



# 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. **34:8 VA.R. 763-832 December 11, 2017**, refers to Volume 34, Issue 8, pages 763 through 832 of the *Virginia Register* issued on December 11, 2017.

*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; **Gregory D. Habeeb**; **Ryan T. McDougle**; **Robert L. Calhoun**; **Leslie L. Lilley**; **E.M. Miller, Jr.**; **Thomas M. Moncure, Jr.**; **Christopher R. Nolen**; **Timothy Oksman**; **Charles S. Sharp**; **Mark J. Vucci**.

Staff of the Virginia Register: **Karen Perrine**, Acting Registrar of Regulations; **Anne Bloomsburg**, Assistant Registrar; **Alexandra Stewart**, 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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## March 2018 through April 2019

| <u>Volume: Issue</u> | <u>Material Submitted By Noon*</u>  | <u>Will Be Published On</u> |
|----------------------|-------------------------------------|-----------------------------|
| 34:14                | February 14, 2018                   | March 5, 2018               |
| 34:15                | February 28, 2018                   | March 19, 2018              |
| 34:16                | March 14, 2018                      | April 2, 2018               |
| 34:17                | March 28, 2018                      | April 16, 2018              |
| 34:18                | April 11, 2018                      | April 30, 2018              |
| 34:19                | April 25, 2018                      | May 14, 2018                |
| 34:20                | May 9, 2018                         | May 28, 2018                |
| 34:21                | May 23, 2018                        | June 11, 2018               |
| 34:22                | June 6, 2018                        | June 25, 2018               |
| 34:23                | June 20, 2018                       | July 9, 2018                |
| 34:24                | July 3, 2018 ( <b>Tuesday</b> )     | July 23, 2018               |
| 34:25                | July 18, 2018                       | August 6, 2018              |
| 34:26                | August 1, 2018                      | August 20, 2018             |
| 35:1                 | August 15, 2018                     | September 3, 2018           |
| 35:2                 | August 29, 2018                     | September 17, 2018          |
| 35:3                 | September 12, 2018                  | October 1, 2018             |
| 35:4                 | September 26, 2018                  | October 15, 2018            |
| 35:5                 | October 10, 2018                    | October 29, 2018            |
| 35:6                 | October 24, 2018                    | November 12, 2018           |
| 35:7                 | November 7, 2018                    | November 26, 2018           |
| 35:8                 | November 19, 2018 ( <b>Monday</b> ) | December 10, 2018           |
| 35:9                 | December 5, 2018                    | December 24, 2018           |
| 35:10                | December 14, 2018 ( <b>Friday</b> ) | January 7, 2019             |
| 35:11                | January 2, 2019                     | January 21, 2019            |
| 35:12                | January 16, 2019                    | February 4, 2019            |
| 35:13                | January 30, 2019                    | February 18, 2019           |
| 35:14                | February 13, 2019                   | March 4, 2019               |
| 35:15                | February 27, 2019                   | March 18, 2019              |
| 35:16                | March 13, 2019                      | April 1, 2019               |
| 35:17                | March 27, 2019                      | April 15, 2019              |
| 35:18                | April 10, 2019                      | April 29, 2019              |

\*Filing deadlines are Wednesdays unless otherwise specified.

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# PETITIONS FOR RULEMAKING

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## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### BOARD OF PHARMACY

#### Initial Agency Notice

Title of Regulation: **18VAC110-20. Regulations Governing the Practice of Pharmacy.**

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

Name of Petitioner: Judy Lifland Dietrick.

Nature of Petitioner's Request: To amend the requirement for retention of records beyond two years to include records of vaccine administration.

Agency Plan for Disposition of Request: In accordance with Virginia law, the petition has been filed with the Registrar of Regulations and will be published on March 5, 2018. Comment on the petition may be sent by email or regular mail or posted on the Virginia Regulatory Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Comment will be requested until March 27, 2018. Following receipt of all comments on the petition to amend regulations, the board will decide whether to make any changes to the regulatory language in Regulations Governing the Practice of Pharmacy. This matter will be on the board's agenda for its meeting scheduled for March 29, 2018.

Public Comment Deadline: March 27, 2018.

Agency Contact: Elaine J. Yeatts, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4688, or email [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov).

VA.R. Doc. No. R18-23; Filed February 2, 2018, 8:52 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 9. ENVIRONMENT

### VIRGINIA WASTE MANAGEMENT BOARD

#### Final Regulation

**REGISTRAR'S NOTICE:** The following regulatory action is exempt from Article 2 of the Administrative Process Act in accordance with § 2.2-4006 A 4 c of the Code of Virginia, which excludes regulations that are necessary to meet the requirements of federal law or regulations provided such regulations do not differ materially from those required by federal law or regulation. The Virginia Waste Management Board is also claiming an exemption from the Administrative Process Act in accordance with § 2.2-4006 A 3 of the Code of Virginia, which excludes regulations that consist only of changes in style or form or corrections of technical errors. The Virginia Waste Management Board will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

**Title of Regulation:** 9VAC20-60. Virginia Hazardous Waste Management Regulations (amending 9VAC20-60-17, 9VAC20-60-18, 9VAC20-60-260 through 9VAC20-60-265, 9VAC20-60-268, 9VAC20-60-270, 9VAC20-60-273).

**Statutory Authority:** § 10.1-1402 of the Code of Virginia; 42 USC § 6921 et seq.; 40 CFR Parts 260 through 272.

**Effective Date:** April 8, 2018.

**Agency Contact:** Lisa Ellis, Hazardous Waste Compliance Coordinator, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4237, or email lisa.ellis@deq.virginia.gov.

#### Summary:

*In this regulatory action, the Virginia Waste Management Board incorporates Title 40 of the Code of Federal Regulations as published on July 1, 2017, and adopts two final rules of the U.S. Environmental Protection Agency (EPA) published in the Federal Register on November 28, 2016: Hazardous Waste Export-Import Revisions and Hazardous Waste Generator Improvements Rule.*

*The hazardous waste export-import final rule (i) makes existing export and import-related requirements more consistent with the current import-export requirements for shipments between members of the Organization for Economic Cooperation and Development, (ii) enables electronic submittal to the EPA of all export and import-*

*related documents, and (iii) enables electronic validation of consent in the Automated Export System for export shipments subject to Resource Conservation and Recovery Act (RCRA) export consent requirements prior to exit.*

*The hazardous waste generator improvements final rule (i) reorganizes the hazardous waste generator regulations to be more user friendly, (ii) improves understanding of how the RCRA hazardous waste generator regulatory program works, (iii) addresses gaps in the existing regulations to strengthen environmental protection, (iv) provides greater flexibility for hazardous waste generators to manage their hazardous waste in a cost-effective and protective manner, and (v) makes technical corrections and conforming changes to address inadvertent errors and remove obsolete references to programs that no longer exist.*

*Other amendments update or correct citations and make other technical corrections.*

#### 9VAC20-60-17. Definitions created by these regulations.

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

"Administrator" means the Administrator of the United States Environmental Protection Agency or his designee. See 9VAC20-60-14 B 1.

"Another regulation of the Virginia Administrative Code" means any regulation that is not in 9VAC20-60, the Virginia Hazardous Waste Management Regulations.

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

"Application, Part B" means that part of the application that a permit applicant shall complete to be considered for a permit as required by ~~9VAC20-60-1010~~ 9VAC20-60-270.

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

"Authorization (authorized program)" means a state hazardous waste program that has been approved under the authorities of RCRA.

"Authorized representative" means the manager, superintendent, or person of equivalent responsibility

responsible for the overall operation of a facility or an operational unit (i.e., part of a facility).

"Board" means the Virginia Waste Management Board.

"Commonwealth" means the Commonwealth of Virginia.

"Department" means the Virginia Department of Environmental Quality.

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

"Emergency permit" means a permit issued where an imminent and substantial endangerment to human health or the environment is determined to exist by the director.

"EPA" means the U.S. Environmental Protection Agency. See 9VAC20-60-14 B 2.

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

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

"Hazardous material" means a substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated under 49 CFR Parts 171 and 173.

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

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

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

"HWM" means hazardous waste management.

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

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

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

"Permitted hazardous waste management facility" or "permitted facility" means a hazardous waste treatment,

storage, or disposal facility that has received an EPA or Commonwealth permit in accordance with the requirements of this chapter or a permit from an authorized state program.

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

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

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

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

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

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

"These regulations" means 9VAC20-60, the Virginia Hazardous Waste Management Regulations.

"VHWMR" means 9VAC20-60, the Virginia Hazardous Waste Management Regulations.

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

### **9VAC20-60-18. Applicability of incorporated references based on the dates on which they became effective.**

Except as noted, when a regulation of the United States Environmental Protection Agency set forth in Title 40 of the Code of Federal Regulations is referenced and incorporated herein, that regulation shall be as it exists and has been published in the July 1, ~~2015~~ 2017, update.

### **9VAC20-60-260. Adoption of 40 CFR Part 260 by reference.**

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

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# Regulations

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260 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

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

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

2. In 40 CFR 260.10, the term "contained" shall be appended by adding the following: (5) Hazardous secondary materials managed under the exclusion provided in 40 CFR 261.4(a)(23) or (a)(24) shall not be managed in a land-based unit unless the land-based unit meets the applicable standards of 40 CFR Parts 260 through 270, as incorporated by reference, for management of hazardous waste.

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

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

- a. Interim status and permitting requirements applicable to tank systems owned and operated by small quantity generators;
- b. Leak detection requirements for all underground tank systems for which construction commenced after July 14, 1986; and
- c. Permitting standards for underground tanks that cannot be entered for inspection.

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

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

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

7. In 40 CFR 260.10 and wherever elsewhere in Title 40 of the Code of Federal Regulations the term "universal waste" appears, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" shall include those hazardous wastes listed in Part XVI (9VAC20-60-1495 et

seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

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

9. In Part XIV (9VAC20-60-1370 et seq.), the Virginia Hazardous Waste Management Regulations contain provisions analogous to 40 CFR 260.30, 40 CFR 260.31, 40 CFR 260.32, 40 CFR 260.33, 40 CFR 260.34, 40 CFR 260.40, and 40 CFR 260.41. These sections of 40 CFR Part 260 are not incorporated by reference and are not a part of the Virginia Hazardous Waste Management Regulations.

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

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

12. In the 40 CFR 260.10 definitions of the terms "AES filing compliance date," and "Electronic import-export reporting compliance date," the term "EPA" shall have the meaning originally intended by the Code of Federal Regulations and not be supplanted by "Department of Environmental Quality."

## **9VAC20-60-261. Adoption of 40 CFR Part 261 by reference.**

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 261 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials, and other ancillaries that are a part of 40 CFR Part 261 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 261 is incorporated by reference, the following additions, modifications, and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. Any agreements required by 40 CFR 261.4(b)(11)(ii) shall be sent to the United States Environmental Protection Agency at the address shown and to the Department of Environmental Quality, P.O. Box 1105, Richmond, Virginia 23218.

2. In 40 CFR 261.4(e)(3)(iii), the text "in the Region where the sample is collected" shall be deleted.

3. In 40 CFR 261.4(f)(1), the term "Regional Administrator" shall mean the ~~regional administrator~~

Regional Administrator of Region III of the United States Environmental Protection Agency or his designee.

4. In 40 CFR 261.6(a)(2), recyclable materials shall be subject to the requirements of 9VAC20-60-270 and Part XII (9VAC20-60-1260 et seq.) of this chapter.

5. ~~No hazardous waste from a conditionally exempt small quantity generator shall be managed as described in 40 CFR 261.5(g)(3)(iv) or 40 CFR 261.5(g)(3)(v) unless such waste management is in full compliance with all requirements of the Solid Waste Management Regulations (9VAC20-81) Reserved.~~

6. In 40 CFR 261.9 and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed here, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9VAC20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, in accordance with the terms and requirements described."

7. In Subparts B and D of 40 CFR Part 261, the term "Administrator" shall mean the ~~administrator~~ Administrator of the United States Environmental Protection Agency, and the term "Director" shall not supplant "Administrator" throughout Subparts B and D.

8. For the purpose of this chapter, any solid waste is a hazardous waste if it is defined to be hazardous waste under the laws or regulations of the state in which it first became a solid waste.

9. In 40 CFR 261.6(c)(1) and 40 CFR 261.6(c)(2) mercury-containing lamp recycling facilities must also comply with all applicable requirements of 9VAC20-60-264 B 34 and 9VAC20-60-265 B 21.

10. In Subpart E of 40 CFR Part 261, the term "EPA" shall have the meaning originally intended by the Code of Federal Regulations and not be supplanted by "Department of Environmental Quality."

11. In 40 CFR 261.2(a), reference to 40 CFR 260.30, 40 CFR 260.31, and 40 CFR 260.34 are replaced by analogous provisions of Part XIV (9VAC20-60-1370 et seq.) of this chapter

12. In 40 CFR 261.3(a)(2), reference to exclusion under 40 CFR 260.20 and 40 CFR 260.22 are not incorporated by reference.

## **9VAC20-60-262. Adoption of 40 CFR Part 262 by reference.**

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

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

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

2. In 40 CFR ~~262.12, 40 CFR 262.53, 40 CFR 262.54, 40 CFR 262.55, 40 CFR 262.56, and 40 CFR 262.57 262.18~~ and 40 CFR 262 Subpart H, the term "Administrator" shall mean the ~~administrator~~ Administrator of the United States Environmental Protection Agency or his designee.

3. In 40 CFR ~~262.12, 40 CFR 262.53, 40 CFR 262.54, 40 CFR 262.55, 40 CFR 262.56, and 40 CFR 262.57, 262.18~~ and 40 CFR 262 Subpart H, the term "Regional Administrator" shall mean the ~~regional administrator~~ Regional Administrator of Region III of the United States Environmental Protection Agency or his designee.

4. ~~For accumulation areas established before March 1, 1988, all large quantity generators shall notify the department of each location where he accumulates hazardous waste in accordance with 40 CFR 262.34 by March 1, 1988. For accumulation areas established after March 1, 1988, he a large quantity generator shall notify the department and document in the operating record that he intends to accumulate hazardous waste in accordance with 40 CFR 262.34 262.17 prior to or immediately upon the establishment of each 90-day accumulation area. In the case of a new large quantity generator who creates such accumulation areas after March 1, 1988, he shall notify the department at the time the generator files the Notification of Hazardous Waste Activity EPA Form 8700-12 that he intends to accumulate hazardous waste in accordance with 40 CFR 262.34 262.18. This notification shall specify the exact location of the 90-day accumulation area at the site.~~

5. In addition to the requirements in 40 CFR Part 262, management of hazardous wastes is required to comply with the Regulations Governing the Transportation of Hazardous Materials (9VAC20-110), including packaging and labeling for transport.



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6. A generator shall not offer his hazardous waste to a transporter that has not received an EPA identification number or to a facility that has not received a permit and an EPA identification number.

7. In 40 CFR 262.24, 40 CFR 262.25, and 40 CFR Part 262, Subpart H, the terms "EPA" and "Environmental Protection Agency" shall mean the United States Environmental Protection Agency.

8. In addition to the requirements of this section, large quantity generators are required to pay an annual fee. The fee schedule and fee regulations are contained in Part XII (9VAC20-60-1260 through 9VAC20-60-1286) of this chapter.

9. Within 40 CFR 262.24, the reference to "system" means the United States Environmental Protection Agency's national electronic manifest system.

10. Regardless of the provisions of 9VAC20-60-18, the requirements of 40 CFR 262.24(g) are not incorporated into this chapter.

11. In 40 CFR 262.11(c) and 40 CFR 262.11(d), the term "Administrator" shall mean the Administrator of the United States Environmental Protection Agency.

12. No hazardous waste from a very small quantity generator shall be managed as described in 40 CFR 262.14(a)(5)(iv) or 40 CFR 262.14(a)(5)(v) unless such waste management is in full compliance with all requirements of the Solid Waste Management Regulations (9VAC20-81).

13. In 40 CFR 262 Subpart H, the term "Administrator" shall mean the Administrator of the United States Environmental Protection Agency.

## **9VAC20-60-263. Adoption of 40 CFR Part 263 by reference.**

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 263 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials, and other ancillaries that are parts of 40 CFR Part 263 are also hereby incorporated as parts of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 263 is incorporated by reference, the following additions, modifications, and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. Additional requirements for transportation of hazardous materials are included in Part VII (9VAC20-60-420 et seq.) of this chapter and in the Regulations Governing the Transportation of Hazardous Materials (9VAC20-110).

2. Sections of 40 CFR 263.10(d), 40 CFR 263.20(a)(2), 40 CFR 263.21(a)(2), 40 CFR 263.30, and 40 CFR 263.31 are not incorporated by reference and are not a part of the Virginia Hazardous Waste Management Regulations. See 9VAC20-60-490 for requirements related to transportation discharge management.

3. In 40 CFR 263.20, the terms "EPA" and "Environmental Protection Agency" shall mean the United States Environmental Protection Agency, and the reference to "system" means the United States Environmental Protection Agency's national electronic manifest system.

4. Regardless of the provisions of 9VAC20-60-18, the requirements of 40 CFR 263.20(a)(8) are not incorporated into this chapter.

## **9VAC20-60-264. Adoption of 40 CFR Part 264 by reference.**

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

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

1. Sections 40 CFR 264.1(d), 40 CFR 264.1(f), 40 CFR 264.149, 40 CFR 264.150, 40 CFR 264.301(l), and Appendix VI are not included in the incorporation of 40 CFR Part 264 by reference and are not a part of the Virginia Hazardous Waste Management Regulations.

2. In 40 CFR 264.1(g)(11) and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed here, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9VAC20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, in accordance with the terms and requirements described."

3. In 40 CFR 264.12(a), the term "Regional Administrator" shall mean the ~~regional administrator~~ Regional Administrator of Region III of the United States Environmental Protection Agency or his designee.

4. In 40 CFR 264.33, the following sentence shall be added to the end of the paragraph: "A record of tests or

inspections will be maintained on a log at that facility or other reasonably accessible and convenient location."

5. In addition to the notifications required by 40 CFR 264.56(d)(2), notification shall be made to the on-scene coordinator, the National Response Center, and the Virginia Department of Emergency Management, Emergency Operations Center. In the associated report filed under 40 CFR ~~264.56(j)~~ 264.56(i), the owner or operator shall include such other information specifically requested by the director, which is reasonably necessary and relevant to the purpose of an operating record.

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

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

8. The owner or operator must submit the detailed, written closure cost estimate described in 40 CFR 264.142 upon the written request of the director.

9. In 40 CFR 264.143(b)(1), 40 CFR 264.143(c)(1), 40 CFR 264.145(b)(1), and 40 CFR 264.145(c)(1), any surety company issuing surety bonds to guarantee payment or performance must be licensed pursuant to Chapter 10 (§ 38.2-1000 et seq.) of Title 38.2 of the Code of Virginia.

10. In 40 CFR 264.143(b), 40 CFR 264.143(c), 40 CFR 264.145(b) and 40 CFR 264.145(c), any owner or operator demonstrating financial assurance for closure or post-closure care using a surety bond shall submit with the surety bond a copy of the deed book page documenting that the power of attorney of the attorney-in-fact executing the bond has been recorded pursuant to § 38.2-2416 of the Code of Virginia.

11. Where in 40 CFR 264.143(c)(5) the phrase "final administrative determination pursuant to section 3008 of RCRA" appears, it shall be replaced with "final determination pursuant to Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia."

12. The following text shall be substituted for 40 CFR 264.143(d)(8): "Following a final administrative determination pursuant to Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia that the owner or operator has failed to perform final closure in accordance

with the approved closure plan, the applicable regulations or other permit requirements when required to do so, the director may draw on the letter of credit."

13. The following text shall be substituted for 40 CFR 264.143(e)(1): "An owner or operator may satisfy the requirements of this section by obtaining closure insurance which conforms to the requirements of this paragraph and submitting a certificate of such insurance, along with a complete copy of the insurance policy, to the department. An owner or operator of a new facility must submit the certificate of insurance along with a complete copy of the insurance policy to the department at least 60 days before the date on which the hazardous waste is first received for treatment, storage or disposal. The insurance must be effective before this initial receipt of hazardous waste. At a minimum, the insurer must be licensed pursuant to Chapter 10 (§ 38.2-1000 et seq.) of Title 38.2 of the Code of Virginia."

14. The following text shall be substituted for 40 CFR 264.143(f)(3)(ii), 40 CFR 264.145(f)(3)(ii) and 40 CFR 264.147(f)(3)(ii): "A copy of the owner's or operator's audited financial statements for the latest completed fiscal year; including a copy of the independent certified public accountant's report on examination of the owner's or operator's financial statements for the latest completed fiscal year; and"

15. In addition to the other requirements in 40 CFR 264.143(f)(3), 40 CFR 264.145(f)(3) and 40 CFR 264.147(f)(3), an owner or operator must submit confirmation from the rating service that the owner or operator has a current rating for its most recent bond issuance of AAA, AA, A, or BBB as issued by Standard and Poor's or Aaa, Aa, A, or Baa as issued by Moody's if the owner or operator passes the financial test with a bond rating as provided in 40 CFR 264.143(f)(1)(ii)(A).

16. The following text shall be substituted for 40 CFR 264.143(h) and 40 CFR 264.145(h): "An owner or operator may use a financial assurance mechanism specified in this section to meet the requirements of this section for more than one facility in Virginia. Evidence of financial assurance submitted to the department must include a list showing, for each facility, the EPA Identification Number, name, address, and the amount of funds for closure or post-closure assured by the mechanism. The amount of funds available through the mechanism must be no less than the sum of funds that would be available if a separate mechanism had been established and maintained for each facility. In directing funds available through the mechanism for closure or post-closure care of any of the facilities covered by the mechanism, the director may direct only the amount of funds designated for that facility, unless the owner or operator agrees to the use of additional funds available under the mechanism."

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17. In addition to the requirements of 40 CFR 264.144, "the owner or operator must submit a detailed, written post-closure cost estimate upon the written request of the director."

18. The following text shall be substituted for 40 CFR 264.144(b): "During the active life of the facility and the post-closure period, the owner or operator must adjust the post-closure cost estimate for inflation within 60 days prior to the anniversary date of the establishment of the financial ~~instrument(s)~~ instruments used to comply with 40 CFR 264.145. For owners or operators using the financial test or corporate guarantee, the post-closure cost estimate must be updated for inflation within 30 days after the close of the firm's fiscal year and before the submission of updated information to the department as specified in 40 CFR 264.145(f)(5). The adjustment may be made by recalculating the post-closure cost estimate in current dollars or by using an inflation factor derived from the most recent Implicit Price Deflator for Gross National Product published by the U.S. Department of Commerce in its Survey of Current Business as specified in 40 CFR 264.142(b)(1) and (2). The inflation factor is the result of dividing the latest published annual Deflator by the Deflator for the previous year.

a. The first adjustment is made by multiplying the post-closure cost estimate by the inflation factor. The result is the adjusted post-closure cost estimate.

b. Subsequent adjustments are made by multiplying the latest adjusted post-closure cost estimate by the latest inflation factor."

19. The following text shall be substituted for 40 CFR 264.144(c): "During the active life of the facility and the post-closure period, the owner or operator must revise the post-closure cost estimate within 30 days after the director has approved the request to modify the post-closure plan, if the change in the post-closure plan increases the cost of post-closure care. The revised post-closure cost estimate must be adjusted for inflation as specified in 264.144(b)."

20. Where in 40 CFR 264.145(c)(5) the phrase "final administrative determination pursuant to section 3008 of RCRA" appears, it shall be replaced with "final determination pursuant to Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia."

21. The following text shall be substituted for 40 CFR 264.145(d)(9): "Following a final administrative determination pursuant to Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia that the owner or operator has failed to perform post-closure in accordance with the approved post-closure plan, the applicable regulations, or other permit requirements when required to do so, the director may draw on the letter of credit."

22. The following text shall be substituted for 40 CFR 264.145(e)(1): "An owner or operator may satisfy the requirements of this section by obtaining post-closure insurance which conforms to the requirements of this paragraph and submitting a certificate of such insurance to the department. An owner or operator of a new facility must submit the certificate of insurance along with a complete copy of the insurance policy to the department at least 60 days before the date on which the hazardous waste is first received for treatment, storage or disposal. The insurance must be effective before this initial receipt of hazardous waste. At a minimum, the insurer must be licensed pursuant to Chapter 10 (§ 38.2-1000 et seq.) of Title 38.2 of the Code of Virginia."

23. In 40 CFR 264.147(a)(1)(ii), 40 CFR 264.147(b)(1)(ii), 40 CFR 264.147(g)(2), and 40 CFR 264.147(i)(4), the term "Virginia" shall not be substituted for the term "State" or "States."

24. In 40 CFR 264.191(a), the compliance date of January 12, 1988, applies only for HSWA tanks. For non-HSWA tanks, the compliance date is November 2, 1997, instead of January 12, 1997.

25. In 40 CFR 264.191(c), the reference to July 14, 1986, applies only to HSWA tanks. For non-HSWA tanks, the applicable date is November 2, 1987, instead of July 14, 1986.

26. In 40 CFR 264.193, the federal effective dates apply only to HSWA tanks. For non-HSWA tanks, the applicable date is November 2, 1997, instead of January 12, 1997.

27. A copy of all reports made in accordance with 40 CFR 264.196(d) shall be sent to the director and to the chief administrative officer of the local government of the jurisdiction in which the event occurs. The sentence in 40 CFR 264.196(d)(1), "If the release has been reported pursuant to 40 CFR Part 302, that report will satisfy this requirement." is not incorporated by reference into these regulations and is not a part of the Virginia Hazardous Waste Management Regulations.

28. The following text shall be substituted for 40 CFR 264.570(a): "The requirements of this subpart apply to owners and operators of facilities that use new or existing drip pads to convey wood drippage, precipitation and/or surface water run-off to an associated collection system. Existing HSWA drip pads are those constructed before December 6, 1990, and those for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to December 6, 1990. Existing non-HSWA drip pads are those constructed before January 14, 1993, and those for which the owner or operator has a design and has entered into a binding financial or other agreements for construction prior to January 14, 1993. All other drip pads

are new drip pads. The requirement at 40 CFR 264.573(b)(3) to install a leak collection system applies only to those HSWA drip pads that are constructed after December 24, 1992, except for those constructed after December 24, 1992, for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to December 24, 1992. For non-HSWA drip pads, the requirement at 40 CFR 264.573(b)(3) to install a leak collection system applies only to those non-HSWA drip pads that are constructed after September 8, 1993, except for those constructed after September 8, 1993, for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to September 8, 1993."

29. In 40 CFR 264.1030(c), the reference to 40 CFR 124.15 shall be replaced by a reference to 40 CFR 124.5.

30. The underground injection of hazardous waste for treatment, storage or disposal shall be prohibited throughout the Commonwealth of Virginia.

31. In addition to the notices required in Subpart B and others parts of 40 CFR Part 264, the following notices are also required:

a. The owner or operator of a facility that has arranged to receive hazardous waste from a foreign source (a source located outside of the United States of America) shall notify the department and administrator in writing at least four weeks in advance of the date the waste is expected to arrive at the facility. Notice of subsequent shipments of the same waste from the same foreign source is not required.

b. The owner or operator of a facility that receives hazardous waste from an off-site source (except where the owner or operator of the facility is also the generator of this waste) shall inform the generator in writing that he has appropriate permits for, and will accept, the waste that the generator is shipping. The owner or operator shall keep a copy of this written notice as part of the operating record.

c. Before transferring ownership or operation of a facility during its operating life, or of a disposal facility during the post-closure care period, the owner or operator shall notify the new owner or operator in writing of the requirements contained in this section and 9VAC20-60-270. An owner or operator's failure to notify the new owner or operator of the ~~above~~ requirements in this section and 9VAC20-60-270 in no way relieves the new owner or operator of his obligation to comply with all applicable requirements.

d. Any person responsible for the release of a hazardous substance from the facility that poses an immediate or imminent threat to public health and who is required by law to notify the National Response Center shall notify

the department and the chief administrative officer of the local government of the jurisdiction in which the release occurs or their designees. In cases when the released hazardous substances are hazardous wastes or hazardous waste constituents additional requirements are prescribed by Subpart D of 40 CFR Part 264.

32. In 40 CFR 264.71, the terms "EPA" and "Environmental Protection Agency" shall mean the United States Environmental Protection Agency, and the reference to "system" means the United States Environmental Protection Agency's national electronic manifest system.

33. Regardless of the provisions of 9VAC20-60-18, the requirements of 40 CFR 264.71(j) are not incorporated into this chapter.

34. Requirements for mercury-containing lamp recycling facilities. The following requirements apply to all facilities that recover or reclaim mercury from lamps.

a. All owners and operators of mercury-containing lamp recycling facilities shall:

(1) Have established markets for the utilization of reclaimed materials and be able to identify these markets to the department;

(2) Only introduce into the processing equipment lamps or devices for which the equipment was specifically designed to process and operate and maintain processing equipment consistent with the equipment manufacturer's specifications; and

(3) Not speculatively accumulate the materials.

b. If a mercury-containing lamp recycling facility's processed materials are to be delivered to a facility other than a mercury reclamation facility, the owner or operator shall:

(1) Demonstrate proper equipment operation and efficiency by sampling and analytical testing of the processed materials. The testing shall ensure that such processed materials (i) have less than three parts per million of "average mercury" during each consecutive 12-week time period of operations ("average mercury" shall be calculated pursuant to subdivision 34 b (3) of this subsection); (ii) have less than five parts per million of total mercury as reported in the "weekly composite sample of process operations" ("weekly composite sample of process operations" shall be calculated pursuant to subdivision 34 b (3) of this subsection); (iii) are not a hazardous waste; and (iv) comply with 40 CFR Part 268, if applicable.

(2) Retest, reprocess, or deliver to a mercury reclamation facility processed materials that are in excess of the allowable levels of mercury specified in subdivision 34 b (1) of this subsection.

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(3) Sample and perform analytical testing of the processed material for total mercury as follows:

(a) Facility operators shall take daily physical samples of the mercury-containing materials at the point at which they exit the processing equipment. These samples shall be representative of the materials processed during that day.

(b) At the beginning of each week, the prior week's daily samples shall be consolidated into one weekly sample, which shall be submitted for chemical analysis of total mercury content using an approved EPA methodology. At least three separate daily samples shall be taken in order to obtain a weekly sample. When a facility is not operating at least three days during a week, that week will be dropped out of the 12-week rolling average as calculated under subdivision 34 b (3) (c) of this subsection. However, all daily samples that are in a week that has been dropped out shall be counted towards the very next weekly sample that is included in a 12-week rolling average. The result of this analysis shall be considered the "weekly composite sample of process operations."

(c) The "average mercury" value calculation shall be the rolling average of weekly composite sample results from samples taken during the most recent 12-week time period with each new weekly composite sample result replacing the oldest sample result that was used in the previous 12-week period.

c. Mercury-containing lamp recycling facilities shall ensure that the separated materials that are generated from their operations are suitable and safe for their intended end use and shall bear the burden of responsibility for the safety of these materials sold or delivered from the operations. Facilities shall notify in writing receiving sources, other than mercury reclamation facilities, of the amount and type of hazardous substances present in the processed materials as demonstrated by laboratory analysis.

d. Operating requirements. Mercury-containing lamp recycling facilities shall be operated in accordance with the following requirements:

(1) Mercury-containing lamp recycling facilities shall control mercury emissions through the use of a single air handling system with redundant mercury controls and comply with the following:

(a) The owner or operator shall operate, monitor, and maintain an air handling system with redundant air pollution control equipment in order to reduce the mercury content of the air collected during the volume reduction and mercury recovery and reclamation processes.

(b) Redundant air pollution control equipment shall incorporate at least two carbon filters or equivalent technology arranged in a series so that the air passes through both filters before being released. In the event of a single filter failure, each filter shall be designed to ensure compliance with the risk-based protectiveness standards for mercury vapor provided in subdivision 34 e of this subsection.

(c) A sample of air shall be collected after the first carbon filter (or equivalent technology) and upstream of the second once each operating day while mercury-containing lamps or devices are being processed. The mercury content of the sample shall be determined for comparison with the risk-based protectiveness standards provided in subdivision 34 e of this subsection.

(d) The owner or operator shall operate, monitor, and maintain the air pollution control equipment in such a manner as not to exceed the risk-based protectiveness standards under subdivision 34 e of this subsection for mercury vapor downstream of the first carbon filter (or equivalent technology) and upstream of the second carbon filter.

(2) The area in which the processing equipment is located shall be fully enclosed and kept under negative pressure while processing mercury-containing lamps or devices.

e. Testing for mercury releases from lamp crushing units shall be performed using a mercury vapor analyzer that has been approved for the application by the U.S. Occupational Safety and Health Administration or the Virginia Department of Labor and Industry or a comparable device that has been calibrated by the manufacturer or laboratory providing the equipment. Mercury vapor monitors used for testing must be capable of detecting mercury at the applicable concentrations provided below or lower in air and must be equipped with a data recording device to provide a record of measurements taken. Mercury monitoring data shall be documented and available for inspection in accordance with subdivision 34 g of this subsection. The acute exposure protectiveness standard is 300  $\mu\text{g}/\text{m}^3$  for a 10-minute exposure with the understanding that the acute exposure protectiveness standard is considered a ceiling value and at no time during bulb crushing operation will the air concentrations of mercury exceed 300  $\mu\text{g}/\text{m}^3$ . The following are risk-based protectiveness standards at a distance of five feet from the bulb crushing unit:

| Monthly Bulb Crushing Duration (X Hours/Month)* | Chronic Exposure Air Emission Limit ( $\mu\text{g}/\text{m}^3$ ) | Acute Exposure Air Emission Limit ( $\mu\text{g}/\text{m}^3$ ) |
|---|--|--|
| $X \geq 32$                                     | $1.314^{\text{skin}} \mu\text{g}/\text{m}^3$                     | $300 \mu\text{g}/\text{m}^3$                                   |
| $8 < X < 32$                                    | $6.317^{\text{skin}} \mu\text{g}/\text{m}^3$                     | $300 \mu\text{g}/\text{m}^3$                                   |
| $X \leq 8$                                      | $27.375^{\text{skin}} \mu\text{g}/\text{m}^3$                    | $300 \mu\text{g}/\text{m}^3$                                   |

\*Monthly crushing duration is determined based on the maximum number of hours that bulb crushing occurred in any one month over the last 12-month period.

f. Closure. Mercury-containing lamp recycling facilities must prepare and maintain a closure plan conforming to the requirements of 40 CFR Part 264, Subpart G as adopted by reference in this section. Financial assurance shall be provided to the department in accordance with 40 CFR Part 264, Subpart H as adopted by reference in this section.

g. Recordkeeping requirements. The owner or operator of a mercury-containing lamp recycling facility shall maintain records of monitoring information that (i) specify the date, place, and time of measurement; (ii) provide the methodology used; and (iii) list the analytical results. The records maintained shall include all calibration and maintenance records of monitoring equipment. The owner or operator shall retain records of all monitoring data and supporting information available for department inspection for a period of at least three years from the date of collection.

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

- a. An explanation of how the standards of 40 CFR 264.250(c) will be complied with; and
- b. Detailed plans and an engineering report describing how the requirements of 40 CFR 264.90(b)(2) will be met.

**9VAC20-60-265. Adoption of 40 CFR Part 265 by reference.**

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 265 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are parts of 40 CFR Part

265 are also hereby incorporated as parts of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 265 is incorporated by reference, the following additions, modifications, and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. Sections 40 CFR 265.1(c)(4), 40 CFR 265.149 and 40 CFR 265.150 and Subpart R of 40 CFR Part 265 are not included in the incorporation of 40 CFR Part 265 by reference and are not a part of the Virginia Hazardous Waste Management Regulations.

2. In 40 CFR 265.1(c)(14) and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed here, the term "universal waste" and all lists of universal waste or waste subject to provision of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9VAC20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, in accordance with the terms and requirements described."

3. A copy of all reports and notices made in accordance with 40 CFR 265.12 shall be sent to the department, the administrator and the chief administrative officer of the local government of the jurisdiction in which the event occurs.

4. In 40 CFR 265.12(a), the term "Regional Administrator" shall mean the ~~regional administrator~~ Regional Administrator of Region III of the United States Environmental Protection Agency or his designee.

5. In 40 CFR 265.33, the following sentence shall be added to the end of the paragraph: "A record of tests or inspections will be maintained on a log at that facility or other reasonably accessible and convenient location."

6. In addition to the notifications required by 40 CFR 265.56(d)(2), notification shall be made to the on-scene coordinator, the National Response Center, and the Virginia Department of Emergency Management, Emergency Operations Center. In the associated report filed under 40 CFR ~~265.56(j)~~ 265.56(i), the owner or operator shall include such other information specifically requested by the director, which is reasonably necessary and relevant to the purpose of an operating record.

7. In addition to the requirements of 40 CFR 265.91, a log shall be made of each ground water monitoring well describing the soils or rock encountered, the permeability of formations, and the cation exchange capacity of soils encountered. A copy of the logs with appropriate maps shall be sent to the department.

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8. The following text shall be substituted for 40 CFR 265.143(g) and 40 CFR 265.145(g): "An owner or operator may use a financial assurance mechanism specified in this section to meet the requirements of this section for more than one facility in Virginia. Evidence of financial assurance submitted to the department must include a list showing, for each facility, the EPA Identification Number, name, address, and the amount of funds for closure or post-closure assured by the mechanism. The amount of funds available through the mechanism must be no less than the sum of funds that would be available if a separate mechanism had been established and maintained for each facility. In directing funds available through the mechanism for closure or post-closure care of any of the facilities covered by the mechanism, the director may direct only the amount of funds designated for that facility, unless the owner or operator agrees to the use of additional funds available under the mechanism.

9. In 40 CFR 265.147(a)(1)(ii), 40 CFR 265.147(g)(2), and 40 CFR 265.147(i)(4), the term "Virginia" shall not be substituted for the term "State" or "States."

10. In 40 CFR 265.191(a), the compliance date of January 12, 1988, applies only for HSWA tanks. For non-HSWA tanks, the compliance date is November 2, 1986.

11. In 40 CFR 265.191(c), the reference to July 14, 1986, applies only to HSWA tanks. For non-HSWA tanks, the applicable date is November 2, 1987.

12. In 40 CFR 265.193, the federal effective dates apply only to HSWA tanks. For non-HSWA tanks, the applicable date of January 12, 1987, is replaced with November 2, 1997.

13. The following text shall be substituted for 40 CFR 265.440(a): "The requirements of this subpart apply to owners and operators of facilities that use new or existing drip pads to convey wood drippage, precipitation and/or surface water run-off to an associated collection system. Existing HSWA drip pads are those constructed before December 6, 1990, and those for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to December 6, 1990. Existing non-HSWA drip pads are those constructed before January 14, 1993, and those for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to January 14, 1993. All other drip pads are new drip pads. The requirement at 40 CFR 265.443(b)(3) to install a leak collection system applies only to those HSWA drip pads that are constructed after December 24, 1992, except for those constructed after December 24, 1992, for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to December 24, 1992. For non-HSWA drip pads, the requirement at 40 CFR 264.573(b)(3) to install a leak

collection system applies only to those non-HSWA drip pads that are constructed after September 8, 1993, except for those constructed after September 8, 1993, for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to September 8, 1993."

14. In 40 CFR 265.1083(c)(4)(ii), the second occurrence of the term "EPA" shall mean the United States Environmental Protection Agency.

15. In addition to the requirements of 40 CFR 265.310, the owner or operator shall consider at least the following factors in addressing the closure and post-closure care objectives of this part:

- a. Type and amount of hazardous waste and hazardous waste constituents in the landfill;
- b. The mobility and the expected rate of migration of the hazardous waste and hazardous waste constituents;
- c. Site location, topography, and surrounding land use, with respect to the potential effects of pollutant migration;
- d. Climate, including amount, frequency and pH of precipitation;
- e. Characteristics of the cover, including material, final surface contours, thickness, porosity and permeability, slope, length of run of slope, and type of vegetation on the cover; and
- f. Geological and soil profiles and surface and subsurface hydrology of the site.

16. Additionally, during the post-closure care period, the owner or operator of a hazardous waste landfill shall comply with the requirements of 40 CFR 265.116 and the following items:

- a. Maintain the function and integrity of the final cover as specified in the approved closure plan;
- b. Maintain and monitor the leachate collection, removal, and treatment system, if present, to prevent excess accumulation of the leachate in the system;
- c. Maintain and monitor the landfill gas collection and control system, if present, to control the vertical and horizontal escape of gases;
- d. Protect and maintain, if present, surveyed benchmarks; and
- e. Restrict access to the landfill as appropriate for its post-closure use.

17. The underground injection of hazardous waste for treatment, storage or disposal shall be prohibited throughout the Commonwealth of Virginia.

18. Regulated units of the facility are those units used for storage treatment or disposal of hazardous waste in surface impoundments, waste piles, land treatment units, or landfills that received hazardous waste after July 26, 1982. In addition to the requirements of Subpart G of 40 CFR Part 265, owners or operators of regulated units who manage hazardous wastes in regulated units shall comply with the closure and post-closure requirements contained in Subpart G of 40 CFR Part 264, Subpart H of 40 CFR Part 264, and Subpart K of 40 CFR Part 264 through Subpart N of 40 CFR Part 264, as applicable, and shall comply with the requirements in Subpart F of 40 CFR Part 264 during any post-closure care period and for the extended ground water monitoring period, rather than the equivalent requirements contained in 40 CFR Part 265. The following provisions shall also apply:

a. For owners or operators of surface impoundments or waste piles included above who intend to remove all hazardous wastes at closure in accordance with 40 CFR 264.228(a)(1) or 40 CFR 264.258(a), as applicable, submittal of contingent closure and contingent post-closure plans is not required. However, if the facility is subsequently required to close as a landfill in accordance with Subpart N of 40 CFR Part 264, a modified closure plan shall be submitted no more than 30 days after such determination. These plans will be processed as closure plan amendments. For such facilities, the corresponding post-closure plan shall be submitted within 90 days of the determination that the unit shall be closed as a landfill.

b. A permit application as required under 9VAC20-60-270 to address the post-closure care requirements of 40 CFR 264.117 and for ground water monitoring requirements of 40 CFR 264.98, 40 CFR 264.99, or 40 CFR 264.100, as applicable, shall be submitted for all regulated units that fail to satisfy the requirements of closure by removal or decontamination in 40 CFR 264.228(a)(1), 40 CFR 264.258(a), or 40 CFR 264.280(d) and 40 CFR 264.280(e), as applicable. The permit application shall be submitted at the same time as the closure plan for those units closing with wastes in place and six months following the determination that closure by removal or decontamination is unachievable for those units attempting such closure. The permit application shall address the post-closure care maintenance of both the final cover and the ground water monitoring wells as well as the implementation of the applicable ground water monitoring program whenever contaminated soils, subsoils, liners, etc., are left in place. When all contaminated soils, subsoils, liners, etc., have been removed yet ground water contamination remains, the permit application shall address the post-closure care maintenance of the ground water monitoring wells as well as the implementation of the applicable ground water monitoring program.

c. In addition to the requirements of 40 CFR 264.112(d)(2)(i) for requesting an extension to the one-year limit, the owner or operator shall demonstrate that he will continue to take all steps to prevent threats to human health and the environment.

d. In addition to the requirements of 40 CFR 264.119(c), the owner or operator shall also request a modification to the post-closure permit if he wishes to remove contaminated structures and equipment.

19. In 40 CFR 265.71, the terms "EPA" and "Environmental Protection Agency" shall mean the United States Environmental Protection Agency, and the reference to "system" means the United States Environmental Protection Agency's national electronic manifest system.

20. Regardless of the provisions of 9VAC20-60-18, the requirements of 40 CFR 265.71(j) are not incorporated into this chapter.

21. Requirements for mercury-containing lamp recycling facilities. The following requirements apply to all facilities that recover or reclaim mercury from lamps:

a. All owners and operators of mercury-containing lamp recycling facilities shall:

(1) Have established markets for the utilization of reclaimed materials and be able to identify these markets to the department;

(2) Only introduce into the processing equipment lamps or devices for which the equipment was specifically designed to process and operate and maintain processing equipment consistent with the equipment manufacturer's specifications; and

(3) Not speculatively accumulate the materials.

b. If a mercury-containing lamp recycling facility's processed materials are to be delivered to a facility other than a mercury reclamation facility, the owner or operator shall:

(1) Demonstrate proper equipment operation and efficiency by sampling and analytical testing of the processed materials. The testing shall ensure that such processed materials (i) have less than three parts per million of "average mercury" during each consecutive 12-week time period of operations ("average mercury" shall be calculated pursuant to subdivision 21 b (3) of this subsection); (ii) have less than five parts per million of total mercury as reported in the "weekly composite sample of process operations" ("weekly composite sample of process operations" shall be calculated pursuant to subdivision 21 b (3) of this subsection); (iii) are not a hazardous waste; and (iv) comply with 40 CFR Part 268, if applicable.



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(2) Retest, reprocess, or deliver to a mercury reclamation facility processed materials that are in excess of the allowable levels of mercury specified in subdivision 21 b (1) of this subsection.

(3) Sample and perform analytical testing of the processed material for total mercury as follows:

(a) Facility operators shall take daily physical samples of the mercury-containing materials at the point at which they exit the processing equipment. These samples shall be representative of the materials processed during that day.

(b) At the beginning of each week, the prior week's daily samples shall be consolidated into one weekly sample that shall be submitted for chemical analysis of total mercury content using an approved EPA methodology. At least three separate daily samples shall be taken in order to obtain a weekly sample. When a facility is not operating at least three days during a week, that week will be dropped out of the 12-week rolling average as calculated under subdivision 21 b (3) (c) of this subsection. However, all daily samples that are in a week that has been dropped out shall be counted towards the very next weekly sample that is included in a 12-week rolling average. The result of this analysis shall be considered the "weekly composite sample of process operations."

(c) The "average mercury" value calculation shall be the rolling average of weekly composite sample results from samples taken during the most recent 12-week time period with each new weekly composite sample result replacing the oldest sample result that was used in the previous 12-week period.

c. Mercury-containing lamp recycling facilities shall ensure that the separated materials that are generated from their operations are suitable and safe for their intended end use and shall bear the burden of responsibility for the safety of these materials sold or delivered from the operations. Facilities shall notify in writing receiving sources, other than mercury reclamation facilities, of the amount and type of any hazardous substances present in the processed materials as demonstrated by laboratory analysis.

d. Operating requirements. Mercury-containing lamp recycling facilities shall be operated in accordance with the following requirements:

(1) Mercury-containing lamp recycling facilities shall control mercury emissions through the use of a single air handling system with redundant mercury controls and comply with the following:

(a) The owner or operator shall operate, monitor, and maintain an air handling system with redundant air

pollution control equipment in order to reduce the mercury content of the air collected during the volume reduction and mercury recovery and reclamation processes.

(b) Redundant air pollution control equipment shall incorporate at least two carbon filters or equivalent technology arranged in a series so that the air passes through both filters before being released. In the event of a single filter failure, each filter shall be designed to ensure compliance with the risk-based protectiveness standards for mercury vapor provided in subdivision 21 e of this subsection.

(c) A sample of air shall be collected after the first carbon filter (or equivalent technology) and upstream of the second once each operating day while mercury-containing lamps or devices are being processed. The mercury content of the sample shall be determined for comparison with the risk-based protectiveness standards provided in subdivision 21 e of this subsection.

(d) The owner or operator shall operate, monitor, and maintain the air pollution control equipment in such a manner as not to exceed the risk-based protectiveness standards under subdivision 21 e of this subsection for mercury vapor downstream of the first carbon filter (or equivalent technology) and upstream of the second carbon filter.

(2) The area in which the processing equipment is located shall be fully enclosed and kept under negative pressure while processing mercury-containing lamps or devices.

e. Testing for mercury releases from lamp crushing units shall be performed using a mercury vapor analyzer that has been approved for the application by the U.S. Occupational Safety and Health Administration or the Virginia Department of Labor and Industry or a comparable device that has been calibrated by the manufacturer or laboratory providing the equipment. Mercury vapor monitors used for testing must be capable of detecting mercury at the applicable concentrations provided below or lower in air and must be equipped with a data recording device to provide a record of measurements taken. Mercury monitoring data shall be documented and available for inspection in accordance with subdivision 21 g of this subsection. The acute exposure protectiveness standard is 300  $\mu\text{g}/\text{m}^3$  for a 10-minute exposure with the understanding that the acute exposure protectiveness standard is considered a ceiling value and at no time during bulb crushing operation will the air concentrations of mercury exceed 300  $\mu\text{g}/\text{m}^3$ . The following are risk-based protectiveness standards at a distance of five feet from the bulb crushing unit:

| Monthly Bulb Crushing Duration (X Hours/Month)*   | Chronic Exposure Air Emission Limit ( $\mu\text{g}/\text{m}^3$ ) | Acute Exposure Air Emission Limit ( $\mu\text{g}/\text{m}^3$ ) |
|---|--|--|
| $X \geq 32$   | 1.314 <sup>skin</sup> $\mu\text{g}/\text{m}^3$                   | 300 $\mu\text{g}/\text{m}^3$                                   |
| $8 < X < 32$  | 6.317 <sup>skin</sup> $\mu\text{g}/\text{m}^3$                   | 300 $\mu\text{g}/\text{m}^3$                                   |
| $X \leq 8$  | 27.375 <sup>skin</sup> $\mu\text{g}/\text{m}^3$                  | 300 $\mu\text{g}/\text{m}^3$                                   |
| *Monthly crushing duration is determined based on the maximum number of hours that bulb crushing occurred in any one month over the last 12-month period. |  |  |

f. Closure. Mercury-containing lamp recycling facilities must prepare and maintain a closure plan conforming to the requirements of 40 CFR Part 265, Subpart G as adopted by reference in this section. Financial assurance shall be provided to the department in accordance with 40 CFR Part 265, Subpart H as adopted by reference in this section.

g. Recordkeeping requirements. The owner or operator of a mercury-containing lamp recycling facility shall maintain records of monitoring information that (i) specify the date, place, and time of measurement; (ii) provide the methodology used; and (iii) list the analytical results. The records maintained shall include all calibration and maintenance records of monitoring equipment. The owner or operator shall retain records of all monitoring data and supporting information available for department inspection for a period of at least three years from the date of collection.

22. In 40 CFR 265.12, the term "EPA" shall mean the United States Environmental Protection Agency.

**9VAC20-60-268. Adoption of 40 CFR Part 268 by reference.**

A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 268 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 268 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 268 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In 40 CFR 268.1(e)(3), the term "EPA" means the United States Environmental Protection Agency.

2. In 40 CFR 268.1(f) and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9VAC20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

3. In 40 CFR 268.5, 40 CFR 268.6, ~~40 CFR 268.10, 40 CFR 268.11, 40 CFR 268.12,~~ 40 CFR 268.40(b), 40 CFR 268.42(b), and 40 CFR 268.44(a) through ~~(g)~~ (m), the term "Administrator" shall mean the ~~administrator~~ Administrator of the United States Environmental Protection Agency or his designee, the term "Regional Administrator" shall mean the ~~regional administrator~~ Regional Administrator of the United States Environmental Protection Agency for Region III or his designee, and the term "EPA" shall mean the United States Environmental Protection Agency.

4. In 40 CFR ~~268.9(d)~~ 268.7(d), the term "EPA Region or authorized State" shall mean the Commonwealth of Virginia.

5. 40 CFR 268.13 is not included in the incorporation of 40 CFR Part 268 by reference and is not a part of the Virginia Hazardous Waste Management Regulations.

6. Any applications or petitions made to the director or the department in compliance with 40 CFR 268.44 shall comply with procedures of Part XIV (9VAC20-60-1370 et seq.) of these regulations.

7. In Subpart C of 40 CFR Part 268 there are dates on which a provision is or was to begin and dates on which national capacity variances expires or expired. None of these dates prior to the effective date of these regulations shall be incorporated by reference or be a part of the Virginia Hazardous Waste Management Regulations. Requirements associated with these expired dates shall be considered to be currently in effect. This exclusion from these regulations shall not be considered to remove or diminish any responsibility a person has or had regarding these dates under federal requirements related to the dates or during the interim following these dates.

**9VAC20-60-270. Adoption of 40 CFR Part 270 by reference.**

A. Except as otherwise provided, those regulations of the United States Environmental Protection Agency set forth in

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40 CFR Part 270 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of incorporated sections of 40 CFR Part 270 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

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

1. In 40 CFR Part 270 and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9VAC20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

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

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

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

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

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

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

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

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

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

6. All permit applications and reapplications required by these regulations shall be accompanied by an appropriate permit application fee as specified in Part XII (9VAC20-60-1260 et seq.) of this chapter. Applications or reapplications not accompanied by such fees will not be considered complete. The director shall not issue a permit before receiving a complete application except permits by rule, emergency permits, or continued federal permits. In addition, an application for a permit is not complete until the department receives an application form and any supplemental information, which are completed to the department's satisfaction. The completeness of any application for a permit shall be judged independently of the status of any other permit application or permit for the same facility or activity. In cases where Part A of the application was first submitted to the United States Environmental Protection Agency Administrator, a copy of such submission shall also be sent to the department.

7. Interim status.

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

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

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

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

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

(4) Violation of this chapter; and

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

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

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

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

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

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

(a) Which is not in compliance with the standards contained in 9VAC20-60-265; or

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

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

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

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

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

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

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

11. Notices given under 40 CFR 270.30(l)(1) shall be written.

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

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

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

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

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

15. The conditions of an expired permit continue in force until the effective date of the new permit if the permittee has submitted a timely reapplication that is a complete application for a new permit; and the director, through no fault of the permittee, does not issue a new permit with an effective date on or before the expiration date of the previous permit. Permits that are continued remain fully effective and enforceable.

When the permittee is not in compliance with the conditions of the expiring or expired permit, the director may choose to do any or all of the following:

a. Initiate enforcement action based on the permit that has been continued;

b. Issue a notice of intent to deny the new permit. If the permit is denied, the owner or operator would then be required to cease activities authorized by the continued permit or be subject to enforcement action for operating without a permit;

c. Issue a new permit with appropriate conditions; or

d. Take other actions authorized by this chapter.

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16. Part XII (9VAC20-60-1260 through ~~9VAC20-60-1285~~) 9VAC20-60-1286) of this chapter applies to all permitted facilities, to facilities operating under interim status, to facilities subject to an order or agreement, and to all large quantity generators. In addition to permit application fees, a permitted treatment, storage, and disposal facility is assessed an annual fee. A facility that operates under interim status, a facility that is subject to an order or agreement, and a large quantity generator are also assessed annual fees.

17. Regardless of the provisions of 9VAC20-60-18, the revisions to 40 CFR Part 270 as promulgated by U.S. EPA on October 30, 2008, (73 FR 64757-64788) (definition of solid waste rule) are not adopted herein.

18. In 40 CFR 270.5, the term "Director" and "State Director" shall mean the Director of the Department of Environmental Quality or his designee.

## **9VAC20-60-273. Adoption of 40 CFR Part 273 by reference.**

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

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

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

2. In addition to universal wastes included in 40 CFR Part 273, other wastes are defined to be universal wastes in Part XVI (9VAC20-60-1495 et seq.) of these regulations. Part XVI also contains waste specific requirements associated with the waste defined to be universal waste therein. In 40 CFR 273.1, the definitions in 40 CFR 273.9, and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous waste that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed here, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9VAC20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, in accordance with the terms and requirements described." Any listing of universal wastes in 40 CFR Part 273 shall incorporate the universal wastes set out in Part XVI in a manner identical to those included in the federal text; whether, for example, as in 40 CFR 273.32(b)(4),

40 CFR 273.32(b)(5), 40 CFR 273.39(b)(2), and 40 CFR 273.62(a)(20) or as items to be included in a calculation or requirement as in the definitions of "Large Quantity Handler of Universal Waste" and "Small Quantity Handler of Universal Waste."

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

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

b. A handler having a waste subject to the requirements of 40 CFR 273.13(a)(3)(i) or 40 CFR 273.33(a)(3)(i) is also subject to 9VAC20-60-270 and Parts IV (9VAC20-60-305 et seq.), VII (9VAC20-60-420 et seq.), and XII (9VAC20-60-1260 et seq.) of this chapter.

c. Small and large quantity handlers of universal waste (i) may only crush mercury-containing lamps for size reduction at the site of generation or under the control of the generator as defined in 9VAC20-60-1505 B 4 and (ii) shall comply with the applicable mercury-containing lamps crushed for size reduction requirements of 9VAC20-60-1505.

d. All large quantity handlers of universal waste lamps (i.e., generators who accumulate 5000 kilograms or more of universal waste lamps) must prepare and maintain a closure plan conforming to the requirements of 40 CFR Part 264, Subpart G as adopted by reference in 9VAC20-60-264. Financial assurance shall be provided to the department in accordance with 40 CFR Part 264, Subpart H as adopted by reference in 9VAC20-60-264.

e. The owner or operator of a destination facility that recycles mercury-containing lamps with or without storing the mercury-containing lamps before they are recycled must comply with all applicable requirements of 9VAC20-60-264 B 34 and 9VAC20-60-265 B 21 for mercury-containing lamp recycling facilities.

4. In 40 CFR 273 Subpart F the term "EPA" shall mean the United States Environmental Protection Agency, and the term "Administrator" shall mean the Administrator of the United States Environmental Protection Agency or his designee.

5. In 40 CFR 273 Subpart G, the term "Administrator" shall mean the Administrator of United States Environmental Protection Agency or his designee.

VA.R. Doc. No. R18-5265; Filed February 12, 2018, 9:27 a.m.



## TITLE 12. HEALTH

### STATE BOARD OF HEALTH

#### Final Regulation

**REGISTRAR'S NOTICE:** The following regulatory action is exempt from Article 2 of the Administrative Process Act in accordance with § 2.2-4006 A 4 c of the Code of Virginia, which excludes regulations that are necessary to meet the requirements of federal law or regulations, provided such regulations do not differ materially from those required by federal law or regulation. The State Board of Health will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

**Title of Regulation:** 12VAC5-481. Virginia Radiation Protection Regulations (amending 12VAC5-481-10, 12VAC5-481-2970, 12VAC5-481-3000, 12VAC5-481-3130).

**Statutory Authority:** § 32.1-229 of the Code of Virginia.

**Effective Date:** April 5, 2018.

**Agency Contact:** Steve Harrison, Director, Office of Radiological Health, Virginia Department of Health, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-8151, FAX (804) 864-8155, or email [steve.harrison@vdh.virginia.gov](mailto:steve.harrison@vdh.virginia.gov).

**Summary:**

*As an agreement state with the federal Nuclear Regulatory Commission (NRC), Virginia is required to ensure that its regulations are compatible with Title 10, Energy, of the Code of Federal Regulations (CFR). This regulatory action amends 12VAC5-481 to implement revisions of 10 CFR from 2015. The amendments (i) correct the definition of "written directive," (ii) add Table 3 to the exemption provision in 12VAC5-481-2970 regarding shipment or carriage of certain low-level materials, (iii) change where a licensee must first submit written information prior to using an NRC-approved package, (iv) clarify responsibility for certain quality assurance requirements, and (v) make other technical corrections.*

Part I  
General Provisions

**12VAC5-481-10. Definitions.**

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

"A<sub>1</sub>" means the maximum activity of special form radioactive material permitted in a Type A package. This value is listed in Table 1 of 12VAC5-481-3770 F.

"A<sub>2</sub>" means the maximum activity of radioactive material, other than special form radioactive material, LSA, and SCO material, permitted in a Type A package. This value is listed in Table 1 of 12VAC5-481-3770 F.

"Absorbed dose" means the energy imparted by ionizing radiation per unit mass of irradiated material. The units of absorbed dose are the gray (Gy) and the rad.

"Absorbed dose rate" means absorbed dose per unit time, for machines with timers, or dose monitor unit per unit time for linear accelerators.

"Accelerator" means any machine capable of accelerating electrons, protons, deuterons, or other charged particles in a vacuum and of discharging the resultant particulate or other radiation into a medium at energies usually in excess of one MeV. For purposes of this definition, "particle accelerator" is an equivalent term.

"Accelerator-produced material" means any material made radioactive by a particle accelerator.

"Access control" means a system for allowing only approved individuals to have unescorted access to the security zone and for ensuring that all other individuals are subject to escorted access.

"Accessible surface" means the external surface of the enclosure or housing of the radiation producing machine as provided by the manufacturer. It also means surface of equipment or of an equipment part that can be easily or accidentally touched by persons without the use of a tool.

"Act" means §§ 32.1-227 through 32.1-238 of the Code of Virginia.

"Active maintenance" means any significant activity needed during the period of institutional control to maintain a reasonable assurance that the performance objectives in 12VAC5-481-2490 and 12VAC5-481-2500 are met. Such active maintenance includes ongoing activities such as the pumping and treatment of water from a disposal unit or one-time measures such as replacement of a disposal unit cover. Active maintenance does not include custodial activities such as repair of fencing, repair or replacement of monitoring equipment, revegetation, minor additions to soil cover, minor repair of disposal unit covers, and general disposal site upkeep such as mowing grass.

"Activity" means the rate of disintegration or transformation or decay of radioactive material. The units of activity are the becquerel (Bq) and the curie (Ci).

"Acute" means a single radiation dose or chemical exposure event or multiple radiation dose or chemical exposure events occurring within a short time (24 hours or less).

"Address of use" means the building or buildings that are identified on the license and where radioactive material may be produced, prepared, received, used, or stored.

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"Adult" means an individual 18 or more years of age.

"Agency" means the Radiological Health Program of the Virginia Department of Health.

"Aggregated" means accessible by the breach of a single physical barrier that would allow access to radioactive material in any form, including any devices that contain the radioactive material, when the total activity equals or exceeds a Category 2 quantity of radioactive material as listed in 12VAC5-481-451.

"Agreement state" means any state with which the NRC or the Atomic Energy Commission has entered into an effective agreement under subsection 274b of the Atomic Energy Act of 1954, as amended (42 USC § 2021(b)).

"Airborne radioactive material" means any radioactive material dispersed in the air in the form of dusts, fumes, particulates, mists, vapors, or gases.

"Airborne radioactivity area" means a room, enclosure, or area in which airborne radioactive materials composed wholly or partly of licensed material exist in concentrations:

1. In excess of the derived air concentrations (DACs) specified in Appendix B to 10 CFR Part 20; or
2. To such a degree that an individual present in the area without respiratory protective equipment could exceed, during the hours an individual is present in a week, an intake of 0.6% of the annual limit on intake (ALI) or 12 DAC hours.

"Air kerma" or "K" means kerma in air (see definition of "kerma").

"Air kerma rate" or "AKR" means the air kerma per unit time.

"Air-purifying respirator" means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

"Alert" means events may occur, are in progress, or have occurred that could lead to a release of radioactive material but that the release is not expected to require a response by offsite response organizations to protect persons off site.

"Aluminum equivalent" means the thickness of type 1100 aluminum alloy affording the same attenuation, under specified conditions, as the material in question. The nominal chemical composition of type 100 aluminum is 99.00% minimum aluminum, 0.12% copper.

"Analytical x-ray equipment" means equipment used for x-ray diffraction or fluorescence analysis.

"Analytical x-ray system" means a group of components utilizing x-rays or gamma-rays to determine the elemental composition or to examine the microstructure of materials.

"Annual limit on intake" or "ALI" means the derived limit for the amount of radioactive material taken into the body of an adult worker by inhalation or ingestion in a year. ALI is the smaller value of intake of a given radionuclide in a year by the reference man that would result in a committed effective dose equivalent of 0.05 Sv (5 rem) or a committed dose equivalent of 0.5 Sv (50 rem) to any individual organ or tissue. ALI values for intake by ingestion and by inhalation of selected radionuclides are given in Tables 1 and 2 in Appendix B to 10 CFR Part 20.

"Annual refresher safety training" means a review conducted or provided by the licensee or registrant for its employees on radiation safety aspects of industrial radiography. The review shall include, as a minimum, any results of internal inspections, new procedures or equipment, new or revised regulations, and accidents or errors that have been observed. The review shall also provide opportunities for employees to ask safety questions.

"Annually" means at intervals not to exceed one year.

"ANSI" means the American National Standards Institute.

"Approved individual" means an individual whom the licensee has determined to be trustworthy and reliable for unescorted access in accordance with 12VAC5-481-451 and has completed the training required in 12VAC5-481-451.

"Area of use" means a portion of a physical structure that has been set aside for the purpose of producing, preparing, receiving, using, or storing radioactive material.

