an Emergency Medical Service, issued December 1, 2004, 12VAC30-50, no charge for memo copy.

Special 12/3/2004 Medicaid Memo, Long-Acting Narcotics Step Therapy & the Preferred Drug List, issued December 3, 2004, 12VAC30-50, no charge for memo copy.

Special 12/13/2004 Medicaid Memo, Enrollment of Licensed Marriage and Family Therapists, issued December 13, 2004, 12VAC30-50, no charge for memo copy.

Special 1/5/2005 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued January 5, 2005, 12VAC30-50, no charge for memo copy.

Special 1/10/2005 Medicaid Memo, Services Requiring Claims Submission Through the VaMMIS - Effective February 1, 2005, issued January 10, 2005, 12VAC30-50, no charge for memo copy.

Special 3/28/2005 Medicaid Memo, New Billing Requirements for Non-emergency, Outpatient MRI/CAT/PET Scans - Effective May 1, 2005, issued March 28, 2005, 12VAC30-50, no charge for memo copy.

Special 3/28/2005 Medicaid Memo, Patient Pay Recorded on Paper Claim Submissions for Waiver Services - Effective May 1, 2005, issued March 28, 2005, 12VAC30-50, no charge for memo copy.

Special 5/19/2005 Medicaid Memo, Change in Reimbursement Policy for School-Based Health Screenings of Children Enrolled in Medicaid Managed Care Organizations - Effective July 1, 2005, issued May 19, 2005, 12VAC30-50, no charge for memo copy.

Special 6/3/2005 Medicaid Memo, Termination of Erectile Dysfunction (ED) Drug Coverage for Individuals Convicted of a Sex Offense - Effective As Of May 27, 2005, issued June 3, 2005, 12VAC30-50, no charge for memo copy.

Special 6/10/2005 Medicaid Memo, Annual Review of Phases II and III of the Virginia Medicaid Preferred Drug List (PDL) Program, Review of New Drugs, Dispensing Fee for Generic Drugs, and PDL Quicklist - Effective July 1, 2005, issued June 10, 2005, 12VAC30-50, no charge for memo copy.

Special 6/10/2005 Medicaid Memo, Smiles For Children, Virginia's Dental Program for Medicaid, FAMIS, and FAMIS Plus Children - Effective July 1, 2005, issued June 10, 2005, 12VAC30-50, no charge for memo copy.

Special 6/14/2005 Medicaid Memo, Dental Program Coverage of Medical/Surgical Procedures for Medicaid, FAMIS, and FAMIS Plus Children - Effective July 1, 2005, issued June 14, 2005, 12VAC30-50, no charge for memo copy.

Special 6/14/2005 Medicaid Memo, Coverage of Orthodontics Billing Procedures for Medicaid, FAMIS, and FAMIS Plus Children - Effective July 1, 2005, issued June 14, 2005, 12VAC30-50, no charge for memo copy.

Special 6/28/2005 Medicaid Memo, Preferred Drug List (PDL) Changes Affecting Nursing Home Providers - Effective August 1, 2005, issued June 28, 2005, 12VAC30-50, no charge for memo copy.

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## Guidance Documents

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Special 6/28/2005 Medicaid Memo, Billing Changes to Date of Discharge for Hospice Services - Effective July 1, 2005, issued June 28, 2005, 12VAC30-50, no charge for memo copy.

Special 7/8/2005 Medicaid Memo, Coverage Changes to the FAMIS Program (FAMIS MOMS & FAMIS Select) - Effective August 1, 2005, issued July 8, 2005, 12VAC30-50, no charge for memo copy.

Special 7/14/2005 Medicaid Memo, Reimbursement for Dental Services under Smiles For Children - Effective July 1, 2005, issued July 14, 2005, 12VAC30-50, no charge for memo copy.

Special 8/1/2005 Medicaid Memo, Rate Increases & New Patient Pay Payroll Procedure for Consumer-Directed Services - Effective July 1, 2005, issued August 1, 2005, 12VAC30-50, no charge for memo copy.

Special 8/1/2005 Medicaid Memo, Correction to the Billing Instructions for the UB-92 Claim Form, issued August 1, 2005, 12VAC30-50, no charge for memo copy.

Special 8/9/2005 Medicaid Memo, Expansion of Managed Care Organization (MCO) Program in Northern Virginia, issued August 9, 2005, 12VAC30-50, no charge for memo copy.

Special 8/19/2005 Medicaid Memo, FAMIS MOMS Enrollees - How to Apply for Newborn Coverage, issued August 19, 2005, 12VAC30-50, no charge for memo copy.

Special 9/6/2005 Medicaid Memo, Changes to Orthotic Services Pre-authorization (PA) Process - Effective October 1, 2005, issued September 6, 2005, 12VAC30-50, no charge for memo copy.

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all providers and managed care organizations, issued September 8, 2005, 12VAC30-50, no charge for memo copy.

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all pharmacy providers, issued September 8, 2005, 12VAC30-50, no charge for memo copy.

Special 9/16/2005 Medicaid Memo, Clarification of BabyCare Claims Process & FAMIS MOMS Eligibility for BabyCare Services, issued September 16, 2005, 12VAC30-50, no charge for memo copy.

Special 11/7/2005 Medicaid Memo, Medicaid Reimbursement Rate Changes for Culpeper and King George Counties - Effective January 1, 2006, issued November 7, 2005, 12VAC30-50, no charge for memo copy.

Special 11/30/2005 Medicaid Memo, Managed Care Organization (MCO) Program Expands Into the Winchester

Region - Effective December 1, 2005, issued November 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/2/2005 Medicaid Memo, Implementation of ClaimCheck for all Physician and Laboratory Services - Effective January 9, 2006, issued December 2, 2005, 12VAC30-50, no charge for memo copy.

Special 12/5/2005 Medicaid Memo, Pending Cancellation of DMAS Disaster Relief Health Care Coverage for Victims of Hurricane Katrina, issued December 5, 2005, 12VAC30-50, no charge for memo copy.

Special 12/5/2005 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and PDL Quicklist & Medicare Part D Implementation - Effective January 1, 2005, issued December 5, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Monitoring Kidney Functions & the Classification Stages of Chronic Kidney Disease (CKD), issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Managed Care Organization (MCO) Merger Between Anthem HealthKeepers Plus & UniCare Health Plan of Virginia - Effective January 1, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Termination of Erectile Dysfunction Drug Coverage for Medicaid Enrollees - Effective January 1, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Virginia Medicaid Healthy Returns<sup>SM</sup> Disease Management Program Expands - Effective January 13, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/27/2005 Medicaid Memo, New Federal Requirements Regarding the Compliance with Seclusion and Restraint Regulations - Effective Immediately, issued December 27, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Upcoming Changes to the Processing of Medicare "Crossover" Claims, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

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Special 1/30/2006 Medicaid Memo, New Virginia Medicaid Interim Reimbursement for Medicare Part D Drugs for Dual Eligibles - Effective January 31, 2006, issued January 30, 2006, 12VAC30-50, no charge for memo copy.

Special 2/1/2006 Medicaid Memo, Changes to Virginia Medicaid Billing Instructions for HIPAA Compliance - Utilization of Interim Bill Types, issued February 1, 2006, 12VAC30-50, no charge for memo copy.

Special 2/27/2006 Medicaid Memo, Implementation of the National Provider Identification Number: Atypical Anticipated Initial Implementation Date: January 1, 2007, issued February 27, 2006, 12VAC30-50, no charge for memo copy.

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Special 3/1/2006 Medicaid Memo, Discontinuation of Virginia Medicaid Interim Reimbursement for Medicare Part D Drugs for Dual Eligibles - March 8, 2006, issued March 1, 2006, 12VAC30-50, no charge for memo copy.

Special 3/20/2006 Medicaid Memo, Notification of Contract Award and New Prior Authorization and Utilization Review Process - Spring 2006, issued March 20, 2006, 12VAC30-50, no charge for memo copy.

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Special 3/31/2006 Medicaid Memo, Rate Increase for Personal Care and Related Services and Adult Day Health Care - May 1, 2006, issued March 31, 2006, 12VAC30-50, no charge for memo copy.

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Special 4/3/2006 Medicaid Memo, Contracting of Services to a Qualified Fiscal Agent for Consumer-Directed Fiscal Agent Services - Summer 2006, issued April 3, 2006, 12VAC30-50, no charge for memo copy.

Special 4/13/2006 Medicaid Memo, Updates and Changes in the Processing of Medicare "Crossover" Claims, issued April 13, 2006, 12VAC30-50, no charge for memo copy.

Special 4/26/2006 Medicaid Memo, Changes to the Preauthorization of Outpatient Psychiatric Services and Changes to the Mental Health Clinic Provider Manual, issued April 26, 2006, 12VAC30-50, no charge for memo copy.

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Special 5/3/2006 Medicaid Memo, Correction to March 31, 2006 Medicaid Memo Regarding Rate Increase for Personal Care and Related Services and Adult Day Health Care - May 1, 2006, issued May 3, 2006, 12VAC30-50, no charge for memo copy.

Special 5/5/2006 Medicaid Memo, Update to the Durable Medical Equipment and Supplies Provider Manual and New Prior Authorization Contractor Effective June 5, 2006, issued May 5, 2006, 12VAC30-50, no charge for memo copy.

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Special 5/22/2006 Medicaid Memo, Prior Authorization transition information - change in Hospital Service Transition Date to KePRO - June 12th; one-time change in PA number for certain types of requests; Clarification of Outpatient Psychiatric Service Limits, issued May 22, 2006, 12VAC30-50, no charge for memo copy.

Special 5/26/2006 Medicaid Memo, Changes to the Preauthorization of Inpatient Psychiatric Services and Changes to the Psychiatric Services Manual: Effective June 12, 2006, issued May 26, 2006, 12VAC30-50, no charge for memo copy.

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Special 6/1/2006 Medicaid Memo, Update to the Technology Assisted Waiver Services (TAWS) Provider Manual, issued June 1, 2006, 12VAC30-50, no charge for memo copy.

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Special 6/2/2006 Medicaid Memo, Changes to the Preauthorization of Treatment Foster Care Case Management and Changes to the Psychiatric Services Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the AIDS Waiver Case Management Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the EDCD Waiver Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

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Special 6/2/2006 Medicaid Memo, Update to the IFDDS Waiver Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/6/2006 Medicaid Memo, Update to the Community Mental Health Rehabilitative Services Provider Manual and Changes to the Prior Authorization Process for Extensions to Intensive In-Home Services (H2012), issued June 6, 2006, 12VAC30-50, no charge for memo copy.

Special 6/7/2006 Medicaid Memo, Program Updates for Virginia's Medicaid, FAMIS and FAMIS Plus Children Dental Program (Smiles For Children) - Spring 2006, issued June 7, 2006, 12VAC30-50, no charge for memo copy.

Special 6/9/2006 Medicaid Memo, Expansion of Medallion II & FAMIS Programs in Culpeper - Summer 2006, issued June 9, 2006, 12VAC30-50, no charge for memo copy.

Special 6/13/2006 Medicaid Memo, Update to the Physician Provider Manual, issued June 13, 2006, 12VAC30-50, no charge for memo copy.

Special 6/16/2006 Medicaid Memo, National Provider Identifier (NPI) Implementation Plans for the Virginia Medicaid Program: Health Care Providers, issued June 16, 2006, 12VAC30-50, no charge for memo copy.

Special 6/26/2006 Medicaid Memo, Update Regarding Behavioral Therapeutic Consultation Provider Qualifications, issued June 26, 2006, 12VAC30-50, no charge for memo copy.

Special 7/7/2006 Medicaid Memo, Expansion of Medallion II & FAMIS Programs in Danville - September 2006, issued July 7, 2006, 12VAC30-50, no charge for memo copy.

Special 7/13/2006 Medicaid Memo, Rate Increase for Private Duty Nursing and Services that are Unique to the MR and DD Waivers - July 1st 2006, issued July 13, 2006, 12VAC30-50, no charge for memo copy.

Special 7/14/2006 Medicaid Memo, BabyCare Covered Service Changes and Mileage Rate Increase, issued July 14, 2006, 12VAC30-50, no charge for memo copy.

Special 7/26/2006 Medicaid Memo, Request to Calculate and Report the Estimated Glomerular Filtration Rate (eGFR) Value for Medicaid Recipients, issued July 26, 2006, 12VAC30-50, no charge for memo copy.

Special 8/4/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

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Special 8/21/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management and Residential Treatment Services, issued August 21, 2006, 12VAC30-50, no charge for memo copy.

Special 8/30/2006 Medicaid Memo, Revision of the DMAS-30R 5/06 and DMAS-31R 5/06 (Title XVIII) Medicare Part B Deductible and Coinsurance Original and Adjustment/Void Invoice Forms, issued August 30, 2006, 12VAC30-50, no charge for memo copy.

Special 9/20/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute, Psych, and Rehab Care Services, issued September 20, 2006, 12VAC30-50, no charge for memo copy.

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Special 10/12/2006 Medicaid Memo, Clarification of Review of Psychiatric Records, issued October 12, 2006, 12VAC30-50, no charge for memo copy.

Special 10/12/2006 Medicaid Memo, Clarification of School Services, issued October 12, 2006, 12VAC30-50, no charge for memo copy.

Special 10/17/2006 Medicaid Memo, General Billing Instructions for the New CMS-1500 (08-05) Form - Effective October 1, 2006, issued October 17, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

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Special 12/7/2006 Medicaid Memo, Modifications to Virginia Medicaid Preferred Drug List (PDL), issued December 7, 2006, 12VAC30-50, no charge for memo copy.

Special 12/11/2006 Medicaid Memo, Family Planning Services Program: Clarification of Eligibility, Covered Services and Billing Requirements, issued December 11, 2006, 12VAC30-50, no charge for memo copy.

Special 12/14/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued December 14, 2006, 12VAC30-50, no charge for memo copy.

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Special 12/22/2006 Medicaid Memo, Rate Increase for Procedure Code S5102 (Adult Day Health Care) - Effective January 1, 2007, issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 12/22/2006 Medicaid Memo, Testing Electronic Transactions for the National Provider Identifier (NPI), issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management, Residential Treatment Services, and Intensive In-Home Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

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Special 1/19/2007 Medicaid Memo, New Web Site for the Automated Response System (ARS) and National Provider Identifier (NPI) Compliance for the ARS - Effective February 19, 2007, issued January 19, 2007, 12VAC30-50, no charge for memo copy.

Special 1/31/2007 Medicaid Memo, Changes to Treatment Foster Care Case Management Reimbursement - Effective March 1, 2007, issued January 31, 2007, 12VAC30-50, no charge for memo copy.

Special 1/31/2007 Medicaid Memo, Baby Care Mileage Rate Increase - Effective February 1, 2007, issued January 31, 2007, 12VAC30-50, no charge for memo copy.

Special 2/9/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Dual Use Period - March 26

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- May 22, 2007, issued February 9, 2007, 12VAC30-50, no charge for memo copy.

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Special 2/12/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Requirements for National Taxonomy Codes, issued February 12, 2007, 12VAC30-50, no charge for memo copy.

Special 2/14/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued February 14, 2007, 12VAC30-50, no charge for memo copy.

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Special 2/21/2007 Medicaid Memo, General Billing Instructions for the New CMS-1450 (UB-04) - Effective April 1, 2007, issued February 21, 2007, 12VAC30-50, no charge for memo copy.

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Special 3/19/2007 Medicaid Memo, NPI Update: DMAS Requirements for National Taxonomy Codes for Home Health, Private Duty, and Atypical Service Providers, issued March 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/19/2007 Medicaid Memo, Northern Virginia Rate Differential for MR, DD, and DS Waivers - Effective July 1, 2007, issued April 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/19/2007 Medicaid Memo, New Questionnaires Available to Facilitate Waiver Services Requests for Prior Authorization, issued April 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/23/2007 Medicaid Memo, Changes to the Prior Authorization Process for Psychiatric Residential Treatment, issued April 23, 2007, 12VAC30-50, no charge for memo copy.

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Special 5/8/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Dual Use Period Extended Beyond May 23, 2007 & Paper Claim Form Deadline (June 1,

2007), issued May 8, 2007, 12VAC30-50, no charge for memo copy.

Special 5/31/2007 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Enhanced Prospective Drug Utilization Review Programs, National Provider Identifier (NPI) Dual Use Extension, and Pharmacy Web-Based Prior Authorization Process, issued May 31, 2007, 12VAC30-50, no charge for memo copy.

Special 5/31/2007 Medicaid Memo, New National Drug Code (NDC) Billing Requirement for Drug-Related HCPCS J-Codes - Effective July 1, 2007, issued May 31, 2007, 12VAC30-50, no charge for memo copy.

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Special 6/26/2007 Medicaid Memo, Increase in the Personal Needs Allowance for Institutionalized Individuals Residing in Nursing Facilities and in Intermediate Care Facilities for the Mentally Retarded (ICF-MR) - Effective July 1, 2007, issued June 26, 2007, 12VAC30-50, no charge for memo copy.

Special 7/5/2007 Medicaid Memo, Expansion of Managed Care Services in Lynchburg - Effective October 1, 2007, issued July 5, 2007, 12VAC30-50, no charge for memo copy.

Special 7/13/2007 Medicaid Memo, New Rates and Processing of Emergency Room Physician Claims - Effective July 1, 2007, issued July 13, 2007, 12VAC30-50, no charge for memo copy.

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Special 8/1/2007 Medicaid Memo, Enrollment of Additional Specialties of Licensed Nurse Practitioners - Effective August 1, 2007, issued August 1, 2007, 12VAC30-50, no charge for memo copy.

Special 8/8/2007 Medicaid Memo, Integration of Acute and Long Term Care Services - Phase I, issued August 8, 2007, 12VAC30-50, no charge for memo copy.

Special 8/23/2007 Medicaid Memo, Early Periodic Screening Diagnosis and Treatment (EPSDT) Screening and Developmental Assessments, issued August 23, 2007, 12VAC30-50, no charge for memo copy.

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Special 8/30/2007 Medicaid Memo, Update to Second Edition of the Durable Medical Equipment and Supplies Provider Manual, issued August 30, 2007, 12VAC30-50, no charge for memo copy.

Special 9/5/2007 Medicaid Memo, Implementation of Tamper-Resistant Prescription Pad Requirements - Effective October 1, 2007, issued September 5, 2007, 12VAC30-50, no charge for memo copy.

Special 9/12/2007 Medicaid Memo, Virginia Medicaid Healthy Returns<sup>SM</sup> Disease Management Program Expanded to Include Chronic Obstructive Pulmonary Disease (COPD) Effective May 1, 2007, issued September 12, 2007, 12VAC30-50, no charge for memo copy.

Special 10/2/2007 Medicaid Memo, Discontinuation of Legacy Automated Response System (ARS) Access, issued October 2, 2007, 12VAC30-50, no charge for memo copy.

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Special 10/9/2007 Medicaid Memo, Prior Authorization Updates - Waivers - Effective Immediately, issued October 9, 2007, 12VAC30-50, no charge for memo copy.

Special 10/9/2007 Medicaid Memo, Changes to the Prior Authorization and Billing Process for Psychiatric Residential Treatment and Treatment Foster Care - Effective October 1, 2007, issued October 9, 2007, 12VAC30-50, no charge for memo copy.

Special 10/11/2007 Medicaid Memo, Medicaid Enrollment and Coverage of Certified Professional Midwives, issued October 11, 2007, 12VAC30-50, no charge for memo copy.

Special 10/19/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued October 19, 2007, 12VAC30-50, no charge for memo copy.

Special 10/19/2007 Medicaid Memo, Outpatient Substance Abuse Services that require Prior Authorization for Fee-for-Service Enrollees, issued October 19, 2007, 12VAC30-50, no charge for memo copy.

Special 12/4/2007 Medicaid Memo, Changes to Enhanced Prospective Drug Utilization Review Programs and Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program Effective January 1, 2008, issued December 4, 2007, 12VAC30-50, no charge for memo copy.

Special 12/11/2007 Medicaid Memo, Children's Mental Health Program - Effective December 1, 2007, issued December 11, 2007, 12VAC30-50, no charge for memo copy.

Special 12/20/2007 Medicaid Memo, Prior Authorization - Outpatient Substance Abuse Services that will Transition to KePRO for Fee-for-Service Enrollees - Effective January 1, 2008, issued December 20, 2007, 12VAC30-50, no charge for memo copy.

Special 12/26/2007 Medicaid Memo, Plan First - The Medicaid Fee-for-Service Family Planning Waiver Program - Eligible Population, Enrollment, Covered Services, Service Limits and Billing Requirements as well as Upcoming Training Dates - Effective January 1, 2008, issued December 26, 2007, 12VAC30-50, no charge for memo copy.

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Special 2/20/2008 Medicaid Memo, Physician Assistant Supervision Requirements, issued February 20, 2008, 12VAC30-50, no charge for memo copy.

Special 2/29/2008 Medicaid Memo, Update on Tamper-Resistant Prescription Pad Requirements Effective April 1, 2008 and National Provider Identifier (NPI) Compliance for Pharmacy Claims Processing Effective May 23, 2008, issued February 29, 2008, 12VAC30-50, no charge for memo copy.

Special 3/1/2008 Medicaid Memo, Billing for Emergency and Non-Emergency Transportation Services - Effective 04/01/2008, issued March 1, 2008, 12VAC30-50, no charge for memo copy.

Special 3/5/2008 Medicaid Memo, National Provider Identifier (NPI) Compliance Begins May 23, 2008, issued March 5, 2008, 12VAC30-50, no charge for memo copy.

Special 4/1/2008 Medicaid Memo, Using Your National Provider Identification/Atypical Provider Identification (NPI/API) through iEXCHANGE for Requests Submitted to KePRO - Effective 5/23/2008, issued April 1, 2008, 12VAC30-50, no charge for memo copy.

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Special 4/9/2008 Medicaid Memo, Summary of New Federal Targeted Case Management Final Regulations - Effective March 3, 2008, issued April 9, 2008, 12VAC30-50, no charge for memo copy.

Special 5/1/2008 Medicaid Memo, Changes to Prior Authorization Process Performed by KePRO for Outpatient Substance Abuse Services, issued May 1, 2008, 12VAC30-50, no charge for memo copy.

Special 5/23/2008 Medicaid Memo, Medicaid Coverage of Substance Abuse Services Screening Codes, issued May 23, 2008, 12VAC30-50, no charge for memo copy.

Special 5/28/2008 Medicaid Memo, Physician Rate Changes - Effective July 1, 2008, issued May 28, 2008, 12VAC30-50, no charge for memo copy.

Special 5/28/2008 Medicaid Memo, New Remittance Advice (RA) Format - June 21, 2008 & NPI Reminder - May 23, 2008, issued May 28, 2008, 12VAC30-50, no charge for memo copy.

Special 5/29/2008 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Effective July 1, 2008; Changes to the Enhanced Prospective Drug Utilization Review Program (Dose Optimization); and Implementation of the Specialty Maximum Allowable Cost Program, issued May 29, 2008, 12VAC30-50, no charge for memo copy.

Special 5/30/2008 Medicaid Memo, New Prior Authorization Process for Level A (Children's Group Home) and Level B (Therapeutic Group Home) Psychiatric Residential Treatment Facility Providers - Effective July 1, 2008, issued May 30, 2008, 12VAC30-50, no charge for memo copy.

Special 5/30/2008 Medicaid Memo, Changes to the Prior Authorization Process for Intensive In-Home Services - Effective July 1, 2008, issued May 30, 2008, 12VAC30-50, no charge for memo copy.

Special 6/11/2008 Medicaid Memo, Introduction of Money Follows the Person (MFP) - Effective Date July 1, 2008; New Services Added to Existing Waivers - Effective Date July 1, 2008, issued June 11, 2008, 12VAC30-50, no charge for memo copy.

Special 6/18/2008 Medicaid Memo, Rate Increases for Congregate Residential and Agency-Directed Individual Supported Employment Services - Effective July 1, 2008, issued June 18, 2008, 12VAC30-50, no charge for memo copy.

Special 6/20/2008 Medicaid Memo, Rate Corrections for Outpatient Substance Abuse Services - Effective July 1, 2008, issued June 20, 2008, 12VAC30-50, no charge for memo copy.

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Special 7/3/2008 Medicaid Memo, Reimbursement for New Ambulatory Surgery Center Procedure Codes, issued July 3, 2008, 12VAC30-50, no charge for memo copy.

Special 8/13/2008 Medicaid Memo, Physician Rate Changes Update - Effective July 1, 2008, issued August 13, 2008, 12VAC30-50, no charge for memo copy.

Special 8/15/2008 Medicaid Memo, Screening for Technology Assisted Waiver for Community Based Assessments, issued August 15, 2008, 12VAC30-50, no charge for memo copy.

Special 9/3/2008 Medicaid Memo, Phase II of Tamper-Resistant Prescription Pad (TRPP) Requirements - Effective October 1, 2008, issued September 3, 2008, 12VAC30-50, no charge for memo copy.

Special 9/17/2008 Medicaid Memo, Moratorium on Federal Case Management Regulations, issued September 17, 2008, 12VAC30-50, no charge for memo copy.

Special 10/6/2008 Medicaid Memo, Maternal and Infant Care Coordination (MICC) Prior Authorization Changes - Effective November 1, 2008, issued October 6, 2008, 12VAC30-50, no charge for memo copy.

Special 10/6/2008 Medicaid Memo, Requirement for Present on Admission (POA) Indicator for Inpatient Hospital Claims Submitted by Paper - November 1, 2008, issued October 6, 2008, 12VAC30-50, no charge for memo copy.

Special 10/15/2008 Medicaid Memo, Changes to the Prior Authorization Process for Psychiatric Residential Treatment - Level C, Children's Group Home–Level A, Therapeutic Group Home–Level B, and Treatment Foster Care Case Management Services, issued October 15, 2008, 12VAC30-50, no charge for memo copy.

Special 10/20/2008 Medicaid Memo, Changes to the Billing Process for Multiple Outpatient CAT, MRI, PET Scans Performed on the Same Day and the Associated Prior Authorization - Effective October 27, 2008, issued October 20, 2008, 12VAC30-50, no charge for memo copy.

Special 11/12/2008 Medicaid Memo, Update to the Changes to the Prior Authorization Process for Psychiatric Residential Treatment–Level C, Children's Group Home–Level A, Therapeutic Group Home–Level B and Treatment Foster Care Case Management Services, issued November 12, 2008, 12VAC30-50, no charge for memo copy.

Special 11/25/2008 Medicaid Memo, Removal of Requirement for Secondary Screenings for Waiver Recipients

- Effective January 1, 2009, issued November 25, 2008, 12VAC30-50, no charge for memo copy.

Special 12/1/2008 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective January 1, 2009; the US Food and Drug Administrations (FDA) Requirement to Phase-Out Chlorofluorocarbon-Containing (CFC) Propelled Albuterol Inhalers from the Market; and, Changes to the Enhanced Prospective Drug Utilization Review Program (Dose Optimization), issued December 1, 2008, 12VAC30-50, no charge for memo copy.

Special 12/5/2008 Medicaid Memo, Implementation of Correct Coding Initiative (CCI) and Revision of ClaimCheck Edits - Effective January 1, 2009, issued December 5, 2008, 12VAC30-50, no charge for memo copy.

Special 2/10/2009 Medicaid Memo, Recommended Developmental Screening Tools for Well-child and Early Periodic Screening Diagnosis and Treatment (EPSDT) Visits, issued February 10, 2009, 12VAC30-50, no charge for memo copy.

Special 2/10/2009 Medicaid Memo, Notice of Changes to the Process for Obtaining Patient Pay Information for Medicaid Enrollees - Effective March 1, 2009, issued February 10, 2009, 12VAC30-40, no charge for memo copy.

Special 2/13/2009 Medicaid Memo, Changes to Certified Registered Nurse Anesthetist (CRNA) Supervision Requirements, issued February 13, 2009, 12VAC30-50, no charge for memo copy.

Special 2/17/2009 Medicaid Memo, Direct Enrollment of Licensed School Psychologists, issued February 17, 2009, 12VAC30-50, no charge for memo copy.

Special 3/4/2009 Medicaid Memo, Patient Pay Information for Medicaid Enrollees - Effective March 1, 2009, issued March 4, 2009, 12VAC30-40, no charge for memo copy.

Special 4/7/2009 Medicaid Memo, Excluded Individuals/Entities from State/Federal Health Care Programs, issued April 7, 2009, 12VAC30-70, 12VAC30-80 and 12VAC30-90, no charge for memo copy.

Special 4/23/2009 Medicaid Memo, Suspension of the SLH Program - Effective May 1, 2009, issued April 23, 2009, 12VAC30-100, no charge for memo copy.

Special 4/30/2009 Medicaid Memo, Delayed Remittance Scheduled for June 26, 2009, issued April 30, 2009, 12VAC30-70, 12VAC30-80 and 12VAC30-90, no charge for memo copy.

Special 5/20/2009 Medicaid Memo, Revision of the Present on Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued May 20, 2009, 12VAC30-70, no charge for memo copy.

Special 5/27/2009 Medicaid Memo, Update on Outpatient Reimbursement Rates and Billing for Rehabilitation Agencies and CORFs - Effective July 1, 2009, issued May 27, 2009, 12VAC30-80, no charge for memo copy.

Special 6/1/2009 Medicaid Memo, Rate Changes for Certain Contraceptive Supplies - Effective May 1, 2009, issued June 1, 2009, 12VAC30-80, no charge for memo copy.

Special 6/1/2009 Medicaid Memo, Discontinuation of Environmental Modification Service and Assistive Technology Service in the Elderly or Disabled with Consumer-Direction Waiver and the HIV/AIDS Waiver - Effective July 1, 2009, issued June 1, 2009, 12VAC30-120, no charge for memo copy.

Special 6/2/2009 Medicaid Memo, Modifications to the Virginia Medicaid PDL Program - Effective July 1, 2009, issued June 2, 2009, 12VAC30-80, no charge for memo copy.

Special 6/2/2009 Medicaid Memo, Reduction of the Dispensing Fee for Brand and Generic Name Drug Products and Modifications to the Virginia Medicaid PDL Program - Effective July 1, 2009, issued June 2, 2009, 12VAC30-80, no charge for memo copy.

Special 6/8/2009 Medicaid Memo, Rate Changes for Congregate Residential and Personal Care Services - Effective July 1, 2009, issued June 8, 2009, 12VAC30-80, no charge for memo copy.

Special 6/9/2009 Medicaid Memo, Rate Changes for Home Health Providers - Effective July 1, 2009, issued June 9, 2009, 12VAC30-80, no charge for memo copy.

Special 6/23/2009 Medicaid Memo, Notice of Assessments and Prior Authorization Requirements for Therapeutic Day Treatment for Children and Adolescents, Intensive Community Treatment, Psychosocial Rehabilitation, Mental Health Supports, Mental Health Case Management, Day Treatment/Partial Hospitalization - Effective August 1, 2009; Notice of Service Limit Edits for Claims Processing - Effective August 1, 2009; Notice of New Mental Health Auditing Contractor - Effective July 1, 2009, issued June 23, 2009, 12VAC30-50, no charge for memo copy.

Special 6/30/2009 Medicaid Memo, Revision of the Present on Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued June 30, 2009, 12VAC30-70, no charge for memo copy.

Special 7/14/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO--Electronic Submission of PA Requests through iEXCHANGE, issued July 14, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO--Electronic Submission of

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PA Requests through iEXCHANGE, issued September 4, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Specific Guidance for Hospital Outpatient Clinics Billing on UB-04-CMS-1450 Claim Form for the Plan First Family Planning Services Program - Effective October 1, 2009, issued September 4, 2009, 12VAC30-141, no charge for memo copy.

Special 9/9/2009 Medicaid Memo, Early Intervention Services, issued September 9, 2009, 12VAC30-141, no charge for memo copy.

Special 9/23/2009 Medicaid Memo, Virginia Premier Health Plan Exits From Six (6) Localities - Effective October 1, 2009, issued September 23, 2009, 12VAC30-120, no charge for memo copy.

Special 9/30/2009 Medicaid Memo, Expansion of DMAS Telemedicine Coverage - Effective November 1, 2009, issued September 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/2/2009 Medicaid Memo, Medicaid Transportation Billing: Changing to a 2 Code System - Effective November 1, 2009, issued October 2, 2009, 12VAC30-50, no charge for memo copy.

Special 10/6/2009 Medicaid Memo, Termination of Virginia Medicaid Healthy Returns<sup>SM</sup> Disease Management Program - Effective October 8, 2009, issued October 6, 2009, 12VAC30-50, no charge for memo copy.

Special 10/8/2009 Medicaid Memo, Notice of Changes to the Prior Authorization Process for Intensive In-Home Program - Effective December 1, 2009; Notice of Service Limit Edits for Claims Processing - Effective December 1, 2009; Notice of Additional Program Eligibility Data Required for Assessment – Effective December 1, 2009; Notice of New Mental Health Auditing Contractor, issued October 8, 2009, 12VAC30-50 and 12VAC30-40, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, Reimbursement Procedure for Medical Screening and Assessment During Emergency Custody in Absence of Emergency Custody Order (ECO), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 11/20/2009 Medicaid Memo, AMERIGROUP Community Care's Expansion into Three Localities (Madison, Orange, and Rappahannock Counties) - Effective December 1, 2009, issued November 20, 2009, 12VAC30-120, no charge for memo copy.

Special 12/2/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Hospital Acquired Conditions - Effective January 2, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/2/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Never Events -

Effective January 1, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/3/2009 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Addition to the Enhanced Prospective Drug Utilization Review Program (Maximum Quantity limits) - Effective January 1, 2010, issued December 3, 2009, 12VAC30-60, no charge for memo copy.

Special 12/17/2009 Medicaid Memo, Prior Authorization Request Process Through KePRO - Electronic Submission of PA Requests through iEXCHANGE<sup>TM</sup>, issued December 17, 2009, 12VAC30-80, no charge for memo copy.

Special 12/28/2009 Medicaid Memo, Rate Change for Clinical Laboratory Services, issued December 28, 2009, 12VAC30-80, no charge for memo copy.

Special 12/28/2009 Medicaid Memo, Rate Change for Intensive In-Home, Community-Based Residential Services (Level A), and Therapeutic Behavioral Services (Level B) for Children and Adolescents, issued December 28, 2009, 12VAC30-80, no charge for memo copy.

Special 1/5/2010 Medicaid Memo, Transition of Virginia Medicaid Fiscal Agent and Provider Enrollment Services to ACS State Healthcare (ACS), issued January 5, 2010, no charge for memo copy.

Special 1/13/2010 Medicaid Memo, Rate Change for Intensive In-Home Assessment - Effective February 1, 2010, issued January 13, 2010, 12VAC30-80, no charge for memo copy.

Special 2/26/2010 Medicaid Memo, Clarification on 17 Alpha Hydroxyprogesterone Caproate (17P) Coverage - Effective Immediately, issued February 26, 2010, 12VAC30-50, no charge for memo copy.

Special 3/4/2010 Medicaid Memo, Enhanced Ambulatory Patient Group (EAPG) for Ambulatory Surgery Centers, issued March 4, 2010, 12VAC30-80, no charge for memo copy.

Special 3/5/2010 Medicaid Memo, Update to the Community Mental Health Rehabilitative Services (CMHRS) Manual, issued March 5, 2010, 12VAC30-50, no charge for memo copy.

Special 3/5/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program & Changes to the Enhanced Prospective Drug Utilization Review Program (Maximum Quantity Limits and Dose Optimization), issued March 5, 2010, 12VAC30-50, no charge for memo copy.

Special 4/6/2010 Medicaid Memo, Elimination of Medicare Part B Point of Sale Drug Claims Submissions for Coinsurance and Deductibles for Dually Eligible Medicare

and Medicaid Recipients - Effective June 1, 2010, issued April 6, 2010, 12VAC30-50, no charge for memo copy.

Special 4/14/2010 Medicaid Memo, Clarification of Cost Sharing for Dually Eligible Medicaid/Medicare Recipients, issued April 14, 2010, 12VAC30-40, no charge for memo copy.

Special 5/10/2010 Medicaid Memo, New Codes Approved, Billing Guidance for Plan First Family Planning Services Program as well as the Essure Sterilization Procedure. Effective April 1, 2010, issued May 10, 2010, 12VAC30-80, no charge for memo copy.

Special 5/14/2010 Medicaid Memo, Delayed Remittance Scheduled for June 25, 2010, issued May 14, 2010, 12VAC30-70, 12VAC30-80 and 12VAC30-90, no charge for memo copy.

Special 5/26/2010 Medicaid Memo, No Inflation Adjustment for Outpatient Rehabilitation Agencies - Effective July 1, 2010, issued May 26, 2010, 12VAC30-80, no charge for memo copy.

Special 5/26/2010 Medicaid Memo, Transition of Virginia Medicaid Fiscal Agent and Provider Enrollment Services to ACS State Healthcare (ACS) - UPDATED, issued May 26, 2010, no charge for memo copy.

Special 5/27/2010 Medicaid Memo, No Inflation Adjustment for Home Health Providers - Effective July 1, 2010, issued May 27, 2010, 12VAC30-80, no charge for memo copy.

Special 5/27/2010 Medicaid Memo, Rate Changes for Home and Community Based Care Waiver Services and Mental Health Therapeutic Day Treatment, issued May 27, 2010, 12VAC30-80, no charge for memo copy.

Special 6/9/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective July 1, 2010, issued June 9, 2010, 12VAC30-50, no charge for memo copy.

Special 6/9/2010 Medicaid Memo, Changes to Community Mental Health Rehabilitative Services - July 1, 2010 and September 1, 2010, issued June 9, 2010, 12VAC30-50, no charge for memo copy.

Special 6/29/2010 Medicaid Memo, Notice of Service Authorization Requirements for Outpatient Rehabilitation Services Provided by Physicians and Professionals - Effective August 1, 2010, issued June 29, 2010, 12VAC30-50, no charge for memo copy.

Special 7/9/2010 Medicaid Memo, Rate Changes for EPSDT Personal Care and Nursing Services, issued July 9, 2010, 12VAC30-80, no charge for memo copy.

Special 7/14/2010 Medicaid Memo, MEDALLION Option for Warren County, issued July 14, 2010, 12VAC30-120, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Day Support Services Billing Changes - September 1, issued July 23, 2010, 12VAC30-80, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Billing Guidance for DMAS Fee-For-Service Coverage of Physician/Practitioner Administered Contraception and Rate Changes for Mirena IUD - Effective March 1, 2010, issued July 23, 2010, 12VAC30-80, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Changes to Children Community Mental Health Rehabilitative Services - Children's Services, July 1, 2010, September 1, 2010, issued July 23, 2010, 12VAC30-50, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Changes to Community Mental Health Rehabilitative Services - Adult Oriented Services, July 1, 2010, September 1, 2010, issued July 23, 2010, 12VAC30-50, no charge for memo copy.

Special 8/17/2010 Medicaid Memo, CareNet/Southern Health Services, Inc. MCO Plan Exits From Eleven (11) Localities - Effective September 1, 2010, issued August 17, 2010, 12VAC30-120, no charge for memo copy.

Special 8/18/2010 Medicaid Memo, Revisions to Newborn Eligibility Notification Form (DMAS-213 and DMAS-213 MCO) for Hospitals and Managed Care Organizations, issued August 18, 2010, 12VAC30-40, no charge for memo copy.

Special 9/2/2010 Medicaid Memo, Rate Changes Effective October 1, 2010 as a Result of Additional Medicaid Funding and Other Program Changes, issued September 2, 2010, 12VAC30-70, 12VAC30-80, 12VAC30-90, no charge for memo copy.

Special 9/9/2010 Medicaid Memo, Licensing Requirements for Personal Care and Respite Care Agencies Not Otherwise Licensed by DBHDS or VDSS - This memo replaces the Changes to the Licensing Requirements for Hospice, Personal Care, and Respite Care Providers Memo, dated August 4, 2010, issued September 9, 2010, 12VAC30-60, no charge for memo copy.

Special 9/15/2010 Medicaid Memo, Service Authorization Request Process Through KePRO - Electronic Submission of SA Requests through iEXCHANGE™, issued September 15, 2010, 12VAC30-50, no charge for memo copy.

Special 10/1/2010 Medicaid Memo, Changes to Required Documentation Submitted to KePRO for IFDDS Waiver Services - Effective November 1, 2010, issued October 1, 2010, 12VAC30-120, no charge for memo copy.

Special 10/25/2010 Medicaid Memo, Changes to the Process for Obtaining Service Authorization for Services Available Under the Children's Mental Health Program - Effective November 1, 2010, issued October 25, 2010, 12VAC30-50, no charge for memo copy.

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Special 11/24/2010 Medicaid Memo, Coverage of Tobacco Cessation Counseling for Pregnant Women - Effective October 1, 2010, issued November 24, 2010, 12VAC30-50, no charge for memo copy.

Special 12/8/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective January 1, 2011, issued December 8, 2010, 12VAC30-50, no charge for memo copy.

Special 3/21/2011 Medicaid Memo, Medicaid Coverage of Makena (17 Alpha Hydroxyprogesterone Carproate) - Effective March 14, 2011, issued March 21, 2011, 12VAC30-50, no charge for memo copy.

Special 4/6/2011 Medicaid Memo, Outpatient Hospital Coding of Procedure Codes and Modifiers, issued April 6, 2011, 12VAC30-50, no charge for memo copy.

Special 4/14/2011 Medicaid Memo, Clarification on Medicaid Coverage of Progesterone Supplementation, issued April 14, 2011, 12VAC30-50, no charge for memo copy.

Special 5/11/2011 Medicaid Memo, 2011 General Assembly of Virginia Appropriation Act - 300H-Electronic Participation with Virginia Medicaid, issued May 11, 2011, 12VAC30-50, no charge for memo copy.

Special 5/31/2011 Medicaid Memo, Rate Changes for Community-Based Residential Services (Level A) and Therapeutic Behavioral Services (Level B) for Children and Adolescents, issued May 31, 2011, 12VAC30-50, no charge for memo copy.

Special 5/31/2011 Medicaid Memo, Rate Changes for Home and Community Based Care Services and Mental Health Therapeutic Day Treatment, issued May 31, 2011, 12VAC30-50, no charge for memo copy.

Special 6/1/2011 Medicaid Memo, Changes to the estimated acquisition cost (EAC) for single source, innovator drugs, elimination of the unit dose add-on fee, clarification of pharmacy coverage for active pharmaceutical ingredients (APIs), modifications to the Virginia Medicaid Preferred Drug List (PDL), new service authorization (SA) requirement for Synagis®, placement of Synagis® in the DMAS specialty maximum allowable cost (SMAC) program, and notification to pharmacies about the coverage of smoking cessation counseling for pregnant women, issued June 1, 2011, 12VAC30-50, no charge for memo copy.

Special 6/1/2011 Medicaid Memo, Notice of Changes to Service Limits for Respite Care Services - Effective July 1, 2011, issued June 1, 2011, 12VAC30-50, no charge for memo copy.

Special 6/6/2011 Medicaid Memo, Clarification of Inpatient Hospital Admissions vs. Observations, issued June 6, 2011, 12VAC30-50, no charge for memo copy.

Special 6/16/2011 Medicaid Memo, New Service Authorization Requirement for an Independent Clinical Assessment for Medicaid and FAMIS Children's Community Mental Health Rehabilitative Services, issued June 16, 2011, 12VAC30-50, no charge for memo copy.

Special 8/22/2011 Medicaid Memo, Revision in Medicaid and FAMIS Physician Rates - Effective July 1, 2011, issued August 22, 2011, 12VAC30-50, no charge for memo copy.

Special 9/6/2011 Medicaid Memo, Intellectual Disability On-line System - Effective Immediately, issued September 6, 2011, 12VAC30-50, no charge for memo copy.

Special 9/12/2011 Medicaid Memo, Early Intervention (EI) Targeted Case Management Program - Effective October 1, 2011, issued September 12, 2011, 12VAC30-50, no charge for memo copy.

Special 9/14/2011 Medicaid Memo, Coverage of Medicaid Fee-for-Service Compound Drugs - Effective October 1, 2011, issued September 14, 2011, 12VAC30-50, no charge for memo copy.

Special 9/16/2011 Medicaid Memo, Money Follows the Person (MFP) Program: Program Extension Through 2016 and Eligibility Changes - Effective June 1, 2011, issued September 16, 2011, 12VAC30-50, no charge for memo copy.

Special 9/19/2011 Medicaid Memo, Changes to Plan First, Virginia's Family Planning Services Program - Effective October 1, 2011, issued September 19, 2011, 12VAC30-50, no charge for memo copy.

Special 9/23/2011 Medicaid Memo, Request for Proposals for Coordination of Community Mental Health Rehabilitative Services, issued September 23, 2011, 12VAC30-50, no charge for memo copy.

Special 9/28/2011 Medicaid Memo, Notice of Implementation of Personal Care Cap - Revised Exception Criteria, issued September 28, 2011, 12VAC30-50, no charge for memo copy.

Special 10/3/2011 Medicaid Memo, Notification of the Implementation of KePRO's New Provider Portal System & Web-Ex Sessions - Effective Monday, October 31, 2011, issued October 3, 2011, 12VAC30-50, no charge for memo copy.

Special 10/3/2011 Medicaid Memo, Update on the Independent Clinical Assessment (ICA) Process for Medicaid Children's Behavioral Health Services, issued October 3, 2011, 12VAC30-50, no charge for memo copy.

Special 10/21/2011 Medicaid Memo, Transition of City of Richmond DSS Foster Care Children to Managed Care - Effective December 1, 2011, issued October 21, 2011, 12VAC30-50, no charge for memo copy.

Special 10/21/2011 Medicaid Memo, Entry of Managed Care Organizations (MCOs) for the Medicaid/FAMIS Programs in the Roanoke and Alleghany Regions, issued October 21, 2011, 12VAC30-50, no charge for memo copy.

Special 10/27/2011 Medicaid Memo, Changes in Pharmacy Billing for Influenza Vaccine - Effective October 17, 2011, issued October 27, 2011, 12VAC30-50, no charge for memo copy.

Special 11/9/2011 Medicaid Memo, Service Authorization (SA) Requirement for the Use of Atypical Antipsychotics in Children Under the Age of 6, issued November 9, 2011, 12VAC30-50, no charge for memo copy.

Special 11/23/2011 Medicaid Memo, Intellectual Disability On-line System (IDOLS): Service Authorization, issued November 23, 2011, 12VAC30-50, no charge for memo copy.

Special 12/8/2011 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective January 1, 2012, issued December 8, 2011, 12VAC30-50, no charge for memo copy.

Special 3/9/2012 Medicaid Memo, Services Currently Reviewed by DMAS Medical Support Unit Moving to KePRO for Review and New Procedure Codes Requiring Service Authorization - Effective April 1, 2012, issued March 9, 2012, 12VAC30-50, no charge for memo copy.

Special 4/4/2012 Medicaid Memo, Entry of Managed Care Organizations (MCOs) for the Medicaid/FAMIS Programs in Far Southwest Virginia - July 1, 2012, issued April 4, 2012, 12VAC30-50, no charge for memo copy.

Special 5/1/2012 Medicaid Memo, Changes to Virginia Medicaid Billing Instructions for UB Claims for Inpatient Residential Treatment and Intermediate Care Facilities - June 1, 2012, issued May 1, 2012, 12VAC30-50, no charge for memo copy.

Special 6/8/2012 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and New Drug Utilization Review (DUR) Board Approved Service Authorization (SA) Requirements - Effective July 1, 2012, issued June 8, 2012, 12VAC30-50, no charge for memo copy.

Special 6/11/2012 Medicaid Memo, Provider Aide Record (DMAS-90) Revision, issued June 11, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, Fee-For-Service Ambulance Service and Mileage Rate Adjustment - Effective July 1, 2012, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, Reimbursement Rate Change for Targeted Case Management Services in the Early

Intervention Program - Effective July 1, 2012, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, SFY 2013 Rate Change for EPSDT and Home and Community Based Care Waiver Services - Effective July 1, 2012, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, No Inflation Adjustment for Outpatient Rehabilitation Agencies - Effective July 1, 2012 through June 30, 2014, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, No Inflation Adjustment for Home Health Providers - Effective July 1, 2012, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/13/2012 Medicaid Memo, Updates to the Medicaid Reimbursement Process for Hospital Acquired Conditions (HACs) - Effective July 1, 2012, issued June 13, 2012, 12VAC30-50, no charge for memo copy.

Special 6/18/2012 Medicaid Memo, HIV/AIDS Waiver Expiration - Effective June 30, 2012, issued June 18, 2012, 12VAC30-50, no charge for memo copy.

Special 6/27/2012 Medicaid Memo, Update on the Virginia Independent Clinical Assessment Program, issued June 27, 2012, 12VAC30-50, no charge for memo copy.

Special 7/18/2012 Medicaid Memo, Termination of the MEDALLION PCCM Program - Effective April 30, 2012, issued July 18, 2012, 12VAC30-50, no charge for memo copy.

Special 7/23/2012 Medicaid Memo, Entry of Anthem HealthKeepers Plus, a Virginia Managed Care Organization (MCO), for the Medicaid/FAMIS Programs in Culpeper - September 1, 2012, issued July 23, 2012, 12VAC30-50, no charge for memo copy.

Special 8/29/2012 Medicaid Memo, Enrollment Change for the Children's Mental Health Program - Effective October 1, 2012, issued August 29, 2012, 12VAC30-50, no charge for memo copy.

Special 9/12/2012 Medicaid Memo, Entry of Anthem HealthKeepers Plus for Medicaid/FAMIS Programs into City of Lynchburg, and the Counties of Amherst, Campbell, and Appomattox - November 1, 2012, issued September 12, 2012, 12VAC30-50, no charge for memo copy.

Special 9/26/2012 Medicaid Memo, Contract Award for Service Authorization Administrator and Upcoming Changes for November 1, 2012, issued September 26, 2012, 12VAC30-50, no charge for memo copy.

Special 10/3/2012 Medicaid Memo, Development of Special Criteria for the Purposes of Pre-Admission Screening, issued October 3, 2012, 12VAC30-50, no charge for memo copy.

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Special 10/3/2012 Medicaid Memo, Notification of Long Term Care (LTC) Service Authorization Processing Moving to Keystone Peer Review Organization (KePRO) - Effective November 1, 2012, issued October 3, 2012, 12VAC30-50, no charge for memo copy.

Special 10/3/2012 Medicaid Memo, Notification of EPSDT Service Authorization Processing Moving to Keystone Peer Review Organization (KePRO) - Effective November 1, 2012, issued October 3, 2012, 12VAC30-50, no charge for memo copy.

Special 10/4/2012 Medicaid Memo, Updated Training for Direct Support Professionals and their Supervisors/Trainers - REVISED, issued October 4, 2012, 12VAC30-50, no charge for memo copy.

Special 11/26/2012 Medicaid Memo, Notification of Procedural Changes to Waiver Service Authorization End Dates and Changes to Duration of Service Authorizations - Effective January 1, 2013, issued November 26, 2012, 12VAC30-50, no charge for memo copy.

Special 11/26/2012 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, New Drug Utilization Review (DUR) Board approved Service Authorization (SA) Requirements, and Changes to the Coverage of Benzodiazepines and Barbiturates for Medicare/Medicaid Dual Eligibles - Effective January 1, 2013, issued November 26, 2012, 12VAC30-50, no charge for memo copy.

Special 11/30/2012 Medicaid Memo, Change to Reimbursement Methodology for Labor Epidurals (CPT 01967) - Effective January 1, 2013, issued November 30, 2012, 12VAC30-50, no charge for memo copy.

Special 12/21/2012 Medicaid Memo, Notification of Enhancements to the Reimbursement Process of Transition Services - Effective January 1, 2013, issued December 21, 2012, 12VAC30-50, no charge for memo copy.

Special 12/21/2012 Medicaid Memo, Changes to the 2013 American Medical Association's (AMA) Current Procedural Terminology (CPT) for Psychiatry Services - Effective January 1, 2013, issued December 21, 2012, 12VAC30-50, no charge for memo copy.

Special 12/28/2012 Medicaid Memo, Higher Payments for Medicaid Primary Care Services - Effective January 1, 2013 thru December 31, 2014, issued December 28, 2012, 12VAC30-50, no charge for memo copy.

Special 1/14/2013 Medicaid Memo, Medicare-Medicaid Alignment Demonstration, issued January 14, 2013, 12VAC30-50, no charge for memo copy.

Special 2/6/2013 Medicaid Memo, Notification of a Procedural Change for Out of State Providers Submitting Requests for Service Authorization Through KePRO -

Effective March 1, 2013, issued February 6, 2013, 12VAC30-50, no charge for memo copy.

Special 3/22/2013 Medicaid Memo, Higher Payments for Medicaid Primary Care Services - Effective January 1, 2013 thru December 31, 2014 - Second Memo, issued March 22, 2013, 12VAC30-50, no charge for memo copy.

Special 4/3/2013 Medicaid Memo, Transition of Children in Foster Care or Receiving Adoption Assistance to Managed Care - Effective July 1, 2013 for Central and Tidewater Managed Care Regions, issued April 3, 2013, 12VAC30-50, no charge for memo copy.

Special 4/19/2013 Medicaid Memo, Conversion of Specialized Care and Long Stay Hospital Service Types in the Keystone Peer Review Organization (KePRO) Web Portal from Inpatient to Outpatient and the Service Authorization Information Checklist, issued April 19, 2013, 12VAC30-50, no charge for memo copy.

Special 5/1/2013 Medicaid Memo, Implementation of the Medicaid National Correct Coding Initiative (NCCI), Procedure to Procedure (PTP), and Medically Unlikely Edits (MUE) - Effective June 3, 2013, issued May 1, 2013, 12VAC30-50, no charge for memo copy.

Special 5/29/2013 Medicaid Memo, SFY 2014 Rate and Service Unit Changes for Private Duty Nursing Services - Effective July 1, 2013, issued May 29, 2013, 12VAC30-50, no charge for memo copy.

Special 5/31/2013 Medicaid Memo, SFY 2014 Rate Changes for Adult Day Health Care - Effective July 1, 2013, issued May 31, 2013, 12VAC30-50, no charge for memo copy.

Special 6/7/2013 Medicaid Memo, Vaccine Administration Billing Changes, issued June 7, 2013, 12VAC30-50, no charge for memo copy.

Special 6/7/2013 Medicaid Memo, Virginia Medicaid Preferred Drug List (PDL) Program Changes, issued June 7, 2013, 12VAC30-50, no charge for memo copy.

Special 6/10/2013 Medicaid Memo, Billable Activities for Individual Supported Employment - July 1, 2013, issued June 10, 2013, 12VAC30-50, no charge for memo copy.

Special 6/12/2013 Medicaid Memo, Changes in IFDDS Waiver Screening Locations - Effective July 1, 2013, issued June 12, 2013, 12VAC30-50, no charge for memo copy.

Special 7/2/2013 Medicaid Memo, Notification of Behavioral Health Services Administrator Contract Award, issued July 2, 2013, 12VAC30-50, no charge for memo copy.

Special 7/31/2013 Medicaid Memo, Implementation of the CMS - Affordable Care Act Provider Enrollment and Screening Requirements, issued July 31, 2013, 12VAC30-50, no charge for memo copy.

Special 8/13/2013 Medicaid Memo, Respite Care Service Authorizations Extended to 8/31/13, issued August 13, 2013, 12VAC30-50, no charge for memo copy.

Special 8/23/2013 Medicaid Memo, Respite Care Service Authorizations Extended to 8/31/13 - Provider Questions, issued August 23, 2013, 12VAC30-50, no charge for memo copy.

Special 8/28/2013 Medicaid Memo, Clarification Regarding the Behavioral Health Services Administrator (BHSA) and Magellan Correspondence to Providers, issued August 28, 2013, 12VAC30-50, no charge for memo copy.

Special 9/20/2013 Medicaid Memo, EDCD Service Authorizations - Processing Backlog in September 2013, issued September 20, 2013, 12VAC30-50, no charge for memo copy.

Special 10/11/2013 Medicaid Memo, Transfer of the IFDDS Waiver Daily Operations to the Department of Behavioral Health and Development Services (DBHDS) - Effective November 12, 2013, issued October 11, 2013, 12VAC30-50, no charge for memo copy.

Special 10/25/2013 Medicaid Memo, Pre-Admission Screening Guidance, issued October 25, 2013, 12VAC30-50, no charge for memo copy.

Special 10/31/2013 Medicaid Memo, Update on Administrative Processes with the Implementation of the Behavioral Health Services Administrator (BHSA) - Magellan of Virginia - Effective Dec. 1, 2013 - REVISED, issued October 31, 2013, 12VAC30-50, no charge for memo copy.

Special 10/31/2013 Medicaid Memo, Changes to Community Mental Health Rehabilitative Services - Emergency Regulations Pertaining to Mental Health Support Services, Crisis Stabilization, and Crisis Intervention, issued October 31, 2013, 12VAC30-50, no charge for memo copy.

Special 11/6/2013 Medicaid Memo, Entry of MajestaCare for Medicaid/FAMIS Programs into the Following Localities: Albemarle, Augusta, Buckingham, Fluvanna, Greene, Louisa, Madison\*, Nelson, Orange\*, Rockingham, Charlottesville, Harrisonburg, Staunton, and Waynesboro - Effective January 1, 2014, issued November 6, 2013, 12VAC30-50, no charge for memo copy.

Special 11/8/2013 Medicaid Memo, Enhanced Ambulatory Patient Group (EAPG) for Outpatient Hospital Services, issued November 8, 2013, 12VAC30-50, no charge for memo copy.

Special 11/11/2013 Medicaid Memo, Update to the Durable Medical Equipment and Supplies Program - Effective 1/01/2014, issued November 11, 2013, 12VAC30-50, no charge for memo copy.

Special 11/26/2013 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, issued November 26, 2013, 12VAC30-50, no charge for memo copy.

Special 12/4/2013 Medicaid Memo, Update to the Incontinence Durable Medical Equipment and Supplies Program (2nd Memo) - Effective 1/01/2014, issued December 4, 2013, 12VAC30-50, no charge for memo copy.

Special 12/20/2013 Medicaid Memo, Implementation of Hospital Presumptive Eligibility and Online Deemed Newborn Enrollment - Effective January 1, 2014, issued December 20, 2013, 12VAC30-50, no charge for memo copy.

Special 1/3/2014 Medicaid Memo, Rate and Service Unit Changes for Skilled Nursing Services - Effective February 1, 2014, issued January 3, 2014, 12VAC30-50, no charge for memo copy.

Special 2/26/2014 Medicaid Memo, Procedure Change for the Pre-Admission Screening Process (PASRR) for Individuals Transferring from DBHDS State Facilities to Nursing Facilities - Effective March 1, 2014, issued February 26, 2014, 12VAC30-50, no charge for memo copy.

Special 3/4/2014 Medicaid Memo, Respite Care Service Authorizations - Changes Effective March 1, 2014, issued March 4, 2014, 12VAC30-50, no charge for memo copy.

Special 3/6/2014 Medicaid Memo, Medicare-Medicaid Financial Alignment Demonstration, issued March 6, 2014, 12VAC30-50, no charge for memo copy.

Special 3/7/2014 Medicaid Memo, Implementation of the CMS - Affordable Care Act Provider Enrollment and Screening Requirements, issued March 7, 2014, 12VAC30-50, no charge for memo copy.

Special 3/21/2014 Medicaid Memo, General Billing Instructions for the New CMS-1500 (02-12) Form - Effective April 1, 2014, issued March 21, 2014, 12VAC30-50, no charge for memo copy.

Special 3/24/2014 Medicaid Memo, Notification of a Procedural Change for Annual Level of Care Reviews (LOCERI) for Waiver and PACE Participants and Policy Manual Updates - Effective May 1, 2014, issued March 24, 2014, 12VAC30-50, no charge for memo copy.

Special 4/3/2014 Medicaid Memo, Molecular Pathology Codes No Longer Requiring a Service Authorization - Effective May 1, 2014, issued April 3, 2014, 12VAC30-50, no charge for memo copy.

Special 4/3/2014 Medicaid Memo, ID and DD Respite Service Authorizations - Effective April 1, 2014, issued April 3, 2014, 12VAC30-50, no charge for memo copy.



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## Guidance Documents

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Special 4/16/2014 Medicaid Memo, Update to Hospital Presumptive Eligibility - Effective April 28, 2014, issued April 16, 2014, 12VAC30-50, no charge for memo copy.

Special 4/21/2014 Medicaid Memo, Ending of Service Authorization Requirements for Vision Codes - Effective May 1, 2014, issued April 21, 2014, 12VAC30-50, no charge for memo copy.

Special 5/13/2014 Medicaid Memo, Updates to Telemedicine Coverage, issued May 13, 2014, 12VAC30-50, no charge for memo copy.

Special 5/20/2014 Medicaid Memo, DD Case Management Training and Data Collection - Effective June 1, 2014, issued May 20, 2014, 12VAC30-50, no charge for memo copy.

Special 5/20/2014 Medicaid Memo, ICD-10 Fee for Service - Testing, issued May 20, 2014, 12VAC30-50, no charge for memo copy.

Special 5/20/2014 Medicaid Memo, Implementation on Quality Service Reviews (QSR) Pursuant to the Commonwealth's Settlement Agreement with the U.S. Department of Justice (DOJ), issued May 20, 2014, 12VAC30-50, no charge for memo copy.

Special 5/30/2014 Medicaid Memo, Medicaid Managed Care Program Name Change and Program Enhancements - Effective July 1, 2014, issued May 30, 2014, 12VAC30-50, no charge for memo copy.

Special 6/5/2014 Medicaid Memo, Virginia Medicaid Preferred Drug List (PDL) Program Changes, Drug Utilization Review (DUR) Board Approved Drug Service Authorization (SA) Requirements - Effective July 1, 2014; DUR Service Authorization Requirements for Antipsychotics and DMAS' Policy on Submission of 340B Pharmacy Claims, issued June 5, 2014, 12VAC30-50, no charge for memo copy.

Special 6/9/2014 Medicaid Memo, New Requirements for Billing of Services Provided Under Arrangement Furnished to Medicaid Members Under the Age of 21 in Residential Treatment Centers - Level C or Freestanding Psychiatric Hospitals, issued June 9, 2014, 12VAC30-50, no charge for memo copy.

Special 6/11/2014 Medicaid Memo, National Drug Code (NDC) and Unit of Measure (UOM) Required for All Drug Related HCPCS Codes - Effective May 26, 2014 - REVISED, issued June 11, 2014, 12VAC30-50, no charge for memo copy.

Special 6/18/2014 Medicaid Memo, Beneficiary Choice in Health Care Decisions, issued June 18, 2014, 12VAC30-50, no charge for memo copy.

Special 6/25/2014 Medicaid Memo, Implementation of Nursing Facility Price-Based Payment Methodology - REVISED, issued June 25, 2014, 12VAC30-50, no charge for memo copy.

Special 6/25/2014 Medicaid Memo, Composition of Pre-Admission Screenings for Teams, issued June 25, 2014, 12VAC30-50, no charge for memo copy.

Special 7/2/2014 Medicaid Memo, No Inflation Adjustment for Home Health Providers - Effective July 1, 2014, issued July 2, 2014, 12VAC30-50, no charge for memo copy.

Special 7/2/2014 Medicaid Memo, No Inflation Adjustment for Outpatient Rehabilitation Agencies - Effective July 1, 2014, through June 30, 2016, issued July 2, 2014, 12VAC30-50, no charge for memo copy.

Special 7/2/2014 Medicaid Memo, Rate Changes for Clinical Laboratory Services - Effective July 1, 2014, issued July 2, 2014, 12VAC30-50, no charge for memo copy.

Special 7/2/2014 Medicaid Memo, Modify Durable Medical Equipment (DME) Rates to Match Medicare Competitive Bid Rates, issued July 2, 2014, 12VAC30-50, no charge for memo copy.

Special 7/9/2014 Medicaid Memo, Nutritional Counseling for Children Under the Age of 21 and Pregnant Women - Service Unit Changes for CPT Codes 97802 and 97803 - Effective 4/1/2014 - REVISED, issued July 9, 2014, 12VAC30-50, no charge for memo copy.