"Articulated joint" means a joint between two separate sections of a tabletop that provides the capacity for one of the sections to pivot on the line segment along which the sections join.

"As low as is reasonably achievable" or "ALARA" means making every reasonable effort to maintain exposures to radiation as far below the dose limits in these regulations as is practical, consistent with the purpose for which the licensed or registered activity is undertaken, taking into account the state of technology, the economics of improvements in relation to state of technology, the economics of improvements in relation to benefits to the public health and safety, and other societal and socioeconomic considerations, and in relation to utilization of nuclear energy and licensed or registered sources of radiation in the public interest.

"Assembler" means any person engaged in the business of assembling, replacing, or installing one or more components into an x-ray system or subsystem. The term includes the owner of an x-ray system or his employee or agent who assembles components into an x-ray system that is subsequently used to provide professional or commercial services.

"Assigned protection factor" or "APF" means the expected workplace level of respiratory protection that would be

provided by a properly functioning respirator or a class of respirators to properly fitted and trained users. Operationally, the inhaled concentration can be estimated by dividing the ambient airborne concentration by the APF.

"Associated equipment" means equipment that is used in conjunction with a radiographic exposure device to make radiographic exposures that drive, guide, or come in contact with the source.

"Atmosphere-supplying respirator" means a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

"Attenuation block" means a block or stack, having dimensions 20 centimeters by 20 centimeters by 3.8 centimeters, of type 1100 aluminum alloy or other materials having equivalent attenuation. The nominal chemical composition of type 100 aluminum is 99.00% minimum aluminum, 0.12% copper.

"Authorized medical physicist" means an individual who:

1. Meets the requirements in 12VAC5-481-1760 and 12VAC5-481-1790; or
2. Is identified as an authorized medical physicist or teletherapy physicist on:
  - a. A specific medical use license issued by the NRC or another agreement state;
  - b. A medical use permit issued by an NRC master material licensee;
  - c. A permit issued by an NRC or another agreement state broad scope medical use licensee; or
  - d. A permit issued by an NRC master material license broad scope medical use permittee.

"Authorized nuclear pharmacist" means a pharmacist who:

1. Meets the requirements in 12VAC5-481-1770 and 12VAC5-481-1790;
2. Is identified as an authorized nuclear pharmacist on:
  - a. A specific license issued by the NRC or another agreement state that authorizes medical use or the practice of nuclear pharmacy;
  - b. A permit issued by an NRC master material licensee that authorizes medical use or the practice of nuclear pharmacy;
  - c. A permit issued by an NRC or another agreement state broad scope medical use licensee that authorizes medical use or the practice of nuclear pharmacy; or

d. A permit issued by an NRC master material license broad scope medical use permittee that authorizes medical use or the practice of nuclear pharmacy;

3. Is identified as an authorized nuclear pharmacist by a commercial nuclear pharmacy that has been authorized to identify authorized nuclear pharmacists; or

4. Is designated as an authorized nuclear pharmacist in accordance with 12VAC5-481-440 I 2.

"Authorized user" means a practitioner of the healing arts who:

1. Meets the requirements in 12VAC5-481-1790 and any of the following:

- a. 12VAC5-481-1910;
- b. 12VAC5-481-1940;
- c. 12VAC5-481-1980;
- d. 12VAC5-481-1990;
- e. 12VAC5-481-2000;
- f. 12VAC5-481-2018;
- g. 12VAC5-481-2030;
- h. 12VAC5-481-2040 A; or

2. Is identified as an authorized user on:

- a. A specific license issued by the NRC or another agreement state that authorizes medical use;
- b. A permit issued by an NRC master material licensee that authorizes medical use;
- c. A permit issued by an NRC or another agreement state broad scope medical use licensee that authorizes medical use; or
- d. A permit issued by an NRC master material license broad scope medical use permittee that authorizes medical use.

"Automatic exposure control" or "AEC" means a device that automatically controls one or more technique factors in order to obtain, at a preselected location, a required quantity of radiation (includes devices such as phototimers and ion chambers).

"Background investigation" means the investigation conducted by a licensee or applicant to support the determination of trustworthiness and reliability.

"Background radiation" means radiation from cosmic sources, naturally occurring radioactive materials, that have not been technologically enhanced, including radon, except as a decay product of source or special nuclear material, and including global fallout as it exists in the environment from the testing of nuclear explosive devices, or from past nuclear



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accidents such as Chernobyl that contribute to background radiation and are not under the control of the licensee or registrant. "Background radiation" does not include sources of radiation from radioactive materials regulated by the agency.

"Barrier" (See "Protective barrier").

"Beam axis" means a line from the source through the centers of the x-ray fields.

"Beam-limiting device" means a device that provides a means to restrict the dimensions of the x-ray field or useful beam.

"Beam monitoring system" means a system designed and installed in the radiation head to detect and measure the radiation present in the useful beam.

"Beam scattering foil" means a thin piece of material (usually metallic) placed in the beam to scatter a beam of electrons in order to provide a more uniform electron distribution in the useful beam.

"Becquerel" or "Bq" means the SI unit of activity. One becquerel is equal to one disintegration or transformation per second (dps or tps).

"Beneficial attribute" means, as used in Part XVI (12VAC5-481-3460 et seq.) of this chapter, the radioactivity of the product necessary to the use of the product.

"Beneficial to the product" (See "Beneficial attribute").

"Bent beam linear accelerator" means a linear accelerator geometry in which the accelerated electron beam must change direction by passing through a bending magnet.

"Bioassay" means the determination of kinds, quantities or concentrations, and, in some cases, the locations of radioactive material in the human body, whether by direct measurement, in-vivo counting, or by analysis and evaluation of materials excreted or removed from the human body. For purposes of these regulations, "radiobioassay" is an equivalent term.

"Board" means the State Board of Health.

"Brachytherapy" means a method of radiation therapy in which sealed sources are utilized to deliver a radiation dose at a distance of up to a few centimeters, by surface, intracavitary, or interstitial application.

"Buffer zone" means a portion of the disposal site that is controlled by the licensee and that lies under the disposal units and between the disposal units and the boundary of the site.

"Byproduct material" means:

1. Any radioactive material (except special nuclear material) yielded in, or made radioactive by, exposure to

the radiation incident to the process of producing or using special nuclear material;

2. The tailings or wastes produced by the extraction or concentration of uranium or thorium from ore processed primarily for its source material content, including discrete surface wastes resulting from uranium solution extraction processes. Underground ore bodies depleted by these solution extraction operations do not constitute "byproduct material" within this definition;

3. a. Any discrete source of radium-226 that is produced, extracted, or converted after extraction, before, on, or after August 8, 2005, for use for a commercial, medical, or research activity; or

b. Any material that:

(1) Has been made radioactive by use of a particle accelerator; and

(2) Is produced, extracted, or converted after extraction, before, on, or after August 8, 2005, for use for a commercial, medical, or research activity; and

4. Any discrete source of naturally occurring radioactive material, other than source material, that:

a. The NRC, in consultation with the Administrator of the U.S. Environmental Protection Agency, the U.S. Secretary of Energy, the U.S. Secretary of Homeland Security, and the head of any other appropriate federal agency, determines would pose a threat similar to the threat posed by a discrete source of radium-226 to the public health and safety or the common defense and security; and

b. Before, on, or after August 8, 2005, is extracted or converted after extraction for use in a commercial, medical, or research activity.

"C-arm fluoroscope" means an x-ray system in which the image receptor and x-ray tube housing assembly are connected by a common mechanical support system in order to maintain a desired spatial relationship. This system is designed to allow a change in the projection of the beam through the patient without a change in the position of the patient.

"Cabinet radiography" means industrial radiography conducted in an enclosure or cabinet so shielded that every location on the exterior meets the dose limits for individual members of the public as specified in 12VAC5-481-720.

"Cabinet x-ray system" means an x-ray system with the x-ray tube installed in an enclosure independent of existing architectural structures except the floor on which it may be placed. The cabinet x-ray system is intended to contain at least that portion of a material being irradiated, provide radiation attenuation, and exclude personnel from its interior during generation of radiation. Included are all x-ray systems

designed primarily for the inspection of carry-on baggage at airline, railroad, and bus terminals, and in similar facilities. An x-ray tube used within a shielded part of a building, or x-ray equipment that may temporarily or occasionally incorporate portable shielding, is not considered a cabinet x-ray system.

"Calendar quarter" means not less than 12 consecutive weeks nor more than 14 consecutive weeks. The first calendar quarter of each year shall begin in January and subsequent calendar quarters shall be so arranged such that no day is included in more than one calendar quarter and no day in any one year is omitted from inclusion within a calendar quarter. The method observed by the licensee or registrant for determining calendar quarters shall only be changed at the beginning of a year.

"Calibration" means the determination of (i) the response or reading of an instrument relative to a series of known radiation values over the range of the instrument or (ii) the strength of a source of radiation relative to a standard.

"Camera" (See "Radiographic exposure device").

"Carrier" means a person engaged in the transportation of passengers or property by land or water as a common, contract, or private carrier, or by civil aircraft.

"Cassette holder" means a device, other than a spot-film device, that supports or fixes the position of an x-ray film (imaging) cassette during an x-ray exposure.

"Category 1 quantities of radioactive material" or "Category 1" means a quantity of radioactive material meeting or exceeding the Category 1 threshold in Table 1 of 12VAC5-481-451. This is determined by calculating the ratio of the total activity of each radionuclide to the Category 1 threshold for that radionuclide and adding the ratios together. If the sum is equal to or exceeds 1, the quantity would be considered a Category 1 quantity. Category 1 quantities of radioactive material do not include the radioactive material contained in any fuel assembly, subassembly, fuel rod, or fuel pellet.

"Category 2 quantities of radioactive material" or "Category 2" means a quantity of radioactive material meeting or exceeding the Category 2 threshold but less than the Category 1 threshold in Table 1 of 12VAC5-481-451. This is determined by calculating the ratio of the total activity of each radionuclide to the Category 2 threshold for that radionuclide and adding the ratios together. If the sum is equal to or exceeds 1, the quantity would be considered a Category 2 quantity. Category 2 quantities of radioactive material do not include the radioactive material contained in any fuel assembly, subassembly, fuel rod, or fuel pellet.

"Certifiable cabinet x-ray system" means an existing uncertified x-ray system that has been modified to meet the certification requirements specified in 21 CFR 1020.40.

"Certificate holder" means a person who has been issued a certificate of compliance or other package approval by the NRC.

"Certificate of compliance" or "CoC" means the certificate issued by the NRC that approves the design of a package for the transportation of radioactive material.

"Certified cabinet x-ray system" means an x-ray system that has been certified in accordance with 21 CFR 1010.2 as being manufactured and assembled pursuant to the provisions of 21 CFR 1020.40.

"Certified components" means components of x-ray systems that are subject to regulations promulgated under P.L. 90-602, the Radiation Control for Health and Safety Act of 1968 of the Food and Drug Administration.

"Certifying entity" means an independent certifying organization meeting the agency's requirements for documenting applicant's training in topics set forth in 12VAC5-481-1320 or equivalent state or NRC regulations.

"CFR" means Code of Federal Regulations.

"Chelating agent" means amine polycarboxylic acids, hydroxycarboxylic acids, gluconic acid, and polycarboxylic acids.

"Chemical description" means a description of the principal chemical characteristics of a low-level radioactive waste.

"Class" means a classification scheme for inhaled material according to its rate of clearance from the pulmonary region of the lung. Materials are classified as D, W, or Y, which applies to a range of clearance half-times: for Class D, Days, of less than 10 days; for Class W, Weeks, from 10 to 100 days; and for Class Y, Years, of greater than 100 days. For purposes of these regulations, "lung class" and "inhalation class" are equivalent terms.

"Closed transport vehicle" means a transport vehicle equipped with a securely attached exterior enclosure that during normal transportation restricts the access of unauthorized persons to the cargo space containing the radioactive material. The enclosure may be either temporary or permanent but shall limit access from top, sides, and ends. In the case of packaged materials, it may be of the "see-through" type.

"cm" means centimeters.

"Coefficient of variation or "C" means the ratio of the standard deviation to the mean value of a population of observations. It is estimated using the following equation:

$$C = \frac{s}{\bar{x}} = \frac{1}{\bar{x}} \left[ \frac{\sum_{i=1}^n (x_i - \bar{x})^2}{n-1} \right]^{1/2}$$

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where:

s = Standard deviation of the observed values;

$\bar{X}$  = Mean value of observations in sample;

$x_i$  =  $i_{th}$  observation in sample;

n = Number of observations in sample.

"Collective dose" means the sum of the individual doses received in a given period of time by a specified population from exposure to a specified source of radiation.

"Collimator" means a device used to limit the size, shape, and direction of the primary radiation beam. For industrial radiography it means a radiation shield that is placed on the end of the guide tube or directly onto a radiographic exposure device to restrict the size of the radiation beam when the sealed source is cranked into position to make a radiographic exposure.

"Commencement of construction" means taking any action defined as "construction" or any other activity at the site of a facility subject to the regulations in this chapter that has a reasonable nexus to radiological health and safety.

"Committed dose equivalent" or " $H_{T,50}$ " means the dose equivalent to organs or tissues of reference (T) that will be received from an intake of radioactive material by an individual during the 50-year period following the intake.

"Committed effective dose equivalent" or " $H_{E,50}$ " means the sum of the products of the weighting factors ( $w_T$ ) applicable to each of the body organs or tissues that are irradiated and the committed dose equivalent to each of these organs or tissues ( $H_{E,50} = \sum (w_T H_{T,50})$ ).

"Computed tomography" means the production of a tomogram by the acquisition and computer processing of x-ray transmission data.

"Computed tomography dose index" means the integral from  $-7T$  to  $+7T$  of the dose profile along a line perpendicular to the tomographic plane divided by the product of the nominal tomographic section thickness and the number of tomograms produced in a single scan, that is:

$$\overline{CTDI} = \frac{1}{nT} \int_{-7T}^{+7T} D(z) dz$$

where:

z = Position along a line perpendicular to the tomographic plane;

D(z) = Dose at position z;

T = Nominal tomographic section thickness;

n = Number of tomograms produced in a single scan.

This definition assumes that the dose profile is centered around  $z = 0$  and that, for a multiple tomogram system, the scan increment between adjacent scans is  $nT$ .

"Computer-readable medium" means that the regulatory agency's computer can transfer the information from the medium into its memory.

"Consignee" means the designated receiver of the shipment of low-level radioactive waste.

"Consignment" means each shipment of a package or groups of packages or load of radioactive material offered by a shipper for transport.

"Consortium" means an association of medical use licensees and a PET radionuclide production facility in the same geographical area that jointly own or share in the operation and maintenance cost of the PET radionuclide production facility that produces PET radionuclides for use in producing radioactive drugs within the consortium for noncommercial distributions among its associated members for medical use. The PET radionuclide production facility within the consortium must be located at an educational institution or a federal facility or a medical facility.

"Constraint" means each shipment of a package or groups of packages or load of radioactive material offered by a shipper for transport.

"Constraint" or "dose constraint" means a value above which specified licensee actions are required.

"Construction" means the installation of foundations, or in-place assembly, erection, fabrication, or testing for any structure, system, or component of a facility or activity subject to this chapter. The term "construction" does not include:

1. Changes for temporary use of the land for public recreational purposes;
2. Site exploration, including necessary borings to determine foundation conditions or other preconstruction monitoring to establish background information related to the suitability of the site, the environmental impacts of construction or operation, or the protection of environmental values;
3. Preparation of the site for construction of the facility, including clearing of the site, grading, installation of drainage, erosion and other environmental mitigation measures, and construction of temporary roads and borrow areas;
4. Erection of fences and other access control measures that are not related to the safe use of, or security of, radiological materials subject to this chapter;
5. Excavation;

6. Erection of support buildings (e.g., construction equipment storage sheds, warehouse and shop facilities, utilities, concrete mixing plants, docking and unloading facilities, and office buildings) for use in connection with the construction of the facility;

7. Building of service facilities (e.g., paved roads, parking lots, railroad spurs, exterior utility and lighting systems, potable water systems, sanitary sewerage treatment facilities, and transmission lines);

8. Procurement or fabrication of components or portions of the proposed facility occurring at other than the final, in-place location at the facility; or

9. Taking any other action that has no reasonable nexus to radiological health and safety.

"Contact therapy system" means a therapeutic radiation machine with a short target to skin distance (TSD), usually less than five centimeters.

"Contamination" means, as applicable to Part XIII (12VAC5-481-2950 et seq.) of this chapter, the presence of a radioactive substance on a surface in quantities in excess of 0.4 Bq/cm<sup>2</sup> (1 x 10<sup>-5</sup> µCi/cm<sup>2</sup>) for beta and gamma emitters and low toxicity alpha emitters, or 0.04 Bq/cm<sup>2</sup> (1 x 10<sup>-6</sup> µCi/cm<sup>2</sup>) for all other alpha emitters.

1. Fixed contamination means contamination that cannot be removed from a surface during normal conditions of transport.

2. Nonfixed contamination means contamination that can be removed from a surface during normal conditions of transport.

"Contrast scale" means the change in the linear attenuation coefficient per CTN relative to water, that is:

$$\overline{CS} = \frac{\mu_x - \mu_w}{\overline{CTN}_x - \overline{CTN}_w}$$

where:

$\mu_x$  = Linear attenuation coefficient of the material of interest;

$\mu_w$  = Linear attenuation coefficient of water;

$\overline{CTN}_x$  = of the material of interest;

$\overline{CTN}_w$  = of water.

"Control cable" or "drive" means the cable that is connected to the source assembly and used to drive the source to and from the exposure location.

"Control drive mechanism" means a device that enables the source assembly to be moved into and out of the exposure device.

"Control panel" means that part of the x-ray control upon which are mounted the switches, knobs, pushbuttons, and other hardware necessary for manually setting the technique factors.

"Control tube" means a protective sheath for guiding the control cable. The control tube connects the control drive mechanism to the radiographic exposure device.

"Controlled area" means an area, outside of a restricted area but inside the site boundary, access to which can be limited by the licensee for any reason.

"Conventional simulator" means any x-ray system designed to reproduce the geometric conditions of the radiation therapy equipment.

"Conveyance" means:

1. For transport by public highway or rail any transport vehicle or large freight container;
2. For transport by water any vessel, or any hold, compartment, or defined deck area of a vessel including any transport vehicle on board the vessel; and
3. For transport by any aircraft.

"Cooling curve" means the graphical relationship between heat units stored and cooling time.

"Cradle" means either:

1. A removable device that supports and may restrain a patient above an x-ray table; or
2. A device:
  - a. Whose patient support structure is interposed between the patient and the image receptor during normal use;
  - b. Which is equipped with means for patient restraint; and
  - c. Which is capable of rotation about its long (longitudinal) axis.

"Critical group" means the group of individuals reasonably expected to receive the greatest exposure to residual radioactivity for any applicable set of circumstances.

"Criticality safety index" or "CSI" means the dimensionless number (rounded up to the next tenth) assigned to and placed on the label of a fissile material package, to designate the degree of control of accumulation of packages, overpacks or freight containers containing fissile material during transportation. Determination of the criticality safety index is described in 12VAC5-481-3040, 12VAC5-481-3051, and 10 CFR 71.59. The criticality safety index for an overpack, freight container, consignment, or conveyance containing fissile material packages is the arithmetic sum of the critically safety indices of all the fissile material packages contained

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within the overpack, freight container, consignment, or conveyance.

"CS" (See "Contrast scale").

"CT" (See "Computed tomography").

"CT conditions of operation" means all selectable parameters governing the operation of a CT x-ray system including, but not limited to, nominal tomographic section thickness, filtration, and the technique factors as defined in these regulations.

"CTDI" (See "Computed tomography dose index").

"CT gantry" means the tube housing assemblies, beam-limiting devices, detectors, and the supporting structures and frames which hold these components.

"CTN" (See "CT number").

"CT number" means the number used to represent the x-ray attenuation associated with each elemental area of the CT image.

$$\overline{CTN} = \frac{k(\mu_x - \mu_w)}{\mu_w}$$

where:

$k$  = A constant, a normal value of 1,000 when the Hounsfield scale of CTN is used;

$\mu_x$  = Linear attenuation coefficient of the material of interest;

$\mu_w$  = Linear attenuation coefficient of water.

"Cumulative air kerma" means the total air kerma accrued from the beginning of an examination or procedure and includes all contribution from fluoroscopic and radiographic irradiation.

"Curie" is a unit of quantity of activity. One curie (Ci) is that quantity of radioactive material that decays at the rate of  $3.7E+10$  disintegrations or transformations per second (dps or tps).

"Custodial agency" means an agency of the government designated to act on behalf of the government owner of the disposal site.

"Declared pregnant woman" means a woman who has voluntarily informed the licensee, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.

"Decommission" means to remove a facility or site safely from service and reduce residual radioactivity to a level that permits release of the property for unrestricted use and

termination of the license or release of the property under restricted conditions and termination of the license.

"Decontamination facility" means a facility operating under a commission or agreement state license whose principal purpose is decontamination of equipment or materials to accomplish recycle, reuse, or other waste management objectives, and, for purposes of this chapter, is not considered to be a consignee for LLW shipments.

"Dedicated check source" means a radioactive source that is used to assure the constant operation of a radiation detection or measurement device over several months or years. This source may also be used for other purposes.

"Deep dose equivalent" or "H<sub>d</sub>" which applies to external whole body exposure, means the dose equivalent at a tissue depth of one centimeter ( $1000 \text{ mg/cm}^2$ ).

"Demand respirator" means an atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

"Department of Energy" means the Department of Energy established by P.L. 95-91, August 4, 1977, 91 Stat. 565, 42 USC § 7101 et seq., to the extent that the Department exercises functions formerly vested in the Atomic Energy Commission, its Chairman, members, officers and components and transferred to the Energy Research and Development Administration and to the Administrator thereof pursuant to §§ 104(b), (c) and (d) of the Energy Reorganization Act of 1974 (P.L. 93-438, October 11, 1974, 88 Stat. 1233 at 1237, 42 USC § 5814, effective January 19, 1975) and retransferred to the U.S. Secretary of Energy pursuant to § 301(a) of the Department of Energy Organization Act (P.L. 95-91, August 4, 1977, 91 Stat. 565 at 577-578, 42 USC § 7151, effective October 1, 1977).

"Depleted uranium" means the source material uranium in which the isotope uranium-235 is less than 0.711 weight percentage of the total uranium present. Depleted uranium does not include special nuclear material.

"Derived air concentration" or "DAC" means the concentration of a given radionuclide in air which, if breathed by the reference man for a working year of 2,000 hours under conditions of light work, results in an intake of one ALI. For purposes of these regulations, the condition of light work is an inhalation rate of 1.2 cubic meters of air per hour for 2,000 hours in a year. DAC values are given in Appendix B to 10 CFR Part 20.

"Derived air concentration-hour" or "DAC hour" means the product of the concentration of radioactive material in air, expressed as a fraction or multiple of the derived air concentration for each radionuclide, and the time of exposure to that radionuclide, in hours. A licensee or registrant may

take 2,000 DAC hours to represent one ALI, equivalent to a committed effective dose equivalent of 0.05 Sv (5 rem).

"Detector" (See "Radiation detector").

"Deuterium" means, for the purposes of Part XIII (12VAC5-481-2950 et seq.) of this chapter, deuterium and any deuterium compounds, including heavy water, in which the ratio of deuterium atoms to hydrogen atoms exceeds 1:5000.

"Diagnostic clinical procedures manual" means a collection of written procedures that describes each method (and other instructions and precautions) by which the licensee performs diagnostic clinical procedures, where each diagnostic clinical procedure has been approved by the authorized user and includes the radiopharmaceutical, dosage, and route of administration.

"Diagnostic source assembly" means the tube housing assembly with a beam-limiting device attached.

"Diagnostic x-ray system" means an x-ray system designed for irradiation of any part of the human or animal body for the purpose of diagnosis or visualization.

"Direct scattered radiation" means that scattered radiation that has been deviated in direction only by materials irradiated by the useful beam (See "Scattered radiation").

"Discrete source" means a radionuclide that has been processed so that its concentration within a material has been purposely increased for use for commercial, medical, or research activities.

"Disposable respirator" means a respirator for which maintenance is not intended and that is designed to be discarded after excessive breathing resistance, sorbent exhaustion, physical damage, or end-of-service-life renders it unsuitable for use. Examples of this type of respirator are a disposable half-mask respirator and a disposable escape-only self-contained breathing apparatus (SCBA).

"Disposal" means the isolation of wastes from the biosphere inhabited by man and his food chains by emplacement in a land disposal facility.

"Disposal container" means a container principally used to confine low-level radioactive waste during disposal operations at a land disposal facility (also see "high integrity container"). Note that for some shipments, the disposal container may be the transport package.

"Disposal site" means that portion of a land disposal facility that is used for disposal of waste. It consists of disposal units and a buffer zone.

"Disposal unit" means a discrete portion of the disposal site into which waste is placed for disposal. For near-surface disposal, the unit is usually a trench.

"Distinguishable from background" means that the detectable concentration of a radionuclide is statistically

different from the background concentration of that radionuclide in the vicinity of the site or, in the case of structures, in similar materials using adequate measurement technology, survey, and statistical techniques.

"Diversion" means the unauthorized movement of radioactive material subject to 12VAC5-481-451 to a location different from the material's authorized destination inside or outside of the site at which the material is used or stored.

"Dose" is a generic term that means absorbed dose, dose equivalent, effective dose equivalent, committed dose equivalent, committed effective dose equivalent, total organ dose equivalent, or total effective dose equivalent. For purposes of these regulations, "radiation dose" is an equivalent term.

"Dose commitment" means the total radiation dose to a part of the body that will result from retention in the body of radioactive material. For purposes of estimating the dose commitment, it is assumed that from the time of intake the period of exposure to retained material will not exceed 50 years.

"Dose equivalent" or " $H_T$ " means the product of the absorbed dose in tissue, quality factor, and all other necessary modifying factors at the location of interest. The units of dose equivalent are the sievert (Sv) and rem.

"Dose limits" means the permissible upper bounds of radiation doses established in accordance with these regulations. For purposes of these regulations, "limits" is an equivalent term.

"Dose monitor unit" or "DMU" means a unit response from the beam monitoring system from which the absorbed dose can be calculated.

"Dose profile" means the dose as a function of position along a line.

"Dosimetry processor" means an individual or an organization that processes and evaluates individual monitoring devices in order to determine the radiation dose delivered to the monitoring devices.

"Doubly encapsulated sealed source" means a sealed source in which the radioactive material is sealed within an inner capsule and that capsule is sealed within an outer capsule.

"Drive cable" (See "Control cable").

"Effective dose equivalent" or " $H_E$ " means the sum of the products of the dose equivalent ( $H_T$ ) to each organ or tissue and the weighting factor ( $w_T$ ) applicable to each of the body organs or tissues that are irradiated ( $H_E = \sum w_T H_T$ ).

"Electronic brachytherapy" means a method of radiation therapy where an electrically generated source of ionizing radiation is placed in or near the tumor or target tissue to deliver therapeutic radiation dosage.

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# Regulations

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"Electronic brachytherapy device" means the system used to produce and deliver therapeutic radiation including the x-ray tube, the control mechanism, the cooling system, and the power source.

"Electronic brachytherapy source" means the x-ray tube component used in an electronic brachytherapy device.

"Elemental area" means the smallest area within a tomogram for which the x-ray attenuation properties of a body are depicted. (See also "Picture element").

"Embryo/fetus" means the developing human organism from conception until the time of birth.

"Energy compensation source" or "ECS" means a small sealed source, with an activity not exceeding 3.7 MBq (100  $\mu$ Ci), used within a logging tool, or other tool components, to provide a reference standard to maintain the tool's calibration when in use.

"Engineered barrier" means a manmade structure or device that is intended to improve the land disposal facility's ability to meet the performance objectives in these regulations.

"Enriched uranium" (See "Uranium - natural, depleted, enriched").

"Entrance or access point" means any opening through which an individual or extremity of an individual could gain access to radiation areas or to licensed or registered radioactive materials. This includes entry or exit portals of sufficient size to permit human entry, irrespective of their intended use.

"EPA identification number" means the number received by a transporter following application to the Administrator of the U.S. Environmental Protection Agency as required by 40 CFR Part 263.

"Equipment" (See "x-ray equipment").

"Escorted access" means accompaniment while in a security zone by an approved individual who maintains continuous direct visual surveillance at all times over an individual who is not approved for unescorted access.

"Exclusive use" means the sole use by a single consignor of a conveyance for which all initial, intermediate, and final loading and unloading are carried out in accordance with the direction of the consignor or consignee. The consignor and the carrier must ensure that any loading or unloading is performed by personnel having radiological training and resources appropriate for safe handling of the consignment. The consignor must issue specific instructions, in writing, for maintenance of exclusive use shipment controls, and include them with the shipping paper information provided to the carrier by the consignor.

"Explosive material" means any chemical compound, mixture, or device that produces a substantial instantaneous

release of gas and heat spontaneously or by contact with sparks or flame.

"Exposure" means being exposed to ionizing radiation or to radioactive material.

"Exposure head" means a device that locates the gamma radiography sealed source in the selected working position.

"Exposure rate" means the exposure per unit of time, such as roentgen per minute and milliroentgen per hour.

"External beam radiation therapy" means therapeutic irradiation in which the source of radiation is at a distance from the body.

"External dose" means that portion of the dose equivalent received from any source of radiation outside the body.

"Extremity" means hand, elbow, arm below the elbow, foot, knee, and leg below the knee.

"Facility" means the location, building, vehicle, or complex under one administrative control, at which one or more radiation machines are installed, located or used.

"Fail-safe characteristics" means a design feature that causes beam port shutters to close, or otherwise prevents emergence of the primary beam, upon the failure of a safety or warning device.

"Field emission equipment" means equipment that uses an x-ray tube in which electron emission from the cathode is due solely to the action of an electric field.

"Field-flattening filter" means a filter used to homogenize the absorbed dose rate over the radiation field.

"Field station" means a facility where radioactive sources may be stored or used and from which equipment is dispatched to temporary jobsites.

"Filter" means material placed in the useful beam to preferentially absorb selected radiations. It also means material placed in the useful beam to change beam quality in therapeutic radiation machines subject to Part XV (12VAC5-481-3380 et seq.) of this chapter.

"Filtering facepiece" or "dusk mask" means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium, not equipped with elastomeric sealing surfaces and adjustable straps.

"Fingerprint orders" means the requirements of 12VAC5-481-451 B or orders issued by the U.S. Nuclear Regulatory Commission or the legally binding requirements issued by agreement states that require fingerprints and criminal history records checks for individuals with unescorted access to Category 1 and Category 2 quantities of radioactive material or safeguards information-modified handling.

"Fissile material" means the radionuclides uranium-233, uranium-235, plutonium-239, and plutonium-241, or any combination of these radionuclides. "Fissile material" means the fissile nuclides themselves, not material containing fissile nuclides. Unirradiated natural uranium and depleted uranium and natural uranium or depleted uranium, that has been irradiated in thermal reactors only, are not included in this definition. Certain exclusions from fissile material controls are provided in 10 CFR 71.15.

1. Fissile Class I: A package that may be transported in unlimited numbers and in any arrangement, and that requires no nuclear criticality safety controls during transportation. A transport index is not assigned for purposes of nuclear criticality safety but may be required because of external radiation levels.

2. Fissile Class II: A package that may be transported together with other packages in any arrangement but, for criticality control, in numbers that do not exceed an aggregate transport index of 50. These shipments require no other nuclear criticality safety control during transportation. Individual packages may have a transport index not less than 0.1 and not more than 10.

"Fissile material package" means a fissile material packaging together with its fissile material contents.

"Fit factor" means a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

"Fit test" means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

"Fluoroscopic imaging assembly" means a subsystem in which x-ray photons produce a set of fluoroscopic images or radiographic images recorded from the fluoroscopic image receptor. It includes the image receptors, electrical interlocks, if any, and structural material providing linkage between the image receptor and diagnostic source assembly.

"Fluoroscopic irradiation time" means the cumulative duration during an examination or procedure of operator-applied continuous pressure to the device, enabling x-ray tube activation in any fluoroscopic mode of operation.

"Fluoroscopy" means a technique for generating x-ray images and presenting them simultaneously and continuously as visible images. This term has the same meaning as the term "radioscopy" in the standards of the International Electrotechnical Commission.

"Focal spot" or "actual" means the area projected on the anode of the x-ray tube bombarded by the electrons accelerated from the cathode and from which the useful beam originates.

"Former Atomic Energy Commission or NRC licensed facilities" means nuclear reactors, nuclear fuel reprocessing plants, uranium enrichment plants, or critical mass experimental facilities where Atomic Energy Commission or NRC licenses have been terminated.

"Gantry" means that part of a radiation therapy system supporting and allowing movements of the radiation head about a center of rotation.

"Generally applicable environmental radiation standards" means standards issued by the U.S. Environmental Protection Agency under the authority of the Atomic Energy Act of 1954, as amended, (42 USC § 2011 et seq.) that impose limits on radiation exposures or levels, or concentrations or quantities of radioactive material, in the general environment outside the boundaries of locations under the control of persons possessing or using radioactive material.

"General environment" means, as used in Part XVI (12VAC5-481-3460 et seq.) of this chapter, the total terrestrial, atmospheric, and aquatic environments outside the site boundary within which any activity, operation, or process authorized by a general or specific license issued under Part XVI, is performed.

"General purpose radiographic x-ray system" means any radiographic x-ray system that, by design, is not limited to radiographic examination of specific anatomical regions.

"Generator" means a licensee who (i) is a waste generator as defined in this chapter, or (ii) is the licensee to whom waste can be attributed within the context of the Low-Level Radioactive Waste Policy Amendments Act of 1985 (42 USC § 2021) (e.g., waste generated as a result of decontamination or recycle activities).

"Gonad shield" means a protective barrier for the testes or ovaries.

"Gray" or "Gy" means the SI unit of absorbed dose. One gray is equal to an absorbed dose of one joule per kilogram (100 rad).

"Guide tube (protection sheath)" means a flexible or rigid tube, or "J" tube, for guiding the source assembly and the attached control cable from the exposure device to the exposure head. The guide tube may also include the connections necessary for attachment to the exposure device and to the exposure head.

"Half-value layer" or "HVL" means the thickness of a specified material that attenuates the beam of radiation to an extent that the AKR is reduced by one-half of its original value. In this definition, the contribution of all scattered radiation, other than any which might be present initially in the beam concerned, is deemed to be excluded.

"Hand-held radiographic unit" means x-ray equipment that is designed to be hand-held during operation.



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# Regulations

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"Hands-on experience" means experience in all of those areas considered to be directly involved in the radiography process, and includes taking radiographs, calibration of survey instruments, operational and performance testing of survey instruments and devices, film development, posting of radiation areas, transportation of radiography equipment, posting of records and radiation area surveillance, etc., as applicable. Excessive time spent in only one or two of these areas, such as film development or radiation area surveillance, should not be counted toward the 2,000 hours of hands-on experience required for a radiation safety officer in 12VAC5-481-1310 B 2 or the hands-on experience for a radiographer as required by 12VAC5-481-1320 A.

"Hazardous waste" means those wastes designated as hazardous by the U.S. Environmental Protection Agency regulations in 40 CFR Part 261.

"Healing arts" means the art or science or group of arts or sciences dealing with the prevention and cure or alleviation of ailments, diseases or infirmities, and has the same meaning as "medicine" when the latter term is used in its comprehensive sense.

"Healing arts screening" means the testing of human beings using x-ray machines for the detection or evaluation of health indications when such tests are not specifically and individually ordered by a licensed practitioner of the healing arts legally authorized to prescribe such x-ray tests for the purpose of diagnosis or treatment.

"Heat unit" means a unit of energy equal to the product of the peak kilovoltage, milliamperes, and seconds, such as (kVp) times (mA) times (seconds).

"Helmet" means a rigid respiratory inlet covering that also provides head protection against impact and penetration.

"High integrity container" or "HIC" means a container commonly designed to meet the structural stability requirements of 12VAC5-481-2572 and to meet U.S. Department of Transportation requirements for a Type A package.

"High radiation area" means an area, accessible to individuals, in which radiation levels from radiation sources external to the body could result in an individual receiving a dose equivalent in excess of one mSv (0.1 rem) in one hour at 30 centimeters from any source of radiation or 30 centimeters from any surface that the radiation penetrates.

"Hood" means a respiratory inlet covering that completely covers the head and neck and may also cover portions of the shoulders and torso.

"Human use" means the internal or external administration of radiation or radioactive material to human beings.

"Hydrogeologic unit" means any soil or rock unit or zone which by virtue of its porosity or permeability, or lack

thereof, has a distinct influence on the storage or movement of groundwater.

"Image intensifier" means a device, installed in its housing, that instantaneously converts an x-ray pattern into a corresponding light image of higher intensity.

"Image receptor" means any device, such as a fluorescent screen, radiographic film, x-ray image intensifier tube, solid-state detector, or gaseous detector that transforms incident x-ray photons either into a visible image or into another form that can be made into a visible image by further transformations. In those cases where means are provided to preselect a portion of the image receptor, the term "image receptor" shall mean the preselected portion of the device.

"Image receptor support device" means, for mammographic systems, that part of the system designed to support the image receptor during mammographic examination and to provide a primary protective barrier.

"Inadvertent intruder" means a person who might occupy the disposal site after closure and engage in normal activities, such as agriculture, dwelling construction, or other pursuits in which an individual might be unknowingly exposed to radiation from the waste.

"Indian tribe" means an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the U.S. Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994 (25 USC § 479a).

"Independent certifying organization" means an independent organization that meets the agency's criteria for documenting applicant's training in topics set forth in 12VAC5-481-1320 or equivalent agreement state or NRC regulations.

"Individual" means any human being.

"Individual monitoring" means the assessment of:

1. Dose equivalent (i) by the use of individual monitoring devices or (ii) by the use of survey data; or
2. Committed effective dose equivalent (i) by bioassay or (ii) by determination of the time-weighted air concentrations to which an individual has been exposed, that is, DAC hours. (See the definition of DAC).

"Individual monitoring devices" means devices designed to be worn by a single individual for the assessment of dose equivalent. For purposes of these regulations, "personnel dosimeter" and "dosimeter" are equivalent terms. Examples of individual monitoring devices are film badges, thermoluminescent dosimeters (TLDs), pocket ionization chambers, optically stimulated luminescence (OSL) dosimeters and personal air sampling devices.

"Industrial radiography" means an examination of the structure of materials by the nondestructive method of utilizing ionizing radiation to make radiographic images.

"Inhalation class" (See "Class").

"Injection tool" means a device used for controlled subsurface injection of radioactive tracer material.

"Inspection" means an official examination or observation including, but not limited to, tests, surveys, and monitoring to determine compliance with rules, regulations, orders, requirements, and conditions of the agency.

"Institutional controls" means: (i) permanent markers placed at a disposal site, (ii) public records and archives, (iii) government ownership and regulations regarding land or resource use, and (iv) other methods of preserving knowledge about the location, design, and contents of a disposal system.

"Instrument traceability" (for ionizing radiation measurements) means the ability to show that an instrument has been calibrated at specified time intervals using a national standard or a transfer standard. If a transfer standard is used, the calibration must be at a laboratory accredited by a program that requires continuing participation in measurement quality assurance with the National Institute of Standards and Technology or other equivalent national or international program.

"Intensity modulated radiation therapy" or "IMRT" means radiation therapy that uses nonuniform radiation beam intensities that have been determined by various computer-based optimization techniques.

"Interlock" means a device arranged or connected such that the occurrence of an event or condition is required before a second event or condition can occur or continue to occur.

"Internal dose" means that portion of the dose equivalent received from radioactive material taken into the body.

"Interruption of irradiation" means the stopping of irradiation with the possibility of continuing irradiation without resetting of operating conditions at the control panel.

"Intruder barrier" means a sufficient depth of cover over the waste that inhibits contact with waste and helps to ensure that radiation exposures to an inadvertent intruder will meet the performance objectives set forth in these regulations, or engineered structures that provide equivalent protection to the inadvertent intruder.

"Irradiation" means the exposure of matter to ionizing radiation.

"Irradiator" means a facility that uses radioactive sealed sources for the irradiation of objects or materials and in which radiation dose rates exceeding five grays (500 rads) per hour exist at one meter from the sealed radioactive sources in air or water, as applicable for the irradiator type, but does not

include irradiators in which both the sealed source and the area subject to irradiation are contained within a device and are not accessible to personnel.

"Irradiator operator" means an individual who has successfully completed the training and testing described in 12VAC5-481-2830 and is authorized by the terms of the license to operate the irradiator without a supervisor present.

"Irradiator operator supervisor" means an individual who meets the requirements for an irradiator operator and who physically oversees operation of the irradiator by an individual who is currently receiving training and testing described in 12VAC5-481-2830.

"Isocenter" means the center of the smallest sphere through which the beam axis passes when the equipment moves through a full range of rotations about its common center.

"kBq" means kilobecquerel.

"Kerma" or "K" means the quantity defined by the International Commission on Radiation Units and Measurements. The kerma is the quotient of  $dE_{tr}$  by  $dm$ , where  $dE_{tr}$  is the sum of the initial kinetic energies of all charged particles liberated by uncharged particles in a mass  $dm$  of materials; thus  $K=dE_{tr}/dm$ , in units of J/kg, where the special name for the units of kerma is gray (Gy). When the materials is air, the quantity is referred to as "air kerma."

"Kilovolt" or "kV" means the energy equal to that acquired by a particle with one electron charge in passing through a potential difference of 1,000 volts in a vacuum. Current convention is to use kV for photons and keV for electrons.

"Kilovolts peak" (See "Peak tube potential").

"kV" means kilovolts.

"kVp" (See "Peak tube potential").

"kW" means kilowatt second.

"Land disposal facility" means the land, buildings, structures and equipment that are intended to be used for the disposal of wastes into the subsurface of the land. For purposes of this chapter, a "geologic repository" as defined in 10 CFR Part 60 or 10 CFR Part 63 is not considered a land disposal facility.

"Last image hold radiograph" or "LIH" means an image obtained either by retaining one or more fluoroscopic images, which may be temporarily integrated, at the end of a fluoroscopic exposure or by initiating a separate and distinct radiographic exposure automatically and immediately in conjunction with termination of the fluoroscopic exposure.

"Lay-barge radiography" means industrial radiography performed on any water vessel used for laying pipe.

"Lead equivalent" means the thickness of the material in question affording the same attenuation, under specified conditions, as lead.

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# Regulations

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"Leakage radiation" means radiation emanating from the diagnostic source assembly or the radiation therapy system except for:

1. The useful beam; and
2. Radiation produced when the exposure switch or timer is not activated.

"Leakage technique factors" means the technique factors associated with the diagnostic source assembly that are used in measuring leakage radiation. They are defined as follows:

1. For diagnostic source assemblies intended for capacitor energy storage equipment, the maximum-rated peak tube potential and the maximum-rated number of exposures in an hour for operation at the maximum-rated peak tube potential with the quantity of charge per exposure being 10 millicoulombs, (10 mAs), or the minimum obtainable from the unit, whichever is larger;
2. For diagnostic source assemblies intended for field emission equipment rated for pulsed operation, the maximum-rated peak tube potential and the maximum-rated number of x-ray pulses in an hour for operation at the maximum-rated peak tube potential; or
3. For all other diagnostic source assemblies, the maximum-rated peak tube potential and the maximum-rated continuous tube current for the maximum-rated peak tube potential.

"Lens dose equivalent" or "LDE" applies to the external exposure of the lens of the eye and is taken as the dose equivalent at a tissue depth of 0.3 cm (300 mg/cm<sup>2</sup>).

"License" means a license issued by the agency in accordance with the regulations adopted by the board.

"Licensed material" means radioactive material received, possessed, used, transferred or disposed of under a general or specific license issued by the agency.

"Licensee" means any person who is licensed by the agency in accordance with these regulations and the Act.

"Light field" means the area illuminated by light, simulating the radiation field.

"Limits" (See "Dose limits").

"Line-voltage regulation" means the difference between the no-load and the load line potentials expressed as a percent of the load line potential as follows:

$$\text{Percent line-voltage regulation} = 100 (V_n - V_l) / V_l$$

where:

$V_n$  = No-load line potential; and

$V_l$  = Load line potential.

"Lixiscope" means a portable light-intensified imaging device using a sealed source.

"Local components" means part of an analytical x-ray system and include areas that are struck by x-rays such as radiation source housings, port and shutter assemblies, collimators, sample holders, cameras, goniometers, detectors, and shielding, but do not include power supplies, transformers, amplifiers, readout devices, and control panels.

"Local law-enforcement agency" or "LLEA" means a public or private organization that has been approved by a federal, state, or local government to carry firearms and make arrests, and is authorized and has the capability to provide an armed response in the jurisdiction where the licensed Category 1 or Category 2 quantity of radioactive material is used, stored, or transported.

"Logging assistant" means any individual who, under the personal supervision of a logging supervisor, handles sealed sources or tracers that are not in logging tools or shipping containers or who performs surveys required by Part XIV (12VAC5-481-3140 et seq.) of this chapter.

"Logging supervisor" means the individual who uses licensed material or provides personal supervision in the use of licensed material at a temporary jobsite and who is responsible to the licensee for assuring compliance with the requirements of this chapter and the conditions of the license.

"Logging tool" means a device used subsurface to perform well-logging.

"Loose-fitting facepiece" means a respiratory inlet covering that is designed to form a partial seal with the face.

"Lost or missing licensed material" means licensed (or registered) source of radiation whose location is unknown. This definition includes, but is not limited to, radioactive material that has been shipped but has not reached its planned destination and whose location cannot be readily traced in the transportation system.

"Lot tolerance percent defective" means, expressed in percent defective, the poorest quality in an individual inspection lot that should be accepted.

"Low specific activity material" or "LSA material" means radioactive material with limited specific activity that is nonfissile or is excepted under 12VAC5-481-2970 C, and that satisfies the descriptions and limits set forth below. Shielding materials surrounding the LSA material may not be considered in determining the estimated average specific activity of the package contents. LSA material must be in one of three groups:

1. LSA-I

- a. Uranium and thorium ores, concentrates of uranium and thorium ores, and other ores containing naturally

occurring radionuclides that are intended to be processed for the use of these radionuclides;

b. Natural uranium, depleted uranium, natural thorium or their compounds or mixtures, provided they are unirradiated and in solid or liquid form;

c. Radioactive material other than fissile material, for which the  $A_2$  value is unlimited; or

d. Other radioactive material in which the activity is distributed throughout and the estimated average specific activity does not exceed 30 times the value for exempt material activity concentration determined in accordance with 12VAC5-481-3720.

## 2. LSA-II

a. Water with tritium concentration up to 0.8 terabecquerel per liter (20.0 Ci/L); or

b. Other radioactive material in which the activity is distributed throughout and the estimated average specific activity does not exceed 1.0 E-04  $A_2/g$  for solids and gases, and 1.0 E-05  $A_2/g$  for liquids.

## 3. LSA-III

Solids (e.g., consolidated wastes, activated materials), excluding powders, that satisfy the requirements of 10 CFR 71.77) in which:

a. The radioactive material is distributed throughout a solid or a collection of solid objects, or is essentially uniformly distributed in a solid compact binding agent (e.g., concrete, bitumen, or ceramic);

b. The radioactive material is relatively insoluble, or it is intrinsically contained in a relatively insoluble material, so that, even under loss of packaging, the loss of radioactive material per package by leaching, when placed in water for seven days, would not exceed 0.1  $A_2$ ; and

c. The estimated average specific activity of the solid, excluding any shielding material, does not exceed 2.0 E-03  $A_2/g$ .

"Low toxicity alpha emitters" means natural uranium, depleted uranium, natural thorium; uranium-235, uranium-238, thorium-232, thorium-228 or thorium-230 when contained in ores or physical or chemical concentrates or tailings; or alpha emitters with a half-life of less than 10 days.

"Lung class" (See "Class").

"mA" means milliamperere.

"mAs" means milliamperere second.

"Major processor" means a user processing, handling, or manufacturing radioactive material exceeding Type A quantities as unsealed sources or material, or exceeding four

times Type B quantities as sealed sources, but does not include nuclear medicine programs, universities, industrial radiographers, or small industrial programs. Type A and B quantities are defined in this section.

"Management" means the chief executive officer or that individual's designee.

"MBq" means megabecquerels.

"Medical event" means an event that meets the criteria in 12VAC5-481-2080.

"Medical institution" means an organization in which several medical disciplines are practiced.

"Medical use" means the intentional internal or external administration of radioactive material or the radiation from radioactive material to patients or human research subjects under the supervision of an authorized user.

"Megavolt" or "MV" means the energy equal to that acquired by a particle with one electron charge in passing through a potential difference of one million volts in a vacuum. (Note: current convention is to use MV for photons and MeV for electrons.)

"Member of the public" means an individual except when that individual is receiving an occupational dose.

"Mineral logging" means any logging performed for the purpose of mineral exploration other than oil or gas.

"Minor" means an individual less than 18 years of age.

"Misadministration" means either:

1. An x-ray teletherapy radiation dose:

a. Involving the wrong patient;

b. Involving the wrong mode of treatment;

c. Involving the wrong treatment site;

d. Where the calculated total administered dose differs from the total prescribed dose by more than 10% when the treatment consists of three or fewer fractions;

e. Where the calculated weekly administered dose differs from the weekly prescribed dose by 30%; or

f. Where the calculated total administered dose differs from the total prescribed dose by more than 20%; or

2. An x-ray brachytherapy radiation dose:

a. Involving the wrong patient;

b. Involving the wrong treatment site; or

c. Where the calculated administered dose differs from the prescribed dose by more than 20%.

"mm" means millimeters.

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## Regulations

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"Mobile device" means a piece of equipment containing licensed radioactive materials that is either mounted on wheels or casters, or otherwise equipped for moving without a need for disassembly or dismounting, or designed to be hand carried. Mobile devices do not include stationary equipment installed in a fixed location.

"Mobile electronic brachytherapy service" means transportation of an electronic brachytherapy device to provide electronic brachytherapy at an address that is not the address of record.

"Mobile nuclear medicine service" means the transportation and medical use of radioactive material.

"Mobile x-ray equipment" (See "x-ray equipment").

"Mode of operation" means, for fluoroscopy systems, a distinct method of fluoroscopy or radiography provided by the manufacturer and selected with a set of several technique factors or other control settings uniquely associated with the mode. The set of distinct technique factors and control settings for the mode may be selected by the operation of a single control. Examples of distinct modes of operation include normal fluoroscopy (analog or digital), high-level control fluoroscopy, cineradiography (analog and digital), digital subtraction angiography, electronic radiography using the fluoroscopic image receptor, and photospot recording. In a specific mode of operation, certain system variables affecting kerma, AKR, or image quality, such as image magnification, x-ray field size, pulse rate, pulse duration, number of pulses, source-image receptor distance (SID), or optical aperture, may be adjustable or may vary; their variation per se does not comprise a mode of operation different from the one that has been selected.

"Monitor unit" or "MU" (See "Dose monitor unit").

"Monitoring" means the measurement of radiation, radioactive material concentrations, surface area activities or quantities of radioactive material and the use of the results of these measurements to evaluate potential exposures and doses. For purposes of these regulations, "radiation monitoring" and "radiation protection monitoring" are equivalent terms. For Part XI (12VAC5-481-2330 et seq.) of this chapter, it means observing and making measurements to provide data to evaluate the performance and characteristics of the disposal site.

"Movement control center" means an operation center that is remote from the transport activity and that maintains the position information on the movement of radioactive material, receives reports of attempted attacks or thefts, provides a means for reporting these and other problems to appropriate agencies and can request and coordinate appropriate aid.

"Moving beam radiation therapy" means radiation therapy with any planned displacement of radiation field or patient

relative to each other, or with any planned change of absorbed dose distribution. It includes arc, skip, conformal, intensity modulation and rotational therapy.

"Multiple tomogram system" means a computed tomography x-ray system that obtains x-ray transmission data simultaneously during a single scan to produce more than one tomogram.

"NARM" means any naturally occurring or accelerator-produced radioactive material. It does not include byproduct, source, or special nuclear material.

"National Sealed Source and Device Registry" or "SSDR" means the national registry that contains the registration certificates, maintained by the NRC, that summarize the radiation safety information for sealed sources and devices, and describes the licensing and use conditions approved for the product.

"Nationally tracked source" means a sealed source containing a quantity equal to or greater than Category 1 or Category 2 levels of any radioactive material listed in 12VAC5-481-3780. In this context a sealed source is defined as radioactive material that is sealed in a capsule or closely bonded, in a solid form and that is not exempt from regulatory control. It does not mean material encapsulated solely for disposal, or nuclear material contained in any fuel assembly, subassembly, fuel rod, or fuel pellet. Category 1 nationally tracked sources are those containing radioactive material at a quantity equal to or greater than the Category 1 threshold. Category 2 nationally tracked sources are those containing radioactive material at a quantity equal to or greater than the Category 2 threshold but less than the Category 1 threshold.

"Natural radioactivity" means radioactivity of naturally occurring nuclides.

"Natural thorium" means thorium with the naturally occurring distribution of thorium isotopes, which is essentially 100 weight percent thorium-232.

"Natural uranium" (See "Uranium - natural, depleted, enriched").

"Near-surface disposal facility" means a land disposal facility in which waste is disposed of within approximately the upper 30 meters of the earth's surface.

"Negative pressure respirator" or "tight fitting" means a respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator.

"No-later-than arrival time" means the date and time that the shipping licensee and receiving licensee have established as the time at which an investigation will be initiated if the shipment has not arrived at the receiving facility. The no-later-than arrival times may not be more than six hours after

the estimated arrival time for shipments of Category 2 quantities of radioactive material.

"Noise" means the standard deviation of the fluctuations in CTN expressed as a percentage of the attenuation coefficient of water. Its estimate ( $S_n$ ) is calculated using the following expression:

$$S_n = \frac{100 \oplus \overline{CS} \oplus s}{\mu_w}$$

where:

$\overline{CS}$  = Linear attenuation coefficient of the material of interest.

$\mu_w$  = Linear attenuation coefficient of water.

$s$  = Standard deviation of the CTN of picture elements in a specified area of the CT image.

"Nominal tomographic section thickness" means the full width at half-maximum of the sensitivity profile taken at the center of the cross-sectional volume over which x-ray transmission data are collected.

"Non-image-intensified fluoroscopy" means fluoroscopy using only a fluorescent screen.

"Nonstochastic effect" means a health effect, the severity of which varies with the dose and for which a threshold is believed to exist. Radiation-induced cataract formation is an example of a nonstochastic effect. For purposes of these regulations, "deterministic effect" is an equivalent term.

"NORM" means any naturally occurring radioactive material. It does not include accelerator produced, byproduct, source, or special nuclear material.

"Normal form radioactive material" means radioactive material that has not been demonstrated to qualify as special form radioactive material.

"Normal operating procedures" mean step-by-step instructions necessary to accomplish the analysis. These procedures shall include sample insertion and manipulation, equipment alignment, routine maintenance by the registrant (or licensee), and data recording procedures, which are related to radiation safety.

"Nominal treatment distance" means:

1. For electron irradiation, the distance from the scattering foil, virtual source, or exit window of the electron beam to the entrance surface of the irradiated object along the central axis of the useful beam.
2. For x-ray irradiation, the virtual source or target to isocenter distance along the central axis of the useful beam.

For nonisocentric equipment, this distance shall be that specified by the manufacturer.

"NRC Forms 540, 540A, 541, 541A, 542, and 542A" means official NRC forms referenced in this chapter. Licensees need not use originals of these NRC Forms as long as any substitute forms are equivalent to the original documentation in respect to content, clarity, size, and location of information. Upon agreement between the shipper and consignee, NRC Forms 541 (and 541A) and NRC Forms 542 (and 542A) may be completed, transmitted, and stored in electronic media. The electronic media must have the capability for producing legible, accurate, and complete records in the format of the uniform manifest.

"Nuclear Regulatory Commission" or "NRC" means the NRC or its duly authorized representatives.

"Nuclear waste" means a quantity of source, byproduct or special nuclear material (the definition of nuclear waste in this chapter is used in the same way as in 49 CFR 173.403) required to be in NRC-approved specification packaging while transported to, through or across a state boundary to a disposal site, or to a collection point for transport to a disposal site.

"Occupational dose" means the dose received by an individual in the course of employment in which the individual's assigned duties for the licensee or registrant involve exposure to sources of radiation, whether or not the sources of radiation are in the possession of the licensee, registrant, or other person. Occupational dose does not include doses received from background radiation, from any medical administration the individual has received, from exposure to individuals administered radioactive material and released in accordance with 12VAC5-481-1870, from voluntary participation in medical research programs, or as a member of the public.

"Offshore platform radiography" means industrial radiography conducted from a platform over a body of water.

"Offshore waters" means that area of land and water, beyond the Commonwealth of Virginia's jurisdiction, on or above the U.S. Outer Continental Shelf.

"Open-beam configuration" means an analytical x-ray system in which an individual could accidentally place some part of his body in the primary beam path during normal operation.

"Output" means the exposure rate, dose rate, or a quantity related in a known manner to these rates from a teletherapy unit for a specified set of exposure conditions.

"Package" means the packaging together with its radioactive contents as presented for transport.

1. Fissile material package or Type AF package, Type BF package, Type B(U)F package, or Type B(M)F package

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means a fissile material packaging together with its fissile material contents.

2. Type A package means a Type A packaging together with its radioactive contents. A Type A package is defined and must comply with the DOT regulations in 49 CFR Part 173.

3. Type B package means a Type B packaging together with its radioactive contents. On approval, a Type B package design is designated by NRC as B(U) unless the package has a maximum normal operating pressure of more than 700 kPa (100 lbs/in<sup>2</sup>) gauge or a pressure relief device that would allow the release of radioactive material to the environment under the tests specified in 10 CFR 71.73 (hypothetical accident conditions), in which case it will receive a designation B(M). B(U) refers to the need for unilateral approval of international shipments; B(M) refers to the need for multilateral approval of international shipments. There is no distinction made in how packages with these designations may be used in domestic transportation. To determine their distinction for international transportation, see DOT regulations in 49 CFR Part 173. A Type B package approved before September 6, 1983, was designated only as Type B. Limitations on its use are specified in 10 CFR 71.19.

"Packaging" means the assembly of components necessary to ensure compliance with the packaging requirements of these regulations. It may consist of one or more receptacles, absorbent materials, spacing structures, thermal insulation, radiation shielding, and devices for cooling or absorbing mechanical shocks. The vehicle, tie-down system, and auxiliary equipment may be designated as part of the packaging.

"Panoramic dry-source-storage irradiator" means an irradiator in which the irradiations occur in air in areas potentially accessible to personnel and in which the sources are stored in shields made of solid materials. The term includes beam-type dry-source-storage irradiators in which only a narrow beam of radiation is produced for performing irradiations.

"Panoramic irradiator" means an irradiator in which the irradiations are done in air in areas potentially accessible to personnel. The term includes beam-type irradiators.

"Panoramic wet-source-storage irradiator" means an irradiator in which the irradiations occur in air in areas potentially accessible to personnel and in which the sources are stored under water in a storage pool.

"Particle accelerator" (See "Accelerator").

"Patient" means an individual or animal subjected to healing arts examination, diagnosis, or treatment.

"PBL" (See "Positive beam limitation").

"Peak tube potential" means the maximum value of the potential difference across the x-ray tube during an exposure.

"Periodic quality assurance check" means a procedure that is performed to ensure that a previous calibration continues to be valid.

"Permanent radiographic installation" means an enclosed shielded room, cell, or vault, not located at a temporary jobsite, in which radiography is performed.

"Person" means any individual, corporation, partnership, firm, association, trust, estate, public or private institution, group, department of the Commonwealth other than the Department of Health, political subdivision of the Commonwealth, any other state or political subdivision or department thereof, and any legal successor, representative, agent, or department of the foregoing, but not including federal government agencies.

"Personal supervision" means guidance and instruction by the supervisor who is physically present at the jobsite and watching the performance of the operation in such proximity that contact can be maintained and immediate assistance given as required. In radiography it means guidance and instruction provided to a radiographer trainee by a radiographer instructor who is present at the site, in visual contact with the trainee while the trainee is using sources of radiation, and in such proximity that immediate assistance can be given if required.

"Personnel monitoring equipment" (See "Individual monitoring devices").

"Phantom" means a volume of material behaving in a manner similar to tissue with respect to the attenuation and scattering of radiation. This requires that both the atomic number (Z) and the density of the material be similar to that of tissue.

"Physical description" means the items called for on NRC Form 541 to describe a low-level radioactive waste.

"Pool irradiator" means any irradiator at which the sources are stored or used in a pool of water including panoramic wet-source-storage irradiators and underwater irradiators.

"Pharmacist" means an individual licensed by this state to compound and dispense drugs, prescriptions, and poisons.

"Physician" means an individual licensed by this state to prescribe drugs in the practice of medicine.

"Picture element" means an elemental area of a tomogram.

"PID" (See "Position indicating device").

"Pigtail" (See "Source assembly").

"Pill" (See "Sealed source").

"Planned special exposure" means an infrequent exposure to radiation, separate from and in addition to the annual occupational dose limits.

"Portable x-ray equipment" (See "x-ray equipment").

"Position indicating device" means a device on dental x-ray equipment used to indicate the beam position and to establish a definite source-surface (skin) distance. It may or may not incorporate or serve as a beam-limiting device.

"Positive beam limitation" means the automatic or semi-automatic adjustment of an x-ray beam to the size of the selected image receptor, whereby exposures cannot be made without such adjustment.

"Positron emission tomography radionuclide production facility" or "PET" means a facility operating a cyclotron or other particle accelerator for the purpose of producing radionuclides that decay by positron emission.

"Positive pressure respirator" means a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

"Powered air-purifying respirator" or "PAPR" means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

"Practical examination" means a demonstration through application of the safety rules and principles in industrial radiography including use of all procedures and equipment to be used by radiographic personnel.

"Practical range of electrons" corresponds to classical electron range where the only remaining contribution to dose is from bremsstrahlung x-rays. A further explanation may be found in "Clinical Electron Beam Dosimetry: Report of AAPM Radiation Therapy Committee Task Group 25" (Medical Physics 18(1): 73-109, Jan/Feb. 1991) and ICRU Report 35, "Radiation Dosimetry: Electron Beams with Energies Between 1 and 50 MeV", International Commission on Radiation Units and Measurements, September 15, 1984.

"Preceptor" means an individual who provides, directs, or verifies training and experience required for an individual to become an authorized user, an authorized medical physicist, an authorized nuclear pharmacist, or a radiation safety officer.

"Prescribed dosage" means the quantity of radiopharmaceutical activity as documented:

1. In a written directive; or
2. Either in the diagnostic clinical procedures manual or in any appropriate record in accordance with the directions of the authorized user for diagnostic procedures.

"Prescribed dose" means:

1. For gamma stereotactic radiosurgery, the total dose as documented in the written directive;

2. For teletherapy, the total dose and dose per fraction as documented in the written directive. The prescribed dose is an estimation from measured data from a specified therapeutic machine using assumptions that are clinically acceptable for that treatment technique and historically consistent with the clinical calculations previously used for patients treated with the same clinical technique; or

3. For brachytherapy, either the total source strength and exposure time, or the total dose, as documented in the written directive.

"Pressure demand respirator" means a positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation.

"Primary beam" means radiation that passes through an aperture of the source housing by a direct path from the x-ray tube or a radioactive source located in the radiation source housing.

"Primary dose monitoring system" means a system that will monitor the useful beam during irradiation and that will terminate irradiation when a preselected number of dose monitor units have been delivered.

"Primary protective barrier" means the material, excluding filters, placed in the useful beam to reduce the radiation exposure (beyond the patient and cassette holder) for protection barriers.

"Principal activities," as used in this chapter, means activities authorized by the license that are essential to achieving the purposes for which the license was issued or amended. Storage during which no licensed material is accessed for use or disposal and activities incidental to decontamination or decommissioning are not principal activities.

"Private inspector" means an individual who meets the requirements set forth in 12VAC5-481-340 and who has demonstrated to the satisfaction of the agency that such individual possesses the knowledge, training and experience to measure ionizing radiation, to evaluate safety techniques, and to advise regarding radiation protection needs.

"Product" means, as used in Part XVI (12VAC5-481-3460 et seq.) of this chapter, something produced, made, manufactured, refined, or benefited.

"Product conveyor system" means a system for moving the product to be irradiated to, from, and within the area where irradiation takes place.

"Projection sheath" (See "Guide tube").

"Projector" (See "Radiographic exposure device").



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"Protective apron" means an apron made of radiation-attenuating or absorbing materials used to reduce exposure to radiation.

"Protective glove" means a glove made of radiation absorbing materials used to reduce radiation exposure.

"Public dose" means the dose received by a member of the public from exposure to sources of radiation released by the licensee or registrant, or to any other source of radiation under the control of the licensee or registrant. "Public dose" does not include occupational dose, or doses received from background radiation, from any medical administration the individual has received, from exposure to individuals administered radioactive material and released in accordance with 12VAC5-481-1870, or from voluntary participation in medical research programs.

"Pulsed mode" means operation of the x-ray system such that the x-ray tube is pulsed by the x-ray control to produce one or more exposure intervals of duration less than one-half second.

"Pyrophoric material" means any liquid that ignites spontaneously in dry or moist air at or below 130°F (54.4°C) or any solid material, other than one classed as an explosive, which under normal conditions is liable to cause fires through friction, retained heat from manufacturing or processing, or that can be ignited readily and, when ignited, burns so vigorously and persistently as to create a serious transportation, handling, or disposal hazard. Included are spontaneously combustible and water-reactive materials.

"Qualified inspector" means an individual who is granted professional privileges based on education and experience to provide clinical services in diagnostic and therapeutic medical physics.

"Qualified medical physicist" means an individual qualified in accordance with 12VAC5-481-3390 D.

"Qualitative fit test" or "QLFT" means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

"Quality factor" or "Q" means the modifying factor, that is referenced in 12VAC5-481-240, that is used to derive dose equivalent from absorbed dose.

"Quantitative fit test" or "QNFT" means an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

"Quarter" means a period of time equal to one-fourth of the year observed by the licensee, approximately 13 consecutive weeks, providing that the beginning of the first quarter in a year coincides with the starting date of the year and that no day is omitted or duplicated in consecutive quarters.

"Rad" means the special unit of absorbed dose. One rad is equal to an absorbed dose of 100 erg per gram or 0.01 joule per kilogram (0.01 gray).

"Radiation" means alpha particles, beta particles, gamma rays, x-rays, neutrons, high-speed electrons, high-speed protons, and other particles capable of producing ions. For purposes of these regulations, ionizing radiation is an equivalent term. Radiation, as used in these regulations, does not include nonionizing radiation, such as radiowaves or microwaves, visible, infrared, or ultraviolet light.

"Radiation area" means any area, accessible to individuals, in which radiation levels could result in an individual receiving a dose equivalent in excess of 0.05 mSv (0.005 rem) in one hour at 30 centimeters from the source of radiation or from any surface that the radiation penetrates.

"Radiation dose" (See "Dose").

"Radiation field" (See "Useful beam").

"Radiation head" means the structure from which the useful beam emerges.

"Radiation machine" means any device capable of producing radiation except those devices with radioactive material as the only source of radiation.

"Radiation room" means a shielded room in which irradiations take place. Underwater irradiators do not have radiation rooms.

"Radiation safety officer" or "RSO" means an individual who has the knowledge and responsibility to apply appropriate radiation protection regulations and has been assigned such responsibility by the licensee or registrant.

"Radiation safety officer for industrial radiography" means an individual with the responsibility for the overall radiation safety program on behalf of the licensee or registrant and who meets the requirements of 12VAC5-481-1310.

"Radiation safety officer for medical" means an individual who meets the requirements of 12VAC5-481-1750 and 12VAC5-481-1790 or is identified as an RSO on: a medical use license issued by the agency, NRC or another agreement state, or a medical use permit issued by an NRC masters material licensee.

"Radiation therapy physicist" means an individual qualified in accordance with 12VAC5-481-340.

"Radiation therapy simulation system" means a radiographic or fluoroscopic x-ray system intended for localizing the volume to be exposed during radiation therapy and confirming the position and size of the therapeutic irradiation field.

"Radiation therapy system" means a device that delivers radiation to a specific area of the body where cancer cells or tumors are located.

"Radioactive material" means any solid, liquid, or gas which emits radiation spontaneously.

"Radioactive marker" means radioactive material placed subsurface or on a structure intended for subsurface use for the purpose of depth determination or direction orientation.

"Radioactivity" means the transformation of unstable atomic nuclei by the emission of radiation.

"Radiobioassay" (See "Bioassay").

"Radiograph" means an image receptor on which the image is created directly or indirectly by an x-ray pattern and results in a permanent record.

"Radiographer" means any individual who performs or who, in attendance at the site where the sources of radiation are being used, personally supervises industrial radiographic operations and who is responsible to the licensee or registrant for assuring compliance with the requirements of the agency's regulations and the conditions of the license or registration.

"Radiographer certification" means written approval received from a certifying entity stating that an individual has satisfactorily met the radiation safety, testing, and experience criteria in 12VAC5-481-1320.

"Radiographer instructor" means any radiographer who has been authorized by the agency to provide on-the-job training to radiographer trainees in accordance with Part V (12VAC5-481-1170 et seq.) of this chapter.

"Radiographer trainee" means any individual who, under the personal supervision of a radiographer instructor, uses sources of radiation, related handling tools, or radiation survey instruments during the course of his instruction.

"Radiographer's assistant" means any individual who under the direct supervision of a radiographer, uses radiographic exposure devices, sources of radiation, related handling tools, or radiation survey instruments in industrial radiography.

"Radiographic exposure device" means any instrument containing a sealed source fastened or contained therein, in which the sealed source or shielding thereof may be moved, or otherwise changed, from a shielded to unshielded position for purposes of making a radiographic exposure.

"Radiographic operations" means all activities performed with a radiographic exposure device, or with a radiation machine. Activities include using, transporting except by common or contract carriers, or storing at a temporary job site, performing surveys to confirm the adequacy of boundaries, setting up equipment, and any activity inside restricted area boundaries. Transporting a radiation machine is not considered a radiographic operation.

"Radiographic personnel" means any radiographer, radiographer instructor, or radiographer trainee.

"Radiography" means:

1. For radioactive materials: See "Industrial radiography."

2. For x-ray: A technique for generating and recording an x-ray pattern for the purpose of providing the user with an image after termination of the exposure.

"Rating" means the operating limits as specified by the component manufacturer.

"Reasonably maximally exposed individual" means, as used in Part XVI (12VAC5-481-3460 et seq.) of this chapter, a representative of a population who is exposed to TENORM at the maximum TENORM concentration measured in environmental media found at a site along with reasonable maximum case exposure assumptions. The exposure is determined by using maximum values for one or more of the most sensitive parameters affecting exposure, based on cautious but reasonable assumptions, while leaving the others at their mean value.

"Recording" means producing a retrievable form of an image resulting from x-ray photons.

"Redundant beam monitoring system" means a combination of two dose monitoring systems in which each system is designed to terminate irradiation in accordance with a preselected number of dose monitor units.

"Reference man" means a hypothetical aggregation of human physical and physiological characteristics determined by international consensus. These characteristics may be used by researchers and public health employees to standardize results of experiments and to relate biological insult to a common base. A description of the reference man is contained in the International Commission on Radiological Protection report, ICRP Publication 23, "Report of the Task Group on Reference Man."

"Reference plane" means a plane that is displaced from and parallel to the tomographic plane.

"Registrant" means any person who is registered with the agency and is legally obligated to register with the agency pursuant to these regulations and the Act.

"Registration" means registration with the agency in accordance with the regulations adopted by the agency.

"Regulations of the U.S. Department of Transportation" means the regulations in 49 CFR Parts 100 - 189.

"Rem" means the special unit of any of the quantities expressed as dose equivalent. The dose equivalent in rems is equal to the absorbed dose in rad multiplied by the quality factor (1 rem = 0.01 Sv).

"Reportable event" means the administration of either:

1. A diagnostic x-ray exposure where an actual or suspected acute or long-term functional damage to an organ or a physiological system has occurred. Exempt from this reporting requirement is any event when any

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functional damage to a patient organ or a physiological system that was an expected outcome when the causative procedures were prescribed;

2. A procedure where the patient or operator is injured as a result of a mechanical injury;

3. A teletherapy x-ray or electron dose where the calculated weekly administered dose differs from the weekly prescribed dose by 15% or more; or

4. A brachytherapy x-ray dose where the calculated administered dose differs from the prescribed dose by 10% or more.

"Research and development" means (i) theoretical analysis, exploration, or experimentation; or (ii) the extension of investigative findings and theories of a scientific or technical nature into practical application for experimental and demonstrative purposes, including the experimental production and testing of models, devices, equipment, materials, and processes. Research and development does not include the internal or external administration of radiation or radioactive material to human beings.

"Residential location" means any area where structures in which people lodge or live are located, and the grounds on which such structures are located including, but not limited to, houses, apartments, condominiums, and garages.

"Residual radioactive material" means (i) waste (that the U.S. Secretary of Energy determines to be radioactive) in the form of tailings resulting from the processing of ores for the extraction of uranium and other valuable constituents of the ores and (ii) other waste (that the U.S. Secretary of Energy determines to be radioactive) at a processing site that relates to such processing, including any residual stock of unprocessed ores or low-grade materials. This term is used only with respect to materials at sites subject to remediation under Title I of the Uranium Mill Tailings Radiation Control Act of 1978, as amended.

"Residual radioactivity" means radioactivity in structures, materials, soils, groundwater, and other media at a site resulting from activities under the licensee's control. This includes radioactivity from all licensed and unlicensed sources used by the licensee, but excludes background radiation. It also includes radioactive materials remaining at the site as a result of routine or accidental releases of radioactive materials at the site and previous burials at the site, even if those burials were made in accordance with the provisions of Part IV (12VAC5-481-600 et seq.) of this chapter.

"Residual waste" means low-level radioactive waste resulting from processing or decontamination activities that cannot be easily separated into distinct batches attributable to specific waste generators. This waste is attributable to the processor or decontamination facility, as applicable.

"Respiratory protective device" means an apparatus, such as a respirator, used to reduce an individual's intake of airborne radioactive materials.

"Restricted area" means an area, access to which is limited by the licensee or registrant for the purpose of protecting individuals against undue risks from exposure to radiation and radioactive materials. Restricted area does not include areas used as residential quarters, but separate rooms in a residential building may be set apart as a restricted area.

"Reviewing official" means the individual who shall make the trustworthiness and reliability determination of an individual to determine whether the individual may have, or continue to have, unescorted access to the Category 1 or Category 2 quantities of radioactive materials that are possessed by the licensee.

"Roentgen" means the special unit of exposure. One roentgen (R) equals 2.58E-4 coulombs per kilogram of air (see "Exposure" and 12VAC5-481-240).

"S-tube" means a tube through which the radioactive source travels when inside a radiographic exposure device.

"Sabotage" means deliberate damage, with malevolent intent, to a Category 1 or Category 2 quantity of radioactive material, a device that contains a Category 1 or Category 2 quantity of radioactive material, or the components of the security system.

"Safe haven" means a readily recognizable and readily accessible site at which security is present or from which, in the event of an emergency, the transport crew can notify and wait for the local law-enforcement authorities.

"Sanitary sewerage" means a system of public sewers for carrying off waste water and refuse, but excluding sewage treatment facilities, septic tanks, and leach fields owned or operated by the licensee or registrant.

"Scan" means the complete process of collecting x-ray transmission data for the production of a tomogram. Data can be collected simultaneously during a single scan for the production of one or more tomograms.

"Scan increment" means the amount of relative displacement of the patient with respect to the CT x-ray system between successive scans measured along the direction of such displacement.

"Scan sequence" means a preselected set of two or more scans performed consecutively under preselected CT conditions of operation.

"Scan time" means the period of time between the beginning and end of x-ray transmission data accumulation for a single scan.

"Scattered radiation" means ionizing radiation emitted by interaction of ionizing radiation with matter, the interaction

being accompanied by a change in direction of the radiation. Scattered primary radiation means that scattered radiation which has been deviated in direction only by materials irradiated by the useful beam.

"Sealed source" means any radioactive material that is encased in a capsule designed to prevent leakage or escape of any radioactive material.

"Secondary dose monitoring system" means a system which will terminate irradiation in the event of failure of the primary dose monitoring system.

"Security zone" means any temporary or permanent area determined and established by the licensee for the physical protection of Category 1 or Category 2 quantities of radioactive material.

"Seismic area" means any area where the probability of a horizontal acceleration in rock of more than 0.3 times the acceleration of gravity in 250 years is greater than 10%, as designated by the United States Geological Survey.

"Self-contained breathing apparatus" or "SCBA" means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

"Shadow tray" means a device attached to the radiation head to support auxiliary beam blocking material.

"Shallow dose equivalent" or "H<sub>s</sub>," which applies to the external exposure of the skin or an extremity, means the dose equivalent at a tissue depth of 0.007 centimeter (7 mg/cm<sup>2</sup>).

"Shielded position" means the location within the radiographic exposure device or storage container which, by manufacturer's design, is the proper location for storage of the sealed source.

"Shielded-room radiography" means industrial radiography conducted in a room shielded so that radiation levels at every location on the exterior meet the limitations specified in 12VAC5-481-640.

"Shipper" means the licensed entity (i.e., the waste generator, waste collector, or waste processor) who offers low-level radioactive waste for transportation, typically consigning this type of waste to a licensed waste collector, waste processor, or land disposal facility operator.

"Shipping paper" means NRC Form 540 and, if required, NRC Form 540A, which includes the information required by the U.S. Department of Transportation in 49 CFR Part 172.

"Shutter" means a device attached to the tube housing assembly which can intercept the entire cross sectional area of the useful beam and which has a lead equivalency not less than that of the tube housing assembly.

"SI" means the abbreviation for the International System of Units.

"SID" (See "Source-image receptor distance").

"Sievert" or "Sv" means the SI unit of any of the quantities expressed as dose equivalent. The dose equivalent in sievert is equal to the absorbed dose in gray multiplied by the quality factor (1 Sv = 100 rem).

"Simulator" or "radiation therapy simulation system" means any x-ray system intended for localizing the volume to be exposed during radiation therapy and reproducing the position and size of the therapeutic irradiation field.

"Single tomogram system" means a CT x-ray system that obtains x-ray transmission data during a scan to produce a single tomogram.

"Site area emergency" means events may occur, are in progress, or have occurred that could lead to a significant release of radioactive material and that could require a response by offsite response organizations to protect persons offsite.

"Site boundary" means that line beyond which the land or property is not owned, leased, or otherwise controlled by the licensee.

"Site closure and stabilization" means those actions that are taken upon completion of operations that prepare the disposal site for custodial care and that assure that the disposal site will remain stable and will not need ongoing active maintenance.

"Source" means the focal spot of the x-ray tube.

"Source assembly" means an assembly that consists of the sealed source and a connector that attaches the source to the control cable. The source assembly may include a ballstop to secure the source in the shielded position.

"Source changer" means a device designed and used for replacement of sealed sources in radiographic exposure devices, including those source changers also used for transporting and storage of sealed sources.

"Source holder" means a housing or assembly into which a radioactive source is placed for the purpose of facilitating the handling and use of the source in well-logging operations.

"Source-image receptor distance" means the distance from the source to the center of the input surface of the image receptor.

"Source material" means:

1. Uranium or thorium, or any combination thereof, in any physical or chemical form; or
2. Ores that contain by weight one-twentieth of 1.0% (0.05%) or more of uranium, thorium or any combination of uranium and thorium. Source material does not include special nuclear material.

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"Source of radiation" means any radioactive material or any device or equipment emitting, or capable of producing, radiation.

"Source-skin distance" or "SSD" means the distance from the source to the center of the entrant x-ray field in the plane tangent to the patient's skin surface.

"Source traceability" means the ability to show that a radioactive source has been calibrated either by the national standards laboratory of the National Institute of Standards and Technology, or by a laboratory that participates in a continuing measurement quality assurance program with National Institute of Standards and Technology or other equivalent national or international program.

"Special form radioactive material" means radioactive material that satisfies the following conditions:

1. It is either a single solid piece or is contained in a sealed capsule that can be opened only by destroying the capsule;
2. The piece or capsule has at least one dimension not less than five millimeters (0.2 in.); and
3. It satisfies the requirements of 10 CFR 71.75. A special form encapsulation designed in accordance with the NRC requirements of 10 CFR 71.4 in effect on June 30, 1983 (see 10 CFR Part 71, revised as of January 1, 1983), and constructed before July 1, 1985; a special form encapsulation designed in accordance with the requirements of 10 CFR 71.4 in effect on March 31, 1996 (see 10 CFR Part 71, revised as of January 1, 1996), and constructed before April 1, 1998; and special form material that was successfully tested before September 10, 2015, in accordance with the requirements of 10 CFR 71.75(d) in effect before September 10, 2015, may continue to be used. Any other special form encapsulation must meet requirements of this definition.

"Special nuclear material" means:

1. Plutonium, uranium-233, uranium enriched in the isotope 233 or in the isotope 235, and any other material the NRC, pursuant to the provisions of § 51 of the Atomic Energy Act of 1954, as amended, (42 USC § 2071) determines to be special nuclear material, but does not include source material; or
2. Any material artificially enriched by any of the foregoing but does not include source material.

"Special nuclear material in quantities not sufficient to form a critical mass" means uranium enriched in the isotope U-235 in quantities not exceeding 350 grams of contained U-235; uranium-233 in quantities not exceeding 200 grams; plutonium in quantities not exceeding 200 grams; or any combination of them in accordance with the following formula: For each kind of special nuclear material, determine the ratio between the quantity of that special nuclear material

and the quantity specified above for the same kind of special nuclear material. The sum of such ratios for all of the kinds of special nuclear material in combination shall not exceed 1. For example, the following quantities in combination would not exceed the limitation and are within the formula:

$$(175 \text{ grams contained U235/350}) + (50 \text{ grams U} - 233/200) + (50 \text{ grams Pu/200}) = 1$$

"Specific activity of a radionuclide" means the radioactivity of a radionuclide per unit mass of that nuclide. The specific activity of a material in which the radionuclide is essentially uniformly distributed is the radioactivity per unit mass of the material.

"Spot film" means a radiograph that is made during a fluoroscopic examination to permanently record conditions that exist during that fluoroscopic procedure.

"Spot-film device" means a device intended to transport or position a radiographic image receptor between the x-ray source and fluoroscopic image receptor. It includes a device intended to hold a cassette over the input end of an image intensifier for the purpose of making a radiograph.

"Stability" means structural stability.

"State inspector" means an employee of the Virginia Department of Health designated to perform those duties or functions assigned the Radiological Health Program.

"Stationary beam radiation therapy" means radiation therapy without displacement of one or more mechanical axes relative to the patient during irradiation.

"Stationary x-ray equipment" (See "x-ray equipment").

"Stochastic effect" means a health effect that occurs randomly and for which the probability of the effect occurring, rather than its severity, is assumed to be a linear function of dose without threshold. Hereditary effects and cancer incidence are examples of stochastic effects. For purposes of this chapter, "probabilistic effect" is an equivalent term.

"Storage" means a condition in which a device or source is not being used for an extended period of time, and has been made inoperable.

"Storage area" means any location, facility, or vehicle that is used to store and secure a radiographic exposure device, a radiation machine, or a storage container when it is not used for radiographic operations. Storage areas are locked or have a physical barrier to prevent accidental exposure, tampering, or unauthorized removal of the device, machine, or container.

"Storage container" means a device in which sealed sources or radiation machines are secured and stored.

"Stray radiation" means the sum of leakage and scattered radiation.

"Subsurface tracer study" means the release of a substance tagged with radioactive material for the purpose of tracing the movement or position of the tagged substance in the well-bore or adjacent formation.

"Supplied-air respirator," "airline respirator," or "SAR" means an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

"Surface contaminated object" or "SCO" means a solid object that is not itself classed as radioactive material, but that has radioactive material distributed on any of its surfaces. An SCO must be in one of two groups with surface activity not exceeding the following limits:

1. SCO-I: A solid object on which:

a. The nonfixed contamination on the accessible surface averaged over 300 cm<sup>2</sup>, or the area of the surface if less than 300 cm<sup>2</sup>, does not exceed four becquerel per cm<sup>2</sup> (1 E-04 μCi/cm<sup>2</sup>) for beta and gamma and low toxicity alpha emitters, or 0.4 becquerel per cm<sup>2</sup> (1 E-05 μCi/cm<sup>2</sup>) for all other alpha emitters;

b. The fixed contamination on the accessible surface averaged over 300 cm<sup>2</sup>, or the area of the surface if less than 300 cm<sup>2</sup>, does not exceed 4 E+04 becquerel per cm<sup>2</sup> (1.0 μCi/cm<sup>2</sup>) for beta and gamma and low toxicity alpha emitters, or 4 E+03 becquerel per cm<sup>2</sup> (0.1 μCi/cm<sup>2</sup>) for all other alpha emitters; and

c. The nonfixed contamination plus the fixed contamination on the inaccessible surface averaged over 300 cm<sup>2</sup>, or the area of the surface if less than 300 cm<sup>2</sup>, does not exceed 4 E+04 becquerel per cm<sup>2</sup> (1 μCi/cm<sup>2</sup>) for beta and gamma and low toxicity alpha emitters, or 4 E+03 Becquerel per cm<sup>2</sup> (0.1 μCi/cm<sup>2</sup>) for all other alpha emitters.

2. SCO-II: A solid object on which the limits for SCO-I are exceeded and on which:

a. The nonfixed contamination on the accessible surface averaged over 300 cm<sup>2</sup>, or the area of the surface if less than 300 cm<sup>2</sup>, does not exceed 400 becquerel per cm<sup>2</sup> (1 E-02 μCi/cm<sup>2</sup>) for beta and gamma and low toxicity alpha emitters or 40 becquerel per cm<sup>2</sup> (1 E-03 μCi/cm<sup>2</sup>) for all other alpha emitters;

b. The fixed contamination on the accessible surface averaged over 300 cm<sup>2</sup>, or the area of the surface if less than 300 cm<sup>2</sup>, does not exceed 8 E+05 becquerel per cm<sup>2</sup> (20 μCi/cm<sup>2</sup>) for beta and gamma and low toxicity alpha emitters, or 8 E+04 becquerel per cm<sup>2</sup> (2 μCi/cm<sup>2</sup>) for all other alpha emitters; and

c. The nonfixed contamination plus the fixed contamination on the inaccessible surface averaged over 300 cm<sup>2</sup>, or the area of the surface if less than 300 cm<sup>2</sup>,

does not exceed 8 E+05 becquerel per cm<sup>2</sup> (20 μCi/cm<sup>2</sup>) for beta and gamma and low toxicity alpha emitters, or 8 E+04 becquerel per cm<sup>2</sup> (2 μCi/cm<sup>2</sup>) for all other alpha emitters.

"Surveillance" means monitoring and observation of the disposal site for purposes of visual detection of need for maintenance, custodial care, evidence of intrusion, and compliance with other license and regulatory requirements.

"Survey" means an evaluation of the radiological conditions and potential hazards incident to the production, use, transfer, release, disposal, or presence of radioactive material or other sources of radiation. When appropriate, such an evaluation includes a physical survey of the location of radioactive material and measurements or calculations of levels of radiation, or concentrations or quantities of radioactive material present.

"Tabletop, stationary" means a tabletop that, when assembled for use, is incapable of movement with respect to its supporting structure within the plane of the tabletop.

"Target" means that part of an x-ray tube or accelerator onto which a beam of accelerated particles is directed to produce ionizing radiation or other particles.

"Target-skin distance" or "TSD" means the distance measured along the beam axis from the center of the front surface of the x-ray target or electron virtual source, or both, to the surface of the irradiated object or patient.

"Technologically enhanced naturally occurring radioactive material" or "TENORM" means, as used in Part XVI (12VAC5-481-3460 et seq.) of this chapter, naturally occurring radionuclides whose concentrations are increased by or as a result of past or present human practices. TENORM does not include background radiation or the natural radioactivity of rocks or soils. TENORM does not include uranium or thorium in "source material" as defined in the AEA and NRC regulations.

"Technique factors" means the following conditions of operation:

1. For capacitor energy storage equipment, peak tube potential in kilovolts (kV) and quantity of charge in milliamperere-seconds (mAs);

2. For field emission equipment rated for pulsed operation, peak tube potential in kilovolts (kV), and number of x-ray pulses;

3. For CT equipment designed for pulsed operation, peak tube potential in kilovolts (kV), scan time in seconds, and either tube current in milliamperes (mA), x-ray pulse width in seconds, and the number of x-ray pulses per scan, or the product of tube current, x-ray pulse width, and the number of x-ray pulses in milliamperere-seconds (mAs);

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4. For CT equipment not designed for pulsed operation, peak tube potential in kilovolts (kV), and either tube current in milliamperes (mA) and scan time in seconds, or the product of tube current and exposure time in milliamperes-seconds (mAs) and the scan time when the scan time and exposure time are equivalent; and

5. For all other equipment, peak tube potential in kilovolts (kV), and either tube current in milliamperes (mA) and exposure time in seconds, or the product of tube current and exposure time in milliamperes-seconds (mAs).

"Telemetric position monitoring system" means a data transfer system that captures information by either instrumentation or measuring devices, or both, about the location and status of a transport vehicle or package between the departure and destination locations.

"Teletherapy physicist" means an individual identified as a qualified teletherapy physicist on an agency license.

"Teletherapy" means therapeutic irradiation in which the source of radiation is at a distance from the body.

"Temporary job site" means any location where industrial radiography, wireline service, well-logging, portable gauge or x-ray fluorescence use is performed and where licensed material may be stored other than those locations of use authorized on the license.

"Tenth-value layer" or "TVL" means the thickness of a specified material that attenuates x-radiation or gamma radiation to an extent such that the air kerma rate, exposure rate, or absorbed dose rate is reduced to one-tenth of the value measured without the material at the same point.

"Test" means the process of verifying compliance with an applicable regulation.

"Therapeutic radiation machine" means x-ray or electron-producing equipment designed and used for external beam radiation therapy. For the purpose of this chapter, devices used to administer electronic brachytherapy shall also be considered therapeutic radiation machines.

"These regulations" mean all parts of this chapter.

"Tight-fitting facepiece" means a respiratory inlet covering that forms a complete seal with the face.

"Tomogram" means the depiction of the x-ray attenuation properties of a section through the body.

"Tomographic plane" means that geometric plane that is identified as corresponding to the output tomogram.

"Tomographic section" means the volume of an object whose x-ray attenuation properties are imaged in a tomogram.

"Total effective dose equivalent" or "TEDE" means the sum of the effective dose equivalent for external exposures and the committed effective dose equivalent for internal exposures.

"Total organ dose equivalent" or "TODE" means the sum of the deep dose equivalent and the committed dose equivalent to the organ receiving the highest dose as described in 12VAC5-481-1040.

"Traceable to a National Standard" (See "Instrument traceability" or "Source traceability").

"Transfer" means, as used in Part XVI (12VAC5-481-3460 et seq.) of this chapter, the physical relocation of NORM containing materials not directly associated with commercial distribution within a business's operation or between general or specific licensees. This term does not include a change in legal title to NORM containing materials that does not involve physical movement of those materials.

"Transport container" means a package that is designed to provide radiation safety and security when sealed sources are transported and that meets all applicable requirements of the U.S. Department of Transportation.

"Transport index" or "TI" means the dimensionless number, rounded up to the next tenth, placed on the label of a package to designate the degree of control to be exercised by the carrier during transportation. The transport index is the number determined by multiplying the maximum radiation level in millisievert (mSv) per hour at one meter (3.3 feet) from the external surface of the package by 100 (equivalent to the maximum radiation level in millirem per hour at one meter (3.3 feet)).

"Treatment site" means the correct anatomical description of the area intended to receive a radiation dose, as described in a written directive.

"Tribal official" means the highest ranking individual that represents tribal leadership, such as the chief, president, or tribal council leadership.

"Tritium neutron generator target source" means a tritium source used within a neutron generator tube to produce neutrons for use in well-logging applications.

"Trustworthiness and reliability" means characteristics of an individual considered dependable in judgment, character, and performance, such that unescorted access to Category 1 or Category 2 quantities of radioactive material by that individual does not constitute an unreasonable risk to the public health and safety or security. A determination of trustworthiness and reliability for this purpose is based upon the results from a background investigation.

"Tube" means an x-ray tube, unless otherwise specified.

"Tube housing assembly" means the tube housing with tube installed. It includes high-voltage or filament transformers and other appropriate elements when such are contained within the tube housing.

"Tube rating chart" means the set of curves which specify the rated limits of operation of the tube in terms of the technique factors.

"Type A quantity" means a quantity of radioactive material, the aggregate radioactivity of which does not exceed  $A_1$  for special form radioactive material or  $A_2$  for normal form radioactive material, where  $A_1$  and  $A_2$  are given in Table 1 of 12VAC5-481-3770 F or may be determined by procedures described in 12VAC5-481-3770 A through E.

"Type B quantity" means a quantity of radioactive material greater than a Type A quantity.

"Underwater irradiator" means an irradiator in which the sources always remain shielded under water and humans do not have access to the sealed sources or the space subject to irradiation without entering the pool.

"Underwater radiography" means radiographic operations performed when the radiographic exposure device or radiation machine or related equipment are beneath the surface of the water.

"Unescorted access" means solitary access to an aggregated Category 1 or Category 2 quantity of radioactive material or the devices that contain the material.

"Uniform Low-Level Radioactive Waste Manifest" or "uniform manifest" means the combination of NRC Forms 540 and 541, and, if necessary, 542, and their respective continuation sheets as needed, or equivalent.

"Unirradiated uranium" means uranium containing not more than  $2 \times 10^3$  Bq of plutonium per gram of uranium-235, not more than  $9 \times 10^6$  Bq of fission products per gram of uranium-235, and not more than  $5 \times 10^{-3}$  g of uranium-236 per gram of uranium-235.

"Unrefined and unprocessed ore" means ore in its natural form prior to any processing, such as grinding, roasting, beneficiating, or refining. Processing does not include sieving or encapsulating of ore or preparation of samples for laboratory analysis.

"Unrestricted area" means an area, access to which is neither limited nor controlled by the licensee or registrant. For purposes of these regulations, "uncontrolled area" is an equivalent term.

"Uranium - natural, depleted, enriched"

1. "Natural uranium" means uranium (which may be chemically separated) with the naturally occurring distribution of uranium isotopes, which is approximately 0.711 weight percent uranium-235, and the remainder by weight essentially uranium-238.

2. "Depleted uranium" means uranium containing less uranium-235 than the naturally occurring distribution of uranium isotopes.

3. "Enriched uranium" means uranium containing more uranium-235 than the naturally occurring distribution of uranium isotopes.

"Uranium sinker bar" means a weight containing depleted uranium used to pull a logging tool down toward the bottom of a well.

"Useful beam" means the radiation that passes through the tube housing port and the aperture of the beam-limiting device when the exposure switch or timer is activated.

"User seal check" or "fit check" means an action conducted by the respirator user to determine if the respirator is properly seated to the face. Examples include negative pressure check, positive pressure check, irritant smoke check, or isoamyl acetate check.

"Variable-aperture beam-limiting device" means a beam-limiting device which has capacity for stepless adjustment of the x-ray field size at a given SID.

"Very high radiation area" means an area, accessible to individuals, in which radiation levels from radiation sources external to the body could result in an individual receiving an absorbed dose in excess of five Gy (500 rad) in one hour at one meter from a source of radiation or one meter from any surface that the radiation penetrates.

"Virtual simulator" means a computed tomography (CT) unit used in conjunction with relevant software that recreates the treatment machine and that allows import, manipulation, display, and storage of images from CT or other imaging modalities, or both.

"Virtual source" means a point from which radiation appears to originate.

"Visible area" means that portion of the input surface of the image receptor over which incident x-ray photons are producing a visible image.

"Visiting authorized user" means an authorized user who is not identified on the license of the licensee being visited.

"Waste" means those low-level radioactive wastes containing source, special nuclear, or byproduct material that are acceptable for disposal in a land disposal facility. For the purposes of this definition, low-level radioactive waste means radioactive waste not classified as high-level radioactive waste, transuranic waste, spent nuclear fuel, or byproduct material as defined in subdivisions 2, 3, and 4 of the definition of byproduct material.

"Waste collector" means an entity, operating under a specific license, whose principal purpose is to collect and consolidate waste generated by others, and to transfer this waste, without processing or repackaging the collected waste, to another licensed waste collector, licensed waste processor, or licensed land disposal facility.



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"Waste description" means the physical, chemical and radiological description of a low-level radioactive waste as called for on NRC Form 541.

"Waste generator" means an entity, operating under a license, that (i) possesses any material or component that contains radioactivity or is radioactively contaminated for which the licensee foresees no further use, and (ii) transfers this material or component to a licensed land disposal facility or to a licensed waste collector or processor for handling or treatment prior to disposal. A licensee performing processing or decontamination services may be a "waste generator" if the transfer of low-level radioactive waste from its facility is defined as "residual waste."

"Waste handling licensees" mean persons licensed to receive and store radioactive wastes prior to disposal or persons licensed to dispose of radioactive waste.

"Waste processor" means an entity, operating under a specific license, whose principal purpose is to process, repackage, or otherwise treat low-level radioactive material or waste generated by others prior to eventual transfer of waste to a licensed low-level radioactive waste land disposal facility.

"Waste type" means a waste within a disposal container having a unique physical description (i.e., a specific waste descriptor code or description; or a waste sorbed on or solidified in a specifically defined media).

"Wedge filter" means a filter that effects continuous change in transmission over all or a part of the useful beam.

"Week" means seven consecutive days starting on Sunday.

"Weighting factor" or "w<sub>T</sub>" for an organ or tissue (T) means the proportion of the risk of stochastic effects resulting from irradiation of that organ or tissue to the total risk of stochastic effects when the whole body is irradiated uniformly. For calculating the effective dose equivalent, the values of w<sub>T</sub> are:

| Organ Dose Weighting Factors |                    |
|------------------------------|--------------------|
| Organ or Tissue              | w <sub>T</sub>     |
| Gonads                       | 0.25               |
| Breast                       | 0.15               |
| Red bone marrow              | 0.12               |
| Lung                         | 0.12               |
| Thyroid                      | 0.03               |
| Bone surfaces                | 0.03               |
| Remainder                    | 0.30 <sup>a/</sup> |
| Whole Body                   | 1.00 <sup>b/</sup> |

<sup>a/</sup>0.30 results from 0.06 for each of five "remainder" organs, excluding the skin and the lens of the eye, that receive the highest doses.

<sup>b/</sup>For the purpose of weighting the external whole body dose for adding it to the internal dose, a single weighting factor, w<sub>T</sub> = 1.0, has been specified. The use of other weighting factors for external exposure will be approved on a case-by-case basis until such time as specific guidance is issued.

"Well-bore" means a drilled hole in which wireline service operations or subsurface tracer studies are performed.

"Well-logging" means all operations involving the lowering and raising of measuring devices or tools that may contain sources of radiation into well-bores or cavities for the purpose of obtaining information about the well or adjacent formations.

"Whole body" means, for purposes of external exposure, head, trunk including male gonads, arms above the elbow, or legs above the knee.

"Wireline" means a cable containing one or more electrical conductors that is used to lower and raise logging tools in the well-bore.

"Wireline service operation" means any evaluation or mechanical service that is performed in the well-bore using devices on a wireline.

"Worker" means an individual engaged in work under a license or registration issued by the agency and controlled by a licensee or registrant but does not include the licensee or registrant.

"Working level" or "WL" means any combination of short-lived radon daughters in one liter of air that will result in the ultimate emission of 1.3E+5 MeV of potential alpha particle energy. The short-lived radon daughters of radon-222 are polonium-218, lead-214, bismuth-214, and polonium-214; and those of radon-220 are polonium-216, lead-212, bismuth-212, and polonium-212.

"Working level month" or "WLM" means an exposure to one working level for 170 hours. Two thousand working hours per year divided by 12 months per year is approximately equal to 170 hours per month.

"Written directive" means ~~an order in writing for a specific patient, dated and signed by an authorized user prior to the administration of a radiopharmaceutical or radiation, except as specified in subdivision 6 of this definition, containing the following information:~~ an authorized user's written order for the administration of radioactive material, radiation from radioactive material, or radiation from a radiation producing machine to a specific patient or human research subject.

~~1. For any administration of quantities greater than 1.11 megabecquerels (30 mCi) of sodium iodide I 125 or I 131; the radionuclide, and dosage;~~

~~2. For a therapeutic administration of a radiopharmaceutical other than sodium iodide I 125 or I~~

~~131: the radiopharmaceutical, dosage, and route of administration;~~

~~3. For gamma stereotactic radiosurgery: target coordinates, collimator size, plug pattern, and total dose;~~

~~4. For teletherapy: the total dose, dose per fraction, treatment site, and overall treatment period;~~

~~5. For high dose rate remote afterloading brachytherapy: the radionuclide, treatment site, and total dose; or~~

~~6. For all other brachytherapy,~~

~~a. Prior to implantation: the radionuclide, number of sources, and source strengths; and~~

~~b. After implantation but prior to completion of the procedure: the radionuclide, treatment site, and total source strength and exposure time (or, equivalently, the total dose).~~

"X-ray control" means a device that controls input power to the x-ray high-voltage generator or the x-ray tube. It includes equipment such as timers, phototimers, automatic brightness stabilizers, and similar devices, which control the technique factors of an x-ray exposure.

"X-ray exposure control" means a device, switch, button or other similar means by which an operator initiates or terminates the radiation exposure. The x-ray exposure control may include such associated equipment as timers and back-up timers.

"X-ray equipment" means an x-ray system, subsystem, or component thereof. Types of x-ray equipment are as follows:

1. "Mobile x-ray equipment" means x-ray equipment mounted on a permanent base with wheels or casters for moving while completely assembled.
2. "Portable x-ray equipment" means x-ray equipment designed to be hand-carried.
3. "Stationary x-ray equipment" means x-ray equipment that is installed in a fixed location.

"X-ray field" means that area of the intersection of the useful beam and any one of the sets of planes parallel to and including the plane of the image receptor, whose perimeter is the locus of points at which the AKR is one-fourth of the maximum in the intersection.

"X-ray high-voltage generator" means a device that transforms electrical energy from the potential supplied by the x-ray control to the tube operating potential. The device may also include means for transforming alternating current to direct current, filament transformers for the x-ray tubes, high-voltage switches, electrical protective devices, and other appropriate elements.

"X-ray system" means an assemblage of components for the controlled production of x-rays. It includes minimally an x-

ray high-voltage generator, an x-ray control, a tube housing assembly, a beam-limiting device, and the necessary supporting structures. Additional components that function with the system are considered integral parts of the system.

"X-ray table" means a patient support device with its patient support structure (tabletop) interposed between the patient and the image receptor during radiography or fluoroscopy. This includes, but is not limited to, any stretcher equipped with a radiolucent panel and any table equipped with a cassette tray (or bucky), cassette tunnel, fluoroscopic image receptor, or spot-film device beneath the tabletop.

"X-ray tube" means any electron tube that is designed for the conversion of electrical energy into x-ray energy.

"Year" means the period of time beginning in January used to determine compliance with the provisions of this chapter. The licensee or registrant may change the starting date of the year used to determine compliance by the licensee or registrant provided that the change is made at the beginning of the year. If a licensee or registrant changes in a year, the licensee or registrant shall assure that no day is omitted or duplicated in consecutive years.

**12VAC5-481-2970. Exemptions.**

A. Common and contract carriers, freight forwarders, and warehouse workers that are subject to the requirements of the United States Department of Transportation (DOT) in 49 CFR Part 170 through 49 Part CFR 189 or the United States Postal Service in the Postal Service Domestic Mail Manual (DMM), Section C-023.9.0, and the United States Postal Service, are exempt from the requirements of this part to the extent that they transport or store radioactive material in the regular course of their carriage for others or storage incident thereto. Common and contract carriers that are not subject to the requirements of the DOT or United States Postal Service are subject to 12VAC5-481-2960 and other applicable requirements of these regulations.

B. A licensee is exempt from all the requirements of this part with respect to shipment or carriage of the following low-level materials:

1. Natural material and ores containing naturally occurring radionuclides that are either in their natural state, or have only been processed for purposes other than the extraction of the radionuclides, and that are not intended to be processed for use of these radionuclides, provided the activity concentration of the material does not exceed 10 times the values specified in Table 2 or Table 3 of 12VAC5-481-3770.

2. Materials for which the activity concentration is not greater than the activity concentration values specified in Table 2 or Table 3 of 12VAC5-481-3770, or for which the consignment activity is not greater than the limit for an

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exempt consignment found in Table 2 or Table 3 of 12VAC5-481-3770.

3. Nonradioactive solid objects with radioactive substances present on any surfaces in quantities not in excess of the levels cited in the definition of "contamination" in 12VAC5-481-10.

C. Fissile material meeting one of the following requirements are exempt from classification as fissile material and from the fissile material package standards of 10 CFR 71.55 and 10 CFR 71.59, but are subject to all other requirements of 10 CFR 71, except as noted.

1. Individual package containing two grams or less fissile material.

2. Individual or bulk packaging containing 15 grams or less of fissile material provided the package has at least 200 grams of solid nonfissile material for every gram of fissile material. Lead, beryllium, graphite, and hydrogenous material enriched in deuterium may be present in the package but must not be included in determining the required mass for solid nonfissile material.

3. Low concentrations of solid fissile material commingled with solid nonfissile material, provided that there is at least 2,000 grams of solid nonfissile material for every gram of fissile material, and there is no more than 180 grams of fissile material distributed within 360 kg of contiguous nonfissile material. Lead, beryllium, graphite, and hydrogenous material enriched in deuterium may be present in the package but must not be included in determining the required mass of solid nonfissile material.

4. Uranium enriched in uranium-235 to a maximum of 1.0% by weight, and with total plutonium and uranium-233 content of up to 1.0% of the mass of uranium-235, provided that the mass of any beryllium, graphite, and hydrogenous material enriched in deuterium constitutes less than 5.0% of the uranium mass, and that the fissile material is distributed homogeneously and does not form a lattice arrangement within the package.

5. Liquid solutions of uranyl nitrate enriched in uranium-235 to a maximum of 2.0% by mass, with a total plutonium and uranium-233 content not exceeding 0.002% of the mass of uranium, and with a minimum nitrogen to uranium atomic ratio (N/U) of 2. The material must be contained in at least a DOT Type A package.

6. Packages containing, individually, a total plutonium mass of not more than 1,000 grams, of which not more than 20% by mass may consist of plutonium-239, plutonium-241, or any combination of these radionuclides.

D. Any physician licensed by the Commonwealth of Virginia to dispense drugs in the practice of medicine is exempt from this section with respect to transport by the physician of radioactive material for use in the practice of

medicine provided the physician is an authorized user under Part VII (12VAC5-481-1660 et seq.).

## **12VAC5-481-3000. General license: NRC-approved packages.**

A. A general license is hereby issued to any licensee to transport, or to deliver to a carrier for transport, licensed material in a package for which a license, certificate of compliance (CoC), or other approval has been issued by the NRC. This general license applies only to a licensee who has a quality assurance program approved by the agency as satisfying the provisions of 12VAC5-481-3130.

B. This general license applies only to a licensee who:

1. Has a copy of the license, CoC, or other approval by the NRC of the package and has the drawings and other documents referenced in the approval relating to the use and maintenance of the packaging and to the actions to be taken prior to shipment;

2. Complies with the terms and conditions of the license, certificate, or other approval by the NRC, as applicable, and the applicable requirements of Part XIII (12VAC5-481-2950 et seq.) of this chapter;

3. Prior to the licensee's first use of the package, submits in writing to the ~~agency~~ NRC: ATTN: Document Control Desk, Director, Division of Spent Fuel Storage and Transportation, Office of Nuclear Material Safety and Safeguards, using an appropriate method listed in 10 CFR 71.1(a), the licensee's name and license number and the package identification number specified in the package approval ~~in accordance with 12VAC5-481-150~~; and

4. Has a quality assurance program that complies with 12VAC5-481-3130.

C. The general license in subsection A of this section applies only when the package approval authorizes use of the package under this general license.

D. For a Type B or fissile material package, the design of which was approved by the NRC before April 1, 1996, the general license is subject to the additional restrictions of 12VAC5-481-3010.

## Article 5

### Quality Assurance

## **12VAC5-481-3130. Quality assurance.**

A. Quality assurance requirements apply to the design, purchase, fabrication, handling, shipping, storing, cleaning, assembly, inspection, testing, operation, maintenance, repair, and modification of components of packaging that are important to safety. Quality assurance comprises all those planned and systematic actions necessary to provide adequate confidence that a system or component will perform satisfactorily in service. Quality assurance includes quality

control, which comprises those quality assurance actions related to control of the physical characteristics and quality of the material or component to predetermined requirements. ~~The licensee is responsible for the quality assurance requirements as they apply to design, fabrication, testing, and modification of packaging.~~ Each licensee is responsible for the quality assurance provision that applies to its use of packaging for the shipment of licensed material subject to this chapter.

B. Each licensee shall establish, maintain, and execute a quality assurance program satisfying each of that applicable criteria of this section, 10 CFR Part 71 Subpart H and satisfying any specific provisions that are applicable to the licensee's activities including procurement of packaging. The licensee shall execute the applicable criteria in a graded approach to an extent that is commensurate with the quality assurance requirement's importance to safety.

C. Before the use of any package for the shipment of licensed material subject to this rule, each licensee shall obtain approval of its quality assurance program. Using an appropriate method, each licensee shall file a description of its quality assurance program, including a discussion of which requirements of this section are applicable and how they will be satisfied by submitting the description to the agency.

D. A program for transport container inspection and maintenance limited to radiographic exposure devices, source changers, or packages transporting these devices and meeting the requirements of 12VAC5-481-1270 or equivalent NRC or agreement state requirement, is deemed to satisfy the requirements of 12VAC5-481-3000 and subsection B of this section.

E. The licensee shall be responsible for the establishment and execution of the quality assurance program. The licensee may delegate to others, such as contractors, agents, or consultants, the work of establishing and executing the quality assurance program, or any part of the quality assurance program, but shall retain responsibility for the program. The licensee shall clearly establish and delineate, in writing, the authority and duties of persons and organizations performing activities affecting the safety-related functions of structures, systems, and components. These activities include performing the functions associated with attaining quality objectives and the quality assurance functions. While the term licensee is used in these criteria, the requirements are applicable to whatever design, fabrication, assembly, and testing of the package is accomplished with respect to a package before the time a package is issued.

F. The quality assurance functions are:

1. Assuring that an appropriate quality assurance program is established and effectively executed; and

2. Verifying, by procedures such as checking, auditing, and inspection, that activities affecting the safety-related functions have been performed correctly.

G. The persons and organizations performing quality assurance functions must have sufficient authority and organizational freedom to:

1. Identify quality problems;
2. Initiate, recommend, or provide solutions; and
3. Verify implementation of solutions.

H. Changes to the quality assurance program.

1. Each quality assurance program approval holder shall submit a description of a proposed change to its ~~agreement state agency~~ approved quality assurance program that will reduce commitments in the program description as approved by the ~~agreement state agency~~. The quality assurance program approval holder shall not implement the change before receiving approval.

The description of a proposed change to the ~~agreement state agency~~ approved quality assurance program must identify the change, the reason for the change, and the basis for concluding that the revised program incorporating the change continues to satisfy the applicable requirements of this section.

2. Each quality assurance program approval holder may change a previously approved quality assurance program without prior ~~agreement state agency~~ approval if the change does not reduce the commitments in the quality assurance program previously approved by the ~~agreement state agency~~. Changes to the quality assurance program that do not reduce the commitments shall be submitted to the ~~agreement state agency~~ every 24 months. In addition to quality assurance program changes involving administrative improvements and clarifications, spelling corrections, and nonsubstantive changes to punctuation or editorial items, the following changes are not considered reductions in commitment:

- a. The use of a quality assurance standard approved by the ~~agreement state agency~~ that is more recent than the quality assurance standard in the licensee's current quality assurance program at the time of the change;
- b. The use of generic organizational position titles that clearly denote the position function, supplemented as necessary by descriptive text, rather than specific titles, provided that there is no substantive change to either the functions of the position or reporting requirements;
- c. The use of generic organization charts to indicate functional relationships, authorities, and responsibilities, or alternatively, the use of descriptive text, provided that there is no substantive change to the functional relationships, authorities, or responsibilities;

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# Regulations

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d. The elimination of quality assurance program information that duplicates language in quality assurance regulatory guides and quality assurance standards to which the quality assurance program approval holder has committed to on record; and

e. Organizational revisions that ensure that persons and organizations performing quality assurance functions continue to have the requisite authority and organizational freedom, including independence from cost and schedule when opposed to safety considerations.

3. Each quality assurance program approval holder shall maintain records of quality assurance program changes.

I. The licensee shall maintain sufficient written records to describe the activities affecting quality. These records must include the changes to the quality assurance program as required by subsection H of this section, the instructions, procedures, and drawings required by this section to prescribe quality assurance activities, and closely related specifications such as required qualifications of personnel, procedures, and equipment. The records must include the instructions or procedures that establish a records retention program that is consistent with applicable regulations and designates factors such as duration, location, and assigned responsibility. The licensee shall retain these records for three years beyond the date when the licensee last engaged in the activity for which the quality assurance program was developed. If any portion of the quality assurance program, written procedures or instructions is superseded, the licensee shall retain the superseded material for three years after it is superseded.

VA.R. Doc. No. R18-5355; Filed February 13, 2018, 11:05 a.m.

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## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### BOARD OF MEDICINE

#### Withdrawal of Regulatory Action

Title of Regulation: **18VAC85-80. Regulations Governing the Practice of Occupational Therapy (amending 18VAC85-80-71).**

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

The Board of Medicine has WITHDRAWN the regulatory action for **18VAC85-80, Regulations Governing the Practice of Occupational Therapy**, which was published as a fast-track rulemaking action in [32:21 VA.R. 2695-2697 June 13, 2016](#). Due to the receipt of 10 or more objections to use of the fast-track process, the board terminated the fast-track process and published a Notice of Objection to the Fast-track Rulemaking Action in [32:25 VA.R. 3428 August 8,](#)

[2016](#). The notice stated that the board intended to proceed with the action under the standard promulgation process set out in the Administrative Process Act, with the initial publication of the fast-track regulation serving as the Notice of Intended Regulatory Action.

The board has withdrawn the regulatory action, which included a provision allowing a licensee to fulfill the requirement for continuing education by maintenance of current certification by the National Board of Certification in Occupational Therapy. Other changes in the regulatory action were adopted in a separate action that became effective on December 14, 2017 ([34:5 VA.R. 574-576 October 30, 2017](#)).

Agency Contact: William L. Harp, M.D., Executive Director, Board of Medicine, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4558, FAX (804) 527-4429, or email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

VA.R. Doc. No. R16-4544; Filed February 7, 2018, 10:57 a.m.

## BOARD OF NURSING

### Final Regulation

Title of Regulation: **18VAC90-19. Regulations Governing the Practice of Nursing (amending 18VAC90-19-50).**

Statutory Authority: §§ 54.1-2400 and 54.1-3005 of the Code of Virginia.

Effective Date: April 4, 2018.

Agency Contact: Jay P. Douglas, R.N., Executive Director, Board of Nursing, 9960 Mayland Drive, Suite 300, Richmond, VA 23233-1463, telephone (804) 367-4520, FAX (804) 527-4455, or email [jay.douglas@dhp.virginia.gov](mailto:jay.douglas@dhp.virginia.gov).

#### Summary:

*The amendment requires that a nurse's name badge must follow the policy of the employment setting for name identification of health care practitioners.*

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

#### **18VAC90-19-50. Identification; accuracy of records.**

A. Any person regulated by this chapter who provides direct client care shall, while on duty, wear identification that is clearly visible and indicates the ~~person's first and last name and the~~ appropriate title for the license, registration, or student status under which he is practicing in that setting. Name identification on a badge for identification of health care practitioners shall follow the policy of the health care setting in which the nurse is employed. Any person practicing in hospital emergency departments, psychiatric and mental health units and programs, or in health care facilities units offering treatment for clients in custody of state or local law-enforcement agencies may use identification badges with first name and first letter only of last name and appropriate title.

B. A licensee who has changed his name shall submit as legal proof to the board a copy of the marriage certificate, a certificate of naturalization, or court order evidencing the change. A duplicate license shall be issued by the board upon receipt of such evidence and the required fee.

C. Each licensee shall maintain an address of record with the board. Any change in the address of record or in the public address, if different from the address of record, shall be submitted by a licensee electronically or in writing to the board within 30 days of such change. All notices required by law and by this chapter to be mailed by the board to any licensee shall be validly given when mailed to the latest address of record on file with the board.

VA.R. Doc. No. R17-05; Filed February 5, 2018, 5:23 p.m.

**BOARD OF PSYCHOLOGY**

**Final Regulation**

**REGISTRAR'S NOTICE:** The Board of Psychology is claiming an exemption from Article 2 of the Administrative Process Act in accordance with § 2.2-4006 A 6 of the Code of Virginia, which excludes regulations of the regulatory boards served by the Department of Health Professions pursuant to Title 54.1 of the Code of Virginia that are limited to reducing fees charged to regulants and applicants. The Board of Psychology will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

Titles of Regulations: **18VAC125-20. Regulations Governing the Practice of Psychology (amending 18VAC125-20-30).**

**18VAC125-30. Regulations Governing the Certification of Sex Offender Treatment Providers (amending 18VAC125-30-20).**

Statutory Authority: §§ 54.1-2400 and 54.1-3605 of the Code of Virginia.

Effective Date: April 4, 2018.

Agency Contact: Jaime Hoyle, Executive Director, Board of Psychology, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4406, FAX (804) 327-4435, or email jaime.hoyle@dhp.virginia.gov.

Summary:

*The amendments provide for a one-time fee reduction applicable to the 2018 renewal cycle for licensees and certificate holders.*

**18VAC125-20-30. Fees required by the board.**

A. The board has established fees for the following:

|  | Applied psychologists, Clinical psychologists, School psychologists | School psychologists-limited |
|--|---|------------------------------|
| 1. Registration of residency (per residency request) | \$50  | --                           |
| 2. Add or change supervisor                          | \$25  | --                           |
| 3. Application processing and initial licensure      | \$200   | \$85                         |
| 4. Annual renewal of active license                  | \$140   | \$70                         |
| 5. Annual renewal of inactive license                | \$70  | \$35                         |
| 6. Late renewal                                      | \$50  | \$25                         |
| 7. Verification of license to another jurisdiction   | \$25  | \$25                         |
| 8. Duplicate license                                 | \$5   | \$5                          |
| 9. Additional or replacement wall certificate        | \$15  | \$15                         |
| 10. Returned check                                   | \$35  | \$35                         |
| 11. Reinstatement of a lapsed license                | \$270   | \$125                        |
| 12. Reinstatement following revocation or suspension | \$500   | \$500                        |

B. Fees shall be made payable to the Treasurer of Virginia and forwarded to the board. All fees are nonrefundable.

C. Between ~~April 30, 2016~~ May 1, 2018, and June 30, 2016 2018, the following renewal fees shall be in effect:

1. For an active license as a clinical, applied, or school psychologist, it shall be \$84. For an inactive license as a clinical, applied, or school psychologist, it shall be \$42.
2. For an active license as a school psychologist-limited, it shall be \$42. For an inactive license as a school psychologist-limited, it shall be \$21.

# Regulations

## 18VAC125-30-20. Fees required by the board.

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

|  |       |
|--|-------|
| Registration of supervision  | \$50  |
| Add or change supervisor   | \$25  |
| Application processing and initial certification fee                   | \$90  |
| Certification renewal  | \$75  |
| Duplicate certificate  | \$5   |
| Late renewal   | \$25  |
| Reinstatement of an expired certificate                                | \$125 |
| Replacement of or additional wall certificate                          | \$15  |
| Returned check   | \$35  |
| Reinstatement following revocation or suspension                       | \$500 |
| One-time reduction in fee for renewal on June 30, <del>2016</del> 2018 | \$45  |

B. Fees shall be made payable to the Treasurer of Virginia. All fees are nonrefundable.

VA.R. Doc. No. R18-5412; Filed February 13, 2018, 1:42 p.m.

## TITLE 21. SECURITIES AND RETAIL FRANCHISING

### STATE CORPORATION COMMISSION

#### Final Regulation

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

**Title of Regulation:** 21VAC5-110. Retail Franchising Act Rules (amending 21VAC5-110-75).

**Statutory Authority:** §§ 12.1-13 and 13.1-572 of the Code of Virginia.

**Effective Date:** March 1, 2018.

**Agency Contact:** Jude C. Richnafsky, Senior Examiner, Division of Securities and Retail Franchising, State Corporation Commission, Tyler Building, 9th Floor, P.O. Box 1197, Richmond, VA 23218, telephone (804) 371-9051,

FAX (804) 371-9911, or email jude.richnafsky@scc.virginia.gov.

#### Summary:

*The amendments (i) provide an exemption for franchisors who offer or sell a single unit franchise in which the minimum initial investment is in excess of \$3 million, an amount based on Item 7 requirements of the Franchise Disclosure Document; (ii) require the filing of a notice of claim exemption on Form H, a uniform consent to service of process, and an entity resolution, if applicable; (iii) require the filing of a copy of the Franchise Disclosure Document on a CD-ROM in pdf format or other approved electronic media; and (iv) establish an initial exemption filing fee of \$500, a renewal fee of \$250, and a material amendment fee of \$100.*

AT RICHMOND, FEBRUARY 2, 2018

COMMONWEALTH OF VIRGINIA, ex rel.

STATE CORPORATION COMMISSION

CASE NO. SEC-2017-00050

Ex Parte: In the matter of  
Adopting Revisions to the Rules  
Governing the Virginia Retail Franchising Act

#### ORDER ADOPTING AMENDED RULES

By order entered on October 11, 2017, all interested persons were ordered to take notice that the State Corporation Commission ("Commission") would consider the adoption of a revision to Chapter 110 of Title 21 of the Virginia Administrative Code ("Regulations"). On October 18, 2017, the Division of Securities and Retail Franchising ("Division") sent the Order to Take Notice of the proposed Regulations to all registrants and applicants and to all interested parties pursuant to the Virginia Retail Franchising Act ("Act"), § 13.1-557 et seq. of the Code of Virginia, regarding the exemption for Substantial Investment in a Franchise ("Substantial Investment Exemption"). The Order to Take Notice describes the proposed amendments and afforded interested parties an opportunity to file written comments or requests for hearing by December 1, 2017.

The Commission received three comments on the proposed Substantial Franchise Exemption, one from the Franchise Practice Group of the law firm of Gray Plant Mooty ("Gray Plant Mooty");<sup>1</sup> one from Regina Amolsch, of the law firm of Plave Koch PLC ("Amolsch");<sup>2</sup> and one from Keith Kanouse.<sup>3</sup> In general, the commenters supported the Commission's adoption of the proposed exemption. There were no requests for hearing.

Commenters provided comments regarding: (i) the threshold investment amount; (ii) the actual initial investment as well as expanding the exemption to eliminate the notice filing and disclosure to potential franchisees; (iii) the definition of the

term "single unit franchise," (iv) adding the terms "or affiliates" after the term "franchisee representative;" and (v) redacting "in a type of business operated under the franchise" from the proposed exemption.

On January 16, 2018, the Division filed a response to the comments made on the proposed amendments.<sup>4</sup> Based upon those comments, the Division recommended that the Commission adopt certain requested revisions to the proposed Regulations, including: (i) reducing the threshold investment amount to claim the exemption from \$5 million to \$3 million; (ii) clarifying the term "actual minimum initial investment" to be those expenses designated in Item 7 of the franchise disclosure document; (iii) adding the language "or affiliates" after the term "franchisee representative;" and (iv) redacting the language "in a type of business operated under the franchise" from the proposed exemption.

The Division however, did not recommend that the Commission adopt the proposed amendments regarding the term "single unit franchise," nor did the Division recommend that the Commission expand the exemption to eliminate the notice filing provision and disclosure to potential franchisees.

NOW THE COMMISSION, upon consideration of the proposed amendments to the Regulations, as modified, the recommendation of the Division, and the record in this case, finds that the proposed amendments to the Regulations, as modified herein, should be adopted.

Accordingly, IT IS ORDERED THAT:

(1) The proposed regulations, as modified herein, attached hereto and made a part hereof are hereby ADOPTED effective March 1, 2018.

(2) This matter is dismissed from the Commission's docket, and the papers herein shall be placed in the file for ended causes.

AN ATTESTED COPY hereof shall be sent by regular mail to each of the following: Gray Plant Mooty, 500 IDS Center, 80 South 8th Street, Minneapolis, Minnesota 55402; Regina Amolsch, Esquire, Plave Koch PLLC, 12005 Sunrise Valley Drive, Suite 2200, Reston, Virginia 20191; and shall be sent via email to ramolsch@plavekoch.com and Keith@Kanouse.com; and copies also shall be given to the Commission's Division of Information Resources; the Commission's Office of General Counsel; and such other persons as the Division deems appropriate.

<sup>1</sup> Comments filed on November 30, 2017, Doc. Con. Cen. No. 171139340.

<sup>2</sup> Comments filed on December 1, 2017, Doc. Con. Cen. No. 171210003.

<sup>3</sup> The Division sent Mr. Kanouse a written response to his comments on November 28, 2017. His comments were not relevant to the proposed rules.

<sup>4</sup> Response of the Division of Securities and Retail Franchising to the Proposed Amendments to the Virginia Franchise Rules, Doc. Con. Cen. No. 180110203.

**21VAC5-110-75. Exemptions.**

Any offer or sale of a franchise in a transaction that meets the requirements of this section is exempt from the registration requirement of § 13.1-560 of the Act.

1. Sale or transfer by existing franchisee. The sale or transfer of a franchise by a franchisee who is not an affiliate of the franchisor for the franchisee's own account is exempt if:

a. The franchisee's entire franchise is sold or transferred, and the sale or transfer is not effected by or through the franchisor.

b. The sale or transfer is not effected by or through a franchisor merely because a franchisor has a right to approve or disapprove the sale or transfer or requires payment of a reasonable transfer fee.

2. Renewal or extension of existing franchise. The offer or sale of a franchise involving a renewal or extension of an existing franchise where there is no interruption in the operation of the franchised business, and there is no material change in the franchise relationship, is exempt. For purposes of this subdivision, an interruption in the franchised business solely for the purpose of renovating or relocating that business is not a material change in the franchise relationship or an interruption in the operation of the franchised business.

3. Offers and sales to existing franchisees. The offer or sale of an additional franchise to an existing franchisee of the franchisor for the franchisee's own account is exempt if the franchise being sold is substantially the same as the franchise that the franchisee has operated for at least two years at the time of the offer or sale of the franchise, provided the prior sale to the franchisee was pursuant to a franchise offering that was registered or exempt pursuant to the requirements of the Act.

4. Seasoned franchisor.

a. The offer or sale of a franchise by a franchisor is exempt if:

(1) The franchisor has a net equity, according to its most recently audited financial statements, of not less than ~~\$15,000,000~~ \$15 million on a consolidated basis, or ~~\$1,000,000~~ \$1 million on an unaudited basis and is at least 80% owned by a corporation or entity that has a net equity, on a consolidated basis, according to its most recently audited financial statements, of not less than ~~\$15,000,000~~ \$15 million, and the 80% owner guarantees the performance of the franchisor's obligations;

(2) The auditor's report accompanying the audited financial statements described in subdivision 4 a (1) of this section does not contain an explanatory paragraph



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expressing doubt as to the entity's ability to continue as a going concern; and

(3) The franchisor or any 80% owner of the franchisor or the franchisor's predecessor, or any combination thereof, has had at least 25 franchisees conducting substantially the same franchise business to be offered or sold for the entire five-year period immediately preceding the offer or sale;

b. The exemption set forth in this subdivision 4 of this section may be claimed only if the franchisor:

(1) Files a Form H Notice of Claim of Exemption and other material as set forth in subdivision 7 ~~8~~ of this section no later than 10 business days before the offer or sale of any franchise; and

(2) Submits financial statements demonstrating compliance with the conditions set forth in subdivision 4 a (1) of this section.

c. An initial exemption filing and any renewal filing shall expire after a period of one year. The franchisor shall file for a renewal by making an exemption filing if it intends to offer or sell franchises for any additional period annually, at least 10 business days before the expiration of the previously filed Notice of Claim of Exemption.