Special 7/24/2014 Medicaid Memo, New Expedited Managed Care Enrollment Process for Medallion 3.0 Enrollees, issued July 24, 2014, 12VAC30-50, no charge for memo copy.

Special 7/28/2014 Medicaid Memo, Commonwealth Coordinated Care Program Update, issued July 28, 2014, 12VAC30-50, no charge for memo copy.

Special 8/20/2014 Medicaid Memo, Inpatient Hospital Reimbursement Changes - Effective October 1, 2014 - APR-DRG Grouper, issued August 20, 2014, 12VAC30-50, no charge for memo copy.

Special 9/19/2014 Medicaid Memo, Health and Acute Care Program (HAP) - Effective December 1, 2014, issued September 19, 2014, 12VAC30-50, no charge for memo copy.

Special 9/26/2014 Medicaid Memo, Implementation of Nursing Facility Price-Based Payment - Effective November 1, 2014, issued September 26, 2014, 12VAC30-50, no charge for memo copy.

Special 10/1/2014 Medicaid Memo, Medicare Crossover Billing Instructions on the Paper CMS 1500 (02-12) Form - Effective November 2, 2014, issued October 1, 2014, 12VAC30-50, no charge for memo copy.

Special 10/7/2014 Medicaid Memo, New Regulations for Temporary Detention Orders (TDO's) and Emergency Custody Orders (ECOs), issued October 7, 2014, 12VAC30-50, no charge for memo copy.

Special 10/7/2014 Medicaid Memo, Medallion 3.0 Change - MajestaCare Exiting the Western, Roanoke and Alleghany Regions - Effective December 1, 2014, issued October 7, 2014, 12VAC30-50, no charge for memo copy.

Special 10/24/2014 Medicaid Memo, Exceptional Supports Reimbursement Rate - Effective November 1, 2014, issued October 24, 2014, 12VAC30-50, no charge for memo copy.

Special 12/3/2014 Medicaid Memo, Virginia Governor's Access Plan for the Seriously Mentally Ill (GAP), issued December 3, 2014, 12VAC30-50, no charge for memo copy.

Special 12/5/2014 Medicaid Memo, Virginia Medicaid Preferred Drug List (PDL) Program Changes Effective January 1, 2015, Drug Utilization Review (DUR) Board Approved Drug Service Authorization (SA) Requirements, DMAS' Policy Medicaid Coverage of Physician Administered Drugs and Devices, Submission of Partial Fills for CII Drugs by Long-term Care Facilities, Provider Enrollment and Screening Requirements, and Submission of DAW9 Code, issued December 5, 2014, 12VAC30-50, no charge for memo copy.

Special 12/17/2014 Medicaid Memo, Reinstatement of FAMIS MOMS - Effective December 1, 2014, issued December 17, 2014, 12VAC30-50, no charge for memo copy.

### Guidance Documents:

1/30/2008 Guidance Memorandum, Transportation Coverage for Adult Dental Services, issued January 30, 2008, no charge for memo copy.

2/6/2008 Guidance Memorandum, Early Periodic Screening Diagnosis and Treatment (EPSDT) Private Duty Nursing Services, issued February 6, 2008, no charge for memo copy.

7/2008 Fact Sheet, Estate Recovery Fact Sheet, issued July, 2008, no charge for copy.

### Provider Manuals:

Copies of DMAS Provider Manuals are available at <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/ProviderManual>

Alzheimer's Assisted Living Waiver Provider Manual, second edition issued February 27, 2013/continuously revised, 12VAC30-120-1600 through 12VAC30-120-1660, \$24

BabyCare Provider Manual, second edition issued June 24, 1999/continuously revised, 12VAC30-50; \$24

Children's Mental Health Program Provider Manual, issued December 11, 2007/continuously revised, 12VAC30-135-1000 through 12VAC30-135-1940; \$24

Community Mental Health Rehabilitative Services Provider Manual, first edition issued August 1, 2000/continuously revised, 12VAC30-50; \$28

Durable Medical Supplies and Equipment Provider Manual, second edition issued February 1, 2000/continuously revised, 12VAC30-50-95 et seq., \$28

Early Intervention Services Manual, first edition issued on September 9, 2009/continuously revised, 12VAC30-50-131, et seq., \$20

Elderly or Disabled with Consumer Direction Waiver Services Provider Manual, first edition issued June 20, 2003/continuously revised, 12VAC30-50; \$36

Freestanding Renal Dialysis Clinic Provider Manual, second edition issued May 21, 1999/continuously revised, 12VAC30-50-95 et seq., \$24

Home Health Provider Manual, second edition issued June 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24

Hospice Provider Manual, second edition issued April 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24

Hospital Provider Manual, second edition issued November 1, 2000/continuously revised, 12VAC30-50-95 et seq. and 12VAC30-70 Part V, \$32

Independent Laboratory Provider Manual, second edition issued June 15, 1999/continuously revised, 12VAC30-50-95 et seq., \$20

Individual and Family Developmental Disabilities Support Waiver Services Manual issued October 1, 2003/continuously revised, 12VAC30-120-700 et seq., \$24

Local Education Agency Provider Manual, first edition issued August 11, 2010/continuously revised, 12VAC30-50-130, \$24

Mental Health Clinic Provider Manual, second edition issued April 14, 2000/continuously revised, 12VAC30-50, \$24

Mental Retardation/Intellectual Disability Community Services Provider Manual, first edition issued May 1, 2001/continuously revised, 12VAC30-50, \$32

Nursing Home Provider Manual, second edition issued April 15, 2000/continuously revised, 12VAC30-90 Part II, \$32

Pharmacy Provider Manual, second edition issued April 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$24

Physician/Practitioner Provider Manual, second edition issued February 15, 2000/continuously revised, 12VAC30-50-95 et seq., \$36

Plan First Manual, first edition issued on April 21, 2009/continuously revised, 12VAC30-141, \$20

Podiatry Provider Manual, second edition issued May 21, 1999/continuously revised, 12VAC30-50-95 et seq., \$24

Pre-Admission Screening Provider Manual, first edition issued June 20, 2003/continuously revised, 12VAC30-130 Part III, \$24

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## Guidance Documents

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Prosthetic Device Provider Manual, second edition issued January 4, 1999/continuously revised, 12VAC30-50-95 et seq., \$24

Psychiatric Services Provider Manual, second edition issued April 28, 2000/continuously revised, 12VAC30-50, \$28

Rehabilitation Provider Manual, second edition issued February 1, 2000/continuously revised, 12VAC30-50-95 et seq., \$28

Technology Assisted Waiver and Private Duty Nursing Services Provider Manual, first edition issued November 1, 2000/continuously revised, 12VAC30-120 Part II, \$24

Transportation Provider Manual, second edition issued February 1, 1999/continuously revised, 12VAC30-50-95 et seq., \$20

Vision Provider Manual, second edition issued July 15, 1999/continuously revised, 12VAC30-50-95 et seq., \$24

### BOARD OF MEDICINE

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/medicine> or the Regulatory Town Hall at <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, Board of Medicine, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4600. Copies are free of charge.

#### Guidance Documents:

[http://www.dhp.virginia.gov/medicine/medicine\\_guidelines.htm](http://www.dhp.virginia.gov/medicine/medicine_guidelines.htm)

85-1, Bylaws of the Board of Medicine, reapproved April 5, 2013

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, revised February 6, 2012

85-5, Guidance of questions concerning medical records, revised June 22, 2006

85-6, Guidance on competency assessments for three paid claims, revised July 2, 2011

85-7, Guidance on light-based hair removal in physician practices, adopted February 21, 2008

85-8, Authority for physician assistants to write Do Not Resuscitate Orders, adopted February 23, 2012

85-9, Policy on USMLE Step attempts, adopted October 24, 2013

85-10, High-risk pregnancy disclosures for licensed midwives, adopted February 20, 2014

85-11, Sanctioning Reference Points Instruction Manual, revised by Board, August 2011

85-13, Board motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, January 22, 2004

85-15, Board motion, Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures, January 22, 2004

85-16, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine, revised December 3, 2007

85-18, Practitioners' Help Section, Definitions and explanations for terminology used in Practitioner Profile System and Frequently Asked Questions, revised November 22, 2010

85-19, Practitioner Information System - Glossary of Terms, revised November 22, 2010

85-23, Policy of the Virginia Board of Medicine 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, revised October 24, 2013

85-25, Board motion, Process for Delegation of Informal Fact-finding to an Agency Subordinate, October 14, 2004

85-26, Laws pertaining to the practice of licensed midwives, revised June 20, 2013

85-27, Role of licensed midwives in newborn hearing screening, documentation, and reporting, revised June 20, 2013

### DEPARTMENT OF MILITARY AFFAIRS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the Headquarters of the Department of Military Affairs, Office of the Director of Personnel and Administration, 5901 Beulah Road, Sandston, VA 23150. Copies may be obtained free of charge by contacting Stephen Huxtable at the same address, telephone (804) 236-7890, or email [stephen.l.huxtable.nfg@mail.mil](mailto:stephen.l.huxtable.nfg@mail.mil).

Questions regarding interpretation or implementation of these documents may be directed to Stephen Huxtable 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 December 1, 2003, § 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 Assistance Program, July 1, 2010, § 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

## DEPARTMENT OF MINES, MINERALS AND ENERGY

Questions regarding guidance documents may be directed to Michael Skiffington, Regulatory Coordinator, Department of Mines, Minerals and Energy, 1100 Bank Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3212, FAX (804) 692-3237, or email [mike.skiffington@dmme.virginia.gov](mailto:mike.skiffington@dmme.virginia.gov).

All DMME guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall using the links below.

### Division of Mines

#### Study and Instruction Material

Study and instruction materials relating to coal mine safety are available 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.

#### Notices and Memoranda to Operators

Division of Mines Notices and Memoranda to Operators may be viewed or copied during regular work days from 8 a.m. until 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 Randy Moore, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

#### Procedures

Division of Mines procedures documents may be viewed or copied during regular work days from 8 a.m. until 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. of the Code of Virginia

Questions regarding interpretation or implementation of these procedures may be directed to Randy Moore, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

#### Guidelines for Application of Regulatory Standards

Guidelines for Application of Regulatory Standards may be viewed or copied during regular work days from 8 a.m. until 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 Mike Willis, same address, telephone (276) 523-8228, or FAX (276) 523-8239.

### Division of Mined Land Reclamation

#### Memoranda

Division of Mined Land Reclamation memoranda may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233 or (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Harve Mooney, 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.

#### Procedures

Division of Mined Land Reclamation procedures documents may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233 or (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Harve Mooney, Hearings and Legal Services Officer, Department of Mines, Minerals and

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# Guidance Documents

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Energy, Division of Mined Land Reclamation, same address, (276) 523-8157, or FAX (276) 523-8163.

## Other Documents

Other documents issued by the Division of Mined Land Reclamation may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt or Cindy Ashley, telephone (276) 523-8233 or (276) 523-8235 or FAX (276) 523-8141.

## **Division of Mineral Mining**

### Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda may be viewed or copied during regular work days 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 David Benner, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

### Procedures

Division of Mineral Mining procedures documents may be viewed or copied during regular work days 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 4VAC25-31, 4VAC25-35, and 4VAC25-40.

Questions regarding interpretation or implementation of these procedures may be directed to David Benner, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

### Forms

Division of Mineral Mining forms may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311, or FAX (434) 951-6325. These forms are used by agency staff to implement 4VAC25-31, 4VAC25-35, and 4VAC25-40.

Questions regarding interpretation or implementation of these forms may be directed to David Benner, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

## **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 work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, P.O. Drawer 159, 135 Highland Drive, Lebanon, VA 24266. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 415-9700, or FAX (276) 415-9671.

Questions regarding interpretation or implementation of these documents may be directed to Rick Cooper, Director, Division of Gas and Oil, same address and telephone.

### Forms

Division of Gas and Oil forms may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, P.O. Drawer 159, 135 Highland Drive, Lebanon, VA 24266. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 415-9700, or FAX (276) 415-9671.

Questions regarding interpretation or implementation of these forms may be directed to Rick Cooper, Director, Division of Gas and Oil, same address and telephone.

### **Guidance Documents:**

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents \(4/10/00\)](#)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators \(4/10/00\)](#)

[DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine \(4/10/00\)](#)

[DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 45.1-161.30, Operator/Independent Contractor \(Examinations and Record Keeping\) \(9/30/02\)](#)

[DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist \(4/10/00\)](#)

[DM Chapter 14.2, Article 3, Section 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons, Penalty \(4/10/00\)](#)

[DM Chapter 14.2, Article 3, Section 45.1-161.37 A, General Coal Miner Certification \(4/10/00\)](#)

[DM Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification \(4/10/00\)](#)

[DM Chapter 14.2, Article 7, Section 45.1-161.77 A, Reports of Explosions and Mine Fires \(4/10/00\)](#)

DM Chapter 14.2, Article 7, Section 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department (4/10/00)

DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records (4/10/00)

DM Chapter 14.2, Article 8, Section 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets (4/10/00)

DM Chapter 14.2, Article 8, Section 45.1-161.85 A, Scheduling of Inspections (4/10/00)

DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices (4/10/00)

DM Chapter 14.3, Article 11, Section 45.1-161.189 E, Electricity (9/30/02)

DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity (8/1/01)

DM Chapter 14.3, Article 11, Section 45.1-161.195 B, C, D, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors (4/10/00)

DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment (9/30/02)

DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment (4/10/00)

DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel (4/10/00)

DM Chapter 14.3, Article 13, Section 45.1-161.202 B, Emergency Response Plans; List of Next of Kin (4/10/00)

DM Chapter 14.3, Article 13, Section 45.1-161.205 F, Storage and Use of Flammable Fluids and Materials (9/30/02)

DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment (9/30/02)

DM Chapter 14.3, Article 13, Section 45.1-161.207 B, Welding and Cutting (8/1/01)

DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations (4/10/00)

DM Chapter 14.3, Article 14, Section 45.1-161.210 J, Weekly Examinations (4/10/00)

DM Chapter 14.3, Article 14, Section 45.1-161.221 D, Coursing of Air (4/10/00)

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DM Chapter 14.3, Article 4, Section 45.1-161.124 A, Shop and Other Equipment (4/10/00)

DM Chapter 14.3, Article 6, Section 45.1-161.139, Inspection of Underground Equipment (4/10/00)

DM Chapter 14.3, Article 6, Section 45.1-161.141 E, Self Propelled Equipment (4/10/00)

DM Chapter 14.3, Article 6, Section 45.1-161.143 A, B, Transportation of Material (4/10/00)

DM Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment (4/10/00)

DM Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips (4/10/00)

DM Chapter 14.3, Article 7, Section 45.1-161.159 A, C, Hoisting Engineer (4/10/00)

DM Chapter 14.3, Article 8, Section 45.1-161.162 A, Mine Openings and Escapeways (9/30/02)

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DM Chapter 14.3, Title 15, Section 45.1-161.238 D, Storage and Use of Flammable Fluids and Materials (9/30/02)

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DM Chapter 14.4, Article 2, Section 45.1-161.256 and 45.1-161.257, Safety Examinations (4/10/00)

DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards (4/10/00)

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DM Procedure No. 1.03.01, Emergency Response Team (1/1/99)

DM Procedure No. 1.03.02, Rescue and Recovery Plan (10/1/00)

DM Procedure No. 1.04.05, Spot Inspection (10/1/00)

DM Procedure No. 1.04.07, Independent Contractors (1/1/97)

DM Procedure No. 1.04.09, Administrative Review of Notices of Violation (1/1/97)

DM Procedure No. 1.04.10, Impoundment Inspections (7/18/01)

DM Procedure No. 1.05.01, Investigation of Accidents and Incidents (10/1/00)

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- DM Procedure No. 1.05.02, Inundation of Water and Gas (10/1/00)
- DM Procedure No. 1.05.03, Methane Ignition (10/1/00)
- DM Procedure No. 1.05.04, Serious Personal Injury (10/1/00)
- DM Procedure No. 1.05.06, Unlicensed Mine Sites (10/1/00)
- DM Procedure No. 1.05.09, Investigation Documents File (5/3/99)
- DM Procedure No. 1.06.01, Plan Approvals (9/1/02)
- DM Procedure No. 1.06.02, Map Submittals (10/1/00)
- DM Procedure No. 1.07.01, Technical Instruction (1/29/99)
- DM Procedure No. 1.07.03, Training and Accident Reduction (1/9/99)
- DM Procedure No. 1.09.02, Recertification Requirements (1/1/97)
- DM -RAS-1-S, Surface Mine, Auger, Highwall Miner Risk Assessment (4/1/99)
- DM -RV-1-S, Report of Violation Form (3/1/99)
- DMLR Procedure No. 3.6.01, Certification of Pollution Control Equipment (3/12/97)
- DMME-IR-1, Request for Information under FOIA (12/28/99)
- Responding to Requests for Information (10/23/02)
- DA Procedure No. 14.0.0, Bond Administration to Include Coal Surface Mining Reclamation Fund Procedures/Tax Collection (5/15/02)
- DM Division of Mines Personnel with Assigned Area and Telephone Numbers (12/1/03)
- DM 08-02 Seventeenth Annual Virginia Coal Mine Safety Awards (2/6/08)
- DM Chapter 14.2, Article 5, Section 45.1-161.57 A, License Required for Operation of Coal Mines (4/15/04)
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- DM Chapter 14.2, Article 9, Section 45.1-161.90 A, Notices of Violation (4/15/04)
- DM Chapter 14.3, Article 11, Section 45.1-161.195 A, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors (4/15/04)
- DM Chapter 14.3, Article 14, Section 45.1-161.222, Actions for Excessive Methane (4/15/04)
- DM Fatal Mine Accident Investigations (1/3/03)
- DM Inspection Coordination (1/1/03)
- DM LIC-01, License to Operate a Mine (12/13/05)
- DM Memorandum of Agreement (Small Mine Assistance Training) (9/1/97)
- DM Memorandum of Agreement DM/DMLR (BLASTING) (1/7/97)
- DM Memorandum of Understanding between the Virginia Department of Mines, Minerals and Energy Divisions of Mined Land Reclamation and Mines and the U.S. Department of Labor Mine Safety and Health Administration District 5 Norton, Virginia (12/5/02)
- DM Mine Emergency Directory (4/1/02)
- DM Operator Memorandum 05-08 Surface Mine Maps (11/16/05)
- DM Operator Memorandum 06-03A Emergency Response Plans (Memo) (4/4/06)
- DM Operator Memorandum 06-03B Generic Emergency Response Plan (4/4/06)
- DM Operator Memorandum 06-03C Self Contained Self Rescuer Outby Storage Plan (4/4/06)
- DM Operator Memorandum 06-03D Mine Emergency Evacuation and Firefighting Program of Instruction (4/4/06)
- DM Operator Memorandum 06-03E Mine Emergency Scenarios Template (4/3/06)
- DM Operator Memorandum 06-03F Mine Emergency Addendum to Existing Training Plan (4/4/06)
- DM Operator Memorandum 06-06 Coalfield Employment Enhancement Tax Credit Production Labor Report (10/12/06)
- DM Operator Memorandum 06-07 Alternative Seal Designs (10/12/06)
- DM Operator Memorandum DM-05-05 Accident and Fatality Reports (9/7/05)
- DM Operator Memorandum DM-08-01 Mine Incident Response, Rescue, and Recovery Plan (1/17/08)
- DM/DMLR Memorandum of Agreement, Refuse Piles, Water and Silt Retaining Dams (5/29/97)
- DM/DMLR Memorandum of Understanding, Reclamation Activities at Previously Licensed Coal Mine Sites (9/1/00)
- DM-07-04 Map Submittal (7/1/07)
- DMLR Procedure No. 1.2.01, Threatening, Abusing or Impeding a Division Employee (4/17/06)
- State Minerals Management and Subaqueous Plans (5/1/91)
- Virginia Renewable Energy Property Grant Program Provisional Guidelines (12/1/14)

- [13-02] DM Memorandum 13-02 2014 Certification Examination Scheduled (8/15/13)
- [DM-09-02] DM Operator Memorandum 09-02 Eighteenth Annual Virginia Coal Mine Safety Awards (2/10/09)
- [DM-12-04] Mine Incident Response, Rescue and Recovery Plan (11/6/12)
- [DM-13-04] Mine Incident Response, Rescue and Recovery Plan (12/5/13)
- [DM-14-01] 2013 Virginia Coal Mine Safety Awards (1/21/14)
- [DM-14-05-2015] 2015 Certification Examination Schedule (8/27/14)
- [DM-14-06] Division of Mines Certification Examinations Available Online (9/19/14)
- [DM-14-07] DMME Mine Incident Response, Rescue and Recovery Plan (12/2/14)
- [DMM-U-1] DMM-U-1 Application for a Uranium Exploration Permit (10/12/07)
- [DMM-U-5] DMM-U-5 Uranium Exploration Hole Report of Plugging Completion (10/12/07)
- [DMM-U-6] DMM-U-6 Exploration Hole Plat Certification Legend (10/12/07)
- [DMM-U-7] DMM-U-7 Uranium Exploration Drill Hole Completion Report (10/12/07)
- [DMM-U-B] DMM-U-B Uranium Exploration Surety Bond (10/12/07)
- DGO Landfarming Guidance Document (12/1/02)
- DGO-11-S, Incident Report (2/1/99)
- DGO-CO, Closure Order (2/1/99)
- DGO-CO-E, Expiration of Closure (2/1/99)
- DGO-COL, Lifting of Closure (2/1/99)
- DGO-COM, Modification of Closure (2/1/99)
- DGO-CO-V, Vacation of Closure (2/1/99)
- DGO-NOV, Notice of Violation (11/1/98)
- DGO-NOV-C, Cancellation of Violation (2/1/99)
- DGO-NOV-E, Extension of Violation (2/1/99)
- DGO-NOV-M, Modification of Violation (2/1/99)
- DGO-NOV-V, Vacation of Violation (2/1/99)
- DGO-ROWB, Release of Well Operator's Bond (8/2/93)
- DM Operator Memorandum DM 99-05, Reciprocity Agreement with West Virginia (5/7/99)
- DM Procedure No. 1.05.08, Blasting Complaints (1/1/97)
- DM Procedure No. 1.06.03, Mining Near Gas Wells (10/1/00)
- DM Procedure No. 1.09.03, Revocation of Certification (1/1/97)
- DM Procedure No. 1.09.04, Certification Requiring On Site Observation (1/1/97)
- DMLR Guide to Water Replacement and Subsidence Repair (12/1/02)
- DMLR Memoranda to Operators No. 11-82, Archaeological Sites or Historic Places (10/1/01)
- DMLR Memoranda to Operators No. 11-94, Public Notice and Comment Periods (10/1/01)
- DMLR Memoranda to Operators No. 13-86, Application Processing Time Limit (10/1/01)
- DMLR Memoranda to Operators No. 3-83, Certificates of Deposit (10/1/01)
- DMLR Memoranda to Operators No. 3-90, Standardized Reporting Form (Quarterly Acid-Base Monitoring) (10/1/01)
- DMLR Memoranda to Operators No. 3-99, Groundwater Monitoring Frequency (10/1/01)
- DMLR Memoranda to Operators No. 4-85, Notice of Effluent Non-Compliance Reports (10/1/01)
- DMLR Memoranda to Operators No. 4-98, Remining Incentives (10/1/01)
- DMLR Memoranda to Operators No. 5-84, Reclamation Fees (10/1/01)
- DMLR Memoranda to Operators No. 5-93, Contractor Information in Public Notices (10/1/01)
- DMLR Memoranda to Operators No. 5-95, Highwall Settlement Guidelines (10/1/01)
- DMLR Memoranda to Operators No. 6-88, Waiver to Mine within 300 Feet (10/1/01)
- DMLR Memoranda to Operators No. 7-94, NPDES Monitoring and Reporting Requirements (10/1/01)
- DMLR Memoranda to Operators No. 8-82, Air Pollution Control Plan (10/1/01)
- DMLR Memoranda to Operators No. 8-85, NPDES Enforcement Policy (10/1/01)
- DMLR Memoranda to Operators No. 8-92, NPDES Permits/StormWater Discharge (10/1/01)
- DMLR Memoranda to Operators No. 9-89, Mining Operations Near Facilities (10/1/01)
- DMLR Memoranda to Operators No. 9-93, Company Structure Master File (10/1/01)



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- DMLR Procedure No. 2.2.06, Applications with Violations (3/12/97)
- DMLR Procedure No. 2.2.07, Relinquishments (8/18/00)
- DMLR Procedure No. 2.2.08, Corrections on Applications (8/18/00)
- DMLR Procedure No. 2.2.09, Name Changes on Applications (8/18/00)
- DMLR Procedure No. 2.2.10, Mining under State Boundaries (8/17/00)
- DMLR Procedure No. 2.3.02, Permittee--Official Changes (3/12/97)
- DMLR Procedure No. 2.3.04, Temporary Cessation (8/18/00)
- DMLR Procedure No. 2.3.05, Midterm Permit Evaluation (6/20/02)
- DMLR Procedure No. 2.3.10, Permit Transfers, Assignment, or Sale of Rights (3/12/97)
- DMLR Procedure No. 3.3.01, Permanent Program (Chapter 19) Enforcement and Inspection Procedures (8/18/00)
- DMLR Procedure No. 3.3.03, Approving Regrading (9/26/02)
- DMLR Procedure No. 3.3.04, Water Rights and Replacement (10/1/98)
- DMLR Procedure No. 3.3.08, Alternative Enforcement Action (3/12/97)
- DMLR Procedure No. 3.3.09, Performance Bond Forfeiture (2/11/02)
- DMLR Procedure No. 3.3.10, Show Cause Order and Permit Suspension/Revocation (2/11/02)
- DMLR Procedure No. 3.3.12, Coal Surface Mining Reclamation Fund (Pool Bond Fund) Tax Reporting/Payment (2/27/02)
- DMLR Procedure No. 3.3.13, Third Party Disturbances of Reclaimed Sites (8/18/00)
- DMLR Procedure No. 3.3.14, Certificate of Liability Insurance (8/18/00)
- DMLR Procedure No. 3.3.15, Temporary Structures (9/26/02)
- DMM Board of Mineral Mining Examiners Certification Requirements (Summary Sheets) (9/1/01)
- DMM Communication Memorandum No. 01-93, Reclamation Schedule (3/20/93)
- DMM Communication Memorandum No. 10-00, Employee Exposure to Noise Limits (9/13/00)
- DMM General Mineral Miner Training Course Guide (3/1/01)
- DMM-104c, Accident Report (5/1/99)
- DMM-148, DMM Application Checklist (12/1/01)
- Guidance Memorandum No. 29-09 Roads - Maintenance and Fugitive Dust Control (10/22/09)
- Abandoned Mined Land Refuse/Gob Piles - Exploration and Recovery (8/23/10)
- Aquatic Species-Specific Protective Measures Guide to Permitted Coal Mining Activities in Virginia (2/17/09)
- DGO Complaint Procedure by Landowners with Suspected Water Loss (1/1/99)
- DGO Safety MOU between DMME and DOLI (6/1/01)
- DGO-CI-S, Complaint Investigation (2/1/99)
- DGO-GO-AP, Application for Payment (2/1/96)
- DGO-GO-PA, Approval of Payment (2/1/96)
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- DGO-P, Permit for Gas and Oil Operations (10/1/91)
- DM Memorandum of Agreement between DMME's DM and West Virginia's DM Certification Reciprocity (5/15/01)
- DM Surface General Coal Miner Certification for Surface Mines and Auger Mines Training Manual (5/1/03)
- DM Underground General Coal Miner Certification for Underground Mines and Surface Area of Underground Mines (5/1/03)
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- DM Chapter 14.2, Article 5, Section 45.1-161.64 A, Licensing of Mines, Mine Maps Are Required (4/15/04)
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- DM Chief Electrician (Surface) Certification Requirements (4/10/01)
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- DM Gas Detection Packet (5/1/03)
- DM Mine Inspector Certification Requirements (7/1/01)
- DM Procedure No 1.04.12 - DM/DMLR Inspection of "RZ" Mines (9/16/08)
- DM Procedure No. 1.04.11, Surface Mine Inspection - Ground Control Plans (2/1/06)
- DM Procedure No. 1.04.13, Substance Abuse (7/1/07)

- DM Qualified Gas Detection Certification Requirements (11/26/02)
- DM Surface Blaster Certification Requirements (4/10/01)
- DM-07-03 Implementation of SB 1091 Changes to Coal Mine Safety Law (7/5/07)
- DM-11-01 Mine Incident Response, Rescue and Recovery Plan (1/13/11)
- DMLR Guidance Document between DMME, DMLR and Department of Forestry (11/7/08)
- DMLR Biosolids Use Guidelines (4/21/08)
- DMLR Civil Penalty Assessment Manual (4/17/06)
- DMLR Coal Combustion By-Products Guidelines (7/17/08)
- DMLR Electronic Permitting Guide (7/17/08)
- DMLR General Instructions for Electronic Application Preparation (8/14/02)
- DMLR Government Financed Construction Guidelines (6/1/05)
- DMLR Guidance Memo 9-04 Requirements for Permit Transfer (2/17/04)
- DMLR Guidance Memo 22-08 Forestry Reclamation Approach (2/1/08)
- DMLR Guidance Memorandum 16-07 Permitting and Bonding of Shared Facilities (9/19/07)
- DMLR Guidance Memorandum 17-07 Impoundments - Underground Mining (10/16/07)
- DMLR Guidance Memorandum 18-07 Completed Areas and DGO Permitted Operations (10/16/07)
- DMLR Guidance Memorandum 20-07 Permit Applications - Submittal of Corrections, Description of Attachments, and File Path Lengths (11/28/07)
- DMLR Guidance Memorandum 26-09 Aquatic Species-Specific Protective Measures (2/17/09)
- DMLR Guidance Memorandum 32-10 Permit Review of Narrative Water Quality Standards (4/4/11)
- DMLR Guidance Memorandum No. 10-05 Requirements for Haulroad Construction and Design (3/4/05)
- DMLR Guidance Memorandum No. 11-05 Ground Control Plan (6/13/05)
- DMLR Guidance Memorandum No. 12-05, Permit Signs and Markers (8/22/05)
- DMLR Guidance Memorandum No. 14-05 Watersheds with Adopted TMDLs (11/23/05)
- DMLR Guidance Memorandum No. 15-07 Potential Problem Discharges during Reclamation and Bond Release (3/12/07)
- DMLR Guidance Memorandum No. 23-08 Revisions: Insignificant vs. Significant; Acreage Amendments and Incidental Boundary (6/24/08)
- DMLR Guidance Memorandum No. 24-08 Clarification of "Depth to Water" for Ground Water Monitoring Wells (5/9/08)
- DMLR Guidance Memorandum No. 25-08 NPDES Permit and Anniversary Fees (6/25/08)
- DMLR Guidance Memorandum No. 3-01 Permit Application/Priority Reviews (12/12/01)
- DMLR Guidance Memorandum No. 4-02 Approximate Original Contour Guidelines (3/22/02)
- DMLR Guidance Memorandum No. 6-03 Permit Fees (5/12/03)
- DMLR Memoranda to Operators No. 27-09 Electronic Permitting, Digital Mapping Guidelines (9/11/09)
- DMLR Procedure 3.3.18 Road Maintenance - Fugitive Dust Control (10/22/09)
- DMLR Procedure No. 1.1.01, Training Events (4/17/06)
- DMLR Procedure No. 1.2.03, Work Hours and Reporting (4/17/06)
- DMLR Procedure No. 1.2.04, Mailing Administrative Decisions (9/10/07)
- DMLR Procedure No. 2.1.04, Exemption for Extraction of Coal When it is Incidental to Extraction of Other Minerals (4/17/06)
- DMLR Procedure No. 2.1.06, Exemptions for Government Financed Projects (6/20/05)
- DMLR Procedure No. 2.2.01, Permit Review Quality and Completeness Check (10/7/02)
- DMLR Procedure No. 2.2.02, Confidentiality of Permit Application Information (4/17/06)
- DMLR Procedure No. 2.2.03, Proof of Application Filing (4/17/06)
- DMLR Procedure No. 2.2.04, Application Processing Time Limit (4/17/06)
- DMLR Procedure No. 2.2.05, Applicant Violator System (AVS) and Ownership/Control (2/21/07)
- DMLR Procedure No. 2.2.05A, AVS - O/C Investigations (8/18/00)
- DMLR Procedure No. 2.2.12, Terms of Issuance (TOI) Terms of Approval (TOA) (4/17/06)
- DMLR Procedure No. 2.3.03, Anniversary Fees/Reports (10/11/05)
- DMLR Procedure No. 2.3.06, Permit Renewals (8/2/99)