## 5. Institutional franchisee.

a. The offer or sale of a franchise to a bank, savings bank, savings and loan association, trust company, insurance company, investment company, or other financial institution, or to a broker-dealer is exempt when the:

(1) Purchaser is acting for itself or in a fiduciary capacity; and

(2) Franchise is not being purchased for the purpose of resale to an individual not exempt under this regulation.

b. The exemption set forth in subdivision 5 a of this section may be claimed only if the franchisor files an initial filing Form H, Notice of Claim of Exemption, and other material as set forth in subdivision 7 ~~8~~ a of this section, at least 10 business days before each offer or sale of each franchise.

## 6. Substantial investment.

a. The offer or sale of a franchise by a franchisor is exempt if:

(1) The offer or sale is of a single unit franchise in which the actual minimum initial investment is in excess of [ ~~\$5~~ \$3 ] million [ . This amount will be based on the Item 7 requirements of the Franchise Disclosure Document ];

(2) The prospective franchisee is represented by legal counsel in the transaction; and

(3) The franchisor reasonably believes immediately before making the offer or sale that the prospective franchisee, either alone or with the prospective franchisee's representative [ or affiliates ], has sufficient knowledge and experience [ ~~in the type of business operated under the franchise~~ ] such that the prospective franchisee is capable of evaluating the merits and risks of the prospective franchise investment.

b. The exemption set forth in subdivision 6 a of this section may be claimed only if the franchisor:

(1) Files a Form H, Notice of Claim of Exemption, and other materials as set forth in subdivision 8 of this section no later than 10 business days before the offer or sale of any franchise; and

(2) Obtains from the prospective franchisee a signed certification verifying the grounds for the exemption.

c. The exemption set forth in subdivision 6 a of this section applies only to the registration provisions, and not the disclosure provisions, of the Act.

d. An initial exemption filing and any renewal filing shall expire after a period of one year. The franchisor shall file for a renewal by making an exemption filing if it intends to offer or sell franchises for any additional period annually at least 10 business days before the expiration of the previously filed Form H, Notice of Claim of Exemption.

~~6. 7. Disclosure requirements. a. If a franchisor relies upon any of the exemptions set forth in subdivision 3, 4 or 5, or 6 of this section, the franchisor shall provide a disclosure document complying with 21VAC5-110-55 and 21VAC5-110-95 together with all proposed agreements relating to the sale of the franchise to a prospective franchisee 14 calendar days before the signing of the agreement or the payment of any consideration.~~

~~b. Franchisors filing a claim of exemption under subdivisions 4 or 5 of this section shall include a self-addressed stamped envelope by which the commission may return to the franchisor a confirmation of receipt of the filing and the exemption file number assigned. Correspondence shall refer to the assigned file number in all subsequent related filings and correspondence with the commission.~~

~~7. 8. Filing requirements for exemptions set forth in subdivisions 4 and 5, and 6 of this section.~~

a. Initial exemption filing.

(1) The initial exemption period shall expire after a period of one year.

(2) ~~Franchisor~~ The franchisor files an application for exemption of a franchise by filing with the commission no later than 10 business days before the offer or sale of

any franchise, the following completed forms and other material:

- (a) Notice of Claim of Exemption, Form H;
- (b) Uniform Consent to Service of Process, Form C;
- (c) If the applicant is a corporation or partnership, an authorizing resolution is required if the application is verified by a person other than applicant's officer or general partner;
- (d) Franchise Disclosure Document on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising;
- (e) ~~Files an~~ An undertaking by which it agrees to supply any additional information the commission may reasonably request; and
- (f) Application fee of \$500 (payable to the Treasurer of Virginia).

b. Amendment to exemption filing.

- (1) Upon the occurrence of a material change, the franchisor shall amend the effective exemption filed at the commission.
- (2) An application to amend a franchise exemption is made by submitting the following completed forms and other material:

- (a) Notice of Claim of Exemption, Form H;
- (b) One clean copy of the amended Franchise Disclosure Document on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising; and
- (c) Application fee of \$100 (payable to the Treasurer of Virginia).

c. Renewal exemption filing.

- (1) A franchise exemption expires at midnight on the annual exemption effective date. An application to renew the franchise exemption shall be filed 10 days prior to the expiration date in order to prevent a lapse of exemption under the Act.
- (2) An application for renewal of a franchise exemption is made by submitting the following completed forms and other material:
  - (a) Notice of Claim of Exemption, Form H;
  - (b) One clean copy of the Franchise Disclosure Document on a CD-ROM in PDF format or on other electronic media approved by the Division of Securities and Retail Franchising; and
  - (c) Application fee of \$250 (payable to the Treasurer of Virginia).

**NOTICE:** The following forms used in administering the regulation were filed by the agency. The forms are not being published; however, online users of this issue of the Virginia Register of Regulations may click on the name of a form with a hyperlink to access it. The forms are also available from the agency contact or may be viewed at the Office of the Registrar of Regulations, 900 East Main Street, 11th Floor, Richmond, Virginia 23219.

FORMS (21VAC5-110)

- [FORM A, Uniform Franchise Registration Application \(rev. 7/2008\)-](#)
- [FORM B, Franchisor's Costs and Sources of Funds \(rev. 7/2008\)-](#)
- [FORM C, Uniform Consent to Service of Process \(rev. 7/2008\)-](#)
- [FORM E, Affidavit of Compliance -- Franchise Amendment/Renewal \(rev. 7/2008\)-](#)
- [FORM F, Guarantee of Performance \(rev. 3/2013\)-](#)
- [FORM G, Franchisor's Surety Bond \(rev. 7/1999\)-](#)
- ~~[FORM H, Notice of Claim of Exemption \(rev. 7/08\)-](#)~~
- [FORM H, Notice of Claim of Exemption \(rev. 3/2018\)](#)
- [FORM K, Escrow Agreement \(eff. 7/2007\)-](#)

VA.R. Doc. No. R18-5246; Filed February 6, 2018, 5:18 p.m.

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## GUIDANCE DOCUMENTS

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Section 2.2-4103.1 of the Code of Virginia requires annual publication in the *Virginia Register* of guidance document lists from state agencies. A guidance document is defined as "...any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations..." Agencies are required to maintain a complete, current list of all guidance documents and make the full text of such documents available to the public.

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

### BOARD OF ACCOUNTANCY

Copies of the following documents may be viewed or obtained on regular work days from 8:15 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.

Questions regarding obtaining copies on interpretation or implementation of these documents may be directed to Wade A. Jewell, Executive Director, at the above address.

#### Guidance Documents:

[3638, Board of Accountancy Rights and Responsibilities under FOIA, 6/27/2016](#)

[3639, Adjudication Manual, 11/20/2013](#)

[5970, Board Policy #1: Trust Account, 4/30/2015](#)

[5971, Board Policy #2: Continuing Professional Education \(CPE\) Guidelines for Sponsors, 12/11/2015](#)

[5972, Board Policy #3: Substantially Equivalent Jurisdictions, 9/18/2012](#)

[5973, Board Policy #4: Continuing Professional Education \(CPE\) Guidelines for CPAs, 5/24/2017](#)

[5974, Board Policy #5: Publication of Board Disciplinary Action, 11/10/2016](#)

[5975, Board Policy #6: CPA and International Qualification Examinations, 4/30/2015](#)

[5976, Board Policy #7: Peer Review Oversight Committee \(PROC\), 6/30/2015](#)

[5977, Board Policy #8: Ethics Committee, 12/11/2015](#)

[5978, Board Policy #9: Active - CPE Exempt Status Procedure for Approval/Denial/Appeal, 4/30/2015](#)

[5979, Board Policy #10: Electronic Participation in Virginia Board of Accountancy Meetings, 11/7/2017](#)

[5980, Supplement to Adjudication Manual, 1/12/2016](#)

[6132, Education Handbook, 9/1/2017](#)

[6133, Providing Volunteer Services as a Virginia CPA, 4/23/2012](#)

[6208, CPE Violation Penalties - Guidelines, 4/27/2017](#)

[6230, Non-CPE Violation Penalties - Guidelines, 6/14/2017](#)

[6259, CPE Credit for Certifications/Exams/Licensures, 8/31/2017](#)

### 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. Electronic 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.

Questions regarding interpretation or implementation of these documents may be directed to Douglas N. Page, Director of Finance and 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 \(ARMICS\)](#) is updated routinely. This document provides risk management and internal control standards for state agencies and institutions.

[Commonwealth Accounting Policies and Procedures \(CAPP\) Manual](#) is prepared annually. This document provides accounting guidance for state agencies and institutions.

[Financial Statement Directives and Authoritative Guidance](#) is prepared annually. There are two documents: one for agencies and one for institutions that provide reporting requirements, which are necessary to compile the Comprehensive Annual Financial Report (CAFR) of the Comptroller as required by the Code of Virginia.

[Fiscal Year-End Closing Procedures](#) is prepared annually. This document provides guidance to agencies and institutions regarding requirements for fiscal year-end.

## DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

All guidance documents are available electronically at no charge from the Virginia Regulatory Town Hall or from the department website where indicated. However, 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 Virginia 23229. Contact the individual listed under the individual document for more information. If no listing appears, contact Leah Mills, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7610. Costs for printing hard copies of these documents vary with the document requested.

### Guidance Documents:

- 4518, [DARS Agency Brochure](#), 12/4/2013
- 4519, [Virginia Guide to Supported Employment and Job Coach Training Services](#), 5/13/2015
- 4520, [Consumer's Guide to Self-Employment](#), 7/1/2012
- 4521, [Vocational Evaluation Best Practices Manual](#), 10/28/1993
- 4522, [DRS Policy and Procedure Manual](#), 7/1/2017
- 4523, [DARS Services Reference Manual - Fee Schedule](#), 9/1/2016
- 4524, [DRS Training and Facilities Manual](#), 12/1/2014
- 4525, [Long-Term Employment Support Services \(LTISS\) and Extended Employment Services \(EES\) Policy Manual](#), 12/1/2015
- 4526, [2016–2020 Workforce Innovation and Opportunity Act Combined State Plan](#), 10/1/2017
- 4527, [Your Path To Work - The Vocational Rehabilitation Program Explained](#), 11/25/2015
- 4528, [DARS Services for Employers](#), 12/4/2015
- 4529, [New Counselor Skills and Competencies Checklist](#), 3/1/2015
- 4531, [Human Research Procedures Manual](#), 12/1/2011
- 4532, [Personal Assistance Services Program Handbook](#), 9/12/2011
- 4533, [Personal Assistance Services Policy and Procedures Manual Chapters 1–5](#), 1/1/2015
- 4534, [Personal Assistance Services Policy and Procedures Manual Chapters 6–14](#), 1/1/2015
- 4540, [State Plan for Independent Living](#), 9/1/2016
- 4541, [Centers for Independent Living General Policies and Procedures Manual](#), 1/10/2017
- 4545, [Wilson Workforce and Rehabilitation Center Governance Manual](#), 10/1/2017
- 5079, [Vendor Application for Licensed Behavioral Health Services Provider A1205 - Guidance Document](#), 8/1/2014
- 5081, [Guidance for Provision of Therapeutic Behavioral Services \(TBS\)](#), 1/1/2017
- 5082, [Guidance for the Provision of Community Support Services \(CSS\) - A1205](#), 9/1/2012
- 5100, [Virginia's State Plan for Aging](#), 10/1/2015
- 5101, [VDA Service Standard: Adult Day Care](#), 11/23/2004
- 5102, [VDA Service Standard: Care Coordination](#), 4/14/2003
- 5103, [VDA Service Standard: Care Coordination for Elderly Virginians Policies and Procedures \(CCEVP Level One\)](#), 10/18/2011
- 5104, [VDA Service Standard: CCEVP Level Two](#), 10/18/2011
- 5105, [VDA Service Standard: CCEVP Service Outreach to Seniors](#), 10/18/2011
- 5106, [VDA Service Standard: Checking](#), 4/14/2003
- 5107, [VDA Service Standard: Chore](#), 10/1/2013
- 5133, [VDA Service Standard: Congregate Nutrition](#), 10/1/2014
- 5134, [VDA Service Standard: Communication, Referral and Information and Assistance \(CRIA\)](#), 10/3/2011
- 5135, [VDA Service Standard: Elder Abuse Prevention](#), 4/14/2003
- 5136, [VDA Service Standard: Emergency](#), 4/22/2003
- 5137, [VDA Service Standard: Employment Title III](#), 4/22/2003
- 5138, [Senior Community Service Employment Program State Plan for Program Years 2012–2015](#), 3/8/2013
- 5139, [VDA Service Standard: Home Delivered Nutrition](#), 10/1/2014
- 5140, [VDA Service Standard: Health Education and Screening](#), 1/3/2012
- 5141, [VDA Service Standard: Disease Prevention and Health Promotion](#), 2/26/2016
- 5143, [VDA Service Standard: Homemaker](#), 10/1/2013
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5148, VDA Service Standard: Money Management, 4/29/2003

5149, VDA Service Standard: Options Counseling, 5/11/2012

5150, VDA Service Standard: Personal Care, 10/1/2013

5151, VDA Service Standard: Public Information and Education, 6/30/2003

5152, VDA Service Standard: Preparation and Administration of the Area Plan, 4/14/2003

5153, VDA Service Standard: Residential Repair and Renovation, 10/14/2004

5154, VDA Service Standard State Plan: Socialization and Recreation Services, Multipurpose Senior Center, 1/3/2012

5155, VDA Service Standard: Transportation Services, 10/1/2003

5156, VDA Service Standard: Volunteer, 4/22/2003

5157, Procurement Guidelines - Minimum Procurement Guidelines (2003), 6/1/2003

5158, VDA National Family Caregiver Support Guidance, 7/27/2017

5159, VDA Cost Sharing and Fee for Service Policy, 12/3/2013

5160, VDA Grants Manual, 4/27/2016

5161, VDA Farm Market Fresh for Seniors Handbook for Farmers, 2/1/2016

5162, Criminal Background Check Policy for Area Agencies on Aging and Subcontractors, 5/1/2015

5163, DRS Transition Services Guide, 9/27/2013

5332, AS Broadcast 10640, State Median Income for Adult Services, 8/16/2017

5335, AS Assisted Living Facility Private Pay Assessment Manual, 12/1/2015

5338, AS Broadcast 8023, Revised Guidance Concerning Rights of Alleged Perpetrators in Substantiated Cases of Adult Abuse, Neglect or Exploitation, 6/28/2013

5339, AS Broadcast 7913, Right of an Alleged Perpetrator in a Substantiated Case of Adult Abuse, Neglect or Exploitation, 4/16/2013

5343, AS Broadcast 5696, Revised Adult Protective Services (APS) Minimum Training Standards, 6/1/2009

5345, AS Broadcast 7658, Guidelines for Preadmission Screening of Children with Disabilities Seeking Long-Term Care Services, 10/25/2012

5346, AS Auxiliary Grant Policy Manual Chapters A–L and Transmittals, 7/1/2017

5348, AS Assisted Living Facility Assessment Manual, 6/1/2016

5349, AS Adult Services Manual, Chapters 1–9, 7/1/2017

5451, Therapeutic Behavioral Services (TBS) Description of DARS Service Item Code H2019, 10/1/2013

5875, Ticket-to-Work Procedures, 7/17/2013

5876, Beneficiary Fact Sheet on the Ticket-to-Work Program, 12/14/2015

5877, Receiving Social Security Benefits? Worried about What Happens to Your Benefits When You Work?, 12/14/2015

5879, Ticket-to-Work At-a-Glance Checklist for DRS Counselors, 6/1/2012

6263, State-Funded Brain Injury Services Programs in Virginia, 4/1/2017

6264, Licensed Behavioral Health Services - Guidance and Fees Document, 10/1/2013

### DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, VA, or on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>. For information about guidance documents of the Department of Agriculture and Consumer Services, including their interpretation, please contact:

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

For guidance documents relating to meat and poultry, Barry Jones at (804) 786-4569.

For guidance documents relating to approved capture drugs, methods approved for animal euthanasia, commercial breeder guidelines, and the Animal Shelter Civil Penalty Matrix, Kathryn MacDonald at (804) 692-4001.

For guidance documents relating to avian influenza, Carolyn Bissett at (804) 786-2483.

For guidance documents relating to the Milk Commission, Crafton Wilkes at (804) 786-2013.

For guidance documents relating to agricultural stewardship, Darrell Marshall at (804) 786-3538.

For guidance documents relating to pesticides, Liza Fleeson Trossbach at (804) 371-6559.

For guidance documents relating to honey bees, Keith Tignor at (804) 786-3515.

For guidance documents relating to charitable gaming and charitable solicitations, Michael Menefee at (804) 786-3983.

For guidance documents relating to weights and measures (including motor fuel), Joel Maddux at (804) 786-1274.

For guidance documents relating to industrial co-products, gypsy moths, or ginseng, Debra Martin at (804) 786-3515.

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

### **Charitable Gaming Board**

#### **Guidance Documents:**

4310, [Progressive Games](#), 6/2/2010

4309, [Use of Proceeds](#), 12/1/2012

4311, [Electronic Pull-Tab Game Displays, Themes, and Sounds](#), 11/14/2012

### **Board of Agriculture and Consumer Services**

750, [Guidelines for the Virginia Ginseng Management Program](#), 12/16/2016

2552, [Virginia Shipping Requirements for Package Bees and Queens](#), 12/16/2016

3255, [Approved Capture Drugs and Drug Administering Equipment](#), 7/20/2009

3256, [Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements](#), 5/20/2013

3747, [Guidelines for Enforcement of the Virginia Weights and Measures Law - Civil Penalty Assessment Decision Matrix](#), 10/1/2008

3748, [Guidelines for Enforcement of the Virginia Code Relating to Motor Fuels and Lubricating Oils - Civil Penalty Assessment Decision Matrix](#), 10/1/2008

4099, [Office of Weights and Measures Technical Bulletin Number 2011-1 - Labeling of Motor Fuel Dispensers outside Reformulated Gasoline Areas](#), 6/1/2011

4100, [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](#), 7/1/2011

4307, [Commercial Breeder Guidelines](#), 1/20/2009

4308, [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](#), 7/1/2011

4698, [Health Spa Contract Requirements](#), 7/29/2010

4954, [Virginia Animal Shelter Civil Penalty Matrix - Guidelines for Enforcement](#), 12/8/2016

5023, [Agents of Virginia Cooperative Extension Program Proctoring Commercial Applicator Examinations](#), 7/3/2012

5024, [Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores](#), 7/3/2012

5025, [Applicator Recertification Options; Approval Procedures for Recertification Courses](#), 9/5/2012

5026, [Applicator Testing in Order to Recertify](#), 7/3/2012

5028, [Commercial Carpet Cleaners Who Apply Pesticides for Flea and Tick Control](#), 7/3/2012

5029, [Discontinuance Policy](#), 7/6/2012

5030, [Division of Consumer Protection - Administrative Procedure for Compliance Actions](#), 8/7/2012

5031, [Guidelines for Enforcement of the Virginia Pesticide Control Act; Civil Penalty Assessment Decision Matrix](#), 7/2/2012

5032, [Interpreting Personal Protection Equipment Standards on Pesticide Labels](#), 9/5/2012

5033, [Product Registration - When Two Pesticide Products May Be Registered for a Single Fee](#), 9/29/2010

5034, [Product Registration - Submission of 24c - Special Local Need Registration](#), 12/11/2014

5035, [Production Registration - Submission of Labels](#), 12/11/2014

5036, [Registration Label Review](#), 8/24/2017

5037, [Supervision of Registered Technicians \(Including Government Employees and Not-for-Hire Individuals\)](#), 7/3/2012

5328, [Model Ordinance for Use by Localities in Their Regulation of Charitable Solicitations](#), 9/13/2013

5443, [Office of Veterinary Services Guidance Documents](#), 12/18/2015

5617, [A Guide to Virginia's Meat and Poultry Inspection Programs](#), 12/18/2015

5937, [Obtaining State Meat and Poultry Inspection](#), 12/28/2015

5938, [Meat and Poultry Establishment Design and Construction Guidebook](#), 12/28/2015

5941, [Obtaining a Custom Permit of Exemption for a Meat or Poultry Establishment](#), 5/25/2016

6032, [Emergency Waiver of Reid Vapor Pressure Requirements Prescribed in 2VAC5-425](#), 9/1/2017

6126, [Virginia Livestock and Poultry Law and Related Regulations Civil Penalty Matrix](#), 12/8/2016

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[6127, Guidance for Determining Whether a Poultry Operation is Exempt from Inspection, 12/27/2016](#)

[1115, Industrial Co-Products Guidelines, 12/16/2016](#)

[1743, Agricultural Stewardship Act Guidelines, 4/1/2010](#)

[740, Dairy Services Procedure Manual, 8/15/2012](#)

[751, Virginia Cooperative Gypsy Moth Suppression Program, 2017 Guidelines, 9/1/2016](#)

[754, Food Safety Field Operations Manual, 9/22/2017](#)

[756, Virginia Entry Requirements for Honey Bee Hives and Appliances, 12/16/2016](#)

[OPIS 2012-01, Guidelines for Beehive Grant Program, 12/10/2014](#)

[OPS-AdminProc, Office of Pesticide Services - Administrative Procedure for Compliance Actions, 7/21/2016](#)

[OWM 2016-01, Handling of Diesel Exhaust Fluid Dispensed for Testing, 5/1/2016](#)

[OWM 2017-01, Guidelines for Approval of Public Weighmaster Licenses, 4/1/2017](#)

### State Milk Commission

[2727, Virginia State Milk Commission Monthly Report Audit Manual, 11/27/2012](#)

### COMMISSION ON VIRGINIA ALCOHOL SAFETY ACTION PROGRAM

A copy of the following documents may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Commission on Virginia Alcohol Safety Action Program, 701 East Franklin Street, Suite 1110, Richmond, VA 23219. Please call in advance to schedule an appointment. A copy may also be obtained free of charge by contacting Richard Foy at the same address, telephone (804) 786-5895, FAX (804) 786-6286, or email [rfoy.vasap@state.va.us](mailto:rfoy.vasap@state.va.us).

Questions regarding interpretation or implementation of these documents may be directed to Christopher Morris, Special Projects Coordinator, Commission on Virginia Alcohol Safety Action Program, 701 East Franklin Street, Suite 1110, Richmond, VA 23219, telephone (804) 786-5895, FAX (804) 786-6286, or email [cmorris.vasap@state.va.us](mailto:cmorris.vasap@state.va.us).

#### Guidance Documents:

[5959, Ignition Interlock Process and Procedure Manual, 2/3/2016](#)

[6276, VASAP Operational Guidelines, 12/5/2017](#)

### DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Copies of guidance documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the office of the Virginia Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, VA 23220. Copies may be obtained free of charge from and questions regarding interpretation or implementation of these documents may be directed to LaTonya D. Hucks-Watkins, Legal Liaison, at the same address, telephone (804) 213-4698, FAX (804) 213-4574, or email at [latonya.hucks@abc.virginia.gov](mailto:latonya.hucks@abc.virginia.gov). Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov)

#### Guidance Documents:

[3394, Circular Letter 06-01; CO<sub>2</sub> Filters Provided to Retailers, 2/14/2006](#)

[3398, Circular Letter 07-01; Limitations on Wine and Beer Shippers, 4/23/2007](#)

[3400, Circular Letter 07-03; Expenditures by Manufacturers at Tasting Events, 6/29/2007](#)

[5949, Circular Letter 15-06; Temporary Extensions - Increase, 12/30/2015](#)

[5958, Circular Letter 16-01; Distillery Store Events, 2/2/2016](#)

[5983, Circular Letter 16-02; Wineries, Farm Wineries and Brewery Tasting Rooms, 3/23/2016](#)

[16-03, Circular Letter 16-03; Licensees with On-Premises and Mixed Beverage Privileges, 4/7/2016](#)

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

#### Alcoholic Beverage Control Board

[1850, Virginia's Licensing Process; Brochure, 1/1/2002](#)

[1851, Retail Licensee Guide, 1/1/2001](#)

[1854, Circular Letter 84-3; Wholesaler Financial Interest, 1/1/1984](#)

[1855, Licensee Bulletin Vol.56, No.3; Types of Licenses, 1/1/2000](#)

[1856, Licensee Bulletin Vol. 56 , No. 4 - Operating a Licensed Club, 1/1/2000](#)

[1857, Wholesale Licensee Bulletin, 5/1/2014](#)

[1858, Circular Letter 84-4; Recordkeeping, 12/26/1984](#)

[1859, Circular Letter 85-5; Retail License Food Requirements, 3/26/1985](#)

[1860, Circular Letter 85-6; Wholesalers and Manufacturers Nonalcoholic Merchandise, 5/31/1985](#)

1861, Circular Letter 87-1; Gifts and Contributions, 1/28/1987

1864, Circular Letter 88-3: Gifts of Money or Property, 9/7/1988

1866, Circular Letter 90-1; Information Exchange with Virginia Department of Taxation, 3/1/1990

1870, Circular Letter 94-1; Suspension of Licenses, 3/16/1994

1871, Circular Letter 98-1; Sponsoring Public Events, 1/1/1998

1872, Circular Letter 98-2; Wine Festivals, 2/1/1998

1873, Circular Letter 01-1: Cooperative Advertising - Alcoholic Beverages, 1/1/2001

1874, Circular Letter 01-2; Coupons, 2/1/2001

1876, Circular Letter 84-8; Retailer Shelf Space Plans, 12/26/1984

1881, Circular Letter 85-9; Cooperative Advertising of Nonalcoholic Merchandise, 1/1/1985

3397, Circular Letter 06-04; Solicitor Tasting Permits, 9/1/2006

3401, Circular Letter 07-04; Off-Premise Retail Delivery Permit, 7/1/2007

3402, Circular Letter 07-05; In-State Delivery Permit, 7/1/2007

3403, Circular Letter 07-08; Tasting Events, 12/15/2007

5750, Virginia ABC license Application, 9/3/2012

5805, Circular Letter 15-04; Special Events, 6/5/2015

5806, Circular Letter 15-03; Advertising Via Social Media, 8/4/2015

5807, Circular Letter 15-02; Limited Brewery Licenses - Process Guidance, 8/4/2015

5808, Circular Letter 15-01; Distilled Spirits - Table Service, 8/4/2015

5809, Circular Letter 14-03; Infusion of Distilled Spirits, 8/4/2015

5810, Circular Letter 14-02; Brewery Licenses - Interstate Transfer and Sale of Beer, 8/4/2015

5811, Circular Letter 14-01; Product Approval of Gift Packages, 8/4/2015

5812, Circular Letter 13-03; Brewery Licenses - Registration and Product Approval, 8/4/2015

5813, Circular Letter 13-01; Prices Charged to Wholesale Distributors by Wineries and Breweries, 8/4/2015

5814, Circular Letter 12-02; Purchase Orders, 8/4/2015

5815, Circular Letter 09-01; Wine and Beer Wholesaler Invoices, 8/4/2015

5817, Beer Wholesalers Letter 2015 - Monthly Reporting and Payment of Tax, 8/7/2015

5818, Wine Wholesalers - Monthly Reporting and Payment of Tax, 8/10/2015

5819, Farm Wineries - Records, Reporting and Taxes, 8/10/2015

5820, Vendors and Brokers - Supplier Manual, 8/10/2015

5850, Circular Letter 15-05; Delivery of Samples to Retail Licensees, 11/18/2015

6201, Brewery License Bulletin, 4/1/2014

17-01, Chanel Pricing for Retail Licensees Possessing both On-Premises and Off-Premises Privileges, 4/25/2017

17-02, Agency Liability for Delivery Permittees, 5/3/2017

1843, Farm Winery Remote - Festivals Bulletin, 7/19/2001

1847, Licensee Bulletin - Vol.56, No.1; Mixed Beverage Restaurant, 1/1/2000

### **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 Mackenzie Byrne, Deputy Director, Virginia Commission for the Arts, 1001 East Broad Street, Suite 330, Richmond, VA 23219, telephone (804) 225-3132, or email [mackenzie.byrne@vca.virginia.gov](mailto:mackenzie.byrne@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 Mackenzie Byrne, Deputy Director, at the address above or email [mackenzie.byrne@vca.virginia.gov](mailto:mackenzie.byrne@vca.virginia.gov).

### **Guidance Documents:**

Guidelines for Funding, revised July 1, 2016 - June 30, 2017, <http://www.arts.virginia.gov/grants/pdf/VCA-Guidelines.pdf>.

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

### **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



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## Guidance Documents

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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 Virginia 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 of the Board, at the address above or by telephone at (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, Bylaws of the Board of Audiology and Speech-Language Pathology, revised March 13, 2014

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

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

30-6, Board guidance on interpretation of active practice, revised September 8, 2016

30-8, Practice and the need for licensure as a speech-language pathologist, revised September 8, 2016

30-9, Continuing education audits and sanctions for failure to comply, revised September 8, 2016

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

30-11, Guidelines for processing applications, revised September 8, 2016

### AUDITOR OF PUBLIC ACCOUNTS

An electronic copy of guidance documents for the Auditor of Public Accounts (APA) may be viewed at no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov> or on the APA's website at [http://www.apa.virginia.gov/APA\\_Reports/guidelines.aspx](http://www.apa.virginia.gov/APA_Reports/guidelines.aspx).

Questions regarding interpretation or implementation of these documents may be directed to Rachel Reamy, Auditor, Auditor of Public Accounts, telephone (804) 225-3350 (ext. 360), or email [rachel.reamy@apa.virginia.gov](mailto:rachel.reamy@apa.virginia.gov).

Printed copies may be viewed on regular work days from 8:15 a.m. until 5 p.m. in the office of the APA, 101 North 14th Street, 8th Floor, Richmond VA 23219. Copies may be obtained by contacting Rachel Reamy, P.O. Box 1295, Richmond, VA 23218, telephone (804) 225-3350 (ext. 360), or email [rachel.reamy@apa.virginia.gov](mailto:rachel.reamy@apa.virginia.gov).

The following charges shall apply for obtaining a printed copy:

Specification for Audits of Counties, Cities, and Towns--\$10

Specification for Audits of Authorities, Boards, and Commissions--\$10

Uniform Financial Reporting Manual--\$10

Virginia Sheriffs Accounting Manual--\$10

### Guidance Documents:

[ABC SPEC17, Specifications for Audits of Authorities, Boards, and Commissions, 7/20/2017](#)

[CCT SPEC17, Specifications for Audits of Counties, Cities, and Towns, 5/23/2017](#)

[Sheriffs17, Virginia Sheriffs Accounting Manual, 7/1/2017](#)

[UFRM17, Uniform Financial Reporting Manual, 6/9/2017](#)

### DEPARTMENT OF AVIATION

For questions regarding the Airport Program Manual or to request a copy, please contact Susan Simmers, Airport Services Division, Virginia Department of Aviation, 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 Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

For information about mandatory registration of aircraft based in Virginia, please reference our Department of Aviation website: [www.doav.virginia.gov](http://www.doav.virginia.gov).

A printed copy of the Airport Program Manual may be viewed at the Virginia Department of Aviation office at 5702 Gulfstream Road, Richmond, VA 23250. A printed copy may be obtained from DOAV at no charge.

### Guidance Document:

[Program Manual, Virginia Department of Aviation Airport Program Manual, 8/19/2016](#)

### 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 on Virginia Regulatory Town Hall at <http://townhall.virginia.gov> without charge. 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 the posting of any DBHDS guidance

document should be directed to Ruth Anne Walker, Regulatory Coordinator, email [ruthanne.walker@dbhds.virginia.gov](mailto:ruthanne.walker@dbhds.virginia.gov), telephone (804) 225-2252, or FAX (804) 786-8623.

### Guidance Documents:

[CSB 1, FY 2018 Community Services Performance Contract Renewal and Revision Cover Memo, 5/12/2017](#)

[CSB 1a, FY 2018 Community Services Performance Contract Renewal and Revision, 5/12/2017](#)

[CSB 1b, FY 2018 Community Services Performance Contract Administrative Requirements, 5/12/2017](#)

[CSB 1c, FY 2018 Community Services Performance Contract Renewal and Revision Partnership Agreement, 5/12/2017](#)

[CSB 2, Core Services Taxonomy 7.3, 6/30/2014](#)

[CSB 2a, Core Services Taxonomy - Updated, Appendix B, 9/22/2017](#)

[CSB 2b, Core Services Taxonomy ARTS Waiver Crosswalk, Appendix D, 9/22/2017](#)

[CSB 3, CCS 3 Extract Specifications Version 7.3.3, 7/1/2017](#)

[CSB MH-1, Discharge Protocols for Community Services Boards and State Mental Health Facilities, 8/1/2014](#)

[CSB MH-2, Discharge Assistance Program Manual, 7/1/2014](#)

[FOR 1, Guidelines for the Management of Individuals Found Not Guilty By Reason of Insanity, 5/28/2003](#)

[FOR 2, List of Standardized Measures of Intellectual Functioning, 11/1/2016](#)

[FOR 3, Not Guilty By Reason of Insanity: Reference Manual for Community Services Boards and Behavioral Health Authorities, 1/15/2017](#)

[FOR 4, Adult Outpatient Competency Restoration Manual for CSBs/BHAs, 1/15/2017](#)

[HR 1, Office of Human Rights, Protocols, Procedures and Practices Manual, 2/5/2016](#)

[LIC 2, Licensing Intensive In-Home Guidance, 3/1/2011](#)

[LIC 5, Human Services and Related Fields Approved Degrees and Experience, 5/3/2013](#)

[LIC 6, Guidance for Selected Licensing Regulations, 11/25/2014](#)

[LIC 7, Case Management Crisis Plans \(-1240\), 6/5/2017](#)

[LIC 8, Fall Risk Assessments \(-720 B\), 6/5/2017](#)

[LIC 9, Nutrition Guidelines and Form \(-600\), 6/5/2017](#)

[LIC10, Guidance on Ceiling Height Requirements, 6/8/2017](#)

[LIC11, Medication Errors, 6/8/2017](#)

[LIC12, Guidance for Certificate of Use and Occupancy, 6/9/2017](#)

[LIC13, Approved Degrees in Human Services, 6/28/2017](#)

[LIC14, Office of Licensing Frequently Asked Questions \(FAQs\), 6/28/2017](#)

[MH 1, Mandatory Outpatient Treatment Guidance, 8/15/2012](#)

[MH 1a, Mandatory Outpatient Treatment Guidance, 12/30/2016](#)

[MH 2, Medical Screening and Assessment Guidance, 4/1/2014](#)

[Part C 5, Child Indicators Booklet, 2/22/2013](#)

[Part C 8, Supporting Young Children with Autism Spectrum Disorders and their Families, 1/31/2012](#)

[Plan 1, Comprehensive State Plan 2016–2022, 12/1/2016](#)

### 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. 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 Jessica Collette at the same address, telephone (804) 371-3145, FAX (804) 371-3157, or email [jessica.collette@dbvi.virginia.gov](mailto:jessica.collette@dbvi.virginia.gov).

Questions regarding the interpretation or implementation of these documents may be directed to Susan K. Davis, MS, CRC, Policy Coordinator, Department for the Blind and Vision Impaired, Richmond, VA 23227, telephone (804) 371-3184, FAX (804) 371-3351, or email [susan.davis@dbvi.virginia.gov](mailto:susan.davis@dbvi.virginia.gov).

### Guidance Documents:

[DS-GM-17-01, Updated Older Blind Grant Survey Instrument, 12/12/2017](#)

[DS-GM-17-02, American Federation of the Blind eLearning Center Course Instructions, 12/12/2017](#)

[DS-GM-17-03, Older Blind Grant Program Evaluation for 2016, 12/12/2017](#)

[DS-GM-17-04, Older Blind Grant Program Annual Report 2016, 12/12/2017](#)

[DS-GM-17-05, Changes to DBVI Rehabilitation Teaching Purchases for Low Vision Items, 12/12/2017](#)

[DS-GM-17-06, Extended Services, Annual Reviews, and Sub-Minimum Wage Requirements, 12/12/2017](#)

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# Guidance Documents

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[DS-GM-17-07, Client Pay Process for Low Vision Services for Individuals in the Rehabilitation Teaching/Independent Living Program](#), 12/12/2017

[DS-GM-17-08, Updates to the iCanConnect Program](#), 12/12/2017

[DS-GM-17-09, Rehabilitation Teaching/Independent Living Program Cost Containment Measures](#), 12/12/2017

[DS-PPD-17-03, DBVI Vocational Rehabilitation Manual Release](#), 12/12/2017

[DS-PPD-17-2, DBVI Vocational Rehabilitation Manual Revisions](#), 12/12/2017

[PPD-10-01, Financial Need Measures 2017](#), 12/12/2017

## OFFICE OF CHILDREN'S SERVICES

Copies of the following documents may be viewed on regular work days from 8 a.m. until 4:30 p.m. at the Office of Children's Services. Copies may be obtained free of charge by contacting Marsha Mucha, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229, telephone (804) 662-9815, FAX (804) 662-9831, or email [marsha.mucha@csa.virginia.gov](mailto:marsha.mucha@csa.virginia.gov). The documents are also available on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) and using the links shown on the document list below.

Questions regarding interpretation or implementation of these documents may be directed to Scott Reiner, Executive Director, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229, telephone (804) 662-9815, FAX (804) 662-9831, or email [scott.reiner@csa.virginia.gov](mailto:scott.reiner@csa.virginia.gov).

### Guidance Documents:

[Policy Manual of the State Executive Council for Children's Services](#), 7/1/2016

[User Guide for the Children's Services Act](#), 7/1/2016

## CHRISTOPHER NEWPORT UNIVERSITY

Copies of the Christopher Newport University guidance 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, Virginia, 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 from the Virginia Regulatory Town Hall at <http://townhall.virginia.gov/L/GDocs.cfm>. Questions regarding interpretation or implementation of these documents may also be directed to Tamra McGrath at the same address and contact points.

### Guidance Documents:

[Catalog\\_01, Undergraduate Catalog 2017–2018](#), 12/7/2017

[Catalog\\_02, Graduate Catalog 2017–2018](#), 12/4/2017

[Handbook\\_01, University Handbook 2017–2018](#), 12/4/2017

[Handbook\\_02, Student Handbook 2017–2018](#), 12/4/2017

[Handbook\\_03, Residence Life Handbook 2017–2018](#), 12/4/2017

## STATE BOARD FOR COMMUNITY COLLEGES

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 Community College System, Arboretum III, 300 Arboretum Place, Suite 200, Richmond, VA 23236. 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) homepage 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, Arboretum Place, Suite 200, Richmond, VA 23236, 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) can be accessed online at <http://www.boarddocs.com/va/vccs/board.nsf/public>, revised November 15, 2014, §§ 23-214 through 23-231.1. A printed copy can be provided for \$25.

### The Workforce Innovation and Opportunity Act Guidance Documents:

Copies of Workforce Innovation and Opportunity Act (WIOA) guidance documents are available on the VCCS's website at <http://www.elevatevirginia.org/practitioners-corner/resources/> or by contacting Yolanda Crewe, WIOA Programs Director, 300 Arboretum Place, Suite 200, Richmond, VA 23236, telephone (804) 819-3330, FAX (804) 819-1699, or email [ycrewe@vccs.edu](mailto:ycrewe@vccs.edu). Unless otherwise indicated, there is a \$1.00 per document copying charge. Questions regarding interpretation or implementation of WIOA guidance documents may be directed to Yolanda Crewe. All WIOA guidance documents provide interpretive guidance for P.L. 105-220 and 20 CFR Part 652.

### Virginia Board of Workforce Development Policy Statements:

The policy direction for local workforce development boards is issued by the Virginia Board of Workforce Development (VBWD). The VBWD assists and advises the Governor, the General Assembly, and the Chief Workforce Development Advisor in meeting workforce development needs in Virginia.

[Virginia Board of Workforce Development Policies](#)

## Virginia Workforce Letters:

The Virginia Workforce Letters are an administrative policy document for local workforce development boards issued by the Virginia Community College System, the administrator of WIOA Title I for the Commonwealth of Virginia. The VCCS issues Virginia Workforce Letters to provide administrative guidance deemed necessary to implement the WIOA in Virginia.

### [Virginia Workforce Letters](#)

## Virginia WIOA Eligibility Guidelines:

The following are guidelines for determining WIOA eligibility for adults, dislocated workers, and youth:

### [VWL 15-02](#)

#### [Attachment A: WIOA Adult Eligibility](#)

#### [Attachment B: WIOA Dislocated Worker](#)

#### [Attachment C: WIOA Youth Eligibility](#)

#### [Attachment D: Verification and Documentation for WIOA Eligibility](#)

#### [Attachment E: Selective Service Requirements](#)

#### [Attachment F: Family Size/Family Income](#)

#### [Attachment G: Self-Certification and Telephone/Document Inspection Verification Requirements](#)

#### [Attachment H: WIOA Definitions for Title I Eligibility](#)

#### [Attachment I: WIOA Eligibility Checklist for Adults and Dislocated Workers](#)

#### [Attachment J: WIOA Eligibility Checklist for In-School Youth](#)

#### [Attachment K: WIOA Eligibility Checklist for Out of School Youth](#)

## DEPARTMENT OF CONSERVATION AND RECREATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Policy Office of the Department of Conservation and Recreation, 600 East Main Street, 24th Floor, Richmond, VA 23219. The Policy 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. 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 Lisa McGee, Policy and Planning Director, Department of

Conservation and Recreation, 600 East Main Street, 24th Floor, Richmond, VA 23219, telephone (804) 786-4378, or FAX (804) 786-6141. Other staff may be assigned by Ms. McGee to answer specific questions regarding these documents.

## Guidance Documents:

[DCR-BCR-002, Scenic River Designation Factsheet, 12/31/2017](#)

[DCR-BCR-003, A Guide to Citizen Involvement in the Scenic River Designation Process, 12/15/2015](#)

[DCR-BCR-006, Virginia's Scenic Rivers Program, 1/24/2013](#)

[DCR-BCR-007, Virginia Scenic Rivers List, 12/31/2017](#)

[DCR-BCR-008, Virginia Scenic Rivers Status, 12/17/2014](#)

## Board of Conservation and Recreation

[DCR-DS-006, The Floodplain Management Plan for the Commonwealth of Virginia, 12/1/2005](#)

[DCR-DS-009, Virginia Citizen's Guide to Floodplain Management, 12/1/2005](#)

[DCR-DS-010, Virginia Local Official's Guide to Floodplain Management, 12/1/2005](#)

[DCR-NH-064, Natural Heritage Resources of Virginia - Rare Animal Species, 2/1/2016](#)

[DCR-NH-065, The Natural Communities of Virginia: Ecological Groups and Community Types, 4/1/2017](#)

[DCR-NH-074, Virginia's Precious Heritage: A Report on the Status of Virginia's Natural Communities, Plants, and Animals, 12/1/2003](#)

[DCR-NH-075, Natural Heritage Resources of Virginia - Rare Plants, 11/1/2016](#)

[DCR-PRR-001, 2013 Virginia Outdoors Plan, 1/12/2014](#)

[DCR-PRR-002, Virginia Recreational Trails Program, 10/1/2013](#)

[DCR-PRR-003, Land and Water Conservation Fund Application Manual 2017- 2018, 1/1/2017](#)

[DCR-PRR-010, Bear Creek State Park Master Plan, 2/25/2015](#)

[DCR-PRR-011, Belle Isle State Park Master Plan, 7/21/2017](#)

[DCR-PRR-012, Caledon State Park Master Plan, 7/21/2017](#)

[DCR-PRR-013, Chippokes State Park Master Plan, 4/1/2012](#)

[DCR-PRR-014, Claytor Lake State Park Master Plan, 12/29/2015](#)

[DCR-PRR-015, Douthat State Park Master Plan, 10/15/2014](#)

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## Guidance Documents

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- DCR-PRR-016, False Cape State Park Master Plan, 6/15/2010
- DCR-PRR-017, First Landing State Park Master Plan, 6/15/2010
- DCR-PRR-018, Hungry Mother State Park Master Plan, 8/5/2015
- DCR-PRR-019, James River State Park Master Plan, 10/15/2014
- DCR-PRR-020, Kiptopeke State Park Master Plan, 8/5/2015
- DCR-PRR-021, Lake Anna State Park Master Plan, 6/17/2011
- DCR-PRR-022, Mason Neck State Park Master Plan, 7/21/2017
- DCR-PRR-023, New River Trail State Park Master Plan, 3/23/2012
- DCR-PRR-024, Natural Tunnel State Park Master Plan, 2/25/2015
- DCR-PRR-025, Occaneechee State Park Master Plan, 12/29/2015
- DCR-PRR-026, Pocahontas State Park Master Plan, 11/21/2017
- DCR-PRR-027, Raymond R. Guest, Jr. Shenandoah River State Park, 9/26/2012
- DCR-PRR-028, Sailor's Creek Battlefield Historical State Park Master Plan, 10/15/2014
- DCR-PRR-029, Sky Meadows State Park Master Plan, 9/2/2011
- DCR-PRR-030, Smith Mountain Lake State Park Master Plan, 3/22/2011
- DCR-PRR-031, Staunton River Battlefield State Park Master Plan, 12/29/2015
- DCR-PRR-032, Wilderness Road State Park Master Plan, 7/7/2014
- DCR-PRR-033, Grayson Highlands State Park Master Plan, 4/17/2017
- DCR-PRR-034, Leesylvania State Park Master Plan, 6/15/2010
- DCR-PRR-035, Holliday Lake State Park Master Plan, 7/7/2014
- DCR-PRR-036, Twin Lakes State Park Master Plan, 7/7/2014
- DCR-PRR-037, York River State Park Master Plan, 12/29/2015
- DCR-PRR-038, Westmoreland State Park Master Plan, 7/21/2017
- DCR-PRR-039, Fairy Stone State Park Master Plan, 4/17/2017
- DCR-PRR-040, Powhatan State Park Master Plan, 8/6/2012
- DCR-PRR-041, High Bridge Trail State Park Master Plan, 9/27/2012
- DCR-PRR-042, Seven Bends State Park Master Plan, 8/6/2014
- DCR-PRR-043, Widewater State Park Master Plan, 8/15/2014
- DCR-PRR-044, Southwest Virginia Museum Historical State Park Master Plan, 9/2/2011
- DCR-PRR-045, Middle Peninsula State Park Master Plan, 6/1/2015
- DCR-PRR-046, Staunton River State Park Master Plan, 7/7/2014
- DCR-PRR-047, Biscuit Run State Park Master Plan, 10/21/2013
- DCR-SP-001, Booklet about Virginia State Parks, 1/1/2016
- DCR-SW-017, Grant Project Management Manual, 4/15/2011
- DCR-VLCF-002, Virginia Land Conservation Foundation's 2017 Grant Program Manual, 5/24/2017
- DCR-VLCF-003, Land Preservation Tax Credits - Conservation Value Review Criteria, 3/27/2009
- DCR-VLCF-004, Procedural Guidelines for Land Conservation Tax Credits Conservation Value Review, 12/12/2006
- DCR-VLCF-005, Virginia's Land Preservation Tax Credit Brochure, 12/27/2012
- DCR-VLCF-006, Land Preservation Tax Credit Questions and Answers, 9/1/2012
- DCR-VLCF-007, Virginia Land Conservation Foundation Guidance Document on Conservation Easement Dispute Resolution, 10/27/2015

### **Virginia Soil and Water Conservation Board**

- DCR-VSWCB-018, Virginia Dam Safety, Flood Prevention and Protection Assistance Fund Loan and Grant Manual, 2/15/2017
- DCR-VSWCB-019, Virginia Soil and Water Conservation Board Guidance Document on Impounding Structure Ownership, 9/7/2016
- DCR-VSWCB-021, Guidance Document on Credits and Refunds of Dam Safety Certificate Application Fees, 11/30/2010

[DCR-VSWCB-022, Guidance Document on Agricultural Exemption Requirements, 11/30/2010](#)

[DCR-VSWCB-023, Guidance Document on Roadways on or below Impounding Structures, 11/30/2010](#)

[DCR-VSWCB-025, Guidance Document on Supplemental Environmental Projects, 10/27/2011](#)

[DCR-VSWCB-031, Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2018, 5/23/2017](#)

[DCR-VSWCB-032, Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations \(Fiscal Year 2018\), 5/23/2017](#)

[DCR-VSWCB-033, Financial Commitments for Establishment of a New Soil & Water Conservation District, or Realignment of an Existing District, 10/15/2003](#)

[DCR-VSWCB-034, Virginia Dam Owner's Handbook, Second Edition, 3/31/2014](#)

[DCR-VSWCB-036, Virginia Soil and Water Conservation Board Guidance Document on Freedom of Information Act Requirements for Resource Management Plans Program Implementation by Soil and Water Conservation District Boards and Technical Review Committees, 5/20/2015](#)

[DCR-VSWCB-037, Guidance Document on New Probable Maximum Precipitation \(PMP\) Implementation, 3/23/2016](#)

[DCR-VSWCB-038, Dam Break Inundation Zone Modeling and Mapping Procedures, 11/16/2017](#)

[DCR-VSWCB-039, Impounding Structure Hazard Classification Procedures, 9/7/2016](#)

[DCR-VSWCB-040, The Determination of Insurance Levels in Accordance with § 10.1-605 of the Code of Virginia, 9/7/2016](#)

[DCR-VSWCB-041, Virginia Dam Safety Program Enforcement Manual, 9/7/2016](#)

[DCR-VSWCB-042, The Use of Overtopping Protection Systems on Existing Dams, 12/6/2017](#)

[DCR-VSWCB-043, Engineering Job Approval Authority Procedures, 12/6/2017](#)

### **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 may 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 and 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, revised October 2017, § 12.1-21.2

SCC 21.2, Expedited Service Request Form - Business Entity Filing Instructions, revised January 16, 2017, § 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 September 2015, § 13.1-619

SCC 631/830, Application for Reservation or for Renewal of Reservation of a Business Entity Name, revised July 2015, §§ 13.1-631, 13.1-830, 13.1-1013, 13.1-1215 and 50-73.3

SCC 632/831, Application for Registration or for Renewal of Registration of Corporate Name (Foreign Corporations), revised April 2016, §§ 13.1-632 and 13.1-831

SCC 635/834, Statement of Change of Registered Office or Registered Agent of a Corporation, revised April 2016, §§ 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

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## Guidance Documents

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SCC 711, Guide for Articles of Restatement of a Virginia Stock Corporation, revised April 2017, § 13.1-711

SCC 720, Guide for Articles of Merger of a Virginia Stock Corporation, revised February 2017, § 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 July 2015, § 13.1-722.5

SCC 722.12-LLC, Guide for Articles of Entity Conversion (Virginia Stock Corporation Converting to a Virginia Limited Liability Company), revised November 2017, § 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 June 2016, §§ 13.1-759 and 13.1-921

SCC 760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised August 2016, §§ 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 April 2017, §§ 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 July 2015, § 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 and Directors, revised annually, §§ 13.1-775 and 13.1-936

LPA-73.5, Statement of Change of Registered Office or Registered Agent of a Limited Partnership, revised April 2016, § 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, Application for a Certificate of Cancellation of a Foreign Limited Partnership Registered to Transact Business in Virginia, 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-1011, Articles of Organization of a Virginia Limited Liability Company, revised December 2017, § 13.1-1011

LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Virginia Limited Liability Company, revised February 2013, § 13.1-1011.1

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, revised February 2015, § 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 or Registered Agent of a Limited Liability Company, revised April 2016, § 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, revised April 2010, § 13.1-1018.1

LLC-1050, Articles of Cancellation of a Virginia Limited Liability Company, revised November 2017, § 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 June 2016, § 13.1-1052

LLC-1055, Amended Application for Registration as a Foreign Limited Liability Company, revised August 2016, § 13.1-1055

LLC-1056, Application for a Certificate of Cancellation of a Foreign Limited Liability Company Registered to Transact Business in Virginia, revised May 2016, § 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 August 2016, § 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 August 2016, § 13.1-1078

LLC1085-CORP, Guide for Articles of Entity Conversion (Virginia Limited Liability Company Converting to a Virginia Stock Corporation), revised July 2016, § 13.1-1085

LLC1085-PART, Guide for Articles of Entity Conversion (Virginia Partnership or Limited Partnership Converting to a Virginia Limited Liability Company), revised July 2016, § 13.1-1085

LLC-1103, Articles of Organization for a Virginia Professional Limited Liability Company, revised December 2017, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised April 2015, § 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, revised July 2010, § 50-73.83 D

UPA-83D-AMEND, Amendment to Partnership Statement, 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 or Registered Agent of a Registered Limited Liability Partnership, revised April 2016, § 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



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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 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 or Registered Agent of a Business Trust, revised April 2016, § 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, Application for a Certificate of Cancellation of a Foreign Business Trust Registered to Transact Business in Virginia, 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 December 2017, § 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 4, 2017, § 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, 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 or 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 December 2013, §§ 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 Public Utility 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 Public Utility 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 also be directed to Kelli Gravely. Additional information regarding the Division of Public Utility Regulation may be obtained at <http://www.scc.virginia.gov/pur>.

### Communications Related Guidance Documents:

Letter, Division of Public Utility Regulation, dated December 12, 2017, Concerning Annual Payphone Service Provider Registration for 2018 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.

Letter, Division of Public Utility Regulation, dated December 12, 2017, Concerning Annual Operator Service Provider Registration for 2018 including the letter and the forms for the operator service provider annual registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.

Application for Registration as an Operator Service Provider, December 2017, 20VAC5-407, <http://scc.virginia.gov/publicforms/149/osp.pdf>

Application for Registration as a Payphone Service Provider, December 2017, 20VAC5-407, <http://scc.virginia.gov/publicforms/147/psp.pdf>

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

### Energy Related 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/pur/docs/und\\_dist.pdf](http://www.scc.virginia.gov/pur/docs/und_dist.pdf)

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

Form NMIN, Agricultural Net Metering or Net Metering Interconnection Notification, revised December 28, 2015, 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/pur/docs/irp.pdf>

Gas Utility Five-Year Forecast Information Requirements, revised August 2016, § 56-248.1, <http://www.scc.virginia.gov/pur/docs/forecast.pdf>

Guidelines Regarding Notice Information for a Third Party Renewable Power Purchase Agreement, December 2013, Chapter 382 of the 2013 Acts of Assembly, and Chapter 803 of the 2017 Acts of Assembly, <http://www.scc.virginia.gov/pur/pilot.aspx>

Guidelines of Minimum Requirements for Transmission Line Applications Filed Under Title 56 of the Code of Virginia, effective January 1, 2018, <http://www.scc.virginia.gov/pur/docs/TransGuidelines.pdf>

Staff Guidance on Ordinary versus Non-Ordinary Extension Projects, effective January 1, 2018, <http://www.scc.virginia.gov/pur/docs/StaffGuidanceOrdvsNonOrd.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, 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/> under the Administration heading.

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## Guidance Documents

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### Banks

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

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 Unions

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

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:**

#### Banks:

<http://www.scc.virginia.gov/bfi/applic/banks.aspx>

Bank Directors Responsibilities, revised October 2010,

CCB-1117, Bank Directors Responsibilities Certification, revised October 2010

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

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

CCB-1125, Application of a Virginia Bank to Establish a Branch, revised October 2010

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

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

CCB-1128, Application for Approval of Merger Pursuant to Title 6.2 of the Code of Virginia, revised October 2010

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

CCB-1131, Application of an Interim Institution to Begin Business in Virginia, revised October 2010

CCB-1133, Notice to Establish an Electronic Funds Transfer Terminal, revised October 2010

CCB-1137, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution Pursuant to § 6.2-704 A of the Code of Virginia, revised August 2016

CCB-1137A, Consent to Service of Process, revised October 2010

CCB-1138, Notice of Intent to Acquire a Bank Outside Virginia Pursuant to § 6.2-715 of the Code of Virginia, revised October 2010

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

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010

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

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

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010

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

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

CCB-9905, Application to Establish a Trust Office, revised October 2010

#### Savings Institutions:

<http://www.scc.virginia.gov/bfi/applic/sav.aspx>

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

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

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

CCB-1137A, Consent to Service of Process, revised October 2010

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010

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

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010

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

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

CCB-2201, Application of a Virginia Savings Institution to Establish a Branch, revised October 2010

CCB-2206, Supplemental Sheet - Application of Savings Institutions for a Certificate of Authority to Begin Business, revised March 2008

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

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

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

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

CCB-2212, Notice of Proposed Change of Location (within one mile) of a Main Office or Branch of a Savings Institution, revised October 2010

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

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

### Credit Unions:

<http://www.scc.virginia.gov/bfi/applic/credun.aspx>

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

CCB-1137A, Consent to Service of Process, revised October 2010

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

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

CCB-3304, Consent to Service of Process (Insurer of Shares), revised October 2010

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

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to § 6.2-1344 of the Code of Virginia, revised October 2010,

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

### Consumer Finance Companies:

<http://www.scc.virginia.gov/bfi/applic/consfin.aspx>

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

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

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

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

CCB-4401, Annual Report of a Consumer Finance Company, revised December 2016

CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 15 of Title 6.2 of the Code of Virginia, revised June 2016

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised October 2010

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised October 2010

CCB-4407, Application for an Additional Consumer Finance Office Pursuant to § 6.2-1507 B of the Consumer Finance Act, revised October 2010

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

### Money Order Sellers and Money Transmitters:

<http://www.scc.virginia.gov/bfi/applic/trans.aspx>

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

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

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

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

CCB-5500, Application for a License to Engage in the Money Transmission or Money Order Sales Business Pursuant to

Chapter 19 of Title 6.2 of the Code of Virginia, revised June 2017

CCB-5507, Annual Report of Money Order Sellers and Money Transmitters, revised December 2016

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

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

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

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

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

### Check Cashers:

<http://www.scc.virginia.gov/bfi/applic/check.aspx>

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

### Payday Lenders:

<http://www.scc.virginia.gov/bfi/applic/pay.aspx>

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

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

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

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

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

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

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

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

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

CCB-5521, Annual Report of Payday Lenders, revised December 2016

### Motor Vehicle Title Lenders:

<http://www.scc.virginia.gov/bfi/applic/mvtitle.aspx>

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

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

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

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

CCB-5523, Application for a Motor Vehicle Title Lender License Pursuant to Chapter 22 of Title 6.2 of the Code of Virginia, revised June 2017

CCB-5524, Surety Bond for a Motor Vehicle Title Lender Pursuant to §6.2-2204 of the Code of Virginia, revised October 2010

CCB-5525, Application for an Additional Office or Relocation of an Existing Office Pursuant to Chapter 22, Title 6.2 of the Code of Virginia, revised October 2010

CCB-5527, Application to Conduct the Business of Motor Vehicle Title Lending and Other Business Same Location, revised October 2010

CCB-5529, Annual Report of Motor Vehicle Title Lenders, revised December 2016

### Industrial Loan Associations:

[http://www.scc.virginia.gov/bfi/reg\\_inst/repts.aspx](http://www.scc.virginia.gov/bfi/reg_inst/repts.aspx)

CCB-6602, Annual Report of Industrial Loan Associations, revised December 2016

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010, <http://www.scc.virginia.gov/bfi/applic/banks.aspx>

### Credit Counseling Agencies:

<http://www.scc.virginia.gov/bfi/applic/credcouns.aspx>

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

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

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

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

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

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## Guidance Documents

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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

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

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

CCB-7705, Semi-Annual Report of Agencies Providing Debt Management Plans, revised July 2017

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised December 2016

### Mortgage Lenders and Mortgage Brokers:

<http://www.scc.virginia.gov/bfi/applic/mort.aspx>

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 Nationwide Mortgage Licensing System (NMLS). Applicants for mortgage lender and mortgage broker licenses and for additional offices are required to apply online through NMLS.

CCB-1149, Depository Institution Authorization

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

CCB-8808, Application for Permission to Acquire Control of a Mortgage Lender or Broker Licensed Pursuant to § 6.2-1608 of the Code of Virginia, revised March 2017

CCB-8812, Criminal History Records Consent and Fingerprinting, revised March 2017

CCB-8813, Surety Bond Pursuant to §§ 6.2-1604 and 6.2-1703 of the Code of Virginia, revised September 2013

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

CCB-8820, Annual Report of Exempt Mortgage Lenders and Brokers, revised December 2015

CCB-8823, Exclusive Agent Conditions of Licensure, revised July 2014

### Mortgage Loan Originators:

<http://www.scc.virginia.gov/bfi/applic/mlo.aspx>

CCB-8821, Application for Determination of a Bona Fide Non-Profit Status Pursuant to § 6.2-1701.1 of the Code of Virginia, revised September 2013

### Settlement Agents:

<http://www.scc.virginia.gov/bfi/applic/settle.aspx>

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

### Trust Companies:

<http://www.scc.virginia.gov/bfi/applic/trust.aspx>

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

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010

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

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

CCB-9901, Certificate of a Control Person of a Trust Company Pursuant to § 6.2-1024 of the Code of Virginia, revised October 2010

CCB-9902, Bond for a Trust Company, revised October 2010

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

CCB-9905, Application to Establish a Trust Office, revised October 2010

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

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

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised October 2010

### **Publications:**

"The Compliance Connection," a newsletter for consumer finance companies, mortgage lenders, mortgage brokers, and industrial loan associations, published quarterly, [http://www.scc.virginia.gov/bfi/cc\\_news.aspx](http://www.scc.virginia.gov/bfi/cc_news.aspx)

"Regulatory Report," 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, Policy Advisor and Administrative Supervisor. 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>

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

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Administrative Letter 2016-05, Mandatory Notices; Withdrawal of [Administrative Letter 2015-05](#) - All Companies Licensed to Write Fire and Fire in Combination with Other Coverages Including Policies Providing Homeowners Coverage, Coverage on Owner-Occupied Dwellings, and Coverage for Tenants; and Interested Parties, issued July 1, 2016, <http://scc.virginia.gov/boi/adminlets/16-05.pdf>

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Administrative Letter 2016-07, Implementation of Principle-Based Reserving for Life, Annuity, and Accident and Health Contracts pursuant to Article 10 of Chapter 13 of the Code of Virginia, issued July 1, 2016, <http://scc.virginia.gov/boi/adminlets/16-07.pdf>

Administrative Letter 2016-08, 2016 Legislative Changes to POM Requirements and § 38.2-231 Commercial Liability Policies - Notices of Premium Increase, Cancellation, and Refusal to Renew. Withdraws [Administrative Letter 2006-12](#), issued August 1, 2016, <http://scc.virginia.gov/boi/adminlets/16-08.pdf>

Administrative Letter 2016-09, Provider Discount Arrangements, issued November 15, 2016, <http://scc.virginia.gov/boi/adminlets/16-09.pdf>

Administrative Letter 2017-01, Revisions to the Rules Governing Suitability in Annuity Transactions (14VAC5-45-10 et seq.) of the Virginia Administrative Code), issued April 4, 2017, <http://scc.virginia.gov/boi/adminlets/17-01.pdf>

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Administrative Letter 2017-03, Appraisal and Arbitration Provisions in Insurance Policies; [Withdrawal and Replacement of Administrative Letter 1998-12](#), Issued September 15, 2017, <http://scc.virginia.gov/boi/adminlets/17-03.pdf>

Administrative Letter 2017-04, Closing Protection Letters - Notifies Title Insurance Companies that CPL Charges Should be Reported as Direct Premiums Written and Not as Other

Income, Issued November 3, 2017, <http://scc.virginia.gov/boi/adminlets/17-04.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).

Annual renewal letters for all entities licensed, approved, registered, authorized, accredited, or certified by the Virginia Bureau of Insurance, December 2016, (This letter is available upon request from the Financial Analysis Section of the Financial Regulation Division by calling (804) 371-9869).

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

Certified Reinsurers, Form CR-F and Instructions for Form CR-F

Certified Reinsurers Form CR-S and Instructions for Form CR-S

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 January 2016, § 38.2-4805.1

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Home Protection Company Requirements for Organizing and Licensing in Virginia, revised August 2012, §§ 38.2-1024 and 38.2-2603

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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

Insurance Premium Finance Company Requirements for Organizing and Licensing in Virginia, revised August 2015, § 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

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 December 2010, § 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, August 2016, § 38.2-5108

Information Concerning Risk Retention Group Registration, September 2014, §§ 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 August 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 Nondomiciliary 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, May 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)

NAIC Financial Standard State Filing Checklists for filings due in 2017 for Fraternal Societies, Health Organizations, Life, Accident and Health Companies, Property and Casualty Companies, and Title Companies

### **Virginia Specific Financial and License Renewal Forms:**

Form R01, [Analysis of Excess Capital and Surplus Investments Report](#)

Form R2A, [Application for Renewal of License](#)

Form R2B, [Application for Renewal of License - Fraternal Benefit Society](#)

Form R17, [Application for Renewal of License - Home Service Contract Provider](#)

Form R03, [Audited Financial Statements Exemption Affidavit](#)

Form R05, Certificate of Assuming Insurer

Form R05Q, Certificate of Assuming Insurer Quarterly Update

Form R15, Certificate of Certified Reinsurer

Form R06, Costs of HMO's Indemnification and Nonparticipating Referral Provider Arrangements

Form R18, Home Service Contract Provider Demographic Information and Requirements for Doing Business in Virginia

Form R19, Multiple Employer Welfare Arrangement Policy Verification

Multiple Employer Welfare Arrangement Renewal

PG Annual Renewal

Premium Finance Annual Statement Form

Form R08, Producer-Controlled Insurer Report

Reinsurance Intermediary License Renewal Application

Form R09, Report of Assessable Ocean and Inland Marine Premium

Form R10, Report of Assets Pledged, Hypothecated or Encumbered

Form R12, Request for Information Regarding Reinsurance Intermediaries (RIs)

Form R13, Statement of Material Changes

Form R14, Supplementary Statement of Covered and Uncovered Expenses

Form R16, Surplus Lines Annual Filing Information

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Assigned Risk Workers' Compensation Rates, revised April 2017, [http://scc.virginia.gov/boi/co/pc/ar\\_wcomp.aspx](http://scc.virginia.gov/boi/co/pc/ar_wcomp.aspx)

Common Problems Found during Agent Investigations, revised August 1, 2015, <http://www.scc.virginia.gov/boi/pro/files/comprob.pdf>

Common Problems Found during Life and Health Market Conduct Examinations, revised April 2015, [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>

Credit Insurance Experience Exhibits Questionnaire, revised October 6, 2016, <http://www.scc.virginia.gov/boi/co/miscforms.aspx>

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),

<http://www.scc.virginia.gov/boi/co/health/lcforms.aspx>, <http://www.scc.virginia.gov/boi/co/health/index.aspx>, <http://www.scc.virginia.gov/boi/co/health/medsup.aspx>, and <http://www.scc.virginia.gov/boi/co/health/mandben.aspx>

Letter to Newly Licensed Insurers Advising the Insurers of the Applicable Insurance Rules and Regulations in the Commonwealth of Virginia, revised 2001 (available upon request from the Forms and Rates Section of the Life and Health Division by calling (804) 371-9110)

Market Issues Identified by the Market Conduct and Consumer Services Section, revised January 2017, [http://www.scc.virginia.gov/boi/co/mkt\\_conduct/pc\\_prob.pdf](http://www.scc.virginia.gov/boi/co/mkt_conduct/pc_prob.pdf)

NAIC Product Review Filing Checklists for Life and Health, revised September 2014, [http://www.scc.virginia.gov/boi/co/health/lh\\_check.aspx](http://www.scc.virginia.gov/boi/co/health/lh_check.aspx)

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Virginia Property and Casualty Filing Guidelines Handbook, revised June 2015, [http://www.scc.virginia.gov/boi/co/pc/files/pc\\_handbook.pdf](http://www.scc.virginia.gov/boi/co/pc/files/pc_handbook.pdf)

Workers' Compensation Voluntary Market Loss Costs Multipliers, revised June 2017, [http://www.scc.virginia.gov/boi/co/pc/files/wclc\\_mult.pdf](http://www.scc.virginia.gov/boi/co/pc/files/wclc_mult.pdf)

**Administration and Assessment Unit Guidance Documents:**

Virginia Assessments Reports for Year Ended December 31, 2016, revised December 2016, <http://ex.scctest2new.scc.state.va.us/boi/co/assess/filing.aspx>

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Administrative Letter 2015-11, Assessment Practices and Procedures, Replacement of Administrative Letter 2014-01, issued October 1, 2015, <http://scc.virginia.gov/boi/adminlets/15-11.pdf>

Consumer Assistance and Outreach Services Brochure, revised June 2013, <http://www.scc.virginia.gov/boi/pubs/outreach.pdf>



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### Life and Health Consumer Guides:

10 Tips to Help You Understand Your Coverage and Rights under Your Managed Care Health Insurance Plan, revised October 2005, <http://www.scc.virginia.gov/boi/omb/tentips.aspx>

2016 Choosing a Medigap Policy: A Guide to Health Insurance for People with Medicare, published December 2013, <http://www.scc.virginia.gov/boi/pubs/02110.pdf>

2018 Medicare Premiums, Deductibles, and Co-insurance, revised December 2017, <http://www.scc.virginia.gov/boi/pubs/medchange.pdf>

2018 Part D Medicare Prescription Drug Plans in Virginia, revised September 2017, <http://www.scc.virginia.gov/boi/pubs/medcaredrug.pdf>

2018 Part C Medicare Health Plans in Virginia, revised September 2017, <http://www.scc.virginia.gov/boi/pubs/medcarehlth.pdf>

2018 Tax Qualified Long-Term Figures, published November 2017, [http://www.scc.virginia.gov/boi/pubs/ltc\\_taxqual.pdf](http://www.scc.virginia.gov/boi/pubs/ltc_taxqual.pdf)

A Shopper's Guide to Cancer Insurance, revised July 2007, (available upon request from the Life and Health Consumer Services Section by calling (804) 371-9691)

A Buyer's Guide to Long-Term Care Insurance, revised December 2013 (available upon request from the Life and Health Consumer Services Section by calling (804) 371-9691)

Advance Health Care Directive Registry, [http://www.scc.virginia.gov/boi/pubs/ahd\\_regis.pdf](http://www.scc.virginia.gov/boi/pubs/ahd_regis.pdf)

Appointment of Authorized Representative, revised July 2011, <http://www.scc.virginia.gov/boi/omb/files/216b.pdf>

Consumer Assistance - Managed Care Health Insurance Plans, <http://www.scc.virginia.gov/boi/omb/mchip.aspx>

Consumer Assistance and Outreach Services Brochure, revised June 2013, <http://www.scc.virginia.gov/boi/pubs/outreach.pdf>

Facts about Long-Term Care Insurance in Virginia, revised July 2016, <http://www.scc.virginia.gov/boi/pubs/ltcfacts.pdf>

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Important Information Regarding Medicare Advantage Plan Marketing, revised May 2009, [http://www.scc.virginia.gov/boi/pubs/adv\\_mktng.pdf](http://www.scc.virginia.gov/boi/pubs/adv_mktng.pdf)

Know Your Rights Regarding Life and Health Insurance, [http://www.scc.virginia.gov/boi/cons/lh\\_rts.aspx](http://www.scc.virginia.gov/boi/cons/lh_rts.aspx)

Life and Health Complaint Form, revised June 2015, <http://www.scc.virginia.gov/publicforms/262/lhinquiry.pdf>

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Life Insurance: Securing Your Family's Financial Future in Case of Unexpected Death, [http://www.naic.org/documents/consumer\\_alert\\_life\\_insurance.htm](http://www.naic.org/documents/consumer_alert_life_insurance.htm)

List of Carriers with Recently Approved Individual Stand-Alone Dental Plans, revised October 18, 2017, [http://scc.virginia.gov/boi/pubs/dent\\_indv18.pdf](http://scc.virginia.gov/boi/pubs/dent_indv18.pdf)

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List of Medicare Supplement and Medicare Select Insurance Companies for Individuals under 65 and Eligible for Medicare due to Disability, revised 10-6-17, <http://scc.virginia.gov/boi/pubs/medsupcos.pdf>

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Long-Term Care Insurance - What You Should Know, [http://www.naic.org/documents/consumer\\_alert\\_ltc.htm](http://www.naic.org/documents/consumer_alert_ltc.htm)

Managed Care Health Insurance Plan Appeal Process, published July 2003, <http://www.scc.virginia.gov/boi/omb/files/appeal.pdf>

NAIC Public Service Announcement for Long-Term Care Insurance, [http://www.naic.org/index\\_ltc\\_section.htm](http://www.naic.org/index_ltc_section.htm)

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Tips on Obtaining Out-of-Network Services through Your Managed Care Health Insurance Plan, revised October 2005, <http://www.scc.virginia.gov/boi/omb/files/oontips.pdf>

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Tips to Help You Appeal an Experimental Investigational Services Denial by Your MCHIP, revised January 2012, <http://www.scc.virginia.gov/boi/omb/files/exptips.pdf>

Tips to Help You Appeal a Prescription Medication Denial with Your Managed Care Health Insurance Plan, revised March 2009, <http://www.scc.virginia.gov/boi/omb/files/scriptips.pdf>

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The Medicine Program - Patient Assistance Programs to Help Those Who Qualify to Receive Free Prescription Medications, <http://www.themedicineprogram.com/>

Understanding Your Insurance Policy, [http://www.scc.virginia.gov/boi/pubs/naic\\_und\\_plcy.pdf](http://www.scc.virginia.gov/boi/pubs/naic_und_plcy.pdf)

Virginia Health Insurance Guide for Consumers, revised June 2015, [http://www.scc.virginia.gov/boi/pubs/conshealth\\_14.pdf](http://www.scc.virginia.gov/boi/pubs/conshealth_14.pdf)

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Teenager's Guide to Auto Insurance, revised 2006, [http://www.scc.virginia.gov/boi/pubs/auto\\_teen.pdf](http://www.scc.virginia.gov/boi/pubs/auto_teen.pdf)

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Virginia Commercial Insurance Consumer's Guide, revised 2012, <http://www.scc.virginia.gov/boi/pubs/commguide.pdf>

When a Disaster Strikes: What to Do after an Insured Commercial Property Loss, revised 2012, [http://www.scc.virginia.gov/boi/pubs/comm\\_dis.pdf](http://www.scc.virginia.gov/boi/pubs/comm_dis.pdf)

When a Disaster Strikes: What to Do after an Insured Homeowners Loss, revised 2012, [http://www.scc.virginia.gov/boi/pubs/ho\\_dis.pdf](http://www.scc.virginia.gov/boi/pubs/ho_dis.pdf)

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## Guidance Documents

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Form 5001, Service Request Form, September 2015 <http://scc.virginia.gov/PublicForms/584/5001.pdf>

### Forms for Surplus Lines Insurance:

Form 3001, Application for Individual Insurance License, July 2016, <http://scc.virginia.gov/PublicForms/550/3001.pdf>

Form 4052, Application for Business Entity Insurance License, March 2014, <http://scc.virginia.gov/PublicForms/580/4052.pdf>

Form SLB-2, Bond for Surplus Lines Broker, January 2004, <http://scc.virginia.gov/PublicForms/583/slb-2.pdf>

Annual Assessment Report, revised 2013, <http://www.scc.virginia.gov/boi/pro/slb.aspx>

Form SLB-9, Notice to Insured, effective September 1996, <http://www.scc.virginia.gov/boi/pro/slb.aspx>

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

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.

### 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)

North American Securities Administrators Association Statements of Policy, December 2017, (Virginia Securities Act, 21VAC5-30-80), <http://law.lis.virginia.gov/admincode/title21/agency5/chapter30/section80>

### Investor Education Publications:

Invest in Your Future: A Guide to Investment Planning, May 2016, <http://www.scc.virginia.gov/srf/cons/pubs.aspx>

Protect Your Future: A Guide to Investment Planning, May 2016, <http://www.scc.virginia.gov/srf/cons/mil.aspx>

Securities Complaint Form, June 2003 (Virginia Securities Act), <http://www.scc.virginia.gov/publicforms/266/complnt.pdf>

### Virginia Securities Act Forms:

#### Broker-Dealer

Uniform Application for Broker-Dealer Registration (Form BD), revised January 2008, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Broker-Dealer's Surety Bond (Form S.A. 11), July 1999, <http://www.scc.virginia.gov/publicforms/269/sa11.pdf>

Application for Renewal of a Broker-Dealer's Registration (Form S.A. 2), July 1999, <http://www.scc.virginia.gov/publicforms/270/sa2.pdf>

Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form BDW), January 2008, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Affidavit of Undertaking to the Virginia Division of Securities and Retail Franchising (Form AFF 1), April 2015, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

#### Broker-Dealer Agent

Application for Renewal of Registration as an Agent of an Issuer (Form S.D. 4), 1997, <http://www.scc.virginia.gov/publicforms/271/sd4.pdf>

Non-FINRA Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form S.D. 4 A), 1974, <http://www.scc.virginia.gov/publicforms/272/sd4a.pdf>

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with no Disciplinary History (Form S.D. 4 B), 1974, <http://www.scc.virginia.gov/publicforms/273/sd4b.pdf>

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with Disciplinary History (Form S.D. 4 C), 1974, <http://www.scc.virginia.gov/publicforms/274/sd4c.pdf>

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Agent Multiple Employment Agreement (Form S.A. 16), July 2007, <http://www.scc.virginia.gov/publicforms/276/sa16.pdf>

Affidavit Regarding Small Corporate Offering Registration Offering (Form Aff), July 1999, <http://www.scc.virginia.gov/publicforms/275/scoraff.pdf>

### Investment Advisor

Uniform Application for Registration of Investment Advisors (Form ADV), July 2010, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Investment Advisor's Surety Bond Form (Form IA-sure), July 1999, <http://www.scc.virginia.gov/publicforms/277/iasb.pdf>

Notice of Withdrawal from Registration as Investment Advisor (Form ADV-W), October 2003, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 2), April 2015, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 3), April 2015, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

### Investment Advisor Representative

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Investment Advisor Representative Multiple Employment Agreement (Form S.A. 15), July 2007, <http://www.scc.virginia.gov/publicforms/279/sa15.pdf>

Affidavit for Waiver of Examination (Form S.A. 3), July 1999, <http://www.scc.virginia.gov/publicforms/278/sa3.pdf>

### Securities Registration

Intrastate Crowdfunding Exemption (ICE) Notice Filing Form (Form ICE), July 2015, <http://www.scc.virginia.gov/publicforms/625/ice.docm>

Uniform Application to Register Securities (Form U-1), December 2017, <http://www.scc.virginia.gov/publicforms/280/u1.pdf>

Uniform Consent to Service of Process (Form U-2), December 2017, <http://www.scc.virginia.gov/publicforms/281/u2.pdf>

Uniform Form of Corporate Resolution (Form U-2a), July 1999, <http://www.scc.virginia.gov/publicforms/282/u2a.pdf>

Small Company Offering Registration (SCOR) (Form U-7), September 1999, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Registration by Notification - Original Issue (Form S.A. 4), November 1996, <http://www.scc.virginia.gov/publicforms/283/sa4.pdf>

Registration by Notification - Non-Issuer Distribution (Form S.A. 5), November 1996, <http://www.scc.virginia.gov/publicforms/284/sa5.pdf>

Registration by Notification - Pursuant to 21VAC5-30-50 Non-Issuer Distribution "Secondary Trading" (Form S.A. 6), 1989, <http://www.scc.virginia.gov/publicforms/285/sa6.pdf>

Registration by Qualification (Form S.A. 8), July 1991, <http://www.scc.virginia.gov/publicforms/286/sa8.pdf>

Escrow Agreement (Form S.A. 12), 1971, <http://www.scc.virginia.gov/publicforms/287/sa12.pdf>

Impounding Agreement (Form S.A. 13), July 1999, <http://www.scc.virginia.gov/publicforms/288/sa13.pdf>

Notice of Limited Offering of Securities (Form VA-1), November 1996, <http://www.scc.virginia.gov/publicforms/289/va1.pdf>

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 - Coordinated Review-Equity (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)

Uniform Notice of Regulation A – Tier 2 Offering, February 2017, [http://www.scc.virginia.gov/publicforms/634/RegA\\_Tier2.pdf](http://www.scc.virginia.gov/publicforms/634/RegA_Tier2.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>

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## Guidance Documents

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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 and 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 Shane Ayers, Deputy Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9561, FAX (804) 371-9734, or email

[shane.ayers@scc.virginia.gov](mailto:shane.ayers@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>

Homeowner's Brochure, March 2015, 2 pages, <http://www.scc.virginia.gov/urs/mutility/docs/hobroch.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>

Liquefied Petroleum Gas: A Guide to Understanding Regulatory Requirements in Virginia, May 2016, 12 pages, <http://www.scc.virginia.gov/urs/pipe/lpgguide.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>

Procedural Guidelines for Enforcement of Pipeline Safety Standards, October 2017, 3 pages, <http://www.scc.virginia.gov/urs/pipe/enfpps.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, December 2017, § 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 Suitte 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 Kimberly Pate, Director, or Kent Peterson, Patrick Carr, Scott Armstrong, 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 Utility Accounting and Finance Section on the State Corporation Commission's website at <http://www.scc.virginia.gov>. 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).

**Guidance Documents:**

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2016 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2017, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2017, § 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, 2017, § 56-249

**Forms for Annual Reports:**

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

Annual Financial and Operating Report for Gas Companies, consisting of the Federal Energy Regulatory Commission Form 2 and supplemental schedules, § 56-249. Length of report varies by company.

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company, [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 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 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 for Filing Affiliate or 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>

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## Guidance Documents

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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, updated December 8, 2017, 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, 9th 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, Manager, Public Service Taxation Division, State Corporation Commission, Tyler Building, 9th 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 2016, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/etax.pdf>

CCTD-6, Tax Report, Telecommunications Companies, revised December 2016, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/teltax.pdf>

CCTD-7, Tax Report, Gas Companies, revised December 2016, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/gtax.pdf>

CCTD-8, Tax Report, Water Companies, revised December 2016, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/wtax.pdf>

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2016, § 58.1-2654, <http://www.scc.virginia.gov/pst/forms.aspx/rolstock.pdf>

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2016, § 58.1-2663, <http://www.scc.virginia.gov/pst/forms.aspx/mctax.pdf>

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2016, § 58.1-2663, <http://www.scc.virginia.gov/pst/forms.aspx/patax.pdf>

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2016, § 58.1-2663, <http://www.scc.virginia.gov/pst/forms.aspx/rrtax.pdf>

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, December 2016, §§ 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/pst/forms.aspx/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/pst/forms.aspx/gmon.pdf>

Real Estate Transaction Form Purchase or Conveyance, 2013, § 58.1-2628, <http://www.scc.virginia.gov/pst/forms.aspx/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/pst/forms.aspx/psp.pdf>

Application for Registration as an Operator Service Provider, revised December 2013, <http://www.scc.virginia.gov/pst/forms.aspx/osp.pdf>

### State Corporation Commission 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 2016 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 Headquarters during normal business hours 8 a.m. to 5 p.m., Monday through Friday. The office is located at 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained, at a cost of \$.10 cents per page, by contacting Jim Bruce, Department of Corrections 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 obtained from the same contact.

Guidance documents may also be viewed and printed, at no cost from the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

### Guidance Documents:

[BOC Policy 10-1, Board of Corrections Policy Process, 6/1/2013](#)

[BOC Policy 10-2, Board of Corrections Regulations, 6/1/2013](#)

[BOC Policy 10-3, Equal Employment Opportunity, 6/1/2013](#)

[BOC Policy 10-4, Budget, 6/1/2013](#)

[BOC Policy 10-7, Negotiations with Low Bidder, 6/1/2013](#)

[BOC Policy 10-8, Volunteer Program, 6/1/2013](#)

[BOC Policy 20-10, Agribusiness, 6/1/2013](#)

[BOC Policy 20-11, Correctional Enterprises, 6/1/2013](#)

[BOC Policy 20-13, Offender Co-Payment Program for Health Care Services, 1/1/2012](#)

[BOC Policy 20-14, Offender Health Records, 1/1/2012](#)

[BOC Policy 20-7, Inmate Pay, 6/1/2013](#)

[BOC Policy 20-8, Extending Limits of Confinement for Work and Educational Programs, 6/1/2013](#)

[BOC Policy 20-9, Good Conduct Allowance and Earned Sentence Credits, 6/1/2013](#)

[BOC Policy 30-1, Local Correctional Facility Standards, 6/1/2013](#)

[BOC Policy 30-2, Furlough, Work, Educational and Rehabilitative Releases from Local Correctional Facilities, 6/1/2013](#)

[BOC Policy 30-3, Review of Death of Inmates in Local Correctional Facilities, 10/1/2017](#)

[BOC Policy 30-5, Purchase of Services Authorized, 1/1/2012](#)

[BOC Policy 30-6, Cost of Maintenance of Jails, 6/1/2013](#)

[BOC Policy 30-7, Regional Contracts for Cooperative Jailing of Offenders, 6/1/2013](#)

[BOC Policy 30-8, Community Facilities for Offenders, 6/1/2013](#)

[BOC Policy 30-9, Approval for Jail Construction and Reimbursement, 6/1/2013](#)

[Compliance Jail 2015, Compliance Documentation for Jails effective January 1, 2015, audits, 11/10/2014](#)

[Compliance LU 2013, Compliance documentation for Lockups effective July 1, 2013, 12/13/2012](#)

[Joint Policy 1-1, Graduated Release from Confinement, 6/1/2013](#)

## 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 Virginia 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 Jaime Hoyle, Executive Director of the Board, at the address above or by telephone at (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 Noncompliance with Continuing Education Requirements, Revised May 1, 2015](#)

[115-1.2, Bylaws of the Board, revised January 27, 2017](#)

[115-1.4, Guidance on Technology-Assisted Counseling and Technology-Assisted Supervision, revised November 13, 2015](#)



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## Guidance Documents

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115-1.5, Instruction Manual for Use of Sanction Reference Points in Disciplinary Cases, adopted May 20, 2016

115.8, Examinations approved by the board for rehabilitation provider certification, adopted September 11, 2015

115.9, Certifications approved by the board for endorsement as a certified substance abuse counselor, adopted August 19, 2016

115-2, Impact of criminal convictions, impairment, and past history on licensure or certification, adopted November 15, 2013

115-2.1, Guidance on whether hypnosis is an appropriate counseling tool, readopted August 8, 2008

115-2.2, Guidance on participation by substance abuse counselors in planned interventions, revised November 13, 2015

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

115-7, Supervised experience for the delivery of clinical services for professional counselor licensure, revised November 13, 2015

115-8, Approved degrees in human services and related fields for qualified mental health professional registration, adopted November 3, 2017

### 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, <http://www.dcjs.virginia.gov>. Copies may be obtained by contacting Shannon Dion at the above address, telephone (804) 225-4300, FAX (804) 786-0588, or email [shannon.dion@dcjs.virginia.gov](mailto:shannon.dion@dcjs.virginia.gov). Copies of guidance documents are free and can be accessed on the agency's website or Virginia Regulatory Town Hall at <http://townhall.virginia.gov>. Questions regarding interpretation or implementation of these documents may be directed to Shannon Dion at the above address, telephone (804) 225-4300, FAX (804) 786-0588, or [shannon.dion@dcjs.virginia.gov](mailto:shannon.dion@dcjs.virginia.gov).

#### Guidance Documents:

[5482, Grant Guidelines for New Grant Funding for Pretrial and Local Probation Services for Unserved Localities](#), 12/31/2013

[5483, Local Community-Based Probation and Pretrial Services Grant Application Guide for FY 2015–2016 Continuation Funding](#), 2/27/2015

### Criminal Justice Services Board

[5469, Certified Crime Prevention Community Program Manual](#), 12/31/2009

[5470, Certified Crime Prevention Community Program Recertification Guidelines](#), 10/14/2016

[5481, CASA/CJA Advisory Committee Guidance Policy for Court Appointed Special Advocates Programs](#), 11/2/2017

[5851, Field Training Officer Requirements](#), 11/19/2015

[5943, Forfeited Asset Sharing Program Manual](#), 7/1/2015

### VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Guidance documents may be obtained from the agency's website at <http://www.vldb.virginia.gov/> or by using the links below. For assistance with accessing documents, contact Nathan McLamb, Director of Human Resources, Virginia School for the Deaf and the Blind, P.O. Box 2069, Staunton, VA 24402, or by telephone at (540) 332-9065 or email [nathan.mclamb@vsdb.virginia.gov](mailto:nathan.mclamb@vsdb.virginia.gov). Questions regarding interpretation or implementation of these documents may also be addressed to Nathan McLamb at the contact information listed above.

#### Guidance Documents:

[VSDB Policy Manual](#)

[Student Handbook and Code of Conduct](#)

[VSDB Board of Visitors Bylaws](#), revised March 2010

### 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 of the Board, at the address above or by telephone at (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, Sanction Reference Point Instruction Manual, revised December 11, 2015

60-3, Periodic inspection of sedation and anesthesia in dental offices, revised December 11, 2015

60-4, Questions and answers about sedation, revised December 11, 2015

60-5, Sanctioning for violations for continuing education requirements, revised September 16, 2016

60-6, Policy on sanctioning for practicing with an expired license, revised December 11, 2015

60-7, Chart on delegable duties for dental assistants, revised March 9, 2012

60-8, Educational requirements for dental assistant II, revised December 11, 2015

60-9, Code of conduct for board members, June 12, 2009

60-10, Policy on sanctioning for failure to comply with advertising guidelines, revised December 11, 2015

60-11, Guidance on treatment of patient if fees not paid, revised September 12, 2008

60-12, Board guidance on administration of topical oral fluorides by dental hygienists in the Virginia Department of Health, revised September 7, 2007

60-13, Remote supervision of dental hygienists, revised September 15, 2017

60-14, Bylaws of the Board of Dentistry, revised March 7, 2013

60-15, Standards for professional conduct in the practice of dentistry, revised September 16, 2016

60-17, Policy on recovery of disciplinary costs, revised September 15, 2017

60-18, Dental laboratory work order, revised December 11, 2015

60-19, Dental laboratory subcontractor work order, adopted December 7, 2012

60-20, Guidance on radiation certification, revised December 11, 2015

60-21, Policy on sanctions for failure to report to the Prescription Monitoring Program, adopted June 10, 2016

60-22, Policy on sanctioning for failure to comply with insurance and billing practices, revised December 11, 2015

60-23, Policy on teledentistry, adopted December 11, 2015

60-24, Guidance on dental practices, adopted March 11, 2016

76-24.3, Inspection report for dental offices, revised December 11, 2015

## VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

Guidance documents of the Virginia Economic Development Partnership (VEDP) are available using the links below, which will link the user to the guidance documents on VEDP's Ally Information Exchange website at <http://virginiaallies.org>.

Additionally, copies of the following documents may be viewed on regular work days from 8 a.m. until 4:30 p.m. in VEDP's offices at One James Center, 901 East Cary Street, Suite 900, Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Sandra Jones McNinch at the same address, telephone (804) 545-5617, facsimile (804) 545-5611, and email [smcninch@yesvirginia.org](mailto:smcninch@yesvirginia.org). These documents are also available for download at the links shown below.

Questions regarding the interpretation or implementation of these documents may be directed to Sandra Jones McNinch, General Counsel, Virginia Economic Development Partnership, One James Center, 901 East Cary Street, Suite 900, Richmond, Virginia 23219, or by mail P.O. Box 798, Richmond, VA 23218-0798, telephone (804) 545-5617 and email [smcninch@yesvirginia.org](mailto:smcninch@yesvirginia.org).

### Guidance Documents:

[Guidelines for the Commonwealth's Development Opportunity Fund Program, FY 2018 § 2.2-115](#)

[Guidelines for the Major Eligible Employer Grant Program, FY 2018, §§ 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 Site Assessment Guidelines, FY 2018, § 10.1-1237](#)

[Brownfield Restoration and Economic Redevelopment Assistance Fund Site Remediation Guidelines, FY 2018, § 10.1-1237](#)

[Guidelines for the Virginia Economic Development Incentive Grant Program, FY 2018, §§ 2.2-5100 through 2.2-5104](#)

[Guidelines for the Virginia Investment Partnership Grant Program, FY 2018, §§ 2.2-5100 through 2.2-5104](#)

[Guidelines for the Business Ready Sites Program Site Characterization Grant Program, FY 2018, § 2.2-2238 C](#)

## DEPARTMENT OF EDUCATION

For copies of documents, please contact Emily Webb at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2924, or

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# Guidance Documents

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email [emily.webb@doe.virginia.gov](mailto:emily.webb@doe.virginia.gov). Questions may also be directed to Ms. Webb.

## Guidance Documents:

[Adult Education, High School Equivalency \(HSE\) Examination Guidelines, 9/22/2016](#)

[Assessment, Limited English Proficient Students: Guidelines for Participation in the Standards of Learning Assessments, 12/30/2010](#)

[Assessment, Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval, 1/30/2003](#)

[Assessment, Protocol for State-Directed Investigations of Testing Irregularities, 4/30/2008](#)

[Assessment, Local Alternative Assessment Guidelines for 2016–2017 through 2018–2019, 10/27/2016](#)

[Assessment, Guidelines for Instruction-Based Assessments, 12/31/2004](#)

[Assessment, Eligibility Criteria for Expedited Retakes on Spring 2015 Grades 3 through 8 Nonwriting Standards of Learning Tests, 3/26/2015](#)

[Employment & License, Guidelines for Mentor Teachers Programs, 6/30/2000](#)

[Employment & License, Virginia License Renewal Manual, 11/22/2017](#)

[Employment & License, Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas, 8/7/2001](#)

[Employment & License, The Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-to-Staff Schools, 6/30/2004](#)

[Employment & License, Virginia's High Objective Uniform State Standard of Evaluation \(HOUSSE\) for Experienced Teachers, 4/30/2005](#)

[Employment & License, Virginia's Definition of Alternate Route for Highly Qualified Teachers, 4/30/2004](#)

[Employment & License, Virginia Requirements to be a Highly Qualified Special Education Teacher, 9/30/2006](#)

[Employment & License, Virginia High Objective Uniform State Standard of Evaluation \(HOUSSE\) for Visiting International Faculty \(VIF\) Cultural Exchange Teachers, 3/30/2007](#)

[Employment & License, Guidelines for Prescribed Professional Teacher's Examinations, 1/8/2011](#)

[Employment & License, High-Quality Professional Development Criteria, 4/30/2004](#)

[Employment & License, Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure, 10/30/2005](#)

[Employment & License, Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment, 11/30/2005](#)

[Employment & License, Virginia Standards for the Professional Practice of Teachers, 4/28/2011](#)

[Employment & License, 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, 9/27/2012](#)

[Employment & License, Guidelines Pertaining to the Employment of Substitute Teachers, 3/24/2011](#)

[Employment & License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, 7/23/2015](#)

[Employment & License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents, 7/23/2015](#)

[Employment & License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals, 7/23/2015](#)

[Employment & License, Guidelines for Distributing National Board Incentive Awards, 6/28/2012](#)

[Finance & Operations, Use of Literary Fund Proceeds, 6/29/2007](#)

[Finance & Operations, Guidelines for Establishing Joint or Regional Continuation High Schools or Programs, 5/28/2004](#)

[Finance & Operations, Eligibility Criteria and Procedures for Supplemental Funding for School Divisions in the Commonwealth of Virginia That Enter into Cost-Saving or Service-Sharing Agreements, 7/23/2009](#)

[Finance & Operations, Criteria for Making Distributions from the Public Charter School Fund, 1/10/2008](#)

[Flag/Moment of Silen, Guidelines on the Recitation of the Pledge of Allegiance, Including Guidelines for Appropriate Etiquette and Conventions for Respecting the Dignity of the Flag, 7/26/2001](#)

[Flag/Moment of Silen, Guidelines on the Minute of Silence Requirements, 6/13/2000](#)

[Flag/Moment of Silen, Guidelines Concerning Religious Activity in Public Schools, 12/30/1995](#)

[Instruction, Guidelines for the K-3 Record for Reading and Mathematics, 5/30/2003](#)

[Instruction, Objectives for Personal Living and Finance, 12/30/2006](#)

- Instruction, Criteria for Character Education, 7/26/2012
- Instruction, Curriculum and Administrative Guide for Driver Education in Virginia, 12/30/2010
- Instruction, Guidelines for Banking-in-School Demonstration Partnership Programs, 12/30/2006
- Instruction, Virginia Plan for the Gifted, 12/30/2006
- Instruction, Procedures for Initiating Academic Year Governor's Schools, 1/30/1999
- Instruction, Homebound Instructional Services Guidelines, 2/1/2012
- Instruction, Criteria for Establishing Governor's Career and Technical Academies, 1/30/2008
- Instruction, Guidelines for Alternatives to Animal Dissection, 7/30/2004
- Instruction, Virginia's Definition of School Readiness, 4/30/2008
- Instruction, 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, 1/30/2004
- Instruction, Revisions 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, 2/5/2007
- Instruction, Standards for the Governor's Career and Technical Education Exemplary Standards Awards Program, 5/30/2008
- Instruction, World-Class Instructional Design and Assessment (WIDA) English Language Proficiency (ELP) Standards, 3/30/2008
- Instruction, Virginia Public Charter School Application Process, 9/22/2016
- Instruction, Application for College Partnership Laboratory Schools and the Procedures for Receiving, Reviewing, and Ruling on College Partnership Laboratory School Applications, 10/25/2012
- Instruction, Guidelines and Standards of Learning for Family Life Education, 9/28/2017
- Instruction, Virginia's Textbook Review Process, 3/24/2011
- Instruction, Guidelines for Local Textbook Approval, 9/22/2011
- Instruction, List of Board of Education Regulations Identified as Waivable for Charter School Purposes, 6/30/1999
- Instruction, Guidelines for Academic and Career Plans, 9/17/2009
- Instruction, Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations, 12/31/2002
- Instruction, Growth Indicators in Response to the 2013 Acts of the Assembly, 7/25/2013
- Instruction, Physical Education Program Guidelines for Public Elementary and Middle Schools, 11/21/2013
- Instruction, Board of Education Approved Industry Certifications, Occupational Competency Assessments, and Professional Licenses, 5/25/2017
- Instruction, High School to Work Partnerships Guidelines and Model Liability Waiver, 6/26/2014
- Instruction, Responsive Instruction: Refining Our Work of Teaching All Children, 10/31/2007
- Instruction, Guidelines for the Use of Computer Science Courses to Satisfy Graduation Requirements, 1/22/2015
- Instruction, Guidelines for Graduation Requirements: Local Alternative Paths to Standard Units of Credit (Alternatives to the 140-Clock-hour Requirement), 10/22/2015
- Instruction, Guidelines for Using Supplementary Written Materials to Teach the Documents of Virginia History and the United States Constitution, 1/22/2015
- Instruction, Guidelines for Issuing a Virginia Seal of Bilingualism, 6/25/2015
- Instruction, Virginia Public Charter School Application, 9/22/2016
- Instruction, Criteria Checklist For Virginia Public Charter School Applications, 9/22/2016
- Military, Guidelines for Honorary High School Diplomas for Veterans of World War II, The Korean War, and the Vietnam War, 10/25/2010
- School Calendar, Guidelines for Considering and Approving Requests for Pre-Labor Day Openings, 3/28/2013
- School Facilities, Model Guidelines for the Wearing of Uniforms in Public Schools, 7/1/1996
- School Facilities, Guidelines for School Facilities in Virginia's Public Schools, 9/1/2013
- School Improvement, Criteria for Review of Private Educational Management Companies, 4/1/2005
- School Improvement, Guidelines for School Division Rewards Allowable under the No Child Left Behind Act of 2001, 7/30/2004
- School Improvement, Guidelines for Sanctions/Corrective Actions for Virginia School Divisions in Improvement Status as Required by the No Child Left Behind Act of 2001, 10/30/2004

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- School Improvement, Academic Review Process, 9/27/2012
- School Improvement, Criteria for the Virginia Index of Performance, 10/24/2013
- School Improvement, Division-Level Academic Review Process, 10/25/2012
- School Nutrition, Annual Agreement to Participate in the School Nutrition Programs, 5/27/2016
- School Nutrition, Resolution to Establish and Define Exemptions for School Sponsored Fundraisers Pending Incorporation in the Proposed Regulations Governing Nutritional Guidelines for Competitive Foods Available for Sale in the Public Schools, 11/19/2015
- School Safety, Student Conduct Policy Guidelines, 1/22/2015
- School Safety, Virginia School Search Resource Guide, Including Student Search Guidelines, 10/1/2000
- School Safety, Guidance for Accommodating Children with Special Dietary Needs in School Nutrition Programs, 10/11/2002
- School Safety, Guidelines for Management of the Student's Scholastic Record, 5/1/2004
- School Safety, Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus, 12/30/1990
- School Safety, Virginia School Health Guidelines, 5/1/1999
- School Safety, Model School Crisis and Emergency Management Plan, 11/30/2007
- School Safety, School Safety Audit Protocol, 7/30/2000
- School Safety, Policy Regarding Medication Recommendation by School Personnel, 8/16/2002
- School Safety, Persistently Dangerous Schools and Unsafe School Choice Option, 4/30/2003
- School Safety, Guidelines for Managing Asthma: A Team Approach, 7/1/2003
- School Safety, Guidelines for Specialized Health Care Procedures, 12/30/2004
- School Safety, Manual for Training Public School Employees in the Administration of Insulin and Glucagon, 11/1/2011
- School Safety, Guidelines for Student Drug-Testing in the Public Schools, 6/30/2004
- School Safety, Guidelines for the Development of Policies and Procedures for Managing Student Behaviors in Emergency Situations: Focusing on Physical Restraint and Seclusion, 11/30/2005
- School Safety, Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools, 3/24/2011
- School Safety, Guidelines for Policies on Concussions in Students, 11/17/2016
- School Safety, Elementary School Gun Safety Guidelines and Curriculum, 7/31/2011
- School Safety, Persistently Dangerous Schools Identification Process and Criteria, 4/29/2003
- School Safety, Model Policy to Address Bullying in Virginia's Schools, 10/24/2013
- School Safety, Guidelines for School Division Policy Regarding Service Dogs in Virginia's Public Schools, 12/31/2011
- School Safety, Resource Document for Local Screening Requirements in Virginia's Public Schools, 9/30/2009
- School Safety, Guidelines for Recognition and Treatment of Anaphylaxis in the School Setting, 12/30/2014
- School Safety, The Manual for the Training of Public School Employees in the Administration of Medication, 6/1/2012
- School Safety, Guidelines for Seizure Management, 12/31/2010
- SOA, Guidelines Establishing an Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence, 7/30/2007
- SOA, Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia, 1/13/2011
- SOA, 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, 11/17/2011
- SOA, Interpretation of Regulations for Certain Transfer Students, 12/20/2002
- SOA, Substitute Tests Approved for Awarding Verified Credit, 7/27/2017
- SOA, Guidance for the Determination of the New Accreditation Rating: "Partially Accredited", 7/28/2016
- Special Education, Guidelines for the Participation of Students with Disabilities in the State Accountability System, 11/30/2010
- Special Education, Discipline of Students with Disabilities, 12/30/2010
- Special Education, Your Family's Special Education Rights – Virginia Procedural Safeguards Notice, 9/30/2013
- Special Education, Individual Student Alternative Education Plan (ISAEP) Program Guidelines, 9/27/2012

- Special Education, Required Modifications to Local Procedures and Policies (Special Education), 11/30/2009
- Special Education, Alternative Special Education Staffing Plan Procedures, 1/30/2001
- Special Education, Procedures for Receiving and Resolving Complaints which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities, 2/25/2000
- Special Education, Guidelines for Schools for Students with Disabilities Fund, 6/30/2007
- Special Education, Training Standards for Paraprofessionals Assigned to Work with a Teacher Who Has Primary Oversight of Students with Autism Spectrum Disorder, 1/10/2013
- Special Education, Standard Diploma Credit Accommodations for Students with Disabilities, 9/28/2017
- Special Education, Guidelines for Educating Students with Specific Learning Disabilities (SLD), 10/4/2013
- Special Education, Parent's Guide to Special Education, 12/31/2010
- Special Education, Parents' Guide to Special Education Dispute Resolution, 12/31/2008
- Special Education, Guidance on Prior Written Notice in the Special Education Process, 5/31/2013
- Special Education, Guidance for Military Families with Students in Special Education, 8/31/2014
- Special Education, Guidance Document on Manifestation Determination New Requirements, 11/30/2006
- Special Education, Extended School Year Services, 12/31/2007
- Special Education, Guidance Document on the Implementation of the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 8/31/2009
- Special Education, Guidance Document for Implementing New Special Education Requirements for the Definition of Parent, 5/31/2009
- Special Education, Guidelines for School Division Transfer of Assistive Technology Devices, 9/6/2013
- Special Education, Functional Behavioral Assessment, Behavior Intervention Plans and Positive Intervention and Supports, 12/31/2009
- Special Education, Guidelines for Working with Students Who Are Blind or Visually Impaired in Virginia Public Schools, 12/31/2010
- Special Education, Guidelines for Working with Students Who Are Deaf or Hard of Hearing in Virginia Public Schools, 2/1/2012
- Special Education, Speech-Language Pathology Services in the Schools: Guidelines for Best Practice, 12/31/2011
- Special Education, Educational Interpreting Services, 12/31/2010
- Special Education, Guidance on Evaluation and Eligibility for the Special Education and Related Services, 11/1/2017
- Special Education, Guidance Document for Standards-Based Individualized Education Plans, 2/22/2011
- Special Education, Special Education in Local and Regional Jails: Guidelines for Best Practice, 4/1/2012
- Special Education, The Virginia Paraprofessional Guide to Supervision and Collaboration with Paraprofessionals: A Partnership, 6/1/2005
- Special Education, Guidance for the Development of Postsecondary Goals, 1/31/2011
- Special Education, Transfer of Rights for Students with Disabilities upon Reaching the Age of Majority in Virginia, 5/1/2012
- Special Education, Handbook for Occupational and Physical Therapy Services in the Public Schools of Virginia, 12/31/2010
- Special Education, Handbook for Educators of Students Who Are English Language Learners with Suspected Disabilities, 12/31/2009
- Special Education, Students with Disabilities: Guidelines for Assessment Participation, 9/1/2014
- Special Education, Guidelines for Educating Students with Autism Spectrum Disorders, 10/31/2010
- Special Education, Models of Best Practice in the Education of Students with Autism Spectrum Disorders, 5/31/2011
- Special Education, Virginia Alternate Assessment Program Participation Criteria and the Determination of Significant Cognitive Disabilities, 4/1/2014
- Standards of Quality, Guidance Regarding Maximum Class Size and Student-Teacher Ratios in the Standards of Quality, 1/16/2014
- Student Services, Suicide Prevention Guidelines, 12/1/2003
- Student Services, Virginia Comprehensive Services Act for At-Risk Youth and Families Implementation Manual, 7/30/2002
- Student Services, Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines, 12/30/2003

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Student Services, Virginia Tiered System of Supports (VTSS): A Guide for School Divisions, 12/31/2013

Student Services, Eating Disorders Awareness in the Public School Setting, 1/5/2015

Tax Credits, Guidelines for the Education Improvement Scholarship Tax Credits Program, 10/20/2017

Tax Credits, Guidelines for the Neighborhood Assistance Act Tax Credit Program for Education, 10/16/2017

Teacher Education, Accountability Measurement of Partnerships and Collaborations Based on PreK through 12 School Needs Required by the Regulations Governing the Review and Approval of Education Programs in Virginia, 11/29/2012

Teacher Education, 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), 3/23/2017

Teacher Education, 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, 2/17/2011

Technology, Acceptable Use Policy: A Handbook, 1/1/2001

Technology, Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by Schools Boards to Students, 10/20/2000

Transportation, Virginia School Bus Specifications, 11/21/2013

## DEPARTMENT OF ELECTIONS

The Virginia Department of Elections is located in the Washington Building, 1100 Bank Street, 1st Floor, Richmond, VA 23219. The Virginia State Board of Elections (SBE) is the policymaking 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 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 or toll free (800) 552-9745, FAX (804) 371-0194, or email [info@elections.virginia.gov](mailto:info@elections.virginia.gov). Questions will be directed to the appropriate staff member for response.

To obtain the most up-to-date information on many of the State Board of Elections and Department of Elections guidance documents, visit the Department of Elections website at <http://www.elections.virginia.gov>. Additionally, most of these guidance documents are available electronically for no charge through the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

## State Board of Elections

### Guidance Documents:

DEL-1, State Board of Elections Policy 2004-007, 9/14/2010

DEL-2, Campaign Finance and Advertising Delegations to Secretary (Updating Policy 2004-007), 8/19/2011

FW, Forms Warehouse, 2/1/2017

GREB, General Registrar and Electoral Board Handbook, 2/1/2017

GUIDE-MED, Guidelines for the Media, 2/1/2017

OTHDOCS-1, FOIA Policy, 2/1/2017

## 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) 786-4140, 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). 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) 786-4140, 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, 12/12/2012

VEC-02, Precedent Decision Manual, 12/28/2012

VEC-03, Precedent Decision Manual Supplement, 12/12/2012

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## DEPARTMENT OF ENVIRONMENTAL QUALITY

The list that follows contains documents prepared by the department. It does not include documents that merely restate regulatory provisions in a different format such as checklists or boilerplates; it does not include guidance documents developed by other federal and state agencies. Requests for copies of those documents not available electronically on the

Virginia Regulatory Town Hall at <http://townhall.virginia.gov> or copies of any of the documents listed are considered a request for information under the Freedom of Information Act. There may be a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy.

For FOIA requests, please contact DEQ's FOIA Officer at (804) 698-4085. For a listing of regional office FOIA contacts, please go to our 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 Manager, Recycling and Litter Prevention, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4193.

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### DEPARTMENT OF FIRE PROGRAMS

To obtain copies of the agency's guidance documents, please contact the Director of Administration at telephone 804-371-0220 or toll free at 1-866-4VAFIRE.

Please contact the Grant and Local Aid Manager at telephone 804-371-0220 or toll free at 1-866-4VAFIRE for interpretive or implementation questions regarding the Virginia Fire Services Board guidance documents.

Please contact the State Fire Marshal's Office, Headquarters Office at telephone 804-371-0220 or toll free at 1-866-4VAFIRE for interpretive or implementation questions regarding the issuance of permits.

Copies of the guidance documents can be retrieved, free of charge, via the agency's website at [www.vafire.com](http://www.vafire.com), under the Grants and 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 Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

Copies of the agency's guidance documents can also be viewed at the Virginia Department of Fire Program, Headquarters Office, 1005 Technology Park Drive, Glen Allen, VA 23059. Please contact the Director of Administration at telephone 804-371-0220 or toll free at 1-866-4VAFIRE to schedule an appointment to view the guidance documents.

#### Guidance Documents:

SFMO - 1, Use of Pyrotechnics Inside or Outdoors on State-Owned Property before a Proximate Audience, 7/14/2014

SFMO - 10, Blasters Recertification Training Hours and Sources Policy Statement, 7/1/2008

SFMO - 11, Application to Operate Theatrical Flame Effects, 7/14/2014

SFMO - 2, Application for Emergency or Special Operations Permit to Use Explosives Based on 2012 State Fire Protection Code, 7/16/2014

SFMO - 3, [Application for Annual Permit to Manufacture Explosives](#), 7/14/2014

SFMO - 4, [Application for Annual Permit to Sell Explosives](#), 7/14/2014

SFMO - 5, [Application for Annual Permit to Store Explosives](#), 7/14/2014

SFMO - 6, [Application for Annual Permit to Use Explosives](#), 7/14/2014

SFMO - 7, [Application for a Background Clearance Card \(BCC\) Application for Certification of a Blaster or Pyrotechnician](#), 6/28/2011

SFMO - 8, [Application to Renew a Background Clearance Card \(BCC\) Application to renew Certification as a Blaster or Pyrotechnician](#), 6/28/2011

SFMO - 9, [Application for the Display of Aerial Fireworks on State-Owned Property](#), 7/14/2014

SFMO 13, [Application for replacement Certification or BCC](#), 7/17/2014

SFMO-12, [Pyrotechnician Recertification Training Hours And Sources](#), 3/8/2012

## Virginia Fire Services Board

3219, [Aid-to-Localities Policy](#), 11/7/2015

3220, [Burn Building Policy](#), 11/7/2015

3229, [Virginia Fire Incident Reporting \(VFIRS\) Hardware Grant](#), 11/7/2015

3229, [Regional Fire Services Training Policy](#), 11/7/2015

3327, [Burn Building Project Manual](#), 4/11/2013

3328, [Training Mini-Grant Policy](#), 8/19/2010

## DEPARTMENT OF FORENSIC SCIENCE

The following documents are available on the department's website at <http://dfs.virginia.gov>. Questions regarding these documents may be directed to Amy M. Curtis, Department Counsel, Department of Forensic Science, 700 North 5th Street, Richmond, VA 23219, telephone (804) 786-2281, or email [amy.curtis@dfs.virginia.gov](mailto:amy.curtis@dfs.virginia.gov).

### Forensic Science Board

#### Guidance Documents:

5942, [Breath Test Operator Instructional Manual Intox EC/IR II](#), 7/7/2008

5070, [Evidence Handling and Laboratory Capabilities Guide](#), 12/5/2017

## DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed from 7 a.m. until 5:30 p.m., Monday through Thursday, in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903. The documents may be downloaded from the Department of Forestry's website at <http://www.dof.virginia.gov>.

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 also may be directed to Dean Cumbia.

Copies of the Water Quality Enforcement documents may be obtained free of charge by contacting Matt Poirot at the same address, telephone (434) 220-9027, FAX (434) 296-2369, or email [matt.poirot@dof.virginia.gov](mailto:matt.poirot@dof.virginia.gov). Questions regarding interpretation or implementation of Water Quality Enforcement documents also may be directed to Matt Poirot.

Please address any questions concerning the list to Andres Alvarez, telephone (434) 220-9022, or email [andres.alvarez@dof.virginia.gov](mailto:andres.alvarez@dof.virginia.gov).

For additional information about the Reforestation of Timberlands (RT) program or the Seed Law, including Alternate Management Plans, please contact your local forester at <http://dof.virginia.gov/locations/index.htm>.

#### Guidance Documents:

[Virginia's Forestry Best Management Practices for Water Quality Technical Manual, 2011](#)

6165, [Reforestation of Timberlands \(RT\)](#), 1/9/2017

6166, [Seed tree law and alternate management plans](#), 1/9/2017

## 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 [www.dhp.virginia.gov](http://www.dhp.virginia.gov) or the Virginia 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 of the Board, at the address above or by telephone at (804) 367-4479. Copies are free of charge.

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# Guidance Documents

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## Guidance Documents:

<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

65-3, Processing applications for licensure, adopted October 18, 2016

65-4, Aiding and abetting unlicensed practice, adopted January 13, 2015

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, Documentation for permission to embalm, adopted January 10, 2017

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, Bylaws of the board, adopted March 8, 2000, revised October 18, 2016

65-11, Inspection guidance document, adopted December 7, 2004, revised July 20, 2010

65-12, Board action on confidential consent agreements, revised January 10, 2017

65-13, Guidance for conduct of an informal conference by an agency subordinate, adopted December 8, 2004

65-14, Sanction Reference Points 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

65-17, Disciplinary actions against funeral homes for failing to initiate corrective action, adopted January 17, 2012

65-18, Guidance on refrigeration of dead human bodies, adopted January 10, 2017

65-19, Identification of funeral interns, adopted July 18, 2017

76-21.3:2, Inspection report for crematories, revised September 30, 2013

## DEPARTMENT OF GAME AND INLAND FISHERIES

Copies of the following guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the office of the Virginia Department of Game and Inland Fisheries, 7870 Villa Park Drive, Suite 400, Henrico, Virginia 23228, or on the department's website at <http://www.dgif.virginia.gov>. Copies of most documents listed below may be obtained at no charge, and copies of larger documents may be obtained at cost as provided for under the Virginia Freedom of Information Act. Requests for copies, and questions regarding interpretation or implementation of these documents, may be directed to the attention of the agency Policy Analyst and Regulatory Coordinator at the above address, telephone (804) 367-1000. Some of the documents are available at the links provided below.

### Guidance Documents:

#### Hunting, Trapping, and Game Wildlife

Hunting and Trapping in Virginia, 2017-2018 Regulations (<https://www.dgif.virginia.gov/wp-content/uploads/2017-2018-virginia-hunting-and-trapping-regulations-digest.pdf>), June 2015, §§ 29.1-103, 29.1-501 and 29.1-502

Virginia Deer Management Plan 2015-2024 (<http://www.dgif.virginia.gov/wildlife/deer/management-plan/virginia-deer-management-plan.pdf>), October 2015, § 29.1-103

Deer Management Assistance Program (DMAP) Rules for Participants (<http://www.dgif.virginia.gov/wildlife/deer/dmap-rules.pdf>), § 29.1-103

Deer Management Assistance Program (DMAP) Application (<http://www.dgif.virginia.gov/wildlife/deer/dmap-application.pdf>), § 29.1-103

Deer Management Assistance Program (DMAP) Biologist Contact Information (<http://www.dgif.virginia.gov/wildlife/deer/dmap-map.pdf>), § 29.1-103

Virginia 2012-2021 Black Bear Management Plan (<http://www.dgif.virginia.gov/wildlife/bear/blackbearmanagementplan.pdf>), §§ 29.1-103, 29.1-109, and 29.1-501

Wildlife Damage Control Assistance Program (DCAP) Rules (<http://www.dgif.virginia.gov/wildlife/deer/dcap.asp>), § 29.1-103

2015-2016 Virginia Migratory Waterfowl Seasons and Bag Limits (<http://www.dgif.virginia.gov/hunting/regulations/2015-2016-waterfowl-seasons.pdf>), August 2015, § 29.1-103

Waterfowl Blind Laws Summary (<http://www.dgif.virginia.gov/hunting/regulations/waterfowl/>

[waterfowl-blind-laws.asp](#)), August 2014, §§ 29.1-103, 29.1-340 through 29.1-351.1

Stationary Waterfowl Blind License Sale Process Frequently Asked Questions (<http://www.dgif.virginia.gov/hunting/regulations/waterfowl/blind-license-faqs/>), August 2014, §§ 29.1-103, 29.1-340 through 29.1-351.1

2015-2016 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits) (<http://www.dgif.virginia.gov/hunting/regulations/webless-migratory-gamebirds.asp>), July 2015, § 29.1-103

Guide to Virginia's Wildlife Management Areas (<http://www.dgif.virginia.gov/wmas/>), § 29.1-103

Wildlife Management Areas: General Rules and Regulations (<http://www.dgif.virginia.gov/hunting/regulations/wmarules.pdf>), § 29.1-103

Fish and Fishing

Freshwater Fishing in Virginia, January 1–December 31, 2016 (<https://www.dgif.virginia.gov/wp-content/uploads/2017-fishing-regulations.pdf>), §§ 29.1-103, 29.1-501 and 29.1-502

Fish Division Procedure and Criteria for Issuing Fish Stocking Authorizations and the Virginia Fish Stocking Authorization Application (<http://www.dgif.virginia.gov/forms/perm/perm-003.pdf>), § 29.1-103

Fish Division Delayed Harvest Trout Waters Management Guidelines, May 27, 1998, § 29.1-103

Striped Bass Fishing Tournament Application and Permit (<https://www.dgif.virginia.gov/forms-download/PERM/PERM-004.pdf>), §§ 29.1-501 and 29.1-502

Virginia Stocked Trout Management Plan 2016–2015 (<https://www.dgif.virginia.gov/fishing/trout/management-plan/stocked-trout-management-plan-draft.pdf>), § 29.1-103

Lifetime Hunting and Fishing License Administration

Applications for Lifetime Hunting and Fishing Licenses (<http://www.dgif.virginia.gov/licenses/lifetime/>), §§ 28.2-302.10:1 and 29.1-302.1

Application for Virginia Resident Disabled Veteran's Lifetime State License to Hunt and Freshwater Fish in Inland Waters and Virginia Resident Disabled Veteran's Lifetime State License to Trap (<http://www.dgif.virginia.gov/forms/perm/perm-035.pdf>), §§ 29.1-302 and 29.1-309.1

Application for Resident Disabled Special Lifetime Hunting, Trapping, Freshwater, Saltwater Fishing License (<http://www.dgif.virginia.gov/forms/perm/perm-032.pdf>), §§ 28.2-302.10, 29.1-302.1, 29.1-302.2, and 29.1-309.1

Physician's Affidavit for a Disabled Lifetime License (<http://www.dgif.virginia.gov/forms/perm/perm-034.pdf>), May 2015, §§ 29.1-302.1 and 29.1-302.2

Application for Replacement of Resident Disabled Lifetime License or Resident Disabled Saltwater Lifetime License (<http://www.dgif.virginia.gov/forms/perm/perm-036.pdf>), § 29.1-334

Endangered and Threatened Species, Wildlife Diversity, and Environmental Review

Board Policy "Conservation of Endangered and Threatened Species," March 21, 2006 ([http://www.dgif.virginia.gov/meetings/minutes/032106\\_Final\\_Board\\_of\\_Game\\_and\\_Inland\\_Fisheries\\_Meeting\\_Minutes.pdf](http://www.dgif.virginia.gov/meetings/minutes/032106_Final_Board_of_Game_and_Inland_Fisheries_Meeting_Minutes.pdf)), §§ 29.1-103, 29.1-563 through 29.1-568 and 29.1-570

Special Legal Status Faunal Species in Virginia (<http://www.dgif.virginia.gov/wildlife/virginiatescspecies.pdf>), §§ 29.1-563 through 29.1-568 and § 29.1-570

List of Native and Naturalized Fauna in Virginia (<http://www.dgif.virginia.gov/wildlife/virginianativenaturalizedspecies.pdf>), § 29.1-100

Management of Bald Eagle Nests, Concentration Areas, and Communal Roosts in Virginia: A Guide for Landowners (<http://www.dgif.virginia.gov/environmental-programs/files/virginia-bald-eagle-guidelines-for-landowners.pdf>), 2012, §§ 29.1-563 through 29.1-568 and § 29.1-570

Removal or Relocation of Osprey Nests in Virginia: A Guideline for Landowners (<http://www.dgif.virginia.gov/wildlife/birds/osprey/virginia-osprey-nest-guidelines.pdf>), June 2010, § 29.1-521

Plan to Provide Safe Harbor Assurances to Landowners in Virginia Who Voluntarily Agree to Enhance Habitat for the Endangered Red-Cockaded Woodpecker, April 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Red-Cockaded Woodpecker Safe Harbor Evaluation Form for Virginia Landowners, April 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Red-Cockaded Woodpecker Safe Harbor Cooperative Agreement for Landowners Near the Nature Conservancy's Piney Grove Preserve in Sussex County, Virginia, October 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Appalachian Water Shrew Recovery Plan, approved March 2, 1994, §§ 29.1-563 through 29.1-568 and § 29.1-570

Canebrake Rattlesnake Recovery Plan, approved February 1, 1991, §§ 29.1-563 through 29.1-568 and § 29.1-570

Eastern Big-Eared Bat Recovery Plan, approved July 16, 1990, §§ 29.1-563 through 29.1-568 and § 29.1-570



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## Guidance Documents

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Little Brown Bats and Tri-Colored Bats Conservation Best Management Practices ([http://www.dgif.virginia.gov/wildlife/lbba\\_tcba\\_guidance.pdf](http://www.dgif.virginia.gov/wildlife/lbba_tcba_guidance.pdf)), February 16, 2016, §§ 29.1-103, 29.1-563 through 29.1-568 and 29.1-570

Wilson's Plover Recovery Plan, approved May 28, 1991, §§ 29.1-563 through 29.1-568 and § 29.1-570

Standard Environmental Review Procedures, November 20, 1992, § 29.1-103

Permitting for Threatened and Endangered Species, and Scientific and Wildlife Salvage Collection (<http://www.dgif.virginia.gov/permits/wildlife-collection.asp>), §§ 29.1-412, 29.1-417, and 29.1-568

Threatened and Endangered Species Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, and 29.1-568

Scientific Collection or Salvage Permit Application and Permit Information, §§ 29.1-412, 29.1-417, 29.1-418

Scientific Collection Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Wildlife Salvage Permit Special Conditions, January 2003, §§ 29.1-412, 29.1-417, 29.1-418

Supplemental Amendment Form for Scientific Collection or Salvage Permit, March 24, 1992, §§ 29.1-412, 29.1-417, 29.1-418

Scientific Collection, Salvage, and Threatened and Endangered Annual Permit Report (<http://www.dgif.virginia.gov/permits/collection-permit-user-guide.pdf>), §§ 29.1-412, 29.1-417, 29.1-418

### Permitting Generally

Animal Population Control Permit for Furbearing Animals, Application and Permit Information, September 1, 2007, § 29.1-501

Commercial Nuisance Animal Permit Application to Capture, Transport, and Release or Euthanize Wildlife, and Permit Conditions, revised September 11, 2008, §§ 29.1-103 and 29.1-501

Permit Application to Collect Snapping Turtles, Crayfish, and Hellgrammites for Sale, and Permit Conditions, revised September 22, 2008, § 29.1-412

Dog Field Trial Permit Application and Conditions, revised February 1, 2006, §§ 29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised September 11, 2008, §§ 29.1-412 and 29.1-417

Import and Possess Certain Non-Native (Exotic) Wildlife in Virginia Permit Application and Permit Conditions, revised April 11, 2008, §§ 29.1-412, 29.1-417 and 29.1-542

Exotic Species - Import Certain Non-Native Wildlife (Tilapia, Clawed Frog) Permit Application and Permit Information, revised January 10, 2008, § 29.1-542

Exotic Species - Permit to Import Certified Triploid Grass Carp for Aquatic Vegetation Control in Private Ponds Application and Permit Information, revised May 1, 2008, § 29.1-542

Falconry Permit Application, revised May 11, 2005, §§ 29.1-412 and 29.1-419

Falconry Regulations, Facilities and Equipment Examination Guidance Document, March 1, 2003, §§ 29.1-412 and 29.1-419

Permit Application to Operate a Foxhound Training Preserve and Annual Reporting Form, revised June 17, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Permit Conditions for the Operation of Foxhound Training Preserves in Virginia, revised June 17, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Deal in Furs Application and Permit Conditions, revised May 1, 2008, Title 29.1, Chapter 4

Gill Net Permit Application and Permit Conditions, revised April 9, 2008, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 20, 2008, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 20, 2008, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 20, 2008, §§ 29.1-412 and 29.1-416

Permit to Hold and Sell Certain Fish, Snakes, Snapping Turtles, Crayfish, and Hellgrammites for Sale Application and Permit Conditions, revised August 18, 2008, §§ 29.1-412 and 29.1-471

Nonresident Harvester's Permit Application to Take or Catch Fish in Back Bay and its Tributaries, revised August 1, 2005, §§ 29.1-412 and 29.1-416

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Fisheries, Wildlife) Application and Permit Conditions, revised November 14, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Raptors) Application and Permit Conditions, revised, December 9, 2008, §§ 29.1-103, 29.1-412 and 29.1-417

Raccoon Hound Field Trial Permit Application and Permit Conditions, July 1, 2003, §§ 29.1-417 and 29.1-422

Wildlife Rehabilitator Permit Application, revised December 1, 2004, §§ 29.1-412 and 29.1-417

Wildlife Rehabilitator Permit Conditions, revised October 1, 2005, §§ 29.1-412 and 29.1-417

Licensed Shooting Preserve Permit Application and Permit Conditions, revised May 1, 2008, §§ 29.1-514 and 29.1-544

Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation Application and Taxidermy Permit General Conditions, revised June 5, 2008, Title 29.1, Chapter 4

Various additional DGIF permit forms are available online at <http://www.dgif.virginia.gov/forms/?type=1>, including permit conditions and other information useful to permittees and the general public in understanding and complying with the relevant law and regulation.

## Boating

Virginia Boating Safety Education Compliance Requirement (<http://www.dgif.virginia.gov/boating/education/boating-safety-education-requirement.asp>), § 29.1-735.2

Virginia Freshwater Fishing and Watercraft Owner's Guide (<https://www.dgif.virginia.gov/wp-content/uploads/2017-fishing-regulations.pdf>), § 29.1-701

Personal Watercraft (PWC) - Safety Brochure (<http://www.dgif.virginia.gov/boating/pwc>), revised 2005, § 29.1-701

Life Jackets, 2003, § 29.1-701

Boat Safe without Drugs or Alcohol, 2003, § 29.1-701

Reporting a Boating Accident (<http://www.dgif.virginia.gov/boating/accident.asp>), § 29.1-701

Watercraft Dealer Licensing Fact Sheet, revised 2006, § 29.1-701

## Law Enforcement

Law Enforcement Division Policy Number 40, Problem Wildlife Response, December 15, 2012

Law Enforcement Division Policy Number 41, Illegal Captive Wildlife, December 15, 2012

Permit for Persons Permanently Unable to Walk to Shoot from a Stationary Vehicle, revised December 2014, § 29.1-521.3

Sportsman's Pledge, Release of Landowner from Liability, and Landowner's Permission to Hunt Card ([http://www.dgif.virginia.gov/forms/pubr/permission\\_to\\_hunt.pdf](http://www.dgif.virginia.gov/forms/pubr/permission_to_hunt.pdf)), §§ 29.1-103, 29.1-509 and 29.1-521

## **DEPARTMENT OF GENERAL SERVICES**

Copies of the following guidance documents are available for electronic viewing at no cost on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>. Copies of the guidance documents are also available by contacting the Department of General Services. Contact Rhonda Bishton, Regulatory Coordinator, 1100 Bank Street, Suite 420, Richmond, VA 23219, or visit the website at [www.dgs.virginia.gov](http://www.dgs.virginia.gov).