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- DMLR Procedure No. 2.3.07, Completion Letters (4/17/06)
- DMLR Procedure No. 2.3.11 Ground Control Plans (4/17/06)
- DMLR Procedure No. 3.1.05, Photographic Documentation (4/17/06)
- DMLR Procedure No. 3.1.06, Citizen Complaint Investigation (9/23/05)
- DMLR Procedure No. 3.3.05, NPDES Permits (4/17/06)
- DMLR Procedure No. 3.3.06, Coal Exploration (4/17/06)
- DMLR Procedure No. 3.3.11, Operations on Federal Lands (USFS -- Federal Land Management Agency) (4/17/06)
- DMLR Procedure No. 3.3.16, Sediment Pond Effluent limits (4/4/03)
- DMLR Procedure No. 3.3.17, Tree Planting (8/30/05)
- DMLR Procedure No. 3.4.01, Suspension and Revocation of DMLR Blaster Endorsement Certification (4/17/06)
- DMLR Procedure No. 3.5.01, Bond Forfeiture Reclamation (4/17/06)
- DMLR Procedure No. 4.1.01, Reclamation Project--Eligibility (4/17/06)
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- DMLR State Reclamation Plan (9/1/99)
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- DMM - 101, Permit/License Application (9/1/03)
- DMM - 103, Notice of Application to Mine (9/1/03)
- DMM - 109, Revised Map Legend Form (7/1/04)
- DMM - 112, Relinquishment of Mining Permit Form (9/1/03)
- DMM - 161, Permit Transfer Acceptance Form (9/1/03)
- DMM - Mineral Mine Operator's Manual (4/6/07)
- DMM 165, Contractor Annual Report Worksheet (10/31/02)
- DMM 166, Contractor Identification Form (10/31/02)
- DMM Abandoned Mineral Mining Inventory Protocol (6/1/03)
- DMM Acknowledgement of Certificate of Deposit as Bond (12/31/88)
- DMM By-Laws of Orphaned Land Advisory Committee (6/14/00)
- DMM Certification Requirements for Blaster (3/1/01)
- DMM Certification Requirements for Foreman (9/1/01)
- DMM Communication Memoranda Nos. 01-08, 02-08, and 03-08 DMM e-Forms Center Enhancements (8/11/08)
- DMM Communication Memorandum 02-93 (5/12/93)
- DMM Communication Memorandum No. 01-05 Electronic Blast Detonator Systems (3/28/05)
- DMM Communication Memorandum No. 01-98 (11/11/98)
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- DMM Communication Memorandum No. 04-08 Standardized Formatting of Paper Documents (8/11/08)
- DMM Communication Memorandum No. 10-00 (9/13/00)
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- DMM Education and Training Plan for Mineral Mining (1/1/96)
- DMM Excavation Activity Evaluation Chart (2/20/91)
- DMM Informational Brochure for Public Hearings (1/1/98)
- DMM Internal Communication and Directive Regarding Broken or Damaged Windows on Mobile Equipment and Haulroad Dust Control Measures (8/20/90)
- DMM Mineral Mine Electrician Certification (5/1/03)
- DMM Mineral Mine Operators and Mineral Mine Contractors Memorandum (4/25/03)
- DMM Operator Memorandum Waste Materials Brought onto Mine Sites (1/25/93)
- DMM Operators Memorandum Mine Safety Maps (12/9/94)
- DMM Operator's Memorandum 03-01-90 (3/1/90)
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- DMM Procedure 5.1, Training and Certification of Mineral Mining Industry Personnel (9/12/02)
- DMM Procedure No. 2.1, Operator Assistance (5/21/97)
- DMM Procedure No. 2.10, Closure Orders (5/21/97)
- DMM Procedure No. 2.11, Recommending Bond Forfeitures (5/21/97)

- DMM Procedure No. 2.12, Safety/Health/Reclamation Complaints (5/21/97)
- DMM Procedure No. 2.13, Blasting Complaint Investigations (5/21/97)
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- DMM Procedure No. 2.15, Unlicensed Mine Sites (5/21/97)
- DMM Procedure No. 2.4, Inspections (5/21/97)
- DMM Procedure No. 2.5, Inspection Frequency; Safety (5/21/97)
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- DMM Procedure No. 2.7, Inspection Reports (5/21/97)
- DMM Procedure No. 2.8, Special Orders/Notices of Violation (5/21/97)
- DMM Procedure No. 2.9, Notice of Non-Compliance (5/21/97)
- DMM Procedure No. 3.1, General Procedures for Reclaiming Orphaned Land Sites (2/24/98)
- DMM Procedure No. 4.1, Relinquishments and Repermitting (9/10/91)
- DMM Procedure No. 4.10, Field Approval (1/8/96)
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- DMM Procedure No. 4.12, Mineral Mining Quarrying Schedule (Tonnage Report) (9/10/91)
- DMM Procedure No. 4.13, Permit Application Review (9/10/91)
- DMM Procedure No. 4.14, Hearing Procedure (9/10/91)
- DMM Procedure No. 4.15, Termination of License Requirement (10/24/95)
- DMM Procedure No. 4.18, Contractor Information (1/8/96)
- DMM Procedure No. 4.19, Confidential Files (3/24/97)
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- DMM Procedure No. 4.7, Change in Operating Officials (9/10/91)
- DMM Procedure No. 4.8, Temporary Cessation of Surface Mines (9/10/91)
- DMM Procedure No. 4.9, Exemption for Extraction of Coal Which is Incidental to the Extraction of Other Minerals (9/10/91)
- DMM Procedure No. 5.2, Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners (9/1/02)
- DMM Procedure No. 5.6, Accident Reports and Posting (9/12/02)
- DMM Procedure No. 5.7, Education and Training Plan and Service (9/12/02)
- DMM Risk Assessment (7/26/02)
- DMM Surface Blaster Certification Student Guide (3/1/01)
- DMM Surface Foreman Certification Study Guide (3/1/02)
- DMM Waivered Locality Performance Evaluation (11/1/97)
- DMM-102, Initial Site Investigation (9/1/99)
- DMM-104, Inspection Report (7/1/94)
- DMM-104a, Inspection Report Continuation Sheet (7/1/94)
- DMM-104b, Notice/Order Form (7/1/97)
- DMM-104b-s, Violation Form (10/1/98)
- DMM-104d, Bond Release Inspection (2/1/95)
- DMM-104e, Blasting Complaint Investigation (12/1/94)
- DMM-104f, Complaint Investigation (12/1/94)
- DMM-104f-s, Complaint Investigation (10/1/98)
- DMM-104s, Inspection Report (Computer) (10/1/98)
- DMM-104s-s, Inspection Form (12/1/03)
- DMM-106 Renewal--Special Order Notice (4/1/02)
- DMM-106a Renewal--Special Order Attachment--Bond Information (12/1/95)
- DMM-106b Renewal--Special Order Attachment (12/1/95)
- DMM-106c, Renewal--Special Order Attachment (12/1/95)
- DMM-106e Renewal--Special Order Notice--License Renewal Fee (12/1/95)
- DMM-106f, Renewal Notice (12/1/95)
- DMM-106g Renewal--Special Order Notice (12/1/95)
- DMM-106h Renewal--Minerals Reclamation Fund (12/1/95)
- DMM-106i Renewal--Bond/No License (12/1/95)

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- DMM-106j, Renewal--Restricted Permit/No License (12/1/95)
- DMM-106k Renewal--Special Order Notice (12/1/95)
- DMM-106m Renewal--Materials Reclamation Fund (12/1/95)
- DMM-106n Renewal--Special Order Notice (12/1/95)
- DMM-106p Renewal--Restricted/No License (12/1/95)
- DMM-107, Surety Bond Form (7/1/04)
- DMM-110, Notice of Non-Compliance (9/1/99)
- DMM-111, Release of Bond (1/1/01)
- DMM-115, Permit/License for Mineral Mining (7/1/94)
- DMM-135, Reclamation Construction Inspection Report (6/13/03)
- DMM-146, Operators Memo Annual Tonnage Report (1/2/03)
- DMM-153, Red Tag Closure Order (3/1/91)
- DMM-157, License Renewal and Transfer Application (3/1/04)
- DMM-157, License Renewal/Transfer Application (3/1/04)
- DMM-162s, Contractor Contact Report (1/1/02)
- DMM-163, Permit Renewal Checklist (7/9/07)
- DMM-164, Certification of No Changes in Permit Map (10/1/02)
- DMM-167, Surety Bond Rider (7/1/04)
- DMM-168, General Permit for Sand and Gravel Operations (9/1/03)
- DMM-169, Certificate of Deposit Example (10/1/03)
- Guidance Memorandum 34-11 Groundwater Monitoring of Fill Underdrains (2/1/11)
- Guidance Memorandum No. 28-09 Application Processing Time Limits (9/24/09)
- Mine Incident Response, Rescue and Recovery Plan (11/22/11)
- Receipt of Electronic Correspondence from the Agency (3/29/11)
- [1179] DM Commonwealth of Virginia Coal Mine Electrical Certification/Qualification Program- Memo of Agreement (4/28/02)
- [1895] DMLR Guidance Memorandum, No. 7-03, Bond Reduction/Release Applications and Completion Reports (4/21/08)
- [300] DMLR Memoranda to Operators No. 4-84, Permit Renewals (4/21/08)
- [302] DMLR Memoranda to Operators No. 2-85, Confidential Information (4/21/08)
- [308] DMLR Memoranda to Operators No. 3-89, Filing Application--Public Participation Process (4/21/08)
- [310] DMLR Memoranda to Operators No. 1-90, Baseline Hydrologic Data Requirements (PHC Assessment) (4/21/08)
- [312] DMLR Memoranda to Operators No. 2-91, Cost Bond--Long Term Facilities (4/21/08)
- [314] DMLR Memoranda to Operators No. 3-92, Updating Ownership and Control Info (4/21/08)
- [315] DMLR Memoranda to Operators No. 7-92, Public Notices (4/21/08)
- [317] DMLR Memoranda to Operators No. 9-92, DMLR Blasters Endorsement Certification (4/21/08)
- [3179] DM-07-05 Examination Fees (7/25/07)
- [322] DMLR Memoranda to Operators No. 12-94, Application (Corrections) Submittal; Anniversary Fees (4/21/08)
- [323] DMLR Memoranda to Operators No. 2-95, Coal Combustion By-Products Guidelines (4/21/08)
- [325] DMLR Memoranda to Operators No. 6-95, Biosolids Use Guidelines (4/21/08)
- [327] DMLR Memoranda to Operators No. 3-98, Permit Streamline Procedures (4/21/08)
- [3293] DMLR Guidance Memorandum 19-07, Acreage Amendments, Anniversary Reports, and Temporary Cessations (4/21/08)
- [336] DMLR Memoranda to Operators No. 9-98, Permit Streamline Procedures--Forms (4/21/08)
- [342] DMLR Procedure No. 1.2.02, Hazardous/Toxic Waste Reporting (9/25/06)
- [360] DMLR Procedure No. 2.3.01, Permanent Program--Revision Applications (2/21/07)
- [368] DMLR Procedure No. 2.3.09, Bond Release (8/2/05)
- [3691] DMLR Guidance Memorandum No. 21-07, Submittal of Electronic Engineers Signatures and Seals for Maps, Drawings and Plans (8/27/08)
- [3696] DMLR Procedure No. 2.3.12, Inspections of DM designated "RZ" sites (8/2/05)
- [3697] DMLR Procedure No. 2.3.13, Performance Bond Review and Approval (8/16/07)
- [3698] DMLR Procedure No. 2.4.01, Checks Returned for Non-Payment (3/6/97)
- [3699] DMLR Procedure No. 3.1.01, Daily Reports (2/21/07)

- [3700] DMLR Procedure No. 3.1.03, Monthly/Quarterly Reports (4/17/06)
- [3701] DMLR Procedure No. 3.1.04, Radio Contact (4/17/06)
- [3703] DMLR Procedure No. 3.3.02, Numbering & Encoding Reports Enforcement Action (8/18/00)
- [3704] DMLR Procedure No. 3.7.01, CSMCRA/Clean Water Act Violations Settlement Agreements (8/2/05)
- [3705] DMLR Procedure No. 4.1.03, AMLIS Data Entry (8/2/05)
- [376] DMLR Procedure No. 3.3.07, Certification of Ponds, Roads, Fills and Stream Channel Diversions (2/26/03)
- [389] DMLR Procedure No. 4.1.02, Realty Procedures (6/1/05)
- [390] DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, Administrative Hearings Procedures (3/17/08)
- [393] DM Procedure No. 1.04.02, 5-Day Spot Inspection (8/1/05)
- [397] DM Procedure No. 1.04.01, Inspection of Coal Mines (10/1/03)
- [398] DM Procedure No. 1.04.04, Regular Inspections (7/1/07)
- [401] DM Procedure No. 1.04.06, Risk Assessment (10/1/03)
- [403] DM Procedure No. 1.04.08, Smoking Articles Inspection (7/1/07)
- [409] DM Procedure No. 1.05.05, Unintentional Roof Falls (7/1/07)
- [411] DM Procedure No. 1.05.07, Safety Complaints (10/1/03)
- [413] DM Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities (8/1/05)
- [418] DM Procedure No. 1.07.02, Small Mine Safety Service (1/29/99)
- [420] DM Procedure No. 1.08.02, Licensing through Initial Reclamation of Mine Sites (10/1/03)
- [421] DM Procedure No. 1.08.04, Other Requests for Assistance (8/1/05)
- [426] DM Procedure No. 1.09.01, Certification of Miners (8/1/08)
- [427] DM Procedure No. 1.08.01, Licensing (7/1/07)
- [428] DM Procedure No. 1.08.03, Requests through the Freedom of Information Act (8/1/05)
- [430] DM Procedure No. 1.04.03, Reopening Inspection (8/1/05)
- [490] DM Advanced First Aid Certification Requirements (6/2/08)
- [491] DM Advanced First Aid Instructor Requirements (6/2/08)
- [495] DM Board of Coal Mining Examiners Instructor Certification Requirements (6/2/08)
- [497] DM Chief Electrician (Surface and Underground) Certification Requirements (6/2/08)
- [499] DM Dock Foreman Certification Requirements (6/2/08)
- [501] DM Electrical Maintenance Foreman (Surface and Underground) Certification Requirements (6/2/08)
- [502] DM First Class Mine Foreman Certification Requirements (6/2/08)
- [503] DM First Class Shaft or Slope Foreman Certification Requirements (6/2/08)
- [504] DM General Coal Miner Certification Requirements (6/2/08)
- [505] DM Hoisting Engineer Certification Requirements (6/2/08)
- [507] DM Preparation Plant Foreman Certification Requirements (6/2/08)
- [509] DM Surface Electrical Repairman Certification Requirements (6/2/08)
- [510] DM Surface Facilities Foreman for Shops, Labs, and Warehouses Certification Requirements (6/2/08)
- [511] DM Surface Foreman Certification Requirements (6/2/08)
- [512] DM Top Person Certification Requirements (6/2/08)
- [513] DM Underground Diesel Engine Mechanic Certification Requirements (6/2/08)
- [514] DM Underground Diesel Engine Mechanic Instructor Certification Requirements (6/2/08)
- [515] DM Underground Electrical Repairman Certification Requirements (6/2/08)
- [516] DM Underground Shot Firer Certification Requirements (6/2/08)
- [518] DM Automatic Elevator Operator Certification Requirements (6/2/08)
- [560] DMLR Abandoned Mined Land Water Project Review Manual (7/1/07)
- [635] DMLR A Citizen's Guide to Coal Mine Complaint Resolution (5/1/07)
- [733] DMM Mineral Mine Emergency, Rescue and Recovery Plan (10/20/09)

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[DM 09-03] DM Operator Memorandum 09-03 2010 Certification Examination Schedule (7/8/09)

[DM09-04] Virginia Substance Abuse and Quick-Test Screening (11/2/09)

[DM-10-01] DM Operator Memorandum DM-10-01 Mine Incident Response, Rescue and Recovery Plan (1/13/10)

[DM10-02] DM Operators Memo DM10-02 Coal Mine Safety Awards (2/3/10)

[DM-11-05] Roof Bolter Mounted Cooling Fans (11/8/11)

[DM-14-02] Surface First Aid Supplies (7/29/14)

[DM-14-04] Definition of Serious Person Injury (8/1/14)

[DMLR 31-10] Abandoned Mined Land Refuse/Gob Piles – Exploration and Recovery (8/16/10)

### MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed on regular work days between the hours of 8:30 a.m. and 4:30 p.m. in the office of the Motor Vehicle Dealer Board, 2201 West 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, FAX (804) 367-1053, or email [alice.weedon@mvdv.virginia.gov](mailto:alice.weedon@mvdv.virginia.gov). The documents are also available using the links below.

Questions regarding interpretation or implementation of these documents may be directed to Bruce Gould, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, telephone (804) 367-1100 ext. 3002, FAX (804) 367-1053, or email [bruce.gould@mvdv.virginia.gov](mailto:bruce.gould@mvdv.virginia.gov).

#### Guidance Documents:

[Bonding Requirements](#) (11/14/00)

[Guidelines for Review of Applicants Who Have a Criminal History](#) (3/17/98)

[Guidelines to Issue Subsequent Temporary and Metal Plates](#) (3/15/09)

[Process for Determining Sanctions](#) (7/15/99)

[Resolution on Educational and Warning Letters](#) (1/10/05)

[Salesperson and Dealer-Operator Test](#) (3/19/96)

[Salespersons Must Be Employees](#) (3/15/08)

[TrueCar, Dealix and Insurance](#) (7/12/12)

[AD020-95] [Public Comment Policy](#) (5/15/97)

[AD030-96] [Meeting Documentation Policy](#) (9/15/02)

[AD050-96] [Meeting Dates and Times Policy](#) (1/11/10)

[AD100-00] [Internet Privacy Policy](#) (10/15/00)

[AD111-02] [Freedom of Information Act Compliance](#) (10/15/02)

[AD130-06] [Adjudicated Cases Policy](#) (5/8/06)

[AV010-00] [Advertising Policy: Deviations from Standard Practices](#) (6/15/00)

[AV020-09] [Advertising Display/Show versus Display for Sale](#) (9/14/09)

[LI020-01] [Dual License Processing Guidelines](#) (7/15/01)

[PR020-97] [Variance for Hours of Operation](#) (5/5/97)

[PR021-07] [Guidelines for Maintaining Records and Storing Records Off-Site](#) (9/10/07)

[PR030-97] [Temporary Supplemental License for Used Car Sales Policy](#) (12/15/97)

[PR050-97] [Wholesale Sales Agreement Policy](#) (12/29/11)

### DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular work days 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. Many of these documents are available on the DMV website at <http://www.dmv.state.va.us/webdoc/forms/index.asp>. Copies totaling under 10 pages may be obtained for no charge. Copies totaling 10 pages or more may be obtained at a cost of \$ .50 per page. Requests for copies of these documents may be made by contacting Melissa Velazquez at the same address, telephone (804) 367-1844, FAX (804) 367-4336, or email [melissa.velazquez@dmv.virginia.gov](mailto:melissa.velazquez@dmv.virginia.gov).

#### Guidance Documents:

DL 13, CDL Skills Test Waiver Military Application, 7/8/14  
<http://www.dmv.state.va.us/webdoc/pdf/dl13.pdf>

DL 18, Parental Consent Cancellation of a Minor's Driving Privilege, 1/10/15  
<http://www.dmv.virginia.gov/webdoc/pdf/dl18.pdf>

DL 55, National Driver Register File Check Employer Request, 10/10/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dl55.pdf>

DL 56, National Driver Register File Check Individual Request, 10/10/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dl56.pdf>

DL 57, Electronic Birth Certification Request, 2/10/14  
<http://www.dmv.state.va.us/webdoc/pdf/dl57.pdf>

DL 70, Hazmat Endorsement Background Record Check, 4/25/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dl70.pdf>

DL 140, Vehicle Inspection Study Guide - Tractor Trailer, 7/1/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dl140.pdf>

- DL 141, Vehicle Inspection Study Guide - Straight Truck/School Bus, 7/1/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dl141.pdf>
- DL 142, Vehicle Inspection Study Guide - Coach/Transit Bus, 5/15/14  
<http://www.dmv.virginia.gov/webdoc/pdf/dl142.pdf>
- DL 143, Vehicle Inspection Study Guide - Combination Vehicles, 7/1/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dl143.pdf>
- DMV Medical Advisory Board Guidelines, 2005
- DMV Medical Advisory Board Seizure/Blackout Policy, 2010
- DMV Medical Advisory Board Substance Abuse Policy, 2005
- DMV Medical Advisory Board Dementia Policy, 2005
- DMV Medical Advisory Board Policy for Drivers with Diabetes Requiring Insulin, 2005
- DMV Medical Advisory Board Pain Management Policy, 2005
- DMV Medical Advisory Board Policy for Drivers with Psychiatric Disorders, 2005
- DMV 2, Virginia Motorcycle Operator Manual, 6/2/14  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv2.pdf>
- DMV 7, webCAT - Full Service IRP and IFTA, 7/1/14  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv7.pdf>
- DMV 16, Parents in the Driver's Seat, 11/15/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv16.pdf>
- DMV 25, Be an Online Dealer, 5/23/14  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv25.pdf>
- DMV 28, Frequently Asked Questions About Farm Vehicles, 7/1/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv28.pdf>
- DMV 32, Preferred Services Flyer, 7/1/08  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv32.pdf>
- DMV 34, Virginia's Two-Wheel Motorcycle Skills Test, 11/13/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv34.pdf>
- DMV 34A, Virginia's Motorcycle Skills Test (for smaller testing area), 11/13/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv34a.pdf>
- DMV 39, Virginia Driver's Manual - Rules of the Road, 11/12/14  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv39.pdf>
- DMV 39SP, Manual del Conductor de Virginia - Reglas de la Carretera, 11/12/14  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv39SP.pdf>
- DMV 52, Virginia's Secure Driver's Licenses and ID Cards/Organ Donation (Driver Renewal Insert), 1/15/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv52.pdf>
- DMV 53, Turning 80? Come see us at DMV!, 12/17/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv53.pdf>
- DMV 54, Virginia's Secure Driver's Licenses and ID Cards (ID Card Renewal Insert), 4/30/09  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv54.pdf>
- DMV 60A, Virginia Commercial Driver's Manual, 9/15/14  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv60.pdf>
- DMV 72, Automobile Liability Insurance Reporting Requirements/Reporting Guide for Insurance Companies, 5/03  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv72.pdf>
- DMV 105, DMV Guide for Family Members and Friends of the Recently Deceased, 7/1/13  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv105.pdf>
- DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, 7/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/dmv109.pdf>
- DMV 114, A Different Kind of Crash Course, The Virginia DI Program, 7/1/10, § 46.2-489 et seq.  
<http://www.dmv.state.va.us/webdoc/pdf/dmv114.pdf>
- DMV 114S, Un Curso Intensivo Diferente Crash Course, 7/1/10  
<http://www.dmv.state.va.us/webdoc/pdf/dmv114s.pdf>
- DMV 115, Moving Violations and Point Assessments, The Virginia DI Program, 7/01/13, §§ 46.2-491 through 46.2-494  
<http://www.dmv.state.va.us/webdoc/pdf/dmv115.pdf>
- DMV 115S, Infracciones de la Circulación y Cálculo de Puntos, 7/1/13  
<http://www.dmv.state.va.us/webdoc/pdf/dmv115s.pdf>
- DMV 137, Personalized License Plates/Special License Plates, 8/31/12  
<http://www.dmv.state.va.us/webdoc/pdf/dmv137.pdf>
- DMV 140, Welcome to Virginia, 7/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/dmv140.pdf>
- DMV 140S, Bienvenido a Virginia, 7/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/dmv140s.pdf>
- DMV 141, Obtaining a Driver's License or Identification (ID) Card, 8/20/14  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv141.pdf>
- DMV 141S, Obtención de una Licencia de conducir o una tarjeta de Identificación (ID) de Virginia, 8/20/14  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv141s.pdf>
- DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, 12/28/10, § 46.2-323.1  
<http://www.dmv.virginia.gov/webdoc/pdf/dmv143.pdf>



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- DMV 168, Virginia is Tough on Drunk and Drugged Drivers, 7/1/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv168.pdf>
- DMV 168S, Virginia es muy estricta con conductores borrachos y drogados, 7/1/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv168s.pdf>
- DMV 172, Child's Identification Card, 4/14/11 <http://www.dmv.virginia.gov/webdoc/pdf/dmv172.pdf>
- DMV 172SP, Las Tarjetas de Identidad para los niños de Virginia de alta seguridad, 4/14/11 <http://www.dmv.virginia.gov/webdoc/pdf/dmv172s.pdf>
- DMV 177, Acceptable Documents for an Individual Titling a Vehicle in Virginia, 8/9/10 <http://www.dmv.virginia.gov/webdoc/pdf/dmv177.pdf>
- DMV 177S, Documentos aceptables – Para obtener el título de un vehículo en Virginia, 8/9/10 <http://www.dmv.virginia.gov/webdoc/pdf/dmv177s.pdf>
- DMV 178, Clean Special Fuel, 7/1/12 <http://www.dmv.virginia.gov/webdoc/pdf/dmv178.pdf>
- DMV 181, Voter Registration Application Instructions, Large Print, 4/12/10 <http://www.dmv.virginia.gov/webdoc/pdf/dmv181.pdf>
- DMV 200, Failure to Show for CDL Skills Test Appointment 11/9/10 <http://www.dmv.virginia.gov/webdoc/pdf/dmv200.pdf>
- DMV 201, DMV Fees, 7/1/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv201.pdf>
- DMV 202, Overweight Penalties, 6/1/07 <http://www.dmv.state.va.us/webdoc/pdf/dmv202.pdf>
- DMV 206, Military Guide, 7/1/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv206.pdf>
- DMV 217, Important Testing Information, 7/1/13 <http://www.dmv.virginia.gov/webdoc/pdf/dmv217.pdf>
- DMV 217S, Importante Información sobre los Exámenes para Obtener la Licencia de Manejar, 7/1/13 <http://www.dmv.virginia.gov/webdoc/pdf/dmv217s.pdf>
- DMV 222, Virginia's Secure Driver's Licenses and ID Cards Brochure, 3/19/09 <http://www.dmv.virginia.gov/webdoc/pdf/dmv222.pdf>
- DMV 222S, Las Licencias de Conducir y las Tarjetas de Identidad de Virginia son documentos de alta seguridad, 5/1/09 <http://www.dmv.virginia.gov/webdoc/pdf/dmv222s.pdf>
- DMV 223, Vehicle Safety Inspection/Virginia Insurance Requirements, 12/20/10 <http://www.dmv.virginia.gov/webdoc/pdf/dmv223.pdf>
- DMV 225, Automated Clearing House Payment Options, 8/5/13 <http://www.dmv.virginia.gov/webdoc/pdf/dmv225.pdf>
- DMV 226, Virginia Rider Training Program Policy and Procedures, 1/24/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv226.pdf>
- DMV 234, Hauling Permit Manual, 9/09 <http://www.dmv.state.va.us/webdoc/pdf/dmv234.pdf>
- DMV 237, Doing Business with DMV, 9/18/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv237.pdf>
- DMV 239, Important Notice: Harvest Vehicles, 7/1/11 <http://www.dmv.virginia.gov/webdoc/pdf/dmv239.pdf>
- DMV 240, myDMV Account, 8/28/12 <http://www.dmv.virginia.gov/webdoc/pdf/dmv240.pdf>
- DMV 241A, Driver Alert, 9/30/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv241a.pdf>
- DMV 241B, EZ Fleet, 6/4/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv241b.pdf>
- DMV 241C, Automated Routing Solution, 7/12/11 <http://www.dmv.virginia.gov/webdoc/pdf/dmv241c.pdf>
- DMV 241E, Virginia is Open for Business, 11/13/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv241e.pdf>
- DMV 241F, Business Logo License Plates, 7/7/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv241f.pdf>
- V 246, Operational Recommendations for Companies Transporting Passengers for Compensation (For-Hire), 5/13/11 <http://www.dmv.virginia.gov/webdoc/pdf/dmv246.pdf>
- DMV 248, Motor Carrier Manual, 2/12/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv248.pdf>
- DMV 253, Requirements to Obtain For-Hire License Plates, 7/1/12 <http://www.dmv.state.va.us/webdoc/pdf/dmv253.pdf>
- DMV 254, Passenger and Property Carrier Enforcement, 7/1/12 <http://www.dmv.state.va.us/webdoc/pdf/dmv254.pdf>
- DMV 257, Intrastate Motor Carrier Inspection Information Flyer, 9/17/12 <http://www.dmv.state.va.us/webdoc/pdf/dmv257.pdf>
- DMV 258, PRISM Brochure, 7/1/2014 <http://www.dmv.state.va.us/webdoc/pdf/dmv258.pdf>
- DMV 264, Mopeds in Virginia, 9/15/14 <http://www.dmv.virginia.gov/webdoc/pdf/dmv264.pdf>
- DMV 267, Escort Vehicle Driver Certification Flyer, 7/16/13 <http://www.dmv.state.va.us/webdoc/pdf/dmv267.pdf>
- DMV 268, Passenger Carriers - Time is Running Out, 9/23/13 <http://www.dmv.state.va.us/webdoc/pdf/dmv268.pdf>
- Drivers Licensing Guide, updated on a regular basis as necessary

- DSD 27, Permit to Use Dealer's License Plates, 11/15/10  
<http://www.dmv.state.va.us/webdoc/pdf/dsd27.pdf>
- DTS 30, Curriculum Requirements for Class A Driver Training Instruction Courses, 7/1/10  
<http://www.dmv.state.va.us/webdoc/pdf/dts30.pdf>
- FR 4, Financial Responsibility Insurance Filing SR22/FR44 and SR26/FR46 Data Exchange, 4/13  
<http://www.dmv.state.va.us/webdoc/pdf/fr04.pdf>
- Instructions for Officers, revised May 5, 2010, § 46.2-1566 et seq., § 46.2-1973 et seq., § 46.2-1992.66 et seq. and § 46.2-1993.64 et seq. of the Code of Virginia.
- Hearing Officer Deskbook: A Reference for Virginia Hearing Officers, 12/13  
<http://www.courts.state.va.us/programs/ho/deskbook.pdf>
- HP 405, Escort Driver's Manual, 1/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/hp405.pdf>
- LE 444, Fuel Inspection Notice, 12/3/13  
<http://www.dmv.state.va.us/webdoc/pdf/le444.pdf>
- MCTS 247, Motor Carrier Guidelines, revised 7/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/mcts247.pdf>
- MED 2, Customer Medical Report, 12/25/13  
<http://www.dmv.state.va.us/webdoc/pdf/med2.pdf>
- MED 12, Disabled Parking Privileges Information, 7/1/13, §§ 46.2-731, 46.2-732, 46.2-739 and 46.2-1241  
<http://www.dmv.state.va.us/webdoc/pdf/med12.pdf>
- MED 30, Application for CDL Waiver or Hazardous Materials Variance, 11/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/med30.pdf>
- MED 31, Conditions of Variance for CDL Drivers to Haul Hazardous Materials, revised 6/07 §§ 10.1-1402 (11), 10.1-1405, 10.1-1450 and 46.2-341.9:1  
<http://www.dmv.state.va.us/webdoc/pdf/med31.pdf>
- MED 44, Driver Licensing Information for Biopic Telescopic Lens Wearers, revised 12/28/10, § 46.2-312  
<http://www.dmv.state.va.us/webdoc/pdf/med44.pdf>
- MED 80, Medical Fitness for Safe Driving, 7/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/med80.pdf>
- OA 448, Sample Tariff for Common Carriers Over Irregular Routes, 11/03  
<http://www.dmv.state.va.us/webdoc/pdf/oa448.pdf>
- OA 449, Samples Tariff and Time Schedule for Common Carriers Over Regular Routes, 11/03  
<http://www.dmv.state.va.us/webdoc/pdf/oa449.pdf>
- OA 450, Sample Tariff for Household Goods Carriers, 2/16/05  
<http://www.dmv.state.va.us/webdoc/pdf/oa450.pdf>
- RDT 125 IFTA Renewal Notice Information Sheet, 7/1/10  
<http://www.dmv.state.va.us/webdoc/pdf/rdt125.pdf>
- IFTA Tax Reporting Requirements and Rates  
<http://www.dmv.state.va.us/commercial/#mcs/programs/ifta/tax.asp>
- US 531C, DMV Information – Use Criteria, 11/8/04  
<http://www.dmv.state.va.us/webdoc/pdf/US531c.pdf>
- US 531A/AR, Information Use Application, revised 4/1/14, § 46.2-208  
<http://www.dmv.state.va.us/webdoc/pdf/US531A.pdf>
- US 531E/ER, Application for Extranet Transaction Access, revised 10/10/14, § 46.2-208  
<http://www.dmv.state.va.us/webdoc/pdf/US531e.pdf>
- VSA 5, Odometer Disclosure Statement, 7/25/11  
<http://www.dmv.state.va.us/webdoc/pdf/vsa5.pdf>
- VSA 6, Vehicle Color Codes  
<http://www.dmv.state.va.us/webdoc/pdf/vsa-6color.pdf>
- VSA 10, License Plate Application, 9/10/13  
<http://www.dmv.state.va.us/webdoc/pdf/vsa10.pdf>
- VSA 10A, Gold Star License Plate Applicant Certification, 7/1/08  
<http://www.dmv.state.va.us/webdoc/pdf/vsa10a.pdf>
- VSA 10B, Antique License Plate Applicant Certification, 7/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/vsa10b.pdf>
- VSA 14, Vehicle Registration Application, 11/6/14  
<http://www.dmv.state.va.us/webdoc/pdf/vsa14.pdf>
- VSA 17A, Application for Certificate of Title and Registration, 7/1/13  
<http://www.dmv.state.va.us/webdoc/pdf/vsa17a.pdf>
- VSA 86, To Secure Virginia Title and Transfer or Buy License Plates, 7/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/vsa86.pdf>
- Vehicle Licensing Guide, updated as necessary 11/25/14
- DMV 35, Virginia's Three-wheel Motorcycle Skills Test 11/13/13
- DMV 60V, Virginia Supplement to the Commercial Driver's Manual 8/18/14
- DMV 173, What Can I Do Online? 8/07
- DMV 212, Experience and Knowledge - The Keys to Safe Motorcycle Riding 9/18/13
- DMV 215, Motorcycle 411- Info You Can Live With
- DMV 238, Pocket Purchasing Guide
- DMV 244, Brochure for Mobile Customer Service Center (DMV 2 Go) 1/3/13
- DMV 244G, DMV 2 Go Services - Handicapped Accessible 7/1/14
- DMV 249, DMV Connect 11/18/13

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## Guidance Documents

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[DMV 249B, DMV Connect \(General Information\)](#) 11/18/13

[DMV 250, Snap Dragon Activity Book](#) 6/5/12

DMV 260, Motor Carrier Out-of-Service Insert 7/1/14

DMV 266, Classes, Endorsements, and Restrictions Codes Card 7/1/14

[DMV 269, Vital Records at DMV](#) 9/24/14

[DMV 270, Flags of Medically At-risk Drivers \(Red Card\)](#) 7/29/14

DMV 271, Vital Records Raised Seal Letter 2/25/14

[DMV 272, Moving Truck Flyer](#) 3/11/14

[DMV 273, Internal Audit](#) 5/1/14

[DMV 274, Buyers Beware](#) 10/17/14

DMV 275, Vehicle Type Registration Guide 7/1/14

[DMV 276, Converting a Manufactured Home to Real Property](#) 7/1/14

[FR 3, Insurance Verification Annual Report](#)

General Guidelines for Review of Applications for Personalized License Plates, 7/12/13

### BOARD OF NURSING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/nursing> or the Regulatory Town Hall at <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, Board of Nursing, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4515. Copies are free of charge.

#### Guidance Documents:

[http://www.dhp.virginia.gov/nursing/nursing\\_guidelines.htm](http://www.dhp.virginia.gov/nursing/nursing_guidelines.htm)

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, Transmittal of third-party orders to nurses, revised September 11, 2012

90-4, Opinion on how licensure as a nurse relates to service on a volunteer rescue squad, revised by Board motion, revised November 18, 2003 and reviewed August 22, 2012

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, Peripherally inserted central catheters and removal by registered nurses, revised September 11, 2012

90-7, Sanctioning Reference Points Instruction Manual, revised June 1, 2013

90-8, Delegation of task of obtaining specimens to unlicensed personnel, revised September 11, 2012

90-9, Board Guidelines for Prescription Drug Administration Training Program for Child Day Care, revised July 17, 2013

90-10, Guidelines for processing applications for licensure by examination, endorsement and reinstatement, revised January 29, 2013

90-11, Continuing Competency and Protocol Requirements Violations for Nurse Practitioners, revised by Board of Nursing May 21, 2013 and Board of Medicine June 20, 2013

90-12, Delegation of authority to Board of Nursing registered nurse education and discipline staff, revised September 16, 2014

90-15, Use of cervical ripening agents, revised November 18, 2003 and reviewed August 22, 2012

90-16, Evaluation form and protocols for adult immunizations, revised February 24, 2013

90-17, Opinion of cutting of corns and warts with a scalpel by licensed RN/LPN, revised November 18, 2003 and reviewed August 22, 2012

90-19, Epidural anesthesia by registered nurses, revised September 11, 2012

90-20, Nursing employment practice under board-ordered probation, adopted May 15, 2012

90-21, Clinical learning experiences in RN and LPN educational programs, adopted July 17, 2012

90-22, Requests for accommodation for NCLEX and NNAAP testing and medication aide examination, revised May 21, 2013

90-23, Decision-making Model for Determining RN/LPN Scope of Practice, revised September 11, 2012

90-24, Use of simulation in nursing education programs, reaffirmed March 19, 2013

90-26, Requests by revoked certified nurse aides with prior adverse findings, revised January 29, 2013

90-28, Clinical hours for LPN to pre-licensure RN transition/bridge programs, reaffirmed March 19, 2013

90-31, Administration of a medication that has been transmitted orally or in writing by a pharmacist acting as the prescriber's agent, revised September 11, 2012

90-33, Authority of licensed nurse practitioners to write Do Not Resuscitate Orders, revised by Board of Nursing on July 17, 2012 and by the Board of Medicine on August 3, 2012

90-34, Request for review and challenge of NCLEX, revised May 21, 2013

90-35, Non-compliance with Board orders, revised January 29, 2013

90-36, Training of employees of school boards in the administration of insulin and glucagon, revised September 11, 2012

90-38, Disposition of cases against nurses practicing with expired licenses, revised January 29, 2013

90-39, Indefinite suspension timeframes, revised January 29, 2013

90-40, Surveillance activities required by the OHSA Respiratory Standards within the scope of practice of the registered nurse, revised September 11, 2012

90-41, Article on meaning of patient abandonment, revised September 11, 2012

90-42, Reinstatement after mandatory suspension, revised January 29, 2013

90-43, Attachment of scalp leads for internal fetal monitoring, revised May 21, 2013

90-46, Administration of over-the counter drugs by certified nurse aides, revised January 29, 2013

90-47, Guidance on massage therapy practice and use of titles, revised November 20, 2013

90-48, Use of social media by practitioners regulated by the Board, May 17, 2012

90-52, Delegation of the removal of venous and arterial sheaths by registered nurses to unlicensed personnel not permitted, revised September 11, 2012

90-53, Boards' opinion on treatment by women's health nurse practitioners of male clients for sexually transmitted diseases, revised by the Board of Nursing on July 17, 2012 and by the Board of Medicine on August 3, 2012

90-54, Process for delegation of informal fact-finding to an agency subordinate, revised January 29, 2013

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, reviewed December 2012

90-56, Practice agreement requirements for licensed nurse practitioners, adopted by the Board of Nursing on July 17, 2012 and the Board of Medicine on August 3, 2012

90-57, By-Laws of the Board of Nursing, revised November 13, 2012

90-58, By-Laws of the Advisory Board on Massage Therapy, revised October 22, 2013

90-59, Impact of criminal convictions on certification of massage therapists and registration of medication aides, adopted May, 2010, reviewed December 2012

90-60, Code of Conduct for Board of Nursing, revised January 24, 2012

90-61, Disposition of cases against nurse aides, medication aides and massage therapists for practice on expired certificates or registrations, revised January 29, 2013

90-62, Medication administration training curriculum, adopted November 18, 2014

### BOARD OF OPTOMETRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/Optometry> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [optbd@dhp.virginia.gov](mailto:optbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knachel, Executive Director, Board of Optometry, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4508. Copies are free of charge.

#### Guidance Documents:

[http://www.dhp.virginia.gov/Optometry/optometry\\_guidelines.htm](http://www.dhp.virginia.gov/Optometry/optometry_guidelines.htm)

105-10, End of a contact lens fitting, adopted May 12, 2012

105-11, Disposition of cases involving practicing with an expired license, adopted February 8, 2012

105-12, Continuing education audits and sanctions for non-compliance, adopted July 20, 2011

105-13, Guidance on performing free eye screenings, adopted May 11, 2011

105-14, Bylaws of the Board of Optometry, revised May 16, 2014

105-17, Guidelines on use of O.D. or optometrist in advertising, adopted February 1997, reaffirmed July 15, 2010

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## Guidance Documents

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105-26, Board motion on delegation of informal fact-finding to an agency subordinate, revised September 2010

105-28, Sanctioning Reference Points Instruction Manual, revised July 2011

### **VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES**

Copies of the following document may be viewed on regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Board for People with Disabilities (VBPD), Washington Building, 1100 Bank Street, 7th Floor, Richmond, VA 23219.

Copies may be obtained free of charge at <http://www.vaboard.org/grants.htm> or by contacting Lynne Talley, VBPD Grants Manager, telephone (804) 786-0016, TTY/Voice (804) 846-4464, or email [lynne.talley@vbpd.virginia.gov](mailto:lynne.talley@vbpd.virginia.gov). Alternate formats are available upon request.

Questions regarding implementation of this document may be directed to Lynne Talley, VBPD Grants Manager, telephone (804) 786-0016, TTY/Voice (804) 846-4464, or email [lynne.talley@vbpd.virginia.gov](mailto:lynne.talley@vbpd.virginia.gov).

Based on available funding, VBPD may or may not issue a Request for Proposals (RFP) each December. The Grants Manual is revised/updated in each year when a RFP is issued and is posted online at the VBPD website with the RFP. If funds become available, the board's next RFP will be released in December 2014.

#### **Guidance Document:**

[Grants Manual](#), revised August 2013.

### **BOARD OF PHARMACY**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/Pharmacy> or the Regulatory Town Hall at <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 Caroline D. Juran, Executive Director, Board of Pharmacy, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4456. Copies are free of charge.

#### **Guidance Documents:**

[http://www.dhp.virginia.gov/Pharmacy/pharmacy\\_guidelines.htm](http://www.dhp.virginia.gov/Pharmacy/pharmacy_guidelines.htm)

110-1, List of categories of facility licenses and a brief description of each, revised September 2009

110-2, Instructions for applicants for pharmacist licensure, revised September 2009

110-3, Guidance on alternative delivery of prescriptions, pharmacy to physician or pharmacy to controlled substance registration type of delivery, revised September 9, 2014

110-4, Continuing Education Guide for Pharmacists, revised September 2009

110-5, Instructions and forms for reporting of thefts or losses of drugs, February 2009

110-6, Sanctions for non-compliance with reporting to the Prescription Monitoring Program, revised March 12, 2013

110-7, Practitioner/patient relationship and the prescribing of drugs for family or self, revised January 2009

110-8, Information on prescriptive authority in Virginia, revised July 2012

110-9, Pharmacy Inspection Deficiency Monetary Penalty Guide, revised December 12, 2013

110-10, Board guidance on dispensing of drugs from mobile vans, revised April 2006

110-11, Board guidance on proof of identity for Schedule II drugs, revised July 1, 2011

110-12, Bylaws of the Board of Pharmacy, revised September 10, 2013

110-13, Consent order for the Board of Pharmacy v. CVS/pharmacy, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, October 9, 1997

110-14, Consent order for the Board of Pharmacy v. Eckerd Corporation, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, August 19, 1997

110-15, Delegation of authority in disciplinary matters, adopted June 8, 2011

110-16, Board guidance on performing inventories, adopted September 20, 2011

110-17, Instructions for graduates of foreign schools of pharmacy, revised December 12, 2013

110-18, Advance preparation of medications for administration, revised March 12, 2013

110-19, Transferring valid orders between medical equipment providers, revised July 1, 2013

110-20, Practice as a pharmacy technician trainee, adopted June 12, 2012

110-21, Sanctioning Reference Points Instruction Manual, revised September, 2013

110-22, Dispensing records; identification of pharmacist, revised December 12, 2013

110-23, Monetary penalties for inspection deficiencies for physicians selling controlled substances, adopted March 26, 2014

110-24, Competency examination required and passing score, adopted June 2009

110-25, Guidance for life of a prescription after a prescriber no longer in practice, September 3, 2008

110-27, Pharmacist-in-charge responsibilities, revised December 12, 2013

110-28, Guidance for free clinic pharmacy permit applicants, revised September 2009

110-29, Guidance for physician dispensing, revised February 2011

110-30, Drugs within animal shelters and pounds, revised March 2011

110-31, Approved capture drugs and drug administering equipment, Directive from the State Veterinarian, revised June 2007

110-32, Use of a drop-box for the collection of prescriptions, adopted December 12, 2007

110-33, Pharmacy Interns as Pharmacy Technicians, Pharmacy Technician Ratio, revised September 2009

110-34, Non-resident wholesale distributor licensure guidance, revised March 2011

110-35, Requirements for Prescription Blanks, revised May 2013

110-36, Compliance with USP Standards for Compounding, revised March 26, 2014

110-37, Guidance for conducting informal fact-finding by an agency subordinate, revised June 8, 2011

110-38, Requirement for Non-resident Pharmacies to Submit Current Inspection Report, revised June 4, 2014

110-40, Storage of Schedule II drugs in a pharmacy, adopted June 2, 2014

110-41, Changes a pharmacist may make to a Schedule II prescription, revised December 14, 2011

110-42, Continuing education audit and recommended sanctions, adopted March 11, 2009

110-43, Dispensing with an authorized generic, adopted December 12, 2012

## BOARD OF PHYSICAL THERAPY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/physicaltherapy> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [ptboard@dhp.virginia.gov](mailto:ptboard@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director, Board of Physical Therapy, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4674. Copies are free of charge.

### Guidance Documents:

[http://www.dhp.virginia.gov/PhysicalTherapy/physther\\_guide\\_lines.htm](http://www.dhp.virginia.gov/PhysicalTherapy/physther_guide_lines.htm)

112-1, By-Laws of the Board of Physical Therapy, revised January 27, 2006

112-2, Board guidance on the use of confidential consent agreements, October 24, 2003

112-3, Board guidance for conduct of an informal conference by an agency subordinate, October 29, 2004

112-4, Board guidance on requirement for licensure for instructors in a physical therapy program, adopted July 11, 2003, readopted January 19, 2007

112-5, Board guidance on acceptance of TOEFL iBT as equivalent to TOEFL and TSE examinations, adopted October 28, 2005, readopted January 19, 2007

112-6, Board guidance on licensure of kinesiotherapists as physical therapists, adopted July 11, 2003, readopted January 19, 2007

112-7, Board guidance on physical therapists and individualized educational plans in public schools, November 15, 2002

112-8, Board guidance on review of non-routine applications from non-approved schools, adopted March 7, 2003, readopted January 19, 2007

112-9, Board guidance on use of dry needling in physical therapy, revised August 26, 2010

112-10, Board guidance on credits for continuing competency requirements, revised November 16, 2012

112-11, Board guidance on functional capacity evaluations, adopted August 20, 2004, readopted January 19, 2007

112-12, Board guidance on physical therapy services in home health, readopted January 19, 2007

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# Guidance Documents

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112-13, Approval of a traineeship, revised August 6, 2014

112-14, Board guidance on electromyography (EMG) and sharp debridement in the practice of physical therapy, adopted October 26, 2007

112-15, Board guidance on supervision of unlicensed persons in any setting, adopted April 3, 2009

112-16, Board guidance on use of initials with practitioner's name, revised August 26, 2010

112-17, Sanctioning Reference Points Instruction Manual, revised May 2012

112-18, Disciplinary action for practicing with an expired letter, adopted February 17, 2012

112-19, Performance of INR's by physical therapists in home health settings, adopted February 17, 2012

112-20, Supervision of students in non-approved PT and PTA programs, adopted November 16, 2012

## DEPARTMENT OF PLANNING AND BUDGET

Copies of the following documents may be viewed during regular work days from 9 a.m. until 5 p.m. at the Virginia Department of Planning and Budget, Patrick Henry Building, 1111 East Broad Street, Fifth Floor, Room 5040, Richmond, VA 23219 or by using the links below. Copies may also be requested by contacting Melanie K. West, email [melanie.west@dpb.virginia.gov](mailto:melanie.west@dpb.virginia.gov). Questions regarding interpretation or implementation of these documents may be directed to Melanie K. West, at the address above, telephone (804) 786-8812. Copies are free of charge.

### Guidance Documents:

[Non-State Agency Submission Instructions \(2015\)](#) (11/5/14)

[Town Hall User Manual](#) (11/1/14)

## 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 Information Management Section, Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, VA 23233. Copies may be obtained by contacting Dawn Waters at the same address, telephone (804) 367-8583, FAX (866) 254-0312, or email [publicrecords@dpor.virginia.gov](mailto:publicrecords@dpor.virginia.gov). Documents are available electronically at no charge on the Town Hall using the links below. Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Information Management Director, Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, VA 23233,

telephone (804) 367-8583, FAX (866) 254-0312, or email [dawn.waters@dpor.virginia.gov](mailto:dawn.waters@dpor.virginia.gov).

### Guidance Documents (applicable to all boards and the department):

[2014\\_15 New Board Member Manual](#) (7/1/14)

[Guidelines for the Evaluation of the Need to Regulate Professions and Occupations](#) (6/2/03)

[Restricted Participation in Examination Development & Review](#) (6/3/14)

[\[Policy #100-01\] Establishing and Revising Policies and Related Procedures](#) (9/21/09)

[\[Policy #100-02\] Americans with Disabilities Act Compliance](#) (5/20/14)

[\[Policy #100-03\] Employee Use of Social Media](#) (3/14/13)

[\[Policy #100-04\] Release of Information](#) (2/7/13)

[\[Policy #100-05\] License Suspensions](#) (9/18/09)

[\[Policy #100-06\] Subpoenas/Service of Process/Notices](#) (9/18/09)

[\[Policy #100-09\] Gifts and Honoraria](#) (9/23/09)

[\[Policy #100-14\] Public Service Hours](#) (9/24/09)

[\[Policy #100-18\] Alternative Dispute Resolution](#) (9/25/09)

[\[Policy #100-19\] Ethics](#) (11/1/12)

[\[Policy #200-18\] Equal Employment Opportunity](#) (3/17/10)

[\[Policy #300-01\] Regulant Name & Address Change](#) (10/9/09)

[\[Policy #300-02\] Application & Application Fee Expiration](#) (10/31/11)

[\[Policy #300-03\] Expedited Licensing of Military Spouses](#) (7/1/14)

[\[Policy #500-01\] Purchasing](#) (12/16/09)

[\[Policy #500-02\] Contract and Purchase Order Modifications](#) (1/30/08)

[\[Policy #600-01\] Examination Fees](#) (3/17/10)

[\[Policy #600-02\] Examination Site Conduct](#) (6/26/14)

[\[Policy #600-03\] Restricted Participation in Examination Development & Review](#) (6/3/14)

[\[Policy #700-03\] Accounts Receivable and Debt Collection](#) (2/10/12)

[\[Policy #700-04\] Revenue Refunds](#) (2/10/12)

[\[Policy #800-01\] Criminal History Information & Online Public Records Information](#) (6/13/11)

[\[Policy #800-02\] Complaints Against Regulants \(3/5/10\)](#)

## **Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects**

### **Guidance Documents:**

[APELSCIDLA Board Sanction Guidelines after 7/1/99 \(3/6/03\)](#)

[APELSCIDLA Board Sanction Guidelines before 7/1/99 \(3/6/03\)](#)

[Comity Applicant Criteria of the APELSCIDLA Board's Current Regulations \(6/18/12\)](#)

[Onsite Sewage Systems Designed by Professional Engineers & Onsite Soil Evaluators \(12/15/11\)](#)

[Requirements for Topographic Surveys in Virginia \(6/30/11\)](#)

## **Virginia Board for Asbestos, Lead, and Home Inspectors**

### **Guidance Documents:**

[Asbestos Regulation Interpretation \(8/23/11\)](#)

[Certified Home Inspector Requirement for General Liability Insurance \(2/7/13\)](#)

[Certified Home Inspector Written Competency Examination \(11/14/13\)](#)

[Home Inspector Minimum Insurance Coverage \(11/6/14\)](#)

[Home Inspectors Regulation Interpretation \(8/23/11\)](#)

[Lead Based Paint Licensing Regulations Interpretations & Policies \(2/7/13\)](#)

[Lead Regulation Interpretation \(8/23/11\)](#)

[Lead-Based Paint Activities Regulations Interpretations and Policies \(2/6/14\)](#)

[Review of ALHI Applications with Criminal Convictions \(8/7/14\)](#)

## **Auctioneers Board**

See guidance documents applicable to all boards and the department.

## **Board for Barbers and Cosmetology**

### **Guidance Documents:**

[Approved Health Education Providers \(11/17/14\)](#)

[Assessment of a Student's Competence in Esthetics \(2/11/13\)](#)

[Cosmetology Examiners \(11/17/14\)](#)

[Endorsement Candidate from State Offering Only One Licensing Exam \(11/17/14\)](#)

[Guidance Document - Barber & Cosmetology School Awarding Credits and/or Hours to Transfer Students \(5/12/14\)](#)

[Guidance Document - Substantial Equivalence \(8/11/14\)](#)

[Non-Traditional Classroom Instruction \(8/11/14\)](#)

[Post-Secondary Educational Level \(11/8/10\)](#)

[\[#800-03\] Random Inspections of Board for Barbers and Cosmetology Licensees \(7/9/09\)](#)

## **Board for Branch Pilots**

### **Guidance Document:**

[Branch Pilot Renewal Requirements \(8/1/12\)](#)

## **Cemetery Board**

### **Guidance Document:**

[Sample General Price List \(10/23/08\)](#)

## **Common Interest Community Board**

### **Guidance Documents:**

[CIC Waiver of Filing Fee for Final Adverse Decision \(9/17/13\)](#)

[Common Interest Community Guidance Document 5 \(9/20/12\)](#)

[Common Interest Community Guidance Document 6 \(9/20/12\)](#)

[Definition of "Employee" as used in Section 54.1-2347 A of Code of Virginia \(1/3/11\)](#)

[Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by CIC Manager Applicant \(3/15/10\)](#)

[Letters of Credit in Lieu of Bonds \(6/27/13\)](#)

[Maximum Fees for Disclosure Packets & Resale Certificates Preparation \(7/1/14\)](#)

[Required Documentation to Accompany Disclosure of Personal Adverse Financial History \(12/3/14\)](#)

## **Board for Contractors**

### **Guidance Document:**

[Board for Contractors Policies & Interpretations \(1/24/12\)](#)

## **Fair Housing Board**

See guidance documents applicable to all boards and the department.

## **Board for Hearing Aid Specialists and Opticians**

See guidance documents applicable to all boards and the department.



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# Guidance Documents

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## **Board for Professional Soil Scientists, Wetland Professionals, and Geologists**

See guidance documents applicable to all boards and the department.

### **Real Estate Appraiser Board**

#### **Guidance Documents:**

[Real Estate Appraiser - Submitting Assignments Electronically](#) (3/5/09)

[Real Estate Appraisers Experience Hours](#) (11/18/03)

[Signing any Appraisal Report](#) (2/21/06)

### **Real Estate Board**

#### **Guidance Documents:**

[Broker Price Opinion Guidance Document](#) (12/4/09)

[Continuing & Post License Education Course Reporting Requirements](#) (5/19/08)

[Instructor Qualifications](#) (5/19/08)

[Necessity for brokerage agreements](#) (9/6/12)

[Online Course Time Requirement](#) (12/17/09)

[Proof of Financial Responsibility for Board-Approved Education Providers](#) (7/19/07)

[Real Estate Advisory Council's Report Regarding Post-Licensure Education](#) (7/12/12)

[Real Estate Board Transfer of Active Licenses](#) (5/9/13)

[Real Estate Continuing Education Elective Courses](#) (5/22/14)

[Real Estate Distance Education Notarized Affidavit Requirement](#) (5/19/09)

[Real Estate Pre-License Instructor Guidance Document](#) (3/24/08)

## **Board for Waste Management Facility Operators**

See guidance documents applicable to all boards and the department.

## **Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals**

#### **Guidance Documents:**

[Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Interpretations and Policies](#) (1/12/12)

[Onsite Sewage Systems Designed by Professional Engineers & Onsite Soil Evaluators](#) (12/15/11)

[Out-of-State Applicants for Onsite Sewage System Licensure](#) (4/10/14)

[Processing of Applications Pursuant to SB 657](#) (4/24/14)

[Processing of Applications Reporting Misdemeanor Convictions](#) (1/16/14)

[Verification of Experience for Conventional and Alternative Onsite Sewage System Operator Applicants](#) (7/24/14)

[Waiver of Examination for Conventional Onsite Sewage System Operators in Limited Circumstances](#) (7/24/14)

[Waterworks/Wastewater Works Operators Related Science Degree Requirements](#) (1/16/14)

## **BOARD OF PSYCHOLOGY**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/Psychology> or the Regulatory Town Hall at <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 Catherine Chappell, Executive Director, Board of Psychology, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4697. Copies are free of charge.

#### **Guidance Documents:**

[http://www.dhp.virginia.gov/Psychology/psychology\\_guidelines.htm](http://www.dhp.virginia.gov/Psychology/psychology_guidelines.htm)

125-2, Impact of criminal convictions, impairment, and past history on licensure or certification, adopted November 5, 2013

125-3.1, Submission of evidence of completion of graduate work, adopted February 16, 2010

125-3.2, Official beginning of a residency, adopted February 16, 2010

125-3.8, Flowchart and narrative explanation for guidance on conduct of an informal conference by an agency subordinate, revised September 2010

125-3.9, Policy on the use of confidential consent agreements in lieu of disciplinary action by the Board, January 13, 2003

125-4, Acceptance of CPQ credential for licensure by endorsement, February 11, 2014

125-5.1, Board guidance on possible disciplinary action for non-compliance with continuing education requirements, revised February 11, 2014

125-5.2, Sanctioning Reference Points Instruction Manual, April 2009

125-6, By-laws of the Board, revised November 5, 2013

## VIRGINIA RACING COMMISSION

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 Racing Commission, 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250. Copies may also be obtained free of charge by contacting David Lermond at the same address, telephone (804) 966-7404, or email [david.lermond@vrc.virginia.gov](mailto:david.lermond@vrc.virginia.gov).

Questions regarding interpretation of the documents may be directed to David Lermond, Deputy Executive Secretary/Fiscal Officer, Virginia Racing Commission, 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250, telephone (804) 966-7404, or email [david.lermond@vrc.virginia.gov](mailto:david.lermond@vrc.virginia.gov).

The documents may be viewed using the links below.

### Guidance Documents:

[VRC-001] [Association of Racing Commissioners International Uniform Classification Guidelines for Foreign Substances \(1/31/14\)](#)

[VRC-002] [Association of Racing Commissioners International Multiple Violations Penalty System \(7/31/14\)](#)

## DEPARTMENT OF SOCIAL SERVICES

For printed copies of guidance documents and interpretive/implementation questions contact Karin Clark, Legislative and Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23141, telephone (804) 726-7017, or email [karin.clark@dss.virginia.gov](mailto:karin.clark@dss.virginia.gov). All guidance documents are available electronically at no charge on the Regulatory Town Hall using the links below. Costs associated with obtaining printed copies vary depending on the document.