### **Guidance Documents:**

4554, [DGS Tenant Handbook](#), 6/8/2011

4557, [Real Property Manual Chapter Two, Fee Acquisition](#), 12/10/2002

6170, [Office of Fleet Management Policies and Procedures Manual](#), 1/11/2017

APSPM, [Agency Procurement and Surplus Property Manual](#), 7/8/2010

DGS 15, [DGS Directive 15 - Indoor Clean Air Act](#), 8/19/2015

DGS 16, [DGS Directive 16 - Banning Open Carrying of Firearms](#), 11/13/2015

DGS Parking Policy, [DGS Parking Policies and Procedures for Use of Parking Facilities](#), 6/24/2011

IBR 1VAC30-41, [Documents Incorporated by Reference, 1VAC30-41](#), 5/28/2013

[Real Property Manual, Real Property Manual Chapter 1, Acquisition by Lease](#), 11/4/2010

[Reg for Cap Square, Regulations for Capitol Square](#), 8/1/2007

[Surplus SPO, Virginia Federal Property Agency State Plan of Operation](#), 3/24/2009

[Vendors Manual, Vendors Manual](#), 7/8/2010

## **GEORGE MASON UNIVERSITY**

Copies of the following documents may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of Compliance, Equity, and Diversity, c/o University Ethics Officer and Policy Manager, 368 Aquia Hall, George Mason University, 4400 University Drive, Fairfax, VA. Copies may be obtained free of charge by contacting Elizabeth Woodley, University Ethics Officer and Policy Manager, at the same address, telephone (703) 993-8730, FAX (703) 993-8899, or email [ewoodley@gmu.edu](mailto:ewoodley@gmu.edu). The documents may be downloaded from the George Mason University website at <http://www.gmu.edu>.

Questions regarding interpretation or implementation of these guidance documents may be directed to Ms. Woodley.

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# Guidance Documents

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## Guidance Documents:

Board of Visitors Bylaws, <http://bov.gmu.edu/board-of-visitors-bylaws/>

Faculty Handbook,  
<http://www.gmu.edu/resources/facstaff/handbook/>

Employee Handbook, <http://hr.gmu.edu/handbook/>

University Catalog, <http://catalog.gmu.edu/>

Honor Code, <https://oai.gmu.edu/mason-honor-code/>

Student Conduct Policies,  
<http://studentconduct.gmu.edu/university-policies/>

Housing Policies, <https://housing.gmu.edu/resources/policies>

Annual Security Reports, <http://police.gmu.edu/annual-security-report/>

Parking and Traffic Procedures, <http://parking.gmu.edu/>

University Policies, <http://universitypolicy.gmu.edu/>

## VIRGINIA DEPARTMENT OF HEALTH

Accessing documents through the links in this list or on the Virginia Regulatory Town Hall ([www.townhall.virginia.gov](http://www.townhall.virginia.gov)) 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 Joseph Hilbert, Regulatory Coordinator, Virginia Department of Health, 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 such questions to knowledgeable program administrators.

### State Board of Health

#### Guidance Documents:

ADJ-004.1, Certificate of Public Need Informal Fact-Finding Conference Policies and Procedures, 10/30/2013

ADJ-005, Suggested Instructions and Model Petition for Good Cause in COPN Cases, 6/3/2005

CHS-002, Eligibility Guidance Document, 8/9/2007

CHS-005, Managing Accounts Receivable for Patient Care, 2/1/2005

COM-501(Reg), Memo on New Public Participation Guidelines (PPGs), 12/15/2008

EMS-1014, Guidelines for the Expenditure of the 26% Return to Locality Share of Four-for-Life Funds, 12/9/2014

EMS-1015, Emergency Medical Services (EMS) Surge Planning Template, 10/30/2008

EMS-1050, Virginia Office of EMS Accreditation of Public Safety Answering Points Guidelines, 12/15/2009

EMS-2001, Regional Council Designation Manual, 12/14/2007

EMS-3010, Medication Kit Storage Clarification Letter, 12/26/2013

EMS-3011, Emergency Vehicle Operations Course (EVOC) Requirements Clarification, 3/8/2012

EMS-3012, EVOC Equivalents, 3/8/2012

EMS-3013, Alternative Site Application for EMS Programs in Virginia, 12/18/2014

EMS-3014, Emergency Medical Technician (EMT) Accreditation Self Study, 12/18/2014

EMS-3015, Institutional Self Study for Intermediate Programs in Virginia, 12/18/2014

EMS-3015A, Institutional Self-Study for Reaccreditation of Intermediate Programs in Virginia, 12/18/2014

EMS-3017, Self Study - Advanced EMT, Accreditation and Application, 12/18/2014

EMS-3019, Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession Standards and Guidelines, 4/30/2015

EMS-3021, Training Program Administration Manual, 7/28/2016

EMS-3040A, Advanced Life Support (ALS) Coordinator Application, 12/18/2014

EMS-3042F, Basic Life Support (BLS) Student Permission Form, 6/7/2012

EMS-3043, Clinical Training Record, 8/16/2012

EMS-3044F, Course Approval Request Form, 5/30/2016

EMS-3046, Course Roster, 2/9/2012

EMS-3047, Initial BLS Student Paperwork, 5/14/2012

EMS-3048, Initial ALS Student Paperwork, 5/25/2012

EMS-3049, Scope of Practice - Formulary, 12/18/2014

EMS-3050, Scope of Practice - Procedures, 12/18/2014

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### 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 Virginia 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 of the Board, at the address above or by telephone at (804) 367-4403. Copies are free of charge.

#### Guidance Documents:

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### DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the department's webpage at <http://www.dhp.virginia.gov> or the Virginia 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, at the address above or by telephone at (804) 367-4688. Copies are free of charge.

#### Department Policies:

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### DEPARTMENT OF HISTORIC RESOURCES

All agency guidance documents are available electronically on Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) and on the agency website. Hard copies can be made available during regular work days from 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221 or at any of its regional offices. Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from the agency archives manager, Quatro Hubbard, at the address above, telephone (804) 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 telephone numbers are as follows (the Capital Regional Preservation Office is collocated at the central office address given above): agency forms, information in the documents listed below, and the agency publication lists are also available on the agency website at <http://www.dhr.virginia.gov>.

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:

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### Department of Historic Resources

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4632, [Guidelines for Conducting Historic Resources Survey in Virginia](#), 9/1/2017

4634, [Citizen Cemetery Recordation Form](#), 3/25/2011

4635, [Eligible and Ineligible Expenses in Tax Credit Project](#), 4/1/2017

4642, [Virginia Battlefield Preservation Fund Grants Guidelines for Applications, Prioritization and Award of Grants 2016–2017 Grants](#), 12/29/2016

4643, [Virginia Battlefield Preservation Fund Grants 2016 Grants Application Form](#), 12/29/2016

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. at the Department of Housing and Community Development, 600 East Main, Suite 300, Richmond, Virginia 23219, <http://www.dhcd.virginia.gov>. Copies may be obtained at agency cost by contacting Kyle Flanders at the same address or by telephone (804) 786-6761.

Questions regarding interpretation or implementation of these documents may be directed to Kyle Flanders at the above address or telephone number or by email at [kyle.flanders@dhcd.virginia.gov](mailto:kyle.flanders@dhcd.virginia.gov).

### Guidance Documents:

5888, [Virginia Main Street - Program Guidelines](#), 4/1/2017

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5890, [Indoor Plumbing Rehabilitation Program](#), 11/1/2016

5892, [Vibrant Community Initiative](#), 10/1/2017

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5896, [Four-Year Development Plan for the Appalachian Region of Virginia](#), 12/16/2015

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5904, [Communities of Opportunity - Virginia Tax Credit Program Guidelines](#), 1/1/2016

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5908, [Housing Trust Fund: Competitive Loan Pool Program Guidelines](#), 12/18/2015

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6280, Virginia Growth and Opportunity Fund (GO Fund) Grant Scoring Guidelines, 9/13/2017

6281, Virginia Collaborative Economic Development Act Guidelines, 12/5/2017

### Board of Housing and Community Development

5884, Grant Year 2017 Job Creation Grant Instruction Manual, 12/15/2017

5885, Grant Year 2017 Real Property Investment Grant Instruction Manual, 12/15/2017

5886, Grant Year 2017 CPA Agreed-Upon Procedures Instruction Manual, 12/15/2017

5887, Local Zone Administrator's Management Manual, 12/16/2015

5891, 2018 Industrial Revitalization Fund Program Design and Instruction Manual, 4/17/2017

5902, Continuing Education Policy Applicable to BHCD Certified Code Enforcement Personnel, 10/1/2012

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### Commission On Local Government

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CLG - ANNEX, Commission on Local Government: Municipal Annexation, 12/6/2017

CLG - ANNEX AGR, Commission on Local Government: Agreements Defining Annexation Rights, 12/6/2017

CLG - ANNUL, Commission on Local Government: Annulment of Town Charter, 12/6/2017

CLG - AUTHORITIES, Commission on Local Government: Discretionary Authorities and Special Districts for Localities, 12/6/2017

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CLG - BOUND CONTACT, Commission on Local Government: Post Boundary Change Contacts, 12/6/2017

CLG - CITY REVERS, Commission on Local Government: Reversion from City to Town Status, 12/6/2017

CLG - CONSOLIDATION, Commission on Local Government: Consolidation of Two or More Units of Local Government, 12/6/2017

CLG - TOWN INC, Commission on Local Government: Town Incorporation, 12/6/2017

CLG - VSA, Commission on Local Government: Voluntary Settlement Agreements, 12/6/2017

### 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 Paul Brennan at the same address or by telephone at (804) 343-5798. All of these documents are available electronically for no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>.

Questions regarding interpretation or implementations of these documents may be directed to Paul Brennan at the above address or telephone number.

**Guidance Documents:**

- 4368, [Multifamily Development Policy and Procedures Manual](#), 12/20/2016
- 5629, [Homebuyer Handbook](#), 4/28/2016
- 5630, [Homebuyer Handbook - Spanish Version](#), 12/13/2016
- 5631, [Homeownership Originations Guide](#), 3/1/2017
- 5632, [Housing Choice Voucher Program Operations Manual](#), 5/1/2016
- 5633, [Low-Income Housing Tax Credit Manual](#), 12/8/2017
- 5634, [Compliance and Asset Management Operations Manual](#), 6/1/2017
- 5635, [Homeownership Originations Policies Manual](#), 6/30/2017
- 5914, [Multifamily Loan Compliance Guidelines - Taxable Bonds](#), 2/5/2014
- 5916, [Multifamily Loan Compliance Guidelines - REACH](#), 2/5/2014
- 5917, [Multifamily Loan Compliance Guidelines - Tax Exempt AMT Bonds](#), 2/5/2014
- 5918, [Multifamily Loan Compliance Guidelines - Tax Exempt Bonds 20% @ 80%](#), 2/5/2014
- 5919, [Multifamily Loan Compliance Guidelines - Tax Exempt Bonds 20% @ 80% AFS](#), 2/5/2014
- 5932, [Mortgage Credit Certificates \(MCC\) Program Guide](#), 7/31/2015

**DEPARTMENT OF HUMAN RESOURCE  
MANAGEMENT**

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the Office of Health Benefits, James Monroe Building, 101 North 14th Street, 13th Floor, Richmond, VA 23219. Copies may be obtained by contacting Barbara Owens at the same address, or telephone at (804) 786-4045, FAX (804) 371-0231, or email at [barbara.owens@dhrm.virginia.gov](mailto:barbara.owens@dhrm.virginia.gov). Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Barbara Owens.

**Guidance Documents:**

Human Resource Policy Manual - ongoing updates, <http://www.dhrm.virginia.gov/hrpolicies>

Employee Handbook, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/employeehandbook.pdf?sfvrsn=4>, revised October 2014

Employee Recognition Program Handbook, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/emprechnbk.pdf?sfvrsn=2>, September 2000

Handbook for Agency Heads, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/agencyheadhandbook.pdf?sfvrsn=4>, revised February 2014.

- 2018 - Compensation Authorizations - Posted May 11, 2017
- [Authorizations and Compensation Activities for Fiscal Year 2018](#)
  - [2017 Salary Adjustments - Frequently Asked Questions \(FAQs\)](#)
  - [INCREASE file header template](#)

- 2017 - Compensation Authorizations - Posted August 2016
- [Authorizations and Compensation Activities for Fiscal Year 2017](#)
  - [Performance Management Guidance for Performance Cycle ending Oct 24 2016](#)
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FAQs -Work Hours Limitation for Wage Employees, <http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/assets/faqworkhourlimitationsforwageemployees.pdf?sfvrsn=2>, published April 2013

Human Resource Management Manual, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/hrmanual.pdf?sfvrsn=2>, revised July 2003

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**Personnel Management Information System (PMIS) User Guides:**

- PMIS Migration 2017
- [Logging into the New PMIS Web Application](#)
  - [What's New in PMIS](#)
  - [Before and After Quick Reference Guide for PMIS/BES](#)
  - [Creating A VIM Account](#)
  - [PMIS COV Users](#)
- PMIS User Guides 2017
- [Accessing a Secure Message Outside COV Network](#)
  - [Accessing Knowledge Center PSE029 Training](#)



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- [EPR421 Faculty Keying Guide](#)
- [Reset Your PMIS Password](#)
- [EPR Keying Guide](#)
- Other tables used in PMIS ([EXCEL version](#))

PMIS Cardinal New Fields Guide October 2017, [https://www.dhrm.virginia.gov/docs/default-source/pmispmis-cardinal-new-fields-guide\\_final.pdf?sfvrsn=2](https://www.dhrm.virginia.gov/docs/default-source/pmispmis-cardinal-new-fields-guide_final.pdf?sfvrsn=2)

PMIS Layoff Guide 2016, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

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HurBits Live Videos - What's New in PMIS? 2016, <http://web1.dhrm.virginia.gov/itech/hurbitstoc.html>

Enhanced Retirement PMIS Keying Guide 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

Accessing a Secure Message Outside COV Network 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

PMIS Screen Changes Employee Time Status Guide 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

Performance Management Guide 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

New PMIS PSE200 Rollback Transaction 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

EPR421 Faculty Keying Guide, <http://web1.dhrm.virginia.gov/itech/files/PMISEPR421FacultyKeyingGuide.pdf>, 2012

PMIS Top Ten Transaction Guide, <http://web1.dhrm.virginia.gov/itech/>, 2012

EPR Keying Guide, <http://web1.dhrm.virginia.gov/itech/files/EPRKeyingGuide.pdf>, 2012

FAQs, <http://web1.dhrm.virginia.gov/itech/files/PMISFaqs.pdf>, published 2013

PSE029 RESTORE New Transaction and Training Guide, <http://web1.dhrm.virginia.gov/itech/files/AccessingPSE029TrainingInTheKnowledgeCenter.pdf>, published 2013

PMIS Screen Changes Employee Time Status Guide <http://web1.dhrm.virginia.gov/itech/>, published October 2014

Policies and Procedures Manual (individual policies are updated on a regular basis), <http://www.dhrm.virginia.gov/hrpolicies>, revised October 2014

Salary Structure, <http://www.dhrm.virginia.gov/docs/default-source/compensationdocuments/salarystructure072513.pdf?sfvrsn=2>, revised August 10, 2015

Talent Management and Workforce Planning, <http://web1.dhrm.virginia.gov/itech/talentmanagement/index.html>, September 2012

Telework and Alternate Work Schedule Guidance, <http://www.dhrm.virginia.gov/agencyhumanresourceservices/telework> revised April 2014

Teleworking Work Mode Categories Guide, [http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/assets/poll1\\_61workcategoriesmatrix.pdf?sfvrsn=4](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/assets/poll1_61workcategoriesmatrix.pdf?sfvrsn=4), revised July 2014

Mental Health Crisis Guides for the Workplace 2015, <http://www.dhrm.virginia.gov/docs/default-source/hr/Mental-Health-Guides/mental-health-crisis-in-the-workplace.pdf?sfvrsn=0>

Workers' Compensation Claims Procedure Manual, <http://www.dhrm.virginia.gov/docs/default-source/workerscomp/agencyclaimsmanual.pdf?sfvrsn=2>, December 2010

### Equal Employment Dispute Resolution

Grievance Procedure Manual, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/GPM-2017.pdf?sfvrsn=8>, effective July 1, 2017

Rules for Conducting Grievance Hearings, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/Rules2017.pdf?sfvrsn=4>, effective July 1, 2017

Hearings Program Administration Policy, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/hoa-policy-2017.pdf?sfvrsn=6>, effective July 1, 2017

Basic Skills for Presenting Your Case at Hearing, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/basic-skills-2017.pdf?sfvrsn=4>, July 1, 2017

Office of Equal Employment and Dispute Resolution Publication Policy, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/eedr-publication-policy.pdf?sfvrsn=2>, 2017

Grievance Frequently Asked Questions, <http://www.dhrm.virginia.gov/employmentdisputeresolution/grievancefaqs>, 2013

Workplace Mediation Program Guidelines, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/mediation-guidelines.pdf?sfvrsn=2>, July 2012

Agency Workplace Mediation Coordinator Roles and Duties, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/agency-workplace-mediation-coordinator-roles-and-duties.pdf?sfvrsn=2>, May 2013

Tips for Successful Mediation Participation, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/tipsforsuccessfulmediationparticipationformc.pdf?sfvrsn=2>, July 2012

Information about the Mediation Process, [http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/information-about-the-mediation-process-\(form-b\).pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/information-about-the-mediation-process-(form-b).pdf?sfvrsn=2), July 2012

Workplace Conflict Consultation Program Guidelines, <http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/workplace-conflict-consultation-program-guidelines-2016.pdf?sfvrsn=2>, 2016

**State Health Benefits Program**

COVA Care Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covacarememberhandbook2016.pdf?sfvrsn=2>, revised July 2016

COVA Care Member Handbook Amendment, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covacareamendment2017.pdf?sfvrsn=0>, effective July 1, 2017

COVA HDHP Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covahdhpmemberhandbook2017.pdf?sfvrsn=0>, revised 2017

COVA HealthAware Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covahealthawarememberhandbook2016.pdf?sfvrsn=2>, revised July 2016

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Flexible Spending Account (FSA) Sourcebook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/open-enrollment-2017/fsa-sourcebook-2017.pdf>, revised July 2017

Line of Duty Act (LODA) Plan 2017 Benefits Summary - Former LODA Employment and LODA Plan - Current LODA Employment, <http://www.dhrm.virginia.gov/docs/>

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Line of Duty Act (LODA) Plan 2017 Benefits Summary - Medicare Primary, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/benefit-summary---loda-medicare-primary.pdf?sfvrsn=0>, effective July 1, 2017

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Medicare-Coordinating Plans Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covamedicarecoordinatingplans.pdf?sfvrsn=2>, July 2011

Medicare-Coordinating Plans Member Handbook 2015 Amendment, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covamedicarecoordinatingplansmhamendment2015.pdf?sfvrsn=0>

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Express Scripts Medicare Prescription Plan Evidence of Coverage for 2018, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/evidence-of-prescription-drug-coverage-2018.pdf?sfvrsn=0>

Express Scripts Medicare Prescription Plan 2018 Formulary, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/2018-medicare-formulary.pdf?sfvrsn=0>

**The Local Choice Health Benefits Program**

2011 The Local Choice Key Advantage Member Handbook, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/keyadvmemberhandbook.pdf>, revised 2011

Key Advantage Member Handbook 2014 Amendment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/KeyAdvantage2014HandbookAmendment.pdf>

2017 The Local Choice Key Advantage Expanded Benefits Summary, [http://www.thelocalchoice.virginia.gov/planinfo/plans2017\\_2018/TLCKeAdvantagewithExpandedBenefits.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2017_2018/TLCKeAdvantagewithExpandedBenefits.pdf), effective July 1, 2017

2017 The Local Choice Key Advantage 250 Benefits Summary Insert, <http://www.thelocalchoice.virginia.gov/>

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[planinfo/plans2017\\_2018/TLCKeyAdvantage250BenefitSummary.pdf](#), effective July 1, 2017

2017 The Local Choice Key Advantage 500 Benefits Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2017\\_2018/TLCKeyAdvantage500BenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2017_2018/TLCKeyAdvantage500BenefitSummary.pdf), effective July 1, 2017

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The Local Choice Prescription Drugs - Key Advantage Plans, [http://www.thelocalchoice.virginia.gov/planinfo/plans2017\\_2018/TLCDrugList11152016.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2017_2018/TLCDrugList11152016.pdf), effective November 2016

2017 The Local Choice Kaiser Permanente Benefits Summary, [http://www.thelocalchoice.virginia.gov/planinfo/plans2017\\_2018/TLCKaiserPermanenteBenefitSummary.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2017_2018/TLCKaiserPermanenteBenefitSummary.pdf), effective July 1, 2017

2011 The Local Choice Member Handbook Medicare Coordinating Plans, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/TLCMedicareHandbook092011.pdf>, revised 2011

2011 The Local Choice Dental/Vision Summary Handbook Insert, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/DentalVision092011.pdf>, effective January 1, 2011

2017 The Local Choice Advantage 65 Medical Only Benefits Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2018\\_2019/TLCAdvantage65BenefitSummary2018-19.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCAdvantage65BenefitSummary2018-19.pdf), effective January 1, 2017

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2017 The Local Choice Medicare Complementary (Option D) Benefits Summary Insert, [http://www.thelocalchoice.virginia.gov/planinfo/plans2018\\_2019/TLCMedicareComplementaryBenefitSummary2018-19.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCMedicareComplementaryBenefitSummary2018-19.pdf), effective January 1, 2017

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2014 HDHP Amendment on Residential Treatment, [http://www.thelocalchoice.virginia.gov/planinfo/plans2014\\_15/amendments/TLCHDHPAmendmentResidentialTreatment011215.pdf](http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/amendments/TLCHDHPAmendmentResidentialTreatment011215.pdf), effective July 1, 2014

2010 Chiropractic Amendment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPChiroNotificationofChanges.pdf>, effective October 1, 2010

### 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 <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, updated Court Appointed Attorney Certification Application: Counsel in Capital Cases, and Waiver attached

Court Appointed Attorney Initial Certification Application for Current Prosecutor in Non-Capital Cases

Court Appointed Attorney Certification Renewal Application

Standards of Practice for Indigent Defense Counsel

Standards of Practice Complaint Process (guidelines for removal of an attorney from the certified counsel list)

Standards of Practice Complaint Form

### OFFICE OF THE STATE INSPECTOR GENERAL

Copies of the following documents may be viewed or obtained on regular work days from 8:30 a.m. until 5 p.m. at the Office of the State Inspector General, James Monroe Building, 101 North 14th Street, 7th Floor, Richmond, VA 23219, telephone (804) 625-3255, or FAX (804) 786-2341. 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 Kathleen Shaw, Communications Director, telephone (804) 625-3276, or email [kathleen.shaw@osig.virginia.gov](mailto:kathleen.shaw@osig.virginia.gov).

**Guidance Documents:**

[AuditGD2014, Oversight of State and Specific Nonstate Agencies' Internal Audit Programs, 3/16/2015](#)

[HotlineGD2014, State Fraud, Waste, and Abuse Hotline Policies and Procedures Manual, 9/15/2014](#)

[WhistleBlowerGD2014, The Fraud and Abuse Whistle Blower Protection Act Regulations, Policies, and Procedures Manual, 8/1/2014](#)

## 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.

**Guidance Documents:**

[Classified Employee Handbook](#)

[Faculty Handbook](#)

[Financial Procedures Manual](#)

[Graduate Catalog](#)

[University Policies](#)

[Parking Regulations](#)

[Student Handbook](#)

[Undergraduate Catalog](#)

[Wage Employee Handbook](#)

## DEPARTMENT OF JUVENILE JUSTICE

Address any questions concerning the attached list to Kristen Peterson, telephone (804) 588-3902, or email [kristen.peterson@djj.virginia.gov](mailto:kristen.peterson@djj.virginia.gov).

### Certification

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 23219. 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 [kenneth.e.bailey@djj.virginia.gov](mailto:kenneth.e.bailey@djj.virginia.gov).

Questions regarding interpretation or implementation of the documents 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:**

[3371, Guidance Document for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts, 7/1/2011, 6VAC35-150](#)

[3710, Compliance Manual Regulation Governing Juvenile Group Homes and Halfway House, 11/25/2014, 6VAC35-41](#)

[3720, Compliance Manual Regulation Governing Juvenile Correctional Centers, 11/25/2014, 6VAC35-71](#)

[3730, Compliance Manual Regulation Governing Juvenile Secure Detention Centers, 11/25/2014, 6VAC35-101](#)

[4225, Guidelines for Determining the Length of Stay of Juveniles Indeterminately Committed to the Department of Juvenile Justice, 10/15/2015](#)

[4226, Guidelines for Approval and Reimbursement for Local Facility Construction, 7/27/2010](#)

[3652, Guidelines for Transporting Juveniles in Detention, 9/8/2004](#)

### Design and Construction of Juvenile Facilities

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office of the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Bob Wilburn, Capital Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3847, 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 Angela Valentine, Chief Deputy Director, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3903 or email [angela.valentine@djj.virginia.gov](mailto:angela.valentine@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 (see Detention Homes and other services)

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 Angela Valentine, Chief Deputy Director, telephone (804) 588-3903 or email [angela.valentine@djj.virginia.gov](mailto:angela.valentine@djj.virginia.gov).

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# Guidance Documents

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## Virginia Juvenile Community Crime Control Act (VJCCCA)

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Community Programs Unit at the 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 Beth Stinnett, Statewide Program Manager, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3908 or email [beth.stinnett@djj.virginia.gov](mailto:beth.stinnett@djj.virginia.gov).

Questions regarding interpretation or implementation of the document may be directed to, Beth Stinnett, Statewide Program Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3908 or email [beth.stinnett@djj.virginia.gov](mailto:beth.stinnett@djj.virginia.gov).

### Guidance Document:

[3373, Virginia Community Crime Control Act \(VJCCCA\) Manual, 7/1/2014, § 16.1-309.2](#)

### Grants Manual

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Research Division, 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 Dhara Amin, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3918, or email [dhara.amin@djj.virginia.gov](mailto:dhara.amin@djj.virginia.gov).

Questions regarding interpretation or implementation of this document may be directed to Jessica Schneider, Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3919, or email [jessica.schneider@djj.virginia.gov](mailto:jessica.schneider@djj.virginia.gov).

### Guidance Document:

[6333, Department of Juvenile Justice Grants Manual, 12/29/2017](#)

### Interstate Compact Relating to Juveniles

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 23219. Copies may be obtained free of charge and questions regarding the interpretation or implementation of these documents may be directed to Natalie Dalton at the same address, telephone (804) 588-3904, or FAX (804) 371-6490, or email [natalie.dalton@djj.virginia.gov](mailto:natalie.dalton@djj.virginia.gov). Mailing address Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23219-1110.

### Guidance Documents:

[Interstate Compact Relating to Juveniles, Form I: Requisition for Runaway Juvenile](#), revised February 2016, § 16.1-323

[Interstate Compact Relating to Juveniles, Form II: Requisition for Escape or Absconder, Requisition for Accused Delinquent](#), revised February 2016, § 16.1-323

[Interstate Compact Relating to Juveniles, Form III: Consent for Voluntary Return Of Out Of State Juvenile](#), revised November 2016, § 16.1-323

[Interstate Compact Relating to Juveniles, Form IV: Parole or Probation Investigation Request](#), revised February 2016, § 16.1-323

[Interstate Compact Relating to Juveniles, Form V: Report of Sending State Upon Parolee or Probationer Being Sent To The Receiving State](#), revised January 2011, § 16.1-323

[Interstate Compact Relating to Juveniles, Form IA/VI: Application for Services and Waiver](#), revised February 2015, § 16.1-323

[Interstate Compact Relating to Juveniles, Form VII: Out of State Travel Permit and Agreement to Return](#), revised November 2016, § 16.1-323

[Interstate Compact Relating to Juveniles, Form VIII, Home Evaluation Report](#), revised February 2016

[Interstate Compact Relating to Juveniles, Form IX, Quarterly Progress, Violation or Absconder Report](#), revised February 2016

[Interstate Compact Relating to Juveniles, Form X, Case Closure Notification](#), revised February 2016

[Interstate Compact Relating to Juveniles, Form A, Petition for Requisition to Return a Runaway Juvenile](#), revised February 2016

[Interstate Compact Relating to Juveniles, Petition for Hearing on Requisition for Escapee, Absconder, or Accused Delinquent](#), revised February 2016

[Interstate Compact Relating to Juveniles, Petition for Hearing on Requisition for Runaway Juvenile](#), revised February 2016

[Interstate Compact Relating to Juveniles, Victim Notification Supplement Form](#), revised February 2016

### Research Proposal Requests

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Research Division, 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 Dhara Amin, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3918, or email [dhara.amin@djj.virginia.gov](mailto:dhara.amin@djj.virginia.gov).

Questions regarding interpretation or implementation of the documents may be directed to Jessica Schneider, Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3919, or email [jessica.schneider@djj.virginia.gov](mailto:jessica.schneider@djj.virginia.gov).

### Guidance Documents:

[6334, Human Research Proposal Coversheet](#), 4/1/2017

[HRRC, Confidentiality Agreement \(Human Research\)](#), 1/1/2016

[HRRC, Research Agreement](#), 1/1/2016

[HRRC, Human Research Proposal Form](#), 12/30/2015

### 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.

### Guidance Documents:

For questions regarding guidance documents used by the Virginia Department of Labor and Industry, contact the following:

Boiler and Pressure Vessel Safety - Ed Hilton, telephone (804) 786-3262, or email [ed.hilton@doli.virginia.gov](mailto:ed.hilton@doli.virginia.gov)

Labor and Employment Law - Division of Labor and Employment Law, telephone (804) 786-0574, or email [laborlaw@doli.virginia.gov](mailto:laborlaw@doli.virginia.gov)

Occupational Health - Ron Graham, telephone (804) 786-0574, or email [ron.graham@doli.virginia.gov](mailto:ron.graham@doli.virginia.gov)

Occupational Safety - Jennifer Rose, telephone (804) 786-7776, or email [jennifer.rose@doli.virginia.gov](mailto:jennifer.rose@doli.virginia.gov)

Registered Apprenticeship - Kathleen Eddington, telephone (804) 786-2382, or email [kathleen.eddington@doli.virginia.gov](mailto:kathleen.eddington@doli.virginia.gov)

Virginia Occupational Safety and Health (VOSH) Program - for copies of documents, Regina Cobb, telephone (804) 786-0610, or email [regina.cobb@doli.virginia.gov](mailto:regina.cobb@doli.virginia.gov)

Voluntary Protection Program - Milford Stern, telephone (540) 562-3580, or email [milford.stern@doli.virginia.gov](mailto:milford.stern@doli.virginia.gov)

### Apprenticeship Council

[APP - 01, Bylaws of the Virginia Apprenticeship Council](#), 11/18/2010

[APP - 02, State Apprenticeship Standards for Cosmetology, Barbering, and Nail Technology Consisting of Minimum Standards for Apprenticeship](#), 5/10/2010

[APP - 03, Virginia Surveyor Apprenticeship Standards](#), 1/3/2003

[APP - 05, Standards of Apprenticeship for Opticians](#), 7/1/2000

[APP - 08, Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U.S. Department of Labor](#), 7/23/2002

[APP - 09, Apprenticeship Directive 81-4, Granting Credit for Previous Experience](#), 5/21/1981

[APP - 10, Apprenticeship Directive 86-4, Part-Time Cosmetology Student/Apprentices](#), 9/15/1986

[APP - 11, Apprenticeship Directive 90-3, Participation by Minors between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations](#), 4/27/1990

[APP - 12, Apprenticeship Directive 01-1, Signature on Standards \(VAC & Industry Specific\)](#), 8/15/2001

[APP - 13, Apprenticeship Directive 03-3, Exemption from Full-Time Employment](#), 12/13/2007

[APP - 14, Apprenticeship Directive 03-04, Temporary Staffing Agencies](#), 3/21/2002

[APP - 15, Apprenticeship Directive 03-05, Guidelines Governing Out-of-State Businesses](#), 3/21/2002

[APP - 16, Apprenticeship Directive 03-07, Registration for Barber, Cosmetology, Nail Technician](#), 9/7/1998

[APP - 17, Apprenticeship Directive 03-09, Progressive Wage Policy](#), 3/20/2003

[APP - 18, Commonwealth of Virginia Registered Apprenticeship Field Operation Manual](#), 9/30/2013

[APP - 19, Minimum Standards for Apprenticeship](#), 7/1/2015

### Board of Labor and Industry

[APP - 11, Apprenticeship Directive 90-3, Participation by Minors between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations](#), 4/27/1990

[LEL - 00, Field Operations Manual Disclaimer](#), 3/30/2010

[LEL - 01, Division of Labor and Employment Law Field Operations Manual - Chapter 1 Minimum Wage Act](#), 7/30/2009

[LEL - 02, Division of Labor and Employment Law Field Operations Manual - Chapter 2 Use of Polygraphs in Certain Employment Situations](#), 10/30/2007

[LEL - 03, Division of Labor and Employment Law Field Operations Manual - Chapter 3 Equal Pay](#), 1/20/2000

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## Guidance Documents

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LEL - 04, Division of Labor and Employment Law Field Operations Manual - Chapter 4 Prevention of Employment, 1/30/2000

LEL - 05, Division of Labor and Employment Law Field Operations Manual - Chapter 5 Payment of Medical Exams as a Condition of Employment, 1/30/2000

LEL - 06, Division of Labor and Employment Law Field Operations Manual - Chapter 6 Right to Work, 3/1/2010

LEL - 07, Division of Labor and Employment Law Field Operations Manual - Chapter 7 Garnishment, 7/30/2009

LEL - 09, Division of Labor and Employment Law Field Operations Manual - Chapter 9 Child Labor, 8/9/2017

LEL - 10, Division of Labor and Employment Law Field Operations Manual - Chapter 10 Payment of Wage, 4/30/2015

LEL - 11, Individual Liability for Wage claims, 4/6/2015

LEL - 12, Administrative Subpoenas Issued in Accordance with Virginia Code, 4/30/2015

LEL - 13, Requesting Employment Records in Wage Claim Investigations, 5/2/2016

### **Safety and Health Codes Board**

01-001C, Program Directive Development, Classification and Numbering System for Virginia Occupational Safety and Health (VOSH), 5/1/2015

01-004SR, Responsibilities of the Central and Regional Office Directors and Managers, 5/1/2000

01-008, Statewide Settlement Agreements, 3/1/1996

01-009, A Citation Policy for Paperwork and Written Program Requirement Violations, 10/15/2007

01-010, Local Emphasis Programs: Development and Approval of Special Targeting Activities, 2/15/2014

01-015, A State Plan Policies and Procedures Manual (through Chapter 5), 3/1/1996

01-017, Expedited Informal Settlement Agreement (EISA) Program, 3/1/2005

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[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, 12/10/2009](#)

[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, 12/10/2009](#)

[VOSH FO 1995-96 SFY, 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, 12/10/2009](#)

[VOSH FO 1996-97 SFY, 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, 12/10/2009](#)

[VOSH FO 1997-98 SFY, 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, 12/10/2009](#)

[VOSH FO 1998-99 SFY, 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, 12/10/2009](#)

[VOSH FO 1999-2000 SFY, 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, 12/10/2009](#)

[VOSH FO 2000-01, 2000-01 SFY Final Orders of the Virginia General District Courts and Circuit Courts in](#)

[Contested Cases Arising under the Virginia Occupational Safety and Health Act, July 1, 2000–June 30, 2001, 12/10/2009](#)

[VOSH FO 2001-02 SFY, 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, 12/10/2009](#)

[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, 12/11/2009](#)

[VOSH FO 2005, 2005 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 12/10/2009](#)

[VOSH FO 2006, 2006 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 12/11/2009](#)

[VOSH FO 2007, 2007 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 12/4/2009](#)

[VOSH FO 2008, 2008 Final Orders of the Virginia Courts in Contested Cases Arising under the Virginia Occupational Safety and Health Act, 12/4/2009](#)

[VOSH HEALTH 1, Virginia Occupational Safety and Health Program Interpretations of Health Standards, 10/17/2003](#)

[VOSH Health 2, 2007 Health Interpretations, 12/20/2007](#)

[VOSH INT 2016, 2016 VOSH Interpretations, 6/30/2017](#)

[VOSH INT 2017, 2017 VOSH Interpretations, 6/30/2017](#)

[VOSH SAFETY 1, Virginia Occupational Safety and Health Program Interpretations of Safety Standards, 10/17/2003](#)

[VOSH Safety 2, 2007 Safety Interpretations, 12/20/2007](#)

[VOSH VPP - 1, Virginia Voluntary Protection Program \(VPP\) Policy and Procedures Manual, 4/1/2005](#)

## 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

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## Guidance Documents

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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 Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

### 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 \(2/11/14\)](#)

[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 Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [ltc@dhp.virginia.gov](mailto:ltc@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Corie Tillman-Wolf, J.D., Executive Director of the Board, at the address above or by telephone at (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 March 14, 2017

95-3, Sanction reference manual, March 8, 2010

95-4, Board policy on confidential consent agreements, revised March 14, 2017

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 October 5, 2017

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

95-12, Processing applications for licensure: examination, endorsement, and reinstatement, adopted September 201, 2016

### 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 2017–2018 Student Handbook, <http://www.longwood.edu/media/student-conduct-and-integrity/public-site/StudentHandbook.pdf>

Longwood University 2017–2018 Graduate Catalog, [http://www.longwood.edu/media/academic-affairs/public-site/2017-2018\\_GraduateCatalog3.pdf](http://www.longwood.edu/media/academic-affairs/public-site/2017-2018_GraduateCatalog3.pdf)

Longwood University 2017–2018 Undergraduate Catalog, [http://www.longwood.edu/media/academic-affairs/public-site/FINAL-DRAFT\\_2017-2018-Undergraduate-Catalog.pdf](http://www.longwood.edu/media/academic-affairs/public-site/FINAL-DRAFT_2017-2018-Undergraduate-Catalog.pdf)

Longwood University Faculty Policies and Procedures Manual 2017–2018, [http://solomon.longwood.edu/media/academic-affairs/solomon/Final2017\\_18\\_FPPM.pdf](http://solomon.longwood.edu/media/academic-affairs/solomon/Final2017_18_FPPM.pdf)

Longwood University Administrative Policies,  
<http://solomon.longwood.edu/policies--procedures/?policyOwner=&policyBoardApproved=Board-Approved>

### VIRGINIA LOTTERY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. Requests for copies as well as questions regarding interpretation or implementation of these documents may be directed to Amy P. Roper, Compliance Manager, Virginia Lottery, 600 East Main Street, Richmond, Virginia 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) and the games, promotions, and retailer incentives conducted by the Virginia Lottery (11VAC5-41).

49(13), Virginia Lottery's "On the Spot Award Program" Retailer Incentive Final Requirements for Operation, 5/17/2013

125(13), Virginia's Instant Game Lottery 1466; "\$52 Million Cash Spectacular" Final Rules for Game Operation, 11/26/2013

8(14), Virginia's Instant Game Lottery 1467; "\$100 Million Cash Extravaganza" Final Rules for Game Operation, 11/14/2013

54(14), Virginia's Instant Game Lottery 1478; "\$5,000,000 Cash Blowout!" Final Rules for Game Operation, 4/22/2014

102(15), Virginia Lottery's Instant Game 1572: "Deuces Wild" Final Rules for Game Operation, 7/30/2015

148(15), Virginia Lottery's Instant Game 1585: "\$3,500,000 Ultimate Millions" Final Rules for Game Operation, 9/20/2015

191(15), Virginia Lottery's Instant Game 1612: "50X the Money" Final Rules for Game Operation, 12/18/2015

34(16), Virginia Lottery's Scratch Game 1616: "Hot Millions Multiplier" Final Rules for Game Operation, 2/18/2016

45(16), Virginia Lottery's Scratch Game 1605: "Bankroll Bonus" Final Rules for Game Operation, 3/4/2016

46(16), Virginia Lottery's Scratch Game 1602: "Money Bag Doubler" Final Rules for Game Operation, 3/4/2016

66(16), Virginia Lottery's Scratch Game 1696: "In the Money" Final Rules for Game Operation, 4/25/2016

68(16), Virginia Lottery's Scratch Game 1664: "\$1,000,000 Instant Cashout" Final Rules for Game Operation, 4/25/2016

89(16), Virginia Lottery's Scratch Game 1676: "Jewel 7's" Final Rules for Game Operation, 5/23/2016

94(16), Virginia Lottery's Scratch Game 1703: "Big Bills" Final Rules for Game Operation, 6/6/2016

107(16), Virginia Lottery's Scratch Game 1697: "100X the Money" Final Rules for Game Operation, 8/2/2016

118(16), Virginia Lottery's Scratch Game 1710: "Million \$\$ Match" Final Rules for Game Operation, 9/20/2016

150(16), Virginia Lottery's Scratch Game 1732: "20 Years of Cash" Final Rules for Game Operation, 11/4/2016

151(16), Virginia Lottery's Scratch Game 1738: "\$4,000,000 Spectacular Riches" Final Rules for Game Operation, 11/4/2016

154(16), Virginia Lottery's Scratch Game 1709: "Extreme Green" Final Rules for Game Operation, 11/4/2016

163(16), Virginia Lottery's Scratch Game 1729: "Diamond Dig" Final Rules for Game Operation, 11/18/2016

165(16), Virginia Lottery's Scratch Game 1670: "Jumbo Bucks" Final Rules for Game Operation, 11/18/2016

173(16), Virginia Lottery's Scratch Game 1771: "Gold Bar Bonanza" Final Rules for Game Operation, 12/9/2016

174(16), Virginia Lottery's Scratch Game 1773: "\$40,000 Taxes Paid" Final Rules for Game Operation, 12/9/2016

175(16), Virginia Lottery's Scratch Game 1761: "Blackjack" Final Rules for Game Operation, 12/9/2016

03(2017), Virginia Lottery's Scratch Game 1767: "\$31,000,000 Payout" Final Rules for Game Operation, 1/18/2017

04(2017), Virginia Lottery's Scratch Game 1742: "Tripler Series" Final Rules for Game Operation, 1/22/2017

06(2017), Virginia Lottery's Scratch Game 1760: "Extra Play" Final Rules for Game Operation, 1/22/2017

07(2017), Virginia Lottery's Scratch Game 1759: "Super Ticket Big Money" Final Rules for Game Operation, 1/22/2017

08(2017), Virginia Lottery's Scratch Game 1770: "50X the Money" Final Rules for Game Operation, 1/22/2017

10(2017), Virginia Lottery's Scratch Game 1763: "Luck" Final Rules for Game Operation, 1/22/2017

20(2017), Virginia Lottery's Scratch Game 1772: "2X the Money" Final Rules for Game Operation, 2/7/2017

21(2017), Virginia Lottery's Scratch Game 1764: "777" Final Rules for Game Operation, 2/7/2017

22(2017), Virginia Lottery's Scratch Game 1766: "Tripling Crossword" Final Rules for Game Operation, 2/10/2017



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- 25(2017), Virginia Lottery's Scratch Game 1745: "\$50 Mayhem" Final Rules for Game Operation, 3/6/2017
- 26(2017), Virginia Lottery's Scratch Game 1747: "\$100 Mayhem" Final Rules for Game Operation, 3/6/2017
- 27(2017), Virginia Lottery's Scratch Game 1749: "\$500 Mayhem" Final Rules for Game Operation, 3/6/2017
- 28(2017), Virginia Lottery's Scratch Game 1751: "\$1,000 Mayhem" Final Rules for Game Operation, 3/6/2017
- 29(2017), Virginia Lottery's Scratch Game 1776: "\$50,000 Crossword Tripler" Final Rules for Game Operation, 3/6/2017
- 30(2017), Virginia Lottery's Scratch Game 1765: "\$250,000 Double Play" Final Rules for Game Operation, 3/6/2017
- 31(2017), Virginia Lottery's Scratch Game 1775: "Pirate's Loot" Final Rules for Game Operation, 3/6/2017
- 33(2017), Virginia Lottery's Scratch Game 1762: "5X the Money" Final Rules for Game Operation, 3/6/2017
- 34(2017), Virginia Lottery's "\$40,000 Taxes Paid (174 16)" Amendment Order, 2/17/2017
- 37(2017), Virginia Lottery's Scratch Game 1777: "We're Game for Education" Final Rules for Operation, 3/14/2017
- 39(2017), Virginia Lottery's Scratch Game 1799: "Go for the GREEN" Final Rules for Game Operation, 3/14/2017
- 41(2017), Virginia Lottery's Computer-Generated Game "Pick 4" Final Rules for Game Operation, 3/21/2017
- 42(2017), Virginia Lottery's Computer-Generated Game "Pick 3 with Boost" Final Rules for Game Operation, 3/21/2017
- 43(2017), Virginia Lottery's Computer-Generated Game "Cash4Life - Virginia-Specific" Final Rules for Game Operation, 5/23/2017
- 47(2017), Virginia Lottery's "Subscription Rules Program" for Virginia Lottery Computer-Generated Games, 5/22/2017
- 51(2017), Virginia Lottery's Scratch Game 1768: "Game of Riches" Final Rules for Game Operation, 4/7/2017
- 52(2017), Virginia Lottery's Scratch Game 1789: "\$" Final Rules for Game Operation, 4/7/2017
- 53(2017), Virginia Lottery's Scratch Game 1793: "Quick Cash" Final Rules for Game Operation, 4/7/2017
- 68(2017), Virginia Lottery's "2 Ways 2 Win Scratch" Retailer Incentive Promotion Final Requirements for Operation, 5/12/2017
- 71(2017), Virginia Lottery's "Go for the Grand" Retailer Incentive Promotion Final Requirements for Operation, 5/12/2017
- 72(2017), Virginia Lottery's "Sheetz FY18 First-Half Activity" Retailer Incentive Promotion Final Requirements for Operation, 5/12/2017
- 73(2017), Virginia Lottery's "Holiday Games Llama Sign" Retailer Incentive Promotion Final Requirements for Operation, 5/12/2017
- 75(2017), Virginia Lottery's Scratch Game 1778: "Corvette and Ca\$h" Final Rules for Game Operation, 5/2/2017
- 76(2017), Triple Your Money, 4/24/2017
- 77(2017), Virginia Lottery's Scratch Game 1781: "20X the Money" Final Rules for Game Operation, 4/24/2017
- 78(2017), Virginia Lottery's Computer-Generated Game "Bank a Million" Final Rules for Game Operation, 4/24/2017
- 81(2017), Virginia Lottery's Scratch Game 1792: "Pick 3" Final Rules for Game Operation, 5/2/2017
- 82(2017), Virginia Lottery's "7-Eleven First Half FY18 Market Battle Madness" Retailer Incentive Promotion Final Requirements for Operation, 5/12/2017
- 83(2017), Virginia Lottery's Scratch Game 1661: "\$1,000,000 Series" Final Rules for Game Operation, 5/23/2017
- 84(2017), Virginia Lottery's Scratch Game 1769: "\$1,000,000 High Roller's Club" Final Rules for Game Operation, 5/23/2017
- 86(2017), Virginia Lottery's Scratch Game 1864: "20X the Money" Final Rules for Game Operation, 5/23/2017
- 87(2017), Virginia Lottery's Scratch Game 1779: "Aces and 8's" Final Rules for Game Operation, 5/23/2017
- 88(2017), Virginia Lottery's Scratch Game 1828: "\$5 Million Dollar Series" Final Rules for Game Operation, 5/23/2017
- 89(2017), Virginia Lottery's Scratch Game 1798: "Quick \$100" Final Rules for Game Operation, 5/23/2017
- 93(2017), Virginia Lottery's Scratch Game 1792: "Double Doubler" Final Rules for Game Operation, 6/4/2017
- 94(2017), Virginia Lottery's Scratch Game 1803: "Cash Splash" Final Rules for Game Operation, 6/8/2017
- 95(2017), Virginia Lottery's Scratch Game 1672: "Find the 8's" Final Rules for Game Operation, 6/8/2017
- 96(2017), Virginia Lottery's Scratch Game 1809: "\$3,000,000 Cash Payout" Final Rules for Game Operation, 6/8/2017
- 97(2017), Virginia Lottery's Scratch Game 1810: "\$5,000,000 Cash Payout" Final Rules for Game Operation, 6/9/2017
- 98(2017), Virginia Lottery's Scratch Game 1811: "\$16,000,000 Cash Payout" Final Rules for Game Operation, 6/9/2017

- 99(2017), Virginia Lottery's Scratch Game 1812: "\$32,000,000 Cash Payout" Final Rules for Game Operation, 6/9/2017
- 100(2017), Virginia Lottery's Scratch Game 1782: "7X the Money" Final Rules for Game Operation, 6/8/2017
- 102(2017), Virginia Lottery's Scratch Game 1832: "Fast Bucks" Final Rules for Game Operation, 6/8/2017
- 111(2017), Virginia Lottery's "Publix Grand Opening BOGO" Retailer Incentive Promotion Final Requirements for Operation, 6/23/2017
- 114(2017), Virginia Lottery's Scratch Game 1804: "White Hot 5's" Final Rules for Game Operation, 7/3/2017
- 115(2017), Virginia Lottery's Scratch Game 1830: "Loose Change" Final Rules for Game Operation, 7/3/2017
- 120(2017), Virginia Lottery's Scratch Game 1807: "2X the Money" Final Rules for Game Operation, 7/14/2017
- 123(2017), Virginia Lottery's Scratch Game 1806: "Spooky Cash" Final Rules for Game Operation, 8/4/2017
- 124(2017), Virginia Lottery's Scratch Game 1773: "Jewel 7's" Final Rules for Game Operation, 8/4/2017
- 125(2017), Virginia Lottery's "Holiday Cheer Extra 1% Commission - Nov-Dec 2017" Retailer Incentive Promotion Final Requirements for Operation, 8/4/2017
- 126(2017), Virginia Lottery's Computer-Generated Game "Powerball - Virginia-Specific" Final Rules for Game Operation, 8/1/2017
- 127(2017), Virginia Lottery's Scratch Game 1837: "\$250,000 Money Mania" Final Rules for Game Operation, 8/4/2017
- 128(2017), Virginia Lottery's Scratch Game 1829: "\$250,000 Cash" Final Rules for Game Operation, 8/4/2017
- 129(2017), Virginia Lottery's Scratch Game 1831: "Tic Tac Toe" Final Rules for Game Operation, 8/4/2017
- 130(2017), Virginia Lottery's Scratch Game 1831: "\$70 Million Cash Blowout" Final Rules for Game Operation, 8/10/2017
- 132(2017), Virginia Lottery's Scratch Game 1787: "Fast Cash Crossword" Final Rules for Game Operation, 8/22/2017
- 133(2017), Virginia Lottery's Scratch Game 1818: "5X the Money" Final Rules for Game Operation, 8/23/2017
- 134(2017), Virginia Lottery's Scratch Game 1790: "10X the Money" Final Rules for Game Operation, 9/6/2017
- 135(2017), Virginia Lottery's Scratch Game 1824: "Win Either \$50 or \$100" Final Rules for Game Operation, 9/8/2017
- 138(2017), Virginia Lottery's "GPM Loyalty Card Promotion - December, 2017" Retailer Incentive Promotion Final Requirements for Operation, 9/8/2017
- 142(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Blackjack" Final Rules for Game Operation, 9/19/2017
- 143(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Daily Crossword" Final Rules for Game Operation, 9/21/2017
- 144(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Extreme Crossword" Final Rules for Game Operation, 9/21/2017
- 145(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Gold Bar Bingo" Final Rules for Game Operation, 9/21/2017
- 146(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play High Stakes Blackjack" Final Rules for Game Operation, 9/21/2017
- 147(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Hot 'n Spicy Bingo" Final Rules for Game Operation, 9/21/2017
- 148(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Lucky Bingo" Final Rules for Game Operation, 9/21/2017
- 149(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Platinum Crossword" Final Rules for Game Operation, 9/21/2017
- 150(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Smokin' Hot Crossword" Final Rules for Game Operation, 9/21/2017
- 152(2017), Virginia Lottery's Scratch Game 1841: "Extreme Millions" Final Rules for Game Operation, 9/29/2017
- 153(2017), Virginia Lottery's Scratch Game 1844: "Casino Cheer" Final Rules for Game Operation, 9/29/2017
- 154(2017), Virginia Lottery's Scratch Game 1842: "Holiday Dreams" Final Rules for Game Operation, 9/29/2017
- 155(2017), Virginia Lottery's Scratch Game 1846: "Merry Multiplier" Final Rules for Game Operation, 9/29/2017
- 156(2017), Virginia Lottery's Scratch Game 1843: "Peppermint Double Match" Final Rules for Game Operation, 9/29/2017
- 157(2017), Virginia Lottery's Scratch Game 1845: "Winter Winnings" Final Rules for Game Operation, 9/29/2017
- 158(2017), Virginia Lottery's "Extreme Millions 2nd Chance" Promotion Final Rules for Operation, 9/29/2017
- 159(2017), Virginia Lottery's Scratch Game 1851: "Big Money Maker" Final Rules for Game Operation, 9/29/2017

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160(2017), Virginia Lottery's Scratch Game 1823: "\$500 Winfall" Final Rules for Game Operation, 9/29/2017

161(2017), Virginia Lottery's Scratch Game 1819: "Double Your Cash" Final Rules for Game Operation, 10/2/2017

163(2017), Virginia Lottery's "Publix March Madness/Scratcher Madness" Retailer Incentive Promotion Final Requirements for Operation, 11/17/2017

164(2017), Virginia Lottery's "Debit Lunch Bag" Retailer Incentive Promotion Final Requirements for Operation, 11/17/2017

165(2017), Virginia Lottery's Computer-Generated Game "Cash 5" Final Rules for Game Operation, 10/13/2017

167(2017), Virginia Lottery's "Fas Mart April Scratch Growth Contest" Retailer Incentive Promotion Final Requirements for Operation, 11/17/2017

168(2017), Virginia Lottery's "Fas Rewards Double Points" Retailer Incentive Promotion Final Requirements for Operation, 11/17/2017

169(2017), Virginia Lottery's "eXTRA Chances Scratcher" Promotion Final Rules for Operation, 10/27/2017

171(2017), Virginia Lottery's "2 Ways to Win Scratch" Retailer Incentive Promotion Final Requirements for Operation, 10/27/2017

172(2017), Virginia Lottery's "BEATS This Sales Contest" Retailer Incentive Promotion Final Requirements for Operation, 11/17/2017

173(2017), Virginia Lottery's "March Madness, Scratcher Madness (Circle K)" Retailer Incentive Promotion Final Requirements for Operation, 11/17/2017

175(2017), Virginia Lottery's "Murphy USA Playbook Gas Discount" Retailer Incentive Promotion Final Requirements for Operation, 11/17/2017

176(2017), Virginia Lottery's "\$20 Playbook Dispenser Placement and Sales Contest" Final Requirements for Operation, 11/17/2017

177(2017), Virginia Lottery's "Sheetz Progressive Mystery Shop" Retailer Incentive Promotion Final Requirements for Operation, 11/17/2017

178(2017), Virginia Lottery's Scratch Game 1813: "X the Money Bingo" Final Rules for Game Operation, 11/6/2017

179(2017), Virginia Lottery's Scratch Game 1862: "7" Final Rules for Game Operation, 11/6/2017

180(2017), Virginia Lottery's Scratch Game 1834: "Weekly Half Grand" Final Rules for Game Operation, 11/6/2017

181(2017), Virginia Lottery's Scratch Game 1835: "Weekly Grand" Final Rules for Game Operation, 11/6/2017

182(2017), Virginia Lottery's "Virginia's New Year's Millionaire Raffle" Final Rules for Game Operation, 10/27/2017

185(2017), Virginia Lottery's Scratch Game 1847: "2018" Final Rules for Game Operation, 11/17/2017

186(2017), Virginia Lottery's "FOG Dispenser Retailer Incentive Promotion" Final Requirements for Game Operation, 11/17/2017

189(2017), Virginia Lottery's "Mega Millions - Virginia-specific (replaces 137 2017)" Final Rules for Game Operation, 11/6/2017

190(2017), Virginia Lottery's Scratch Game 1817: "Chocolate" Final Rules for Game Operation

191(2017), Virginia Lottery's Scratch Game 1814: "EZ 1,040" Final Rules for Game Operation, 11/17/2017

193(2017), Virginia Lottery's "Go for the Grand Retailer Incentive Promotion" Final Rules for Operation, 12/20/2017

195(2017), Virginia Lottery's Scratch Game 1863: "\$30 Million Cash Out" Final Rules for Game Operation, 11/27/2017

196(2017), Virginia Lottery's "Food Lion MVP Kiosk Q2 Coupon Promotion" Final Rules for Operation, 12/5/2017

197(2017), Virginia Lottery's Scratch Game 1870: "Super Cash" Final Rules for Game Operation, 11/27/2017

198(2017), Virginia Lottery's "Virginia's New Year's Millionaire Raffle (182 2017)" Amendment Order, 11/22/2017

199(2017), Virginia Lottery's "Daily Cash Promotion" Final Rules for Operation, 12/20/2017

200(2017), Virginia Lottery's "Print 'n Play Playback Promotion" Final Rules for Operation, 12/20/2017

201(2017), Virginia Lottery's "20X the Money (86 2017)" Amendment Order, 12/20/2017

202(2017), Virginia Lottery's "Thank a Teacher Art Contest" Promotion Final Rules for Operation, 12/20/2017

203(2017), Virginia Lottery's "Print 'n Play BlackJack Classic" Final Rules for Game Operation, 12/21/2017

204(2017), Virginia Lottery's "Print 'n Play Bulls Eye Bingo" Final Rules for Game Operation, 12/21/2017

205(2017), Virginia Lottery's "Print' n Play Horoscope Crossword" Final Rules for Game Operation, 12/21/2017

206(2017), Virginia Lottery's "Print' n Play Money Bag Crossword" Final Rules for Game Operation, 12/21/2017

207(2017), Virginia Lottery's "Print 'n Play Rockin' Bingo" Final Rules for Game Operation, 12/21/2017

209(2017), Virginia Lottery's "\$1,000,000 Jackpot Multiplier" Final Rules for Game Operation, 12/21/2017

210(2017), Virginia Lottery's "Cash Multiplier Crossword" Final Rules for Game Operation, 12/21/2017

211(2017), Virginia Lottery's "Winning Hand" Final Rules for Game Operation, 12/21/2017

212(2017), Virginia Lottery's "eXTRA Chances Scratcher" Promotion (169 2017)" Amendment Order, 12/28/2017

213(2017), Virginia Lottery's "Virginia's New Year's Millionaire Raffle (182 2017)" Amendment Order, 12/28/2017

**MARINE RESOURCES COMMISSION**

Documents are available on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>. Questions regarding interpretation or implementation of habitat documents may be directed to Tony Watkinson, Chief, Habitat Division, Marine Resources Commission, Newport 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](#), 1/28/16

[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

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**

To obtain copies of the 2017 agency guidance document list, contact Emily McClellan, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, Virginia 23219, telephone (804) 371-4300.

Agency Guidance Documents are available on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov> for no charge. The documents are also available electronically, at no cost, on the DMAS website at

<https://www.virginiamedicaid.dmas.virginia.gov/wps/portal>. Click "Provider Services" then click "Medicaid Memos to Providers." Choose the drop-down box for the year you wish to search and click "Submit." The Memos are listed in reverse chronological order with the most recent memos at the top.

**Guidance Documents:**

[6274, Medicaid Memos 2017](#), 12/4/2017

[6067, Medicaid Memos 2016](#), 12/1/2016

[5754, Medicaid Memos 2015](#), 6/22/2015

[5755, Medicaid Memos 2014](#), 6/22/2015

[5756, Medicaid memos 2013](#), 6/22/2015

[5757, Medicaid Memos 2012](#), 6/22/2015

[5758, Medicaid Memos 2011](#), 6/22/2015

[5759, Medicaid Memos 2010](#), 6/22/2015

[5760, Medicaid memos 2009](#), 6/22/2015

[5761, Medicaid Memos 2008](#), 6/22/2015

[5762, Medicaid Memos 2007](#), 6/22/2015

[5763, Medicaid Memos 2006](#), 6/22/2015

[5764, Medicaid Memos 1999-2005](#), 6/22/2015

[5765, Alzheimer's Assisted Living Waiver Manual](#), 6/22/2015

[5766, Baby Care Manual](#), 6/22/2015

[5767, Children's Mental Health Program Manual](#), 6/22/2015

[5768, Community Mental Health-Rehabilitative Services Manual](#), 6/22/2015

[5769, Dental Manual](#), 6/22/2015

[5770, Durable Medical Equipment and Supplies Manual](#), 6/22/2015

[5771, Elderly or Disabled with Consumer Directed Services](#), 6/22/2015

[5772, Early Intervention Services Manual](#), 6/22/2015

[5773, Early and Periodic Screening, Diagnostic, and Treatment Manual](#), 6/22/2015

[5774, Governor's Access Plan Manual](#), 6/22/2015

[5775, Home Health Manual](#), 6/22/2015

[5776, Hospice Manual](#), 6/22/2015

[5777, Hospital Manual](#), 6/22/2015

[5778, Individual and Family Developmental Disabilities Waiver Services Manual](#), 6/22/2015

[5779, Independent Laboratory Manual](#), 6/22/2015

[5780, Local Education Agency Manual](#), 6/22/2015

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## Guidance Documents

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5781, [Mental Health Clinic Manual](#), 6/22/2015  
5782, [Intellectual Disability Community Services](#), 6/22/2015  
5783, [Nursing Facilities Manual](#), 6/22/2015  
5784, [Prosthetic Devices Manual](#), 6/22/2015  
5785, [Preadmission Screening Manual](#), 6/22/2015  
5787, [Pharmacy Manual](#), 6/22/2015  
5788, [Physician/Practitioner Manual](#), 6/22/2015  
5789, [Plan First Manual](#), 6/22/2015  
5790, [Podiatry Manual](#), 6/22/2015  
5791, [Psychiatric Services Manual](#), 6/22/2015  
5792, [Rehabilitation Manual](#), 6/22/2015  
5793, [Renal Dialysis Clinic Manual](#), 6/22/2015  
5794, [Technology Assisted Waiver and Private Duty Nursing Services Manual](#), 6/22/2015  
5795, [Transportation Manual](#), 6/22/2015  
5796, [Vision Services Manual](#), 6/22/2015

### BOARD OF MEDICINE

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's web page at <http://www.dhp.virginia.gov/medicine> or the Virginia 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 of the Board, at the address above or by telephone at (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, Completing Form B, Employment Verification, adopted December 1, 2017  
85-4, Acceptance of Providers of Approved Continuing Education (PACE) for chiropractic CE, adopted February 19, 2015  
85-5, Guidance of Questions Concerning Medical Records, revised August 10, 2017

85-6, Guidance on Competency Assessments for Three Paid Claims, revised July 2, 2011  
85-8, Authority for Physician Assistants to Write Do Not Resuscitate Orders, adopted February 23, 2012  
85-9, Policy on U.S. Medical Licensing Exam Step Attempts, adopted October 24, 2013  
85-10, High-risk Pregnancy Disclosures for Licensed Midwives, revised October 22, 2015  
85-11, Sanctioning Reference Points Instruction Manual, revised by Board, August 2011  
85-12, Telemedicine, revised June 22, 2017  
85-13, Board motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, January 22, 2004  
85-14, Procedure for enforcement of continuing competency requirements, adopted June 18, 2015  
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  
85-20, Official Opinion of the Attorney General, December 1992 on Employment of Surgeon by a Nonstock, Nonprofit Corporation  
85-21, Official Opinion of the Attorney General, May 1995 on Employment of Physician by a For-Profit Corporation  
85-23, Policy of the Virginia Board of Medicine on the Use of Confidential Consent Agreements, October 9, 2003  
85-24, Board motion, Adoption of the Federation of State Medical Boards 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

85-28, Authority for Licensed Midwives to Order Tests, revised October 26, 2017

### 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 Walt Mercer at the same address, telephone (804) 236-7890, or email [walter.l.mercer.nfg@mail.mil](mailto:walter.l.mercer.nfg@mail.mil).