[APP1] [Administrative Disqualification Hearings \(1/1/10\)](#)

[APP2] [Child Protective Services Appeals \(4/1/11\)](#)

[APP3] [Child Support Enforcement Appeals \(12/16/10\)](#)

[APP4] [Benefits & Services Appeals \(12/16/10\)](#)

[APP5] [Child Protective Services Appeals Handbook \(12/3/07\)](#)

[APP6] [Electronic Benefits Transfer \(EBT\) Appeals \(7/8/03\)](#)

[APP7] [SNAP Appeals Process \(1/1/12\)](#)

[APP8] [Appeals and Fair Hearings Procedure Manual \(11/30/11\)](#)

[BI1] [Procedures for Performing Background Investigations for CRF \(7/12/12\)](#)

[BI2] [Procedures for Conducting Background Investigations on Foster and Adoptive Parents, Adult Household members,](#)

[and Birth Parents Requested by Child-Placing Agencies \(7/12/12\)](#)

[BI3] [Procedures for Conducting Name-Based Checks When an Applicant's Fingerprints Are Unobtainable \(12/1/10\)](#)

[BI4] [Technical Assistance for Regulation for Background Checks for Assisted Living Facilities and Adult Day Care Centers \(6/29/09\)](#)

[BI5] [Technical Assistance for Background Checks for Child Welfare Agencies and Licensed Child Day Centers \(12/1/13\)](#)

[BI6] [Barrier Crimes for Child Day Programs \(6/10/13\)](#)

[BI7] [Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers \(6/10/13\)](#)

[BI8] [Barrier Crimes for Child-Placing Agencies and for Foster and Adoptive Homes Approved by Child-Placing Agencies \(6/10/13\)](#)

[BI9] [Barrier Crimes for Children's Residential Facilities \(6/10/13\)](#)

[BP1] [Volume IX -Energy Assistance Policy Manual \(9/1/12\)](#)

[BP2] [Energy Assistance Program Quick Reference Guides \(10/1/12\)](#)

[BP3] [Volume V - Supplemental Nutrition Assistance Program Certification Manual \(10/1/12\)](#)

[BP4] [Supplemental Nutrition Assistance Program Quick Reference Guide \(10/1/12\)](#)

[BP5] [Virginia Electronic Benefits Transfer \(EBT\) Policies and Procedures Guide \(11/1/12\)](#)

[BP6] [Volume XIII - Medicaid Policy Manual \(10/1/12\)](#)

[BP7] [Volume II - GR Policy - Part IV \(1/1/07\)](#)

[BP8] [TANF Policy Manual \(10/1/12\)](#)

[CCD1] [Child Care Subsidy Guidance \(Volume VII, Section II, Chapter D\) \(1/1/13\)](#)

[CCD2] [Child Care and Development Fund State Plan 2011-2013 \(12/8/11\)](#)

[CSE1] [Division of Child Support Enforcement Program Manual \(12/19/14\)](#)

[CVS1] [Neighborhood Assistance Program Donor Fact Sheet \(11/30/11\)](#)

[CVS10] [2011 Statement of Agency Operation \(11/30/11\)](#)

[CVS11] [2011 Outcomes Report \(11/30/11\)](#)

[CVS12] [2011 Other Outcomes report \(11/30/11\)](#)

[CVS13] [Clients by Locality \(11/30/11\)](#)

[CVS14] [Client Demographic Report \(11/30/11\)](#)

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## Guidance Documents

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- [CVS15] Volunteer Services Manual (11/30/11)
- [CVS16] Narrative Report (11/30/11)
- [CVS17] CSBG Quarterly Report Instructions (11/30/11)
- [CVS18] CSBG State Plan for FY2011 (10/1/10)
- [CVS2] Neighborhood Assistance Program Project Fact Sheet (11/30/11)
- [CVS20] Virginia AmeriCorp State Guidance Manual (11/30/11)
- [CVS21] Virginia Refugee Resettlement Program Manual (7/1/11)
- [CVS3] Neighborhood Assistance Program Contribution Notification Forms A, B, C, D, E (11/30/11)
- [CVS4] Neighborhood Assistance Program Application (11/30/11)
- [CVS5] Neighborhood Assistance Program Approved Organizations for FY2011 (11/30/11)
- [CVS6] 2011 Quarterly Report Cover (11/30/11)
- [CVS7] Financial Status Reports (11/30/11)
- [CVS8] 2011 TANF Non-Assistance Program Report (11/30/11)
- [CVS9] 2011 Certification of Board Meetings (11/30/11)
- [FIN1] Finance Guidelines Manual for Local Departments of Social Services (12/1/12)
- [FIN2] FY 2013 Local Allocations (5/8/12)
- [FIN3] FY 2013 Consolidated Eligibility and Service Staff and Operations Allocations (5/8/12)
- [FIN4] Information Security Program (9/4/12)
- [FIN5] Acceptable Use Policy (6/10/11)
- [FS1] Title IV-E Eligibility Manual (10/26/12)
- [FS10] Assisted Living Facility Private Pay Assessment Manual (1/1/10)
- [FS11] Virginia's Guide to the Interstate Compact on the Placement of Children (11/1/02)
- [FS12] Virginia's Guide to Intercountry Placement (11/1/02)
- [FS13] Request to Place Virginia Youth Out-Of-Commonwealth (11/1/02)
- [FS14] Broadcast 7524 State Median Income for Adult Services Cases (7/23/12)
- [FS15] Adult Foster Care Manual (2/1/10)
- [FS16] Children & Family Service Manual, Chapter D, Local Department Resource, Foster and Adoptive Family Home Approval (7/1/12)
- [FS17] Broadcast 5696 Revised Adult Protective Services (APS) Minimum Training Standards (6/1/09)
- [FS18] Broadcast 7522, Update on Assisted Living Facility Assessment Procedures/No Need to Submit Assessment Packages (7/20/12)
- [FS19] Broadcast 7658, Guidelines for Pre-Admission Screening of Children with Disabilities Seeking Long-Term Care Services (10/25/12)
- [FS2] Volume II - Auxiliary Grants Policy Manual - Part III, Chapter D, SSI Recipient Eligibility, Chapter I, Non-SSI Income Sources (12/5/12)
- [FS20] Broadcast 7483, Local Department of Social Services No Longer to Claim/File for Assisted Living Facility Assessment Payments (7/26/12)
- [FS21] Broadcast 4198 Safe & Timely Placement of Children Act - Interstate Compact on the Placement of Children (ICPC) (12/10/07)
- [FS22] Child & Family Services Manual - Chapter B - Early Prevention - Sections 1 and 4 (10/1/12)
- [FS3] Assisted Living Facility Assessment Manual (9/1/12)
- [FS4] Adult Services Manual, Chapters 1-7 (11/1/12)
- [FS5] Child & Family Services Manual, Chapter C - Child Protective Services (7/1/12)
- [FS6] Child & Family Services Manual, Chapter E - Foster Care (7/1/11)
- [FS7] Generic Policy, Volume II, Section I, Chapter B (1/1/98)
- [FS8] Adoption Policy, Volume VII, Section III, Chapters C and D (10/1/09)
- [FS9] Virginia Department of Education and Virginia Department of Social Services, Fostering Connections: Joint Guidance for School Stability of Children in Foster Care (10/1/12)
- [HR1] Chapter 1, Employment Opportunity, Disability Accommodation & Affirmative Action, Administrative/Human Resources Manual for Local Departments of Social Services (10/19/11)
- [HR10] SOP Section 2.05 - Criminal History Checks (12/20/10)
- [HR11] Agency Salary Administration Plan (9/1/00)
- [HR12] SOP Section 2.01 - Alcohol and Drugs (7/1/08)
- [HR13] SOP Section 1.20 - Employee Recognition Program (9/7/10)
- [HR14] SOP Section 2.04 - Compensatory Leave (7/1/08)

- [HR15] SOP Section 2.06 - Equal Employment Opportunity (7/1/08)
- [HR16] SOP Section 2.07 - Emergency Office Closings (7/1/08)
- [HR17] SOP Section 2.08 - Workplace Harassment (9/12/11)
- [HR18] SOP Section 2.09 - Hours of Work (7/1/08)
- [HR19] SOP Section 2.10 - Identification Badge (11/1/04)
- [HR2] Chapter 2, Classification & Compensation, Administrative/Human Resources Manual for Local Departments of Social Services (6/1/13)
- [HR20] SOP Section 2.11 - Employment Eligibility Verification (11/1/04)
- [HR21] SOP Section 2.12 - Layoff (7/1/08)
- [HR22] SOP Section 2.13 - Performance Planning and Evaluation (1/27/11)
- [HR23] SOP Section 2.14 - Probationary Period (11/1/04)
- [HR24] SOP Section 2.15 - Recruitment, Screening and Selection (11/1/04)
- [HR25] SOP Section 2.16 - Reporting Time Worked (7/1/08)
- [HR26] SOP Section 2.17 - Standards of Conduct (7/1/08)
- [HR27] SOP Section 2.18 - Telecommuting and Alternate Work Schedules (7/1/08)
- [HR28] SOP Section 2.19 - Temporary Help (11/1/04)
- [HR29] SOP Section 2.20 - Temporary Work Force Reduction (11/1/04)
- [HR3] Chapter 3, Recruitment and Selection, Administrative Human Resources Manual for Local Departments of Social Services (1/1/14)
- [HR30] SOP Section 2.21 - Termination/Separation (7/1/08)
- [HR31] SOP Section 2.22 - Training and Development (11/1/04)
- [HR32] SOP Section 1.21 - Employee Recognition Formal (3/11/11)
- [HR33] SOP Section 2.24 - Evaluating Workplace Conduct of Wage Employees, Probationary Employees and Employees Excluded from the Virginia Personnel Act (11/1/04)
- [HR34] SOP Section 2.25 - Leave Policy (9/14/10)
- [HR35] SOP Section 2.26 - Virginia Sickness and Disability Program (7/1/08)
- [HR36] SOP Section 1.23 - Employee Recognition-Immediate (5/4/12)
- [HR37] SOP Section 1.80 - Workplace Violence (12/6/11)
- [HR38] SOP Section 4.17 - Emergency Disaster Leave (9/1/11)
- [HR4] Chapter 4, Leave, Administrative Human Resources Manual for Local Departments of Social Services (7/1/14)
- [HR5] Chapter 5, Operations of the LDSS, Administrative/Human Resources Manual for Local Departments of Social Services (3/1/14)
- [HR6] Chapter 6, Performance Evaluation & Standards of Conduct, Administrative/Human Resources Manual for Local Departments of Social Services (11/1/13)
- [HR7] Chapter 7, Discipline and Termination of Employment, Administrative/Human Resources Manual for Local Departments of Social Services (11/1/13)
- [HR8] Chapter 8, Personnel Records, Administrative/Human Resources Manual for Local Departments of Social Services (7/1/14)
- [LIC 21] Risk Assessment Matrix (5/6/14)
- [LIC 5] Technical Assistance for Standards for Licensed Child Day Centers (11/1/12)
- [LIC1] Criteria For Training (4/1/07)
- [LIC10] Risk Assessment and Adverse Enforcement Guidance Manual (10/24/07)
- [LIC11] Technical Assistance for Standards for Licensed Assisted Living Facilities (7/1/14)
- [LIC12] Standards for Licensed Family Day Homes with Interpretation Guidelines (7/17/13)
- [LIC13] Technical Assistance for Standards and Regulations for Licensed Adult Day Care Centers (10/1/10)
- [LIC14] Technical Assistance for Voluntary Registration of Family Day Homes Requirements for Providers (10/1/09)
- [LIC15] Technical Assistance for General Procedures and Information for Licensing (8/1/14)
- [LIC16] Civil Penalties Based on Assessed Risks from Violations in Assisted Living Facilities (12/1/08)
- [LIC17] Standards for Licensed Children's Residential Facilities (7/17/13)
- [LIC18] Standards for Licensed Child Placing Agencies with Interpretation Guidelines (7/17/13)
- [LIC19] TB Screening Testing Technical Assistance in Assisted Living Facilities and Adult Day Care Centers (9/22/11)
- [LIC2] Curriculum Outline for Assisted Living Facility Administrators (12/1/09)
- [LIC20] Staffing Plans in Assisted Living Facilities (2/24/12)

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# Guidance Documents

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[LIC3] Performance Standardization Guidance for licensure (3/10/14)

[LIC4] Direct Care Staff - Department Approved Educational Curriculum for Nursing Assistant, Geriatric Assistant or Home Health Aide (7/1/07)

[LIC6] Information for Religiously Exempt Child Day Centers (3/30/11)

[LIC7] Model Policies for Implementing Residents Rights (1/1/08)

[LIC8] Notification to State Regulated Care Facilities Regarding Fire Prevention (9/1/00)

[LIC9] Proof of Child Identity and Age (3/1/12)

[OPR1] VCNCs: Institutional Review Board Guidelines & Procedures Manual (10/29/13)

[PA1] VDSS Web Policy (11/9/11)

## BOARD OF SOCIAL WORK

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/social> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [socialwork@dhp.virginia.gov](mailto:socialwork@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Catherine Chappell, Executive Director, Board of Social Work, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4441. Copies are free of charge.

### Guidance Documents:

[http://www.dhp.virginia.gov/social/social\\_guidelines.htm](http://www.dhp.virginia.gov/social/social_guidelines.htm)

140-1, Board guidance on use of confidential consent agreements, revised December 5, 2014

140-2, Impact of criminal convictions, impairment, and past history on social work licensure in Virginia, revised December 5, 2014

140-3, Guidance on technology-assisted therapy and the use of social media, adopted October 25, 2013

140-4.2, Board guidance on possible disciplinary or alternative actions in response to non-compliance with continuing education requirements, revised December 5, 2014

140-5, Board guidance for process of delegation of informal fact-finding to an agency subordinate, revised September 2010

140-7, By-Laws of the Board of Social Work, revised October 25, 2013

140-8, Sanctioning Reference Points Instruction Manual, adopted April 17, 2009

140-9, Supervisor training, adopted April 2010

140-10, Guidance on supervised experience for clinical social work licensure, revised October 28, 2011

140-11, Disposition of disciplinary cases involving practicing with an expired license, adopted December 5, 2014

140-12, Disposition of applicant cases involving practicing without a license, adopted December 5, 2014

## DEPARTMENT OF STATE POLICE

Guidance documents maintained by the Virginia State Police may be viewed during regular work days at Virginia State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

To obtain printed copies of the indicated guidance documents contact the individual listed following the document name. Documents are available electronically for no charge on the Virginia Regulatory Town Hall using the links below or on the Virginia State Police website at <http://www.vsp.state.va.us>.

### Guidance Documents:

[How the Complaint Process Works](#) (8/25/08)

Captain Gary Payne, Professional Standards Unit, Virginia State Police, P.O. Box 27472, Richmond VA 23261-7472, telephone (804) 674-2000.

[VCheck Users Guide](#) (2/5/14)

[Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers](#) (7/1/13)

Donna Tate, Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond VA 23261-7472, telephone (804) 674-2000.

## DEPARTMENT OF TAXATION

Copies of forms may be obtained from the department's website at <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, 1957 Westmoreland Street, Richmond, VA 23230. These forms are used to implement the return filing requirements for the taxes administered by the Virginia Department of Taxation. Primarily, these return filing requirements are found in Title 58.1 of the Code of Virginia. The Department of Taxation is also required to collect certain agricultural commodity taxes found under Title 3.1 of the Code of Virginia. Copies may be obtained by contacting the Forms Request Unit at the

Department of Taxation, P.O. Box 1317, Richmond, VA 23218-1317, telephone (804) 440-2541.

## Virginia Tax Bulletins:

Virginia Tax Bulletins 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 Tax Policy, Appeals and Rulings, Department of Taxation, P.O. Box 27203, Richmond, VA 23261-7203, telephone (804) 371-6042, or FAX (804) 371-7179. Each tax bulletin is assigned a number (e.g., VTB 04-1) and, beginning in 2004, is also published as a "public document" and assigned a second number (e.g., PD 04-7). Either number can be used to locate the tax bulletin on the department's website. 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 of the Code of Virginia, (ii) final orders entered by a circuit court under § 58.1-1826 or 58.1-1827 of the Code of Virginia and any written opinion or memorandum of the court; and (iii) any written ruling or other interpretation of Virginia law that 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 6,000 public documents and adds an additional 40 to 50 documents to this list each month. They may be found on the Department of Taxation's website at <http://www.policylibrary.tax.virginia.gov/OTP/Policy.nsf>.

Most guidance documents are available electronically on the Town Hall by using the links below. Copies of the other documents may be obtained from the department's website at <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, 1957 Westmoreland Street, Richmond, VA 23230. 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, or 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.

## Guidance Documents:

- [\[4 - Admin\] Administration, 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties \(5/1/91\)](#)
- [\[4 - Admin\] Administration, Assessment of Penalty and Interest on Miscellaneous Taxes \(12/21/84\)](#)
- [\[4 - Admin\] Administration, Computation of Interest \(12/22/86\)](#)
- [\[4 - Admin\] Administration, Computation of Interest on All Tax Refunds \(1/14/88\)](#)

- [\[4 - Admin\] Administration, Converted Assessments \(12/24/86\)](#)
- [\[4 - Admin\] Administration, Differential Interest Rates \(12/3/86\)](#)
- [\[4 - Admin \] Administration, Jeopardy Assessments \(3/25/86\)](#)
- [\[4 - Admin \] Administration, Keeper of the Records \(5/14/86\)](#)
- [\[4 - Admin\] Administration, Limitations Applicable to Converted Assessments \(2/17/87\)](#)
- [\[4 - Admin\] Administration, Set Off Debt Collection Procedures, Taxpayers in Bankruptcy \(4/17/91\)](#)
- [\[4 - Aircraft\] Aircraft Sales and Use Tax, Application of the Aircraft Sales and Use Tax to a Variety of Situations \(7/24/85\)](#)
- [\[4 - Aircraft \] Aircraft Sales and Use Tax, Application of the Aircraft Sales Tax to Aircraft Sold at Washington National Airport \(10/19/87\)](#)
- [\[4 - Aircraft \] Aircraft Sales and Use Tax, Imposition of Aircraft Sales and Use Tax \(3/10/87\)](#)
- [\[4 - Cigarette\] Use of Tax Stamps as Evidence of Payment of Local Cigarette Taxes \(12/27/05\)](#)
- [\[4 - Collections\] Field Collection Guide \(11/30/06\)](#)
- [\[4 - Corp/Individ\] Corporate Tax and Individual Tax, Application of Penalty to Corporate and Individual Income Tax Audits \(10/26/90\)](#)
- [\[4 - Corporate\] Corporate Income Tax, Inventory of Alcoholic Beverages in State Owned Warehouse \(3/26/85\)](#)
- [\[4 - Corporate\] Corporate Tax, Abatement of 100% Penalty Assessed under Section 58- 44.1 \(8/22/83\)](#)
- [\[4 - Corporate\] Corporate Tax, ACRS Carryovers and Refunds: Statute of Limitations \(7/28/93\)](#)
- [\[4 - Corporate\] Corporate Tax, Financial Corporation Apportionment Factor \(3/17/88\)](#)
- [\[4 - Corporate\] Corporate Tax, Investment in Euro Dollars, Foreign Source Income Subtraction \(11/28/84\)](#)
- [\[4 - Corporate\] Corporate Tax, Sales Factor and Form 4797 Proceeds \(3/31/87\)](#)
- [\[4 - Individual\] Individual Tax, Interest on Refunds Delayed by Set Off Debt Collection \(11/24/87\)](#)
- [\[4 - Individual\] Individual Tax, Application of 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties to Pre-1990 Income Tax Returns \(5/24/91\)](#)
- [\[4 - Individual\] Individual Tax, Computation of Income Tax Penalty and Interest \(11/29/90\)](#)
- [\[4 - Individual\] Individual Tax, Execution of Extensions \(2/17/93\)](#)

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## Guidance Documents

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- [4 - Individual] Individual Tax, Form 760C (Individual Underpayments of Estimated Tax), (11/24/86)
- [4 - Individual] Individual Tax, Head of Household Filing Status (6/24/88)
- [4 - Individual] Individual Tax, Home Accessibility Features for the Disabled Tax Credit (9/29/00)
- [4 - Individual] Individual Tax, Interest on Estimated Individual Income Tax Underpayments (10/14/82)
- [4 - Individual] Individual Tax, Names to Appear on Assessments (12/22/86)
- [4 - Individual] Individual Tax, Non-Resident Income from the Rental or Sale of Virginia Real Estate (8/6/90)
- [4 - Individual] Individual Tax, Personal Exemptions/Dependent Children (8/20/87)
- [4 - Individual] Individual Tax, Public Law 98-259 Forgiveness of Federal Income Tax for U.S. Military and Civilian Employees Killed in Terrorist Action (12/28/84)
- [4 - Individual] Individual Tax, Set-Off Debt Collection Program, Amending Filing Status 4 Returns (4/25/84)
- [4 - Individual] Individual Tax, State and Federal Tax Incentives for Child Care (12/13/88)
- [4 - Individual] Individual Tax, Taxability of Title VII Benefits (Conrail Benefits and Termination Allowances) (4/22/85)
- [4 - Individual] Individual Tax, the Virginia Age Deduction under House Bill 5018 (2004) (7/30/04)
- [4 - Individual] Individual Tax, Virginia Taxes and Lottery Winnings (1/1/91)
- [4 - Local] 2000 BPOL Guidelines (Part 1 of 4) (1/1/00)
- [4 - Local] 2000 BPOL Guidelines (Part 2 of 4) (1/1/00)
- [4 - Local ] 2000 BPOL Guidelines (Part 3 of 4) (1/1/00)
- [4 - Local] 2000 BPOL Guidelines (Part 4 of 4) (1/1/00)
- [4 - Sales & Use] Sales and Use Tax, Industrial Processing Exemption Retail/Photo-Processing Operations (9/8/00)
- [4 - Sales & Use] Sales and Use Tax, 1991 SB 524: Sales and Use Tax Exemption for REACT Organizations (5/3/91)
- [4 - Sales & Use] Sales and Use Tax, Advertising Exemption (8/21/87)
- [4 - Sales & Use] Sales and Use Tax, Allocation of Local Sales and Use Tax Where Business Property is Located in More Than One Locality (1/9/84)
- [4 - Sales & Use] Sales and Use Tax, Audit Penalty (7/18/90)
- [4 - Sales & Use] Sales and Use Tax, Disallowance of Sales Tax Dealer's Discount When Tax Not Paid in Full (4/1/85)
- [4 - Sales & Use] Sales and Use Tax, Extensions (9/8/82)
- [4 - Sales & Use] Sales and Use Tax, Federal Government Credit Card Purchases (7/12/02)
- [4 - Sales & Use] Sales and Use Tax, Implementation of SB 741 (Dealer's Discount), (3/27/89)
- [4 - Sales & Use] Sales and Use Tax, Inclusion of Federal Manufacturers Excise Taxes in Sales Price of Goods Sold (7/23/87)
- [4 - Sales & Use] Sales and Use Tax, Internet Tax Freedom Act (H.R. 4105) (7/10/98)
- [4 - Sales & Use] Sales and Use Tax, Leases between Affiliated Corporations (8/31/89)
- [4 - Sales & Use] Sales and Use Tax, Member Fees (1/11/91)
- [4 - Sales & Use] Sales and Use Tax, Memorandum to Office of Customer Services and Office of Compliance from Assistant Commissioner for Tax Policy Regarding Steuart Petroleum Co (12/23/98)
- [4 - Sales & Use] Sales and Use Tax, Nonprescription Drug Exemption Question and Answer Summary (9/2/98)
- [4 - Sales & Use] Sales and Use Tax, Preponderance of Use (12/9/85)
- [4 - Sales & Use] Sales and Use Tax, Refunds to Businesses Located in Urban Enterprise Zones (6/24/86)
- [4 - Sales & Use] Sales and Use Tax, Registration of Persons Making Nontaxable Sales (4/1/85)
- [4 - Sales & Use] Sales and Use Tax, Repair/Replacement Parts Purchased by Motor Vehicle Lessors (1/26/88)
- [4 - Sales & Use] Sales and Use Tax, Sales and Use Tax Legislative Changes for 2004 (8/30/04)
- [4 - Sales & Use] Sales and Use Tax, Status of Conrail under the Sales and Use Tax (6/6/85)
- [4 - Sales & Use] Sales and Use Tax, Storage Tanks (5/22/89)
- [4 - Sales & Use] Sales and Use Tax, Successor Liability, (4/30/98)
- [4 - Sales & Use] Sales and Use Tax, Tangible Personal Property Purchased by Foreign Army in Virginia (3/8/89)
- [4 - Sales & Use] Sales and Use Tax, Virginia Supreme Court Decision: Real Estate Publications (1/24/95)
- [4 - Sales & Use] Sales and Use Tax, Virginia Tire Tax, Recall of Firestone Tires by Ford Motor Company (7/31/01)
- [4 - Tax v. Ches Hosp] Virginia Department of Taxation v. Chesapeake Hospital Authority (12/20/01)
- [4 - VEPCO v. SCC] Memorandum to Office of Customer Services and Office of Compliance from Assistant

- Commissioner for Tax Policy Regarding *Veeco v. SCC*, 219 Va. 894 (1979) (4/21/99)
- [4 - Watercraft] Watercraft Sales and Use Tax, Documented Boats Briefing Paper (7/1/87)
- [4 - Watercraft] Watercraft Sales and Use Tax, Federal Fee on Recreational Boaters (3/4/91)
- [4 - Withholding] Due Date Extension: Seasonal Employers Filing Monthly Returns (8/22/07)
- [4 - Withholding] Withholding, Accelerated Federal Withholding Payments (8/28/90)
- [4 - Withholding] Withholding, Voluntary Virginia Income Tax Withholding from Civil Service Annuities (9/21/82)
- [4- Individual ] Real Estate Transactions: Impact on Taxable Income (2/16/95)
- [1 - Rulings] Rulings of the Tax Commissioner (4/30/08)
- [2 - Bulletins] Tax Bulletins (4/15/05)
- [3 - Publications] Tax Publications (4/15/05)
- [4 - Aircraft] Application of the Aircraft Sales and Use Tax to Aircraft not Required to be Licensed with the Department of Aviation (2/25/09)
- [4 - Individual] Memorandum Regarding Treatment of Extension for Certain Members of the Armed Services Mandated by House Bill 1024 (2008) (6/23/08)
- [4 - Sales & Use] Emergency Guidelines for the Accelerated Sales Tax Payment (6/7/12)
- [4 - Sales & Use] Energy Star and WaterSense Sales Tax Holiday Guidelines and Rules (8/26/08)
- [4 - Sales & Use] Field Audit Procedures Guidelines (1/31/12)
- [4 - Sales & Use] Guidelines for 2008 Sales Tax Holiday for Clothing and School Supplies (7/11/08)
- [4 - Sales & Use] House Bill 2313 Sales Tax Transition Guidelines (5/1/13)
- [4 - Sales & Use] Hurricane Preparedness Sales Tax Holiday Guidelines and Rules (4/29/08)
- [4 - Sales & Use] Incentive and Penalty Options to Encourage the Correct Allocation of the Local Retail Sales and Use Tax (8/31/09)
- [4 - Sales & Use] Motor Fuels Disclosure, Refunds, Certified Pollution Control, and Heavy Motor Vehicles (4/12/11)
- [4 - Sales & Use] Sales and Use Tax, "Customized" Mailing Lists (11/25/85)
- [4 - Sales & Use] Sales Tax, Audit Limitations, House Bill 846 (1983, Chapter 104) (6/9/83)
- [4 - Sales & Use] Sales Tax, Boat Slip Rentals (8/1/77)
- [4 - Sales & Use] Sales Tax, Computation of Additional Penalty When Minimum Penalty Assessed (7/28/83)
- [4 - Sales & Use] Sales Tax, Dealer's Discount (9/8/82)
- [4 - Sales & Use] Sales Tax, Definition of Clinic (12/10/80)
- [4 - Sales & Use] Sales Tax, Interest Charged on Filing Extensions of Vending Machine Dealers (11/15/82)
- [4 - Sales & Use ] Sales Tax, Clarification Regarding PD 04-122, Public Service Corporation Exemption Repeal Guidelines (2/14/08)
- [4 - Sales & Use] Statistical Sampling Audit Manual (1/5/09)
- [4 - Withholding] Order to Allow Annual Filing for State Withholding Taxes for Employers of Domestic Service Employees (12/4/08)
- [4-Corporate] IRC 199 Deductions (8/5/11)
- [5 - Forms] Tax Forms Issued by the Virginia Department of Taxation (2/25/05)
- [Agreements] Agreements, Coordination of Tax Administration between the Virginia Tax Department and the IRS (5/10/77)
- [Agreements] Agreements, Implementation of Agreement on Coordination of Tax Administration between Virginia Department of Taxation and Richmond District Internal Revenue Service (9/15/86)
- [Agreements] Agreements, Individual Income Tax, Notice to Northern Virginia Tax Officials Regarding Reciprocity with Maryland (8/14/92)
- [Agreements] Agreements, Reciprocal Income Tax Agreement between State of West Virginia and Commonwealth of Virginia (10/20/88)
- [Agreements] Agreements, Reciprocal Personal Income Tax Agreement between Commonwealth of Pennsylvania and Commonwealth of Virginia (11/17/82)
- [Agreements] Disclosure Agreement between TAX and NVTC (12/28/09)
- [Agreements] Memorandum of Agreement between the Virginia Department of Taxation and Department of Motor Vehicles (6/28/12)
- [Agreements] Memorandum of Understanding for the Administration of the Land Preservation Credit Program (6/12/07)
- [Agreements] Reciprocal Income Tax Agreement: Maryland and Virginia (8/21/91)
- [Agreements] Reciprocal Income Tax Agreement between Commonwealth of Virginia and State of Maryland (12/27/06)



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## Guidance Documents

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[Corporate] Order to Allow Electronically Filed Returns to Omit Attaching a Copy of the Federal Return (6/10/14)

[EFT-Penalty] Penalties for Electronic Funds Payments (6/25/10)

[Guidelines] 2008 Procedures for Safeguarding Federal Tax Information (12/30/08)

[Guidelines] 2009 Hurricane Preparedness Sales Tax Holiday Guidelines and Rules (4/22/09)

[Guidelines] 2013 Accelerated Sales Tax Guidelines (5/6/13)

[Guidelines] 2013 Hurricane Preparedness Guidelines (5/14/13)

[Guidelines] 2013 Rental Tax Updated Guidelines (7/1/13)

[Guidelines] 2014 Accelerated Sales Tax Guidelines (4/28/14)

[Guidelines] 2014 Guidelines and Rules for the Tobacco Products Tax (7/30/14)

[Guidelines] Administrative Appeal Guidelines (12/1/06)

[Guidelines] Barge and Rail Usage Tax Credit Guidelines (9/5/14)

[Guidelines] Cigarette Tax Guidelines and Rules Related to Enforcement (8/13/10)

[Guidelines] Electronic Funds Transfer (EFT) Guide (9/1/03)

[Guidelines] Energy Star Guidelines - Permanent (12/11/12)

[Guidelines] Energy Star Sales Tax Holiday Guidelines (9/21/07)

[Guidelines] Energy Star Sales Tax Holiday Guidelines, 2013 (9/30/13)

[Guidelines] Guidelines and Rules for the Motor Vehicle Fuel Sales Tax (6/22/10)

[Guidelines] Guidelines and Rules for the Motor Vehicle Repair, Labor and Services Sales and Use Tax that has been declared invalid (11/1/07)

[Guidelines] Guidelines and Rules for the Prepaid Wireless E-911 Fee (1/5/11)

[Guidelines] Guidelines and Rules for the Virginia Communications Taxes (11/1/06)

[Guidelines] Guidelines for Appealing Local Business Taxes (6/25/04)

[Guidelines] Guidelines for Appealing Local Mobile Property Taxes (6/10/05)

[Guidelines] Guidelines for Pass-Through Entity Withholding (9/21/07)

[Guidelines] Guidelines for the Accelerated Sales Tax Payment (5/11/11)

[Guidelines] Guidelines for the Local Taxation of Idle Machinery and Tools (1/1/08)

[Guidelines] Guidelines for the Motor Vehicle Fuel Sales Tax that would have been imposed by the Hampton Roads Transportation Authority but has been declared invalid (1/31/08)

[Guidelines] Guidelines Governing Incentive Payments to Small Tobacco Products Manufacturers Pursuant to Senate Bill 1332 (2005) (1/19/06)

[Guidelines] Insurance Premiums License Tax Guidelines (7/1/13)

[Guidelines] International Trade Facility Tax Credit Guidelines (9/5/14)

[Guidelines] Land Preservation Tax Credit: Guidelines for Qualified Appraisals (1/9/07)

[Guidelines] Motion Picture Production Tax Credit Guidelines (8/6/12)

[Guidelines] Permanent Energy Star and WaterSense Sales Tax Holiday Guidelines (9/21/09)

[Guidelines] Personal Property Tax Relief Act Compliance Program Guidelines (11/1/02)

[Guidelines] Port Volume Increase Tax Credit Guidelines (9/5/14)

[Guidelines] Rental Tax Guidelines (12/11/12)

[Guidelines] Sales and Use Tax, Public Service Corporation Exemption Repeal Guidelines (8/30/04)

[Guidelines] Sales and Use Tax, Virginia Retail Sales and Use Tax Rate Increase Guidelines (8/1/04)

[Guidelines] Sales Tax Holiday Guidelines & Rules (7/15/07)

[Guidelines] Set-Off Program Information Guide (7/1/05)

[Guidelines] Single Sales Factor Election for Manufacturers Guidelines (1/7/13)

[Guidelines] Tobacco Products Tax Guidelines and Rules (1/1/2011) (12/17/10)

[Guidelines] Virginia Cigarette Tax Rate Increase Guidelines and Rules (7/30/04)

[Guidelines] Virginia Cigarette Tax Rate Increase Guidelines and Rules (5/13/05)

[Guidelines] Virginia's 2003 Tax Amnesty Program (9/2/03)

[Guidelines] Virginia's 2009 Tax Amnesty Program (9/28/09)

[Guidelines] Virginia's 2009 Tax Amnesty Program Guidelines Addendum (11/17/09)

[Income Tax] Statute of Limitations for Income Taxes and Refund Match Situations (7/28/10)

[Insurance] [Order Waiving Penalty and Interest For Quarterly Reports and Premium License Payments Required by Certain Surplus Lines Brokers](#) (6/11/12)

[Local Cigarette Tax] [Study on Local Cigarette Tax Enforcement Policies](#) (11/22/11)

[Rental Tax] [Rental Tax on Storage Trailers](#) (12/17/12)

[Tax Credits] [First-Year Companies Claiming the Research and Development Expenses Tax Credit](#) (5/23/13)

[Withholding] [Statute of Limitations on Processing Withholding Tax Returns](#) (5/1/09)

## DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the program that issued or has custody of the document. VDOT has indicated a URL for documents that are available online.

Because many of VDOT's guidance documents have unique viewing locations and contact information for copies and questions, this information is provided separately for each document or group of documents following the title of the document or documents.

### Finance/Programming

#### Guidance Documents:

VDOT Information and Service: Fiscal Year 2015 Commonwealth Transportation Fund budget and Fiscal Year 2015 VDOT budget, adopted June 18, 2014

Interprets/implements: § 33.2-221 C of the Code of Virginia.

Copies of these documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained free of charge at the same address, telephone (804) 786-6065, or FAX (804) 786-2564.

Questions regarding interpretation or implementation of the documents may be directed to Laura Farmer, Division Administrator of Financial Planning, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or email [laura.farmer@vdot.virginia.gov](mailto:laura.farmer@vdot.virginia.gov).

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the Commonwealth Transportation Board (CTB) by July 1 of each year as required by § 33.2-221 C of the Code of Virginia. These items may also be viewed at [http://www.virginiadot.org/about/vdot\\_budget.asp](http://www.virginiadot.org/about/vdot_budget.asp).

#### Guidance Document:

The Virginia Transportation Infrastructure Bank: Program Overview, Guidelines and Selection Criteria, October, 2011

Interprets/implements: Article 1 of Chapter 15 (§ 33.2-1500 et seq.) of Title 33.2 of the Code of Virginia.

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. The document may also be viewed at [http://www.virginiadot.org/projects/virginia\\_transportation\\_infrastructure\\_bank.asp](http://www.virginiadot.org/projects/virginia_transportation_infrastructure_bank.asp).

Questions regarding interpretation or implementation of this document may be directed to Laura Farmer, Division Administrator of Financial Planning, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or email [laura.farmer@vdot.virginia.gov](mailto:laura.farmer@vdot.virginia.gov).

#### Guidance Document:

Virginia Six-Year Improvement Program, adopted June 18, 2014

Interprets/implements: § 33.2-214 of the Code of Virginia.

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, as well as at each of the nine construction district offices across the state. The Virginia Transportation Six-Year Improvement Program (SYIP) may also be viewed at <http://www.virginiadot.org/projects/syp-default.asp>.

Questions regarding interpretation or implementation of this document may be directed to the Infrastructure Investment Director, telephone (804) 371-4864 or FAX (804) 371-8719.

### Preliminary Engineering

#### Guidance Document:

VDOT Policy Manual for Public Participation in Transportation Projects, revised July 10, 2014

Interprets/implements: § 33.2-208 B of the Code of Virginia.

This document is available electronically on VDOT's website at [http://www.virginiadot.org/business/resources/LocDes/Public\\_Involvement\\_Manual.pdf](http://www.virginiadot.org/business/resources/LocDes/Public_Involvement_Manual.pdf).

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

#### Guidance Document:

Guidance Document for Determination of Certain Financial Benefits for Displacees, effective October 1, 2014

Interprets/implements: Rules and Regulations Governing Relocation Assistance (24VAC30-41).

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## Guidance Documents

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Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting David A. Schneider, State Acquisitions Manager, at the same address, telephone (804) 786-2923, or FAX (804) 786-1706. This document is also included as part of Chapter 6 of the Right of Way Manual of Instructions, which is available on VDOT's website at <http://www.virginiadot.org/business/row-default.asp>.

### Guidance Document:

Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Manual and Guidelines, November 2014

Interprets/implements: § 33.2-1800 et seq. of the Code of Virginia.

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the Office of Transportation Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219. Copies may be obtained free of charge at the same address, telephone (804) 786-0455, or FAX (804) 786-0476. This document is also accessible at [http://www.vappta.org/resources/UPDATED\\_PPTA\\_Implementation\\_Manual\\_11-07-14\\_FOR\\_POSTING\\_TO\\_WEBSITE\\_-\\_changes\\_accepted.pdf](http://www.vappta.org/resources/UPDATED_PPTA_Implementation_Manual_11-07-14_FOR_POSTING_TO_WEBSITE_-_changes_accepted.pdf).

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Dusty Holcombe, Deputy Director, Office of Transportation Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219, telephone (804) 786-3173, FAX (804) 786-0476, or email [dusty.holcombe@vdot.virginia.gov](mailto:dusty.holcombe@vdot.virginia.gov).

### Guidance Documents:

Design-Build Procurement Manual, October 2011

Interprets/implements: § 33.2-209 B of the Code of Virginia.

Minimum Requirements for QA/QC on Design Build & Public-Private Transportation Act Projects, January 2012

Interprets/implements: § 33.2-209 B and § 33.2-1800 et seq. of the Code of Virginia.

Design-Build Evaluation Guidelines, Revised May 2014

Interprets/implements: § 33.2-209 B of the Code of Virginia.

Design-Build documents are available at <http://www.virginiadot.org/business/design-build.asp>.

Questions regarding interpretation or implementation of these documents may be directed to Shailendra Patel, P.E., Alternate Project Delivery Office, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA

23219, telephone (804) 692-0476, or email [shailendra.patel@vdot.virginia.gov](mailto:shailendra.patel@vdot.virginia.gov).

### Guidance Document:

2009 Manual for the Procurement and Management of Professional Services, revised July 1, 2012, <http://www.virginiadot.org/business/gpmps.asp>.

Interprets/implements: § 2.2-4300 et seq. of the Code of Virginia.

Questions regarding interpretation or implementation of this document may be directed to Jeff Rodgers, Consultant Procurement Office, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2552, or email [jeff.rodgers@vdot.virginia.gov](mailto:jeff.rodgers@vdot.virginia.gov).

### Guidance Document:

Highway Traffic Noise Impact Analysis Guidance Manual, July 13, 2011 (amended July 14, 2014)

Interprets/implements: § 33.2-215 of the Code of Virginia.

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1201 East Broad Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of this document may be directed to the Noise Abatement Program Manager, telephone (804) 371-6766 or FAX (804) 786-7401.

## Project Delivery

### Guidance Documents:

Economic Development Access Program Guide, revised October 2014

Interprets/implements: § 33.2-1509 of the Code of Virginia; Economic Development Access Fund Policy (24VAC30-271).

Recreational Access Program Guide, revised October 2014

Interprets/implements: § 33.2-1510 of the Code of Virginia.

Airport Access Program Guide, revised October 2014

Interprets/implements: § 33.2-1509 of the Code of Virginia; Airport Access Fund Policy (24VAC30-451).

Copies of these documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Michaela Clayton, Program Manager, at the same address, telephone (804) 786-2744, or FAX (804) 371-0847. These documents may also be accessed at <http://www.virginiadot.org/business/local-assistance.asp>.

**Guidance Document:**

Transportation Alternatives Program Guide, August 2013

Interprets/implements: § 33.2-221 C and § 33.2-114 of the Code of Virginia.

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. This document may also be accessed at [http://www.virginia.gov/business/resources/transportation\\_enhancement/Transportation\\_Alternatives\\_Program\\_Guide.pdf](http://www.virginia.gov/business/resources/transportation_enhancement/Transportation_Alternatives_Program_Guide.pdf).

For more information on this program or to obtain a copy of the application packet, contact the Transportation Alternatives Program Staff, toll-free 1-800-444-7832, telephone (804) 786-2264, FAX (804) 371-0847, or email [h.chenault@vdot.virginia.gov](mailto:h.chenault@vdot.virginia.gov) or [pamela.liston@vdot.virginia.gov](mailto:pamela.liston@vdot.virginia.gov).

**Guidance Documents:**

Urban Construction Initiative Program Administration Guide, October 2009

Interprets/implements: § 33.2-362 of the Code of Virginia.

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219.

This document may be accessed at [http://www.virginia.gov/business/resources/local\\_assistance/UCI/UCI\\_Guide\\_Update\\_09\\_final.pdf](http://www.virginia.gov/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf).

Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, November 2014

Interprets/implements: Urban Maintenance and Construction Policy (24VAC30-325)

This document may be accessed at [http://www.virginia.gov/business/resources/local\\_assistance/Urban\\_Construction\\_and\\_Maintenance\\_Program\\_Guidance.pdf](http://www.virginia.gov/business/resources/local_assistance/Urban_Construction_and_Maintenance_Program_Guidance.pdf).

Questions regarding interpretation or implementation of these documents may be directed to Todd Halacy at the same address as above or telephone (804) 786-3438.

**Guidance Document:**

Revenue Sharing Program Guidelines, July 2014

Interprets/implements: § 33.2-357 of the Code of Virginia.

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of

charge or at a specified charge for excess copies by contacting Debbi Webb-Howells, Program Manager, at the same address, telephone (804) 786-1519, or FAX (804) 371-0847. This document may be accessed at [http://www.virginia.gov/business/local\\_assistance.asp](http://www.virginia.gov/business/local_assistance.asp).

**Guidance Document:**

Locally Administered Projects Manual, July 2010, revised February 2014

Interprets/implements: §§ 33.2-209, 33.2-214, 33.2-221, and 33.2-338 of the Code of Virginia.

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting John Simmers at the same address, or telephone (804) 786-2571. The document may be accessed at [http://www.virginia.gov/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginia.gov/business/locally_administered_projects_manual.asp).

Questions regarding interpretation or implementation of this document may be directed to John Simmers at the same address and telephone as above.

Copies of the above documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219.

## Operations

**Guidance Document:**

Traffic Engineering Division Memoranda, issued 1967-present

Interpret/implement: §§ 2.2-604, 33.2-224, and 46.2-830 of the Code of Virginia; Standards for Use of Traffic Control Devices to Classify, Designate, Regulate, and Mark State Highways (24VAC30-315-10 E).

Copies of the Traffic Engineering Memoranda (1967-present) may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Electronic copies may be obtained by contacting Harry Campbell at the same address, telephone (804) 786-6374, or email [harry.campbell@vdot.virginia.gov](mailto:harry.campbell@vdot.virginia.gov) or Marc Lipschultz at the same address, telephone (804) 371-6022, or email [marc.lipschultz@vdot.virginia.gov](mailto:marc.lipschultz@vdot.virginia.gov). This document is also available at [http://www.virginia.gov/business/traffic\\_engineering\\_memoranda.asp](http://www.virginia.gov/business/traffic_engineering_memoranda.asp).

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer during regular work days from 8:30 a.m. until 4:30 p.m. at the

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## Guidance Documents

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Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2965.

### Guidance Document:

Traffic Calming Guide for Local Residential Streets, October 2002, revised July 2008

Interprets/implements: §§ 2.2-604, 33.2-224, and 46.2-830 of the Code of Virginia; Standards for Use of Traffic Control Devices to Classify, Designate, Regulate, and Mark State Highways (24VAC30-315-10 E).

Copies of this document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Traffic Engineering Division, located at 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained by contacting Steve Edwards at the same address, telephone (804) 786-0121, or email [steve.edwards@vdot.virginia.gov](mailto:steve.edwards@vdot.virginia.gov). This document is also available at <http://www.virginiadot.org/programs/resources/TrafficCalmingGuideOct2002.pdf> with additional information about the process available at <http://www.virginiadot.org/programs/faq-traffic-calming.asp>.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2965.

### Guidance Documents:

Traffic Impact Analysis Regulations Administrative Guidelines, revised November 2014 (available at [http://www.virginiadot.org/info/traffic\\_impact\\_analysis\\_regulations.asp](http://www.virginiadot.org/info/traffic_impact_analysis_regulations.asp))

Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155).

Frequently Asked Questions on the Access Management Regulations and Standards, November 2014, [http://www.virginiadot.org/info/access\\_management\\_regulations\\_and\\_standards.asp](http://www.virginiadot.org/info/access_management_regulations_and_standards.asp)

Interprets/implements: Access Management Regulations (24VAC30-73).

Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, December 2011, [http://www.virginiadot.org/info/secondary\\_street\\_acceptance\\_requirements.asp](http://www.virginiadot.org/info/secondary_street_acceptance_requirements.asp)

Interprets/implements: Secondary Street Acceptance Requirements (24VAC30-92).

Land Use Permit Regulations Guidance Manual, revised May 20, 2013, [http://www.virginiadot.org/business/resources/Land\\_Use\\_Permit\\_Regulations\\_Guidance\\_Manual.pdf](http://www.virginiadot.org/business/resources/Land_Use_Permit_Regulations_Guidance_Manual.pdf)

[mit\\_Regulations\\_2011/Land\\_Use\\_Permit\\_Regulations\\_Guidance\\_Manual.pdf](http://www.virginiadot.org/business/resources/Land_Use_Permit_Regulations_Guidance_Manual.pdf)

Interprets/implements: Land Use Permit Regulations (24VAC30-151).

Land Development Inspection Documentation Best Practices Manual, December, [http://www.virginiadot.org/info/land\\_development\\_inspection\\_documentation\\_best\\_practices\\_manual.asp](http://www.virginiadot.org/info/land_development_inspection_documentation_best_practices_manual.asp)

Interprets/implements: Land Use Permit Regulations (24VAC30-151); Secondary Street Acceptance Requirements (24VAC30-92).

For further information, refer to the links under the "Transportation Planning" category at <http://www.virginiadot.org/projects/default.asp>.

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, Virginia 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Barbara House at the same address, telephone (804) 786-2963. Additional copies or pages may be obtained at a cost of \$ .15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Robert W. Hofrichter, Assistant Transportation and Mobility Planning Division Administrator, VDOT, 1401 East Broad Street, Richmond, VA, 23219, telephone (804) 786-0780, or email [robert.hofrichter@vdot.virginia.gov](mailto:robert.hofrichter@vdot.virginia.gov).

### Guidance Documents:

Virginia Official State Transportation Map Policy and Procedures, revised November 13, 2012

Interprets/implements: § 33.2-316 of the Code of Virginia.

Statement on the Use of VDOT County Map Series Digital Files, revised November 13, 2012

Interprets/implements: § 33.2-384 of the Code of Virginia.

Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised November 13, 2012

Interprets/implements: § 33.2-405 et seq. of the Code of Virginia.

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation, Office of Communications, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 371-6776, or FAX (804) 371-6846.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

**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 North 14th Street, Richmond, VA 23219.

General questions regarding these documents may be directed to William Watt, telephone (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 North 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to the Director of Debt Management, telephone (804) 371-6006 or FAX (804) 225-3187. Copies may be obtained free of charge.

**Guidance Documents:**

Debt Calendar:  
[www.trsvirginia.gov/Documents/Debt/debtcalendar.pdf](http://www.trsvirginia.gov/Documents/Debt/debtcalendar.pdf)

Debt Capacity Advisory Committee Reports 2002-2014:  
[www.trsvirginia.gov/debt/dcac.aspx](http://www.trsvirginia.gov/debt/dcac.aspx)

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)

Treasury Board Post-Issuance Compliance Policy, dated January 20, 2010

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, §§ 2.2-4517 and 23-30.28

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 College Building Authority Post-Issuance Compliance Policy, dated October 7, 2009

Virginia Public Building Authority By-Laws, dated July 25, 2002, § 2.2-2263

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, §§ 2.2-4517 and 23-30.28

Virginia Public Building Authority Post Issuance Compliance Policy, dated January 19, 2010

Virginia Public School Authority By-Laws, dated December 18, 1962, 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 September 27, 1999, § 22.1-171 A (5)

Virginia Public School Authority Variable Rate Debt Policy, dated March 17, 2006, § 22.1-162 et seq. and § 2.2-4517

Virginia Public School Authority Post-Issuance Compliance Policy, dated March 25, 2010

**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 North 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Judy Milliron, telephone (804) 225-3167, FAX (804) 225-3478, or email [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 November 1, 2009, § 2.2-4500 et seq.: [www.trsvirginia.gov/Documents/Cash/GenAcctInvstPolicy.pdf](http://www.trsvirginia.gov/Documents/Cash/GenAcctInvstPolicy.pdf)

Tobacco Indemnification and Community Revitalization Endowment Fund Investment Guidelines Statement of Investment Policies and Goals, Effective February 1, 2007,

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# Guidance Documents

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§§ 3.2-3100 thru 3.1-1111:  
[http://www.trsvirginia.gov/documents/cash/ticr\\_taxableinvpolicy.pdf](http://www.trsvirginia.gov/documents/cash/ticr_taxableinvpolicy.pdf)

Local Government Investment Pool Policy and Guidelines, revised October 20, 2011, § 2.2-4500 et seq.

General Account Performance Information: 2000-2014:  
[www.trsvirginia.gov/cash](http://www.trsvirginia.gov/cash)

LGIP: Local Government Investment Pool Newsletter:  
[www.trsvirginia.gov/documents/cash/LGIPNewsletter.pdf](http://www.trsvirginia.gov/documents/cash/LGIPNewsletter.pdf)

Local Government Investment Pool Investment Circular, 2015, § 2.2-4600 et seq.:  
[www.trsvirginia.gov/documents/cash/LGIPcirc.pdf](http://www.trsvirginia.gov/documents/cash/LGIPcirc.pdf)

Various LGIP Informational Reports: [www.trsvirginia.gov/cash/lgip.aspx](http://www.trsvirginia.gov/cash/lgip.aspx)

State Non-Arbitrage Program Information Statement, dated April 1, 2010: [www.vasnap.com/forms-and-documents](http://www.vasnap.com/forms-and-documents)

## 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 North 14th Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of these documents may be directed to Kristin Reiter, telephone (804) 225-3240 or FAX (804) 225-3187. Copies may be obtained free of charge.

### Guidance Documents:

Various reports, manuals and guidelines relating to the Security for Public Deposits Act (SPDA): [www.trsvirginia.gov/Operations](http://www.trsvirginia.gov/Operations)

## Risk Management

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the 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 Joyce Lee, 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.lee@trsvirginia.gov](mailto:joyce.lee@trsvirginia.gov).

Questions regarding this document may be directed to Joyce Lee, 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.lee@trsvirginia.gov](mailto:joyce.lee@trsvirginia.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

DRM News: [www.trsvirginia.gov/DrM](http://www.trsvirginia.gov/DrM)

## 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 North 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@trsvirginia.gov](mailto:william.dadmun@trsvirginia.gov). Copies may be obtained free of charge and are available at [www.trsvirginia.gov](http://www.trsvirginia.gov).

### Guidance Documents:

2014 Holder Reporting Booklet:  
[www.trsvirginia.gov/documents/Ucp/Booklet/Holderbook-web-2014.pdf](http://www.trsvirginia.gov/documents/Ucp/Booklet/Holderbook-web-2014.pdf)

Various Unclaimed Property Briefs:  
[www.vamoneysearch.org/Report/Forms](http://www.vamoneysearch.org/Report/Forms)

Most Frequently Asked Questions about Unclaimed Property:  
[vamoneysearch.org/About](http://vamoneysearch.org/About)

## BOARD OF VETERINARY MEDICINE

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/vet> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [vetbd@dhp.virginia.gov](mailto:vetbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knachel, Executive Director, Board of Veterinary Medicine, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4497. Copies are free of charge.

### Guidance Documents:

[http://www.dhp.virginia.gov/vet/vet\\_guidelines.htm](http://www.dhp.virginia.gov/vet/vet_guidelines.htm)

150-1, Drug recordkeeping at shared facilities, revised June 3, 2013

150-2, Expanded duties for licensed veterinary technicians, excerpt from Board minutes of February 12, 2003

150-3, Preceptorships and externships for veterinary technician students, revised December 4, 2013

150-4, "Chip" clinics outside approved facilities, excerpt from Board minutes of June 15, 1994, revised November 14, 2007

150-5, Use of compounded drugs in veterinary practices, revised June 11, 2014

150-6, Mobile facilities allowed to change location without an inspection, excerpt from Board minutes of December 19, 1995, revised November 14, 2007

150-7, Use of term "specialist" or "specialty," excerpt from Board minutes of August 13, 1996

150-8, Disposition of cases for practicing on an expired license or permit, revised October 17, 2012

150-9, Board motion on content of a medical record, revised November 17, 2009

150-10, Allowances to purchase, possess, and administer drugs within an animal shelter or pound, adopted May 17, 2011

150-11, Acceptable continuing education, audits and sanctions for non-compliance, revised June 3, 2013

150-12, Administration of rabies vaccine by students or in preceptorships, revised June 3, 2013

150-13, Controlled substances in veterinary practices, revised June 11, 2014

150-14, Board guidance on process for delegation of informal fact-finding to an agency subordinate, revised September 2010

150-15, Disposition of routine inspections violations, revised October 22, 2014

150-16, Board motion on protocol to follow upon discovery of a loss or theft of drugs, revised May 17, 2012

150-17, Sanctioning Reference Points Instruction Manual, revised June, 2014

150-18, Bylaws of the Board of Veterinary Medicine, revised February 19, 2014

150-19, Delegation of dental polishing-cleaning, adopted October 17, 2012

150-20, Duties of unlicensed assistants, adopted June 3, 2013

150-21, Chiropractic care and acupuncture for animals, adopted June 3, 2013

150-22, Veterinarians and wildlife rehabilitators – prescription drugs, adopted October 22, 2014

76-21.2:1, Veterinary Establishment Inspection Report, revised October 28, 2013

### UNIVERSITY OF VIRGINIA

For general questions about the University of Virginia's guidance documents, contact Penny Cabaniss, telephone (434) 924-3377, or email [pqc2f@virginia.edu](mailto:pqc2f@virginia.edu). Contact information is provided for each document for copies or questions regarding the interpretation or implementation of the respective guidance document. Documents may be viewed using the links below.

#### Guidance Documents:

[\[UVA-01\] University of Virginia Policy Directory](#) (11/29/12)

[\[UVA-02\] Higher Education Capital Outlay Manual](#) (5/17/11)

[\[UVA-03\] Medical Center Policy Manual](#) (12/1/11)

[\[UVA-04\] Health Sciences Library Policies](#) (12/21/11)

### 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, 201 North 9th Street, 2nd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 786-3591, FAX (804) 692-0625, or email [tedwards@dls.virginia.gov](mailto:tedwards@dls.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Jane Chaffin, Registrar of Regulations, Virginia Code Commission, General Assembly Building, 201 North 9th Street, 2nd Floor, Richmond, VA 23219, telephone (804) 786-3591, FAX (804) 692-0625, or email [jchaffin@dls.virginia.gov](mailto:jchaffin@dls.virginia.gov).

#### Guidance Documents:

[Form, Style and Procedure Manual for Publication of Virginia Regulations](#), revised 2014, § 2.2-4104.

[Preparing and Filing Guidance Document Lists for Publication in the Virginia Register of Regulations](#), revised November 2013, §§ 2.2-4008 and 2.2-4103

### VIRGINIA COMMONWEALTH UNIVERSITY

Copies of the documents listed below are all available free of charge from the university's website at <http://www.vcu.edu>. Documents may be viewed using the links below. Questions concerning interpretation or implementation of these documents may be directed to Jacqueline Kniska, University Integrity and Compliance Officer, telephone (804) 828-2336, unless otherwise noted.

VCU Code of Conduct - <http://www.codeofconduct.vcu.edu>



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## Guidance Documents

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VCU Board of Visitor's Bylaws -  
<http://www.president.vcu.edu/board/bylaws.html>

VCU Board of Visitors Ethical Leadership Policy -  
[http://www.president.vcu.edu/pdfs/BOV\\_Ethical\\_Leadership\\_Policy\\_final.pdf](http://www.president.vcu.edu/pdfs/BOV_Ethical_Leadership_Policy_final.pdf)

Student Handbook, the VCU Insider -  
<https://docs.google.com/a/vcu.edu/file/d/0B7z3ZniSHWXVeGRCQjhuSHMtMTA/edit>

Questions concerning interpretation or implementation of the Student Handbook may be directed to Dean of Students, Dr. Reuban Rodriguez, telephone (804) 828-8940.

Faculty Handbook -  
<http://www.assurance.vcu.edu/Policy%20Library/Faculty%20Handbook.pdf>

Questions concerning interpretation or implementation of the Faculty Handbook may be directed to Dr. Michael Davis, Vice Provost for Academic and Faculty Affairs, P.O. Box 842527, Richmond, VA 23284, telephone (804) 828-6162.

### VIRGINIA MUSEUM OF FINE ARTS

Copies of the following documents may be viewed on regular work days from 9 a.m. until 4:30 p.m. at the Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, VA 23220.

Copies may be obtained free of charge by contacting Rebecca Morrison, Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email [rebecca.morrison@vmfa.museum](mailto:rebecca.morrison@vmfa.museum).

Questions regarding interpretation or implementation of these documents may be directed to Rebecca Morrison, Assistant for Trustee Relations and Museum Planning, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email [rebecca.morrison@vmfa.museum](mailto:rebecca.morrison@vmfa.museum).

#### Guidance Documents:

Smoking Policy 3-00, revised 2003

Gallery Guidelines Policy 7-00, revised 2004 (currently under revision)

Lost and Found Property Policy 2-01, revised 2004

Virginia Museum of Fine Arts Parking Deck Information and Guidance, May 2010, 8VAC103-20

Museum and Grounds Use and Access, June 2013, 8VAC103-10-10

Calendar + Events: <http://www.vmfa.museum/Calendar/>

### VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Copies of the following documents may be viewed on regular work days from 8 a.m. until 5 p.m. in the Office of the President, c/o Associate Director of Administration, 319 Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Shelia Collins, Office of the President, 221 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-1358, FAX (540) 231-4265, or email [shcolli4@vt.edu](mailto:shcolli4@vt.edu). The documents may be downloaded from the Virginia Tech's website at <http://www.vt.edu>.

Questions regarding interpretation or implementation of these guidance documents may be directed to Christine Watkinson, Associate Director of Administration, Office of the President, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-5205, FAX (540) 231-4265, or email [cawatkin@vt.edu](mailto:cawatkin@vt.edu).

#### Guidance Documents:

Board of Visitors Bylaws (amended June 2013)  
<http://www.bov.vt.edu/bylaws/bylaws.html>

Faculty Handbook (revised September 2014)  
[http://www.provost.vt.edu/faculty\\_handbook/faculty\\_handbook\\_pdf\\_14-15.pdf](http://www.provost.vt.edu/faculty_handbook/faculty_handbook_pdf_14-15.pdf)

Classified and University Employee Handbook (revised January 2009)  
[http://www.hr.vt.edu/\\_files/file\\_hr\\_emp\\_handbook.pdf](http://www.hr.vt.edu/_files/file_hr_emp_handbook.pdf)

Undergraduate Course Catalog and Academic Policies, 2014-15 <http://www.undergradcatalog.registrar.vt.edu/1415/index.html>

Graduate Policies and Procedures and Course Catalog, 2014-15 [http://graduateschool.vt.edu/graduate\\_catalog/](http://graduateschool.vt.edu/graduate_catalog/)

Hokie Handbook (student handbook), 2013-14  
<http://www.hokiehandbook.vt.edu/>

2013 Jeanne Clery Act Report (revised September 2013)  
[http://www.police.vt.edu/VTPD\\_v2.1/assets/documents/2013\\_blackburg.pdf](http://www.police.vt.edu/VTPD_v2.1/assets/documents/2013_blackburg.pdf)

Parking and Traffic Procedures, 2014-15  
<http://www.parking.vt.edu/documents/manual.pdf>

University Policies <http://www.policies.vt.edu/index.php>

Human Subjects Research Policy (revised August 2014)  
<http://www.policies.vt.edu/13040.pdf>

2014 Statement of Business Conduct Standards  
[http://www.cafm.vt.edu/busprac/\\_docs/2014\\_Statement\\_Business\\_Conduct\\_Standards.pdf](http://www.cafm.vt.edu/busprac/_docs/2014_Statement_Business_Conduct_Standards.pdf)

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors (February 2014) <https://vascupp.org/hem.pdf>

Commonwealth Accounting Policies and Procedures (CAPP) Manual, (revised December 2014) [http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Main.cfm](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm)

Commonwealth of Virginia Executive Order 33 Enhancing Opportunities for Small, Women and Minority Owned Businesses (August 2006) [http://www.lva.virginia.gov/public/EO/eo33\(2006\).pdf](http://www.lva.virginia.gov/public/EO/eo33(2006).pdf)

**VIRGINIA PORT AUTHORITY**

Copies of the following documents may be obtained by contacting David James, Vice President, Contracts and Real Estate, Virginia Port Authority, telephone (757) 683-2168, or email [dmjames@portofvirginia.com](mailto:dmjames@portofvirginia.com). A fee may apply. For all FOIA requests, contact Joe Harris, VPA FOIA Officer, telephone (757) 683-2137, or email [jharris@portofvirginia.com](mailto:jharris@portofvirginia.com).

Questions regarding interpretation or implementation of these documents may be directed to James Noel, Counsel to the Virginia Port Authority, telephone (757) 683-2119, or email [jnoel@portofvirginia.com](mailto:jnoel@portofvirginia.com).

**Guidance Documents:**

Virginia Port Authority Procurement and Surplus Property Procurement Manual, Revised 11/13. Available at [http://portofvirginia.com/pdfs/procurement/pspm\\_\\_100\\_000.pdf](http://portofvirginia.com/pdfs/procurement/pspm__100_000.pdf).

Virginia Port Authority Capital Outlay Manual, Revised 07/01/97. Available at [http://portofvirginia.com/pdfs/procurement/capitaloutlaymanual\\_pkg.pdf](http://portofvirginia.com/pdfs/procurement/capitaloutlaymanual_pkg.pdf).

Virginia Port Authority Travel Policy, Supplement Revised 01/01/2009, State Travel Policy Revised 10/01/2014.

Virginia Port Authority Aid to Local Ports Policy, Revised 11/18/14. Available at <http://www.portofvirginia.com/stewardship/economic-development/aid-to-local-ports-grant-program/>.

**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 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Kathy Dimond, at the same address, telephone (804) 771-7363, or email [kdimond@varetire.org](mailto:kdimond@varetire.org). The documents may be downloaded from the Virginia Retirement System website at [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 Cynthia Comer, Chief Operations Officer, Virginia Retirement System, 1200 East Main Street,

Richmond, VA 23219, telephone (888) 827-3847, FAX (804) 786-1541, or email [ccomer@varetire.org](mailto:ccomer@varetire.org).