Questions regarding interpretation or implementation of these documents may be directed to Walt Mercer 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

This list meets the requirements of § 2.2-4101 of the Code of Virginia. Questions regarding this list of 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 [mike.skiffington@dmme.virginia.gov](mailto:mike.skiffington@dmme.virginia.gov).

All Department of Mines, Minerals and Energy (DMME) guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>.

#### Division of Mines

##### Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety are available on diskette, free of charge, at the Department of

Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material may be directed to Carroll Green, Inspector Supervisor, Division of Mines, at the same address, telephone (276) 523-8232, or FAX (276) 523-8239;

##### 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 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 (DMLR)

##### 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 Cindy Ashley, telephone (276) 523-8233, (276) 523-8235, or FAX (276) 523-8141.

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## Guidance Documents

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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 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 Cindy Ashley, telephone (276) 523-8233, (276) 523-8235, or FAX (276) 523-8141.

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

### 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 Cindy Ashley, telephone (276) 523-8233, (276) 523-8235, or FAX (276) 523-8141.

### **Division of Mineral Mining (DMM)**

#### 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 Phil Skorupa, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

### Procedures

Division of Mineral Mining procedures 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 Phil Skorupa, 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 Phil Skorupa, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

### **Division of Gas and Oil (DGO)**

#### 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 Sarah Gilmer 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 Sarah Gilmer 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-14-05-2015, 2015 Certification Examination Schedule, 8/27/2014](#)

[DM-14-06, Division of Mines Certification Examinations Available Online, 9/19/2014](#)

[DM-14-07, DMME Mine Incident Response, Rescue and Recovery Plan, 12/2/2014](#)

[DM-G-161.109, DM Chapter 14.3, Article 2, Section 45.1-161.109 A, Roof, Rib and Face Control, 8/1/2001](#)

- DM-G-161.115, DM Chapter 14.3, Article 2, Section 45.1-161.115 D, Supplies of Materials for Supports, 4/10/2000
- DM-G-161.124, DM Chapter 14.3, Article 4, Section 45.1-161.124 A, Shop and Other Equipment, 4/10/2000
- DM-G-161.129, DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices, 4/10/2000
- DM-G-161.139, DM Chapter 14.3, Article 6, 45.1-161.139, Inspection of Underground Equipment, 4/10/2000
- DM-G-161.141, DM Chapter 14.3, Article 6, Section 45.1-161.141 E, Self Propelled Equipment, 4/10/2000
- DM-G-161.143, DM Chapter 14.3, Article 6, Section 45.1-161.143 A, B, Transportation of Material, 4/10/2000
- DM-G-161.147, DM Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment, 4/10/2000
- DM-G-161.149, DM Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips, 4/10/2000
- DM-G-161.159, DM Chapter 14.3, Article 7, Section 45.1-161.159 A C, Hoisting Engineer, 4/10/2000
- DM-G-161.162, DM Chapter 14.3, Article 8, Section 45.1-161.162 A, Mine Openings and Escapeways, 9/30/2002
- DM-G-161.165, DM Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings, 4/10/2000
- DM-G-161.189, DM Chapter 14.3, Article 11, Section 45.1-161.189 E, Electricity, 9/30/2002
- DM-G-161.193, DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity, 8/1/2001
- DM-G-161.195A, DM Chapter 14.3, Article 11, Section 45.1-161.195 A, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, 4/15/2004
- DM-G-161.195B, 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, 4/10/2000
- DM-G-161.196, DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment, 9/30/2002
- DM-G-161.197, DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment, 4/10/2000
- DM-G-161.199, DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel, 4/10/2000
- DM-G-161.202, DM Chapter 14.3, Article 13, Section 45.1-161.202 B, Emergency Response Plans; List of Next of Kin, 4/10/2000
- DM-G-161.205, DM Chapter 14.3, Article 13, Section 45.1-161.205 F, Storage and Use of Flammable Fluids and Materials, 9/30/2002
- DM-G-161.206, DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment, 9/30/2002
- DM-G-161.207, DM Chapter 14.3, Article 13, Section 45.1-161.207 B, Welding and Cutting, 8/1/2001
- DM-G-161.209, DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations, 4/10/2000
- DM-G-161.210, DM Chapter 14.3, Article 14, Section 45.1-161.210 J, Weekly Examinations, 4/10/2000
- DM-G-161.221, DM Chapter 14.3, Article 14, Section 45.1-161.221 D, Coursing of Air, 4/10/2000
- DM-G-161.222, DM Chapter 14.3, Article 14, Section 45.1-161.222, Actions for Excessive Methane, 4/15/2004
- DM-G-161.23, DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist, 4/10/2000
- DM-G-161.238, DM Chapter 14.3, Title 15, Section 45.1-161.238 D, Storage and Use of Flammable Fluids and Materials, 9/30/2002
- DM-G-161.251, DM Chapter 14.3, Article 16, Section 45.1-161.251 A, Employment of Inexperienced Underground Miners, 4/10/2000
- DM-G-161.256, DM Chapter 14.4, Article 2, Section 45.1-161.256-257, Safety Examinations, 4/10/2000
- DM-G-161.258, DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards, 4/10/2000
- DM-G-161.262, DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment, 4/10/2000
- DM-G-161.267, DM Chapter 14.4, Article 5, Section 45.1-161.267 L, Storage and Use of Flammable Fluids and Materials, 9/30/2002
- DM-G-161.28-30, DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 45.1-161.30, Operator/Independent Contractor (Examinations and Recordkeeping), 9/30/2002
- DM-G-161.288, DM Chapter 14.4, Article 12, Section 45.1-161.288 and 45.1-161.290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, 4/10/2000
- DM-G-161.30A, DM Chapter 14.2, Article 3, Section 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons, Penalty, 4/10/2000
- DM-G-161.37A, DM Chapter 14.2, Article 3, Section 45.1-161.37 A, General Coal Miner Certification, 4/10/2000
- DM-G-161.38A, DM Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification, 4/10/2000
- DM-G-161.57A, DM Chapter 14.2, Article 5, Section 45.1-161.57 A, License Required for Operation of Coal Mines, 4/15/2004



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- DM-G-161.63, DM Chapter 14.2, Article 5, Section 45.1-161.63 B, C, Notices to Department; Resumption of Mining Following Discontinuance, 4/15/2004
- DM-G-161.77, DM Chapter 14.2, Article 7, Section 45.1-161.77 A, Reports of Explosions and Mine Fires, 4/10/2000
- DM-G-161.78, DM Chapter 14.2, Article 7, Section 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department, 4/10/2000
- DM-G-161.8, DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents, 4/10/2000
- DM-G-161.83, DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records, 4/10/2000
- DM-G-161.84, DM Chapter 14.2, Article 8, Section 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets, 4/10/2000
- DM-G-161.85, DM Chapter 14.2, Article 8, Section 45.1-161.85 A, Scheduling of Inspections, 4/10/2000
- DM-G-161.8A, DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators, 4/10/2000
- DM-G-161.8B, DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine, 4/10/2000
- DM-G-161.90, DM Chapter 14.2, Article 9, Section 45.1-161.90 A, Notices of Violation, 4/15/2004
- DM-G-MED, DM Mine Emergency Directory, 4/1/2002
- DM-M-05-05, DM Operator Memorandum DM-05-05, Accident and Fatality Reports, 9/7/2005
- DM-M-05-08, DM Operator Memorandum 05-08, Surface Mine Maps, 11/16/2005
- DM-M-06-03A, DM Operator Memorandum 06-03A, Emergency Response Plans, 4/4/2006
- DM-M-06-03B, DM Operator Memorandum 06-03B, Generic Emergency Response Plan, 4/4/2006
- DM-M-06-03C, DM Operator Memorandum 06-03C, Self Contained Self Rescuer Outby Storage Plan, 4/4/2006
- DM-M-06-03D, DM Operator Memorandum 06-03D, Mine Emergency Evacuation and Firefighting Program of Instruction, 4/4/2006
- DM-M-06-03E, DM Operator Memorandum 06-03E, Mine Emergency Scenarios template, 4/3/2006
- DM-M-06-03F, DM Operator Memorandum 06-03F, Mine Emergency Addendum to Existing Training Plan, 4/4/2006
- DM-M-06-06, DM Operator Memorandum 06-06, Coalfield Employment Enhancement Tax Credit Production Labor Report, 10/12/2006
- DM-M-06-07, DM Operator Memorandum 06-07, Alternative Seal Designs, 10/12/2006
- DM-M-07-04, DM-07-04 Map Submittal, 7/1/2007
- DM-M-08-01, DM Operator Memorandum DM-08-01, Mine Incident Response, Rescue, and Recovery Plan, 1/17/2008
- DM-M-15-02, 2016 Division of Mines Certification Examination Schedule, 8/17/2015
- DM-MOU-01-03, DM Fatal Mine Accident Investigations, 1/3/2003
- DM-MOU-01-03-2, DM Inspection Coordination, 1/1/2003
- DM-MOU-09-97, DM Memorandum of Agreement (Small Mine Assistance Training), 9/1/1997
- DM-P-1.03.01, DM Procedure No. 1.03.01, Emergency Response Team, 1/1/1999
- DM-P-1.03.02, DM Procedure No. 1.03.02, Rescue and Recovery Plan, 10/1/2000
- DM-P-1.04.05, DM Procedure No. 1.04.05, Spot Inspection, 10/1/2000
- DM-P-1.04.07, DM Procedure No. 1.04.07, Independent Contractors, 1/1/1997
- DM-P-1.04.09, DM Procedure No. 1.04.09, Administrative Review of Notices of Violation, 1/1/1997
- DM-P-1.04.10, DM Procedure No. 1.04.10, Impoundment Inspections, 7/18/2001
- DM-P-1.05.01, DM Procedure No. 1.05.01, Investigation of Accidents and Incidents, 10/1/2000
- DM-P-1.05.02, DM Procedure No. 1.05.02, Inundation of Water and Gas, 10/1/2000
- DM-P-1.05.03, DM Procedure No. 1.05.03, Methane Ignition, 10/1/2000
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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in 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.virginia.gov/forms/>. Copy and paste the links into your browser or click on the links below. Copies totaling fewer than 10 pages may be obtained for no charge. Copies totaling 10 pages or more may be obtained at a cost of \$.10 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).



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<http://www.dmv.state.va.us/webdoc/pdf/fr302.pdf>
- Department of Motor Vehicles Information for Hearing Officers, (selected by the Executive Secretary of the Supreme Court of Virginia), 9/15
- Instructions for Officers, (selected by the Executive Secretary of the Supreme Court of Virginia), 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, 12/16  
<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>
- HS 3, Home-Schooled In-Car Driver Education Information Sheet, 4/25/14  
<http://www.dmv.state.va.us/webdoc/pdf/hs3.pdf>
- IFTA Tax Reporting Requirements and Rates  
<http://www.dmv.virginia.gov/commercial/#mcs/webcat.asp>
- LE 444, Fuel Inspection Notice, 12/3/13  
<http://www.dmv.state.va.us/webdoc/pdf/le444.pdf>
- MCS 306, Virginia TNC Insurance Certificate, 7/5/16  
<http://www.dmv.state.va.us/webdoc/pdf/mcs306.pdf>
- MCS 307, Virginia Notice of TNC Insurance Cancellation, 5/26/15  
<http://www.dmv.state.va.us/webdoc/pdf/mcs307.pdf>
- MCS 310, Virginia TNC Broker Insurance Certificate, 7/1/2017  
<https://www.dmv.virginia.gov/webdoc/pdf/mcs310.pdf>
- MCS 311, Virginia Notice of TNC Broker Insurance Cancellation, 7/1/2017  
<https://www.dmv.virginia.gov/webdoc/pdf/mcs311.pdf>
- MCTS 247, Motor Carrier Guidelines, revised 7/1/16  
<http://www.dmv.state.va.us/webdoc/pdf/mcts247.pdf>
- MED 2, Customer Medical Report, 2/25/17  
<http://www.dmv.state.va.us/webdoc/pdf/med2.pdf>
- MED 4, Customer Vision Report, 7/1/17  
<https://www.dmv.virginia.gov/webdoc/pdf/med4.pdf>
- MED 12, Disabled Parking Privileges Information, 4/2/15, §§ 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, 2/25/17  
<http://www.dmv.state.va.us/webdoc/pdf/med30.pdf>
- MED 31, Conditions of Variance for CDL Drivers to Haul Hazardous Materials, 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, 12/28/10, § 46.2-312  
<http://www.dmv.state.va.us/webdoc/pdf/med44.pdf>
- MED 80, Medical Fitness for Safe Driving, 7/1/17  
<http://www.dmv.state.va.us/webdoc/pdf/med80.pdf>
- MED 80A Medical Fitness FAQs, 3/23/16  
<http://pscript/intranet/forms/pdf/med80a.pdf>
- OA142, For-Hire Intrastate Operating Authority Permit Application, 4/19/2017  
<https://www.dmv.virginia.gov/webdoc/pdf/oa142.pdf>
- OA144M, For-Hire Intrastate Operating Authority Certificate, License, or Permit Renewal Application, 7/1/2013  
<https://www.dmv.virginia.gov/webdoc/pdf/oa144m.pdf>
- OA 152, Transportation Network Company Operating Authority Certificate Application, 6/4/2015  
<http://www.dmv.state.va.us/webdoc/pdf/oa152.pdf>
- OA 153, Transportation Network Company (TNC) Certificate of Fitness Renewal, 10/1/15  
<http://www.dmv.state.va.us/webdoc/pdf/oa153.pdf>

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## Guidance Documents

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OA 448, Sample Tariff for Common Carriers over Irregular Routes, 11/03  
<http://www.dmv.state.va.us/webdoc/pdf/oa448.pdf>

OA 449, Sample 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>

Review and Issuance of Personalized License Plates, 7/12/13  
Sample Virginia Addendum

TPT 555, Third-Party Tester Agreement, 7/1/15  
<http://www.dmv.state.va.us/webdoc/pdf/tpt555.pdf>

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 7/1/17, § 46.2-208  
<http://www.dmv.state.va.us/webdoc/pdf/US531A.pdf>

US 531E/ER, Application for Extranet Transaction Access, revised 9/25/15, § 46.2-208  
<http://www.dmv.state.va.us/webdoc/pdf/US531e.pdf>

Vehicle Licensing Guide, updated as necessary 11/25/17

VSA 10B, Antique License Plate Applicant Certification, 7/1/14  
<http://www.dmv.state.va.us/webdoc/pdf/vsa10b.pdf>

VSA 86, To Secure Virginia Title and Transfer or Buy License Plates, 7/1/15  
<http://www.dmv.state.va.us/webdoc/pdf/vsa86.pdf>

### MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. in the office of the 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 on the Virginia Regulatory Town Hall at the links shown on the document list below.

Questions regarding interpretation or implementation of these documents may be directed to William Childress, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, telephone (804) 367-1100; ext. 3002, FAX (804) 367-1053, or email [william.childress@mvdv.virginia.gov](mailto:william.childress@mvdv.virginia.gov). Alternate contact, Prin Cowan, Motor Vehicle Dealer Board, telephone (804) 367-1100; ext. 3004 or email [prin.cowan@mvdv.virginia.gov](mailto:prin.cowan@mvdv.virginia.gov).

#### Guidance Documents:

[AD010-99, Process for Determining Sanctions](#), 12/29/2016

[AD020-95, Public Comment Policy](#), 12/27/2016

[AD030-16, Meeting Documentation Policy](#), 9/15/2002

[AD050-10, Meeting Dates and Times Policy](#), 12/28/2016

[AD100-16, Internet Privacy Policy](#), 12/28/2016

[AD111-16, Freedom of Information Act Compliance](#), 12/27/2016

[AD130-96, Adjudicated Cases Policy](#), 12/27/2016

[AV010-16, Advertising Policy: Deviations from Standard Practices](#), 12/22/2016

[AV020-09, Advertising Display/Show Versus Display for Sale](#), 12/27/2016

[AV030-15, Rebate Advertising Guidelines](#), 12/27/2016

[LI010-98, Guidelines for Review of Applicants Who Have a Criminal History](#), 12/27/2016

[LI020-08, Salespersons Must Be Employees](#), 12/27/2016

[LI025-11, Independent Dealer-Operator Program Guidelines](#), 12/29/2016

[LI030-16, Salesperson and Dealer-Operator Test](#), 12/27/2016

[PR010-16, Variance for Hours of Operation](#), 12/22/2016

[PR021-07, Guidelines for Maintaining Records and Storing Records Off Site](#), 12/22/2016

[PR030-16, Temporary Supplemental License \(Off-Site\) Sales](#), 12/28/2016

[PR035-00, Bonding Requirements](#), 12/27/2016

[PR040-05, Resolution on Educational and Warning Letters](#), 12/27/2016

[PR045-12, TrueCar, Dealix and Insurance](#), 12/27/2016

[PR050-97, Wholesale Sales Agreement Policy](#), 12/26/2016

[PR060-16, Motor Vehicle Dealer Board Guidance Memorandum for Virginia Dealers Having Internet Connection and Email Address](#), 12/27/2016

### NORFOLK STATE UNIVERSITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Harrison B. Wilson Archives at Norfolk State University, 700 Park Avenue, Norfolk, VA 23504. Copies may be obtained free of charge by contacting Annette Montgomery at (757) 823-2003, Fax (757) 823-2005, or email [amontgomery@nsu.edu](mailto:amontgomery@nsu.edu). The documents are also available online at [www.nsu.edu](http://www.nsu.edu).

Unless otherwise noted, questions regarding the interpretation or implementation of these guidance documents may be directed to Ericke Cage, Executive Assistant to the President

for University Compliance, telephone (757) 823-8670, FAX (757) 823-2342, or email [escage@nsu.edu](mailto:escage@nsu.edu).

### Guidance Documents:

Board of Visitors Bylaws (Revised 11/10/2017), <https://www.nsu.edu/Assets/websites/bov/documents/By-Laws.pdf>

University Policy Library (Revised December 18, 2017 - updated continuously), <https://www.nsu.edu/policy-library/policies>

Parking Regulations (Last updated: December 7, 2017), <https://www.nsu.edu/parking-services/regulations>

Safety and Campus Security (Last updated: December 7, 2017), <https://www.nsu.edu/publicsafety>

Student Handbook (Last updated: December 2017), <https://www.nsu.edu/student-handbook.aspx>

Questions regarding the interpretation and enforcement of the Teaching Faculty Handbook and the Graduate and Undergraduate Catalogs should be directed to the Office of the Provost at (757) 823-8408 or email [provost@nsu.edu](mailto:provost@nsu.edu).

### Guidance Documents:

Teaching Faculty Handbook (Revised: August 28, 2015), <https://www.nsu.edu/Assets/websites/provost/forms/pdf/Teaching-Faculty-Handbook.pdf>

NSU Graduate Catalogue (Last updated: October 2017), <https://www.nsu.edu/getattachment/Academics/Academic-Resources/NSU-Catalog/Graduate-Catalog.pdf.aspx>

NSU Undergraduate Catalogue (Last updated: October 2017), <https://www.nsu.edu/getattachment/Academics/Academic-Resources/NSU-Catalog/Undergraduate-Catalog.pdf.aspx>

## 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 Virginia 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 of the Board, at the address above or by telephone at (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

90-3, Continuing competency violations for nurses, adopted May 16, 2017

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 November 14, 2017

90-7, Sanctioning Reference Points Instruction Manual, revised January 1, 2017

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 February 24, 2017

90-11, Continuing competency and protocol requirements violations for nurse practitioners, revised by Board of Nursing July 14, 2015 and Board of Medicine June 18, 2015

90-12, Delegation of authority to Board of Nursing registered nurse education and discipline staff, revised May 16, 2017

90-13, Application for initial approval of a nursing education program, adopted February 22, 2017

90-14, Continued approval of a nursing education program, adopted February 22, 2017

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 a registered nurse or licensed practical nurse, 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, revised February 24, 2017

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## Guidance Documents

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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, revised September 19, 2017

90-26, Requests by revoked certified nurse aides with prior adverse findings, revised January 29, 2013

90-28, Clinical hours for LPN to prelicensure 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, Noncompliance 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 Occupational Health and Safety Administration 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 December 21, 2016

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 November 17, 2015

90-56, Practice agreement requirements for licensed nurse practitioners, adopted by the Board of Nursing on March 21, 2017 and the Board of Medicine on February 16, 2017

90-57, Bylaws of the Board of Nursing, revised November 14, 2017

90-58, Bylaws of the Advisory Board on Massage Therapy, revised October 22, 2013

90-59, Impact of criminal convictions on licensure of massage therapists and registration of medication aides, adopted May, 2010, reviewed December 2016

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, registrations or licenses, revised October 4, 2017

90-62, Medication administration training curriculum, revised November 14, 2017

90-63, Registered nurses and procedural sedation, adopted November 17, 2015

90-64, Telemedicine for nurse practitioners, revised July 18, 2017

### **OLD DOMINION 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 University Policy Manager and Executive Secretary to the Board of Visitors, Koch Hall, Room 2010 E, Norfolk, VA 23529. Copies may be obtained, free of charge, by contacting Donna Meeks at the same address, telephone (757) 683-3072, or email [dmeeks@odu.edu](mailto:dmeeks@odu.edu). The documents are also available using the links below. Questions regarding interpretation or implementation of these guidance documents should also be directed to Ms. Meeks.

#### **Guidance Documents:**

[Board of Visitors Bylaws](#)

[Board of Visitors Policies](#)  
[University Policies and Procedures](#)  
[Teaching and Research Faculty Handbook](#)  
[Adjunct Faculty Handbook](#)  
[Administrative and Professional Faculty Guidebook](#)  
[Classified Employee Guidebook](#)  
[Wage Employee Guidebook](#)  
[Undergraduate Catalog](#)  
[Graduate Catalog](#)  
[Parking and Traffic Procedures](#)

## 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 Virginia 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 of the Board, at the address above or by telephone at (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)

105-9, Processing of licensure applications, adopted July 15, 2016

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 compliance and sanctions for noncompliance, revised January 31, 2017

105-13, Guidance on performing free eye screenings, adopted May 11, 2011

105-14, Bylaws of the Board of Optometry, revised July 21, 2017

105-17, Guidelines on use of "O.D." or "optometrist" in advertising, adopted February 1997, reaffirmed July 15, 2010

105-26, Board motion on delegation of informal fact-finding to an agency subordinate, revised September 2010

105-28, Instruction manual on use of sanction reference points, revised July 2011

## VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

The following document is available online at <http://www.vaboard.org/grants.htm>. The 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, by contacting Jason Withers, Grants, Contracts and Program Information Manager, by email at [jason.withers@vbpd.virginia.gov](mailto:jason.withers@vbpd.virginia.gov) or by telephone at (804) 786-9375 or for TTY/Voice at (804) 846-4464. Alternate formats are available upon request.

Questions regarding implementation of this document may be directed to Jason Withers, Grants, Contracts and Program Information Manager, by email at [jason.withers@vbpd.virginia.gov](mailto:jason.withers@vbpd.virginia.gov) or by telephone at (804) 786-9375 or for TTY/Voice at (804) 846-4464.

Based on available funding, VBPD may or may not issue a request for proposal (RFP) each year. The Grants Manual is revised and updated on an as-needed basis, when an RFP is issued and is posted online at the VBPD website at <https://vaboard.org/grants.htm>.

### Guidance Document:

[Grants Manual, Revised March 2017](#)

## 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 Virginia 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 of the Board, at the address above or by telephone at (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 December 11, 2017

110-2, Instructions for applicants for pharmacist licensure, revised October 12, 2016

110-3, Guidance on alternative delivery of prescriptions, pharmacy to physician or pharmacy to controlled substance registration type of delivery, revised September 9, 2014



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## Guidance Documents

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- 110-4, Continuing education guide for pharmacists, revised December 11, 2017
- 110-5, Instructions and forms for reporting of thefts or losses of drugs, February 2009
- 110-6, Sanctions for noncompliance 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 September 2015
- 110-8, Information on prescriptive authority in Virginia, revised January 15, 2016
- 110-9, Pharmacy inspection deficiency monetary penalty guide, revised March 21, 2017
- 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 26, 2017
- 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, revised March 25, 2016
- 110-16, Board guidance on performing inventories, adopted September 20, 2011
- 110-17, Instructions for graduates of foreign schools of pharmacy, revised October 12, 2016
- 110-18, Advance preparation of medications for administration, revised September 29, 2015
- 110-19, Transferring valid orders between medical equipment providers, revised July 1, 2013
- 110-20, Practice as a pharmacy technician trainee, revised March 21, 2017
- 110-21, Sanction Reference Points 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 is no longer in practice, September 3, 2008
- 110-27, Pharmacist-in-charge responsibilities, revised December 1, 2015
- 110-28, Guidance for free clinic pharmacy permit applicants, revised September 2009
- 110-29, Guidance for physician dispensing, revised June 2016
- 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 September 2016
- 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, Manufacturer and wholesale distributor licensure, revised September 29, 2015
- 110-35, Requirements for prescriptions, revised September 26, 2017
- 110-36, Compliance with U.S. Pharmacopeia Standards for Compounding, revised December 11, 2017
- 110-37, Guidance for conducting informal fact-finding by an agency subordinate, revised June 8, 2011
- 110-38, Requirement for nonresident pharmacies to submit current inspection report, revised December 12, 2016
- 110-39, Hours of continuous work and taking breaks by pharmacists, adopted March 21, 2017
- 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
- 110-44, Protocol for prescribing or dispensing naloxone, revised September 26, 2017
- 110-45, Protocol for prescribing and dispensing naloxone to trainers, revised June 27, 2017
- 110-46, Delivery of temperature-sensitive drugs, adopted December 11, 2017

110-47, Disposal of drugs, adopted December 11, 2017

## 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 Virginia 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 Corie E. Tillman Wolf, Executive Director of the Board, at the address above or by telephone at (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, Bylaws of the Board of Physical Therapy, revised November 17, 2017

112-2, Board guidance on the use of confidential consent agreements, revised March 29, 2017

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 nonroutine applications from nonapproved 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

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, Sanction Reference Points Manual, revised May 2012

112-18, Disciplinary action for practicing with an expired letter, adopted February 17, 2012

112-19, Performance of international normalized ratios by physical therapists in home health settings, adopted February 17, 2012

112-20, Supervision of students in nonapproved physical therapy and physical therapist assistant programs, adopted November 16, 2012

112-21, Telehealth for physical therapy practice, adopted November 20, 2015

112-22, Auditing for continuing education requirements, revised March 29, 2017

112-23, Processing applications for licensure, adopted May 10, 2016

## DEPARTMENT OF PLANNING AND BUDGET

Copies of the following document 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, Room 5040 (Fifth Floor), Richmond, VA 23219 (corner of 11th and Broad Streets). Copies may also be requested by contacting at email [melanie.west@dpb.virginia.gov](mailto:melanie.west@dpb.virginia.gov). Questions regarding interpretation or implementation of this document may be directed to Melanie K. West, at the address above or by telephone at (804) 786-8812. Copies are free of charge.

### Guidance Document:

[2872, Virginia Regulatory Town Hall Website User Manual, 12/31/2016](#)

## 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 of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, VA 23233. Copies may be obtained by contacting Dawn Waters at the same address, telephone (804) 367-8583, FAX (866) 254-

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## Guidance Documents

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0312, or email [publicrecords@dpor.virginia.gov](mailto:publicrecords@dpor.virginia.gov). Documents are available electronically at no charge on the Virginia Regulatory Town Hall. 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):**

[5534, Restricted Participation in Examination Development and Review, 6/3/2014](#)

[5816, 2016\\_17 New Board Member Manual, 7/1/2016](#)

[6036, Board for Professional and Occupational Regulation Guidelines for Evaluation of Petitions for Regulation, 9/22/2016](#)

[Policy #100-01, Establishing, Revising and Repealing Department Policy, 5/22/2017](#)

[Policy #100-02, Americans with Disabilities Act Compliance, 5/22/2017](#)

[Policy #100-03, Employee Use of Social Media, 5/22/2017](#)

[Policy #100-04, Release of Information, 6/5/2017](#)

[Policy #100-05, License Suspensions, 5/22/2017](#)

[Policy #100-06, Subpoenas, Service of Process, and Notices, 6/8/2017](#)

[Policy #100-09, Gifts and Honoraria, 6/5/2017](#)

[Policy #100-14, Public Service Hours, 9/24/2009](#)

[Policy #100-18, Alternative Dispute Resolution, 9/25/2009](#)

[Policy #100-19, Ethics, 11/1/2012](#)

[Policy #200-18, Equal Employment Opportunity, 3/17/2010](#)

[Policy #300-01, Regulant Name and Address Change, 6/13/2017](#)

[Policy #300-02, Application and Application Fee Expiration, 10/31/2011](#)

[Policy #300-03, Expedited Licensing of Military Spouses, 10/7/2016](#)

[Policy #500-01, Purchasing, 1/1/2017](#)

[Policy #500-02, Contract and Purchase Order Modifications, 1/1/2017](#)

[Policy #600-01, Examination Fees, 3/17/2010](#)

[Policy #600-02, Examination Site Conduct, 6/26/2014](#)

[Policy #600-03, Restricted Participation in Examination Development and Review, 6/3/2014](#)

[Policy #700-03, Accounts Receivable and Debt Collection, 2/10/2012](#)

[Policy #700-04, Revenue Refunds, 2/10/2012](#)

[Policy #800-01, Criminal History Information and Online Public Records Information, 6/13/2011](#)

[Policy #800-02, Complaints Against Regulants, 3/5/2010](#)

### **Virginia Board for Asbestos, Lead, and Home Inspectors**

#### **Guidance Documents:**

[4498, Asbestos Regulation Interpretation - August 23, 2011, 8/23/2011](#)

[4499, Lead Regulation Interpretation - August 23, 2011, 8/23/2011](#)

[5499, Lead-Based Paint Activities Regulations Interpretations and Policies, 2/6/2014](#)

[5584, Review of ALHI Applications with Criminal Convictions, 11/9/2017](#)

[5707, Identity Requirements for Asbestos and Lead Licensing and Home Inspector Certification, 2/5/2015](#)

[5747, Requirements for Individuals who Analyze PCM Air Samples Onsite, 5/14/2015](#)

[5834, Lead Inspector Training Variance, 2/6/2014](#)

[5969, Employee Definition Clarification, 2/11/2016](#)

[6018, Clarification of Acceptable Degree Programs for Asbestos & Lead Licensing, 5/17/2016](#)

[6247, Home Inspector Applicant's Experience Verification of Inspections Completed, 8/17/2017](#)

[6248, NRS Specialty for Inspections Conducted by a Home Inspector on Homes under Construction, 8/17/2017](#)

[6266, Home Inspector Regulations; Meaning of Describe, 11/9/2017](#)

### **Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects**

#### **Guidance Documents:**

[1061, APELSCIDLA Board Sanction Guidelines Before July 1, 1999, 3/6/2003](#)

[1062, APELSCIDLA Board Sanction Guidelines After 7/1/99, 3/6/2003](#)

[4426, Requirements for the Use of Topographic Surveys, Orthographic Maps or other Geospatial Data in Virginia, 9/15/2015](#)

[4919, Onsite Sewage Systems Designed by Professional Engineers and Onsite Soil Evaluators, 6/13/2016](#)

4987, Comity Applicant Criteria of the APELSCIDLA Board's Current Regulations, 6/18/2012

6038, Land Surveyor and Land Surveyor B Scope of Practice, 9/24/2016

6043, Virginia Land Surveyor Apprenticeship Standards, 9/14/2016

## **Auctioneers Board**

See guidance documents applicable to all board and the department.

## **Board for Barbers and Cosmetology**

### **Guidance Documents:**

5238, Assessment of a Student's Competence in Esthetics, 2/11/2013

5318, Nontraditional Classroom Instruction, 2/8/2016

5502, Guidance Document - Barber and Cosmetology School Awarding Credits or Hours to Transfer Students, 5/12/2014

5503, Guidance Document - Substantial Equivalence, 8/11/2014

5593, Endorsement Candidate from State Offering Only One Licensing Exam, 11/17/2014

5594, Cosmetology Examiners, 11/17/2014

6057, School Locations, 11/14/2016

6176, License Required for Certain Procedures, 2/6/2017

6215, Esthetics - Cleaning Multi-Use Items that Cannot Be Immersed, 5/8/2017

6217, Tattoo and Body Piercer Health Education Guidance, 5/8/2017

6262, Barbering Scope of Practice, 8/21/2017

6272, Endorsement Applicants Not Eligible for Temporary Permits, 11/6/2017

Policy #800-03, Random Inspections of Board for Barbers and Cosmetology Licensees, 7/10/2009

## **Board for Branch Pilots**

### **Guidance Document:**

5008, Branch Pilot Renewal Requirements, 8/1/2012

## **Cemetery Board**

### **Guidance Documents:**

3730, Sample General Price List, 10/23/2008

5752, Financial Report and Report Prepared by Independent Certified Public Accountant, 6/16/2015

## **Common Interest Community Board**

### **Guidance Documents:**

4190, Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by CIC Manager Applicant, 3/15/2010

4382, Definition of "Employee" as used in Section 54.1-2347 A of Code of Virginia, 1/3/2011

5048, Common Interest Community Guidance Document 5, 9/20/2012

5049, Common Interest Community Guidance Document 6, 9/20/2012

5308, Letters of Credit in Lieu of Bonds, 6/27/2013

5311, Maximum Fees for Disclosure Packets and Resale Certificates Preparation, 7/1/2014

5331, CIC Waiver of Filing Fee for Final Adverse Decision, 9/17/2013

5603, Required Documentation to Accompany Disclosure of Personal Adverse Financial History, 12/3/2014

5897, Best Practices for Property Owners' Association Act Declarations, 12/10/2015

6256, Summary of Board Interpretations, Policies and Guidance Documents, 9/21/2017

## **Board for Contractors**

### **Guidance Documents:**

2959, Board for Contractors Policies and Interpretations, 7/11/2016

5271, Waiver exemption of entry requirements for Residential Building Energy Analysts, 6/24/2013

5718, Contractors Criminal History Review Matrix, 7/31/2015

5719, Contractors Financial Review Matrix, 10/1/2013

5724, PSI Examination Equivalency, 4/15/2015

6241, Sewage Disposal System Qualified Individual Licensing Requirements, 8/8/2017

## **Fair Housing Board**

### **Guidance Document:**

6045, Reasonable Accommodation Requests for Assistance Animals, 3/1/2017

## **Board for Hearing Aid Specialists and Opticians**

### **Guidance Documents:**

5727, Interpretation of Board Approved Opticianry Programs, 4/15/2015

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5728, [Optician Test Date Requirements](#), 4/15/2015

## Department of Professional and Occupational Regulation

### Guidance Document:

5720, [Polygraph Examiner Criminal History Review Matrix](#), 1/1/2015

## Real Estate Appraiser Board

### Guidance Documents:

2022, [Real Estate Appraisers Experience Hours](#), 11/18/2003

2920, [Signing Any Appraisal Report](#), 2/21/2006

3931, [Real Estate Appraiser - Submitting Assignments Electronically](#), 3/5/2009

5968, [Customary and Reasonable Compensation for Fee Appraisers](#), 2/23/2016

6220, [Statutory Exemption for Real Estate Appraiser Evaluations](#), 5/16/2017

## Real Estate Board

### Guidance Documents:

2021, [Real Estate Advisory Council's Report Regarding Post-Licensure Education](#), 7/12/2012

3178, [Proof of Financial Responsibility for Board-Approved Education Providers](#), 7/19/2007

3648, [Real Estate Prelicense Instructor Guidance Document](#), 3/24/2008

3665, [Continuing and Post-License Education Course Reporting Requirements](#), 5/19/2008

3666, [Instructor Qualifications](#), 5/19/2008

3964, [Real Estate Distance Education Notarized Affidavit Requirement](#), 5/19/2009

4058, [Broker Price Opinion Guidance Document](#), 12/4/2009

4160, [Online Course Time Requirement](#), 12/17/2009

5039, [Necessity for brokerage agreements](#), 9/6/2012

5529, [Real Estate Continuing Education Elective Courses](#), 5/22/2014

6045, [Reasonable Accommodation Requests for Assistance Animals](#), 3/1/2017

## Board for Professional Soil Scientists, Wetland Professionals, and Geologists

### Guidance Document:

6029, [Wetland Professionals' Scope of Practice](#), 9/1/2016

## Board for Waste Management Facility Operators

### Guidance Document:

5721, [Waste Management Facility Operators Criminal History Review Matrix](#), 5/23/2013

## Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

### Guidance Documents:

4919, [Onsite Sewage Systems Designed by Professional Engineers and Onsite Soil Evaluators](#), 6/13/2016

6171, [Pumping of Alternative Onsite Sewage Systems](#), 4/20/2017

6204, [Effective Date of Utility Management Continuing Professional Education for Class 1 and 2 Waterworks and Wastewater Works Operators](#), 4/20/2017

6205, [Onsite Sewage System Installers Installation of Nondischarging Onsite Sewage Systems](#), 10/26/2017

6206, [Onsite Sewage System Inspections and Evaluations for Property Transfers](#), 4/12/2011

6214, [Onsite Sewage System Professionals Master and Journeyman License Requirements](#), 4/20/2017

6241, [Sewage Disposal System Qualified Individual Licensing Requirements](#), 8/8/2017

6258, [Acceptable Utility Management Continuing Professional Education Topics](#), 10/26/2017

## 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 Virginia 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 Jaime Hoyle, Executive Director of the Board, at the address above or by telephone at (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 Certified Power Quality credential for licensure by endorsement, February 11, 2014

125-5.1, Board guidance on possible disciplinary action for noncompliance with continuing education requirements, revised February 11, 2014

125-5.2, Sanction reference manual, revised September 30, 2016

125-6, Bylaws of the board, revised August 15, 2017

## VIRGINIA RACING 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 Racing Commission at 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250. Copies may also be obtained free of charge by contacting Kimberly Mackey at the same address, telephone (804) 966-7406, or email [kimberly.mackey@vrc.virginia.gov](mailto:kimberly.mackey@vrc.virginia.gov). Questions regarding interpretation of the document may be directed to David Lermond, Executive Secretary, 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).

### Guidance Documents:

VRC-001, Association of Racing Commissioners International Uniform Classification Guidelines for Foreign Substances, 2/13/2018

VRC-002, Association of Racing Commissioners International Multiple Violations Penalty System, 12/9/2016

## DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4 p.m. at the Virginia Department of Rail and Public Transportation (DRPT), 600 East Main Street, Suite 2102, Richmond, VA 23219. Copies may be obtained (a fee may apply). DRPT may be contacted at (804) 786-4440. Additional information is available online at [www.drpt.virginia.gov](http://www.drpt.virginia.gov).

### Guidance Documents:

Public Transportation and Transportation Demand Management Grant Program and Application Guidance Fiscal Year 2019,

<https://olga.drpt.virginia.gov/Documents/forms/FY%202019%20DRPT%20Grant%20Application%20Guidance.pdf>

Capital Assistance Help Document, <https://olga.drpt.virginia.gov/Documents/help/capitalassistance.pdf>

Demonstration Project Assistance Help Document, <https://olga.drpt.virginia.gov/documents/help/Help%20-%20Demonstration%20Project%20Application.pdf>

Federal Transit Administration (FTA) Section 5303 - Metropolitan Planning Program Help Document, <https://olga.drpt.virginia.gov/Documents/help/fta5303.pdf>

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Help Document, <https://olga.drpt.virginia.gov/Documents/help/fta5310.pdf>

FTA Section 5317 - New Freedom Program Help Document, <https://olga.drpt.virginia.gov/Documents/help/fta5317.pdf>

I-95 Hot lanes - Capital Help Document, <https://olga.drpt.virginia.gov/Documents/help/capitalassistance.pdf>

I-95 Hot lanes - Operating Grant Program and Application Guidance Fiscal Year 2019, <https://olga.drpt.virginia.gov/Documents/forms/FY%202019%20DRPT%20Grant%20Application%20Guidance.pdf>

Intercity Operating and Capital Fund Program Guidance, <https://olga.drpt.virginia.gov/documents/forms/IPROC%20FY18%20Application%20Procedures.pdf>

Mid-Cycle Grant Application Program Guidance, <https://olga.drpt.virginia.gov/documents/forms/Mid%20Cycle%20Grant%20Application.pdf>

Operating Assistance Help Document, <https://olga.drpt.virginia.gov/documents/help/2017-10-17%20Operating%20Application%20Training%20and%20Help%20Document.pdf>

Public Transportation Internship Program Help Document, <https://olga.drpt.virginia.gov/Documents/help/internprogram.pdf>

Rail Enhancement Fund Program Guidance, <https://olga.drpt.virginia.gov/documents/forms/updated%20-%20ref%20procedure%20manual%20-%20december17.pdf>

Rail Industrial Access Program Guidance, <http://www.drpt.virginia.gov/media/2178/2016-ria-program-procedure-staff-manual-2016.pdf>

Rail Preservation Fund Program Guidance, <https://olga.drpt.virginia.gov/Documents/help/rpf.pdf>

Rural Transportation Assistance Program Grant Program and Application Guidance Fiscal Year 2019, <https://olga.drpt.virginia.gov/Documents/forms/FY%202019%20DRPT%20Grant%20Application%20Guidance.pdf>

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# Guidance Documents

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Senior Transportation Help Document,  
<https://olga.drpt.virginia.gov/Documents/help/seniortransportation.pdf>

Small Urban Training Program Grant Program and Application Guidance Fiscal Year 2019,  
<https://olga.drpt.virginia.gov/Documents/forms/FY%202019%20DRPT%20Grant%20Application%20Guidance.pdf>

Transportation Demand Management Operating Help Document,  
<https://olga.drpt.virginia.gov/Documents/help/tmoperating.pdf>

Technical Assistance Help Document,  
<https://olga.drpt.virginia.gov/Documents/help/technicalassistance.pdf>

Transportation Management Project Help Document,  
<https://olga.drpt.virginia.gov/Documents/help/tmp.pdf>

## STATE CERTIFIED SEED BOARD

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Certified Seed Board, 330 Smyth Hall, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting W. Lee Daniels at the same address, telephone (540) 231-9775, FAX (540) 231-3431, or email [wdaniels@vt.edu](mailto:wdaniels@vt.edu).

Questions regarding interpretation or implementation of this document may be directed to Thomas Hardiman, Seed Certification Program Administrator, 9225 Atlee Branch Lane Mechanicsville, VA 23116, telephone (804) 746-4884, or FAX (804) 746-9447.

### Guidance Documents:

State Certified Seed Board Annual Report, 2000  
State Certified Seed Board Annual Report, 2001  
State Certified Seed Board Annual Report, 2002–2003  
State Certified Seed Board Annual Report, 2004  
State Certified Seed Board Annual Report, 2005  
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State Certified Seed Board Annual Report, 2010  
State Certified Seed Board Annual Report, 2011  
State Certified Seed Board Annual Report, 2013–2014  
State Certified Seed Board Annual Report, 2015

## DEPARTMENT OF SOCIAL SERVICES

Citizens wanting printed copies of guidance documents or with interpretive or implementation questions may contact Karin Clark, Legislative and Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23141, email [karin.clark@dss.virginia.gov](mailto:karin.clark@dss.virginia.gov), or telephone (804) 726-7017. All guidance documents are available electronically at no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>. Costs associated with obtaining printed copies vary depending on the document.

### Guidance Documents:

APP1, Administrative Disqualification Hearings, 1/1/2010  
APP2, Child Protective Services Appeals, 4/1/2011  
APP3, Child Support Enforcement Appeals, 12/16/2010  
APP4, Benefits and Services Appeals, 12/16/2010  
APP5, Child Protective Services Appeals Handbook, 12/3/2007  
APP6, Electronic Benefits Transfer (EBT) Appeals, 7/8/2003  
APP7, Supplemental Nutrition Assistance Program Appeals Process, 1/1/2012  
APP8, Appeals and Fair Hearings Procedure Manual, 11/30/2011  
BI1, Procedures for Performing Background Investigations for Children's Residential Facility (CRF), 7/12/2012  
BI2, Procedures for Conducting Background Investigations on Foster and Adoptive Parents, Adult Household members, and Birth Parents Requested by Child-Placing Agencies, 7/12/2012  
BI3, Procedures for Conducting Name-Based Checks When an Applicant's Fingerprints Are Unobtainable, 12/1/2010  
BI4, Technical Assistance for Regulation for Background Checks for Assisted Living Facilities and Adult Day Care Centers, 6/29/2009  
BI5, Technical Assistance for Background checks for Child Welfare Agencies and Licensed Child Day Centers, 12/1/2013  
BI6, Barrier Crimes for Child Day Programs, 6/10/2013  
BI7, Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers, 6/10/2013  
BI8, Barrier Crimes for Child-Placing Agencies and for Foster and Adoptive Homes Approved by Child-Placing Agencies, 6/10/2013  
BI9, Barrier Crimes for Children's Residential Facilities, 6/10/2013

- BP1, Volume IX - Energy Assistance Policy Manual, 10/17/2016
- BP2, Volume V - Supplemental Nutrition Assistance Program Certification Manual, 10/1/2012
- BP3, Supplemental Nutrition Assistance Program Quick Reference Guide, 12/16/2016
- BP4, Virginia Electronic Benefits Transfer (EBT) Policies and Procedures Guide, 11/1/2012
- BP5, Volume II - General Relief Policy - Part IV, 1/1/2007
- BP6, Temporary Assistance for Needy Families Policy Manual, 10/1/2012
- BP7, Fraud Manual and Procedures, 12/16/2016
- CCD1, Child Care Subsidy Guidance Transmittal, 10/1/2015
- CCD2, Child Care and Development Fund State Plan 2011-2013, 12/8/2011
- CCD3, Vendor Agreement for Day Homes, 12/19/2016
- CCD4, Vendor Agreement for Centers, 12/19/2016
- CCD5, Approved Child Care Development Block Grant Plan, 12/19/2016
- CCD6, Fieldwork Preparation Plan for the Child Care Payment Accuracy Program, 12/19/2016
- CCD7, Virginia Child Care Provider Scholarship Program Information Sheet, 12/1/2015
- CSE1, Division of Child Support Enforcement Program Manual, 12/6/2017
- CVS1, Neighborhood Assistance Program Donor Fact Sheet, 11/30/2011
- CVS10, 2011 Statement of Agency Operation, 11/30/2011
- CVS11, 2011 Outcomes Report, 11/30/2011
- CVS12, 2011 Other Outcomes report, 11/30/2011
- CVS13, Clients by Locality, 11/30/2011
- CVS14, Client Demographic Report, 11/30/2011
- CVS15, Volunteer Services Manual, 11/30/2011
- CVS16, Narrative Report, 11/30/2011
- CVS17, Community Services Block Grant (CSBG) Quarterly Report Instructions, 11/30/2011
- CVS18, CSBG State Plan for Fiscal Year 2011, 10/1/2010
- CVS2, Neighborhood Assistance Program Project Fact Sheet, 11/30/2011
- CVS20, Virginia AmeriCorp State Guidance Manual, 11/30/2011
- CVS21, Virginia Refugee Resettlement Program Manual, 7/1/2011
- CVS3, Neighborhood Assistance Program Contribution Notification Forms A, B, C, D, and E, 11/30/2011
- CVS4, Neighborhood Assistance Program Application, 11/30/2011
- CVS5, Neighborhood Assistance program approved Organizations for Fiscal Year 2011, 11/30/2011
- CVS6, 2011 Quarterly Report Cover, 11/30/2011
- CVS7, Financial Status Reports, 11/30/2011
- CVS8, 2011 TANF Non-Assistance Program Report, 11/30/2011
- CVS9, 2011 Certification of Board Meetings, 11/30/2011
- FIN1, Finance Guidelines Manual for Local Departments of Social Services, 12/1/2012
- FIN2, FY 2018 Local Allocations, 12/13/2017
- FIN3, FY 2018 Consolidated Staff and Operations Allocations, 12/13/2017
- FIN4, Information Security Program, 9/4/2012
- FIN5, Acceptable Use Policy, 6/10/2011
- FS1, Title IV-E Eligibility Manual, 10/26/2012
- FS2, Volume II - Auxiliary Grants Policy Manual - Part III, Chapter D, Supplement Security Income (SSI) Recipient Eligibility. Chapter I, Non-SSI Income Sources, 12/5/2012
- FS3, Assisted Living Facility Assessment Manual, 9/1/2012
- FS4, Adult Services Manual, Chapters 1-7, 11/1/2012
- FS5, Child and Family Services Manual - Chapter C - Child Protective Services, 7/1/2012
- FS6, Child and Family Services Manual - Chapter E - Foster Care, 7/1/2016
- FS7, Generic Policy - Volume II, Section I, Chapter B, 1/1/1998
- FS8, Child and Family Services Manual, Chapter F, Adoption, 10/1/2009
- FS9, Virginia Department of Education and Virginia Department of Social Services, Fostering Connections: Joint Guidance for School Stability of Children in Foster Care, 8/1/2013
- FS11, Virginia's Guide to the Interstate Compact on the Placement of Children, 11/1/2002
- FS12, Virginia's Guide to Intercountry Placement, 12/13/2013
- FS13, Request to Place Virginia Youth Out-of-Commonwealth, 11/1/2002



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FS14, Broadcast 7524 State Median Income for Adult Services Cases, 7/23/2012

FS15, Adult Foster Care Manual, 2/1/2010

FS16, Children and Family Service Manual, Chapter D, Local Department Resource, Foster and Adoptive Family Home Approval, 2/1/2013

FS17, Broadcast 5696 Revised Adult Protective Services (APS) Minimum Training Standards, 6/1/2009

FS18, Broadcast 7522, Update on Assisted Living Facility Assessment Procedures-No Need to Submit Assessment Packages, 7/20/2012

FS19, Broadcast 7658, Guidelines for Preadmission Screening of Children with Disabilities Seeking Long-Term Care Services, 10/25/2012

FS20, Broadcast 7483, Local Department of Social Services No Longer to Claim or File for Assisted Living Facility Assessment Payments, 7/26/2012

FS21, Broadcast 4198 Safe and Timely Placement of Children Act - Interstate Compact on the Placement of Children (ICPC), 12/10/2007

FS22, Child and Family Services Manual - Chapter B - Early Prevention - Sections 1 and 4, 10/1/2012

FS23, Broadcast 9190 Statewide Implementation of Adoption Negotiation July 1, 2015, 6/11/2016

FS24, Broadcast 9286 Adoption Negotiators - Frequently Asked Questions, 8/7/2016

FS25, Broadcast 9675 Update Regarding Fostering Futures, 4/13/2016

FS26, Broadcast 9359 Clarification of Use of Title IV-E and Comprehensive Services Act (CSA) Funds for Emergency Foster Home Placements, 9/15/2016

HR1, Chapter 1 of the Administrative/Human Resources Manual for Local Departments of Social Services, Employment Opportunity, Disability Accommodation and Affirmative Action, 10/19/2011

HR2, Chapter 2 of the Administrative/Human Resources Manual for Local Departments of Social Services, Classification and Compensation, 12/1/2016

HR3, Chapter 3 of the Administrative Human Resources Manual for Local Departments of Social Services, Recruitment and Selection, 1/1/2014

HR4, Chapter 4 of the Administrative Human Resources Manual for Local Departments of Social Services, Leave, 5/1/2015

HR5, Chapter 5 of the Administrative/Human Resources Manual for Local Departments of Social Services, Operations of the Local Department of Social Services, 3/1/2014

HR6, Chapter 6 of the Administrative/Human Resources Manual for Local Departments of Social Services, Performance Evaluation and Standards of Conduct, 11/1/2013

HR7, Chapter 7 of the Administrative/Human Resources Manual for Local Departments of Social Services, Discipline and Termination of Employment, 11/1/2013

HR8, Chapter 8 of the Administrative/Human Resources Manual for Local Departments of Social Services, Personnel Records, 7/1/2014

HR10, SOP Section 2.05 Criminal History Checks, 12/20/2010

HR11, Agency Salary Administration Plan, 9/1/2000

HR12, SOP Section 2.01 - Alcohol and Drugs, 7/1/2008

HR13, SOP Section 1.20 - Employee Recognition Program, 9/7/2010

HR14, SOP Section 2.04 - Compensatory Leave, 7/1/2008

HR15, SOP Section 2.06 - Equal Employment Opportunity, 7/1/2008

HR16, SOP Section 2.07 - Emergency Office Closings, 7/1/2008

HR17, SOP Section 2.08 - Workplace Harassment, 9/12/2011

HR18, SOP Section 2.09 - Hours of Work, 7/1/2008

HR19, SOP Section 2.10 - Identification Badge, 11/1/2004

HR20, SOP Section 2.11 - Employment Eligibility Verification, 11/1/2004

HR21, SOP Section 2.12 - Layoff, 7/1/2008

HR22, SOP Section 2.13 - Performance Planning and Evaluation, 1/27/2011

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LIC12, Standards for Licensed Family Day Homes with Interpretation Guidelines, 7/17/2013

LIC13, Technical Assistance for Standards and Regulations for Licensed Adult Day Care Centers, 10/1/2010

LIC14, Technical Assistance for Voluntary Registration of Family Day Homes Requirements for Providers, 10/1/2009

LIC15, Technical Assistance for General Procedures and Information for Licensing, 1/1/2015

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LIC19, Tuberculosis B Screening Testing Technical Assistance in Assisted Living Facilities and Adult Day Care Centers, 9/22/2011

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LIC20, Staffing Plans in Assisted Living Facilities, 2/24/2012

LIC3, Performance Standardization Guidance for licensure, 3/10/2014

LIC4, Direct Care Staff - Department Approved Educational Curriculum for Nursing Assistant, Geriatric Assistant or Home Health Aide, 7/1/2007

LIC6, Information for Religiously Exempt Child Day Centers, 3/30/2011

LIC7, Model Policies for Implementing Residents Rights, 1/1/2008

LIC8, Notification to State Regulated Care Facilities Regarding Fire Prevention, 9/1/2000

LIC9, Proof of Child Identity and Age, 3/1/2012

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ORP1, VDSS Institutional Review Board (IRB) Guidance Summary, 12/7/2016

ORP10, Department of Education and National Institute on Disability and Rehabilitation Research Funded Research, 2/9/2017

ORP11, Department of Justice Funded Research, 2/9/2017

ORP12, Checklist of Materials Required for IRB Review, 2/9/2017

ORP2, Commonwealth of Virginia Laws Relevant to Human Subjects Research, 12/8/2016

ORP3, IRB Member Responsibilities and Conflict of Interest, 12/8/2016

ORP4, Consent Form Standards and Language, 12/8/2016

ORP5, Expedited review check list for IRB members, 12/8/2016

ORP6, Procedures for Recording IRB Minutes, 12/8/2016

ORP7, IRB Reliance Agreements, 12/8/2016

ORP8, IRB Study Closure Report, 12/8/2016

ORP9, IRB Continuing Review, 12/8/2016

PA1, VDSS Web Policy, 11/9/2011

### 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 Virginia 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 Jaime Hoyle, Executive Director of the Board, at the address above or by telephone at (804) 367-4441. Copies are free of charge.

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# Guidance Documents

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## 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 noncompliance 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, Bylaws of the Board of Social Work, revised October 25, 2013

140-8, Sanctioning Reference Points Instruction Manual, revised January 1, 2016

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 day hours at Virginia State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

The documents are available electronically online for no charge from the Virginia Regulatory Town Hall at <http://townhall.virginia.gov/index.cfm> or the Virginia State Police website at <http://www.vsp.virginia.gov/>.

To obtain printed copies of the indicated guidance documents please contact the number listed below the name of the document.

## Guidance Documents:

3246, [How the Complaint Process Works](#), 8/25/2008

Professional Standards Unit, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, telephone (804) 674-2000.

5845, [VCheck User's Guide](#), 3/1/2015

Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, telephone (804) 674-2000.

5846, [Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers](#), 7/1/2016

Firearms Transaction Center, Virginia State Police, P.O. Box 27472, Richmond, VA 23261-7472, telephone (804) 674-2000

## DEPARTMENT OF TAXATION

The Department of Taxation's guidance documents are listed and posted on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov/index.cfm>. The guidance documents list provides links to the Department of Taxation's website, <http://www.tax.virginia.gov>, for certain categories of guidance documents, such as rulings, publications, forms, and instructions.

Guidance documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Services, Department of Taxation, 1957 Westmoreland Street, Richmond, VA 23230. Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Services, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, FAX (804) 786-2670.

## Guidance Documents:

[001, Rulings of the Tax Commissioner](#), 12/18/2017

[002, Tax Bulletins](#), 12/18/2017

[003, Tax Forms](#), 12/18/2017

[004, Tax Publications](#), 12/18/2017

[Administration, Jeopardy Assessments](#), 3/25/1986

[Administration, Keeper of the Records](#), 5/14/1986

[Administration, Differential Interest Rates](#), 12/3/1986

[Administration, Computation of Interest](#), 12/22/1986

[Administration, Converted Assessments](#), 12/24/1986

[Administration, Computation of Interest on All Tax Refunds](#), 1/14/1988

[Administration, Set Off Debt Collection Procedures, Taxpayers in Bankruptcy](#), 4/17/1991

[Administration, Limitations Applicable to Converted Assessments](#), 2/17/1987

[Administration, 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties](#), 5/1/1991

[Administration, Administration, Assessment of Penalty and Interest on Miscellaneous Taxes](#), 12/21/1984

- Administration, Electronic Funds Transfer (EFT) Guide, 9/1/2003
- Administration, Set-Off Program Information Guide, 7/1/2005
- Administration, 2003 Tax Amnesty Program Guidelines, 9/2/2003
- Administration, Guidelines Governing Incentive Payments to Small Tobacco Products Manufacturers Pursuant to Senate Bill 1332 (2005), 1/19/2006
- Administration, Administrative Appeal Guidelines, 12/1/2006
- Administration, Field Collection Guide, 11/30/2006
- Administration, 2008 Procedures for Safeguarding Federal Tax Information, 12/30/2008
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- Administration, Guidance for Waiver of Penalty and Interest, 6/30/2017
- Administration, 2017 Tax Amnesty Program Guidelines, 9/5/2017
- Aircraft, Application of the Aircraft Sales and Use Tax to a Variety of Situations, 7/24/1985
- Aircraft, Aircraft Sold at Washington National Airport, 10/19/1987
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- Cigarette, Rate Increase Guidelines and Rules, 7/30/2004
- Cigarette, Rate Increase Guidelines and Rules, 5/13/2005
- Cigarette, Cigarette Tax Guidelines and Rules Related to Enforcement, 8/13/2010
- Communications, Guidelines and Rules for the Virginia Communications Taxes, 11/1/2006
- Corporate, Inventory of Alcoholic Beverages in State Owned Warehouse, 3/26/1985
- Corporate, Abatement of 100% Penalty Assessed under Section 58- 44.1, 8/22/1983
- Corporate, Investment in Euro Dollars, Foreign Source Income Subtraction, 11/28/1984
- Corporate, Sales Factor and Form 4797 Proceeds, 3/31/1987
- Corporate, Financial Corporation Apportionment Factor, 3/17/1988
- Corporate, Accelerated Cost Recovery System Carryovers and Refunds: Statute of Limitations, 7/28/1993
- Corporate, Single Sales Factor Election for Manufacturers Guidelines, 1/7/2013
- Corporate/Individual, Application of Penalty to Corporate and Individual Income Tax Audits, 10/26/1990
- Corporate/Individual, Land Preservation Tax Credit: Guidelines for Qualified Appraisals, 1/9/2007
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- Corporate/Individual, Statute of Limitations for Income Taxes and Refund Match Situations, 7/28/2010
- Corporate/Individual, Barge and Rail Usage Tax Credit Guidelines, 9/5/2014
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- Corporate/Individual, Motion Picture Production Tax Credit Guidelines, 3/23/2015
- Corporate/Individual, Research and Development Expenses Tax Credit Guidelines (TY 2015 and Earlier), 10/3/2016
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- Individual, Interest on Refunds Delayed by Set Off Debt Collection, 11/24/1987
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- Individual, Individual Tax, State and Federal Tax Incentives for Child Care, 12/13/1988
- Individual, Individual Tax, Nonresident Income from the Rental or Sale of Virginia Real Estate, 8/6/1990
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- Insurance Premiums, Order Waiving Penalty and Interest for Quarterly Reports and Premium License Payments Required by Certain Surplus Lines Brokers, 6/11/2012
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- Local, Guidelines for Appealing Local Business Taxes, 6/25/2004
- Local, 2000 Business, Professional, and Occupational License (BPOL) Guidelines (Part 1 of 4), 1/1/2000
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- Local, Guidelines for Appealing Local Mobile Property Taxes, 6/10/2005
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- M.V. Repair, Guidelines and Rules for the Motor Vehicle Repair, Labor and Services Sales and Use Tax That Has Been Declared Invalid, 11/1/2007
- Sales and Use, Extensions, 9/8/1982
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- Sales and Use, Disallowance of Sales Tax Dealer's Discount When Tax Not Paid in Full, 4/1/1985
- Sales and Use, Registration of Persons Making Nontaxable Sales, 4/1/1985
- Sales and Use, Status of Conrail Under the Sales and Use Tax, 6/6/1985
- Sales and Use, Preponderance of Use, 12/9/1985
- Sales and Use, Refunds to Businesses Located in Urban Enterprise Zones, 6/24/1986
- Sales and Use, Inclusion of Federal Manufacturers Excise Taxes in Sales Price of Goods Sold, 7/23/1987
- Sales and Use, Advertising Exemption, 8/21/1987
- Sales and Use, Repair/Replacement Parts Purchased by Motor Vehicle Lessors, 1/26/1988
- Sales and Use, Tangible Personal Property Purchased by Foreign Army in Virginia, 3/8/1989
- Sales and Use, Implementation of SB 741 (Dealer's Discount), 3/27/1989
- Sales and Use, Storage Tanks, 5/22/1989

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- Sales and Use, Member Fees, 1/11/1991
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- Sales and Use, Memo regarding Steuart Petroleum Company, 12/23/1998
- Sales and Use, Memorandum to Office of Customer Services and Office of Compliance from Assistant Commissioner for Tax Policy Regarding *Veeco v. SCC*, 219 Va. 894 (1979), 4/21/1999
- Sales and Use, Industrial Processing Exemption Retail/Photo-Processing Operations, 9/8/2000
- Sales and Use, Sales and Use Tax, Virginia Tire Tax, Recall of Firestone Tires by Ford Motor Company, 7/31/2001
- Sales and Use, Legislative Changes for 2004, 8/30/2004
- Sales and Use, 2004 Rate Increase Guidelines, 8/1/2004
- Sales and Use, Public Service Corporation Exemption Repeal Guidelines, 8/30/2004
- Sales and Use, Federal Government Credit Card Purchases, 7/12/2002
- Sales and Use, Successor Liability, 4/30/1998
- Sales and Use, Internet Tax Freedom Act (H.R. 4105), 7/10/1998
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- Sales and Use, Nonprescription Drug Exemption Question and Answer Summary, 9/2/1998
- Sales and Use, Sales Tax Holiday Guidelines and Rules, 7/15/2007
- Sales and Use, Energy Star Sales Tax Holiday Guidelines, 9/21/2007
- Sales and Use, 2009 Hurricane Preparedness Sales Tax Holiday Guidelines and Rules, 4/22/2009
- Sales and Use, Permanent Energy Star and WaterSense Sales Tax Holiday Guidelines, 9/21/2009
- Sales and Use, Guidelines for the Accelerated Sales Tax Payment, 5/11/2011
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- Sales and Use, Energy Star Sales Tax Holiday Guidelines, 2013, 9/30/2013
- Sales and Use, 2014 Accelerated Sales Tax Guidelines, 4/28/2014
- Sales and Use, 2015 Accelerated Sales Tax Guidelines, 4/22/2015
- Sales and Use, 2015 Combined Sales Tax Holiday Guidelines, 7/8/2015
- Sales and Use, 2017 Accelerated Sales Tax Guidelines, 5/2/2017
- Sales and Use, Guidelines for Retail Sales and Use Tax Refund Claims Procedures, 6/12/2017
- Sales and Use, 2017 Combined Sales Tax Holiday Guidelines, 6/19/2017
- Sales and Use, Guidelines for the Retail Sales and Use Tax Exemption Certificate for Stamped Cigarettes Purchased for Resale, 8/21/2017
- Tobacco, Tobacco Products Tax Guidelines and Rules (1/1/2011), 12/17/2010
- Tobacco, 2014 Guidelines and Rules for the Tobacco Products Tax, 7/30/2014
- Watercraft, Watercraft Sales and Use Tax, Federal Fee on Recreational Boaters, 3/4/1991
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- Wireless E-911, Guidelines and Rules for the Prepaid Wireless E-911 Fee, 1/5/2011
- Withholding, Withholding, Voluntary Virginia Income Tax Withholding From Civil Service Annuities, 9/21/1982
- Withholding, Withholding, Accelerated Federal Withholding Payments, 8/28/1990
- Withholding, Due Date Extension: Seasonal Employers Filing Monthly Returns, 8/22/2007

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- Administration, Penalties for Electronic Funds Payments, 6/25/2010
- Agreements, Agreements, Reciprocal Income Tax Agreement between State of West Virginia and Commonwealth of Virginia, 10/20/1988

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Agreements, Agreements, Reciprocal Personal Income Tax Agreement between Commonwealth of Pennsylvania and Commonwealth of Virginia, 11/17/1982

Agreements, Agreements, Coordination of Tax Administration between the Virginia Tax Department and the Internal Revenue Services, 5/10/1977

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Agreements, Agreements, Individual Income Tax, Notice to Northern Virginia Tax Officials Regarding Reciprocity with Maryland, 8/14/1992

Agreements, Reciprocal Income Tax Agreement: Maryland and Virginia, 8/21/1991

Agreements, Reciprocal Income Tax Agreement between Commonwealth of Virginia and State of Maryland, 12/27/2006

Agreements, Memorandum of Understanding for the Administration of the Land Preservation Credit Program, 6/12/2007

Agreements, Disclosure Agreement between Department of Taxation and Northern Virginia Transportation Commission, 12/28/2009

Agreements, Memorandum of Agreement between the Virginia Department of Taxation and Department of Motor Vehicles, 6/28/2012

Aircraft, Application of the Aircraft Sales and Use Tax to Aircraft Not Required to be Licensed with the Department of Aviation, 2/25/2009

Aircraft, Disclosing Tax Information to the Department of Aviation, 9/9/2015

Corporate, IRC 199 Deductions, 8/5/2011

Corporate, Order to Allow Electronically Filed Returns to Omit Attaching a Copy of the Federal Return, 6/10/2014

Corporate/Individual, First-Year Companies Claiming the Research and Development Expenses Tax Credit, 5/23/2013

Individual, Memorandum Regarding Treatment of Extension for Certain Members of the Armed Services Mandated by House Bill 1024 (2008), 6/23/2008

M.V. Fuels Sales, Motor Fuels Disclosure, Refunds, Certified Pollution Control, and Heavy Motor Vehicles, 4/12/2011

M.V. Rental, Rental Tax on Storage Trailers, 12/17/2012

Sales and Use, Boat Slip Rentals, 8/1/1977

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Sales and Use, Dealer's Discount, 9/8/1982

Sales and Use, Interest Charged on Filing Extensions of Vending Machine Dealers, 11/15/1982

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Sales and Use, Computation of Additional Penalty When Minimum Penalty Assessed, 7/28/1983

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Sales and Use, Hurricane Preparedness Sales Tax Holiday Guidelines and Rules, 4/29/2008

Sales and Use, Guidelines for 2008 Sales Tax Holiday for Clothing and school Supplies, 7/11/2008

Sales and Use, Energy Star and WaterSense Sales Tax Holiday Guidelines and Rules, 8/26/2008

Sales and Use, Statistical Sampling Audit Manual, 1/5/2009

Sales and Use, Incentive and Penalty Options to Encourage the Correct Allocation of the Local Retail Sales and Use Tax, 8/31/2009

Sales and Use, Emergency Guidelines for the Accelerated Sales Tax Payment, 6/7/2012

Sales and Use, House Bill 2313 Sales Tax Transition Guidelines, 5/1/2013

Withholding, Order to Allow Annual Filing for State Withholding Taxes for Employers of Domestic Service Employees, 12/4/2008

Withholding, Statute of Limitations on Processing Withholding Tax Returns, 5/1/2009

### DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the program that issued or has custody of the document. VDOT has indicated a URL for documents that are available online.