**Guidance Documents:**

457 Deferred Compensation Plan Features and Highlights, revised December 2013, Code of Virginia, Title 51.1, Chapters 1, 3

457 Deferred Compensation and Cash Match Plan Features and Highlights, revised December 2013, Code of Virginia, Title 51.1, Chapters 1, 3

Approved Domestic Relations Orders Guide, revised September 2012, Code of Virginia, Title 51.1, Chapter 1

Benefits for VRS Members, published January 2014, Code of Virginia, Title 51.1, Chapters 1-7

Choosing Your Retirement Plan – Plan 1 – Guidelines and Provider Information for employees of colleges and universities who are eligible to select the Optional Retirement Plan for Higher Education, revised September 2014, Code of Virginia, Title 51.1, Chapter 2

Choosing Your Retirement Plan - Plan 2 – Guidelines and Provider Information for employees of colleges and universities who are eligible to select the Optional Retirement Plan for Higher Education, revised September 2014, Code of Virginia, Title 51.1, Chapter 2

Choosing Your Retirement Plan for Higher Education – Hybrid – Guidelines and Provider Information for employees of colleges and universities who are eligible to select the Hybrid Retirement Plan, published September 2014, Code of Virginia, Title 51.1, Chapter 2, <http://www.varetirement.org/hybrid>

Choosing Your Retirement Plan – Plan 1 – Guidelines for Employees Eligible to Select the Optional Retirement Plan for School Superintendents, revised May 2014, Code of Virginia, § 51.1-126.6

Choosing Your Retirement Plan - Plan 2 – Guidelines for Employees Eligible to Select the Optional Retirement Plan for School Superintendents, revised May 2014, Code of Virginia, § 51.1-126.6

Choosing Your Retirement Plan – Guidelines for Employees Eligible to Select the Optional Retirement Plan for School Superintendents – Hybrid Retirement Plan, published May 2014, Code of Virginia, § 51.1-126.6, <http://www.varetirement.org/hybrid>

Choosing Your Retirement Plan – Plan 1 – Guidelines for Political Appointees eligible to select the Optional Retirement Plan for Political Appointees, revised June 2014, Code of Virginia, § 51.1-126.5

Choosing Your Retirement Plan – Plan 2 – Guidelines for Political Appointees eligible to select the Optional Retirement

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## Guidance Documents

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Plan for Political Appointees, revised June 2014, Code of Virginia, § 51.1-126.5

Choosing Your Retirement Plan – Guidelines for Political Appointees Eligible to Select the Optional Retirement Plan for Political Appointees – Hybrid Retirement Plan, published June 2014, Code of Virginia, § 51.1-126.5, <http://www.varetirement.org/hybrid>

Comprehensive Annual Financial Report, published annually, last published December 2014, Code of Virginia, Title 51.1, Chapters 1-7

COV Voluntary Group Long Term Care Insurance Program Brochure, revised May 2014, Code of Virginia, Title 51.1, Chapters 1, 3

Employer Manual, revised December 2014, Code of Virginia, Title 51.1, Chapters 1-7

Employer Update – published monthly online, Code of Virginia, Title 51.1, Chapters 1-7

Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members – Plan 1, revised July 2014, Code of Virginia, Title 51.1, Chapters 1, 3

Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members – Plan 2, revised November 2013, Code of Virginia, Title 51.1, Chapters 1, 3

Focus Newsletter for participants in Hybrid Retirement Plan and 457 deferred compensation plan, posted quarterly, Code of Virginia, § 51.1-126.5

Frequently Asked Questions about myVRS Navigator, revised October 2014, Code of Virginia, Title 51.1, Chapters 1, 3

Getting Ready to Retire Guide, revised August 2014, Code of Virginia, Title 51.1, Chapters 1, 3, 7

Hybrid Retirement Plan Features and Highlights Brochure, revised October 2014, § 51.1-126.5, <http://www.varetirement.org/hybrid>

Hybrid Retirement Plan – Handbook for Members, published May 2014, Code of Virginia, Title 51.1, Chapters 1, 3, 7, <http://www.varetirement.org/hybrid>

Investment Guide, Commonwealth of Virginia Defined Contribution Plans, revised September 2014, Code of Virginia, Title 51.1, Chapter 2

Investment Option Performance, published December 2013, Code of Virginia, Title 51.1, Chapter 2

Judicial Retirement System – Handbook for Members in the JRS Plan 1 and the JRS Plan 2, April 2013, addendum May 2014, Code of Virginia, Title 51.1, Chapters 1-7

Leaving Employment Guide, Commonwealth of Virginia Defined Contribution Plans, revised December 2013, Code of Virginia, Title 51.1, Chapter 2, <http://www.varetirement.org/hybrid>

Losing a Loved One: Guide for Families, revised 2014, 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, revised January 2014, Code of Virginia, Title 51.1, Chapter 2

Member Benefit Profile, published annually, last published September 2014, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member News, published online February, May, September and November, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Article, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Fact Sheet, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Navigator Course Catalog, published December 2014, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Navigator Training Overview, revised October 2014, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Poster, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Users Guide, revised summer 2014, Code of Virginia, Title 51.1, Chapters 1-7

myVRS for Retirees Users Guide, revised July 2014, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Retirement Planner Article, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Retirement Planner Bookmark, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Retirement Planner Tips, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Retirement Planner Poster, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan for Higher Education Composite Copy, amended August 2011, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan for Higher Education Handbook, revised July 2014, addendum September 2014, Code of Virginia, Title 51.1, Chapter 2

Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education Investment Policy Statement, revised November 2013, Code of Virginia,

Title 51.1, Chapter 2, ORPPA Plan Features and Highlights Brochure

Optional Retirement Plan for Higher Education Master Trust, revised January 2014, Code of Virginia, Title 51.1, Chapters 1-7, ORPPA Plan Features and Highlights Brochure

Optional Retirement Plan for Political Appointees Plan Features and Highlights, revised December 2013, Code of Virginia, Title 51.1, Chapters 1-7, ORPPA Plan Features and Highlights Brochure

Optional Retirement Plan for School Superintendents Plan Features and Highlights, revised December 2013, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan for Political Appointees Plan Features and Highlights Brochure, revised December 2013, Code of Virginia, Title 51.1, Chapters 1-7

Purchase of Prior Service Quick Facts, posted 2014, Code of Virginia, Title 51.1, Chapters 1-7

Retiree Handbook, revised August 2014, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News - published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Retirement Benefit Reduction Factors - Plan 1, revised August 2014, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

State Police Officers' Retirement System Handbook – Plan 1, revised July 2014, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

State Police Officers' Retirement System Handbook – Plan 2, Revised January 2013, addendum July 2014, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Understanding myVRS Navigator's Calculations and Business Rules, revised March 2013, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Understanding myVRS Navigator's Calculations and Business Rules For Employees Who Work Less Than 12 Months, revised March 2013, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Law Officers' Retirement System Handbook – Plan 1, revised July 2014, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Law Officers' Retirement System Handbook – Plan 2, revised February 2013, addendum July 2014, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Local Disability Program Handbook – Handbook for Employees in the VRS Hybrid Retirement Plan whose School Division or Political Subdivision Participates in VLDP, published November 2013, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Local Disability Program Employer Manual, published September 2013, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Sickness and Disability Program – Handbook for State Employees in the Virginia Retirement System, State Police Officers' Retirement System and Virginia Law Officers' Retirement System, revised November 2014, Code of Virginia, Title 51.1, Chapter 11

Virginia Sickness and Disability Program Employer Manual, published April 2012, Code of Virginia, Title 51.1, Chapter 11

Virginia Retirement System Handbook for Members – Plan 1, revised July 2014, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Retirement System Handbook for Members – Plan 2, revised July 2014, Code of Virginia, Title 51.1, Chapters 1-7

VRS Disability Retirement Handbook for Members – Plans 1 and 2, May 2011, Addendum July 2014, Code of Virginia, Title 51.1, Chapters 1-7

VRS/ICMA Payroll Guide for Political Subdivisions, School Divisions and Decentralized State Employers, published January 2014, Code of Virginia, Title 51.1, Chapters 1-7

VRS Plan Comparison Guide, published March 2014, Code of Virginia, Title 51.1, Chapters 1, 3

VSDP Long-Term Care Plan Brochure, revised May 2014, Code of Virginia, Title 51.1, Chapters 1-7

### **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, 1111 East Main Street, Suite 700, 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, 1111 East Main Street, Suite 700, 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, revised October 2010, 15VAC5-80

### **VIRGINIA STATE UNIVERSITY**

Documents are available electronically at no charge from Virginia State University's website at [www.vsu.edu](http://www.vsu.edu) or by using the links below. For general questions concerning the University's guidance documents, contact Bonnie Degen telephone (804) 524-5326, or email [bdegen@vsu.edu](mailto:bdegen@vsu.edu). For each document contact information will be provided for

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# Guidance Documents

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questions regarding the interpretation or implementation of the respective guidance document or for hard copies.

## Guidance Documents:

Board of Visitors Bylaws (revised April 2014), <http://www.vsu.edu/files/docs/board-membership/vsu-bylaws.pdf>

University Policies, <http://www.vsu.edu/faculty-and-staff/human-resources/policies.php>

Faculty Handbook and Academic Procedures Manual (revised 2013), <http://www.vsu.edu/files/docs/faculty-staff/faculty-handbook.pdf>

Student Handbook 2014-2015, <http://www.vsu.edu/files/docs/student-activities/2014-2015-student-handbook.pdf>

Undergraduate catalog and Academic Regulations and Procedures (2012-2014), <http://www.vsu.edu/files/docs/academics/catalog/undergraduate-catalog-2012-2014.pdf>

Graduate catalog 2014-2016, <http://www.vsu.edu/files/docs/academics/catalog/graduate-catalog-2014-2016.pdf>

Parking Policy (revised July 2014), <http://www.vsu.edu/police/parking-traffic/parking-policy.php>

Annual Security and Fire Safety Report 2011-2013 Calendar Years (Published October 2014), <http://www.vsu.edu/files/docs/campus-police/asr.pdf>

## VIRGINIA WORKERS' COMPENSATION 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 Virginia Workers' Compensation Commission, Clerk's Office, 2nd Floor, 1000 DMV Drive, Richmond, VA 23220. Copies may be obtained (for the price indicated) by contacting the commission by telephone (877) 664-2566 or FAX (804) 367-9740. Several forms are available from the commission's website at [www.workcomp.virginia.gov](http://www.workcomp.virginia.gov). Questions regarding these forms/documents may be directed to the staff person listed with each document.

## Guidance Documents:

### Annual Reports

Questions regarding annual reports should be directed to Evelyn V. McGill, Executive Director, Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 205-2050. The reports for calendar years 2001-2012 are available upon request at [StatisticRequests@workcomp.virginia.gov](mailto:StatisticRequests@workcomp.virginia.gov).

- [EDI Implementation Guide](#)

- Informational Guide for Employees - [www.workcomp.virginia.gov/content/injured-workers](http://www.workcomp.virginia.gov/content/injured-workers)
- Informational Guide for Employers - <http://workcomp.virginia.gov/content/employers>
- Rules and Regulations: Attorneys Not Licensed to Practice Law in Virginia - <http://www.workcomp.virginia.gov/content/new-attorney-rules>
- [Self-Insurance](#)

### Virginia Workers' Compensation Commission Act Books

Questions regarding the act books and opinions may be directed to James J. Szablewicz, Chief Deputy Commissioner, Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 367-8664, or toll-free (877) 664-2566. The Virginia Worker's Compensation Commission Act Books are no longer available for purchasing at the agency. LexisNexis is the authorized seller of future Act Books, including the 2013 edition, which can be purchased on the LexisNexis website. Copies of previous Act Books may be obtained during regular work days from 8:15 a.m. until 5 p.m., in the office of the Virginia Workers' Compensation Commission, Clerk's Office, 2nd Floor, 1000 DMV Drive, Richmond, VA 23220. Copy costs are \$ .50 for first 10 pages and \$ .12 for each additional page.

### Workers' Compensation Act 2013

#### Opinions of the Commission

#### Online Search: Opinions 1990 to the Present

- Vol. 58 (1979) \$15.00 shipped; \$15.00 pickup
- Vol. 59 (1980) \$19.00 shipped; \$19.00 pickup
- Vol. 60 (1981) \$15.00 shipped; \$15.00 pickup
- Vol. 61 (1982) \$21.00 shipped; \$21.00 pickup
- Vol. 62 (1983) \$18.00 shipped; \$18.00 pickup
- Vol. 63 (1984) \$16.00 shipped; \$16.00 pickup
- Vol. 64 (1985) \$23.00 shipped; \$23.00 pickup
- Vol. 65 (1986) \$20.00 shipped; \$20.00 pickup
- Vol. 66 (1987) \$20.00 shipped; \$20.00 pickup
- Vol. 67 (1988) \$22.00 shipped; \$22.00 pickup
- Vol. 68 (1989) \$25.00 shipped; \$25.00 pickup
- Vol. 69 (1990) \$21.00 shipped; \$21.00 pickup
- Vol. 70 (1991) \$18.00 shipped; \$18.00 pickup
- Vol. 71 (1992) \$19.50 shipped; \$19.50 pickup

Vol. 72 Cumulative Index Vols. 65-71 - \$22.00 shipped;  
\$17.00 pickup

Vol. 73 - Selected 1994 Opinions; \$27.00 shipped; \$19.00  
pickup

Vol. 74 - Selected 1995 Opinions; \$36.00 shipped; \$25.00  
pickup

Vol. 75 - Selected 1996 Opinions; \$30.00 shipped; \$33.00  
pickup

Vol. 76 - Selected 1997 Opinions; \$30.00 shipped; \$27.00  
pickup

Vol. 77 - Selected 1998 Opinions; \$30.00 shipped; \$27.00  
pickup

Vol. 78 - Selected 1999 Opinions; \$25.00 shipped; \$30.00  
pickup

Vol. 79 - Selected 2000 Opinions; \$48.00 shipped or pickup

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# GENERAL NOTICES/ERRATA

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## DEPARTMENT OF ENVIRONMENTAL QUALITY

### Total Maximum Daily Loads for the South Fork Holston River, Bishop Branch, Grosses Creek, and Slemp Creek

The Department of Environmental Quality (DEQ) seeks written and oral comments from interested persons on the development of total maximum daily loads (TMDLs) for the South Fork Holston River, Bishop Branch, Grosses Creek, and Slemp Creek in Washington and Smyth Counties. These streams are listed on the 2012 § 303(d) TMDL Priority List and Report as impaired due to violations of the state's water quality standards for bacteria.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the State Water Control Law requires DEQ to develop TMDLs for pollutants responsible for each impaired water contained in Virginia's § 303(d) Priority List and Report.

The impaired segments include: 36.7 miles of the South Fork Holston River from the headwaters downstream to the backwaters of South Holston; 0.48 miles of Bishop Branch from the confluence with the South Fork Holston River upstream to the confluence with Parker Branch; 4.00 miles of Grosses Creek from the headwaters downstream to the confluence with the South Fork Holston River; 3.85 miles of Slemp Creek from the headwaters downstream to the confluence with the South Fork Holston River.

The first public meeting on the development of the TMDL to address the bacteria impairments for these segments will be held on March 3, 2015, from 6 p.m. to 8 p.m. at the Chilhowie Town Hall, 325 East Lee Highway, Chilhowie, VA 24319. In the event of inclement weather, the meeting will be held at the same location on March 9, 2015, from 6 p.m. to 8 p.m.

The public comment period will begin on March 3, 2015, and end on April 3, 2015. An advisory committee to assist in development of this TMDL will be established. Persons interested in assisting should notify the DEQ contact person listed below by the end of the comment period and provide their name, address, phone number, email address, and the organization they represent (if any). Notification of the composition of the panel will be sent to all applicants.

A component of a TMDL is the wasteload allocations (WLAs); therefore, this notice is provided pursuant to § 2.2-4006 A 14 of the Administrative Process Act for any future adoption of the TMDLs associated WLAs. Information on the development of the TMDLs for these impairments is available upon request. Questions or information requests should be addressed to Martha Chapman, Department of Environmental Quality, Southwest Regional Office, 355-A Deadmore Street, Abingdon, VA 24210, telephone (276) 676-4800, or email [martha.chapman@deq.virginia.gov](mailto:martha.chapman@deq.virginia.gov).

Note, all written comments should include name, address, and telephone number of the person submitting the comments and should be sent to Martha Chapman, Department of Environmental Quality, Southwest Regional Office, 355-A Deadmore Street, Abingdon, VA 24210, telephone (276) 676-4800, or email [martha.chapman@deq.virginia.gov](mailto:martha.chapman@deq.virginia.gov).

## VIRGINIA LOTTERY

### Director's Orders

The following Director's Orders of the Virginia Lottery were filed with the Virginia Registrar of Regulations on February 3, 2015. The orders may be viewed at the Virginia Lottery, 900 East Main Street, Richmond, Virginia, or at the office of the Registrar of Regulations, 201 North 9th Street, 2nd Floor, Richmond, Virginia.

#### Director's Order Number One Hundred Eighty (14)

Virginia Lottery's Hit it Big Time! Promotion Final Rules for Operation (This Director's Order becomes effective on Tuesday, March 10, 2015, and shall remain in full force and effect unless amended or rescinded by further Director's Order)

#### Director's Order Number Three (15)

Certain Virginia Instant Game Lotteries; End of Games.

In accordance with the authority granted by §§ 2.2-4002 B 15 and 58.1-4006 A of the Code of Virginia, I hereby give notice that the following Virginia Lottery instant games will officially end at midnight on Friday, January 9, 2015:

Game 1189	Virginia's \$5 Million Club
Game 1363	\$20 Grand
Game 1373	\$1,000,000 Mega Fortune
Game 1374	Millionaire Mania
Game 1406	Double Deuces
Game 1416	Sapphire Riches
Game 1483	7X The Money
Game 1495	We're Game
Game 1504	Peppermint Payout
Game 1505	Holiday Magic
Game 1509	\$5,000 Cash
Game 1512	Holiday Double Match
Game 1518	Wrap It Up!

The last day for lottery retailers to return for credit unsold tickets from any of these games will be Friday, February 27, 2015. The last day to redeem winning tickets for any of these games will be Wednesday, July 8, 2015, 180 days from the declared official end of the game. Claims for winning tickets from any of these games will not be accepted after that date. Claims that are mailed and received in an envelope bearing a postmark of the United States Postal Service or another sovereign nation of Wednesday, July 8, 2015, or earlier, will be deemed to have been received on time. This notice

amplifies and conforms to the duly adopted State Lottery Board regulations for the conduct of lottery games.

This order is available for inspection and copying during normal business hours at the Virginia Lottery headquarters, 900 East Main Street, Richmond, Virginia, and at any Virginia Lottery regional office. A copy may be requested by mail by writing to Director's Office, Virginia Lottery, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ Paula I. Otto  
Executive Director  
January 7, 2015

### Director's Order Number Four (15)

"7-Eleven® Scratcher Retailer Incentive Promotion" Virginia Lottery Retailer Incentive Program Requirements (This Director's Order becomes effective on March 10, 2015, and shall remain in full force and effect until ninety (90) days after the conclusion of the Incentive Program, unless otherwise extended by the Director)

### Director's Order Number Five (15)

Virginia Lottery's "#PICKYOURDECADEPHOTOPROMOTION" Final Rules for Operation (effective January 22, 2015)

### Director's Order Number Eight (15)

This order rescinds Director's Order Number One (15): "Pick Your Decade" Promotion Final Rules for Operation effective January 27, 2015

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**

### **Amendments to Enhance FAMIS MOMS**

Virginia's Title XXI Child Health Insurance Plan (CHIP) covers children with family income from 143% to 200% of the federal poverty level (FPL) under a separate child health plan known as the Family Access to Medical Insurance Security Plan (FAMIS). Virginia's Title XXI Health Insurance Flexibility and Accountability (HIFA) Demonstration has two objectives. First, it expands Title XXI coverage to uninsured pregnant women with family income up to 200% FPL (with a 5.0% income disregard) who are not eligible for Medicaid, through a program known as FAMIS MOMS. Second, it uses Title XXI funds to support a health insurance premium assistance program known as FAMIS Select. Children must first be found eligible and enroll in FAMIS before electing coverage through FAMIS Select.

Targeting these two populations - uninsured pregnant women with family income up to 200% FPL (with a 5.0% income

disregard) who are not eligible for Medicaid and FAMIS-eligible children with access to employer-sponsored or private health insurance - is expected to yield the following outcomes:

- A decrease in the rates of uninsurance among pregnant women,
- An increase in participation in premium assistance in CHIP,
- An increase in access to appropriate medical services, and
- An improvement in certain health outcomes of children.

Virginia's current HIFA Demonstration is approved through June 30, 2016. The Department of Medical Assistance Services (DMAS) proposes to make the following changes to the Demonstration:

- Expand eligibility to include pregnant women who have access to the state employee health plan and who are otherwise eligible for the FAMIS MOMS program, and
- Add dental services to the benefits available to FAMIS MOMS program enrollees.

No changes are proposed for the FAMIS Select program.

### **Background - FAMIS MOMS**

The purpose of the FAMIS MOMS program is to provide prenatal care to uninsured women living within the Title XXI income range and likely to give birth to a FAMIS-eligible child. The FAMIS MOMS program provides eligible pregnant women the same comprehensive coverage that pregnant women receive from the Virginia Medicaid program. There is no difference in covered services, service limitations, or pre-authorization requirements. The cost sharing requirements for FAMIS MOMS are consistent with those described in the Medicaid State Plan for pregnant women. There are no premiums, enrollment fees, or co-payments for pregnancy-related services. However, consistent with Title XXI requirements, to be eligible for FAMIS MOMS a pregnant woman must be uninsured, not an inpatient in an institution for mental diseases, and under current policy, not a member of a family eligible for coverage under the state employee health insurance plan. Under the Demonstration, infants born to FAMIS children and FAMIS MOMS are deemed eligible for Medicaid or CHIP coverage, as appropriate, on the date of birth and remain eligible until age one year, unless, after a reasonable opportunity period, DMAS fails to obtain satisfactory documentation of citizenship and identity.

In 2012 health care coverage for pregnant women under FAMIS MOMS was extended to otherwise eligible lawfully residing immigrants, including those in their first five years of lawful residency in the United States, pursuant to § 214 of the Children's Health Insurance Program Reauthorization Act of 2009.



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## General Notices/Errata

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FAMIS MOMS uses the same health care service delivery systems (fee-for-service and managed care organizations) as FAMIS. All pregnant women are initially enrolled under fee-for-service. Approximately 90% of new enrollees are transferred to a managed care organization (MCO) within two months.

### Proposal

In September 2014, Governor McAuliffe announced "A Healthy Virginia," his 10-point plan to improve access to health care services for residents of the Commonwealth. This plan includes initiatives to enhance access to health care coverage under FAMIS and FAMIS MOMS.

#### Access to coverage for dependents of state employees:

The Patient Protection and Affordable Care Act (2010) permits states to extend eligibility in the state's CHIP program (FAMIS) to children of state employees who are otherwise eligible under the state child health plan. At the Governor's direction, DMAS has taken necessary steps to implement this option. DMAS now proposes to extend this opportunity to pregnant women who may access coverage under the state employee health plan and are otherwise eligible for FAMIS MOMS, by amending the Demonstration project.

The FAMIS MOMS upper income limit is set at 200% FPL. For a parent with one child, an income of 200% FPL is \$2,622 a month or \$31,460 annually (gross income). The median state salary is \$38,957 a year while the lowest state salary is \$15,371. There are approximately 33,000 state employees with salaries between the lowest and median amounts. The average household size is two. Last year, more than 9,600 full-time state employees qualified for the Earned Income Tax Credit, a federal tax subsidy for lower-income working families.

State employees may cover their dependents through their employee health insurance, but for many families this is not an affordable option. Employees who choose this option face an increase in their insurance premium contributions of approximately \$100 to \$200 per month. Even with the most comprehensive coverage, employees must also pay co-pays of up to \$40 for doctor visits. These out-of-pocket expenses represent a significant reduction in take home pay for many state workers. Some may be forced to opt for employee-only coverage, thereby leaving their dependent family members, including a wife who is or may become pregnant, with no health insurance; others may struggle to pay for rent or other necessities because of the additional cost for their health insurance. Low-income state workers who are pregnant face these same financial struggles and difficult choices about insurance coverage. Reduced access to covered medical services creates increased health risks for pregnant women and their unborn babies. Providing the option to enroll in FAMIS MOMS alleviates a potential barrier to accessing

prenatal care and improves the likelihood of a positive birth outcome.

#### Dental care for pregnant women:

At the Governor's direction, Virginia's nationally recognized "Smiles For Children" program is expanding to provide dental benefits to pregnant women in Medicaid. DMAS now proposes to extend these benefits to pregnant women who are otherwise eligible for FAMIS MOMS by amending the Demonstration project.

Dental coverage for pregnant women enrolled in Medicaid or FAMIS MOMS will assist in improving the dental health of the mother, decrease dental emergencies, and improve the likelihood of delivery of a healthy baby by preventing the transmission of cavity-causing bacteria from mother to baby. DMAS is working with the dental benefits administrator, DentaQuest, to implement an oral health program for pregnant women enrolled in Medicaid and FAMIS MOMS. The services are inclusive of those provided in Virginia's "Smiles For Children" program and similar in scope to dental services available through the Department of Human Resource Management dental benefits for state employees. Services for pregnant women will include the following:

- Diagnostic (x-rays, exams);
- Preventive (cleanings);
- Restorative (fillings);
- Endodontics (root canals);
- Periodontics (gum related treatment);
- Prosthodontics - both removable and fixed (crowns, bridges, partials, and dentures);
- Oral surgery (extractions and other oral surgeries); and
- Adjunctive general services (all covered services that do not fall into specific dental categories).

Pregnant women enrolled in Medicaid and FAMIS MOMS who are 21 years of age and older will be eligible to receive comprehensive benefits, excluding orthodontics, covered by the "Smiles For Children" program. These benefits will be discontinued at the end of the month following the 60th day postpartum.

#### **Estimated Enrollment and Expenditures**

Actions of the General Assembly in 2013 ended enrollment of new participants in FAMIS MOMS effective January 1, 2014. As a result, enrollment declined steadily over 2014 as women gave birth and their benefits ended. Overall in federal fiscal year (FFY) 2014, enrollment in FAMIS MOMS averaged 884 pregnant women monthly. The cost of health care benefits during this time period totaled \$12,593,890. Administrative costs for both components of the Demonstration (FAMIS MOMS and FAMIS Select) totaled

\$294,705. The total cost of the Demonstration was \$13,155,698 of which \$8,551,204 was paid by the federal Title XXI fund and \$4,604,494 paid by the state general fund.

Enrollment in FAMIS MOMS was reinstated on December 1, 2014. In the first two months, 247 women enrolled; fiscal forecasts are based on a monthly average of 776 during FFY 2015. Eligibility for FAMIS MOMS is highly dependent on family income. While data on the range and averages of state employee income are available, information on the total family income is not known. Therefore, DMAS does not have a reliable estimate of the number of pregnant women with options for coverage under the state health plan who may be eligible to enroll in FAMIS MOMS.

The projected expense for adding dental coverage for pregnant women in Medicaid and FAMIS MOMS to the DentaQuest contract has been calculated at \$0.13 per member per month. Based on the average monthly enrollment of 776 pregnant women in FAMIS MOMS, this equates to a cost of \$807 for the remainder of FFY 2015.

### Hypothesis and Evaluation

DMAS expects that FAMIS MOMS will continue to be a viable option to obtain quality health care coverage for uninsured pregnant women with family income up to 200% of the federal poverty level who are not eligible for Medicaid. DMAS further expects that pregnant women participating in FAMIS MOMS will receive preventive and treatment dental services. DMAS will evaluate these hypotheses through analyses of enrollment and dental services utilization data.

### Waiver and Expenditure Authority

Under the authority of § 1115(a)(2) of the Social Security Act, DMAS may extend health insurance coverage through the CHIP program for those uninsured pregnant women with incomes up to and including 200% of the federal poverty level, including lawfully residing pregnant women.

Under § 1115 (a) of the Social Security Act, infants born to FAMIS children or FAMIS MOMS are deemed eligible for Medicaid or CHIP coverage, as appropriate, on the date of birth, and remain eligible until attaining the age of one year, unless, after a reasonable opportunity period, DMAS fails to obtain satisfactory documentation of citizenship and identity.

The following Title XXI requirements are not applicable for the Virginia FAMIS MOMS and FAMIS Select § 1115 Demonstration:

1. General Requirements, Eligibility and Outreach, § 2102. The Commonwealth's Child Health Insurance Plan (CHIP) does not have to reflect the demonstration populations, and eligibility standards do not have to be limited by the general principles in § 3202(b) of the Social Security Act. To the extent other requirements in § 2102 of the Act duplicate Medicaid or other CHIP requirements for these or other populations, they do not apply, except that the state must

perform eligibility screening to ensure that the demonstration populations do not include individuals otherwise eligible for Medicaid.

2. Cost Sharing, § 2103(e). Rules governing cost sharing under § 2103(e) of the Act shall not apply to the FAMIS Select population to the extent necessary to enable the state to impose cost sharing in private or employer-sponsored insurance plans.

3. Cost-Sharing Exemption for American Indian (AI) Children, § 2102(b)(3)(D) and Alaskan Native (AN) Children, 42 CFR Section 457.535. To the extent necessary to permit the Commonwealth to impose cost sharing on AI/AN children who elect to enroll in the premium assistance program.

4. Benefit Package Requirements, § 2103. To permit the Commonwealth to offer a benefit package that does not meet the requirements of § 2103 at 42 CFR section 457.4 10(b)(1) for the demonstration populations.

5. Federal Matching Payment and Family Coverage Limits, § 2105. Federal matching payment in excess of the 10% cap for expenditures related to the demonstration population and limits on family coverage are not applicable to the demonstration population.

### Public Review and Comment

Copies of the Demonstration amendment are available for public review from the Department of Medical Assistance Services, Division of Maternal and Child Health, 600 East Broad Street, Richmond, VA 23219 and on the Department of Medical Assistance Services website at <http://dmas.virginia.gov/> through a link in the "What's New" column. DMAS is seeking comments on the proposed amendment to the Demonstration. Anyone wishing to submit comments may do so to Joanne Boise by mail at Department of Medical Assistance Services, Division of Maternal and Child Health, 600 East Broad Street, Richmond, VA 23219, or email to [joanne.boise@dmas.virginia.gov](mailto:joanne.boise@dmas.virginia.gov). In order to be considered, comments must be received by March 31, 2015. DMAS will convene two public hearings to seek public input on the Demonstration amendment. Both oral and written comments may be submitted at that time.

### Public Hearing 1

When: February 12, 2015, 10 a.m.

Where: Virginia Department of Medical Assistance Services, 600 East Broad Street, Room 7 D, Richmond, VA 23219

Conference Call Option: 1-866-842-5779 (Passcode: 2761019567)

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## General Notices/Errata

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### Public Hearing 2

When: March 5, 2015, 1 p.m.

Where: Quarterly Children's Health Insurance Advisory Committee Meeting, Virginia Community Healthcare Association, Westerre Conference Center, 3831 Westerre Parkway, Henrico, VA 23233

Contact Information: Joanne Boise, Senior Policy Analyst, Department of Medical Assistance Services, 600 East Broad Street, Richmond, VA 23219, telephone (804) 225-2334, or email [joanne.boise@dmas.virginia.gov](mailto:joanne.boise@dmas.virginia.gov).

### STATE WATER CONTROL BOARD

#### Proposed Consent Special Order for Brook Hill Partners, LLC

An enforcement action has been proposed for Brook Hill Partners, LLC, for alleged violations that occurred at Village at the Arbors Apartments located at 5613 Crenshaw Road in Richmond, Virginia. The State Water Control Board proposes to issue a consent special order to Brook Hill Partners, LLC, to address noncompliance with State Water Control Law. A description of the proposed action is available at the Department of Environmental Quality office named below or online at [www.deq.virginia.gov](http://www.deq.virginia.gov). Cynthia Akers will accept comments by email at [cynthia.akers@deq.virginia.gov](mailto:cynthia.akers@deq.virginia.gov), FAX at (804) 527-5106, or postal mail at Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, from February 23, 2015, through March 25, 2015.

#### Proposed Enforcement Action for CSX Transportation, Inc.

An enforcement action has been proposed for CSX Transportation, Inc., regarding a release of petroleum into the James River in Lynchburg, Virginia for violations of State Water Control Law and regulations. The proposed enforcement action includes a civil charge and injunctive relief. A description of the proposed action is available at the Department of Environmental Quality office named below or online at [www.deq.virginia.gov](http://www.deq.virginia.gov). Robert Steele will accept comments by email at [robert.steele@deq.virginia.gov](mailto:robert.steele@deq.virginia.gov), FAX at (540) 562-6725, or postal mail at Department of Environmental Quality, Roanoke Regional Office, 3019 Peters Creek Road, Roanoke, VA 24019, from February 23, 2015, through March 25, 2015.

#### Proposed Enforcement Action for Hampton Roads Transit

An enforcement action has been proposed for Hampton Roads Transit (HRT) for alleged violations of the State Water Control Law at the HRT bus garage in Norfolk, Virginia. A description of the proposed action is available at the Department of Environmental Quality office named below or

online at [www.deq.virginia.gov](http://www.deq.virginia.gov). Mr. Robin Schuhmann will accept comments by email at [robin.schuhmann@deq.virginia.gov](mailto:robin.schuhmann@deq.virginia.gov), FAX at (757) 518-2009, or postal mail at Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, from February 23, 2015, through March 25, 2015.

### VIRGINIA CODE COMMISSION

#### Notice to State Agencies

**Contact Information:** *Mailing Address:* Virginia Code Commission, General Assembly Building, 201 North 9th Street, 2nd Floor, Richmond, VA 23219; *Telephone:* Voice (804) 786-3591; FAX (804) 692-0625; *Email:* [varegs@dls.virginia.gov](mailto:varegs@dls.virginia.gov).

**Meeting Notices:** Section 2.2-3707 C of the Code of Virginia requires state agencies to post meeting notices on their websites and on the Commonwealth Calendar at <http://www.virginia.gov/connect/commonwealth-calendar>.

**Cumulative Table of Virginia Administrative Code Sections Adopted, Amended, or Repealed:** A table listing regulation sections that have been amended, added, or repealed in the *Virginia Register of Regulations* since the regulations were originally published or last supplemented in the print version of the Virginia Administrative Code is available at <http://register.dls.virginia.gov/documents/cumultab.pdf>.

**Filing Material for Publication in the Virginia Register of Regulations:** Agencies use the Regulation Information System (RIS) to file regulations and related items for publication in the *Virginia Register of Regulations*. The Registrar's office works closely with the Department of Planning and Budget (DPB) to coordinate the system with the Virginia Regulatory Town Hall. RIS and Town Hall complement and enhance one another by sharing pertinent regulatory information.

### ERRATA

#### VIRGINIA WASTE MANAGEMENT BOARD

**Title of Regulation:** 9VAC20-60. **Virginia Hazardous Waste Management Regulations.**

**Publication:** 30:24 VA.R. 2627-2636 July 28, 2014.

**Correction to Final Regulation:**

Page 2635, column 1, 9VAC20-60-1285, the parenthetical at the beginning of the section is amended as follows: "(The effective date of this fee schedule is ~~July 1, 2004~~ August 27, 2014.)"

VA.R. Doc. No. R14-4022; Filed February 5, 2015, 12:40 p.m.