Because many of VDOT's guidance documents have unique viewing locations and contact information for copies and questions, this information is provided separately for each document or group of documents following the title of the document or documents.

### Finance and Programming

#### Guidance Document:

Fiscal Year 2018 Commonwealth Transportation Fund budget and Fiscal Year VDOT budget, adopted June 20, 2017

Interprets or 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 or 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@dot.virginia.gov](mailto:laura.farmer@dot.virginia.gov).

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the CTB by July 1 of each year as required by § 33.2-221 C of the Code of Virginia. These documents are also accessible from: [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, September 2016

Interprets or implements: Article 1 of Chapter 15 of Title 33.2 (§ 33.2-1500 et seq.) of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. This document is also accessible from: [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@dot.virginia.gov](mailto:laura.farmer@dot.virginia.gov).

**Guidance Document:**

Virginia Six-Year Improvement Program, adopted June 20, 2017

Interprets or implements: § 33.2-214 of the Code of Virginia

This document (accessible as a database) 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 each of the nine construction district offices across the state. This document is also accessible from: <http://www.virginiadot.org/projects/syp-default.asp>.

Questions regarding interpretation or implementation of this document may be directed to the Infrastructure Investment

Director at telephone (804) 786-2543 or FAX (804) 371-8719.

**Guidance Document:**

Administrative Services Division Procurement Procedures Manual, revised March 2017

Interprets or implements: § 2.2-4300 et seq., of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. This document is also accessible from: [http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc\\_VDOT\\_5316\\_v7.pdf](http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc_VDOT_5316_v7.pdf).

Questions regarding interpretation or implementation of this document may be directed to Lisa Pride, Director of Administrative Services at telephone (804) 371-4080 or [lisa.pride@vdot.virginia.gov](mailto:lisa.pride@vdot.virginia.gov).

**Preliminary Engineering**

**Guidance Document:**

VDOT Policy Manual for Public Participation in Transportation Projects, revised November 21, 2016

Interprets or implements: § 33.2-208 B of the Code of Virginia

This document is also accessible from: [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 at the 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 or implements: Rules and Regulations Governing Relocation Assistance (24VAC30-41)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 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 accessible from: [http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc\\_VDOT\\_6\\_v3.pdf](http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc_VDOT_6_v3.pdf).



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# Guidance Documents

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**Guidance Document:**

Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Manual and Guidelines, October 2017

Interprets or 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 Transportation Public-Private Partnerships Division, 1401 East Broad Street, 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 from: [http://www.p3virginia.org/wp-content/uploads/2017/12/2017-PPTA-Manual-and-Guidelines\\_FINAL.pdf](http://www.p3virginia.org/wp-content/uploads/2017/12/2017-PPTA-Manual-and-Guidelines_FINAL.pdf)

Questions regarding interpretation or implementation of this document may be directed to Dr. Morteza Farajian, Director, Transportation Public-Private Partnerships Division, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-0482, FAX (804) 786-0476, or email [morteza.farajian@p3.virginia.gov](mailto:morteza.farajian@p3.virginia.gov).

**Guidance Documents:**

Design-Build Procurement Manual, April 2017

Interprets or implements: § 33.2-209 B of the Code of Virginia

Minimum Requirements for QA/QC on Design Build and Public-Private Transportation Act Projects, January 2012

Interprets or implements: §§ 33.2-209 B and 33.2-1800 et seq., of the Code of Virginia

Design-Build Evaluation Guidelines, Revised May 2014

Interprets or implements: § 33.2-209 B of the Code of Virginia

These documents are also accessible from: <http://www.virginiadot.org/business/design-build.asp>

Questions regarding interpretation or implementation of these documents may be directed to Shailendra Patel, P.E., Alternative Project Delivery Division, 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:**

Manual for the Procurement and Management of Professional Services, revised July 1, 2017 (available from <http://www.virginiadot.org/business/gpmpps.asp>).

Interprets or 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, Alternative

Project Delivery Division, 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, 2015)

Interprets or 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. This document is also accessible from: <http://www.virginiadot.org/projects/pr-noise-walls-about.asp>

Questions regarding interpretation or implementation of this document may be directed to the Noise Abatement Program Manager at telephone (804) 371-6766 or FAX (804) 786-7401.

**Project Delivery****Guidance Document:**

Economic Development Access Program Guide, revised October 1, 2014

Interprets or implements: § 33.2-1509 of the Code of Virginia, Economic Development Access Fund Policy (24VAC30-271)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Megan Nelson at the same address, telephone (804) 786-9125, FAX (804) 371-0847, or email [megan.nelson@vdot.virginia.gov](mailto:megan.nelson@vdot.virginia.gov). This document is also accessible from: [http://www.virginiadot.org/business/resources/local\\_assistance/access\\_programs/EconomicDevelopmentAccessProgramGuide.pdf](http://www.virginiadot.org/business/resources/local_assistance/access_programs/EconomicDevelopmentAccessProgramGuide.pdf).

**Guidance Document:**

Recreational Access Program Guide, revised October 1, 2014

Interprets or implements: § 33.2-1510 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 Megan Nelson at the same address, telephone (804) 786-9125, FAX (804) 371-0847, or email [megan.nelson@vdot.virginia.gov](mailto:megan.nelson@vdot.virginia.gov). This document is also accessible from:

[http://www.virginia.gov/business/resources/local\\_assistance/access\\_programs/RecrAccessGuide.pdf](http://www.virginia.gov/business/resources/local_assistance/access_programs/RecrAccessGuide.pdf).

**Guidance Document:**

Airport Access Program Guide, revised October 1, 2014

Interprets or implements: § 33.2-1509 of the Code of Virginia, Airport Access Fund Policy (24VAC30-451)

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 Megan Nelson at the same address, telephone (804) 786-9125, FAX (804) 371-0847, or email [megan.nelson@vdot.virginia.gov](mailto:megan.nelson@vdot.virginia.gov). This document is also accessible from: [http://www.virginia.gov/business/resources/local\\_assistance/access\\_programs/AirportAccessProgramGuide.pdf](http://www.virginia.gov/business/resources/local_assistance/access_programs/AirportAccessProgramGuide.pdf).

**Guidance Document:**

Transportation Alternatives Program Guide, revised September 1, 2017

Interprets or 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 is also accessible from: [http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc\\_VDOT\\_4689\\_v1.pdf](http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc_VDOT_4689_v1.pdf).

For more information on this program or to obtain a copy of the application packet, please contact the Transportation Alternatives Program Staff at 1-800-444-7832 or (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 Document:**

Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, August 1, 2017

Interprets or implements: Urban Maintenance and Construction Policy (24VAC30-325)

This document is also accessible from: [http://www.virginia.gov/business/resources/local\\_assistance/Urban\\_Construction\\_and\\_Maintenance\\_Program\\_Urban\\_Manual.pdf](http://www.virginia.gov/business/resources/local_assistance/Urban_Construction_and_Maintenance_Program_Urban_Manual.pdf).

Questions regarding interpretation or implementation of this document may be directed to Yolanda Newton at the same address, telephone (804) 786-0334, or email [yolanda.newton@vdot.virginia.gov](mailto:yolanda.newton@vdot.virginia.gov).

**Guidance Document:**

Revenue Sharing Program Guidelines, July 2017

Interprets or 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, FAX (804) 371-0847, or [debbi.webb-howells@vdot.virginia.gov](mailto:debbi.webb-howells@vdot.virginia.gov). This document is also accessible from: [http://www.virginia.gov/business/resources/local\\_assistance/Revenue\\_Sharing\\_Program\\_Guidelines.pdf](http://www.virginia.gov/business/resources/local_assistance/Revenue_Sharing_Program_Guidelines.pdf).

**Guidance Document:**

Locally Administered Projects Manual, July 2010, revised March 1, 2016, December 20, 2017

Interprets or 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 obtained either free of charge or at a specified charge for excess copies by contacting John Simmers at the same address, telephone (804) 786-2571, or email [john.simmers@vdot.virginia.gov](mailto:john.simmers@vdot.virginia.gov). This document is also accessible from: [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 or telephone number provided above.

Copies of the above 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.

**Operations**

**Guidance Document:**

Traffic Engineering Division Instructional and Informational Memoranda (IIMs), revised November 6, 2017

Interprets or 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 the Traffic Engineering Memoranda may be viewed 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. Electronic copies will be furnished upon request 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

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## Guidance Documents

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same address, telephone (804) 371-6022, or email [marc.lipschultz@vdot.virginia.gov](mailto:marc.lipschultz@vdot.virginia.gov). These documents are also accessible from: [http://www.virginiadot.org/business/traffic\\_engineering\\_memoranda.asp](http://www.virginiadot.org/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 Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2965.

### Guidance Document:

Traffic Calming Guide for Neighborhood Streets, revised November 2017

Interprets or 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 Mike Nichols at the same address, telephone (804) 786-5709, or email [mike.nichols@vdot.virginia.gov](mailto:mike.nichols@vdot.virginia.gov). Information about the traffic calming process and a link to the document is available online at: <http://www.virginiadot.org/programs/is-VDOTCommunityPrograms.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 June 2017 (available at: [http://www.virginiadot.org/info/traffic\\_impact\\_analysis\\_regulations.asp](http://www.virginiadot.org/info/traffic_impact_analysis_regulations.asp))

Interprets or implements: Traffic Impact Analysis Regulations (24VAC30-155)

Frequently Asked Questions on the Access Management Regulations and Standards, November 2014 (available at [http://www.virginiadot.org/info/access\\_management\\_regulations\\_and\\_standards.asp](http://www.virginiadot.org/info/access_management_regulations_and_standards.asp))

Interprets or implements: Access Management Regulations (24VAC30-73).

Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, December 2011, revised August 2015 (available at

[http://www.virginiadot.org/info/secondary\\_street\\_acceptance\\_requirements.asp](http://www.virginiadot.org/info/secondary_street_acceptance_requirements.asp))

Interprets or implements: Secondary Street Acceptance Requirements (24VAC30-92)

Frequently Asked Questions - Land Use Permits, revised October 2, 2014 (available at <http://www.virginiadot.org/business/bu-landUsePermits.asp>)

Interprets or implements: Land Use Permit Regulations (24VAC30-151)

Land Development Inspection Documentation Best Practices Manual, December 2014 (available at [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 or implements: Land Use Permit Regulations (24VAC30-151), Secondary Street Acceptance Requirements (24VAC30-92)

Guide for Administering Additions, Abandonments, and Discontinuances of the System of State Highways, January 27, 2015 (available at [http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc\\_VDOT\\_5956\\_v1.pdf](http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc_VDOT_5956_v1.pdf))

Interprets or implements: §§ 33.2-325, 33.2-334, 33.2-335, 33.2-339, 33.2-340, 33.2-705 (additions); §§ 33.2-908, 33.2-909, Title 33.2, Article 12 (§§ 33.2-914 through 33.2-926) (abandonments); §§ 33.2-901 33.2-902 (discontinuances); and § 15.2-2272 (vacations)

Criteria for Transferring Secondary Roads to the Primary System, (Department Memoranda (DM) 14-1), approved April 15, 2014 (available at [http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc\\_VDOT\\_5948\\_v1.pdf](http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc_VDOT_5948_v1.pdf))

Interprets or implements: § 33.2-314 of the Code of Virginia

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Mailing address: Office of Land Use, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting the same address, telephone (804) 786-0780. Additional copies or pages may be obtained at a cost of \$0.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Robert W. Hofrichter, Director, Office of Land Use, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-0780, or email at [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 or implements: § 33.2-316 of the Code of Virginia

Statement on the Use of VDOT County Map Series Digital Files, revised November 13, 2012 (includes form and agreement)

Interprets or implements: § 33.2-384 of the Code of Virginia

Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised November 13, 2012

Interprets or 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's Communications Division, located at 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. These documents are also accessible from:

[http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc\\_VDOT\\_3914\\_v4.pdf](http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc_VDOT_3914_v4.pdf)  
(Virginia Official State Transportation Map Policy and Procedures)

[http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc\\_VDOT\\_3915\\_v4.pdf](http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc_VDOT_3915_v4.pdf)  
(Statement on the Use of VDOT County Map Series Digital Files)

[http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc\\_VDOT\\_3916\\_v3.pdf](http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\501\GDoc_VDOT_3916_v3.pdf)  
(Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria).

**DEPARTMENT OF THE TREASURY**

Copies of 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. Copies may be obtained free of charge.

Many agency documents and forms may be found on Treasury's website at <https://www.trs.virginia.gov/Forms.aspx>.

General questions regarding these documents may be directed to William Watt at telephone (804) 371-6242, FAX (804) 225-3187, or email [william.watt@trs.virginia.gov](mailto:william.watt@trs.virginia.gov).

Questions regarding specific Treasury divisions should be directed to:

Debt Management: Director of Debt Management at telephone (804) 371-6006 or FAX (804) 225-3187.

Cash Management and Investments: Judy Milliron, telephone (804) 225-3167, FAX (804) 225-3478, or email [judy.milliron@trs.virginia.gov](mailto:judy.milliron@trs.virginia.gov). Division documents and forms related to the Local Government Investment Pool can be found at <https://trs.virginia.gov/cash/lqip.aspx> and for State Non-Arbitrage Program at [www.vasnap.com/forms-and-documents](http://www.vasnap.com/forms-and-documents).

Operations: Kristin Reiter, telephone (804) 225-3240, FAX (804) 225-3187, or email [kristin.reiter@trs.virginia.gov](mailto:kristin.reiter@trs.virginia.gov). Division documents and forms can be found at <https://trs.virginia.gov/Operations/>.

**Risk Management:** Don LeMond, telephone (804) 225-4620, FAX (804) 371-8400, or email [don.lemond@trs.virginia.gov](mailto:don.lemond@trs.virginia.gov). Division documents and forms can be found at <https://trs.virginia.gov/Drm/>.

**Unclaimed Property:** William Dadmun, telephone (804) 225-2547, FAX (804) 786-4653, or email [william.dadmun@trs.virginia.gov](mailto:william.dadmun@trs.virginia.gov). Division documents and forms can be found at <https://www.vamoneysearch.org/Report/Forms>.

**Guidance Documents:**

- [6324, General Account Investment Guidelines, 12/21/2017](#)
- [6325, Debt Calendar, 12/21/2017](#)
- [6326, Tobacco Indemnification and Community Revitalization Endowment Investment Guidelines: Taxable, 12/21/2017](#)
- [6327, Tobacco Indemnification and Community Revitalization Endowment Investment Guidelines: Tax-Exempt., 12/21/2017](#)
- [6328, Code of Ethics, 12/21/2017](#)
- [6329, Debt Capacity Advisory Committee Reports 2002–present, 12/21/2017](#)

**UNIVERSITY OF VIRGINIA**

For general questions about the University of Virginia's guidance documents, contact Penny Cabaniss at telephone (434) 982-2674 or email [pqc2f@virginia.edu](mailto:pqc2f@virginia.edu). Information is provided for each document for copies or questions regarding the interpretation or implementation of the respective guidance document. If available, links are provided for electronic copies of guidance documents and are available for no charge.

**Guidance Documents:**

- [UVA-01, University of Virginia Policy Directory, 11/29/2012](#)

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## Guidance Documents

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Copies may be viewed Monday through Friday from 8 a.m. until 3:30 p.m. in the Office of the Policy Manager, O'Neil Hall, 445 Rugby Road, P.O. Box 400228, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Lynn Mitchell at the same address, telephone (434) 924-4037, or email [lm2z@virginia.edu](mailto:lm2z@virginia.edu). Access the document online at <http://www.virginia.edu/uvapolicies/>. Questions regarding interpretation or implementation of this document may be directed to Lynn Mitchell at the above address, telephone number, or email.

[UVA-02, Higher Education Capital Outlay Manual, 5/17/2011](#)

Current and past versions of the Higher Education Capital Outlay Manual (HECOM) may be viewed online at <https://www.fm.virginia.edu/depts/fpc/hecomanual.html>.

Questions regarding this document should be directed to Martin E. Best, Jr., Manager, Office of Contract Administration, University of Virginia, P.O. Box 400726, Charlottesville, VA 22904-4726, telephone (434) 243-3541, or email [meb6n@virginia.edu](mailto:meb6n@virginia.edu).

[UVA-03, Medical Center Policy Manual, 12/1/2011](#)

Copies may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the Office of the Executive Vice President for Health Affairs, 1215 Lee Street, Primary Care Center, Room 1122, P.O. Box 800810, Charlottesville, VA 22908-0810. Copies may be obtained free of charge by contacting Sally Barber at the same address, telephone (434) 243-5788 or (434) 243-5920, FAX (434) 243-9328, or email [snb4af@virginia.edu](mailto:snb4af@virginia.edu). Questions regarding interpretation or implementation of this document may be directed to Sally Barber at the above address or telephone number.

[UVA-04, Health Sciences Library Policies, 12/21/2011](#)

The Health Sciences Library policies may be viewed online at <http://www.hsl.virginia.edu/admin/policy/index.cfm>. Copies may be obtained by contacting Gretchen Arnold, Library Director, telephone (434) 924-0194, or email [gvn8r@virginia.edu](mailto:gvn8r@virginia.edu). Questions regarding interpretation or implementation of this document may be directed to Gretchen Arnold at the above telephone number, or email.

### DEPARTMENT OF VETERANS SERVICES

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Department of Veterans Services, 101 North 14th Street, 17th Floor, Richmond, VA 23219. Questions regarding interpretation or implementation of the documents, or to obtain copies free of charge, please contact Carrie Ann Alford, Director of Policy and Planning, Virginia Department of Veterans Services, 101 North 14th Street, 17th Floor, Richmond, VA 23219, telephone (804) 225-4716, or email [carriann.alford@dvs.virginia.gov](mailto:carriann.alford@dvs.virginia.gov).

### Guidance Document:

[Policy and Guidelines for Commissioners of the Revenue and Other Assessing Officials for §§ 58.1-3219.5 and 58.1-3219.9 Real Property Tax Relief for 100% Disabled Veterans and Surviving Spouses, Revised & Updated 2017](#)

### 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 Virginia 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 of the Board, at the address above or by telephone at (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)

150-2, Expanded duties for licensed veterinary technicians, reaffirmed October 24, 2017

150-3, Preceptorships and externships for veterinary technician students, revised October 25, 2017

150-4, "Chip" clinics outside approved facilities, excerpt from board minutes of June 15, 1994, reaffirmed October 24, 2017

150-5, Use of compounded drugs in veterinary practices, reaffirmed October 24, 2017

150-6, Mobile facilities allowed to change location without an inspection, revised October 25, 2017

150-8, Disposition of cases for practicing on an expired license or permit, revised October 25, 2017

150-9, Content of a medical record, revised October 25, 2017

150-10, Allowances to purchase, possess, and administer drugs within an animal shelter or pound, reaffirmed October 24, 2017

150-11, Acceptable continuing education, audits and sanctions for noncompliance, revised October 25, 2017

150-12, Administration of rabies vaccine, revised October 25, 2017

150-13, Controlled substances in veterinary practices, reaffirmed October 24, 2017

150-14, Board guidance on process for delegation of informal fact-finding to an agency subordinate, reaffirmed October 24, 2017

150-15, Disposition of routine inspections violations, revised October 25, 2017

150-16, Protocol to follow upon discovery of a loss or theft of drugs, revised October 25, 2017

150-17, Sanctioning Reference Points Instruction Manual, revised June, 2014

150-18, Bylaws of the Board of Veterinary Medicine, reaffirmed October 24, 2017

150-19, Delegation of dental polishing-cleaning, revised October 25, 2017

150-20, Duties of unlicensed assistants, revised October 25, 2017

150-21, Chiropractic care and acupuncture for animals, revised October 25, 2017

150-22, Veterinarians and wildlife rehabilitators - prescription drugs, reaffirmed October 24, 2017

150-23, Disposal of deceased animals, revised October 25, 2017

150-24, Guidelines for processing applications for licensure, reaffirmed October 24, 2017

76-21.2:1, Veterinary Establishment Inspection Report, revised February 9, 2017

### **VIRGINIA BIRTH-RELATED NEUROLOGICAL INJURY COMPENSATION PROGRAM**

Copies of the following document may be viewed or obtained on regular work days from 8:30 a.m. until 5 p.m. at the office of the Virginia Birth-Related Neurological Injury Compensation Program, 7501 Boulders View Drive, Suite 201, Richmond, VA 23225, telephone (804) 330-2471, or FAX (804) 330-3054. There are no costs associated with obtaining copies of the document listed. The documents may be viewed using the link below.

Please address any questions concerning the guidance document to George Deebo, Executive Director, telephone (804) 330-2471 or email [gdeebo@vabirthinjury.com](mailto:gdeebo@vabirthinjury.com).

#### **Guidance Document:**

[6252, Administrative Guidance Regarding Changes in the Program's Manner of Processing Claims, 8/15/2017](#)

### **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, Pocahontas Building, 900 East Main Street, 11th Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 698-1881, or email [tedwards@dls.virginia.gov](mailto:tedwards@dls.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Karen Perrine, Acting Registrar of Regulations, Virginia Code Commission, Pocahontas Building, 900 East Main Street, 11th Floor, Richmond, VA 23219, telephone (804) 698-1883, or email [kperrine@dls.virginia.gov](mailto:kperrine@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 2016, §§ 2.2-4008 and 2.2-4103

### **VIRGINIA COMMONWEALTH UNIVERSITY**

Copies of the documents listed below are available free of charge from the university's website at <http://www.vcu.edu>. 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.

#### **Guidance Documents:**

VCU Code of Conduct, <https://acs.vcu.edu/integrity-and-compliance-office/vcu-code-of-conduct/>

VCU Board of Visitor's Bylaws, <https://www.president.vcu.edu/pdfs/FINAL-VCU-BYLAWS-mnsshjq-fin10-31.pdf>

VCU Board of Visitors Ethical Leadership Policy, [https://www.president.vcu.edu/pdfs/BOV\\_Ethical\\_Leadership\\_Policy\\_final.pdf](https://www.president.vcu.edu/pdfs/BOV_Ethical_Leadership_Policy_final.pdf)

Student Handbook, the VCU Insider, <https://guidebook.com/guide/93446/>

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, <https://provost.vcu.edu/media/provost-development/faculty-affairs/TheFacultyHandbookFINALUPDATED12.4.17.pdf>

Questions concerning interpretation or implementation of the Faculty Handbook may be directed to the Vice Provost for Academic and Faculty Affairs, P.O. Box 842527, Richmond, VA 23284, telephone (804) 828-6162.

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# Guidance Documents

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## VIRGINIA MILITARY INSTITUTE

Copies of the following documents may be viewed on regular work days from 8 a.m. until 4:30 p.m. in the office of the Chief of Staff, 201 Smith Hall, Lexington, VA 24450. Copies may be obtained free of charge by contacting Katrina Butner at the same address, telephone (540) 464-7104, FAX (540) 464-7660, or email [butnerkk@vmi.edu](mailto:butnerkk@vmi.edu).

Questions regarding interpretation or implementation of these documents may be directed to Colonel James Inman, VMI Chief of Staff, 201 Smith Hall, Lexington, VA 24450, telephone (540) 464-7104, and FAX (540) 464-7660.

### Guidance Documents:

Board of Visitors Bylaws, [http://www.vmi.edu/media/content-assets/documents/bov/BOV-Bylaws-May-2017-\(approved\).pdf](http://www.vmi.edu/media/content-assets/documents/bov/BOV-Bylaws-May-2017-(approved).pdf), revised 6 May 2017.

General Orders (Policies and Procedures), <http://www.vmi.edu/about/administration/general-orders/>, policies reviewed on rotating basis and updated as needed.

Overarching Institute Regulations, <http://www.vmi.edu/media/content-assets/documents/institute-regulations/OverarchingRegulationsMay2015.pdf>, revised May 2015.

Institute Regulations Part I, <http://www.vmi.edu/media/content-assets/documents/institute-regulations/VMI-Regs-Part-I.pdf>, revised September 2012.

Institute Regulations Part II, <http://www.vmi.edu/media/content-assets/documents/institute-regulations/VMI-Regulations-Part-II.pdf>, revised November 2014.

Academic Regulations, <http://vmi.edu/media/content-assets/documents/academics/Academic-Regulations-Sep-2017.pdf>, revised September 2017.

Athletic Regulations, <http://www.vmi.edu/media/content-assets/documents/institute-regulations/Athletic-Regulations-Part-IV.pdf>, revised July 2016.

Faculty Handbook, <http://www.vmi.edu/media/content-assets/documents/human-resources/Teaching-Faculty-Handbook.pdf>, revised October 2016.

Administrative and Professional Faculty Handbook, <http://www.vmi.edu/media/content-assets/documents/human-resources/Administrative-and-Professional-Handbook.pdf>, revised May 2015.

2017-18 Academic Catalog, <http://catalog.vmi.edu/index.php>.

2017 Annual Security Report, <http://www.vmi.edu/media/content-assets/documents/police/VMI-Right-to-Know-2017.pdf>.

## 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 Lee Anne Hurt, Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email [leeanne.hurt@vmfa.museum](mailto:leeanne.hurt@vmfa.museum).

Questions regarding interpretation or implementation of these documents may be directed to Lee Anne Hurt, Director of Museum Planning and Board Relations, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email [leeanne.hurt@vmfa.museum](mailto:leeanne.hurt@vmfa.museum).

### Guidance Documents:

Smoking Policy 3-00, revised 2015

Gallery Guidelines Policy 7-00, revised 2015

Lost and Found Property Policy 2-01, revised 2015

Calendar and Events: <http://vmfa.museum/calendar/>

Directions and Parking: <https://vmfa.museum/visit/directions/>

Child Protection Guidelines: <https://vmfa.museum/youth-studio/child-protection-guidelines/>

Museum Policies: <https://vmfa.museum/visit/plan-ahead/museum-policies/>

Accommodations for Individuals and Groups with Disabilities: <https://vmfa.museum/visit/plan-ahead/access-programs/>

## VIRGINIA POLYTECHNIC INSTITUTE AND STATE 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 Policy and Governance, c/o Business and Projects Manager, 319 Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Lori Buchanan, Office of the Vice President for Policy and Governance, 319 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-9512, or email [lorib90@vt.edu](mailto:lorib90@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 Lori Buchanan, Business and Projects Manager, Office of the Vice President for Policy and Governance, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-9512, or email [lorib90@vt.edu](mailto:lorib90@vt.edu).

**Guidance Documents:**

Board of Visitors Bylaws (amended August 2017), <http://bov.vt.edu/bylaws.html>

Faculty Handbook (revised September 2017), [http://provost.vt.edu/faculty\\_affairs/faculty\\_handbook.html](http://provost.vt.edu/faculty_affairs/faculty_handbook.html)

Virginia Department of Human Resource Management Policies for Staff, <https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html>

Undergraduate Catalog and Academic Policies, 2017–18, <http://www.undergradcatalog.registrar.vt.edu/1718/index.html>

Graduate Catalog, Policies, Procedures, Academic Programs, 2017–18, [http://secure.graduateschool.vt.edu/graduate\\_catalog/](http://secure.graduateschool.vt.edu/graduate_catalog/)

Hokie Handbook (student handbook), 2017–18, <http://www.hokiehandbook.vt.edu/>

2016 Jeanne Clery Disclosure Report (revised 2016), [https://police.vt.edu/content/dam/police\\_vt\\_edu/clery-reports/2016-clery-actannual-campus-security-fire-safety-report.pdf](https://police.vt.edu/content/dam/police_vt_edu/clery-reports/2016-clery-actannual-campus-security-fire-safety-report.pdf)

Parking and Traffic Operational Manual, 2017–18, [https://parking.vt.edu/content/dam/parking\\_vt\\_edu/parking-operational-manual.pdf](https://parking.vt.edu/content/dam/parking_vt_edu/parking-operational-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>

Statement of Business Conduct Standards, [https://caf.vt.edu/content/dam/caf\\_vt\\_edu/buscondstand/Statement\\_Business\\_Conduct\\_Standards.pdf](https://caf.vt.edu/content/dam/caf_vt_edu/buscondstand/Statement_Business_Conduct_Standards.pdf)

Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and Their Vendors, October 2016, <https://vascupp.org/hem.pdf>

Commonwealth Accounting Policies and Procedures (CAPP) Manual, (revised December 2017), [https://www.doa.virginia.gov/reference/CAPP/CAPP\\_Summary.shtml](https://www.doa.virginia.gov/reference/CAPP/CAPP_Summary.shtml)

Commonwealth of Virginia Executive Order 20 Advancing Equity for Small, Women, and Minority Owned Businesses, July 2014, <https://governor.virginia.gov/media/3349/eo-20-advancing-equity-for-small-women-and-minority-owned-businessesada.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 Sarah McCoy, Counsel to the Virginia Port Authority, telephone (757) 683-2119, or email [smccoy@portofvirginia.com](mailto:smccoy@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 RESOURCES 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 Resources Authority, 1111 East Main Street, Suite 1920, Richmond, VA 23219. Copies may be obtained free of charge by contacting Jean Bass at the same address or by telephone at (804) 644-3100. All of these documents are available electronically for no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov> and on the Virginia Resources Authority's website at <http://www.virginiareources.org/page/vra-underwriting-guidelines/>.

Questions regarding interpretation of these documents may be directed to Jean Bass at the above address or telephone number.

**Guidance Documents:**

[Revenue Credit Guidelines, 3/12/2013](#)

[Regional Authorities Guidelines, 3/12/2013](#)

[Lease Transactions Guidelines, 3/12/2013](#)

[Parity Bonds Guidelines, 12/14/2010](#)

[Restructuring Guidelines, 3/12/2013](#)

[Regional Jail Guidelines, 3/12/2013](#)

[Subordinate Debt Guidelines, 3/10/2009](#)

[Tax Supported Debt Evaluation Guidelines, 3/12/2013](#)

[Appropriation-Only-Back Transaction Guidelines, 3/25/2014](#)



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# Guidance Documents

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## 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) and <http://www.varetirement.org/hybrid>.

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Cynthia Wilkinson, Director of Policy, Planning and Compliance, Virginia Retirement System, 1200 East Main Street, Richmond, VA 23219, telephone (888) 827-3847, FAX (804) 786-1541, or email [cwilkinson@varetire.org](mailto:cwilkinson@varetire.org).

### Guidance Documents:

2016 Fiduciary Net Position and Changes in Fiduciary Net Positions, published 2016, Code of Virginia, Title 51.1, Chapters 1-7

2016 Financial and Statistical Highlights, published 2016, Code of Virginia, Title 51.1, Chapters 1-7

2016 Investment Highlights, published 2016, Code of Virginia, Title 51.1, Chapters 1-7

2017 Legislative Summary, published April 2017, Code of Virginia, Title 51.1, Chapters 1-7

457 Deferred Compensation Plan Features and Highlights, revised June 2017, Code of Virginia, Title 51.1, Chapters 6.6.1

457 Deferred Compensation and Cash Match Plan Features and Highlights, revised June 2017, Code of Virginia, Title 51.1, Chapters 6, 6.1

Approved Domestic Relations Orders Guide, revised January 2016, Code of Virginia, Title 51.1, Chapter 1

Benefits for VRS Members, published November 2017, Code of Virginia, Title 51.1, Chapters 1-7

Choosing Your Retirement Plan - Plan 1 - Optional Retirement Plan for Higher Education Plan 1, Membership Date: Before July 1, 2010, revised December 2017, Code of Virginia, Title 51.1, Chapter 1

Choosing Your Retirement Plan - Plan 2 - Optional Retirement Plan for Higher Education, Membership Date: July 1, 2010 - December 31, 2013, revised December 2017, Code of Virginia, Title 51.1, Chapter 1

Choosing Your Retirement Plan for Higher Education - Optional Retirement Plan, Hybrid - Membership Date: On or

after January 1, 2014, revised December 2017, Code of Virginia, Title 51.1, Chapter 1

Choosing Your Retirement Plan - Plan 1 - the Optional Retirement Plan for School Superintendents, Membership Date: Before July 1, 2010, revised January, 2017, Code of Virginia, § 51.1-126.6

Choosing Your Retirement Plan - Plan 2 - Optional Retirement Plan for School Superintendents, Membership Date: July 1, 2010 - December 31, 2013, revised January 2017, Membership Date: Before July 1, 2010, revised June 2015, Code of Virginia, § 51.1-126.6

Choosing Your Retirement Plan - Optional Retirement Plan for School Superintendents - Hybrid Retirement Plan, Membership Date: On or after January 1, 2014, revised January 2017, Code of Virginia, § 51.1-126.6

Choosing Your Retirement Plan - Plan 1 - Optional Retirement Plan for Political Appointees, Membership Date: Before July 1, 2010, revised December 2017, Code of Virginia, § 51.1-126.5

Choosing Your Retirement Plan - Plan 2 - Optional Retirement Plan for Political Appointees, Membership Date: July 1, 2010 - December 31, 2013, revised December 2017, Code of Virginia, § 51.1-126.5

Choosing Your Retirement Plan - Optional Retirement Plan for Political Appointees - Hybrid Retirement Plan, Membership Date: On or after January 1, 2014, revised December 2017, Code of Virginia, § 51.1-126.5

Commonwealth of Virginia 457 Deferred Compensation Plan Fund Profiles, published September 2017, Code of Virginia, Title 51.1, Chapters 6, 6.1

Comprehensive Annual Financial Report, published annually, last published December 2017, Code of Virginia, Title 51.1, Chapters 1-7

Employer Manual, revised January 2017, 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 2017, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members - Plan 2, revised March 2017, addendum November 21, 2017, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

Fee Disclosure Notice VRS Defined Contribution Plan, published October 2017, Code of Virginia, Title 51.1, Chapters 6, 6.1

- Focus Newsletter for Participants in Hybrid Retirement Plan and 457 Deferred Compensation Plan, posted quarterly, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1
- Frequently Asked Questions about myVRS Navigator, revised November 2017, Code of Virginia, Title 51.1, Chapters 1–7
- Getting Ready to Retire Guide, revised March, 2017, Addendum, November 21, 2017, Code of Virginia, Title 51.1, Chapters 1–7
- Getting Ready to Retire Guide for Hybrid Members, revised, July 2017, Code of Virginia, Title 51.1, Chapter 1
- How to Designate Your Beneficiary VRS Defined Contribution Plans, published June 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1
- Hybrid Retirement Plan Features and Highlights Brochure, revised December 2017, § 51.1-169
- Hybrid Retirement Plan - Handbook for Members, revised September 2017, Code of Virginia, Title 51.1, Chapters 1–7
- Hybrid Retirement Plan Roadmap, published August 2014, Code of Virginia, Title 51.1, Chapter 1
- Investment Guide, Commonwealth of Virginia Defined Contribution Plans, revised July 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1
- Investment Options Performance Commonwealth of Virginia Defined Contribution Plans, revised November 2017, Code of Virginia, Title 51.1, Chapters 1, 6.1
- Investment Policy Statement for the Unbundled Defined Contribution Plans, revised February 9, 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1
- Judicial Retirement System - Handbook for Members in the JRS Plan 1, JRS Plan 2 and the JRS Hybrid Retirement Plan, revised March 2017, Addendum November 21, 2017, Code of Virginia, Title 51.1, Chapters 1, 3
- Leaving Employment Guide, Commonwealth of Virginia 457 Deferred Compensation Plan Virginia Cash Match Plan, revised September 2016, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1
- Leaving Employment Guide Defined Contribution Component Hybrid Retirement Plan, revised December 2015, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1
- Leaving Employment Guide, Optional Retirement Plans, revised December 2017, Code of Virginia, Title 51.1, Chapter 2
- Losing a Loved One: Guide for Families, revised 2017, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1, 3, 5
- Member Benefit Profile, published annually, last published September 2017, 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
- Model Language for Domestic Relations Orders - Defined Benefit Plan, revised March 2013, Code of Virginia, Title 51.1, Chapters 1–7
- Model Language for Domestic Relations Orders - Defined Contribution Plan Accounts, published July 2007, Code of Virginia, Title 51.1, Chapters 1–7
- Model Language for Domestic Relations Orders - Optional Retirement Plan for Employees of Institutions of Higher Education Accounts, published July 2007, Code of Virginia, Title 51.1, Chapters 1–7
- myVRS Navigator Training Course Catalog, revised September 2015, 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
- Optional Retirement Plan for Higher Education Composite Copy, amended January 2014, Code of Virginia, Title 51.1, Chapters 1–7
- Optional Retirement Plan for Higher Education Fee Disclosure Notice, February 2017, Code of Virginia, Title 51.1, Chapters 1–7
- Optional Retirement Plan for Higher Education Handbook, revised December 2017, addendum July 2015, Code of Virginia, Title 51.1, Chapters 1–7
- Optional Retirement Plan for Higher Education Master Trust, revised January 2014, Code of Virginia, Title 51.1, Chapters 1–7,
- Optional Retirement Plan for Higher Education Open Enrollment Notice, August 2017, Code of Virginia, Title 51.1, Chapters 1–7
- Optional Retirement Plan for Higher Education Open Enrollment Procedures for Employers, August 2017, Code of Virginia, Title 51.1, Chapters 1–7,
- Optional Retirement Plan for Political Appointees Plan Features and Highlights, revised June 2017, Code of Virginia, Title 51.1, Chapters 1–7
- Optional Retirement Plan for Political Appointees Plan: Choose the Plan That’s Right for You, published October 2017, Code of Virginia, Title 51.1, Chapters 1–7
- Optional Retirement Plan for School Superintendents Plan Features and Highlights, revised June 2017, Code of Virginia, Title 51.1, Chapters 1–7

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## Guidance Documents

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Popular Comprehensive Annual Financial Report, published annually, last published December 2017, Code of Virginia, Title 51.1, Chapters 1–7

Quick and Easy Access to Your Account VRS Defined Contribution Plans, revised October 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Quicken Instructions VRS Defined Contribution Plans, published June 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Retiree Handbook, revised September 2017, Code of Virginia, Title 51.1, Chapters 1–7

Retiree News - published semiannually, Code of Virginia, Title 51.1, Chapters 1–7

Required Minimum Distributions Checklist VRS Defined Contribution Plans, revised June 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Stable Value Fund Disclosure, revised July 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

State Police Officers' Retirement System Handbook - Plan 1, revised July 2017, Code of Virginia, Title 51.1, Chapters 1–7, 10, 11, 13, 14

State Police Officers' Retirement System Handbook - Plan 2, Revised March 2017, addendum November 21, 2017, 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 2017, Code of Virginia, Title 51.1, Chapters 1–7, 10, 11, 13, 14

Virginia Law Officers' Retirement System Handbook - Plan 2, revised March 2017, Addendum November 21, 2017, Code of Virginia, Title 51.1, Chapters 1–7, 10, 11, 13, 14

Virginia Local Disability Program Long-Term Care Plan Brochure, published May 2015, Code of Virginia, Title 51.1, Chapter 11.1

Virginia Local Disability Program Handbook - Handbook for Employees in the VRS Hybrid Retirement Plan whose School Division or Political Subdivision Participates in VLDP, revised January 2017, Addendum July 2017, Code of Virginia, Title 51.1, Chapters 11.1

Virginia Local Disability Program Employer Manual, revised July 2015, Code of Virginia, Title 51.1, Chapter 11.1

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 January 2017, Addendum July 2017, Code of Virginia, Title 51.1, Chapter 11

Virginia Disability Retirement Employer Manual, revised January 2017, Code of Virginia, Title 51.1, Chapters 1–7

Virginia Retirement System Disability Retirement Handbook for Members - Plans 1 and 2, revised January 2017, Addendum October 2017, Code of Virginia, Title 51.1, Chapters 1–7

Virginia Retirement System Handbook for Members - Plan 1, revised July 2017, Code of Virginia, Title 51.1, Chapters 1–7, 10, 11, 13, 14

Virginia Retirement System Handbook for Members - Plan 2, revised July 2017, Code of Virginia, Title 51.1, Chapters 1–7, 10, 11, 13, 14

Virginia Supplemental 401(a) Retirement Plan for Middle School Specialists Plan Features and Highlights, published February 2014, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

VRS Investment Portfolio Disclosure, revised March 2016, Code of Virginia, Title 51.1, Chapters 1–7

VRS Plan Comparison Guide, revised November 2017, Code of Virginia, Title 51.1, Chapters 1–7

VRS University User Guide for myVRS Navigator Training, revised November 2016, Code of Virginia, Title 51.1, Chapters 1–7

VSDP Long-Term Care Plan Brochure, revised March 2017, Code of Virginia, Title 51.1, Chapter 1

### **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

All guidance documents are available electronically at no charge from Virginia State University's website at the links provided below. For general questions concerning the university's guidance documents, contact Bonnie Holmes at email [bholmes@vsu.edu](mailto:bholmes@vsu.edu) or telephone (804) 524-5326. For each document contact information will be provided for questions regarding the interpretation or implementation of the respective guidance document or for hard copies.

### Guidance Documents:

Board of Visitors Bylaws (revised September 2016), <http://www.vsu.edu/files/docs/bov/board-membership/vsu-bylaws.pdf>

University Policies, <http://www.vsu.edu/hr/policies.php>

Faculty Handbook and Academic Procedures Manual (revised 2013), <http://www.vsu.edu/files/docs/faculty-staff/faculty-handbook.pdf>

Student Handbook 2016–2017, <http://www.vsu.edu/files/docs/student-activities/student-handbook.pdf>

Student-Athlete Handbook 2016–2017, [http://govstutrojans.com/documents/2017/1/12/Student\\_Athlete\\_Handbook\\_2016\\_17\\_Updated.pdf?tab=student-athletehandbook](http://govstutrojans.com/documents/2017/1/12/Student_Athlete_Handbook_2016_17_Updated.pdf?tab=student-athletehandbook)

Student Organization Handbook, <http://www.vsu.edu/files/docs/student-activities/handbook-for-student-organizations.pdf>

Department of Social Work Bachelor of Social Work Program Student Handbook 2017–2018, <http://www.sola.vsu.edu/files/docs/bsw-student-handbook.pdf>

Undergraduate Catalog and Academic Regulations and Procedures 2016–2018, <http://www.vsu.edu/files/docs/academics/catalog/undergraduate-catalog-2016-2018.pdf>

Graduate Catalog 2016–2018, <http://www.vsu.edu/files/docs/academics/catalog/graduate-catalog-2016-2018.pdf>

Parking Manual Rules and Regulations 2017–2018, <http://www.vsu.edu/files/docs/police/vsu-parking-manual.pdf>

Annual Security and Fire Safety Report 2014–2016 Calendar Years (Published October 2017), <http://www.vsu.edu/files/docs/police/asr.pdf>

Academic Credits Committee and Policies and Petitions Committee Procedures Manual (May 7, 2013), <http://www.vsu.edu/files/docs/faculty-staff/acc-pcc-procedures-manual.pdf>

Virginia State University Safety Handbook, <http://www.vsu.edu/files/docs/police/contractor-safety-handbook.pdf>

Virginia State University Design Guidelines, <http://www.vsu.edu/files/docs/capital-outlay/vsu-design-guidelines.pdf>

## VIRGINIA WORKERS' COMPENSATION COMMISSION

Copies of the following forms and documents may be viewed during regular work days from 8:30 a.m. until 4:45 p.m. in the office of the Virginia Workers' Compensation Commission, 333 East Franklin Street, Richmond, VA 23219. Copies may be obtained for the price indicated by contacting the commission by telephone (877) 664-2566 or FAX (804) 418-4920. Several forms are available from the commission's website at [www.workcomp.virginia.gov](http://www.workcomp.virginia.gov). Questions concerning the guidance documents should be addressed to Evelyn V. McGill, telephone (804) 205-3603 or email [evelyn.mcgill@workcomp.virginia.gov](mailto:evelyn.mcgill@workcomp.virginia.gov).

### Guidance Documents:

5198, *Employees Guide*, 1/3/2013

5199, *Employers Guide*, 1/3/2013

5200, *Out of State Lawyers*, 1/3/2013

5201, *Self Insurance*, 1/3/2013

5202, *Electronic Data Interchange Implementation Guide Version 5.0.5*, 5/2/2016

6330, *Workers' Compensation Medical Fee Schedules*, 11/14/2017

6331, *Medical Fee Schedule Ground Rules*, 11/14/2017

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# GENERAL NOTICES/ERRATA

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## STATE CORPORATION COMMISSION

### Bureau of Insurance

February 14, 2018

Administrative Letter 2018-01

TO: All Carriers Licensed to Market Credit Life Insurance or Credit Accident and Sickness Insurance in Virginia

RE: Credit Insurance Experience Exhibits  
Virginia Code § 38.2-3730

This Administrative Letter Withdraws and Replaces Administrative Letter 2015-02.

In accordance with § 38.2-3730 B of the Code of Virginia, adjustments to the prima facie rates applicable to credit life and credit accident and sickness insurance for the triennium commencing January 1, 2019 will be established and published later this year.

This letter serves as a reminder to all carriers licensed to write either or both of these coverages that the Credit Insurance Experience Exhibit (CIEE) for the 2017 reporting year, from which information will be obtained to properly calculate these rates, must be submitted in accordance with § 38.2-3730 A of the Code of Virginia, no later than April 1, 2018.

In order to expedite the review process, we are requesting that ALL carriers complete the attached questionnaire. This questionnaire will enable the Bureau of Insurance to distinguish carriers who have Virginia experience to report on the CIEE from those who do not have any Virginia experience to report. Carriers that have experience to report must answer all questions and submit the completed questionnaire to the Life and Health Forms and Rates Section of the Bureau. Because of the time constraints under which the rate calculation must be completed, carriers must submit complete and accurate CIEEs, as well as the questionnaire, on or before April 1, 2018. Please note that carriers with no experience to report are not required to answer questions 1-9 on the questionnaire; however, all carriers must return the questionnaire to the Bureau with its name, NAIC # and contact information completed.

We have attached to this administrative letter examples of some of the problems identified with CIEE filings in previous years. In some instances, although information was correct, an explanation was necessary to properly evaluate the information. Carriers are hereby directed to review the attachment to ensure that similar problems do not recur this year. Please note that the CIEE must be filed on a direct basis; i.e. before taking into account reinsurance ceded.

We strongly encourage all carriers to electronically submit the questionnaires to the Life and Health Forms and Rates Section via the Company Filing Portal. To access the questionnaire and the portal, go to

<http://www.scc.virginia.gov/boi/co/miscforms.aspx>, and scroll down to "Credit Insurance Experience Exhibit". You will note that instructions are provided on the Bureau's website for submitting the documents through the portal.

Please contact the Bureau with any questions or requests for clarification. Questions or requests for clarification regarding the filing of required documents should be directed to Amanda McCauley, telephone (804) 371-0034, or email [amanda.mccauley@scc.virginia.gov](mailto:amanda.mccauley@scc.virginia.gov).

Questions or requests for clarification regarding the use of the portal should be directed to Trish Todd, telephone (804) 371-9195, or email [trish.todd@scc.virginia.gov](mailto:trish.todd@scc.virginia.gov).

/s/ Scott A. White  
Commissioner of Insurance

The following are examples of problems identified in filings of the Credit Insurance Experience Exhibits (CIEEs) in previous reporting years. Companies are directed to review the information below to ensure that similar problems do not recur in their 2017 CIEEs. Any of the following situations legitimately applicable to a 2017 CIEE should include an appropriate explanation in the attached questionnaire.

- Prima facie premium not listed. The prima facie premium is needed to evaluate the rates. Each company should explicitly state the prima facie premium on the appropriate exhibit line, even if it is the same as earned premium.
- Prima facie premiums greater than earned premiums. While this may not be a problem, our experience is that most companies charge the maximum rate allowed. This may be indicative of a miscalculation, especially on MOB business.
- Earned premiums greater than prima facie premium. For MOB business, this may be indicative of a miscalculation. Such premiums violate statutes unless the premium rates have been approved. If the premium rates have been approved, we ask that reporting carriers provide the Bureau with the approval date(s) to facilitate our analysis.
- Changes in the reserves reported from the end of one reporting year to the beginning of the subsequent reporting year. This can cause previously charged premium and claims to disappear. It can also cause claims without corresponding premium and vice versa. Restatement of opening reserves merely results in delay and unnecessary expense for the Bureau and, in light of the purpose of these CIEEs, companies should ensure that opening reserves (at the beginning of the year) are equal to closing reserves (at the end of the previous year).
- Claim reserve errors. These cause inaccurate incurred claims and may also indicate inadequate reserves for the product line.
- Premium reserve errors. These cause inaccurate premium reserve calculations.

- Assumption reinsurance transactions. If any business is transferred by assumption reinsurance, identify in the questionnaire the companies involved and the reserve amounts impacted by the transaction.
- Company Name Changes or Mergers. If the reporting company has changed its name and/or has been involved in a merger, full details should be provided in the questionnaire to enable the Bureau to appropriately combine experience for the past three years.
- Calculation of Earned Premium at Prima Facie Rates. Prima facie premium must be calculated using the prima facie rates approved and published by the Bureau effective January 1, 2016. Approval by the Bureau to charge alternate rates or use alternative rate structures does not constitute a change to the published prima facie rates, and these alternative rates or rates structures should not be used in calculating earned premium at prima facie rates.

Questionnaire

Company Name: \_\_\_\_\_

NAIC #: \_\_\_\_\_

For calendar year 2017, did the company have any earned premiums or incurred claims?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes," please complete the entire questionnaire. If "no," please proceed to the last page and complete the contact information only. Responses to questions 1-9 are not required.

1. Are both the earned premiums and earned premiums at prima facie rates stated? \_\_\_\_\_Yes \_\_\_\_\_No

What adjustments, if any, were made to the earned premiums at prima facie rates? Please explain in detail how the adjustments were made. If none were made, please explain why not.

2. Are incurred claims stated without stating earned premiums and earned premiums at prima facie rates? \_\_\_\_\_Yes \_\_\_\_\_No If "yes," please explain.

3. Are the beginning of year (BOY) reserves equal to the prior years' stated end of year (EOY) reserves? \_\_\_\_\_Yes \_\_\_\_\_No If "no," please provide a detailed explanation. (This applies to the premium, IBNR and claim reserves.)

4. Are the BOY reserves positive but no data was reported last year? \_\_\_\_\_Yes \_\_\_\_\_No If "yes," please explain.

5. Has the reserve methodology changed since the prior year's CIEE was filed in Virginia? \_\_\_\_\_Yes \_\_\_\_\_No If "yes," please explain.

6. Was any business transferred by assumption reinsurance? \_\_\_\_\_Yes \_\_\_\_\_No If "yes," identify the companies

involved and explain how any values in the CIEE have been impacted by the transaction.

7. Has the Company changed its name or has the Company been involved in a merger since the prior year's CIEE was filed in Virginia? \_\_\_\_\_Yes \_\_\_\_\_No If "yes," please provide complete details in order that the Bureau of Insurance can appropriately combine experience for the past three years.

8. Have all totals been verified as correct? \_\_\_\_\_Yes \_\_\_\_\_No If "no," please explain.

9. Does the CIEE contain any negative numbers? \_\_\_\_\_Yes \_\_\_\_\_No If "yes," please provide a detailed explanation.

Completed by:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

Phone #:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

(Revised 1/4/18)

**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Public Meeting and Public Comment for a**  
**Watershed Plan for Cunningham Creek and its**  
**Tributaries**

Meeting details: A community meeting will be held on Tuesday, March 6, 2018, at 5:30 p.m. at the Fluvanna County Public Library, 214 Commons Boulevard, Palmyra, VA 22963. This meeting will be open to the public and all are welcome to attend. In the case of inclement weather, the meeting will be postponed until Monday, March 26, 2018, at 5:30 p.m. For more information, please contact Neshia McRae at email [neshia.mcrae@deq.virginia.gov](mailto:neshia.mcrae@deq.virginia.gov) or telephone (540) 574-7850.

Meeting description: A public meeting will be held to present a draft watershed plan for Cunningham Creek and its tributaries. This plan is intended to address excess sediment and bacteria in these streams through the implementation of best management practices designed to reduce runoff of these pollutants to the streams. The meeting will include a presentation by the Virginia Department of Environmental Quality summarizing this plan, along with additional presentations on streambank stabilization practices by the Virginia Department of Game and Inland Fisheries, and citizen monitoring and watershed restoration by the Rivanna Conservation Alliance.

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## General Notices/Errata

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Description of study: Cunningham Creek and its North and Middle Forks are located primarily in Fluvanna County, with the uppermost reaches of the North Fork extending in to Albemarle County. These streams do not host a healthy and diverse population of aquatic life, and are identified as impaired for the "General Benthic (aquatic life)" water quality standard on Virginia's impaired waters list. A benthic stressor analysis conducted as part of this restoration effort indicated that sediment is the primary culprit responsible for this impairment. In addition, the Middle Fork of Cunningham Creek has a high concentration of E. coli bacteria, which prevents it from meeting the "primary contact" water quality standard. This watershed plan reports on the sources of bacteria and sediment in the watersheds and identifies strategies to reduce pollution coming from these sources, with the goal of restoring the aquatic community in these streams and assuring their suitability for primary contact recreation. The plan identifies an implementation timeline, costs and benefits, and education and outreach strategies. Planning efforts were led by a technical advisory committee, and a detailed summary of the committee's planning process is described in the plan.

How to comment and participate: All are welcome to attend the meeting and are encouraged to ask questions and provide feedback. Written comments will be accepted through April 5, 2018, and should include the name, address, and telephone number of the person submitting the comments. For more information or to submit written comments, please contact Nesha McRae, Department of Environmental Quality, Valley Regional Office, P.O. Box 3000, Harrisonburg, VA 22801, telephone (540) 574-7850, FAX (540) 574-7878, or email [nesha.mcrae@deq.virginia.gov](mailto:nesha.mcrae@deq.virginia.gov).

### **Notice of Public Comment on the Draft 2018 Water Quality Assessment Guidance Manual**

The Virginia Department of Environmental Quality (DEQ) will release the draft 2018 Water Quality Assessment Guidance Manual on March 5, 2018.

Virginia's 2018 Water Quality Assessment Guidance Manual contains the assessment procedures and methods to be used for the development of Virginia's 2018 §305(b)/§303(d) Integrated (i.e., combined water quality assessment and impaired waters) Report. The assessment guidance seeks to address all key elements of the U.S. Environmental Protection Agency (EPA) 2006 Assessment Guidance and subsequent updates current to December 2017, in addition to the assessment methodology for Chesapeake Bay Water Quality Standards established by EPA and adopted by Virginia (Ambient Water Quality Criteria for Dissolved Oxygen, Water Clarity, and Chlorophyll a for the Chesapeake Bay and Its Tidal Tributaries).

A copy of the draft 2018 Water Quality Assessment Guidance Manual is available for download from the DEQ Water Quality Assessment webpage at

<http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/WaterQualityAssessments.aspx>. A hard copy can also be requested from Amanda Gray, DEQ Water Quality Assessment Coordinator, using the contact information below.

Modifications have been made to the guidance document since 2016. A complete list of significant guidance modifications are described in Part II of the manual.

Section 62.1-44.19:5 C of the Code of Virginia requires DEQ to develop and publish the procedures used for defining and determining impaired waters and provide for public comment on the procedures. The public is invited to submit written comments through April 19, 2018. Comments should include the name, address, telephone number, and, if applicable, the email address of each person or organization submitting comments. Comments and related correspondence should be addressed to Amanda Gray. Responses to comments received will be made collectively, via a response document. The response document will be posted on the assessment webpage along with the final guidance manual.

Agency Contact: Amanda Gray, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4181, FAX (804) 698-4032, or via email at [amanda.gray@deq.virginia.gov](mailto:amanda.gray@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 14, 2018. The orders may be viewed at the Virginia Lottery, 600 East Main Street, Richmond, Virginia, or at the office of the Registrar of Regulations, 900 East Main Street, 11th Floor, Richmond, Virginia.

#### Director's Order Number One (18)

Virginia Lottery's Scratch Game 1848 "Extreme Cash" Final Rules for Game Operation (effective February 2, 2018)

#### Director's Order Number Two (18)

Virginia Lottery's Scratch Game 1795 "Super Crossword" Final Rules for Game Operation (effective February 2, 2018)

#### Director's Order Number Three (18)

Virginia Lottery's Scratch Game 1872 "Jewel 7's Playbook" Final Rules for Game Operation (effective February 2, 2018)

#### Director's Order Number Four (18)

Virginia Lottery's Scratch Game 1874 "SUPER CASH FRENZY" Final Rules for Game Operation (effective February 6, 2018)

## Director's Order Number Eleven (18)

Certain Virginia Promotion; Rescission of Murphy USA Playbook Gas Discount Retailer Incentive Promotion (175 2017) (effective February 2, 2018)

## Director's Order Number Twelve (18)

Virginia Lottery's Scratch Game 1822 "Power 5s" Final Rules for Game Operation (effective February 6, 2018)

## Director's Order Number Thirteen (18)

Virginia Lottery's Scratch Game 1867 "5X the Money" Final Rules for Game Operation (effective February 13, 2018)

## Director's Order Number Fourteen (18)

Virginia Lottery's Scratch Game 1871 "Bonus Word Crossword" Final Rules for Game Operation (effective February 13, 2018)

## Director's Order Number Fifteen (18)

Virginia Lottery's Scratch Game 1858 "2X The Money" Final Rules for Game Operation (effective February 13, 2018)

## Director's Order Number Sixteen (18)

Virginia Lottery's Scratch Game 1873 "Cash Multiplier" Final Rules for Game Operation (effective February 13, 2018)

## Director's Order Number Seventeen (18)

Virginia Lottery's Scratch Game 1820 "Lucky 13" Final Rules for Game Operation (effective February 6, 2018)

## Director's Order Number Eighteen (18)

Virginia Lottery's Scratch Game 1826 "\$1,000 Cash Dash" Final Rules for Game Operation (effective February 13, 2018)

## Director's Order Number Twenty (18)

Virginia Lottery's "3, 4, 5, Play" Promotion Final Rules for Operation (This Director's Order becomes effective on March 1, 2018, and shall remain in full force and effect through the end Promotion date unless amended or rescinded by further Director's Order)

## Director's Order Number Twenty-One (18)

Virginia Lottery's Scratch Game 1881 "Combo Play" Final Rules for Game Operation (effective February 13, 2018)

## Director's Order Number Twenty-Three (18)

Certain Virginia Promotion; Typographical Error Correction - Extreme Millions Second Chance Promotion (158 2017) (This Director's Order is effective nunc pro tunc to October 3, 2017, and shall remain in full force and effect unless amended or rescinded by further Director's Order)

## STATE WATER CONTROL BOARD

### Announces Public Meeting on Watershed Cleanup Plan

The Virginia Department of Environmental Quality (DEQ) will host an informational meeting to discuss the development of a cleanup plan for the Yeocomico River Watershed in Northumberland and Westmoreland Counties. The meeting will be held on March 14, 2018, from 2 p.m. until 4 p.m. at the Kinsale Fire Department, 123 Yeocomico Lane, Kinsale, VA 22488.

This meeting is open to the public and all are welcome. Participants will have the opportunity to contribute to the watershed cleanup plan by offering input and sharing information about the area and its local streams. Specifically, the purpose of this meeting is to review the final bacteria source assessment and implementation scenarios.

Should inclement weather occur, the meeting would be rescheduled to March 22, 2018, at the Kinsale Fire Department.

A total maximum daily load (TMDL) Implementation Plan for the Yeocomico River watershed is being developed by DEQ and the Virginia Institute of Marine Science. Since portions of local streams have high levels of bacteria, they are currently listed on the state's list of impaired waters. TMDLs for fecal coliform were developed in 2008 and now require a TMDL implementation plan. The high bacteria levels have led to the closure of shellfish harvesting in segments of these waterbodies. To restore water quality, pollutant levels must be reduced to meet the current water quality standards in Virginia. The EPA approved TMDL can be located on DEQ's website at <http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/TMDL/TMDLDevelopment/ApprovedTMDLReports.aspx>.

Streams with impaired water quality include Gardner, Jackson, and Bonum Creeks in Westmoreland County, Mill Creek in Northumberland County, and portions of the Yeocomico River.

The public comment period will extend from March 14, 2018, to April 13, 2018. Written comments will be accepted by email, fax, or postal mail to the contact below.

Additional information is also available on the DEQ website at <http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/TMDL/TMDLImplementation.aspx>.

For more information, contact: Kaitlin Ranger, NPS TMDL Coordinator, telephone (804) 527-5018, Department of Environmental Quality, Piedmont Regional Office, email [kaitlin.ranger@deq.virginia.gov](mailto:kaitlin.ranger@deq.virginia.gov).



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# General Notices/Errata

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## VIRGINIA CODE COMMISSION

### Notice to State Agencies

**Contact Information:** *Mailing Address:* Virginia Code Commission, Pocahontas Building, 900 East Main Street, 8th Floor, Richmond, VA 23219; *Telephone:* (804) 698-1810; *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 <https://commonwealthcalendar.virginia.gov>.

**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.